EVINCO SOLUTIONS LTD.

EasyBilling Software

EasyBilling is a comprehensive sales document management software. It provides a feature-rich environment that allows user to prepare different kinds of sales document, include Quotation, Proforma Invoice, Invoice, Tax Invoice, Receipt, Purchase Order, Delivery Note, Packing Slip, Ordering, Packing List, Weight List, Credit Note and Debit Note. User can easily export the document into different formats.

EasyBilling User Guide

Prepared by EasyBilling Development Team
Last modified: 07/16/2024

Table of Contents

1. SYSTEM REQUIREMENTS 1

2. INSTALLATION FOR WINDOWS 2

2.1. INSTALL 2
2.2. UNINSTALL 4

3. USING EASYBILLING 5

3.1. WORKSPACE 6
3.2. CONNECT AND SHARE DATABASE BETWEEN TWO COMPUTERS 7

4. DOCUMENT 8

4.1. QUOTATION 10
4.2. PROFORMA INVOICE 15
4.3. INVOICE 20
4.4. TAX INVOICE 26
4.5. RECEIPT 32
4.6. PURCHASE ORDER 37
4.7. DELIVERY NOTE 42
4.8. PACKING SLIP 47
4.9. ORDERING 52
4.10. PACKING LIST 57
4.11. WEIGHT LIST 62
4.12. CREDIT NOTE 67
4.13. DEBIT NOTE 72
4.14. BATCH CREATE 77

5. CUSTOMER LIST 78

5.1. CREATE CUSTOMER 79
5.2. IMPORT CUSTOMER 80

6. SUPPLIER LIST 81

6.1. CREATE SUPPLIER 82
6.2. IMPORT SUPPLIER 83

7. ITEM LIST 84

7.1. CREATE ITEM 85
7.2. IMPORT ITEM 86

8. REPORT 87
8.1. GLOBAL SALES REPORT 88
8.2. MONTHLY SALES REPORT 90
8.3. SALES REPORT BY CUSTOMER 92
8.4. GLOBAL PAYMENT REPORT 94
8.5. MONTHLY PAYMENT REPORT 96
8.6. PAYMENT REPORT BY CUSTOMER 98
8.7. MONTHLY STATEMENT 100
8.8. PAYMENT RECEIVED REPORT 102
8.9. CUSTOMER PURCHASE HISTORY 104
8.10. ITEM SALES REPORT 105
8.11. SALES PERSON REPORT 106
8.12. TOTAL TAX PAYABLE REPORT 107
8.13. SUPPLIER REPORT 109
8.14. MONTHLY STATEMENT FOR SUPPLIER 111
8.15. RAW DATA EXPORT 113
9. SETTINGS 114
9.1. FOLDER MANAGEMENT 115
9.2. DOCUMENT STATUS LIST 116
9.3. CURRENCY LIST 117
9.4. STAMP / WATERMARK 118
9.5. SALES PERSON LIST 119
9.6. PAYMENT / SHIPPING TERMS 119
9.7. NOTE LIST 120
9.8. ADDRESS LABEL 121
9.9. QUICK EXPORT SETTINGS 122
9.10. INSTALL FONT 123
9.11. EMAIL CLIENT 124
9.12. PDF VIEWER 124
9.13. USER INTERFACE 125
10. CUSTOMIZE DOCUMENT 127
10.1. HEADER 128
10.2. NUMBERING 129
10.3. DOCUMENT LABEL 131
10.4. COLUMNS 132

10.5. COLUMNS ORDER 133
10.6. CUSTOM FIELD 134
10.7. DOCUMENT COLOR 135
10.8. COMPANY CHOP & SIGNATURE 136
10.9. FOOTER 137
10.10. OPTION BOX 138
10.11. PAPER SIZE / LAYOUT 139
10.12. PREFERENCES 140
10.12.1. PDF Properties 142
10.12.2. Print Duplicate 145
10.12.3. Price Calculation 146
10.12.4. Tax Rate 147

11. TOOLS 148

11.1. SET PASSWORD 148
11.2. RECOVER PASSWORD OPTION 148
11.3. BACKUP 149
11.4. RESTORE 149
11.5. REGULAR BACKUP 150

12. REGISTER 151

12.1. TRIAL VERSION 151
12.2. REGISTRATION 151

13. DATABASE LOCKED 152

13.1. DATABASE LOCKED / READ-ONLY MODE 152

1. SYSTEM REQUIREMENTS

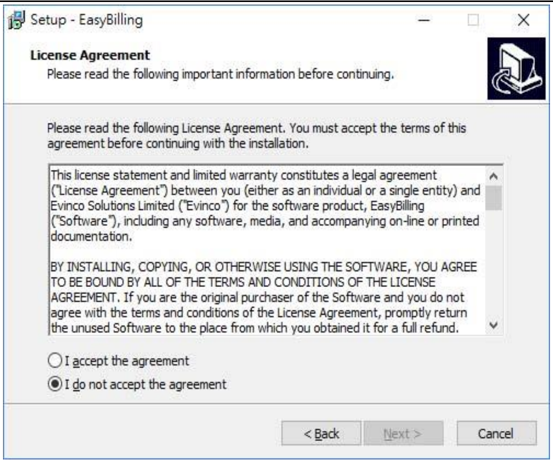
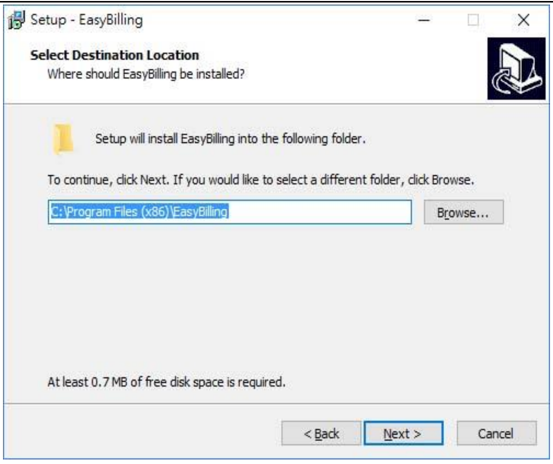
- Operating System:

  Microsoft Windows 11, 10, 8.1, 8, 7

  Mac OSX 10.12 or later

2. INSTALLATION FOR WINDOWS

2.1. Install

<table>
<tr><td>1. Installation Welcome Screen.</td><td>
</td></tr>
<tr><td>2. Specify accept the license agreement or not.</td><td>
</td></tr>
<tr><td>3. Select the destination location.</td><td>
</td></tr>
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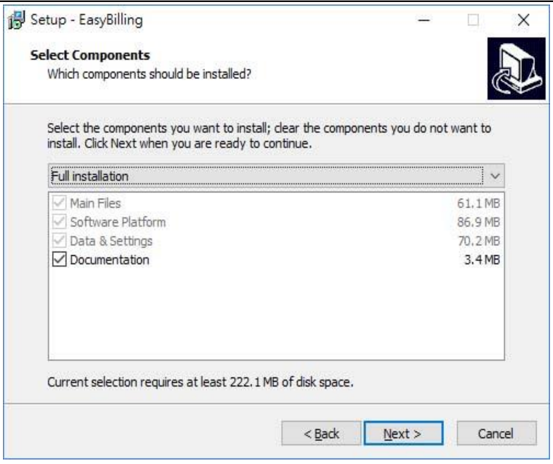
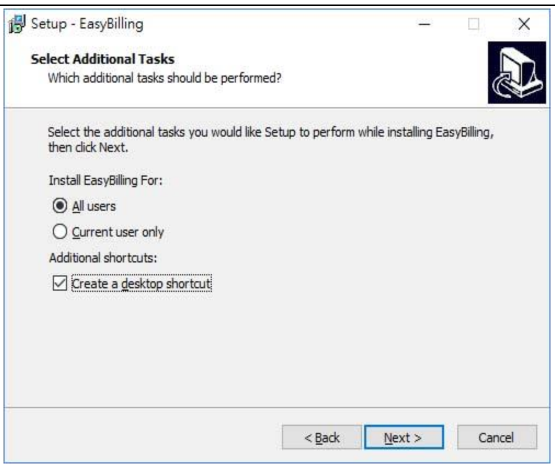
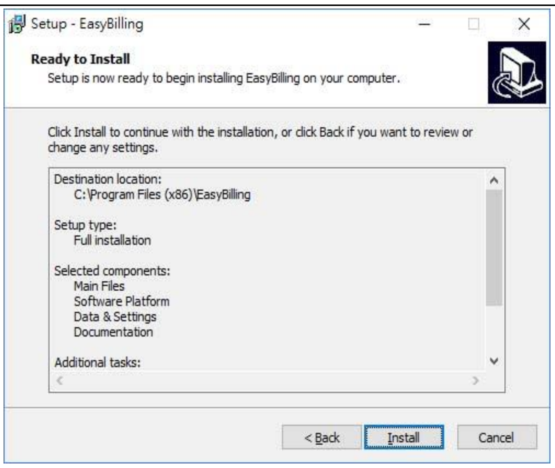
<table>
<tr>
<td>4. Select the components to be installed.</td>
<td>
</td>
</tr>
<tr>
<td>5. Specify installation for all user or current user, and create Desktop Icon.</td>
<td>
</td>
</tr>
<tr>
<td>6. Start the installation.</td>
<td>
</td>
</tr>
</table>

7. Installation Finish.	

2.2. Uninstall

To uninstall EasyBilling,

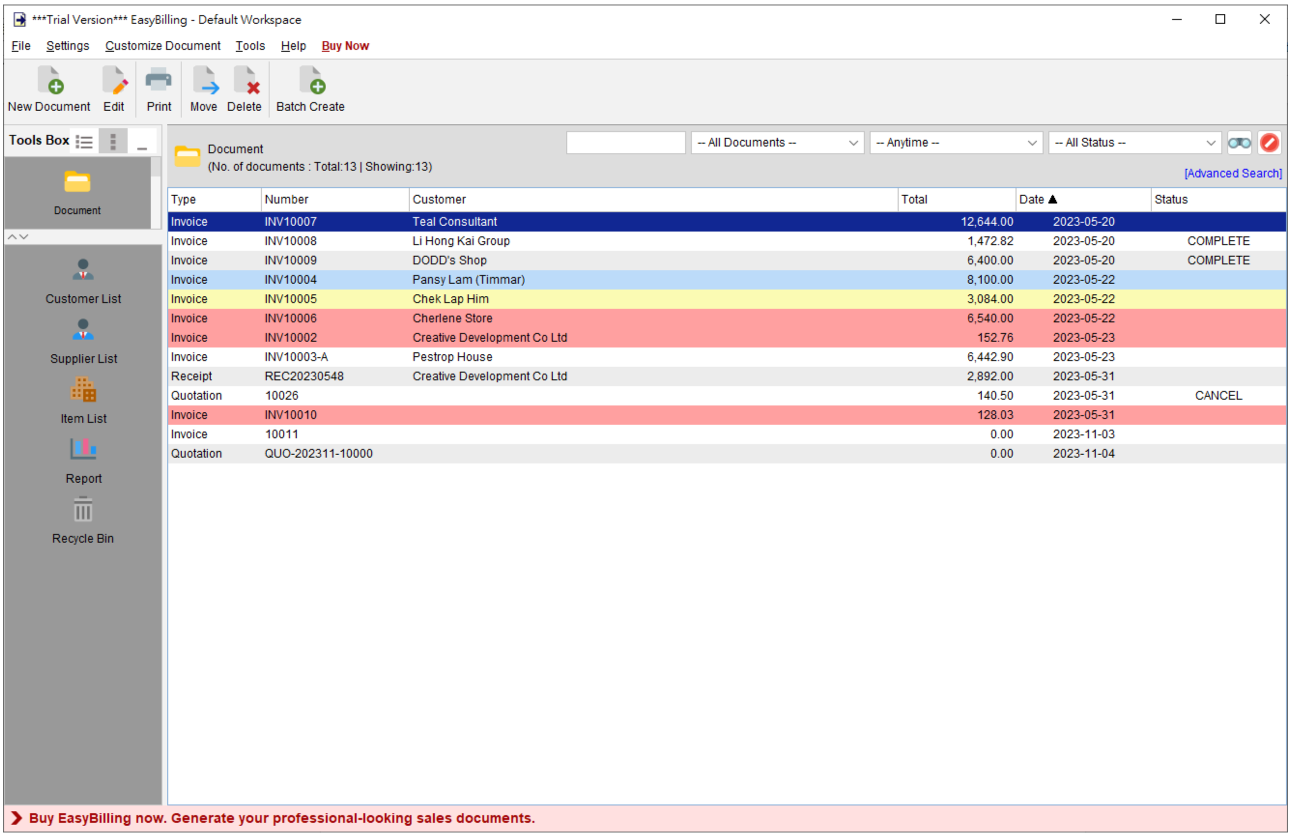
1. If you're using EasyBilling, quit it.

2. Click Start, point to “Program Files > EasyBilling”.

3. Click “Uninstall EasyBilling”.

4. Follow the on-screen instructions. EasyBilling will be uninstalled

3. USING EASYBILLING



The menu bar shown at the top which has five options: File, Tools, Settings, Customize Document, Help. "Buy Now" is available in Trial Version only.

The next is the tool bar, which provides a quick access to some commonly used functions. The tool bar will vary depends on the module shown.

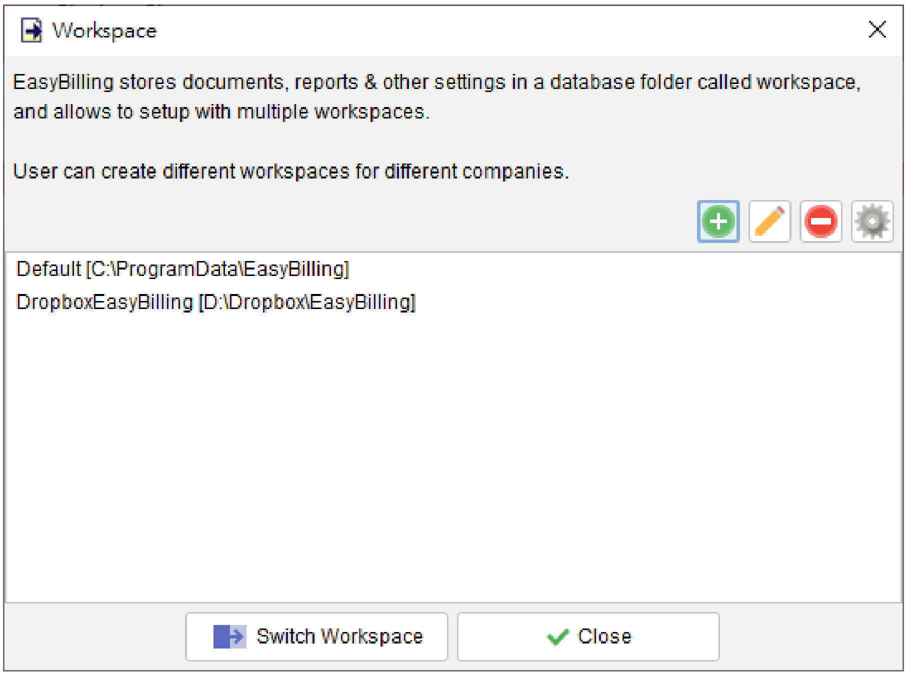
The Tool Box on the left allows you to switch between different modules. At the top, it shows the document folders. Customer List, Supplier List, Item List, and Report are followed.

The main area on the right will lists in tabular format. User can highlight the components and right-click on it to show the popup menu. The popup menu provides further functions.

3.1. Workspace

EasyBilling stores documents, reports and settings of your company in a single folder, called workspace. You may create different workspaces for different companies. To manage your workspace, simply click menu "File > Switch Workspace".

The first workspace in EasyBilling is named as Default. You can click [+] button to add workspace. To switch to another workspace, simply highlight the workspace and click [Switch Workspace] button at the bottom.

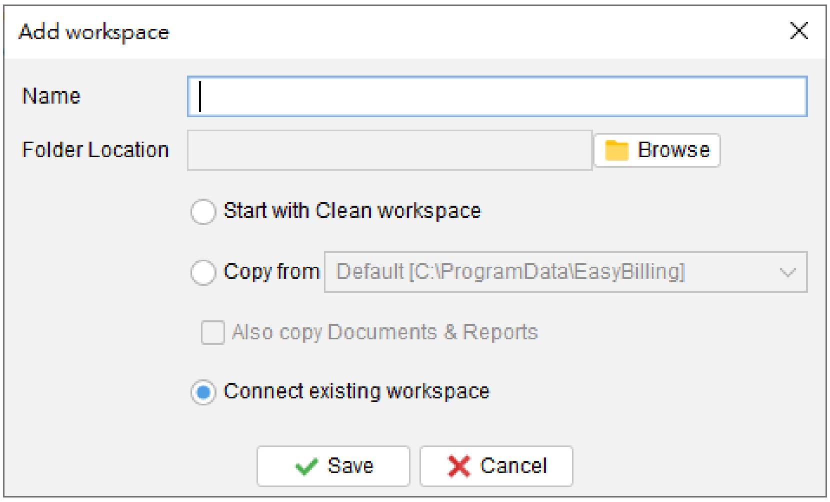


3.2. Connect and Share Database between two computers

EasyBilling is a standalone application, and does not have network/multi-user access features.

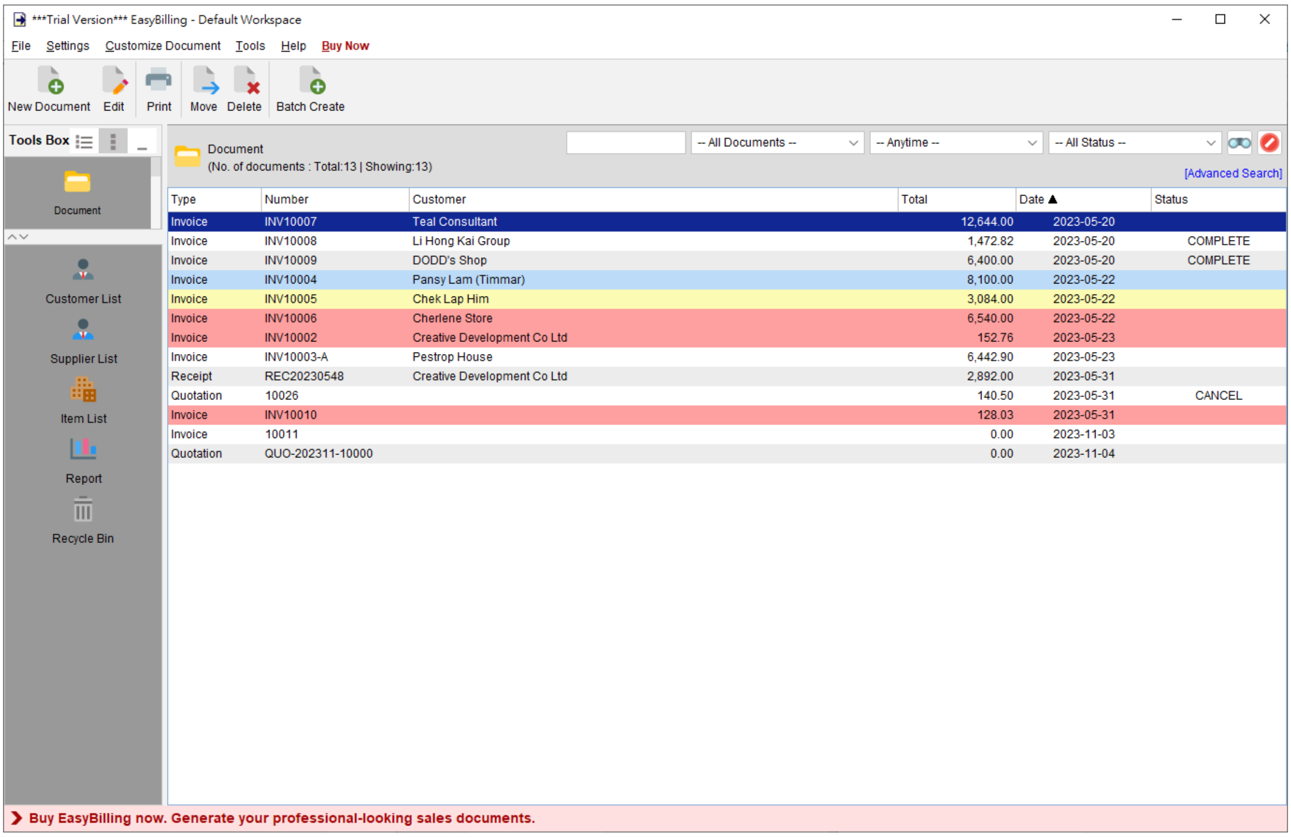
However, you can set the Data Folder (workspace) to a network drive/shared folder, so that EasyBilling from different computers can access the same database.

In EasyBilling, you can set your workspace in menu "File > Switch Workspace" and create a new workspace in a network drive or shared folder. In another computer, you can set the EasyBilling to use the same workspace folder but choose "Connect existing workspace". The two EasyBilling will connect and share the same database then.



Different EasyBilling cannot access the workspace at the same time. As the database is locked when EasyBilling is running, EasyBilling in other computers can only connect the same workspace in READ-ONLY mode.

4. DOCUMENT



Tool Bar at the top provides:

New Document– Create a new document: Quotation, Proforma Invoice, Invoice, Tax Invoice, Receipt, Purchase Order, Delivery Note, Packing Slip, Ordering, Packing List, Weight List, Credit Note and Debit Note.

Edit – Edit selected document.

Print – Print selected document.

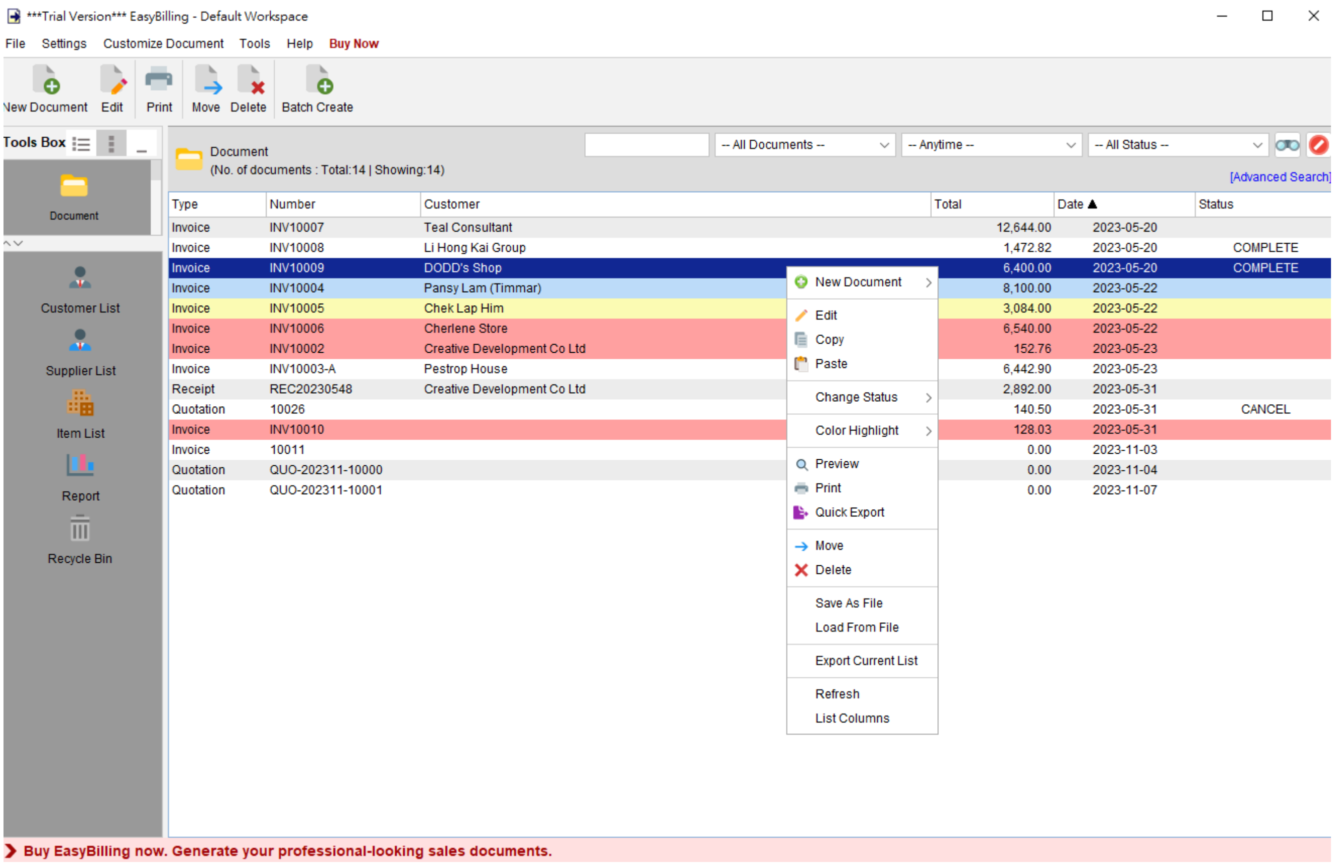
Move – Move selected document into another folder.

Delete – Delete selected document to Recycle bn.

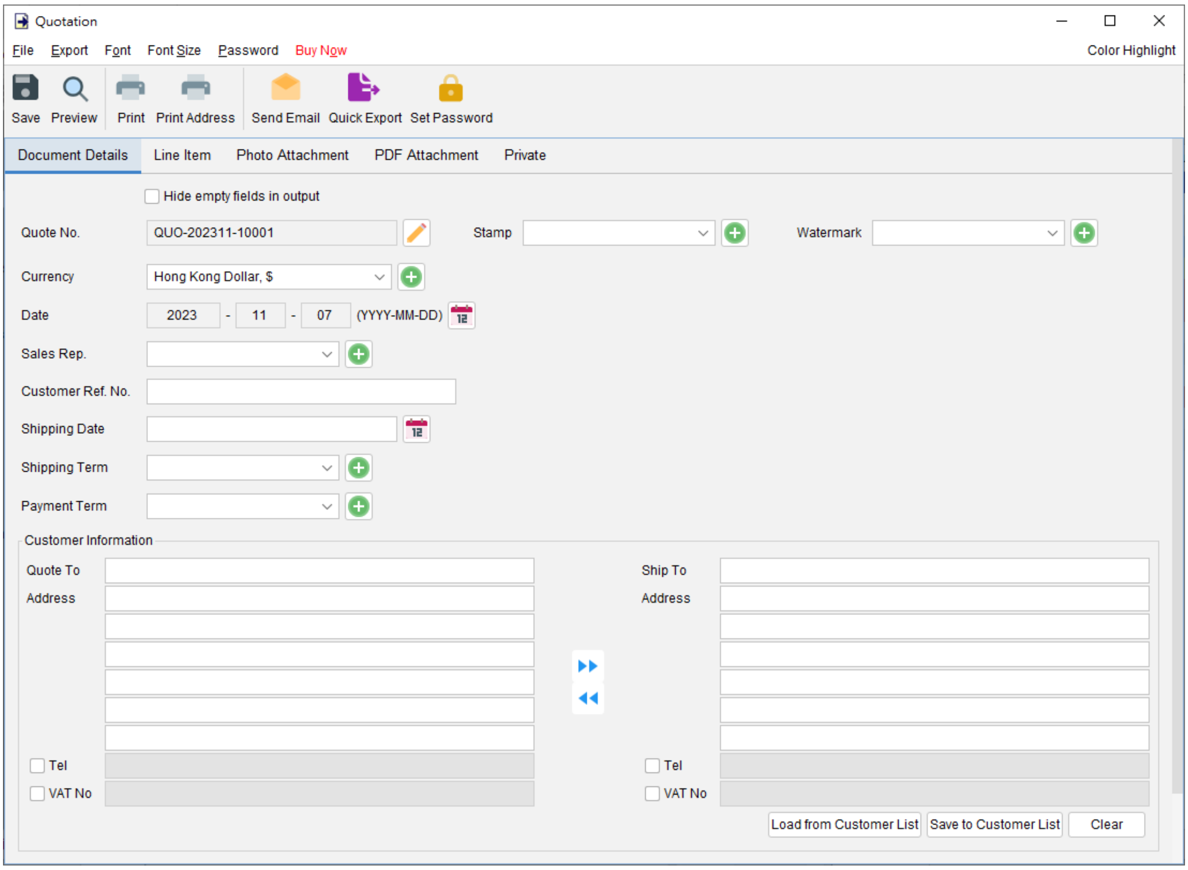
Batch Create – Create a batch of document with same content for multiple customers.

Documents are listed in tabular format. Click on the table header to sort the documents accordingly. Search and filter options are provided at the top-right corner above the document list.

Right click on the document list will show a popup menu, which provide few other operations, including: Copy, Paste, Change Status, Color Highlight, Export Current List.



4.1. Quotation



The **Menu Bar** at the top of the window includes:

File – Save, preview, print or close the document. It also allows to save version.

Export – Document can be exported to PDF, HTML, or Excel format.

Font, Font Size – Specify the font and font size for the document.

Password – Set a password to protect the document from access.

Below the menu bar, it features a **Tools Bar** with several buttons includes:

Save – Save document

Preview – Preview document in PDF viewer

Print – Print document

Print Address – Print “Quote To” or “Ship To” address on envelop or address label

Send Email – Export the document in selected format and load the email client software to send email. Email client can be set in menu “Settings > Email client”.

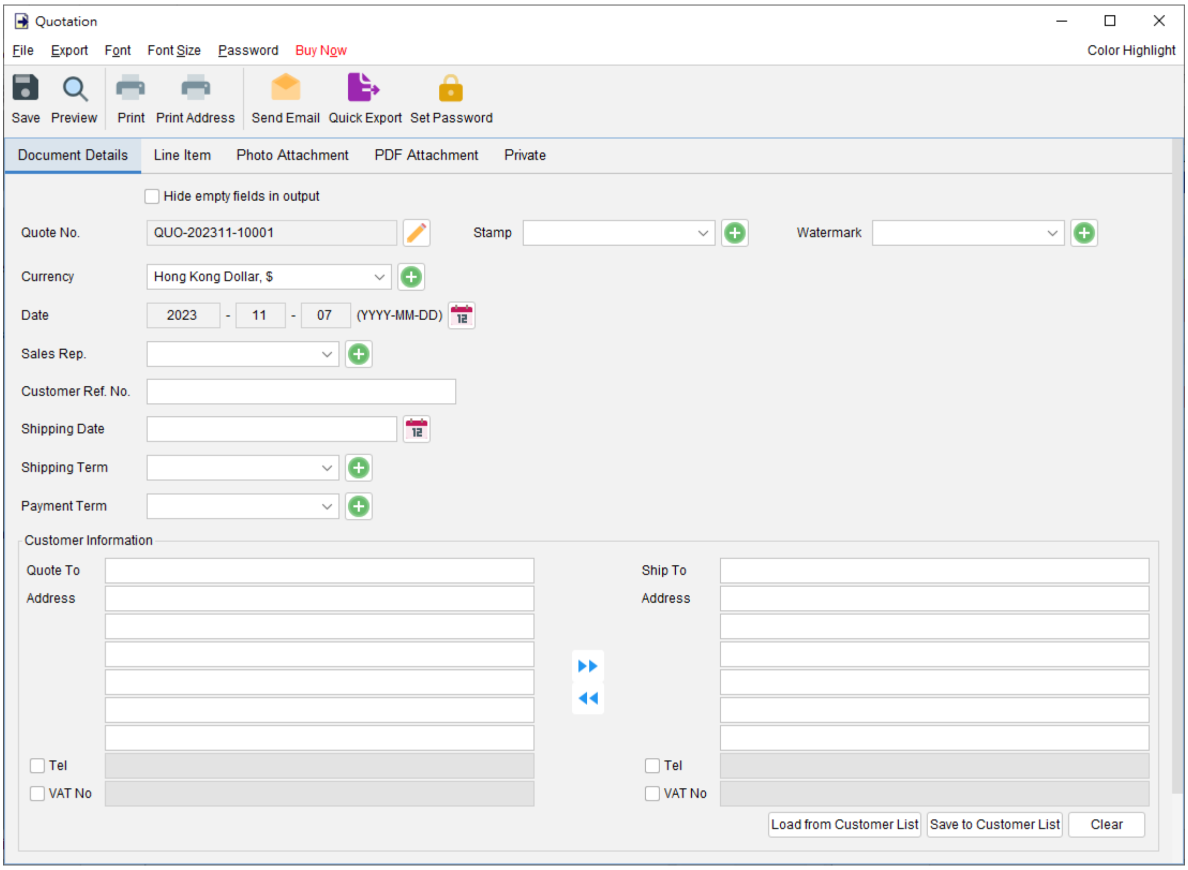
Quick Export – One-click button to export the document in selected format into folder. Settings can be made in menu “Settings > Quick Export”.

Set Password – Set a password to protect the document.

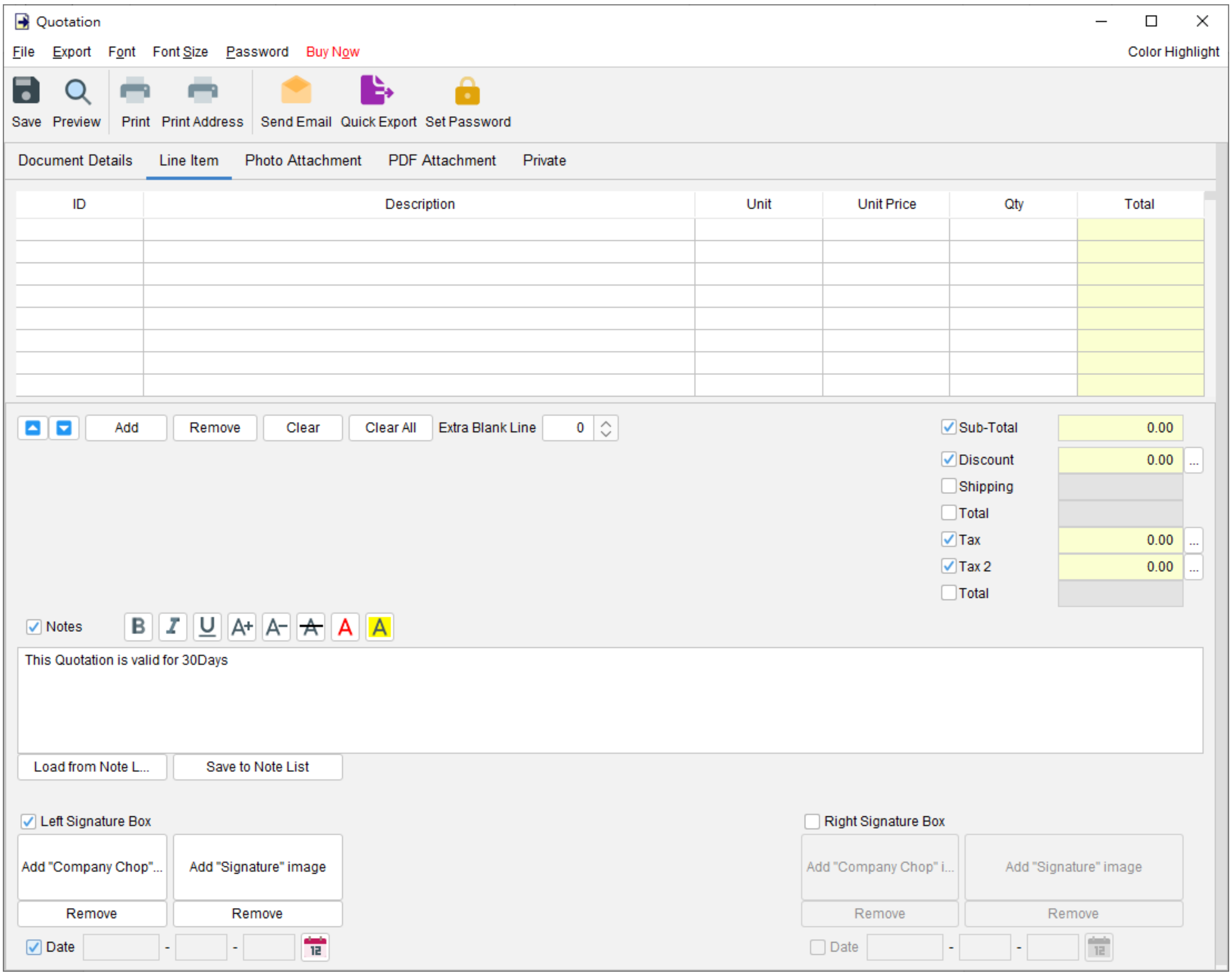
There are five parts in Quotation:

- Document Details
- Line Item
- Photo Attachment
- PDF Attachment
- Private

Document Details – Specify the header information of the Quotation, includes Number, Currency, Date, Payment/Shipping Term, Shipping Date, Sales Representative and Customer Information. Customer Information can be typed in directly or load from the Customer List. It also allows to add a stamp or grayscale watermark on to the document, such as Confidential, Revised, Draft.



Line Item – Line Item or product information can be input here. Line Item can be added by typing in the table directly or clicking [Add] button to load from the Item List. The value in highlighted cell (Yellow) will be calculated automatically.



The field provided with a checkbox is an optional field. Check the box will enable and show the field in the output document.

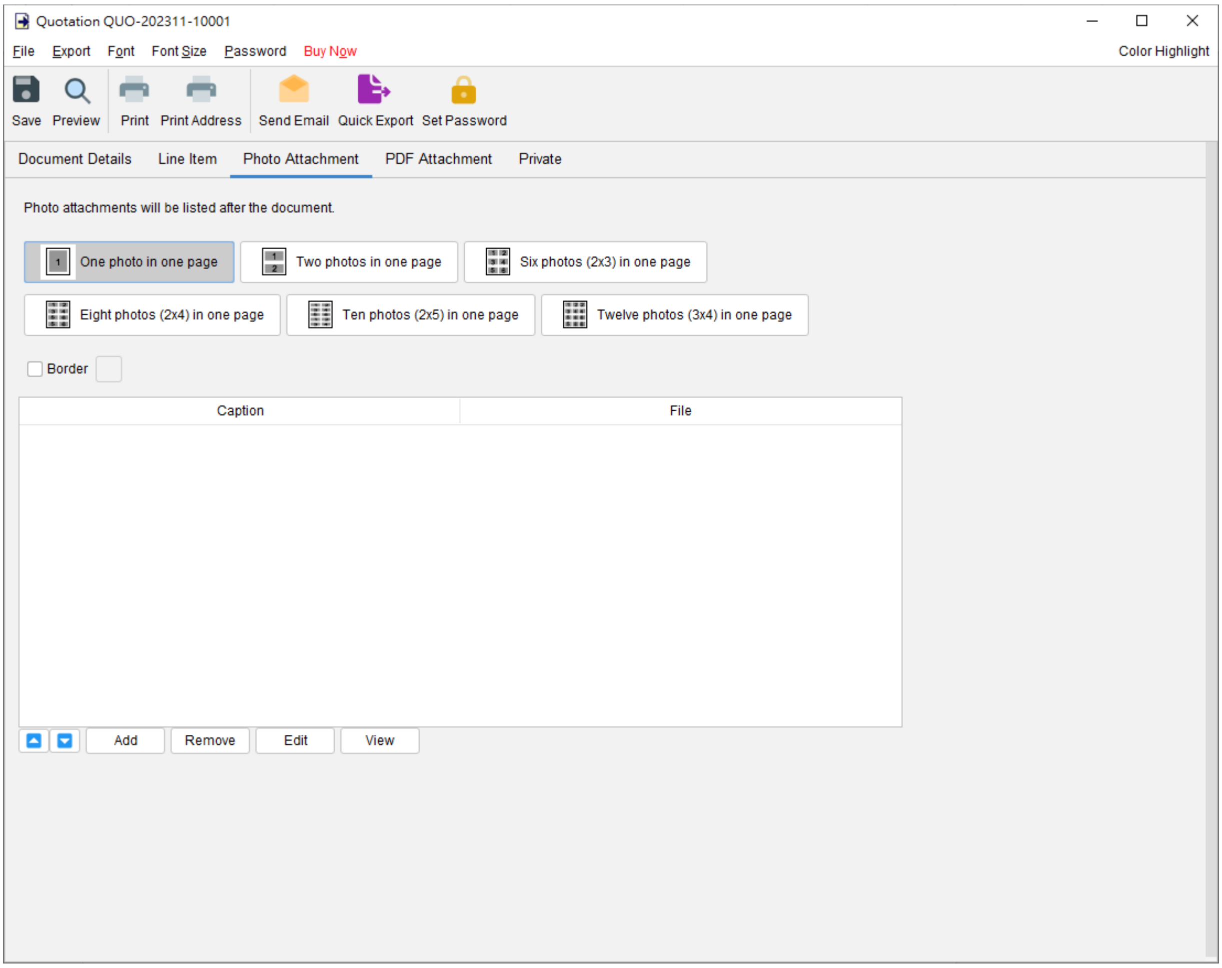
The "Notes" field allows to input additional information about the document and it also supports text formatting.

Two optional signature boxes are provided at the bottom of the document. You may add "Company Chop" and "Signature" images (300x300pixel) into the document. The chop/signature in output document is about 25mm in height.

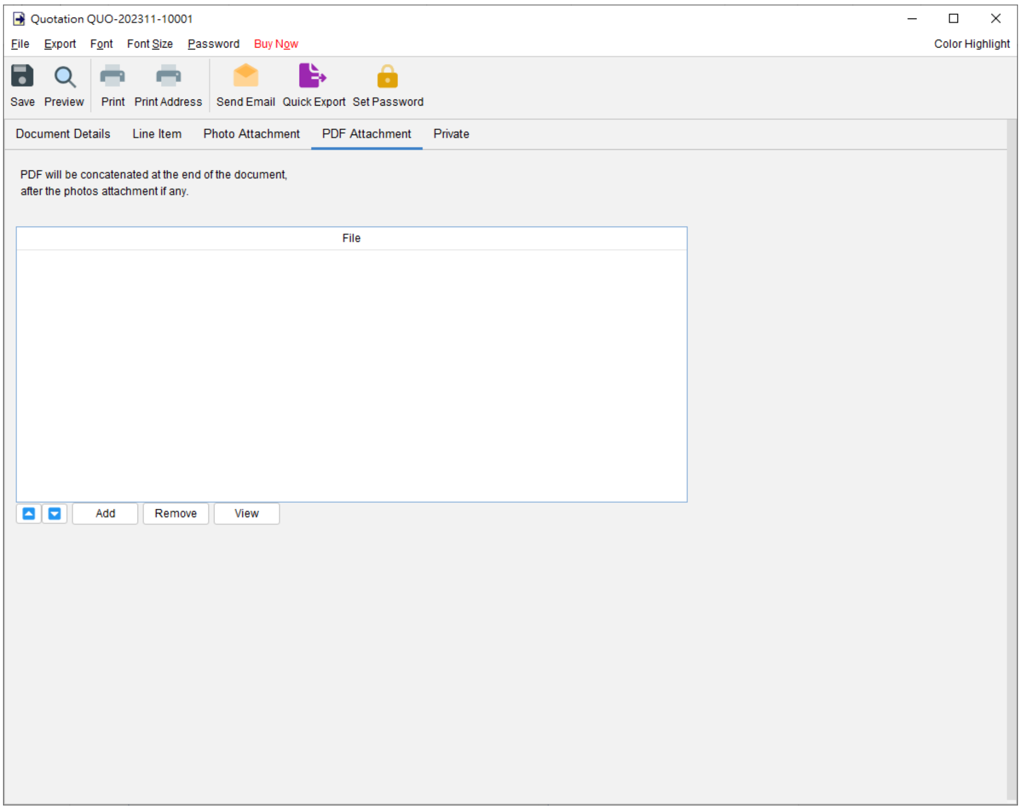
Photo Attachment – Photos can be attached to the end of document. Six layouts are provided to list the photos:

- One photo in one page
- Two photos in one page
- Six photos (2x3) in one page
- Eight photos (2x4) in one page
- Ten photos (2x5) in one page
- Twelve photos (3x4) in one page

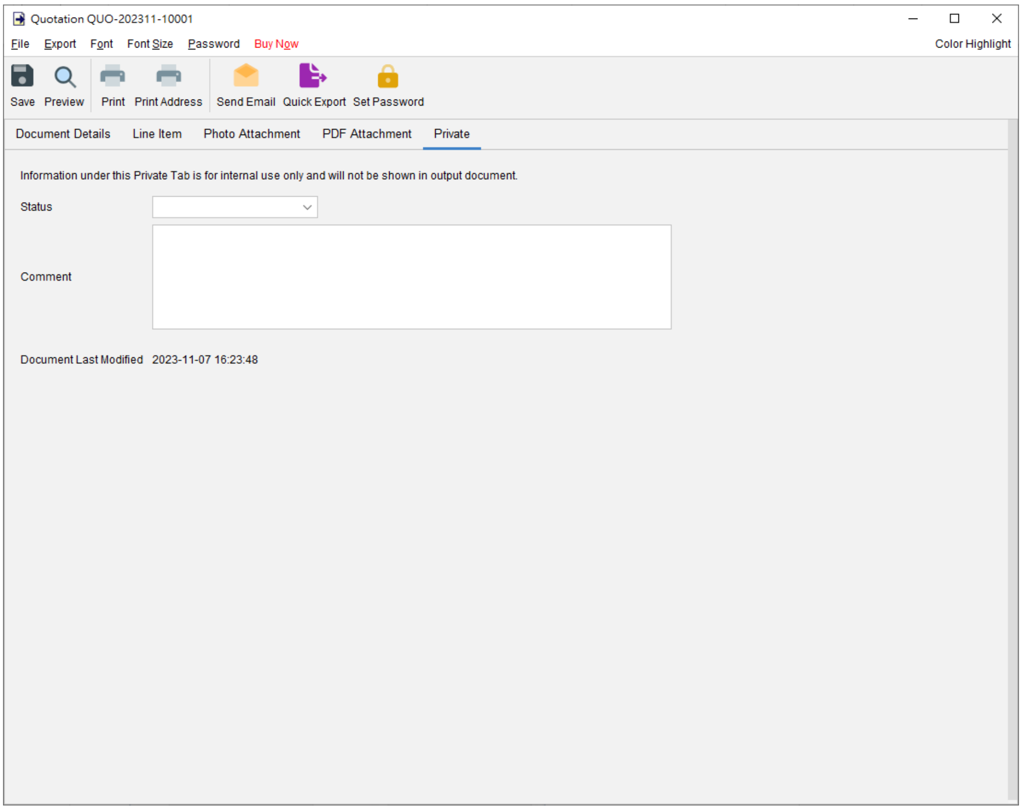
Click the [Add] button at bottom to add photo. It also allows to add caption under the photo.



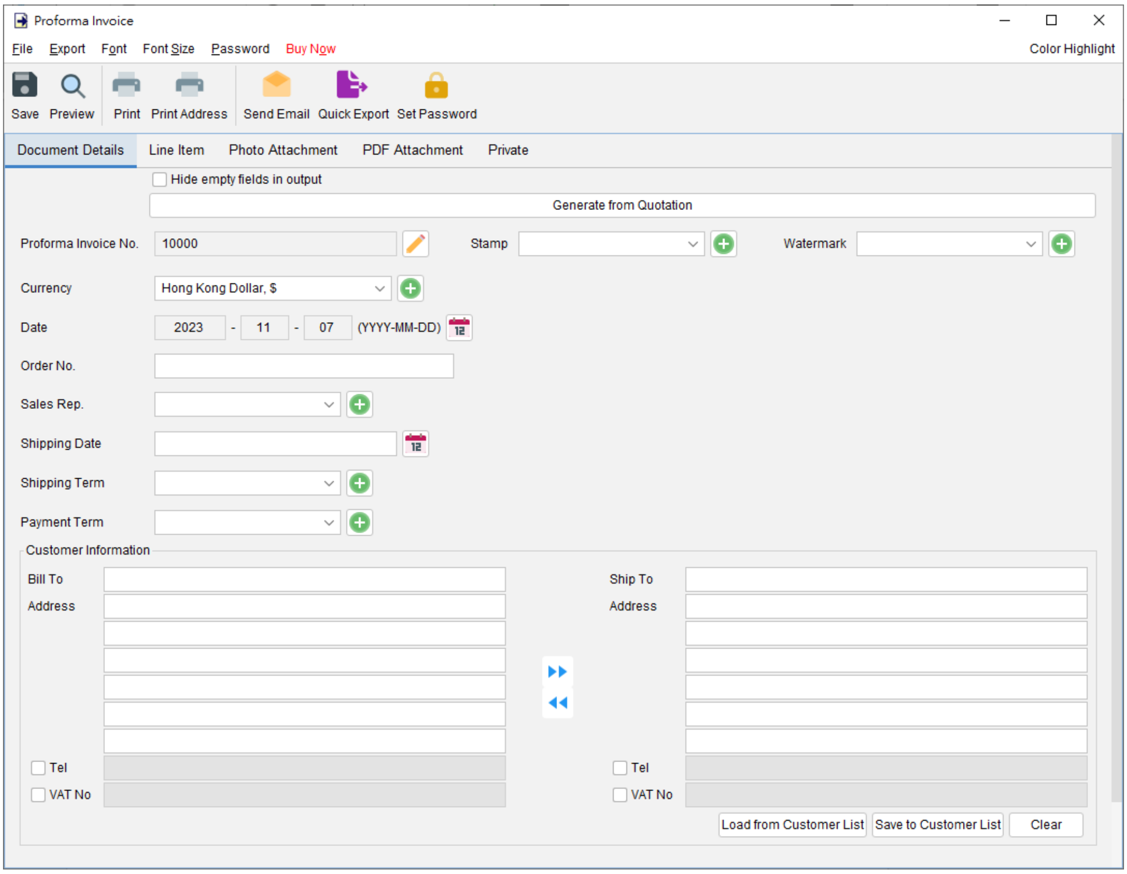
PDF Attachment – PDF file can be appended to the PDF output of document.



Private – User can specify document status and type comments under private tab. Information under private tab will not be shown in the output.



4.2. Proforma Invoice



The **Menu Bar** at the top of the window includes:

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Quick Export – One-click button to export the document in selected format into folder. Settings can be made in menu “Settings > Quick Export”.

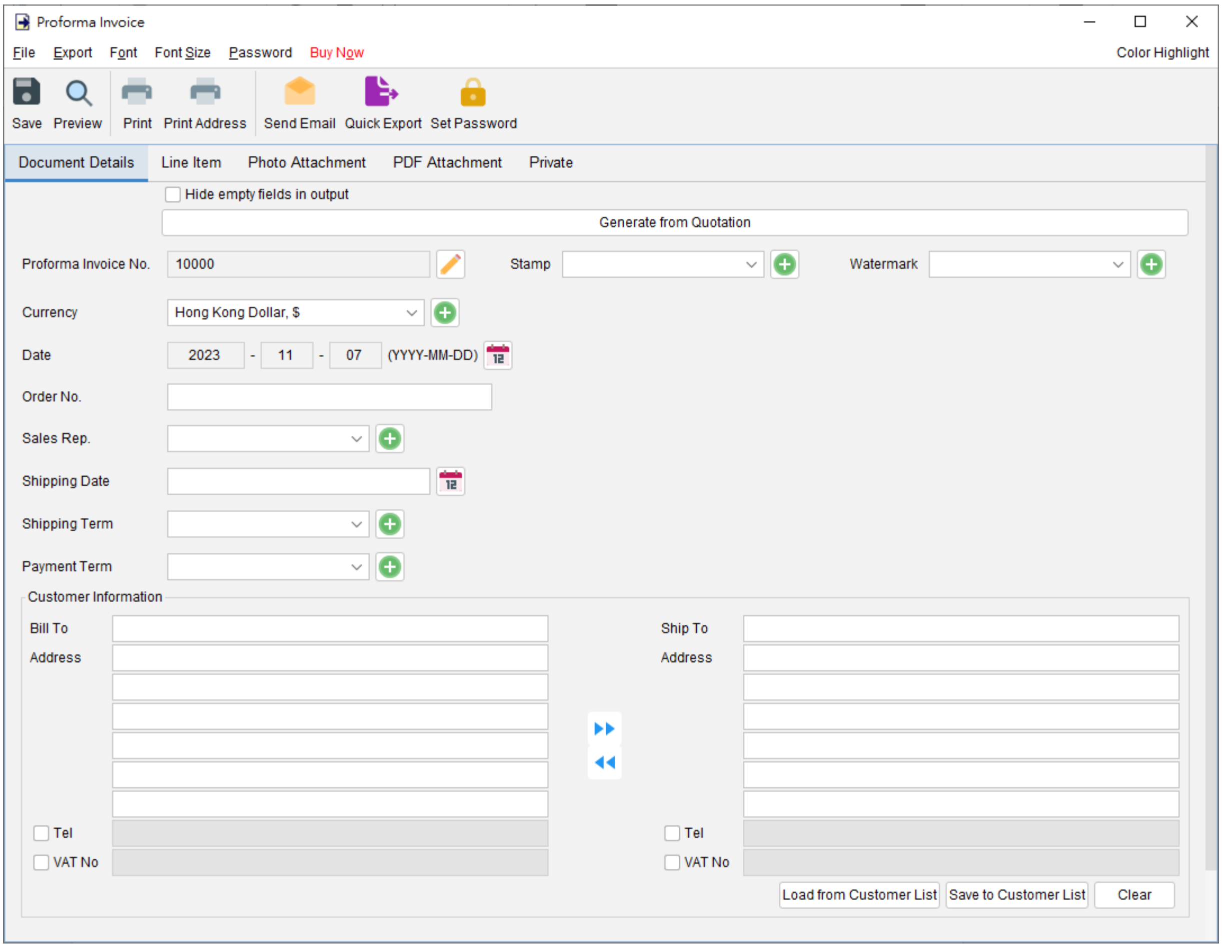
Set Password – Set a password to protect the document.

There are five parts in Proforma Invoice:

- Document Details
- Line Item
- Photo Attachment
- PDF Attachment
- Private

Document Details – Specify the header information of the Proforma Invoice, includes Number, Currency, Date, Payment/Shipping Term, Shipping Date, Sales Representative and Customer Information. Customer Information can be typed in directly or load from the Customer List. It also allows to add a stamp or grayscale watermark on to the document, such as Confidential, Revised, Draft.

If you want to load data from another document, you may click [Generate] button at the top and choose the document from the popup document list.



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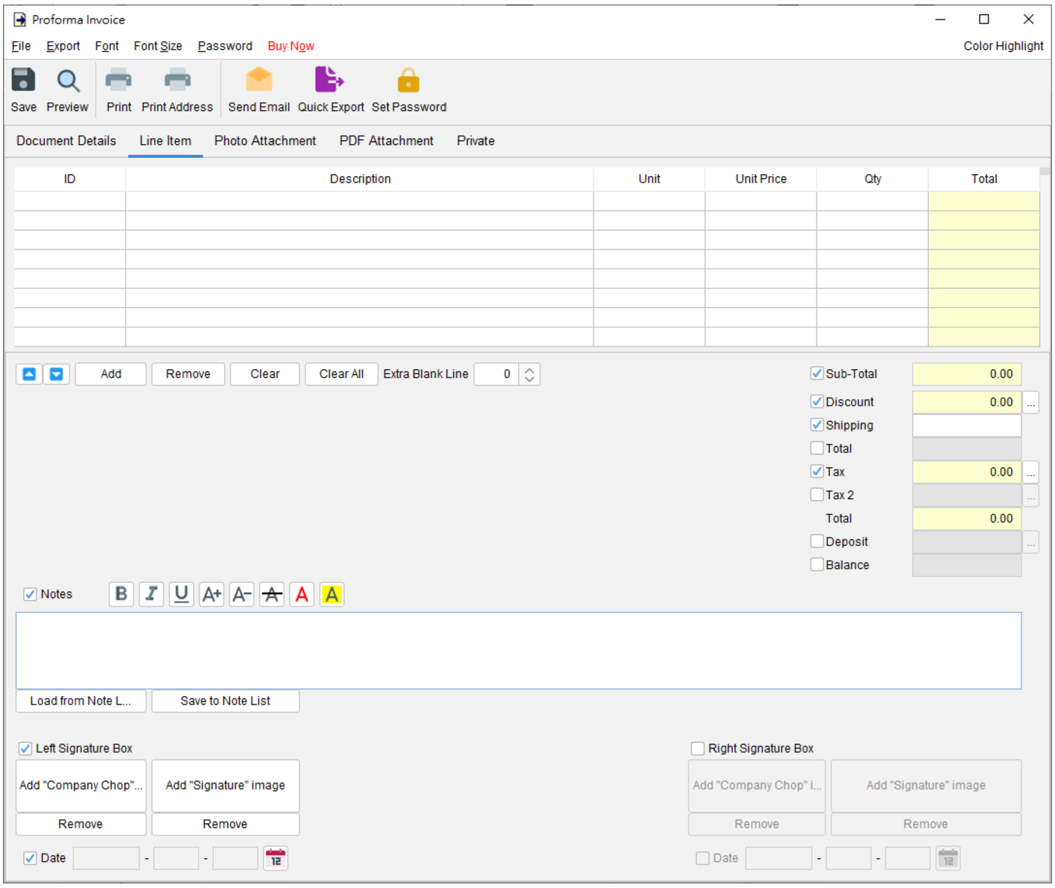

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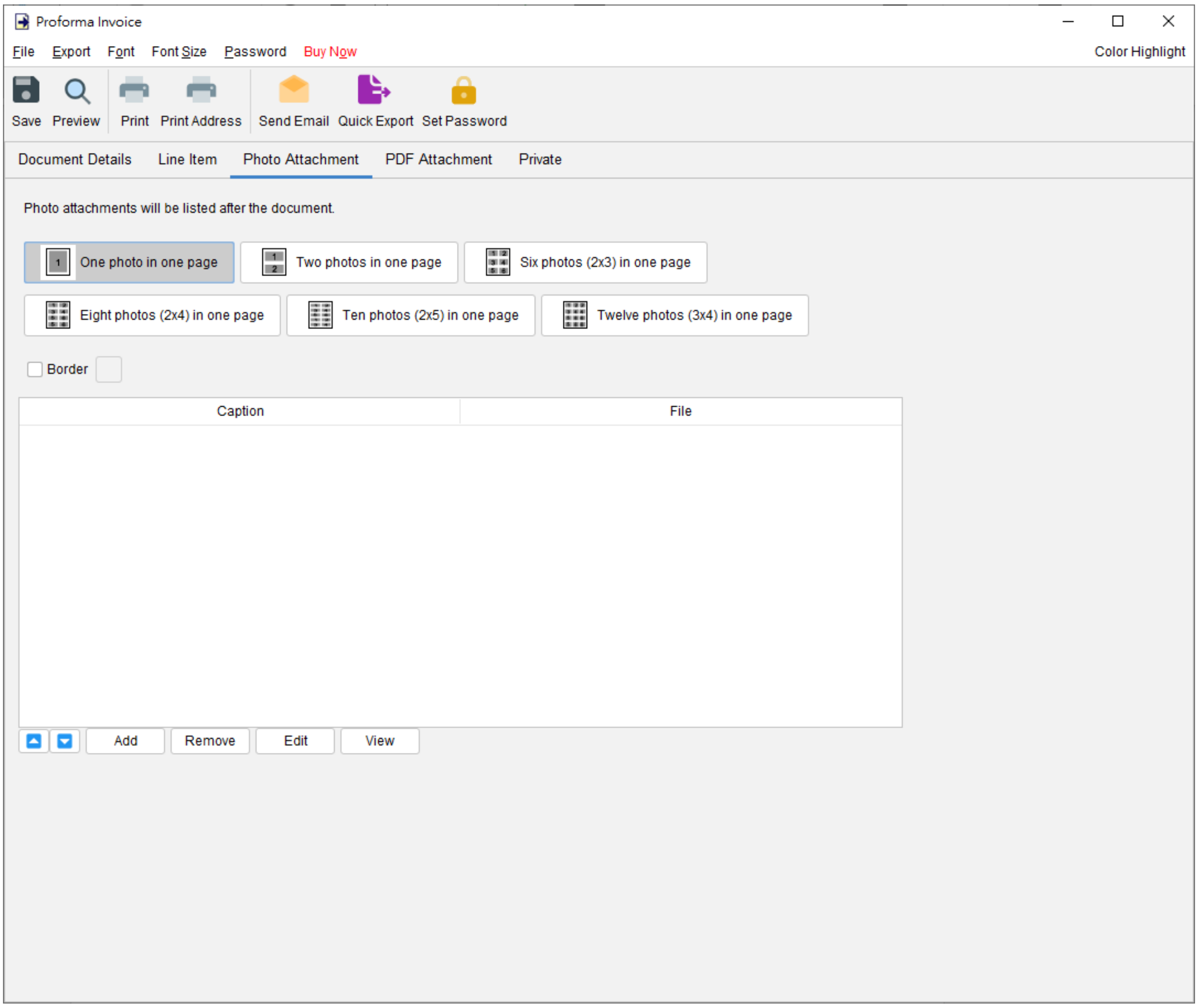

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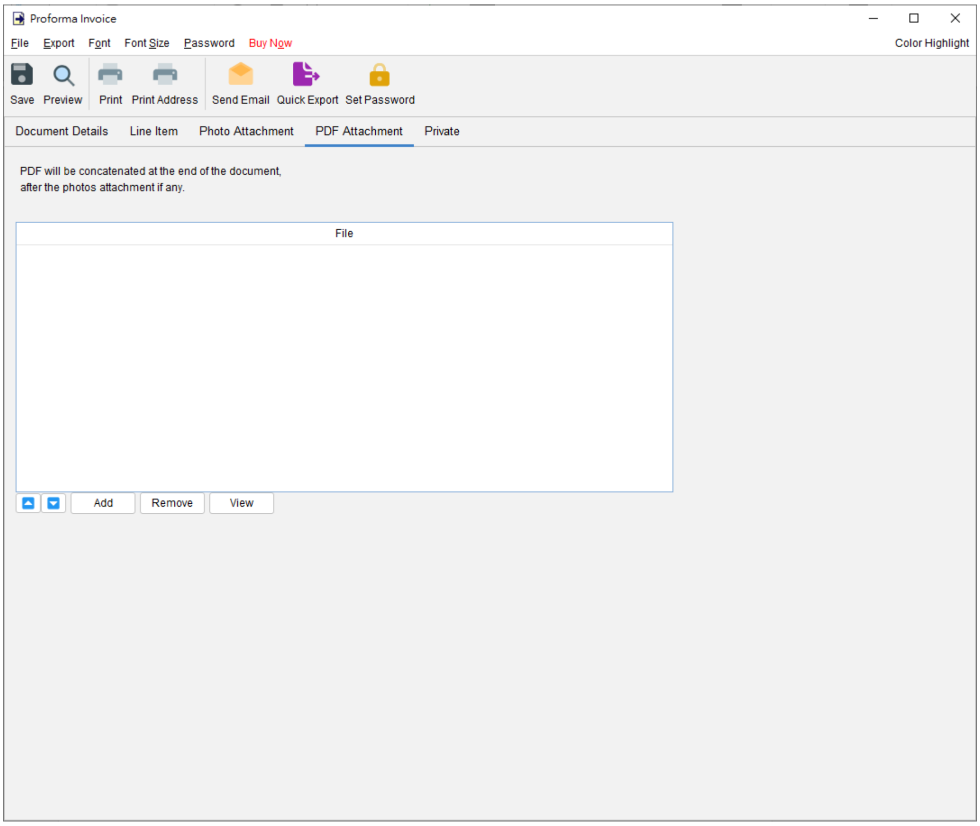

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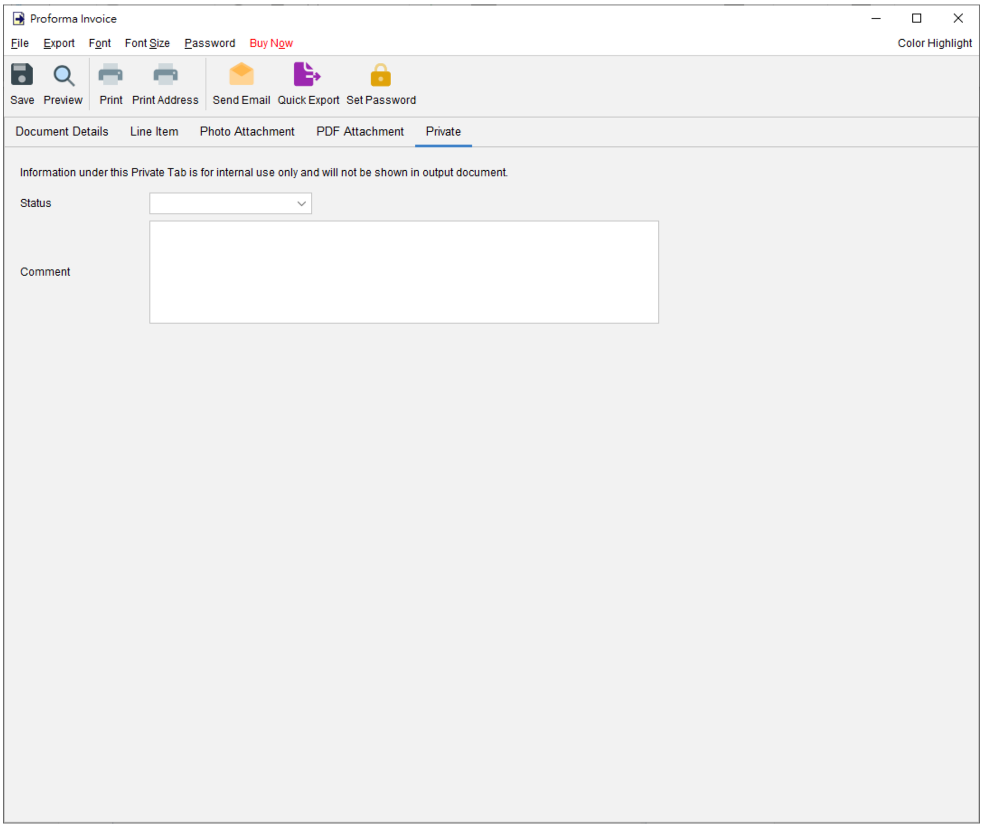
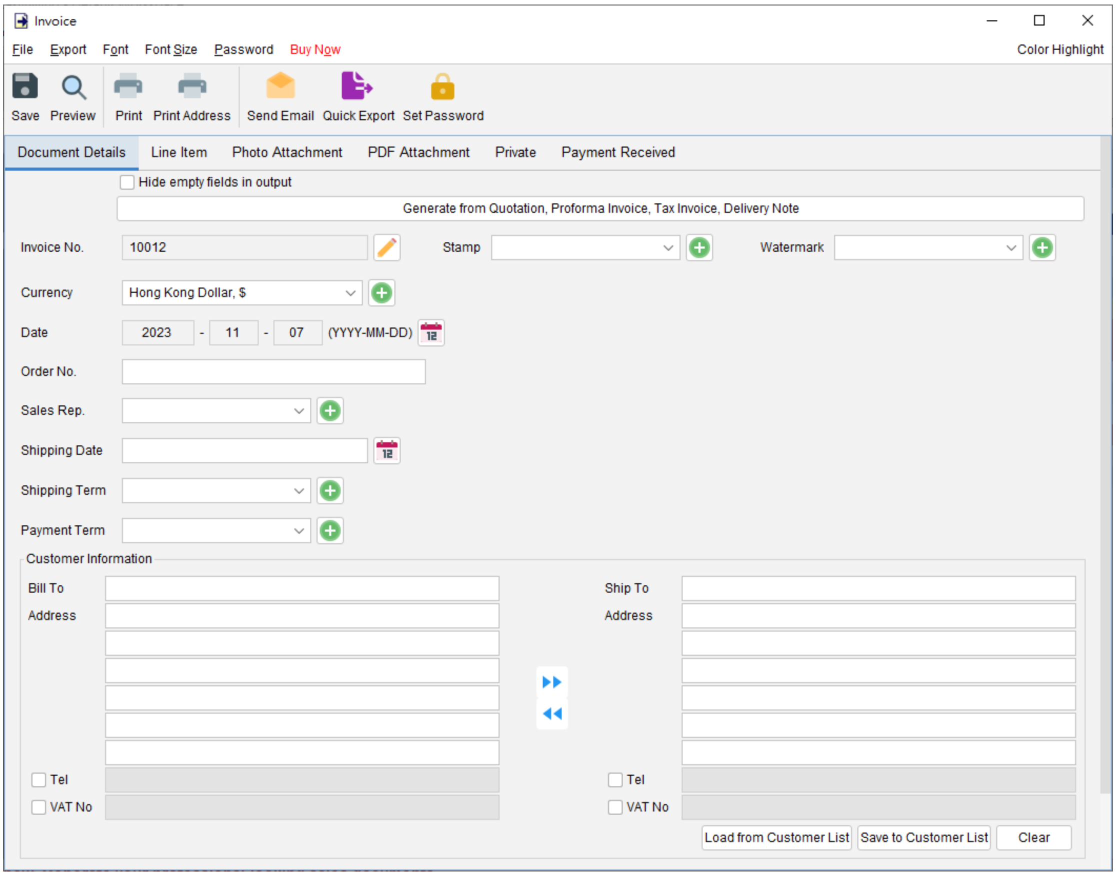


4.3. Invoice



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There are six parts in Invoice:

- Document Details
- Line Item
- Photo Attachment
- PDF Attachment
- Private
- Payment Received

Document Details – Specify the header information of the Invoice, includes Number, Currency, Date, Payment/Shipping Term, Shipping Date, Sales Representative and Customer Information. Customer Information can be typed in directly or load from the Customer List. It also allows to add a stamp or grayscale watermark on to the document, such as Confidential, Revised, Draft.

