



Invoice PRO



User Guide

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Trademarks

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Main Edit Invoice Accounting Quote Stock Sale Help Status

Invoice

Logged on user: SuperUser - Time: 11:14:42 - Date: 11.08.2024
Title: 1

Invoice: 101000

Date: [] - [] - []

Name: [] Shipping: 0,00

Address: [] Bought for:

City/Postal: [] Total:

Account / [] Paid: 0,00

In Debt: 0,00

Pay date: []

Record locked

NUMBER	DAY	MONTH	YEAR	NAME	ADDRESS1
101000					
101001	25	7	2024	Cash Sale	
101002	25	7	2024	Cash Sale	
101003	25	7	2024	Cash Sale	
101004	26	7	2024	Cash Sale	
101005	26	7	2024	Cash Sale	
101006	26	7	2024	Cash Sale	
101007	26	7	2024	Cash Sale	
101008	26	7	2024	Cash Sale	
101009	27	7	2024	Cash Sale	
101010	27	7	2024	Cash Sale	
101011	27	7	2024	Cash Sale	
101012	27	7	2024	Cash Sale	

Invoice

TO: The Farm House
City
Kenya

Requested by:

Date: ..
Invoice number: 101000
Sales person:

Phone: +254 786800197
Mail: mymail@mymail.com

Vat reg.: 01234
Branch: 01
Till: 1

Status PAID#PAID

Qty	Description	Net	Vat	%	Total
-----	-------------	-----	-----	---	-------

Invoice PRO has no limits to product that can be added to stock control, 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* 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**

Display Resolution

Here is a couple of resolution recommended for running *Invoice PRO*.

Invoice PRO can not run if resolution is less than minimum.

1280 x 800 (minimum)

1366 x 768

1440 x 900 (recommended)

Recommendations of using Invoice PRO

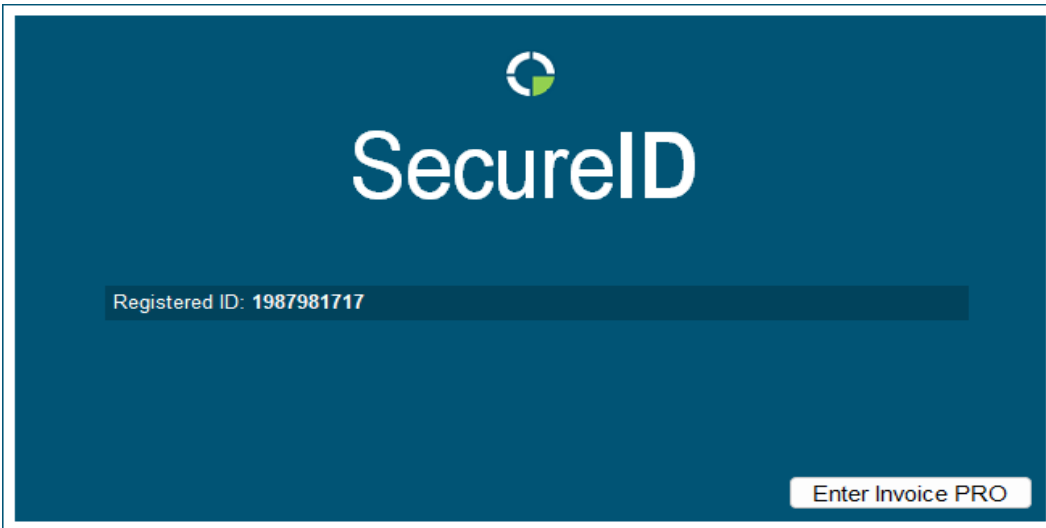
Invoice PRO all shops where an invoice is required by customer like online shops, back-office, plumbers, garages, carpenters, etc.

TouchPOS is recommended for kiosks, supermarkets, hairdressers, grill-bars etc.

TouchPOS with cafe+ is recommended for restaurants, hotels, cafes, cafeterias etc.

TouchPOS 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*.

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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.



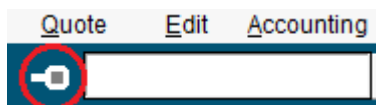
Back

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.

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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

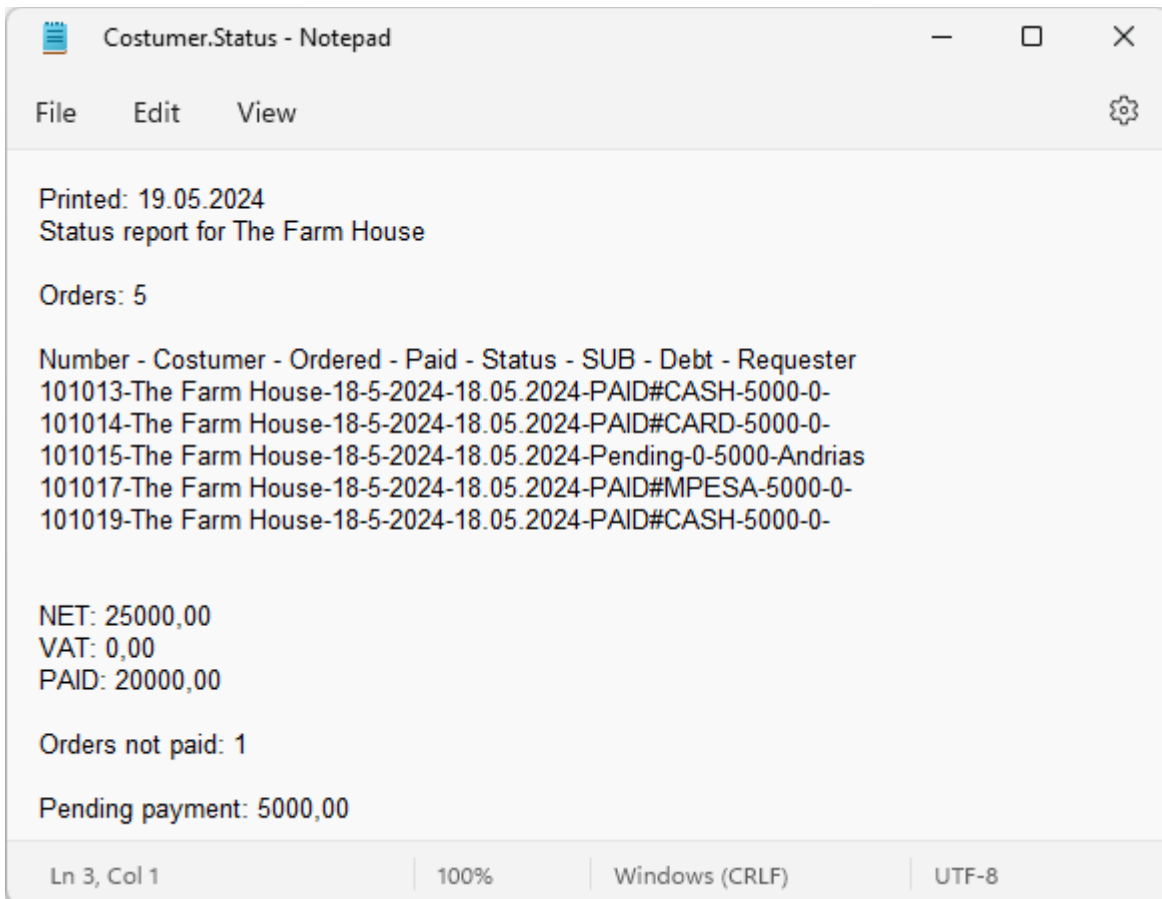
Customer status report button to the right of search field

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 costumer status pop-up looks like.








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

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

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

Back

Edit Menu

-  Add Edit User
-  Backup Now
-  Costumer
-  Payslip
-  Print Language
-  Reorder
-  Settings

Add Edit User

Main Edit Invoice Accounting Quote Stock Sale Help Status

Add Edit Users

User administration

User:

Password:

Access:

Attempts: Allowed attempts to logon, before locked

Login attempts 0

Database C:\InvoicePROv1318\NET_Files_Folder\Invpro_dbf\Users.dbf			USERS
NAME	PASSWORD	ACCE!	
SuperUsr	1122	Supert	
Cashier	1122	Restric	
User	1122	User	
Sale	1122	Sale	

Employees sale reports

Create sale report fore employee **SuperUsr**

Day:

Month:

Year:

Good to know

Select a user/employee from the User administration. To do so click on a name from the database window.

These prints will be printed in English language

Employees compare report

Good to know

First select from dropdown menu then Add employee, repeat to add another employee, last Finalize report.

These prints will be printed in English language



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.

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

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 *TouchPOS* module

Restricted user can only make sales.

Restricted user is intended for shops using a barcode reader.

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.

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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

Costumer

Add or edit costumer

Payslip

The screenshot displays the 'Payslip' application interface. At the top, there is a menu bar with options: Main, Edit, Invoice, Accounting, Quote, Stock, Sale, Help, Status. Below the menu is a header bar with the 'Payslip' logo, a search bar, and buttons for 'Payslip Report For' and 'View Payslip Report', along with a 'Good to know' notification icon.

The main area is divided into two sections. On the left, there is a form for entering employee and slip details:

- Employee: **Andrias Hammer**
- Slip number: **1**
- PinNO: **1122**
- Bank: **SEB**
- Date: **03 05 2024**
- Account: **EE0044772299**
- Month: **April**

Below the form is a table for calculating the total amount:

Text	Percentage/Time	Work Hour	Pr. Hour	Total
Normal Hour	1	160	110,00	17600,00
Overtime	2	10	110,00	2200,00
Bonus	1	1	4000,00	4000,00
Insurance %	1,5			-357,00
Income TAX %	20			-4760,00

A 'Calculate' button is located below this table. At the bottom left, there is a database table view showing a list of employees with columns for EMPLOYEE, PINNO, DAY, MONTH, YEAR, NUMBER, and MONTH.

On the right side, the generated 'PAYS LIP' report is displayed. It includes the company name 'The Farm House Naivasha Kenya' and the employee details: 'Employee: Andrias Hammer, PIN NO: 1122, Date: 03.05.2024'. Below this is a table with columns: Text, Percentage/Times, Hour, pr. hour, and Total.

Text	Percentage/Times	Hour	pr. hour	Total
Normal Hour	1	160	110,00	17600,00
Overtime	2	10	110,00	2200,00
Bonus	1	1	4000,00	4000,00

A 'Good to know' notification box is present, stating: 'The four first text dropdown menus can be changed by editing the text file Payslip_Settings.txt, the last two text dropdown menus can be changed by editing the text file Payslip_MP.txt both located in the Invoice PRO folder.'

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**.

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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.

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Reorder module

Main Edit Invoice Accounting Quote Stock Sale Help Status

Reorder module

Good to know

Select one product from the database then click **Transfer to reorder form**. Open reorder form and copy to your email program to send the mail.

