

Introduction

Invoice 4U is a must have personal accounting application built by **AEFLEX TECHNOLOGIES (M) SDN BHD** for all business owners and users whoever require a simple and intuitive tool to constantly monitor and analyze their **inventory, spending and earnings**.

Most business owners and direct users frequently face problems in monitoring spending and cost with a cost effective tool and yet easy to use without long cycle of training as require by existing application in the market.

Invoice 4U is the right tool for those who are new to technology without much knowledge in computer, whom requires a tool to manage daily jobs such as **monitoring inventory, creating invoices, monitor spending** and preparing various **reports** for analysis in a **systematic way** without high skill in operating computer. **Invoice 4U** present a **consistent interface** for data entries and a lot of meaningful reports for analysis. Each and every report can be modified easily by the users without waiting for application supplier to customize for them. Again, this will **reduce the cost and time** requires in getting a new or modified report up and running. The brief explanations provided in the following pages will drive you through all the functions and steps you need to know to get your **Invoice 4U** up and running.

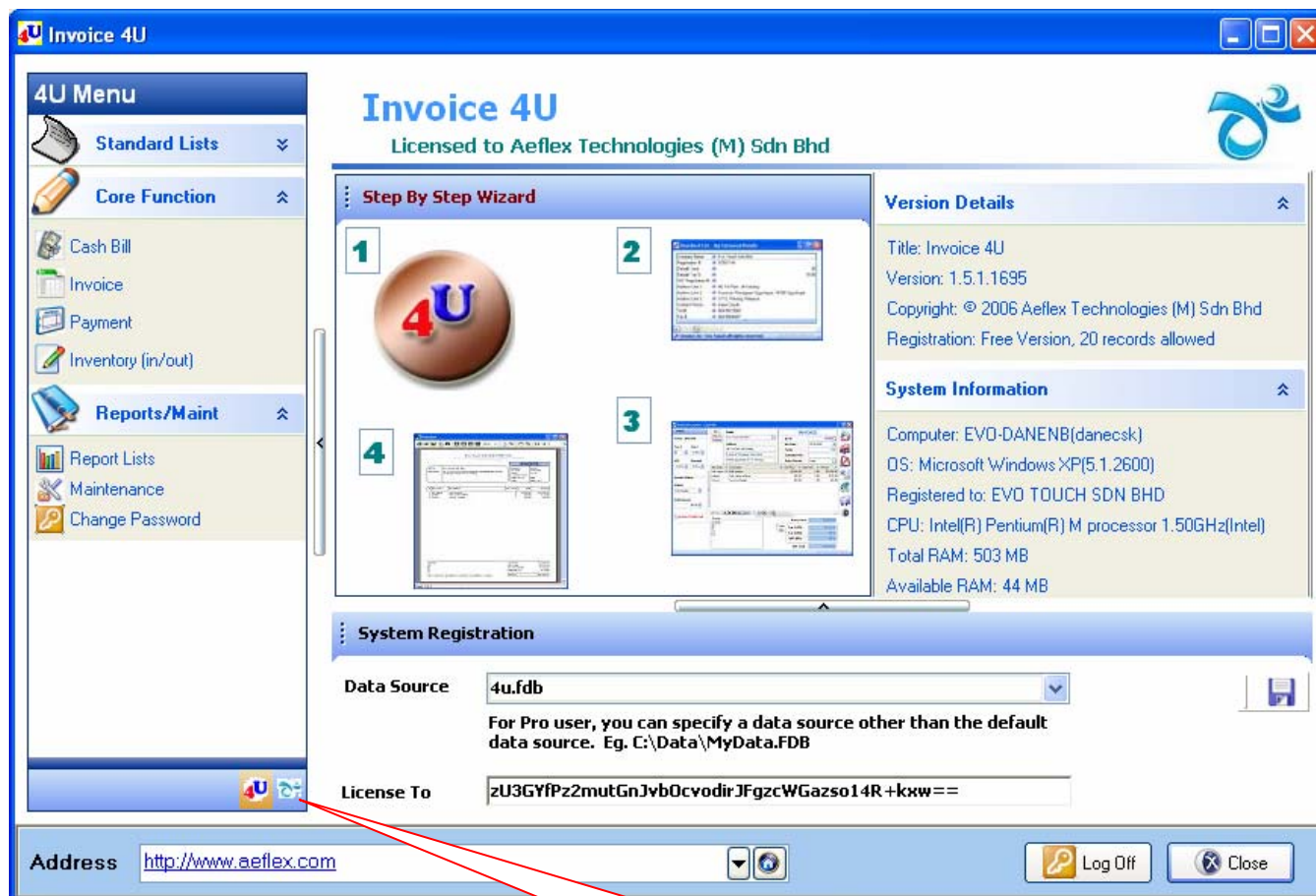
For any further details, please visit our website <http://www.aeflex.com>.

Accessing **Invoice 4U**



This is the main page of **Invoice 4U**. Enter 'SYSTEM' in the User ID and Password box if this is the first time you are accessing **Invoice 4U**. Use your own ID and password if you have been assigned one. Press <Enter> key or click the green arrow key to log on.

Home Page Of Invoice 4U



The home page can be divided into three sections

1. **4U Menu**
2. **Invoice 4U – Step by step wizard and system details**
3. **System Registration**

Click this icon to access information about **Aeflex Technologies (M) Sdn Bhd**.
Print registration form to register and claim your free gift.