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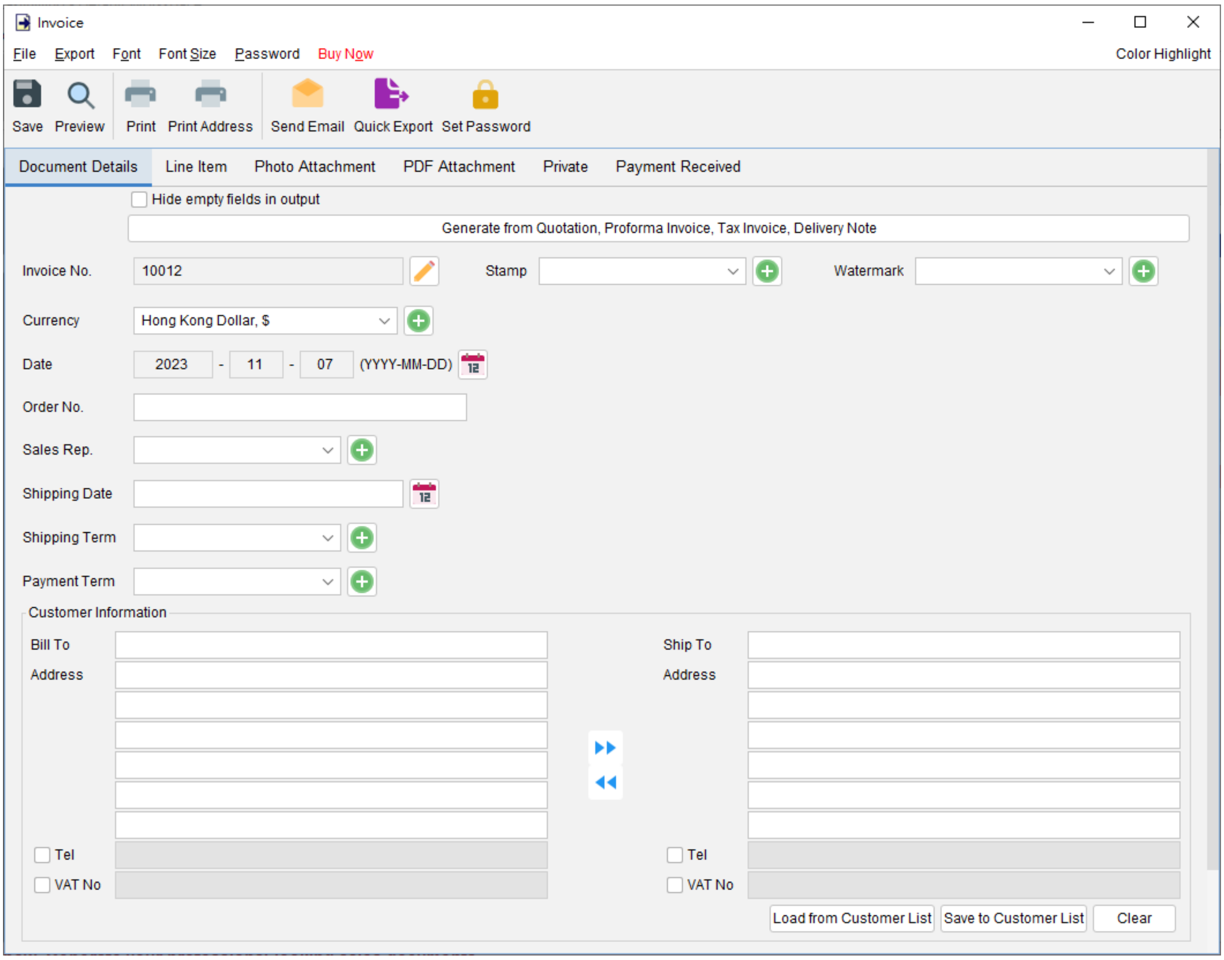

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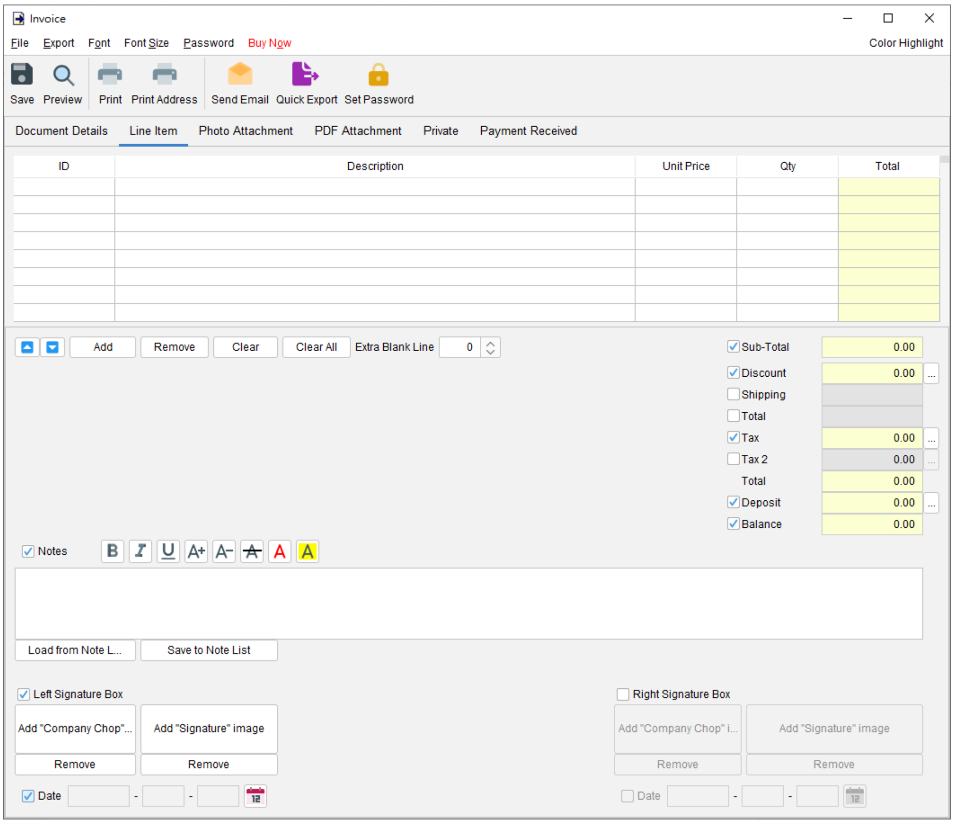

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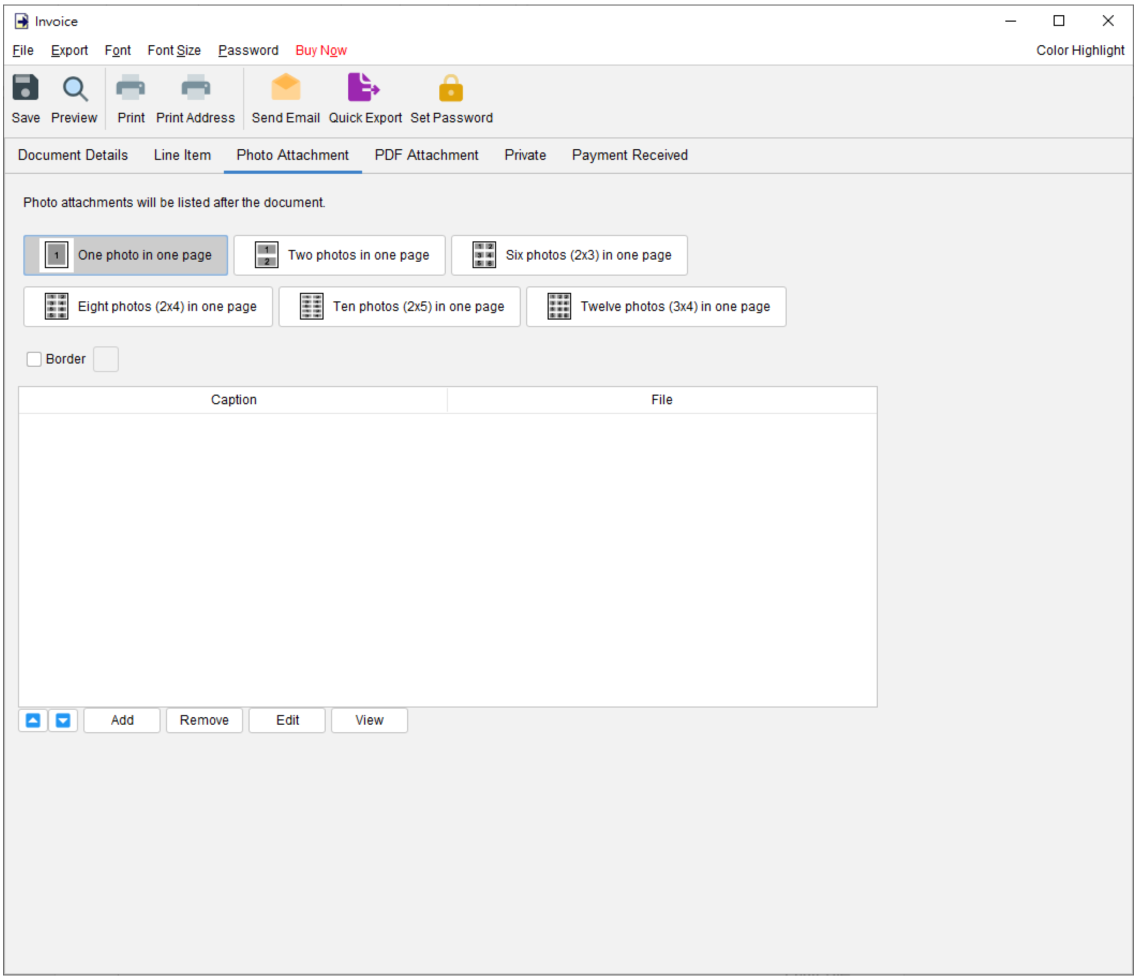

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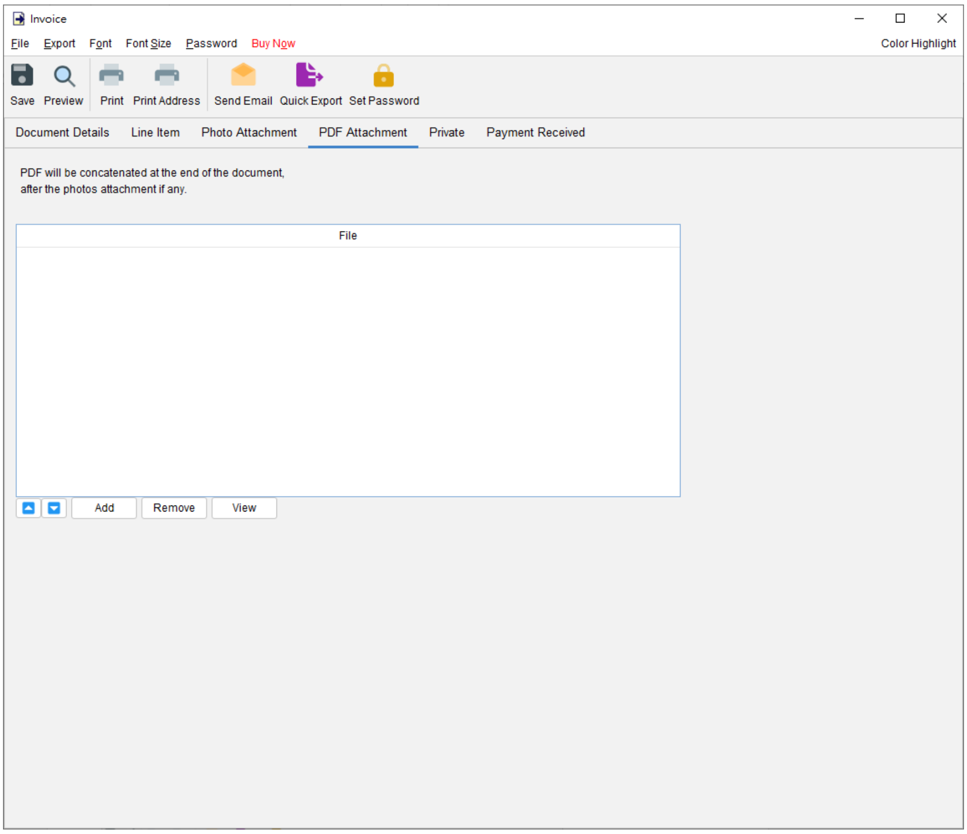

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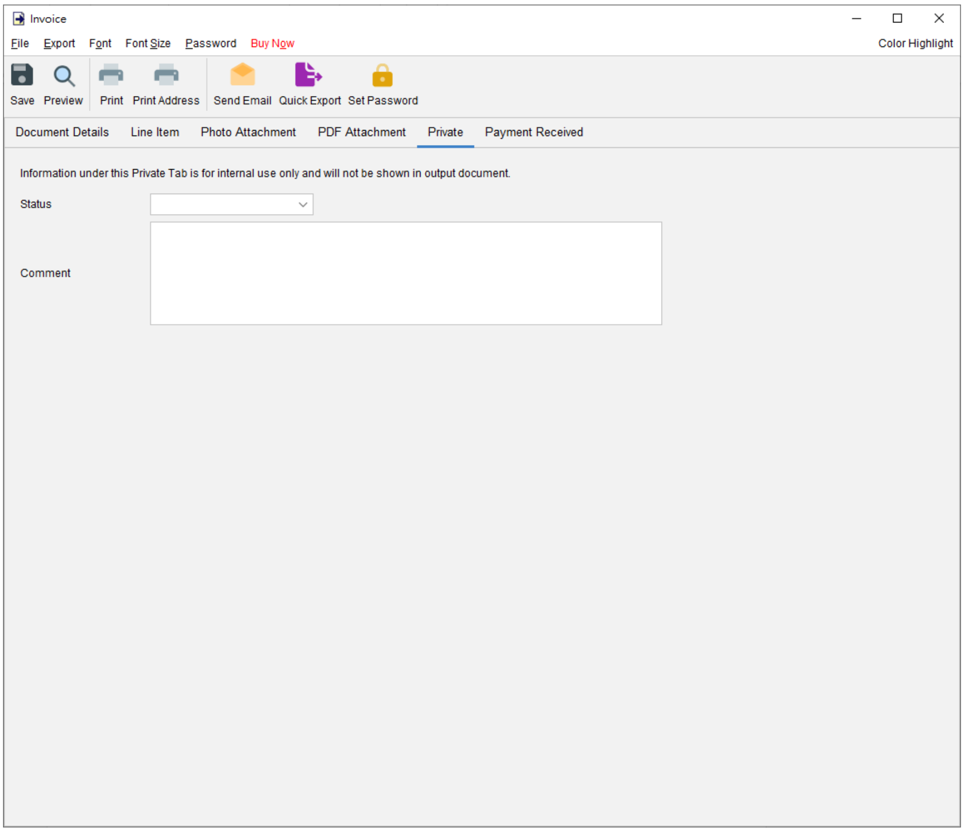
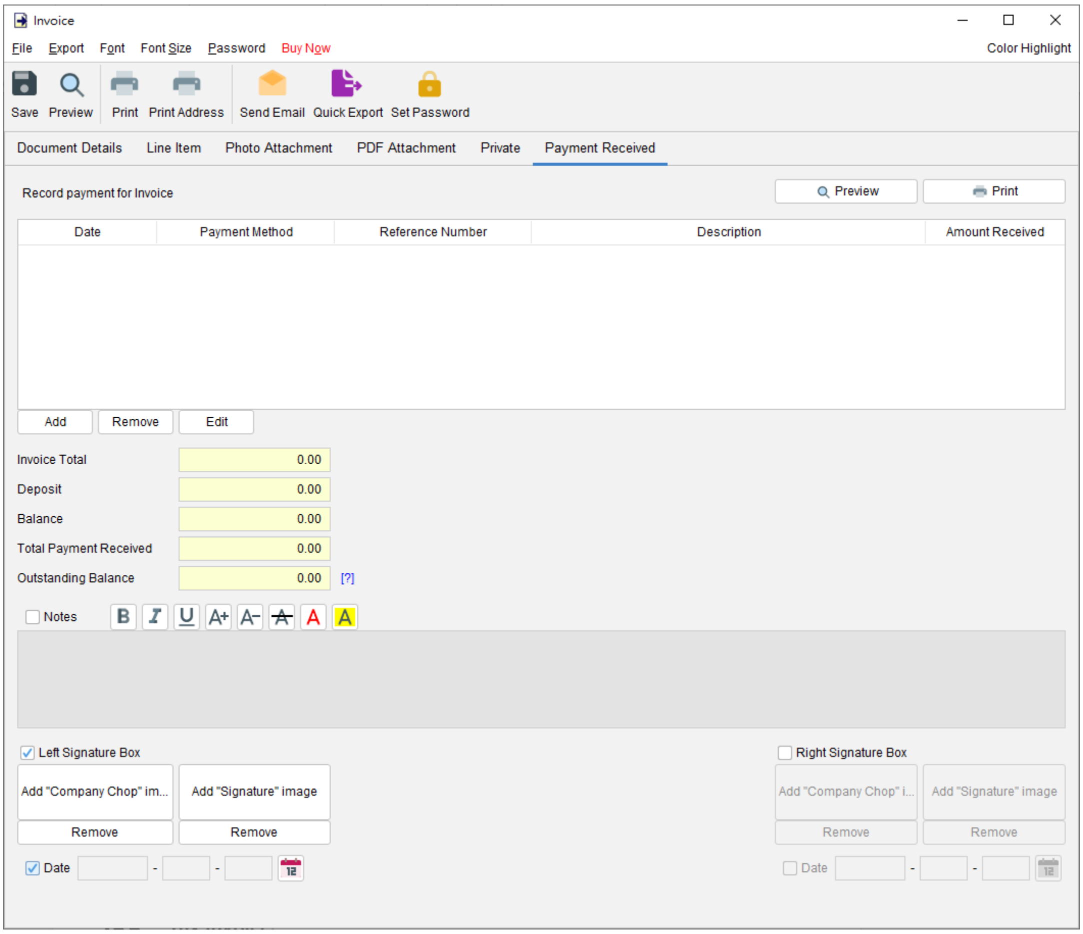
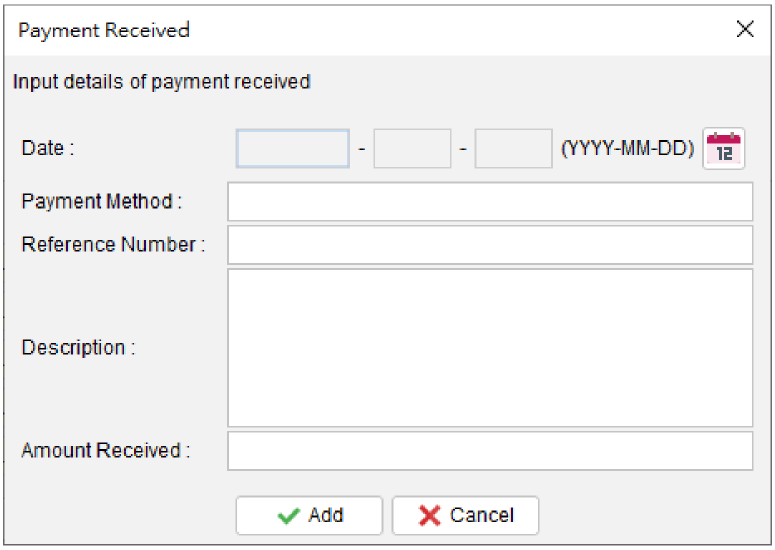


Payment Received – This tab is to record the payment received for the Invoice.

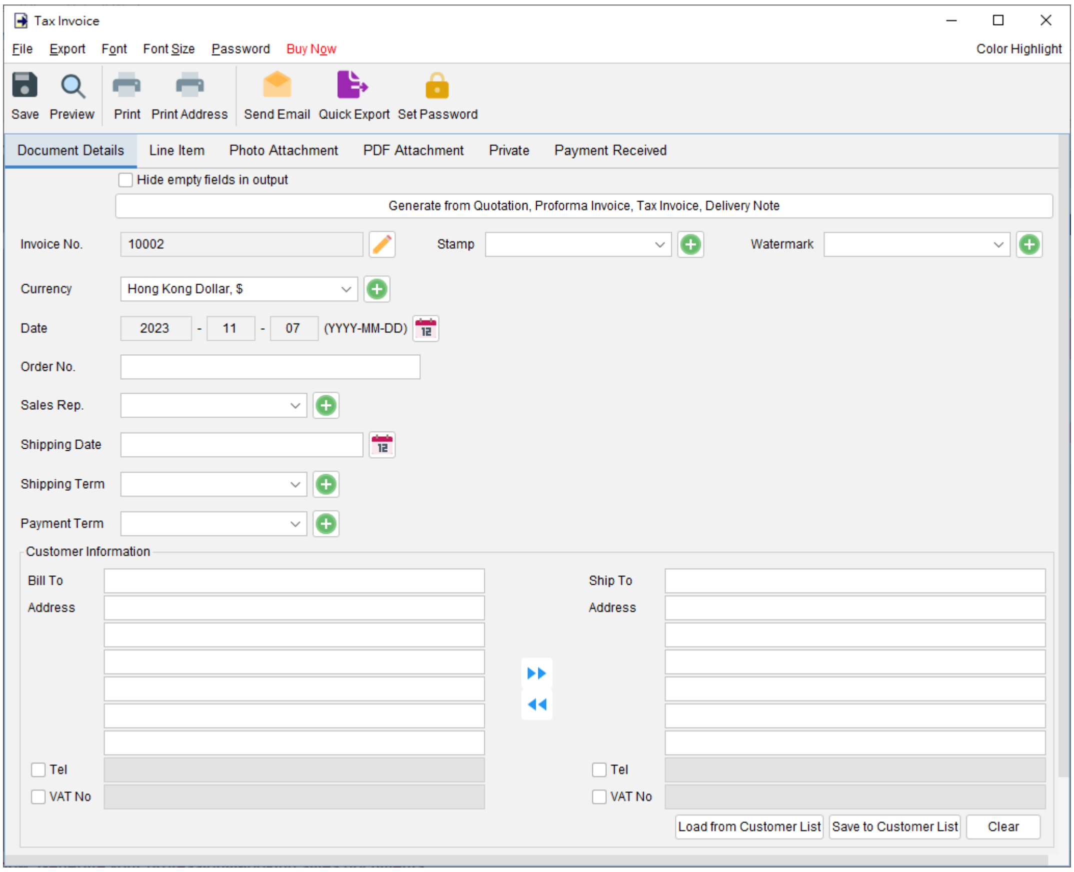


Click [Add] button add a record for the payment, includes: Date, payment method, reference number, description and amount for the payment received. The outstanding balance under the table will be calculated automatically.



The payment received record can be previewed or printed out by clicking [Preview] or [Print] button at the top right corner.

4.4. Tax Invoice



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Preview – Preview document in PDF viewer

Print – Print document

Print Address – Print “Bill To” or “Ship To” address on envelop or address label

Send Email – Export the document in selected format and load the email client software to send email. Email client can be set in menu “Settings > Email client”.

Quick Export – One-click button to export the document in selected format into folder. Settings can be made in menu “Settings > Quick Export”.

Set Password – Set a password to protect the document.

There are six parts in Tax Invoice:

- Document Details
- Line Item
- Photo Attachment
- PDF Attachment
- Private
- Payment Received

Document Details – Specify the header information of the Tax Invoice, includes Number, Currency, Date, Payment/Shipping Term, Shipping Date, Sales Representative and Customer Information. Customer Information can be typed in directly or load from the Customer List. It also allows to add a stamp or grayscale watermark on to the document, such as Confidential, Revised, Draft.

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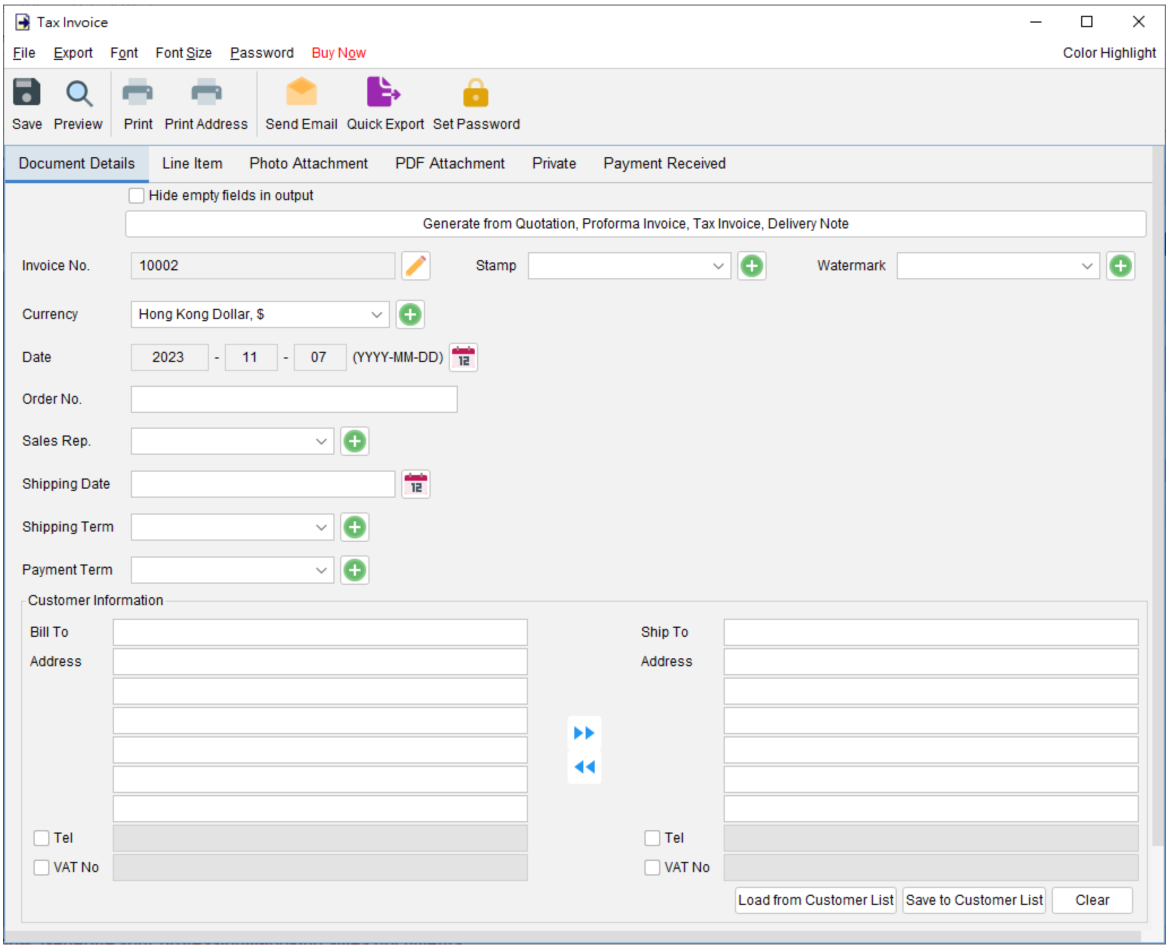
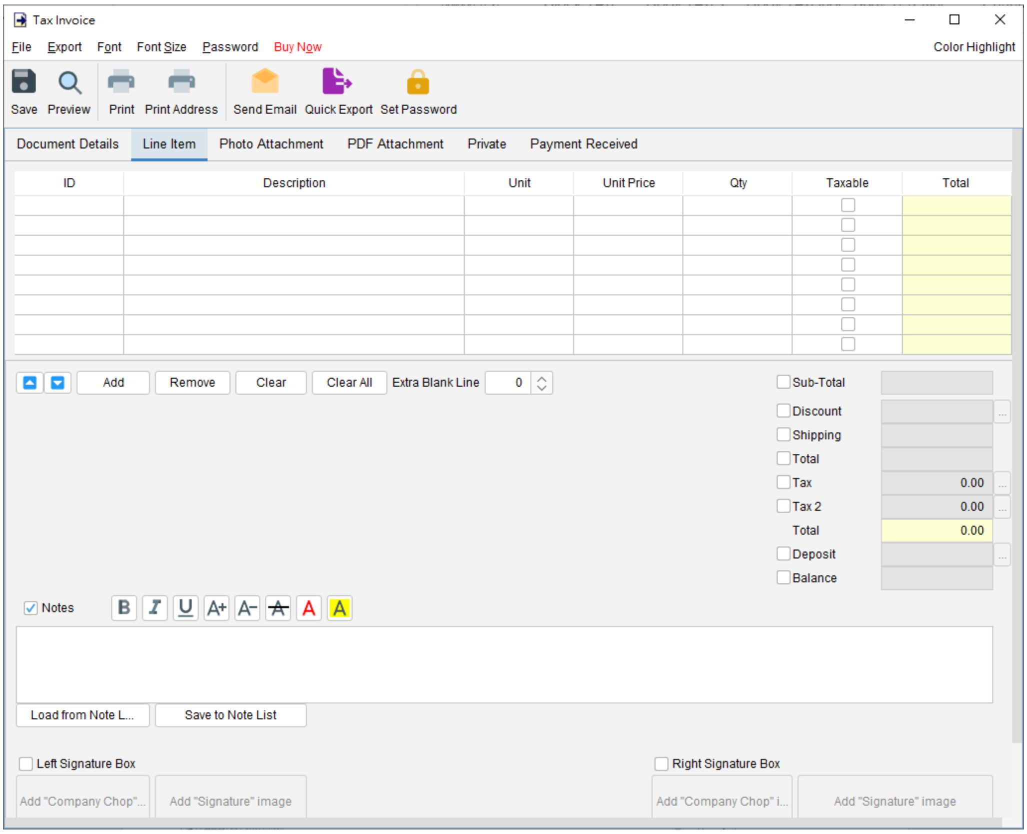


Line Item – Line Item or product information can be input here. Line Item can be added by typing in the table directly or clicking [Add] button to load from the Item List. The value in highlighted cell (Yellow) will be calculated automatically.



The checkbox field is optional. Check the box will enable and show the field in the output document.

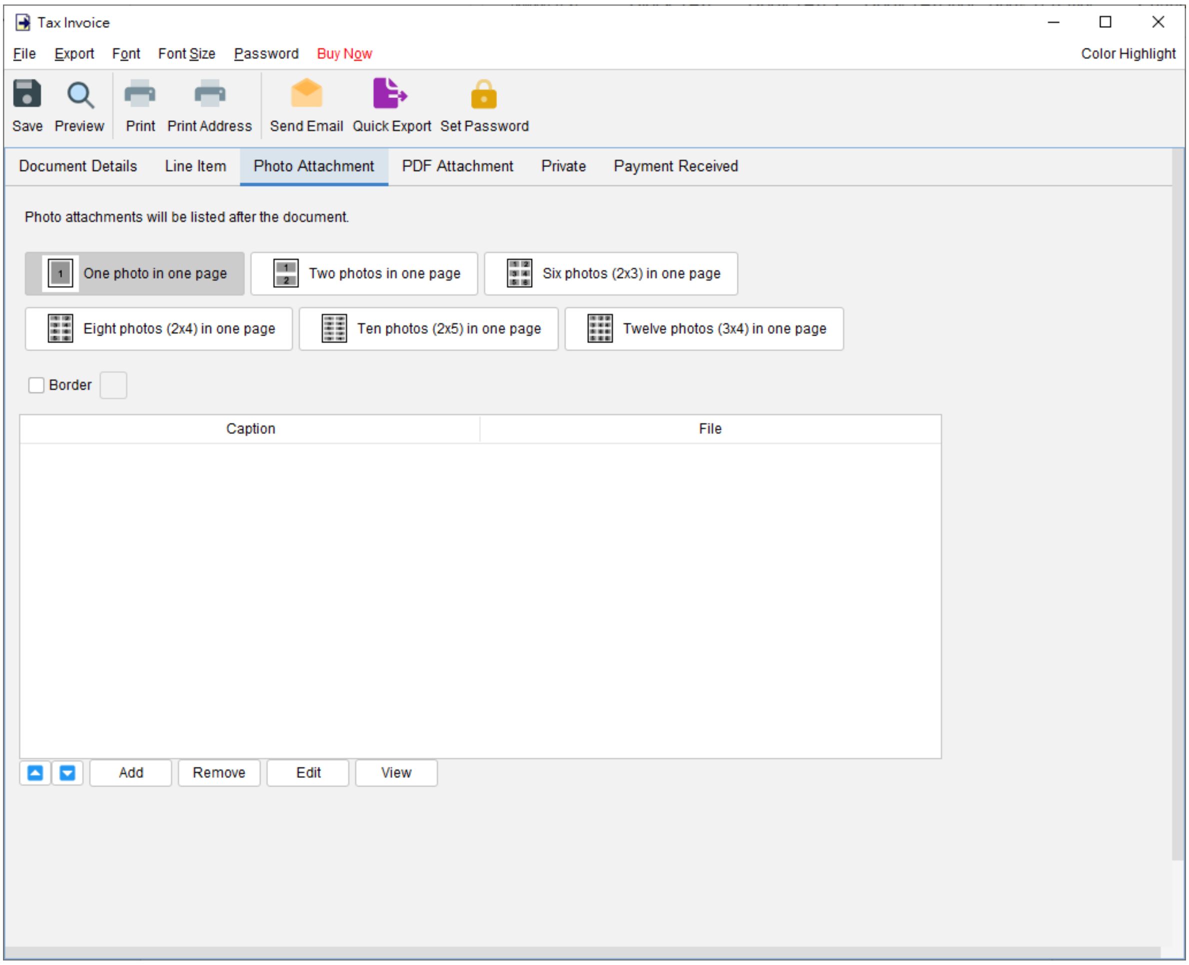
The "Notes" field allows to input additional information about the document and it also supports text formatting.

Two optional signature boxes are provided at the bottom of the document. You may add "Company Chop" and "Signature" images (300x300pixel) into the document. The chop/signature in output document is about 25mm in height.

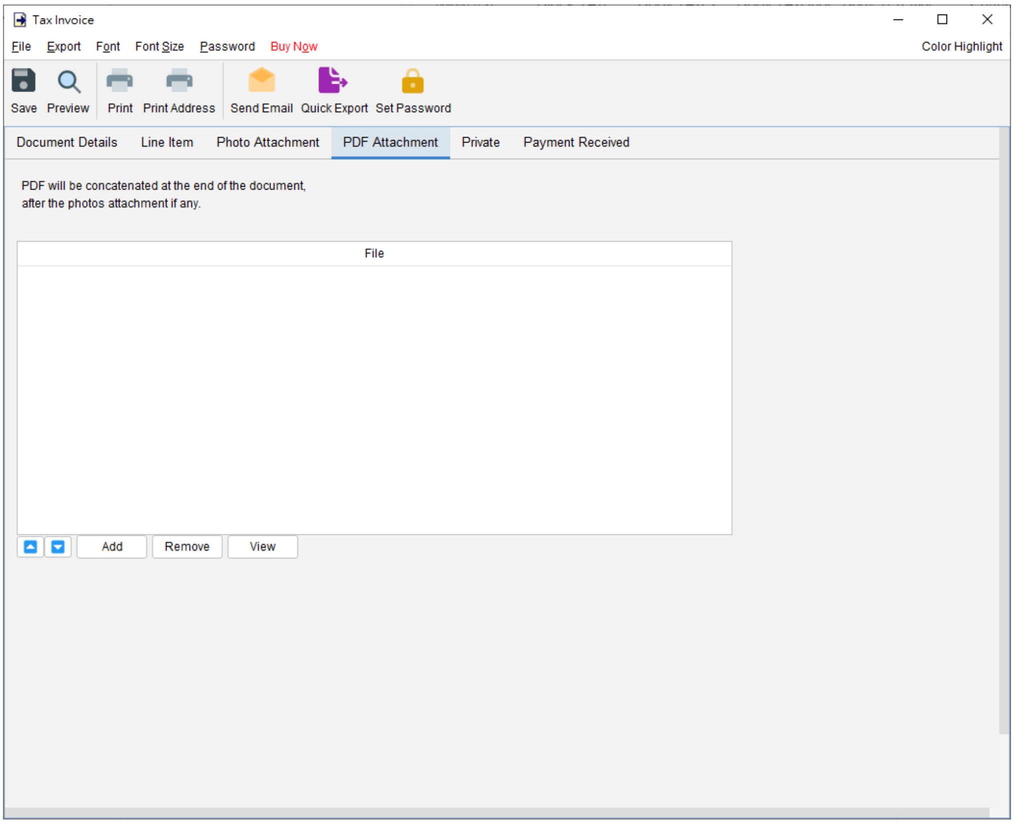
Photo Attachment – Photos can be attached to the end of quotation. Six layouts are provided to list the photos:

- One photo in one page
- Two photos in one page
- Six photos (2x3) in one page
- Eight photos (2x4) in one page
- Ten photos (2x5) in one page
- Twelve photos (3x4) in one page

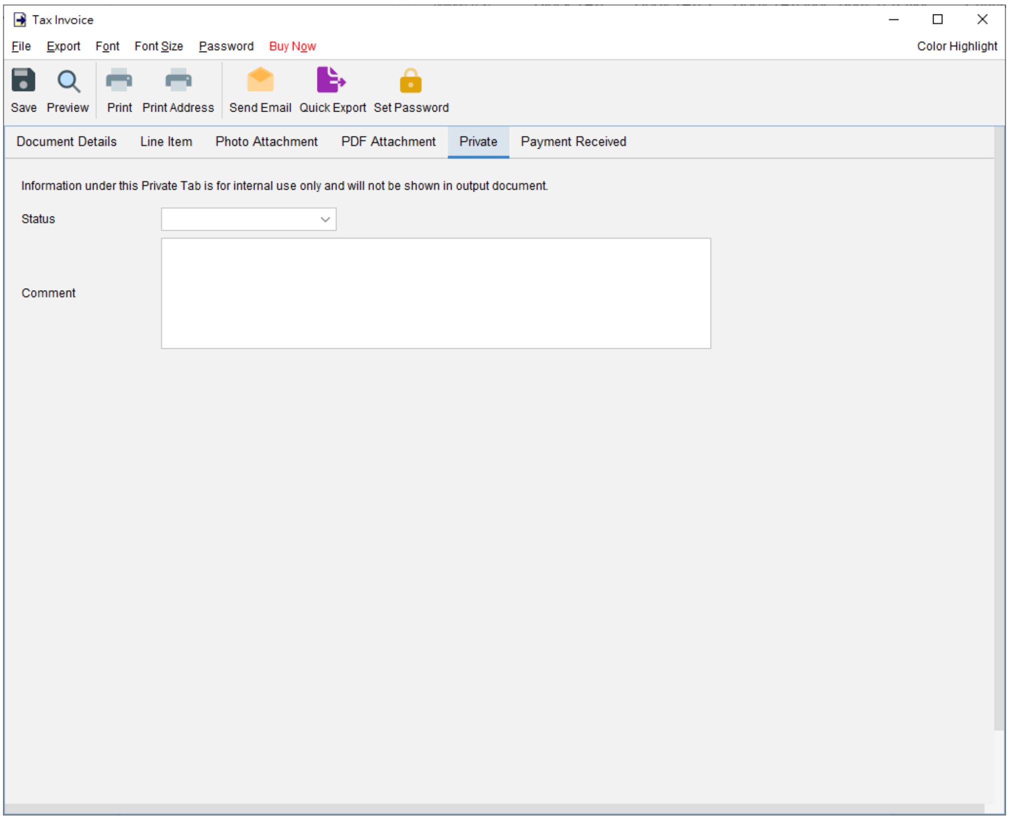
Click the [Add] button at bottom to add photo. It also allows to add caption under the photo.



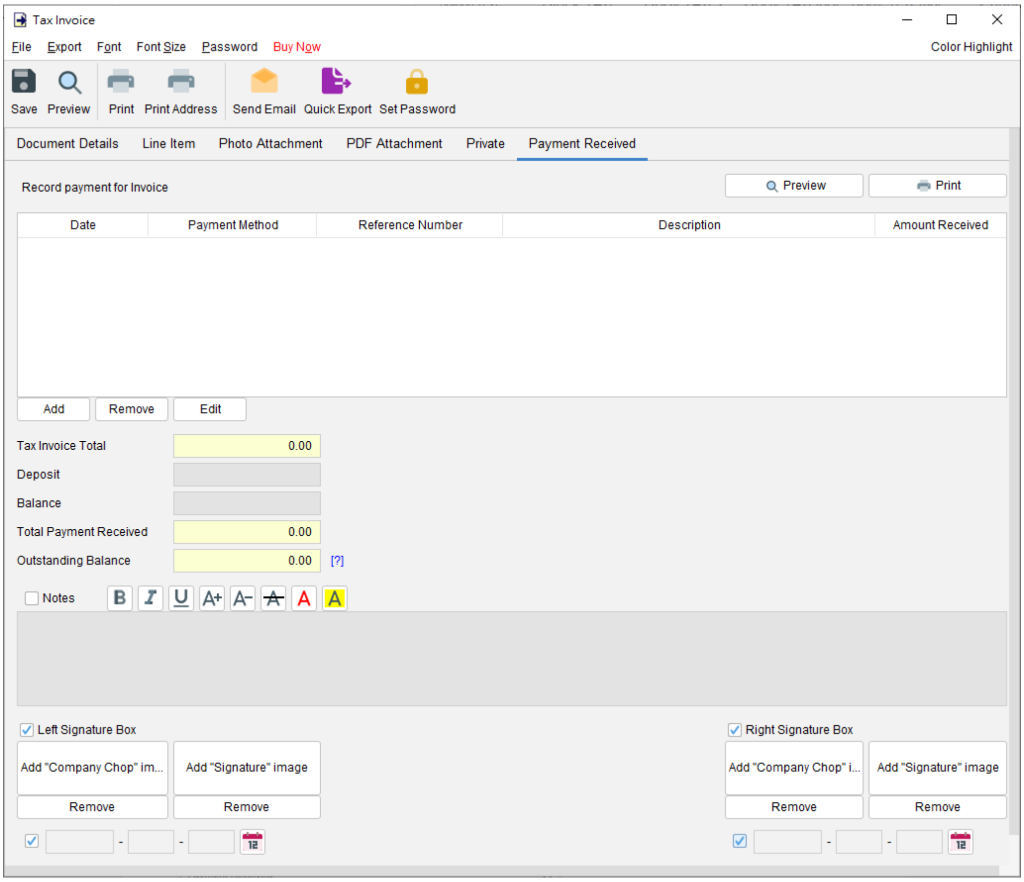
PDF Attachment – PDF file can be appended to the PDF output of document.



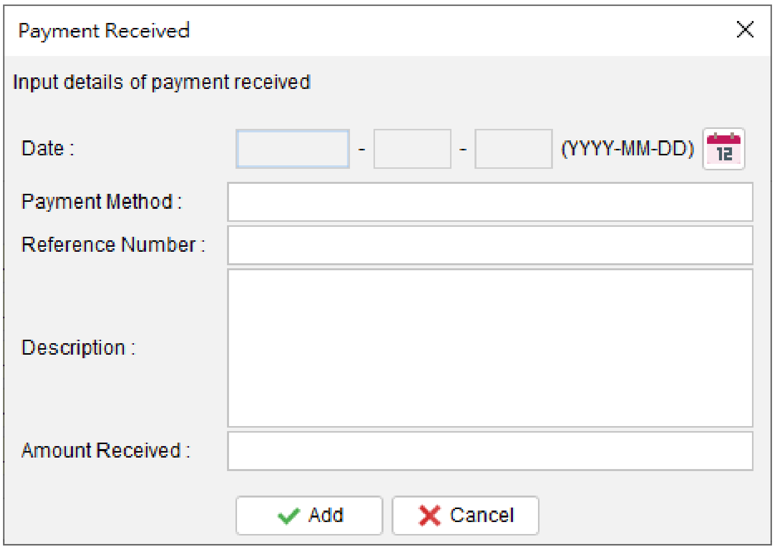
Private – User can specify document status and type comments under private tab. Information under private tab will not be shown in the output.



Payment Received – This tab is to record the payment received for the Invoice.

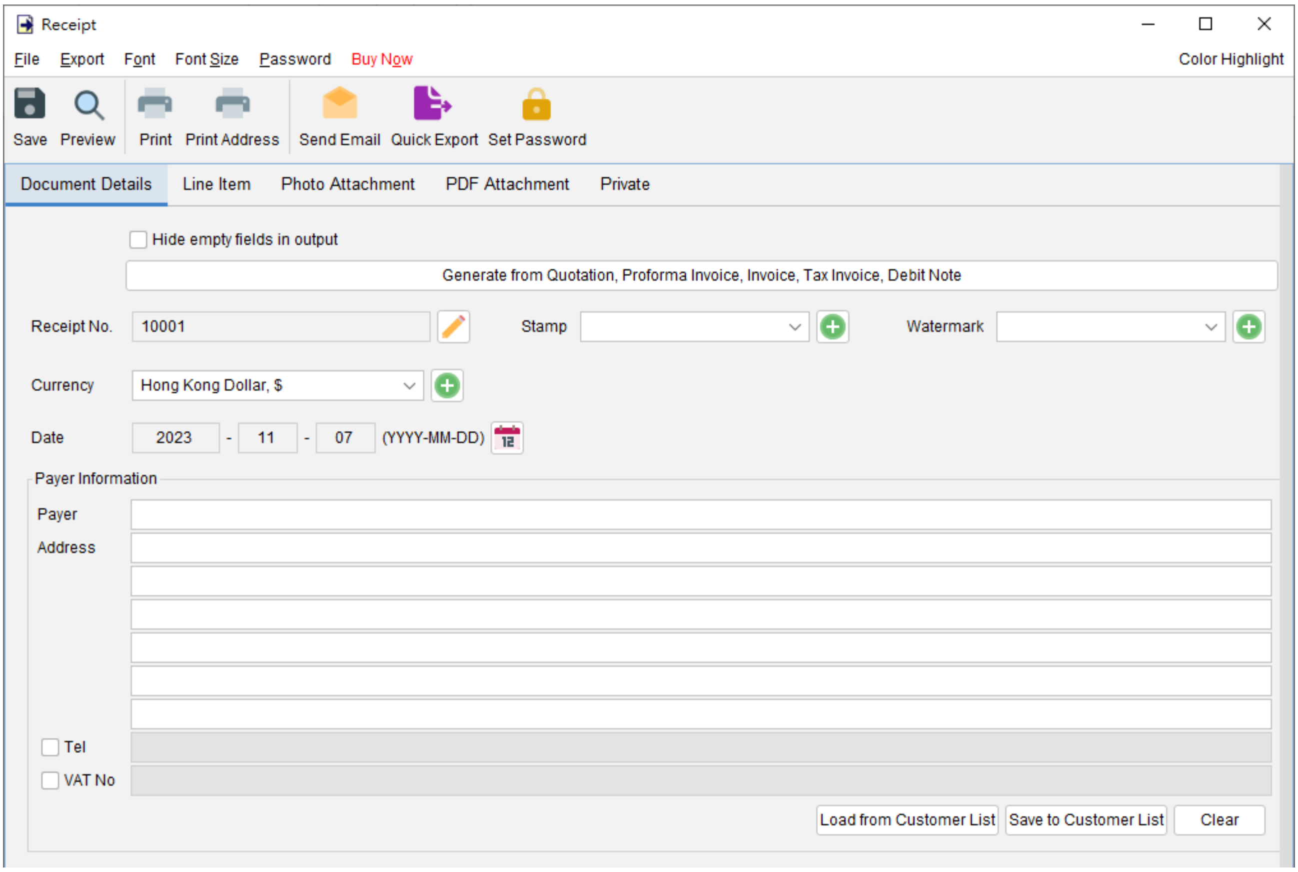


Click [Add] button add a record for the payment, includes: Date, payment method, reference number, description and amount for the payment received. The outstanding balance under the table will be calculated automatically.



The payment received record can be previewed or printed out by clicking [Preview] or [Print] button at the top right corner.

4.5. Receipt



The **Menu Bar** at the top of the window includes:

File – Save, preview, print or close the document. It also allows to save version.

Export – Document can be exported to PDF, HTML, or Excel format.

Font, Font Size – Specify the font and font size for the document.

Password – Set a password to protect the document from access.

Below the menu bar, it features a **Tools Bar** with several buttons includes:

Save – Save document

Preview – Preview document in PDF viewer

Print – Print document

Print Address – Print "Payer" address on envelop or address label

Send Email – Export the document in selected format and load the email client software to send email. Email client can be set in menu "Settings > Email client".

Quick Export – One-click button to export the document in selected format into folder. Settings can be made in menu "Settings > Quick Export".

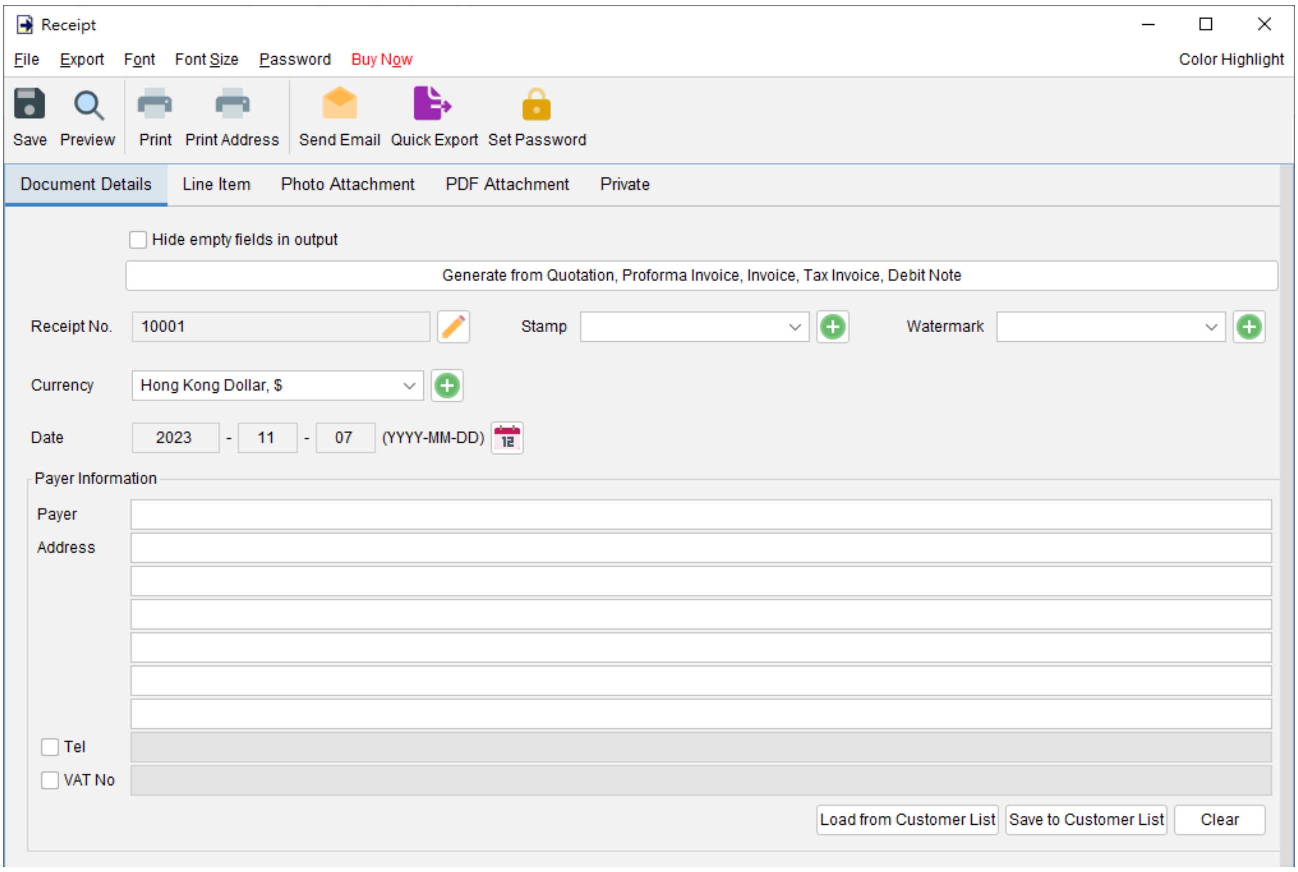
Set Password – Set a password to protect the document.

There are five parts in Receipt:

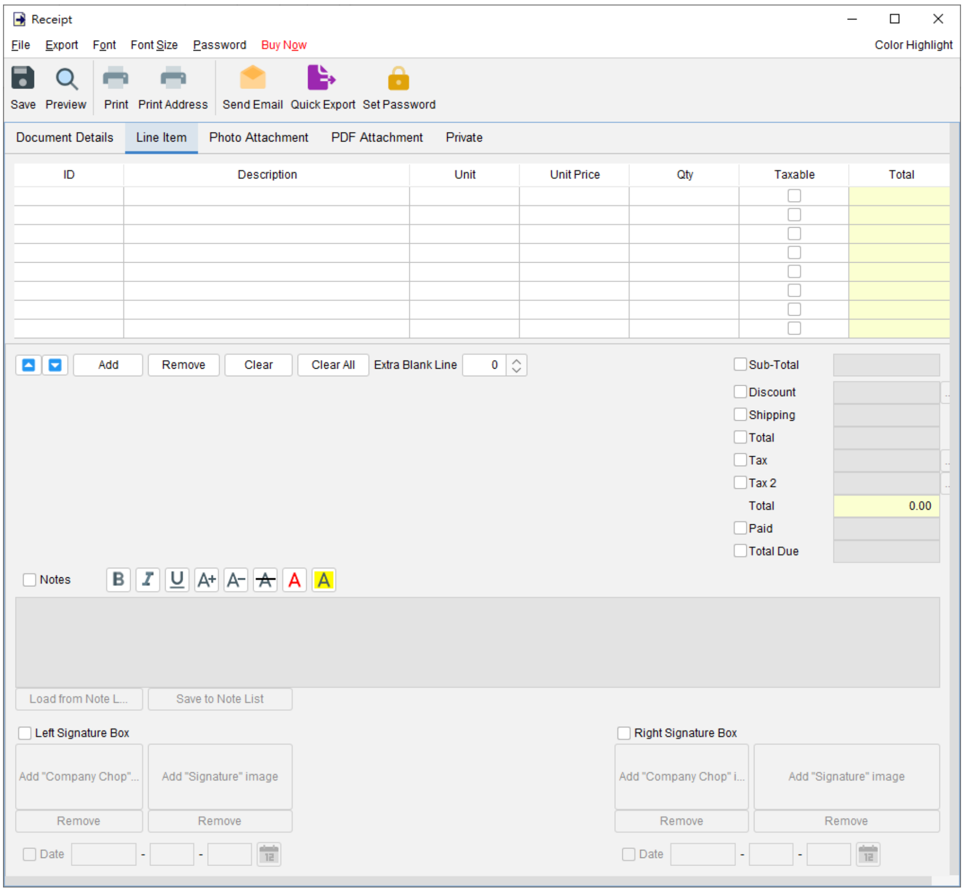
- Document Details
- Line Item
- Photo Attachment
- PDF Attachment
- Private

Document Details – Specify the header information of the Receipt, includes Number, Currency, Date, and Customer Information. Customer Information can be typed in directly or load from the Customer List. It also allows to add a stamp or grayscale watermark on to the document, such as Confidential, Revised, Draft.

If you want to load data from Quotation or another document, you may click [Generate] button at the top and choose the document from the popup document list.



Line Item – Line Item or product information can be input here. Line Item can be added by typing in the table directly or clicking [Add] button to load from the Item List. The value in highlighted cell (Yellow) will be calculated automatically.



The checkbox field is optional. Check the box will enable and show the field in the output document.

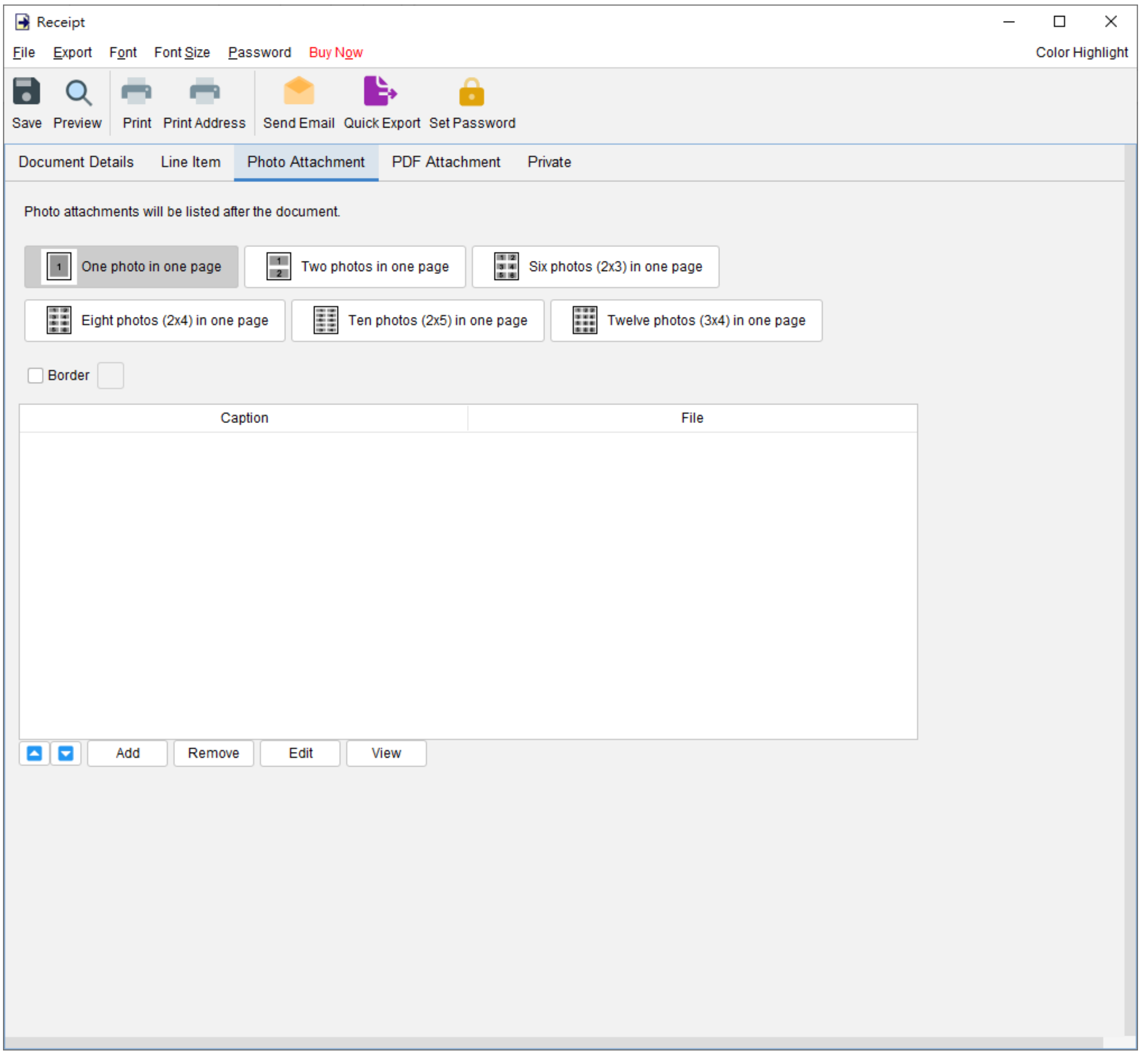
The "Notes" field allows to input additional information about the document and it also supports text formatting.

Two optional signature boxes are provided at the bottom of the document. You may add "Company Chop" and "Signature" images (300x300pixel) into the document. The chop/signature in output document is about 25mm in height.

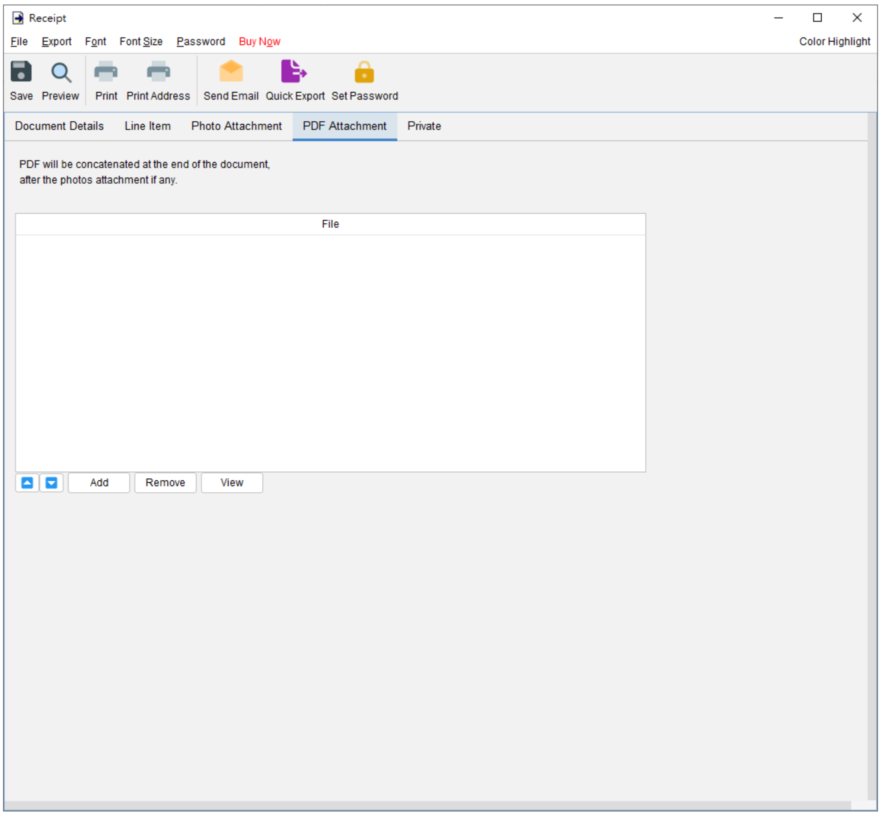
Photo Attachment – Photos can be attached to the end of quotation. Six layouts are provided to list the photos:

- One photo in one page
- Two photos in one page
- Six photos (2x3) in one page
- Eight photos (2x4) in one page
- Ten photos (2x5) in one page
- Twelve photos (3x4) in one page

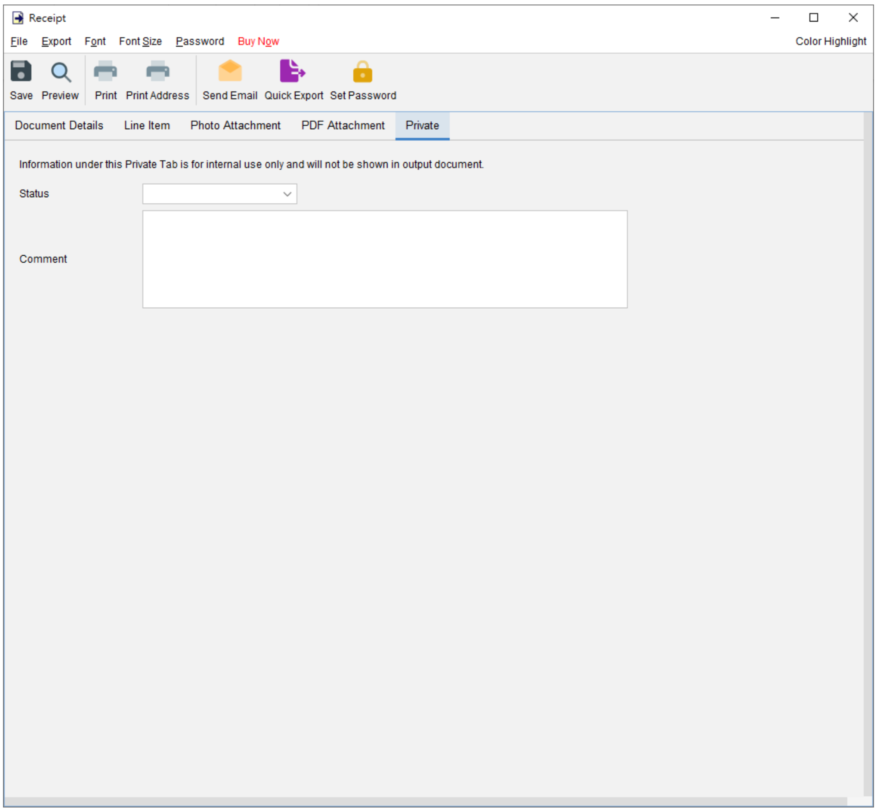
Click the [Add] button at bottom to add photo. It also allows to add caption under the photo.



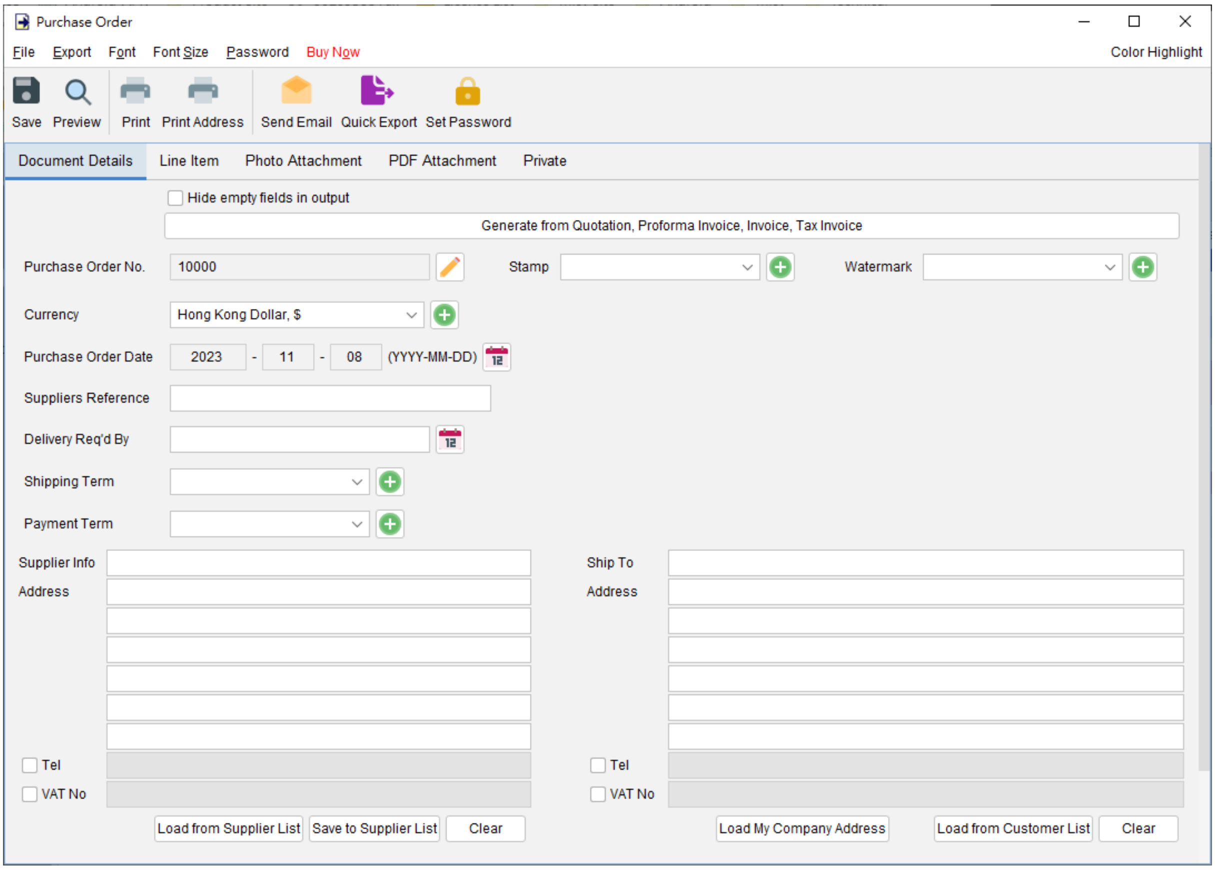
PDF Attachment – PDF file can be appended to the PDF output of document.



Private – User can specify document status and type comments under private tab. Information under private tab will not be shown in the output.



4.6. Purchase Order



The **Menu Bar** at the top of the window includes:

File – Save, preview, print or close the document. It also allows to save version.

Export – Document can be exported to PDF, HTML, or Excel format.

Font, Font Size – Specify the font and font size for the document.

Password – Set a password to protect the document from access.

Below the menu bar, it features a **Tools Bar** with several buttons includes:

Save – Save document

Preview – Preview document in PDF viewer

Print – Print document

Print Address – Print "Supplier" address on envelop or address label

Send Email – Export the document in selected format and load the email client software to send email. Email client can be set in menu "Settings > Email client".

Quick Export – One-click button to export the document in selected format into folder. Settings can be made in menu "Settings > Quick Export".