Selected product

Date: 17.06.2024

Company: The Farm House

QTY: 10,00

Description: Summer Onion One Sack

Suppliers no: 133.244.999

E-mail: andrias.hammer@mail.com

Transferred Order

11.06.2024-The Farm House-133.244.999-10-Summer Onion One Sack-andrias.hammer@mail.com

DATE	COMPANY	SUPPLYNO	QTY	DESCRIPT	E-MAIL
11.06.2024	The Farm House	133.244.999	10,00 kr	Summer Onion One Sack	andrias.hammer@mail.com
12.06.2024	The Farm House	133.244.999	10,00 kr	Summer Onion One Sack	andrias.hammer@mail.com
12.06.2024	The Farm House	133.244.999	10,00 kr	Summer Onion One Sack	andrias.hammer@mail.com
12.06.2024	The Farm House	133.244.999	10,00 kr	Summer Onion One Sack	andrias.hammer@mail.com
12.06.2024	The Farm House	133.244.999	10,00 kr	Summer Onion One Sack	andrias.hammer@mail.com
17.06.2024	The Farm House	133.244.999	10,00 kr	Summer Onion One Sack	andrias.hammer@mail.com
17.06.2024	The Farm House	677.788.899	10,00 kr	Potato 100 kg.	andrias.hammer@mail.com
17.06.2024	The Farm House	677.788.899	10,00 kr	Potato 100 kg.	andrias.hammer@mail.com
17.06.2024	The Farm House	133.244.999	10,00 kr	Summer Onion One Sack	andrias.hammer@mail.com
17.06.2024	The Farm House	677.788.899	10,00 kr	Potato 100 kg.	andrias.hammer@mail.com
17.06.2024	The Farm House	133.244.999	10,00 kr	Summer Onion One Sack	andrias.hammer@mail.com

When minimum stock that is configured in **Stock Control** 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.

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 Control** 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 control** 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 786800197

Mail: farmhousekenya@gmail.com

Employees compare reports

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

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Settings

The screenshot shows the 'Settings' window of Invoice PRO. The window title is 'Settings' and it includes a 'Live Preview' button. The settings are organized into several sections:

- Company info:** Name: The Farm House; Address: City; Postal/City: Kenya; Country: ; Phone: +254 786800197; PIN: ; Vat reg.: 01234; Mail: mymail@mymail.com; Branch: Branch: 01; VAT #: ; Till: 1.
- Bank & M-pesa information:** Bank text: Bank transfer to account 000000000 in My Bank; M-pesa text: M-PESA transfer to 0777777777.
- Free text on invoice:** Invoice text 1: All prices in Shs.; Invoice text 2: Thank you for your order.
- Set invoice number:** 101053 (set); **Set currency:** Shs.; **Shortcut:** C:\Users\User (Shortcut to desktop); **Reminder:** Edit.
- Backup:** Location of Invpro_dbf: C:\ (Select); Backup to Drive Letter: C; Backup Folder Name: Backup_InvoicePRO (set).

The 'Live Preview' window shows an 'Invoice' for 'The Farm House' in Kenya. It includes contact information, a 'Requested by' field, and a table with columns: Qty, Description, Net, Vat, %, Total. The status is 'PAID#PAID'.

Company

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

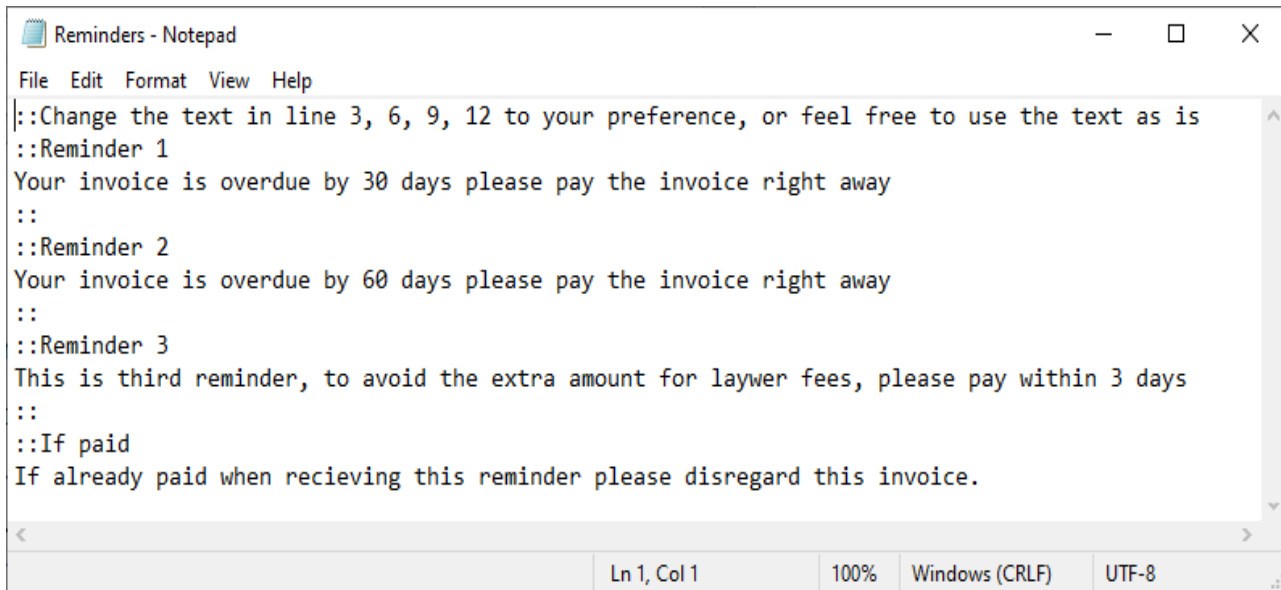
Set the currency you are using.

Shortcut

Add *Invoice PRO* shortcut to desktop.

Reminder

Click Edit to edit reminders text



```
Reminders - Notepad
File Edit Format View Help
::Change the text in line 3, 6, 9, 12 to your preference, or feel free to use the text as is
::Reminder 1
Your invoice is overdue by 30 days please pay the invoice right away
::
::Reminder 2
Your invoice is overdue by 60 days please pay the invoice right away
::
::Reminder 3
This is third reminder, to avoid the extra amount for lawyer fees, please pay within 3 days
::
::If paid
If already paid when receiving this reminder please disregard this invoice.
Ln 1, Col 1 100% Windows (CRLF) UTF-8
```

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

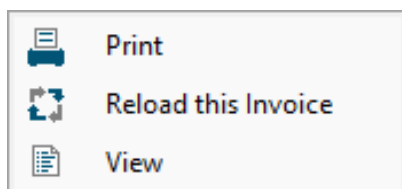
Reminder1, Reminder2 and Reminder3 are created in Stock Control when receiving *Invoice PRO*.

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 Control 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.

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Invoice Menu



Print

Print selected invoice.

Reload this invoice

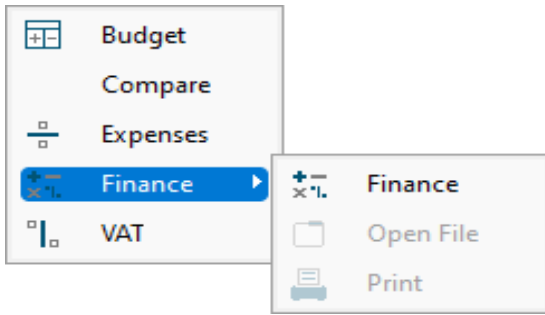
Reload selected invoice (same as the update icon over preview window).

View

View selected invoice in a browser.

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Accounting menu



Budget

Main Edit Invoice Accounting Quote Stock Sale Help Status

Budget
Database locked

Account information

Account: Budget25#T2

Bill Number:

Year: 2025

Date: 30.03.2025

Name: Airtime

Address: Mirela

Postal/City: Naivasha Country: Kenya

/ Email: 0743447540 andrias.hammer@pwahigh.com

Item information

Description: 300, - per week

Net: 3600,00

Vat: 0,00

Total: 3600,00 Shipping:

Note:

Account Budget25#T2
status: 307987,00

Account search

Year: 2025

Account: Budget25#T2

Print, view or export reports

This print will be printed in English language

ACCOUNT	BILLNUMBER	YEAR	DATE	NAME	ADDRESS1	ADDRESS2	ADDRESS3	PHONE	EMAIL
Budget25#T2		2025	30.03.2025	Airtime	Mirela	Naivasha	Kenya	0743447540	andrias.hammer@pwahigh.com
Budget25#T2		2025	30.03.2025	Bulk Shopping	Mirela	Naivasha	Kenya	0743447540	andrias.hammer@pwahigh.com
Budget25#T2		2025	02.04.2025	Dk-3130 Drum kit	Mirela	Naivasha	Kenya	0743447540	andrias.hammer@pwahigh.com
Budget25#T2		2025	30.03.2025	Firewood	Mirela	Naivasha	Kenya	0743447540	andrias.hammer@pwahigh.com
Budget25#T2		2025	30.03.2025	Internet	Mirela	Naivasha	Kenya	0743447540	andrias.hammer@pwahigh.com
Budget25#T2		2025	30.03.2025	Office accessories	Mirela	Naivasha	Kenya	0743447540	andrias.hammer@pwahigh.com
Budget25#T2		2025	30.03.2025	Saley	Mirela	Naivasha	Kenya	0743447540	andrias.hammer@pwahigh.com
Budget25#T2		2025	30.03.2025	Sega Security	Mirela	Naivasha	Kenya	0743447540	andrias.hammer@pwahigh.com
Budget25#T2		2025	30.03.2025	Shopping weekly	Mirela	Naivasha	Kenya	0743447540	andrias.hammer@pwahigh.com
Budget25#T2		2025	30.03.2025	Water	Mirela	Naivasha	Kenya	0743447540	andrias.hammer@pwahigh.com
Budget25#T2		2025	31.03.2025	White House	Mirela	Naivasha	Kenya	0743447540	andrias.hammer@pwahigh.com



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_Files_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.

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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

Account **101010FP**
status: **-500000,00**

Account search

Year:

Account:

Click in black rectangle to copy amount to clipboard.

Back

Compare expenses and budget

Main Edit Invoice Accounting Quote Stock Sale Help Status

Compare Expenses to budget

Expenses account search

Year:

Account:

ACCOUNT	YEAR	DATE	NAME	DESCRIPT	NET
Construct25/F	2025	01.03.2025	Damaris	Cement 1 sack	8!
Construct25/F	2025	16.02.2025	Dan Welder	2 pcs. windows	5.0!
Construct25/F	2025	18.02.2025	Edward Kinuthia	2 Fundi + 2 helpers	3.6!
Construct25/F	2025	19.02.2025	Edward Kinuthia	2 Fundi + 2 helpers	3.6!
Construct25/F	2025	20.02.2025	Edward Kinuthia	1 Fundi + 1 helper	1.8!
Construct25/F	2025	21.02.2025	Edward Kinuthia	1 Fundi + 1 helper	1.8!
Construct25/F	2025	22.02.2025	Edward Kinuthia	1 Fundi + 1 helper	1.8!
Construct25/F	2025	09.03.2025	Edward Kinuthia	Sand	10.0!
Construct25/F	2025	01.03.2025	Edward Kinuthia	1 Fundi	1.0!
Construct25/F	2025	17.02.2025	Evergreen	Cement 15 sacks	12.8!
Construct25/F	2025	05.03.2025	Julius	Electricity	6!