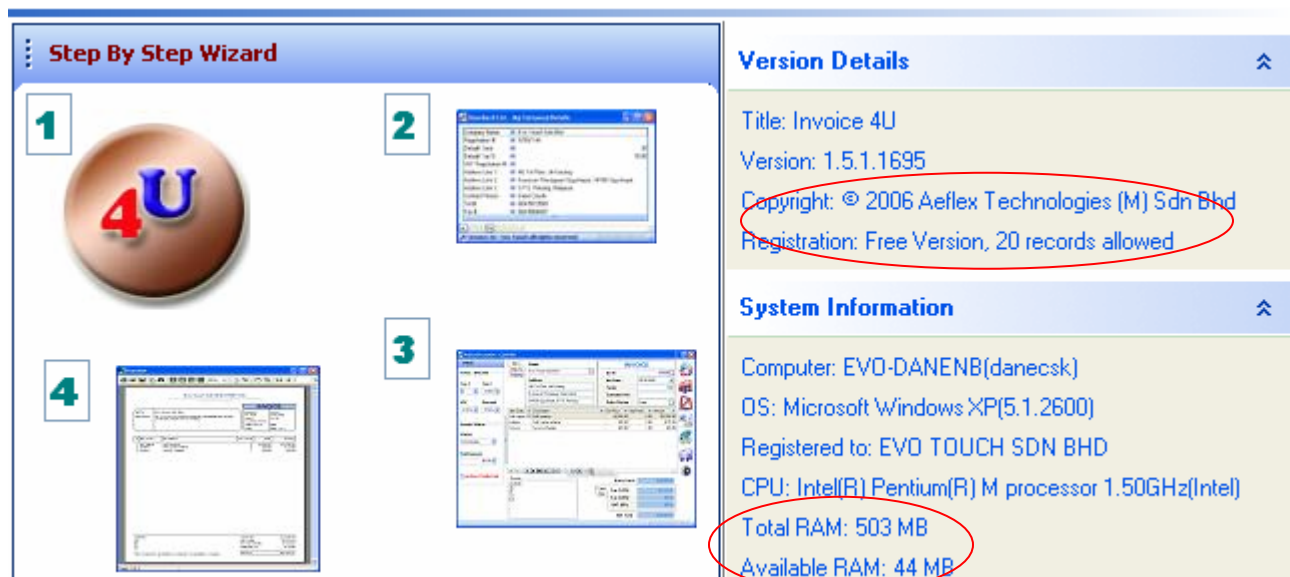
1. 4U Menu

4U Menu is a navigation tool use to move from one option to the other. You can access to Standard List to enter your customer details for example. For first time user, Company information is required to be entered to make sure that all reports will be printed correctly.

You can manage your spending and earnings in Core Function menus. Each and every option in Standard Lists and Core Function has a standard / system report which you

can print or customize in each individual form. On the other hand, Report Lists provide all the standard reports and analysis report for you to print and analyze.

2. Invoice 4U – Step by step wizard and system details




For new user of **Invoice 4U**, you can follow the 4 simple steps to get yourself to print your first invoice. First step is to run **Invoice 4U** which you can run from even a USB flash drive, second step is to issue a left mouse click on the image of Step 2. The company entry form appears and fills in your company details and save it. The third step is to create a new invoice by a click on the image of Step 3. Enter all the invoice details and close the form. You can also print the invoice right from the invoice entry form and skip the next step.

The last step is to print the first invoice you have created. The whole process will not take more than 30 minutes if you have your invoice ready in hand. That's how simple to use **Invoice 4U**.

Invoice 4U displays system and version information as a mean of providing value added information to you such as the Total system memory and currently available memory, the version of your **Invoice 4U** and etc.

3. System Registration

System Registration

Data Source: 4u.fdb 

For Pro user, you can specify a data source other than the default data source. Eg. C:\Data\MyData.FDB

License To: Aeflex Technologies

Software Key: 10 characters each field

Purchase From:

Purchase Date:

Grid Layout: ☒ Always remember the layout of grids and auto load on startup

For Standard user, the data source has been fixed to **4u.fdb** which is located in the same folder as the application. The **Pro user** will be able to modify the path to point to another data source. This will make supporting multiple data sources possible.

You have to enter the software keys provided in the **Software Registration Key** column to ensure **Invoice 4U** to run properly as described in this manual.


If the **Always remember the layout of grids and auto load on application startup** check box is checked, the layout of any grid will be saved and load automatically. For eg. The sorting in Invoice, the additional columns added after Column Customization is done, shifting of columns from one to the other and etc. **Invoice 4U** will remember the layout of the grid and load them automatically in next running of **Invoice 4U**. The **License To** is the owner of this system, enter the owner who purchased the system. Enter the vendor's name and the date of purchase for **Invoice 4U**. With this purchasing detail and the company details that you should fill in correctly in **My Company** form, you are ready to print a registration request form to register your copy of **Invoice 4U** and claim a free gift while enjoying free unlimited email and online for a year effective from the date of purchase. Please refer to the following page on "**How to register your purchased Invoice 4U**".

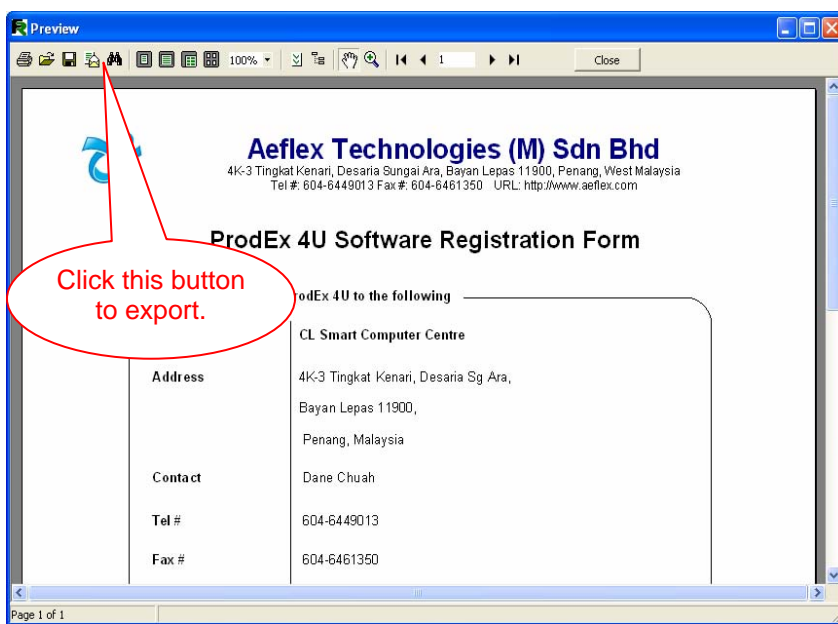
Note: The lower section of the Home page has an **Address box** where you can use to surf internet without having to exit **Invoice 4U**.

| | | |
|----------------|--|---|
| Address | <input type="text" value="http://www.aeflex.com"/> |   |
|----------------|--|---|

Just enter your website URL and click on the button, the target web site will be displayed in your default browser.

