AGNI BILLING SOFTWARE

USER MANUAL

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# INTRODUCTION

## Purpose

This document is intended to help the user to understand how to install and how to use the Agni Billing Software. Please read carefully all the details from this document to use the software most effectively.

In this document, the terms “Agni Billing Software” and “Agni Billing Application” are used interchangeably and they both mean the same.

## About Agni Billing Software

The Agni Billing Software is a billing management system which runs on windows platform. This software is specifically designed for ‘Agni Designs’ firm based on the customer requirements, but can be used for other customers too with customizations.

## Key Features

* Customer Management
* Product Management
* Billing Management
* Payment Management
* Customized Search and Reports
* Includes GST Provisions
* Secured with User Credential and User Management
* Scalable and Faster with Modern UI
* Easy to use

# INSTALLATION

## Hardware Requirements

Hard Disk / Physical Storage (Free Space Required): 4 GB

RAM (Total available): 2 GB

## Software Requirements

Microsoft SQL Server Express 2014 or Later.

Microsoft .NET Framework 4.5 or Later

SAP Crystal Reports runtime engine for .NET Framework

Agni Billing Software

## Getting the Softwares

Except the Agni Billing Software, the other softwares can be found on internet or purchased from the respective manufacturers. Agni Billing Software is provided by ElangoTechnologies.

## Installing SQL server Database and .Net Framework

Installing the SQL Server and .NET Framework is little tedious process and it is not covered in this document. This is not covered here because it is generic and not specific to Agni Billing Software. The installation procedure for these softwares are available on the web widely and can be followed.

## Installing Agni Billing Software

The step by step guidance are given below.

Launch the setup by double clicking the “Setup.exe” file which is given for Agni Billing Software.

Welcome screen will be shown as in below.

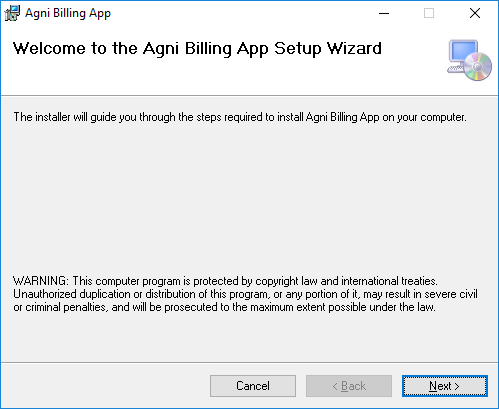


Figure 2.5‑1 Installation welcome screen

Click “Next”. Next option would be selecting installation folder in your system.

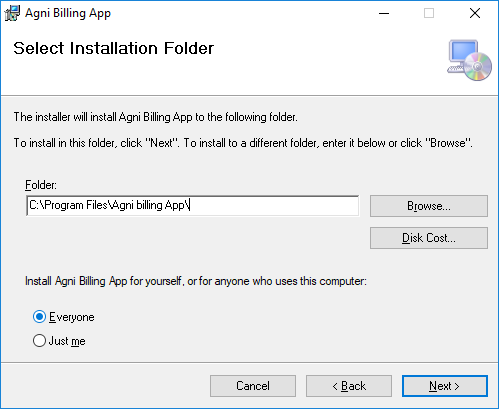


Figure 2.5‑2 Installation folder selection

Once the desired installation folder is selected then click “Next” Button. Installation confirmation dialog will be shown now.

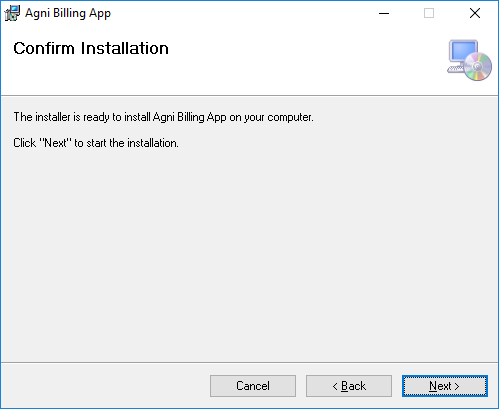


Figure 2.5‑3 Confirm Installation Dialog

Click “Next”. If system warns about this application is trusted or not, just click “OK”. Then the installing progress will be shown.

