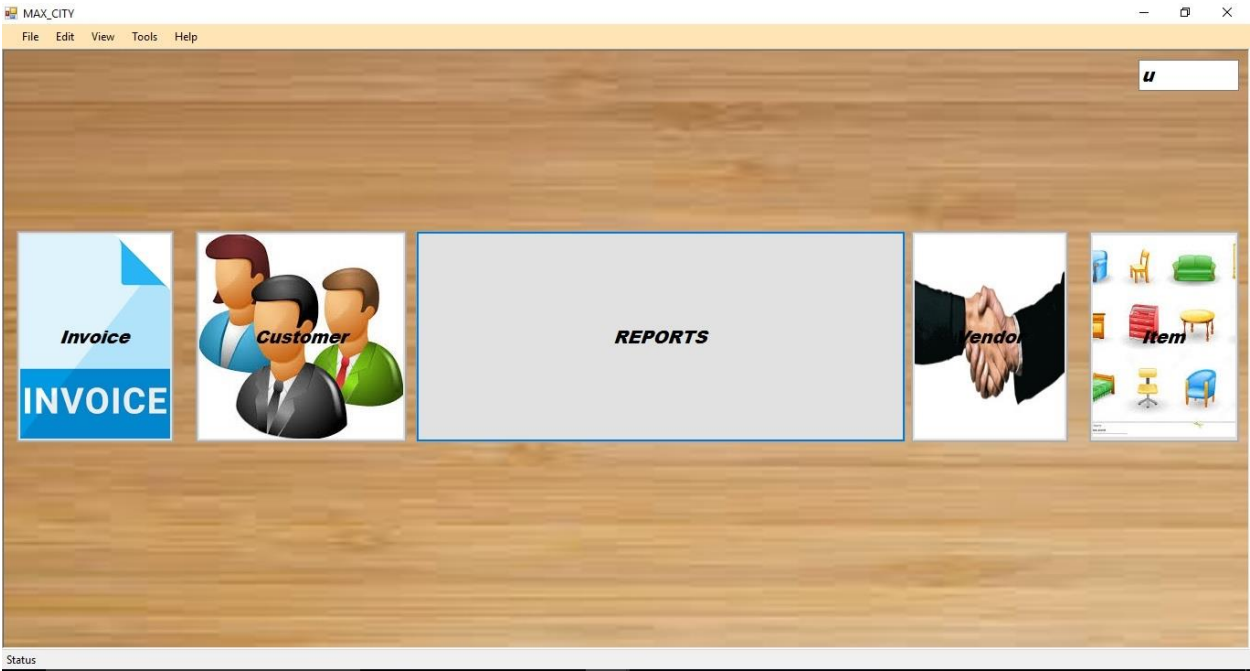
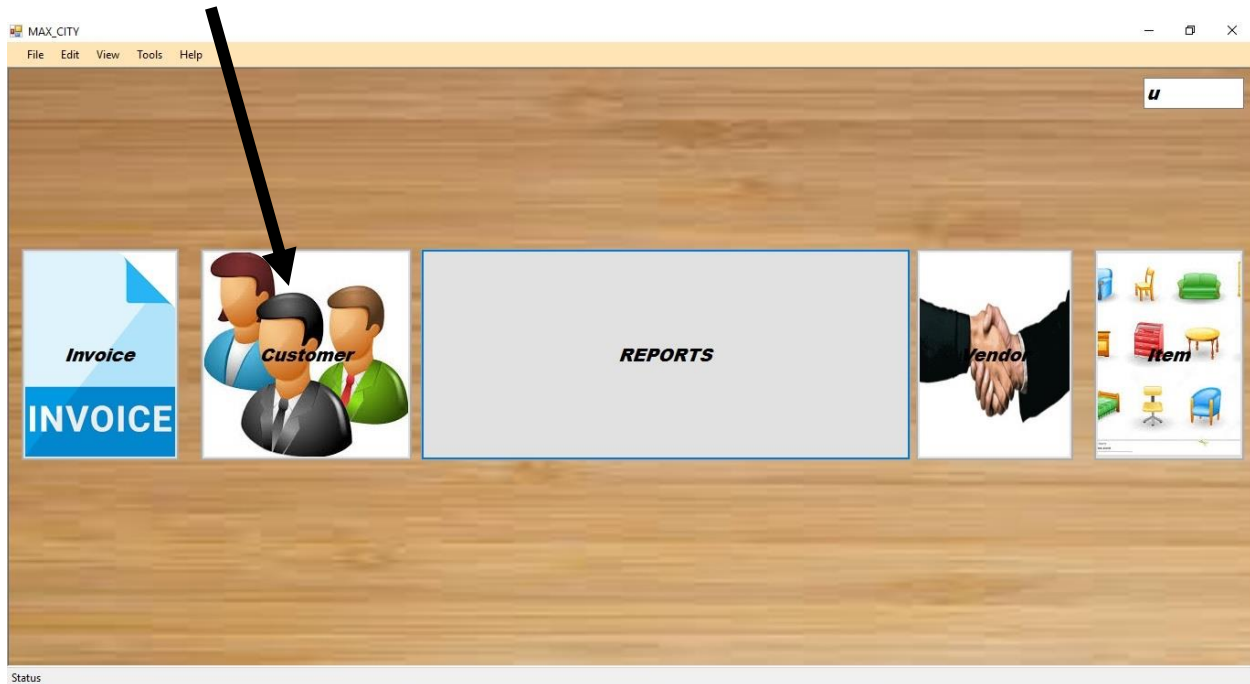


Welcome Screen.



How to input new data?

How to create a new customer?

