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
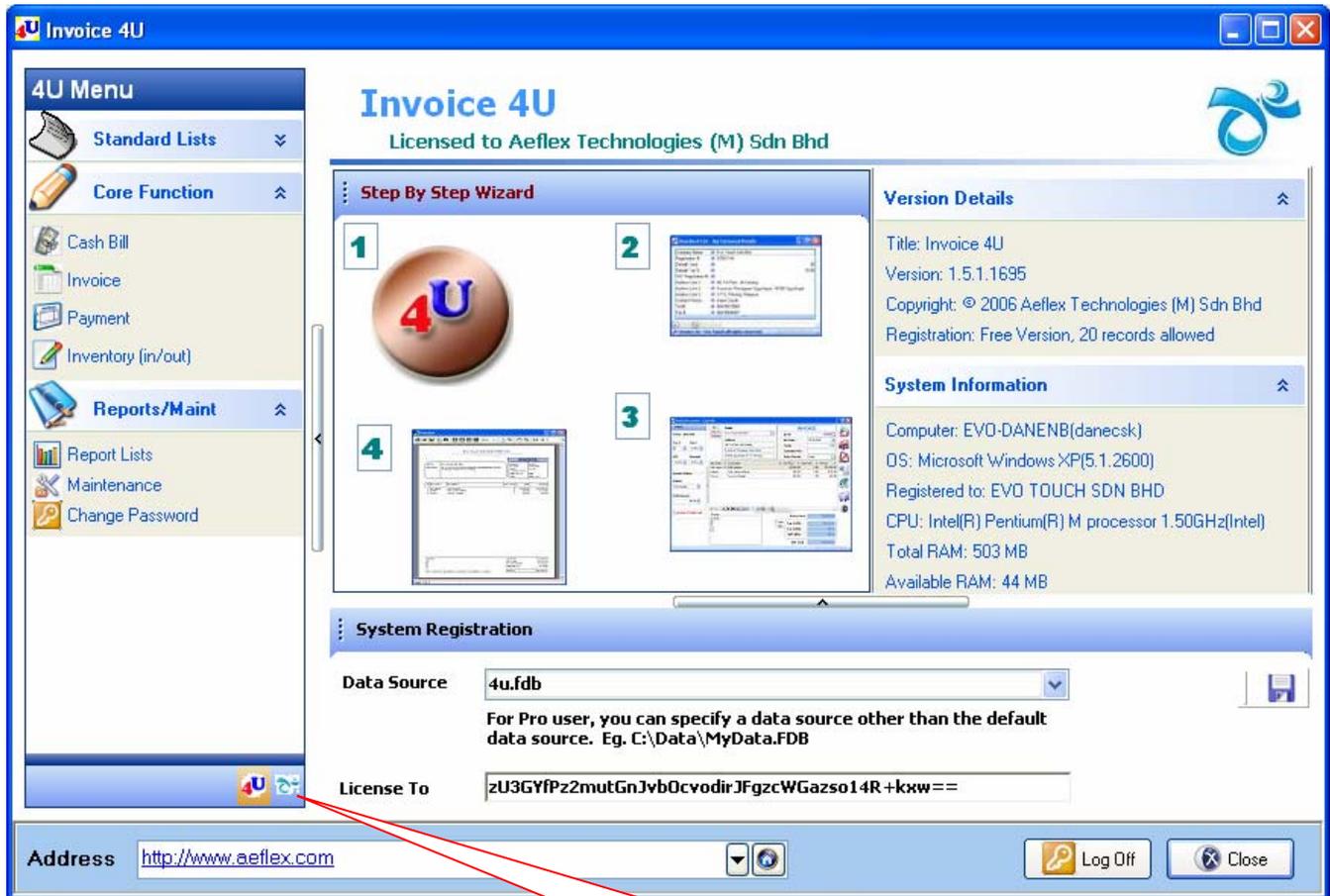
The home page can be divided into three sections

