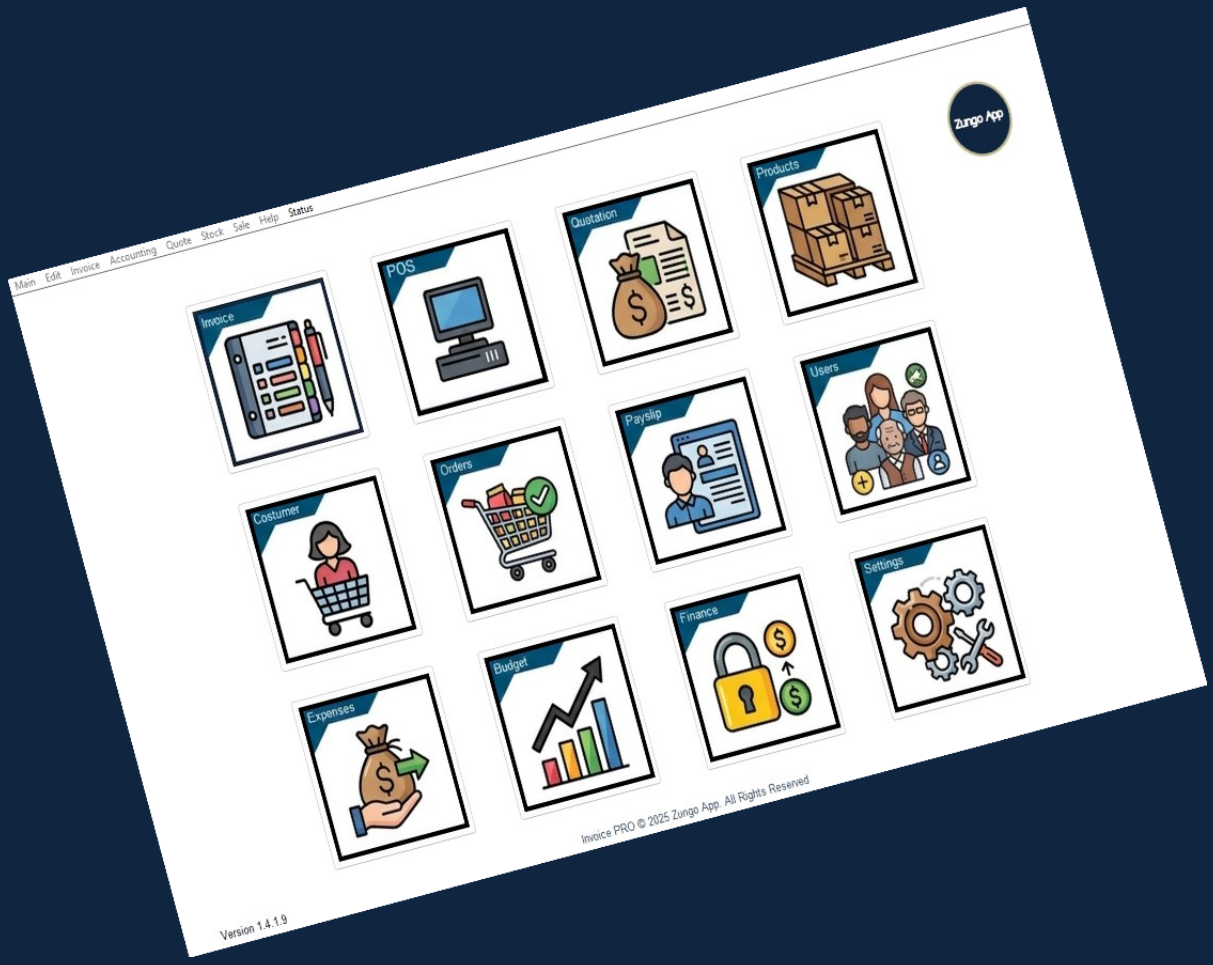
Zungo App Studio

Invoice PRO TouchPOS Studio



User Guide

Revision: A29102026

Table of Contents

Copyright.....4
Trademarks.....4
SecureID license checker.....7
First time logon to Invoice PRO.....7
Return to main screen.....8
Status.....8
Exit.....8
Files and folders that Invoice PRO need.....8
Search field.....8
Edit Menu.....10
Users.....10
Payslip.....12
Print language.....13
Reorder module.....13
How to save Payslip as pdf file.....15
Settings.....16
Invoice Menu.....17
Accounting menu.....18
Budget.....18
How to save Budget Report as pdf file.....19
Compare expenses and budget.....19
How to save Compare Report as pdf file.....19
Expenses.....20
How to save Expense Report as pdf file.....21
Finance.....22
VAT.....22
Asset.....23
Quote Menu.....24
Sales Menu.....25
Help menu.....25
Status menu.....26
How to add requesters.....27
How to add Customer to customer database and to invoice.....28
How to create an invoice.....29
How to correct an invoice that we work on (should only be done by admin).....29
If sale is locked.....29
How to use Invoice PRO as a POS (point of sale system).....30
How to make a new invoice without a barcode scanner.....31
How to give discount.....31
How to add discount to invoice.....31
How to pay two ways, split pay.....32
How to, status Partly paid.....32
How to print invoice as pdf file.....32

Invoice Record Locked button....33
How to find an invoice....33
Order managment....33
How to use Barcode Reader....34
How to take part back of bought items....35
What if we have a warranty product that customer brings back....35
When pushing New Sale button....35
How to use Quote....36
How to, a bit about accounting....38
How to use InvCalc....39
How to set up a two display system....40
How to use TouchPOS....41
How to use TouchPOS (point of sale system) with the barcode scanner....42
Product drop-down menu....43
Counting Teller....45
Receipt/Report Viewer....47
Receipt printer....48
Teller Report....49
How to use Stock Manager....50
Generate sold product report....60
View stock report....61
How to save Stock Report as pdf file....61
Recommendation on how to sell and add product that we produce ourselves to Stock Manager and to invoice....63
Cafe+ module....64
How to use cafe+....65
What if one customer wants to pay for the other seats at the table....65
How to use without table and seat numbers....66
Plugin upgrades....67
FAQ....68
RESTOREinvpro....70
Dbase Locator....73
Customer Display Settings....75
Customer Display....77
productNUMBERS....78
Zungo flyerCREATOR....81

Copyright

© 2024 Andrias Hammer. All Rights Reserved. This manual and the software described within are copyrighted with all rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system or translated into any language in any form without the express, written permission of Andrias Hammer.

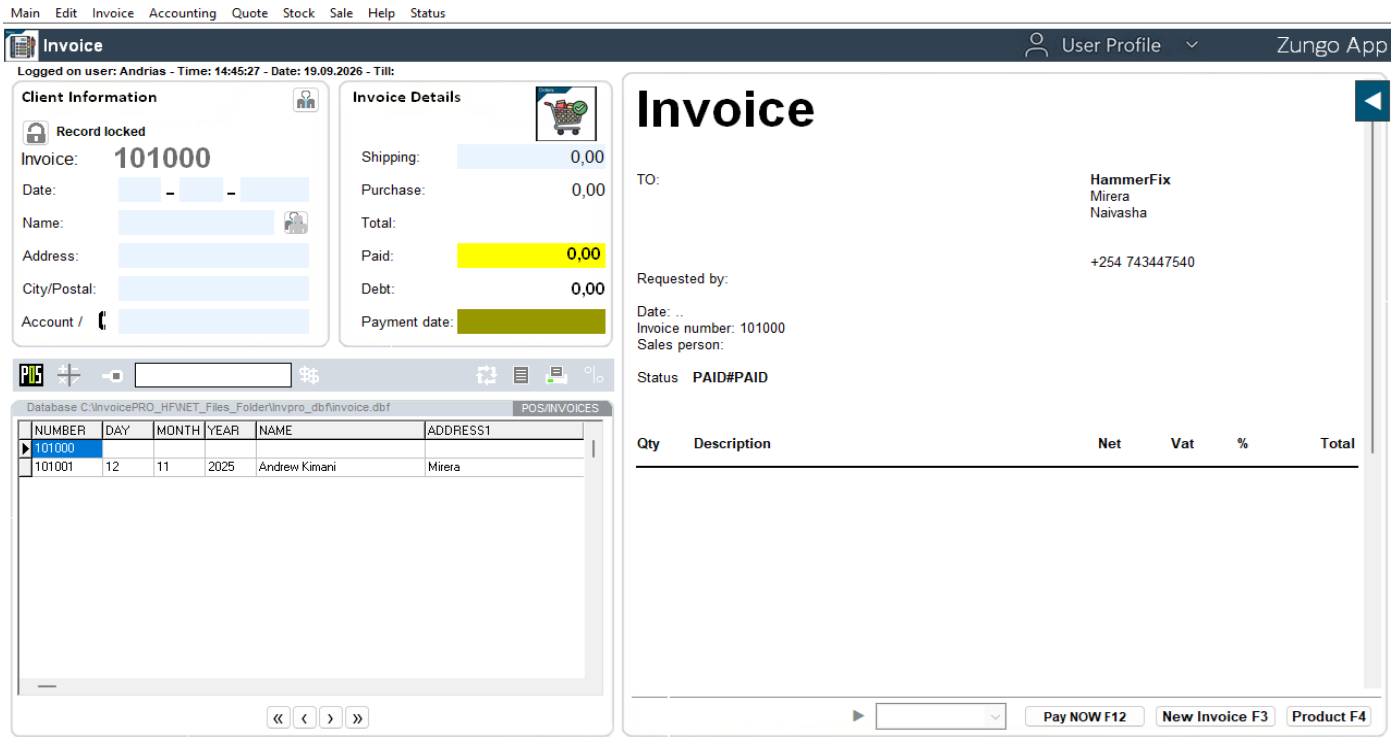
Trademarks

Zungo, Zungo App, Zungo App Studio, Invoice PRO, TouchPOS, TouchPOS Studio, Dbase Locator, RESTOREinvpro, InvCalc, Customer Display, Customer Display Settings cafe+, flyerCREATOR and Pay2Way are trademarks or registered trademarks of Zungo App Studio. All other brand and product names mentioned in this guide are trademarks or registered trademarks of their respective owners.

Zungo App Studio
Naivasha
Kenya

Customer Services
Phone: (254) 743447540
www.zungo.co.ke
E-mail: sale@zungo.co.ke

© 2026 Andrias Hammer. All Rights Reserved.



Invoice PRO has no limits to product that can be added to Stock Manager, a very easy to use invoice accounting software that also can print the financial year report. *Invoice PRO* has a quote section, expense section, a VAT viewer and a payslip section. **TouchPOS Studio** is the point of sale module included in *Invoice PRO*.

21 lines is maximum on each invoice.
No limits of lines to add on receipts.

Please do not alter or edit the first data in invoice database, first date is number 101000, you can alter the number from setting screen, but do not add date to this number, *Invoice PRO* uses this record, it must stay empty.

Default *Invoice PRO* comes with 5 local licenses, meaning 5 licenses used on same pc. As default the database folder **Invpro_dbf** is located in **C:\InvoicePRO\NET_Files_folder\Invpro_dbf** and can NOT be moved. *Invoice PRO* can be upgraded to network licenses, 5, 10 or 15 computer can be connected at the same time, the database folder **Invpro_dbf** can be moved to whatever location desired, like **X:\Invpro_dbf**

Invoice PRO – Quick Start Guide
Welcome to Invoice PRO! This package includes a custom **Invoice PRO Launcher** designed to automatically optimize your display settings and keep your system running smoothly.

⚙ First-Time Setup (Crucial)

When launching the program for the **very first time**, you must initialize the display settings:

1. Open the **Invoice PRO Launcher**.
2. If your monitor is **1920x1080**, simply click the **1920** button to automatically write the layout rule to the configuration file.

3. For all other monitor sizes, click the **SET** button to configure your custom resolution parameters.
- *Note: Once this is done, the program will "remember" your settings permanently. You will not need to do this step again!*

System Resolution Requirements

- **Minimum Limit:** Invoice PRO **cannot run** if your screen resolution is lower than the required minimum.
- **Required resolution: 1280 x 720**

🚀 Standard Daily Use

1. Go to your Windows **Desktop**.
2. Double-click the **Invoice PRO Launcher** shortcut.
3. The launcher automatically adjusts your monitor, loads the application, and will **automatically restore your desktop back to normal when you close the program**.

🖥️ Built-in Maintenance Tools

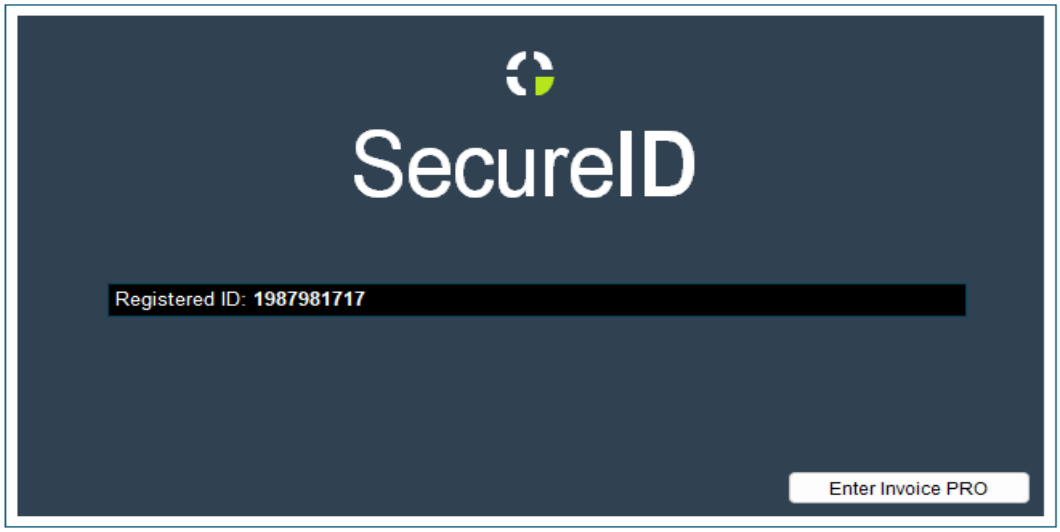
If you ever need to manually fix file paths or recover the application, open the launcher utility directly:

- **RESTOREinvpro:** Automatically restores missing application files one at a time if anything accidentally gets deleted or corrupted.
- **Dbase Locator:** Allows you to quickly link or browse to your active database file if the program loses its file connection.

Recommendations of using Invoice PRO

Invoice PRO all shops where an invoice is required by customer like online shops, back-office, plumbers, garages, carpenters, etc.
TouchPOS Studio is recommended for kiosks, supermarkets, hairdressers, grill-bars etc.
TouchPOS Studio with **cafe+** is recommended for restaurants, hotels, cafes, cafeterias etc.
TouchPOS Studio prints receipts.

SecureID license checker



Invoice PRO can only run on the computer that it is registered to.
If you are in doubt what pc it was run the **Hardware_ID.exe** that you received when you registered *Invoice PRO*. The number in the *Hardware ID* field should match *Registered ID:* in *Invoice PRO*.

Back

First time logon to Invoice PRO



User name: **SuperUsr**
Password: **1122**

From menu Select **Edit** then **Add Edit User** and change the password for **SuperUsr**, add a user, at least one user has to have rights set to **SuperUsr**, otherwise you will not be able to enter data to *Invoice PRO*. A cashier should be set to **Restricted** access, and the user can only access *TouchPOS* module. All users also has to have the attempts allowed to login set before user account gets locked, we recommend 3 attempts. To give a user unlimited attempts, recommended for super users, click on the **No Limit** button.

Registered to: company name - License: **NetUsr** (network license) and the Database location.
Tick in Agreement to read the license agreement.

Back

Return to main screen

Click **Main** on menu to return to main screen (icon select screen).

Status

To log off click status and select log off.

Exit

To exit *Invoice PRO*, click on the **X** on the logon window. 

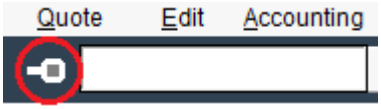
Back

Files and folders that Invoice PRO need

To check if *Invoice PRO* and all files needed are installed close *Invoice PRO*, run **Dbase Locator.exe** located at *Invoice PRO* folder. How to use **Dbase Locator.exe** is in this User Guide.

Back

Search field

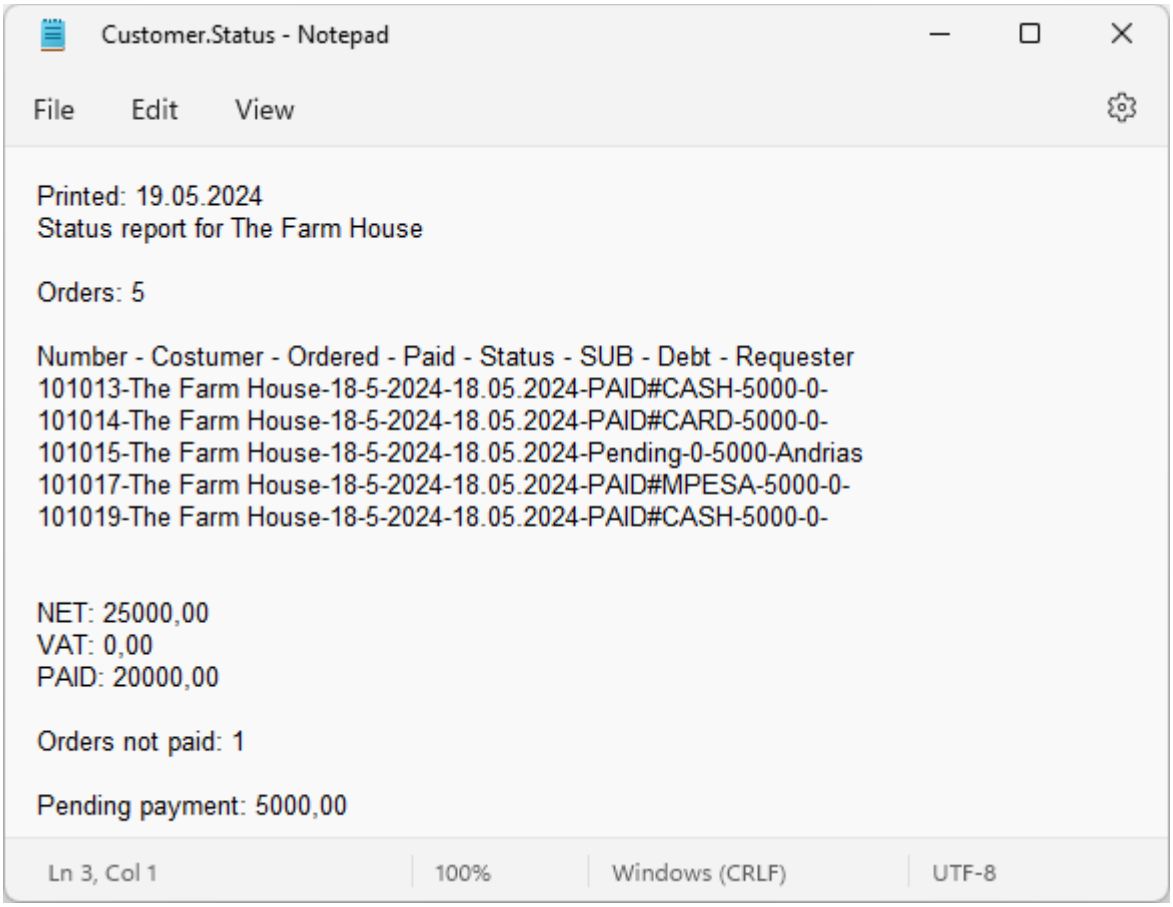


Type the text to search for and click magnifying icon; we can search by invoice number, name or requester. Search by requester is intended for when an invoice is created from a quote, type quote in search field and you will only see invoices created by quote. If you type **#**(quote number).
*Example: **#10005** will show invoice created from **quote #10005***

Customer status report button to the right of search field
How to use, type the customer name in search field and click **Customer status report** button.

We want to see what this customer **The Farm House** has bought from us and if all invoices are paid or not.

Example:
Type **The Farm House** in the search field; click the icon to the right of the search field, wait a minute while *Invoice PRO* prepares the document, when ready the customer status document will pop-up. The document shows all invoices that this customer has bought from us, one invoice number with needed info on each line. The document also shows if there are any pending invoices (pending=not paid invoices).



This is how the customer status pop-up looks like.

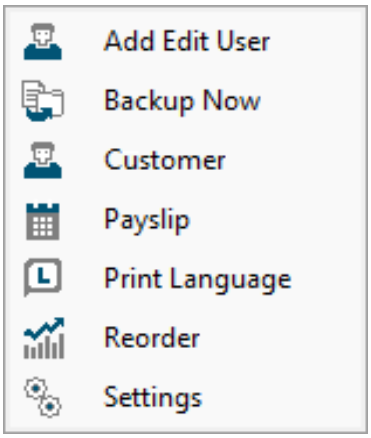
If selected customer has pending orders, only these orders will be shown in the database window.

If no pending orders found all orders for selected customer will be shown in the database window.

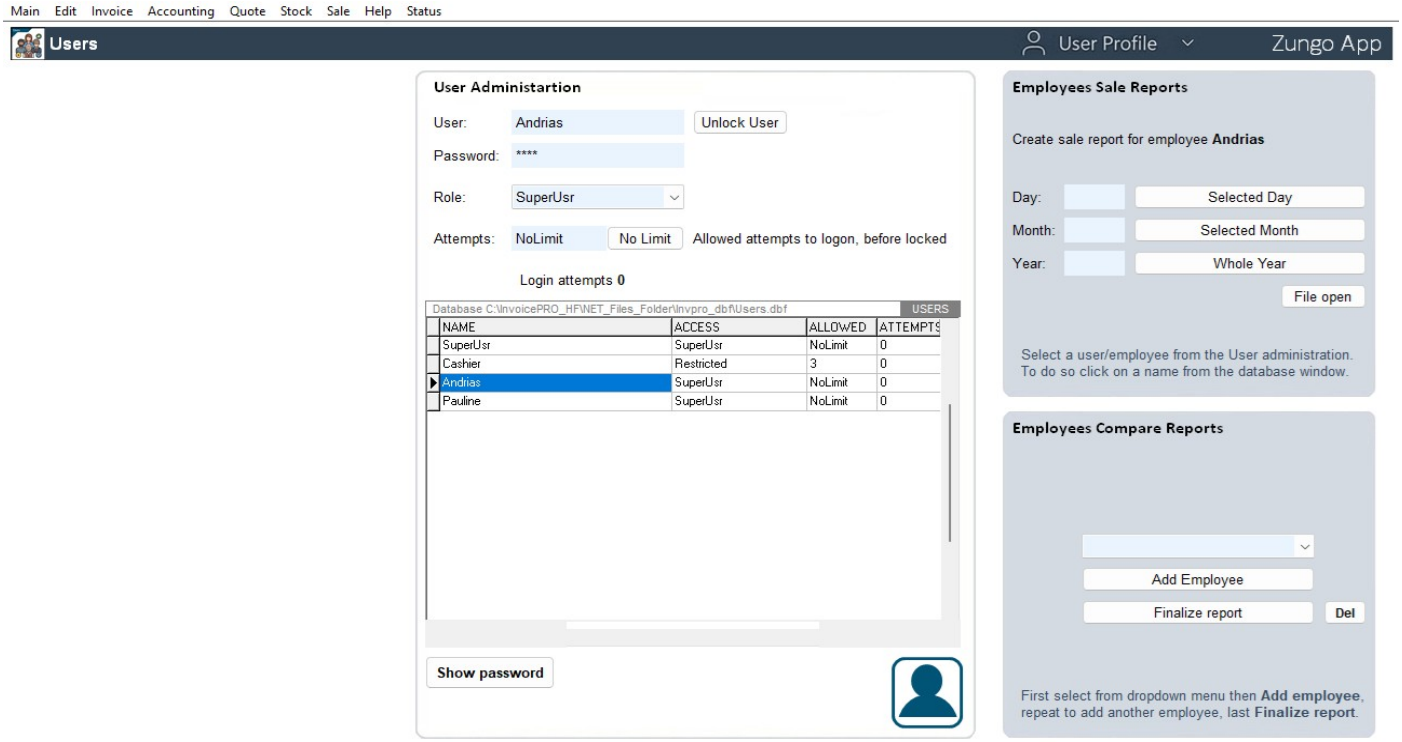
The **Customer Status** is the best and fastest way to see status of paid and pending invoices for any customer.

Back

Edit Menu



Users



 Click this button to add, disable or delete a user.

At least one user has to be set as **SuperUsr** (super user with all rights). Set allowed attempts to logon before locked. If user account is locked click the button **Unlock User** to unlock the account. Click **add user** button to add user to the system. To disable a user click **disable user** button. To delete a user click on **delete user** button, you will be asked to confirm before deleting.

Select between these 4 user types to add

Access: SuperUsr
::Only for owner/administrators::
Access to ALL with no limits.

Access: User
::For office staff::
Access to all except Edit.

Access: Sale
::For back office sales::
Access to all except Edit and Accounting.

Access: Restricted
::For cashiers::
Restricted user has access to *Touch**POS*** module
Restricted user can only make sales.
Restricted user is intended for shops using a barcode reader.

On this screen you also find **Employees sales reports**, and **Employees compare report**.

Employee sale reports

Print and view
To print a sale report for an employee, first select a user from the user administration, and then select report to print. To view a saved report click **File open** and select a report to view.

For selected date
To print a sale report for a specific day type in day, month and year, all fields has to be filled in.

For selected month
To print a sale report for selected month, month and year has to be filled in.

For whole year
To print a sale report for the whole year, year field has to be filled in.

Whole year for all employees
Select **SuperUsr** from the user administration, **SuperUsr** should NEVER be used for anything else than administrating. If **SuperUsr** is deleted, then use a user that you know never is used for selling.

Back

Backup Now

Backup **C:\Invpro_dbf** to backup location.
Location of **Invpro_dbf** (default set to: C:\InvoicePRO\NET_Files_Folder\Invpro_dbf\)
Backup drive letter - Backup folder name – Click **Set** after changes are made.