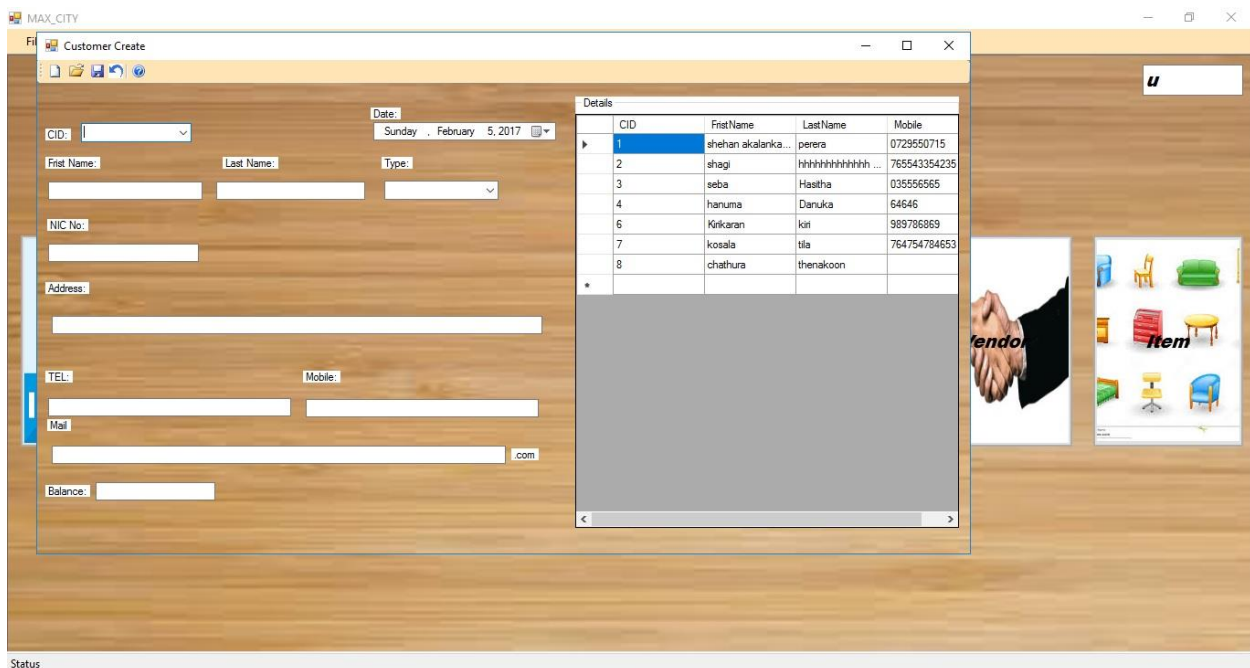


There are two methods to create a new customer.

Go to file → New → Customer Or

Click the customer tab in the welcome screen.

(Then customer create window will be opened.)



The customer create dialogue box should fill per following guide lines.

CID*: - Customers ID. (This should be integer.)

Date :- The date which customer registered.

First Name :- Customer's first name.

Last Name :- Customer's last name.

Type :- The way of paying.

NIC No:- Customer's NIC number.

Address:- Customer's permanent address.

Telephone :- Permanent telephone number of office/ home.

Mobile :- Customer's mobile phone numbers.

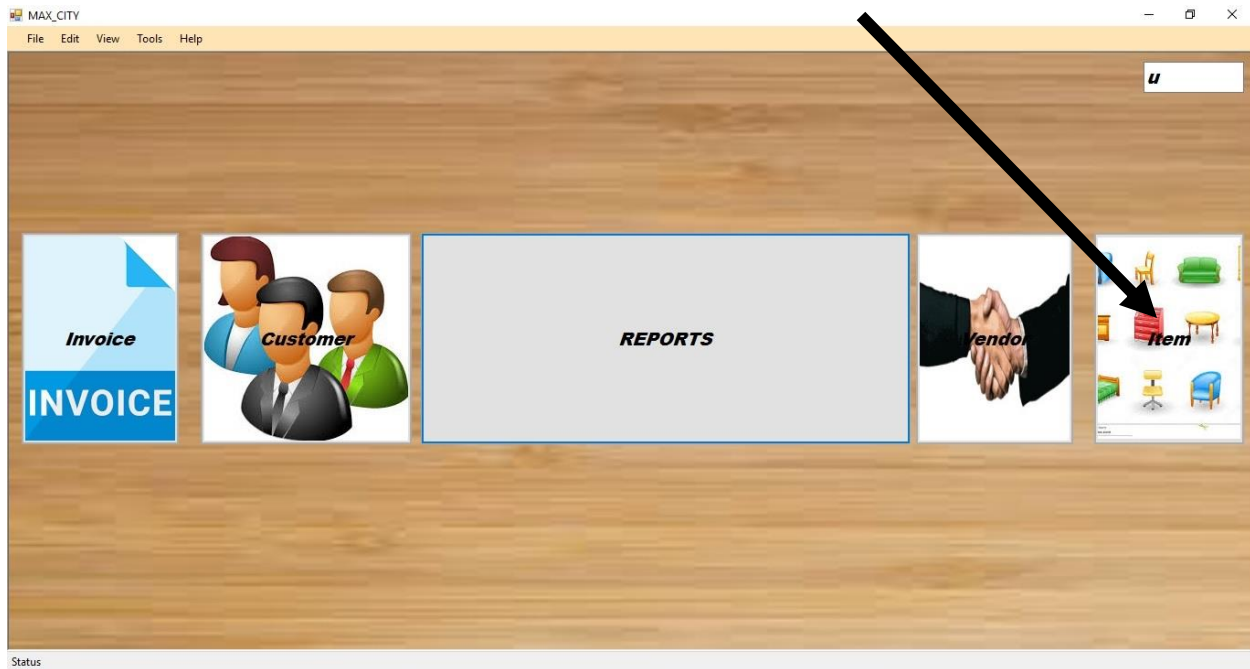
Mail :- Customer's e-mail address.

There are required fields in this tis form marked.

Save the customer's details by using *****.

By using ***** close this window.

How to create a new item?