How to register your purchased Invoice 4U?

1. Click on the About Us icon  as shown below.
2. The About Us menu appears.
3. The first section is the contact details of AEFLEX TECHNOLOGIES (M) SDN BHD.
4. Assuming you have filled in all your company details and software registration key and etc in each respective section. Confirm the details and proceed to next step.
5. Click the **Print Registration Form** option. The following form



Click this button to export.

| ProdEx 4U to the following | |
|----------------------------|--|
| CL Smart Computer Centre | |
| Address | 4K-3 Tingkat Kenari, Desaria Sg Ara, Bayan Lepas 11900, Penang, Malaysia |
| Contact | Dane Chuah |
| Tel # | 604-6449013 |
| Fax # | 604-6461350 |

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About Us


Aeflex Technologies

4K-3 Tingkat Kenari,
Desaria Sungai Ara,
Bayan Lepas 11900,
Penang, West Malaysia


Tel #: 604-644-9013
Fax #: 604-646-1350

Email: sales@aelex.com
Support: support@aelex.com
URL : http://www.aeflex.com

 **Register Now**

 **Print Registration Form**

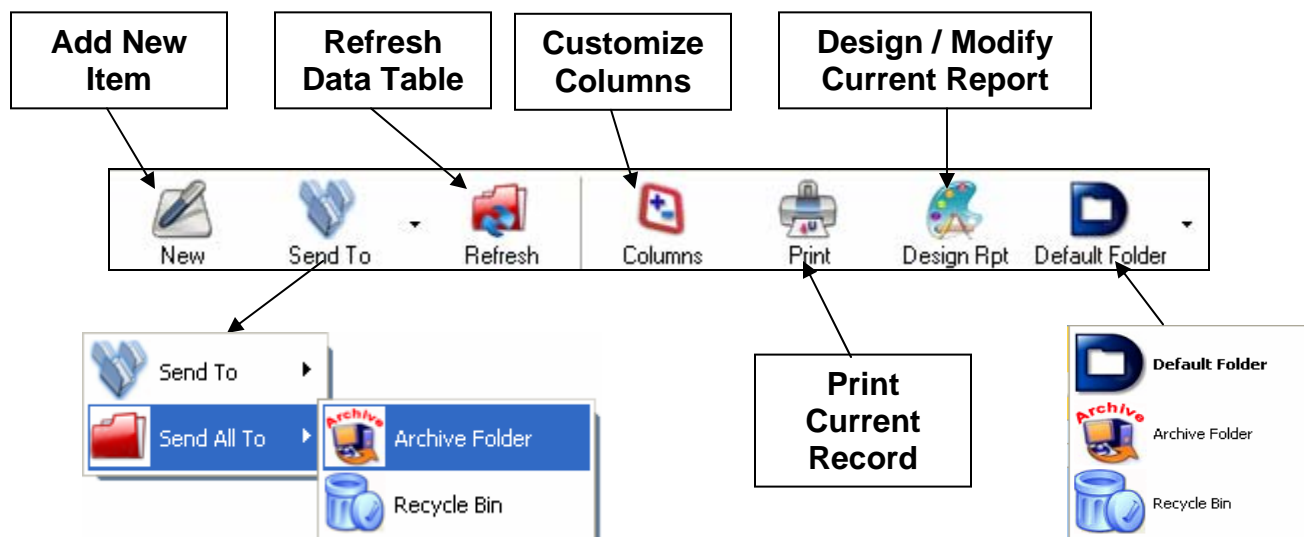
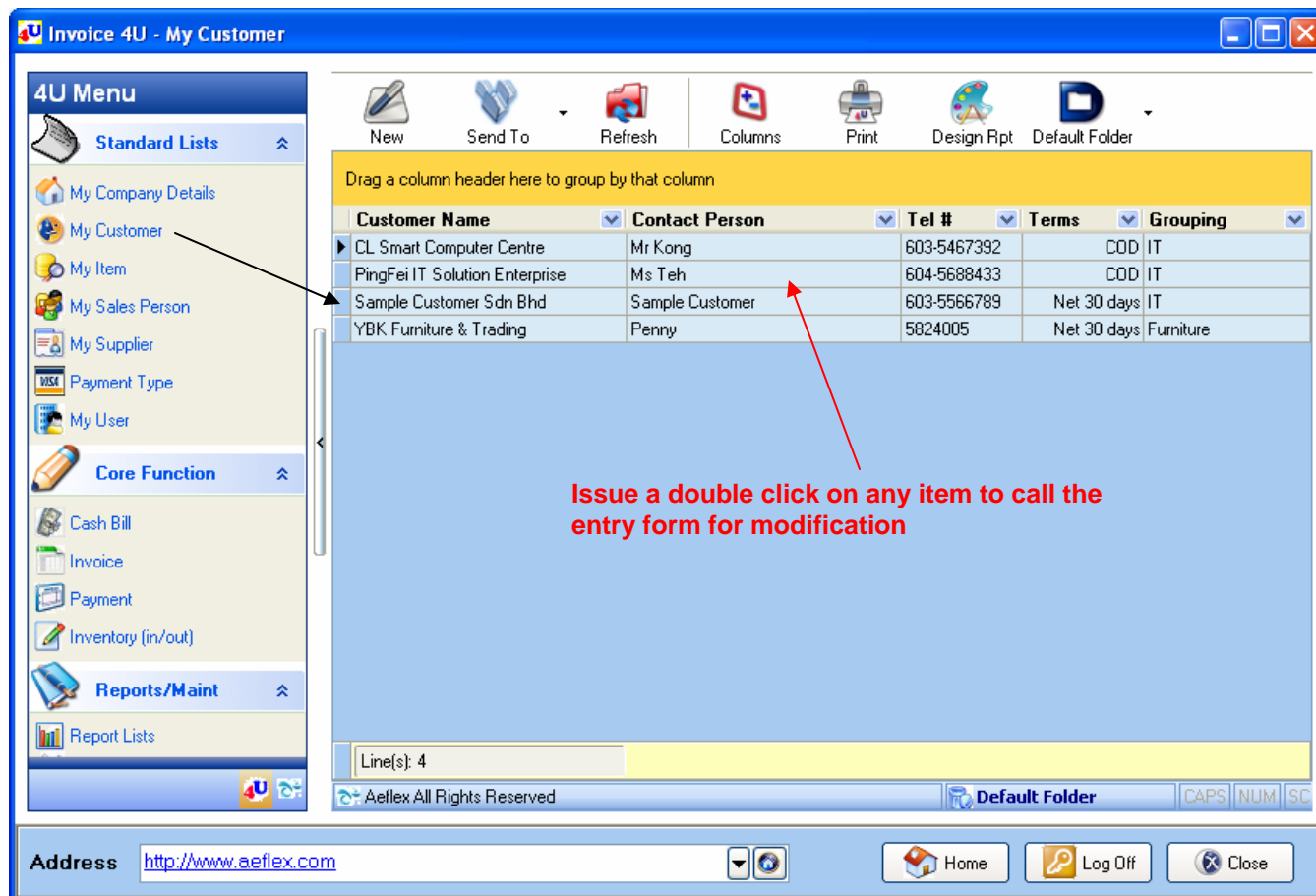
Click on Print Registration Form above and fax to us or print to PDF format and email to us. Your request of registration will be validated and processed within 48 hours.