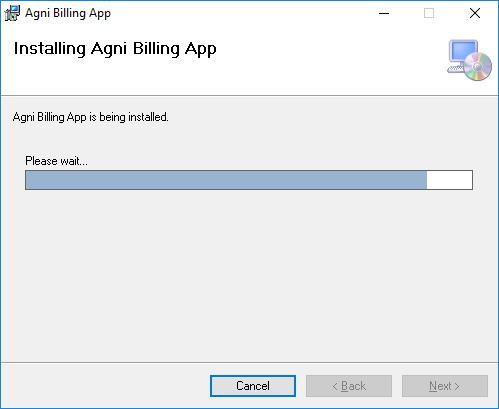


Figure 2.5‑4 Installation progress Dialog

Once the application is installed, you will get the installation complete dialog.

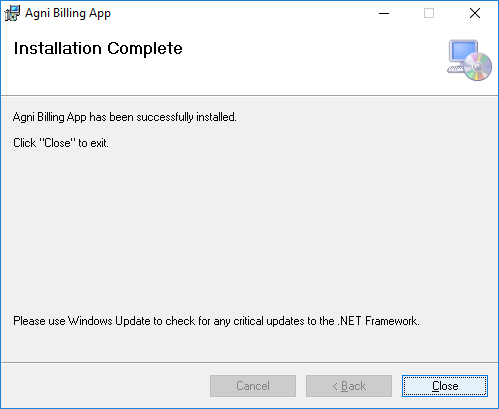


Figure 2.5‑5 Installation Competed Dialog

Click “Close”. Now the Agni Billing Software is installed in your system successfully. This will create an entry in start menu and also a shortcut on the desktop. The entry name will be “AgniBillingApp” and using this the Agni Billing Software can be launched.

# GETTING STARTED

## Launch Application

The application can be launched either from start menu entry or from the desktop shortcut. Whenever the application is launched you will be greeted with the following welcome screen. Once this welcome screen dismissed automatically between 2 to 3 seconds, the Login screen will be followed immediately.



Figure 3.1‑1 Agni Billing Software Welcome Screen

## Login

In Login screen, you can either select one of the available users from the list or manually type the user name. Once selected/entered the user name then you should enter the respective password for that user.

Now clicking on the “Login” button or pressing “Enter” key would validate the username and password and if the entered data are correct you will be taken to the main application screen. This will be discussed in-detail in a separate section.

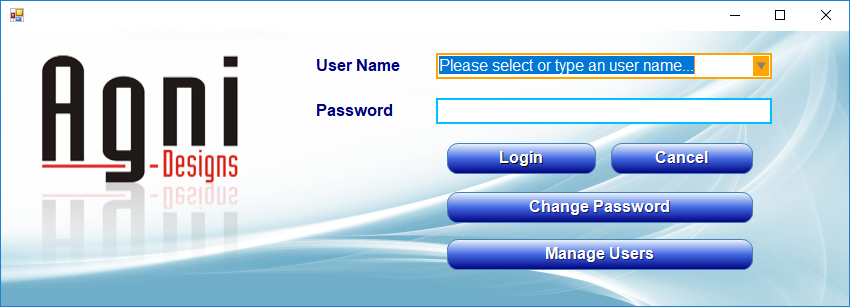


Figure 3.2‑1 Login Screen

When you click the “Change Password” button you will be taken to the change password screen.

When you click the “Manage Users” button you will be taken to the User Management screen. But you must enter a valid user name and password before clicking on the “Manage Users” button. Only if they are valid then you will be allowed to proceed.

**Keyboard Shortcuts:**

Enter – Login into the application. Clicking on the “Login” button would do the same.

Esc – Close the Agni Billing Application. Clicking on the “close” button on the top-right corner or clicking on the “Cancel” button also would do the same.

## Change Password

To change the password, you need to enter valid username and then respective old password. Then you need to enter the new desired password in New Password field. Repeat the same password in Re-Type Password field. They must be same. When you click on “Confirm” button or press “Enter” key, the application will validate all the details that you have provided. If the validation is success then the password will be updated in the system. From that time onwards you need to use new password for login.

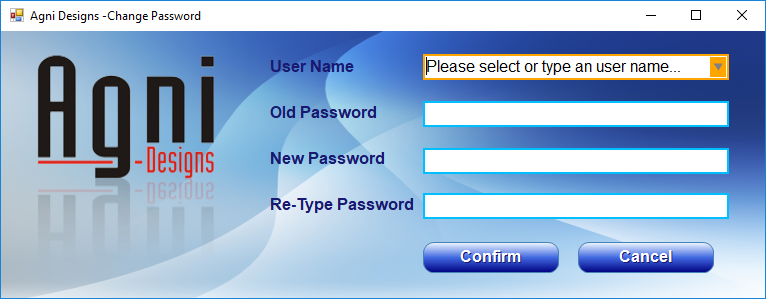


Figure 3.3‑1 Change Password Screen

**Keyboard Shortcuts:**

Enter – Confirm the password update. Clicking on the “Confirm” button would do the same.