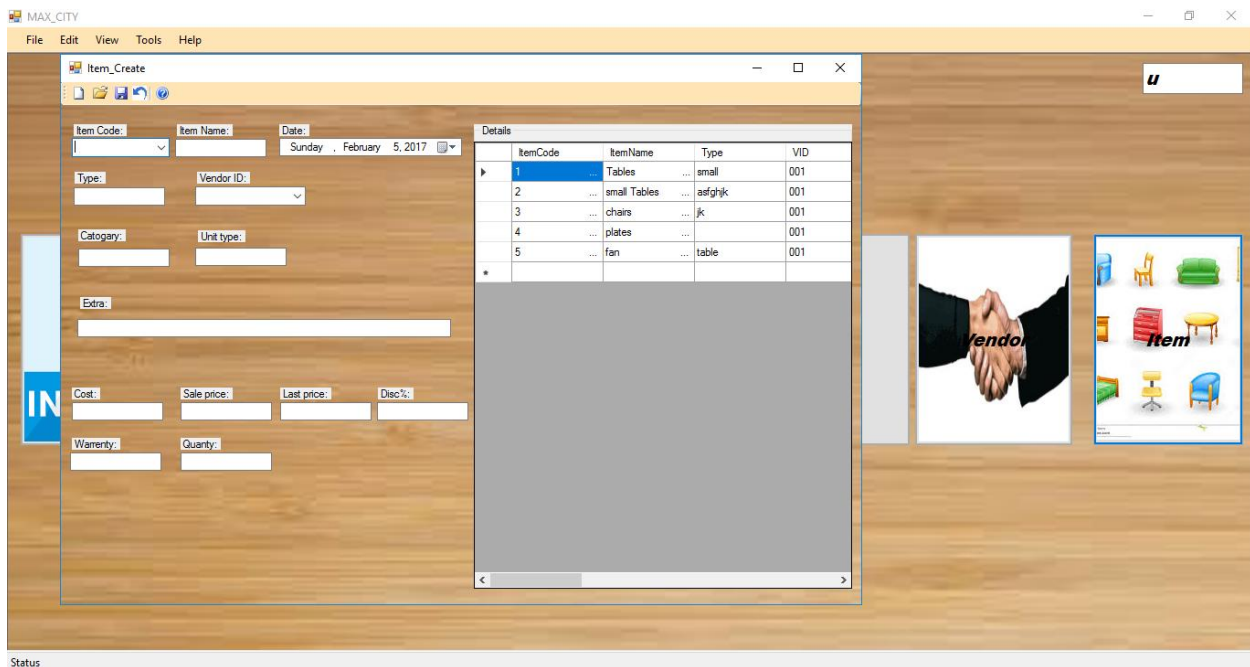


There are two methods to create a new customer.

Go to file → New → Item Or

Click the item tab in the welcome screen.

(Then item create window will be opened.)



The item create window should fill per following guide lines.

Item Code :- The code of the item.

Item Name :- The name of the item.

Type :- Type of the item.

Vendor ID :- ID of the salesman.

Category :-

Unit type :-

Extra :-

Cost :-

Sale price :-

Last price:-

Disc% :-

Warranty :-

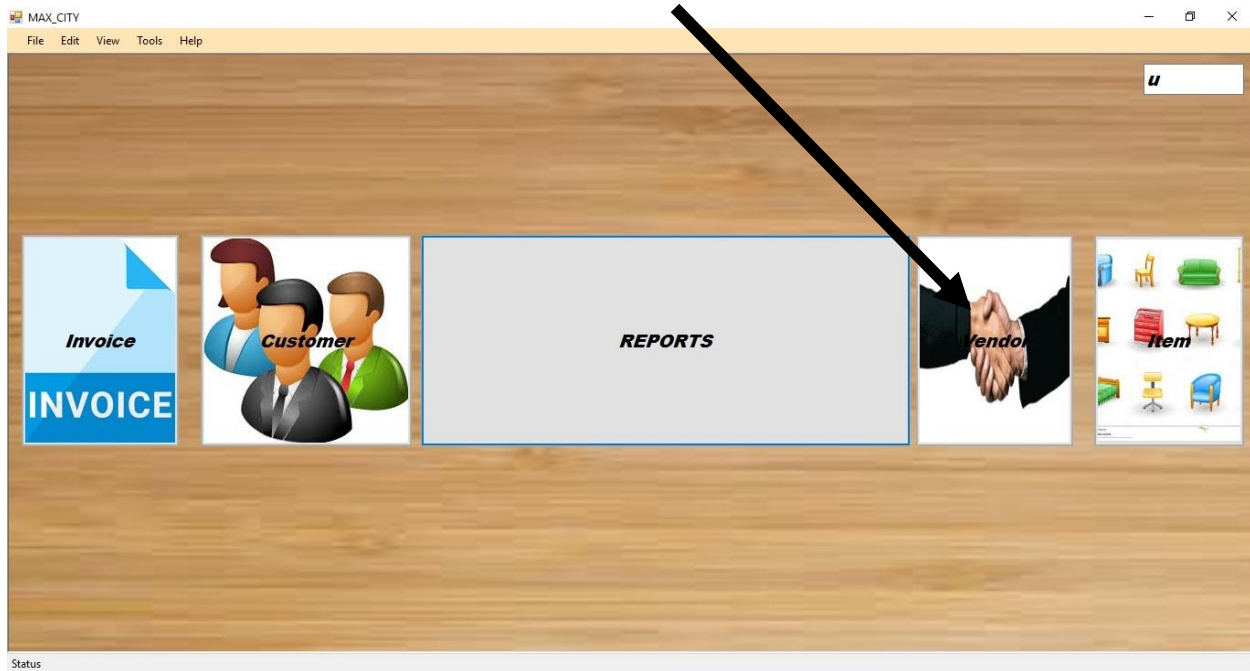
Quantity :-

There are required fields in this form marked.

Save the Item's details by using *****.

By using ***** close this window.

How to create a new vendor?

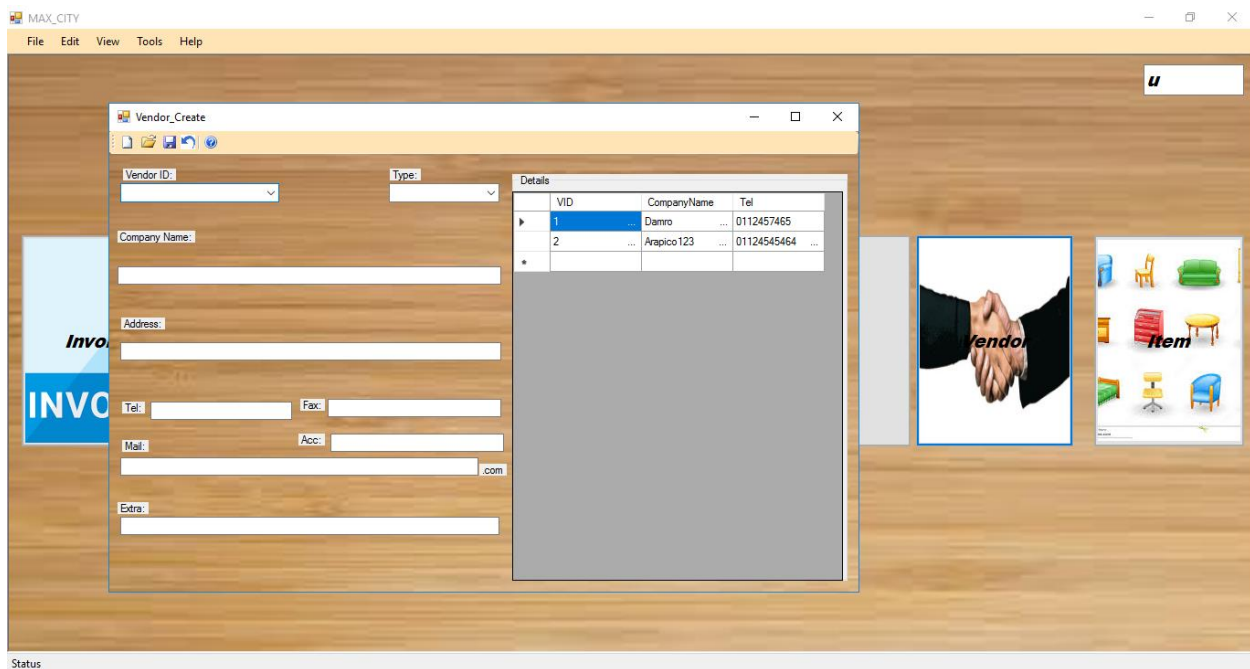


There are two methods to create a new customer.