6. You can either print it and fax to us or export it into PDF format and email to support@aelex.com.
7. Your request will be processed and validated within 48 hours.

Standard Lists

Standard Lists provides all options you can use to define your master data right from your Customer to your Supplier. All standard list use a standard entry form so that the consistency of interface is sustained. For example, issue a click on the My Customer option, the following form will appear.



Items in Standard Lists and Core Functions are stored in **Default folder** when they are created. You can move the items from one folder to the other. For instance, when an invoice is **fully paid** you can archive it into **Archive folder** to avoid storing all invoices in a single folder. This will improve the performance of the system for not selecting all invoices every time you access Invoice form.

You will find that no item can be deleted but instead **Send it to Recycle Bin folder**.

You can **restore** it if need to but deleted items will **be permanently remove** from the data store if they are emptied.

Standard List - My Company Details

Company Name: Aeflex Technologies (M) Sdn Bhd

Registration #: 709901-P

Default Term: Net 30 days

Default Tax %: 10.00%

VAT Registration #:

Address Line 1: 4K-3 Tingkat Kenari, Desaria Sg Ara,

Address Line 2: Bayan Lepas 11900,

Address Line 3: Penang, Malaysia

Contact Person: Dane Chuah

Tel #: 604-6449013

Fax #: 604-6461350

Web Site: http://www.aeflex.com

Logo: [Aeflex Logo]

OK Cancel

Aeflex all rights reserved CAPS NUM SCRL INS

**This is the
Standard List
entry form.**

Note: You can only modify the information of Company but not create a new company.