Esc – Close the Change Password screen and bring back the Login Window. Clicking on the “close” button on the top-right corner or clicking on the “Cancel” button also would do the same.

## Manage Users

You need to provide the user credentials to enter into this screen.

There are two type of users. 1) Administrator 2) Guest

If you are an administrative user then you will have privileges to create, update and delete user. Guest users only can view the users, but cannot modify them.



Figure 3.4‑1 Manage Users – Main Screen



Figure 3.4‑2 Mange Users - User Creation Screen

**Keyboard Shortcuts:**

Enter – Shows Create User screen. Pressing Enter key again in Create User screen will be considered as “confirm” button clicked for confirming the user creation.

Esc – Close the Manage Users screen and bring back the Login Window. Clicking on the “close” button on the top-right corner or clicking on the “Cancel” button also would do the same.

# SOFTWARE OVERVIEW

## The Main Screen

When you enter into the application after successful login, you will be seeing the application Main Screen. The main screen is split into 7 tabs where each tab represents a screen and each screen is to manage a specific set of related operations.

The 7 screens are listed below

1. Customers
2. Designs
3. Billing
4. Payments
5. Reports
6. Settings
7. Help

Each of these screen are explained in detail in upcoming sections.

Switching between these screens will clear the unsaved data in the previous screen. Therefore it is advised to complete the operation before switching to another screen.