Budget account search

Year:

Account:

ACCOUNT	YEAR	DATE	NAME	DESCRIPT	NET
Budget25#T2	2025	09.04.2025	Administation	Office statioary	30.0!
Budget25#T2	2025	30.03.2025	Airtime	300.- per week	3.6!
Budget25#T2	2025	30.03.2025	Bulk Shopping	Bulk Shopping	110
Budget25#T2	2025	02.04.2025	Drum kit DK-3130	Drum kit for Kyocera M3550dn	20.0!
Budget25#T2	2025	30.03.2025	Firewood	12.000.- per month	36.0!
Budget25#T2	2025	09.04.2025	General maintenance	General maintenance	12.0!
Budget25#T2	2025	09.04.2025	Generator fuel	Generator fuel	4.5!
Budget25#T2	2025	30.03.2025	Internet	3.995.- per month	11.9!
Budget25#T2	2025	06.04.2025	Kitchen staff salary	Maggie, William	64.5!
Budget25#T2	2025	30.03.2025	Office accessories	Office accessories	12.0!
Budget25#T2	2025	09.04.2025	Printing	Photocopying, printing	3.0!
Budget25#T2	2025	30.03.2025	Shopping weekly	7.200.- per week	86.4!
Budget25#T2	2025	30.03.2025	Stega Security	14.000.- per month	42.0!
Budget25#T2	2025	06.04.2025	Supporting staff	Lucy, Elvis, Antony	60.7!
Budget25#T2	2025	30.03.2025	Teachers salary	Teachers salary	558
Budget25#T2	2025	30.03.2025	Water	6.000.- per week	72.0!
Budget25#T2	2025	31.03.2025	White House	12.000.- per month	36.0!

Expenses:	42850,00
Budget:	1163503,00
Difference:	1120653,00

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_Files_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.

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Expenses

Account information

Account:

Bill Number:

Year:

Date:

Name:

Address:

Postal/City: Country:

/ Email:

Item information

Description:

Net:

Vat:

Total: Shipping:

Note:

Database locked

Account 101010FP
status: **-500000,00**

Account search

Year:

Account:

Print/view reports

This print will be printed in English language

Database C:\InvoicePRO\1318\NET_Files_Folder\Invpro_db\Expences.dbf EXPENSES

ACCOUNT	BILLNUMBER	YEAR	DATE	NAME	ADDRESS1	ADDRESS2	ADDRESS3	PHONE	EMAIL
▶ 101010FP	-	2024	23.08.2024	The Farm House	Mirela	Naivasha	Kenya	+254 786800197	farmhousekenya@gmail.com

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_Files_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

Account 101010FP
status: **-500000,00**

Account search

Year:

Account:

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.

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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 Control 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.

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2024 Sales

Year of Financial Statement
Year: 2024

The Farm House
City
Kenya

Printed: 24.07.2024

Text	AMOUNT
Sales	128000,00
Sales total	128000,00
Expenses	1200000,00
Shipping	0,00
Expenses total	1200000,00
Sales VAT	32000,00
Buying VAT	300000,00
VAT difference	-268000,00
Sales total	128000,00
Expenses total	1200000,00
Vat difference	-268000,00
Finances	-1340000,00

Good to know
Always click set income year/update when entering this screen.

Sale reports

Day: Month: Year:

Report for month:

Sales report for today

Sales report for selected date

Sales report for month

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.*

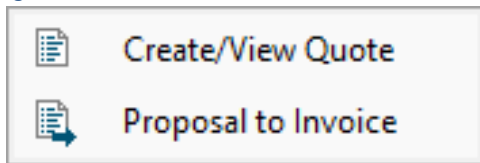
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VAT

Show income vat, sales vat and vat difference.

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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.

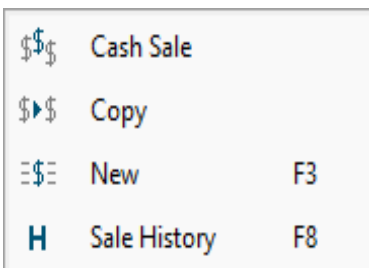
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Stock

See elsewhere in this user guide

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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)

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Help menu

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i	Installed Version	
[A]	Keyboard Shortcut	F2
?	User Guide	F1

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

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Status menu

→	Log off
↓	Minimize
	Refresh
	Set

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.

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How to add requesters

COMPANY	REQUESTER
Andrias Hammer	Andrias
Esti Food	Hammer
Farm House	Andrias
Handy Andy	Andy
Pauline Kariuki	Quote #10003
Handy Andy	Quote #10002

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.

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How to add Costumer to costumer database and to invoice

Main Edit Invoice Accounting Quote Stock Sale Help Status

Record locked

Costumer search

Name: The Farm House
Address:
City/Postal: Naivasha
Account / Phone: +254 786800197
Email: farmhousekenya@gmail.com

Selected costumer

Name: The Farm House
Address:
City/Postal: Naivasha
Account/Phone: +254 786800197

Apply to INVOICE

Invoice number: 101001
Invoice name: David
Status: PAID#MPESA

Good to know
Always unlock database before editing or adding records.
Adding record click + under the database window.

NAME	ADDRESS1	ADDRESS2	ADDRESS3	EMAIL
The Farm House		Naivasha	+254 786800197	farmhousekenya@gmail.com
Andrias Hammer		Naivasha	+254 786800197	andrias.hammer@mail.com

Add Costumers information's

Unlock database, click the + under database window to add new costumer to the database. Add name, address City/Postal code, account (here we use phone number), and email address.

Costumer search

Search by Name, phone number or email address.


Select costumer

In **selected costumer** you see the selected costumer, select **Apply to INVOICE**, a popup will ask if this is correct, answer **yes**. This takes you back to **Invoice** screen and the costumer 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 costumer 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 costumer module. Search for costumer, when found click **Apply to INVOICE**, this takes you back to **Invoice** screen and selected costumer 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 costumer to that invoice. New invoices are always in status pending until paid.

Active invoice

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 so it is not possible to change this invoice, a popup with this information will show on the screen, invoice already paid with PAID#MPESA.

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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.

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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.

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If sale is locked

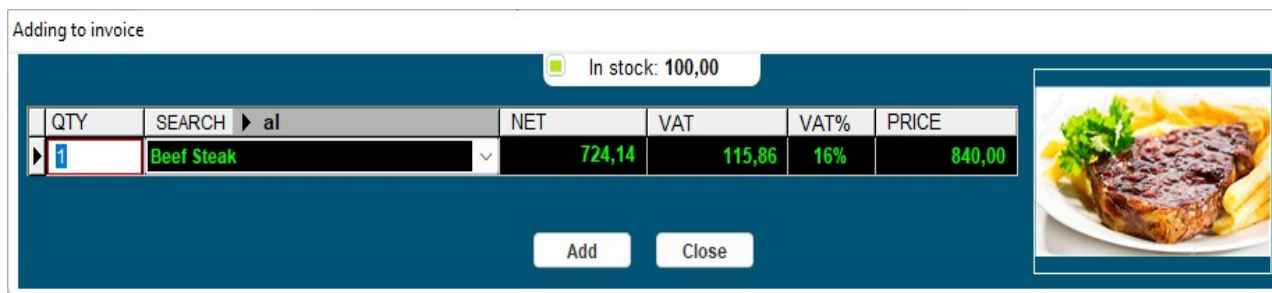
If sale is locked and it is not by another client (computer).

Go to **invoice_dbf** folder find **invoiceNUMBER.txt** change the text in second line from Wait to **Pending...**

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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 costumer 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 Costumer 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 costumer gives you, in the yellow field in the popup window and click the = button.
5. Example: costumer buys for 2300 he pays 3000 type 3000 in the yellow Costumer Paid field.
7. In the red changes field you see the changes to give back -700 is the changes to give back.
8. Give costumer the change.
9. The Status menu change automatically to **PAID#CASH, PAID#CARD, PAID#MPESA, PAID#BANK** or **PAID#SPLIT**.
10. Print receipt.

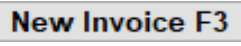

Product pop-up can be moved to what ever location on the screen you want, if you want the pop-up to always show up in the location you have moved it to, just click the green button to the left of In stock, *Invoice PRO* will remember this location.

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.

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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.

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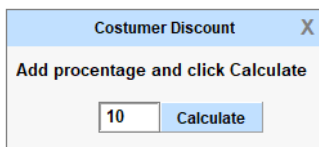
How to give discount

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

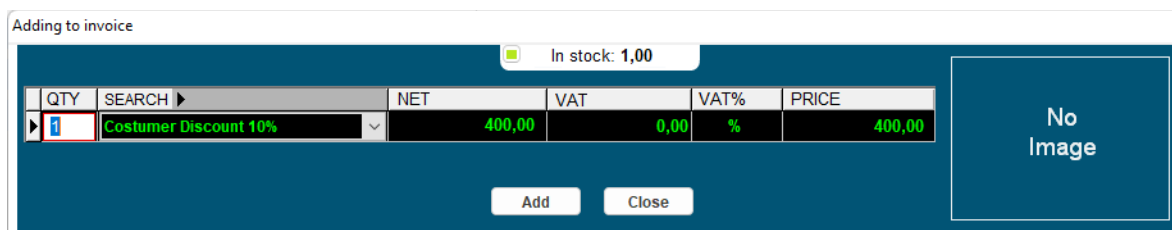


Customer Discount X

Add percentage and click Calculate

10 Calculate

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



Adding to invoice

In stock: 1,00

QTY	SEARCH	NET	VAT	VAT%	PRICE
1	Customer Discount 10%	400,00	0,00	%	400,00

Add Close

No Image

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

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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, here 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.
- 🌐 **TouchPOS** 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.

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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*.

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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.

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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*

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How to use Barcode Reader

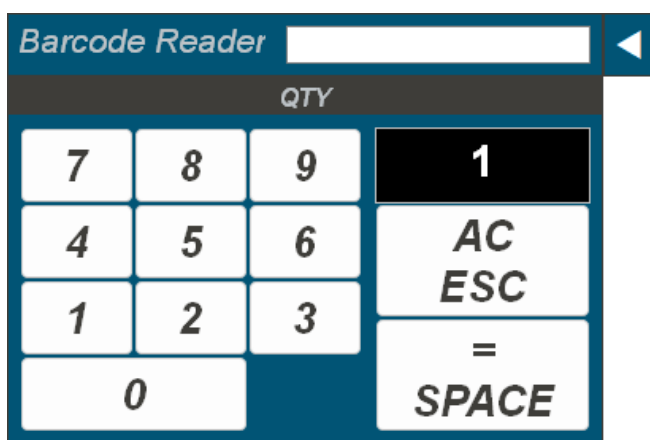
The barcode reader module is included with Invoice PRO.

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 **TouchPOS** 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 due 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.

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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 Control.