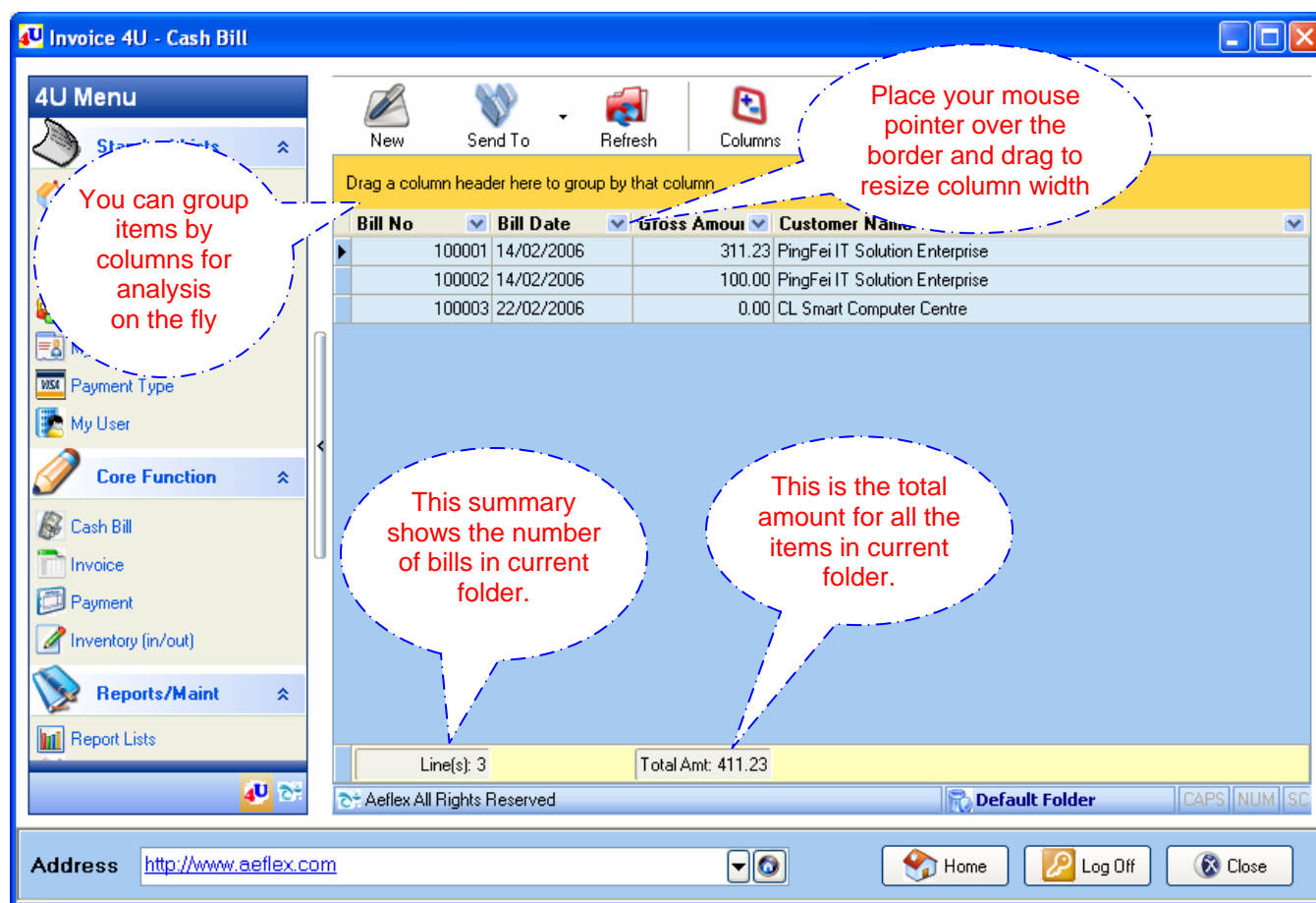
Core Functions

There are four core functions available in **Invoice 4U** :-

1. Cash Bill
2. Invoice
3. Payment
4. Inventory (in/out)

Cash Bill

You can use Cash Bill to record all cash sales transactions generated in your business.



To create a new Cash Bill, click the Create New Document button.

The Cash Bill entry form will be displayed with a new Cash Bill number registered. Take a look at the image in next page. You will find that all

core functions' entry form share the same interface as Cash Bill. The objective is to preserve the consistency of entry form to reduce user training to minimum.



Cash Bill

Admin

Taxes / Discount

Tax 1: 0.00%
Tax 2: 0.00%
VAT: 0.00%
Discount: 0.00%

Bill To

Name: PingFei IT Solution Enterprise
Address: 23, Lrg Belakang 7, Tmn Belakang, Kws Perniagaan Belakang, 12344 Kuala Perlis, Perlis

CASH BILL

Bill #: 100001
Bill Date: 14/02/2006
Terms: COD
Customer Ref:
Sales P:

| Item Code | Description | UOM | Qty/Hours | Unit Price | Amount |
|--------------|-----------------------|-----|-----------|------------|-----------|
| SST29EE010-7 | IC for AR-B1375/6 CPU | | 71.00 | \$0.9750 | \$69.125 |
| 10000 | SOLID PLY WOOD | | 2.00 | \$121.0000 | \$242.000 |

Remark: Purchase sample of SST29EE010-70-4C-PH for AR-B1375/6 CPU.

Gross Total: \$311.23
Tax 1 (0%): \$0.00
Tax 2 (0%): \$0.00
VAT (0%): \$0.00
Net Total: \$311.23

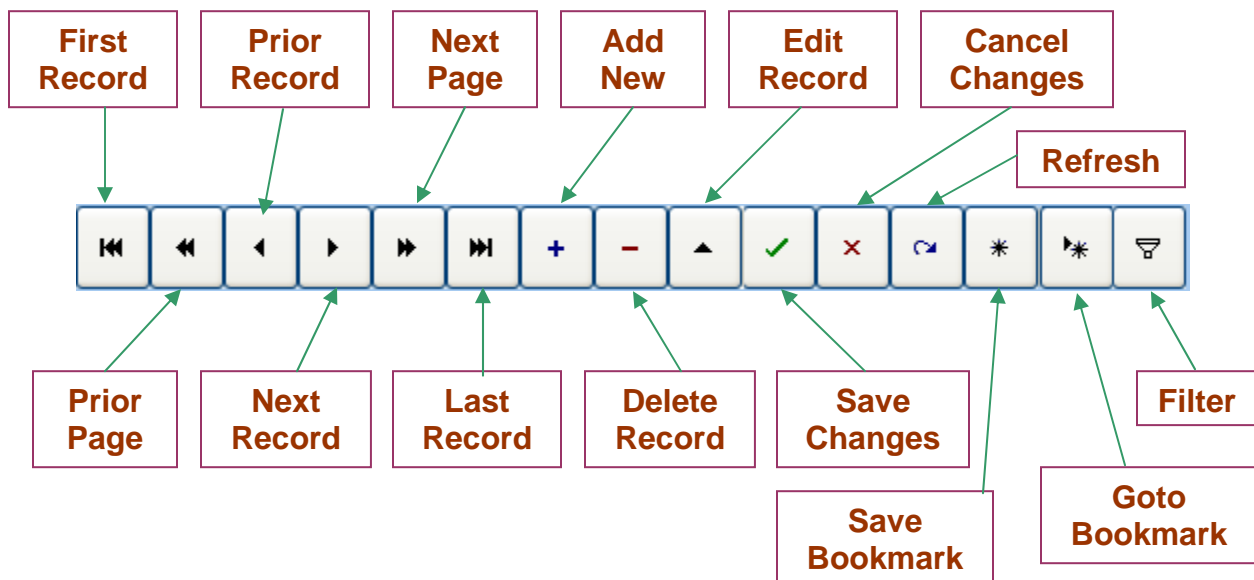
No changes made, save process aborted.

Callouts:

- Press the ellipsis button to set the Bill # to run automatically started with currently entered number.
- Save data entry of current document header.
- Close and exit current form

Note: Invoice entry form is similar to Cash Bill entry form.

Navigator



Payment

You can use payment form to record all your spending.

The screenshot shows the 'Invoice 4U - Payment' window. On the left is a '4U Menu' with sections for 'Standard Lists' (My Company Details, My Customer, My Item, My Sales Person, My Supplier, Payment Type, My User) and 'Core Function' (Cash Bill, Invoice, Payment, Inventory (in/out)). Below these are 'Reports/Maint' and 'Report Lists'. The main area has a toolbar with 'New', 'Send To', 'Refresh', 'Columns', 'Print', 'Design Rpt', and 'Default Folder'. A yellow banner says 'Drag a column header here to group by that column'. Below is a table with columns: Payment No, Payment Date, Amount, and Supplier Name. It contains two rows of data. A callout bubble points to the 'Columns' button with the text: 'Use this button to add or delete available columns. If Auto Load Grid Layout is checked then the added or removed columns will be loaded or unloaded whenever the grid is loaded.' At the bottom, there's a status bar with 'Line(s): 2', 'Total Amt: 2,120.00', 'No Of Bill Paid: 2', and a footer with 'Aeflex All Rights Reserved', 'Default Folder', and 'CAPS NUM SC'. The address bar shows 'http://www.aeflex.com' and buttons for 'Home', 'Log Off', and 'Close'.

