

Introduction

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

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

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

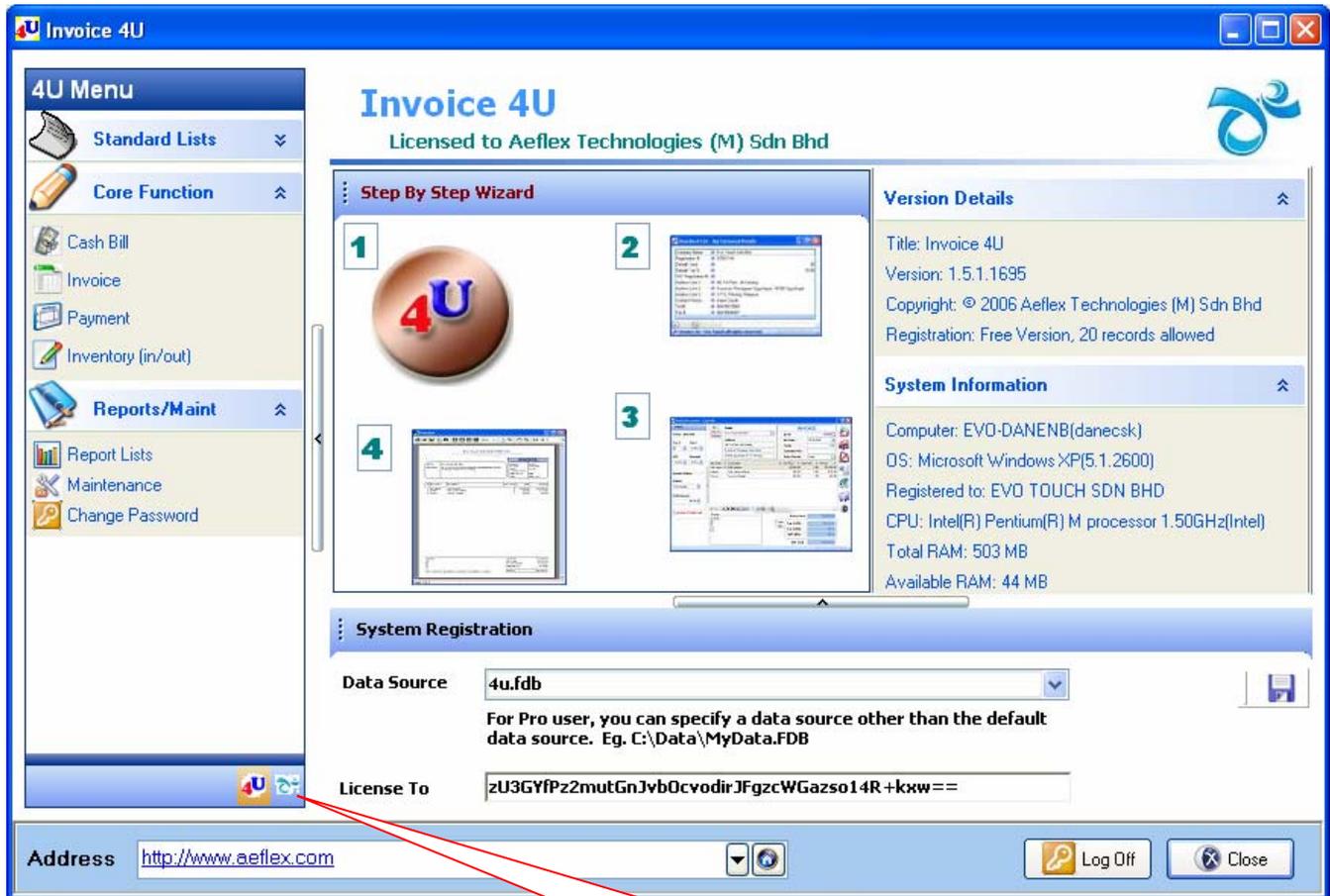
For any further details, please visit our website <http://www.aeflex.com>.