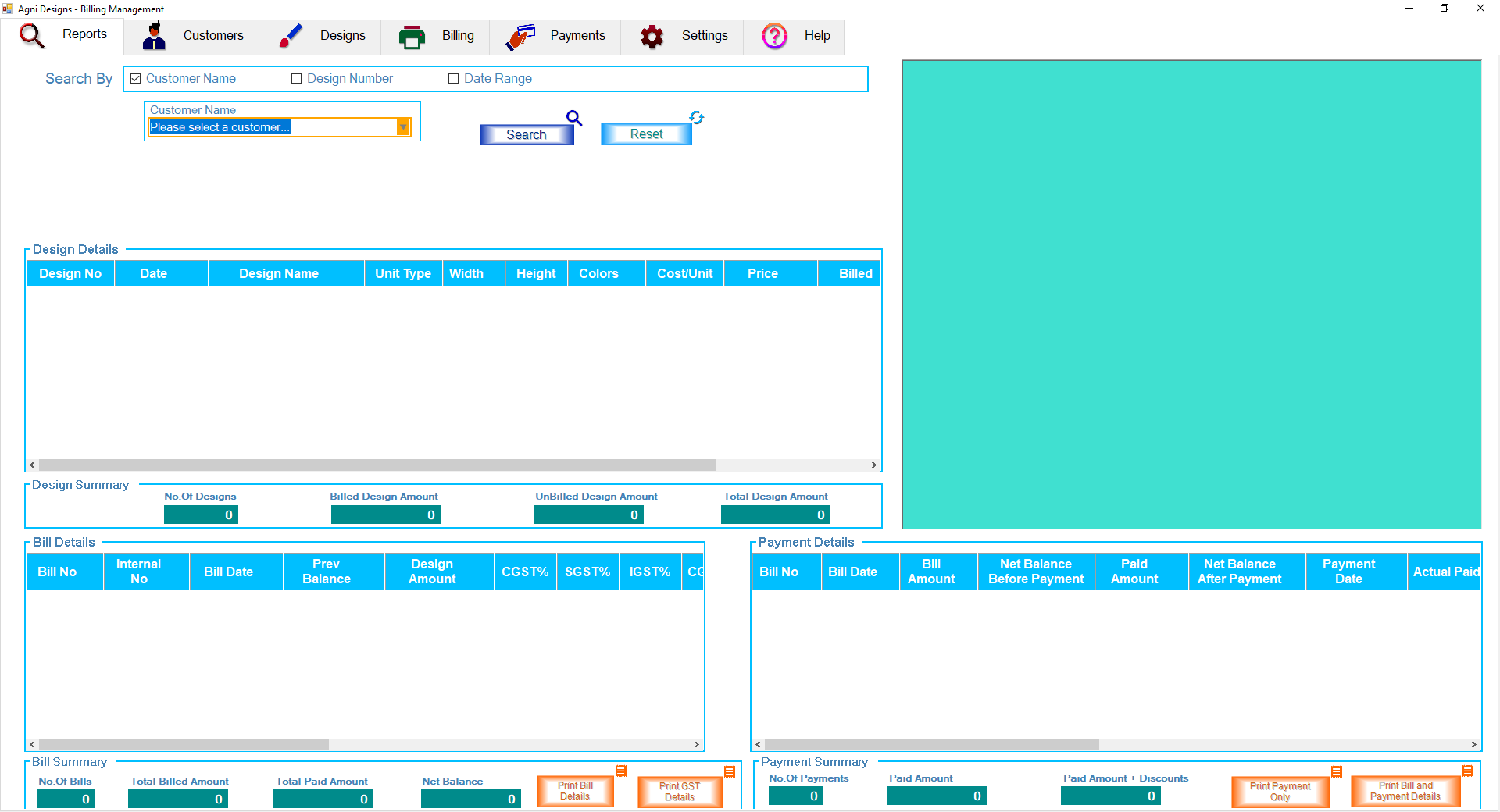


Figure 4.1‑1 The Main Screen after login

When you close this application by Alt + F4 or by clicking the cross button on right top corner, the application will show confirmation dialog to confirm the closing.