| Payment No | Payment Date | Amount | Supplier Name |
|------------|--------------|----------|-------------------|
| 200001 | 14/02/2006 | 120.00 | Eng Glass Sdn Bhd |
| 200002 | 14/02/2006 | 2,000.00 | Eng Glass Sdn Bhd |

The screenshot shows the 'Payment' form. It has fields for 'Payment #' (200001), 'Payment Date' (14/02/2006), 'Pay To' (Eng Glass Sdn Bhd), 'Address' (100, Jln Besar, Spg Tiga, 14120 Spg Pulau, Perak), 'Pay For' (Hardware Purchases), 'Pay By' (a dropdown menu), and 'Remark'. A callout bubble points to the 'Pay By' dropdown with the text: 'You can pay by a few options.' The dropdown menu is open, showing options: 'CHEQUE', 'CASH', 'CREDIT CARD', 'CHEQUE', and 'OTHERS'. Below the form is a table with columns: Document #, Amount, Tax, and Total Amount. It contains one row of data. At the bottom, there's a status bar with 'Total Amount' and '\$120.00', and a footer with 'Enter how do you want to pay or select from existing list', 'CAPS NUM SCRL INS', and a 'Close' button.

| Document # | Amount | Tax | Total Amount |
|------------|----------|-----|--------------|
| INV10233 | \$120.00 | | \$120.00 |

Inventory

Invoice 4U provides a simple and intuitive interface for users to maintain and monitor their inventory flow. It is compact yet a very effective tool to analyze the inventory status and provide better information in assisting business owner when decision making is required.

4U Menu

- Report Lists
- Maintenance
- Change Password

Buttons: New, Send To, Refresh, Columns, Print, Design Rpt, Default Folder

Callouts:

- Use this button to receive new item** (points to the 'New' button)
- Inventory Header lists all received items. Click on + to list issued details of selected item.** (points to the '+' icon next to a received item)
- The detail section list all Issued items. Right click to delete an issued item** (points to the 'Delete Selected Title' button)
- Click on the drop down arrow of Issued Qty of any received item to issue the item** (points to the dropdown arrow of the 'Issued Qty' column)

| Received Date | Item Code | Received Qty | Issued Qty | Balance Qty |
|------------------|---------------------|------------------|-----------------------|----------------|
| 07/02/2006 | 10000 | 1,000.00 | 998.00 | 2.00 |
| 14/02/2006 | | 0.00 | Inv: 100002 | |
| 08/02/2006 | | 100.00 | w/O 10000001 | |
| 22/02/2006 | | 985.00 | 9,850.00 | Smart Computer |
| 22/02/2006 | | 2.00 | 003 | |
| No Of Issuing: 4 | | Issued: 998.00 | Issued Amt: 10,192.00 | |
| 22/02/2006 | 10000 | 10 | 2.00 | 8.00 |
| 08/02/2006 | 10001 | | 0.00 | 15.00 |
| | 2224 | | 0.00 | 1.00 |
| | 2224-3 | | 0.00 | 1,000.00 |
| | 2224-4 | | 0.00 | 1,000.00 |
| | 2224-5 | | 100.00 | 900.00 |
| | SST29EE010-70-4C-PH | | 30.00 | 70.00 |
| | | Issued: 1,130.00 | Balance: 2,996.00 | |

Address: http://

Buttons: CAPS, NUM, SC, Close

| Received Qty | Issued Qty | Available To Issue |
|--------------|------------|--------------------|
| 1000.00 | 998.00 | 2.00 |