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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

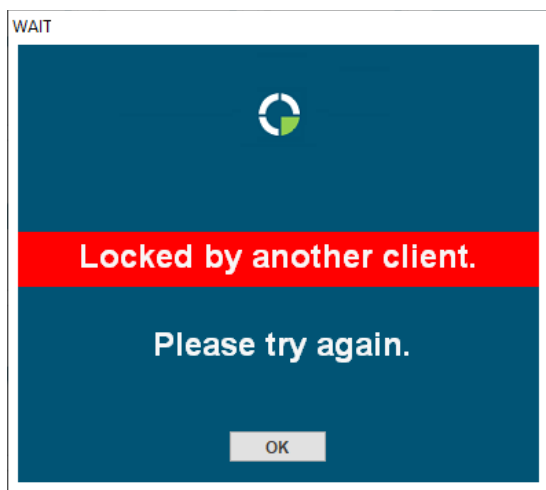
According to invoice 101001

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.

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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.**



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How to use Quote

Main Edit Invoice Accounting Quote Stock Sale Help Status

Quote ADD% New QUOTE Good to know

Record locked

Quote: **10001**

Date: 07 - 05 - 2024

Name: Andrias Hammer

Address: Naivasha

Postal/City: Kenya

Account / : +254 786800197

Requester: Andrias

Quote: Quote

Search

Description
Summer Onion 100 kg.
 NET 4000,00
 VAT 1000,00
 SUB 5000,00

Sales price 5000,00

In stock 75
 Active Checked

TO:
 Andrias Hammer
 Naivasha
 Kenya
 +254 786800197

The Farm House
 Cityrasha
 Kenya

Requested by: Andrias

Phone: +254 786800197
 Mail: fayntail@myjmail@gmail.com

Date: 07.05.2024
 Quote number: 10001
 Sales person:

Branch: 01234
 Branch: 100 Farm House #1
 Till: DN101

Status: Quote

Qty	Description	Net	Vat	%	Total

Good to know
 Search for product on top of the black info window.
 Database window shows all product from stock control.

SELLER ID	COMPANY	PHONE	E-MAIL
Farm-Product	The Farm House	+254 786800197	andrias.hammer@mail.c
Farm-Product	The Farm House	+254 786800197	andrias.hammer@mail.c
Farm-Product	The Farm House	+254 786800197	andrias.hammer@mail.c
Farm-Livestock	The Farm House	+254 786800197	andrias.hammer@mail.c
Programming	The Farm House	+254 786800197	andrias.hammer@mail.c
Programming	The Farm House	+254 786800197	andrias.hammer@mail.c
Programming	The Farm House	+254 786800197	andrias.hammer@mail.c
Programming	The Farm House	+254 786800197	andrias.hammer@mail.c
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Programming	The Farm House	+254 786800197	andrias.hammer@mail.c
Programming	The Farm House	+254 786800197	andrias.hammer@mail.c
Programming	The Farm House	+254 786800197	andrias.hammer@mail.c

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.

Good to know shows or hide the orange information bubble on the screen.

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 costumer archive to add costumer 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.

Search

Description
Summer Onion 100 kg.
 NET 4000,00
 VAT 1000,00
 SUB 5000,00

Sales price 5000,00

In stock 75
 Active Checked

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 COSTUMER ACCEPT OUR QOUTE

Quote:

In Quote drop-down menu select **Quote to Invoice** all information needed is transferred to *C:\Invpro_db\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 **Costumer 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

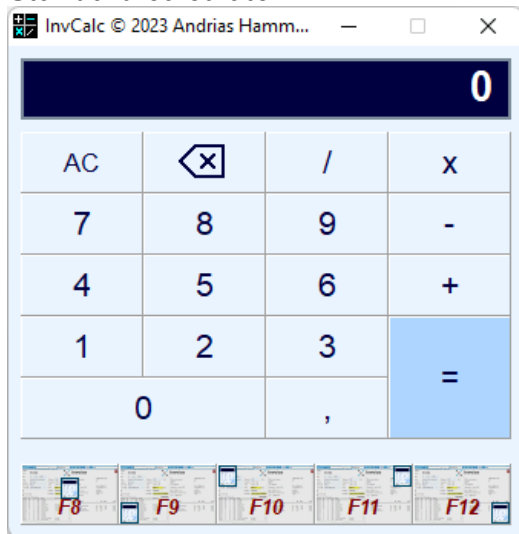
Please do not use - + / * (minus, plus, divide or multiply) as part of an account number *Invoice PRO* will take that as a calculation.

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How to use InvCalc

To start **InvCalc** click the calculator icon 

Standard calculator



Shortcut keys

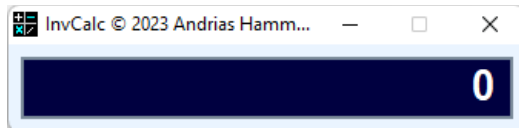
- F6** Hide/show all buttons (mini calculator)
- F7** If you want the calculator to start from where you have moved it, just click **F7**
- F8** Centre on screen
- F9** Lower left corner
- F10** Upper left corner
- F11** Upper right corner
- F12** Lower right corner

Home Reset, delete last calculation.

End Delete last digit entered.

Use number keys on keyboard to operate calculator.

Mini 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

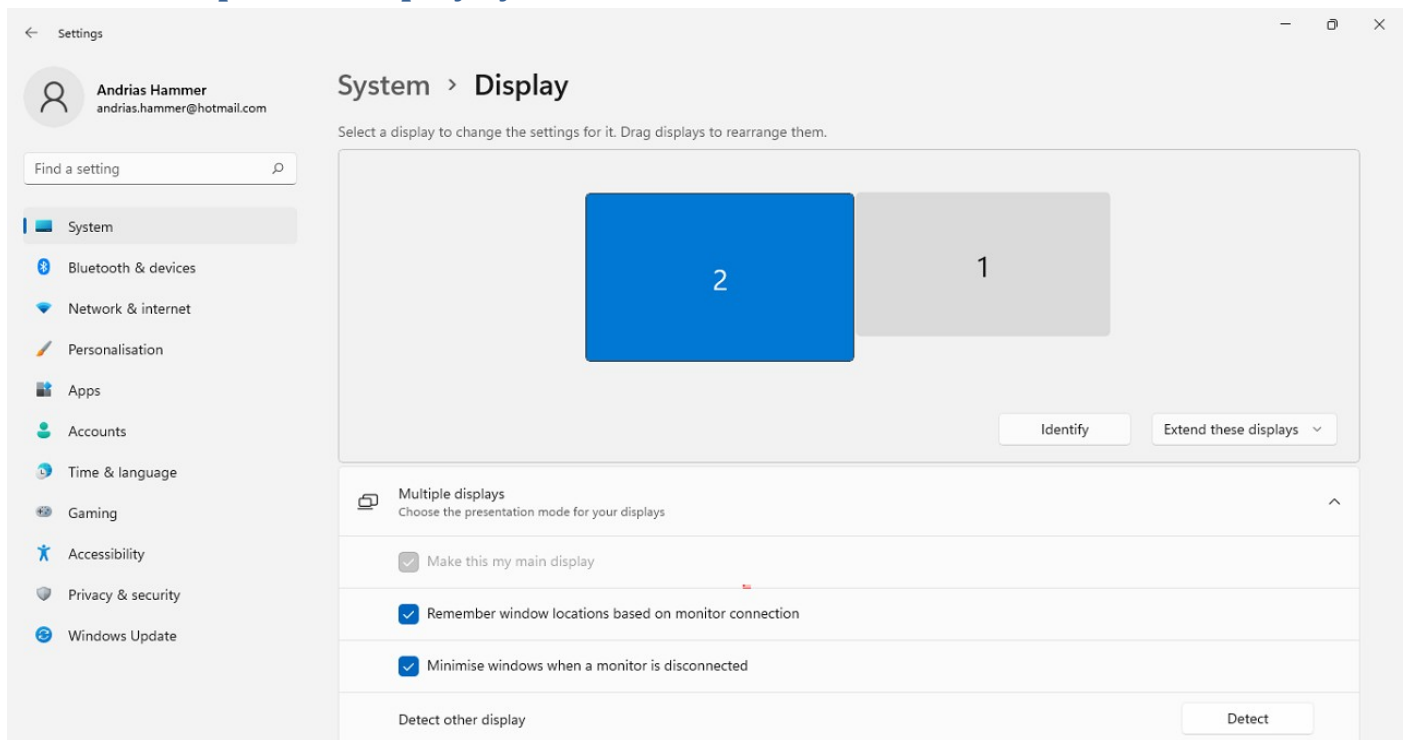
We have a net price of 2500 and the vat is 16% how to find the vat

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 Costumer 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 Costumer 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

Main Edit Invoice Accounting Quote Stock Sale Help Status

The Farm House
Logged on user: SuperUser
Till: 1
Date: 02.09.2024

TouchPOS
Invoice PRO version 1.3.1.8 © 2024 Andrias Hammer. All Rights Reserved

NEW Cash Sale F3
Pay NOW F12
Drawer & Reports
Log off
Zungo App

Products
Barcode Reader

7 8 9 1
4 5 6 AC ESC
1 2 3 SPACE
0

Calculator

Lines on receipt: 3
Items on receipt: 3
Receipt: 101299
Status: PAID#CASH

QTY	DESCRIPT	SUB	VAT

Total NET: 968,28
Total VAT: 165,72
Total SUB: 1134,00
Paid: 1200,00
Changes: 0,00

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 TouchPOS from **Invoice** screen by clicking  and to go back to **Invoice** 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.

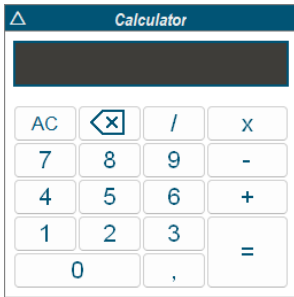
In short

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 costumer gives you in the yellow field, and click the **PAY** button.
6. Example costumer buys for 2300 he give you 3000, type 3000 in the yellow Costumer Paid field.
7. In the red changes field you see the changes to give back, 700 is the changes to give back.
8. Give costumer 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 costumer display. Discount is only meant for invoices and not for receipts.