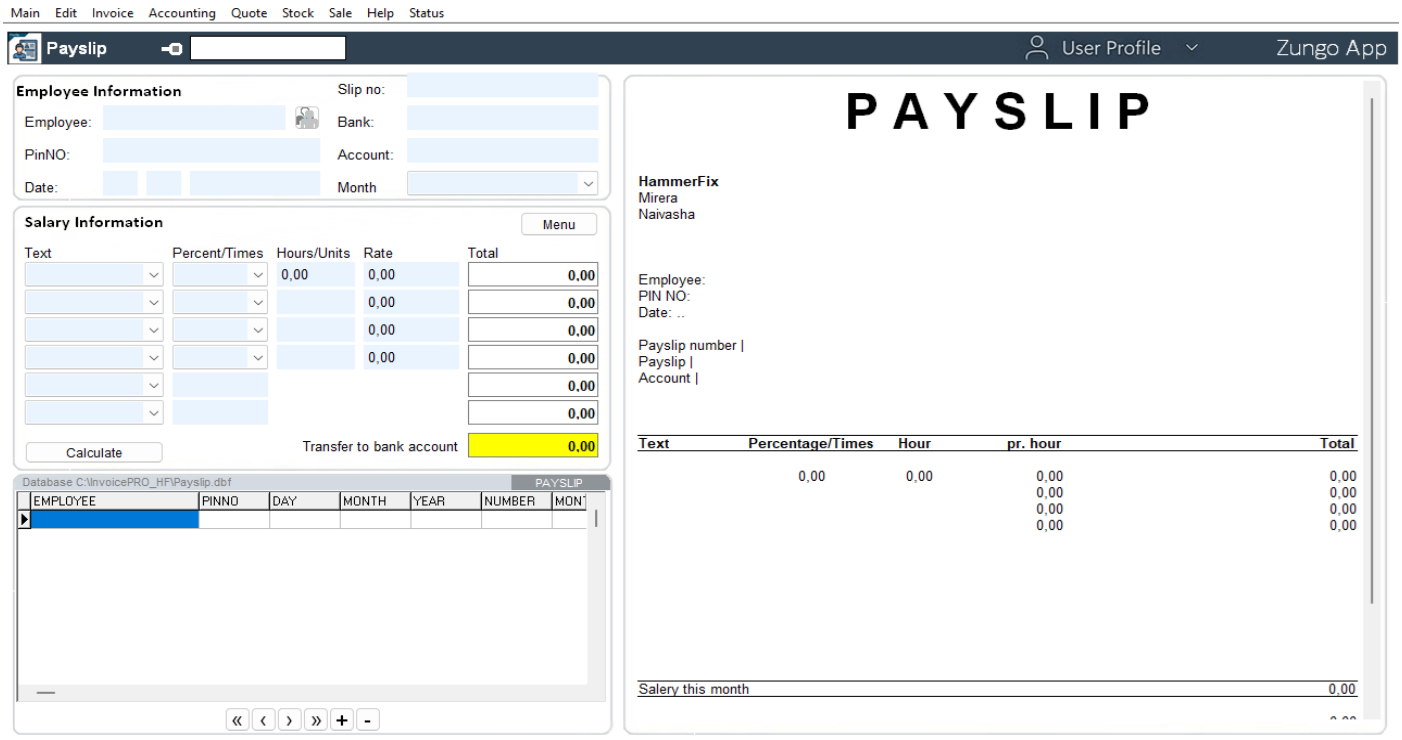
Backup is taken of the **Invpro_dbf** folder; if the folder is located inside the *Invoice PRO* folder then the backup will be taken of all *Invoice PRO*.

Note: Backup is taken automatically when you logoff

Customer

Add or edit customer

Payslip



Payslip will not be calculated in the finance report. To add it to finance, add the payslip from created payslip report to expenses. Payslip runs locally please run it on 1 computer.

How to use Payslip

Type in the employee information's set **Slip number** to 1 for the first payslip for selected employee. Select month salary is for. From the drop-down menu **Text**, selects if this is **Normal Hour** or **Overtime**, if normal hour set Percentage/Times to **1,00**. Percentage/Times calculate the overtime rate by 1,20 – 1,50 – 1,80 – 2,00 – 2,5. The overtime rates can be changed by editing the text file **Payslip_Settings.txt** located in the *Invoice PRO* folder. If overtime applies select it in the next drop-down menu, in work hour we type in how many overtime hours. **Rate** should be set to the same as **Normal Hour**. **Hours/Units** her is typed the amount that we pay the employee per hour. The text for the last two lines in payslip can be changed by editing the text file **Payslip_MP.txt** located in the *Invoice PRO* folder. If insurance apply select it in second last drop-down menu, type percentage in Percentage/Times. Income TAX is selected in last drop-down menu, type percentage in Percentage/Times. Click **Calculate** button. Click **Payslip Report For (Year)** and select **Report for year, Report for employee or Database report**, this creates the

report for the whole year for all employee, or for the selected employee, database report creates a report for all employee or the selected employee. Click **View Report** and select report to view.
Good to know shows or hide the blue information bubble on the screen.
Print icon: Print selected payslip – **View icon**: View selected payslip.

Search function
Type in name and click search icon, this will show only payslip for selected employee, to view all again leave search field empty and click search. To create another payslip for same employee search for that employee and select LAST payslip, otherwise the **Slip Number** will not be correct, when last is selected click **Copy employee**.

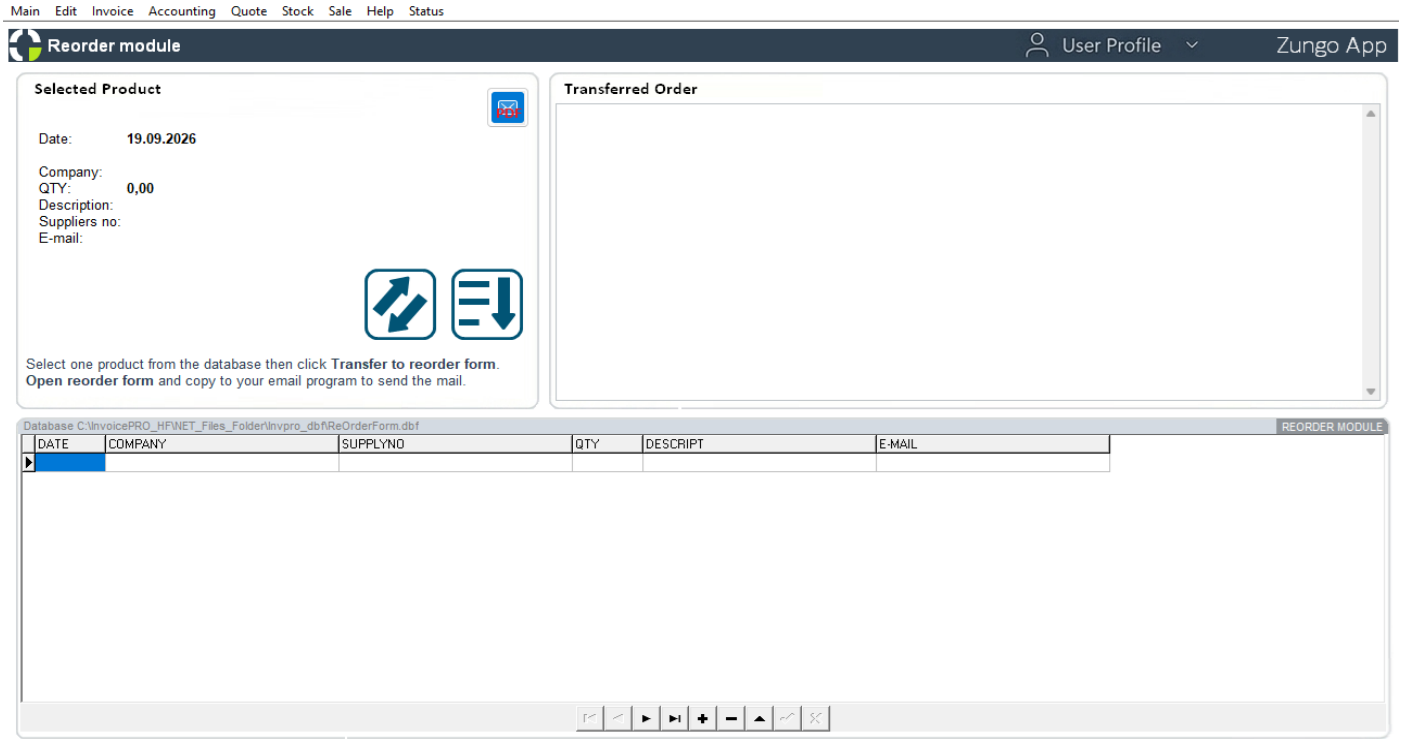
Back

Print language

You can change the printouts language to suits your needs, when clicked you have tree options, English, Danish and Faroese. Changed language changes the language of all printouts and live preview window.

Back

Reorder module



When minimum stock that is configured in **Stock Manager** is reached the product is transferred to the reorder database, the product will be transferred as many times as it is sold after the minimum stock is reached. Do not mind if the product is transferred many times, when you click **Transfer to reorder form** the product will only be transferred ONE time to **Transferred order** and the other data the duplets with the same product will be deleted from the **ReOrderForm.dbf** database.
Mail icon can write the email message for one product at a time, this button open Thunderbird or Outlook and all details filled in, just click send.

Example on how to use the reorder module
Summer Onion One Sack has been transferred to reorder module, then what? Here is how.
In **Reorder module** select **Summer Onion One Sack** from database window
Click **Transfer to reorder form**
click in **Transferred order** window
Click **Ctrl + A** (select all)
Next click **Ctrl + C** (copy)
Go to **Stock Manager** Search for the product **Summer Onion One Sack**
From **Mail to send** click **Start mail**
Click the icon with the letter
Go to last line in the text file and click **Ctrl + V** (insert)
The product is now inserted from the reorder form, close the text window
Click **Finalize** and click the icon letter again.
Go to your email program and copy the information from this text file to you email program and send. Now create this product again in **Stock Manager** but do not make it active before the goods are in stock again.
The products text line transferred from reorder module looks like this
11.06.2024 –The Farm House–133.244.999–10–Summer Onion One Sack–andrias.hammer@mail.com
Correct it this way after inserted in **Mail to send** Delete this
~~11.06.2024 –The Farm House–~~133.244.999–10–Summer Onion One Sack~~–andrias.hammer@mail.com~~
And add the text *Product* number and *Qty*
Product number: 133.244.999 – **Qty:** 10 - Summer Onion One sack

Example of the full text file ready to transfer to the mail program:

To:
andrias.hammer@mail.com

Subject:
Order from The Farm House

Message:
Order date: 11.06.2024

Dear Andrias Hammer

We would like to get this order delivered today if possible

Product number: 133.244.999 - Qty:10 – Summer Onion One Sack

Regards
Andrias Hammer

The Farm House
Naivasha
Kenya

Phone: +254 743447540
Mail: sale@zungo.co.ke

How to Use
First select an employee from the drop-down menu then click **Add employee**, repeat to add as many employee as desired on the report. After adding, click **Finalize report**, this will open the report for viewing.

Note
In day field type 1, 2, 4 and so on, and NOT 01, 02, 03.
If day field for example is 9 the report will show record for 9, 19 and 29, bear this in mind.
This is not an error.

If no record found for selected employee all data in the database will be printed to the report.

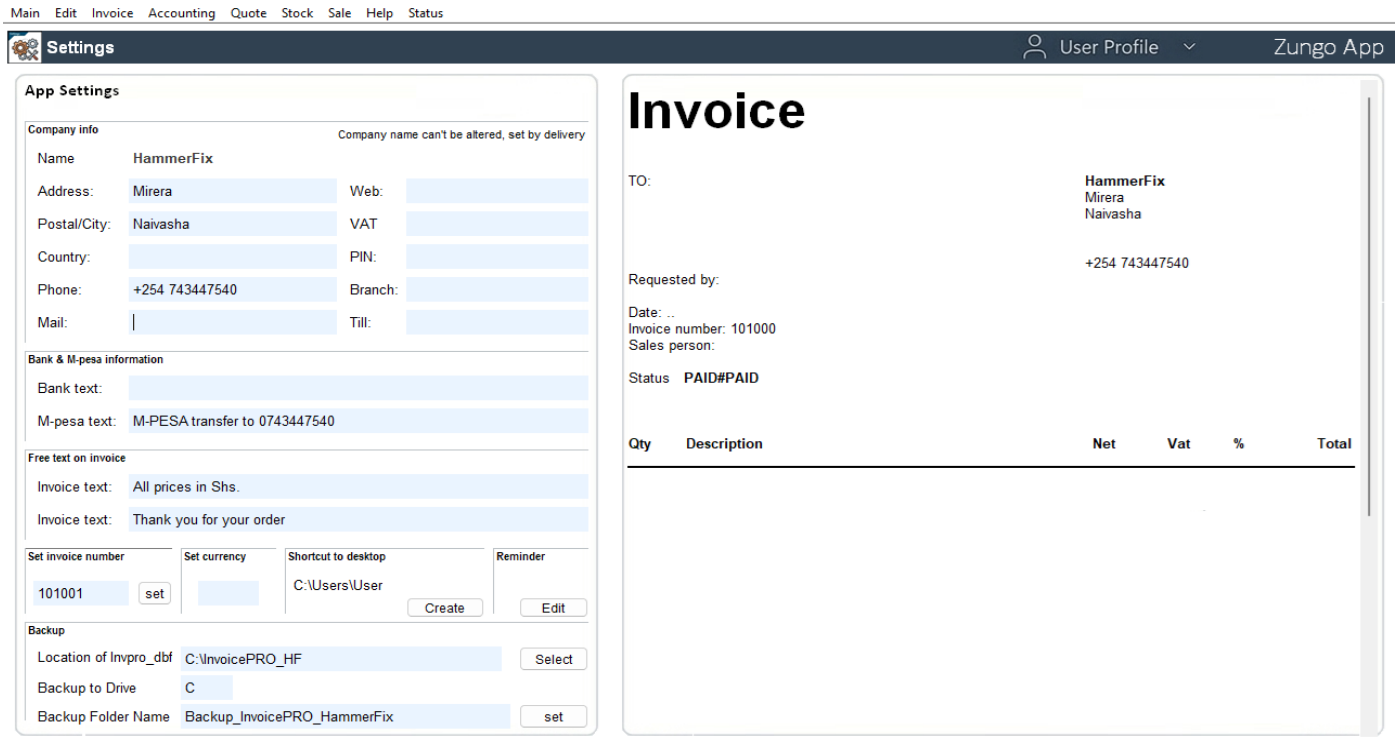
Back

How to save Payslip as pdf file

Click on **Printer icon** select pdf printer click OK, in next window hold Ctrl down and push v at the same time **CTRL + V** and click save.
Payslip are saved as: Employee name_Slip number_Month_Year_Day.Monyh.Year.pdf
Example: Andrias Hammer_1_April_2024_03.05.2024.pdf

Back

Settings



Company info

Edit/add company information.

Bank & M-pesa information

Bank text, this can be**: Bank transfer to account 100200300400 in Family bank**
M-pesa text, this can be**: M-PESA to 0743447540**

Free text on invoice

Add standard text to invoices, this can be ***Thank you for your order*** and ***All prices in Shs***. It is possible to add two lines of free text to the invoice.

Set invoice number

This should **ONLY** be set when setting up the program, and should **NOT** be altered again.

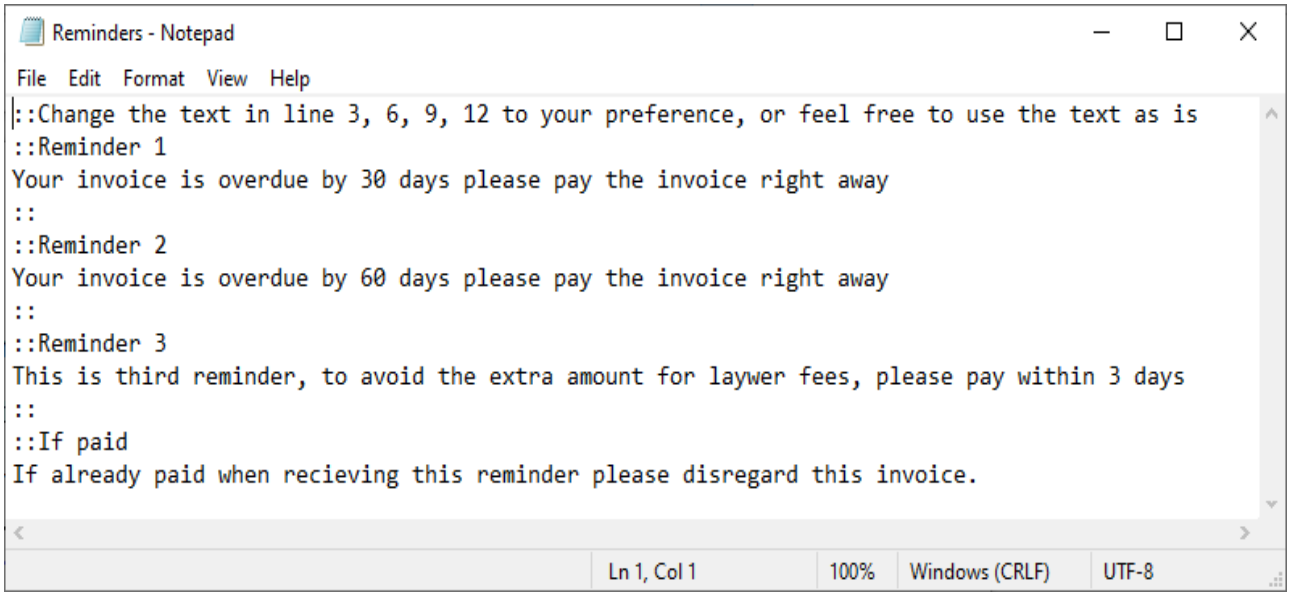
Set currency

Set the currency you are using.

Shortcut (Create)

Add *Invoice PRO* shortcut to desktop.

Reminder
Click Edit to edit reminders text



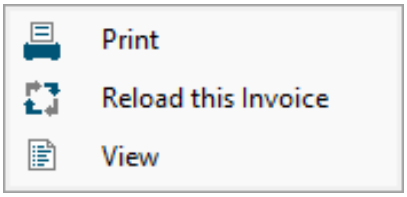
Reminder text opens and you can edit line 3, 6, 9 and 12

Reminder1, **Reminder2** and **Reminder3** are created in Stock Manager when receiving *Invoice PRO*.

How to add reminder to invoice
From status drop-down change **Pending** to **Reminder1** and the text will show up in first line under invoice total. If you want to charge the customer for the reminder add an amount to the reminder in Stock Manager and add the 'product' **Reminder1** to the invoice. Remember to click the update icon before adding to invoice. Normally the reminders are exempted from VAT.

Back

Invoice Menu



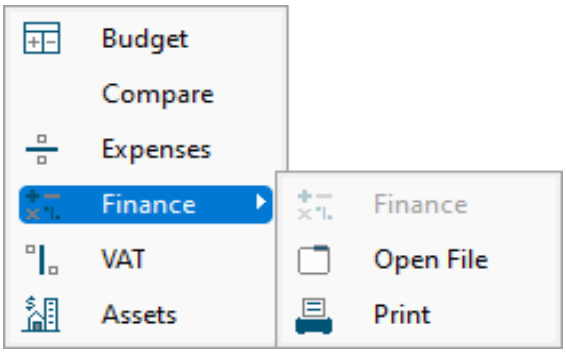
Print
Print selected invoice.

Reload this invoice
Reload selected invoice (same as the update icon over preview window).

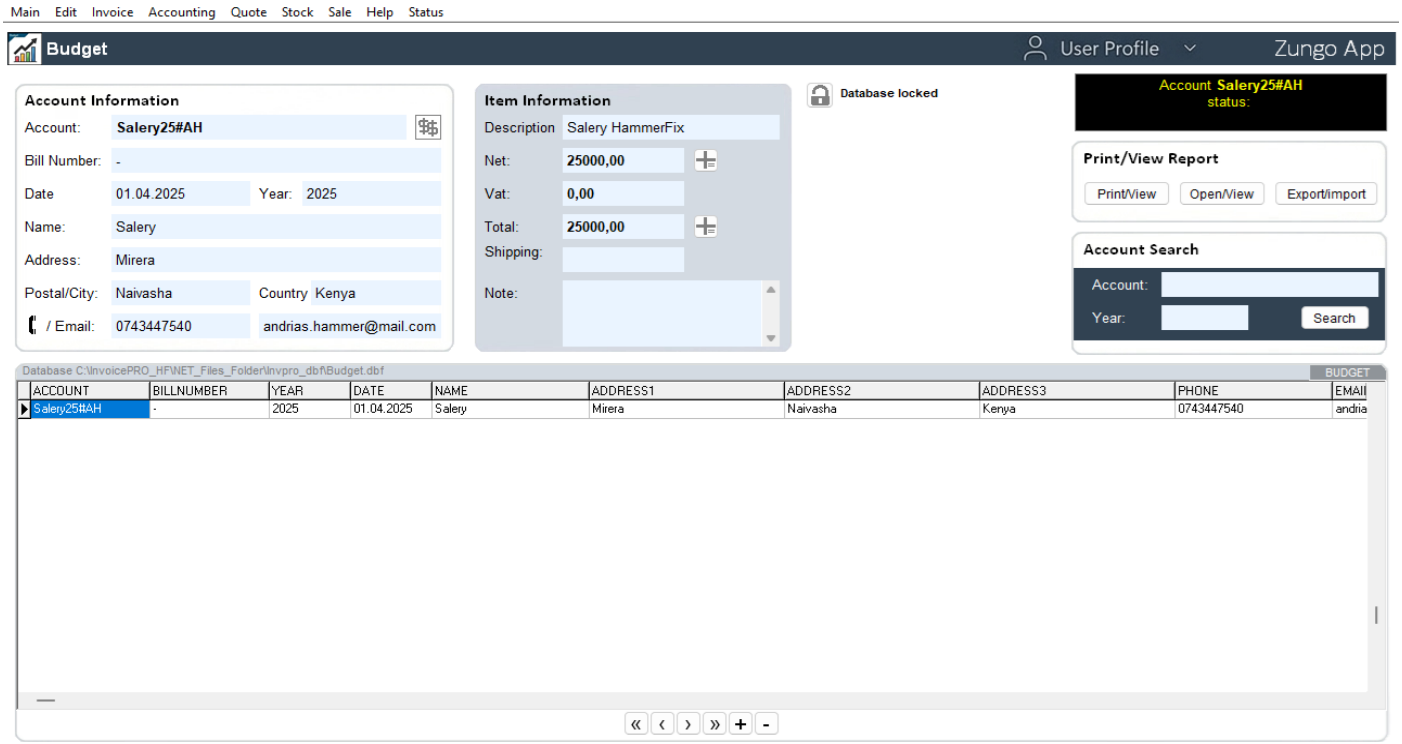
View
View selected invoice in a browser.

Back

Accounting menu



Budget



This section is for making budgets, the budget section result will not figure in the finance.

Print and View this button prints the budget report and open the pdf to view. **Open and View** opens file location **Budget** where you can select between saved budget reports.
Budget reports are named:
Example: C:\InvoicePRO\NET_Fiiles_Folder\Invpro_dbf\Budget\Budget 19.08.2023.pdf

Export/Import select **Export data** to exports all data to Budget.txt located in the **Invpro_dbf** folder. Select **Import data** to import all data from Budget.txt located in the **Invpro_dbf** folder. Select **Open Budget.txt** to view the document and edit.

Calc button to the right of Net field, type **net** price click  and the **vat** and **total** will be filled in automatically. **Calc** button to the right of Total field, type **total** price click  and **vat** and **net** will be filled in automatically.

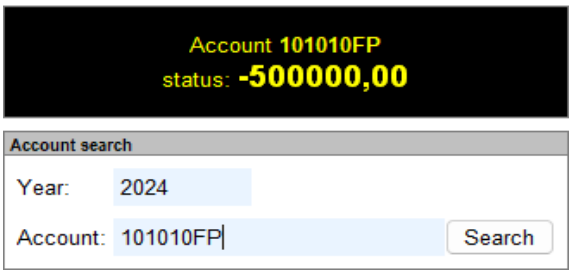
When searching you can index the result by account, description, date or name.

Back

How to save Budget Report as pdf file

*Click on **Print and view Budget Report** select pdf printer click OK, in next window hold Ctrl down and push v at the same time **CTRL + V** and click save.*

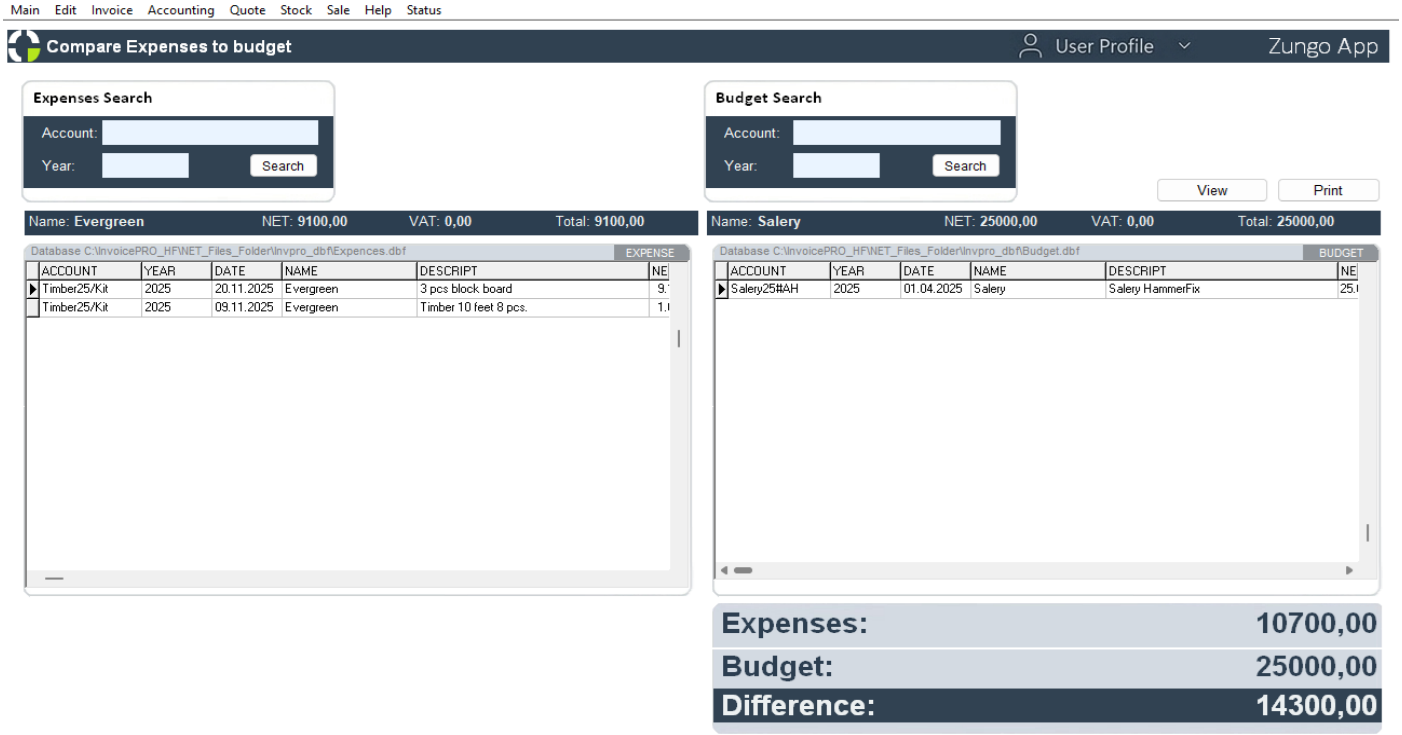
Account Search



Click in black rectangle to copy amount to clipboard.