Accessing Invoice 4U



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

Home Page Of Invoice 4U



The home page can be divided into three sections

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

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

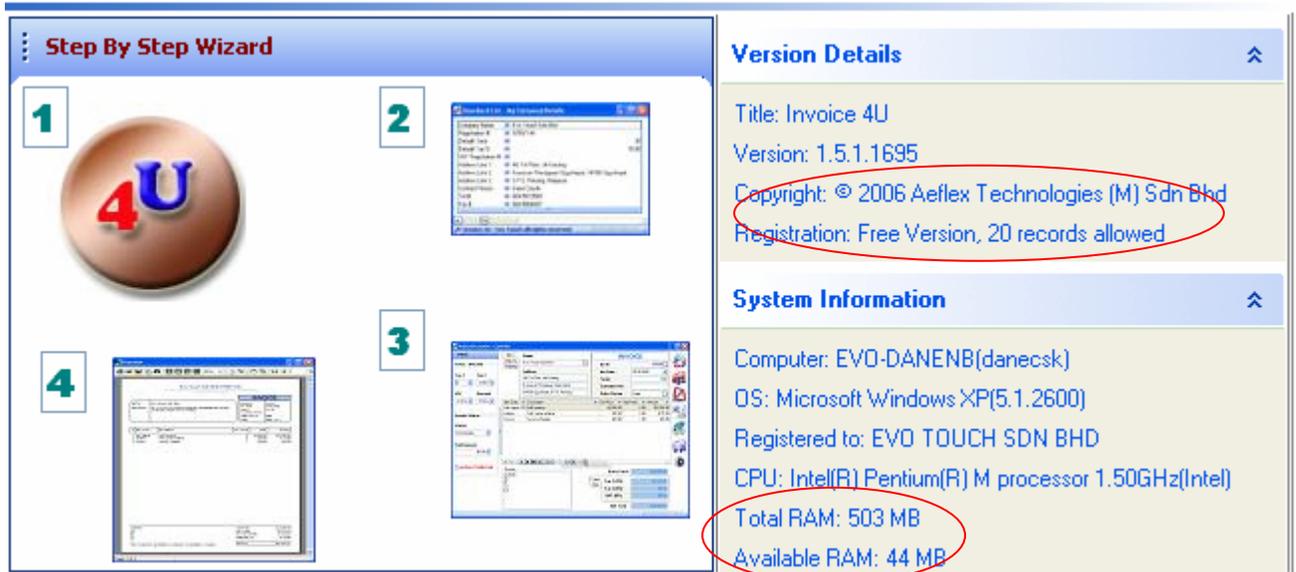
1. 4U Menu

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

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

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

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



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

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

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

3. System Registration

System Registration

Data Source: 4u.fdb

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

License To: Aeflex Technologies

Software Key: 10 characters each field

Purchase From:

Purchase Date:

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

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

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

If the **Always remember the layout of grids and auto load on application startup** check box is checked, the layout of any grid will be saved and load automatically. For eg. The sorting in Invoice, the additional columns added after Column Customization is done, shifting of columns from one to the other and etc. **Invoice 4U** will remember the layout of the grid and load them automatically in next running of **Invoice 4U**. The **License To** is the owner of this system, enter the owner who purchased the system.

Enter the vendor's name and the date of purchase for **Invoice 4U**. With this purchasing detail and the company details that you should fill in correctly in **My Company** form, you are ready to print a registration request form to register your copy of **Invoice 4U** and claim a free gift while enjoying free unlimited email and online for a year effective from the date of purchase. Please refer to the following page on "**How to register your purchased Invoice 4U**".

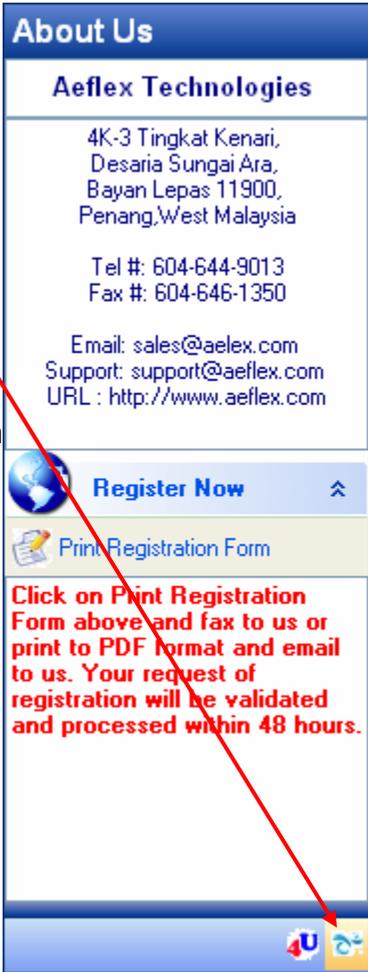
Note: The lower section of the Home page has an **Address box** where you can use to surf internet without having to exit **Invoice 4U**.

Address  

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

How to register your purchased Invoice 4U?