Back

Product drop-down menu

Main Edit Invoice Accounting Quote Stock Sale Help Status

The Farm House
 Logged on user: SuperUser
 Till: 1
 Date: 02.09.2024

Invoice PRO version 1.3.1.8 © 2024 Andrias Hammer. All Rights Reserved

Products

- #Coca Cola 500ml
- #Fanta 500ml
- #French Fries
- Apple 10 kg.
- Beef Steak
- Chicken
- Customer Discount 20%
- Invoice PRO
- Mars bar
- Pepper Steak
- Potato 100 kg.
- Reminder 1
- Reminder 2
- Reminder 3
- Snickers Ice Cream
- Spring Roll
- Summer Onion 100 kg.
- Free table again
- Table

Barcode Reader

Calculator

Table: * - Receipt: 101299

Lines on receipt: 1
 Items on receipt: 1
 Receipt: 101300
 Status: Pending

QTY	DESCRIPT	SUB	VAT
0,00 kr		0,00 kr	0,00
1,00 kr	Beef Steak	840,00 kr	115,86

Total NET: 724,14
 Total VAT: 115,86
Total SUB: 840,00
 Paid:
 Changes:

Add products

Main Edit Invoice Accounting Quote Stock Sale Help Status

Puffin Software
 Logged on user: SuperUser
 Till: 1
 Date: 27.09.2024

Invoice PRO version 1.3.1.8 © 2024 Andrias Hammer. All Rights Reserved

Products

- cafe+
- New customer at table
- Table
- Customer order
- Table
- Seat
- Status
- Cooking
- Cooking style
- Free table again
- Table

Barcode Reader

Calculator

Table: - Receipt: 101349

Lines on receipt: 0
 Items on receipt: 0
 Receipt: 101350
 Status: Pending

QTY	DESCRIPT	SUB	VAT
*			

Total NET: 0,00
 Total VAT: 0,00
Total SUB: 0,00
 Paid:
 Changes:

Adding to receipt

Instock 89,00

QTY	DESCRIPTION	PRICE
1	Beef Steak	840,00

Add Close

Add product pop-up


Counting teller

The Farm House
 Logged on user: Cashier
 Till number: 1
 Date: 25.07.2024


TouchPOS

Split pay

Print report



Reprint/Report



Counted	Shillings	Teller
0	x1	0,00
0	x5	0,00
0	x10	0,00
0	x20	0,00
0	x40	0,00
0	x50	0,00
0	x100	0,00
0	x200	0,00
0	x500	0,00
40	x1000	40000,00
Added to drawer		10000,00
Coins/notes total		30000,00
Cash Sale Today		30000,00
Balance		0,00
IN TELLER TOTAL		40000,00

The Farm House
 SplitPay
 Invoice Number: 101002
 Date: 25.07.2024
 NET: 16000,00 — VAT: 4000,00 — SUB: 20000,00 — Shipping: 0,00
 Paid CASH:10000,00
 Paid CARD:10000,00
 Paid MPESA:
 Paid BANK:

Good to know

Here is how to count the teller and to print the report.

1. If there is an amount in split pay field from yesterday, click **transfer**.
2. If there was made split pay sales today, type the amount in split pay field.
3. Count teller
4. Click **calculate**
6. Print report

Edit
Calculate

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

Banking and add to drawer

Username: SuperUsr

Password: **** Enter

Drawer in/out: Option

Added to drawer: 10000,00

Close

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

The Farm House
 Logged on user: SuperUser
 Till number: 1
 Date: 24.07.2024

TouchPOS

Invoice PRO version 1.3.0.8 © 2024 Andrias Hammer. All Rights Reserved

Good to know

Reprint or view a receipt. Click **Open Receipt to View**, if you want to print the receipt click **Prepare to print** button, then click **Print**

Print the sale of today receipt, example 08.07.2024.dbf

Receipt menu

PREPARE
PRINT

Sale reports

Sales
report
today

All
2024
Report

Drawer

Count
Teller

Receipt number: 1_24.07.2024.dbf

QTY	DESCRIPTION	SUB	VAT	NET	
101006					
1	Apple 100 kg.		5000	1000	4000
1	Potato 100 kg.		5000	1000	4000
1	Summer Onion 10		5000	1000	4000
1	Apple 100 kg.		5000	1000	4000
101007					
1	Summer Onion 10		5000	1000	4000
1	Potato 100 kg.		5000	1000	4000
1	Apple 100 kg.		5000	1000	4000
1	Potato 100 kg.		5000	1000	4000
101001					
1	Summer Onion 10		5000	1000	4000
1	Apple 100 kg.		5000	1000	4000
1	Potato 100 kg.		5000	1000	4000
1	Apple 100 kg.		5000	1000	4000
101002					
1	Potato 100 kg.		5000	1000	4000
1	Apple 100 kg.		5000	1000	4000
2	Summer Onion 10		10000	2000	8000

Total NET: 64000,00

Total VAT: 16000,00

Total SUB: 80000,00

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 TouchPOS 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 Control

The screenshot displays the 'Edit add product' window in the Stock Control application. The main window is divided into several sections:

- Supplier Information:** Includes fields for Bill/Invoice NO (0743447540), Supplier (DEMO), Phone (+254 743447540), E-mail (mymail@mymail.com), Address, Postal code/city (City), and Country (Kenya).
- Product information:** Includes Product group (Hardware), Product number (6161106001453), Description (Ascoril 100ml), Qty (10,00), NET (4000,00), VAT% (0,00), Shipping (0,00), Profit % (0,00), Discount % (0), Sales Price (400,00), Barcode (6161106001453), and Reorder at (0,00).
- Product Status:** Shows 'Sales price: 400,00', 'Activ: Checked', 'Ordered: 10,00', and 'Sold: 3,00'. There are also icons for power and checkmark.
- Product Search:** A search bar with a dropdown menu and a 'Menu' button.
- Product Reports:** A 'Print in' button and a 'Menu' button.
- Item ordered, sold and in stock:** A summary table showing:

Ordered	10,00
Sold	3,00

In Stock	7,00
Sold NET:	1200,00 Shs.
Sold VAT:	0,00 Shs.
Sold SUB:	1200,00 Shs.
- Mail to send:** Buttons for 'Start mail', 'Add', 'Finalize', and a 'Send' icon.
- Active/All:** A checkbox for 'Show active' which is checked.
- Product is active:** A large 'Checked' status indicator.



Stock Control has no limits to product added.

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

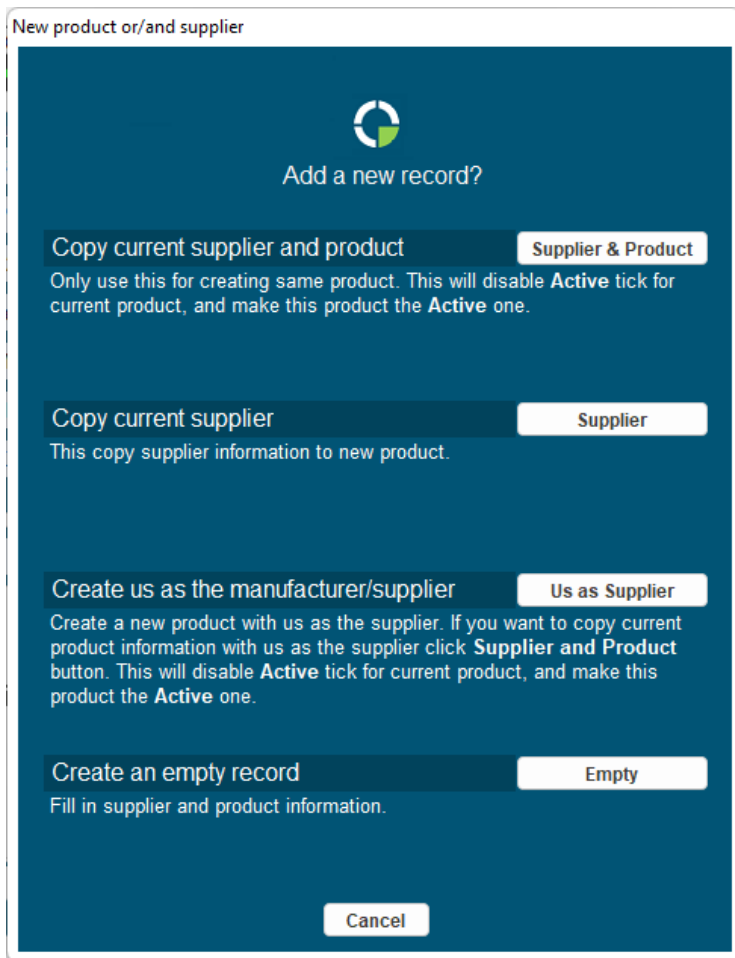
Before editing always click the edit button



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 .



New product or/and supplier

Add a new record?

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

Copy current supplier **Supplier**
This copy supplier information to new product.

Create us as the manufacturer/supplier **Us as Supplier**
Create a new product with us as the supplier. If you want to copy current product information with us as the 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 **Empty**
Fill in supplier and product information.

Cancel

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 control

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

Supplier information's

Supplier product number, Expire date if apply and prescription if apply

Select product group, type product number, description and barcode number.
Type Invoice quantities, net, shipping and profit %

The screenshot shows the 'Edit add product' window with the following data:

QTY	DESCRIPTION	NET	VAT	VAT%	SALESPRICE	PROFIT
1,00	Dawapraz 20mgX	14,40	3,60	25%	18,00	2,40

Supplier information:

- Bill/Invoice NO: 0743447540
- Supplier: Tolsen
- Phone: +254 743447540
- E-mail: mymail@mymail.com
- Address:
- Postal/City: City
- Country: Kenya

Product information:

- Product group: Medicine
- Product number: 244
- Description: Dawapraz 20mgX
- Qty: 10,00
- NET: 80,00
- VAT%: 25
- Shipping: 20,00
- Profit %: 19,97
- Discount %: 0
- Sales Price: 18,00
- Barcode: 244
- Reorder at: 0,00
- Activate product:

Summary:

- Ordered: 10,00
- Sold: 0,00

Other fields:

- Stock location: 0
- Shop location: 0
- Ordered: 0
- Delivered: 0
- No Image

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 be 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' **Costumer Discount 10%** is added to database and when given 20 percentage discount the product get a new name **Costumer 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	Costumer 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	Costumer 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	Costumer 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 feature is intended for pharmacy, hospitals or doctors.



When adding product in stock control 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. Type the price of ONE pcs.

Example: Invoice shows 10 pcs. 15000 divide 15000 by 10 = 1500, type 1500 in NET add Invoice VAT and click **Calc** button.

Example:

To calculate **Invoice NET** by knowing the price of one pcs. and the **Invoice Qty**.

Invoice Qty * Invoice NET = Invoice NET replaced by the calculated amount.

Type in the **Invoice Qty** and the **Invoice NET** then click on the **calc** button to the right of the **Invoice Qty** field.

Example:

Type 340 in Invoice Qty field, Type 300 in Invoice NET field, Click **calc** button to the right of the Invoice NET field

This function is good to use when we sell our own product. In this example we sold apples for 300,00 KES per. kilo and on this invoice we sold 340 kilos that gives 102.000,00 KES.

VAT%

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

Invoice Shipping

the invoice shipping/postage costs

Profit %

Add profit as percentage.

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 Control 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.