Go to file → New → Vendor **Or**

Click the Vendor tab in the welcome screen.

(Then Vendor create window will be opened.)



The Vendor create dialogue box should fill per following guide lines.

Vendor ID :- ID of salesman.

Type :-

Company Name :-

Address :-

Tel :-

Fax :-

Acc :-

Mail :-

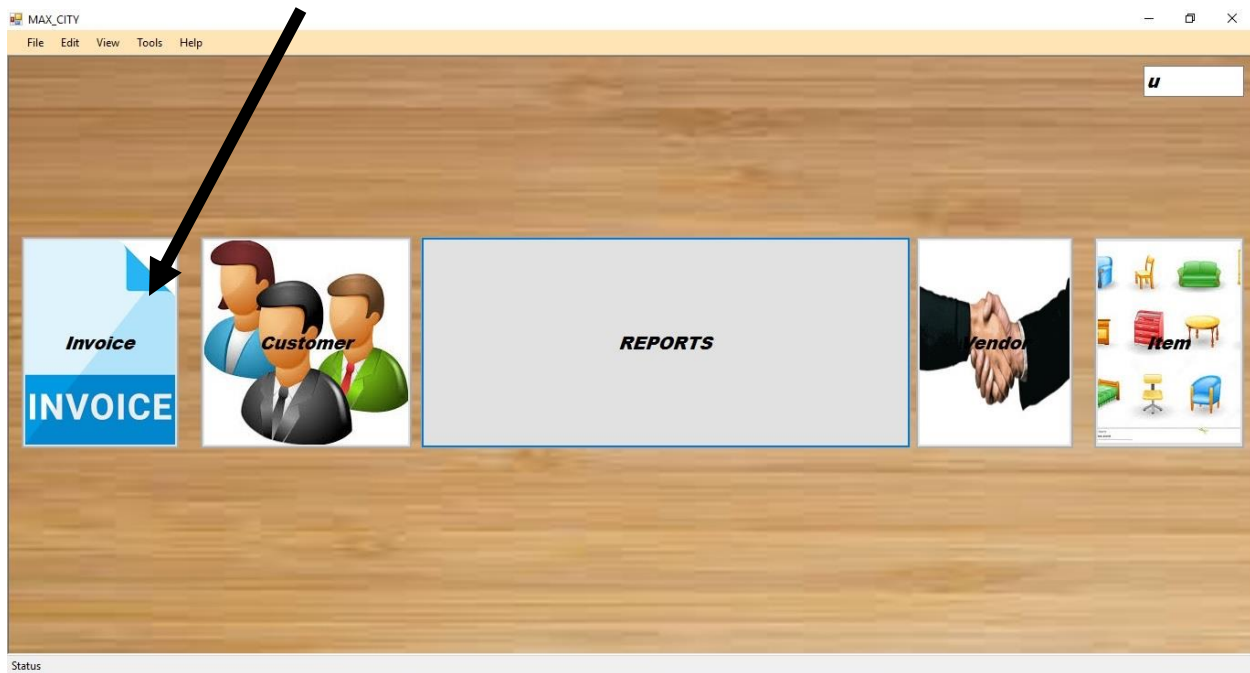
Extra :-

There are required fields in this form marked.

Save the Vendor's details by using *****.

By using ***** close this window.

How to create Invoice?



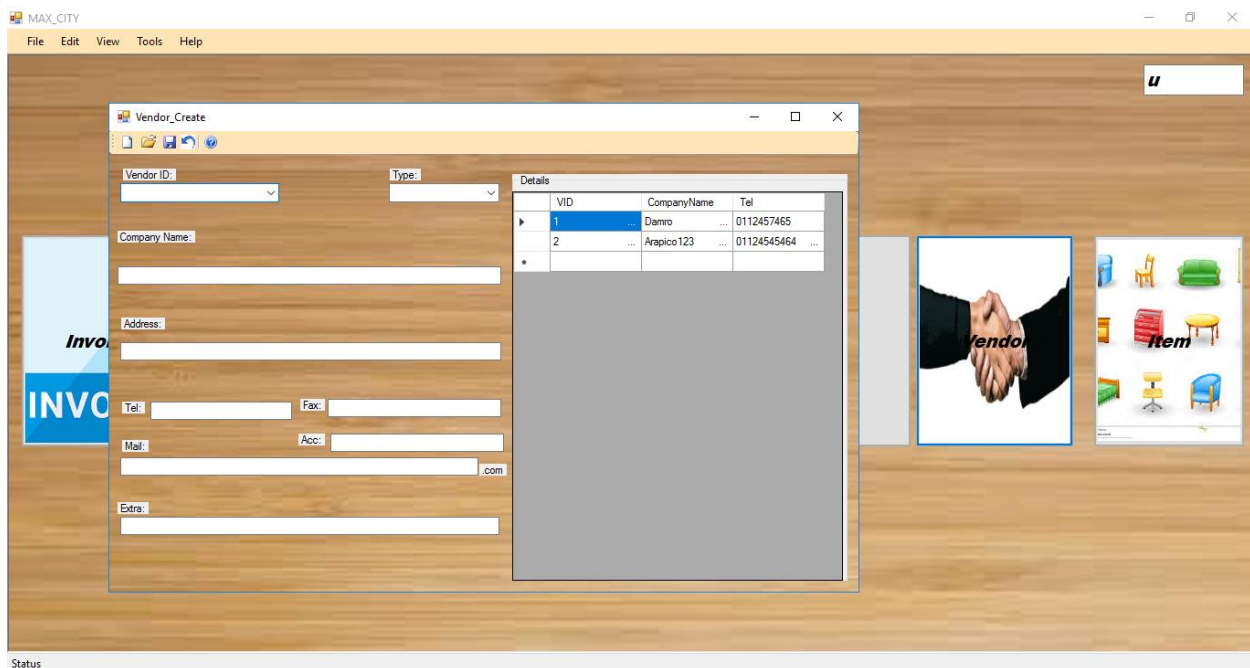
How to create a new vendor?