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



About Us

Aeflex Technologies

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

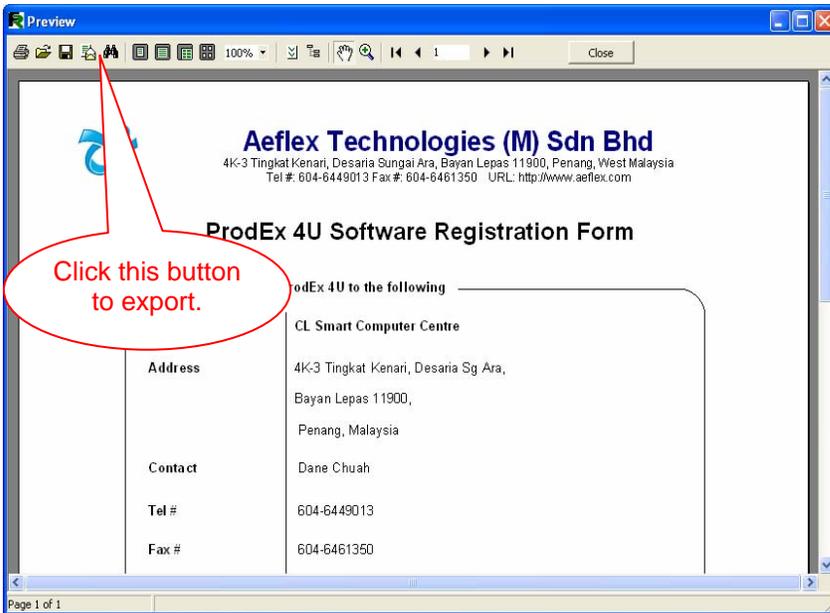
Tel #: 604-644-9013
Fax #: 604-646-1350

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

Register Now

Print Registration Form

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



Aeflex Technologies (M) Sdn Bhd