Back

Compare expenses and budget



Here you can compare the actual expenses to the budget

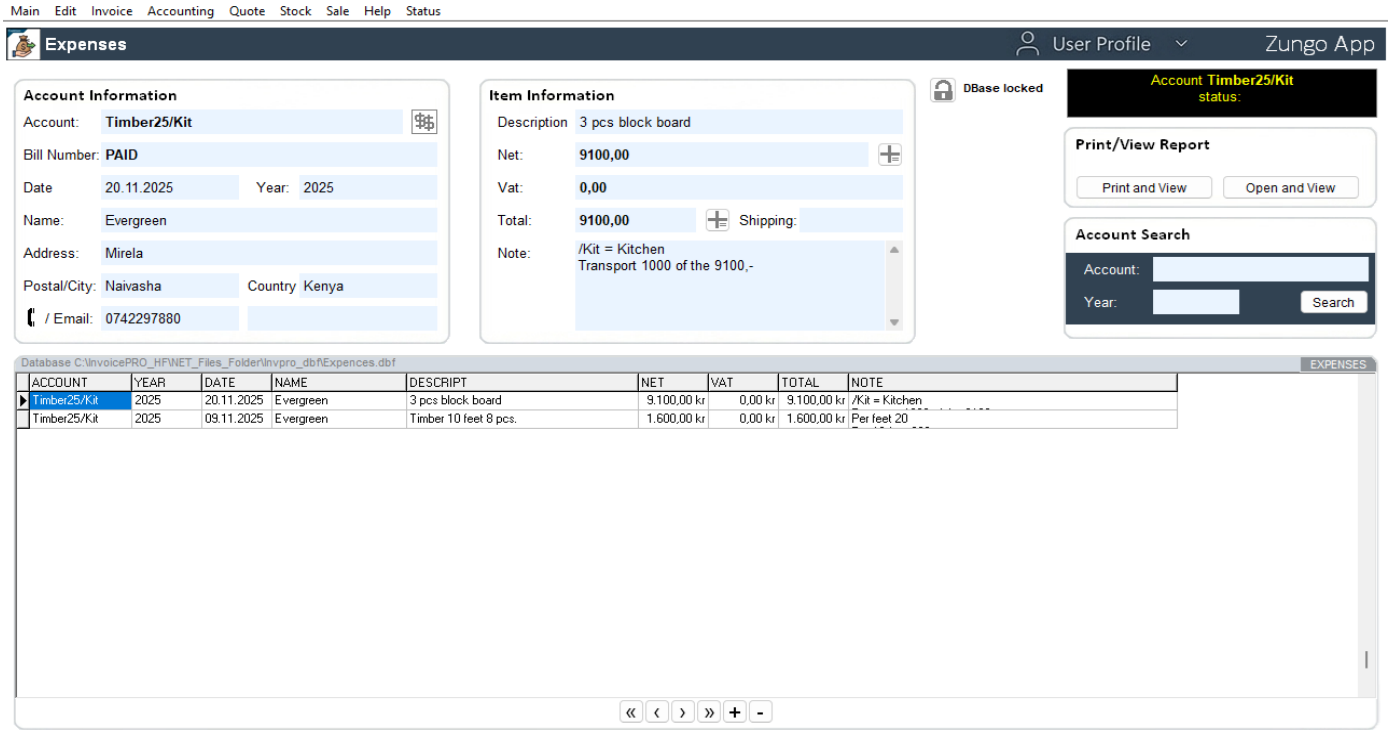
View opens the location *\Budget* where the compare reports are located, compare reports are named:
Example: C:\InvoicePRO\NET_Fiiles_Folder\Invpro_dbf\Budget\Compare 19.08.2023.pdf

How to save Compare Report as pdf file

Click on **Print** select pdf printer click OK, in next window hold Ctrl down and push v at the same time **CTRL + V** and click save.

Back

Expenses



What goes in Expenses? Phone bill, electricity bill, rent, office consumables, tools, fuel etc.
If we manufacture, all items bought for this goes here.

Print and View this button prints the expense report and open the pdf to view. **Open and View** opens file location **Expenses** where you can select between saved expense reports.
Expense reports are named:
Example: C:\InvoicePRO\NET_Fiiles_Folder\Expences\Expense 19.08.2023.pdf

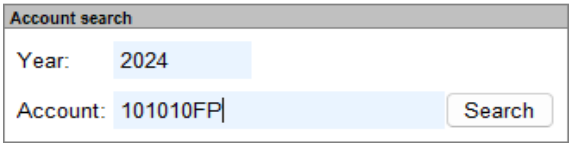
Calc button to the right of Net field, type **net** price click  and the **vat** and **total** will be filled in automatically.

Calc button to the right of Total field, type **total** price click  and **vat** and **net** will be filled in automatically.

When searching you can index the result by account, description, date or name.

Account Search





Type in year and account number, and you only see that account and the expenses for that year. You have to type in both fields; otherwise there will be no result. Black rectangle shows total including shipping/delivery costs.

Click in black rectangle to copy amount to clipboard.

Back

How to save Expense Report as pdf file

Click on **Print and view Expense Report** select pdf printer click OK, in next window hold Ctrl down and push v at the same time **CTRL + V** and click save.

Note

When selling a product that we produce ourselves, the finance report will show all we sell as expenses, to correct this we need to add the same item to expenses and minus that invoice amount.

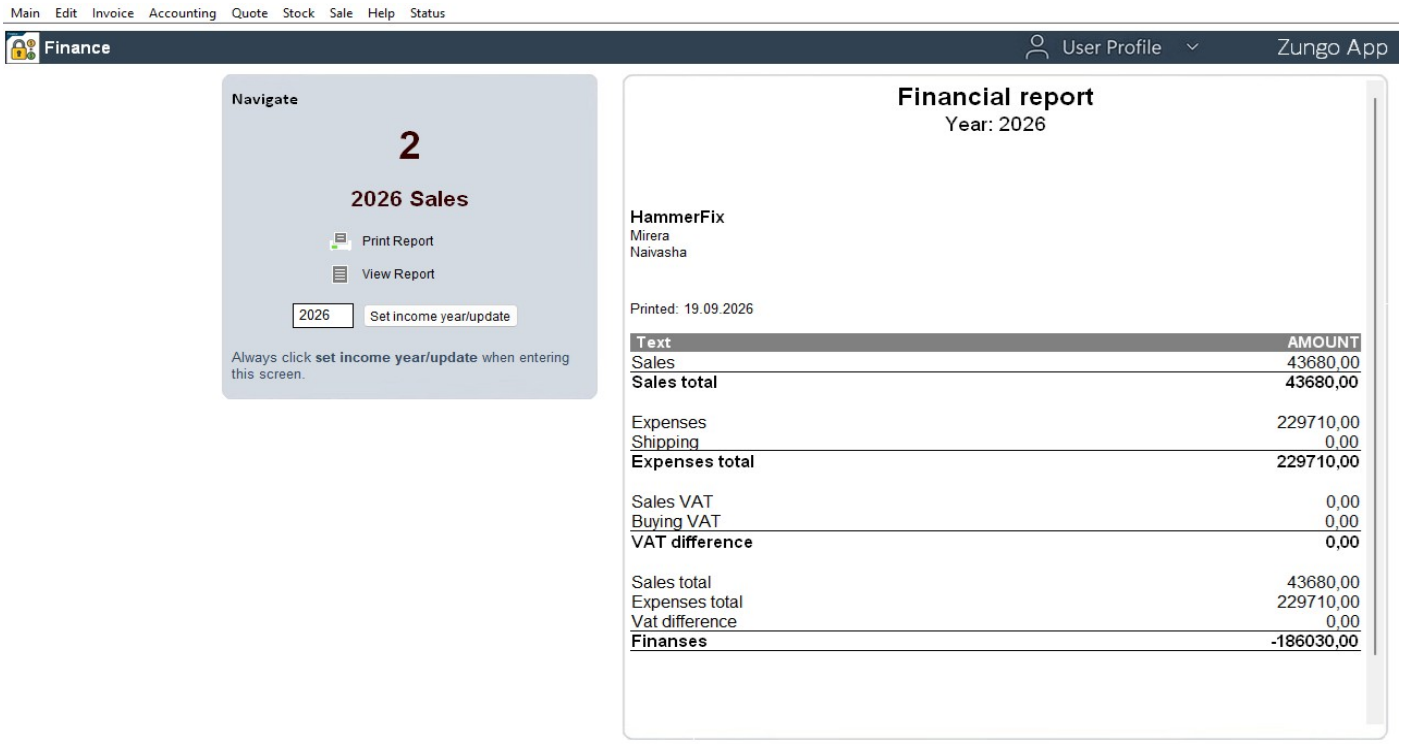
Example
We sell **Summer Onion one sack** for **4700,-**
Make a new sale (invoice number 101001) and sell the sack of summer onion.
In finance there will stand expenses **4700,-** to correct this go to **Expenses**.
Unlock database
Add a new record (the **+** under database window) or click **Copy account info**
In **Bill Number** we type the invoice number, in this case **101001**
Type **-4700,00** in NET field
Click the icon to the right of **NET** field
We use this account **100.1010FP** (100.1010FP. FP stands for Farm-Product) add **According to invoice 101001** in description.
In note we type: **Invoice number 101001 sold to David - Summer onion one sack**
When we now look at the **finance report** the expenses will be **0,00**

This way we can keep track of all sales both in Stock Manager and in Expenses.

When adding the product to expenses
If order is not paid type **Pending invoice 101001** in description, this way it is easy to see pending orders in the expense report.

Back

Finance



Show financial reports, here you also find the sale of today, sale for selected day and sales for selected month reports, type month number in the **Create report for month number** and click **Sales report for this month**. If you want a report for the whole year then just type 13 in the **Create report for month number** field. Each report will be saved in the folder **SaleReports**. Reports for **sale of today** are named *Example: 12.8.2023_Sale_of_Today.txt* reports for **Sale reports for this month** are named *Example: 8.2023_Sales_this_Month.txt*

Sales report show this information's
*Invoice Number — Day — Month — Year — Buyer — PAID#***—NET—VAT—SUB—Sale Date S*

Example:
101080—19—8—2023—Cash Sale—PAID#CASH—182,13—32,97—215,10—19. August 2023

Print
Print finance report. *This menu can only be entered from finance screen.*

Open File
Select finance report to open. This menu can only be entered from finance screen.

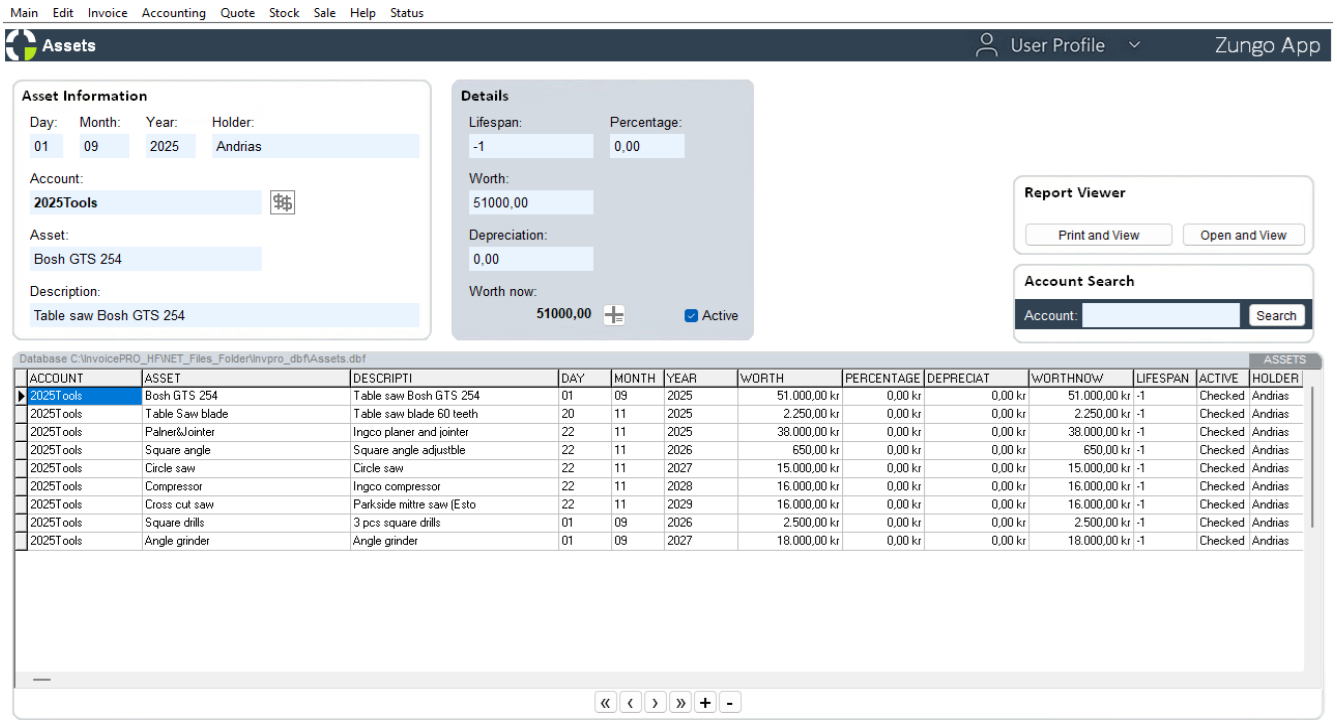
Back

VAT

Show income vat, sales vat and vat difference.

Back

Asset



ACCOUNT	ASSET	DESCRIPTI	DAY	MONTH	YEAR	WORTH	PERCENTAGE	DEPRECIAT	WORTHNOW	LIFESPAN	ACTIVE	HOLDER
2025Tools	Bosh GTS 254	Table saw Bosh GTS 254	01	09	2025	51.000,00 kr	0,00 kr	0,00 kr	51.000,00 kr	-1	Checked	Andrias
2025Tools	Table Saw blade	Table saw blade 60 teeth	20	11	2025	2.250,00 kr	0,00 kr	0,00 kr	2.250,00 kr	-1	Checked	Andrias
2025Tools	Palner&Jointer	Ingco planer and jointer	22	11	2025	38.000,00 kr	0,00 kr	0,00 kr	38.000,00 kr	-1	Checked	Andrias
2025Tools	Square angle	Square angle adjustble	22	11	2026	650,00 kr	0,00 kr	0,00 kr	650,00 kr	-1	Checked	Andrias
2025Tools	Circle saw	Circle saw	22	11	2027	15.000,00 kr	0,00 kr	0,00 kr	15.000,00 kr	-1	Checked	Andrias
2025Tools	Compressor	Ingco compressor	22	11	2028	16.000,00 kr	0,00 kr	0,00 kr	16.000,00 kr	-1	Checked	Andrias
2025Tools	Cross cut saw	Parkside mittre saw (Esto	22	11	2029	16.000,00 kr	0,00 kr	0,00 kr	16.000,00 kr	-1	Checked	Andrias
2025Tools	Square drills	3 pcs square drills	01	09	2026	2.500,00 kr	0,00 kr	0,00 kr	2.500,00 kr	-1	Checked	Andrias
2025Tools	Angle grinder	Angle grinder	01	09	2027	18.000,00 kr	0,00 kr	0,00 kr	18.000,00 kr	-1	Checked	Andrias

All assets that the company owns goes in here

Fields in this database

Day, month and year
Holder, (The holder of the asset)
Account
Asset
Lifespan, (type years that this depreciation of the asset is valid for)
Percentage:
Active: (checked or unchecked)
Description
Worth, depreciation and Worth now

Example
Day: **02** Month **07** Year **2025**
Holder: **Andrew**
Account: **BTU776J**
Asset: **Toyota Fielder**
Lifespan: **6**
Percentage: **20**
Active:
Description: **Toyota Fielder bought 2025**
Worth: **600000,00**
Depreciation:**120000,00**
Worth now: **480000,00**
To update or calculate click the + button to the right of the yellow field

When you click the account button the asset will be copied to new record and the lifespan will be minus one and the year will be plus one, this can be repeated until lifespan is 1

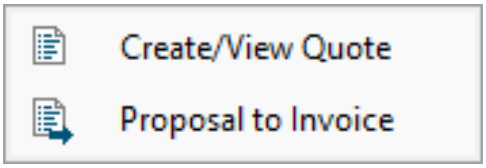
This example will be as follow

ACCOUNT	ASSET	DESCRIPTION	DAY	MONTH	YEAR	WORTH	%	DEPERCIATI	WORTHNOW	LIFESPAN	ACTIVE
BTU776J	Toyota	Bought 25	02	07	2025	600000	20	120000	480000	6	
BTU776J	Toyota	Bought 25	02	07	2026	480000	20	96000	384000	5	
BTU776J	Toyota	Bought 25	02	07	2027	384000	20	76800	307200	4	
BTU776J	Toyota	Bought 25	02	07	2028	307200	20	61440	245760	3	
BTU776J	Toyota	Bought 25	02	07	2029	245760	20	49152	196608	2	
BTU776J	Toyota	Bought 25	02	07	2030	196608	20	39322	157286	1	Active

The car depreciate by 20% per year for 6 years
After 6 years the car has a rest value of 157.286,00

Back

Quote Menu



Create/View quote
Create a new quote or view quote.

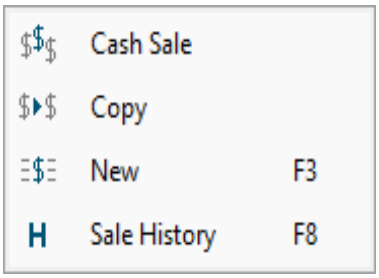
Quote to Invoice
Create an invoice from selected quote. Creates an invoice with information that is in the **QuoteHOLD.txt** file.

Back

Stock
See elsewhere in this user guide

Back

Sales Menu



Cash Sale
Make a cash sale with receipt or invoice.
This can also be done directly from the main screen, click the blue **Cash Sale** or just click **F3**.
While the invoice is created keyboard and mouse are suspended until ready in the preview window.

Copy
Copy the selected customer information's and creates a new invoice.

New
Create a new invoice.

Sales History (Shortcut key F8)

Back

Help menu



About
Invoice PRO version

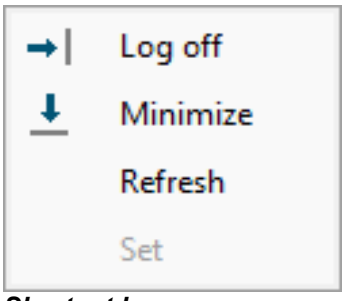
Installed Version
Shows *Invoice PRO* registered to: Name of company that will be seen on invoice and receipt.
Shows informations about installed plug-ins.

Keyboard Shortcut (F2)
Shows keyboards shortcuts to be used in *Invoice PRO*

User Guide
Shows this User Guide

Back

Status menu



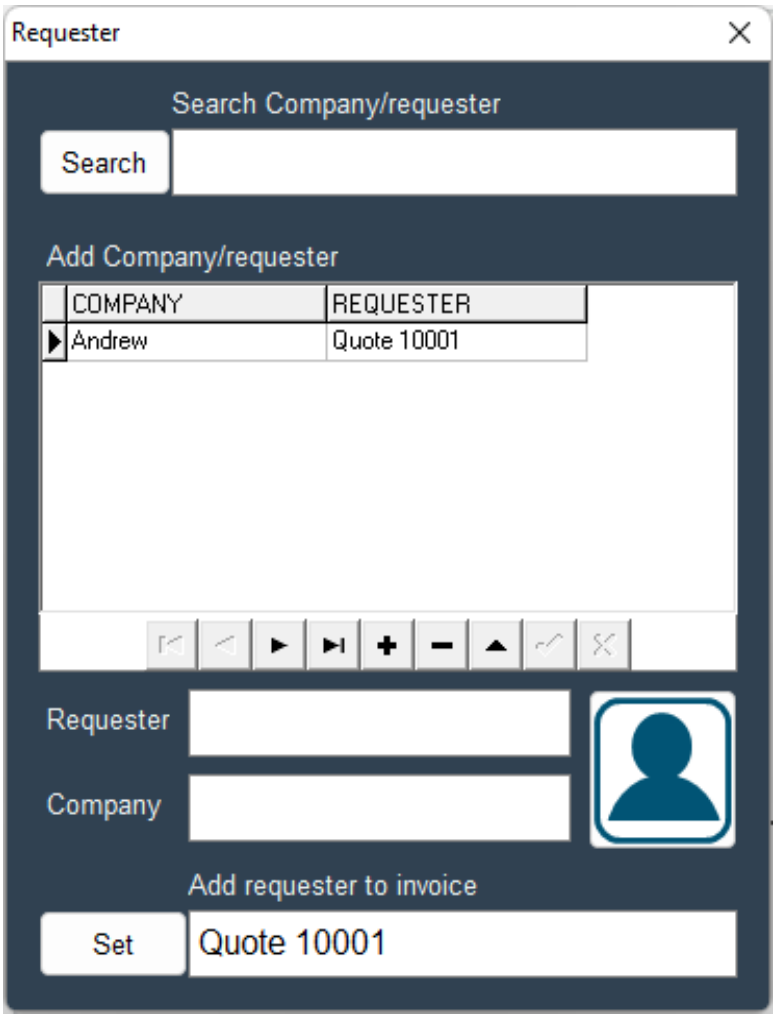
Shortcut key

Under status you find the options to log off or minimize *Invoice PRO.*

Under Status menu there are two other menu items Refresh and Set this menu items is for internal use for Invoice PRO itself.

Back

How to add requesters



To add company and requester

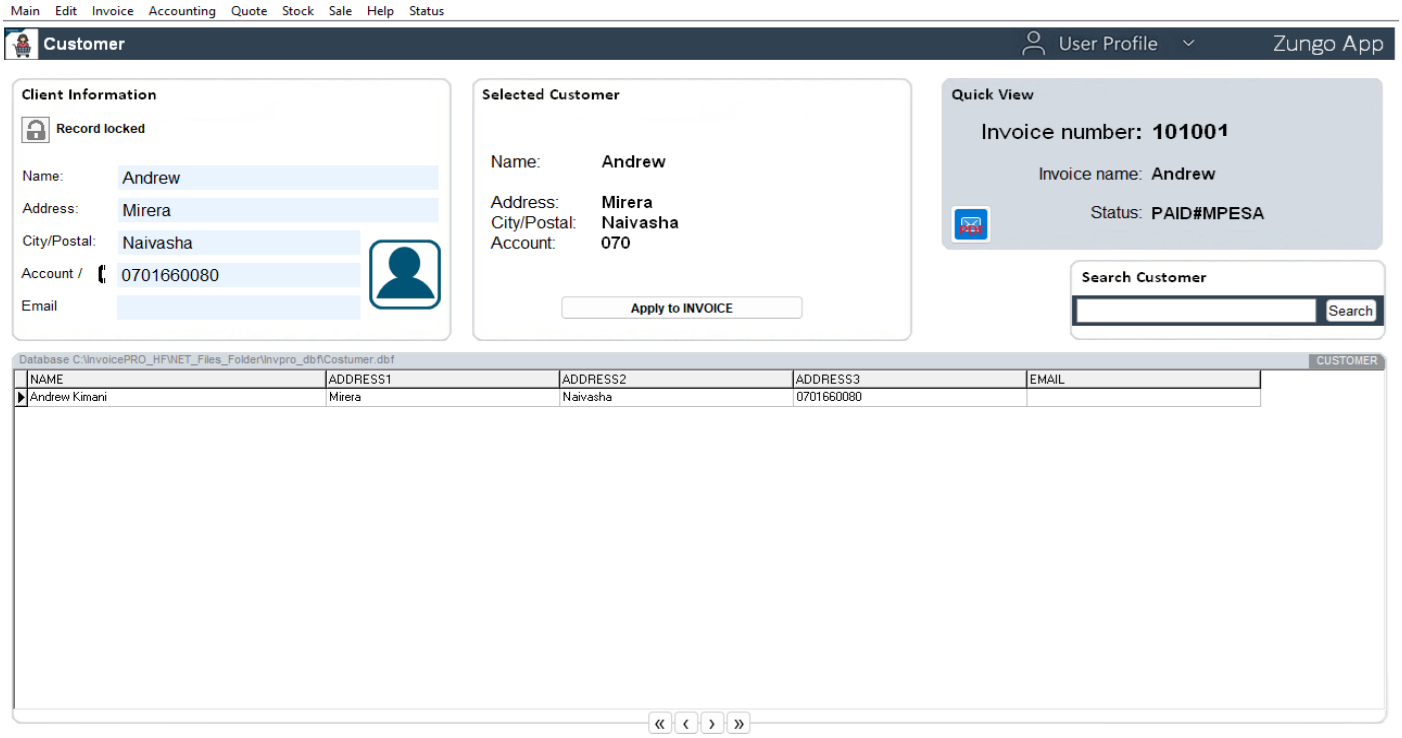
Type company name in Company field, type requester in Requester field and click **ADD** button
If there are many requesters in same company, add them one by one with company name and requester's name. To change a name in the database, click that name and type it directly in the database. The first data in the database is empty, if you want to delete the requester from invoice, just select the empty data and click **Set**, this will empty the **Requested by** field on the invoice.