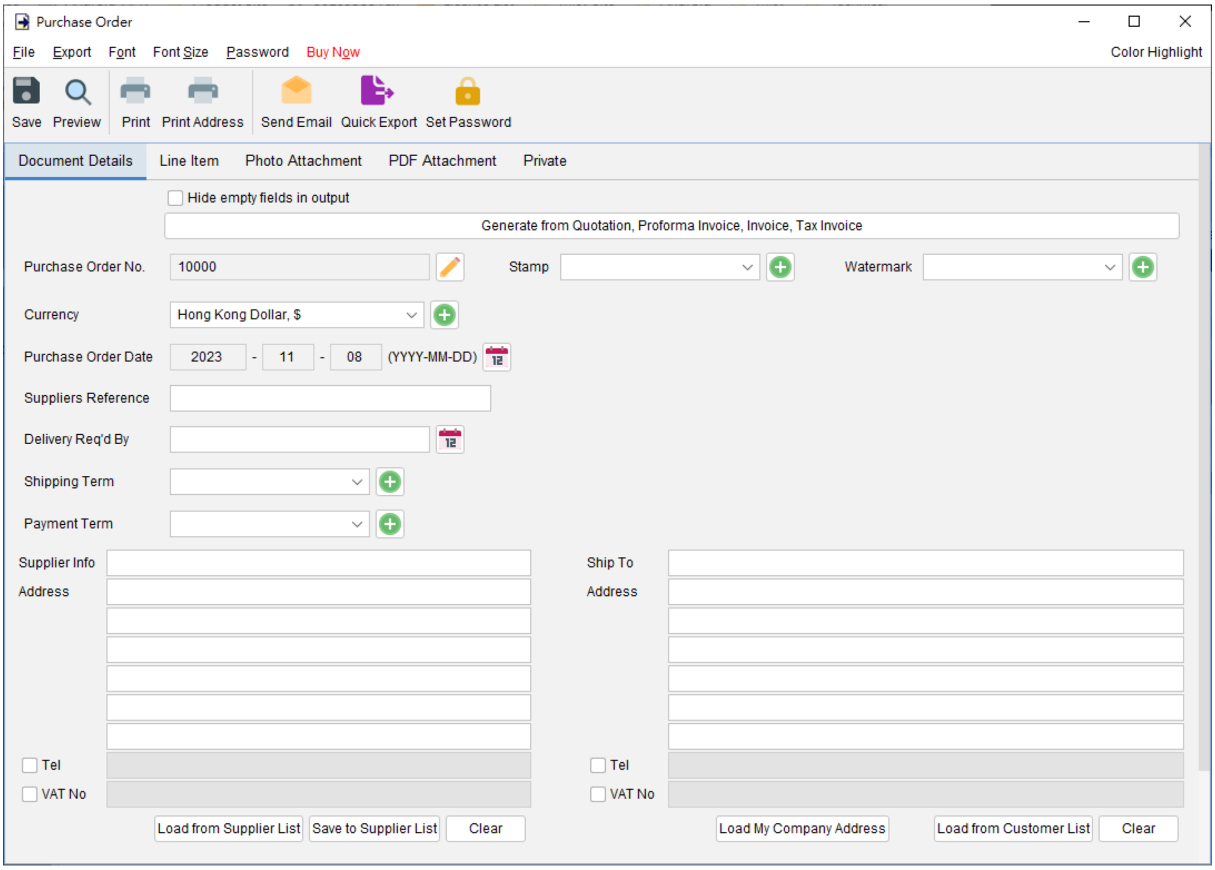
Set Password – Set a password to protect the document.

There are five parts in Purchase Order:

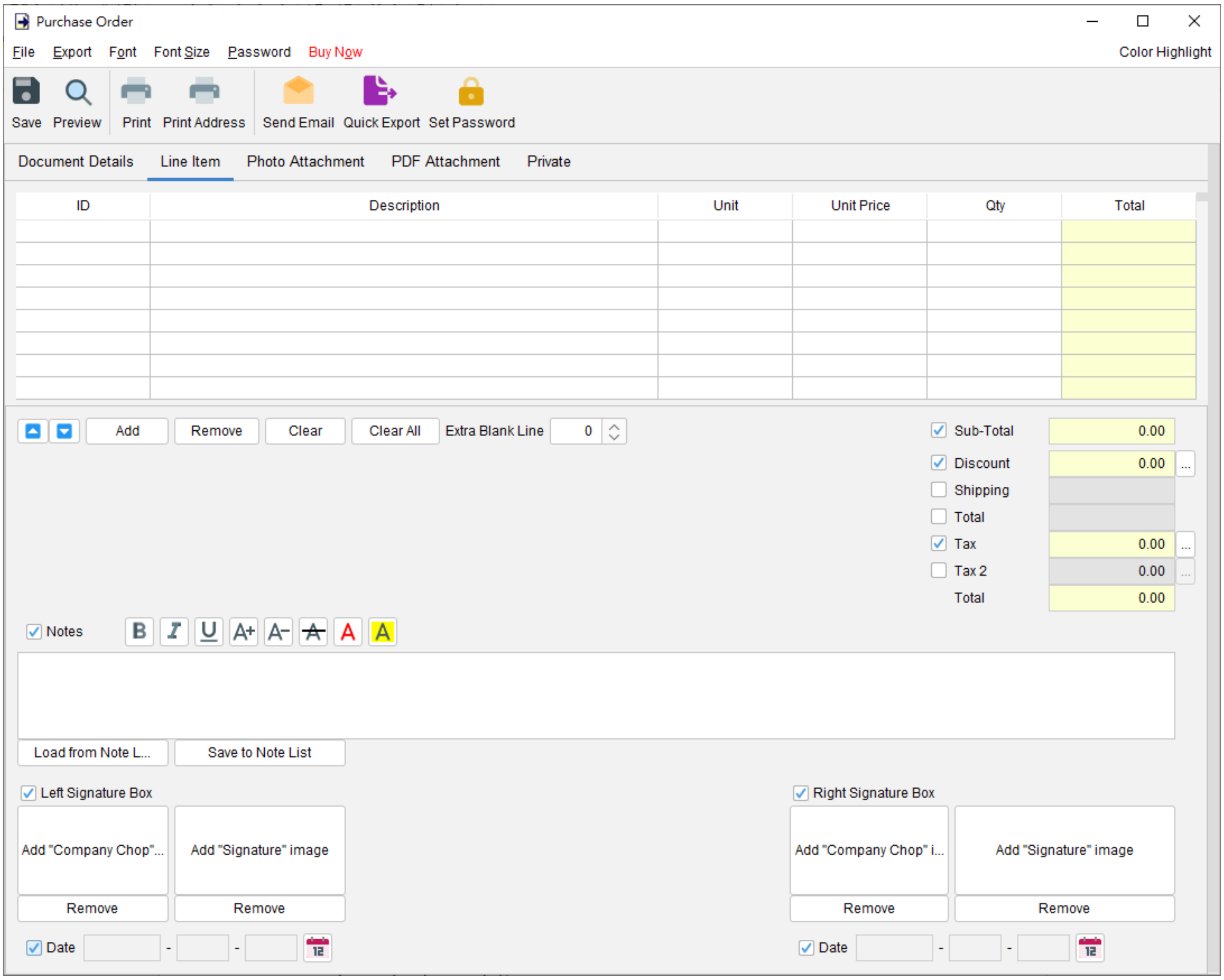
- Document Details
- Line Item
- Photo Attachment
- PDF Attachment
- Private

Document Details – Specify the header information of the Purchase Order, includes Number, Currency, Date, Payment/Shipping Term, and Customer Information. Supplier Information can be typed in directly or load from the Supplier List. It also allows to add a stamp or grayscale watermark on to the document, such as Confidential, Revised, Draft.

If you want to load data from Quotation or another document, you may click [Generate] button at the top and choose the document from the popup document list.



Line Item – Line Item or product information can be input here. Line Item can be added by typing in the table directly or clicking [Add] button to load from the Item List. The value in highlighted cell (Yellow) will be calculated automatically.



The checkbox field is optional. Check the box will enable and show the field in the output document.

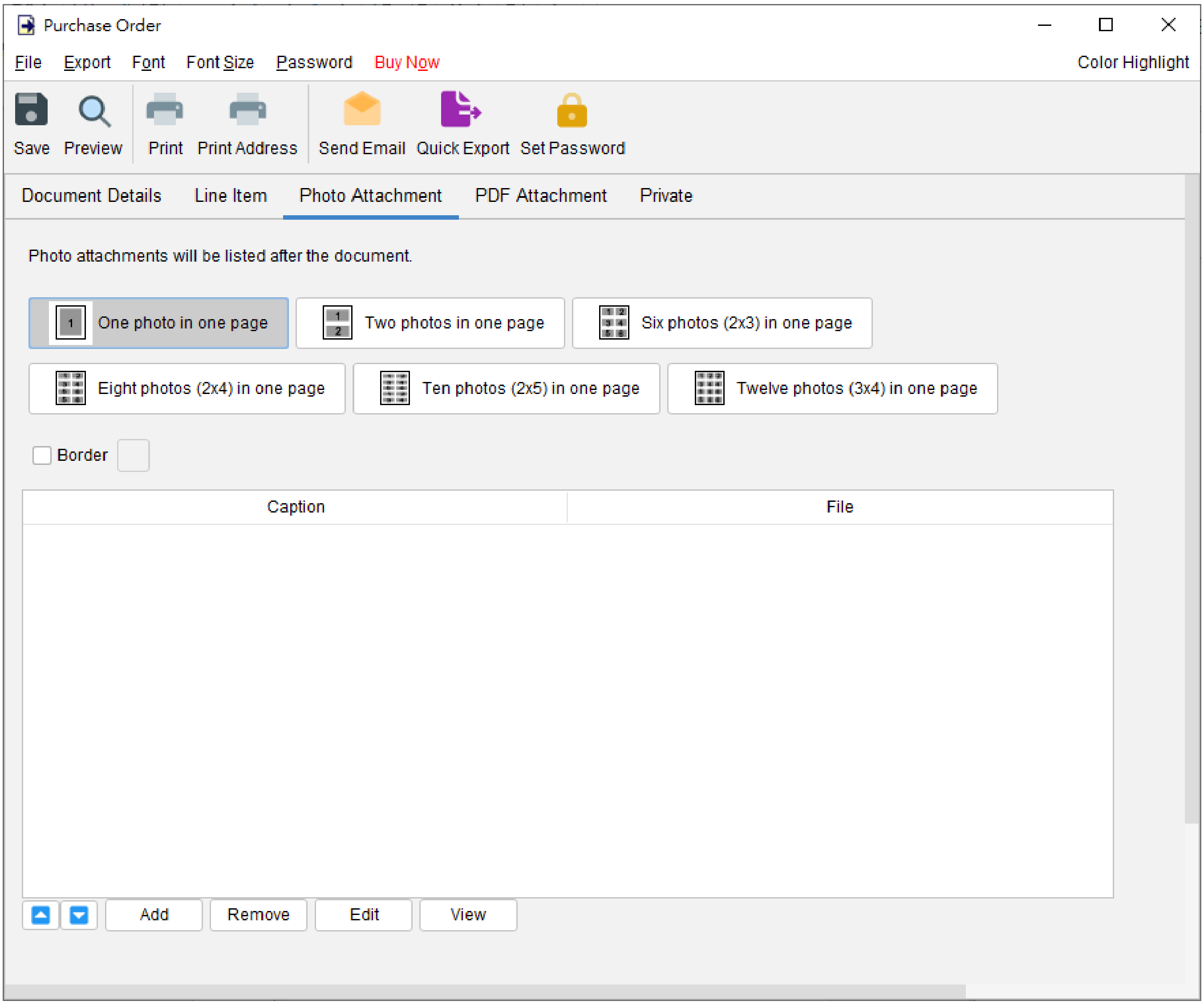
The "Notes" field allows to input additional information about the document and it also supports text formatting.

Two optional signature boxes are provided at the bottom of the document. You may add "Company Chop" and "Signature" images (300x300pixel) into the document. The chop/signature in output document is about 25mm in height.

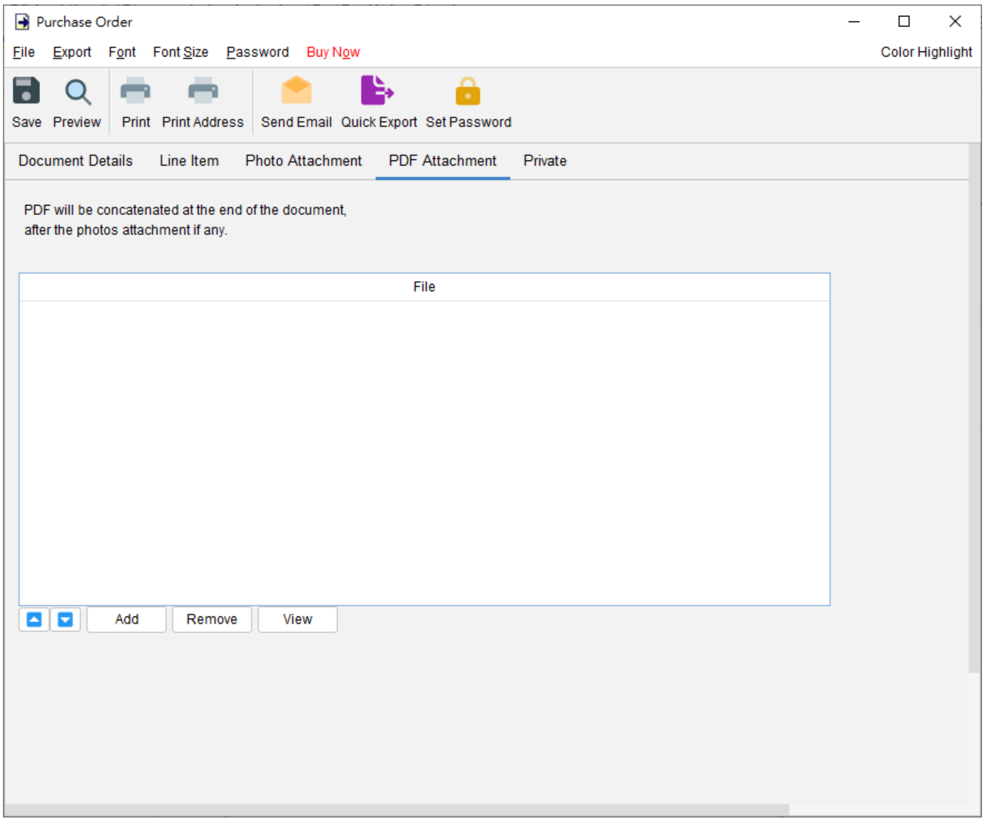
Photo Attachment – Photos can be attached to the end of quotation. Six layouts are provided to list the photos:

- One photo in one page
- Two photos in one page
- Six photos (2x3) in one page
- Eight photos (2x4) in one page
- Ten photos (2x5) in one page
- Twelve photos (3x4) in one page

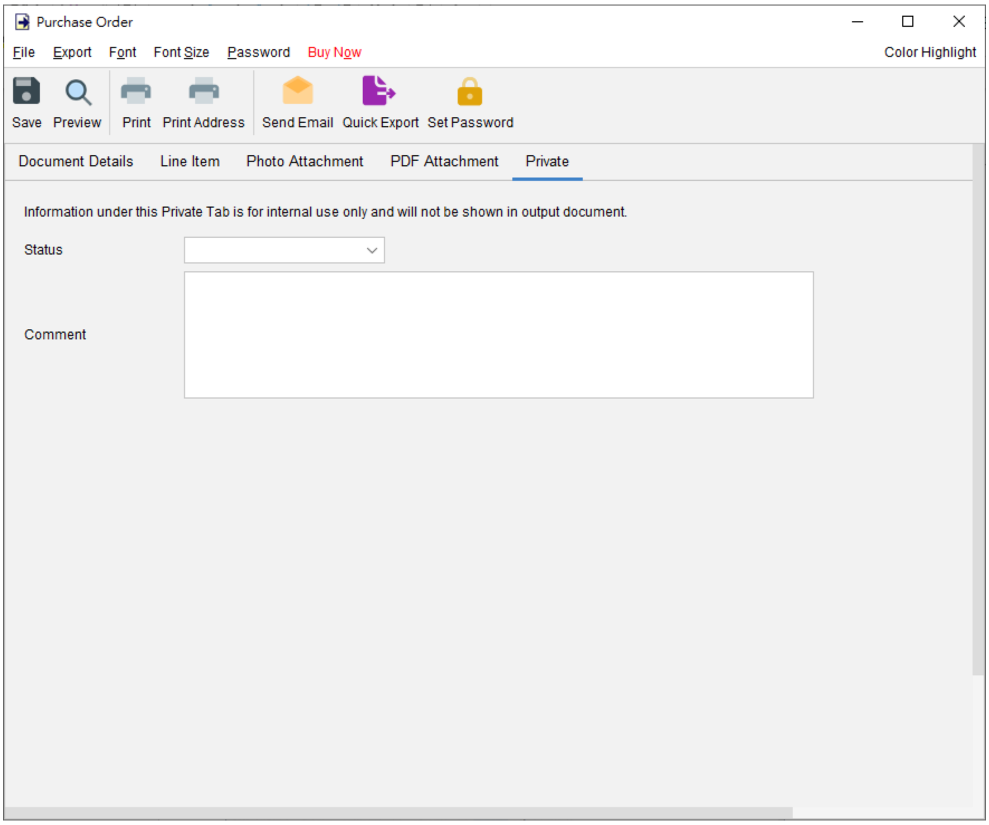
Click the [Add] button at bottom to add photo. It also allows to add caption under the photo.



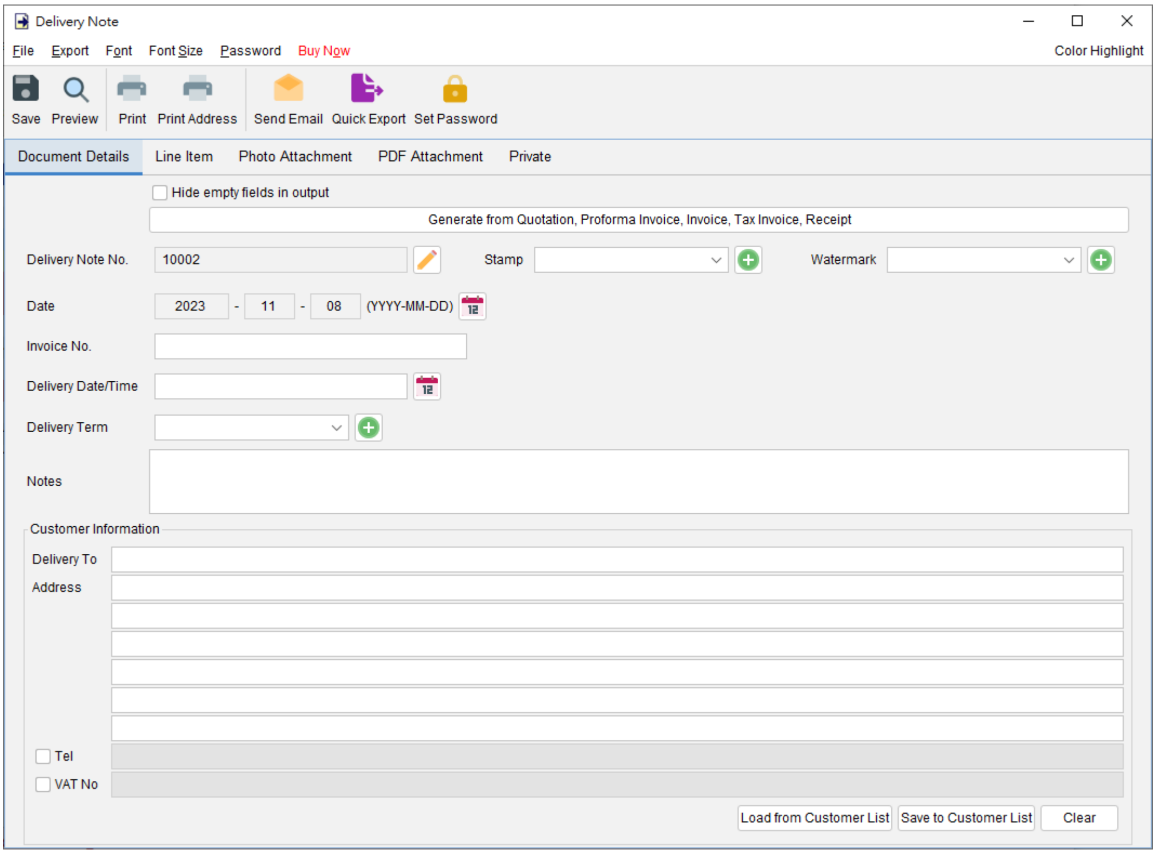
PDF Attachment – PDF file can be appended to the PDF output of document.



Private – User can specify document status and type comments under private tab. Information under private tab will not be shown in the output.



4.7. Delivery Note



The **Menu Bar** at the top of the window includes:

File – Save, preview, print or close the document. It also allows to save version.

Export – Document can be exported to PDF, HTML, or Excel format.

Font, Font Size – Specify the font and font size for the document.

Password – Set a password to protect the document from access.

Below the menu bar, it features a **Tools Bar** with several buttons includes:

Save – Save document

Preview – Preview document in PDF viewer

Print – Print document

Print Address – Print "Delivery To" address on envelop or address label

Send Email – Export the document in selected format and load the email client software to send email. Email client can be set in menu "Settings > Email client".

Quick Export – One-click button to export the document in selected format into folder. Settings can be made in menu "Settings > Quick Export".

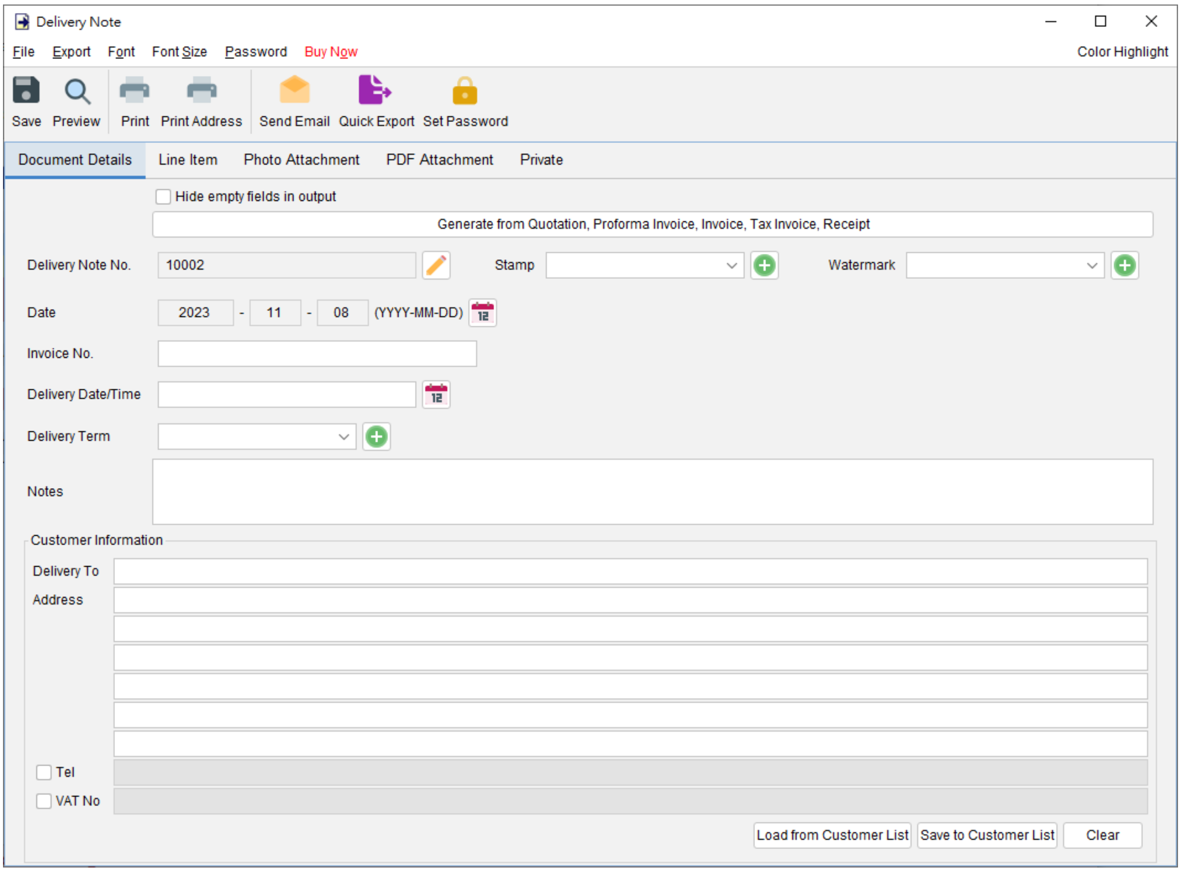
Set Password – Set a password to protect the document.

There are five parts in Delivery Note:

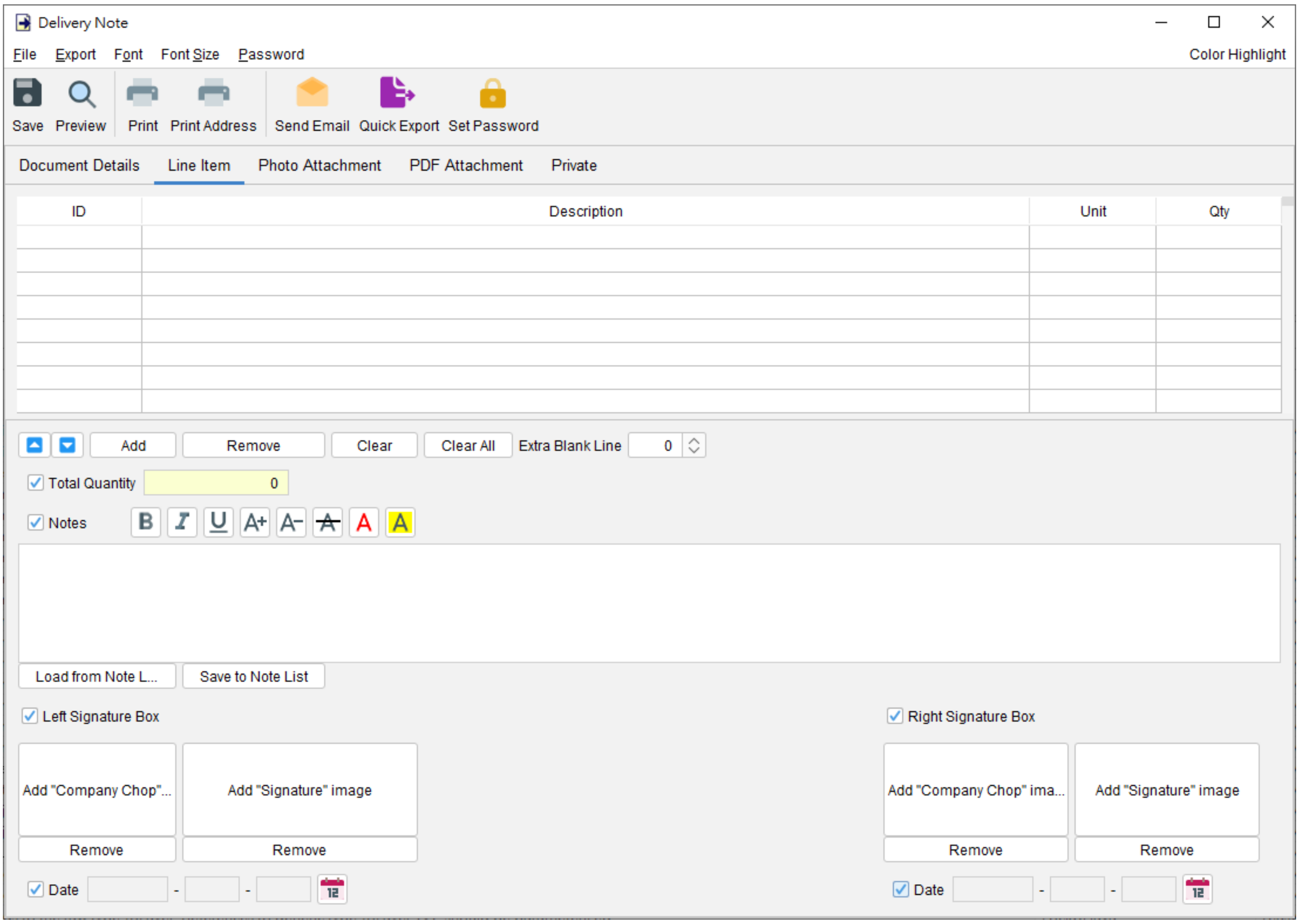
- Document Details
- Line Item
- Photo Attachment
- PDF Attachment
- Private

Document Details – Specify the header information of the Delivery Note, includes Number, Date, Delivery Date/Time, Delivery Term and Customer Information. Customer Information can be typed in directly or load from the Customer List. It also allows to add a stamp or grayscale watermark on to the document, such as Confidential, Revised, Draft.

If you want to load data from Quotation or another document, you may click [Generate] button at the top and choose the document from the popup document list.



Line Item – Line Item or product information can be input here. Line Item can be added by typing in the table directly or clicking [Add] button to load from the Item List. The value in highlighted cell (Yellow) will be calculated automatically.



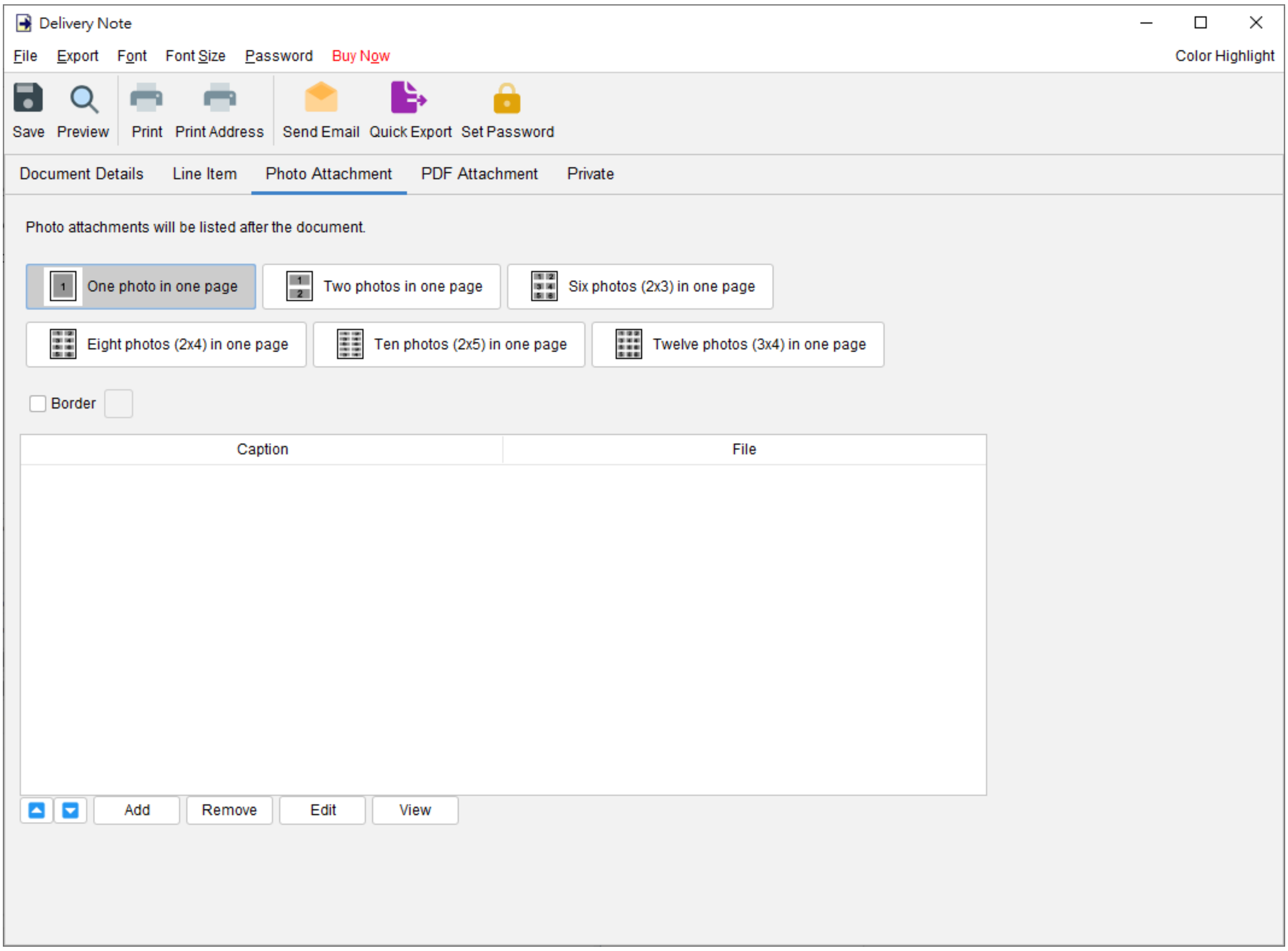
The "Notes" field allows to input additional information about the document and it also supports text formatting.

Two optional signature boxes are provided at the bottom of the document. You may add "Company Chop" and "Signature" images (300x300pixel) into the document. The chop/signature in output document is about 25mm in height.

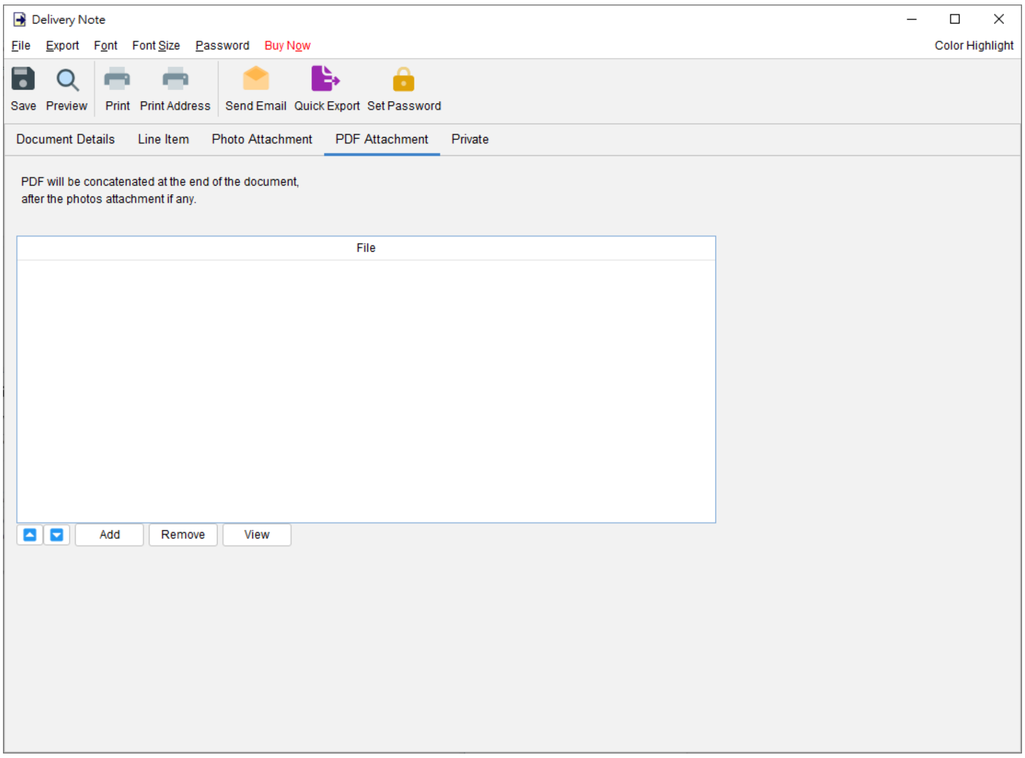
Photo Attachment – Photos can be attached to the end of quotation. Six layouts are provided to list the photos:

- One photo in one page
- Two photos in one page
- Six photos (2x3) in one page
- Eight photos (2x4) in one page
- Ten photos (2x5) in one page
- Twelve photos (3x4) in one page

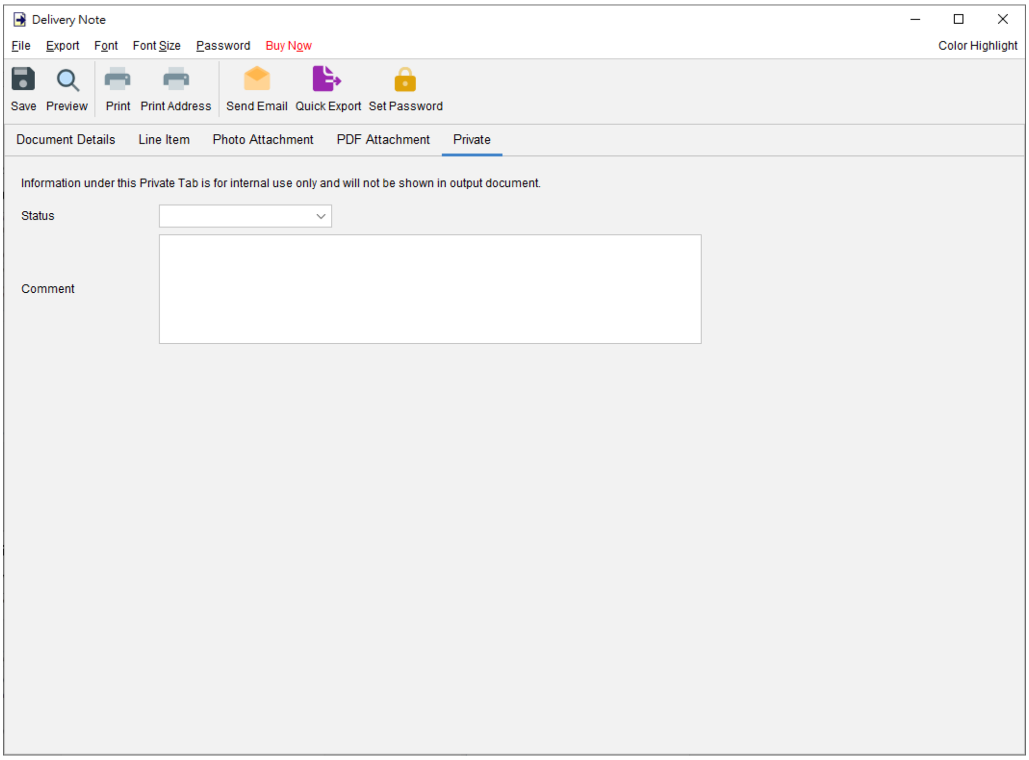
Click the [Add] button at bottom to add photo. It also allows to add caption under the photo.



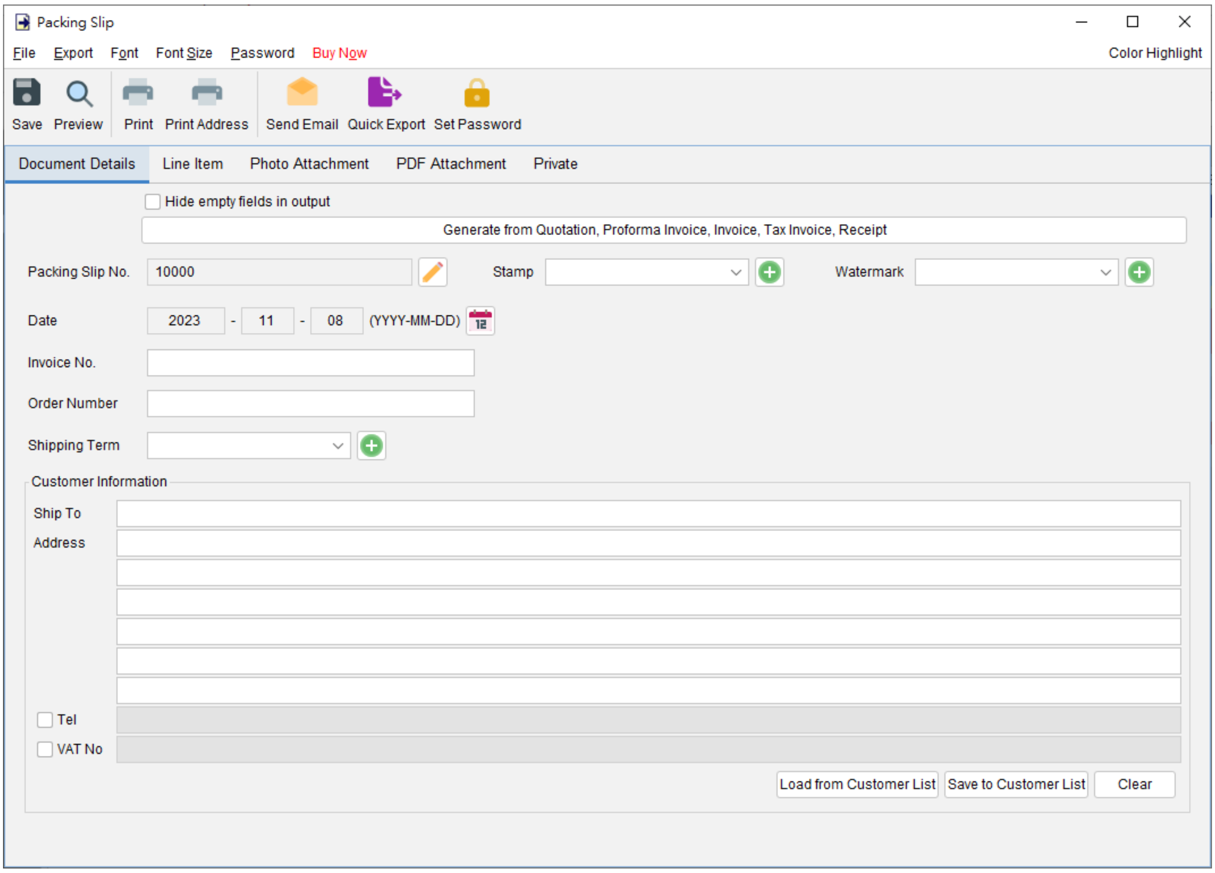
PDF Attachment – PDF file can be appended to the PDF output of document.



Private – User can specify document status and type comments under private tab. Information under private tab will not be shown in the output.



4.8. Packing Slip



The **Menu Bar** at the top of the window includes:

File – Save, preview, print or close the document. It also allows to save version.

Export – Document can be exported to PDF, HTML, or Excel format.

Font, Font Size – Specify the font and font size for the document.

Password – Set a password to protect the document from access.

Below the menu bar, it features a **Tools Bar** with several buttons includes:

Save – Save document

Preview – Preview document in PDF viewer

Print – Print document

Print Address – Print “Ship To” address on envelop or address label

Send Email – Export the document in selected format and load the email client software to send email. Email client can be set in menu “Settings > Email client”.

Quick Export – One-click button to export the document in selected format into folder. Settings can be made in menu “Settings > Quick Export”.

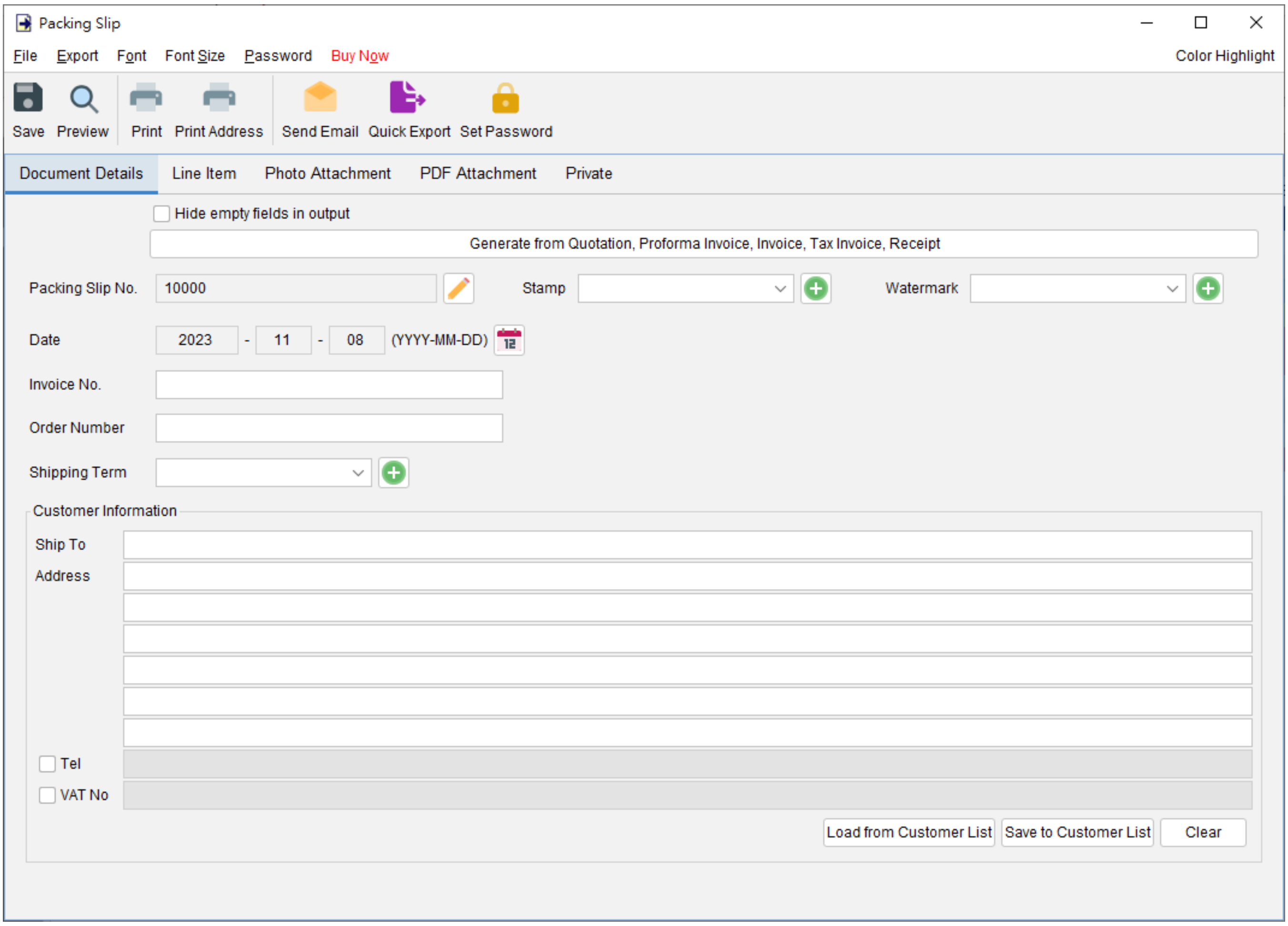
Set Password – Set a password to protect the document.

There are five parts in Packing Slip:

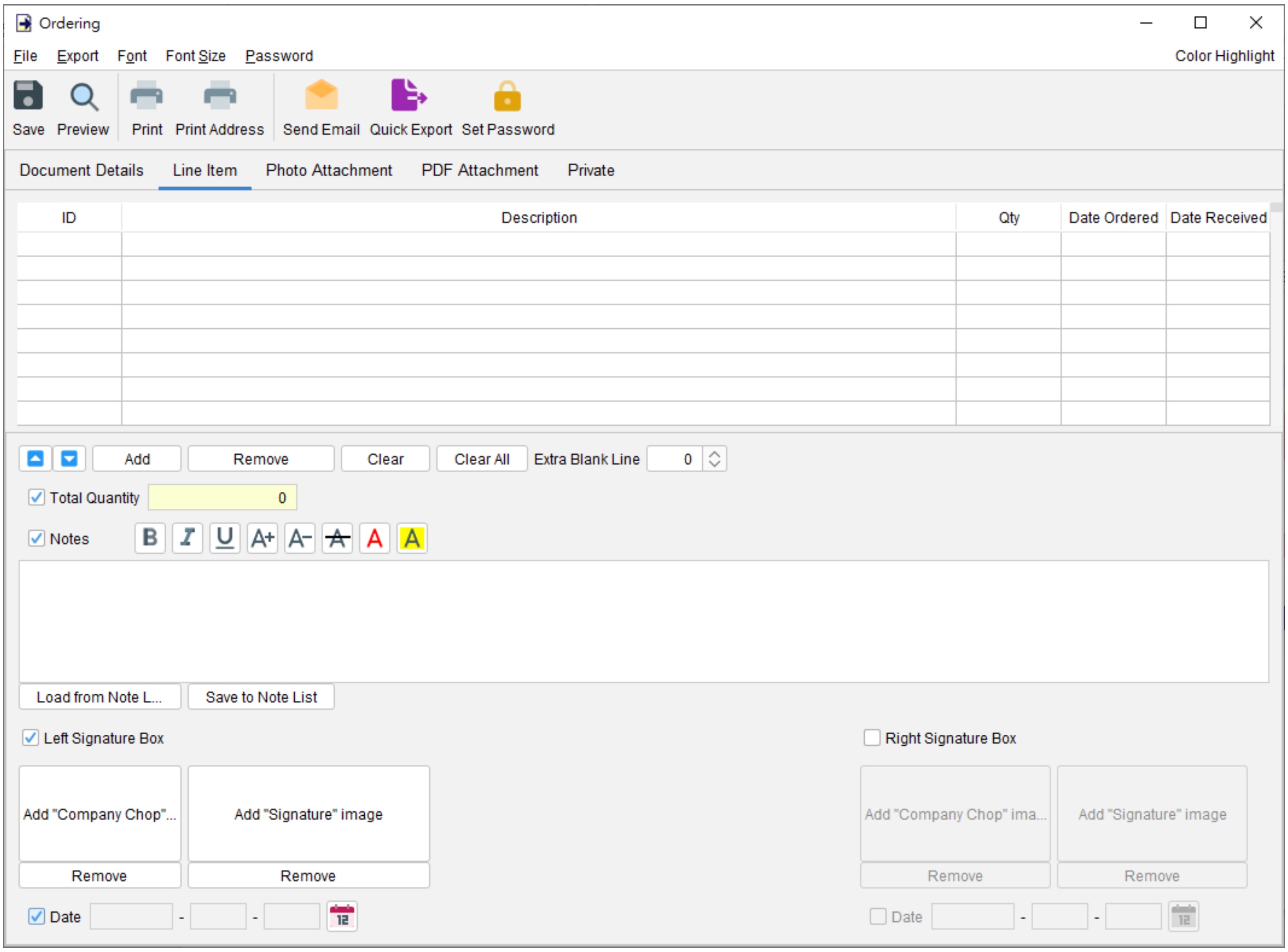
- Document Details
- Line Item
- Photo Attachment
- PDF Attachment
- Private

Document Details – Specify the header information of the Packing Slip, includes Number, Currency, Date, Shipping Term, Order Number and Customer Information. Customer Information can be typed in directly or load from the Customer List. It also allows to add a stamp or grayscale watermark on to the document, such as Confidential, Revised, Draft.

If you want to load data from Quotation or another document, you may click [Generate] button at the top and choose the document from the popup document list.



Line Item – Line Item or product information can be input here. Line Item can be added by typing in the table directly or clicking [Add] button to load from the Item List. The value in highlighted cell (Yellow) will be calculated automatically.



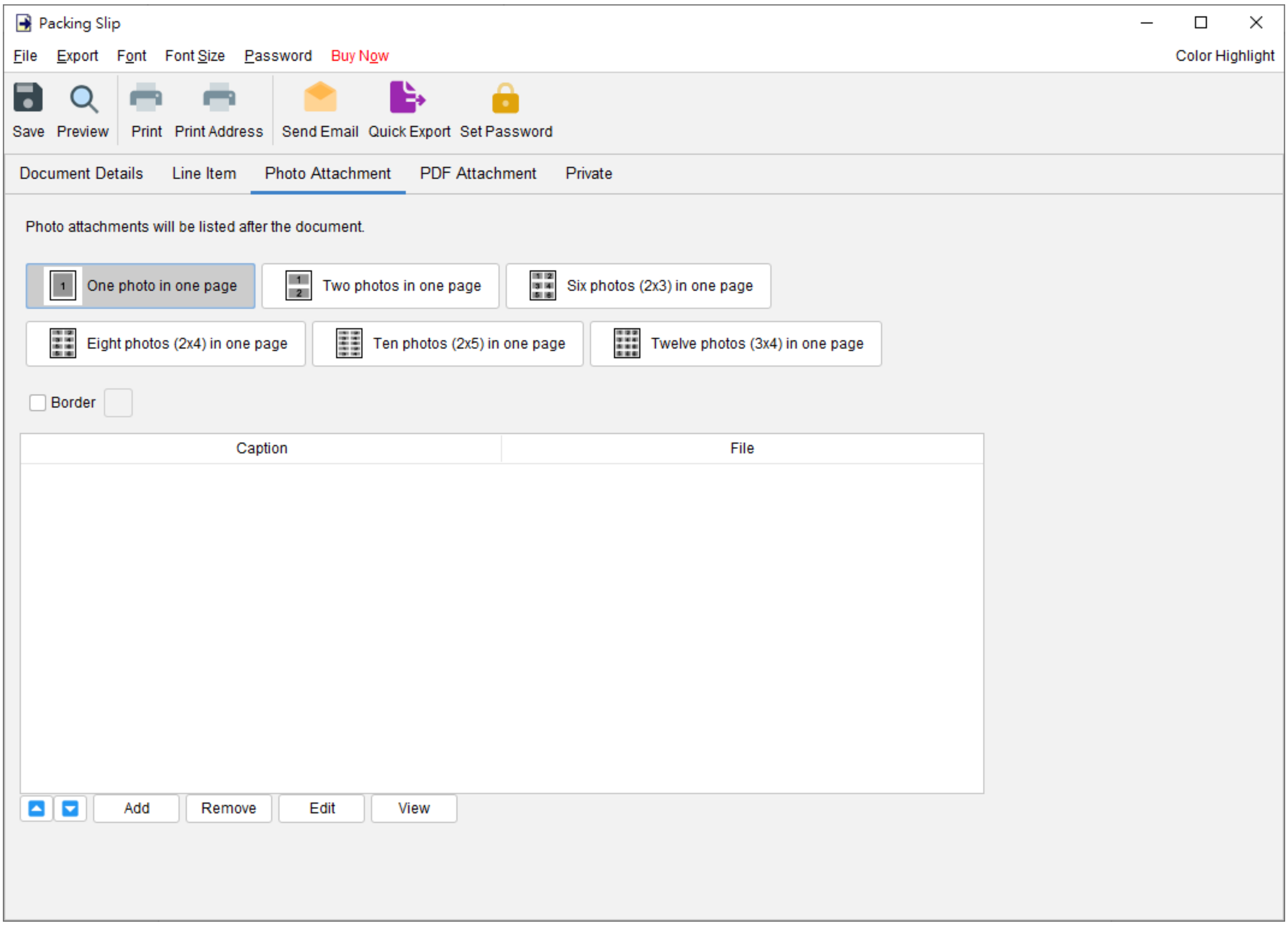
The "Notes" field allows to input additional information about the document and it also supports text formatting.

Two optional signature boxes are provided at the bottom of the document. You may add "Company Chop" and "Signature" images (300x300pixel) into the document. The chop/signature in output document is about 25mm in height.

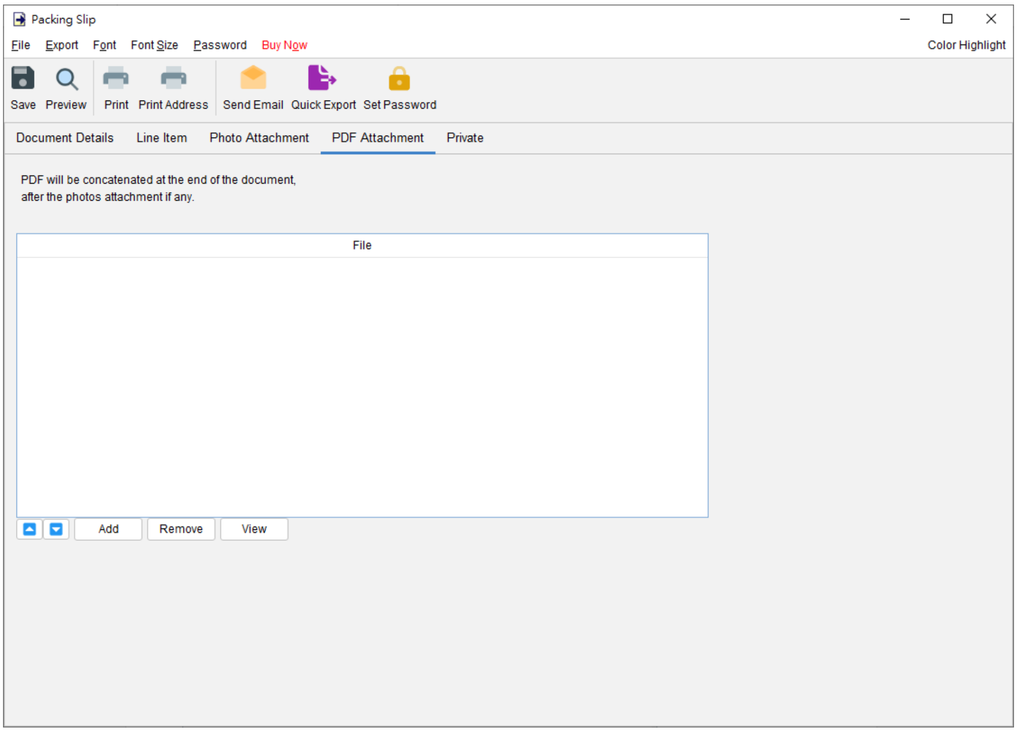
Photo Attachment – Photos can be attached to the end of quotation. Six layouts are provided to list the photos:

- One photo in one page
- Two photos in one page
- Six photos (2x3) in one page
- Eight photos (2x4) in one page
- Ten photos (2x5) in one page
- Twelve photos (3x4) in one page

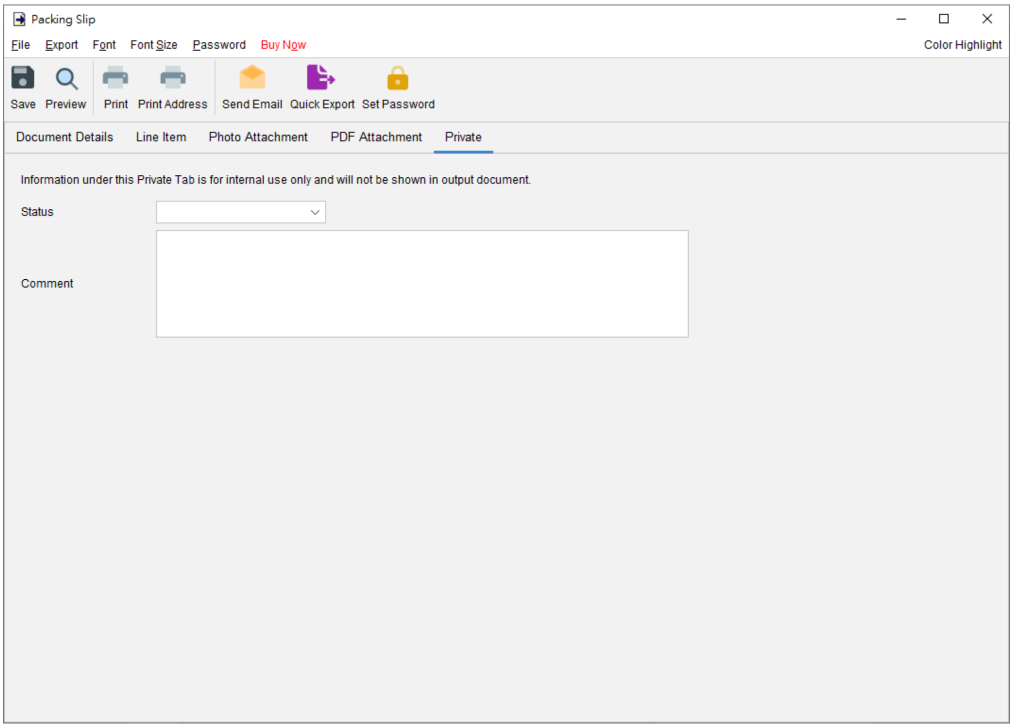
Click the [Add] button at bottom to add photo. It also allows to add caption under the photo.



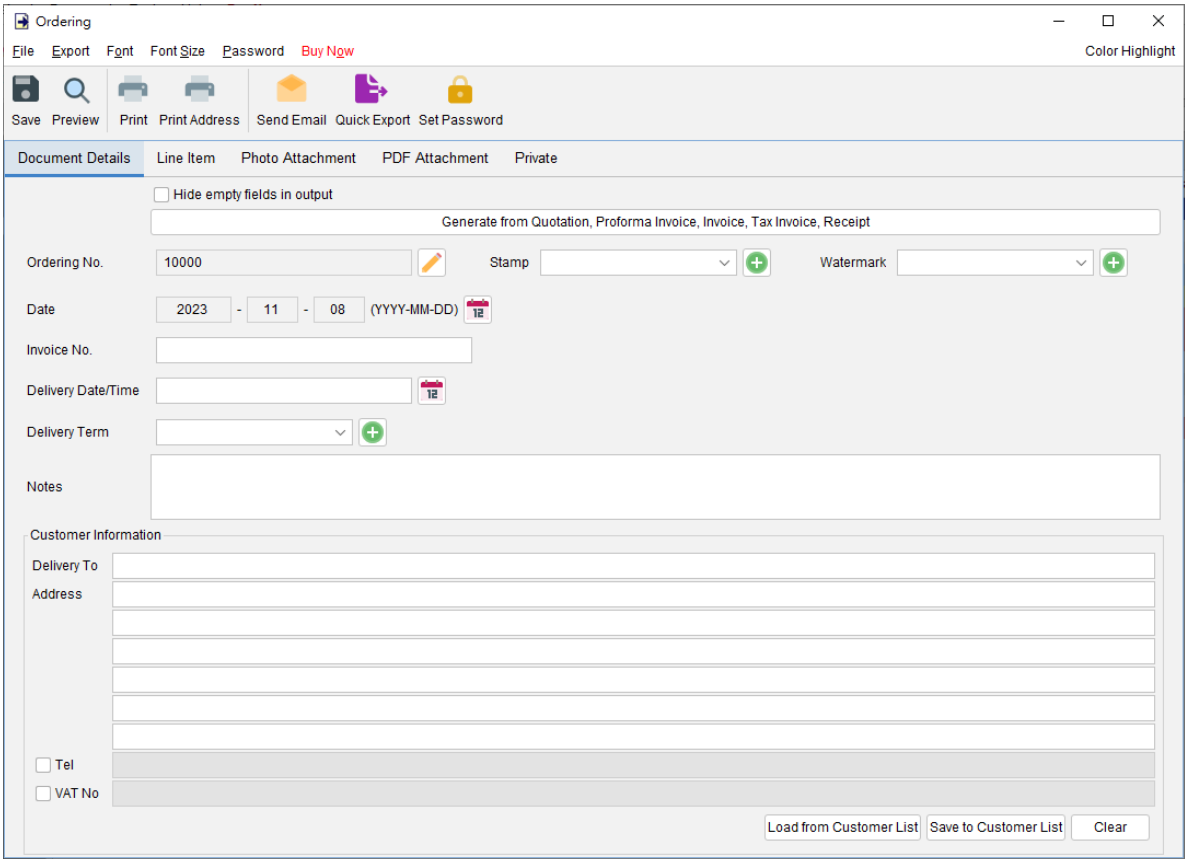
PDF Attachment – PDF file can be appended to the PDF output of document.



Private – User can specify document status and type comments under private tab. Information under private tab will not be shown in the output.



4.9. Ordering



The **Menu Bar** at the top of the window includes:

File – Save, preview, print or close the document. It also allows to save version.

Export – Document can be exported to PDF, HTML, or Excel format.

Font, Font Size – Specify the font and font size for the document.

Password – Set a password to protect the document from access.

Below the menu bar, it features a **Tools Bar** with several buttons includes:

Save – Save document

Preview – Preview document in PDF viewer

Print – Print document

Print Address – Print “Delivery To” address on envelop or address label

Send Email – Export the document in selected format and load the email client software to send email. Email client can be set in menu “Settings > Email client”.

Quick Export – One-click button to export the document in selected format into folder. Settings can be made in menu “Settings > Quick Export”.

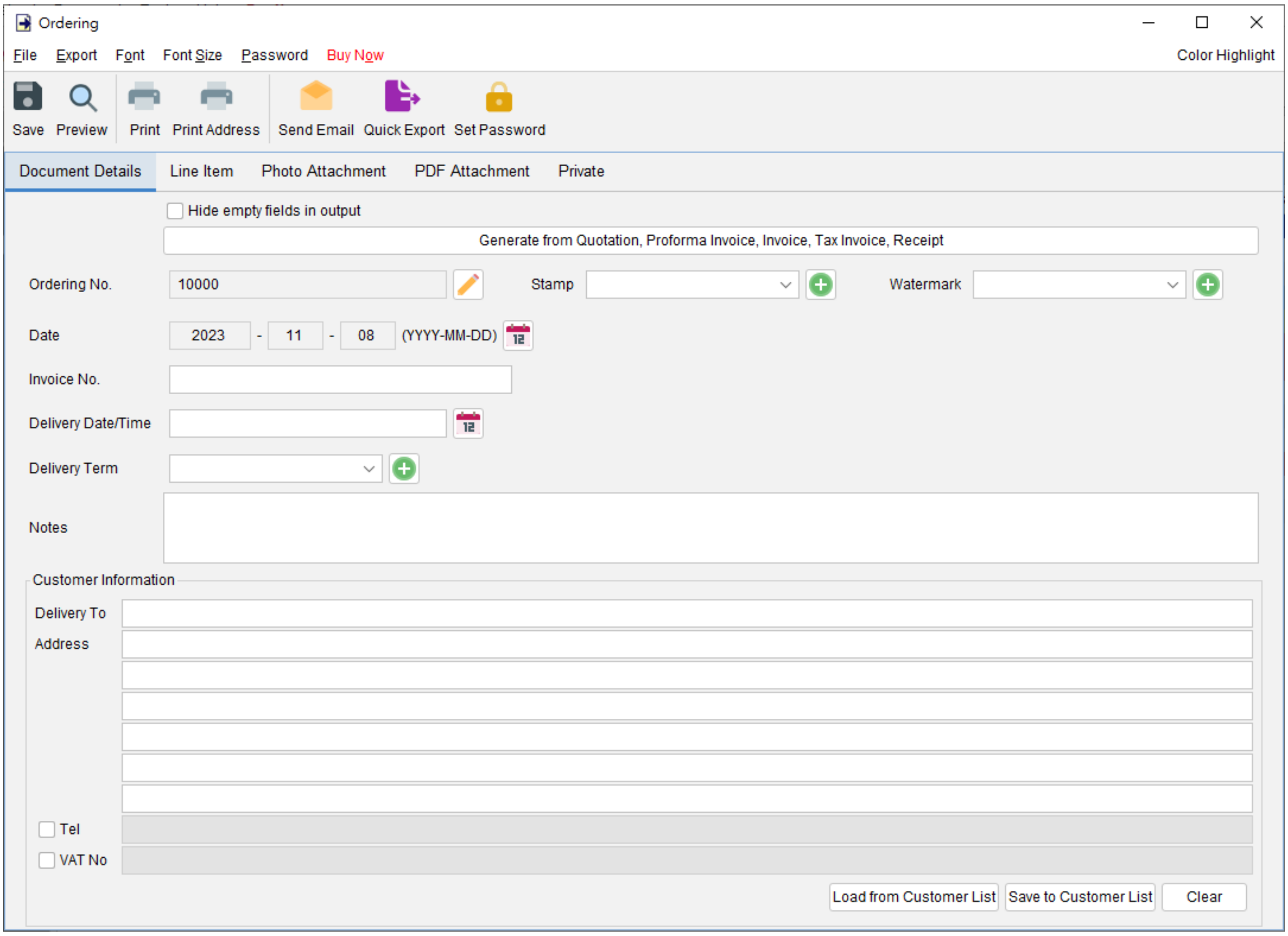
Set Password – Set a password to protect the document.