Issue Date: 23/02/2006

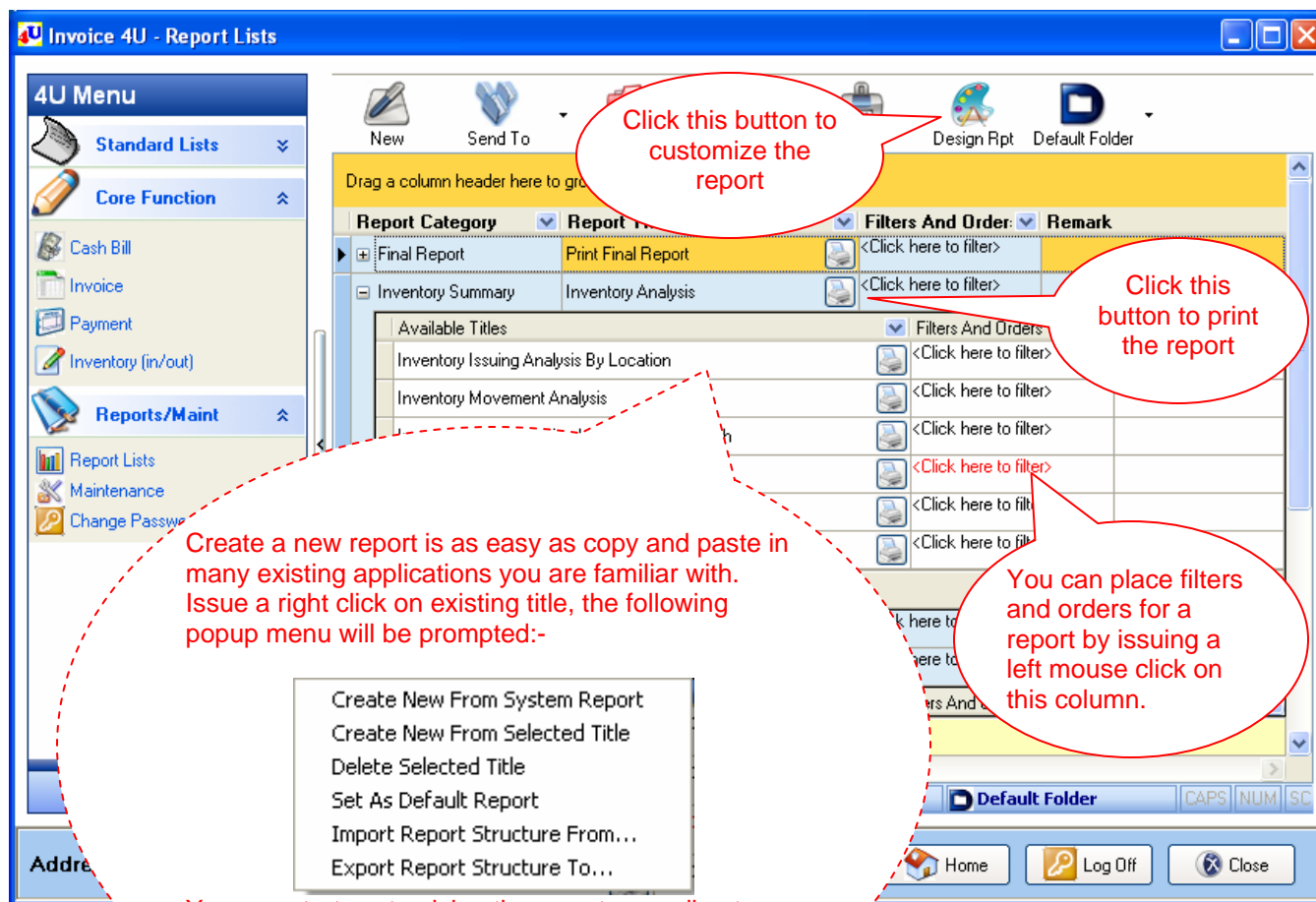
Issue Qty: 2.00

Issue To:

Buttons: Help, OK, Cancel

Reports

Invoice 4U provides a flexible, user friendly and robust report mechanism for you to print, customize and even create new reports on the fly. Users are free to clone existing reports and modify them to suit their requirement without any interference from **Invoice 4U** developers. There is system reports provided which could not be removed from **Invoice 4U**. You are allowed to clone the system reports and modify them. When there is no default report associated for each report header, the system report structure which is stored in the report header will be used instead.



A few screen shots for sample reports were captured in next few pages. You will find some wonderful reports and analysis reports which provide a lot of information to help you analyze your business performance.

Report Samples

Customer Invoice

Preview

100001
100002

Use Outline to navigate the report page

Invoice 4U Unregistered Version

CL Smart Computer Centre (575571-M)
48, 1st Floor, Jln Keruing Kawasan Pemiagaan Spg Ampat, 14100 Spg Ampat, S.P.S, Penang, Malaysia
Tel: 604-5873569 Fax: 604-5884487

INVOICE

| | | | |
|--------------|--|----------------|-------------|
| Bill To | YBK Furniture & Trading | Invoice # | 100001 |
| Bill Address | 1429, Jln Besar, Taman Spg Ampat 14100, Spg Ampat, S.P.S | Inv. Date | 09/02/2006 |
| | | Terms | Net 30 days |
| | | Customer Ref # | |
| | | Sales Person | Kamal |
| | | Page | Page:1 |

| # | Item Code | Description | Qty / Hours | Rate | Amount |
|---|--------------|-----------------------|-------------|---------|----------|
| 1 | SST29EE010-7 | IC for AR-B1375/6 CPU | 10 | \$34.00 | \$340.00 |

Page 1 of 2

Navigator

Find Text

Text to find:
quantity

Search options
☒ Search from begin
☐ Case sensitive

OK Cancel

Click this button to print export report into pdf, xls, rtf, jpg and etc.

Click this button to adjust margins

Click this button to navigate by outline if applicable

Customer Statement

Preview

Invoice 4U Unregistered Version

CL Smart Computer Centre (575571-M)
 48, 1st Floor, Jln Keruing Kawasan Pemiagaan Spg Ampat, 14100 Spg Ampat, S.P.S, Penang, Malaysia
 Tel: 604-5873569 Fax: 604-5884497

YBK Furniture & Trading
 1429, Jln Besar, Taman Spg Ampat 14100, Spg Ampat, S.P.S

STATEMENT

Statement of account as at 23/02/2006

| # | Invoice # | Inv. Date | Net Amount | Total Paid | Balance |
|----|-----------|------------|------------|------------|----------|
| 1. | 100001 | 09/02/2006 | \$340.00 | \$0.00 | \$340.00 |
| 2. | 100002 | 16/02/2006 | \$340.00 | \$0.00 | \$340.00 |
| | | | \$680.00 | \$0.00 | \$680.00 |

Overdued

| <= 30 days | 31-60 days | 61-90 days | 91-120 days | > 120 days |
|------------|------------|------------|-------------|------------|
| \$680.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Page 1 of 1

Inventory Analysis By Quantity

Preview

Invoice 4U Unregistered Version

CL Smart Computer Centre (575571-M)
 48, 1st Floor, Jln Keruing Kawasan Pemiagaan Spg Ampat, 14100 Spg Ampat, S.P.S, Penang, Malaysia
 Tel: 604-5873569 Fax: 604-5884497

**Inventory Analysis
 Received Quantity Vs Issued Quantity**

Legend T Received Qty T Issued Qty

Report Conditions: 1. Tran Qty > 0 AND
 2. Folder = 1

| | Received | Issued | Grand Total |
|---------------------|----------------|-----------------|----------------|
| 10000 | 1010.00 | -1000.00 | 10.00 |
| 10001 | 15.00 | | 15.00 |
| 2224 | 1.00 | | 1.00 |
| 2224-3 | 1000.00 | | 1000.00 |
| 2224-4 | 1000.00 | | 1000.00 |
| 2224-5 | 1000.00 | -100.00 | 900.00 |
| SST29EE010-70-4C-PH | 100.00 | -30.00 | 70.00 |
| Grand Total | 4126.00 | -1130.00 | 2996.00 |

Page 1 of 1

Inventory Analysis By Year & Month

Preview

Inventory Movement Report

Preview

Invoice 4U Unregistered Version

CL Smart Computer Centre (575571-M)
 48, 1st Floor, Jln Keruing Kawasan Pemiagaan Spg Ampat, 14100 Spg Ampat, S.P.S, Penang, Malaysia
 Tel: 604-5873569 Fax: 604-5884497