Add requester to invoice

Click requester button and the requester window will appear, search or select requester, then click **Set** button, the requester window will close and the requester will be shown in **Requested by** field on the invoice.

Back

How to add Customer to customer database and to invoice



Client information

Unlock database, click the **+** under database window to add new customer to the database.

Selected Customer

In **selected customer** you see the selected customer, select **Apply to INVOICE**, a popup will ask if this is correct, answer **yes**. This takes you back to **Invoice** screen and the customer is added automatically.

To the right we have the selected invoice number the invoice name and the status of the invoice. When creating new invoice the status will always be: Status: **Pending**.

Select customer to add to invoice

From **Invoice** screen menu select **Sale** then **New**, wait for the invoice to be created.

Click  (customer icon located to the right of the date field), this takes you to the customer module. Search for customer, when found click **Apply to INVOICE**, this takes you back to **Invoice** screen and selected customer is added to the invoice. Add product as normal to the invoice. If an invoice that is paid is selected you will not be able to add customer to that invoice.
New invoices are always in status pending until paid.

Quick View

To the right is the information on what invoice number we are working on and the status, in this case the status is PAID#MPESA, it is not possible to change this invoice, a popup with this information will show on the screen, invoice already paid with PAID#MPESA.
To send a mail with the invoice attached, click the mail icon. Invoice PRO can only use Thunderbird or Outlook, (we recommend to use Thunderbird email client)

Search Customer

Search by Name, phone number or email address.

Back

How to create an invoice

To create an invoice select new or copy from sales menu, type all information,  in requester field we type the requester (the one that placed this order). To add product to invoice, first type quantity in the Qty field (qty can maximum be 99999 per line in the invoice), select product from the product drop-down menu. Now you can print the invoice or wait for a later time and print it, *Invoice PRO* saves all invoices printed or not.

Back

How to correct an invoice that we work on (should only be done by admin)

If we have added wrong item to the invoice, there are two ways to correct this mistake.

Option 1
In qty field type **-**(and the same qty as before)
Select same product and add to invoice.
Invoice total is now 0,00

Example:

Qty	*Description*	*Net*	*Vat*	*Vat%*	*Total*
1	*19" monitor*	*8620,69*	*1379,31*	*16%*	*10000,00*
-1	*19" monitor*	*-8620,69*	*-1379,31*	*16%*	*-10000,00*

This can be done by the sale person directly.

Option 2
This can only be done if one item is on invoice and should only be done by administrator.
Option 1 should always be used by cashier and sale users
Go in to **Invpro_dbf** folder
Find **LineNUMBER(invoice number).txt** open and change 2 to 1
Find **reload_(invoice number).txt** and delete the text file
Go back to *Invoice PRO*
Click update over preview window.
Now the invoice should be empty.

Back

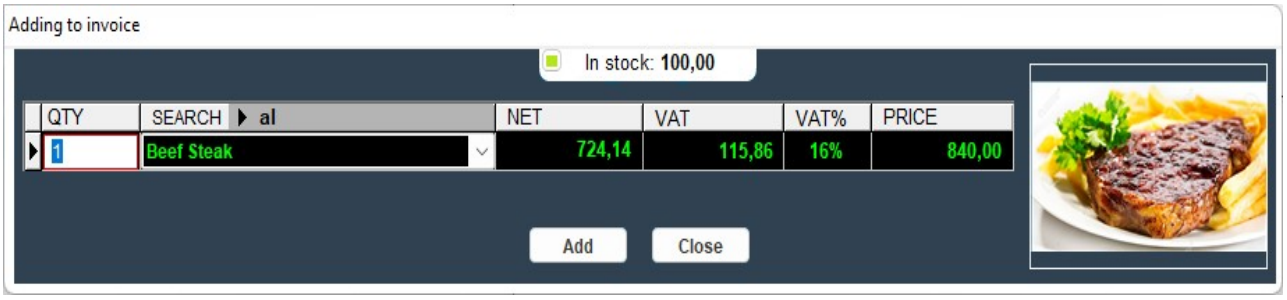
If sale is locked

If sale is locked and it is not by another client (computer).
Go to **invoice_dbf** folder find **invoiceNUMBER.txt** change the text in second line from Wait to **Pending...**

Back

How to use Invoice PRO as a POS (point of sale system)

1. Click the **New Invoice F3,** (keyboard shortcut **F3**).
2. Add product by clicking the button **Product F4**, (keyboard shortcut **F4**), to add product see *How to create an invoice*.



This window appear, here you can change the quantities, after changing quantities click the arrow and Invoice PRO calculate and update the net, vat and sub, the shortcut keyboard key is right arrow. Click Add keyboard key ENTER. (Close is keyboard key Esc).

3. If you want to give customer discount, click on the discount button, type in the percentage, if you give 20% discount type 20 in the field and click calculate, now the amount is calculated for you, to add this to the invoice, select Customer Discount 20% from the product drop-down menu.
4. Click **Pay NOW** button (keyboard shortcut **F12**).
5. Select payment method.
6. If cash, type the amount customer gives you, in the yellow field in the pop-up window and click the **=** button.
5. Example: customer buys for 2300 he pays 3000 type 3000 in the yellow Customer Paid field.
7. In the red changes field you see the changes to give back -700 is the changes to give back.
8. Give customer the change.
9. The Status menu change automatically to **PAID#CASH, PAID#CARD, PAID#MPESA, PAID#BANK** or **PAID#SPLIT**.
10. Print receipt.

Product pop-up can be moved to what ever location on the screen you want, if you want the pop-up to always show up in the location you have moved it to, just click the green button to the left of In stock, *Invoice PRO* will remember this location.

The product image is clickable, when clicked picture will be shown in full size.

In search field you can search by description, product number or by product group.

Back

How to make a new invoice without a barcode scanner

1. Click **New Invoice** button 

2. Type in all customer information's.
3. Select requester 
4. Click **Product F4** button, search for the product
5. Type qty click keyboard right arrow to update the price on the product pop-up
6. Repeat from step 4 to add more products.

Back

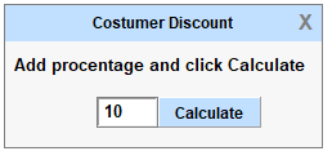
How to give discount

If you want to give customer discount, click on the discount button, type in the percentage, if you give 20% discount type 20 in the field and click calculate, now the amount is calculated for you, to add this to the invoice, select Customer Discount 20% from the product drop-down menu.

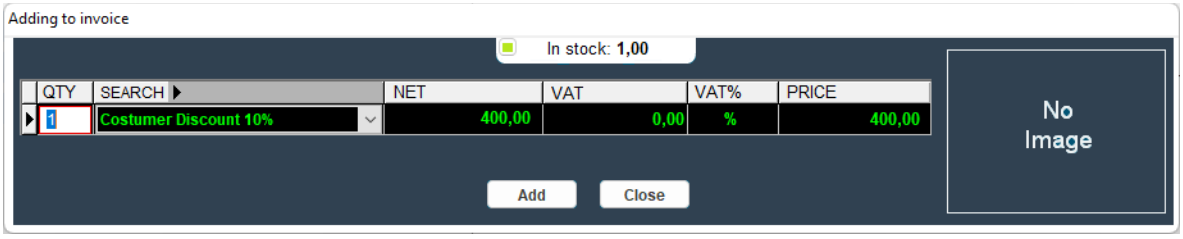
How to add discount to invoice



To add discount to an invoice. Click this icon



Type percentage In the pop-up, In this case 10 and click **Calculate**



From product select **Customer Discount 10%** from drop-down menu

Back

How to pay two ways, split pay

How to make a split payment, split payment is where customer wants to pay partly by example cash and rest with mpesa there are four different payments method to select from: Cash, Card, Mpesa and Bank transfer.

Here is an example, customer buys for 3178,00 wants to pay 2178,00 by mpesa and rest cash.

- Click **Pay NOW** button (keyboard shortcut **F12**).
- Select payment method **SPLIT PAY**.
- Split Pay will open in upper left corner.
- Type **2178,00** in the mpesa field and click mpesa radio button.
- Pop-up asks if this is correct, answer **Yes**.
- Now you see that to pay is changed to 1000,00.
- Now we just have to click the **Cash radio button** and the amount will be added automatically, her you also will be asked if this is correct, answer **Yes**.
- Now click **Generate and close** button, Split Pay closes and the split pay document opens.
- Split Pay document is for our own use for accounting.
- *Touch**POS*** prints two receipts, first one is for customer second one is for us, this second one starts with this text *** * * COPY FOR TELLER * * ***
- Status in Invoice PRO will change from Pending to **PAID#SPLIT,** transaction is done.

Back

How to, status Partly paid

Status Partly_paid
If a customer has an invoice and want to pay part of the debt.
Here is how:

- Change status from **Pending** to **Partly_Paid**.
- Click the arrow to the left of status field.
- The window **Paid now** pops up.
- Type the amount the customer pays in the **Pay** field.
- Click print to print the receipt for this payment.
- Close **Paid now** pop-up.
- Print the invoice, clip invoice and receipt together and give customer.

Back

How to print invoice as pdf file

Select invoice to print, click printer icon or select from invoice menu. Select pdf printer click OK, in next window hold Ctrl down and push v at the same time **CTRL + V** now click save.
To view just saved invoice click on *view* from *invoice menu.*

Back

Invoice Record Locked button

This button is ONLY for editing buyer's information. Example: Buyer has a new phone number, click **Record Locked** button. Add new information the button has changed to **Editing Mode**, and a red text appears to the right of the button displaying **Lock record after editing...** Please remember to do so after editing.

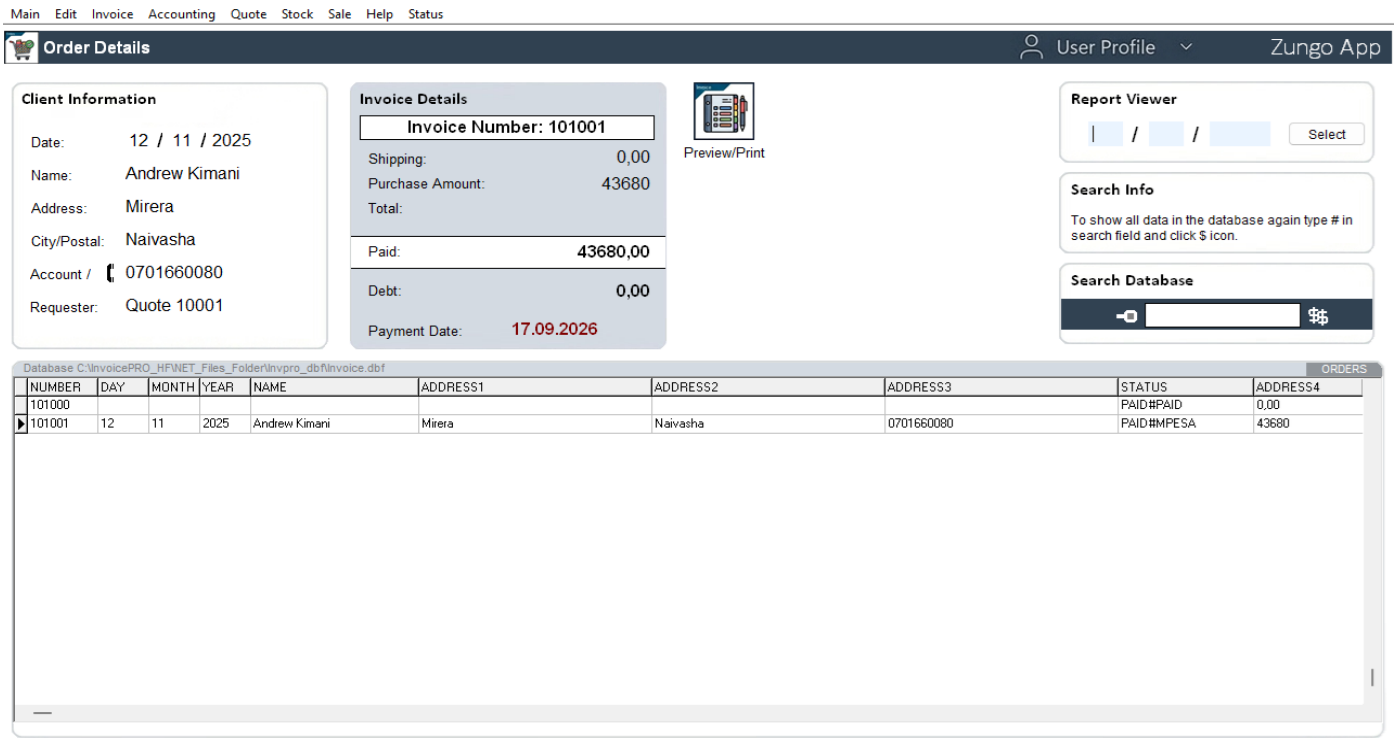
Back

How to find an invoice

Type invoice number, name or part of name or status in search field on the right side of name field Click **Search** button, now you will only see those invoices in the database, select the invoice click on the update icon or **F5** to view invoice in the preview invoice window.
Receipt sales get an * after the invoice number in the invoice database located on Invoice PRO screen.
Example: New invoice sale get number 101013 and new sale from *TouchPOS* get number 101014*

Back

Order managment



All orders/sale can be managed from the order screen.
Here you can view, print orders or view customer status.

Type in search field Name, Invoice number, Status or Requester, click the icon to the left of search field. Now you can click to the right of search field and get the Customer Status report.
You can also select an invoice then click the icon in upper right corner **Preview/Print** you will be taken back to invoice screen where the selected invoice is displayed, now you can print the invoice.

After search only the selected invoice/invoices are displayed, to show all invoices again type # in the search field and click the icon to the right of search field, all orders/invoices should now been shown again.

Back

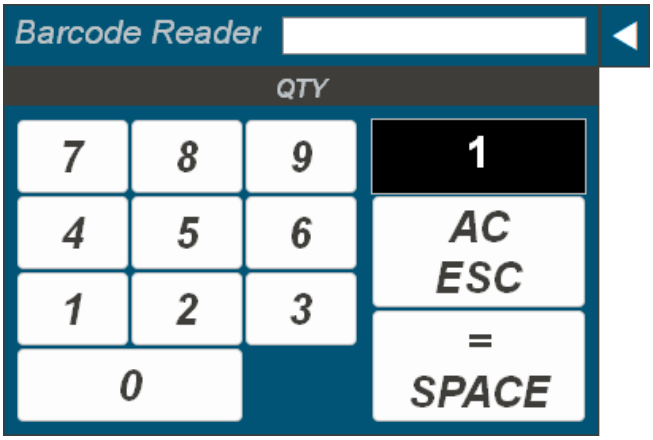
How to use Barcode Reader

The barcode reader module is included with Invoice PRO.
This option is so you have the option to use barcode scanner when making an invoice sale.

This is the barcode reader button  located in upper right corner of the invoice preview window. Click the button to expand the barcode reader and the quantities number pads and use this function.

Use the barcode scanner this way, first we make a new **Cash Sale**, and then type Qty, (qty can maximum be 99999 pr. line in the invoice), if other than 1, click **AC ESC** (keyboard shortcut **ESC**), type qty click **= SPACE** (keyboard shortcut **SPACE**) and use the scanner.

The *Touch**POS*** module is the one to use if we run a shop or kiosk.



Quantities can be between 1 and 99999 while using the barcode scanner this is duo to if by a mistake the barcode scanner is used in the Qty field, it will not add millions of items to the receipt, but will be reset to one quantity, and no product will be added to receipt, you have to scan the item again.

Remember a barcode scanner has a setting interface, set it to click ENTER after reading barcode, or you have to push enter after scanning each product.

Back

How to take part back of bought items

Customer buys 23 packets of floor tiles and is promised he can deliver back the packets that he doesn't use. He uses 19 packets, and deliver 4 packets back, how do we do this? Make a **New Sale**, type **-4** in Qty then find the item in product. Click **Pay Now** button, select payment method and give customer the money according to the payment method.
The four packets has to be added back to stock manually by adding them to the product in Stock Manager.

Back

What if we have a warranty product that customer brings back

If all is okay and it is a warranty that need to be exchanged. Make a new sale find the product add to invoice, then add same item but this time we type -1 in qty.

Example:

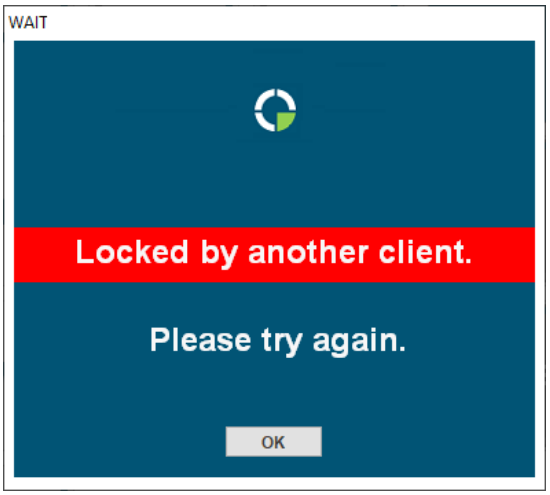
Qty	*Description*	*Net*	*Vat*	*Vat%*	*Total*
1	*19" monitor*	*8620,69*	*1379,31*	*16%*	*10000,00*
-1	*19" monitor*	*-8620,69*	*-1379,31*	*16%*	*-10000,00*
	According to invoice 101001				

To do the last line we go in to product select group 30 in first line we type: According to invoice 101001 then we go back select first item from drop-down menu Click **Pay NOW** button (keyboard shortcut **F12**), select payment method **CASH**, print invoice, clip original invoice and this new one together and archive.

Back

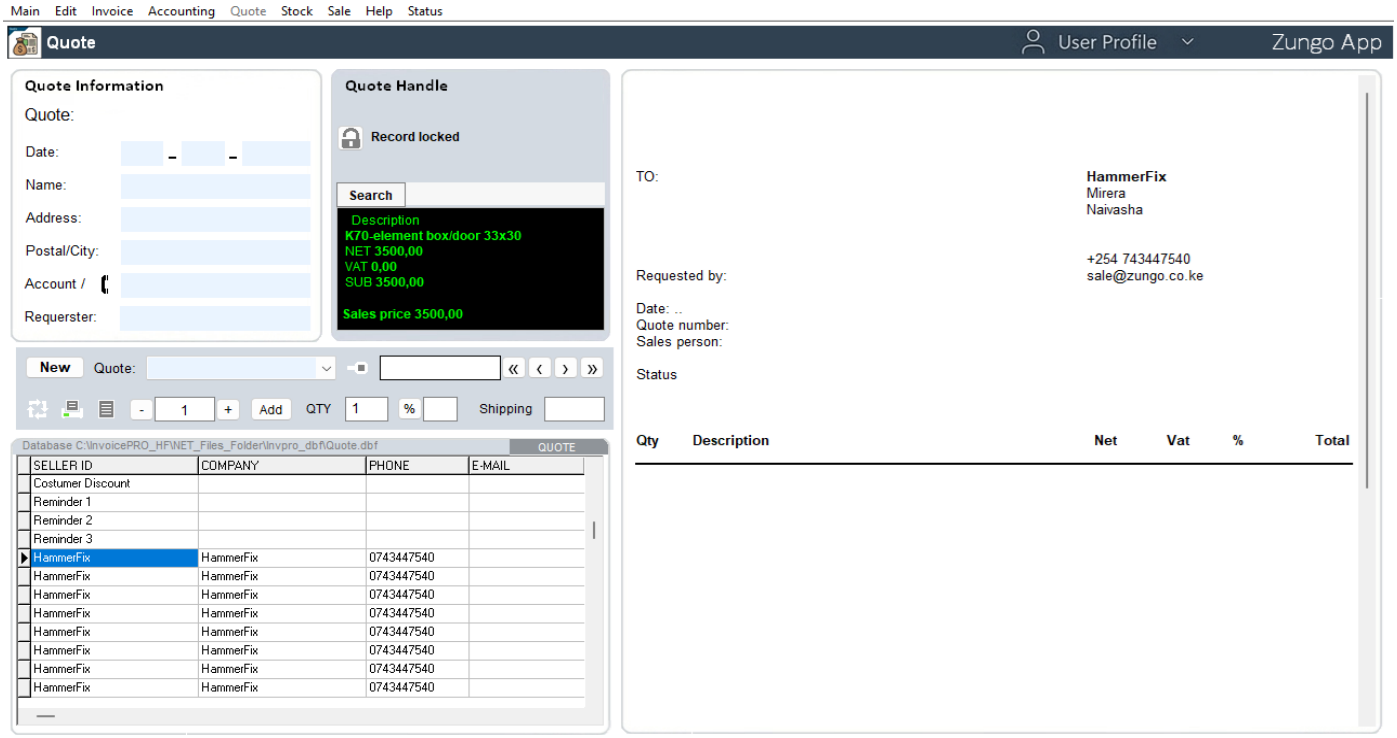
When pushing New Sale button

When a cashier clicks the **New Sale** button all other tellers that try to make a new sale will be suspended for one second, this is so there will not be two or more invoices with same invoice number; there will come a pop-up displaying this message: **Locked by another client. Please try again.**



Back

How to use Quote



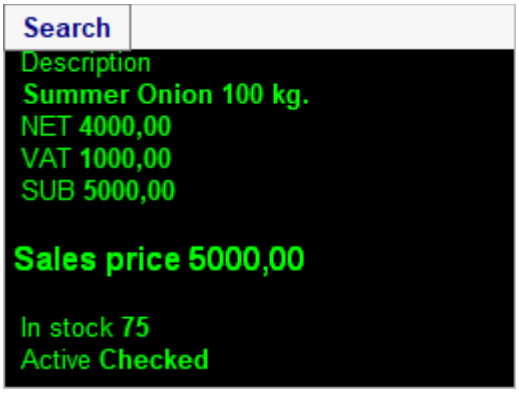
Record locked button
This button is for editing date, name, Address, account and requester. Example: Buyer has a new phone number, click **Record Locked** button. Add new information, the button has changed to **Editing Mode**, and a red text appears displaying **Lock record after editing...** Please remember to do so after editing.

Let us create a quote

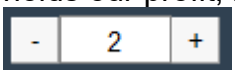
From Quote menu on Invoice screen select **Create/View Quote**. On quote screen click **New QUOTE** add all data like name, address account/phone number and requester.
It is not possible to use the customer archive to add customer to quotes.

TO ADD PRODUCT

In search field over the black square type product name or part of name, click **Search** add quantity and click the **ADD** button.



Here we see product details, the sales price differ from SUB, the reason is that sales price also holds our profit; in this case we have reduced the price with a discount of 10%

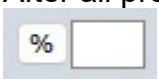


Note that the number between the - and + changes to 2 this is the line number where the next product will be added.

Example:
There are 7 lines in the Quote and you want to change line 3 click minus until 3 is displayed; now you can re-enter this line or change qty.
This is done this way: In search field search for the product, type quantity and click **ADD**. If shipping apply type amount in the field.

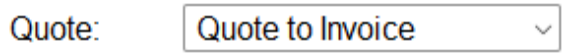
ADD DISCOUNT TO THE QUOTE

After all products are added you can add discount to this quote



Type percentage click **ADD%** now this Quote can be printed, click printer icon.
To view this quote in a browser click the View Quote icon.

WHEN CuSToMER ACCEPT OUR QOUTE



In Quote drop-down menu select **Quote to Invoice** all information needed is transferred to *C:\Invpro_dbf\QuoteHOLD.txt*

TO CREATE AN INVOICE FROM OUR QUOTE

From main screen select quote menu and select **Quote to Invoice** an invoice will be created and all buyer information's added. The document **QuoteHOLD.txt** opens, keep it open we need it in a moment.

Example:
*Our **QuoteHOLD.txt** shows this information*
1 FZ55 Rolling Fertilizer 289,00
1 FZ55 body 99,00
x Discount on this quote -10% -38,80

We add **FZ55 Rolling Fertilizer** to invoice.
We add **FZ55 body** to invoice.



Click **%** type **10**, click **Calculate,** click Product button, from product drop-down menu select **Customer Discount -10%** click add. Take a look at **QuoteHOLD.txt** the total should be the same as the invoice is showing.

REQUESTER

Click requester field, in company we add same name as on invoice, in requester we add - Quote #(quote number) Click **SET**. When creating an invoice from a quote we use requester field to show that this invoice is created from a quote.

Now the invoice is created, and this invoice is ready to print. Back

How to, a bit about accounting

What to put where, just a small guide.
These accounts have nothing to do with bank accounts, this is our accounts in expenses, this way we can keep track of all expenses and where the money goes. Below information is just examples, feel free to use or use your own.

100.1010 fixed expenses

Rent office/warehouse	*100.1010.1*
Internet	*100.1010.2*
Phone	*100.1010.3*
Insurance	*100.1010.4*
Electricity	*100.1010.5*

All things we have to pay each month.

If you want to see for example only the house rent we can do it this way **100.1010.1** and we also want to see what we use in electricity per year **100.1010.5**. Now we can search for **100.1010** and we see all expenses in this account, if we search for **100.1010.1** we only see the house rent.

100.1020 Variable expenses

Advertising	*100.1020.1*

All things that comes and goes, and are not fixed.

100.1030 Office equipment

Printer	*100.1030.1*
Computers	*100.1030.2*

Store interior like shelves, freezers, refrigerators etc. All physical things we buy for our office.

100.1040 Office accessories

Printer paper	*100.1040.1*
Toner for printer	*100.1040.2*

999.999.AJF111 IVECO lorry

Fuel	*999.999.AJF111.1*
Tyres	*999.999.AJF111.2*
Repairs	*999.999.AJF111.3*
Insurance	*999.999.AJF111.4*

All expenses for this lorry, we use the license plate as account number.
999.999.AJF222 ISUZU lorry

Fuel	*999.999.AJF222.1*
Tyres	*999.999.AJF222.2*
Repairs	*999.999.AJF222.3*

All expenses for this lorry, we use the license plate as account number.
When having each car or lorry on its own account, we can easily see what car is more expensive in maintenance. When changing to a new car or lorry compare and buy the one with better performance, and is cheaper to run per year.