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**
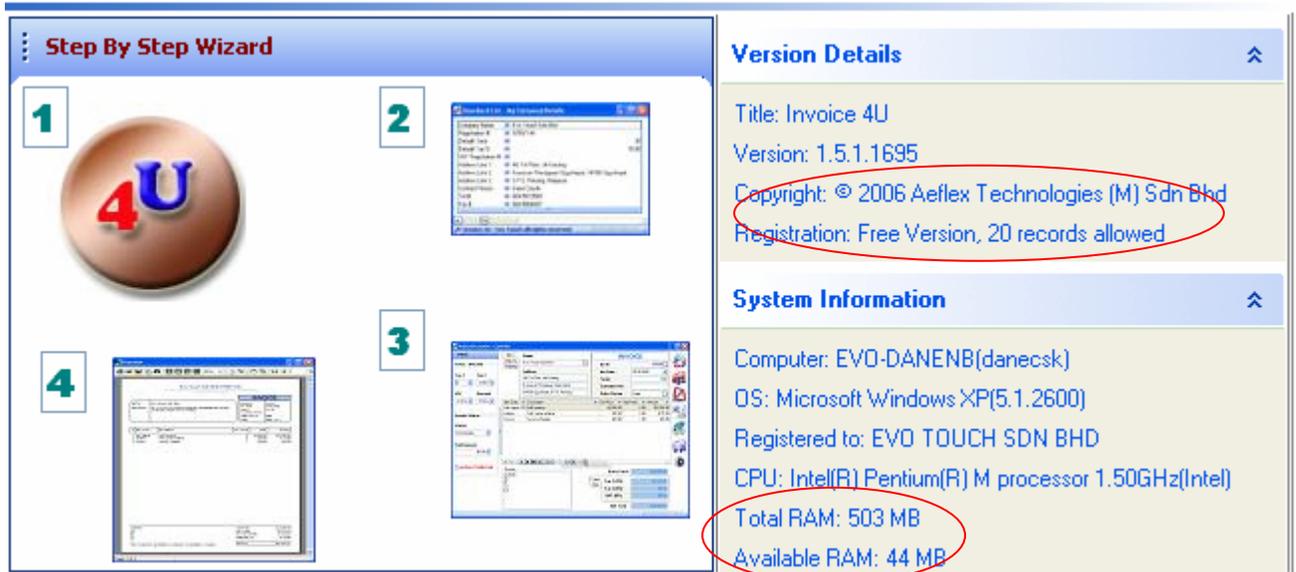
For new user of **Invoice 4U**, you can follow the 4 simple steps to get yourself to print your first invoice. First step is to run **Invoice 4U** which you can run from even a USB flash drive, second step is to issue a left mouse click on the image of Step 2. The company entry form appears and fills 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

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**.

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
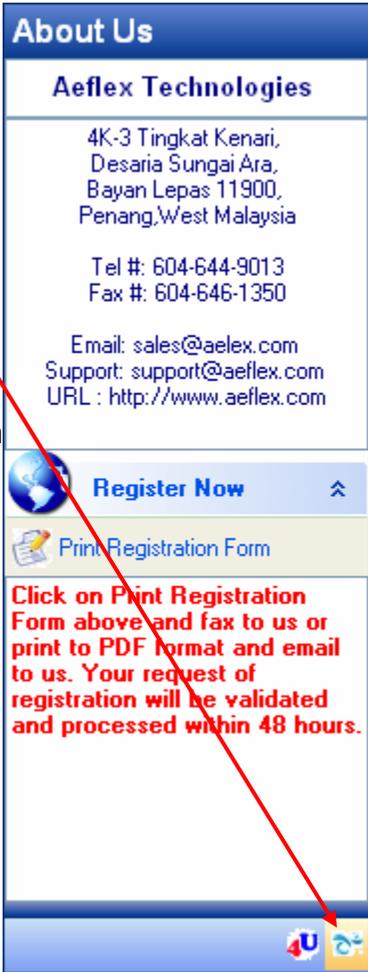
About Us