4K-3 Tingkat Kenari, Desaria Sungai Ara, Bayan Lepas 11900, Penang, West Malaysia
Tel #: 604-6449013 Fax #: 604-6461350 URL: http://www.aeflex.com

ProdEx 4U Software Registration Form

ProdEx 4U to the following

CL Smart Computer Centre

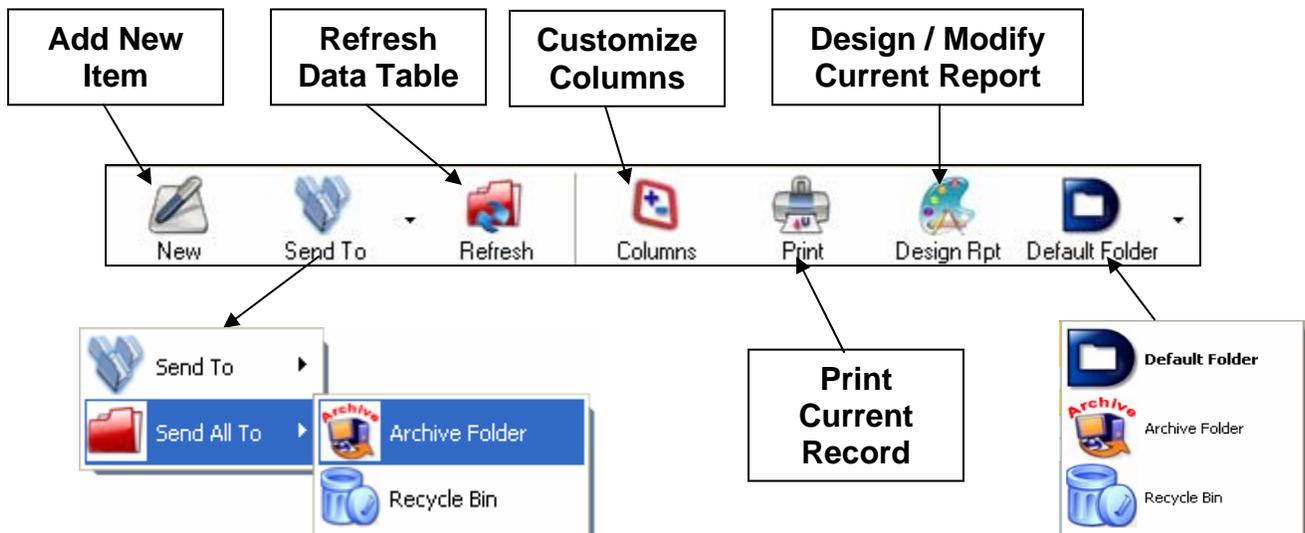
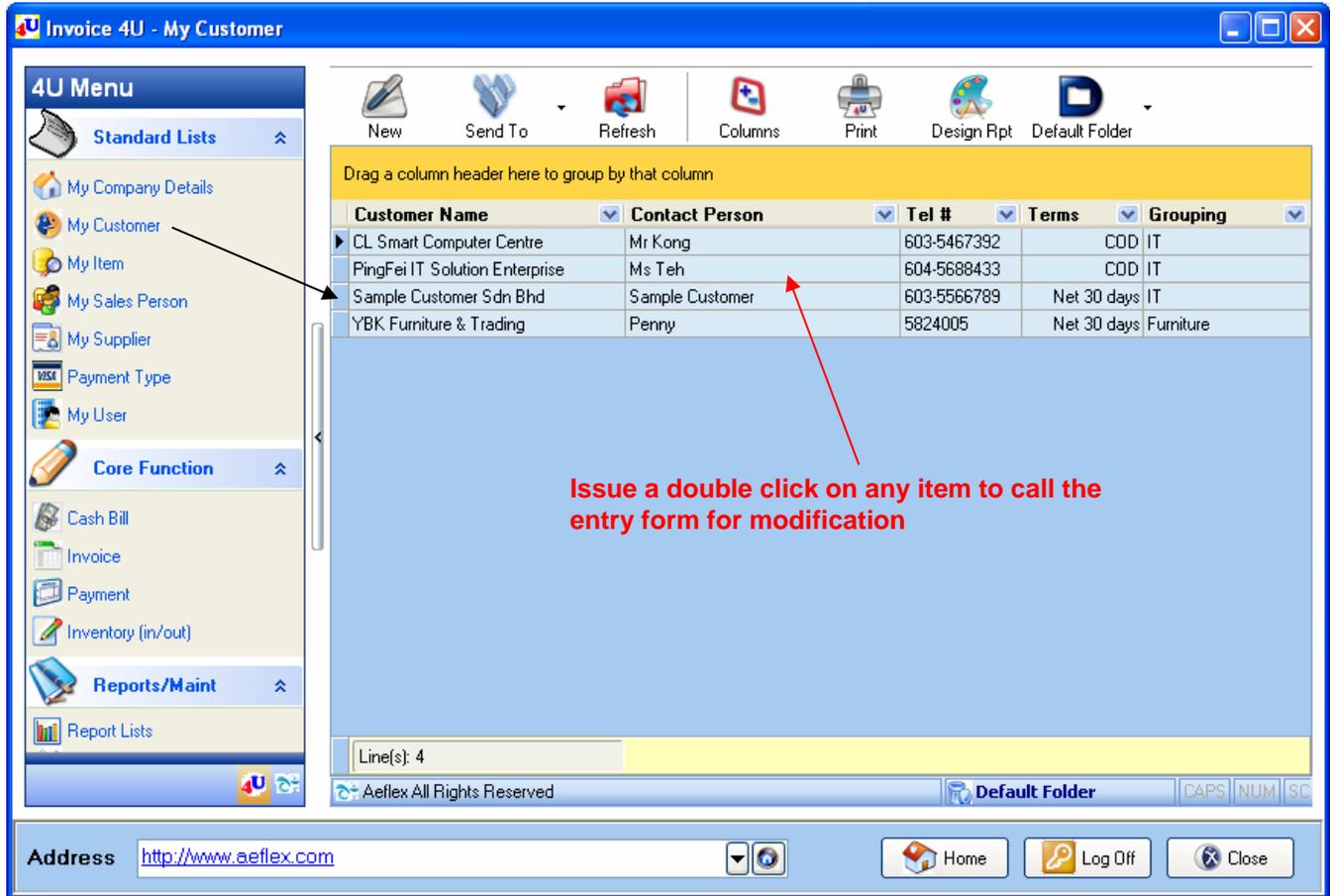
Address	4K-3 Tingkat Kenari, Desaria Sg Ara, Bayan Lepas 11900, Penang, Malaysia
Contact	Dane Chuah
Tel #	604-6449013
Fax #	604-6461350