Sales Price

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 Control* 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 active

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

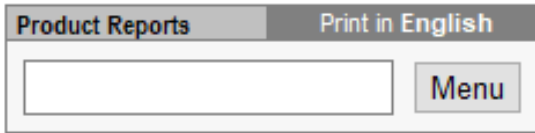
To open the document click 

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



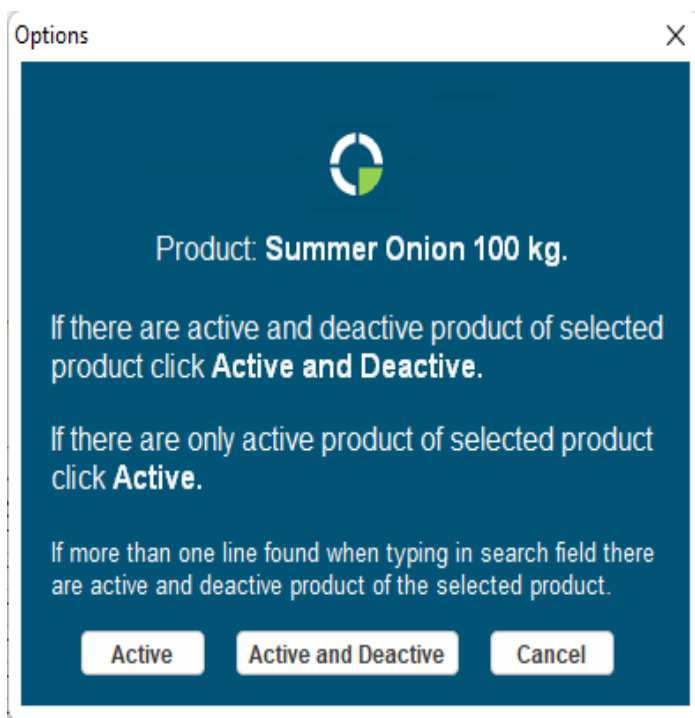
The button menu holds four options:

Generate sold product report, View sold product report, Generate stock report and View stock report

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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

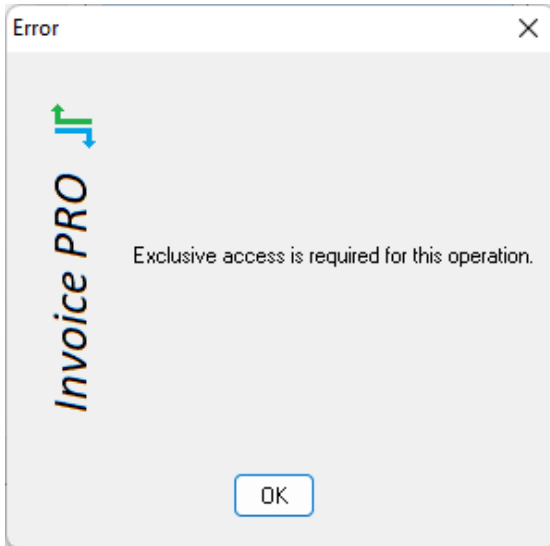
Print and open the **in stock report** to view.

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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 one that wants 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.



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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.

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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.

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Item ordered, sold and in stock

Shows item ordered, item sold and item in stock. Click on **Calculate stock**, here 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.

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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 control and to invoice

Example 1:

We have a customer that wants to buy 2 sacks of summer onion.

We go to **Stock Control**

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 Control**

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.

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Cafe+ module

The screenshot shows the Cafe+ module interface. It features a dark blue background with white text. At the top, there's a header with a triangle icon on the left, the text 'cafe+' in the center, and a settings gear icon on the right. Below the header, the interface is divided into several sections: 'New customer at table' with a 'Table' dropdown menu; 'Customer order' with 'Table', 'Seat', and 'Status' dropdown menus, and a 'Cooking' section with a 'Cooking style' dropdown menu and 'Kitchen' and 'Transfer' buttons; 'Free table again' with a 'Table' dropdown menu. At the bottom, there is a status bar that says 'Table: - Receipt:'.

cafe+ is an add-on plug-in not included with *Invoice PRO* as standard. After starting *Invoice PRO* and entering *TouchPOS*, you 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 a # 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 customer's 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 three customers at Table1# and one customer wants to pay for all three, 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 customer's 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:

Costumer 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.

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Plugin upgrades

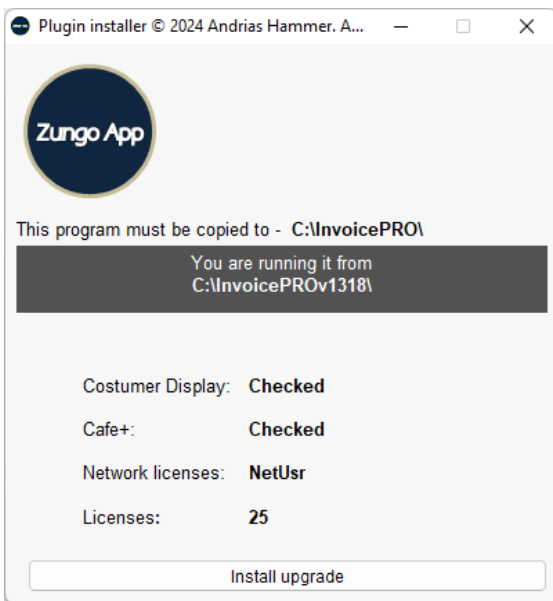
Plugin can be bought by contacting Zungo App on mail: sale@zungo.co.ke

Default installed

5 local users on same pc
21 product lines on each invoice
No limits on product lines on receipts
Stock Control
TouchPOS

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.

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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?

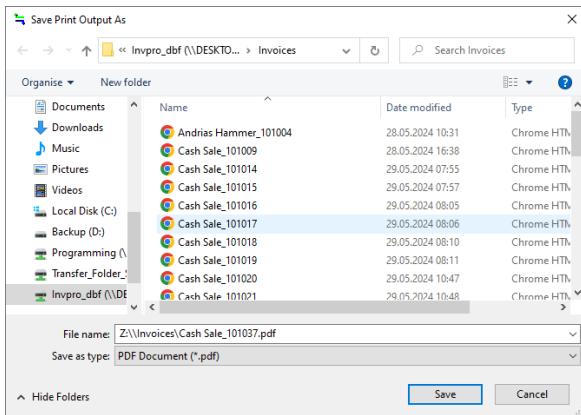
A: Contact andrias.hammer@mail.com or call +254 786800197

Q: Costumer 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 backslash (\) 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 one 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.

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RESTOREinvpro

User Guide

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File restore software for Invoice Pro

Invpro_dbf location
C:\InvoicePROv1318\NET_Files_Folder\Invpro_dbf\

Backup path where Invoice_dbf is located
C:\Backup_InvoicePRO\NET_Files_Folder\Invpro_dbf\ Path

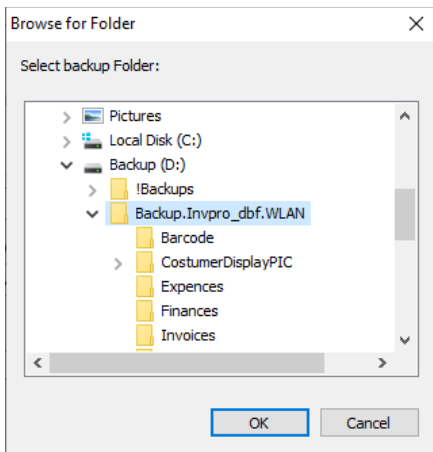
Network file to restore
[Dropdown menu]

Restore file

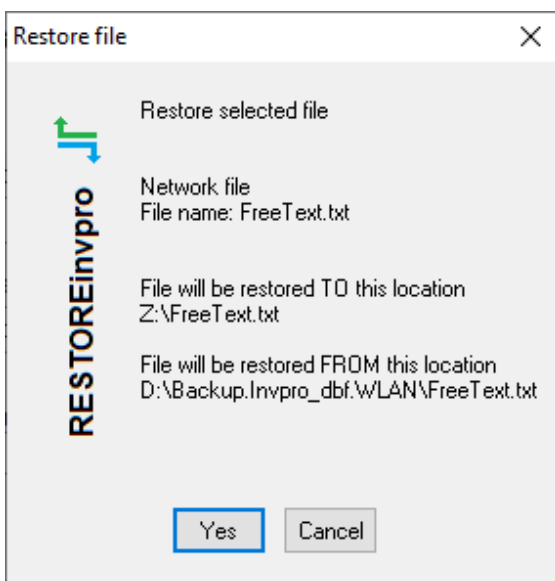
RESTOREinvpro is a program that let you restore a single file at a time from your backup location. To use **RESTOREinvpro** first select the backup path where **Invpro_dbf** is located, click **Path**, in this example we select **C:\Backup.Invpro\NET_Files_Folder\Invpro_dbf** select a network file to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

```
C:\WINDOWS\system32\cmd.exe  
  
C:\InvoicePRO_wlan>Xcopy D:\Backup.Invpro_dbf.WLAN\Valuta.txt Z:\Valuta.txt /e /y  
Does Z:\Valuta.txt specify a file name  
or directory name on the target  
(F = file, D = directory)?
```

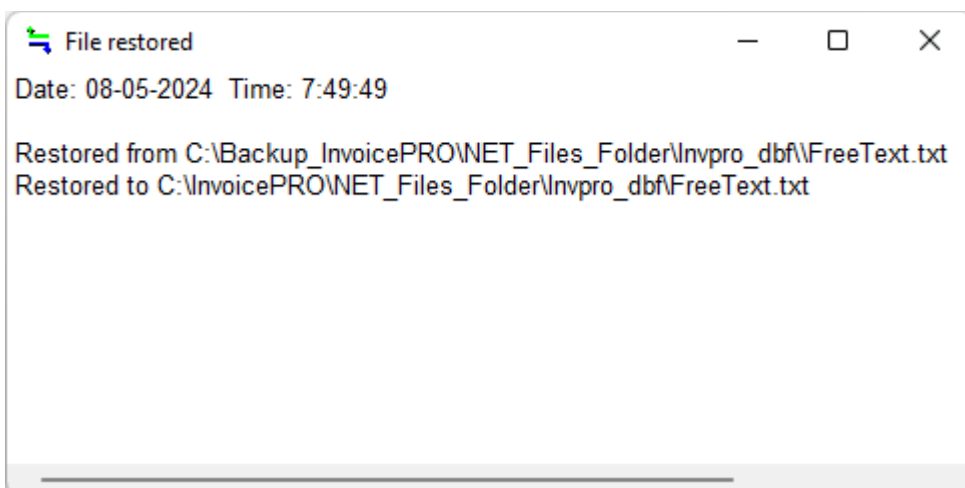
When copying this window appear asking if this is a file or directory, click keyboard key **F**



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!

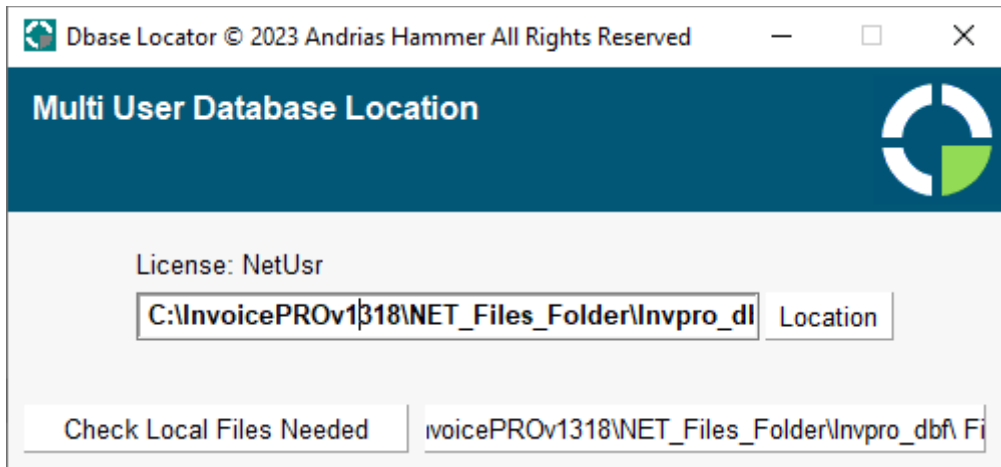
Remember to take backup of Invoice PRO at least once a day.