## Keyboard

**Alt + R or Alt + 1** – Reports screen will be shown

**Alt + C or Alt + 2** – Customers screen will be shown

**Alt + D or Alt + 3** – Designs screen will be shown

**Alt + B or Alt + 4** – Billing screen will be shown

**Alt + P or Alt + 5** – Payments screen will be shown

**Alt + S or Alt + 6** – Settings screen will be shown

**Alt + H or Alt + 7** – Help screen will be shown

# MANAGE CUSTOMERS

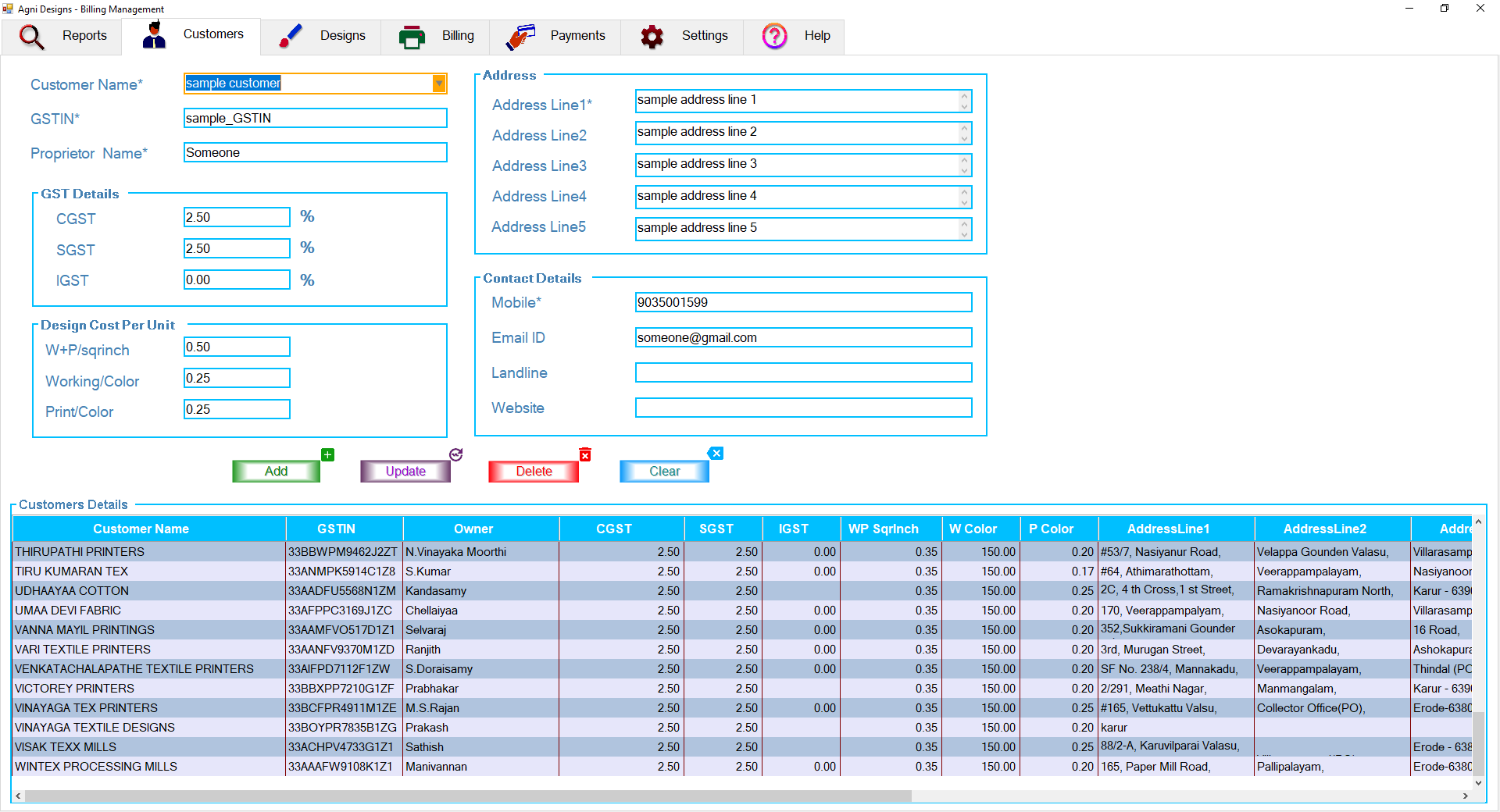
## Description

Using the customer screen, you can manage the customers. Managing customers includes creating, modifying and deleting the customer records in the application. In this screen customer contact details like the address, phone and email id are captured. Other customer specific data like the GST percentage, design cost per unit also captured in this screen.

All the customer records will be shown in a table in the bottom of the *Customers* screen.

Whenever you add, update or delete any customers from this screen, the updated data will reflect in the customers table shown at the bottom of this screen and also in all other screens wherever customer records are shown.

The details captured in this screen will be used in bills and all reports for that customer.

Figure 5.1‑1 Manage Customers Screen

## Permission

Only administrative users can create, update and delete the customer records.

The guest users can only view the customer details, but cannot create, update and delete it.

## Fields

~~All fields in the Customer screen are self-explanatory. So it will not be explained in detail here.~~

Explain fields

## Viewing Customer

You can select a customer from the first field described as “Customer Name”. Either you can select one of the items from the drop down list or you can directly type the customer name. When you start typing the customer name, the field will filter and show only the customers who matches with the typed text.

You can also select a customer by clicking on a row from the customers table shown in the bottom of the screen.

Whenever you select a customer as described above, all the details of that customer will be populated and shown in the respective fields.

## Creating Customer

Fields which are mandatory are marked with an asterisk symbol (\*) next to the field description. You must enter the mandatory fields to create a customer record. Otherwise the software will show the error and will take the focus directly to the missing field.

Customer name is unique. So you cannot create more than one customer with identical name.

Once you have entered the data in required fields, clicking on “Add” button or pressing “Enter” key from keyboard will create the customer record.

## Updating Customer

Customer details can be updated by clicking the “Update” button after entering the required details. You can modify the customer name also.

## Deleting Customer

Deleting a customer from Customers screen will remove all the data which belongs to that particular customer. This includes the customer contact details, designs, bills and payments for that customer. This is operation is not reversible, so please take precautions before performing this operation.

When you attempt to delete the customer, the software will warn you about the deletion and also will ask for administrative user credential to perform this operation to avoid the accidental deletion.

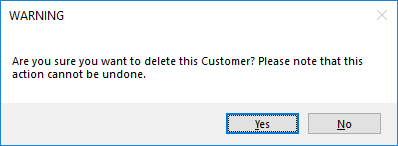


Figure 5.7‑1 Warning Message for Deleting Customer

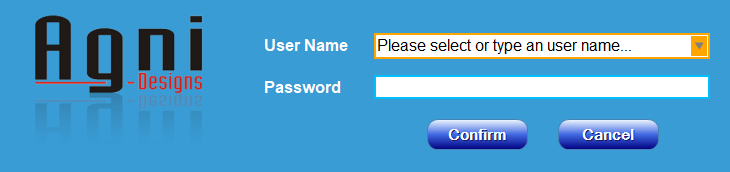


Figure 5.7‑2 User Authorization for Deleting Customer

## Keyboard

TAB Key – Pressing “Tab” key will move the cursor focus to next field in the *Customers* screen. This will help you to traverse through all the fields in the *Customers* screen and enter the data without using the mouse.

Enter Key – Pressing “Enter” key will add the customer, if all the mandatory fields are filled. This is same as clicking the “Add” button.

# MANAGE DESGINS

## Description

Using Designs screen you can manage the designs. You can also store a design image for each design.

Managing designs includes creating, modifying and deleting the design records in the application. Designs are associated with the customer.