There are two methods to create a new customer.

Go to file → New → Vendor Or

Click the Vendor tab in the welcome screen.

(Then Vendor create window will be opened.)



It should fill per following guide lines.

Invoice No :- It will be filled automatically.

CID :- The customer ID which was created. (Give the CID then search) Then Name, Address, Type, Contact Number will be filled automatically.

Then click on the Name and press Enter Key. After you can type item code.

Insert item code and press Search button. Then Item & Price will be filled.

Quantity :- Number of items will be able to buy.

After insert the Quantity, click on the Add button.

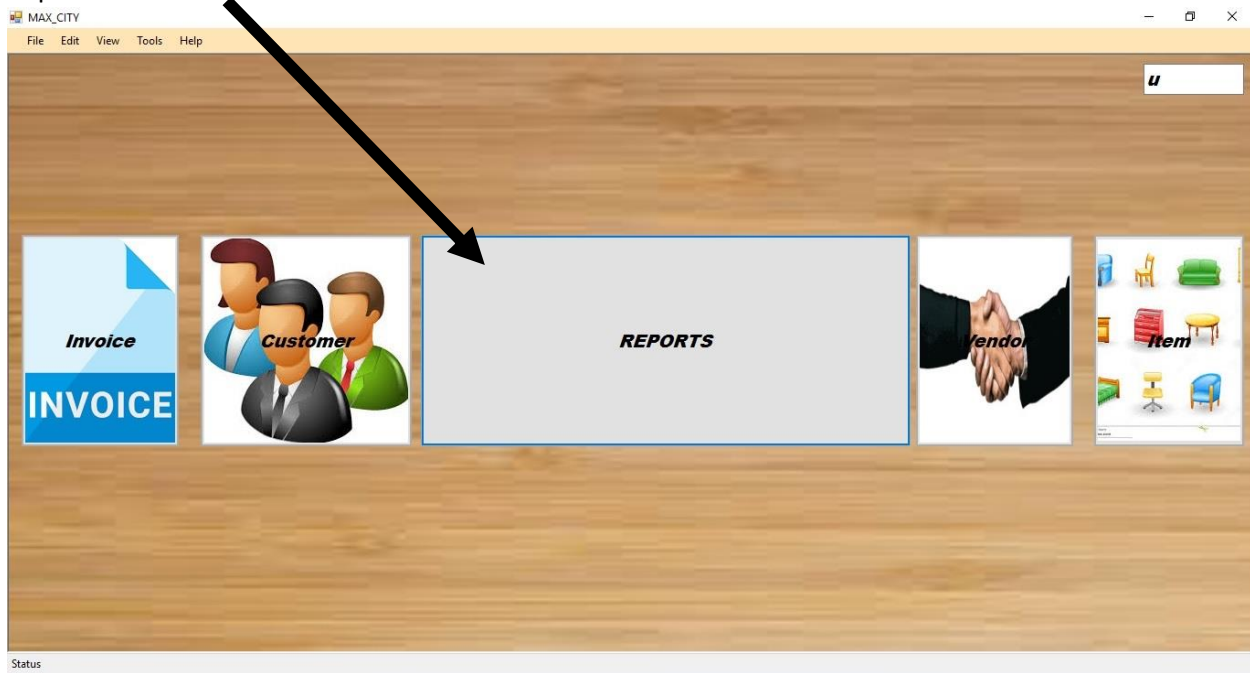
There are required fields in this form marked.

Save the Invoice details by using *****.

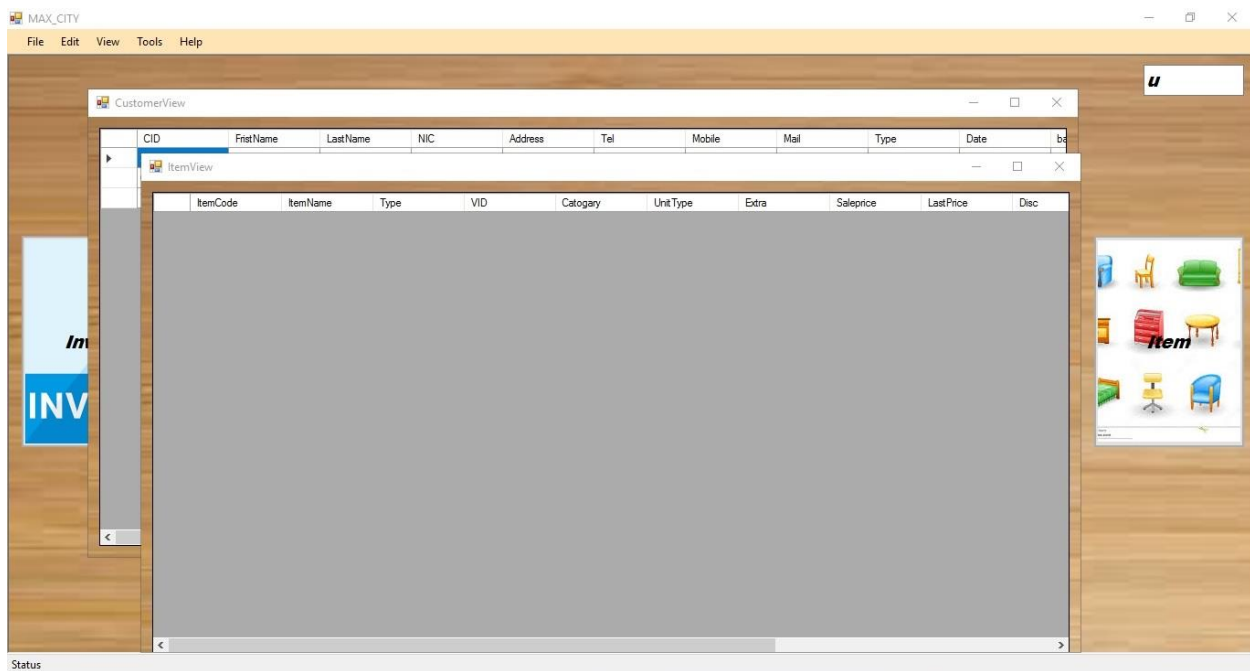
Click on the ***** button to clear the invoice.

Print the invoice by using ***** and use the ***** button to preview the print page.