Note

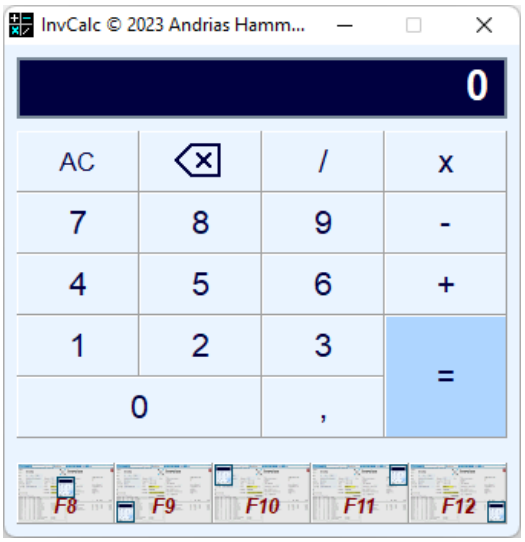
Please do not use **- + / *** (minus, plus, divide or multiply) as part of an account number *Invoice PRO* will take that as a calculation.

Back

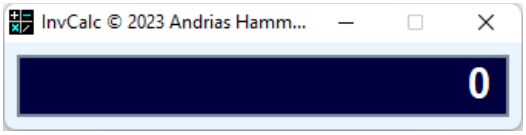
How to use InvCalc

To start **InvCalc** click the calculator icon

Standard calculator



Mini calculator



Shortcut keys

F6 Hide/show all buttons (mini calculator)
F7 If you want the calculator to start from where you have moved it, just click **F7**
F8 Centre on screen
F9 Lower left corner
F10 Upper left corner
F11 Upper right corner
F12 Lower right corner

Home Reset, delete last calculation.
End Delete last digit entered.

Use number keys on keyboard to operate calculator.

InvCalc remember last location used, and will show up there on next start.

InvCalc can be moved to all corners of the screen and to centre of screen by shortcut keys, and also moved to location of your liking.

Calculation examples

Example 1
We have a price of 2900 and the vat is 16% how to find net price.
Type **2900/116*100** press **Enter** (result is 2500,00 this is the net price)
We can also do it this way **2900/1,16** press **Enter** (this gives 2500,00)

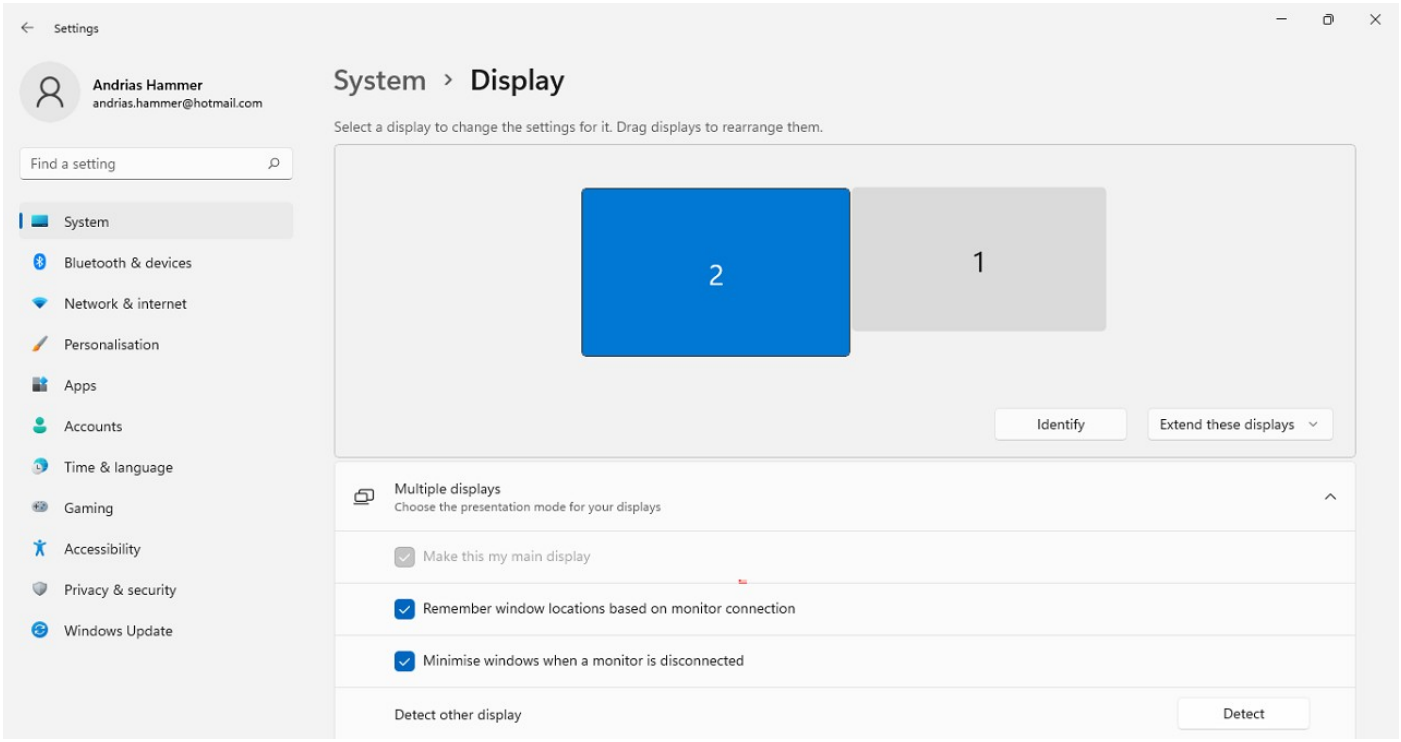
Example 2
We have a price of 2900 and the vat is 16% how to find vat.
Type **2900/116*16** press **Enter** (this gives 400,00)

Example 3
We have a net price of 2500 and the vat is 16% how to find the price including vat.
Type **2500/100*116** press **Enter** (this gives 2900,00)
We can also do it this way **2500*1,16** press **Enter** (this gives 2900,00)

Example 4
We have a net price of 2500 and the vat is 16% how to find the vat
Type **2500*,16** press **Enter** (this gives 400,00)
When we multiply with **0, a number** we omit the 0 and just type as above **2500*,16** InvCalc translate this to 2500*0,16

Back

How to set up a two display system



This is how to setup in **Windows 11**; it can be slightly different in other Windows versions

Right click on the screen, select **Display Settings**

Set the display to **Extend these display**
Move screen 2 to the left by dragging it to the left.
Click display 2 and tick in **Make this my main display**.

The screen 2 has to be set to align at the top with screen 1, meaning as picture shows the screen 1 is in the top vertically.

Hiding taskbar on screen 1 (the screen running Customer Display)
Taskbar settings Windows 11
Right click the windows taskbar
Scroll down select taskbar behaviours
Untick **Show my taskbar on all displays**

Now you are set up for a two display system and the Customer Display will be shown on the display to the right.
We also have to edit resolution.txt found in the *Invoice PRO* folder, edit line two.
Resolution for screen 2 (screen running *Invoice PRO*)

If your resolution is 1440x900 (recommended)
Set line one to 0
Set line two to 1432

If your resolution is 1280x1024
Set line one to 0
Set line two to 1272

Back

How to use TouchPOS



This is the screen the restricted user/cashier sees when logged in. Restricted user is intended for shops using barcode scanner, this gives access to selling and products.

It is possible for administrator to enter Touch**POS** from **Invoice** screen by clicking and to go back to I**nvoice** by clicking the icon with the arrow in upper right corner.

Let us make a sale

Click the **NEW Cash Sale** button or just click **F3**, a pop-up displaying **wait preparing new receipt…** Use the barcode scanner this way, if quantity is other than 1 click **AC ESC** (keyboard shortcut ESC) type quantity (qty can maximum be 99999 per line in the invoice), click **SPACE** (keyboard shortcut **SPACE**) and use the scanner. If the barcode field of the product can't be read by the scanner then search product and select the product from the drop-down menu. when all product are added click **Pay NOW** button.

In search field we can search by description, product number or by product group.

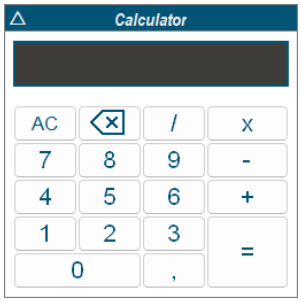
In short

1. Click **New sale**
2. Use the barcode scanner or select from product drop-down menu.
3. Click **Pay NOW**

Receipt sales get an * after the invoice number in the invoice database located on *Invoice PRO* screen.

Example: New invoice sale get number 101013 and new sale from *TouchPOS* get number 101014*

Show calculator by clicking this icon



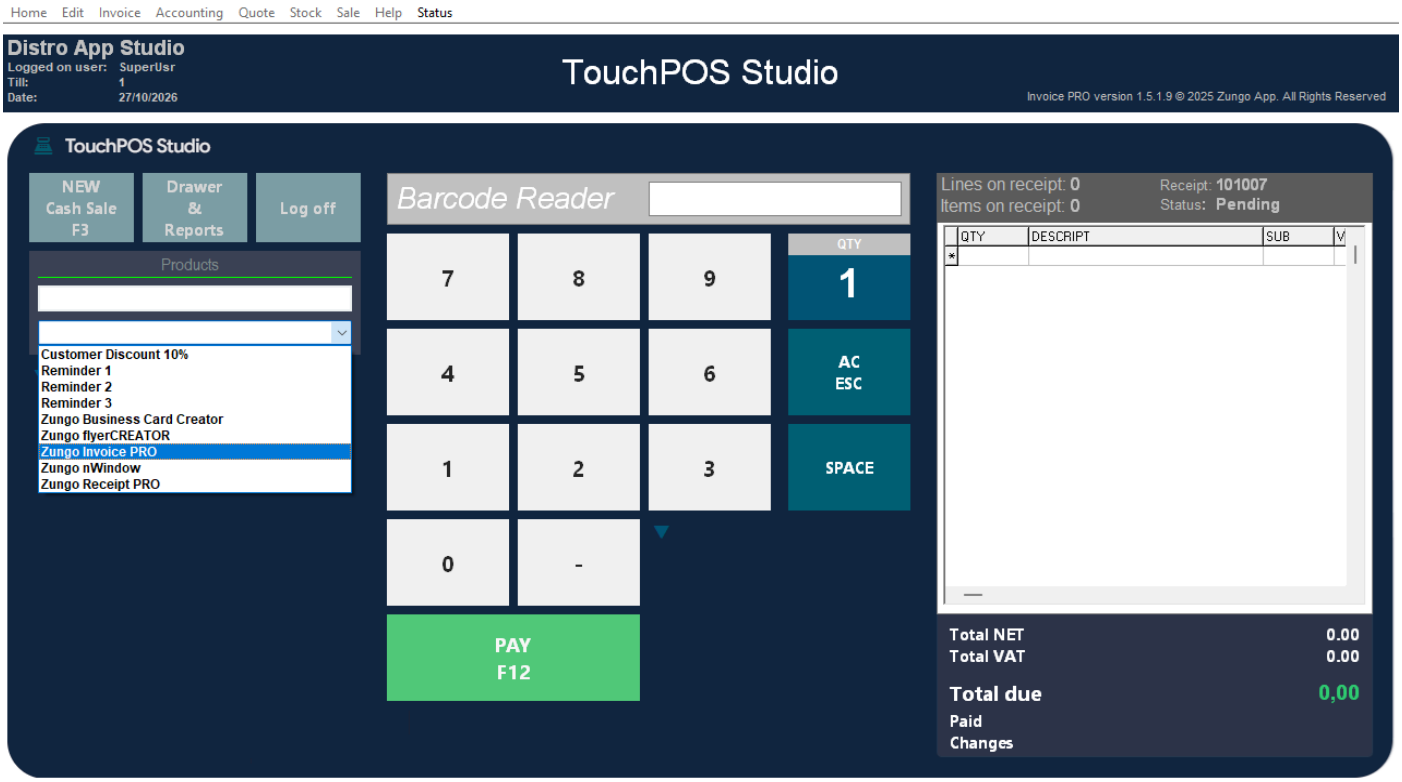
How to use TouchPOS (point of sale system) with the barcode scanner

1. Click the **New Cash Sale F3**, keyboard shortcut F3.
2. Add product with the barcode scanner.
3. After all products are added click **Pay NOW F12** (keyboard shortcut **F12**).
4. You are taken to pay screen.
5. Select payment method, if other than cash, if cash just type in the amount customer gives you in the yellow field, and click the **PAY** button.
6. Example customer buys for 2300 he give you 3000, type 3000 in the yellow Customer Paid field.
7. In the red changes field you see the changes to give back, 700 is the changes to give back.
8. Give customer the change.
9. The Status changes automatically to **PAID#CASH**
10. Receipt will be printed.

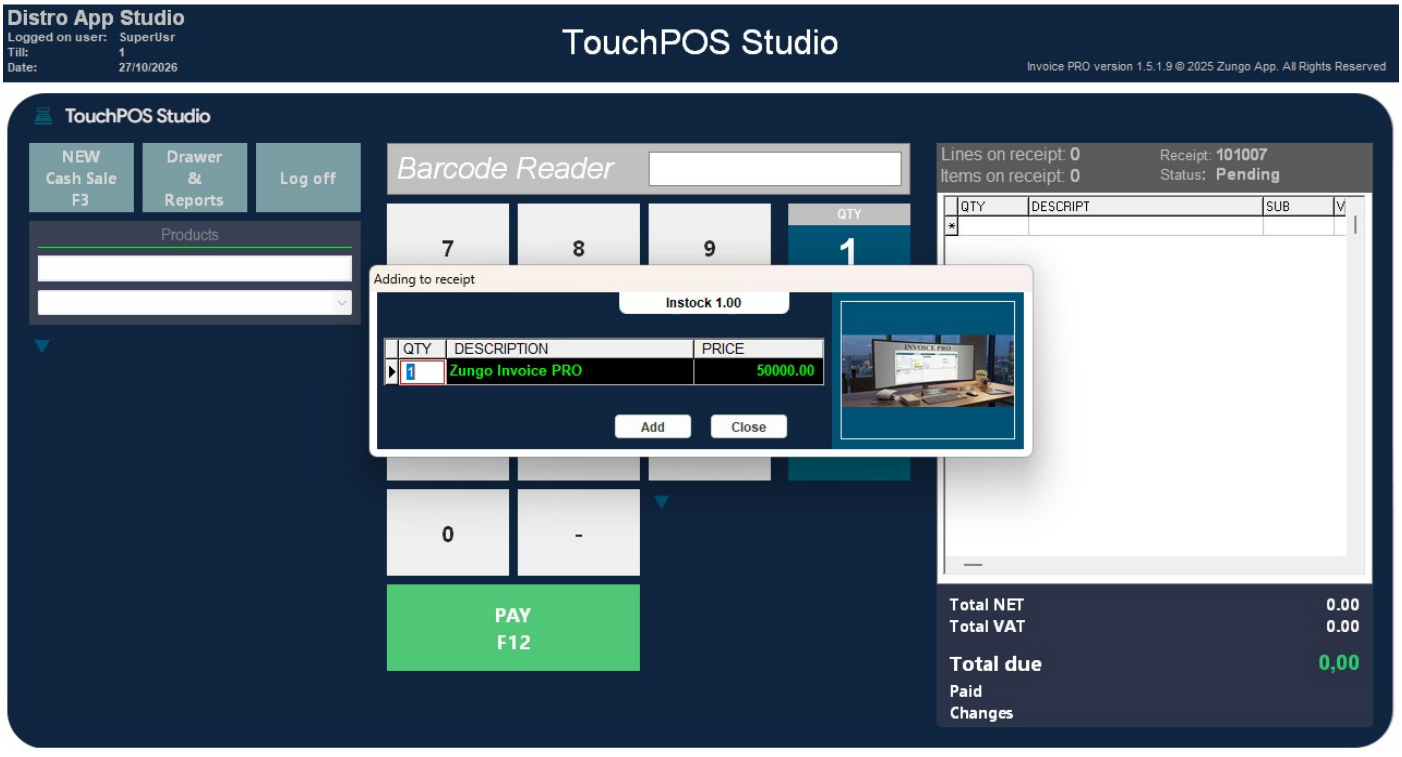
Discount cannot be applied when using the barcode scanner, and will not been shown on the customer display. Discount is only meant for invoices and not for receipts.

Back

Product drop-down menu



Add products



Add product pop-up

Product Picture

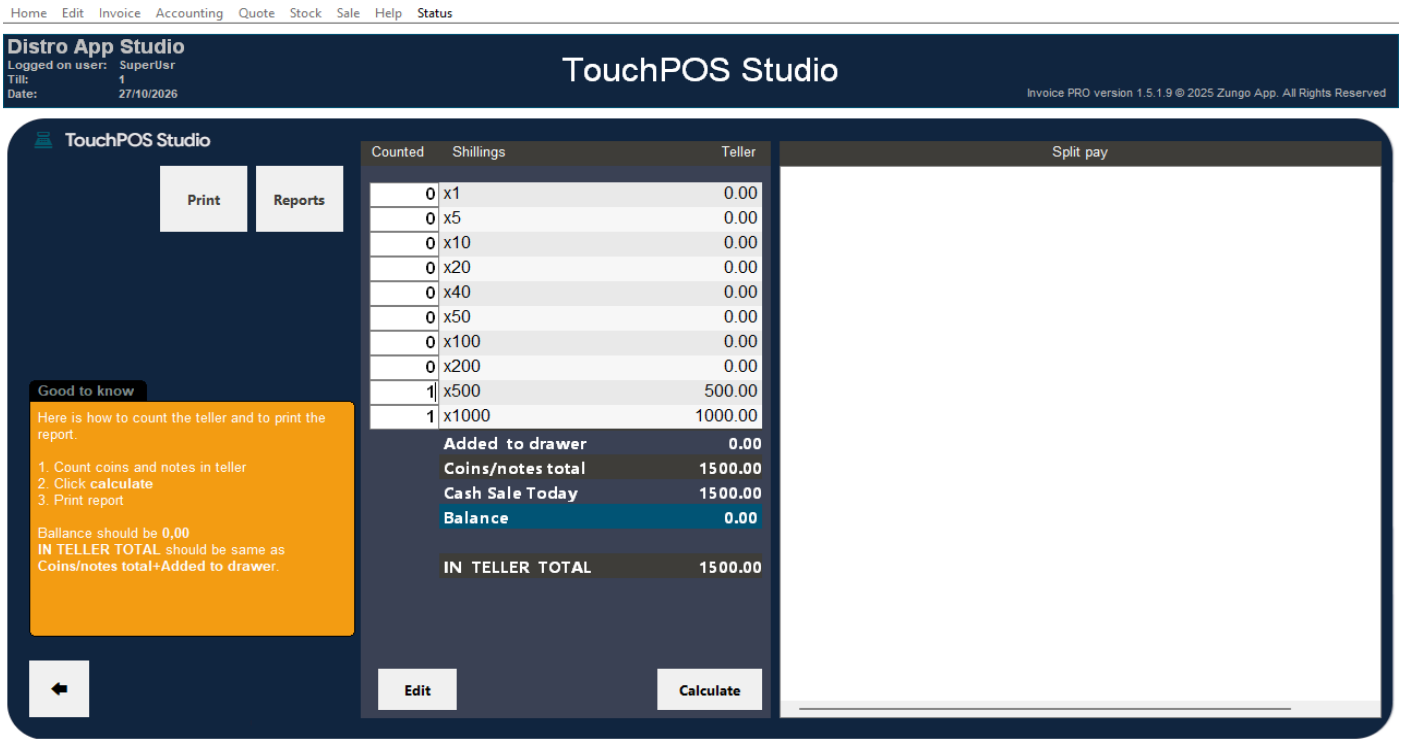


Product picture after clicking thumbnail picture

Pay Screen Interface

Pay screen

Counting Teller



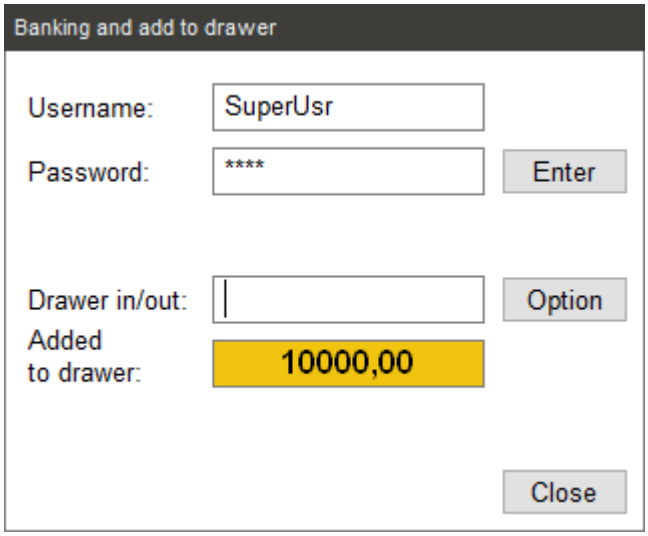
When ending the day: Click **Drawer & Report** button, count the coins in the drawer. Example; you have 12 coins of 10 shillings, write 12 in the 10 shillings field, (number of coins, NOT worth of coins), when all coins and notes are counted click **Calculate** and **Print Report**.

Day should always end with balance at 0,00
Example of counting teller

Added to drawer	10.000,00
Coins/notes total	40.000,00
Cash Sale Today	40.000,00
Ballance	0,00
IN TELLER TOTAL	50.000,00

How to read the numbers
Coins/notes total is all coins and notes in teller, added to drawer is not included in this amount.
Ballance is Coins/notes total - Cash Sale Today.
IN TELLER TOTAL
Cash Sale Today + Added to drawer = IN TELLER TOTAL
This is for today, tomorrow it will show Cash Sale Today 0,00 the Ballance will be -40.000,00 and IN TELLER TOTAL will be 10.000,00
The correct way is to take today's sale out of the teller after counting or to add same amount as sold for today to Added to drawer.

For administrators



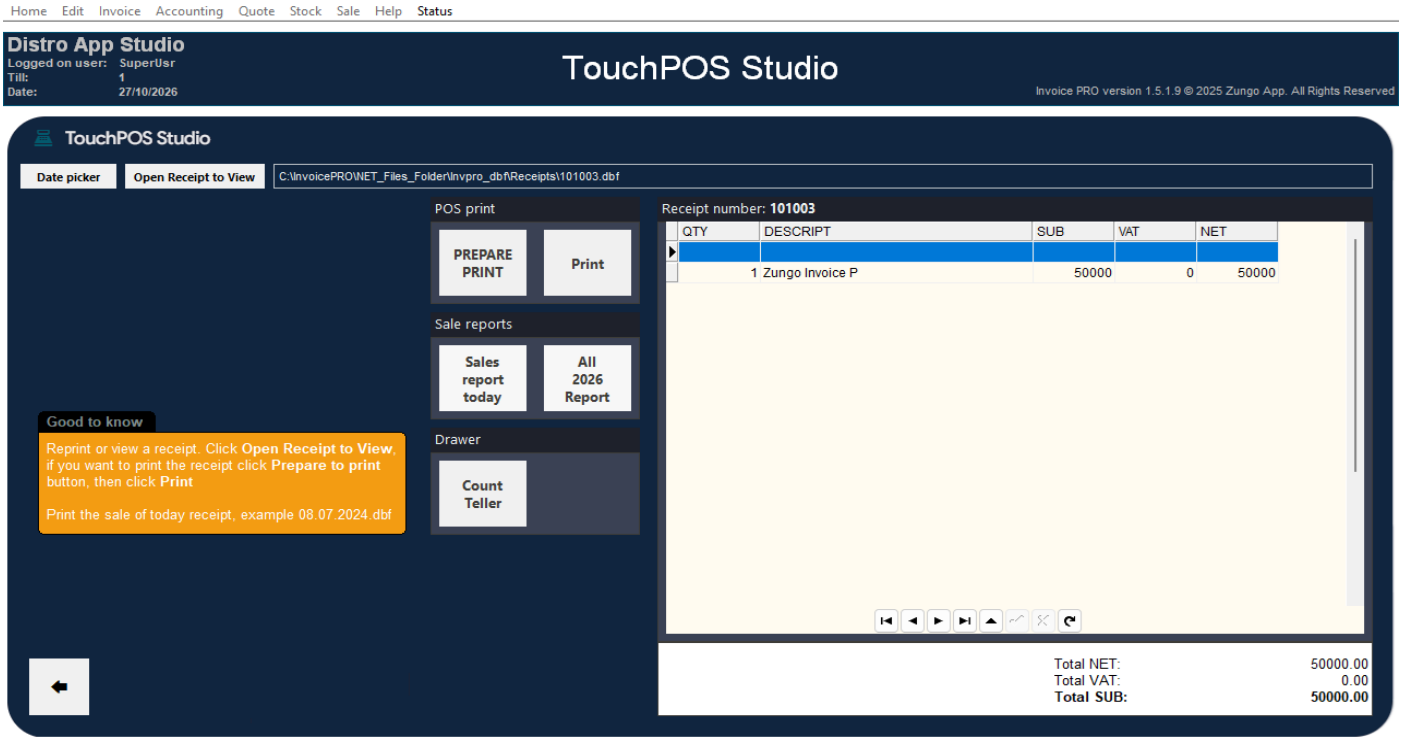
Only administrators/owner users with Super User rights have access to adding to drawer, this is for safety so no one can take money out or manipulate amount in teller.

Adding coins and notes to teller
To add money to teller, click **Edit**, type your *Invoice PRO* credentials in the pop-up and add money to teller, type amount added, click **Option** select **add to drawer** and close the window.

Banking
To bank money, (take money out of the drawer) click **Edit**, type your *Invoice PRO* credentials in the pop-up and type amount taken out of teller, click **Option** select **Banking from drawer** and close the window.

The correct way to count and operate the teller
Count teller, click **Calculate** and **Print Report** take all money out of teller and leave the added to drawer amount, then the drawer is ready to yet another day.