Click this button to export.

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

Standard Lists

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



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

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

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

This is the Standard List entry form.

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

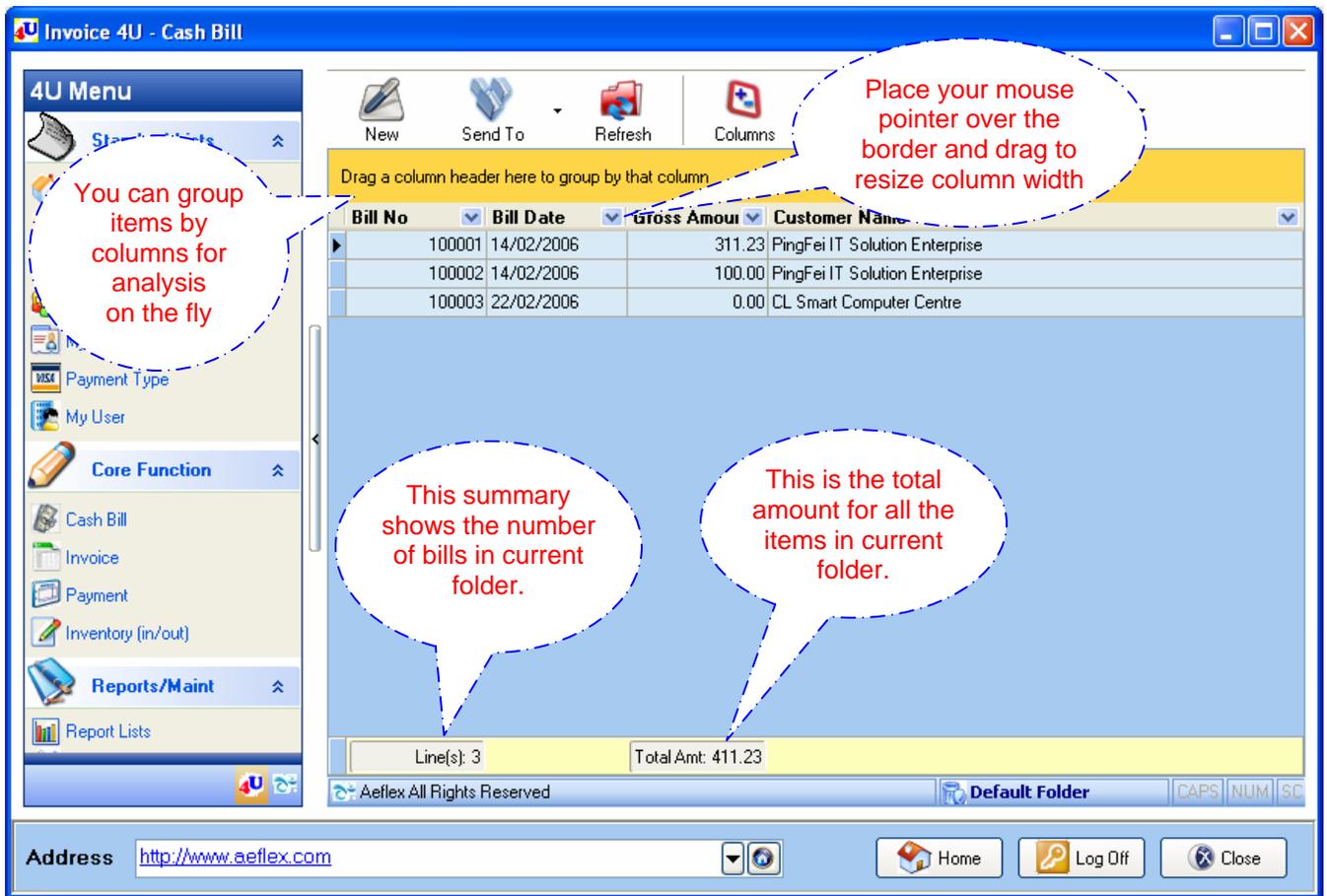
Core Functions

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

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

Cash Bill

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

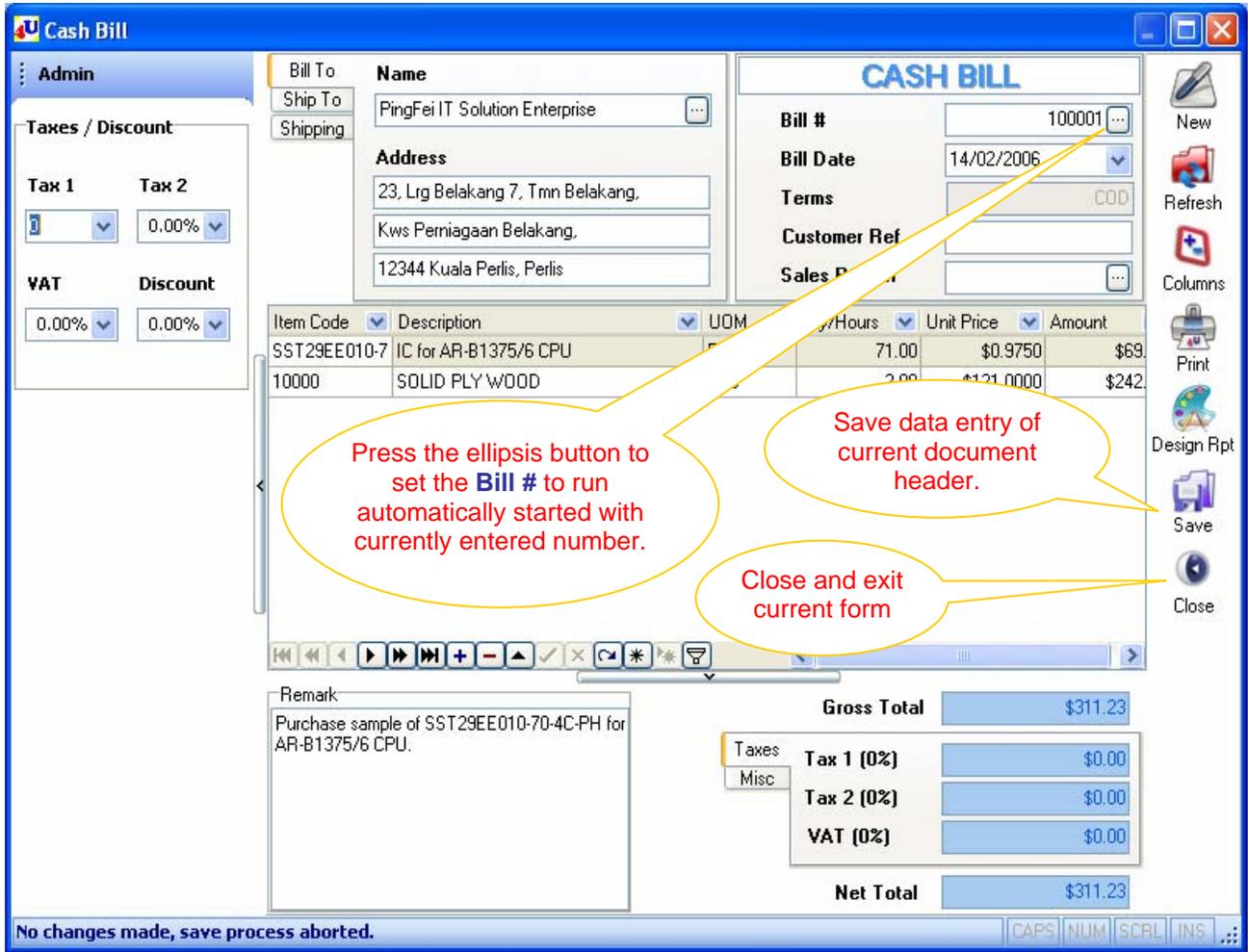


To create a new Cash Bill, click the Create New Document button.

The Cash Bill entry form will be displayed with a new Cash Bill number registered.

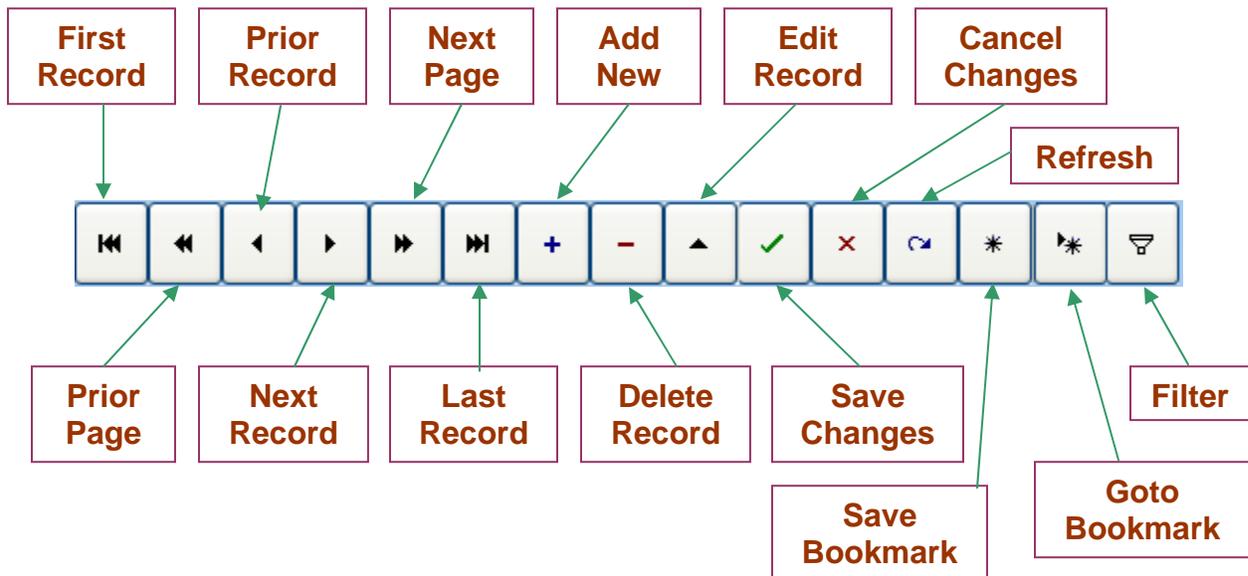


Take a look at the image in next page. You will find that all core functions' entry form share the same interface as Cash Bill. The objective is to preserve the consistency of entry form to reduce user training to minimum.



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

Navigator



Payment

You can use payment form to record all your spending.