There are five parts in Ordering:

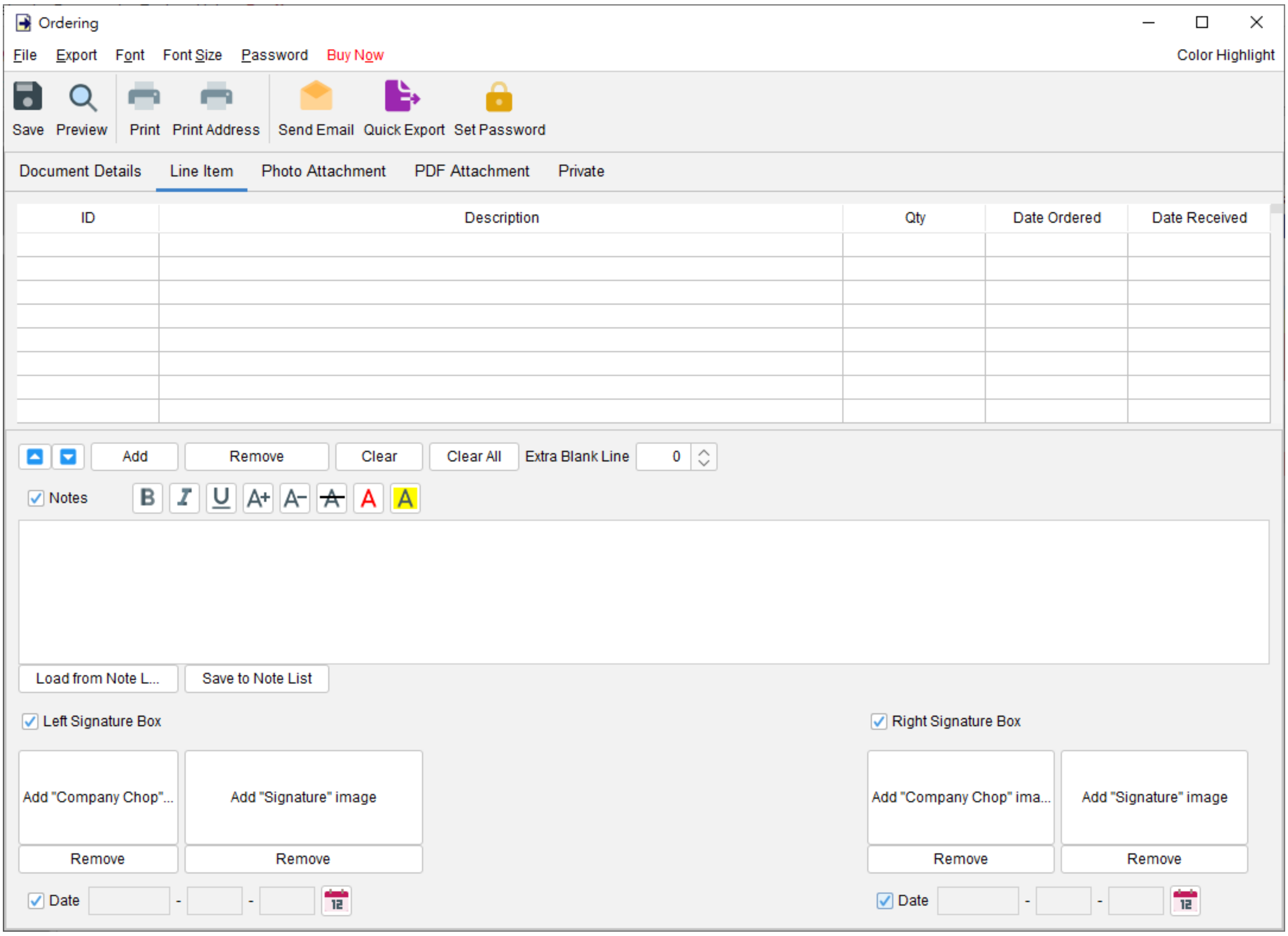
- Document Details
- Line Item
- Photo Attachment
- PDF Attachment
- Private

Document Details – Specify the header information of the Ordering, includes Number, Currency, Date, Delivery Date/Time, Delivery Term and Customer Information. Customer Information can be typed in directly or load from the Customer List. It also allows to add a stamp or grayscale watermark on to the document, such as Confidential, Revised, Draft.

If you want to load data from Quotation or another document, you may click [Generate] button at the top and choose the document from the popup document list.



Line Item – Line Item or product information can be input here. Line Item can be added by typing in the table directly or clicking [Add] button to load from the Item List. The value in highlighted cell (Yellow) will be calculated automatically.



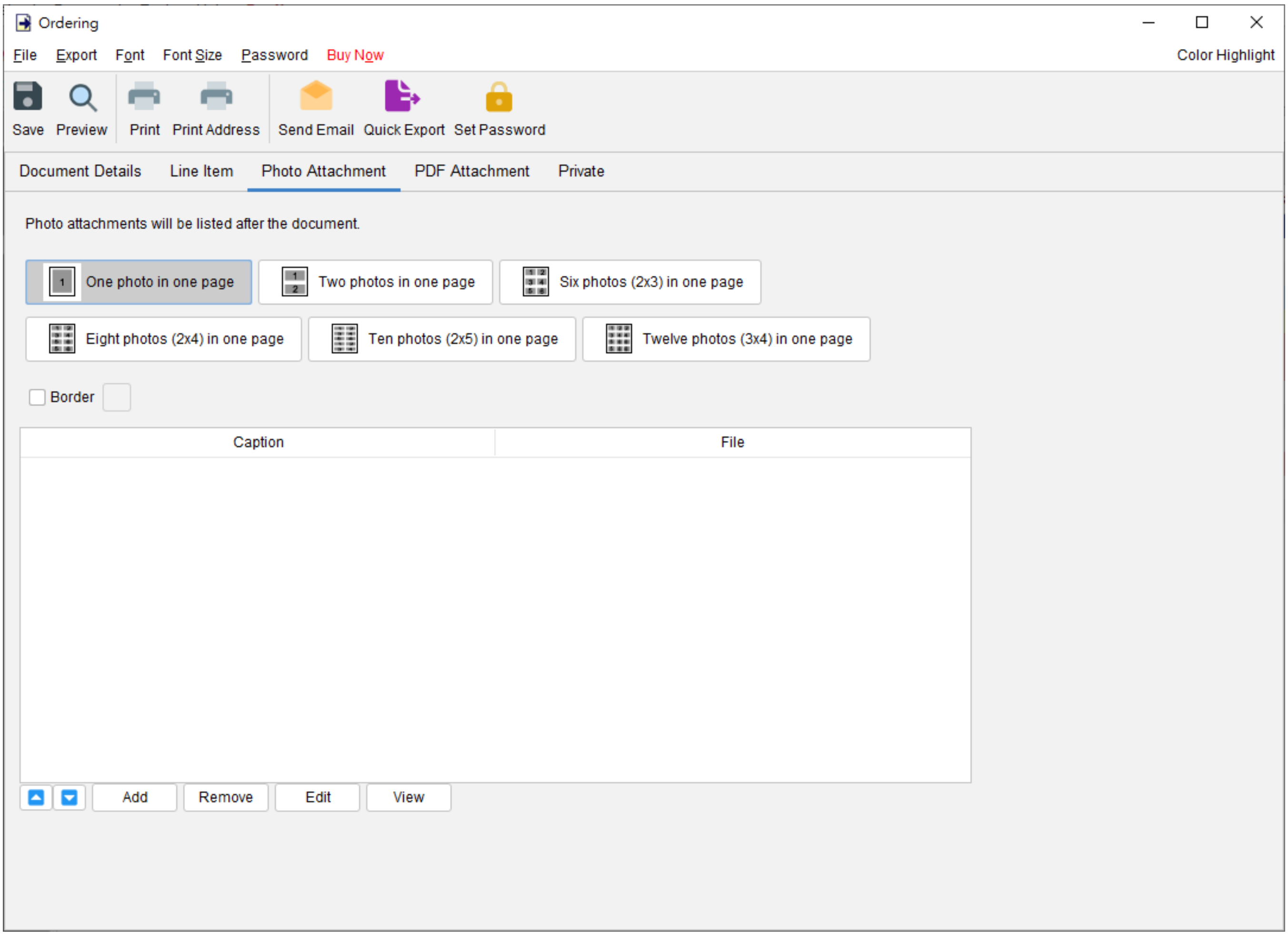
The "Notes" field allows to input additional information about the document and it also supports text formatting.

Two optional signature boxes are provided at the bottom of the document. You may add "Company Chop" and "Signature" images (300x300pixel) into the document. The chop/signature in output document is about 25mm in height.

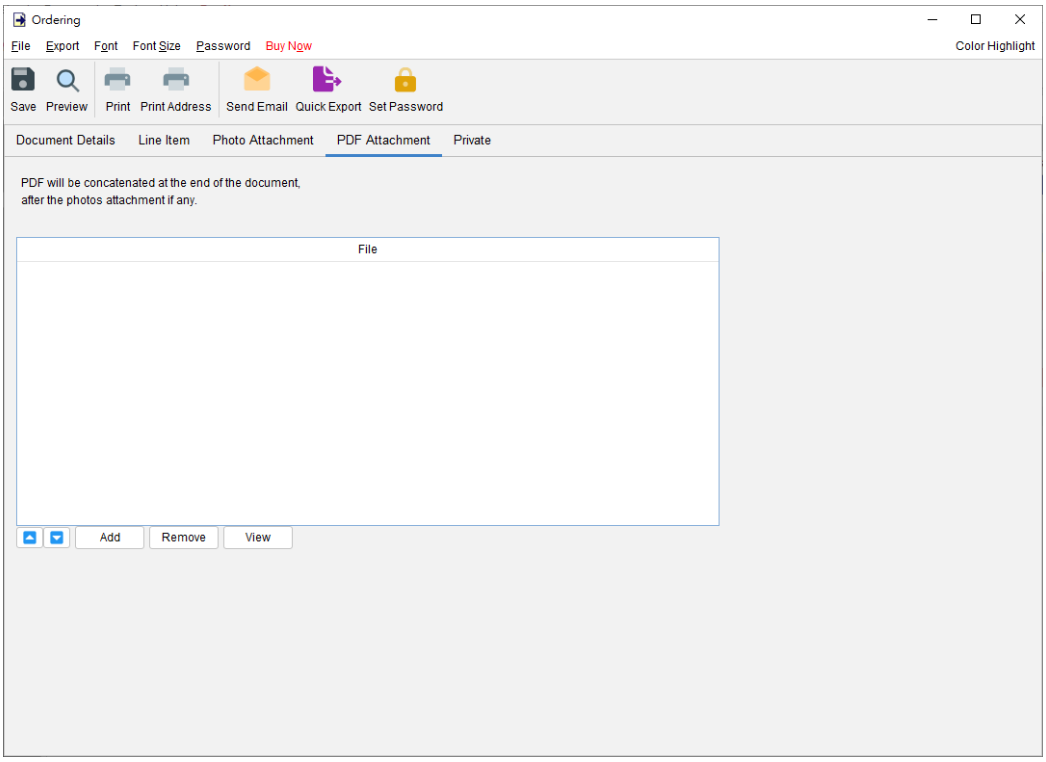
Photo Attachment – Photos can be attached to the end of quotation. Six layouts are provided to list the photos:

- One photo in one page
- Two photos in one page
- Six photos (2x3) in one page
- Eight photos (2x4) in one page
- Ten photos (2x5) in one page
- Twelve photos (3x4) in one page

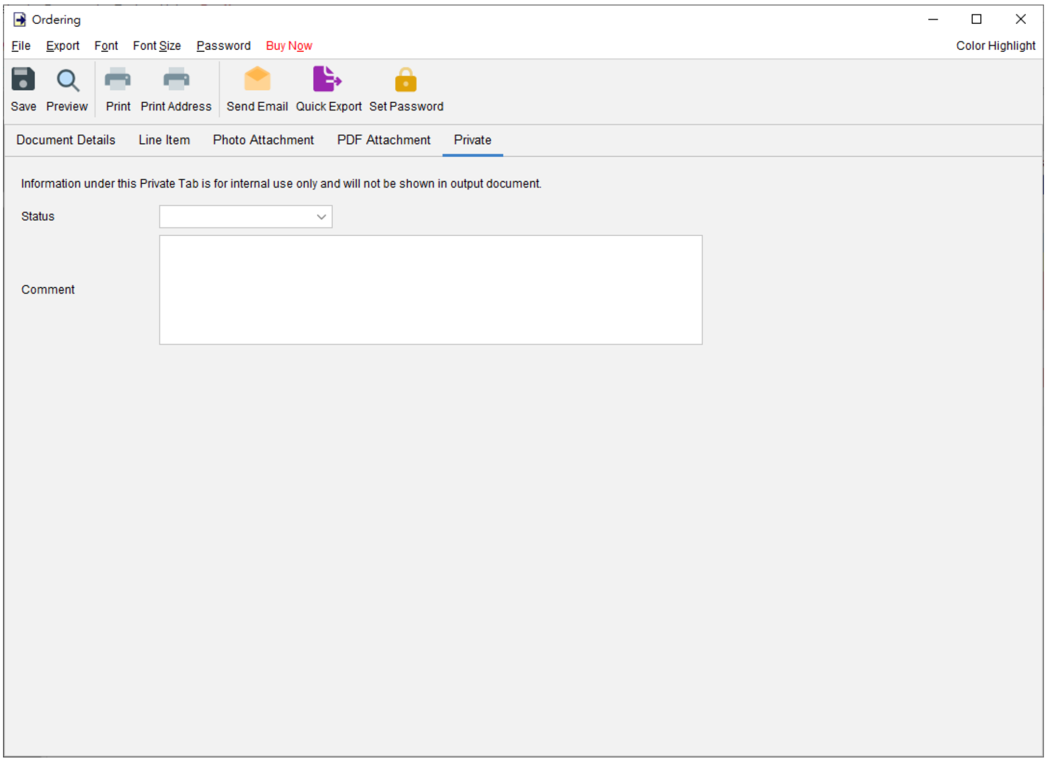
Click the [Add] button at bottom to add photo. It also allows to add caption under the photo.



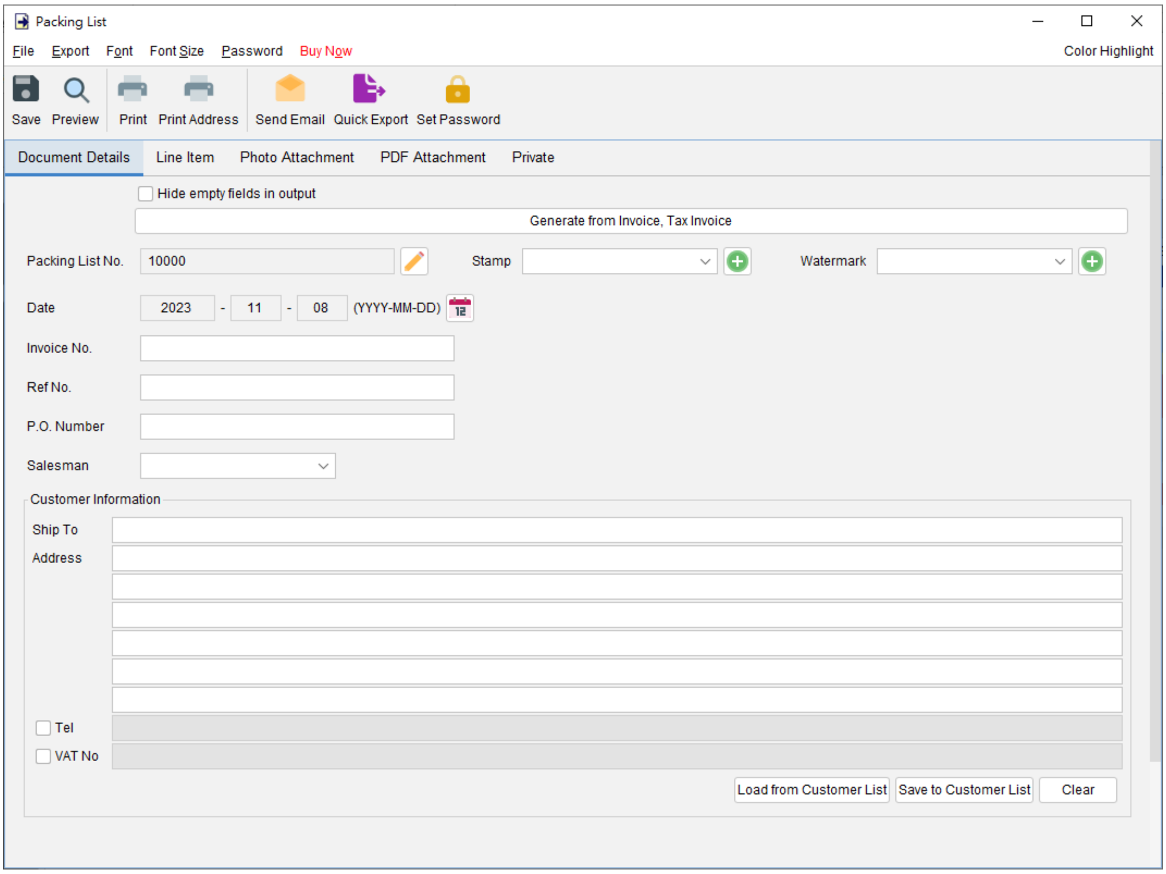
PDF Attachment – PDF file can be appended to the PDF output of document.



Private – User can specify document status and type comments under private tab. Information under private tab will not be shown in the output.



4.10. Packing List



The **Menu Bar** at the top of the window includes:

File – Save, preview, print or close the document. It also allows to save version.

Export – Document can be exported to PDF, HTML, or Excel format.

Font, Font Size – Specify the font and font size for the document.

Password – Set a password to protect the document from access.

Below the menu bar, it features a **Tools Bar** with several buttons includes:

Save – Save document

Preview – Preview document in PDF viewer

Print – Print document

Print Address – Print "Ship To" address on envelop or address label

Send Email – Export the document in selected format and load the email client software to send email. Email client can be set in menu "Settings > Email client".

Quick Export – One-click button to export the document in selected format into folder. Settings can be made in menu "Settings > Quick Export".

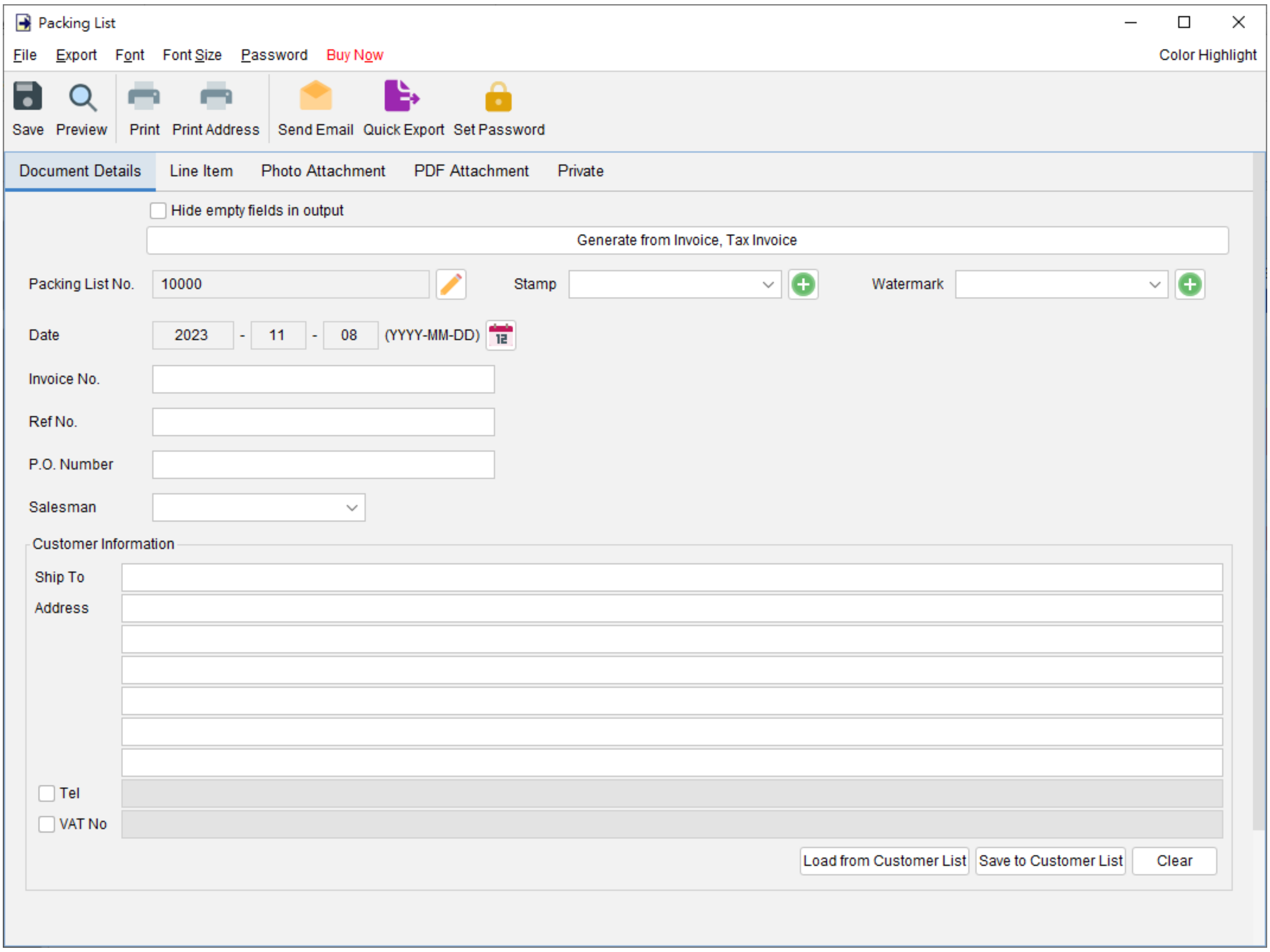
Set Password – Set a password to protect the document.

There are five parts in Packing List:

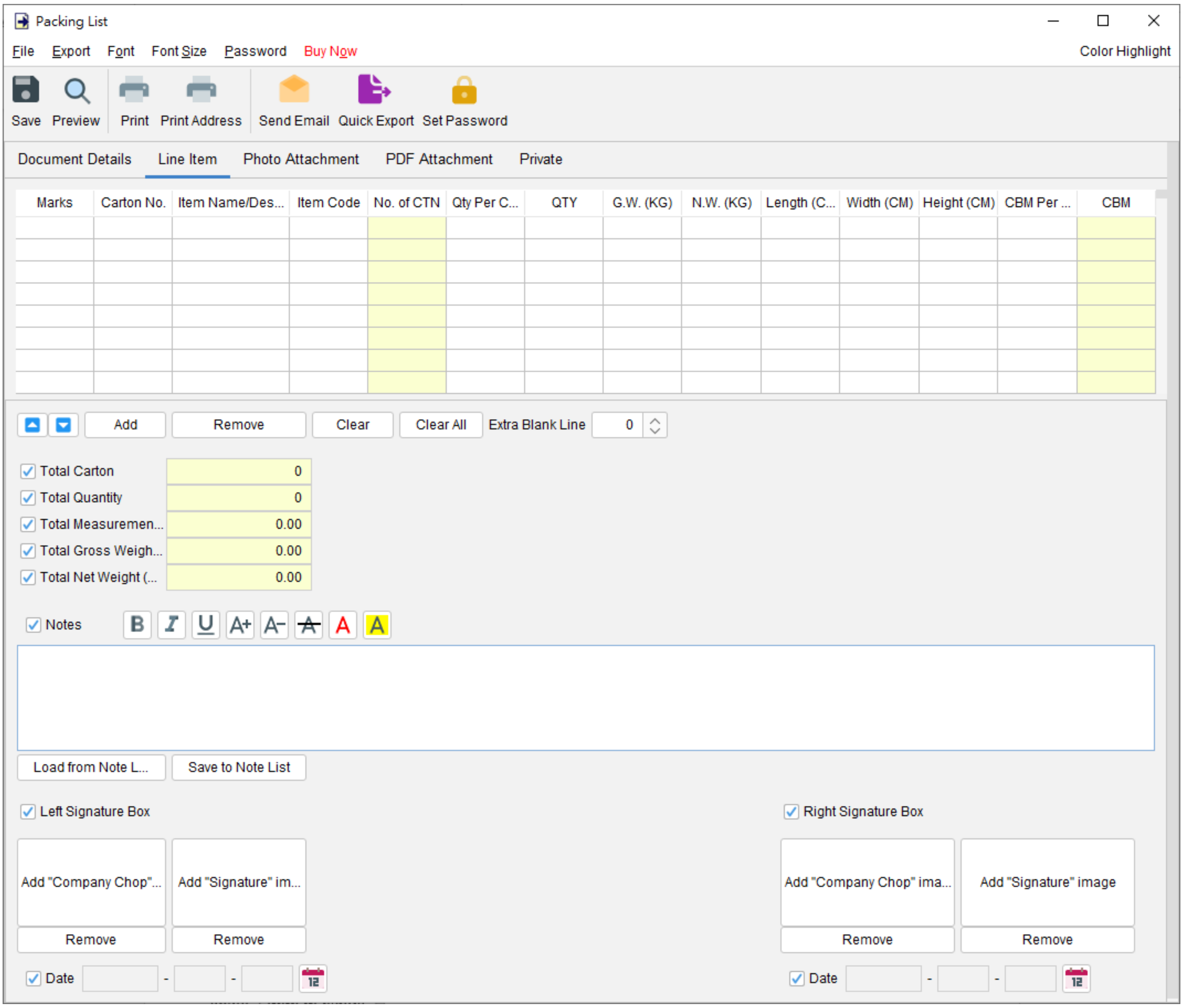
- Document Details
- Line Item
- Photo Attachment
- PDF Attachment
- Private

Document Details – Specify the header information of the Packing List, includes Number, Currency, Date, Ref No., PO Number, Sales Representative and Customer Information. Customer Information can be typed in directly or load from the Customer List. It also allows to add a stamp or grayscale watermark on to the document, such as Confidential, Revised, Draft.

If you want to load data from Invoice or Tax Invoice, you may click [Generate] button at the top and choose the document from the popup document list.



Line Item – Line Item or product information can be input here. Line Item can be added by typing in the table directly or clicking [Add] button to load from the Item List. The value in highlighted cell (Yellow) will be calculated automatically.



The checkbox field is optional. Check the box will enable and show the field in the output document.

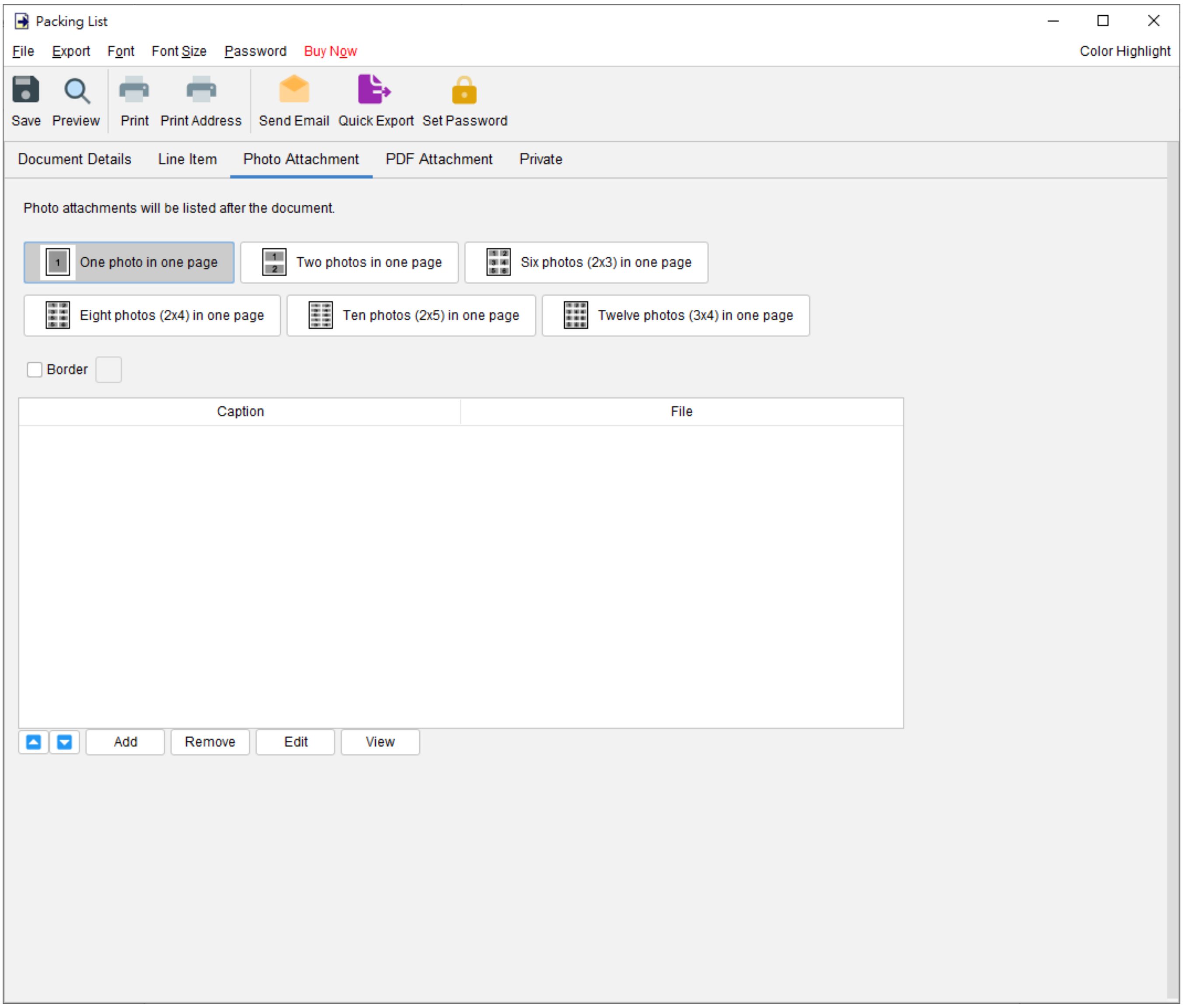
The "Notes" field allows to input additional information about the document and it also supports text formatting.

Two optional signature boxes are provided at the bottom of the document. You may add "Company Chop" and "Signature" images (300x300pixel) into the document. The chop/signature in output document is about 25mm in height.

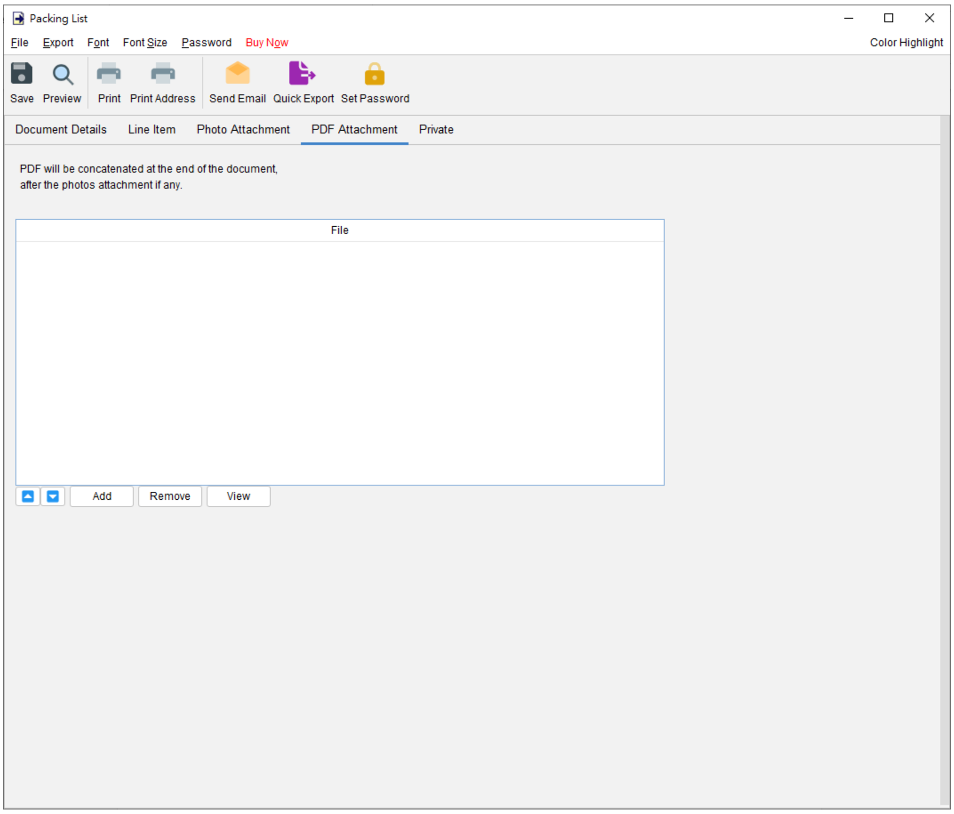
Photo Attachment – Photos can be attached to the end of quotation. Six layouts are provided to list the photos:

- One photo in one page
- Two photos in one page
- Six photos (2x3) in one page
- Eight photos (2x4) in one page
- Ten photos (2x5) in one page
- Twelve photos (3x4) in one page

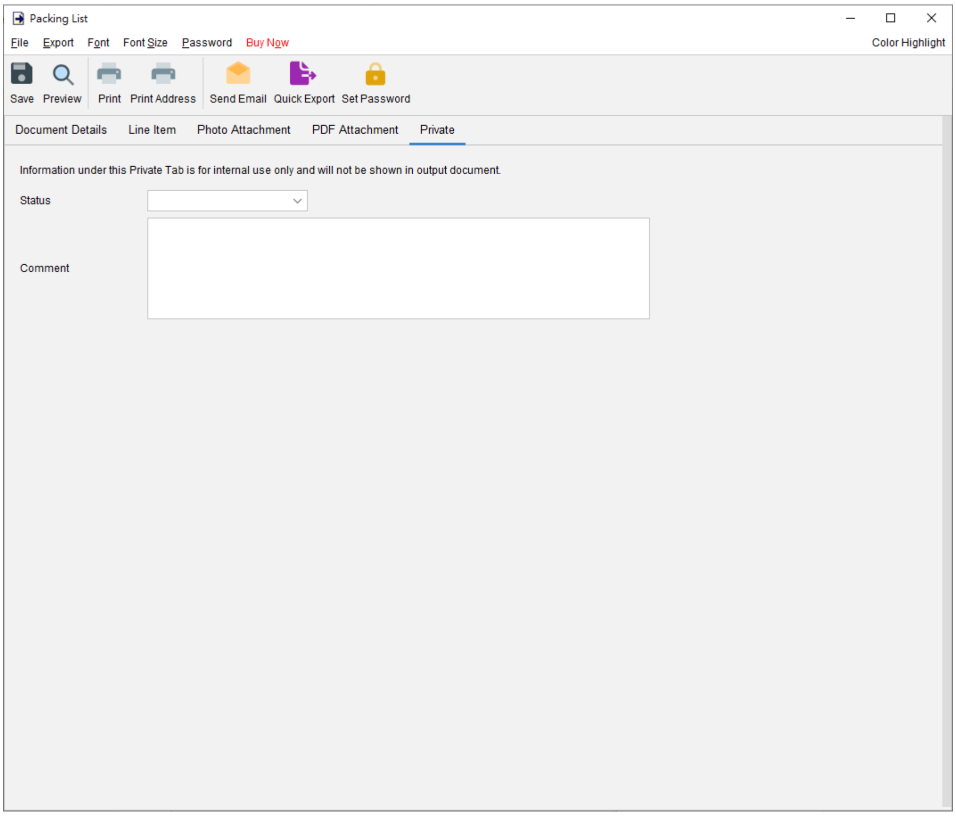
Click the [Add] button at bottom to add photo. It also allows to add caption under the photo.



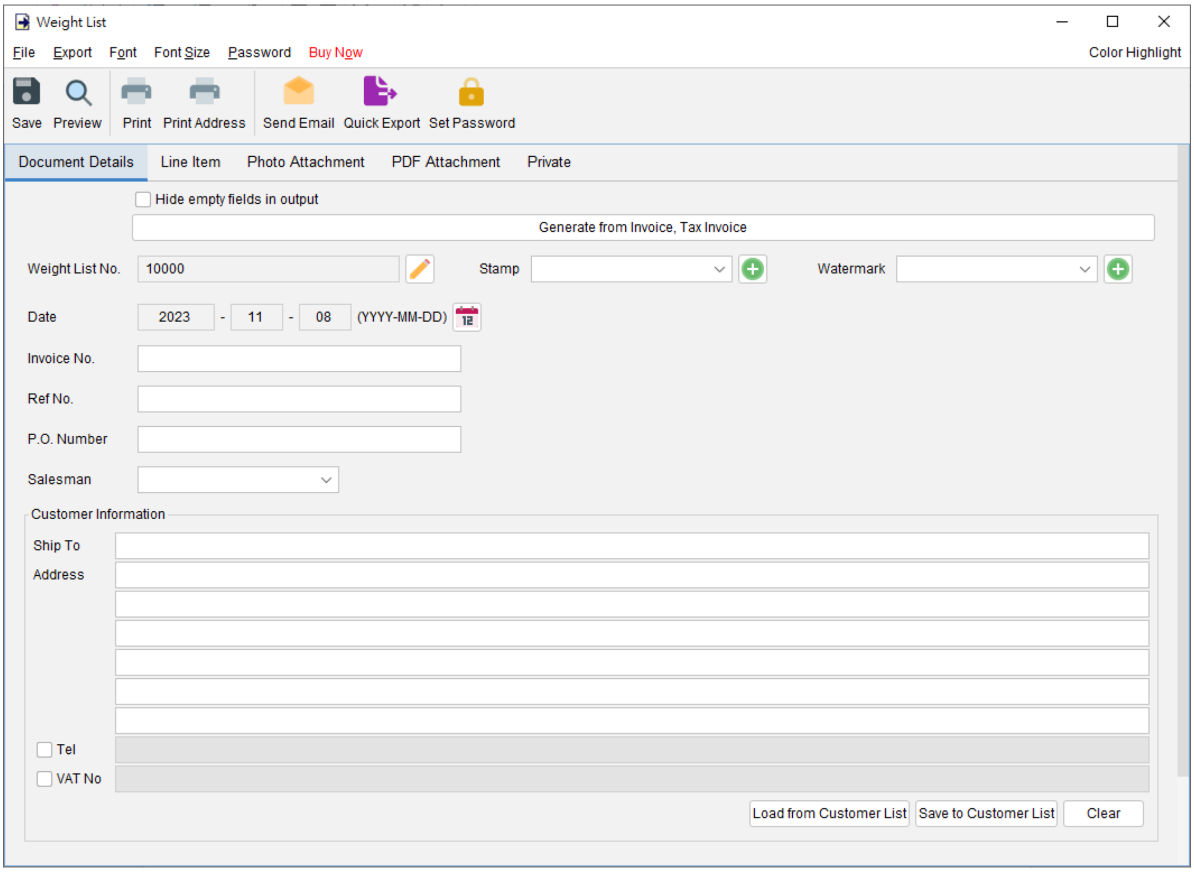
PDF Attachment – PDF file can be appended to the PDF output of document.



Private – User can specify document status and type comments under private tab. Information under private tab will not be shown in the output.



4.11. Weight List



The **Menu Bar** at the top of the window includes:

File – Save, preview, print or close the document. It also allows to save version.

Export – Document can be exported to PDF, HTML, or Excel format.

Font, Font Size – Specify the font and font size for the document.

Password – Set a password to protect the document from access.

Below the menu bar, it features a **Tools Bar** with several buttons includes:

Save – Save document

Preview – Preview document in PDF viewer

Print – Print document

Print Address – Print "Ship To" address on envelop or address label

Send Email – Export the document in selected format and load the email client software to send email. Email client can be set in menu "Settings > Email client".

Quick Export – One-click button to export the document in selected format into folder. Settings can be made in menu "Settings > Quick Export".

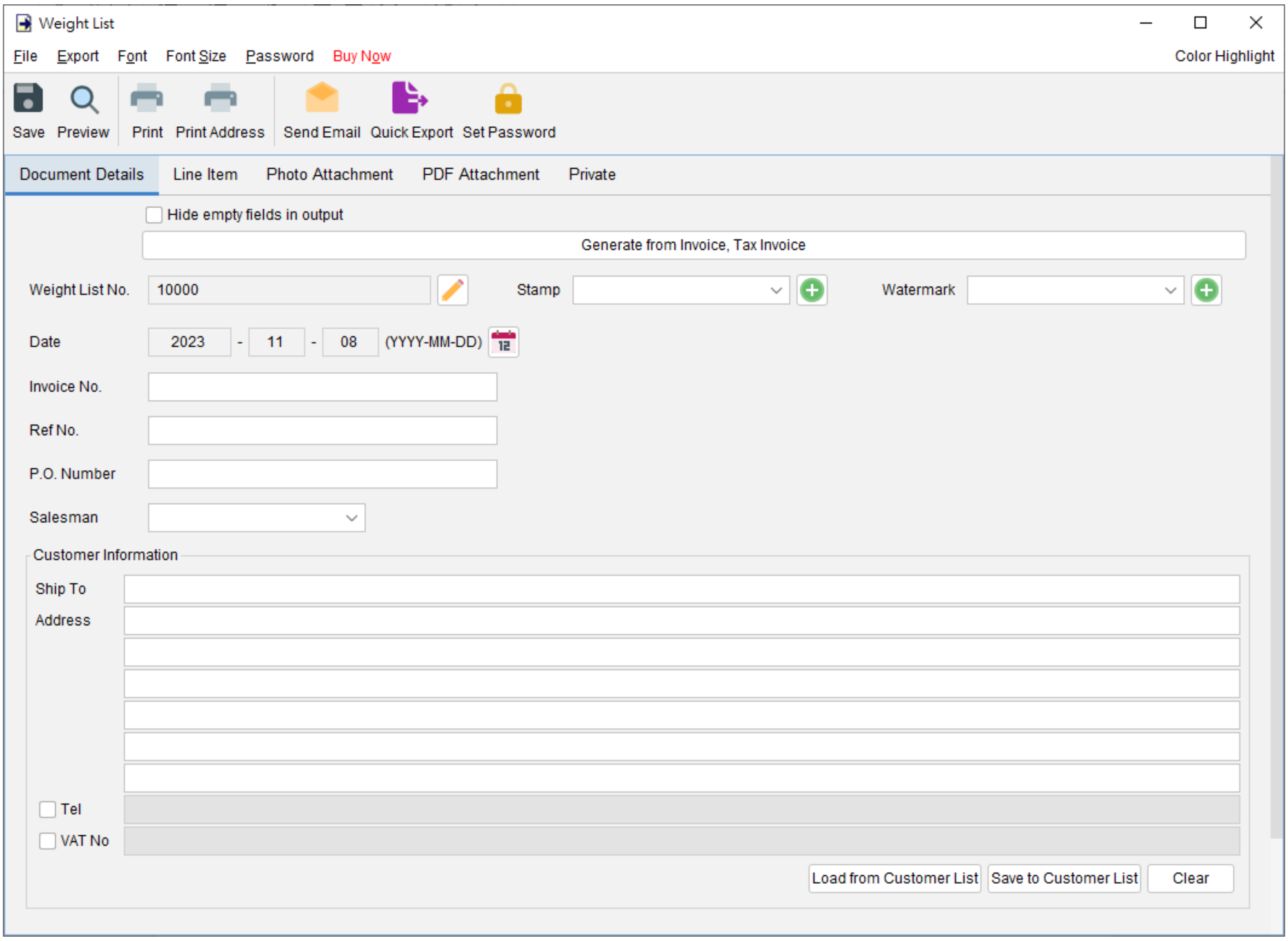
Set Password – Set a password to protect the document.

There are five parts in Weight List:

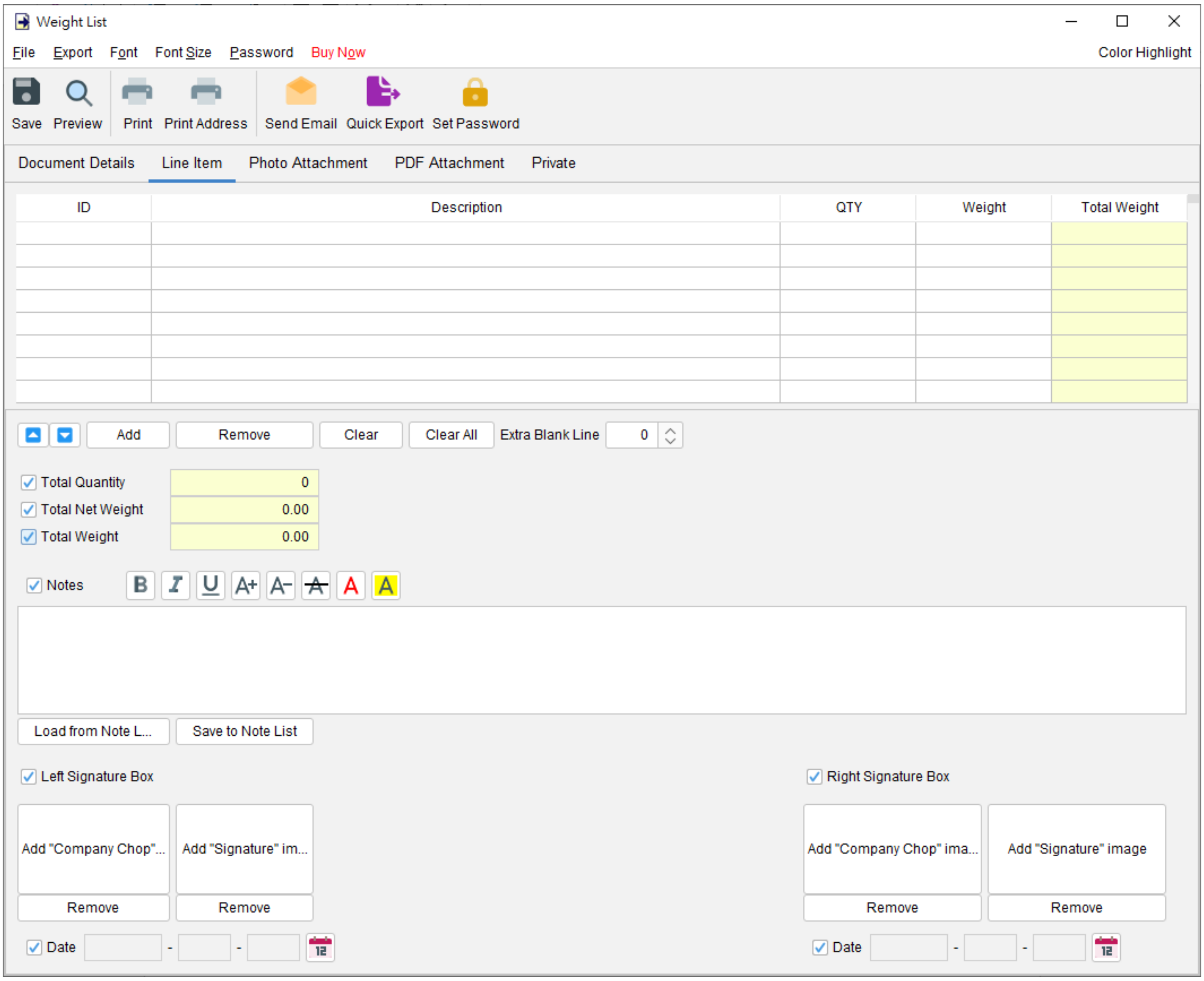
- Document Details
- Line Item
- Photo Attachment
- PDF Attachment
- Private

Document Details – Specify the header information of the Weight List, includes Number, Currency, Date, PO Number, Sales Representative and Customer Information. Customer Information can be typed in directly or load from the Customer List. It also allows to add a stamp or grayscale watermark on to the document, such as Confidential, Revised, Draft.

If you want to load data from Invoice or Tax Invoice, you may click [Generate] button at the top and choose the document from the popup document list.



Line Item – Line Item or product information can be input here. Line Item can be added by typing in the table directly or clicking [Add] button to load from the Item List. The value in highlighted cell (Yellow) will be calculated automatically.



The checkbox field is optional. Check the box will enable and show the field in the output document.

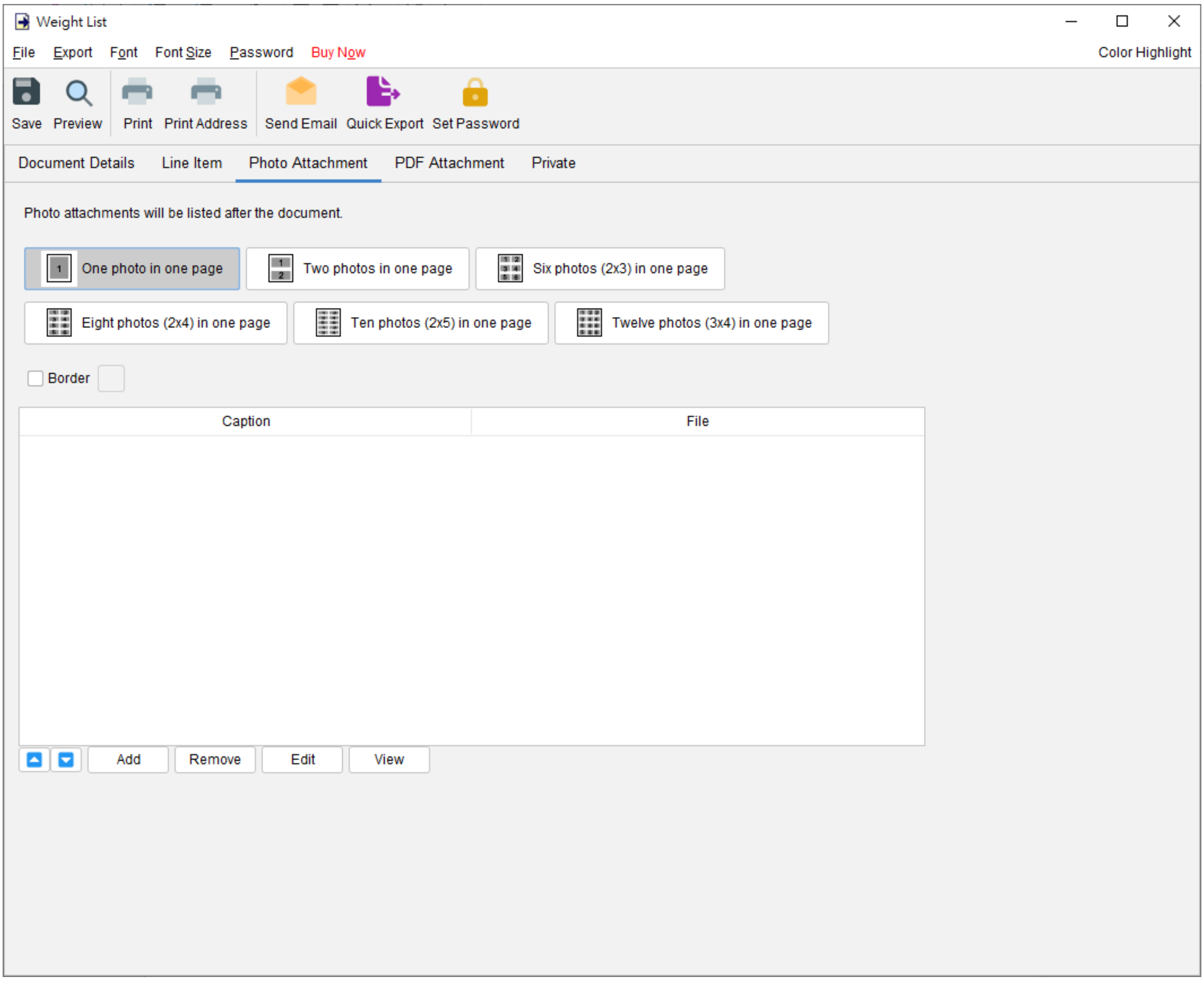
The "Notes" field allows to input additional information about the document and it also supports text formatting.

Two optional signature boxes are provided at the bottom of the document. You may add "Company Chop" and "Signature" images (300x300pixel) into the document. The chop/signature in output document is about 25mm in height.

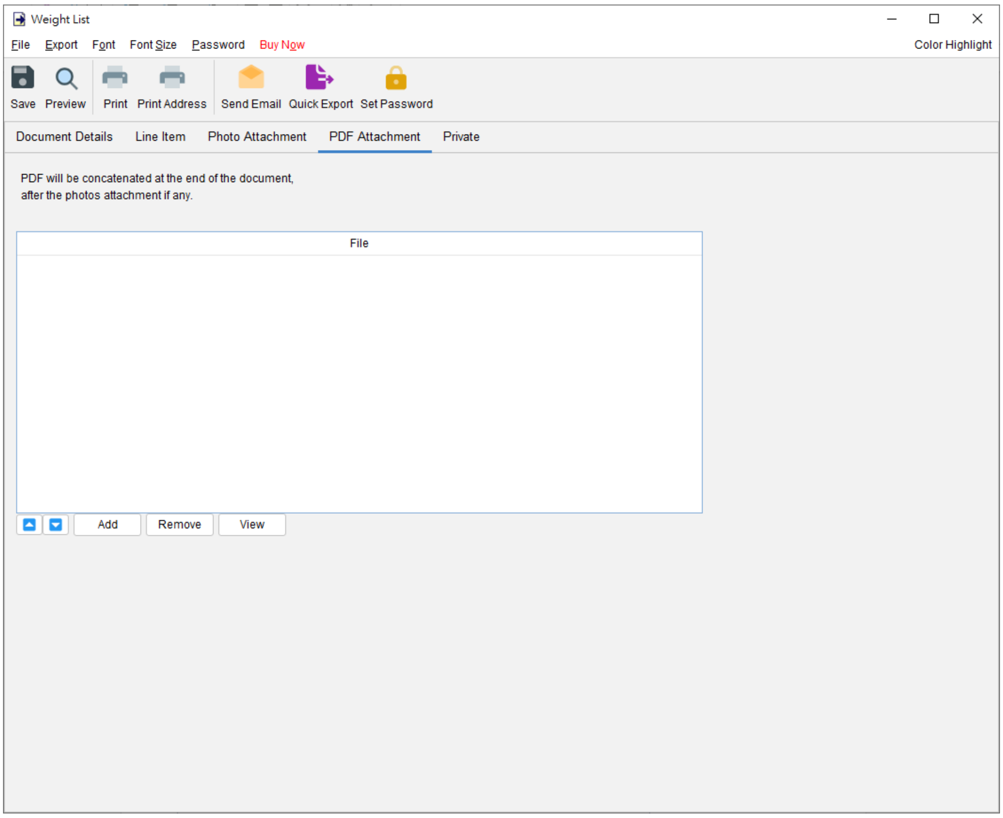
Photo Attachment – Photos can be attached to the end of quotation. Six layouts are provided to list the photos:

- One photo in one page
- Two photos in one page
- Six photos (2x3) in one page
- Eight photos (2x4) in one page
- Ten photos (2x5) in one page
- Twelve photos (3x4) in one page

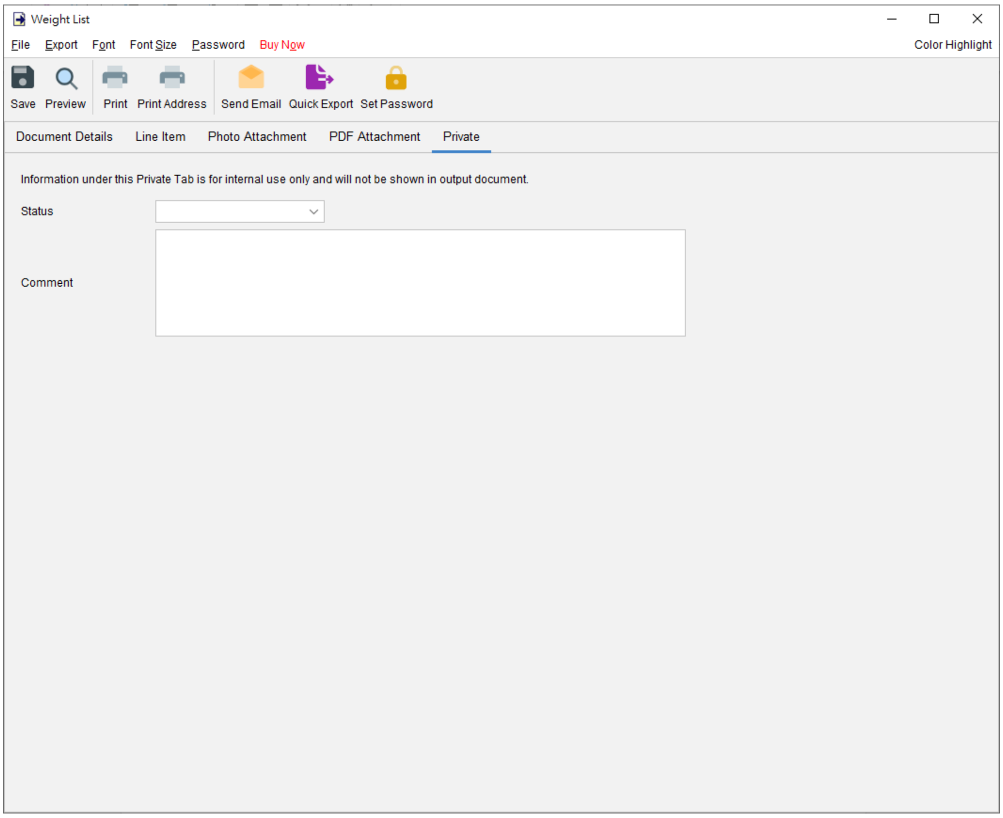
Click the [Add] button at bottom to add photo. It also allows to add caption under the photo.



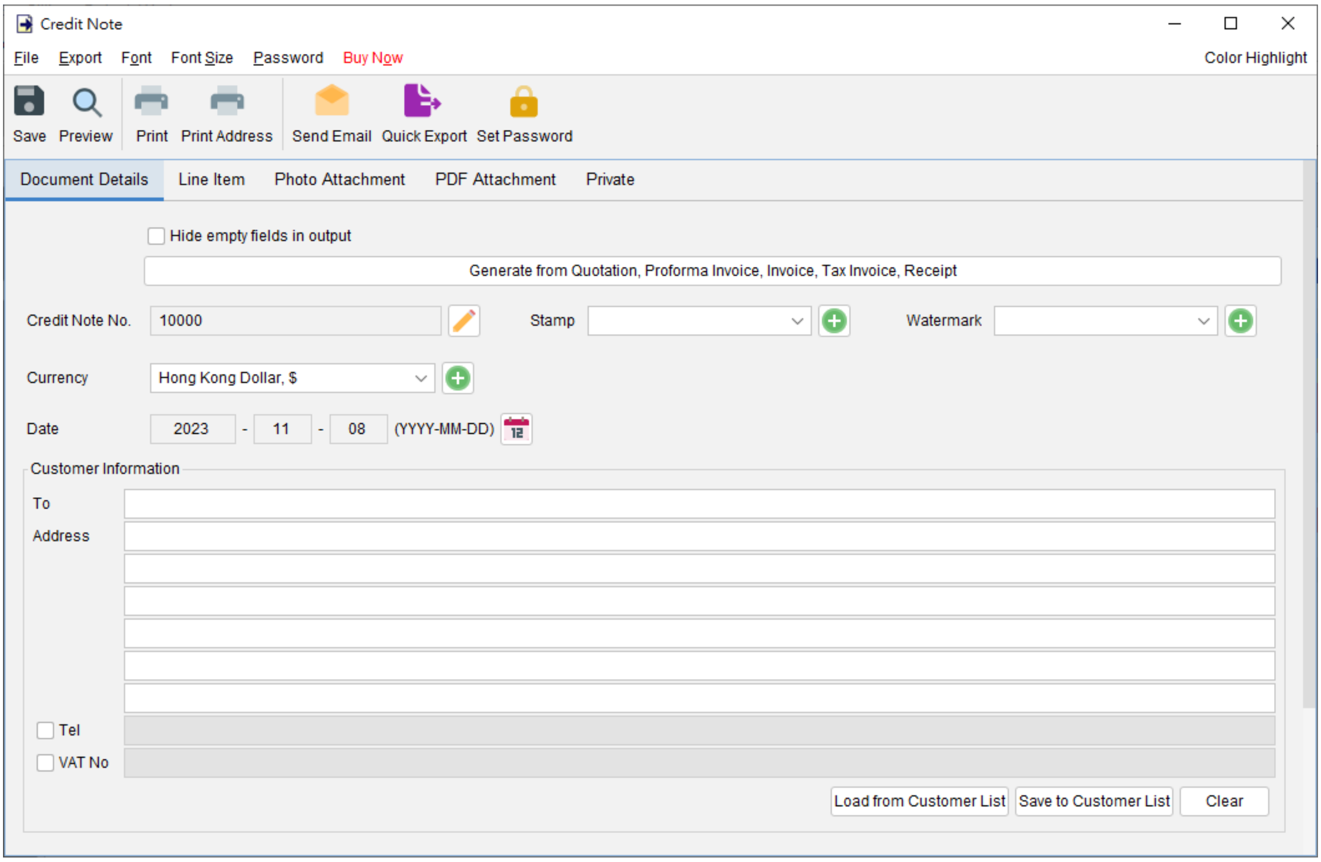
PDF Attachment – PDF file can be appended to the PDF output of document.



Private – User can specify document status and type comments under private tab. Information under private tab will not be shown in the output.



4.12. Credit Note



The **Menu Bar** at the top of the window includes:

File – Save, preview, print or close the document. It also allows to save version.

Export – Document can be exported to PDF, HTML, or Excel format.

Font, Font Size – Specify the font and font size for the document.

Password – Set a password to protect the document from access.

Below the menu bar, it features a **Tools Bar** with several buttons includes:

Save – Save document

Preview – Preview document in PDF viewer

Print – Print document

Print Address – Print "Customer" address on envelop or address label

Send Email – Export the document in selected format and load the email client software to send email. Email client can be set in menu "Settings > Email client".

Quick Export – One-click button to export the document in selected format into folder. Settings can be made in menu "Settings > Quick Export".

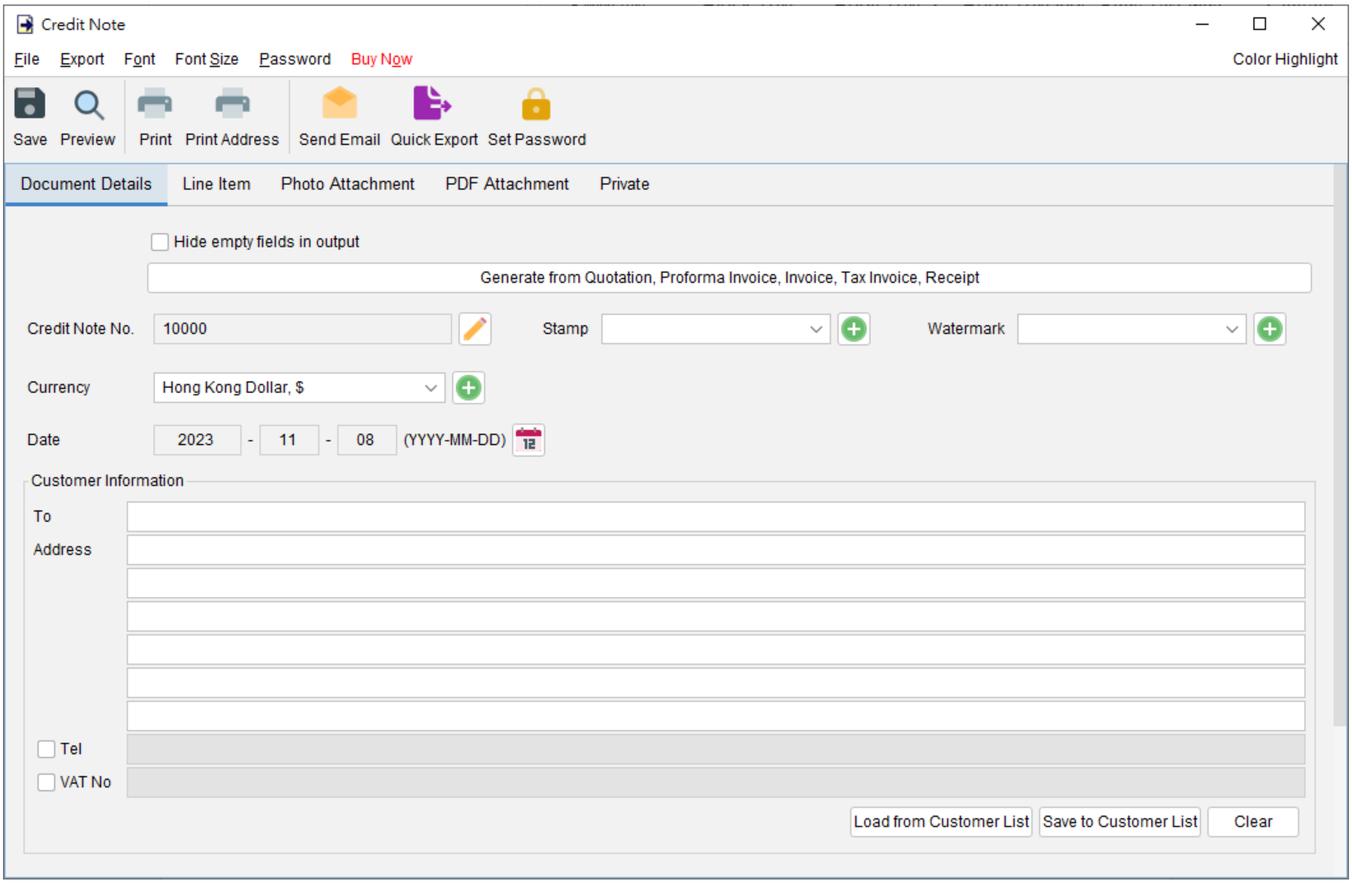
Set Password – Set a password to protect the document.

There are five parts in Credit Note:

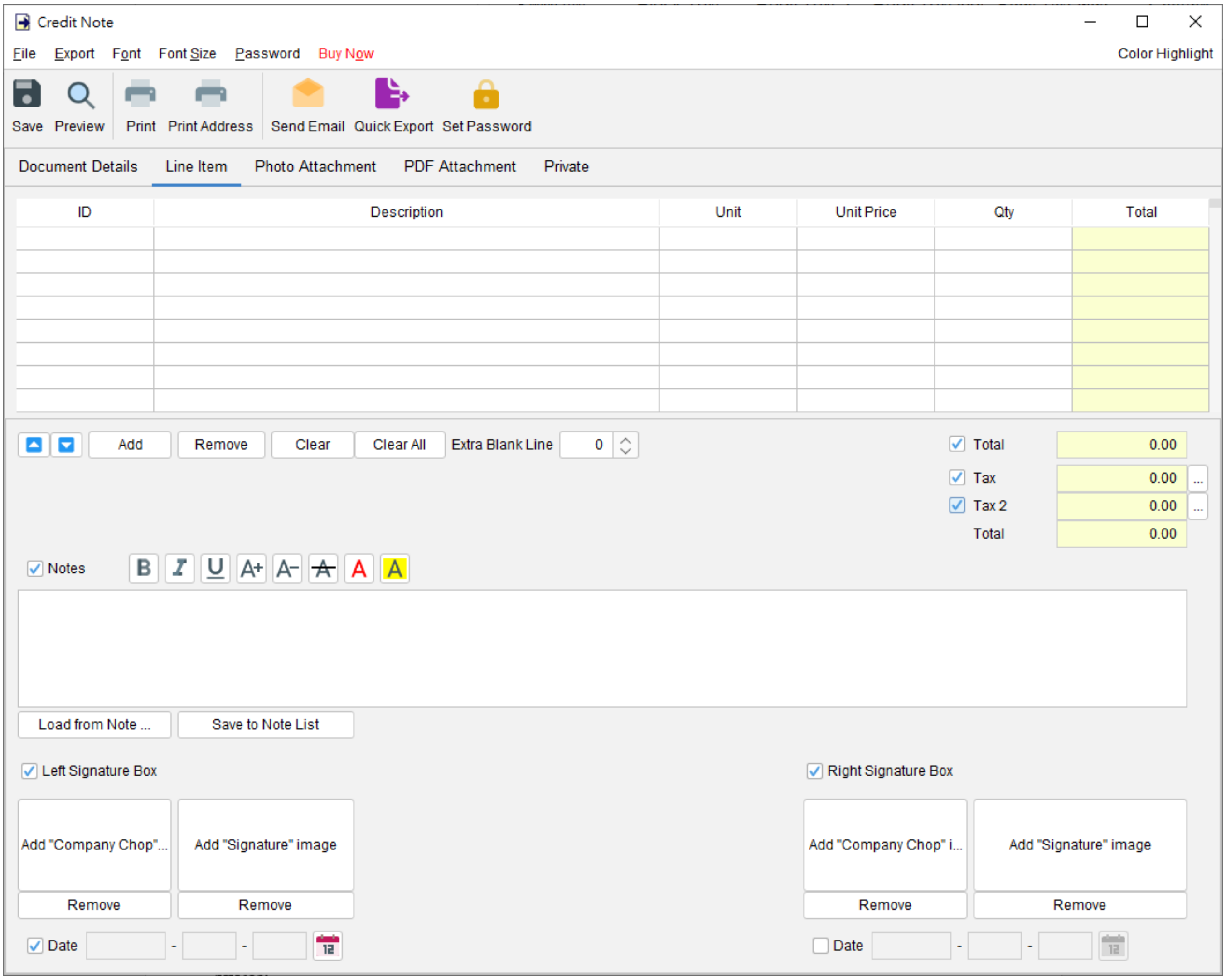
- Document Details
- Line Item
- Photo Attachment
- PDF Attachment
- Private

Document Details – Specify the header information of the Credit Note, includes Number, Currency, Date, and Customer Information. Customer Information can be typed in directly or load from the Customer List. It also allows to add a stamp or grayscale watermark on to the document, such as Confidential, Revised, Draft.

If you want to load data from Quotation or another document, you may click [Generate] button at the top and choose the document from the popup document list.



Line Item – Line Item or product information can be input here. Line Item can be added by typing in the table directly or clicking [Add] button to load from the Item List. The value in highlighted cell (Yellow) will be calculated automatically.



The checkbox field is optional. Check the box will enable and show the field in the output document.

