



Invoice Printing Utility Version 1.3 Manual

With easy to use GUI

Utility Made by
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What is Invoice Printing Utility?

This utility is made in the light of problem arises when professional has to make invoice for services rendered so they have no software that's why we made this utility. With the help of this utility you can manage your client data base as well use printing invoices in well format.

Features

- As of now we have given it as trial and only up to 50 Bills can be generated from this utility.
- Up to 5 services are supported it means you can invoice your client for 5 services in one invoice.
- Easy to use GUI interface has been made.
- You can see all your client list and their details by selecting client
- Your all invoice data can be shown by selecting the invoice code.
- Pending payment also shown.
- Invoice register as well client register is maintained in proper format.
- Automatic backup in the same folder

Features	
⇒	Invoice Register And Invoice Generator
⇒	Maintain And Reserve In Proper Format
⇒	Print Invoices
⇒	All Invoice viewable at one click
⇒	Details of Receivable is shown
⇒	Customer Data base is made and viewable at one click
⇒	It's a Limited version for Unlimited version contact us

Some Requirements:

This utility will work in Excel 2007 and above
you have to use Windows 7 or above version
it does not support windows xp If you use it than may give errors

How to use

- First of All enable macros if not enabled
- Then if menu is open then ok if not open than click on the button given
- Just Click on the button given
- And First click on firm info and add your firm information
- Some services are already added
- For creating a invoice you have to first add customer details by clicking on the add Client Button
- After that you can click on the new invoice and create new invoice.

Menu given in the utility and their work

Welcome Menu

This menu opens when you open the utility. In this menu all the button for using this utility is given below given image (Figure 1) is welcome menu given button have shortcuts like in New invoice N is under line than when you type ALT+N than New invoice button will clicked



Firm Info

This menu will add Firm info to the utility below given image 1 is Firm info menu. If Service tax

Firm Information Basic Data

Invoice	Invoice
Firm Name	
Address Line 1	
Address Line 2	
Telephone / Mob No.	
Email Id	
Service Tax No.(If any)	
Service Tax Rate	
Bank Name	
Bank A/c No.	
IFSC Code No.	
Invoice Prefix	14-15
Authorised Signatory	

Save **Close**

This form should be used when you are using this utility First time by entering your firm or company details otherwise all data will be overwritten.

If Service tax not applicable do not fill it. want bank on invoice then fill it

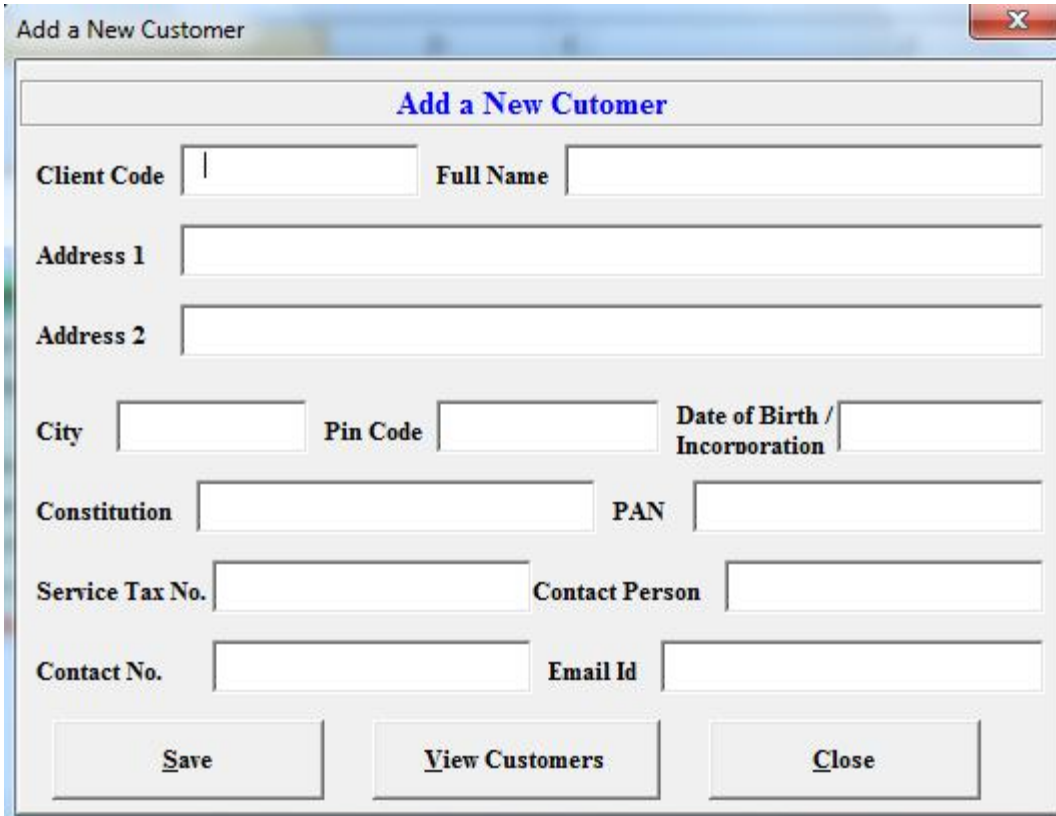
is not apply than left is blank, if you want to add bank details on your invoice than fill it otherwise left it blank.