The screenshot shows the 'Invoice 4U - Payment' application window. On the left is a '4U Menu' sidebar with categories like 'Standard Lists', 'Core Function', and 'Reports/Maint'. The main area features a toolbar with icons for 'New', 'Send To', 'Refresh', 'Columns', 'Print', 'Design Rpt', and 'Default Folder'. Below the toolbar is a yellow instruction bar: 'Drag a column header here to group by that column'. A data grid displays two rows of payment information:

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

A callout bubble points to the 'Columns' button with the text: 'Use this button to add or delete available columns. If Auto Load Grid Layout is checked then the added or removed columns will be loaded or unloaded whenever the grid is loaded.'

At the bottom of the window, there is a status bar with 'Line(s): 2', 'Total Amt: 2,120.00', and 'No Of Bill Paid: 2'. The footer includes the website 'http://www.aeflex.com', 'Home', 'Log Off', and 'Close' buttons.

The screenshot shows the 'Payment' form. The title is 'PAYMENT'. The form fields include:

- Payment #: 200001
- Payment Date: 14/02/2006
- Pay To: Eng Glass Sdn Bhd
- Address: 100, Jln Besar, Spg Tiga, 14120 Spg Pulai, Perak
- Pay For: Hardware Purchases
- Pay By: A dropdown menu is open, showing options: CHEQUE, CASH, CREDIT CARD, CHEQUE, and OTHERS.
- Cheque/Card #: PBB12345

A callout bubble points to the 'Pay By' dropdown with the text: 'You can pay by a few options.'