All the design records of a selected customer will be shown in a table in the bottom of the *Designs* screen. Whenever you add, update or delete any designs from this screen, the updated data will reflect in the designs table in this screen.

The designs from this screen will be used for billing in billing screen. The billed designs will be marked as billed in the designs table in this screen to identify which designs are billed and which are not yet billed. The unbilled designs will be considered for the next billing.

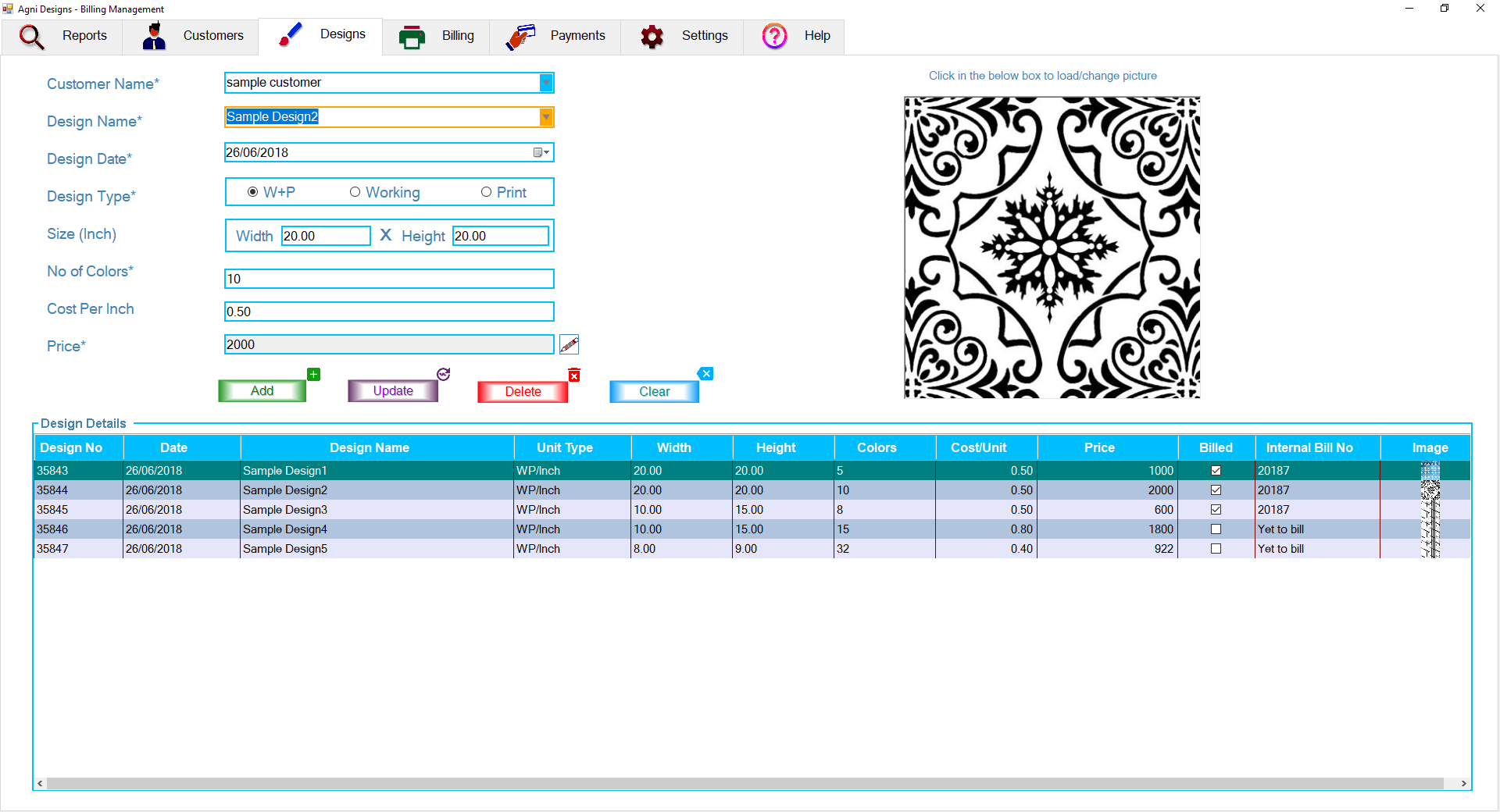


Figure 6.1‑1 Manage Designs Screen

## Permission

Only administrative users can create, update and delete the design records.

The guest users can only view the design details, but cannot create, update and delete it.

## Fields

Customer Name – List of customers to select.

Design Name – List of designs created for the selected customer.