Inventory Movement By Year & Month

Report Conditions: 1. Tran Qty > 0 AND
2. Folder = 1

| # | Tran. Date | Received Qty | Issued Qty | Balance Qty | Tran Type |
|---|------------|--------------|------------|-------------|-----------|
| Month: Feb 2006 | | | | | |
| Item: 10000, SOLID PLY WOOD | | | | B/F 0.00 | |
| 1. | 07/02/2006 | 1,000.00 | 0.00 | 1,000.00 | Inventory |
| 2. | 08/02/2006 | 0.00 | 10.00 | 990.00 | Inventory |
| 3. | 14/02/2006 | 0.00 | 1.00 | 989.00 | Invoice |
| 4. | 22/02/2006 | 10.00 | 0.00 | 999.00 | Inventory |
| 5. | 22/02/2006 | 0.00 | 2.00 | 997.00 | Inventory |
| 6. | 22/02/2006 | 0.00 | 985.00 | 12.00 | Inventory |
| 7. | 22/02/2006 | 0.00 | 2.00 | 10.00 | Cash Bill |
| | | 1,010.00 | 1,000.00 | | |
| Item: 10001, SPRAY PAINT | | | | B/F 0.00 | |
| 1. | 08/02/2006 | 15.00 | 0.00 | 15.00 | Inventory |
| | | 15.00 | 0.00 | | |
| Item: 2224, SOLID HALL CABINET (HALF MOON) | | | | B/F 0.00 | |

Page 1 of 1

Sales Analysis

Preview

Invoice 4U Unregistered Version

CL Smart Computer Centre (575571-M)
 48, 1st Floor, Jln Keruing Kawasan Perniagaan Spg Ampat, 14100 Spg Ampat, S.P.S, Penang, Malaysia
 Tel: 604-5873569 Fax: 604-5884497

Sales Analysis By Customer Grouping, Document Year And Month

| | | | CASH BILL | INVOICE | Grand Total |
|--------------------|------|--------------|-----------------|-----------------|-------------------|
| Furniture | 2006 | 02 Feb | | \$680.00 | \$680.00 |
| | | Total | \$0.00 | \$680.00 | \$680.00 |
| IT | 2006 | 02 Feb | \$682.00 | | \$682.00 |
| | | Total | \$682.00 | \$0.00 | \$682.00 |
| Grand Total | | | \$682.00 | \$680.00 | \$1,362.00 |

Page 1 of 1

Payment Analysis

Preview

Invoice 4U Unregistered Version

CL Smart Computer Centre (575571-M)
 48, 1st Floor, Jln Keruing Kawasan Perniagaan Spg Ampat, 14100 Spg Ampat, S.P.S, Penang, Malaysia
 Tel: 604-5873569 Fax: 604-5884497

Payment Analysis By Supplier Grouping, Payment Year And Month

Report Conditions: 1. Amount > 0 AND
 2. Folder = 1

| | | | CASH | CHEQUE | Grand Total |
|--------------------|------|--------------|-------------------|-----------------|-------------------|
| GLASS | 2006 | 02 Feb | | \$120.00 | \$120.00 |
| | | Total | \$0.00 | \$120.00 | \$120.00 |
| Hardware | 2006 | 02 Feb | \$2,000.00 | | \$2,000.00 |
| | | Total | \$2,000.00 | \$0.00 | \$2,000.00 |
| Grand Total | | | \$2,000.00 | \$120.00 | \$2,120.00 |

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Profit And Loss Analysis

Preview

Invoice 4U Unregistered Version

CL Smart Computer Centre (575571-M)
 48, 1st Floor, Jln Keruing Kawasan Perniagaan Spg Ampat, 14100 Spg Ampat, S.P.S, Penang, Malaysia
 Tel: 604-5873569 Fax: 604-5884497

Profit And Loss Analysis By Month

Report Conditions: 1. Balance > 0 AND
 2. Folder = 1

| | | CASH BILL | INVOICE | PAYMENT | Grand Total |
|--------------------|--------------|-----------------|-----------------|---------------------|-------------------|
| 2006 | 02 Feb | \$682.00 | \$680.00 | (\$2,120.00) | (\$758.00) |
| | Total | \$682.00 | \$680.00 | (\$2,120.00) | (\$758.00) |
| Grand Total | | \$682.00 | \$680.00 | (\$2,120.00) | (\$758.00) |

Page 1 of 1

Report Customization

FastReport - Untitled.fr3

File Edit Report View Help

Code Page1

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

PageHeader: PageHeader1

Picture object: [<Company."COMPANY NAME">+ ' ('+<Company."COMP REGISTRATIO

[<Company."ADDRESS LINE 1">] [<Company."ADDRESS LINE 2">] [<Company."ADDRESS LINE 3">]
 Tel: [<Company."PHONE NO">] Fax: [<Company."FAX NO">]

INVOICE

| | | | |
|--------------|--|----------------|--------------------|
| Bill To | [Invoice."Bill To"] | Invoice # | [Invoice."Invoice |
| Bill Address | [<Invoice."Bill To Address Line 1">+ ' ' +<Invoice."Bill To Address Line 2">+ ' ' +<Invoice."Bill To Address Line 3">] | Inv. Date | [Invoice."Invoice |
| | | Terms | [IIF(<Invoice."Ter |
| | | Customer Ref # | [Invoice."Custome |
| | | Sales Person | [Invoice."Sales |
| | | Page | [Page:[Page] of |

| # | Item Code | Description | Qty / Hours | Rate | Amount |
|---|-----------|-------------|-------------|------|--------|
| | | | | | |

MasterData: MasterData1

[Invoice."Item"] [Invoice."Item Description"] [Invoice."Qty/H"] [Invoice."Rate"] [Invoice."Amount"]

Centimeters 4.05; -1.53 Page1

Contacts and License

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Aeflex Technologies has made every effort to ensure the accuracy of this material. If you have any questions or comments, please contact:

| | |
|--|---|
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| Ara, Bayan Lepas 11900, | Email: sales@aeflex.com |
| Penang, West Malaysia | Support: support@aeflex.com |
| | Website : http://www.aeflex.com |