At the bottom, there is a table with columns for 'Document #', 'Amount', 'Tax', and 'Total Amount':

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

The 'Total Amount' is displayed as \$120.00. The footer contains the instruction 'Enter how do you want to pay or select from existing list' and keyboard shortcuts: CAPS, NUM, SCRL, INS.

Inventory

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

The screenshot shows the 'Invoice 4U - Inventory (in/out)' window. The interface includes a menu on the left, a toolbar with buttons like 'New', 'Send To', 'Refresh', 'Columns', 'Print', 'Design Rpt', and 'Default Folder', and a main data table. The table has columns for 'Received Date', 'Item Code', 'Received Qty', 'Issued Qty', and 'Balance Qty'. A callout points to the 'New' button, stating 'Use this button to receive new item'. Another callout points to the '+' icon in the 'Received Date' column, stating 'Inventory Header lists all received items. Click on + to list issued details of selected item.' A third callout points to a right-click context menu over a row, stating 'The detail section list all Issued items. Right click to delete an issued item'. A fourth callout points to the 'Issued Qty' dropdown arrow for a received item, stating 'Click on the drop down arrow of Issued Qty of any received item to issue the item'.

Click on the drop down arrow of **Issued Qty** of any received item to issue the item

Received Qty	Issued Qty	Available To Issue
1000.00	998.00	2.00

Issue Date: 23/02/2006

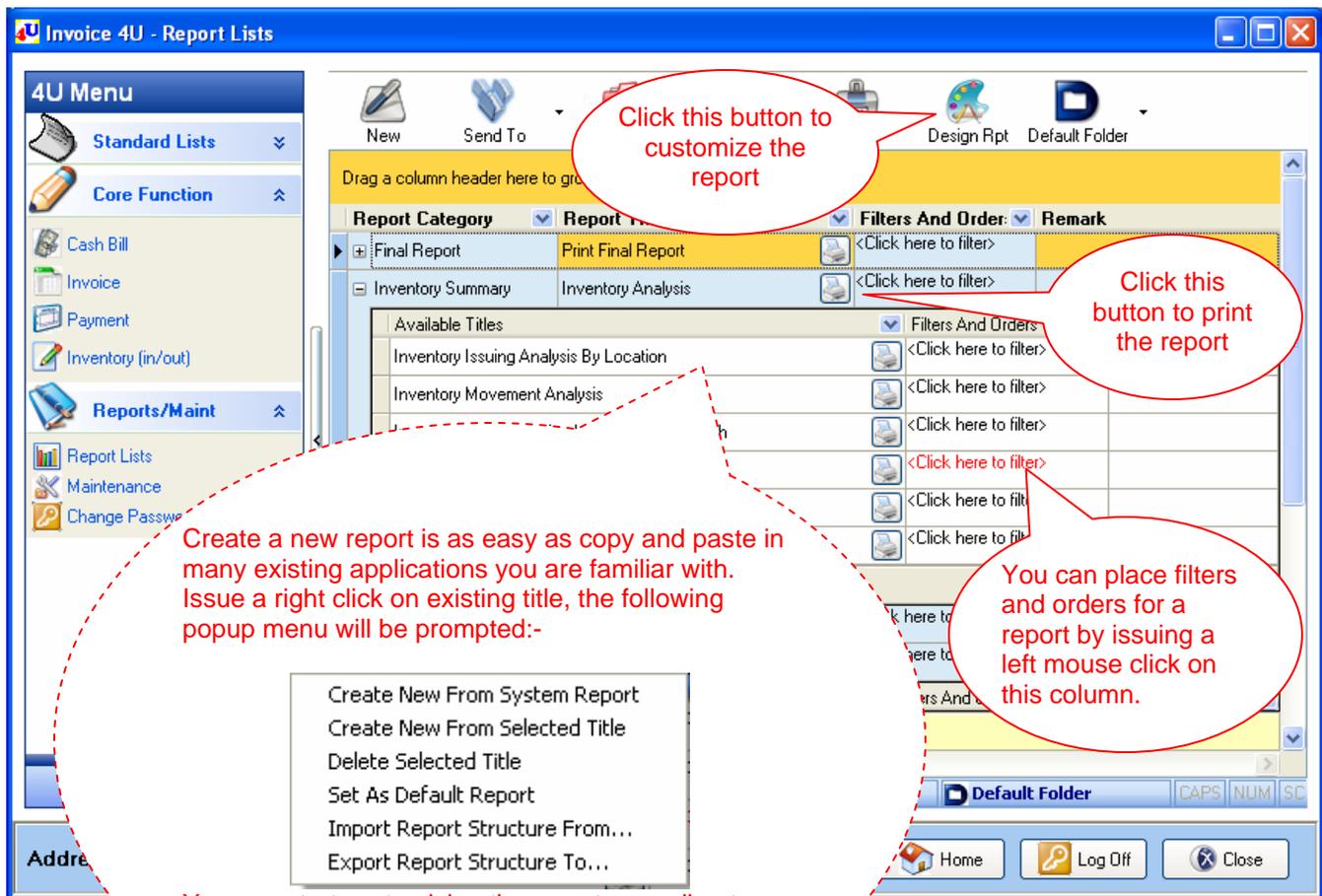
Issue Qty: 2.00

Issue To: [Empty field with search icon]