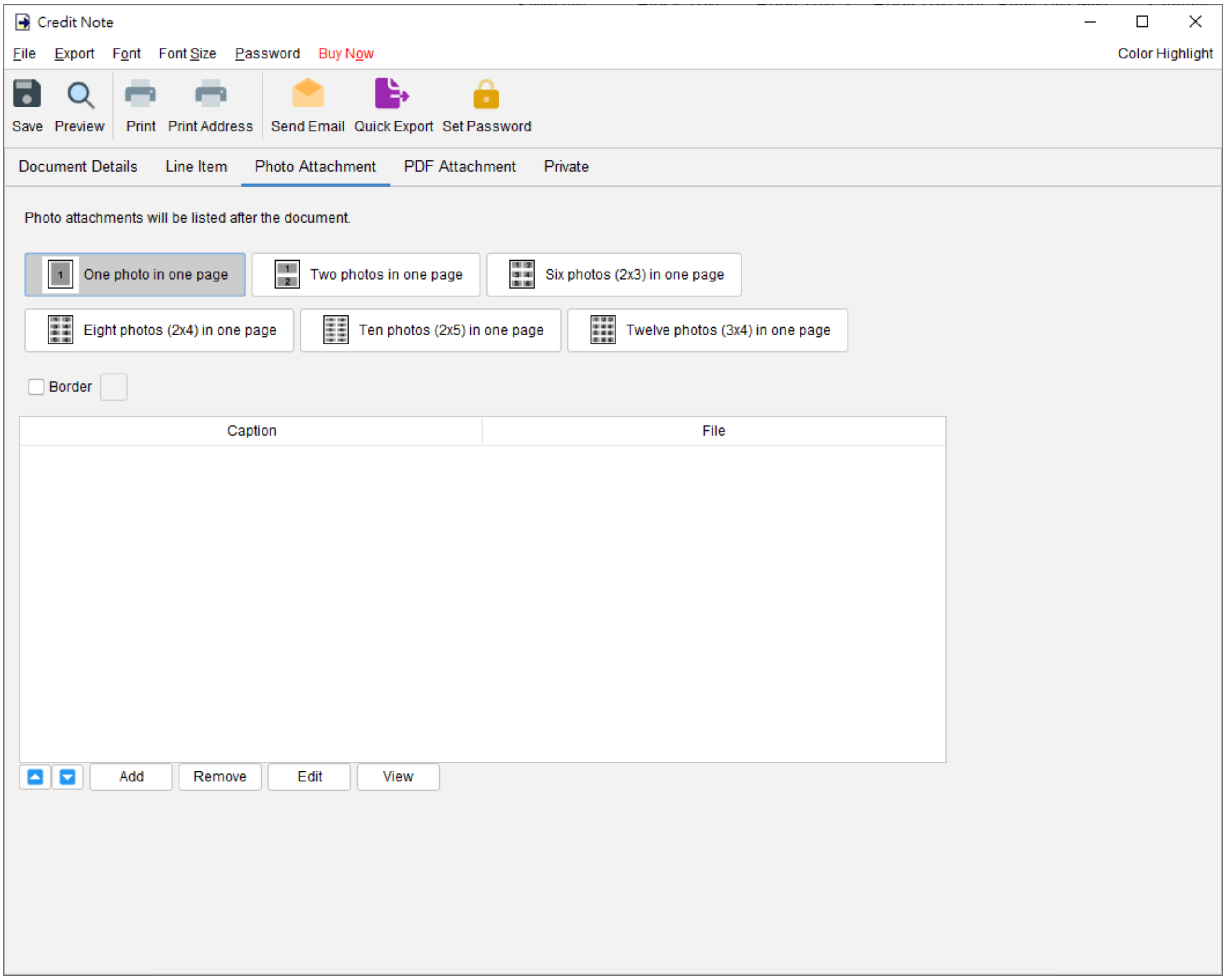
The "Notes" field allows to input additional information about the document and it also supports text formatting.

Two optional signature boxes are provided at the bottom of the document. You may add "Company Chop" and "Signature" images (300x300pixel) into the document. The chop/signature in output document is about 25mm in height.

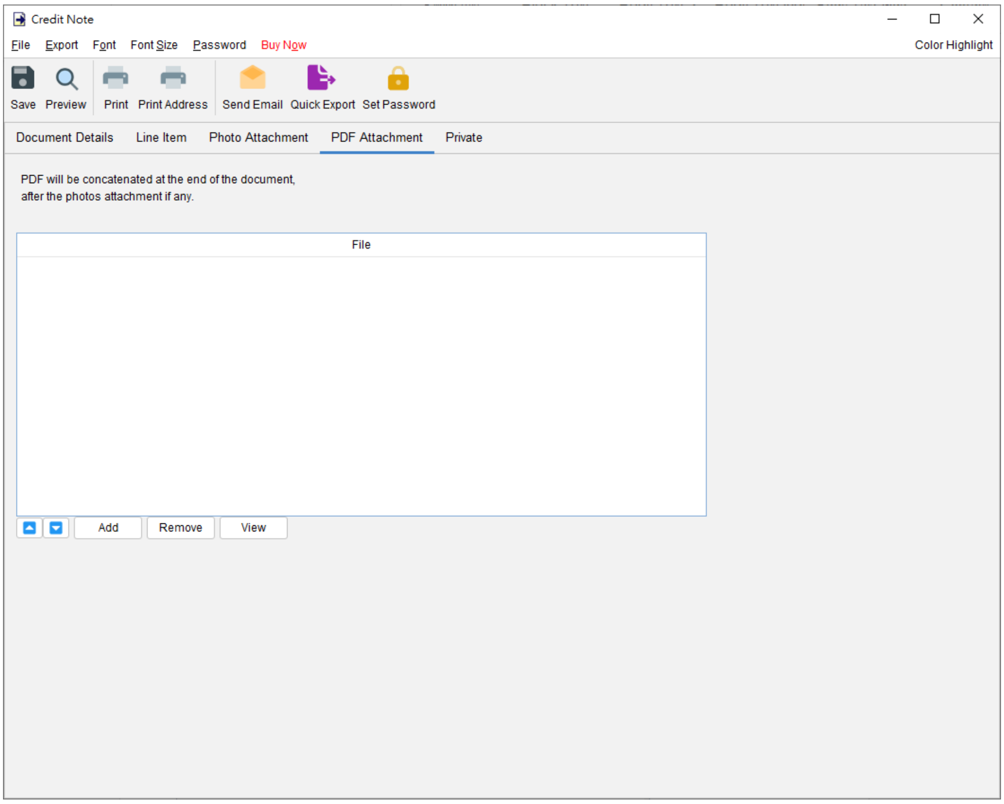
Photo Attachment – Photos can be attached to the end of quotation. Six layouts are provided to list the photos:

- One photo in one page
- Two photos in one page
- Six photos (2x3) in one page
- Eight photos (2x4) in one page
- Ten photos (2x5) in one page
- Twelve photos (3x4) in one page

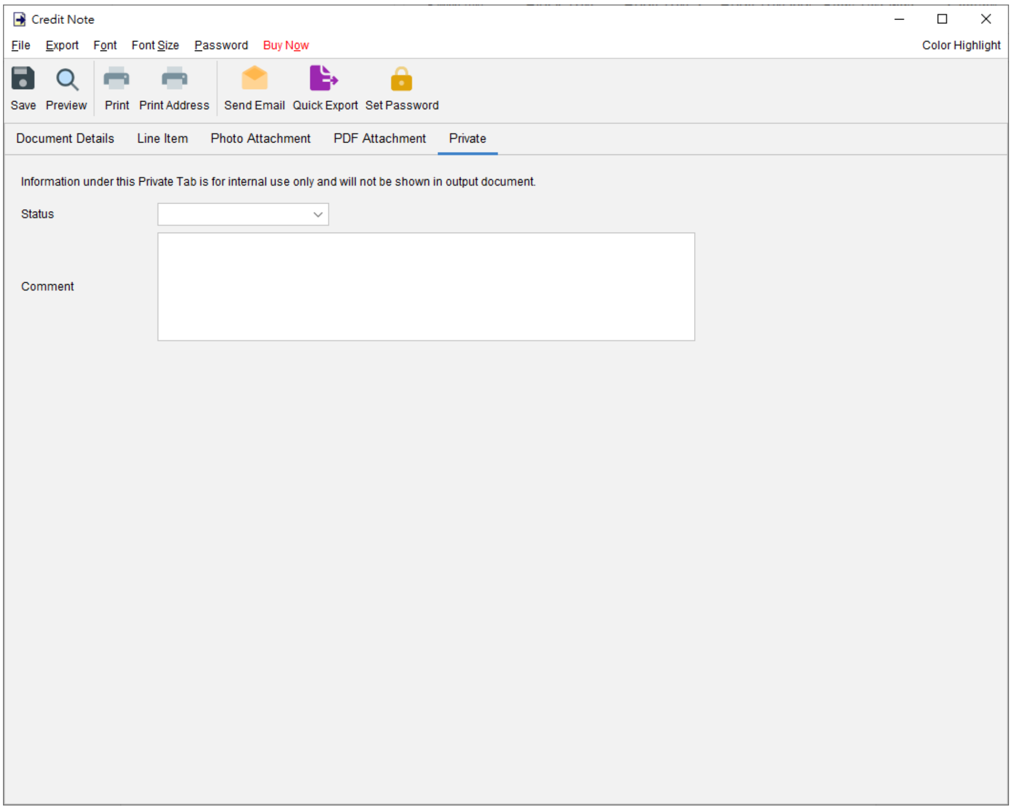
Click the [Add] button at bottom to add photo. It also allows to add caption under the photo.



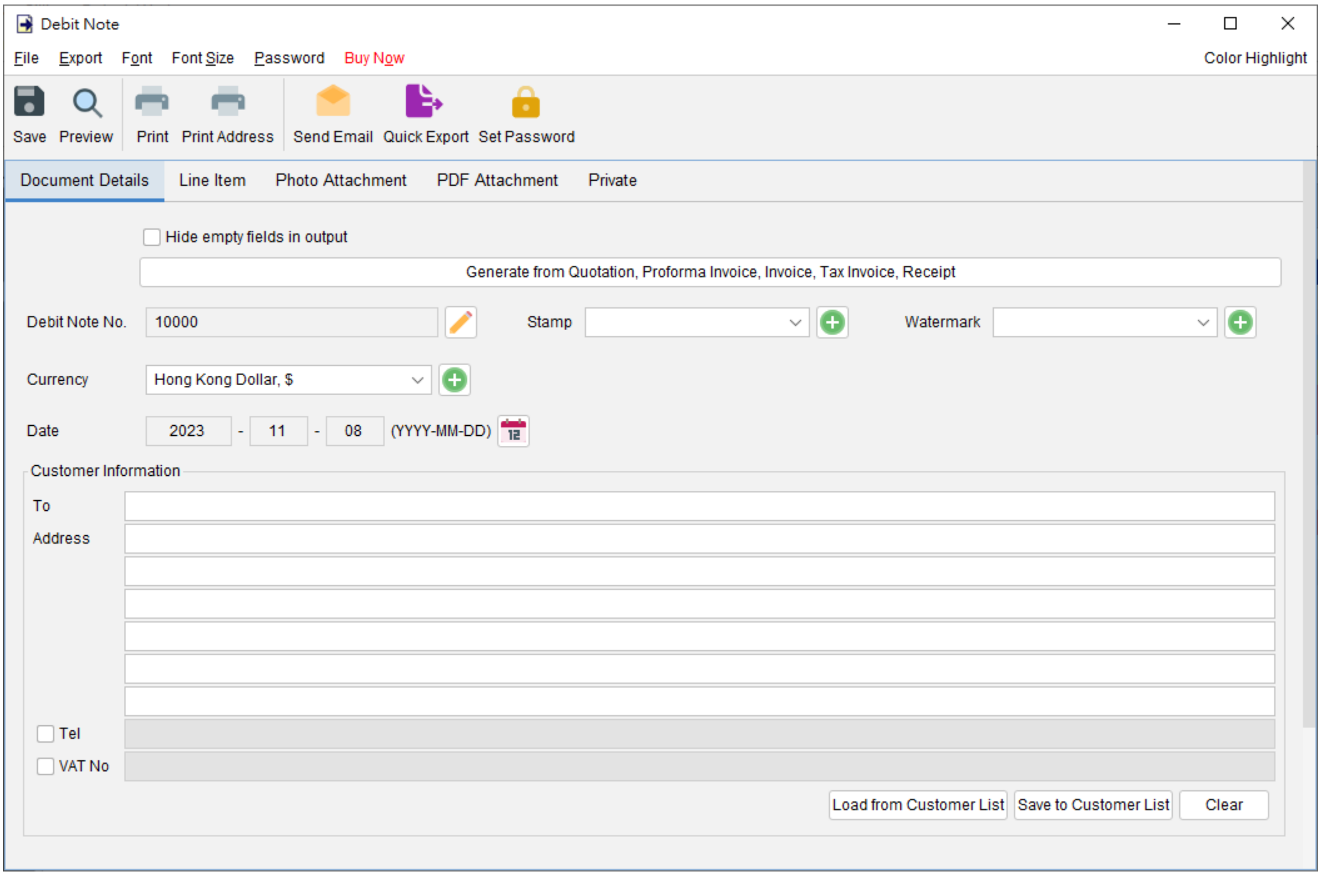
PDF Attachment – PDF file can be appended to the PDF output of document.



Private – User can specify document status and type comments under private tab. Information under private tab will not be shown in the output.



4.13. Debit Note



The **Menu Bar** at the top of the window includes:

File – Save, preview, print or close the document. It also allows to save version.

Export – Document can be exported to PDF, HTML, or Excel format.

Font, Font Size – Specify the font and font size for the document.

Password – Set a password to protect the document from access.

Below the menu bar, it features a **Tools Bar** with several buttons includes:

Save – Save document

Preview – Preview document in PDF viewer

Print – Print document

Print Address – Print “Customer” address on envelop or address label

Send Email – Export the document in selected format and load the email client software to send email. Email client can be set in menu “Settings > Email client”.

Quick Export – One-click button to export the document in selected format into folder. Settings can be made in menu “Settings > Quick Export”.

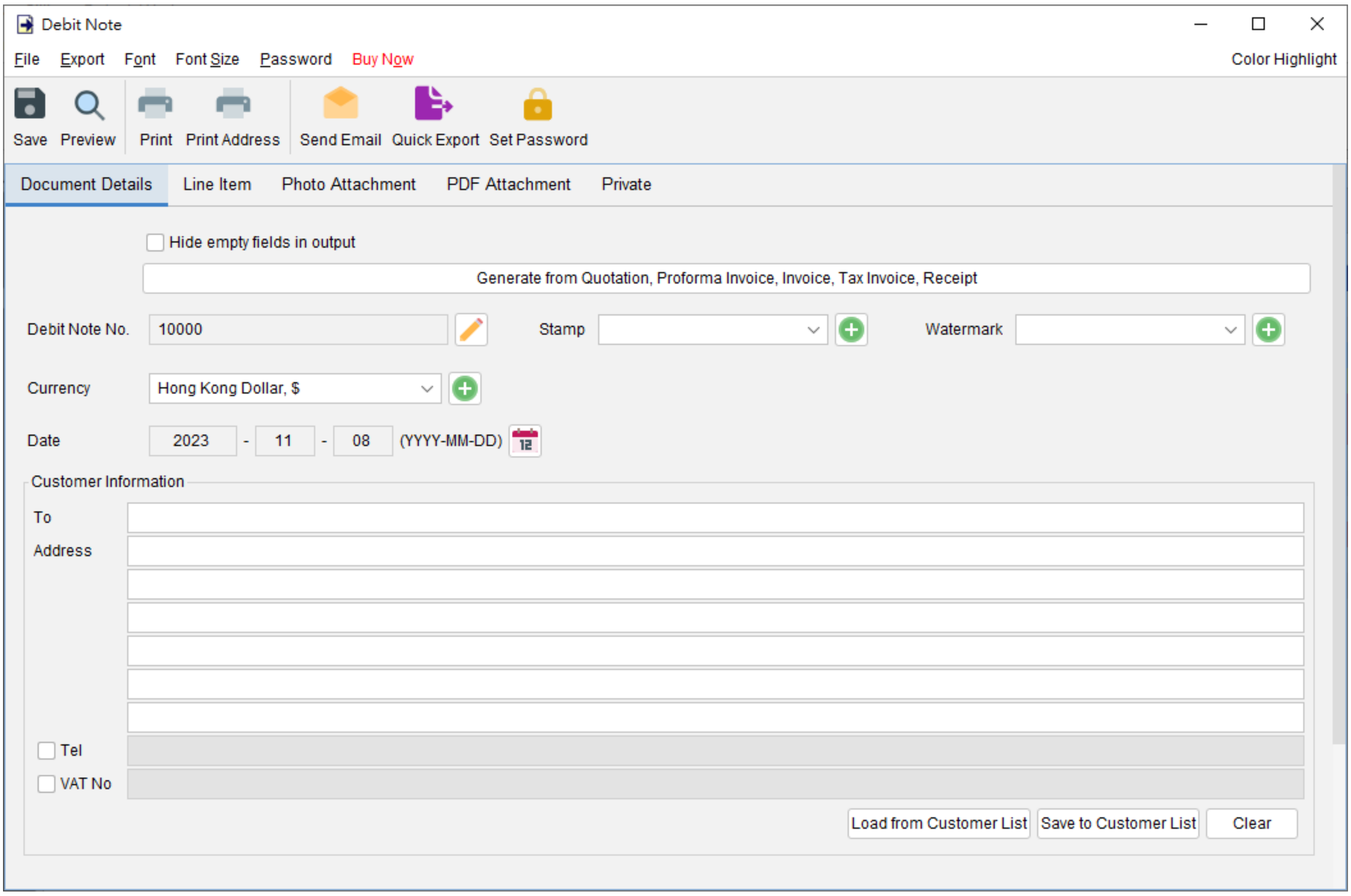
Set Password – Set a password to protect the document.

There are five parts in Debit Note:

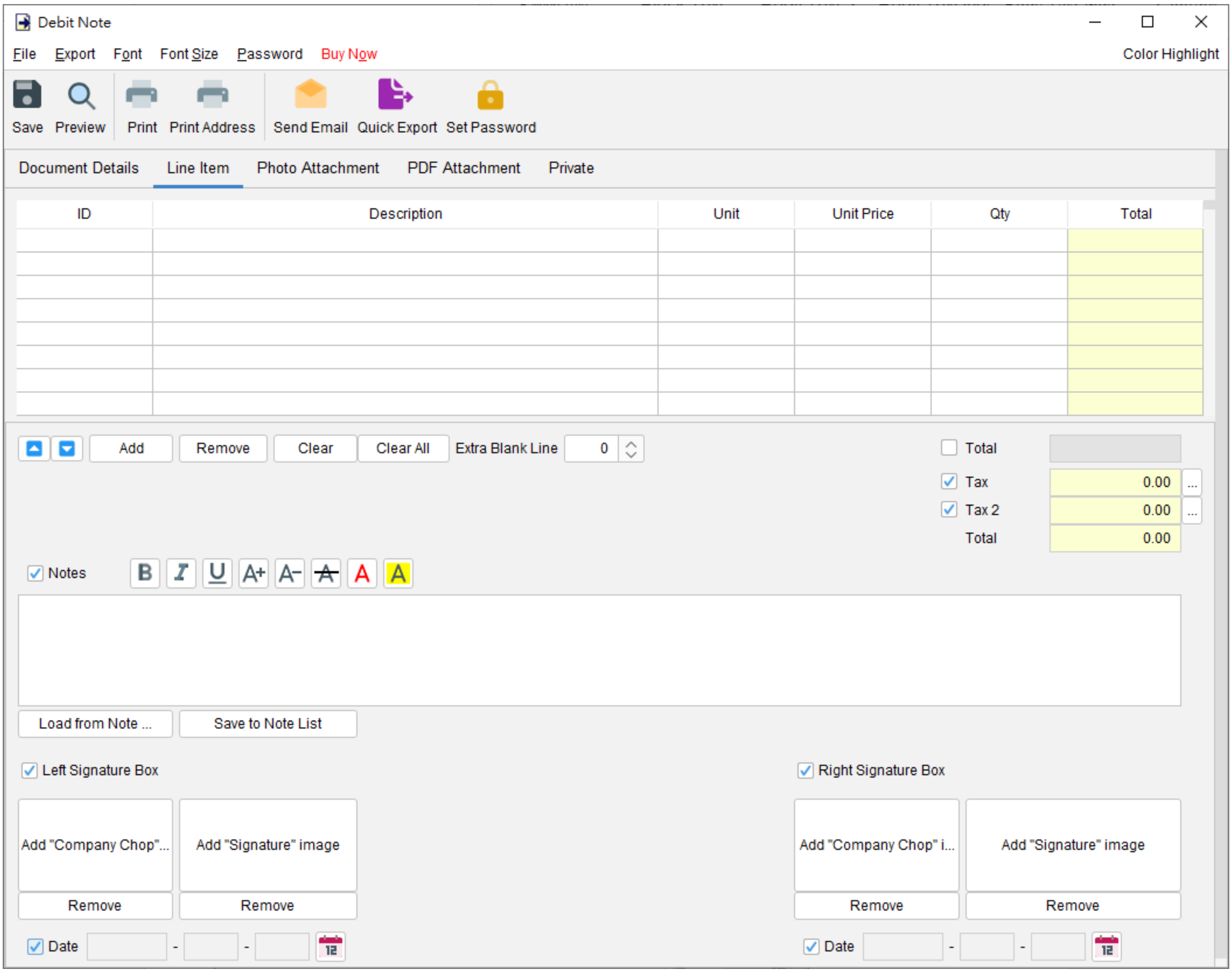
- Document Details
- Line Item
- Photo Attachment
- PDF Attachment
- Private

Document Details – Specify the header information of the Debit Note, includes Number, Currency, Date, and Customer Information. Customer Information can be typed in directly or load from the Customer List. It also allows to add a stamp or grayscale watermark on to the document, such as Confidential, Revised, Draft.

If you want to load data from Quotation or another document, you may click [Generate] button at the top and choose the document from the popup document list.



Line Item – Line Item or product information can be input here. Line Item can be added by typing in the table directly or clicking [Add] button to load from the Item List. The value in highlighted cell (Yellow) will be calculated automatically.



The checkbox field is optional. Check the box will enable and show the field in the output document.

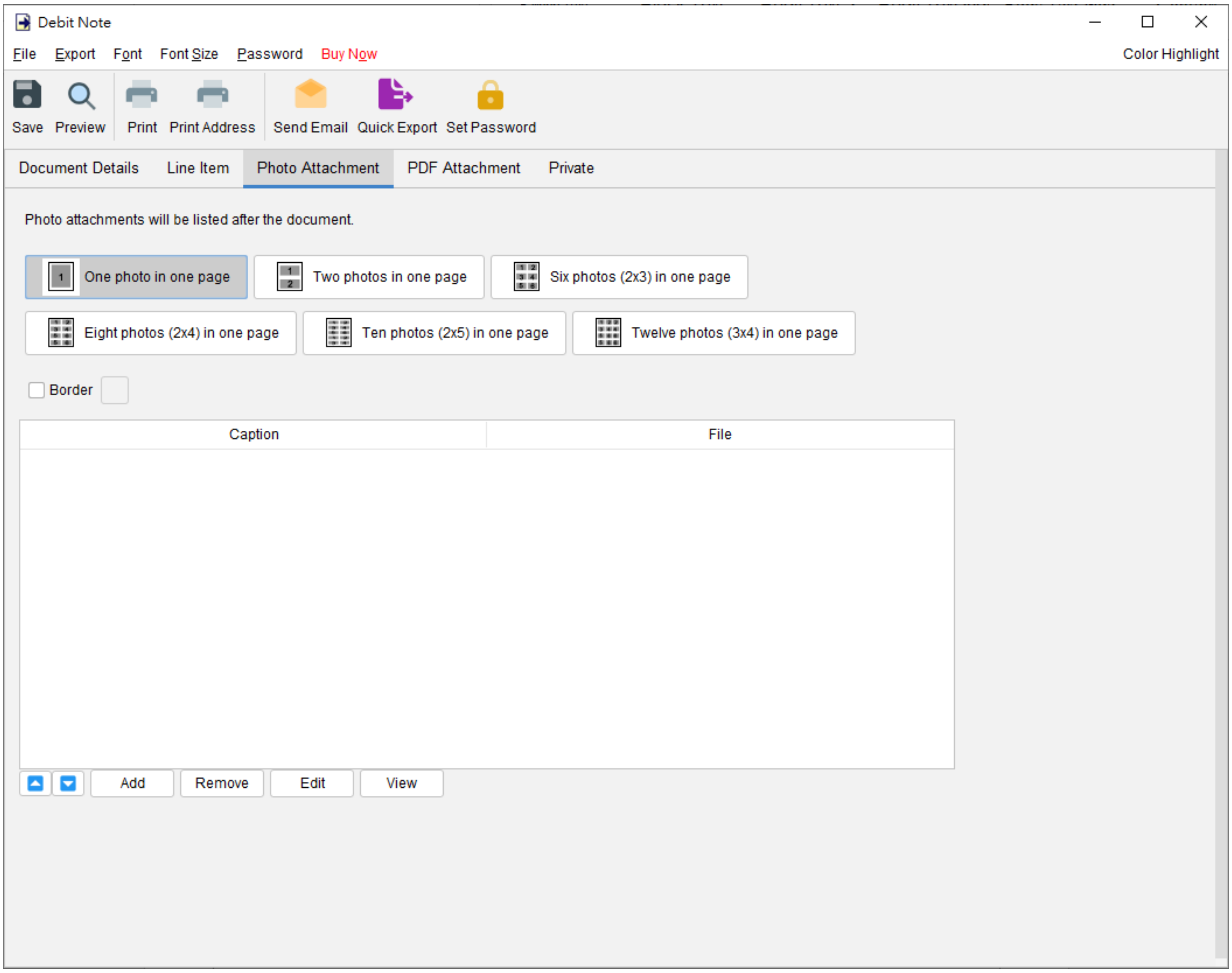
The "Notes" field allows to input additional information about the document and it also supports text formatting.

Two optional signature boxes are provided at the bottom of the document. You may add "Company Chop" and "Signature" images (300x300pixel) into the document. The chop/signature in output document is about 25mm in height.

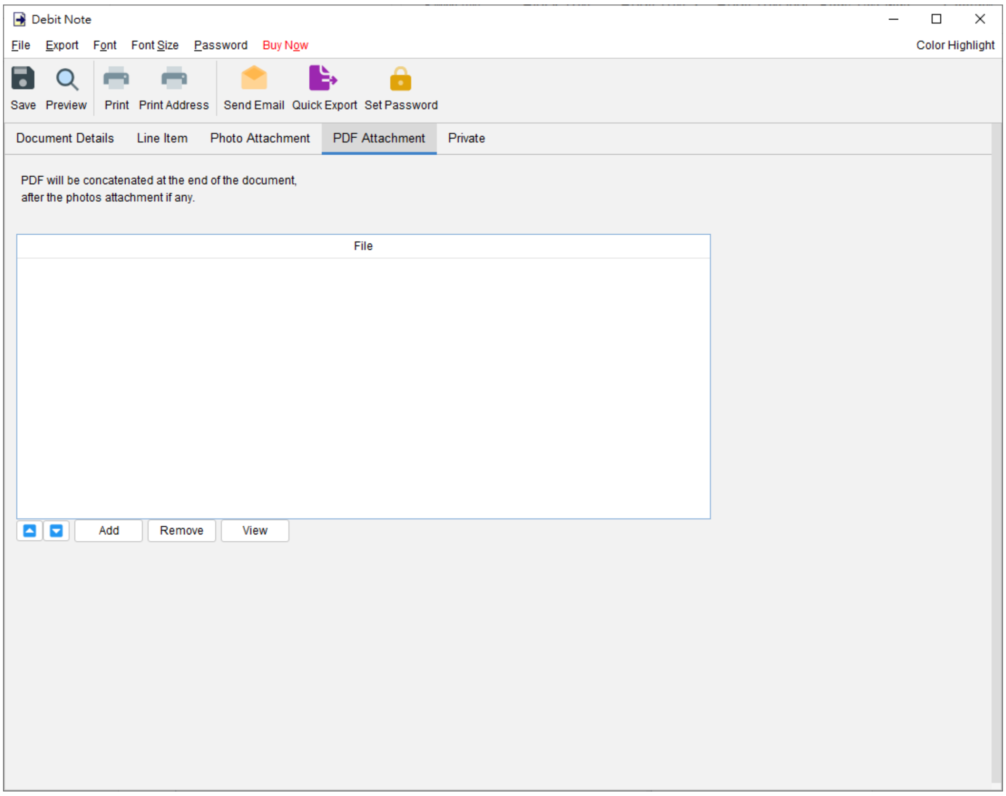
Photo Attachment – Photos can be attached to the end of quotation. Six layouts are provided to list the photos:

- One photo in one page
- Two photos in one page
- Six photos (2x3) in one page
- Eight photos (2x4) in one page
- Ten photos (2x5) in one page
- Twelve photos (3x4) in one page

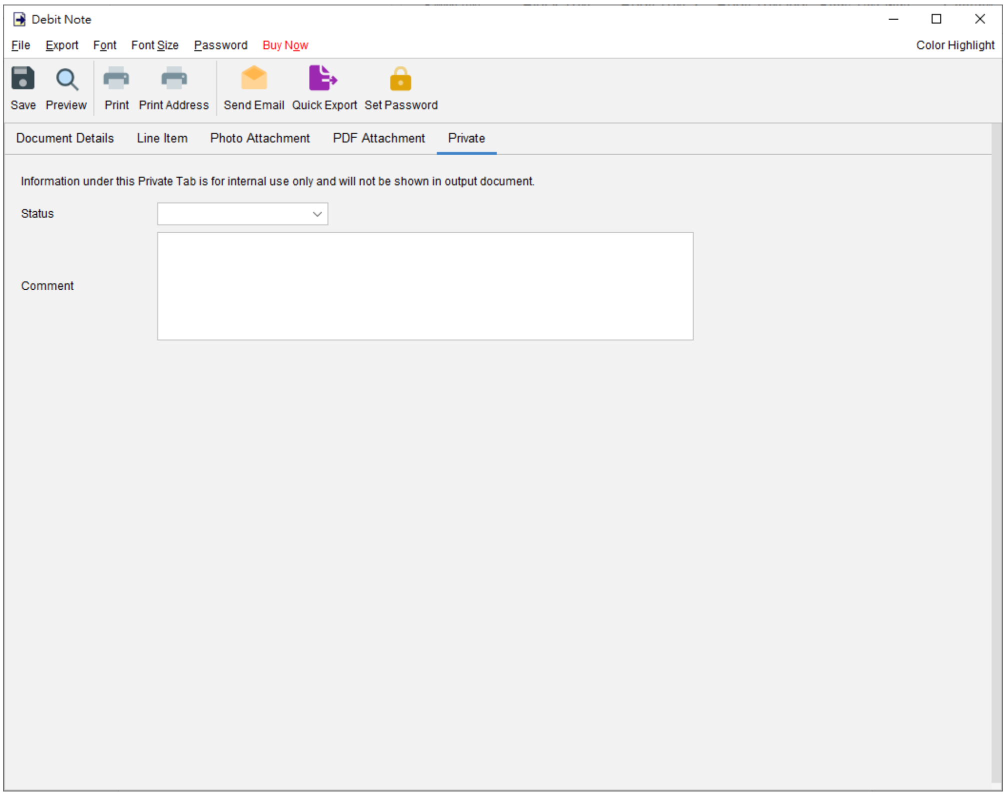
Click the [Add] button at bottom to add photo. It also allows to add caption under the photo.



PDF Attachment – PDF file can be appended to the PDF output of document.



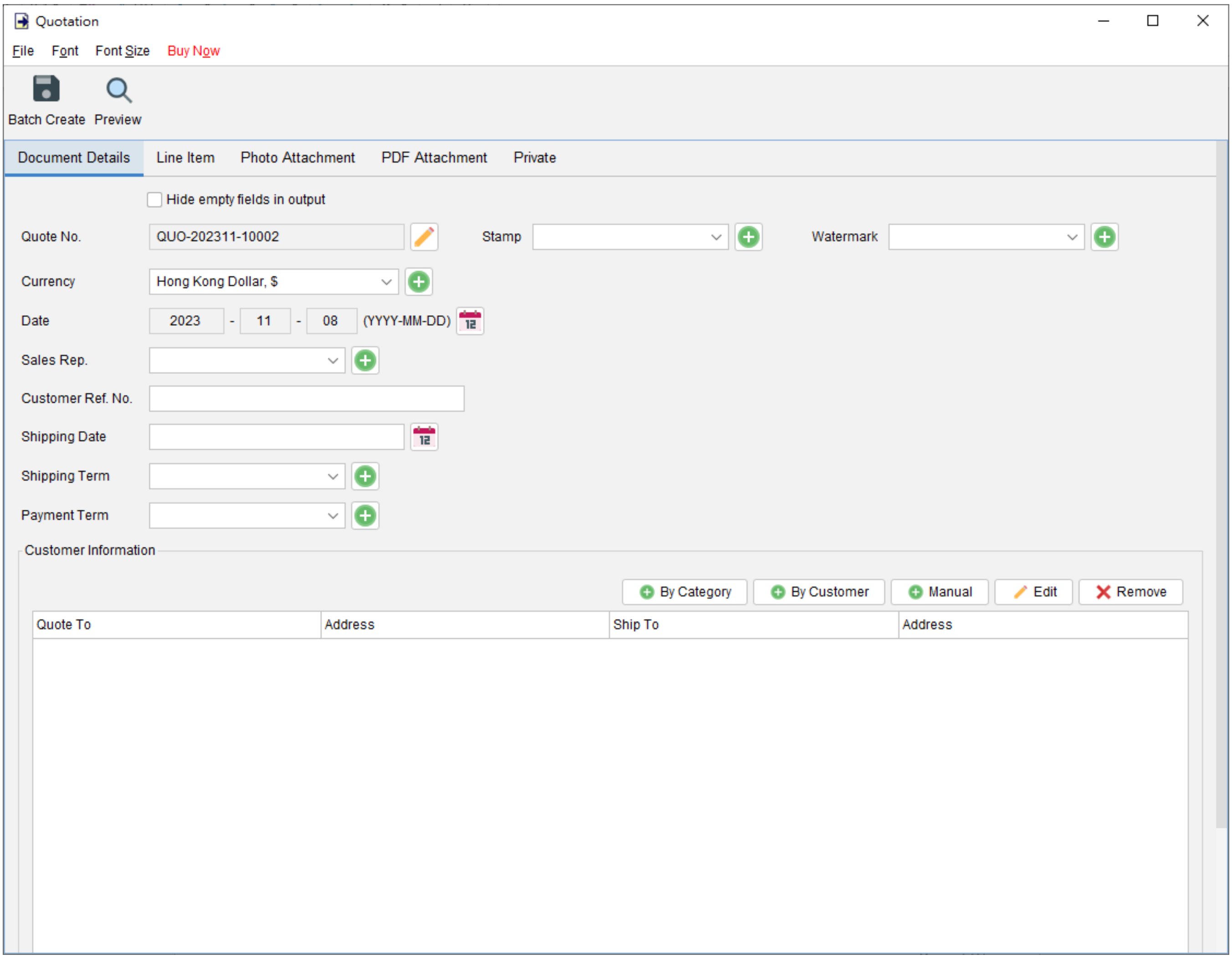
Private – User can specify document status and type comments under private tab. Information under private tab will not be shown in the output.



4.14. Batch Create

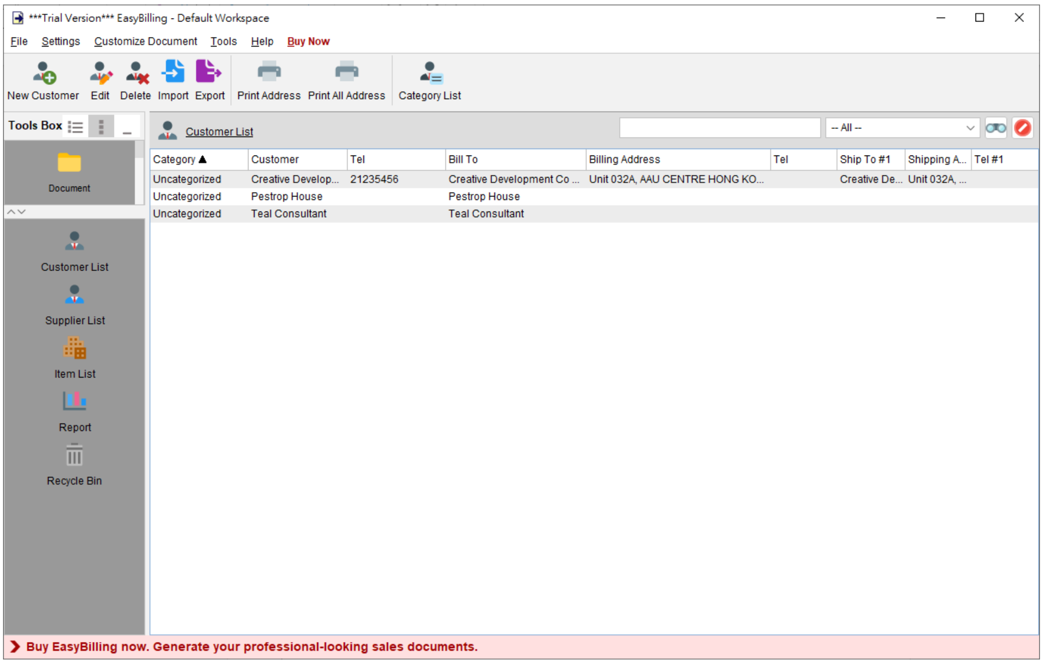
The Batch Create function allows you to create documents for multiple customers with the same content. It has a similar user interface to a normal document, but it allows you to add multiple customers. You can add customers by selecting a Customer Category, selecting individual customers from the Customer List, or inputting customer information manually.

When the document is ready, click the [Batch Create] button at the top. EasyBilling will generate an individual document for every customer.



5. CUSTOMER LIST

On the main screen of EasyBilling, user can access the Customer List by clicking on the [Customer List] icon located on the left-hand side.



The Customer List serves as a repository for storing all customer information. When preparing a document, users have the option to load customer information directly from the Customer List.

The Tool Bar in the Customer List provides several useful functions, including:

New: Add a new customer to the list.

Edit: Modify the details of the selected customer.

Delete: Remove the selected customer from the list.

Import: Import customers from an XLS file.

Export: Export the entire customer list into PDF, XLS, or HTML format.

Print Address: Print the address of the selected customer on a label.

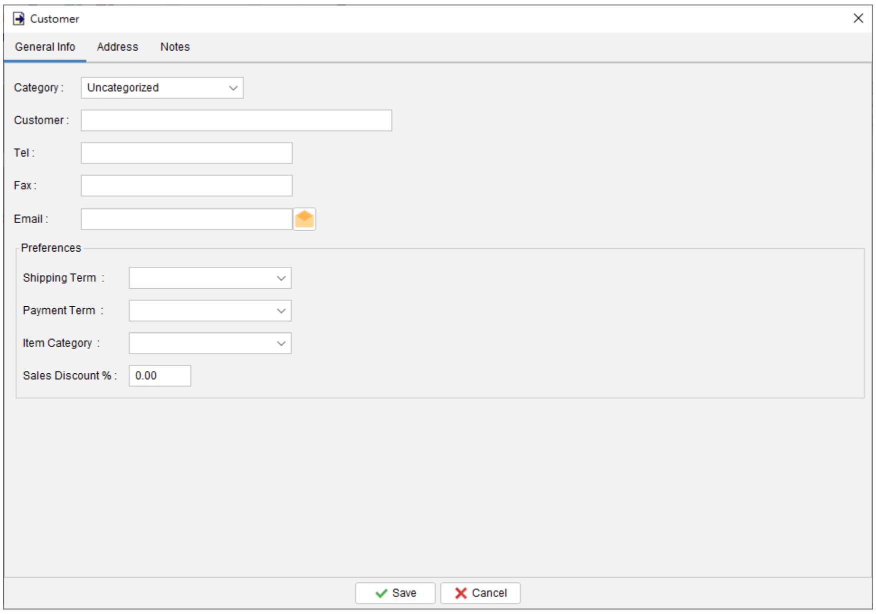
Print All Address: Print the addresses of all customers on labels.

Category List: Manage customer categories for better organization and classification.

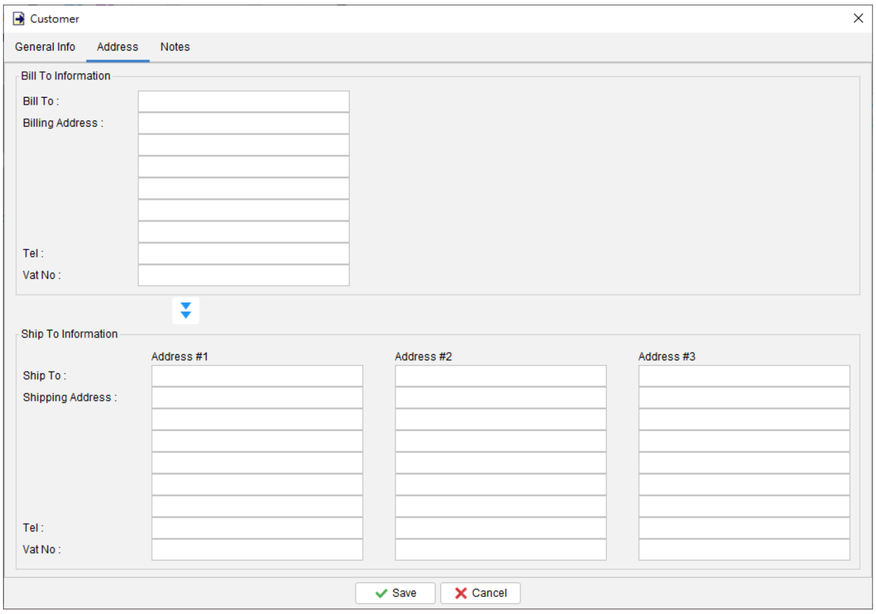
Within the Customer List, customers are displayed in a table format, providing a clear overview of their information. Users may sort the table by clicking on the header of each column, allowing for easy organization of customer data. Additionally, a search box is available in the upper right corner, enabling users to quickly locate specific customers by entering relevant search terms.

5.1. Create Customer

When creating a new customer, user can navigate to the "General" tab and input the customer's name and contact information. Customers can also be assigned to a specific group, facilitating efficient search or batch document creation. Furthermore, user can specify preferences for shipping terms, payment terms, item categories, and sales discounts for each customer. These preferences will be automatically applied when preparing documents for the respective customer.



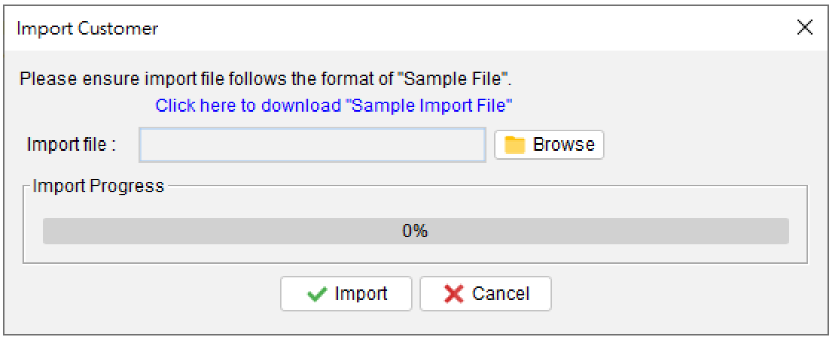
In the "Address" tab, users can enter the “Bill To” and “Ship To” addresses for the customer. It is possible to input up to three shipping addresses. The address information entered in this section will be automatically loaded when creating documents for the customer, streamlining the workflow and ensuring accurate details.



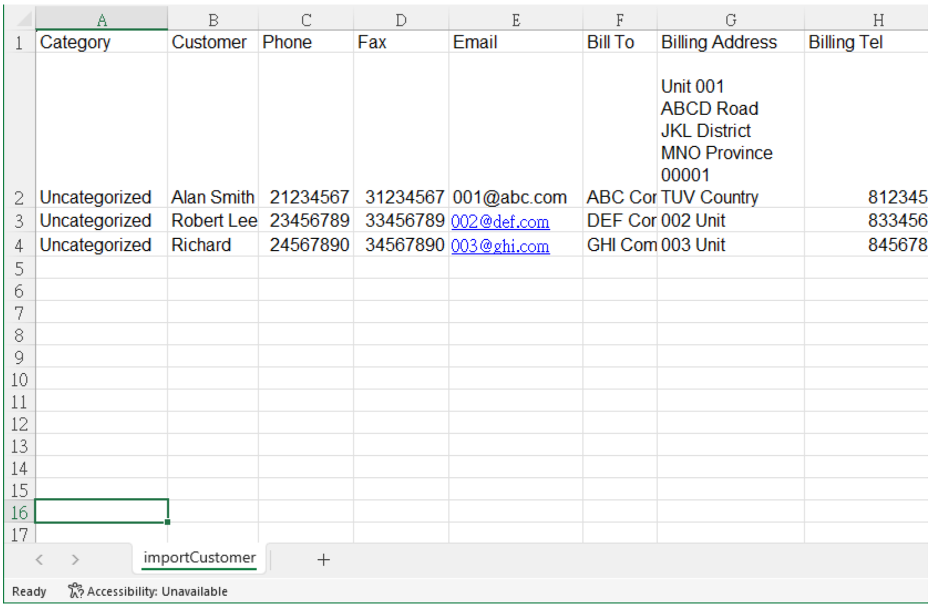
5.2. Import Customer

EasyBilling offers the capability to import customers from an Excel file, providing a convenient method for bulk importing customer information.

To successfully import customers, the Excel file must adhere to a specific format. A sample import file can be easily downloaded by clicking on the provided link within the import dialog box.



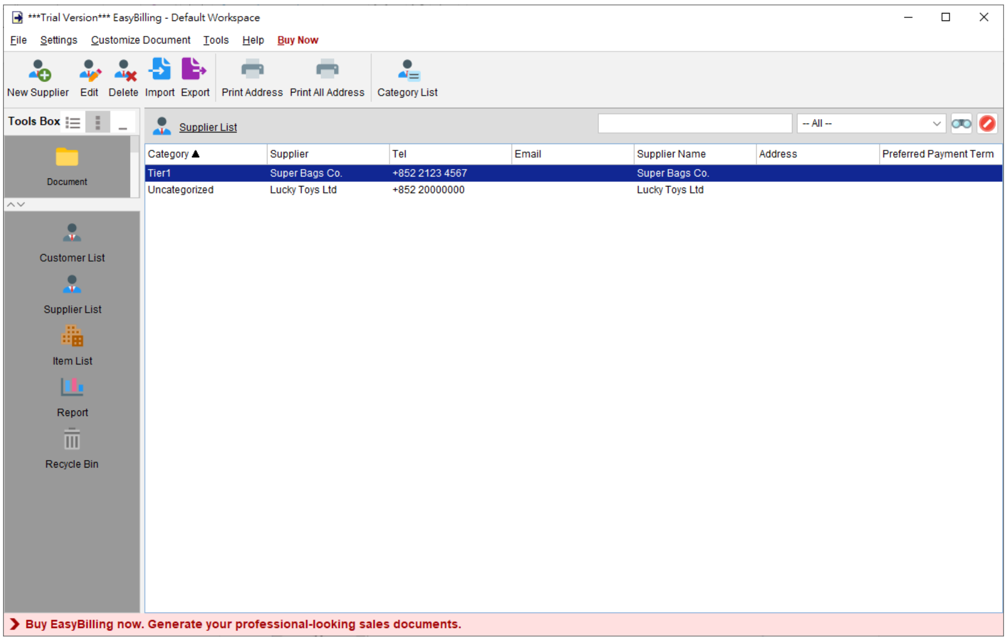
In the import file, the first row serves as the header row, defining the column names. The order of the columns is fixed and should be followed accordingly. Customer information should be inputted row by row, starting from the second row of the file. If a particular column is not applicable for a specific customer, the corresponding cell can be left empty.



	A	B	C	D	E	F	G	H
1	Category	Customer	Phone	Fax	Email	Bill To	Billing Address	Billing Tel
2	Uncategorized	Alan Smith	21234567	31234567	001@abc.com	ABC Cor	Unit 001 ABCD Road JKL District MNO Province 00001 TUV Country	812345
3	Uncategorized	Robert Lee	23456789	33456789	002@def.com	DEF Cor	002 Unit	833456
4	Uncategorized	Richard	24567890	34567890	003@ghi.com	GHI Com	003 Unit	845678

6. SUPPLIER LIST

On the main screen of EasyBilling, user can access the Supplier List by clicking on the [Supplier List] icon located on the left-hand side.



The Supplier List serves as a repository for storing all supplier information. When preparing a Purchase Order, users have the option to load supplier information directly from the Supplier List.

The Tool Bar in the Supplier List provides several useful functions, including:

New: Add a new supplier to the list.

Edit: Modify the details of the selected supplier.

Delete: Remove the selected supplier from the list.

Import: Import suppliers from an XLS file.

Export: Export the entire supplier list into PDF, XLS, or HTML format.

Print Address: Print the address of the selected supplier on a label.

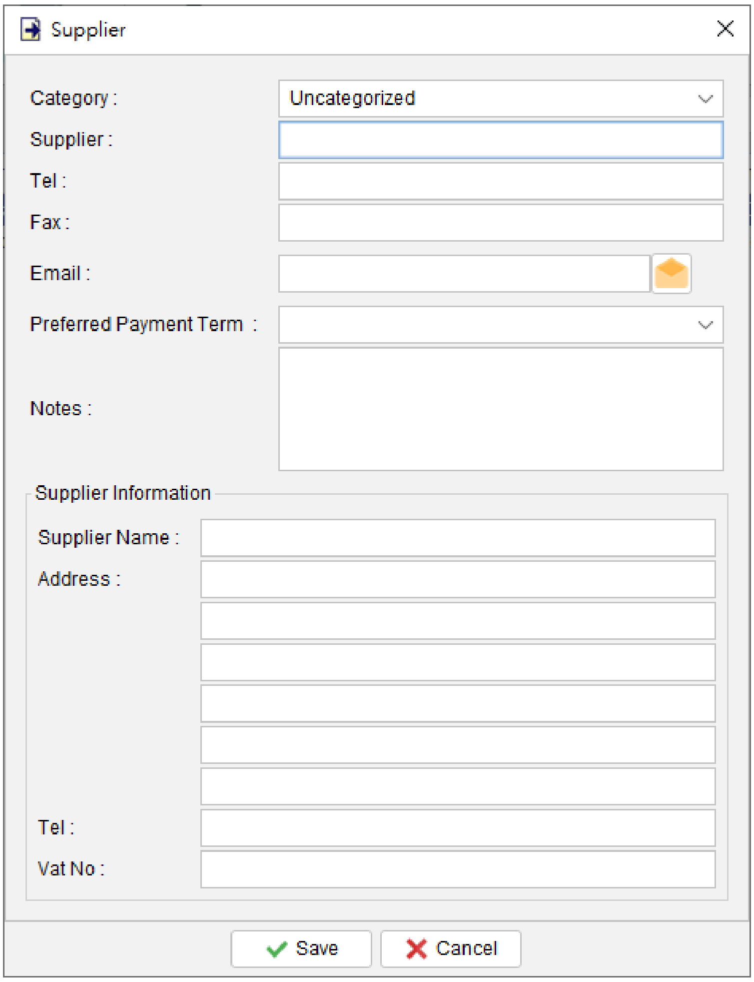
Print All Address: Print the addresses of all suppliers on labels.

Category List: Manage supplier categories for better organization and classification.

Within the Supplier List, suppliers are displayed in a table format, providing a clear overview of their information. Users may sort the table by clicking on the header of each column, allowing for easy organization of customer data. Additionally, a search box is available in the upper right corner, enabling users to quickly locate specific suppliers by entering relevant search terms.

6.1. Create Supplier

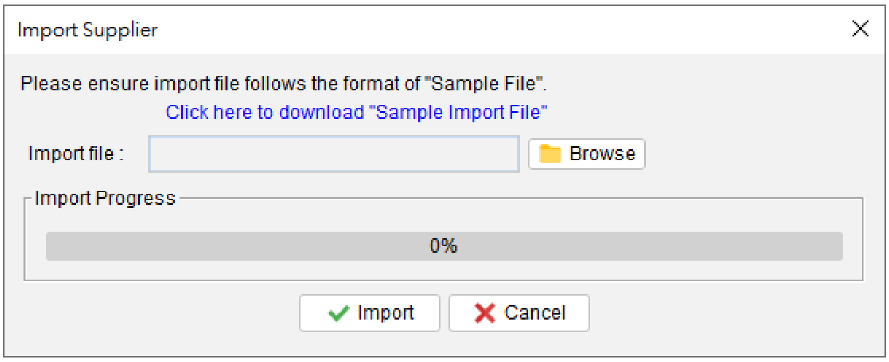
When creating a new supplier, user can input the supplier's name and contact information. Supplier can also be assigned to a specific group, facilitating efficient search or batch document creation. Furthermore, user can specify preferences for payment terms for each supplier. These preferences will be automatically applied when preparing documents for the respective supplier.



6.2. Import Supplier

EasyBilling offers the capability to import suppliers from an Excel file, providing a convenient method for bulk importing supplier information.

To successfully import suppliers, the Excel file must adhere to a specific format. A sample import file can be easily downloaded by clicking on the provided link within the import dialog box.

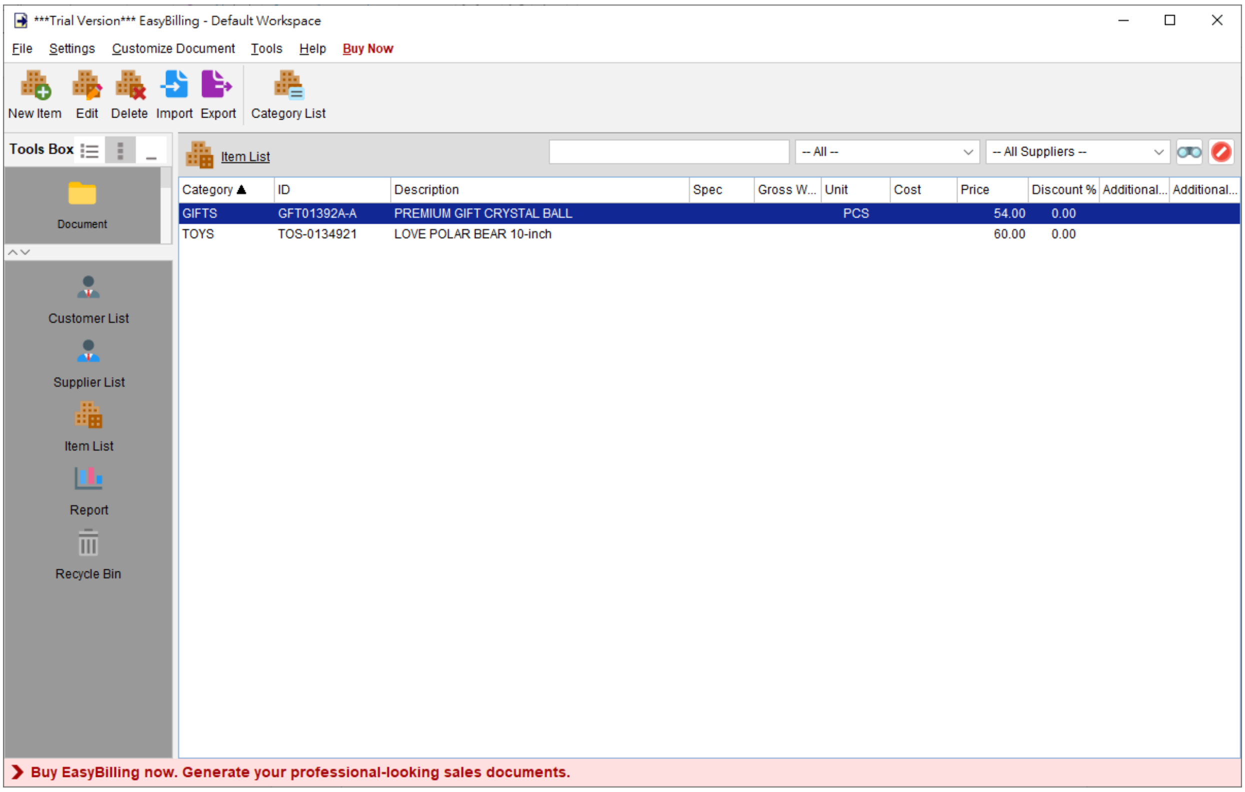


In the import file, the first row serves as the header row, defining the column names. The order of the columns is fixed and should be followed accordingly. Supplier information should be inputted row by row, starting from the second row of the file. If a particular column is not applicable for a specific supplier, the corresponding cell can be left empty.

	A	B	C	D	E	F	G
1	Category	Supplier	Phone	Fax	Email	Supplier Name	Addres
2	Uncategorized	Company ABC	21234567	31234567	001@abc.com	Mr. 001	001 Co
3	Uncategorized	Company DEF			002@abc.com	Mr. 002	002 Co
4	Uncategorized	Company GHI	21234567	31234567	003@abc.com	Mr. 003	003 Co
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

7. ITEM LIST

On the main screen of EasyBilling, user can access the Item List by clicking on the [Item List] icon located on the left-hand side.



The Item List serves as a repository for storing all item or product information. When preparing a document, users have the option to load item information directly from the Item List.

The Tool Bar in the Item List provides several useful functions, including:

New: Add a new item to the list.

Edit: Modify the details of the selected item.

Delete: Remove the selected item from the list.

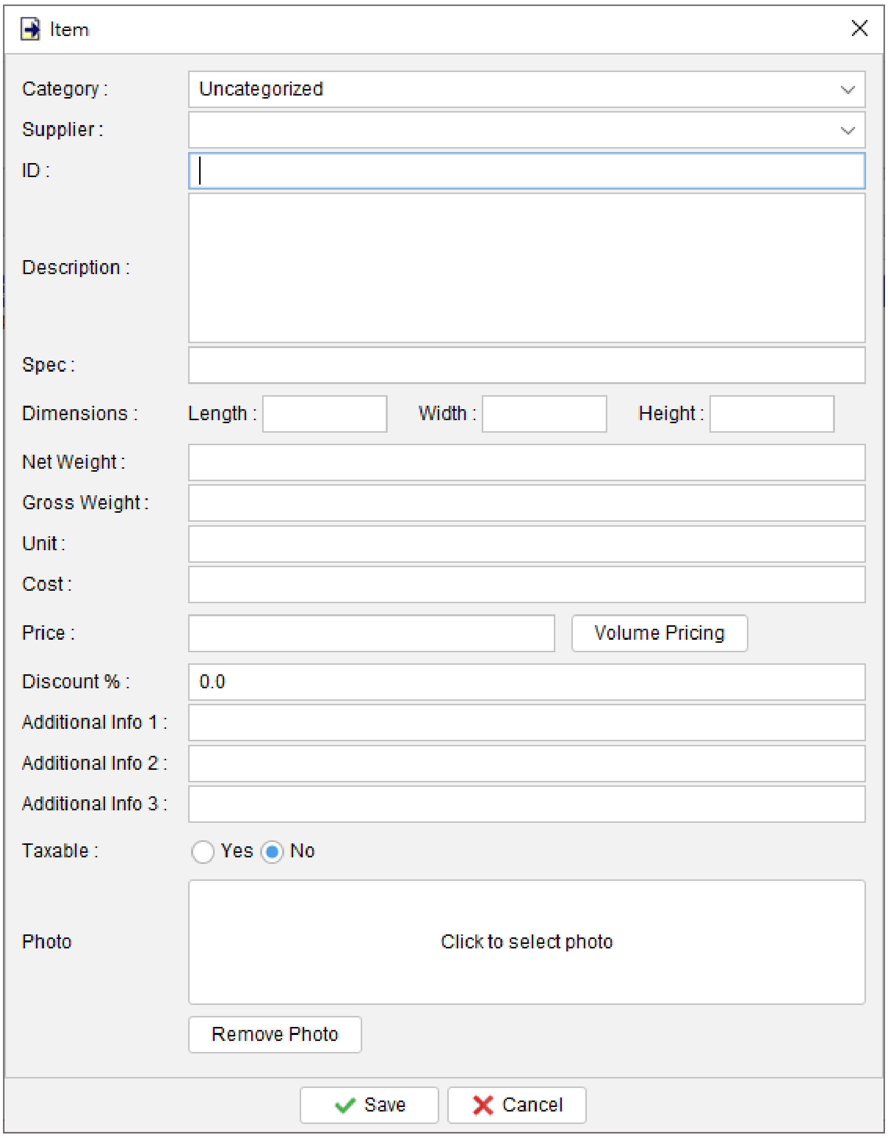
Import: Import items from an XLS file.

Export: Export the entire item list into PDF, XLS, or HTML format.

Category List: Manage supplier categories for better organization and classification.

Within the Item List, items are displayed in a table format, providing a clear overview of their information. Users may sort the table by clicking on the header of each column, allowing for easy organization of customer data. Additionally, a search box is available in the upper right corner, enabling users to quickly locate specific items by entering relevant search terms.

7.1. Create Item



When adding a new item in EasyBilling, users have the flexibility to input various details, including the item's ID, description, dimensions, and weight. Additionally, users can choose to assign a single price or establish volume pricing for different quantities.

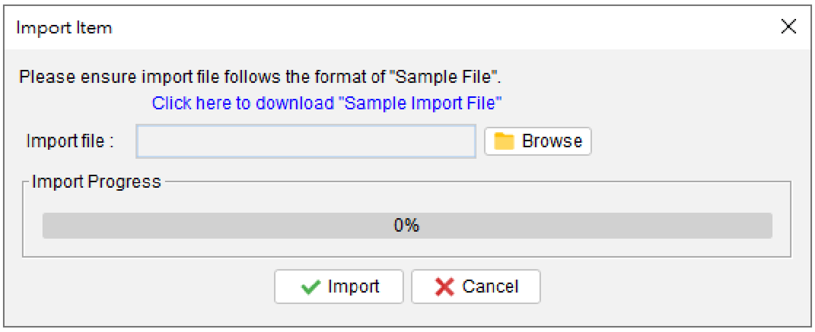
To accommodate specific requirements or additional information, EasyBilling provides three extra fields where users can input their own custom data that may not fit into the standard fields provided.

Moreover, users have the option to include a photo for each item. The photo can be added into the line item of the document.

7.2. Import Item

EasyBilling offers the capability to import items from an Excel file, providing a convenient method for bulk importing item information.

To successfully import items, the Excel file must adhere to a specific format. A sample import file can be easily downloaded by clicking on the provided link within the import dialog box.

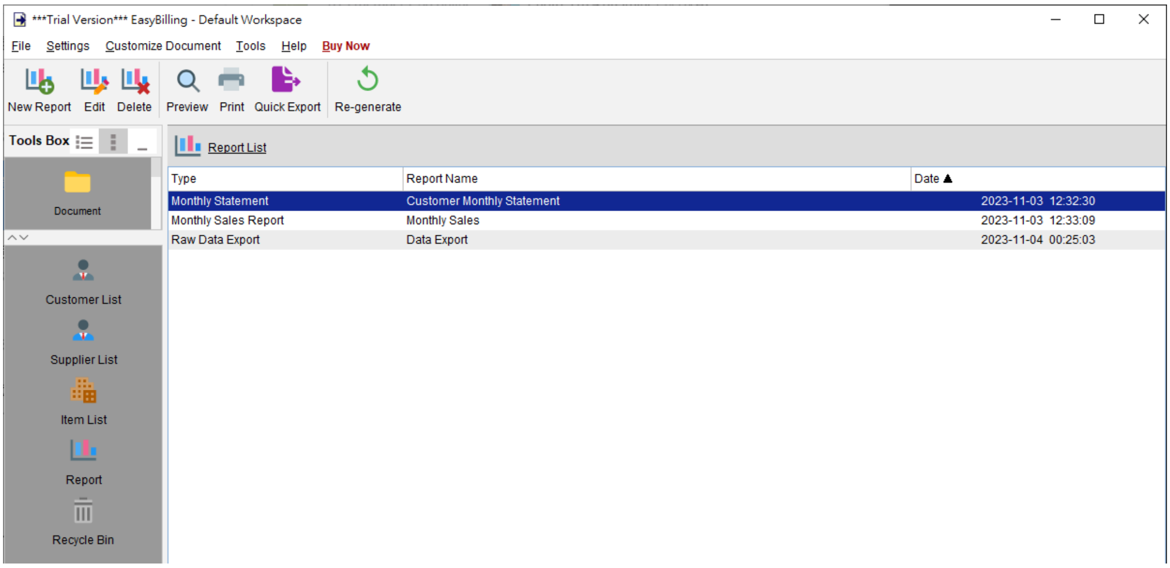


In the import file, the first row serves as the header row, defining the column names. The order of the columns is fixed and should be followed accordingly. Item information should be inputted row by row, starting from the second row of the file. If a particular column is not applicable for a specific item, the corresponding cell can be left empty.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Category	Supplier	ID	Description	Size	Length	Width	Height	Net We	Gross V	Unit	Cos
2	Uncatego	ABC Com	1	Product 001	S	3	4	5	0.6	1.2	KG	
3	Uncatego	ABC Com	2	Product 002	M	6	7	8	1.7	2.3	LOT	
4	Uncatego	DEF Com	3	Product 003	L	8	9	10	2.8	3.4	PCS	

8. REPORT

On the main screen of EasyBilling, users can access the Report section by clicking on the [Report] icon located on the left-hand side.



At the top of the Report screen, users will find the Tool Bar, which offers a range of functionalities to manage reports efficiently. The icons available in the Tool Bar include:

New - Create a new report. EasyBilling provides 15 pre-designed report templates including:

Global Sales Report	Customer Purchase History
Monthly Sales Report	Item Sales Report
Sales Report by Customer	Sales Person Report
Global Payment Report	Total Tax Payable Report
Monthly Payment Report	Supplier Report
Payment Report by Customer	Monthly Statement for Supplier
Monthly Statement	Raw Data Export
Payment Received Report	

Edit - Modify the selected report.

Delete - Remove the selected report.

Preview - View a preview of the selected report in PDF format.

Print - Print out the selected report.

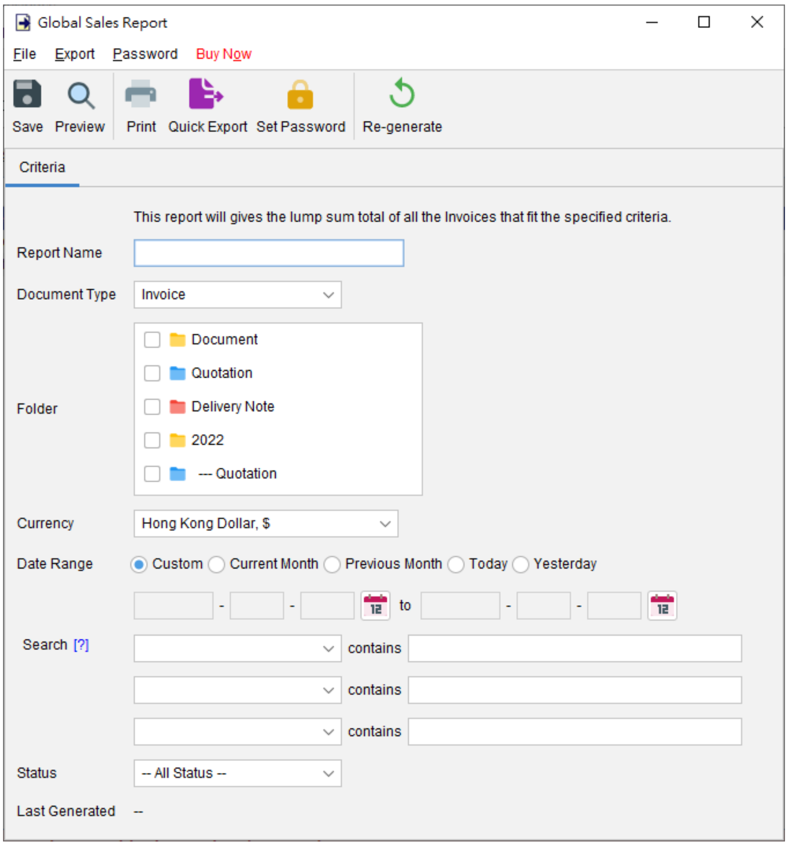
Quick Export - Export the selected report to a specific location and format based on the Quick Export settings configured by the user.

Re-generate - Collect the latest data from documents and re-process the report.

The saved reports will be displayed in a table format for easy reference and access.

8.1. Global Sales Report

Global Sales Report provides an overview of sales performance metrics. It aggregates data from invoice or tax invoice and provides: Number of invoices issued, Total sales amount, Total deposits received, Total balance due.