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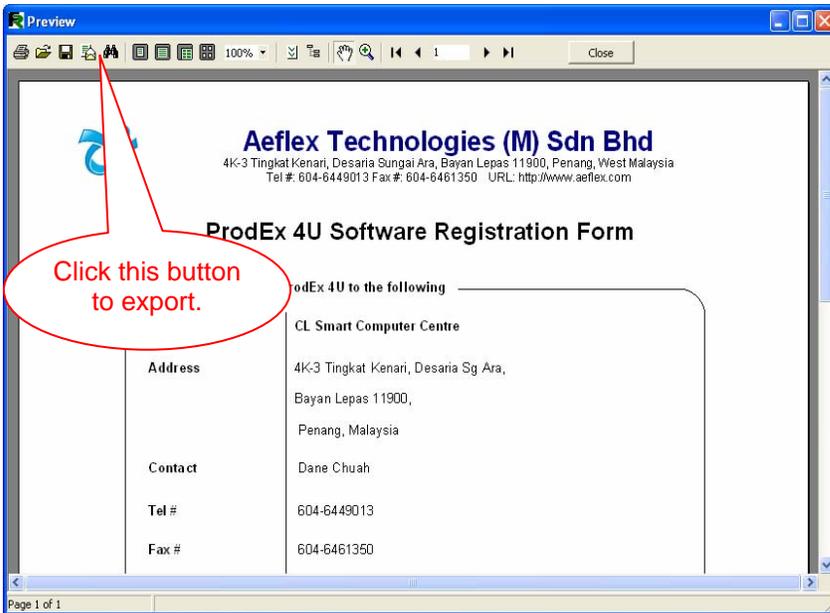
Aeflex Technologies (M) Sdn Bhd
4K-3 Tingkat Kenari, Desaria Sungai Ara, Bayan Lepas 11900, Penang, West Malaysia
Tel #: 604-6449013 Fax #: 604-6461350   URL: http://www.aeflex.com

ProdEx 4U Software Registration Form

Click this button
to export.