Receipt/Report Viewer



By clicking the **Drawer & Reports** button you are taken to the count teller screen, click **Reprint and Reports** button this screen allows you to view or reprint a receipt, this screen also shows the sale of a selected day, all sales receipt are saved. When starting a day and making the first sale Touch**POS** creates a database called day.month.year.dbf example: **12.07.2024.dbf** this database holds all receipts for that day, this receipt/report can be printed, all receipts/reports are saved in the folder **Invpro_dbf\Receipts**

Example: C:\InvoicePRO\NET_Files_Folder\Invpro_dbf\Receipts\12.07.2024.dbf

Here we also can view or print different reports. Example of all 2024 sales report, this report can be printed to pdf or to printer, (not receipt printer).

The Farm House - TouchPOS sale report for 2024 - Printed: 26.07.2024

DAY	MONTH	YEAR	RECEIPT	SUB	STATUS
25	7	2024	101001	20.000,00 kr	PAID#CASH
25	7	2024	101002***	10.000,00 kr	PAID#CASH
26	7	2024	101004	10.000,00 kr	PAID#CASH
26	7	2024	101005	10.000,00 kr	PAID#CASH
26	7	2024	101006	10.000,00 kr	PAID#CASH
26	7	2024	101007***	5.000,00 kr	PAID#CASH
26	7	2024	101008***	5.000,00 kr	PAID#CASH

SUB Total: 70000,00

101002*** 101007*** 101008*** ***meaning split payments

Receipt printer

The receipt is created for 58mm POS printers, you can use 80mm POS printers as well.
Receipt look like this example:

```
The Farm House
Naivasha
Kenya

Phone: +254 786800197

Branch: 01
Till: 1

Sales Person: Andrias Hammer
Date: 2.7.2024
Receipt number 101067

Cash Sale
Status: PAID#CASH
- - - - - - - - - - - - - - - - - - - - - - - - -
Total items: 2#
- - - - - - - - - - - - - - - - - - - - - - - - -
1  Summer Onion 100 kg.
NET: 4000,00
VAT: 1000,00
Total: 5000,00

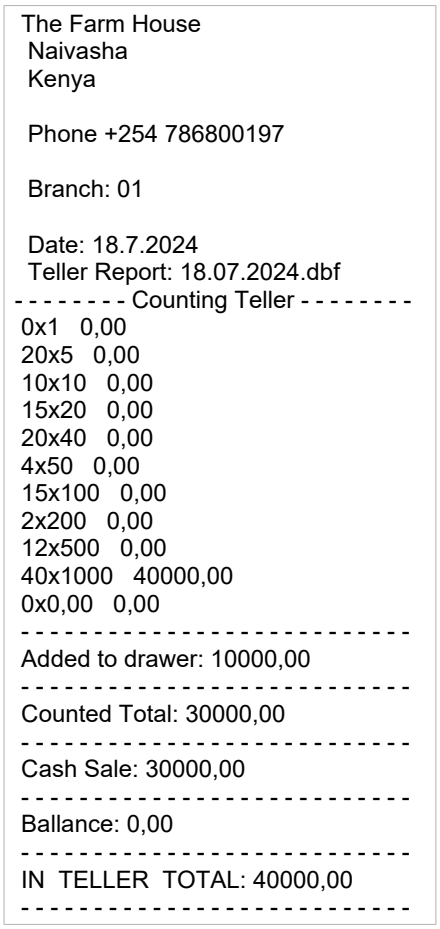
1  Potato 100 kg.
NET: 4000,00
VAT: 1000,00
Total: 5000,00
- - - - - - - - - - - - - - - - - - - - - - - - -
Total NET:   8000,00
Total VAT:   2000,00
**************************************
Total SUB:  10000,00
**************************************
Paid:          12000,00
Changes:    2000,00
- - - - - - - - - - - - - - - - - - - - - - - - -

======END OF RECEIPT ======
```

Reprint or view a receipt. Click **Open Receipt to View**, if you want to print the receipt click **Prepare Print** button, then click **Print.**
If you want to print a report for a certain day or today's sale report click on the date picker button, if you want to print the report click **Prepare Print** button, then click **Print.**

Always click **Prepare Print** button before printing.

Teller Report



The Farm House
Naivasha
Kenya

Phone +254 786800197

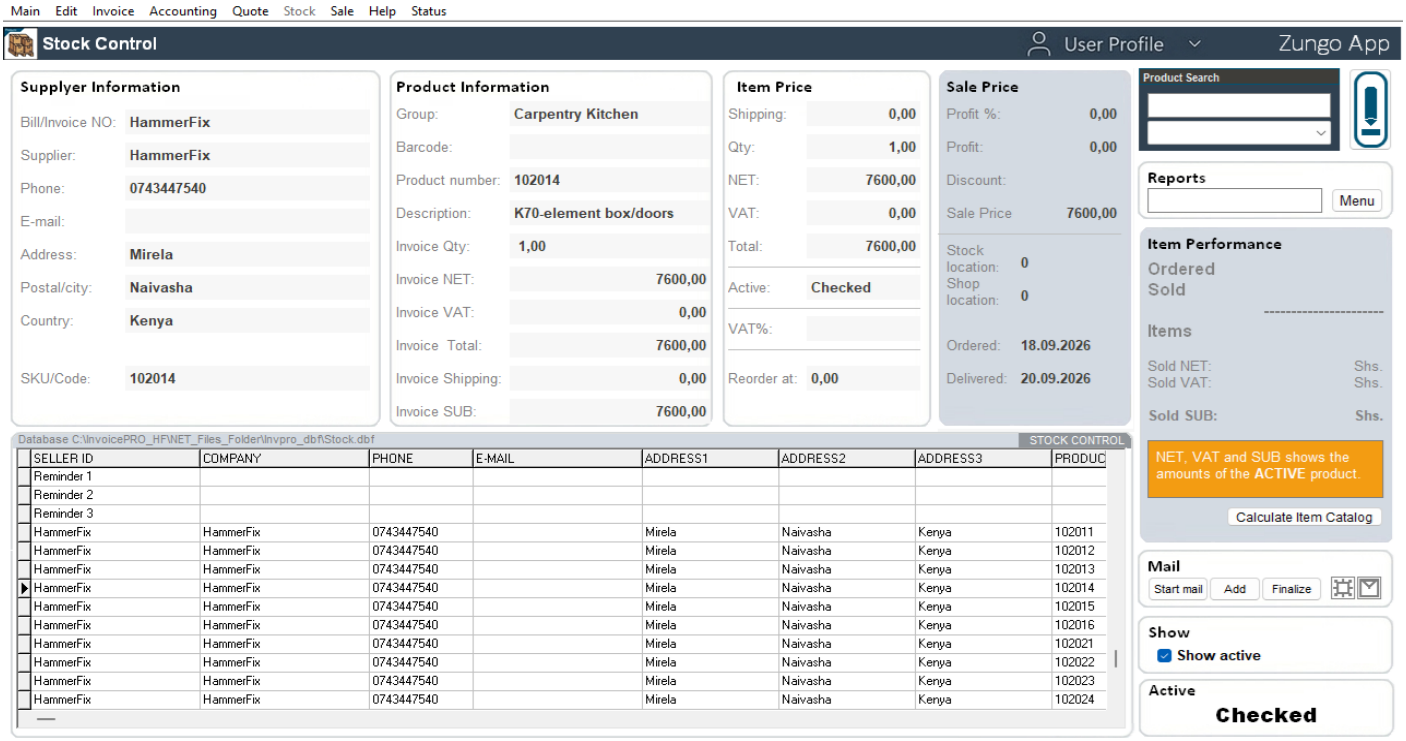
Branch: 01

Date: 18.7.2024
Teller Report: 18.07.2024.dbf
- - - - - - - - Counting Teller - - - - - - - -
0x1 0,00
20x5 0,00
10x10 0,00
15x20 0,00
20x40 0,00
4x50 0,00
15x100 0,00
2x200 0,00
12x500 0,00
40x1000 40000,00
0x0,00 0,00
- -
Added to drawer: 10000,00
- -
Counted Total: 30000,00
- -
Cash Sale: 30000,00
- -
Ballance: 0,00
- -
IN TELLER TOTAL: 40000,00
- -

Example of a teller report, teller reports are printed on the receipt printer.

Back

How to use Stock Manager



Stock Manager has no limits to product added.

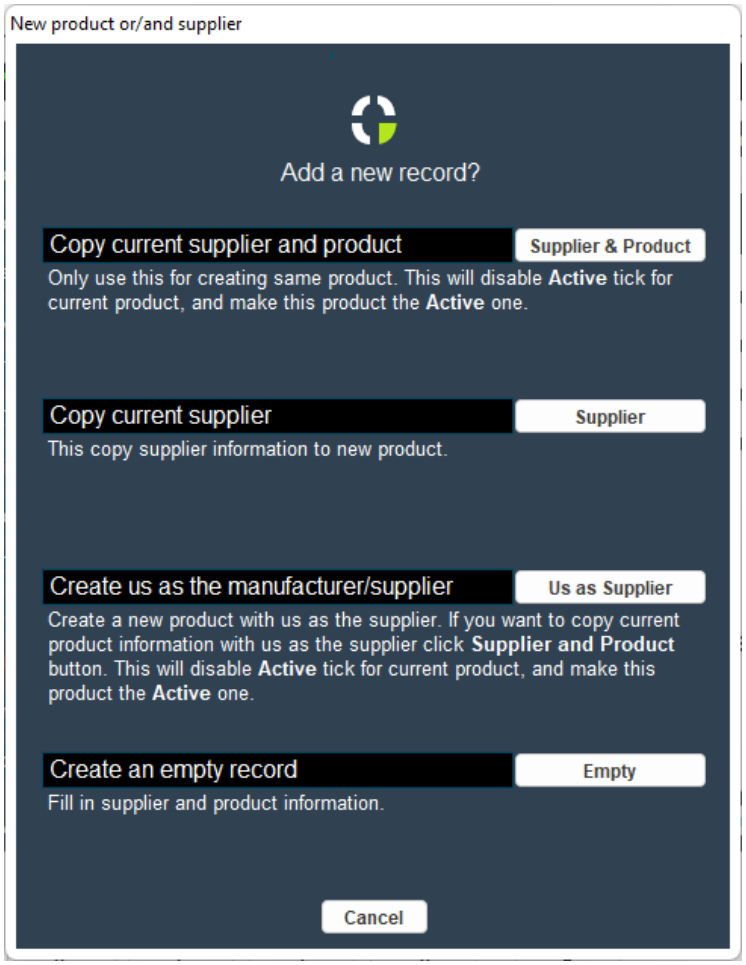
What goes in stock? All items we sell, bought from a supplier or produced ourselves.

Before editing always click the edit button 

To add product

To add a product always click show active product first  then click  and this window appear.

. It is very important to remember to click show active product first .



There are four options on how to add products and supplier's

Copy current supplier and products
Only use this for creating same products.
This will disable **Active** tick for current product, and make this product the **Active** one.

Copy current supplier
This copy current supplier to new product.

Create us as the manufacturer/supplier
Create a new product with us as the supplier. If you want to copy current product information with us as supplier click **Supplier and Product** button. This will disable **Active** tick for current product, and make this product the **Active** one.

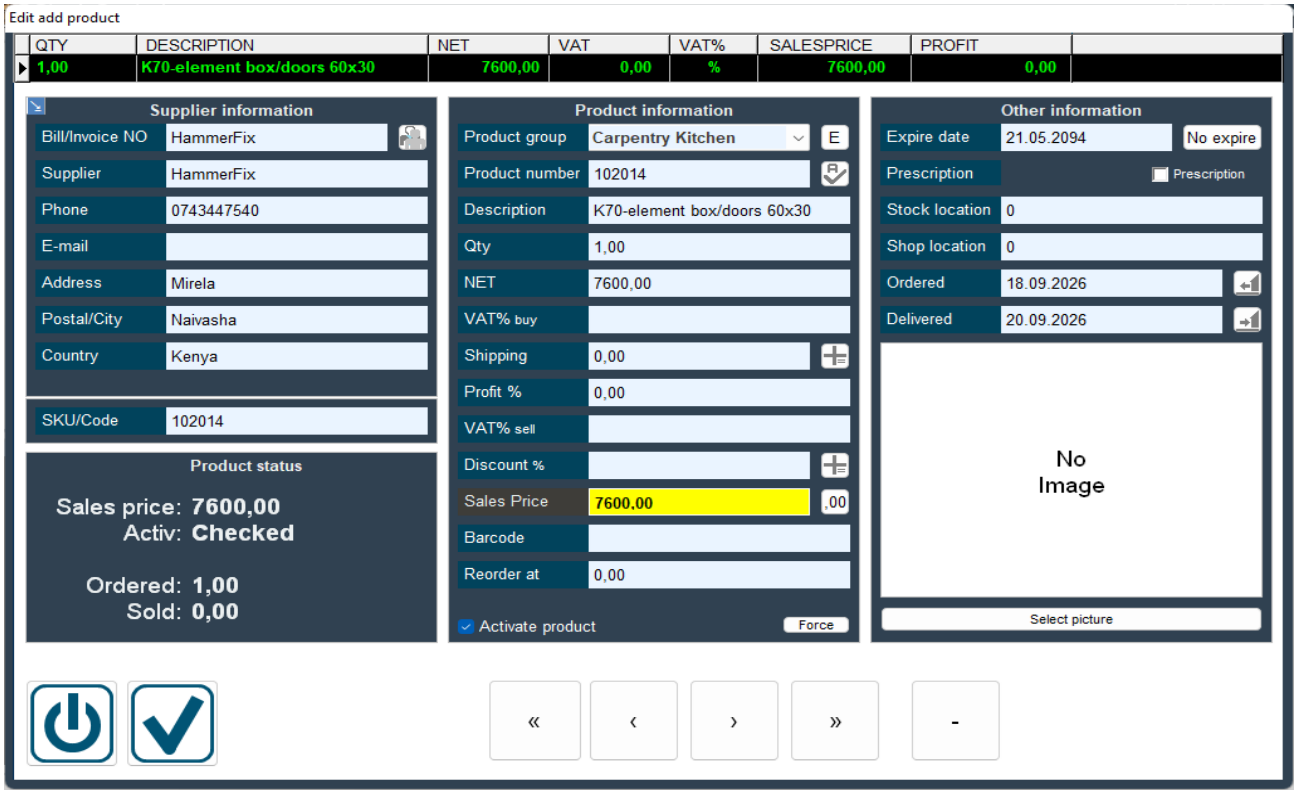
Create an empty record
Fill in supplier and product information.

How to read the numbers in Stock Manager.

Example: This is the invoice we received from our supplier 10 pcs. Dawapraz 20mg

QTY.	DESCRIPTION	NET	VAT	VAT%	SUB
10	Dawapraz 20mg	80,00	20,00	25%	100,00

SUB	100,00
VAT	10,00
Shipping	10,00
To Pay	120,00



First we type in the suppliers information's. We type invoice quantities, NET and shipping.

Invoice PRO will calculate the price per one pcs.

Per one pcs.:		
NET	8,00	
VAT	2,00	
Shipping	2,00	
---	---	
Total	12,00	
Profit 19,97%	2,40	(12,00/100*19,97=2,40)
---	---	
Total	14,40	
VAT of 14,40	3,60	
---	---	
Sales price	18,00	

The only thing we have to fill in is the suppliers information's, quantities and the net price, Invoice PRO will do the rest.

Back

Product as favourite
To add a product as favourite is easy in *Invoice PRO,* just add a # in front of the name in description like **#Fanta 500ml**, this product will been shown first in the product select drop-down menu, you can set as many product as you like as favourite.
This is also good for things that most need when they buy like a shopping bag: #small shopping bag, #medium shopping bag and #large shopping bag. We recommend to have 20 or so as favourite, if to many in favourite the point of having a favourite is gone.

To be able to give discount the discount 'product' was added to database when you received Invoice PRO

The 'product' **Customer Discount 10%** is added to database and when given 20 percentage discount the product get a new name **Customer Discount 20%**

This 'product' is added to database when you start Invoice PRO, do not delete, Invoice PRO will overwrite this data with new data when percentage is given.

Discount will be given this way

Example 1

Qty	Description	NET	VAT	VAT%	SUB
1	Summer Onion 100 kg.	4000,00	1000,00	25%	5000,00
1	Customer Discount 10%	500,00	0,00	%	500,00
1	Potato 100 kg.	4000,00	1000,00	25%	5000,00
1	Apples 10 kg.	4000,00	1000,00	25%	5000,00

Discount will be given of first product on invoice

Example 2

Qty	Description	NET	VAT	VAT%	SUB
1	Summer Onion 100 kg.	4000,00	1000,00	25%	5000,00
1	Potato 100 kg.	4000,00	1000,00	25%	5000,00
1	Customer Discount 10%	1000,00	0,00	%	1000,00
1	Apples 10 kg.	4000,00	1000,00	25%	5000,00

Discount will be given of first and second product on invoice

Example 3

Qty	Description	NET	VAT	VAT%	SUB
1	Summer Onion 100 kg.	4000,00	1000,00	25%	5000,00
1	Potato 100 kg.	4000,00	1000,00	25%	5000,00
1	Apples 10 kg.	4000,00	1000,00	25%	5000,00
1	Customer Discount 10%	1500,00	0,00	%	1500,00

Discount will be given of all product above the discount line on the invoice

Back

Editing or adding products

 Edit or add product window.

 Click this icon to save changes without closing the window.

Supplier information

Here we write the information as per received invoice from supplier. If the order is from same supplier just click **Copy Supplier** button and all supplier information will be copied to new data.

Invoice Number
The invoice number shown on received invoice from supplier.

Supplier
Name of supplier.

Phone
Suppliers phone number.

E-mail
Suppliers email.

Address, Postal code/City, and Country
The address, postal code/city and Country.

Product number
Supplier's product number

Expire date
Type the product Expire date, when expire date is reached product can not be added to invoice, a warning appear with info that this product has reached the expire date.
If product has no expire date click **No expire** button, **No expire** date has to be added to every product, No expire date will be set to 31.12.9999

The products information will be transferred to Expired.txt in the Invpro_dbf folder

Prescription
This features is intended for pharmacy, hospitals or doctors.



When adding product in Stock Manager tick in prescription to use this feature.
When adding a product that is on prescription to invoice or receipt this window pops up.

Product information

Group
Product group, Click **E** to edit the text file **Group.txt.**

Product number
Our product number i.e. 10.100.001
To the right of this field is a **Show** button, this button is for showing the **Active** product with this product number. This should always be used before using **copy supplier** button

Description
Text we will be using for our product page.

Invoice Qty
Quantity ordered/ Quantity produced. We know Invoice NET and Invoice Qty type numbers in and click **Calc** button to the right of Invoice Qty field.

Invoice NET
Net sum of the invoice.

VAT% buy
Vat percentage as per invoice

Invoice Shipping
The invoice shipping/postage costs

Profit %
Add profit as percentage.

VAT% sell
The product vat percentage, each product can have its own vat percentage if needed.

Discount
Add discount in percentage

Sales Price
Here we see the final sales price, If you want to change the sales to have zeros as decimal example: sales price is 199,31 click **,00** button and sales price will change to 199,00

Barcode
Our product barcode number.

Reorder at
Minimum product in stock before reorder

The tick for Active
One of each item in stock has to have the **Active tick ticked**. Stock Manager uses this tick to figure out where to minus the item from stock. If not ticked it will show sold out in a pop-up when trying to add this product to invoice. Click **Force** to force a product active.

Stock location
The product location in the warehouse

Shop location
The product location in the shop

Ordered
Date ordered

Delivered
Date delivered

Product Image
You can add a product image to each product. The image is clickable, when clicked it will be displayed in full size. It is recommended that the images are placed in the **\Invpro_dbf** folder, create a folder in the **\Invpro_dbf** folder named **DBpic**, and in this folder create folders like **Farm-Product, Snack, Meals**, etc. and add the images in the desired folder, you have better overview of the images this way.

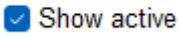
1. Type **Invoice qty, Invoice Net, vat percentage** and **shipping,** click the button to the right of invoice shipping.
2. Type **profit %**
3. If a product is on discount type **discount %** and click discount button, note that the product get a -percent% after the product name, this is to indicate that this product is on discount.

To end a discount period type **0** in discount field and click discount button, note that the -percent% after product name is deleted again.

Profit% field
Type in profit % you want for this item, *Stock Manager* calculates your profit percentage and sales price.

Discount
To add discount to selected product, type percentage and click the **Discount** button, now the discount is added to the price. To go back to price without discount, type **0** in discount field and click discount button.

Show active, show all



Show only active product, or untick to shows all orders and all products.

Send mail
This below features will **NOT** send any mail this will write all the information needed to the file **MailtoSend(date).txt** example: *MailtoSend12. September 2023.txt*

Start mail
To: supplier email
Subject: Order from [Our company name]

Message:
Order date: [Date]
Dear [supplier name]
Our free text that we can edit with this button 

Add Product
Qty: [Invoice Qty] — Product: [Description]
Qty: 1 – Product: Summer Onion One Sack

Finalize
Regards
Logged on user
Our company name
Our company address
Our company phone
Our company mail

To open the document click 

To send this as an e-mail
- Open your email program
- Select new mail
- Copy supplier's email to the To field
- Copy Subject to Subject field
- Copy message to Message field
- Correct if necessary, click send

Back

Product reports

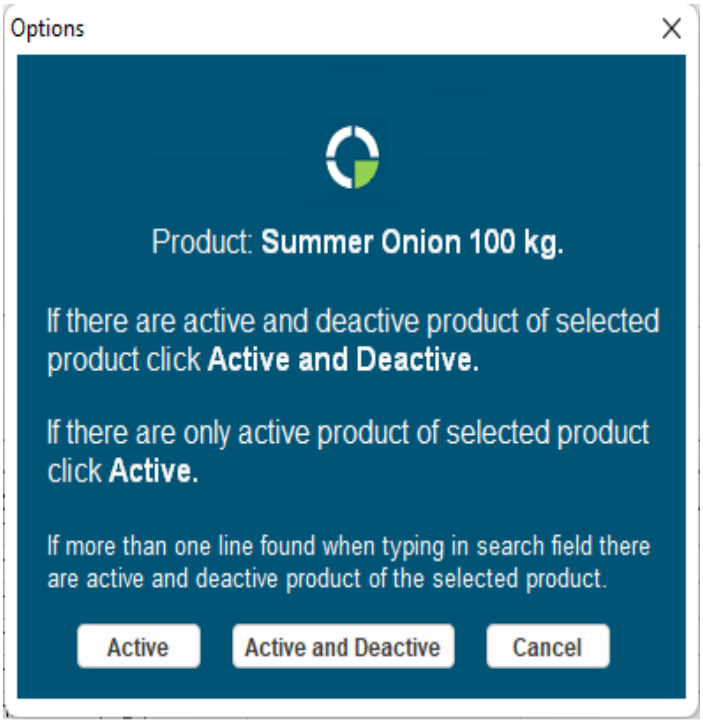


The button menu holds four options:
Generate sold product report, *View sold product report*, *Generate stock report* and *View stock report*

Back

Generate sold product report

Type the description text of a product, click menu select **Generate sold product report** and this window pop-up



Select the right option, *Invoice PRO* generate and open a report with this fields: SELLER ID – PRODUCT NUMBER - DESCRIPTION – ITEM BOUGHT - ITEM Sold – SOLD NET– ACTIVE. To generate a report with all products, just leave search field empty.

Back

View sold product report
View last saved stock report.

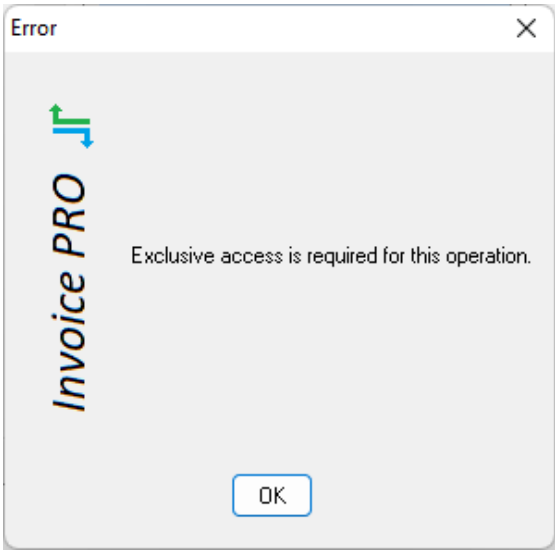
Generate stock report
Print and open the **in stock report** to view.

Back

View stock report

This opens file location *Invpro_dbf*\StockReports\ where you can select between saved stock reports. Stock reports are named example: *StockReport 19.08.2023.pdf*

It is not possible to index stock report, except when all exit *Invoice PRO*, and the on that want to print the report starts *Invoice PRO* again prints **Print/view stock report** after the report is printed the other clients can run *Invoice PRO* again as normal. In other words start a single incident of *Invoice PRO* and print the record. Exclusive access is required for this operation.



Back

How to save Stock Report as pdf file

Click on **Print and show In Stock Report** select pdf printer click OK, in next window hold Ctrl down and push v at the same time **CTRL + V** and click save.

Back

Search box

Here we can search by supplier, phone number of supplier, our product number, description and Group. To show an active product (product in stock), type **checked** in search field.
It is only possible to search for one name, so to search for description: **Summer Onion One Sack**, type **summer** or **Onion** in search field and click search.

Back

Item ordered, sold and in stock

Shows item ordered, item sold and item in stock. Click on **Calculate stock**, her you also see sold NET, sold VAT and sold SUB. After clicking **Calculate stock** you will only see that product in the database, to see all active product again just type **#** in product search field.

Back

Editing a product/record
When editing a product the record will be locked for other clients/computers until user is finishing with editing the record and lock the record again and move away from record. If another user tries to edit a locked record a pop-up will appear with the message: **Record locked**.

When changing quantities and recalculating the sales price
Delete the **profit %** make the changes and click the **+** to the right of the **Shipping** field, then readd the **profit %** and click **%** icon to the right of **profit %** field

Back

Recommendation on how to sell and add product that we produce ourselves to Stock Manager and to invoice

Example 1:
We have a customer that want to buy 2 sacks of summer onion.

We go to **Stock Manager**
Add a new product by clicking the **US** (own supplier) button.
Add the product information's
In our example we add product number **10.100.112**
Description is; **Summer Onion One Sack**
In **Invoice Qty** type **2**
In **Invoice NET** type the price for one sack, in this example **2900**
Click the **Calc** button to the right of the **Invoice Qty** field.
Note if **Active** is ticked.