One menu is also for editing firm info

New client menu

This menu is required to create invoice. Below is image of it.

You have to type client code for example For Devendra Gehlod DG can be Code because if you



The screenshot shows a Windows-style dialog box titled "Add a New Customer". The dialog contains the following fields and buttons:

- Client Code**: A text input field.
- Full Name**: A text input field.
- Address 1**: A text input field.
- Address 2**: A text input field.
- City**: A text input field.
- Pin Code**: A text input field.
- Date of Birth / Incorporation**: A text input field.
- Constitution**: A text input field.
- PAN**: A text input field.
- Service Tax No.**: A text input field.
- Contact Person**: A text input field.
- Contact No.**: A text input field.
- Email Id**: A text input field.
- Buttons**: "Save", "View Customers", and "Close".

want to edit client details than this code will be useful. You have to Take care for selecting the customer code because it can't be edited after it is created.

Edit Client:

Edit Customer Details

Edit Customers

Code: dg

Full Name: Devendra Gehlod

Address 1: 795, new goury nagar

Address 2: opp. Karuna buddha vihar

City: Indore Pin Code: 452010 Date of Birth / Incorporation: 26/04/1987

Constitution: Individual PAN: AKNPG8273G

Service Tax No.: NA Contact Person: Devendra Gehlod

Contact No.: 9926681909 Email Id: dg81909@gmail.com

Buttons: Load Data, View Customers, Save Changes, Close

Instruction: After Typing name that you want to edit click on Load Data

In his menu type the code and click on the Load Data for this command Shortcut code is ALT+L

After editing click on save changes

Client Database Menu

In this menu you can see all the Client data after clicking on the list. Above the list search option is also given. First info is Code of Customer.

Code	Customer Name
dg	Devendra Gehlod
ng	Nandni Gehlod
tm	Tarun Mittal
vm	varun mittal
f	f
g	g
h	h
RG	rrrrrr

Devendra Gehlod			
Address 1 795, new goury nagar			
Address 2 opp. Karuna buddha vihar			
City	Indore	Pin	452010
DOB	31893	Constituti	Individual
PAN	AKNPG8273G	Service Tax No.	NA
Contact Person	Devendra Gehlod	Contact No.	9926681909
email id	dg81909@gmail.com		

This is Customers database click on the list given after it automatically data will be shown above want to edit any customer/client data click on the edit data and for editing customers type Code then click load data.

Edit Data **Add Client** **Close Database**

NEW Invoice:

In this Menu you can create the invoice. For creating invoice type bill no. (**NOTE- Please type bill no. in Alphanumeric otherwise it will not available for editing. Like A1, A2, B1, B2 or any other type with alpha bate**)

Type bill date select the client code customer name connected to it will be shown.

After this Select type of Service, If service you want is not in the list than click on the Add type of Service button. And Details about your service than amount charged and save.

Create a New Invoice

Fill the Type of Your Services and Description of it in below form. if only one service then leave blank others. If you are making a bill for new customer then add it first after that create a invoice

Bill no. Bill Date

Before Creating any invoice please first create New customer

Client Code Add Customer Modify Add Type of Service

Selected Client Client Name

Details of Services Limited to 5 services

	Type of Service	Details About It	Amount Charged
Service 1			
Service 2			
Service 3			
Service 4			
Service 5			

Save View Customers Close

Edit Invoice

In the previous menu we have mentioned that we have to type bill no. in alpha-numeric in this menu type that no. in bill no. box and click on the load data button

You all info will be available. If you have received any amount against this bill than type date and Amount. (Please note that you have to type total received amount if you have received amount in part and entered that than pending amount will have difference. Like in the above image we have received 200+300 at different date but we have to enter rs 500 full.) Short cut key is Alt+S is For save and ALT+C for Close file.