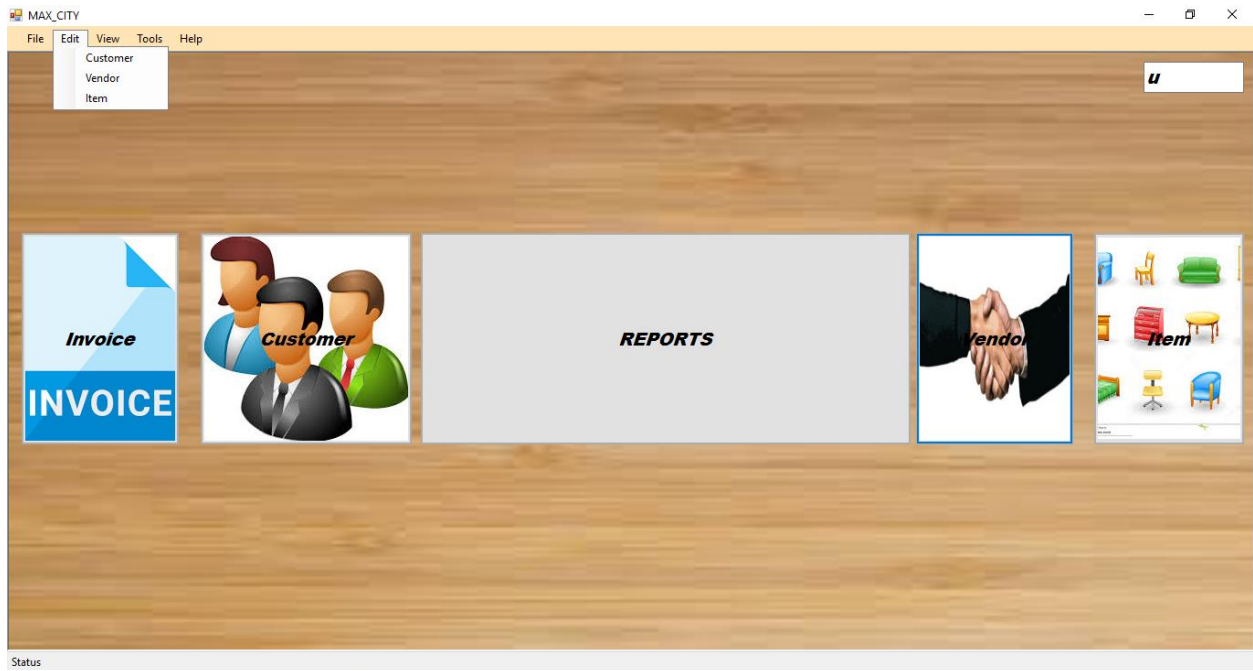
Reports



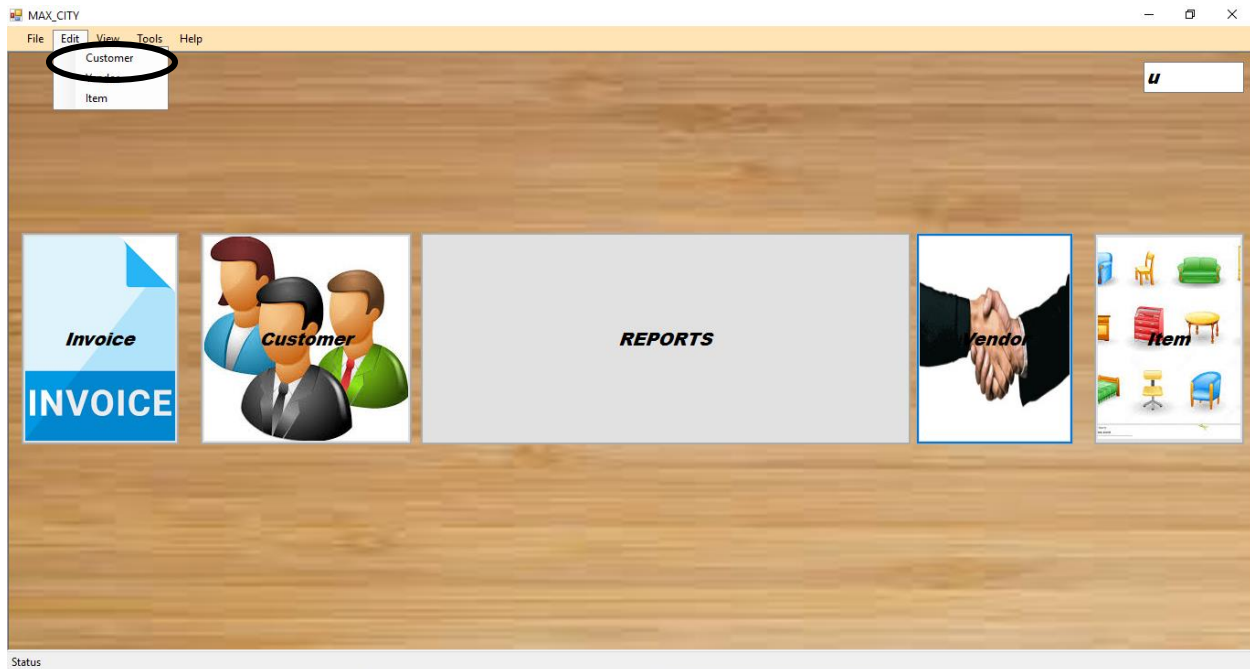
Use Report tab on the welcome screen to preview Customer(s) who should pay balance & Item(s) which is less than or equal of 10 on the store.



How to update the data?