odEx 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

6. You can either print it and fax to us or export it into PDF format and email to
   support@aeflex.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.
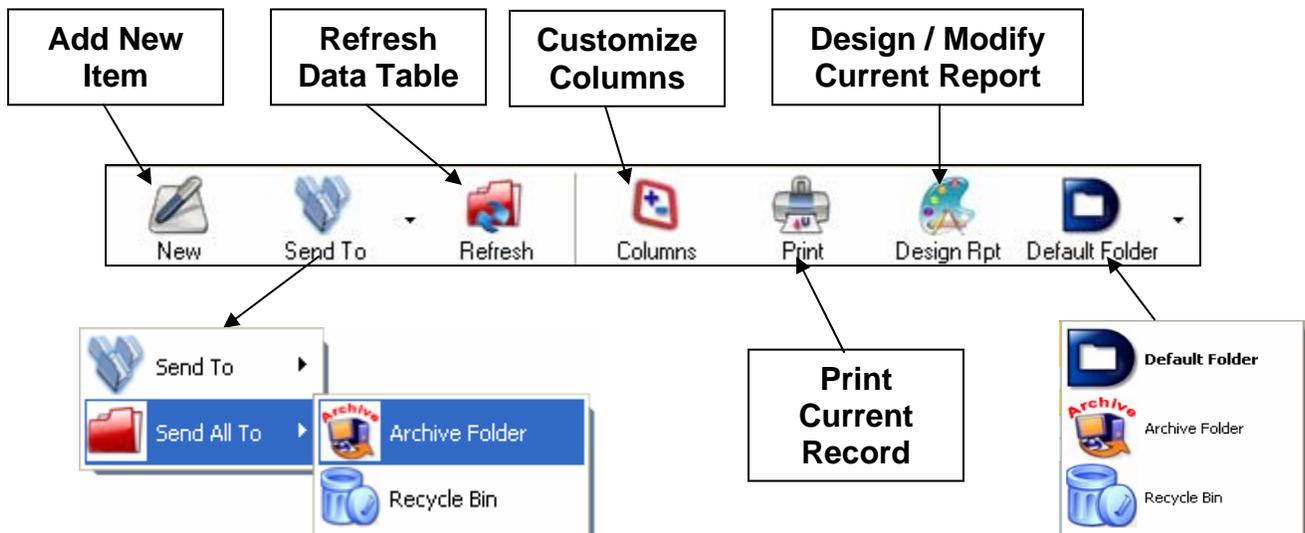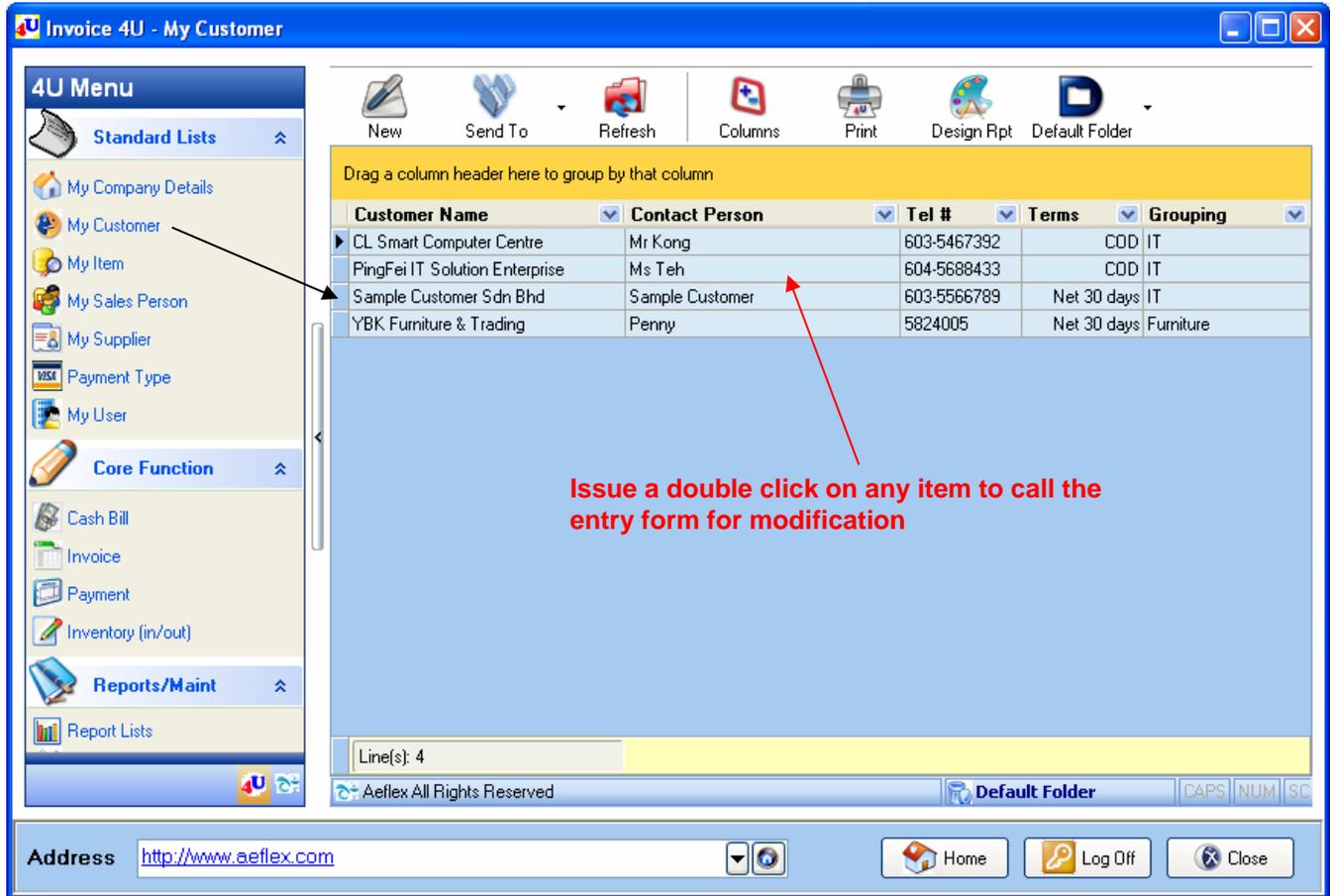
Items in Standard Lists and Core Functions are stored in **Default folder** when they are created. You can move the items from one folder to the other. For instance, when an invoice is **fully paid** you can archive it into **Archive folder** to avoid storing all invoices in a single folder. This will 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.