Invoice Data base Menu

In this menu all invoice previously generated will be visible.

Previously Generated Invoice List

Bill No	Date
a1	26/04/2014
a2	31.3.2014
a3	1.4.2014
b1	23/11/2014
b5	22/11/2014
a5	22/12/2014

Invoices Details

dg

Devendra Gehlod

Service	Detail Description	Amount Charged
1 ITAT	Return Filed	500
2		
3		
4		
5		

In this Database if you have not entered any amount received data then will not be able to see pending amount then you will see only total amount charged. can access button by using Alt+E, ALT+A, ALT+N, ALT+C

Total Amount 500

Amount Received 500

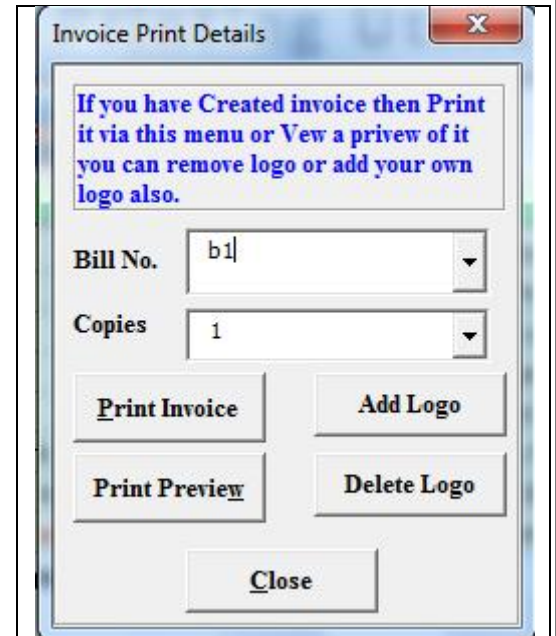
Pending Amount 0

Edit Invoice **Add Collection** **New Invoice** **Print Invoice** **Close Database**

Print Invoice and Print preview

WE have given option to user to see the invoice preview and if he click on print invoice button then below menu will open. In this menu select the bill no. and how much copy you want by default it is one than click on print button.

We have given default logo CA if you are not from the CA Field than you can change the logo by clicking on the add Logo or Delete logo

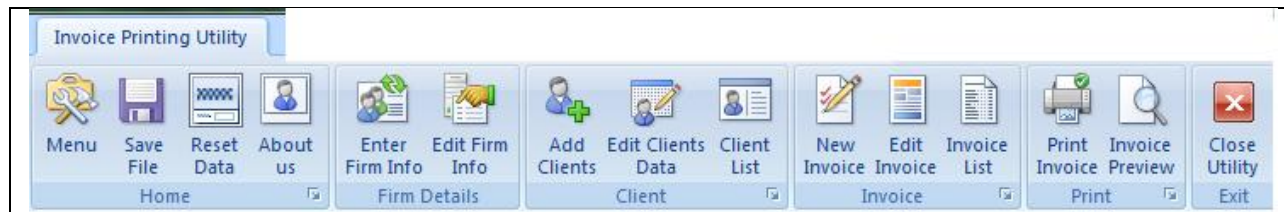


Reset Data Menu

In this menu you have option to delete data of Firm info, Customer Data/Client Data, Invoice Data and Type Of services.



Menu Bar Commands



Menu click and their result are shown below

Menu	Welcome Menu will open
Save File	Utility File will saved
Reset Data	Reset data menu will open
About us	About us menu open
Enter Firm Info	Enter Firm info
Edit Firm info	Editing firm info
Add clients	Adding clients
Edit clients	Editing clients
Client list	List of all the clients
New Invoice	New invoice will be created
Edit Invoice	Editing invoices
Invoice List	List of all the invoices
Print Invoice	Print invoice menu will open
Print Preview	Print preview of Invoice
Close Utility	Utility will saved and Close

This Utility Made By Devendra Gehlod

For more this type of utilities Visit

[Http://DGfreebies.blogspot.com](http://DGfreebies.blogspot.com)

If need any help Mail us at DG81909@gmail.com