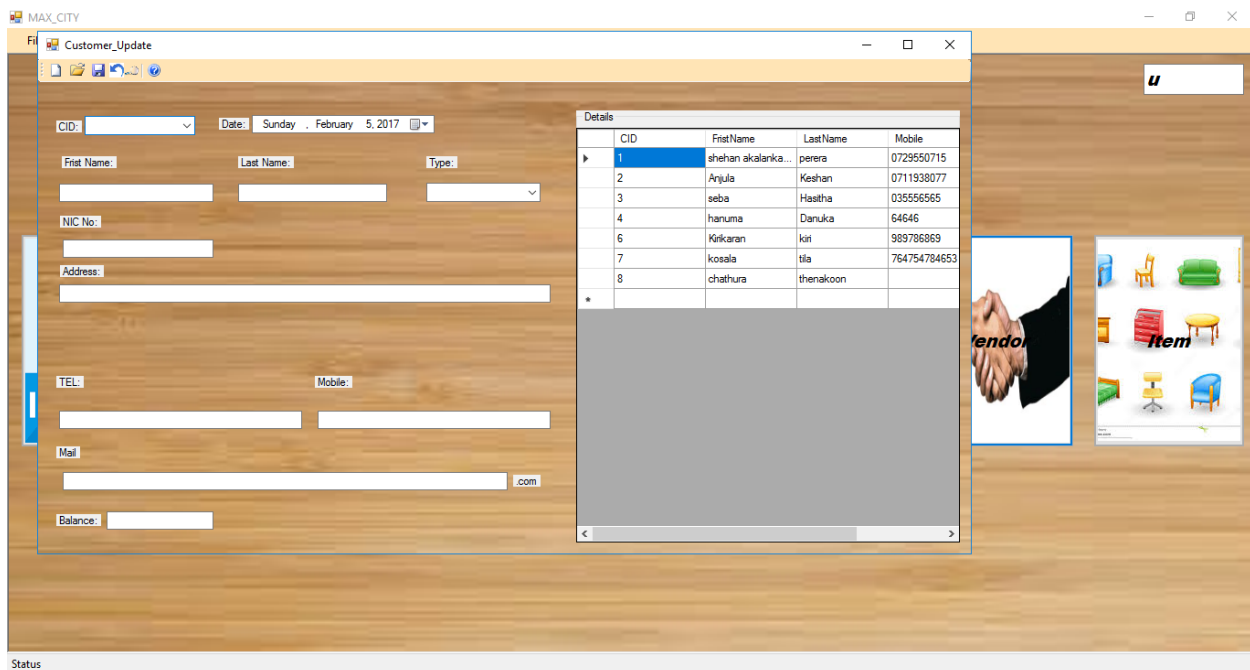


How to update Customer's details?



Go to Edit → Customer

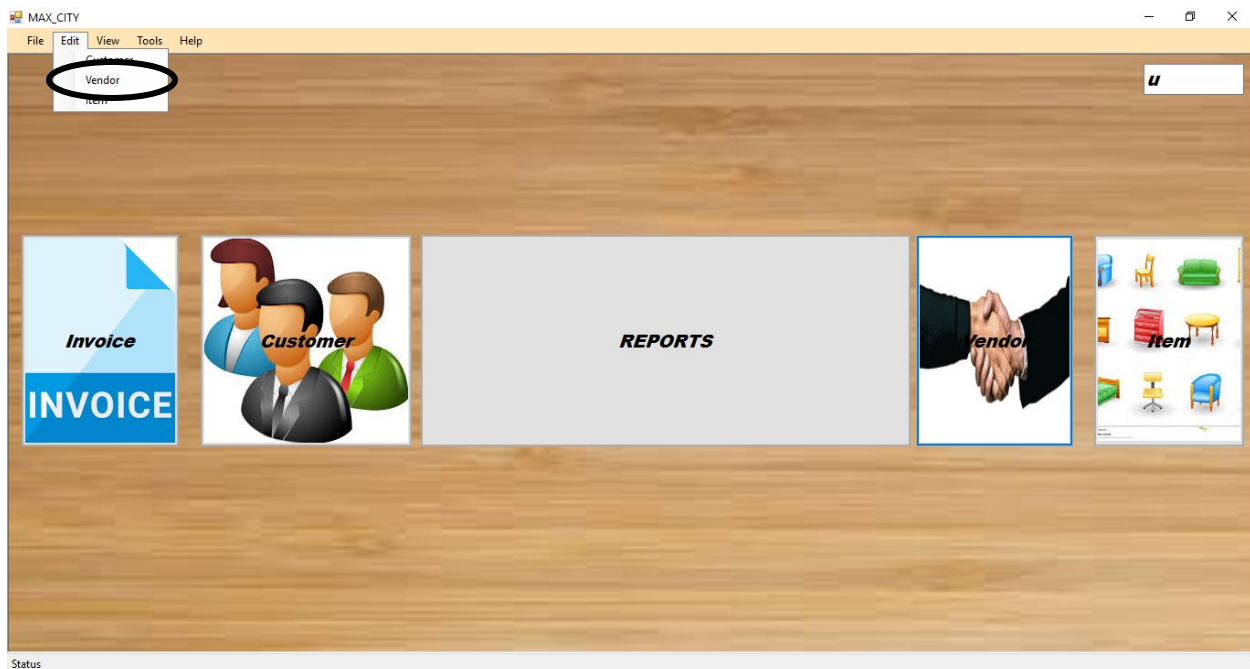
Then following window will be opened.



Type or select the Customer's Id on the CID text box and click on the ***** icon.

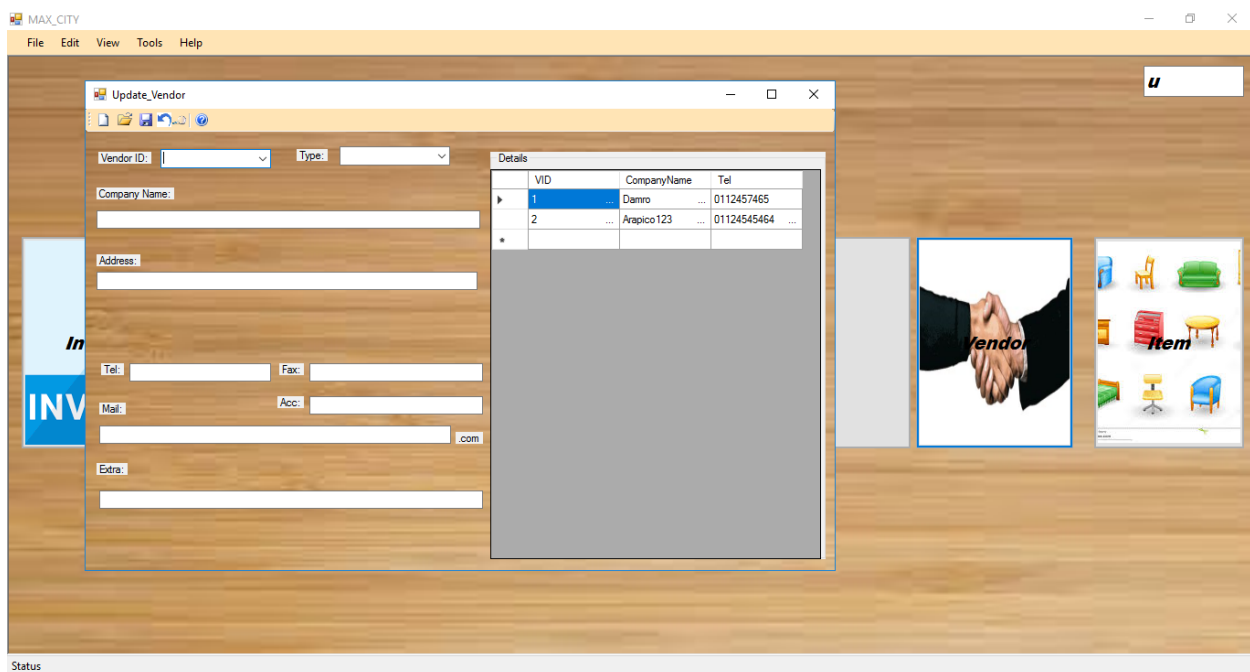
Update require details and press on the ***** icon. And use *** to close the window.