Buttons: Help, OK, Cancel

Reports

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



Create a new report is as easy as copy and paste in many existing applications you are familiar with. Issue a right click on existing title, the following popup menu will be prompted:-

- Create New From System Report
- Create New From Selected Title
- Delete Selected Title
- Set As Default Report
- Import Report Structure From...
- Export Report Structure To...

You can start customizing the report according to your requirement.

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

Report Samples

Customer Invoice

100001
100002

Invoice 4U Unregistered Version
CL Smart Computer Centre (575571-M)
48, 1st Floor, Jln Keruing Kawasan Perniagaan Spg Ampat, 14100 Spg Ampat, S.P.S, Penang, Malaysia
Tel: 604-6873569 Fax: 604-6884487

INVOICE

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

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

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Navigator

Find Text

Text to find:
quantity

Search options
 Search from begin
 Case sensitive

OK Cancel

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

Click this button to adjust margins

Click this button to navigate by outline if applicable

Customer Statement

Preview

100%

Close

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 Tel: 604-5873569 Fax: 604-5884497

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

STATEMENT

Statement of account as at 23/02/2006

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

Overdued

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

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Inventory Analysis By Quantity

Preview

100%

Close

Invoice 4U Unregistered Version
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 Tel: 604-5873569 Fax: 604-5884497

Inventory Analysis
Received Quantity Vs Issued Quantity

Legend T Received Qty T Issued Qty

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

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

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Inventory Analysis By Year & Month

Preview

Invoice 4U Unregistered Version

CL Smart Computer Centre (575571-M)
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 Tel: 604-5873569 Fax: 604-5884497

Inventory Analysis Received Quantity Vs Issued Quantity By Year And Month

Legend T Received Qty T Issued Qty

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

	2006		Total	Grand Total
	02 Feb			
	Received	Issued		
10000	1010.00	-1000.00	10.00	10.00
10001	15.00		15.00	15.00
2224	1.00		1.00	1.00
2224-3	1000.00		1000.00	1000.00
2224-4	1000.00		1000.00	1000.00
2224-5	1000.00	-100.00	900.00	900.00
SST29EE010-70-4C-PH	100.00	-30.00	70.00	70.00
Grand Total	4126.00	-1130.00	2996.00	2996.00

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Inventory Movement Report

Preview

Invoice 4U Unregistered Version

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 Tel: 604-5873569 Fax: 604-5884497

Inventory Movement By Year & Month

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

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

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Sales Analysis

Preview

Invoice 4U Unregistered Version

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 Tel: 604-5873569 Fax: 604-5884497

Sales Analysis By Customer Grouping, Document Year And Month

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

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Payment Analysis

Preview

Invoice 4U Unregistered Version

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 Tel: 604-5873569 Fax: 604-5884497

Payment Analysis By Supplier Grouping, Payment Year And Month

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

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

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Profit And Loss Analysis

Invoice 4U Unregistered Version

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 Tel: 604-5873569 Fax: 604-5884497

Profit And Loss Analysis By Month

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

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

Page 1 of 1

Report Customization

FastReport - Untitled.fr3

File Edit Report View Help

Code Page1

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

PageHeader: PageHeader1

Picture object: [<Company."COMPANY NAME">+' ('+<Company."COMP REGISTRATIO
 [<Company."ADDRESS LINE 1"> [<Company."ADDRESS LINE 2"> [<Company."ADDRESS LINE 3">
 Tel: [<Company."PHONE NO"> Fax: [<Company."FAX NO">]

INVOICE

Bill To: [Invoice."Bill To"]
 Bill Address: [<Invoice."Bill To Address Line 1">+' '+<Invoice."Bill To Address Line 2">+' '+<Invoice."Bill To Address Line 3">]

Invoice #: [Invoice."Invoice
 Inv. Date: [Invoice."Invoice
 Terms: [IIF(<Invoice."Ter
 Customer Ref #: [Invoice."Custome
 Sales Person: [Invoice."Sales
 Page: [Page:[Page] of]

#	Item Code	Description	Qty / Hours	Rate	Amount
[[[[[[

MasterData: MasterData1

[Invoice."Item " [Invoice."Item Description"] [Invoice."Q" [Invoice."Ret" [Invoice."Qty/H

Centimeters 4.05; -1.53 Page1

Contacts and License

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Aeflex Technologies (M) Sdn Bhd

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

Telephone: 604-644-9013

Facsimile: 604-646-1350

Email: sales@aeflex.com

Support: support@aeflex.com

Website : <http://www.aeflex.com>