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.
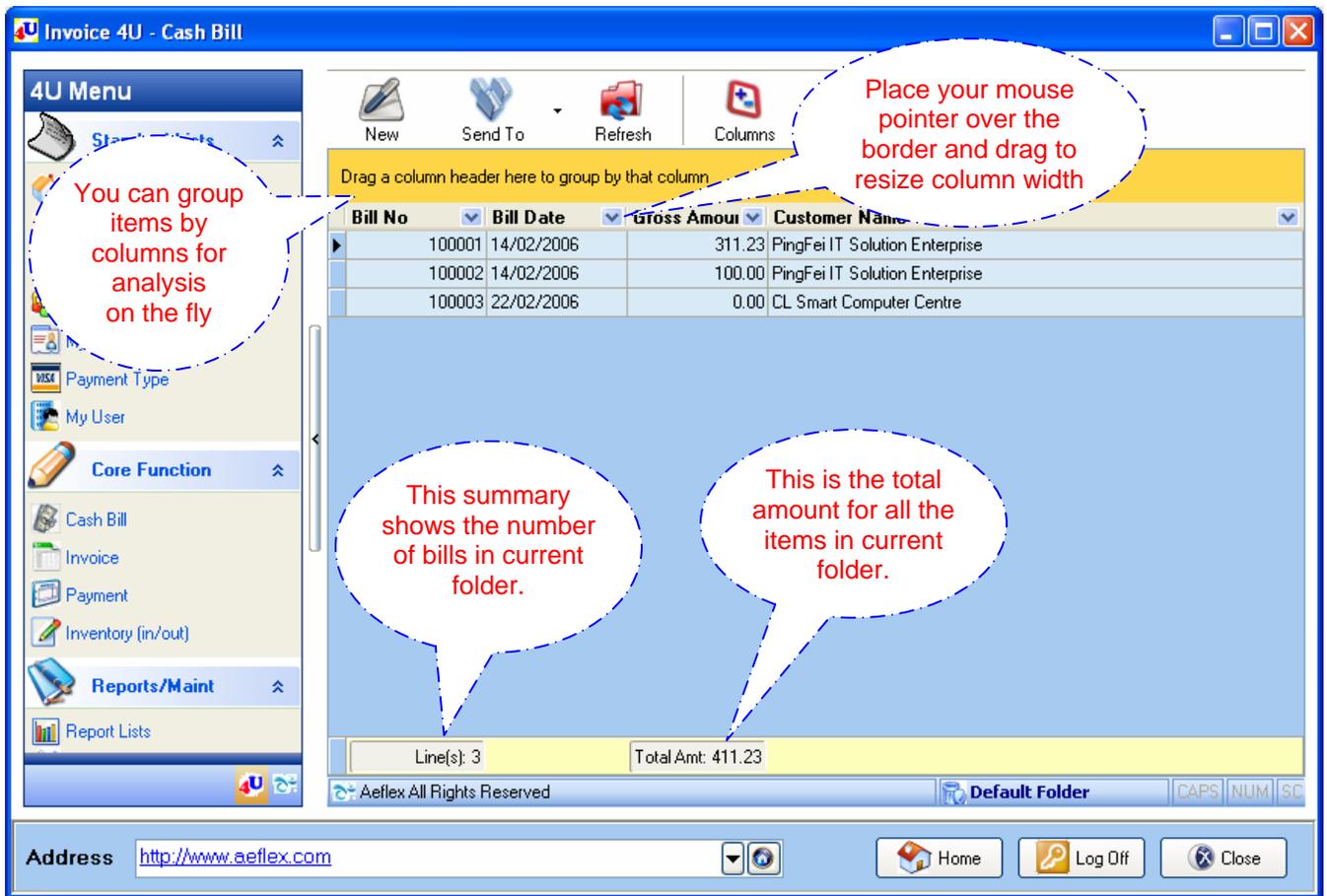
To create a new Cash Bill, click the Create New Document button. The Cash Bill entry form will be displayed with a new Cash Bill number registered. Take a look at the image in next page. You