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

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Dbase Locator

User Guide



Before running **Dbase Locator** please close *Invoice PRO* if running.
If not closing *Invoice PRO* before starting the **Dbase Locator**, the database location link will be changed to *C:\InvoicePRO\Invpro_dbf*

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*

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.

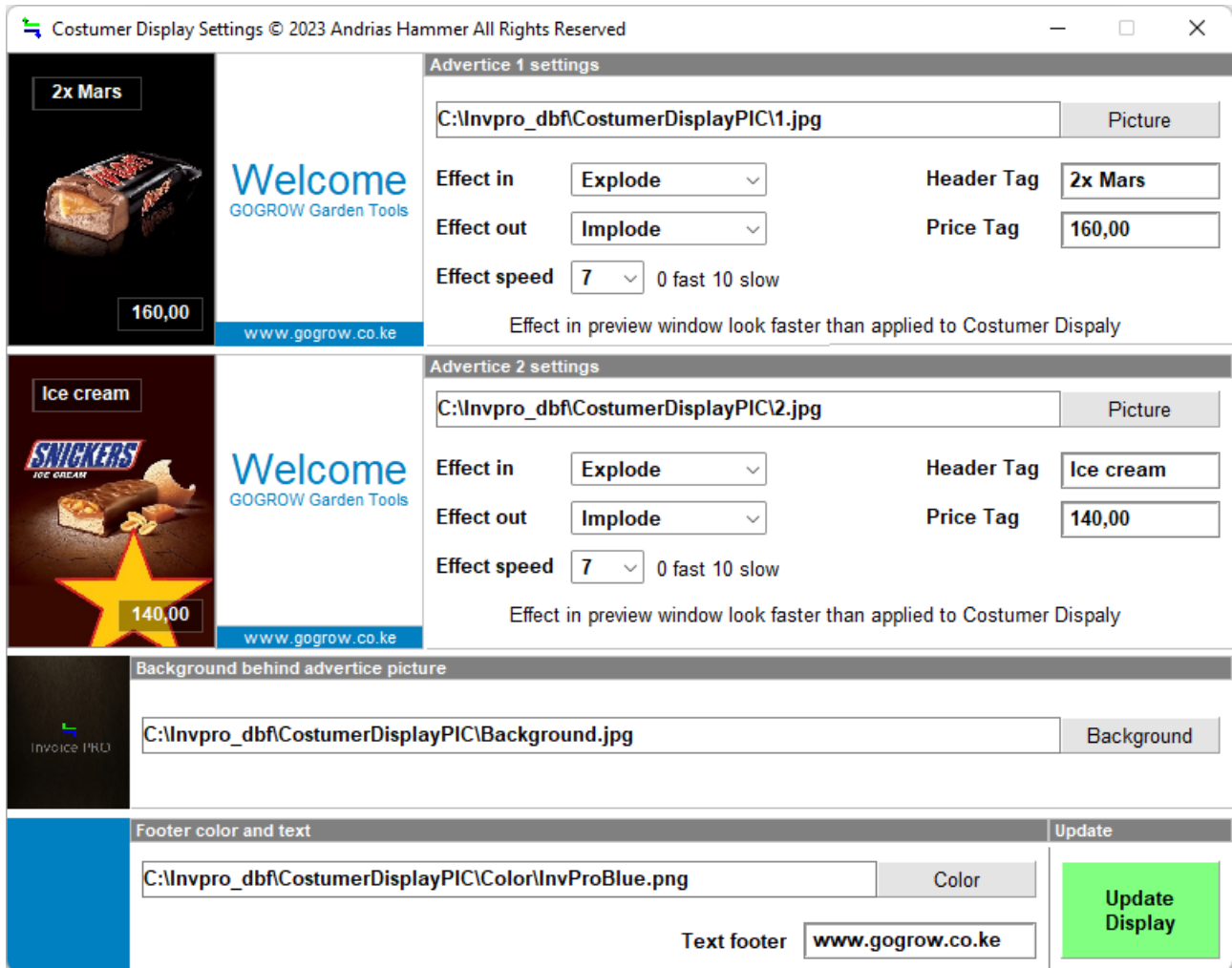
Check C:\Invpro_dbf\ Files Needed – network files

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

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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\CostumerDisplayPIC\](#)

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.

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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.

The screenshot shows a dual-screen interface. The left screen displays an advertisement for Snickers Ice Cream. At the top, it says "Ice cream" in a dark box. Below that is the "SNICKERS ICE CREAM" logo. The main image shows a Snickers ice cream bar, a wafer, and peanuts. A large yellow starburst graphic at the bottom of the ad contains the price "140,00". The website "www.thefarmhouse.co.ke" is visible at the bottom of the ad. The right screen shows a "Welcome" message from "The Farm House" and a table with columns for QTY, DESCRIPT, SUB, VAT, and NET. Below the table is a summary of totals.

QTY	DESCRIPT	SUB	VAT	NET
Welcome The Farm House				
Total NET:				0,00
Total VAT:				0,00
Total SUB:				0,00
Paid:				0,00
Changes:				0,00

Here you see the Customer welcome screen

Display status: Refresh

2x mars

Back



160,00

www.thefarmhouse.co.ke

QTY	DESCRIPT	SUB	VAT	NET
1,00 kr	French Fries	144,00 kr	19,86 kr	124,14 kr
1,00 kr	Fanta 500ml	216,00 kr	29,79 kr	186,21 kr

Customer Display return to welcome screen.

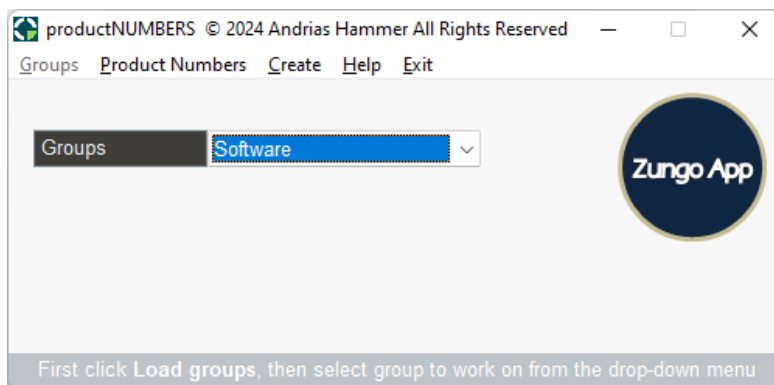
Welcome

The Farm House

Total NET:	310,35
Total VAT:	49,65
Total SUB:	360,00
Paid:	0,00
Changes:	0,00

productNUMBERS

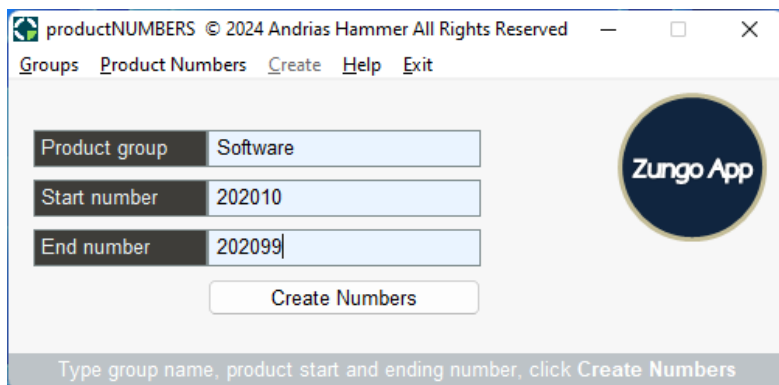
User Guide



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

How to use

Let us make an example



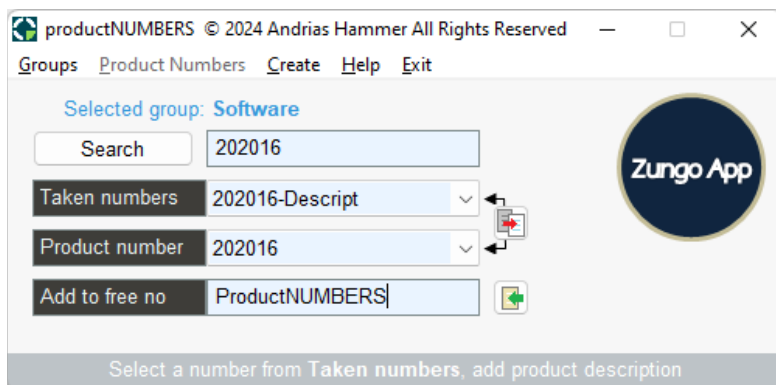
We want to create a group called Software, we have chosen to have the starting number at 202010 and ending number 202099. After we have typed in the above informations we click **Create Numbers** and **productNUMBERS** create the list with all product numbers.

When numbers are created the list **Taken number** will be created this way:

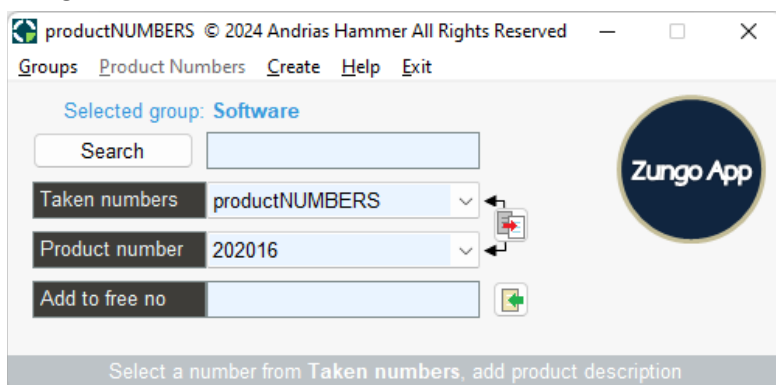
202010-Descript
202011-Descript
202012-Descript
202013-Descript
and so on

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 – Costumer 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.