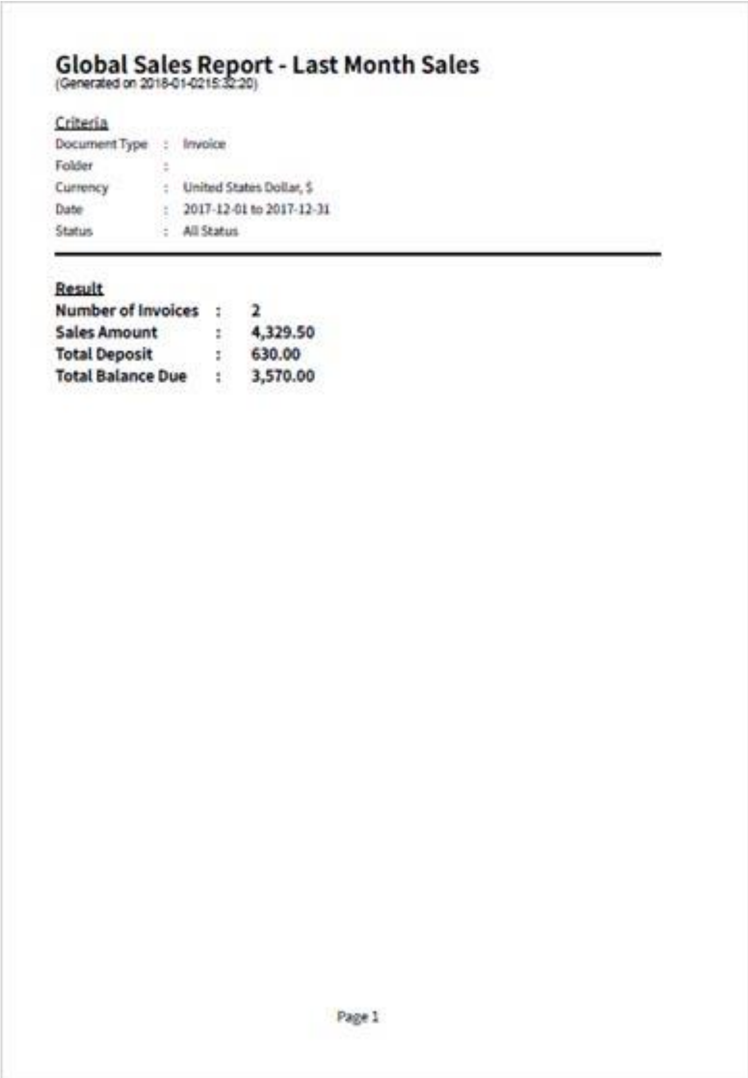


User may provide a name for the report for easy retrieval later. The report runs against the selected folder, compiling data from all invoices dated between specified Start Date and End Date. These date fields can be left blank for no date limitation.

Search fields are available to filter invoices that meet specified criteria.

Please note that the report calculations are updated each time it is saved. The "Last Generated" timestamp indicates when it was last processed. To refresh the calculations with the latest invoice data, the user can click the "Re-generate" button to rerun the analysis.

Below is the sample output of Global Sales Report.



Global Sales Report - Last Month Sales
(Generated on 2018-01-0215:32:20)

Criteria

Document Type	:	Invoice
Folder	:	
Currency	:	United States Dollar, $
Date	:	2017-12-01 to 2017-12-31
Status	:	All Status

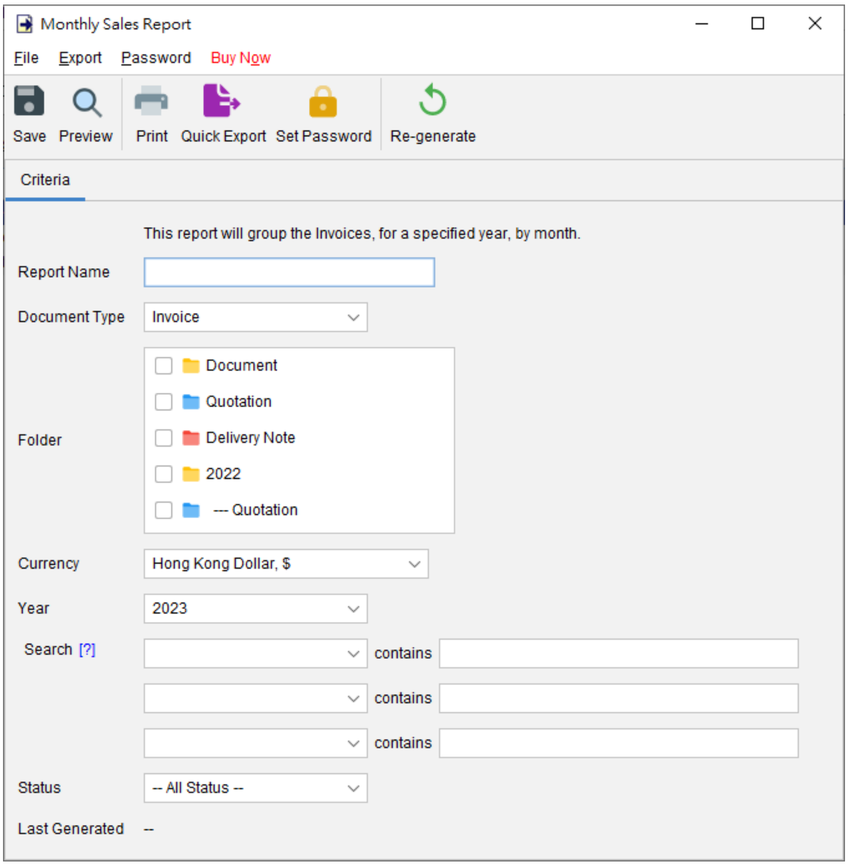
Result

Number of Invoices	:	**2**
Sales Amount	:	**4,329.50**
Total Deposit	:	**630.00**
Total Balance Due	:	**3,570.00**

Page 1

8.2. Monthly Sales Report

Monthly sales report provides sales information on monthly basis in graphical format. It shows the number of invoices issued and total sales amount by month.

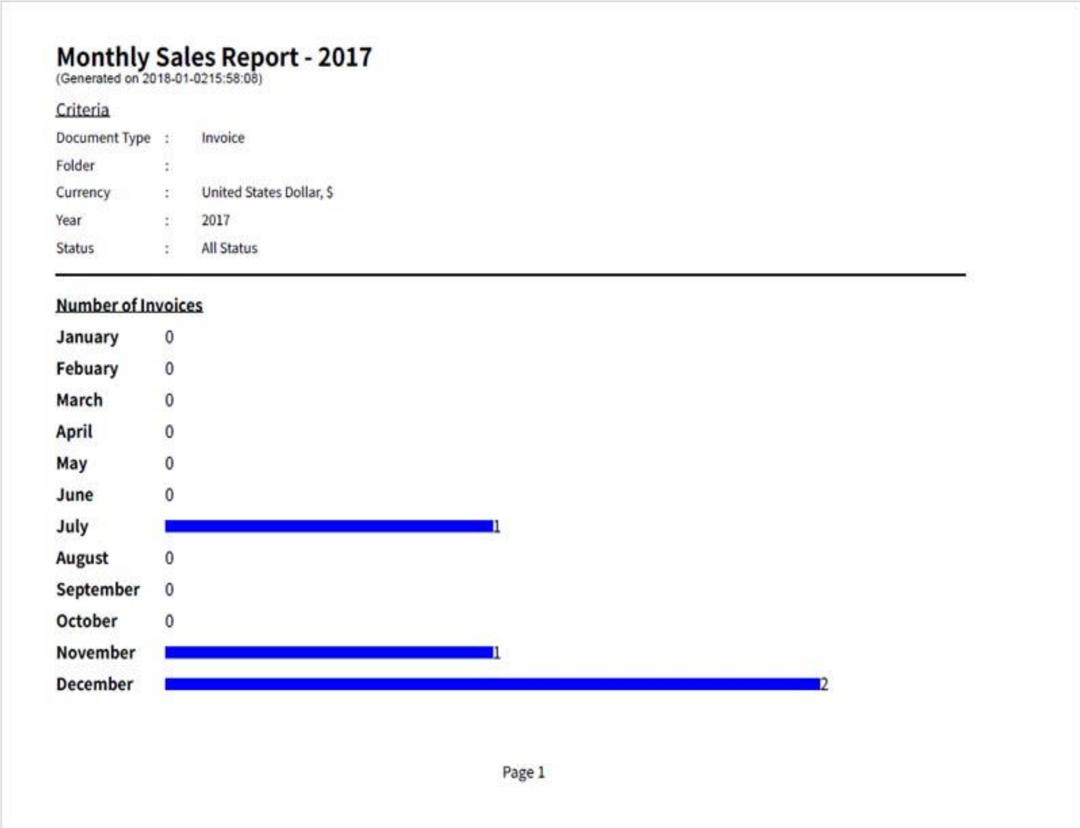


User may provide a name for the report for easy retrieval later. The report runs against the selected folder, compiling data from all invoices in selected year.

Search fields are available to filter invoices that meet specified criteria.

Please note that the report calculations are updated each time it is saved. The "Last Generated" timestamp indicates when it was last processed. To refresh the calculations with the latest invoice data, the user can click the "Re-generate" button to rerun the analysis.

Below is the sample output of Monthly Sales Report.


Monthly Sales Report - 2017
(Generated on 2018-01-0215:58:08)

Criteria

Document Type	:	Invoice
Folder	:	
Currency	:	United States Dollar, $
Year	:	2017
Status	:	All Status

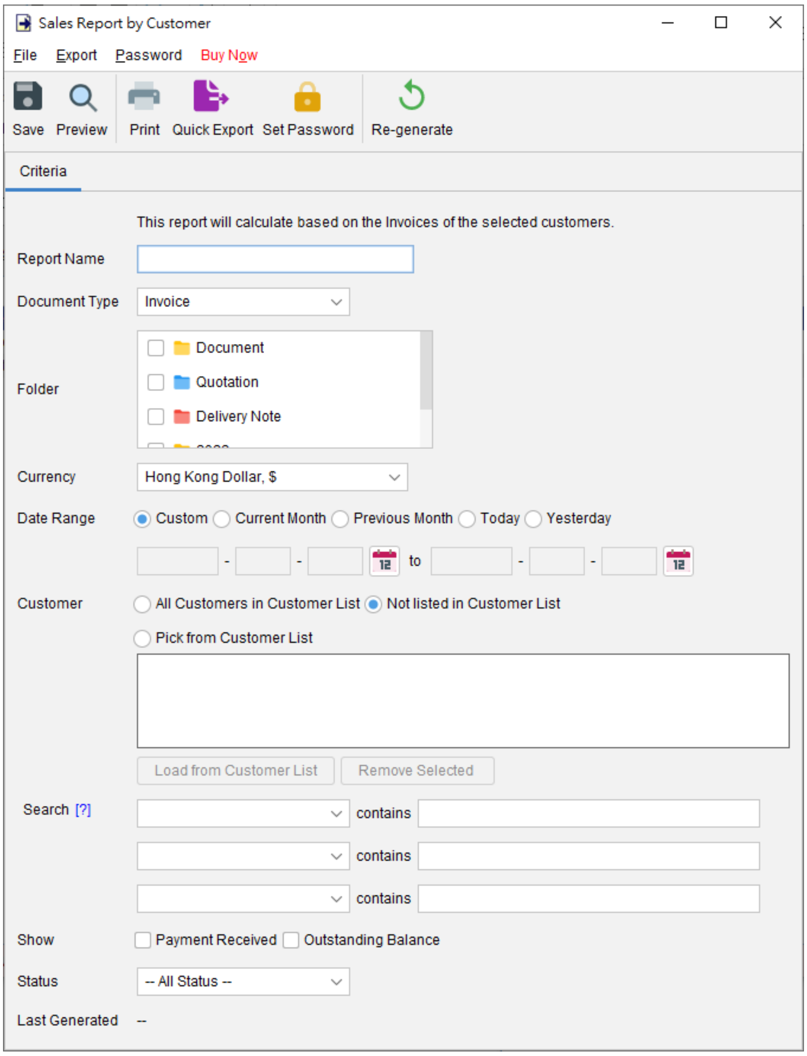
Number of Invoices

January	0
Febuary	0
March	0
April	0
May	0
June	0
July	1
August	0
September	0
October	0
November	1
December	2

Page 1

8.3. Sales Report by Customer

Sales report by Customer gives details sales information on a specify customer, includes number of invoice issued, total sales amount, total deposit and total balance due.



User may provide a name for the report for easy retrieval later. The report runs against the selected folder, compiling data from all invoices dated between specified Start Date and End Date. These date fields can be left blank for no date limitation.

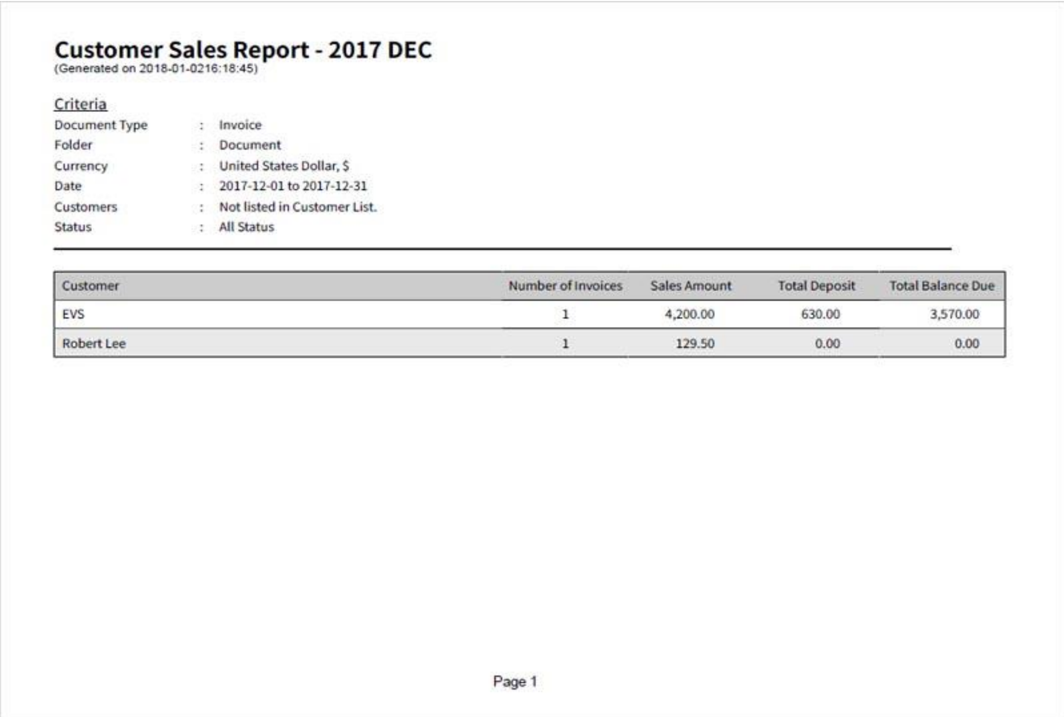
The user has the following options to select the customer:

- All Customers
- Customers not listed in the Customer List
- Customer selected from the Customer List

Search fields are available to filter invoices that meet specified criteria.

Please note that the report calculations are updated each time it is saved. The "Last Generated" timestamp indicates when it was last processed. To refresh the calculations with the latest invoice data, the user can click the "Re-generate" button to rerun the analysis.

The sample output of Sales Report by Customer is shown below.



Customer Sales Report - 2017 DEC
(Generated on 2018-01-0216:18:45)

Criteria

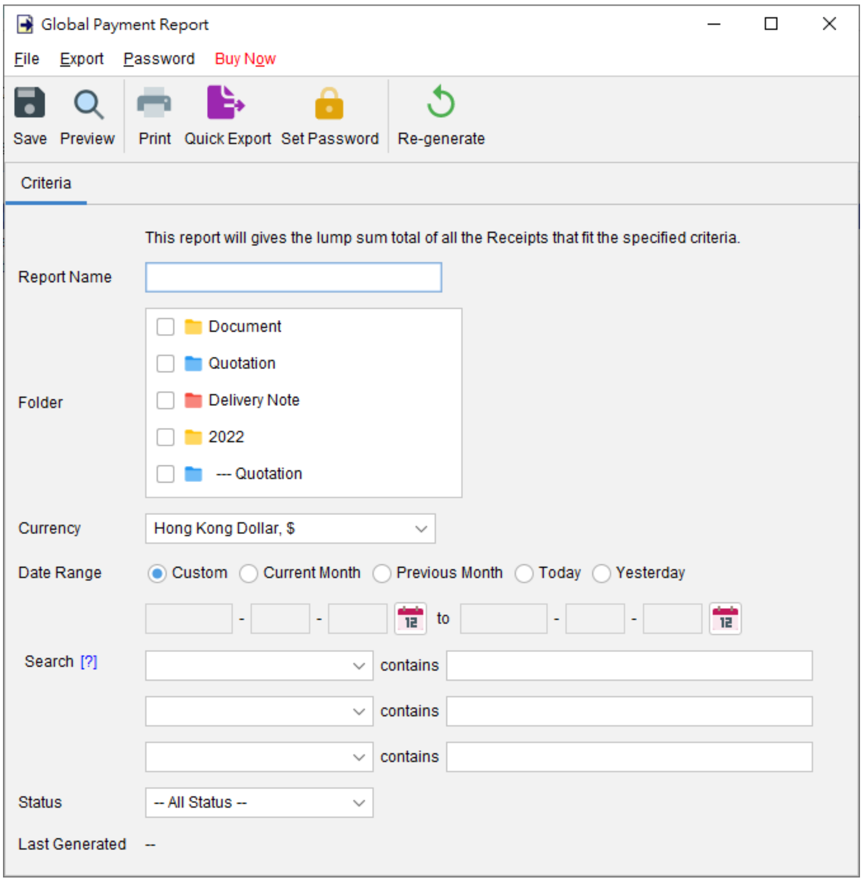
Document Type	:	Invoice
Folder	:	Document
Currency	:	United States Dollar, $
Date	:	2017-12-01 to 2017-12-31
Customers	:	Not listed in Customer List.
Status	:	All Status

Customer	Number of Invoices	Sales Amount	Total Deposit	Total Balance Due
EVS	1	4,200.00	630.00	3,570.00
Robert Lee	1	129.50	0.00	0.00

Page 1

8.4. Global Payment Report

Global Payment Report provides an overview of payment activities. It aggregates data from Receipt and provides: Number of receipts issued and Amount Received.

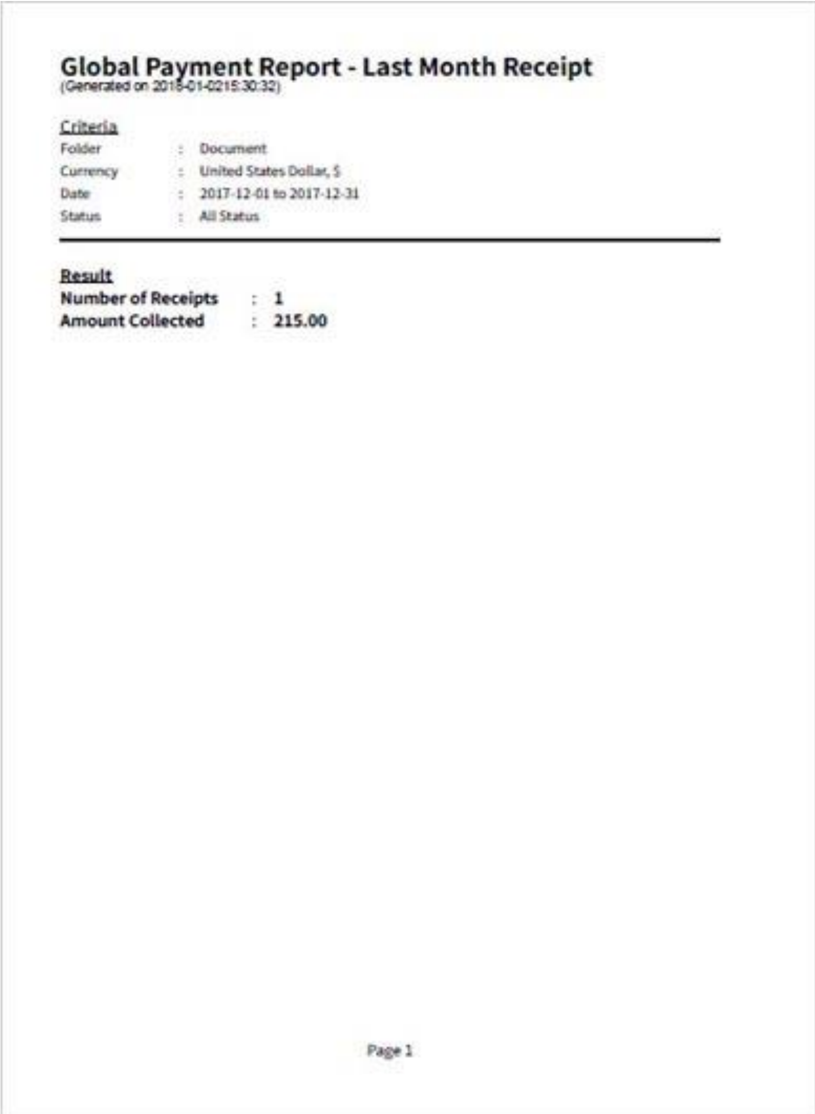


User may provide a name for the report for easy retrieval later. The report runs against the selected folder, compiling data from all receipts dated between specified Start Date and End Date. These date fields can be left blank for no date limitation.

Search fields are available to filter receipts that meet specified criteria.

Please note that the report calculations are updated each time it is saved. The "Last Generated" timestamp indicates when it was last processed. To refresh the calculations with the latest receipt data, the user can click the "Re-generate" button to rerun the analysis.

The sample output of Global Payment Report is shown below.



Global Payment Report - Last Month Receipt
(Generated on 2018-01-0215:30:32)

Criteria

Folder	:	Document
Currency	:	United States Dollar, $
Date	:	2017-12-01 to 2017-12-31
Status	:	All Status

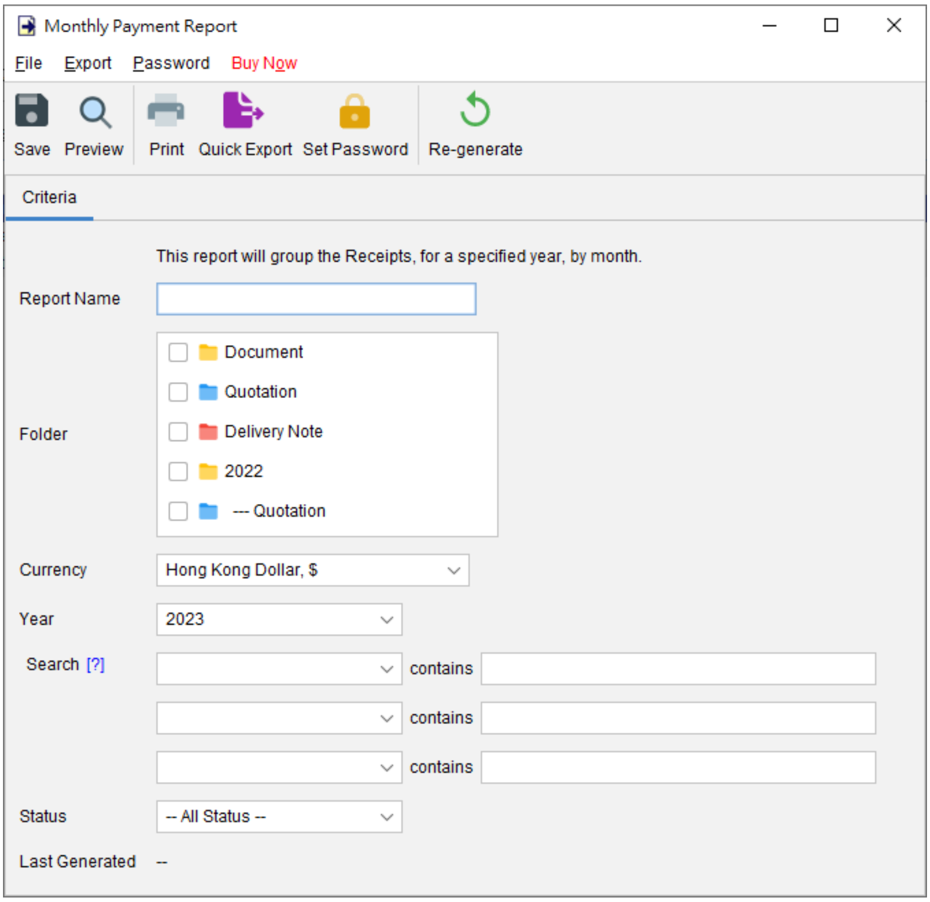
Result

Number of Receipts	:	**1**
Amount Collected	:	**215.00**

Page 1

8.5. Monthly Payment Report

Monthly Payment Report provides payment information on monthly basis in graphical format. It shows the number of receipts issued and total amount received.

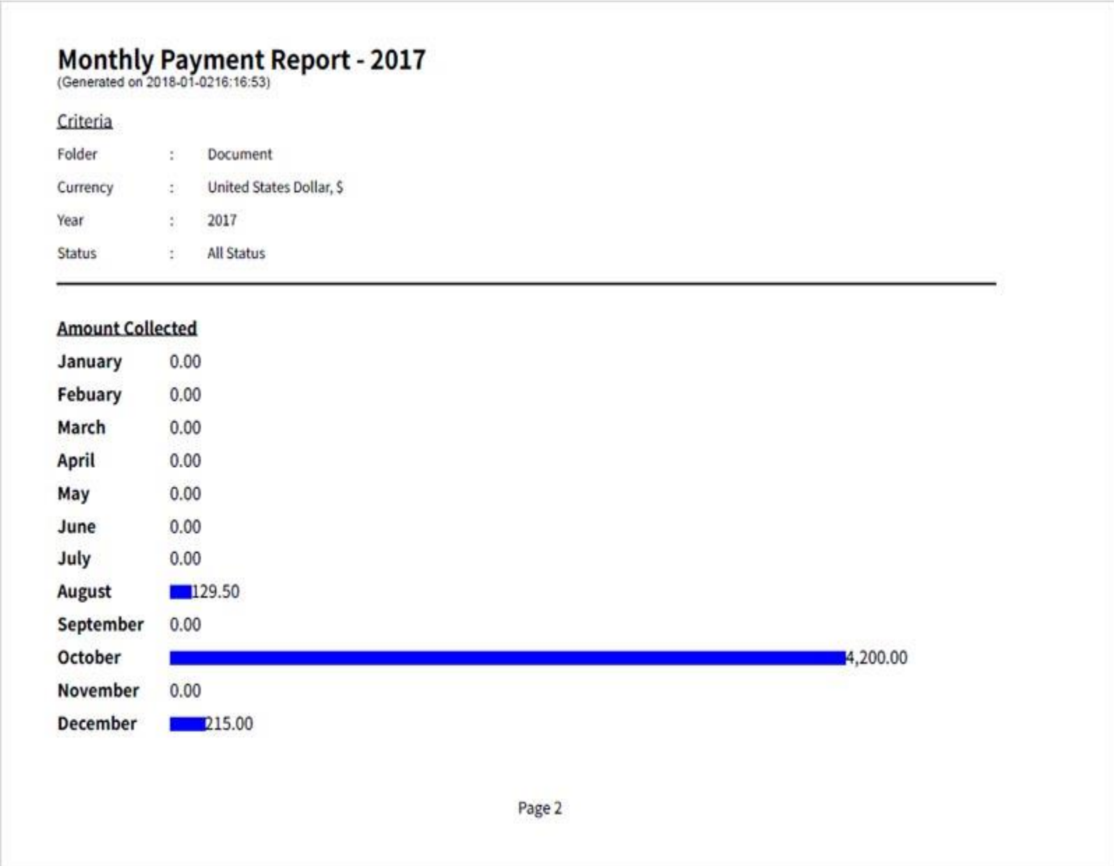


User may provide a name for the report for easy retrieval later. The report runs against the selected folder, compiling data from all receipts in selected year.

Search fields are available to filter receipts that meet specified criteria.

Please note that the report calculations are updated each time it is saved. The "Last Generated" timestamp indicates when it was last processed. To refresh the calculations with the latest invoice data, the user can click the "Re-generate" button to rerun the analysis.

The sample output of Monthly Payment Report is shown below.



Monthly Payment Report - 2017

(Generated on 2018-01-0216:16:53)

Criteria

Folder	:	Document
Currency	:	United States Dollar, $
Year	:	2017
Status	:	All Status

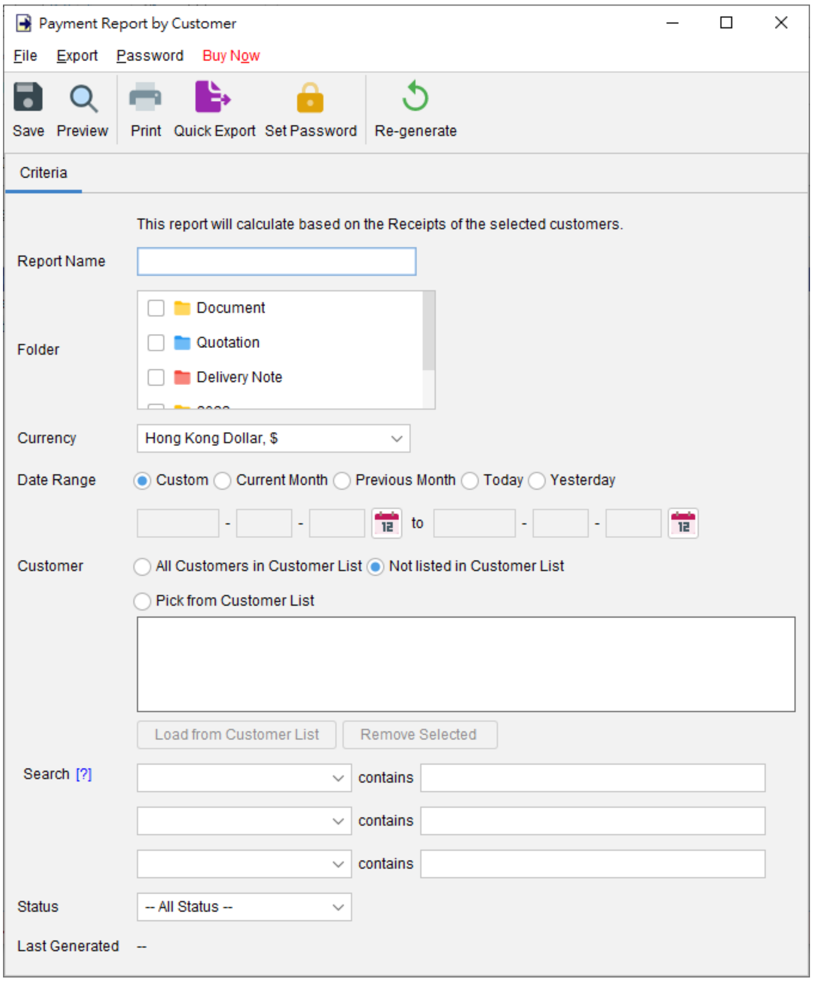
Amount Collected

January	0.00
Febuary	0.00
March	0.00
April	0.00
May	0.00
June	0.00
July	0.00
August	129.50
September	0.00
October	4,200.00
November	0.00
December	215.00

Page 2

8.6. Payment Report by Customer

Payment report by Customer gives details payment information on a specify customer, includes number of receipts issued and total amount received.



User may provide a name for the report for easy retrieval later. The report runs against the selected folder, compiling data from all receipts dated between specified Start Date and End Date. These date fields can be left blank for no date limitation.

The user has the following options to select the customer:

- All Customers
- Customers not listed in the Customer List
- Customer selected from the Customer List

Search fields are available to filter receipts that meet specified criteria.

Please note that the report calculations are updated each time it is saved. The "Last Generated" timestamp indicates when it was last processed. To refresh the calculations with the latest invoice data, the user can click the "Re-generate" button to rerun the analysis.

The sample output of Payment Report by Customer is shown below.

Customer Payment Report - 2017 Dec
(Generated on 2018-01-0216:19:20)

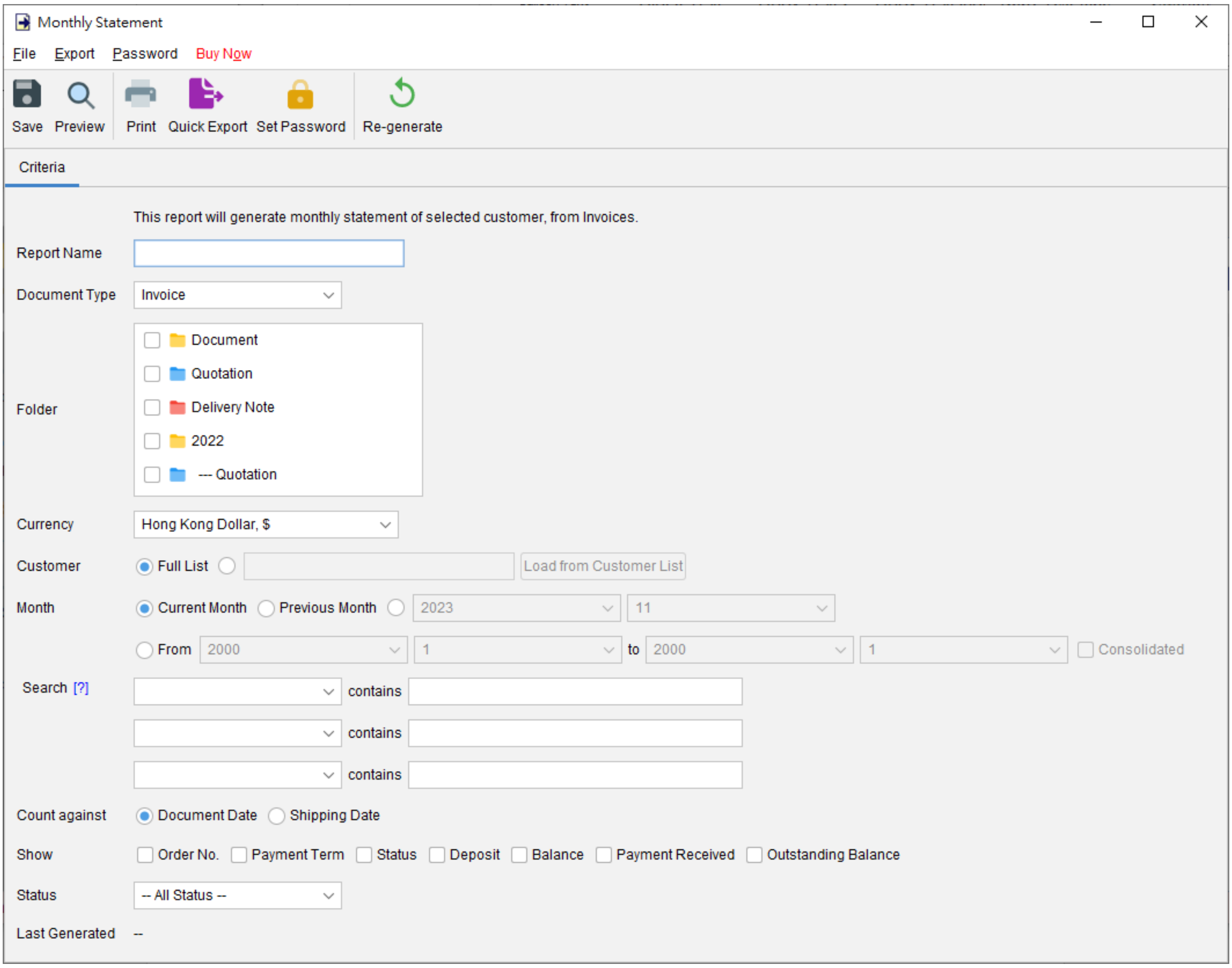
Criteria
Folder : Document
Currency : United States Dollar, $
Date : 2017-12-01 to 2017-12-31
Customers : Not listed in Customer List.
Status : All Status

Customer	Number of Receipts	Total	Deposit	Balance Due
Evinco Solutions Limited	1	215.00	100.00	115.00

Page 1

8.7. Monthly Statement

This report generates monthly statements for selected customers using invoice or tax invoice data.

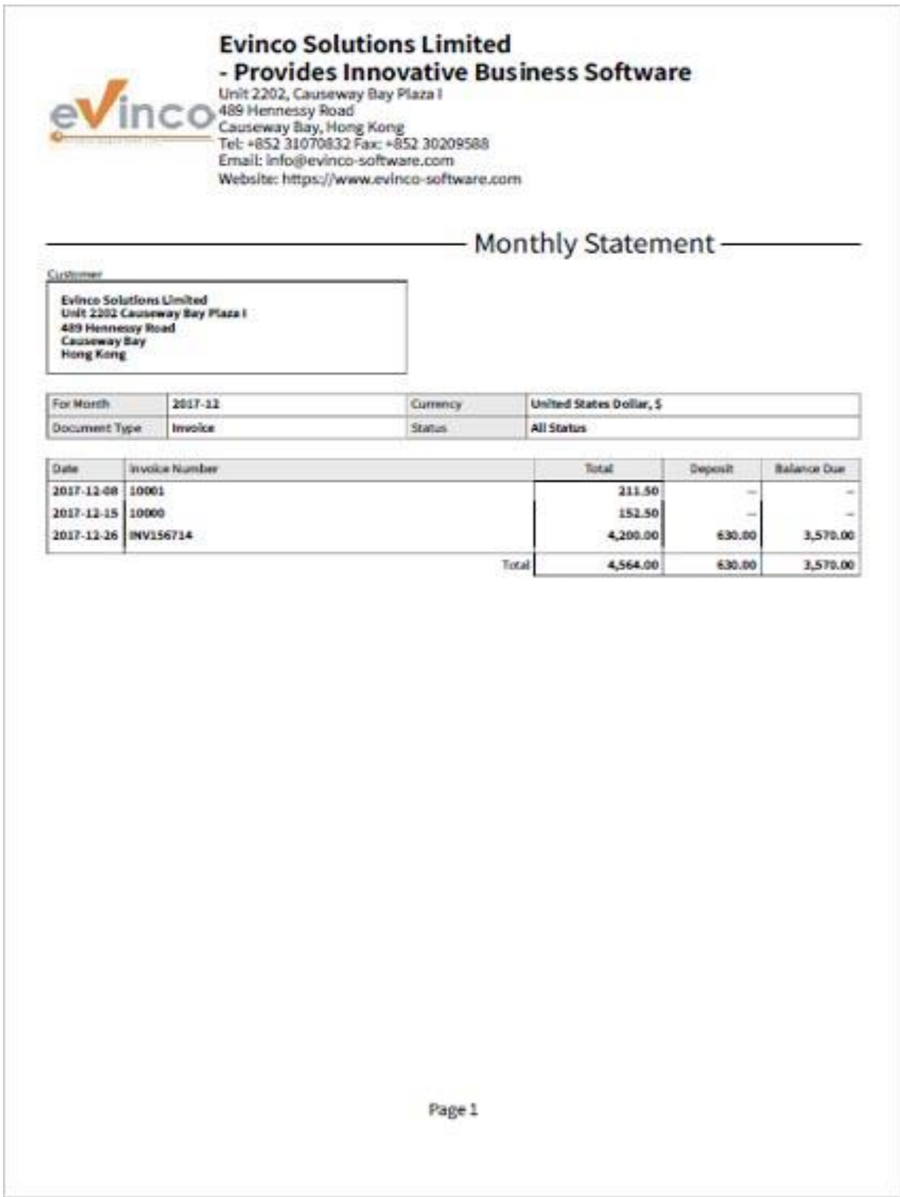


User must provide a name for the report for easy retrieval later.

The report allows the generation of monthly statements for either the full customer list or an individual customer. The statement can be produced for a specific month or within a chosen time range. The date used for calculations can be the document date or shipping date. Optional fields can also be selected for inclusion in the monthly statement.

Please note that the report calculations are updated each time it is saved. The "Last Generated" timestamp indicates when it was last processed. To refresh the calculations with the latest invoice data, the user can click the "Re-generate" button to rerun the analysis.

The sample PDF output of Monthly Statement is shown below.



Evinco Solutions Limited
- Provides Innovative Business Software
Unit 2202, Causeway Bay Plaza I
489 Hennessy Road
Causeway Bay, Hong Kong
Tel: +852 31070832 Fax: +852 30209588
Email: info@evinco-software.com
Website: https://www.evinco-software.com

Monthly Statement

Customer

Evinco Solutions Limited
Unit 2202 Causeway Bay Plaza I
489 Hennessy Road
Causeway Bay
Hong Kong

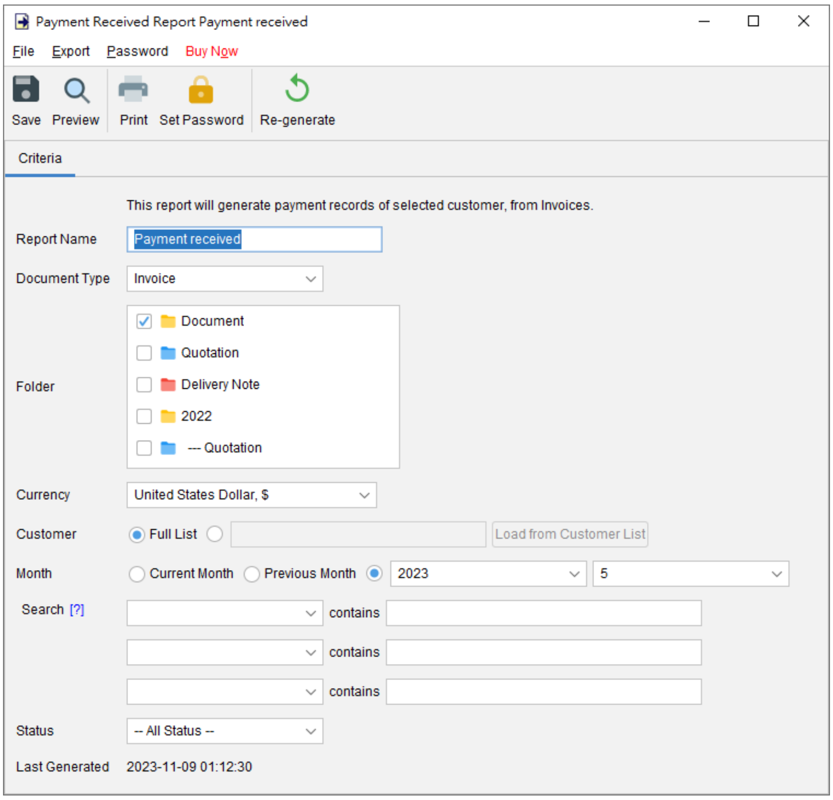
For Month	2017-12	Currency	United States Dollar, $
Document Type	Invoice	Status	All Status

Date	Invoice Number	Total	Deposit	Balance Due
2017-12-08	10001	211.50	–	–
2017-12-15	10000	152.50	–	–
2017-12-26	INV156714	4,200.00	630.00	3,570.00
	Total	4,564.00	630.00	3,570.00

Page 1

8.8. Payment Received Report

Payment Received Report lists the payment received record made in Invoice or Tax Invoice.



User must provide a name for the report for easy retrieval later.

The report allows the generation of monthly statements for either the full customer list or an individual customer in a specific month.

Please note that the report calculations are updated each time it is saved. The "Last Generated" timestamp indicates when it was last processed. To refresh the calculations with the latest invoice data, the user can click the "Re-generate" button to rerun the analysis.

Sample output of Payment Received Report is shown below.

Evinco Solutions Limited
- Provides innovative business software
Unit 2202, Causeway Bay Plaza 1
489 Hennessy Road
Causeway Bay, Hong Kong
Tel : +852 31070832 Fax : +852 30209588
info@evinco-software.com
Website : https://www.evinco-software.com

Payment Records

Customer

DODD's Shop

Number	**INV10009**

Date	Payment Method	Reference Number	Description	Amount Received
2023-05-13	**Cheque**			**6,400.00**

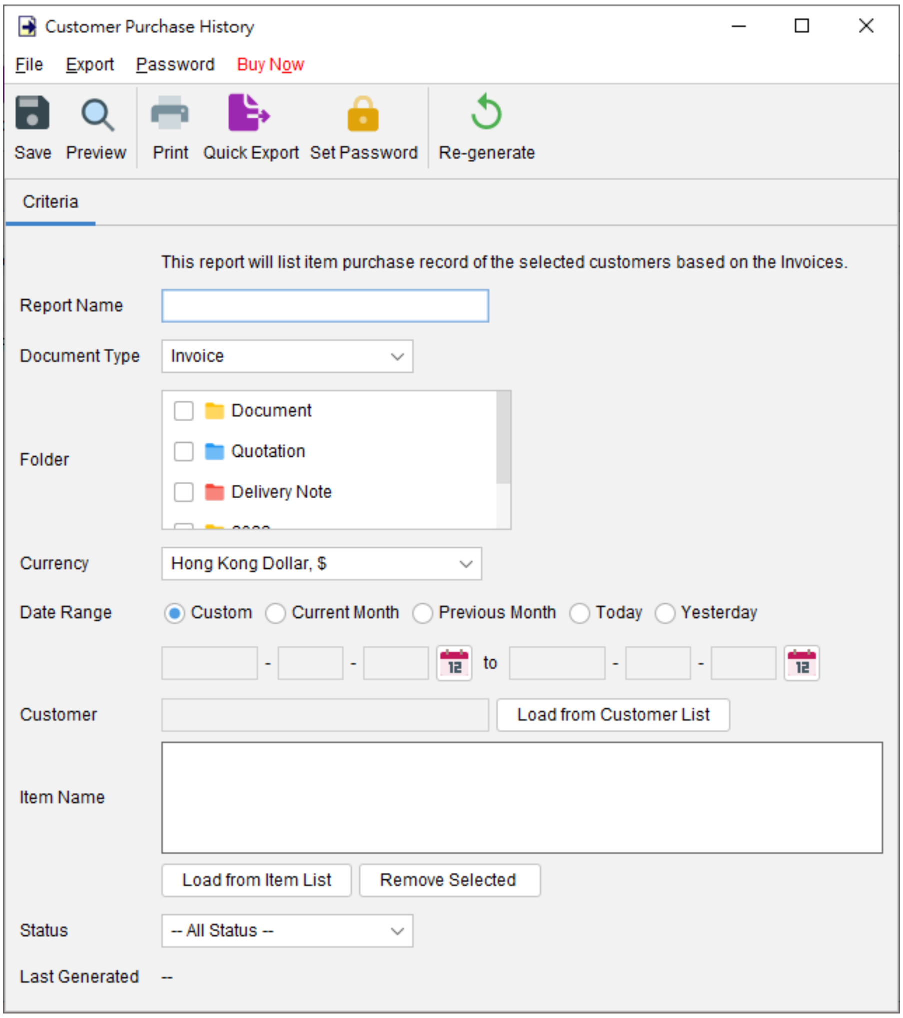
Invoice Total	**6,400.00**
Deposit	--
Balance	--
Total Payment Received	**6,400.00**
Outstanding Balance	**0.00**

Page 1

FANCOURT OFFICE PARK NORTHUMBERLAND AVE AND FELSTEAD RANBURG,2169
Tel : 087 740 0175 cloudenergygroup@gmail.com

8.9. Customer Purchase History

Customer Purchase History will list the item purchase history of the selected customers. It will list out the document number, quantity, unit price and amount.



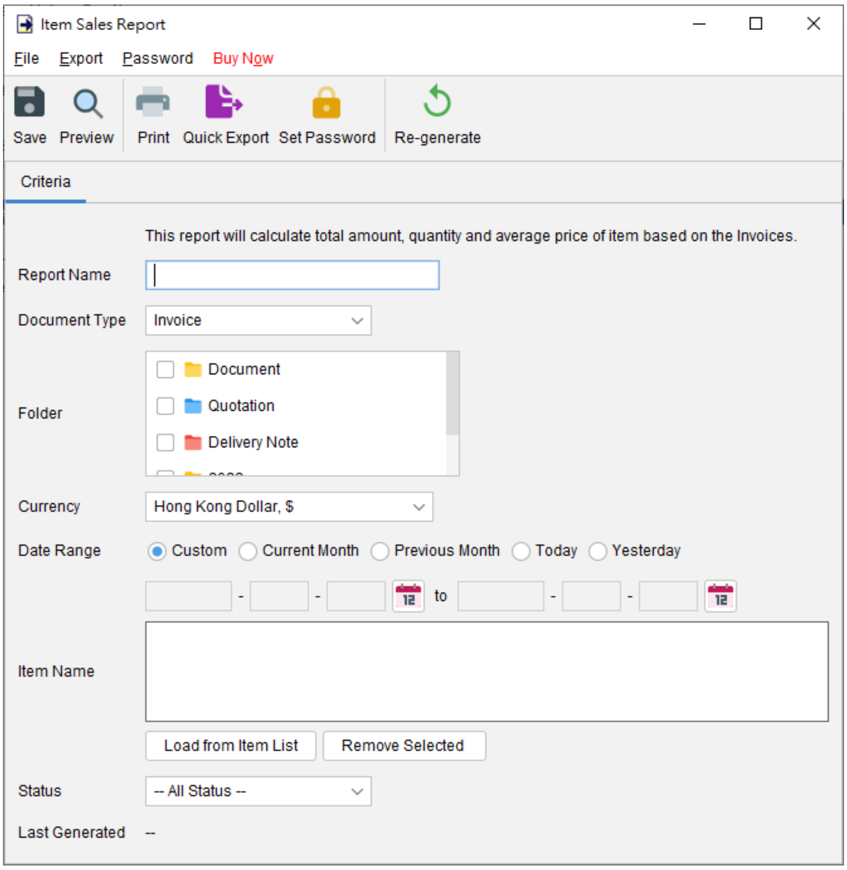
User must provide a name for the report for easy retrieval later.

The report retrieve data from Invoice or Tax Invoices within a chosen time range for a customer with selected items.

Please note that the report calculations are updated each time it is saved. The "Last Generated" timestamp indicates when it was last processed. To refresh the calculations with the latest invoice data, the user can click the "Re-generate" button to rerun the analysis.

8.10. Item Sales Report

Item Sales Report shows total amount, quantity and average price of the selected item from Invoices or Tax Invoices.



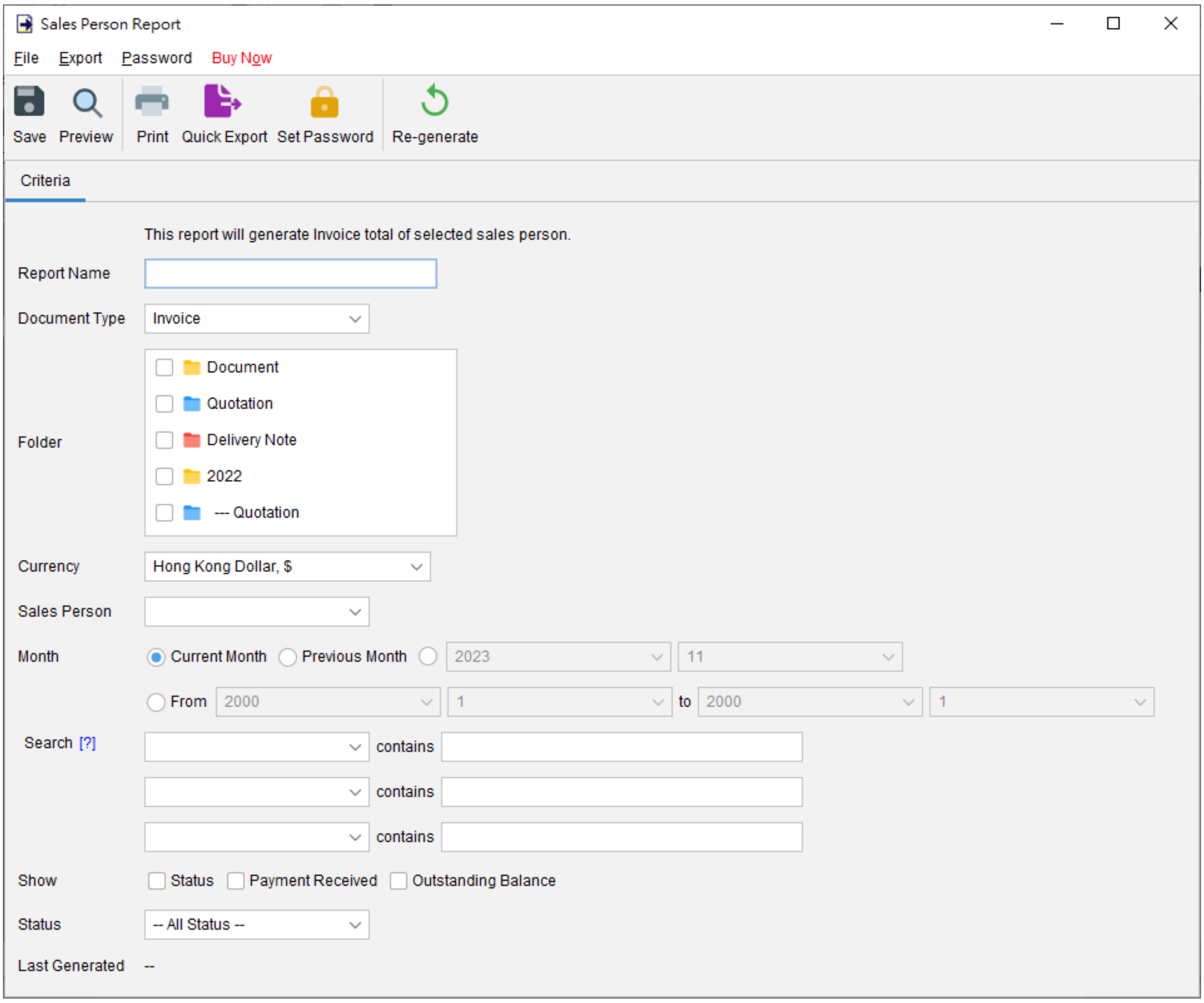
User must provide a name for the report for easy retrieval later.

The report retrieve data from Invoice or Tax Invoices within a chosen time range for selected items.

Please note that the report calculations are updated each time it is saved. The "Last Generated" timestamp indicates when it was last processed. To refresh the calculations with the latest invoice data, the user can click the "Re-generate" button to rerun the analysis.

8.11. Sales Person Report

Sales Person Report calculates total amount of invoices of selected sales person from Invoices or Tax Invoices.



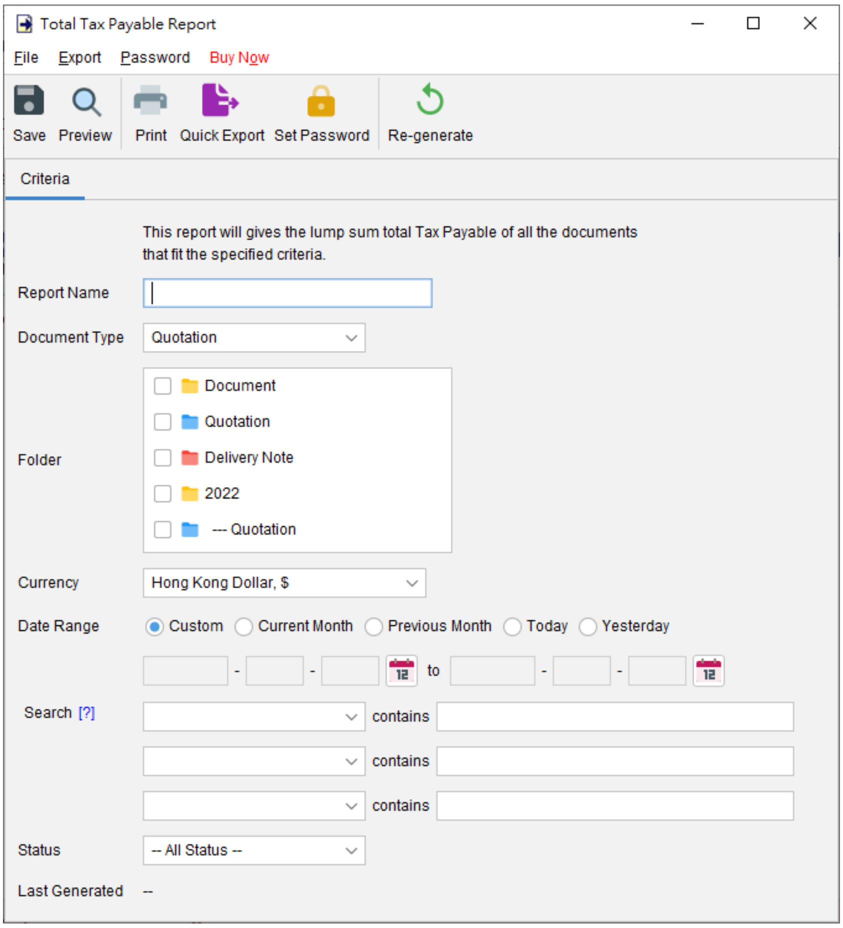
User must provide a name for the report for easy retrieval later.

The report retrieve data from Invoice or Tax Invoices within a chosen time range. Search fields are available to filter invoices that meet specified criteria.

Please note that the report calculations are updated each time it is saved. The "Last Generated" timestamp indicates when it was last processed. To refresh the calculations with the latest invoice data, the user can click the "Re-generate" button to rerun the analysis.

8.12. Total Tax Payable Report

Total Tax Payable Report shows the tax payable of selected documents that fits the specific requirements.

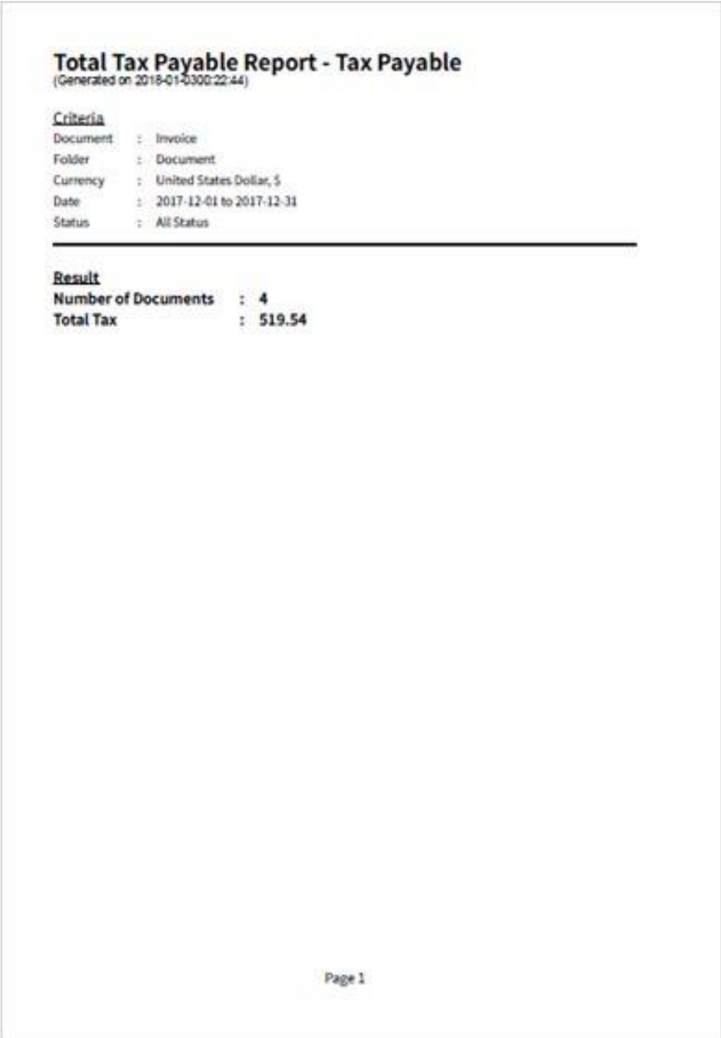


User may provide a name for the report for easy retrieval later. The report runs against the selected folder, compiling data from all selected document dated between specified Start Date and End Date. These date fields can be left blank for no date limitation.

Search fields are available to filter documents that meet specified criteria.

Please note that the report calculations are updated each time it is saved. The "Last Generated" timestamp indicates when it was last processed. To refresh the calculations with the latest receipt data, the user can click the "Re-generate" button to rerun the analysis.

The sample output of Total Tax Payable Report is shown below.



Total Tax Payable Report - Tax Payable
(Generated on 2018-01-0300:22:44)

<u>Criteria</u>

Document	:	Invoice
Folder	:	Document
Currency	:	United States Dollar, $
Date	:	2017-12-01 to 2017-12-31
Status	:	All Status

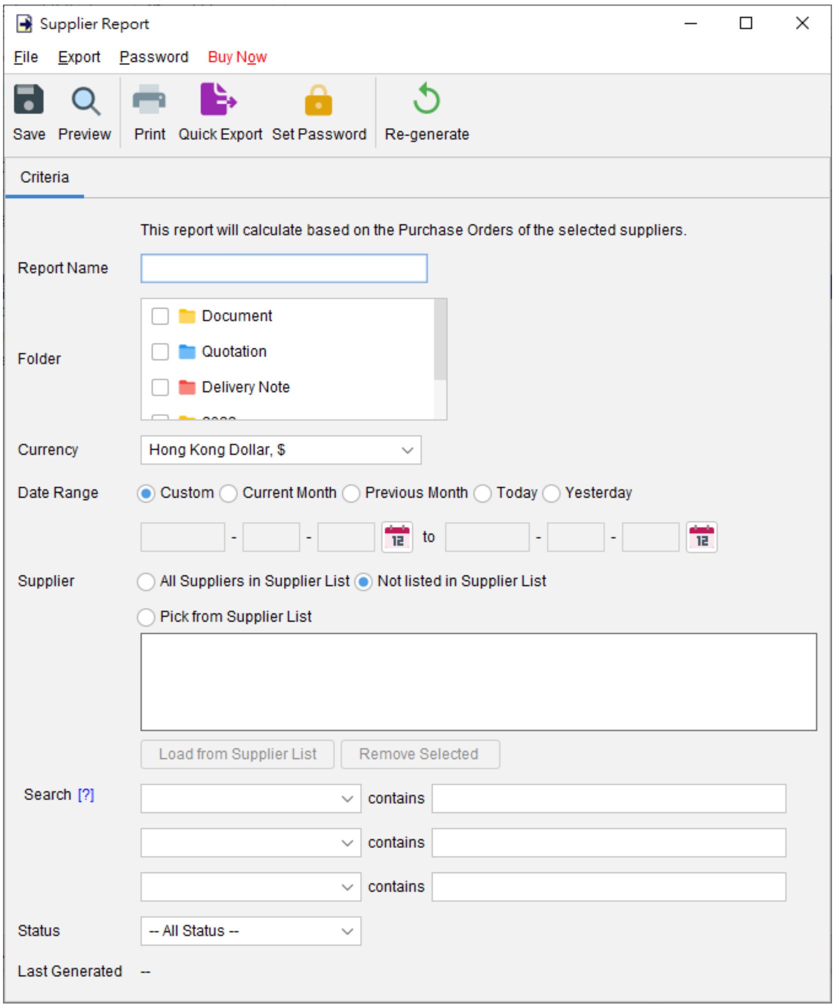
<u>Result</u>

Number of Documents	:	**4**
Total Tax	:	**519.54**

Page 1

8.13. Supplier Report

Supplier report shows the number of purchase order and total amount of the selected suppliers.



User may provide a name for the report for easy retrieval later. The report runs against the selected folder, compiling data from all receipts dated between specified Start Date and End Date. These date fields can be left blank for no date limitation.

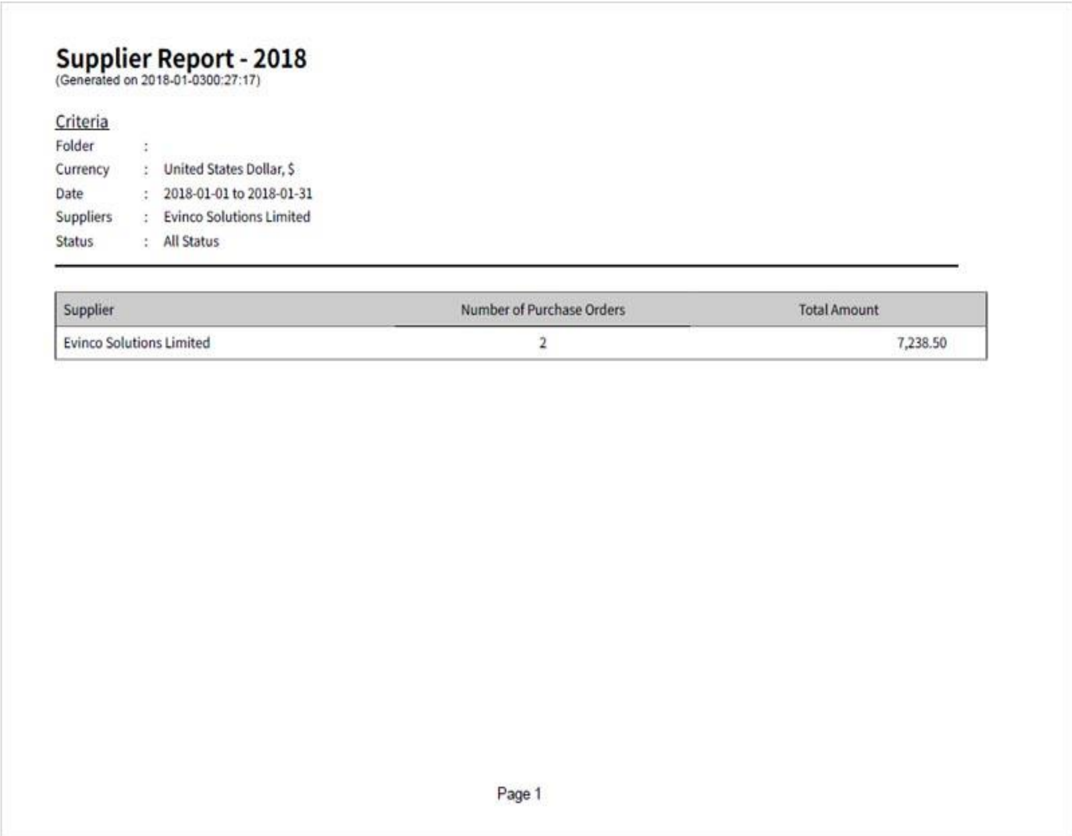
The user has the following options to select the supplier:

- All Suppliers
- Suppliers not listed in the Supplier List
- Supplier selected from the Supplier List

Search fields are available to filter purchase orders that meet specified criteria.

Please note that the report calculations are updated each time it is saved. The "Last Generated" timestamp indicates when it was last processed. To refresh the calculations with the latest receipt data, the user can click the "Re-generate" button to rerun the analysis.

The sample output of Supplier Report is shown below.



Supplier Report - 2018
(Generated on 2018-01-0300:27:17)

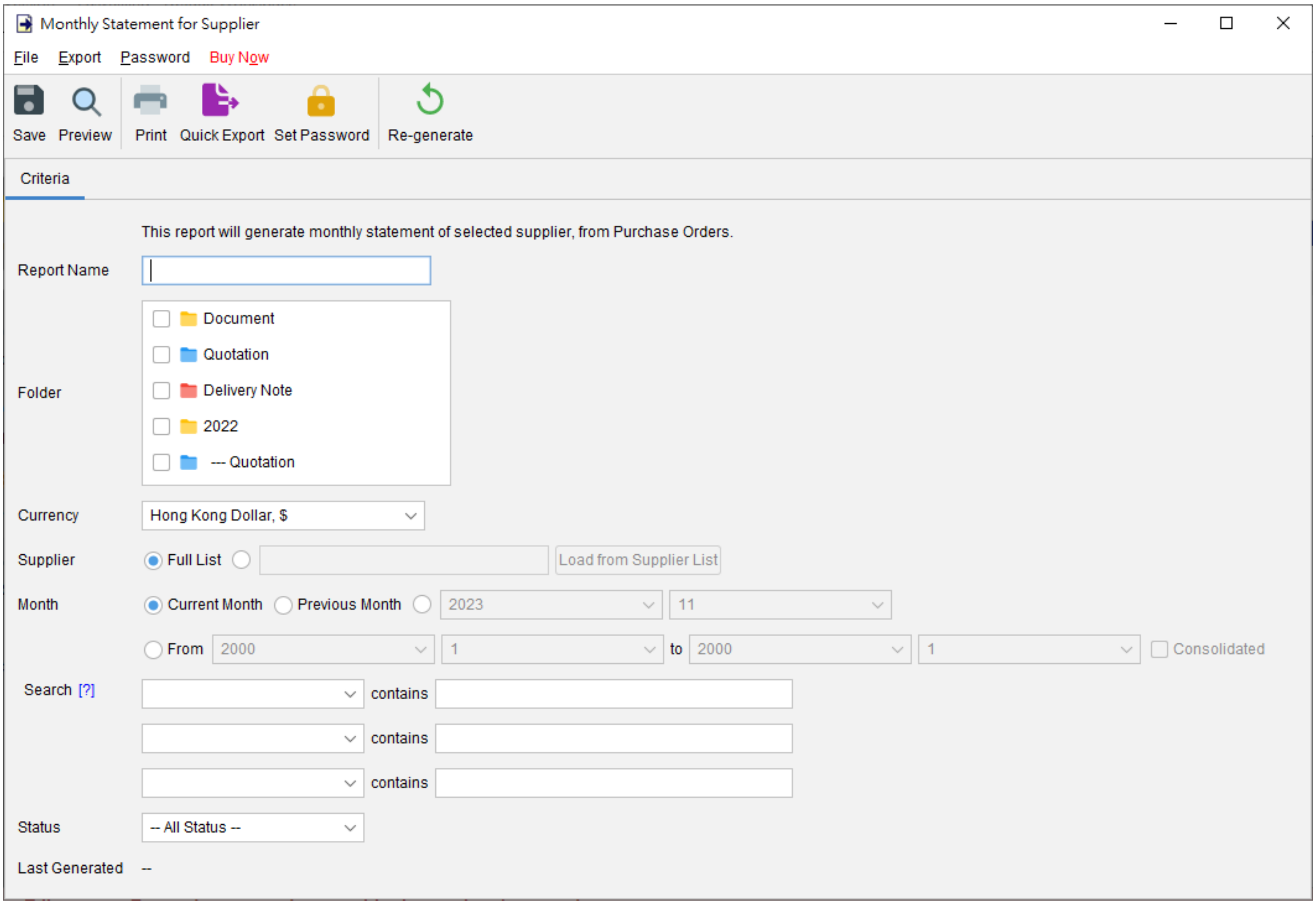
Criteria
Folder :
Currency : United States Dollar, $
Date : 2018-01-01 to 2018-01-31
Suppliers : Evinco Solutions Limited
Status : All Status

Supplier	Number of Purchase Orders	Total Amount
Evinco Solutions Limited	2	7,238.50

Page 1

8.14. Monthly Statement for Supplier

This report generates monthly statement for selected supplier, from Purchase Order.