will find that all core functions' entry form share the same interface as Cash Bill. The objective is to preserve the consistency of entry form to reduce user training to minimum.
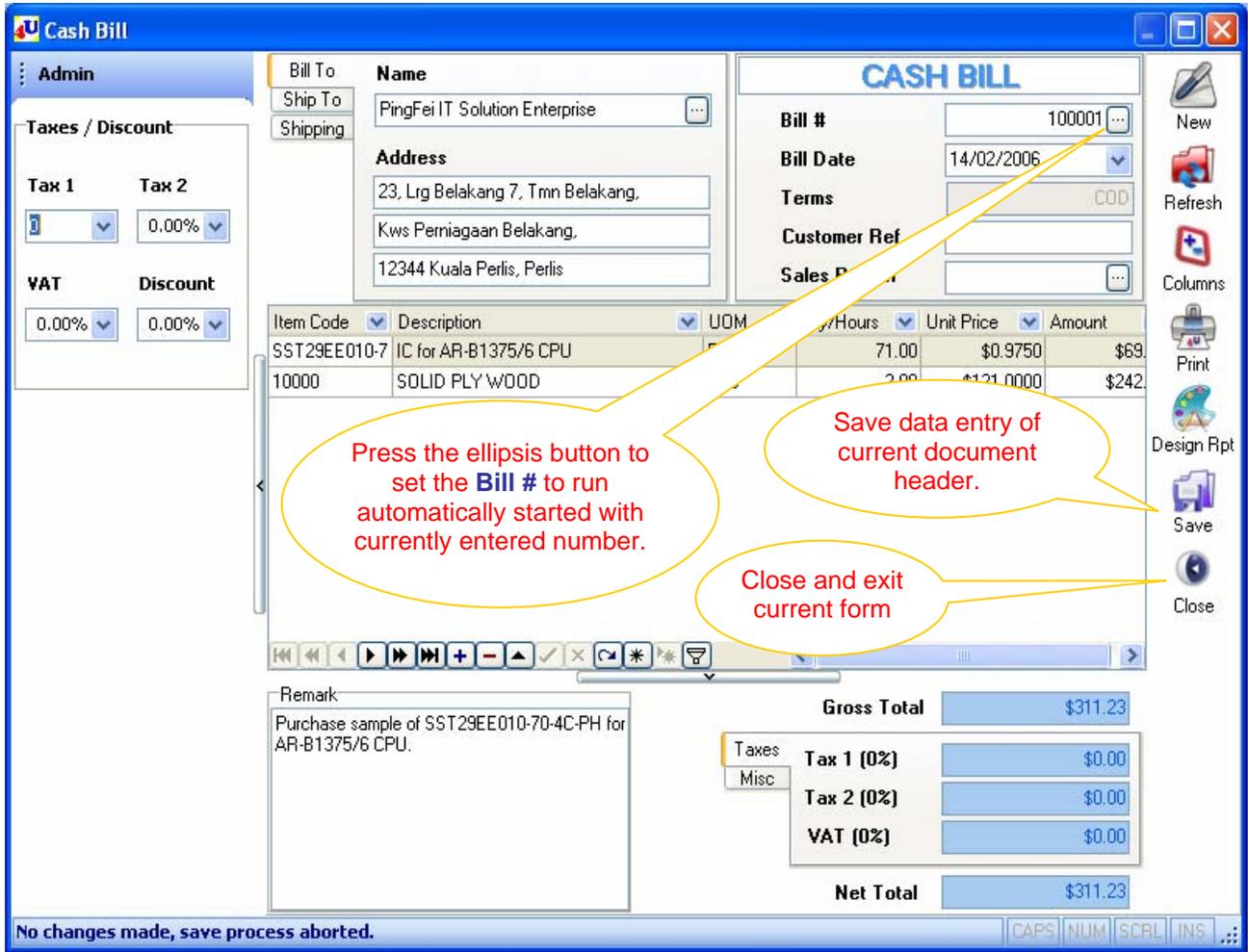
Note: Invoice entry form is similar to Cash Bill entry form.