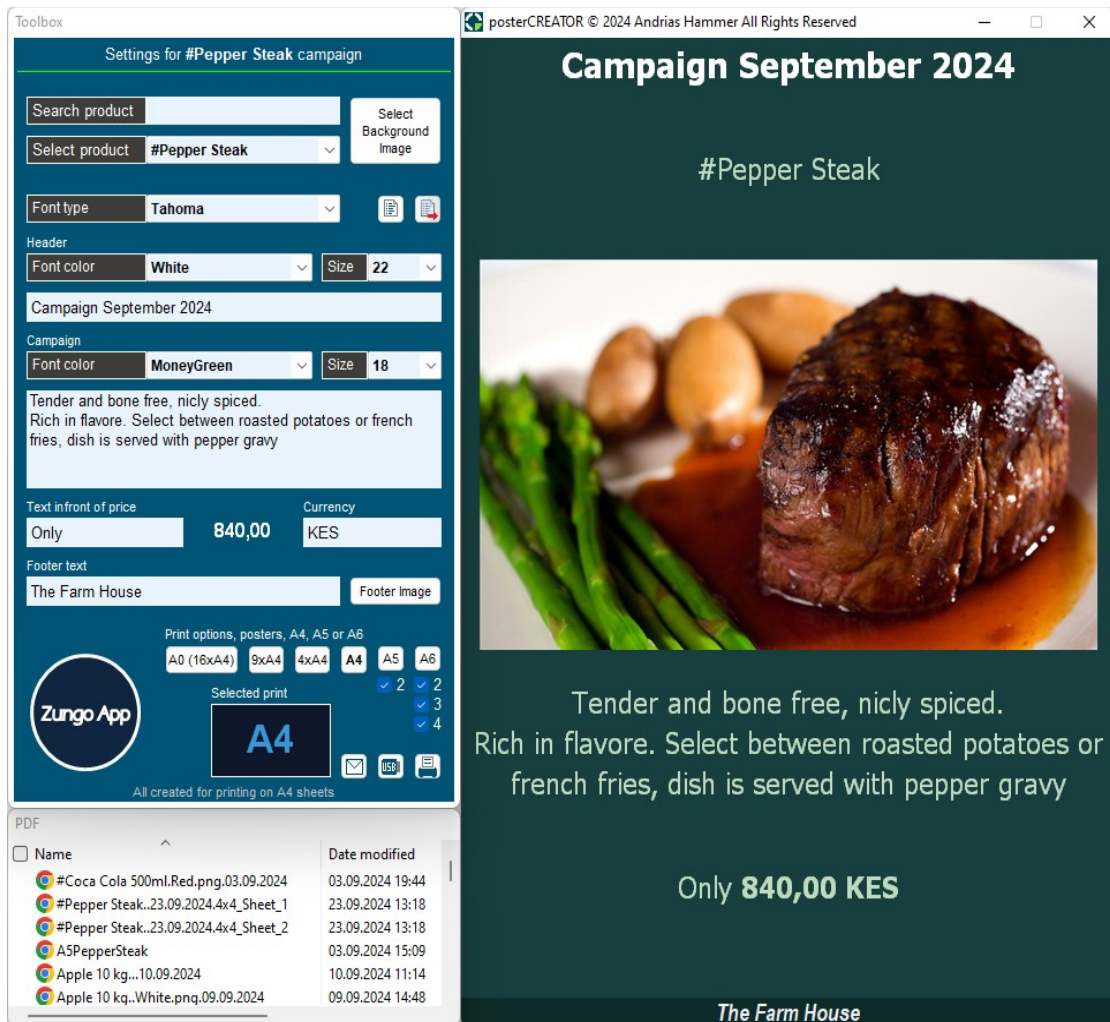
To add a new product to *Invoice PRO* start **productNUMBERS** select the group and select a free number from **Taken numbers**, add the product click copy to clipboard icon, open Notepad past the number and go back to *Invoice PRO*, add the product with the information you just copied to Notepad.

Simple and easy!

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Zungo posterCREATOR

User Guide



Zungo posterCREATOR 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 posterCREATOR** 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.

The product and the picture to use has to be added to stock control, **Zungo posterCREATOR** takes the description, picture and the price from stock control.

From the PDF window you can open saved pdf poster files.


Zungo posterCREATOR require *Invoice PRO* to be installed.

Very easy to use

- From product drop-down menu select product, the contents of this menu is extracted from stock control
- Next 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 for price line, (Price comes automatically)
- 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**

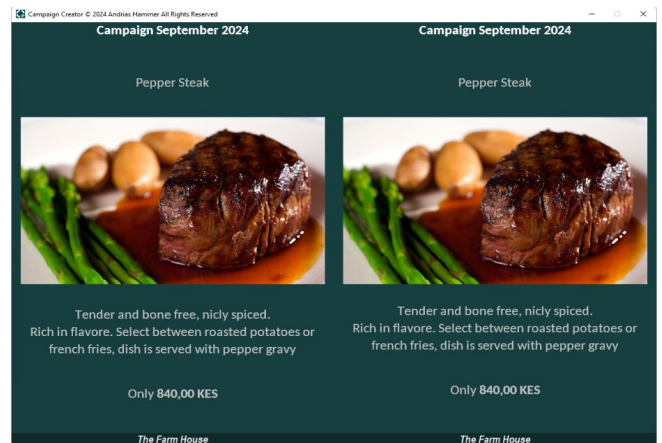
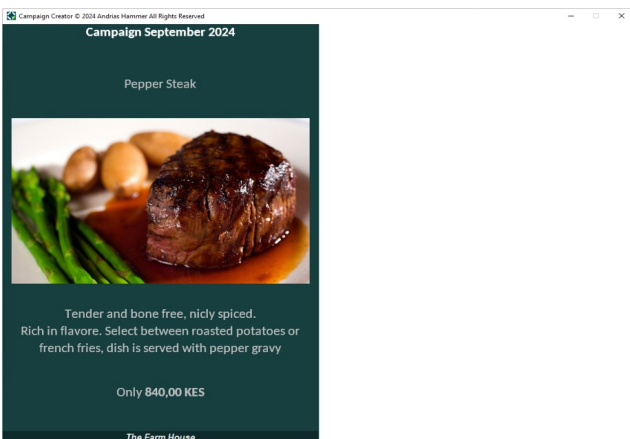
How to print to pdf file

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.

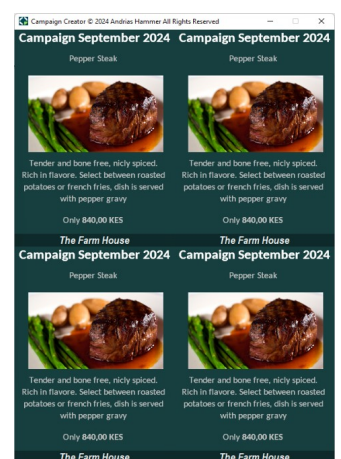
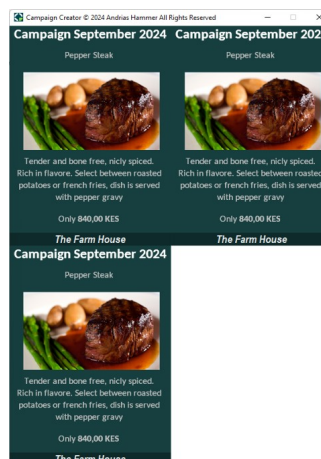
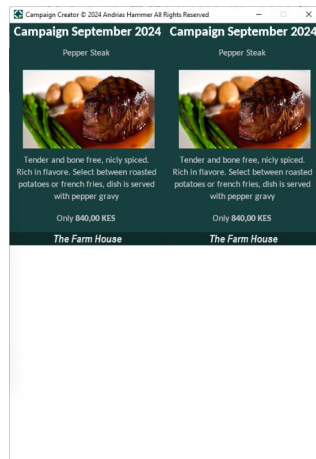
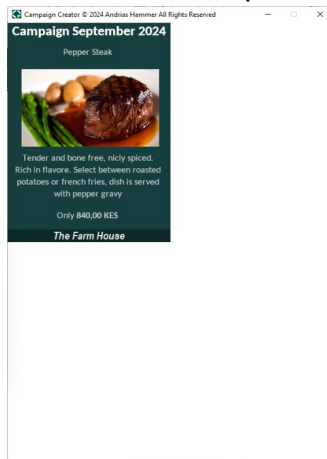
Some example pictures, there is a lot of colour to select from, select one or create your own colour, or use a picture as background image (background image should be 570x808 pixels)



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:

First we go to *Invoice PRO* create a new product type **Merry Christmas** in description, select a

picture for this product and click save.

Start Zungo posterCREATOR

- + From product select *Merry Christmas*
- + 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*, click enter a couple of times until the price disappear.
- + Footer text image: *Black.png*
- + We delete the text in 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, we can not print this in quarter size because the price can not be hidden in this option.

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 posters 3x3

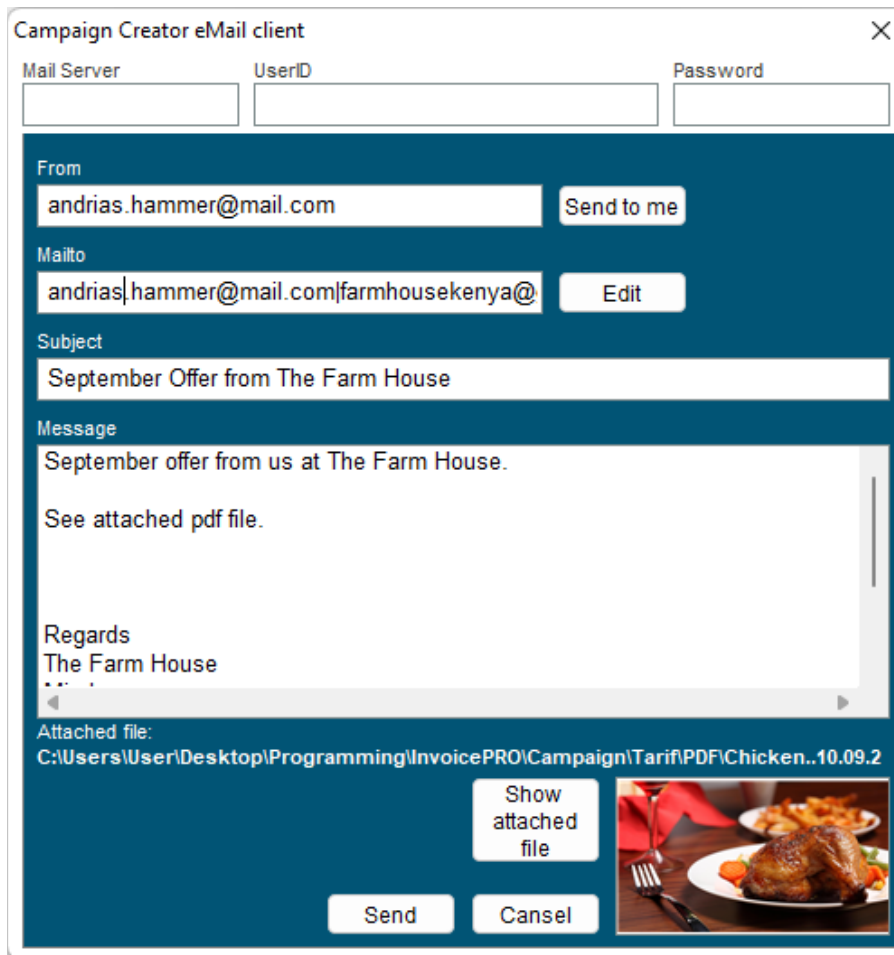
Click the **9 x A4** button and you can print the poster in big scale, print all nine pages and cut and tape all together to a big poster.

Create posters 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 posterCREATOR eMail client

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



Zungo posterCREATOR 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 posterCREATOR eMail client** window

Cancel closes the **Zungo posterCREATOR 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.

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