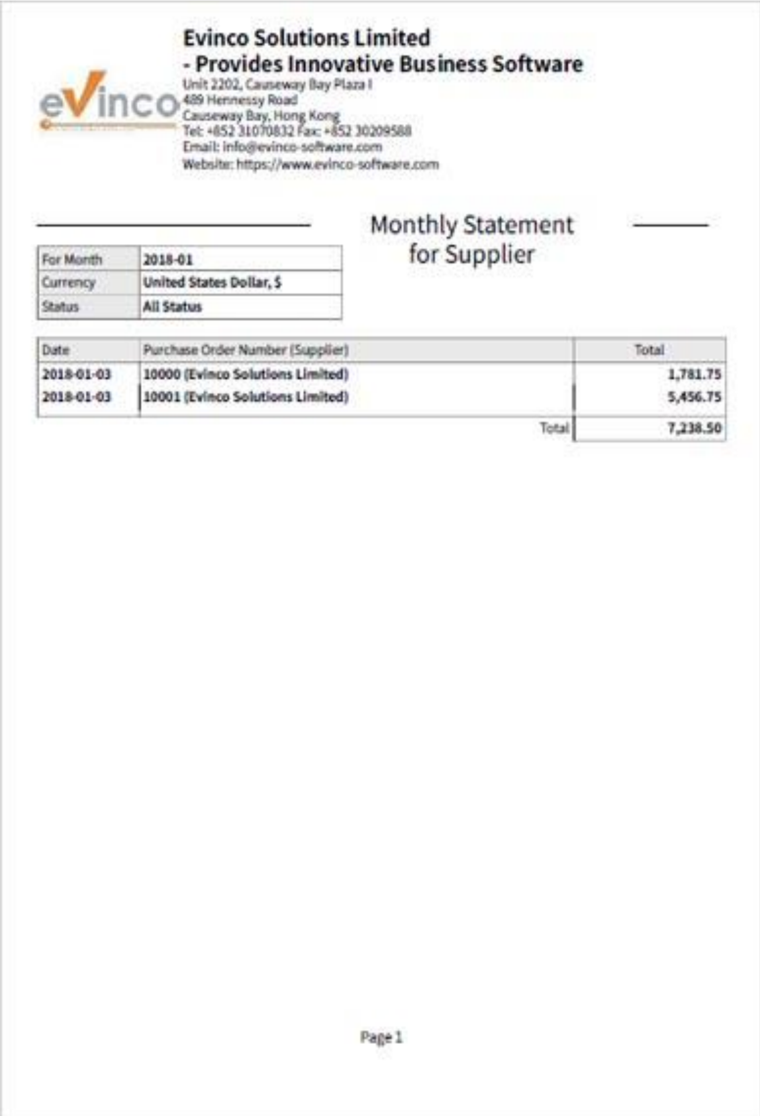


User may provide a name for the report for easy retrieval later. The report runs against the selected folder, compiling data from all purchase orders dated between specified Start Date and End Date. These date fields can be left blank for no date limitation.

Search fields are available to filter purchase orders that meet specified criteria.

Please note that the report calculations are updated each time it is saved. The "Last Generated" timestamp indicates when it was last processed. To refresh the calculations with the latest receipt data, the user can click the "Re-generate" button to rerun the analysis.

The sample output of Monthly Statement for Supplier is given below.



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Email: info@evinco-software.com
Website: https://www.evinco-software.com

Monthly Statement
for Supplier

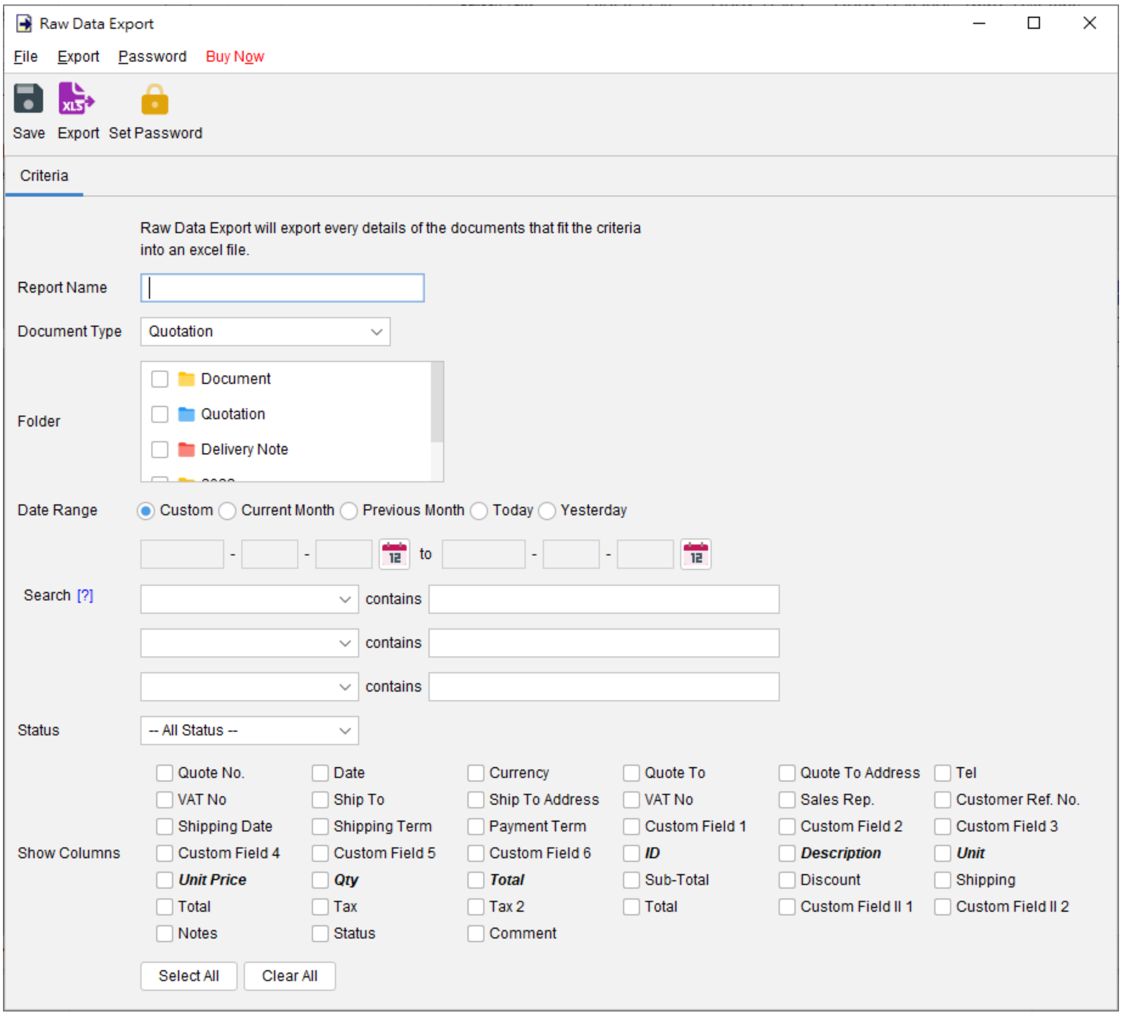
For Month	2018-01
Currency	United States Dollar, $
Status	All Status

Date	Purchase Order Number (Supplier)	Total
2018-01-03	10000 (Evinco Solutions Limited)	1,781.75
2018-01-03	10001 (Evinco Solutions Limited)	5,456.75
	Total	7,238.50

Page 1

8.15. Raw Data Export

Raw Data Export allows user to get details information of the document created in EasyBilling. This report can only be exported into Excel format.

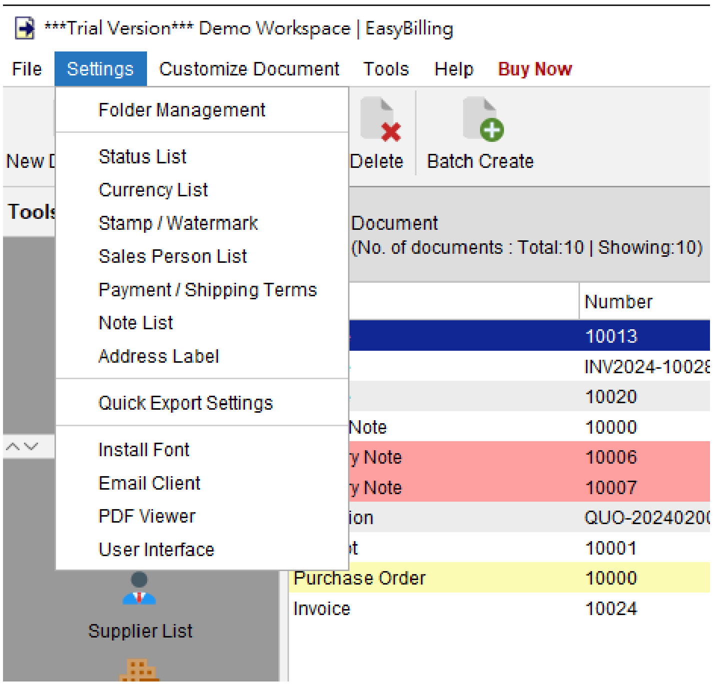


User needs to provide a report name for the report. The report will retrieve all selected documents in the selected folder. Only those documents dated between the "Start Date" and "End Date" will be getting into calculation. User can leave the date field blank if there is no limitation on the period.

Check the box to select the fields of the document and shown in the report.

Note: If any line-item column (in bold and italic) is selected, the document will be spanned as multiple rows according to the number of line items.

9. SETTINGS

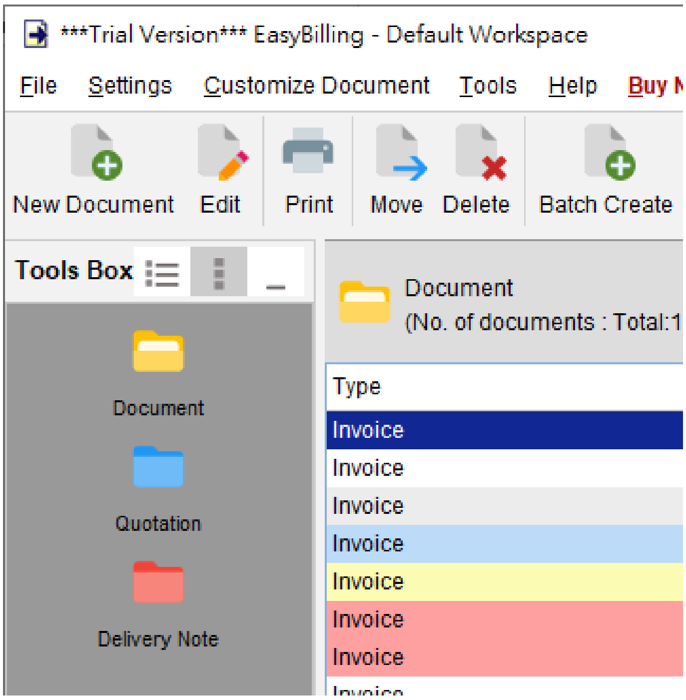


User can configure EasyBilling by adjust different settings easily.

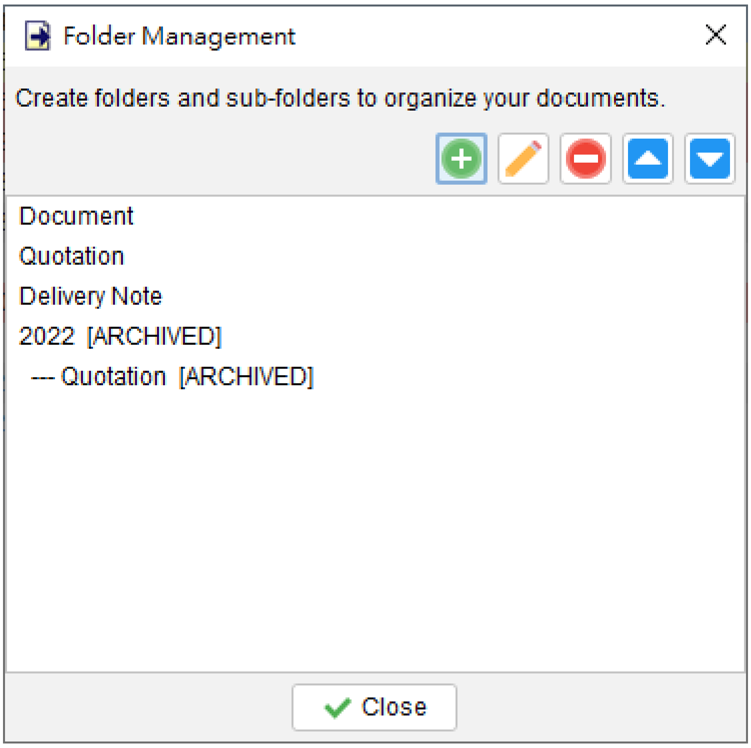
- Folder Management
- Document Status List
- Currency List
- Stamp / Watermark
- Sales Person List
- Payment / Shipping Terms
- Notes List
- Address Label
- Quick Export Settings
- Install Font
- Email Client
- PDF Viewer
- User Interface

9.1. Folder Management

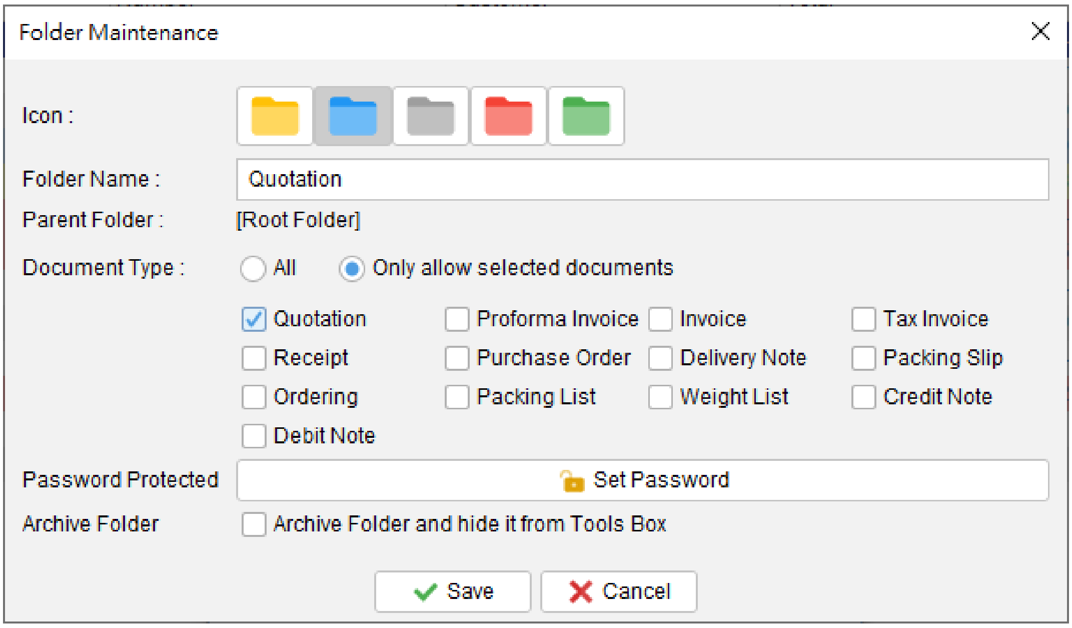
In EasyBilling, a default folder named "Document" is available. You may create additional folders in menu "Settings > Folder Management" to organizing the documents.



To manage the folder list, you can click on the icon to add, edit, or remove folders. You can also use the arrow buttons to adjust the folder's position by moving it up or down to reorder.



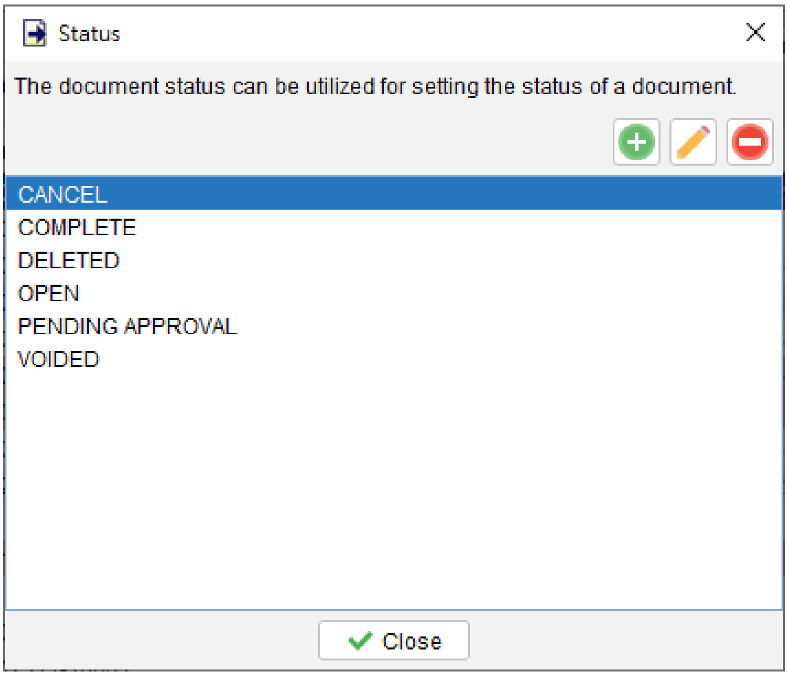
Furthermore, EasyBilling allows to assign different color icons to folders. You can create one level of sub-folders under a parent folder for further organization. Additionally, you have the option to restrict certain types of documents from being stored in the folder.



Folder can also be set with a password to protect from access. If the folder is no longer be used, you may archive the folder and hide it from the Tools Box. These two options are only available in editing folder.

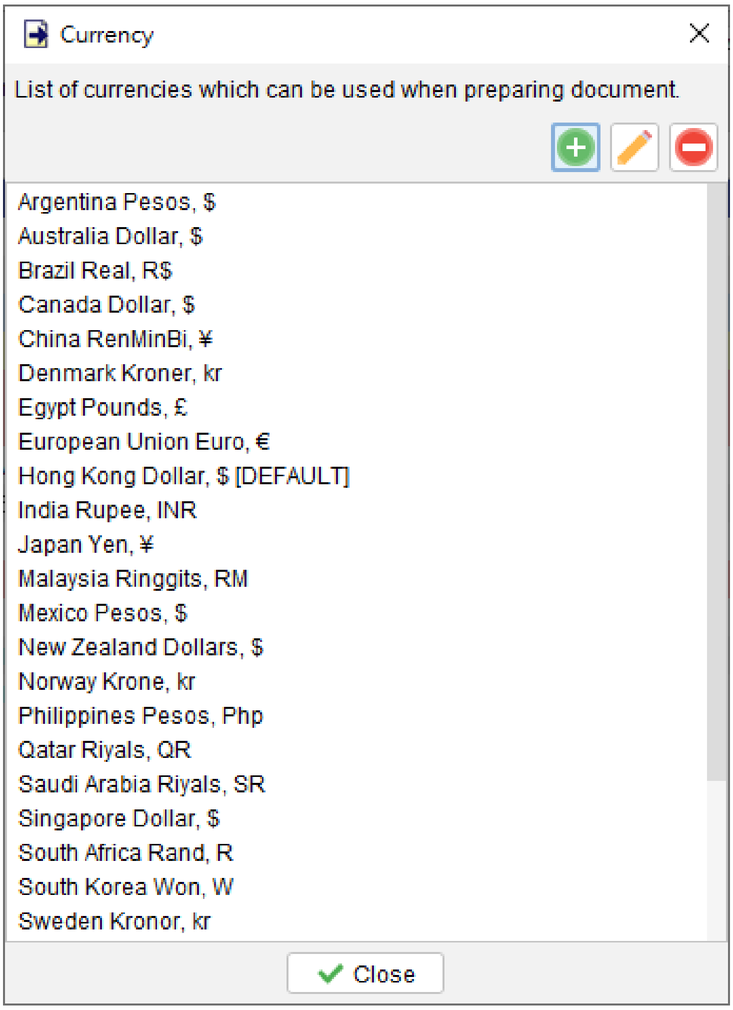
9.2. Document Status List

The document status can be utilized for setting the status of a document. You can click the button to add, edit, or delete a status entry.

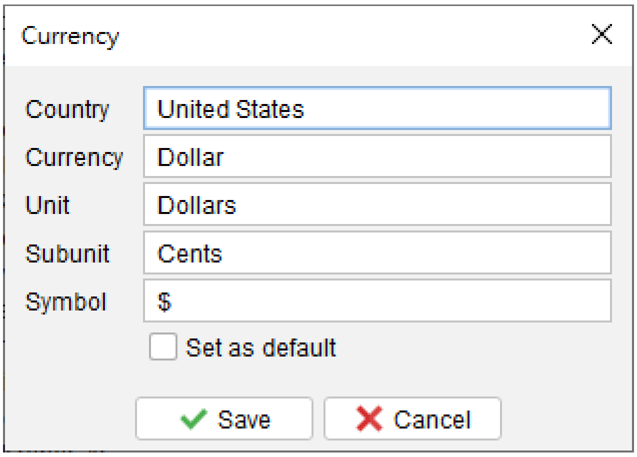


9.3. Currency List

In EasyBilling, it is allowed to assign a currency to a document. Users can manage the Currency List in menu "Settings > Currency List".

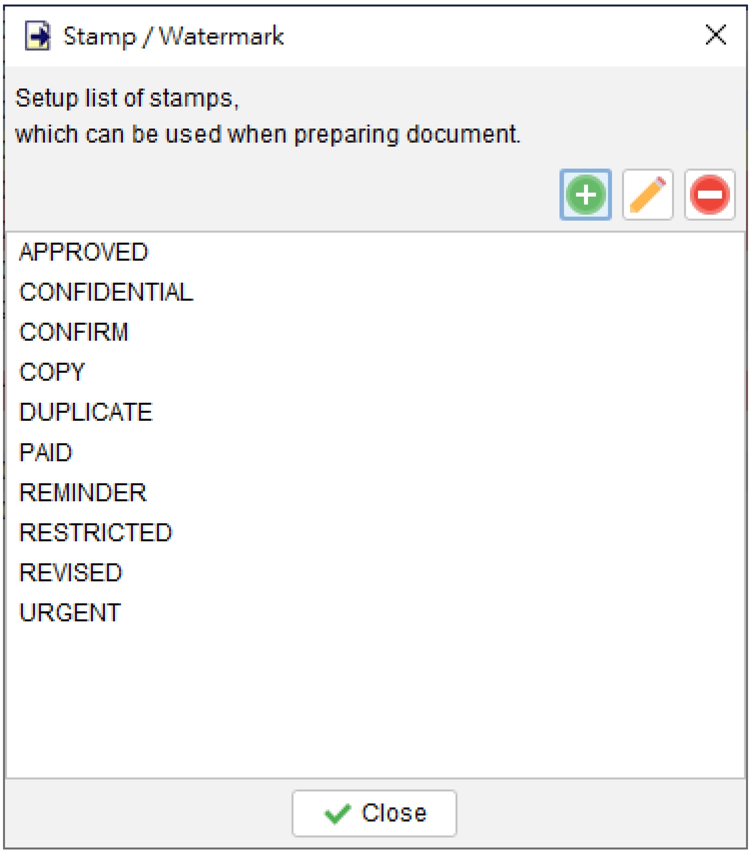


For each currency, you can specify the Unit, Subunit, and Symbol. Additionally, you have the option to designate a default currency.



9.4. Stamp / Watermark

In EasyBilling, document can be added with a red stamp to indicate the important mark. You may also add a greyscale watermark on the document too. You can maintain the list in menu “Settings > Stamp / Watermark”.

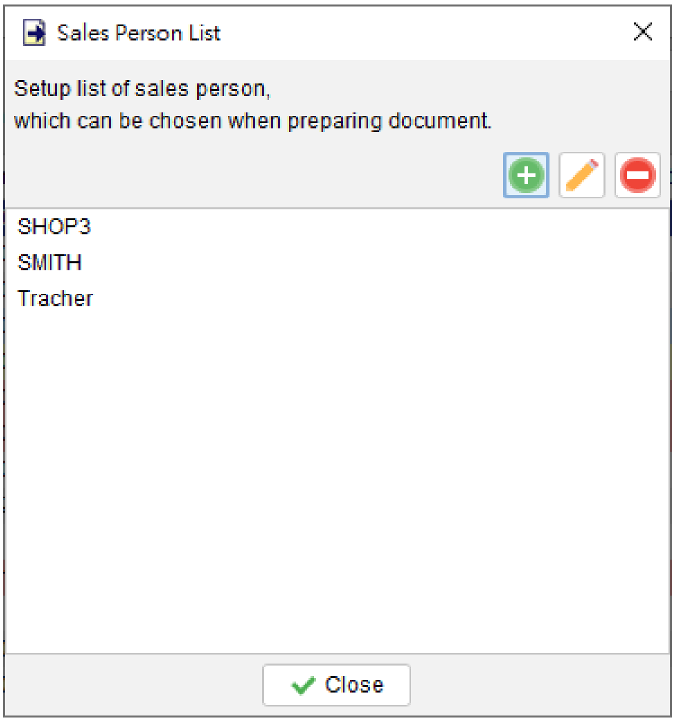


To maintain the list, click the icon at the top-right corner to add, edit and delete. By default, it has

- APPROVED
- CONFIDENTIAL
- CONFIRM
- COPY
- DUPLICATE
- PAID
- REMINDER
- RESTRICTED
- REVISED
- URGENT

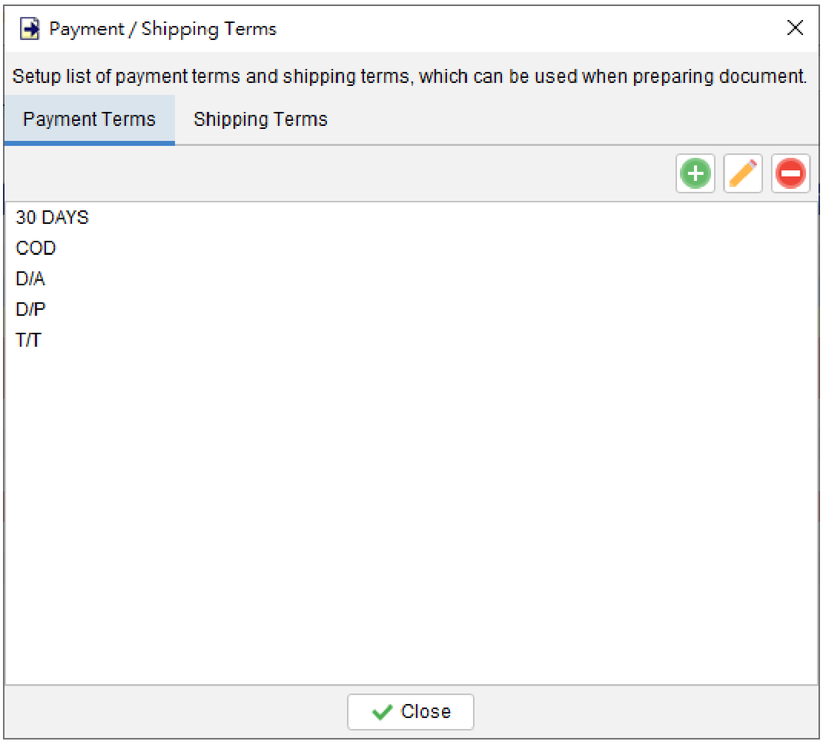
9.5. Sales Person List

You can maintain your own Sales Person list, which can be selected when preparing document.



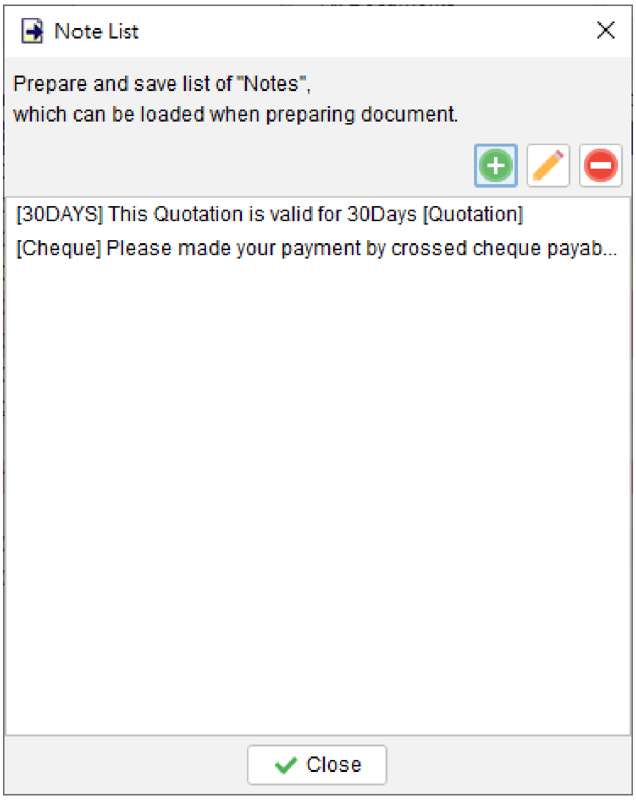
9.6. Payment / Shipping Terms

Payment Terms and Shipping Terms are listed here. Click icon at the top-right corner to add, edit or delete. When preparing document, you can select the terms from the list.

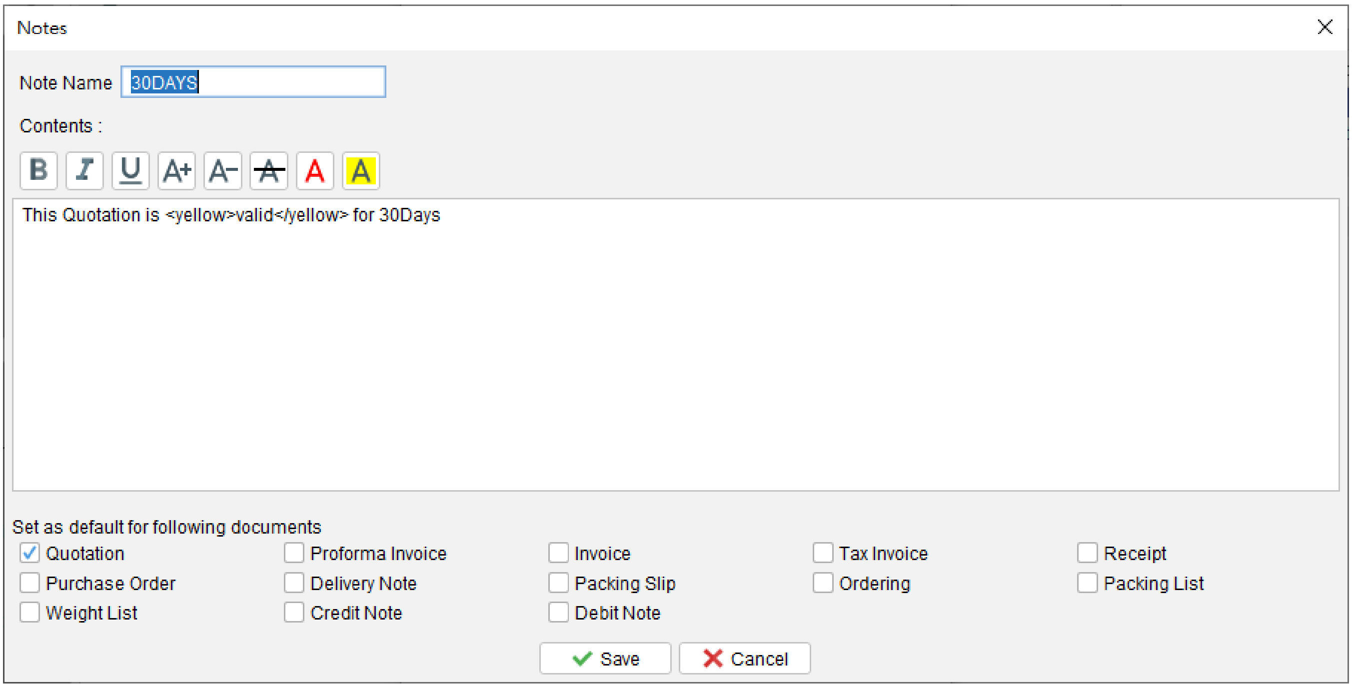


9.7. Note List

When preparing document, user can load the notes directly from this Note List. You can maintain your notes here. Click the icon at the top-right corner to add, edit and delete.

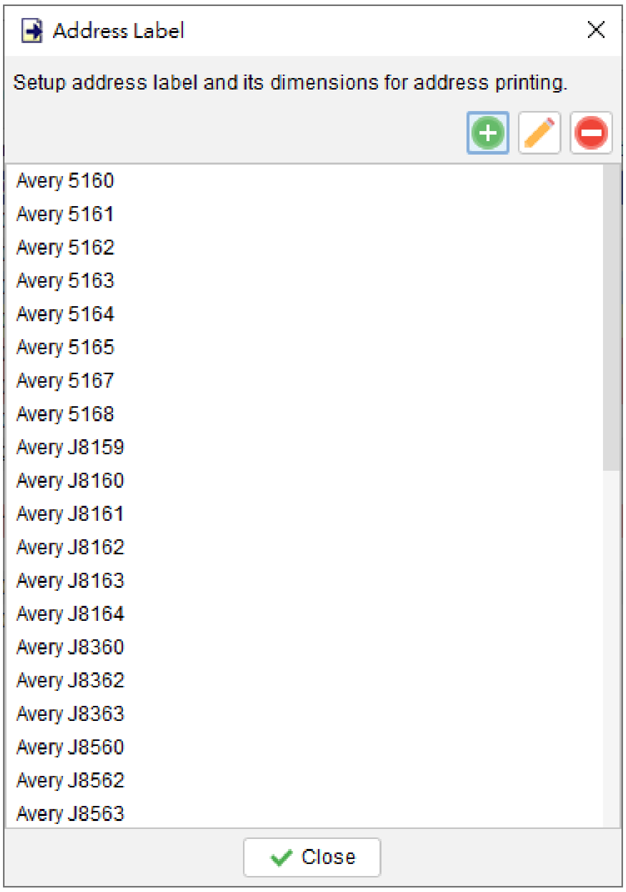


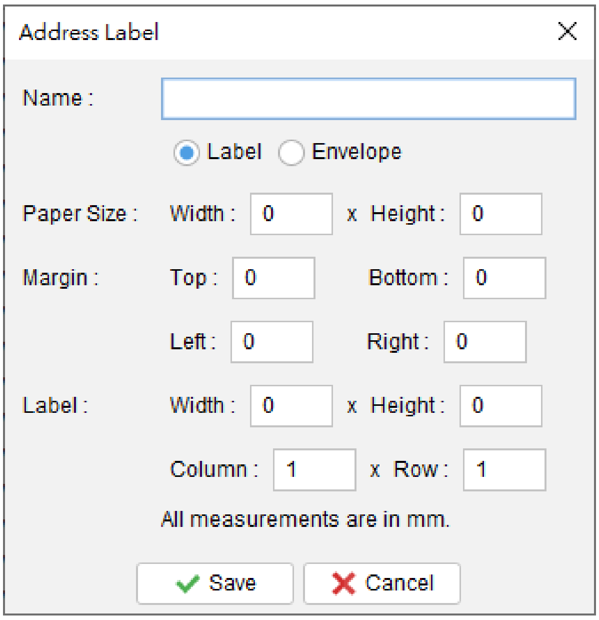
The format of note will be preserved as what you typed in. The note can be set as default for documents.



9.8. Address Label

You can create your own Address Label, which can be used in printing customer address. EasyBilling has already built with several common address labels.

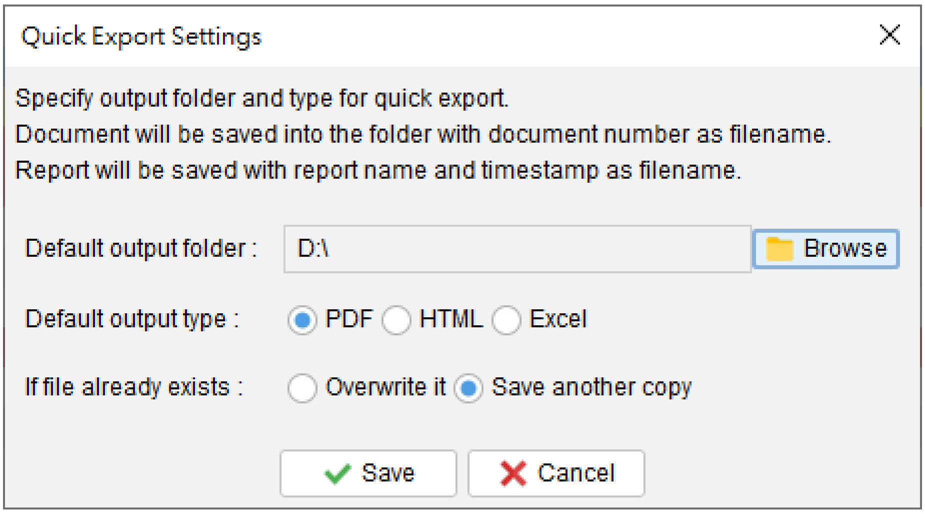




9.9. Quick Export Settings

Within the document or report windows, you will find a [Quick Export] button. By clicking on this button, you can effortlessly export the document or report to a designated folder location.

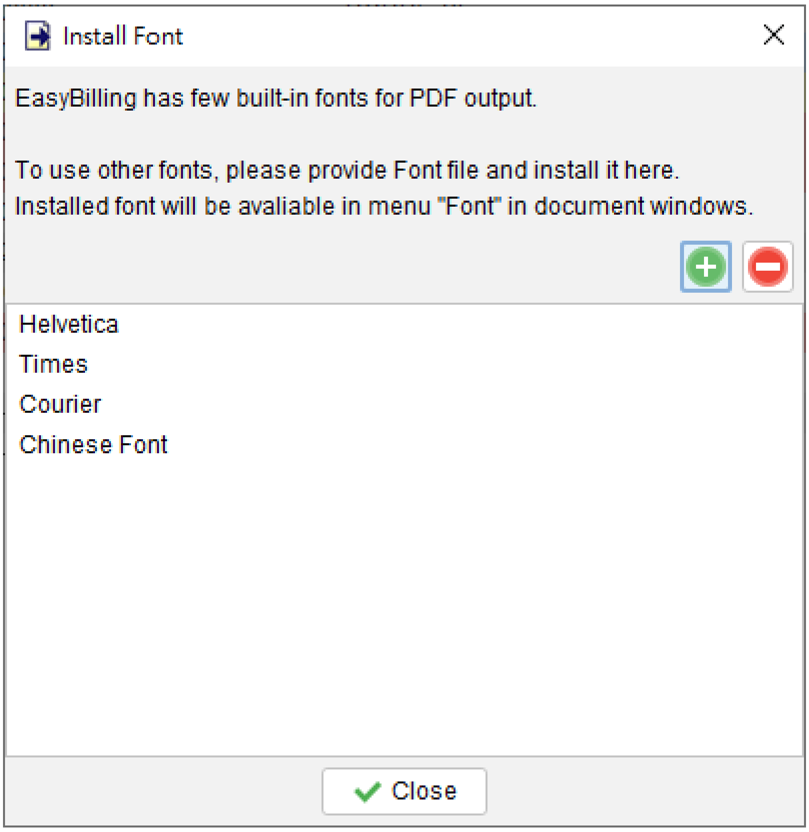
You have the ability to specify the folder location and export type for quick exports. Additionally, you can choose whether to overwrite existing files or save a separate copy if a file with the same name already exists.

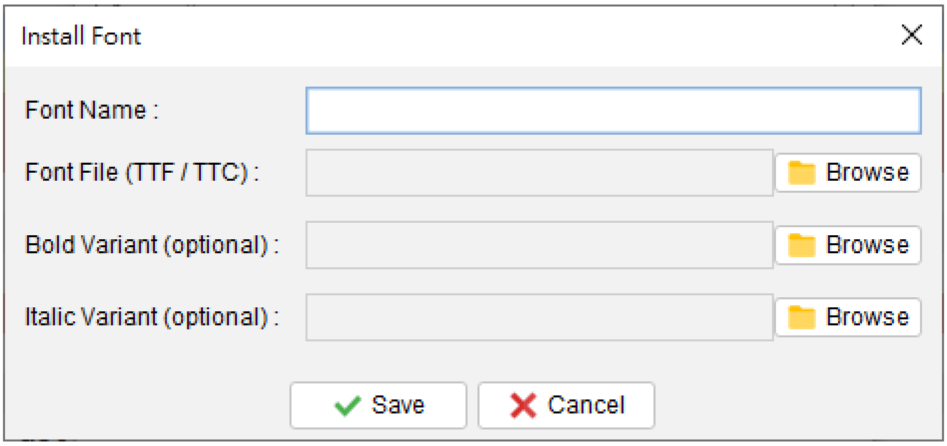


9.10. Install Font

In addition to the four pre-installed fonts, EasyBilling allows you to install your own fonts. The software supports both TTC (TrueType Collection) and TTF (TrueType Font) formats.

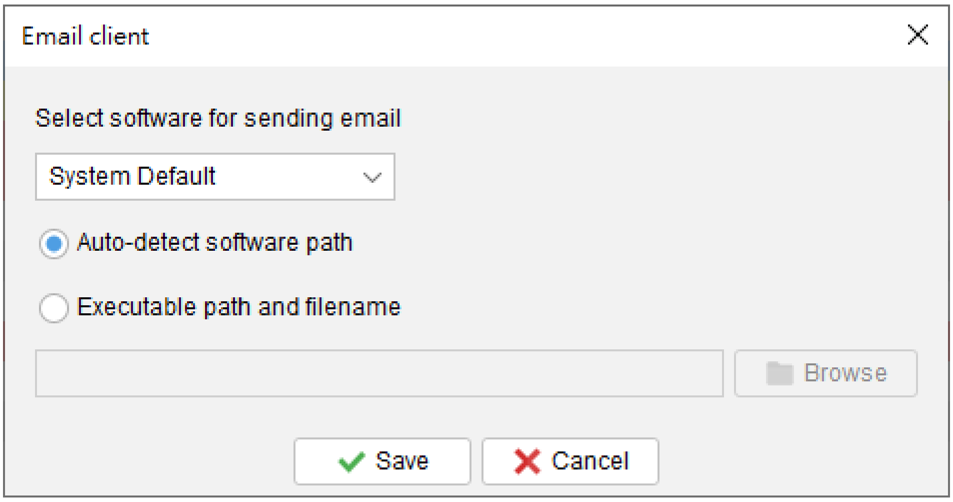
Once you have installed a new font, it will become accessible within EasyBilling. You can easily select and apply the font of your choice from the font options available in the menu bar of the document windows.





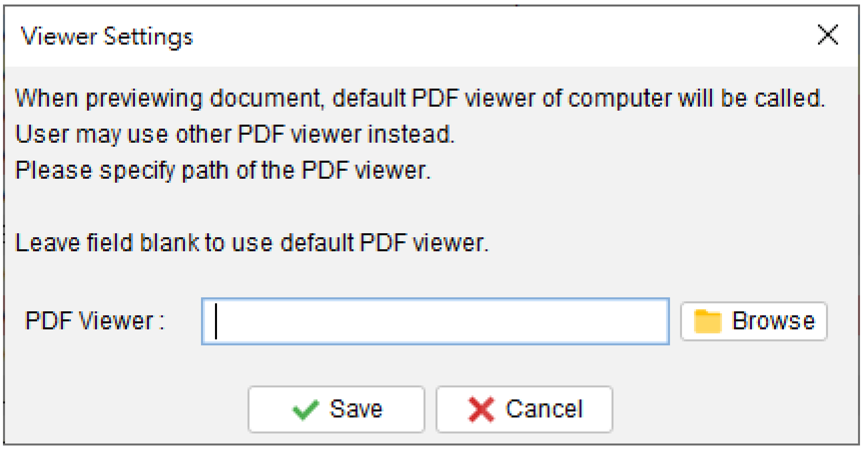
9.11. Email Client

EasyBilling utilizes the system's default email client to send emails. You have the option to specify a preferred email client for sending emails. It's important to note that certain email software may have varying security measures in place, which could restrict the ability to open email composer windows with attachments.



9.12. PDF Viewer

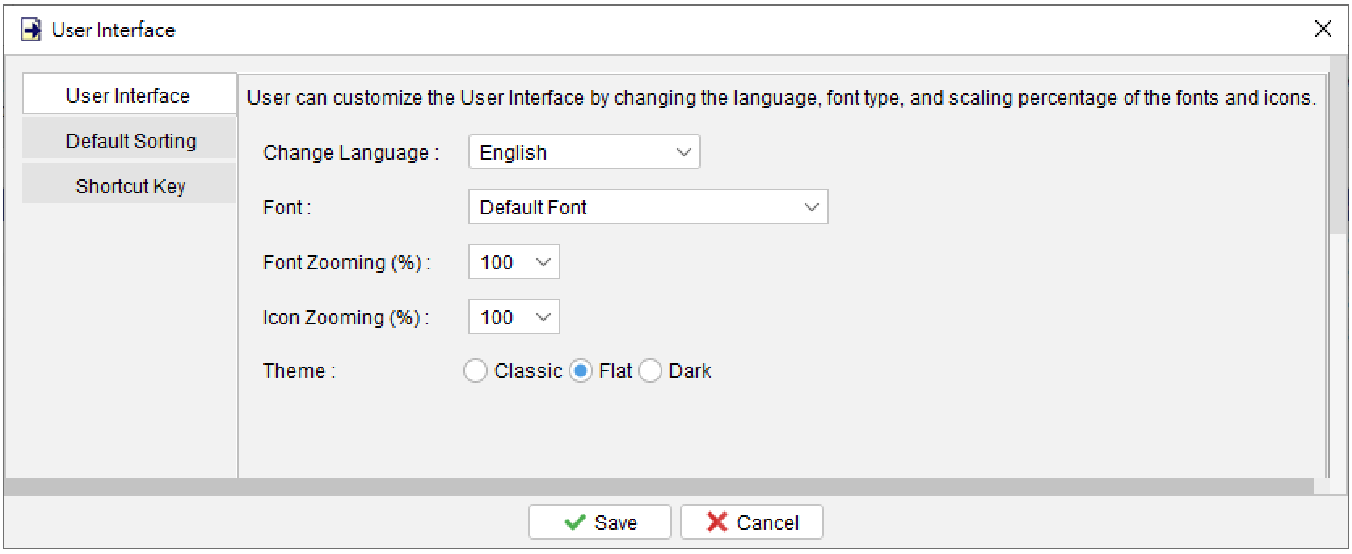
When previewing a document in EasyBilling, the software will utilize the system's default PDF viewer. However, you also have the option to specify your preferred PDF viewer program for the preview.



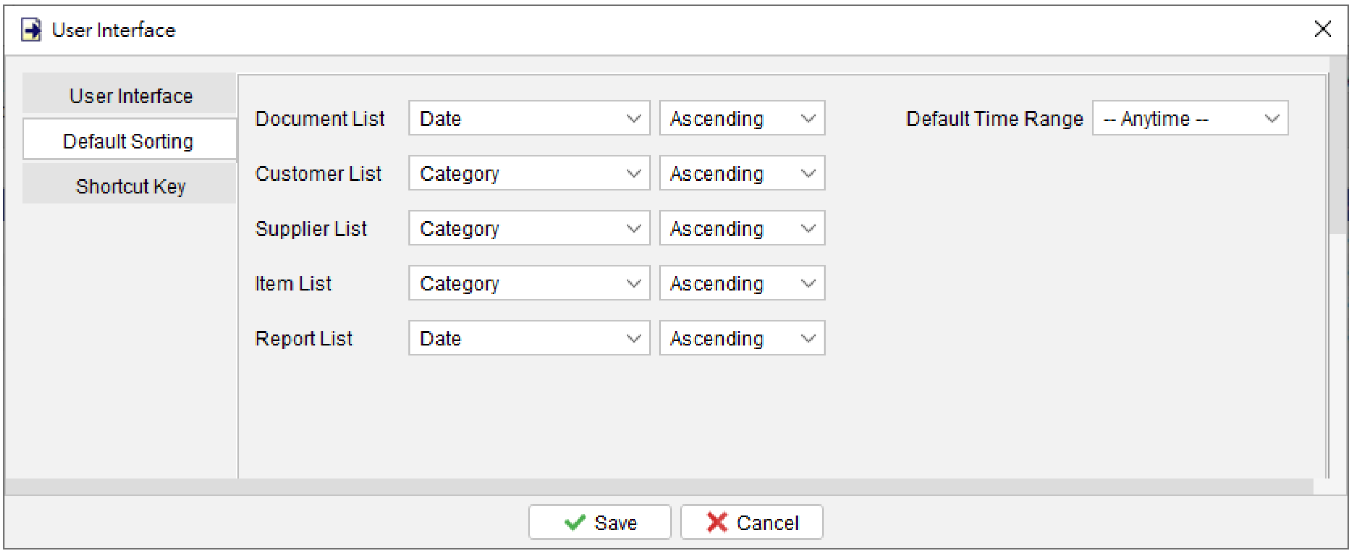
9.13. User Interface

EasyBilling offers users the flexibility to customize their user interface by changing the language, font and adjusting the zooming scale for both the font and icons. By default, these settings are set to Auto (100%), but users can increase the scale to make the font and icons larger, such as selecting 125, 150, or 200 as the preferred scale.

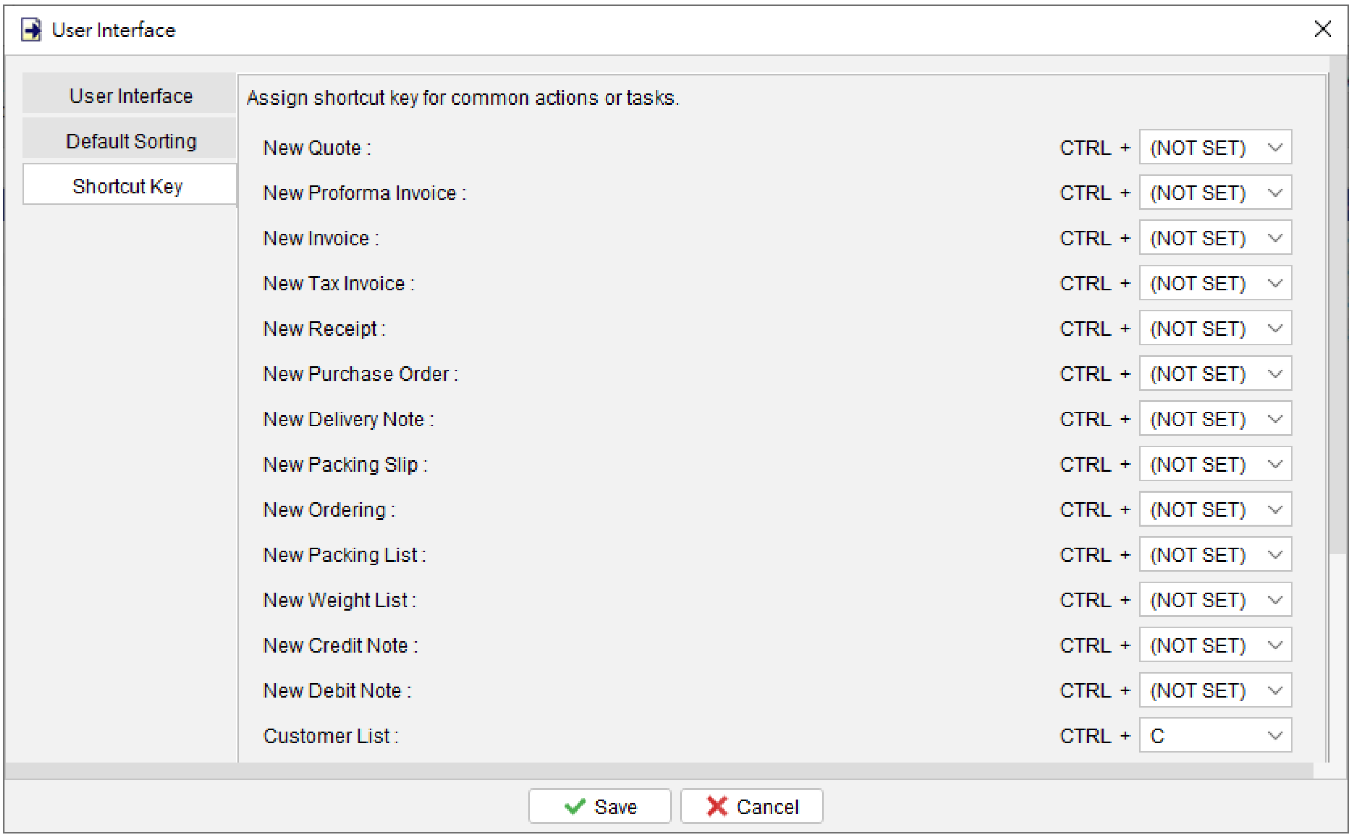
Furthermore, EasyBilling provides three types of themes for the user interface: Classic, Flat, and Dark themes. Users can choose the theme that best suits their visual preferences or working environment.



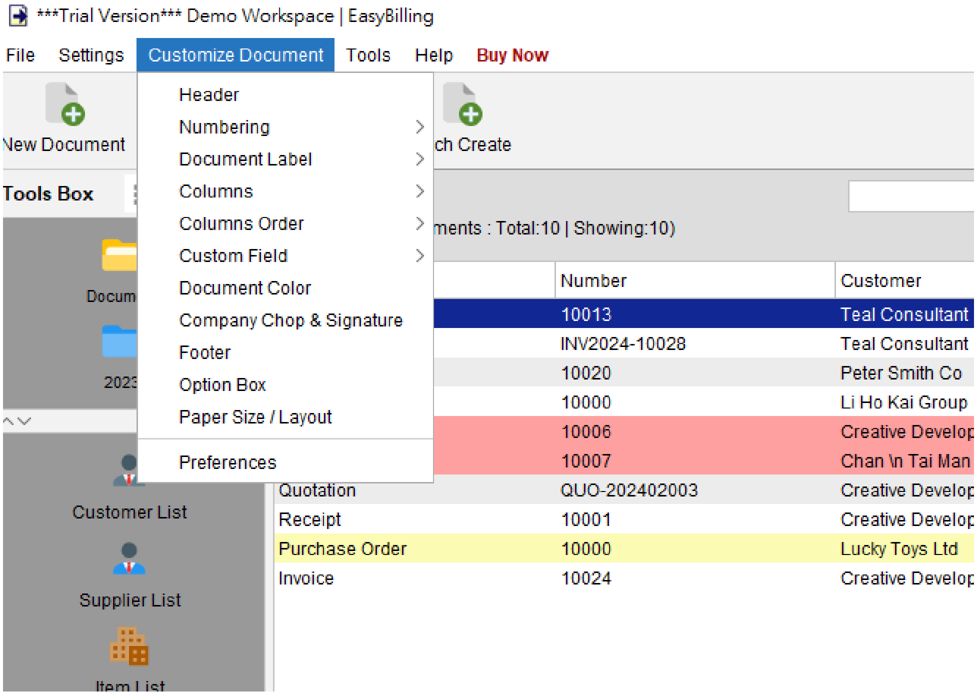
Additionally, users have the option to set the default sorting column and order for various lists in EasyBilling. This includes the document list, customer list, supplier list, item list, and report. By customizing these settings, users can prioritize and organize their data based on their specific needs and preferences.



Users can personalize their experience by defining custom Shortcut Keys for common tasks. To do this, simply select the desired Character Key that will be associated with the specific task.



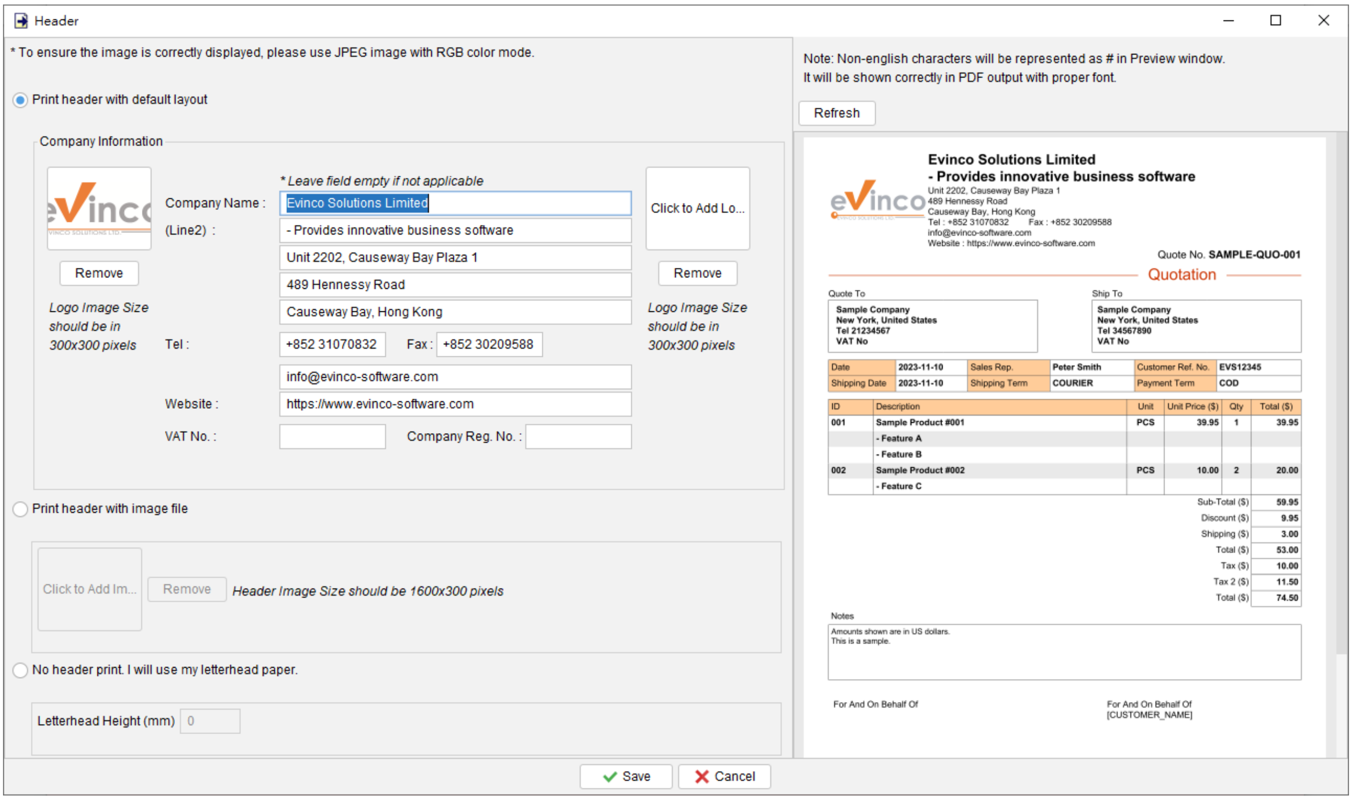
10. CUSTOMIZE DOCUMENT



In EasyBilling, documents come with pre-defined styles and layouts. However, you have the flexibility to customize the documents according to your specific business requirements.

- Header
- Numbering
- Document Label
- Column
- Column Order
- Custom Field
- Document Color
- Company Chop & Signature
- Footer
- Option Box
- Paper Size / Layout
- Preferences

10.1. Header



There are three options available for configuring the header of document in EasyBilling:

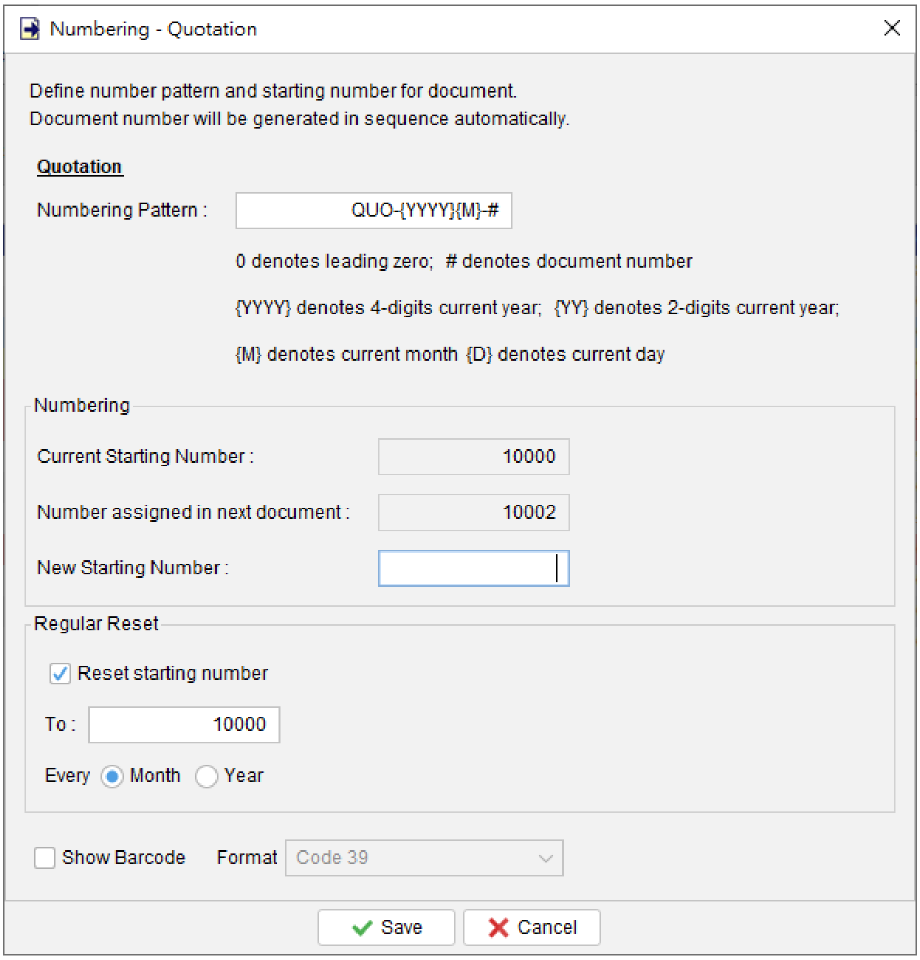
- Print header with default layout:
  This option enables you to print the header using a predefined layout. You can customize the company information in the header and include a logo on either the left or right side. The logo should be in JPG format and have a size of 300x300 pixels or a similar ratio.

- Print header with an image file:
  With this option, you have the ability to provide a letterhead image that EasyBilling will use as the header during printing. The letterhead image should have dimensions of 1600x300 pixels or a similar ratio.

- No header print. I will use my letterhead paper:
  If you prefer to print the document on your own letterhead paper, you can choose this option. You will be able to specify the height (in millimeters) for the letterhead.

10.2. Numbering

Users have the flexibility to customize the numbering sequence and pattern for the document number according to their company's requirements.



The pattern can be configured using variables such as year, month, or day. This allows users to incorporate these variables into the document number format as needed.

0 – treat as the leading zero.

- Treat as the current document number

{YYYY} - 4-digits current year

{YY} - 2-digits current year

{M} - Current month

{D} - Current Day

Example 1 Numbering Pattern: INV#

Current Number: 123 => Output: INV123

Current Number: 345678 => Output: INV345678

Example 2 Numbering Pattern: INV0000#

Current Number: 123 => Output: INV00123

Current Number: 345678 => Output: INV345678

Example 3 Numbering Pattern: INV{YYYY}0000#

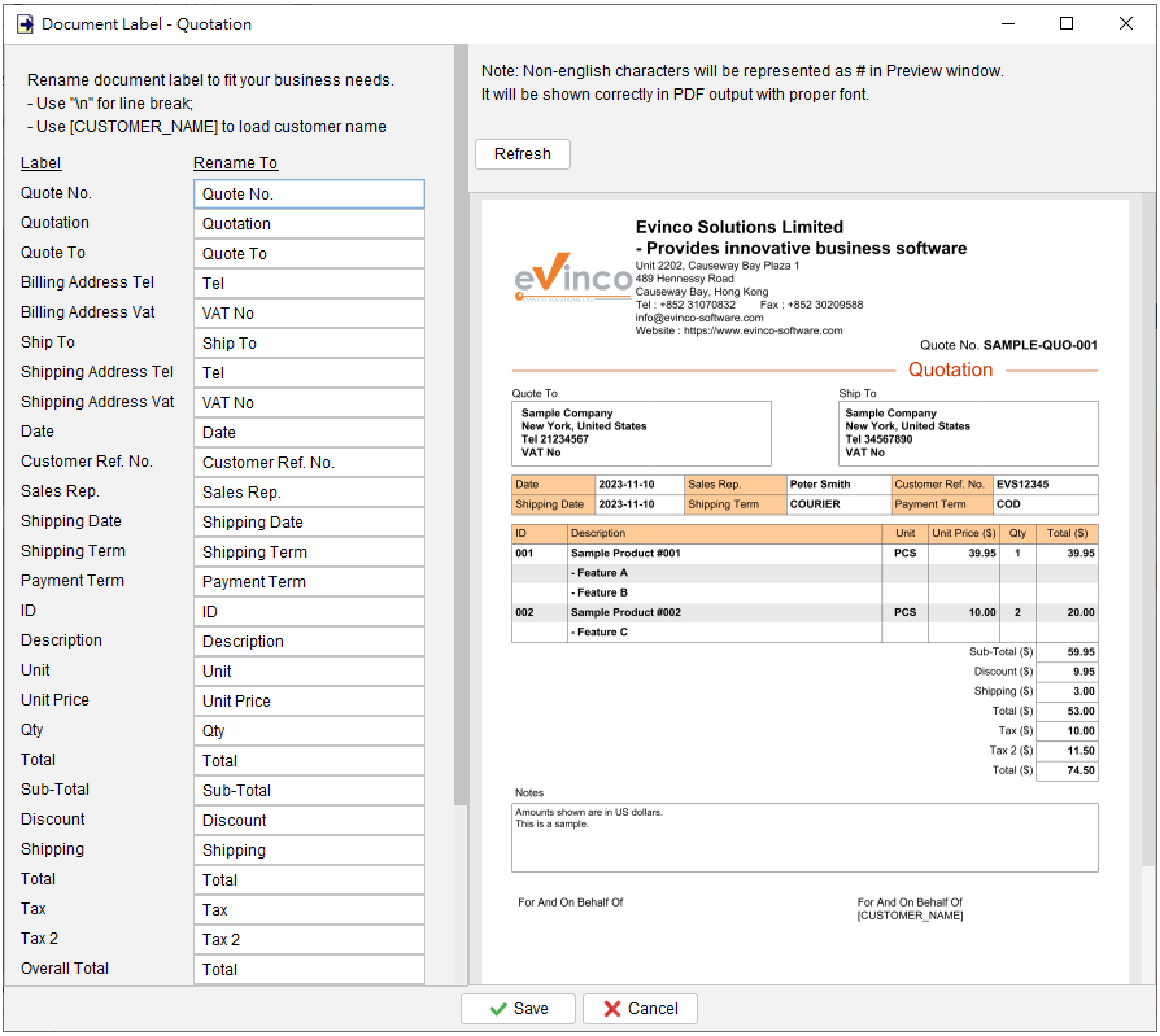
Current Number: 123 => Output: INV202300123

Current Number: 345678 => Output: INV2023345678

Furthermore, users can choose to reset the numbering either on a monthly or yearly basis, providing them with the option to start a new numbering sequence at the beginning of each month or year, aligning with their company's practices.

