

Manualization #Workflow #Operation System

Invoice Manual

VIDEO Instructions:

http://zxc.cz/d/2014-04-01_2028.swf

Complete Instructions:

<https://www.evernote.com/shard/s372/sh/454f9819-d3ed-4158-988b-583da895e6d0...>

How to:

1. Adjust the date

2. Input client's name

3. Fill in the template

- First column: "No."
> Depends as to the number of items.
- Second column: "項目" (Item/s)
> Copy and paste the data.
- Third column: "数量" (Quantity)
> Mostly just 1 unless specific quantity is given.
- Fourth column: "単価" (Unit Price)
 - > 万= 0000 (ten thousand)
 - > 5万= 50,000 円
 - > 円=yen
- Fifth column: "金額" (Amount)

Note: The total amount "合計金額" on the top of the template and the three fields below template part: Subtotal "小計", Consumption tax "消費税", and Total "合計", are formula formatted, so no need to manually input the data.

4. Make a PDF File

TASK Complete

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By-the-minute history for this document...