Go back to Invoice screen
Click **NEW Invoice**
Select **Summer Onion One Sack** from product select drop-down menu
Type **2** in **Qty** click arrow right on keyboard to update price. Click Enter on keyboard to add to invoice.

Example 2:
We have another customer that wants to buy 7 sacks of summer onion.
Go back to **Stock Manager**
Search for **summer onion**
Click **US** (own supplier) button.
Type 7 in **Invoice Qty**
In **Invoice NET** type the price for one sack, in this example **2900**
Click the **Calc** button to the right of the **Invoice Qty** field.
Note if **Active** is ticked.

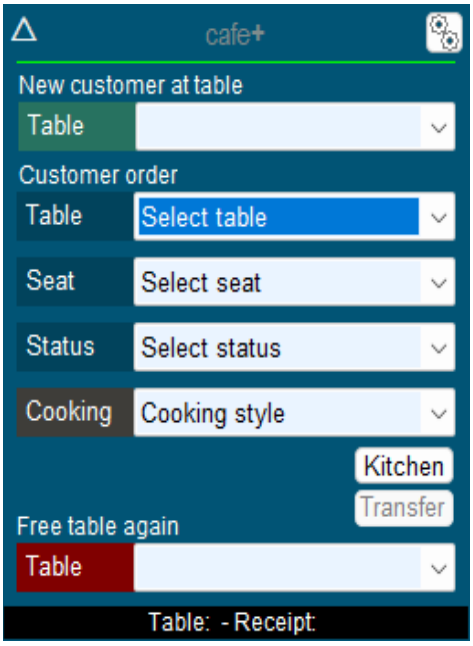
Go back to Invoice screen
Click **NEW Invoice**
Select **Summer Onion One Sack** from product select drop-down menu
Type **7** in **Qty** click arrow right on keyboard to update price. Click Enter on keyboard to add to invoice.

That is it!

NOTE:
In other words we create a new product for every order, but always keep the same description and product number for that product.

Back

Cafe+ module



cafe+ is an add-on plug-in not included with *Invoice PRO* as standard. After starting *Invoice PRO* and entering *TouchPOS, y*ou will see the *cafe+* on left side. Click the **Settings** button to update the table and seat lists, this has to be done first time using *cafe+* every day.

Setting up tables and seats
To edit Table click **Settings** select **Table** and add or delete tables from the text file, add the number of tables that your cafe/restaurant has.
To edit seats click **Settings** select **Seat** and add or delete seats from the text file, add the maximum number of seats a single table has.
After editing click the **Settings** again and select **Update**.

Example
Your cafe has 12 tables and the maximum numbers of seats for a single table is 4 add 12 tables and 4 seats, add this way:
Table1
Table2
Table3
Table4
Table5
Table6
Table7
Table8
Table9
Table10
Table11
Table12

Seat1
Seat2
Seat3
Seat4

Back

How to use cafe+

Customer is at the table and has ordered. From **New customer at table** select table, selected table gets an # after the name (Table1#) this is so we can see which table is taken or not.
The table is now selected in customer order, select seat and set status to **Pending**.
Add items to receipt as normal, click **Kitchen** to print the order to kitchen staff. The print will be printed on the POS printer. Set status to **Hold**.
Now you can serve another customer.
When customer from a previous order on **Hold** wants to pay: Select table and seat. Set status to **Pending**. Click **Transfer** button
The customers order is transferred to the receipt and can be paid as normal by clicking **Pay NOW** button, this transaction is completed. Select the table from **Table free again** menu, this will remove the # from table name to Table1, now this table is available again.

NOTE
When customer pays select **table** and **seat** and set status to **Pending** before clicking **Transfer**.

In short
1. Select table
2. Select seat
3. Set status to Pending
4. Click **Transfer**
5. Click **Pay NOW**

What if one customer wants to pay for the other seats at the table

We have tree customer at Table1# and one customer wants to pay for all tree, here is how:
Select Table1#, select seat1, set status to **Pending**, click **Transfer**
Select seat2, set status to **Pending**, (do not click Transfer)
Select seat3, set status to **Pending**, (do not click Transfer)
The customers order is transferred to the receipt and can be paid as normal by clicking **Pay NOW** button, this transaction is completed.
Select the table from **Free table again** menu, this will remove the # from the table name to Table1, now this table is available again.
The black band holds **Table: * - Receipt: ***
Example: Table: **Table1#** - Receipt: **101001**

It is important to remember we only click Transfer for the first customer transferred to the same receipt.

Cooking
Cooking drop-down menu is for orders of a steak for example, you can select between **Rare**, **Medium, Well Done** and **Well Done+**.

How to use without table and seat numbers

If you have a cafe where people come to the teller give the order and pay before they seat, you use *cafe***+** module this way:
Customer is at the teller, Click **New Cash Sale** button, add items to receipt as normal, if a steak for example is added, from Cooking drop-down menu select between **Rare**, **Medium, Well Done** and **Well Done+**.
Click Kitchen to print the order to kitchen staff.
Click **Pay Now** and this transaction is completed.

Back

Plugin upgrades

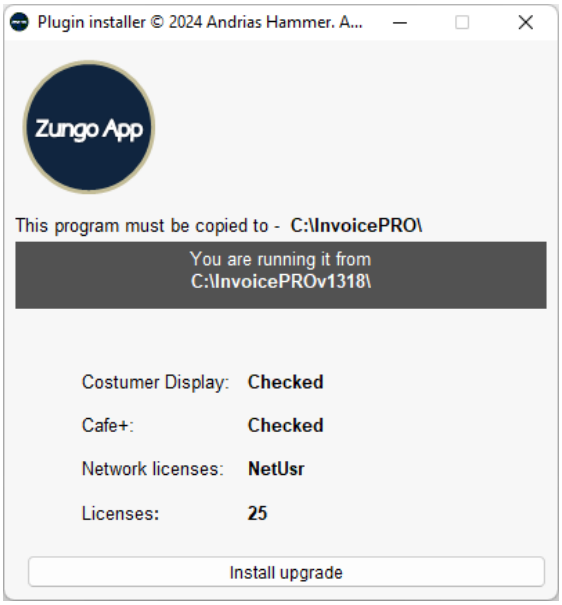
Plugin can be bought by contacting Zungo App on mail: sale@zungo.co.ke

Default installed

5 local users on same pc
21 product lines on each invoice
No limits on product lines on receipts
Stock Manager
*Touch**POS***

Plug-ins upgrades

Customer Display
cafe**+**
Network licence, 5 network users included
10 network user licenses
15 network user licenses



When ordering plug-in/upgrade you will receive a small program called **Invoice PRO Plugin** this program has to be copied to the folder **C:\InvoicePRO**

Exit *Invoice PRO* if running, run **Invoice PRO Plugin.exe** click **Install upgrade**, the program will exit when finishing with the upgrade, the upgrade takes less than 5 second.

Now you can start *Invoice PRO* again with the new upgrades installed.

Back

FAQ

Q: Lost connection to **Invpro_dbf**
A: If connection is lost to the server exit all running incident of *Invoice PRO*. Establish the connection to the server/pc where **Invpro_dbf** is located before running *Invoice PRO* again.

Q: I have an error Can´t open database.
A: Close *Invoice PRO* start **Dbase Locator** located in the *Invoice PRO* folder, click **Location** button and select location. Restart *Invoice PRO*.

Q: Sale is locked
A: If sale is locked on one client retry, if still locked do as follow. Go to **invoice_dbf** folder find the file **invoiceNUMBER.txt** change the text in second line from Wait to **Ready**.

Q: Financial report shows wrong numbers in expenses.
A: When selling a product that we produce ourselves; the finance report will show all we sell as expenses, to correct this we need to add the same item to expenses and minus that invoice amount.

Q: Salary/payslips is not on the financial report.
A: Payslip will not be calculated in the finance report. To add it to finance, add the payslip from created payslip report to expenses, after added to expenses it will be seen on financial report under expenses.

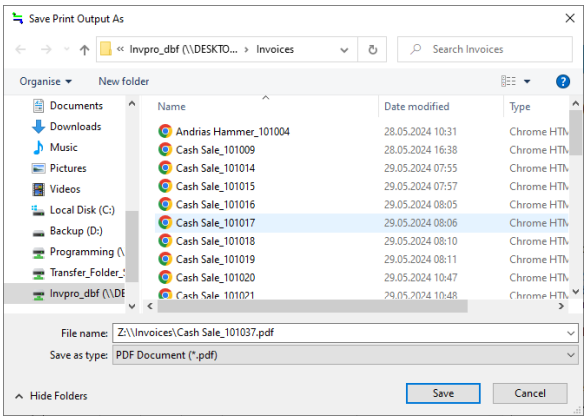
Q: I have to click enter after I use the barcode scanner.
A: A barcode scanner has a setting interface, set it to click ENTER after reading the bar code.

Q: I can´t save changes to records.
A: The database has to be unlocked before editing or adding records.

Q: What if the logon password is forgotten?
A: Contact andrias.hammer@mail.com or call +254 786800197

Q: Customer Display started, I can't see it
A: The main screen, the screen displaying Invoice PRO must be to the LEFT in the display settings, read How to set up a two display system.

Q: I can't save as pdf to network location.
A: When saving to a network location in file name it stands Z:\\Invoices\Cash Sale_101037.pdf *Invoice PRO* does not understand this, remove one backlash (\) from the link so it looks like this **Z:\Invoices\Cash Sale_101035.pdf** Do this both in *Dbase Locator* after *Invoice PRO* is closed, start *Invoice PRO* again go to **Settings** screen and remove one backslash from the backup link: **Backup of Invpro_dbf**



Q: Pop-up showing **Exclusive access is required for this operation** what to do.
A: It is not possible to index some report like the stock report, except when all client exit *Invoice PRO*, and the on that want to print the report starts *Invoice PRO* again prints **Print/view stock reports**. After the report is printed the other clients can run *Invoice PRO* again as normal. In other words start a single incident of *Invoice PRO* and print the record.
You can still print the report, it will not be indexed.

Q: The stock report does not sort by product number
A: It is not possible to index (sort) the **Stock report** if other clients are logged on *Invoice PRO* all users have to logoff and exit *Invoice PRO* while the stock report is indexed and printed. After the report is printed the other clients can run *Invoice PRO* again as normal. In other words start a single incident of *Invoice PRO* and print the record. Exclusive access is required for this operation. The same apply to the **Expense report**, on expenses screen.

Q: My keyboard and mouse do not respond to my click.
A: Mouse and keyboard are suspended after clicking update button, clicking **Cash Sale**, **New Invoice** and after selecting **New**, **Copy** and **Cash Sale** from **Sale** menu, until invoice is loaded again in the preview window. Keyboard and mouse are also suspended after clicking **Pay NOW** button until invoice is loaded again in the preview window.

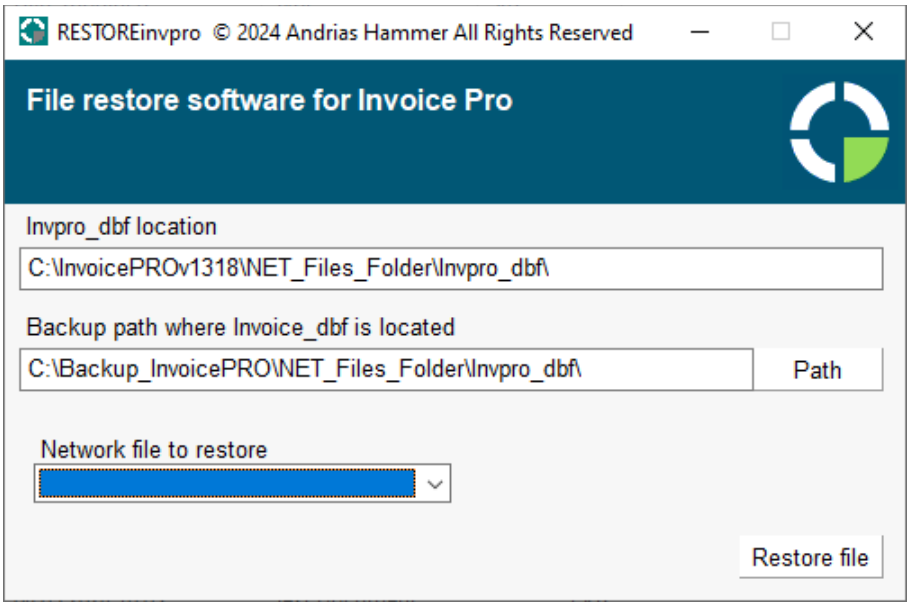
Q: Why does my database path keep resetting to the C: drive?
A: You must completely close **Invoice PRO** before opening the locator tool, or the system will automatically safety-reset back to the default local path. Simply close the main app entirely, re-open `unset Dbase Locator.exe.` and map your network drive smoothly!

Q: How do I confirm all my network database files are connected properly?
A: Open `Dbase Locator.exe` and click the long text button on the bottom right. This will instantly launch a notepad text file scanning your entire system directory. Simply scroll down the list and ensure every single required file shows `TRUE` on the right side; if any file shows `MISSING`, you need to copy that file over to restore your network connection.

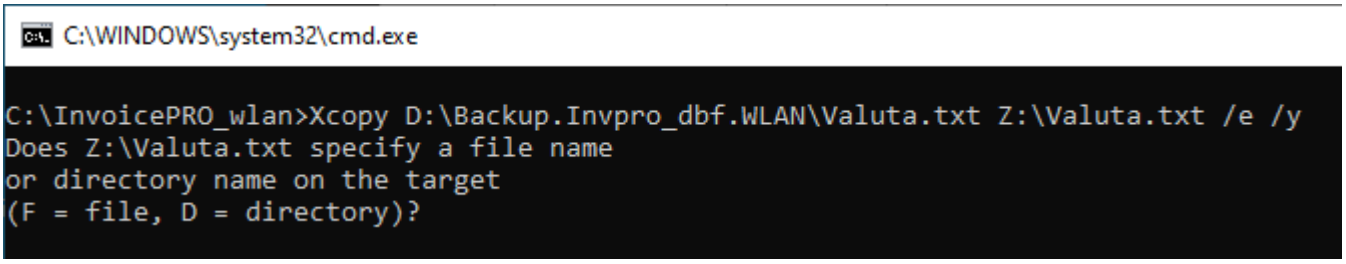
Back

RESTOREinvpro

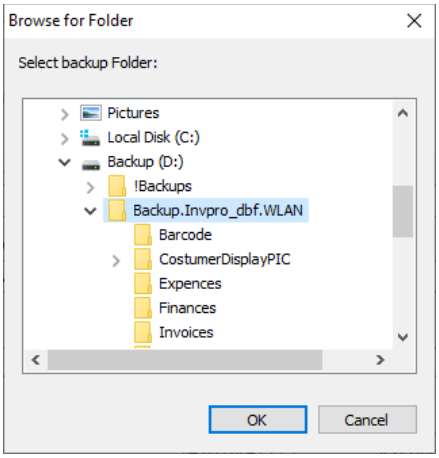
User Guide



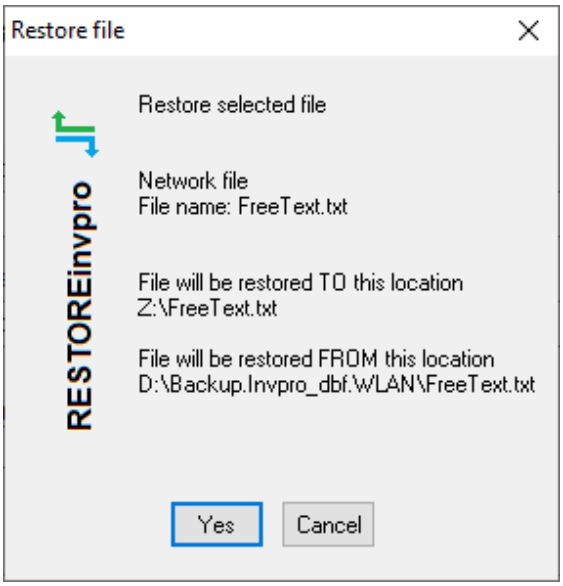
RESTOREinvpro is a program that let you restore a single file at a time from your backup location. To use **RESTOREinvpro** first select the backup path where **Invpro_dbf** is located, click **Path**, in this example we select **C:\Backup.Invpro\NET_Files_Folder\Invpro_dbf** select a network file to restore from the pull-down menu, then click **Restore file**. **RESTOREinvpro** can only restore files inside the **Invpro_dbf** folder.



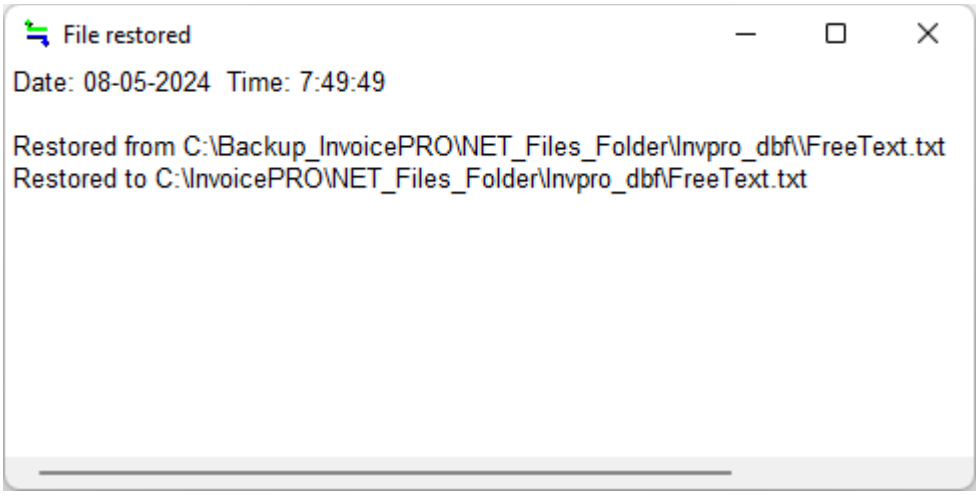
When copying this window appear asking if this is a file or directory, click keyboard key **F**



Backup path for *Invpro_dbf* **D:\Backup.Invpro_dbf.WLAN**



A window pop-up with this information: Restore from and restore to location.



When restored file is restored, this window pop-up with date and time, restored from location, and restored to location.
To see what files are missing run **Dbase Locator**.

NOTE:
Use this program with care, restoring of files is NOT reversible.

IMPORTANT!

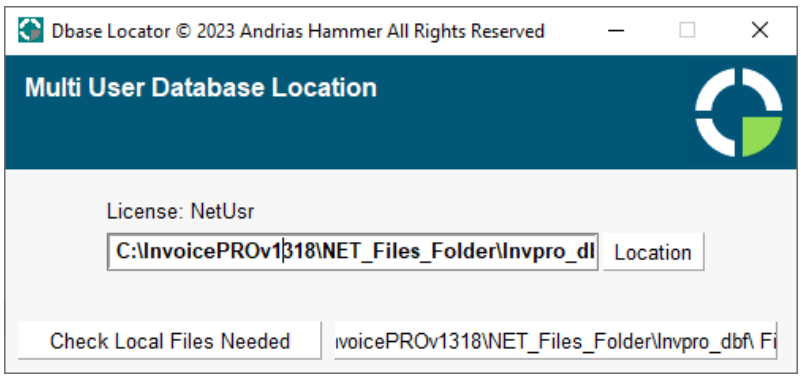
Remember to take backup of Invoice PRO at least once a day.

To take backup of *Invoice PRO*: From **Edit** menu select **Backup Now**
Backup is also taken automatically when you logoff.

Back

Dbase Locator

User Guide



Before you run `Dbase Locator.exe`, you **must completely close Invoice PRO** on all computers.

- **What happens if you forget?** If Invoice PRO is still open in the background when you launch the locator utility, the software will automatically reject any new paths and reset the directory location right back to the default local path:
  `C:\InvoicePRO\NET_Files_Folder\Invpro_dbf\`

🛠️ How to fix it if it resets:

1. Close **Dbase Locator.exe**.
2. Close **Invoice PRO** completely (make sure it isn't minimized to the taskbar).
3. Re-open `Dbase Locator.exe`.
4. Click `Location`, map it to your custom drive path (e.g., `X:\Invpro_dbf\`), and close the utility.

Dbase Locator should be run when changing location of **Invpro_dbf** example the folder is moved to *X:\Invpro_dbf*
If location shows for example *X:\\Invpro_dbf* remove one backslash so the link looks like this *X:\Invpro_dbf * close *Dbase Locator* and start *Invoice PRO*

How to Use the Database Integrity Check (Right Button)
When you map a network path or move your database directory, click the long button on the bottom right of the **Dbase Locator** window.

The software will instantly generate and launch a text file window listing every required core system database file, stock table, and image path layout.

- **What to Look For:**
- **TRUE** = The file exists and is perfectly accessible by the teller terminal over your local network router.
- **MISSING** = The file is absent, corrupted, or blocked by Windows sharing permissions.

Location
If you have a network license, click location button, select the **Invpro_dbf** folder when moved to other location, before starting *Invoice PRO*.

Check Local Files Needed
Check for all files needed and open the document *SystemCheck.txt* and shows found and missing files.

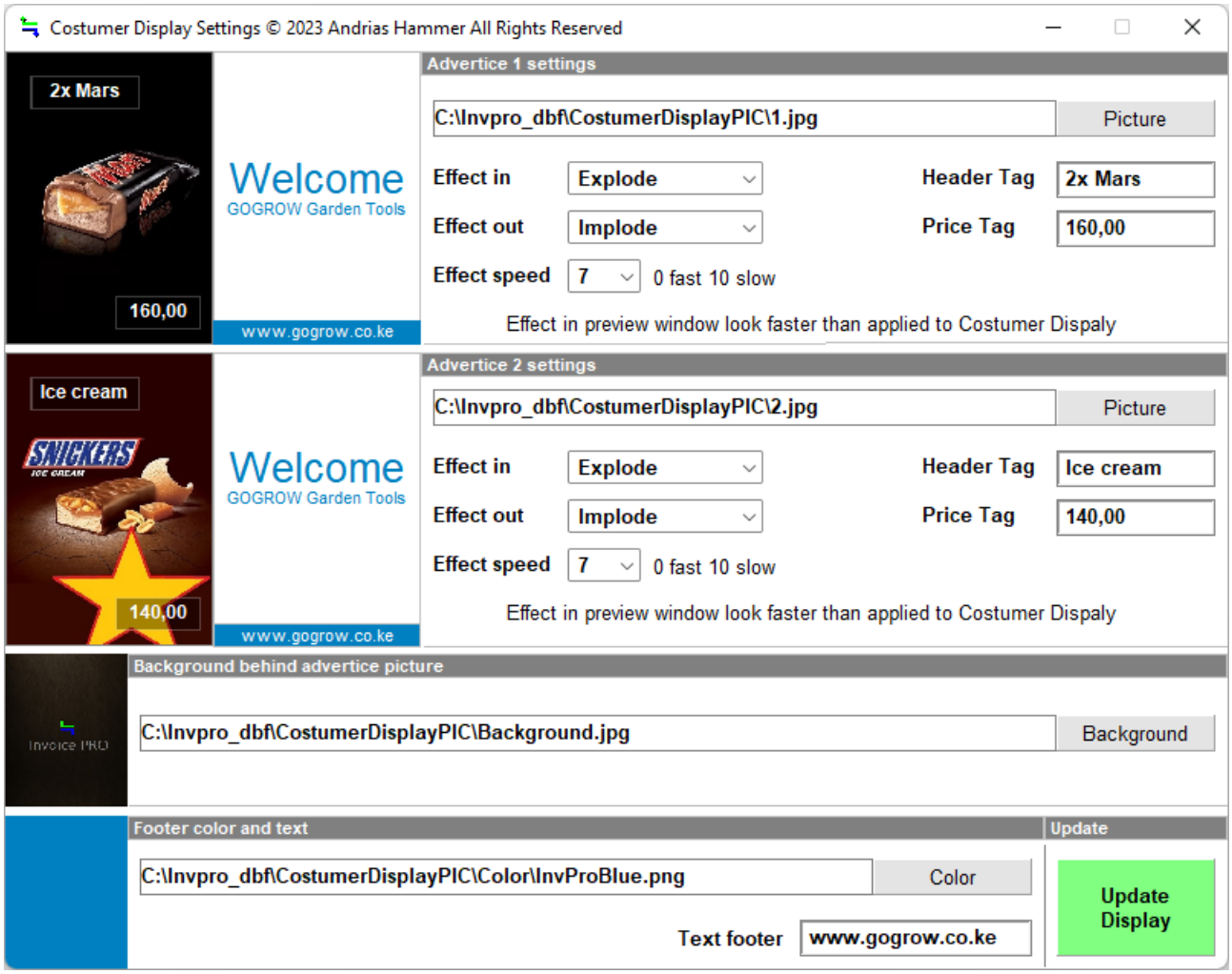
Check C:\Invpro_dbf\ Files Needed – network files
Check for all files needed and open the document *SystemCheck.txt* and shows found and missing files.

Q: How do I know if my network teller PC can see all the database files?
A: Open `Dbase Locator.exe` and click the right-hand path button ending in **"Files"**. It will open a text document showing your files: if you see `TRUE` next to them, your network setup is perfect; if you see `MISSING`, you need to check your network folder sharing permissions.

Back

Customer Display Settings

User Guide



Customer Display.exe is the software that displays the receipt as it is typed to the customer. The software also shows what to pay, the amount paid and changes in return.

Customer Display should run on a screen with resolution set to 1280x768

Customer Display runs on the second screen, so you need to have a two screens setup on your computer. (Example a laptop + one extra screen)

Customer Display also displays two advertises that we can change to our needs.

The advertising pictures have to be **656x712 pixels** and should be located in the folder

\Invpro_dbf\CustomerDisplayPIC

All settings are made by starting CustomerDisplaySettings.exe

These are the settings and what they do

- The button Picture is for selecting the advertising picture itself
- Effect in, select the effect that should be seen as the picture enter
- Effect out, select the effect that should be seen as the picture exit
- Effect speed, the speed of selected effect, 0 is fast and 10 is slow
- Header show a text in upper left corner of the advertise
- Price tag shows the price in lower right corner of the advertise
- You can click on the small pictures to the left to see the effect applied
- The footer is for your homepage or phone number, and to change the colour of the background behind the text.
- Background behind picture is to select a picture to show behind the effect, try it out.