10.3. Document Label

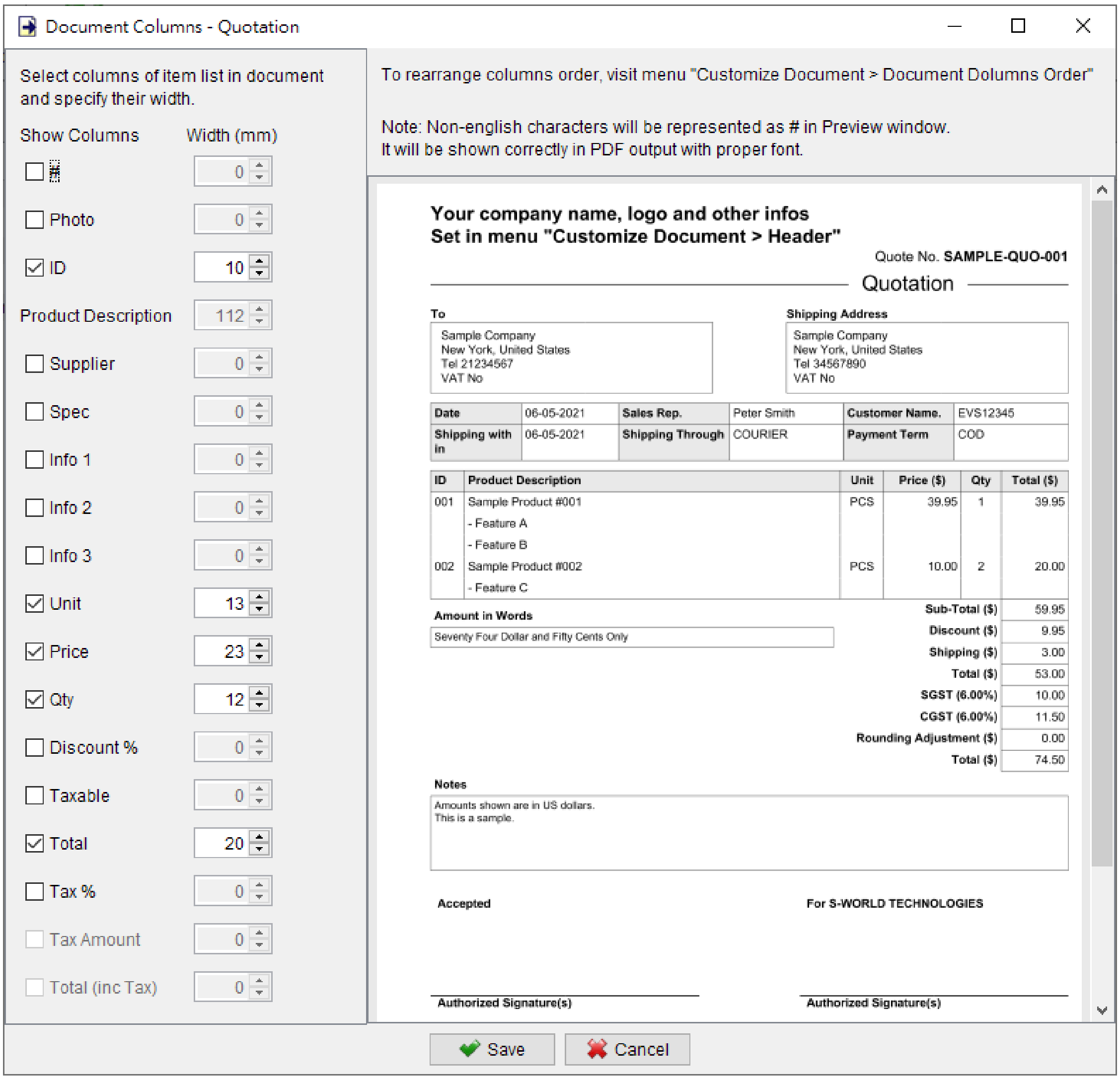
You may customize the text labels within the document based on your preferences. You can easily revise the document labels on the left side. As you make changes to the labels, the document preview on the right side will be updated accordingly.



10.4. Columns

You may customize the table of line items within the document to suit your needs.

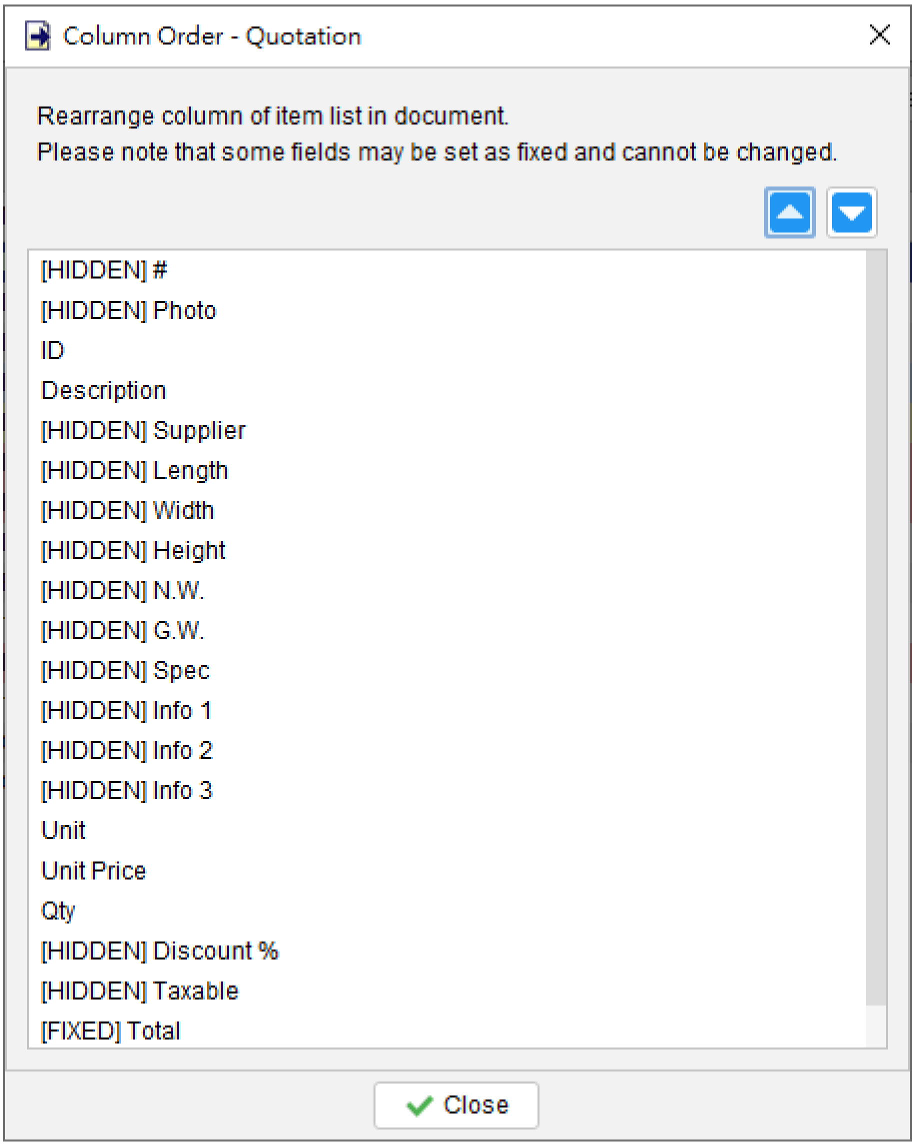
You have the option to set the width of each column. If there are any columns that are not needed, you can simply uncheck the corresponding box to remove them from the table.



10.5. Columns Order

You have the option to rearrange the columns of the line items in the document.

To rearrange the order, simply click and highlight the column name, and then use the arrow button to move it to the desired position. This allows you to easily customize the sequence of columns.

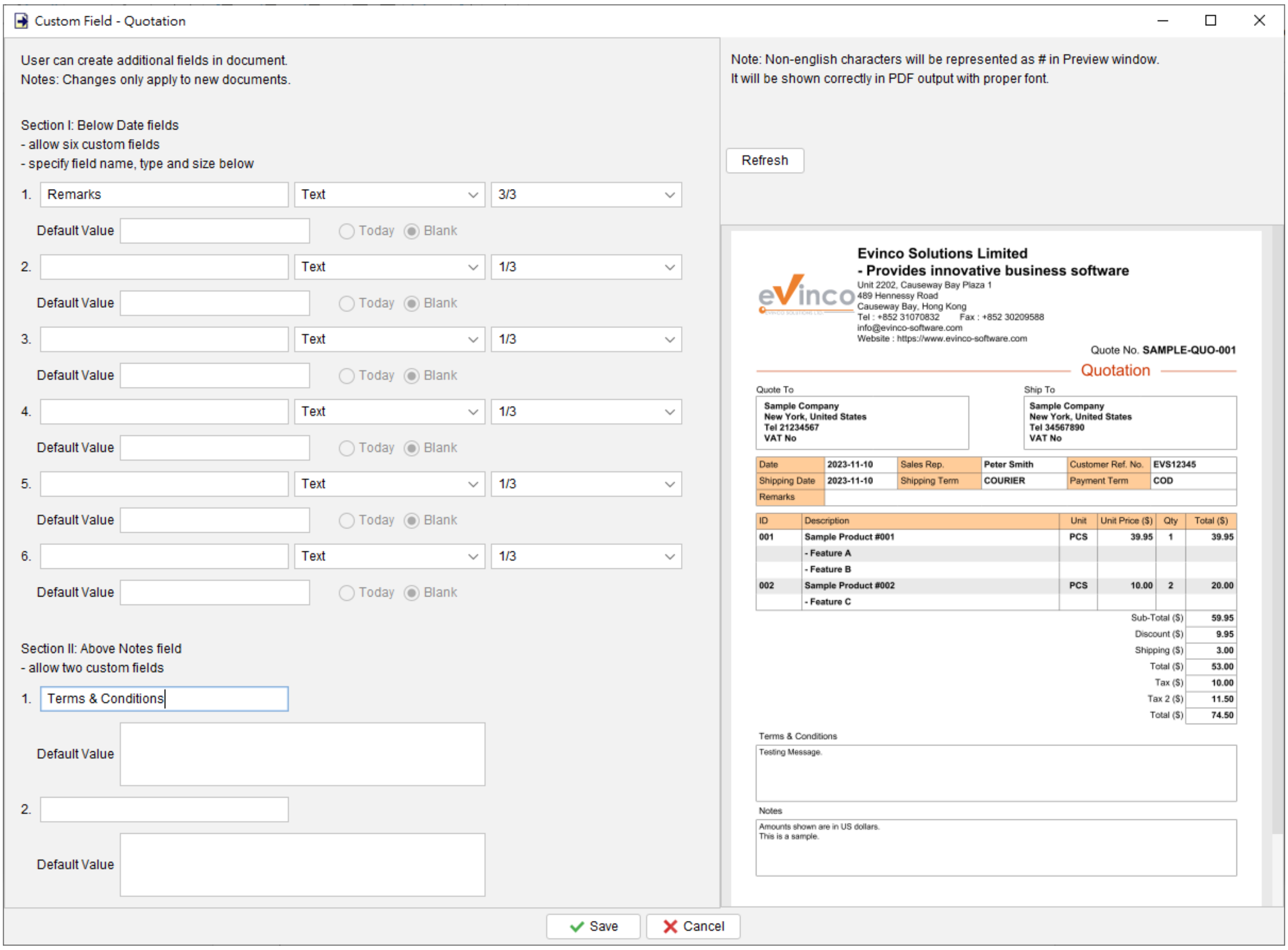


10.6. Custom Field

You may add additional fields in the document. EasyBilling provides two sets of custom fields for you to utilize. One set can be added above the Line Item table, while the other set can be added above the notes field in the document.

When adding a custom field, you can specify its name, type (Text, Integer Number, Decimal Number, or Date), and width. The width can be set as 1/3, 2/3, or 3/3 of the line, allowing you to control the size and placement of the field within the document.

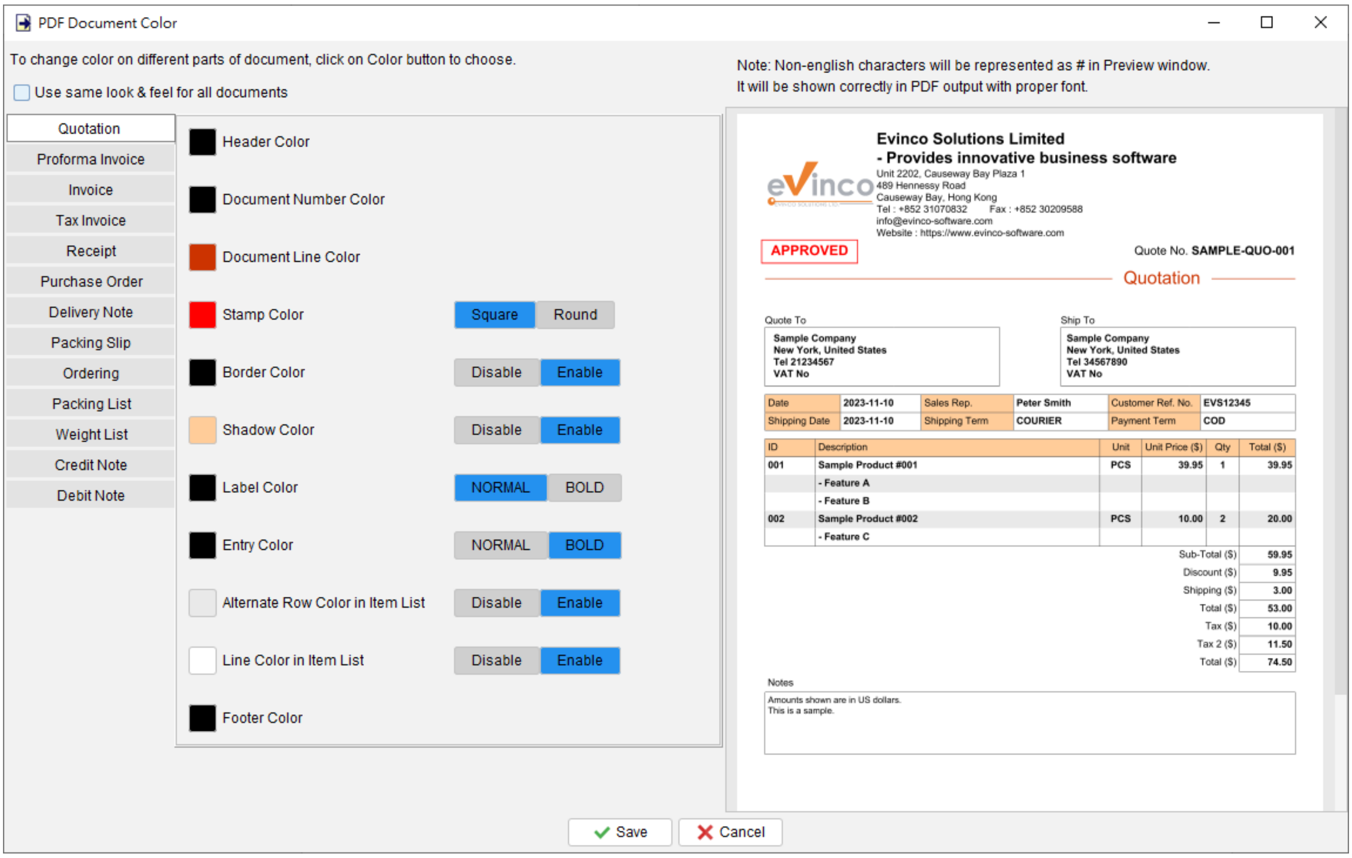
Please note that any changes made to the custom fields will only be applied to newly created documents and will not affect existing ones.



10.7. Document Color

You may modify the color of various sections within the document, such as the Header, Document Number, Border, Shadow, and Footer. By clicking the corresponding button, you can select the desired color for each part of the document.

Simply click on the document name to switch between different types of documents and adjust their colors. Additionally, if you wish to apply the same color to all types of documents, you can check the box located at the top.

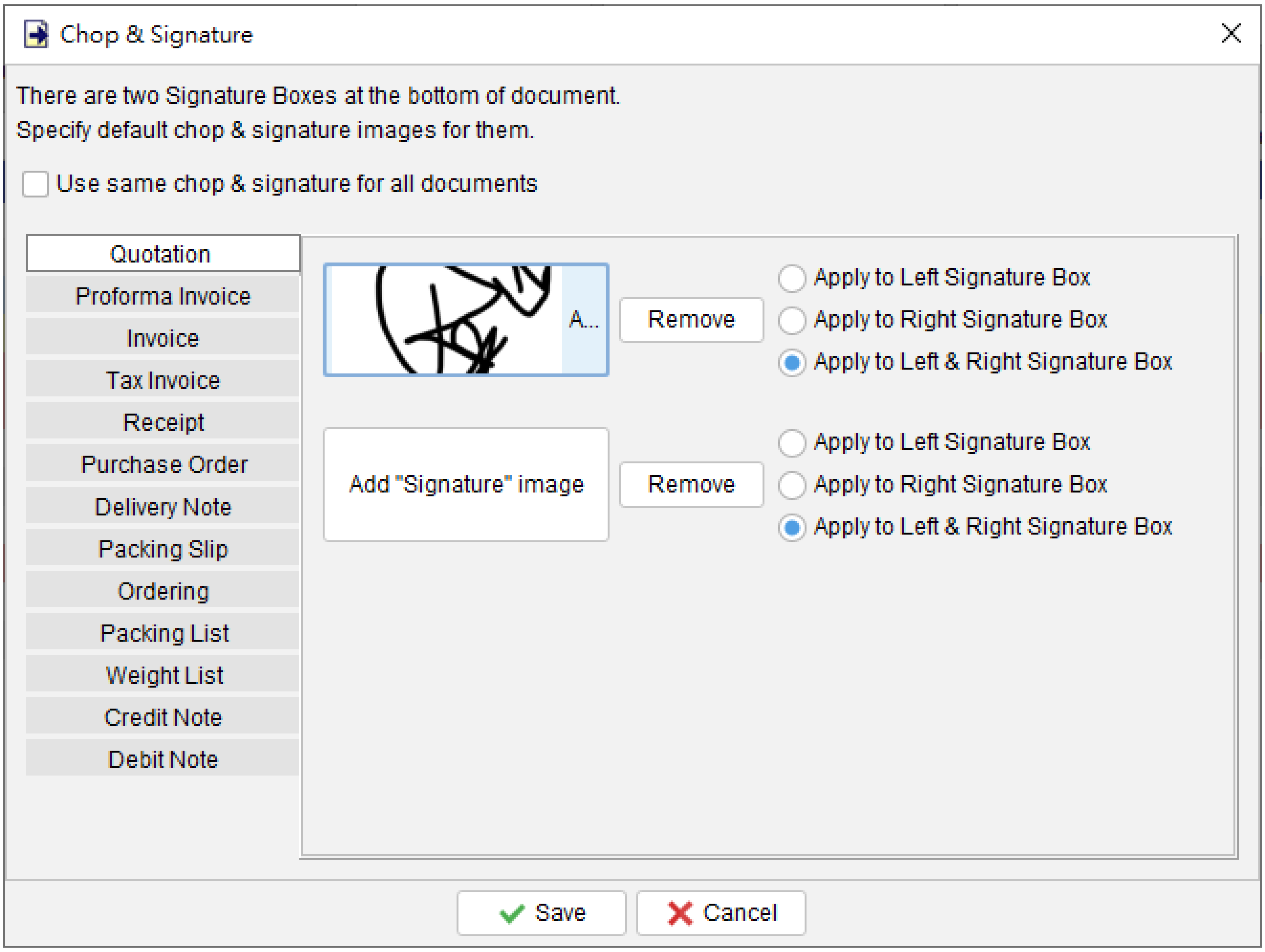


10.8. Company Chop & Signature

EasyBilling provides two signature boxes located at the bottom of the document. You have the option to define the default company chop and signature image for these signature boxes.

To load your company chop and signature image, simply click the designated button. You can specify whether the image should be applied to the left box, right box, or both. The image should have dimensions of 300x300 pixels.

By clicking on the document name, you can switch between different types of documents and set the company chop and signature image accordingly. If you wish to use the same chop and signature for all types of documents, you can check the box located at the top.



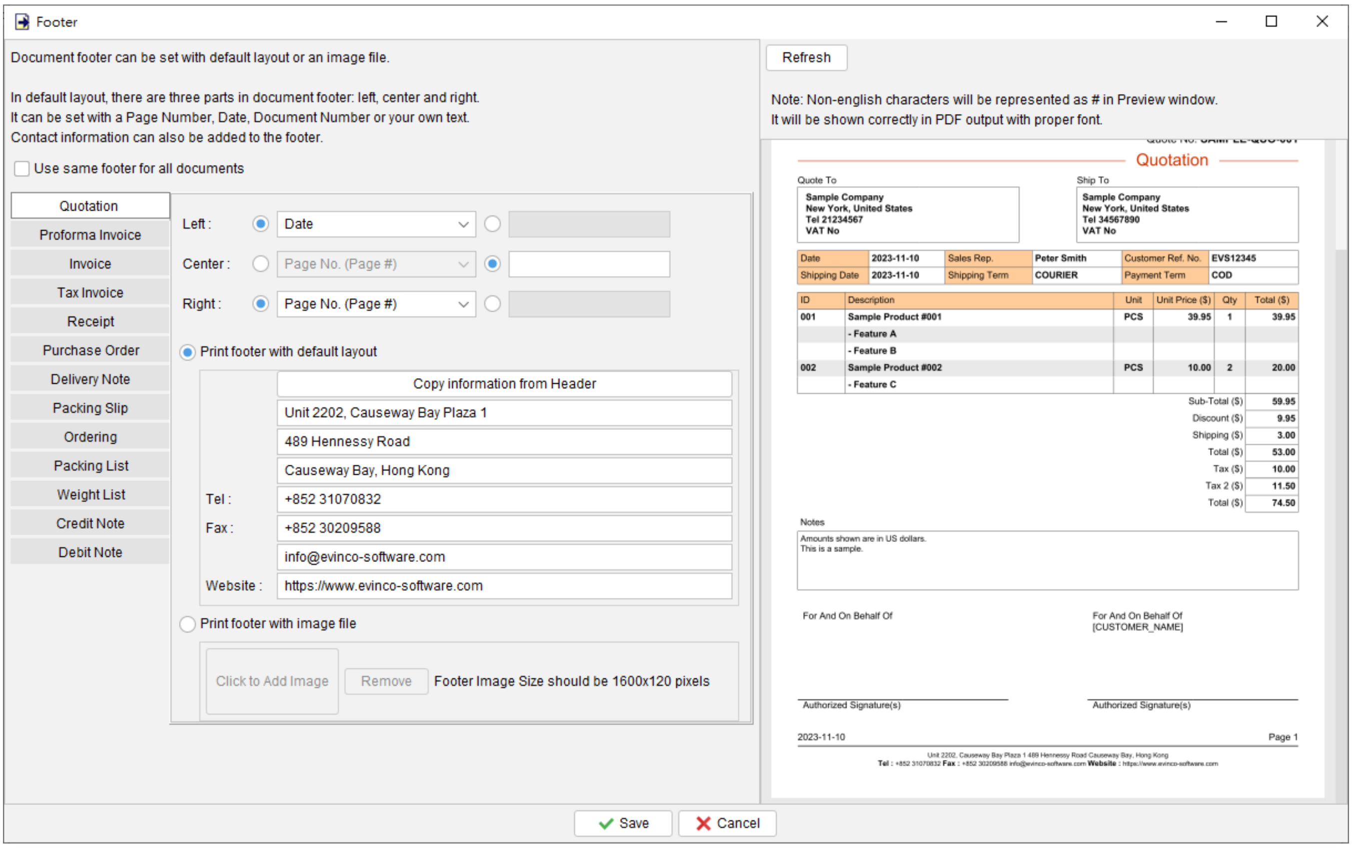
10.9. Footer

You may customize the footer for different documents in EasyBilling. The footer consists of two lines.

The first line of the footer is divided into three parts: left, center, and right. You can choose to display the Page Number, Date, Document Number, or input your own custom text in each respective part. The second line of the footer allows you to specify the company's contact information.

Additionally, you can use an image as the footer. The image should be in JPG format and have dimensions of 1600x120 pixels or a similar ratio.

To set the footer for a specific document, click on the document name and make the necessary adjustments. If you wish to use the same footer for all types of documents, you can check the box located at the top.

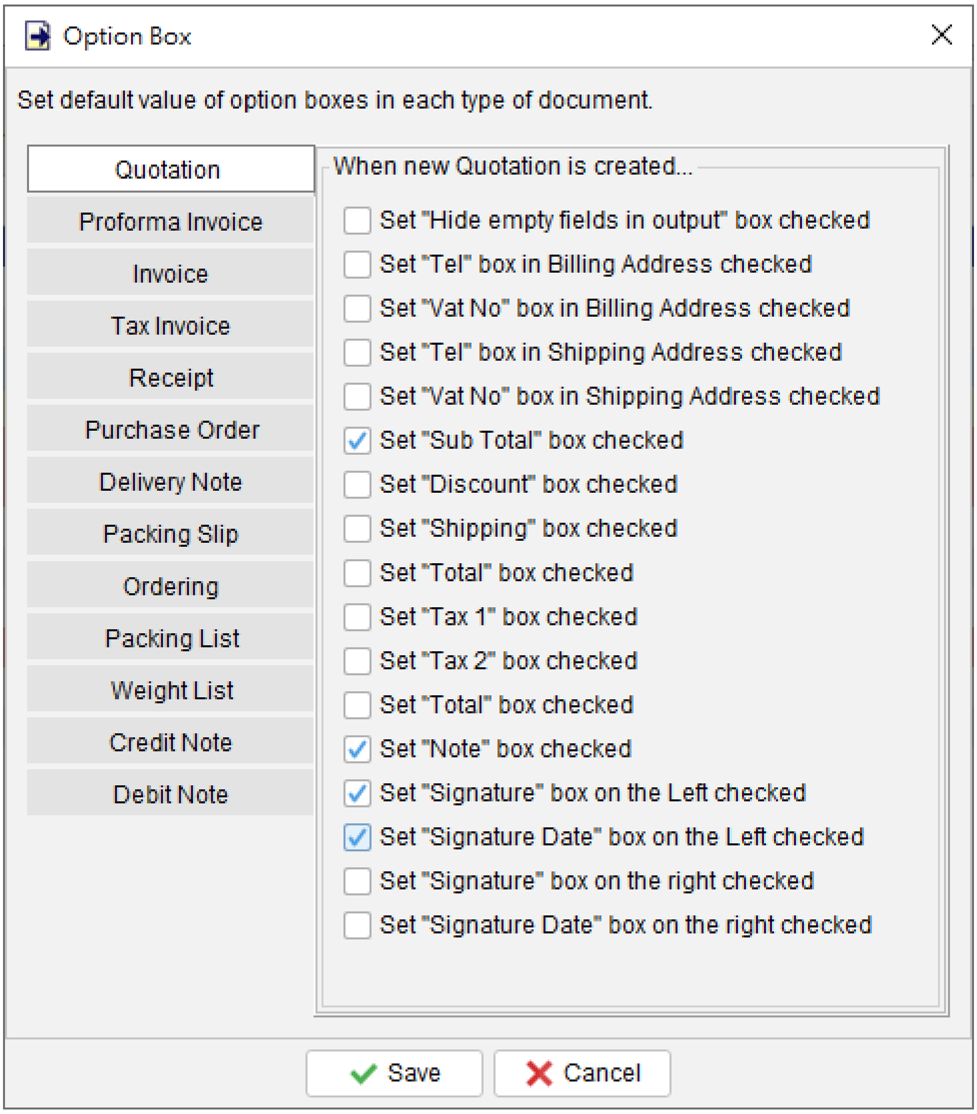


10.10.Option Box

In EasyBilling documents, various checkboxes are available to indicate whether specific fields should be shown or hidden in the output document.

You have the option to specify the default values for these checkboxes when creating a new document. This allows you to predefine whether certain fields should be shown or hidden by default in newly created documents.

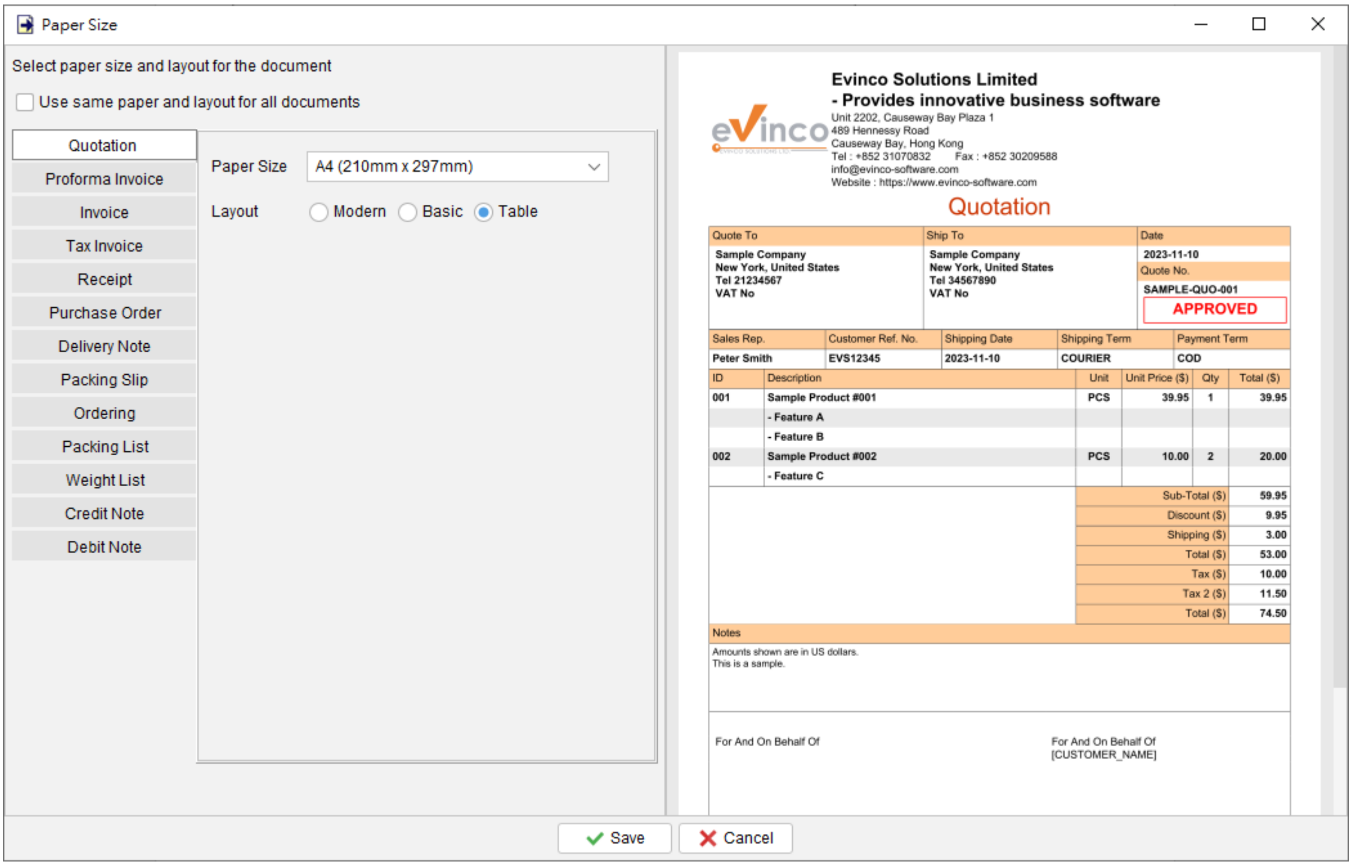
To set the default values of these option boxes for different document types, simply click on the document name and adjust the checkboxes accordingly. This enables you to customize the default visibility of specific fields based on your preferences for each document type.



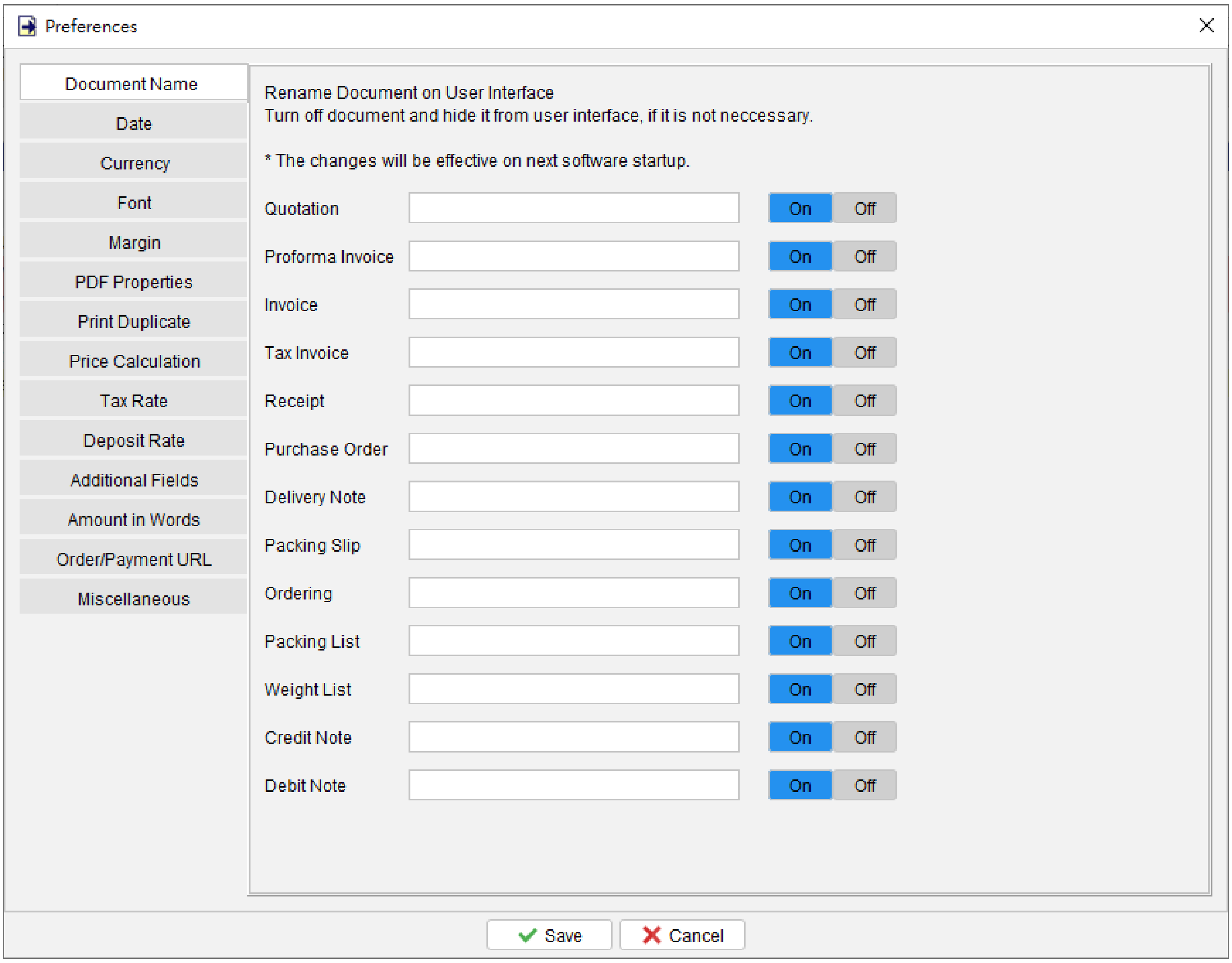
10.11. Paper Size / Layout

EasyBilling offers four paper sizes to choose from: A4, A5 (Landscape or Portrait), Letter, and Legal. You have the option to specify the paper size for your documents.

In addition to selecting the paper size, you can also choose between three types of document layouts: Modern, Basic, and Table. These layout options provide different design styles for your documents, allowing you to customize the overall appearance based on your preferences and requirements.



10.12. Preferences



In the Document Preferences section, you can specify various settings for your documents. These settings include:

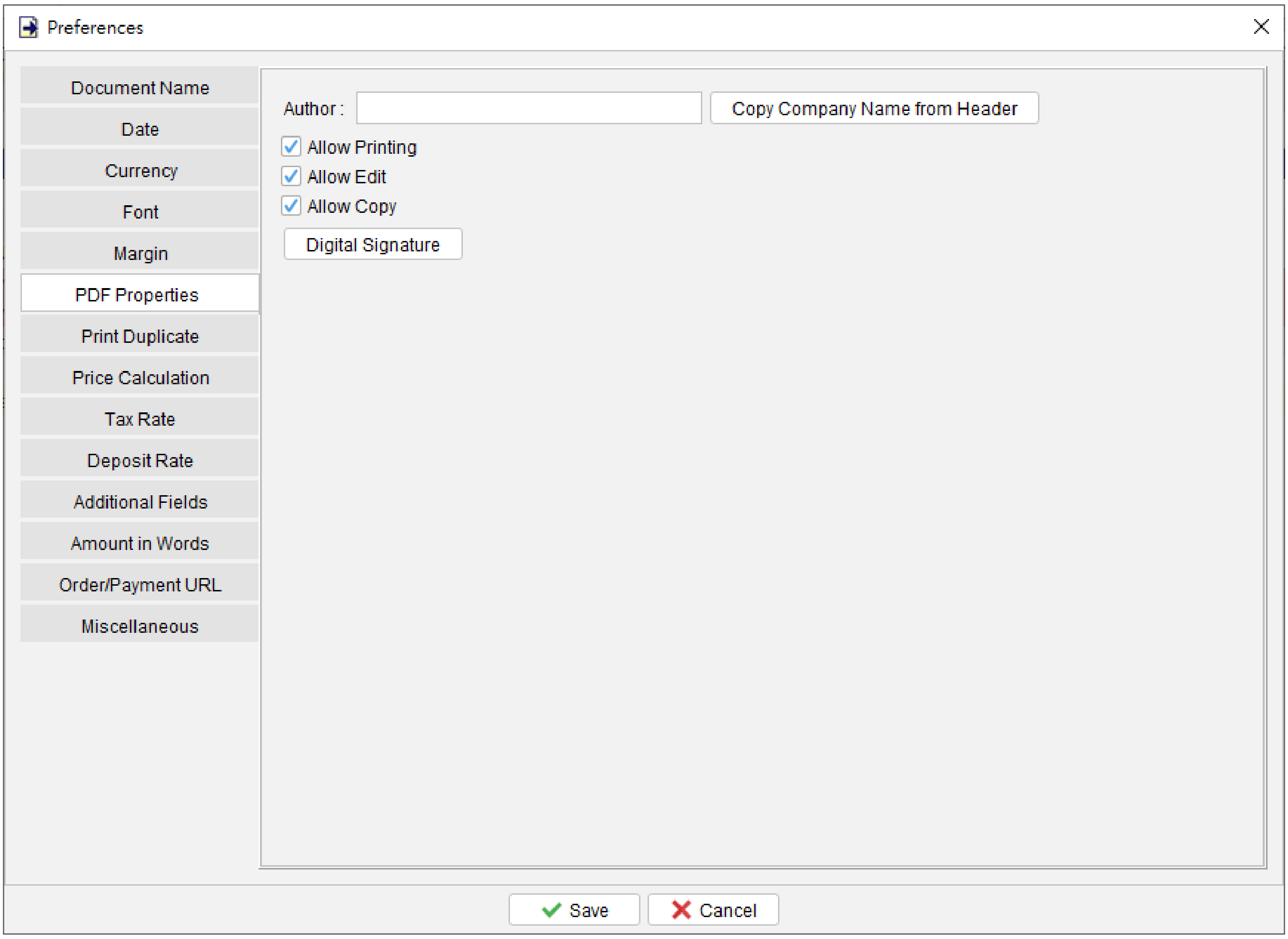
- Document Name: User may rename documents displayed in the user interface, allowing for personalized and easily identifiable document names.
- Date: Set the default date for new documents as either Today's date or leave it empty. Set the desired format for dates and choose a date separator that suits your preference.
- Currency: Specify the default currency to be used in EasyBilling and define the number of decimal places for the subunit, if applicable.
- Font: Choose the default font type, font size, and writing mode for your documents.
- Margin: Set the page margin and address margin for your documents.
- PDF Properties: Specify permissions for the PDF output, such as allowing or restricting printing, editing, and copying. You can also set a digital signature for the PDF file.

- Print Duplicate: Show the "Print Duplicate/Triplicate" button in the document window and set the label for Duplicate/Triplicate copies.
- Price Calculation: By default, EasyBilling calculates the total amount of line items based on quantity. You have the option to set the price calculation by different measurements, such as length or weight.
- Tax Rate: Set the default tax rate and its calculation. You can also specify whether the shipping, packaging, and insurance fields are taxable.
- Deposit Rate: Set the default deposit rate for Proforma Invoice, Invoice, and Tax Invoice.
- Additional Field: Choose to include an Insurance, Packaging, Rounding Adjustment field in the selected document.
- Amounts in Words: Choose to include an Amount in Words field in the selected document.
- Order/Payment URL: Choose to include an Order/Payment URL field in the selected document.
- Miscellaneous: Set the default quantity of line items, enable or disable multi-line input in the description column of line items, include an extra blank line in line items, and set the minimum height of the note field.

These preferences allow you to customize various aspects of your documents to align with your specific needs and preferences.

10.12.1. PDF Properties

In EasyBilling, you have the ability to adjust the settings of the PDF output for your documents to include options such as Allow Printing, Allow Edit, and Allow Copy. These settings are designed to provide protection and control over the usage of your document.



By enabling the Allow Printing option, recipients of the PDF document will be able to print a physical copy of the document if needed.

The Allow Edit option allows users to make modifications to the content and layout of the PDF document using appropriate editing software.

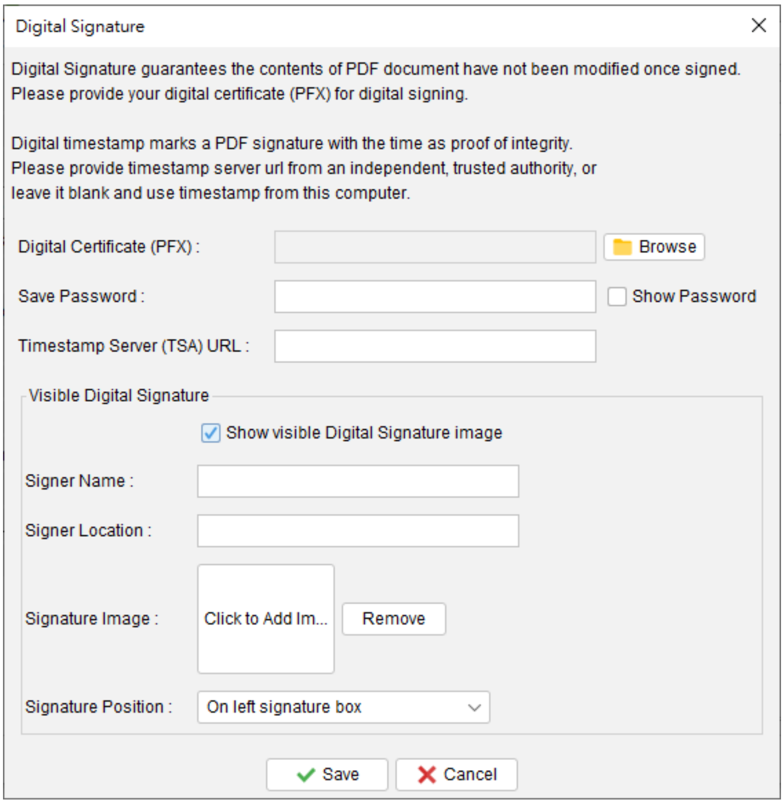
Enabling the Allow Copy option permits users to copy and extract text or other content from the PDF document for their own use or reference.

Digital Signature

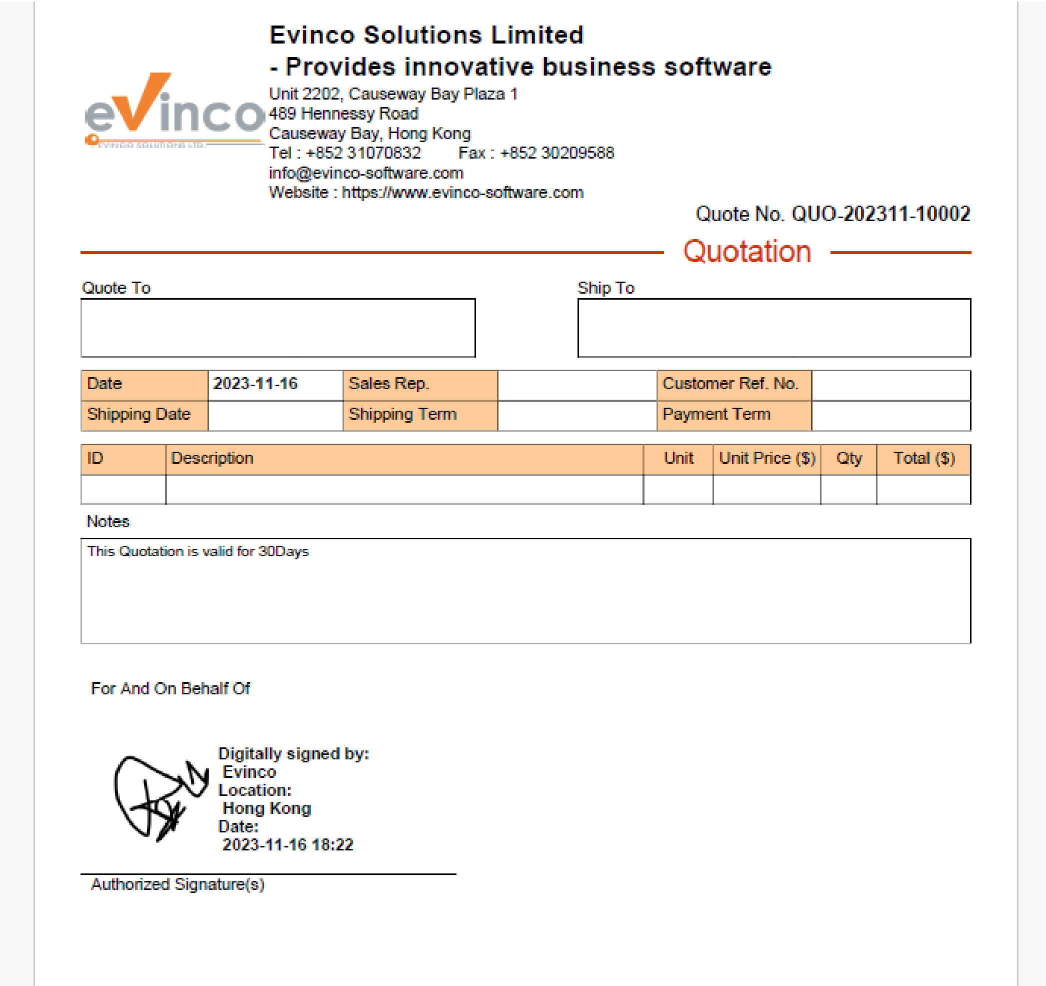
A Digital Signature ensures the integrity of a PDF document by guaranteeing that its contents have not been altered since the document was signed.

In EasyBilling, you have the option to add a Digital Signature to the PDF output of your documents. To do so, you will need to provide your Digital Certificate in PFX format and specify a Timestamp Server URL. The Digital timestamp includes the time of the signature as proof of the document's integrity. You can either provide a Timestamp Server URL from a trusted and independent authority or leave it blank to use the timestamp from the local computer.

Furthermore, you have the ability to configure the visibility of the Digital Signature on the document. You can set the location of the Signature Boxes at the bottom of the document or choose other preferred locations as desired.



Below is the sample output. The visiable digital signature is set on the Signature Box.



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- Provides innovative business software
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Causeway Bay, Hong Kong
Tel : +852 31070832 Fax : +852 30209588
info@evinco-software.com
Website : https://www.evinco-software.com

Quote No. QUO-202311-10002

Quotation

Quote To

Ship To

Date	2023-11-16	Sales Rep.		Customer Ref. No.	
Shipping Date		Shipping Term		Payment Term	

ID	Description	Unit	Unit Price ($)	Qty	Total ($)

Notes

This Quotation is valid for 30Days

For And On Behalf Of

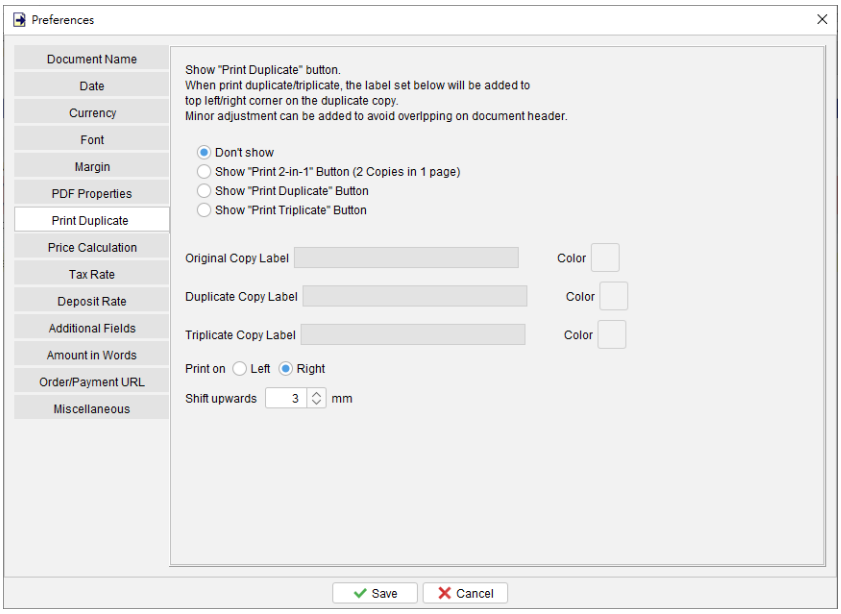
Digitally signed by:
Evinco
Location:
Hong Kong
Date:
2023-11-16 18:22

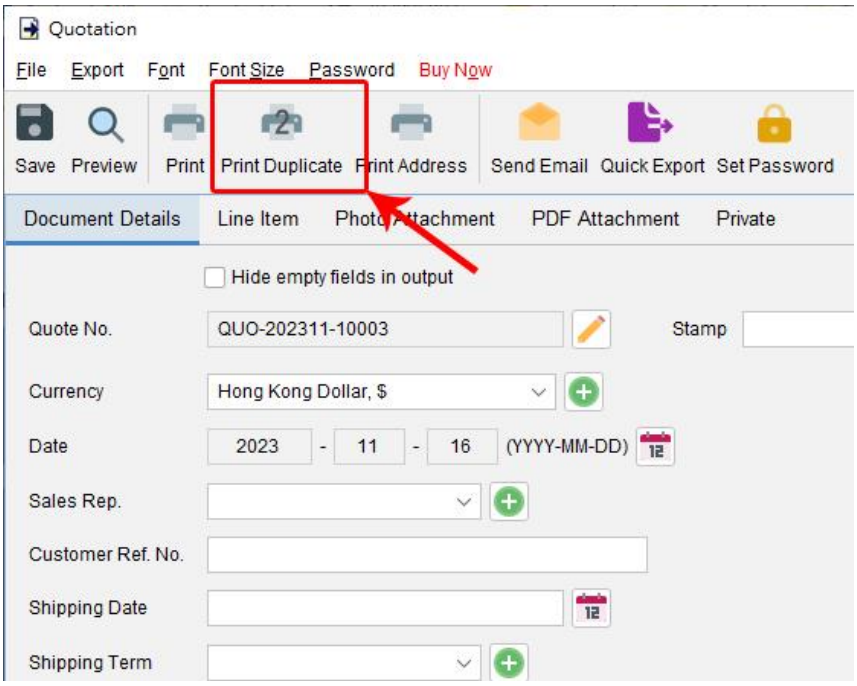
Authorized Signature(s)

10.12.2. Print Duplicate

EasyBilling offers the convenient feature of printing duplicate or triplicate copies of your documents. Within the Preferences settings, you have the option to enable the Print Duplicate or Triplicate button. Once activated, an additional print button will be added to the document window, allowing you to easily select the desired number of copies.

Furthermore, you can customize the labeling of the original or duplicate copies of the document. By specifying a label, it will be printed on the top right corner of each copy, ensuring clear identification and differentiation between the various copies.

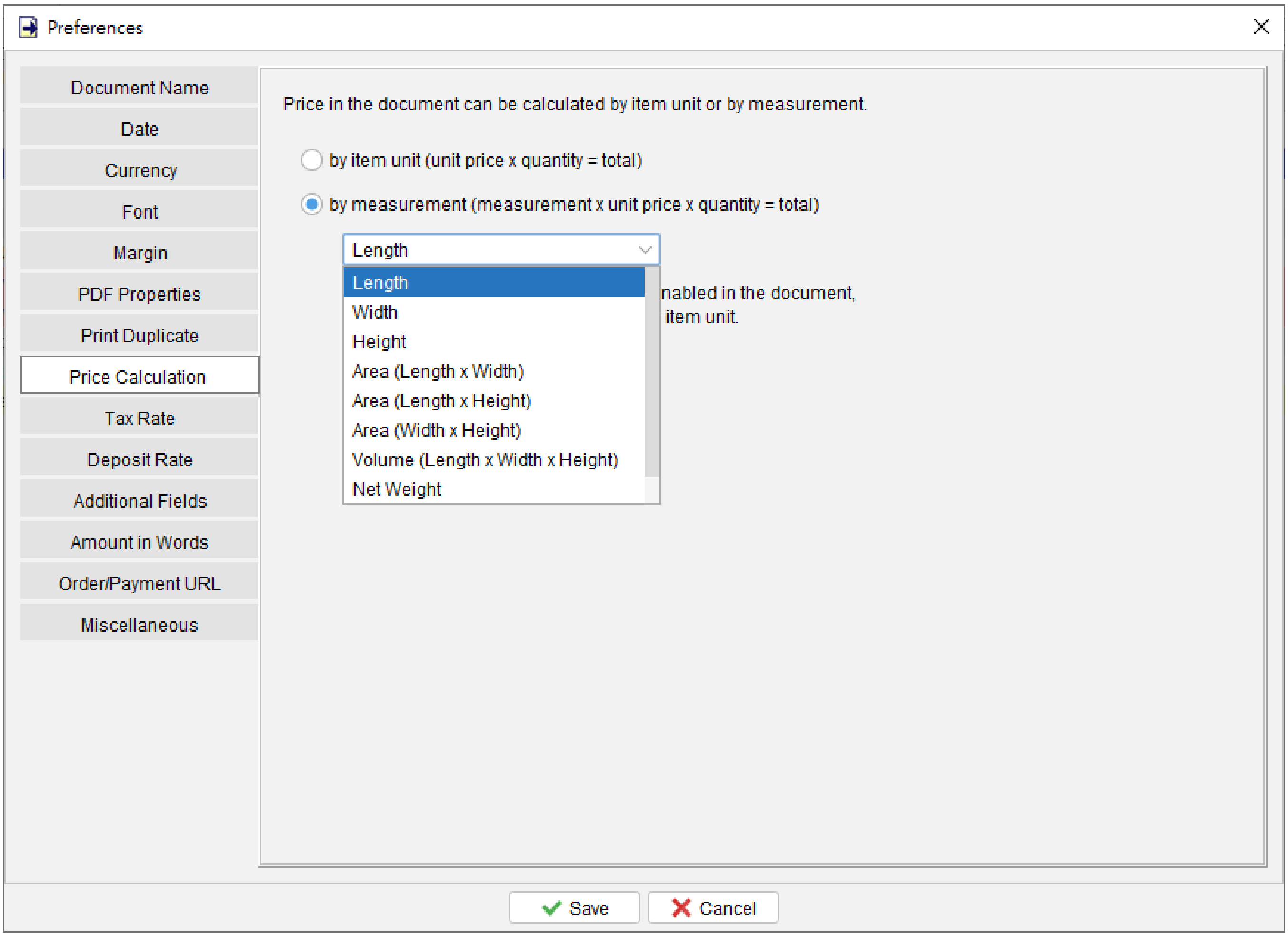




10.12.3. Price Calculation

In EasyBilling, the default calculation for the total amount of a line item is based on the quantity and unit price. However, you have the flexibility to modify the calculation method for line items by incorporating different measurements such as length, height, width, area, or volume.

By allowing this customization, EasyBilling enables you to adapt the calculation logic according to your specific needs. This feature is particularly useful when dealing with items that require measurements to determine their total price accurately.

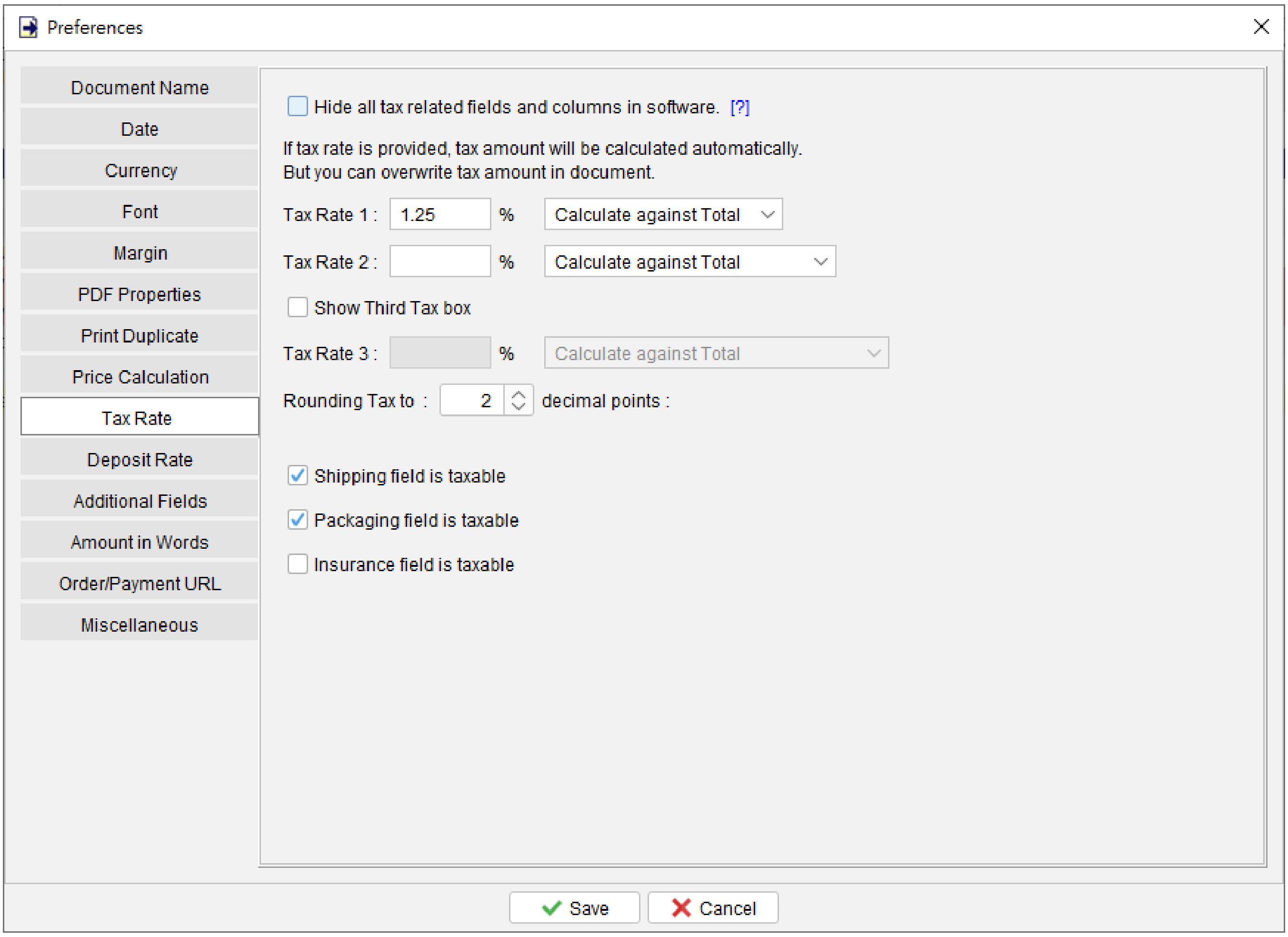


10.12.4. Tax Rate

EasyBilling offers the flexibility to incorporate up to three tax rate fields for calculating the tax amount of your documents. These tax fields can be configured to calculate taxes based on the total amount or the total amount plus other tax fields.

Additionally, you have the option to specify whether the shipping, packaging, and insurance fields should be subject to taxation or remain tax-exempt.

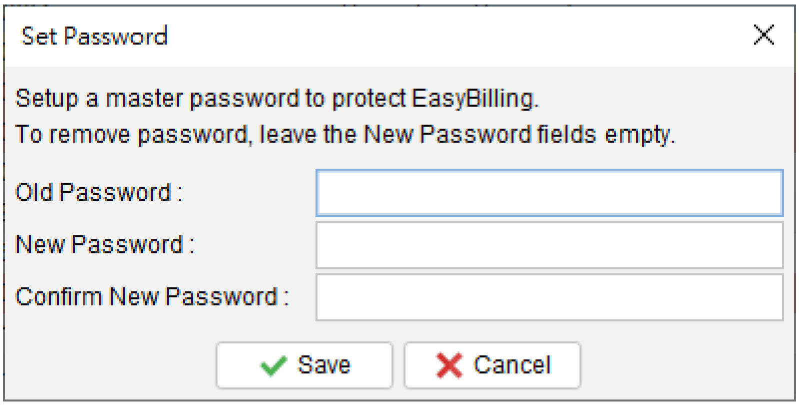
In cases where tax fields are not applicable for your country's requirements or if you simply do not need them, EasyBilling provides the ability to hide all tax-related fields completely. This allows for a streamlined interface that aligns with your specific taxation needs.



11. TOOLS

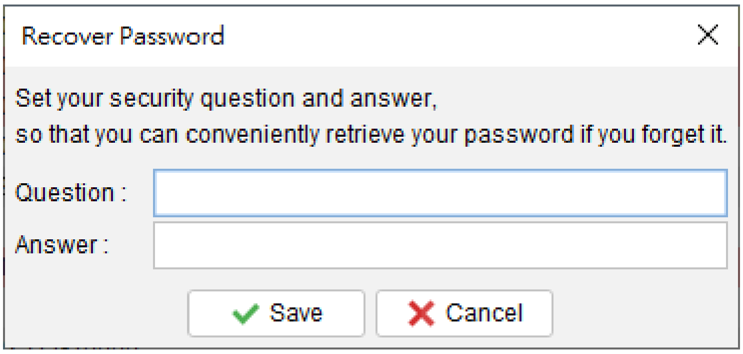
11.1. Set Password

To enhance the security of your EasyBilling system, you have the option to set a password. Each time you start EasyBilling, you will be prompted to enter the password. If you wish to remove the password, simply enter the old password and leave the other fields blank. Clicking [Submit] will remove the password.



11.2. Recover Password Option

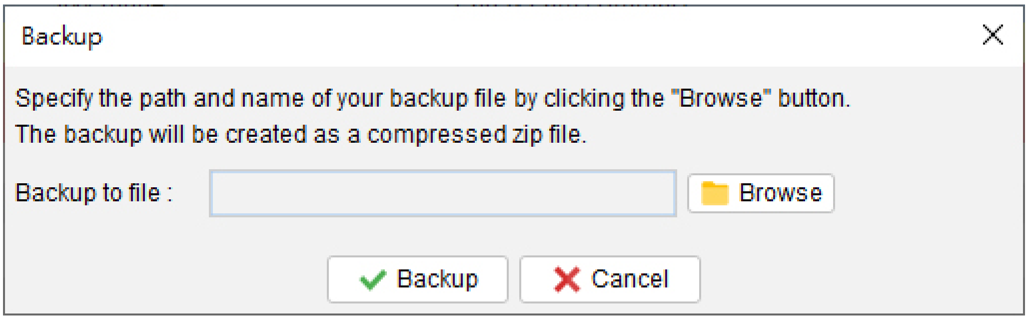
You can set a recovery password option by specifying a question and answer. In case you forget the password, you can click the [Forget Password] button in the Password Dialog. EasyBilling will display the pre-set question. If you answer the question correctly, the password will be revealed. To configure this "Password Recovery Option," you must input the password to confirm that you have the necessary access rights for EasyBilling.



11.3. Backup

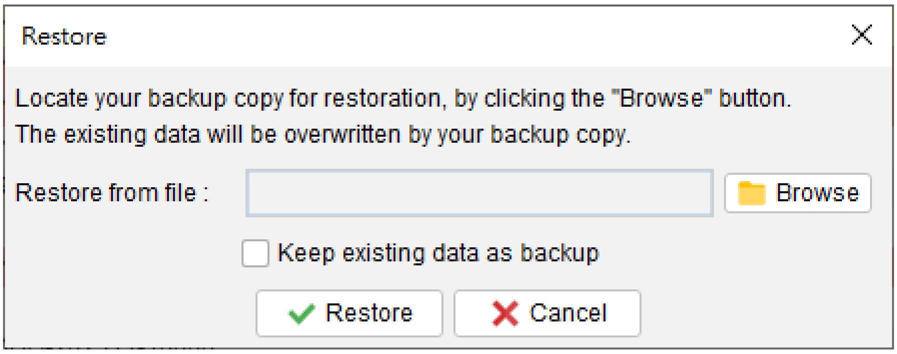
EasyBilling offers the ability to create a comprehensive backup of all your data. This backup includes all documents, reports, customer lists, supplier items, item lists, and software settings in the current workspace.

To initiate the backup process, click on the [Browse] button and specify a filename for the backup file. The backup will be created in a zip format, ensuring that all the necessary data is securely stored and compressed for efficient storage.



11.4. Restore

Users have the ability to restore backup data in EasyBilling effortlessly. By clicking on the [Browse] icon, they can locate and select the backup zip file. Once the backup file is chosen, EasyBilling will initiate the restoration process. This process involves the restoration of documents, reports, data, and all software settings from the backup file.

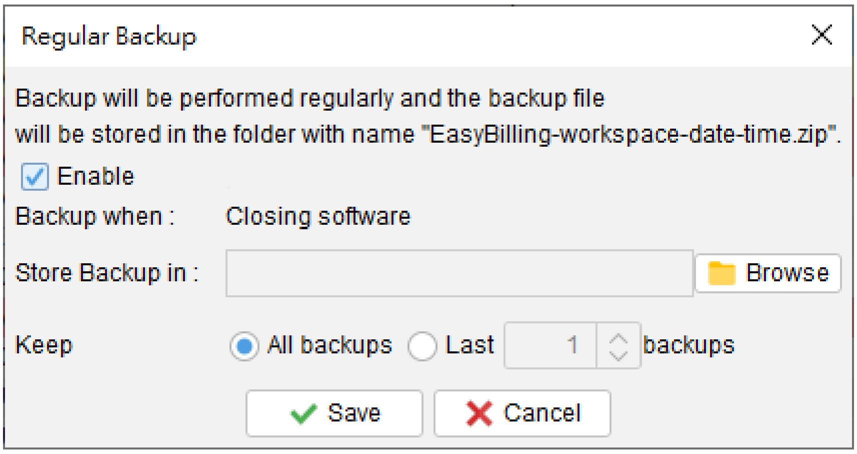


11.5. Regular Backup

EasyBilling offers users the option to enable the regular backup feature, ensuring that backups are automatically created when closing the software.

To set this up, simply click on the [Browse] icon and select a folder on your computer where you want the backup file to be stored. The backup file will be saved in the selected folder in a compressed zip format, containing the documents, settings, and all the data in the current workspace.

Additionally, you have the flexibility to specify the number of backup file copies you wish to keep.



12. REGISTER

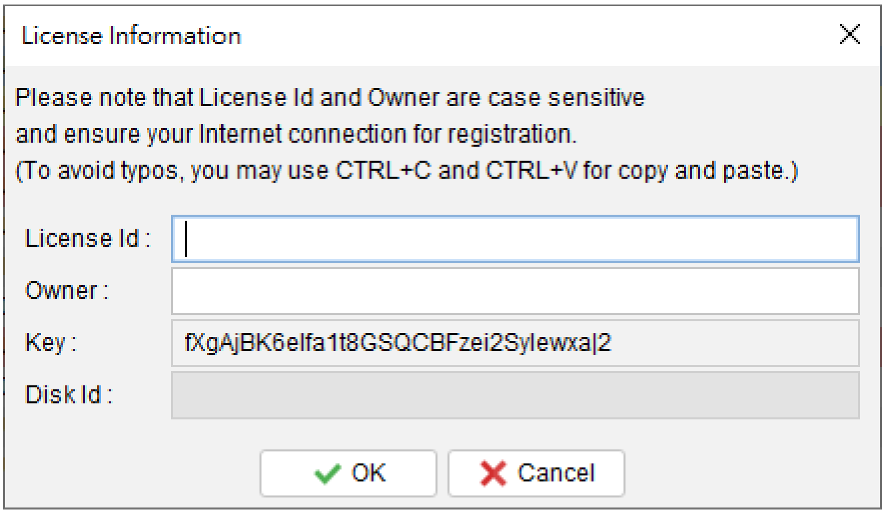
12.1. Trial Version

The Trial Version of EasyBilling offers the same functionality as the registered version; however, it has a limitation where users are only allowed to create a maximum of 25 documents in total. To unlock the full potential of EasyBilling and remove the restrictions imposed by the Trial Version, it is necessary to obtain a license and register your copy of EasyBilling.

12.2. Registration

To register EasyBilling,

(1) Go to menu "Help > Register", registration window is shown out.



(2) Fill in the "License Id" and "Owner" information and click "OK" to register. Please ensure the Internet connection when registration is in process. Afterward, restart the EasyBilling to effective the license.

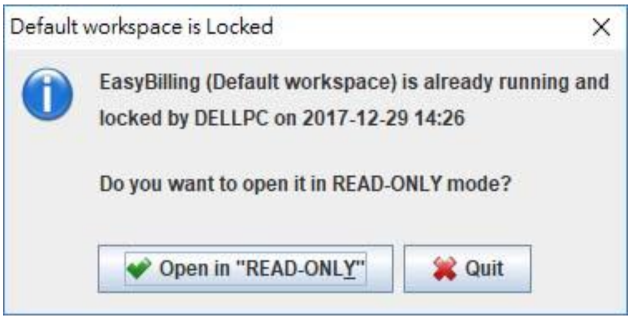
Note: If firewall is setup and block the connection of registration, the registration cannot be completed. You may temporarily disable the firewall to allow the registration go through.

13. DATABASE LOCKED

13.1. Database locked / Read-Only Mode

EasyBilling is designed as a standalone software that implements a database lock mechanism to safeguard the integrity of the data. When EasyBilling is running, it locks the database to prevent concurrent access.

If a second instance of EasyBilling attempts to run on the same database (Workspace) simultaneously, a dialog will appear notifying the user about the situation. In this dialog, the user has the option to run EasyBilling in READ-ONLY mode.



When running in READ-ONLY mode, users can only view the information stored in the database. They are unable to create or edit documents, modify customer or item information, or adjust software settings. However, they can still view, print, and preview documents. Additionally, users can create Draft documents which can be processed as normal documents once the database is connected in its regular mode.