How to update Vendor's details?



Go to Edit → Vendor

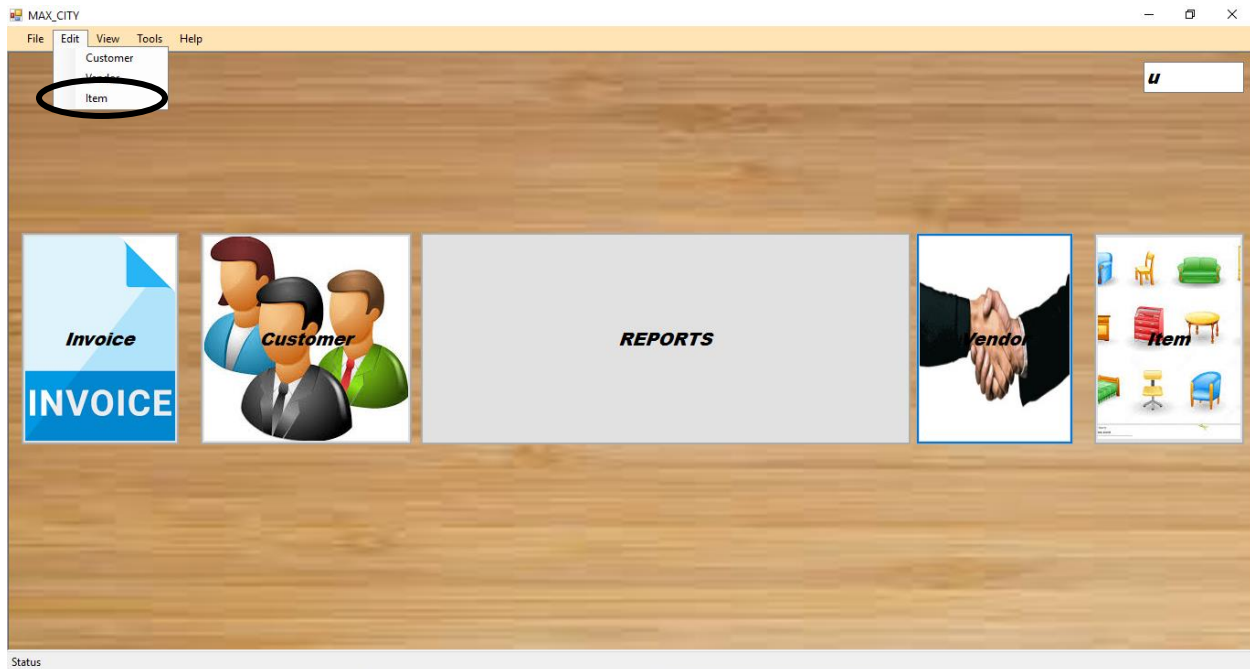
Then following window will be opened.



Type or select the Vendor's Id on the Vendor ID text box and click on the ***** icon.

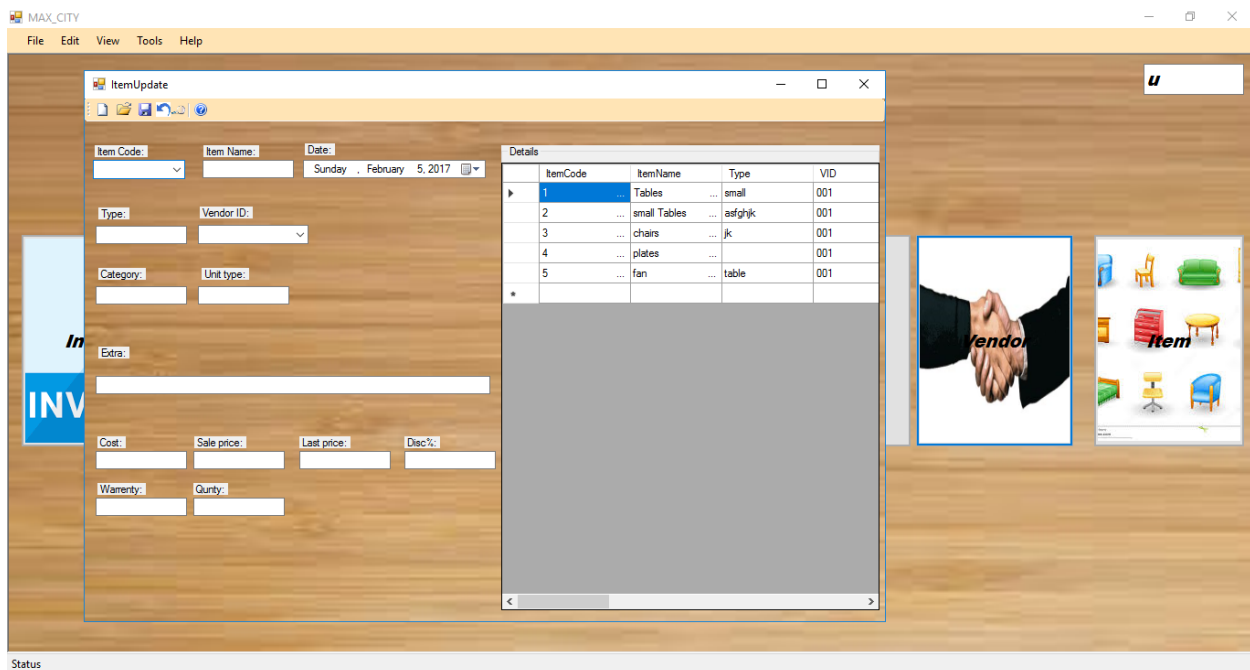
Update require details and press on the ***** icon. And use *** to close the window.

How to update Item's details?



Go to Edit → Item

Then following window will be opened.



Type or select the Item Code on the Item Code text box and click on the ***** icon.

Update require details and press on the ***** icon. And use *** to close the window.

How to preview details?