Navigator
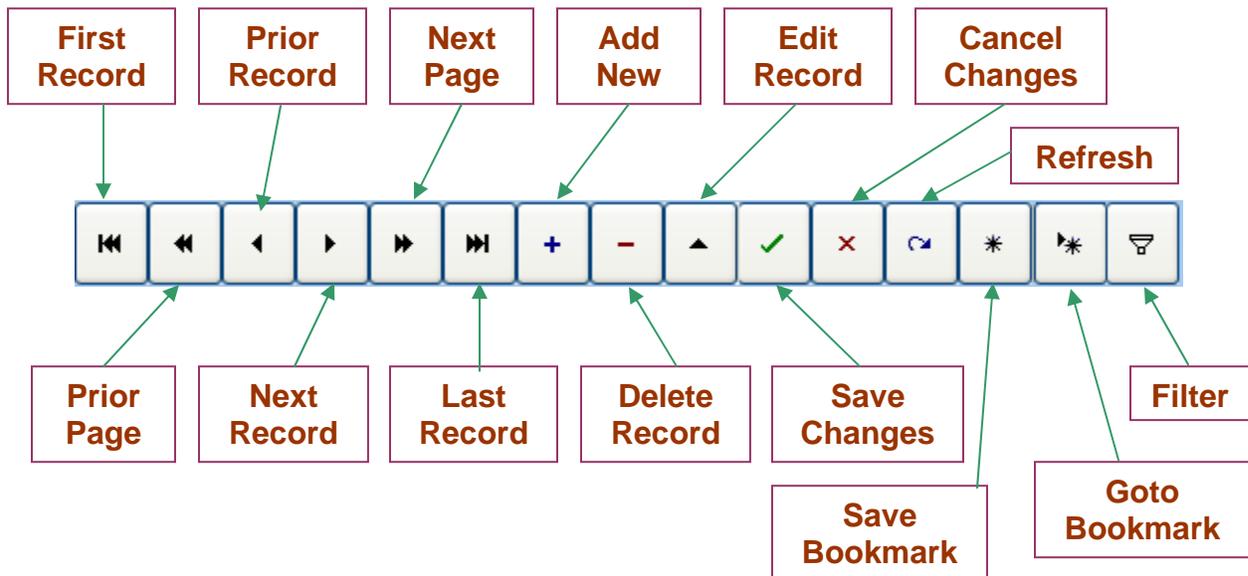
Payment

You can use payment form to record all your spending.

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.