That was all the settings, simple and easy

Settings are made on one computer, and changes apply to all computers connected, just click update button after editing.

Back

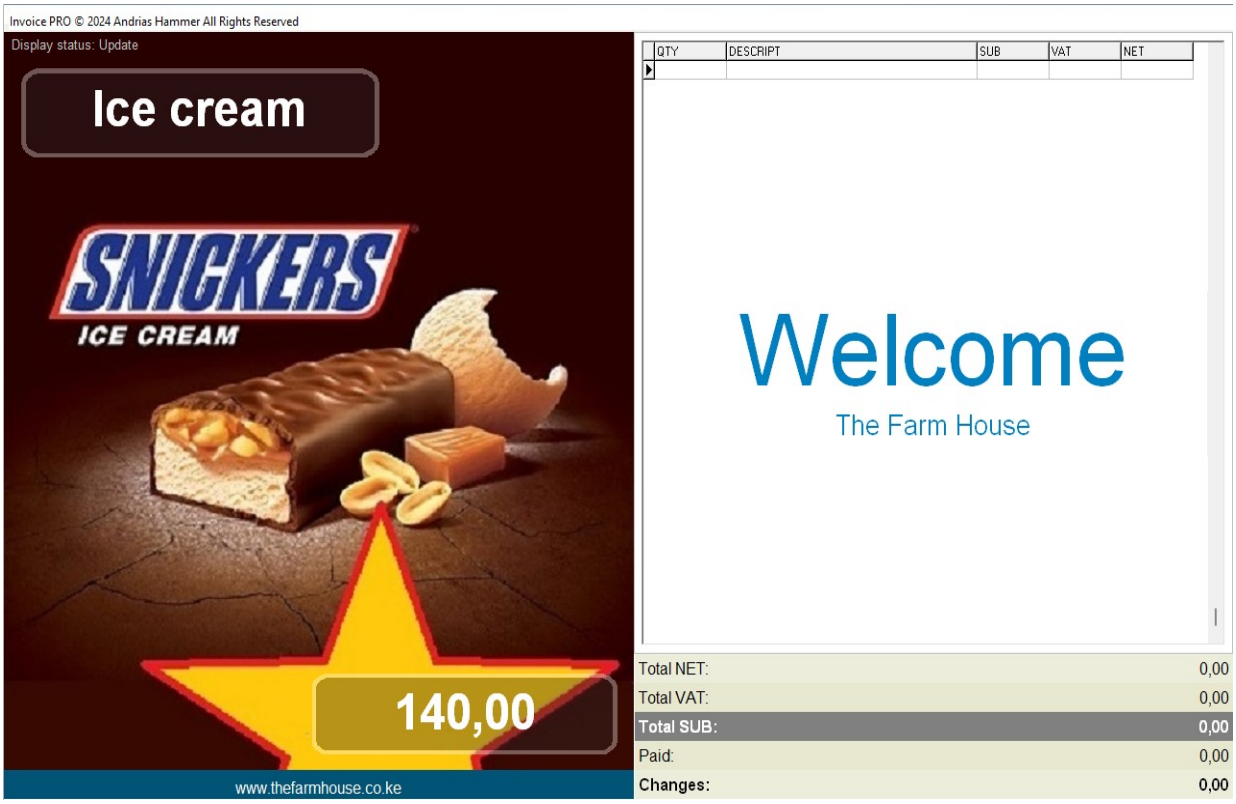
Customer Display

User Guide

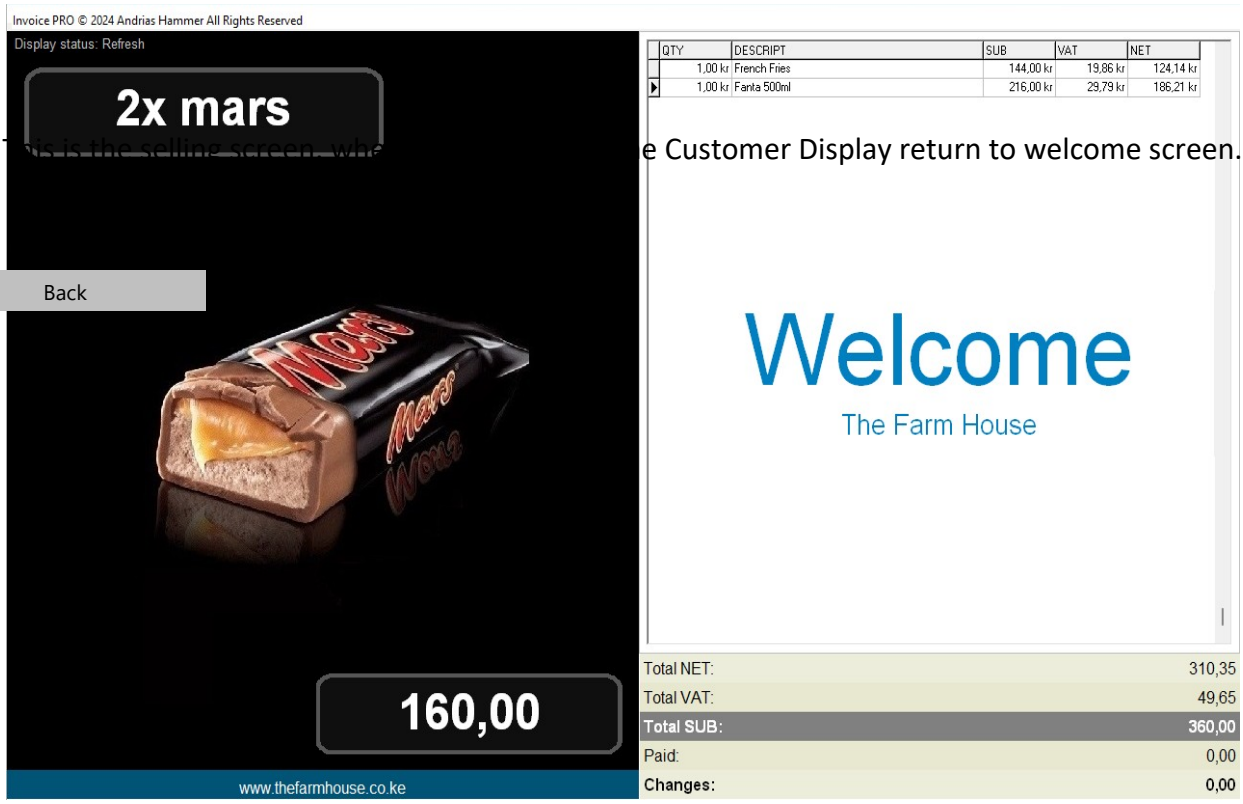
Customer display runs on second screen, here is what to do to setup customer display

Read [How to set up a two display system]

This is how Customer Display looks like while running.



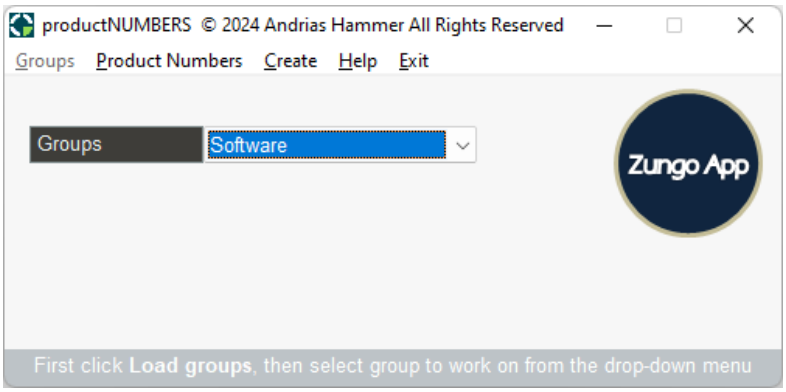
Here you see the Customer welcome screen



e Customer Display return to welcome screen.

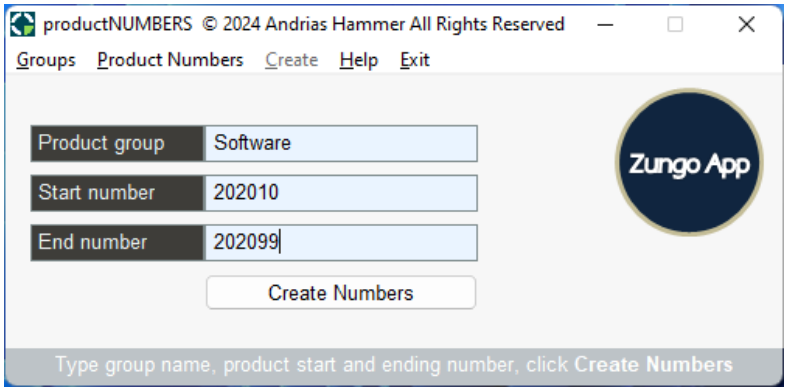
productNUMBERS

User Guide



productNUMBERS is a software not included with Invoice PRO as default, **productNUMBERS** lets you create product groups and ad product numbers easily.

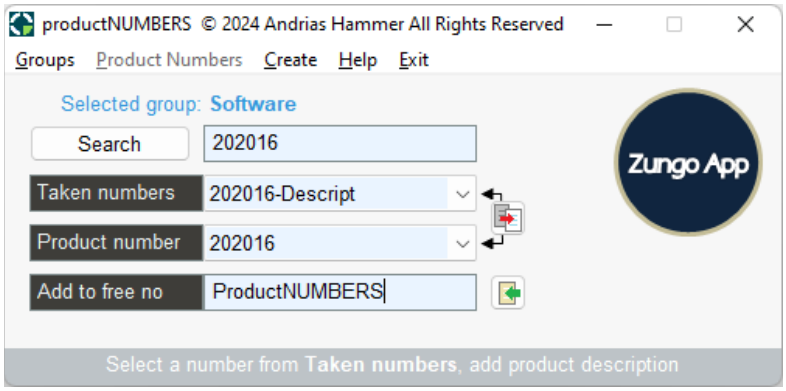
How to use
Let us make an example



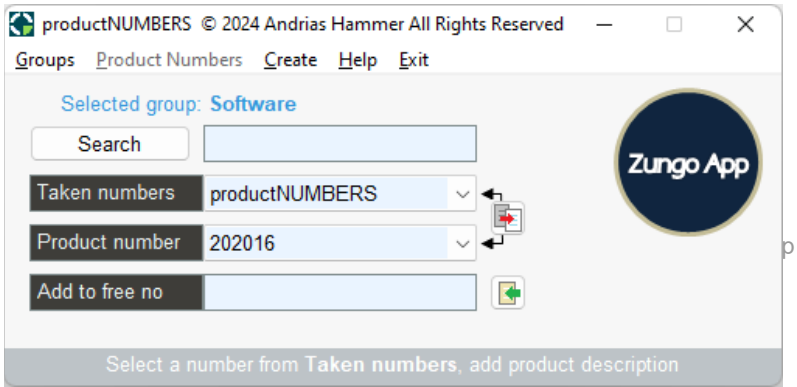
We want to create a group called Software, we have chosen to have the starting number at 202010 and ending number 202099. After we have typed in the above informations we click **Create Numbers** and **productNUMBERS** create the list with all product numbers.

When numbers are created the list **Taken number** will be created this way:
202010-Descript
202011-Descript
202012-Descript
202013-Descript
and so on

The **Product number** list will be created this way:
202010
202011
202012
202013
and so on



Now we add a product to a number, from menu we select **Product Numbers** and we select number 202016-Descript from **Taken Numbers**, (Product number will come automatically) we write productNUMBERS in **Add to free no** field and click the icon to the right.



When we have added the product the text in **Taken numbers** will change to productNUMBERS

When we click the icon to the right of Taken numbers and Product number the product and product number will be copied to clipboard like this:

202016 – ProductNUMBERS

To past from clipboard: hold Ctrl down and click V (Ctrl + V) to past the text to Notepad for example.

When we have added product to the list **Taken numbers** look like this:

202010 – Invoice PRO
202011 – Customer Display
202012 – Licenses 5 NetUsr
202013 – Licenses +5 NetUsr
202014 – cafe+
202015 – posterCREATOR
202016 – ProductNUMBERS
202017 – nKiosk
202018 – 202018-Descript
202019 – 202019-Descript
202020 – 202020-Descript
and so on
When we have many groups and thousands of product numbers it can be difficult to keep track of witch product number is taken or not, here is where **productNUMBERS** come in to play.

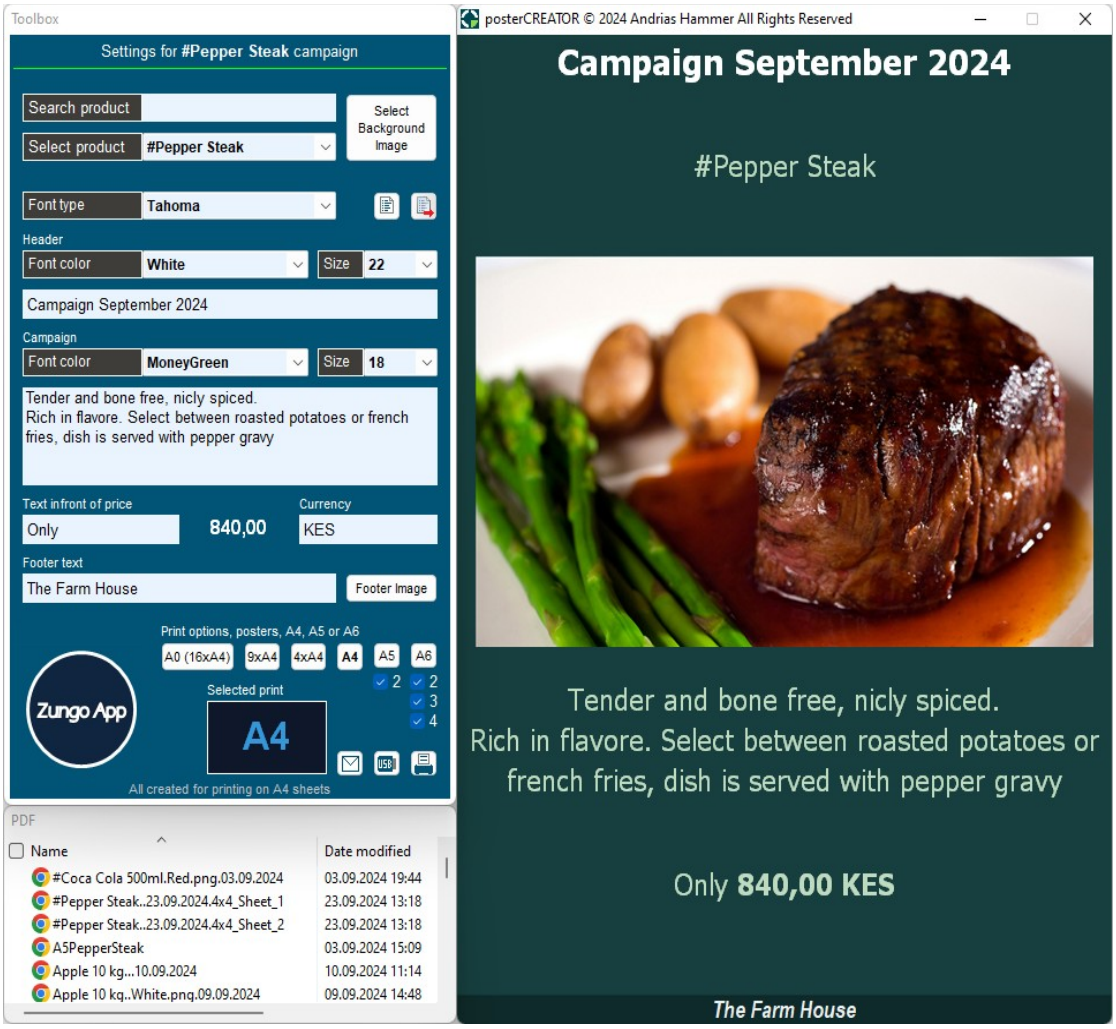
To add a new product to *Invoice PRO* start **productNUMBERS** select the group and select a free number from **Taken numbers**, add the product click copy to clipboard icon, open Notepad past the number and go back to *Invoice PRO,* add the product with the information you just copied to Notepad.

Simple and easy!

Back

Zungo flyerCREATOR

User Guide



Zungo flyerCREATOR is a program that can make pdf printouts totally configurable.

An easy and fast way to create your own signs for all kind of shops.

Minimum resolution required 1280x1024

When starting **Zungo** flyer**CREATOR** you will see tree windows, the main window, the pdf window and the toolbox window, all settings are made from the toolbox window, the pdf window is where all your pdf's are saved.

Very easy to use

- type name of campaign, picture has to be called the same if text is **Fish Cream Soup** picture has to be named **Fish Cream Soup.png**

- Select just created campaign
- Select background
- Select font type
- Select colour of header text
- Select font size for header text
- Type header text
- Select campaign text colour
- Select font size for campaign text
- Type the campaign text
- Type text and price
- Type currency: KES
- Type footer text
- Select footer image

Under print options select A4 to print one full page per paper sheet.
Select Half size to print one or tick 2 to print two per sheet, select quarter size to print one, or tick in to print up to four per one A4 sheet. You can also print large posters, four, nine or sixteen sheets posters.

When you have printed the poster the poster settings is also saved, to view the settings document click 

When starting **Zungo posterCREATOR** you can reload any saved campaign by clicking 

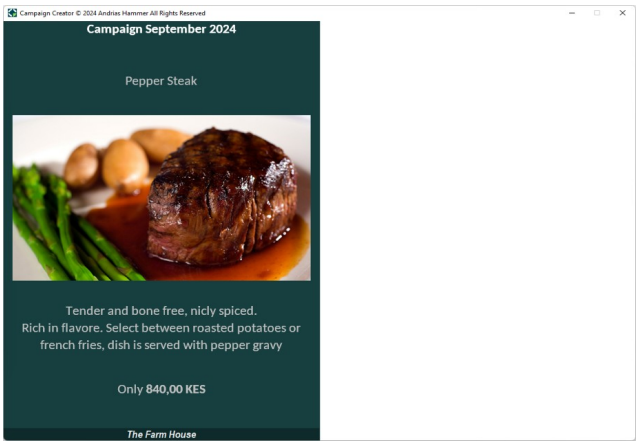
Click this icon to open **Zungo posterCREATOR eMail**  **client**

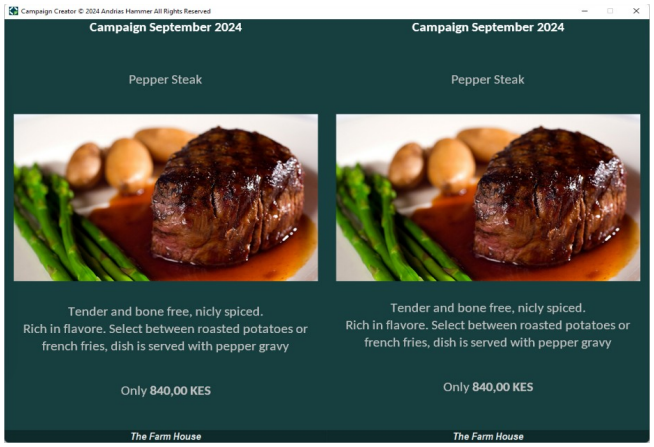
How to print to pdf file
Click on **Print** select pdf printer click OK, in next window hold Ctrl down and push v at the same time **CTRL + V** and click save.

Some example pictures, there is a lot of colour to select from, select one or create your own colour, or use a picture as background image (background image should be 570x808 pixels)

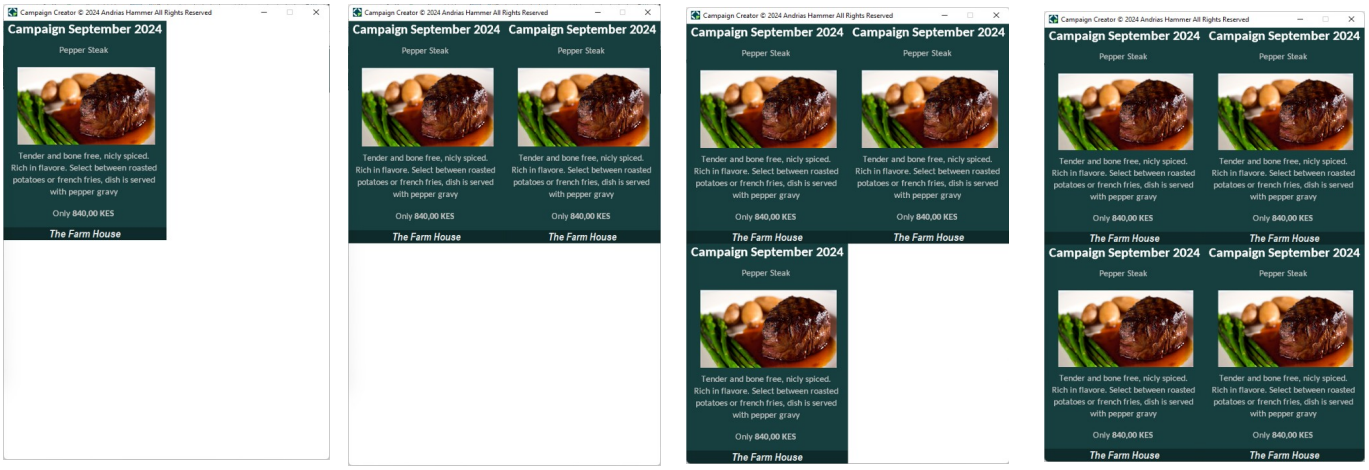


Print one or two per sheet





Print 1, 2, 3, or 4 per sheet



What about special events can we also make pdf for that?

Sure we can, let us take an example.

We want to wish all a merry Christmas with a poster in our shop, here is how:

Let us make a campaign, we want to wish all our customer a **Merry Christmas.**

Start Zungo flyerCREATOR

+ Type *Merry Christmas* in add field
+ Select background: *Dark_Dark_red.png*
+ Font type: *Carlito*
+ Campaign text colour: *white*
+ Font size: *20*
+ In campaign text we type: *Merry Christmas to all of you from all of us*
+ Footer text image: Black.png
+ We do not add a Header text

+ We select A4 from print options and click print



That is how easy it is

We can also print this in half size or quarter size.

Create posters 2x4

Click the **4 x A4** button and you can print the poster in big scale, print all four pages and cut and tape all together to a big poster.



Create flyer 3x3

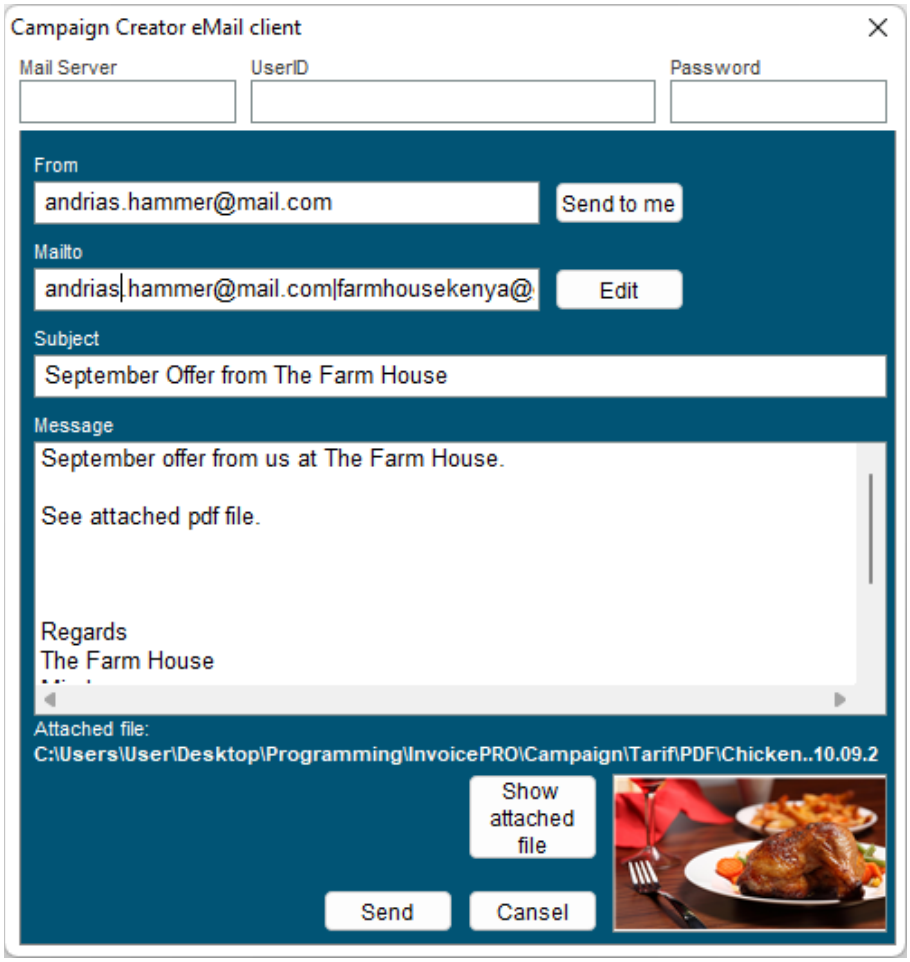
Click the **9 x A4** button and you can print the poster in big scale, print all nine pages and cut and tape all together to a big poster.

Create flyer 4x4

Click the **A0 (16 x A4)** button and you can print the poster in extra big scale, print all 16 pages and cut and tape all together to a gigantic poster.

Zungo flyerCREATOR eMail client

Send e-mail campaign directly from **Zungo flyerCREATOR**



Zungo flyerCREATOR eMail client will try to autodetect the mail server, if not found type in the mail server, if Username and password is required type them in.

Here you write the email to send, the selected product will be the one to send.
To send to many at once just type an; between each email like this:

andrias.hammer@mail.com;farmhousekenya@gmail.com

Send to me send an email to your self

Edit Edit the mailing list

Show attached file Opens the attached pdf for viewing in a web browser

Send Sends the email, and closes the **Zungo flyerCREATOR eMail client** window

Cancel closes the **Zungo flyerCREATOR eMail client** window

If you still can´t send after inserting mail server, username and password, then you are not able to use this feature.

Back