Design Date – The date when design is created.

Design Type – The type of the designs. Can be 3 types i.e. Working, Print and Working+Print.

Size (Inch) - The width and height of the design.

No. Of Colors – The number of colors in the design.

Cost Per Inch – The cost per inch of the design.

Price – The price of the design which is multiplication of size, no. of colors and cost per inch fields. By default this field is not editable. However, by clicking the edit icon near to this field will make this filed editable.

Design Image Box – This is a square box shown on the right side of the screen. When you click on this box a file browser dialog will be shown to select the design image from your computer. The selected image will appear in the design image box.

## Viewing Design

You need to select a customer from the first field described as “Customer Name” to populate the list of designs specific to that customer in the design name field and also in the designs table shown in the bottom of the screen. Once the design name list is populated, then you can select a design from the design name field. The customer name and the design name can also be typed to filter out the matching entry from the list.

You can also select a design by clicking on a row from the designs table shown in the bottom of the screen.

Whenever you select a design as described above, all the details including the design image of selected design will be retrieved and shown in the respective fields.

When you move the mouse over the design image box or the design image column in the design table, the design image will be magnified and shown as big image in separate popup window. This will help you to see the design image clearly.

## Creating Design

Fields which are mandatory are marked with an asterisk symbol (\*) next to the field description. You must enter the mandatory fields to create a design record. Otherwise the application will show the error and will take the focus directly to the missing field.

Design name is not unique. A customer can have multiple designs with same design name.

Once you have entered the data in required fields, clicking on “Add” button or pressing “Enter” key from keyboard will create the design record for the selected customer.

## Updating Design

All the design details can be updated by clicking the “Update” button after entering the required fields.

## Deleting Design

Only unbilled designs can be deleted. When you try to delete the billed designs, you will get the following message.

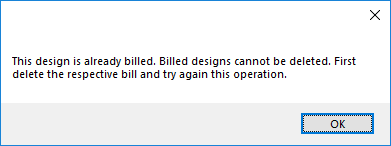


Figure 6.7‑1 Error message when deleting the billed design

If you want to delete the billed design then you need to first delete the bill record in which this design is billed. Remember, to delete a bill, the bill should not have already paid. If the bill is paid then you need to delete the payment first and then delete the bill and then delete the design. Please note that payment records can only be deleted in the backwards i.e. the latest payment and then earlier payments.

For deleting design, the user authentication is not required.

## Keyboard

TAB Key – Pressing “Tab” key will move the cursor focus to next field in the *Designs* screen. This will help you to traverse through all the fields in the Designs screen and enter the data without using the mouse.

Enter Key – Pressing “Enter” key will add the design record, if all the mandatory fields are filled. This is same as clicking the “Add” button.

# MANAGE BILLING

## Description

Using Billing screen you can manage the bills. Managing bills includes creating, cancelling and deleting the billing records in the application. Bills are associated with the customer.

All the bill records of a selected customer will be shown in a table in the bottom of the *Billing* screen. Whenever you create, cancel or delete any bills from this screen, the updated data will reflect in the bill table in this screen.

The bills from this screen will be used for making payment in payments screen. Please note that the multiple payments can be made for single bill or multiple bills can be paid in single payment. This means when you make the payment in payment screen for a customer, all the pending bills till that date will be considered to calculate the pending amount.