Reports

Invoice 4U provides a flexible, user friendly and robust report mechanism for you to print, customize and even create new reports on the fly. Users are free to clone existing reports and modify them to suit their requirement without any interference from **Invoice 4U** developers. There is system reports provided which could not be removed from **Invoice 4U**. You are allowed to clone the system reports and modify them. When there is no default report associated for each report header, the system report structure which is stored in the report header will be used instead.
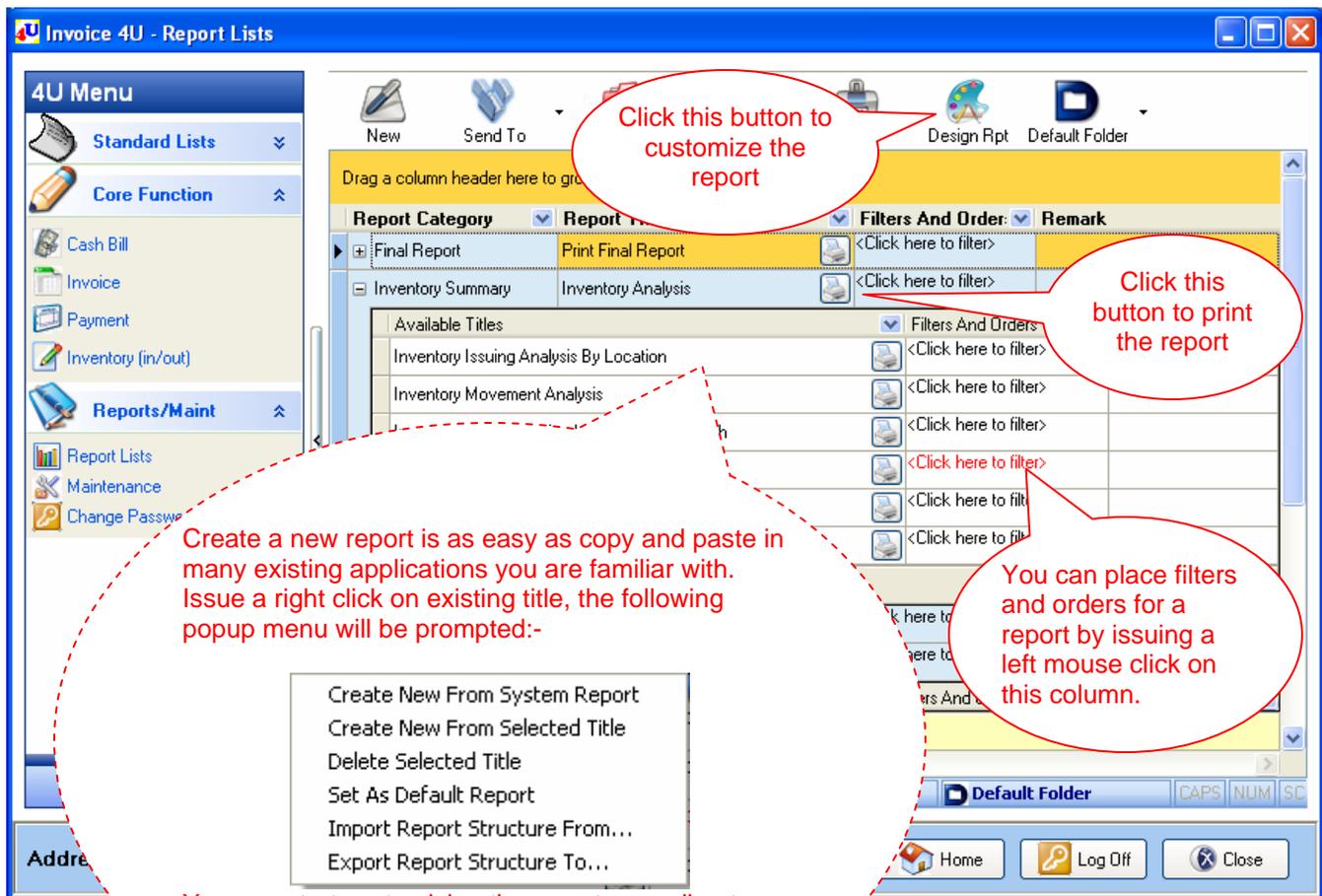
A few screen shots for sample reports were captured in next few pages. You will find some wonderful reports and analysis reports which provide a lot of information to help you analyze your business performance.

Report Samples

Customer Invoice

Navigator

Customer Statement

Inventory Analysis By Quantity

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Inventory Analysis By Year & Month

Inventory Movement Report

Sales Analysis

Payment Analysis

Profit And Loss Analysis

Report Customization

Contacts and License

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

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