

SmartInv – The Smart Invoicing System

Installation

Note: This system requires Microsoft Access 97 or later to run. The distribution sample contains sample data to illustrate system functionality. Try an aging date prior to 30 June 2000.

Extract the SmartInv files to a folder on your hard drive.

Double-click the “SmartInv.mde” database file.

The application will start.

Instructions

1. Select the Maintain->Application Information option and enter your company details.
2. Select “Customers...” at the Main Menu and enter your customer’s details.
3. Select “Invoices...” at the Main Menu enter Invoices for the Customers.
4. To view Customer Account information (outstanding invoices), select “Accounts...” from the Main Menu.
5. To generate statements, select “Statements...” from the Main Menu and enter an aging date. The statements will then be automatically generated.
6. To keep a simple record of your Input Tax, select “Input Tax...” from the Main Menu.
7. Various Reports for tracking customer debt and GST liability can be found under the “Reports” menu.