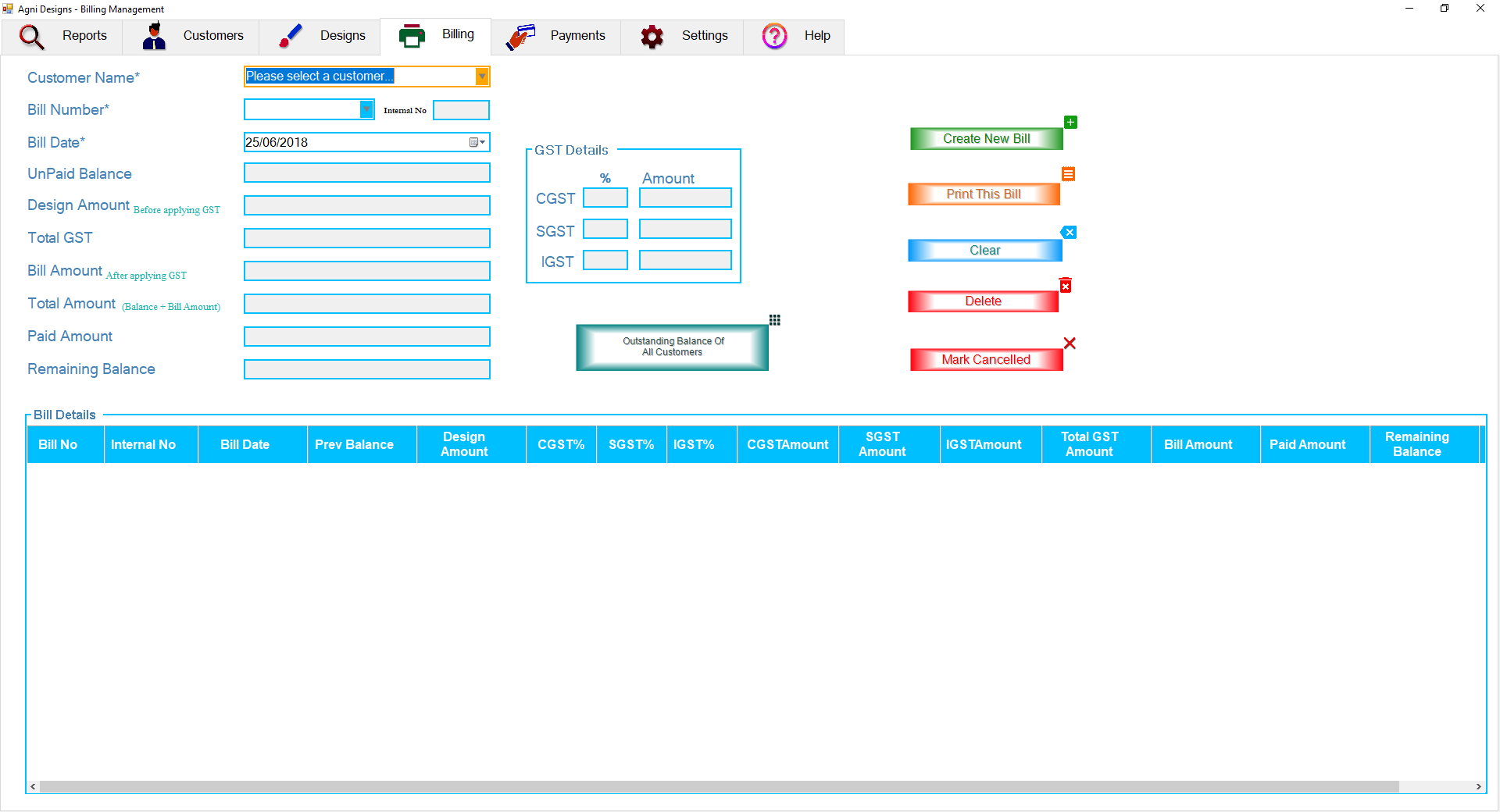


Figure 6.1‑1 Manage Designs Screen

## Permission

Only administrative users can create, cancel and delete the bill records.

The guest users can only view and print the bills, but cannot create, cancel and delete it.

## Fields

Customer Name – List of customers to select.

Last Bill No. – Last bill number for the selected customer. This is not editable field.

Last Bill Amount – Shows the last bill amount for the selected customer. This is not editable field.

Bill Number – List of

Internal No. -

Design Name – This will show the list of designs created for the selected customer.

Design Date – The date when design is created.

Design Type – The type of the designs. Can be 3 types i.e. Working, Print and Working+Print.

Size (Inch) - The width and height of the design.

No. Of Colors – The number of colors in the design.

Cost Per Inch – The cost per inch of the design.

Price – The price of the design which is multiplication of size, no. of colors and cost per inch fields.

Design Image Box – This is a square box shown on the right side of the screen. When you click on this box a file browser dialog will be shown to select the design image from your computer. The selected image will appear in the design image box.

## Viewing Bill

You need to select a customer from the first field described as “Customer Name” to populate the list of designs specific to that customer in the design name field and also in the designs table shown in the bottom of the screen. Once the design name list is populated, then you can select a design from the design name field. The customer name and the design name can also be typed to filter out the matching entry from the list.

You can also select a design by clicking on a row from the designs table shown in the bottom of the screen.

Whenever you select a design as described above, all the details including the design image of selected design will be retrieved and shown in the respective fields.

When you move the mouse over the design image box or the design image column in the design table, the design image will be magnified and shown as big image in separate popup window. This will help you to see the design image clearly.

## Creating Bill

Fields which are mandatory are marked with an asterisk symbol (\*) next to the field description. You must enter the mandatory fields to create a billing record. Otherwise the application will show the error and will take the focus directly to the missing field.

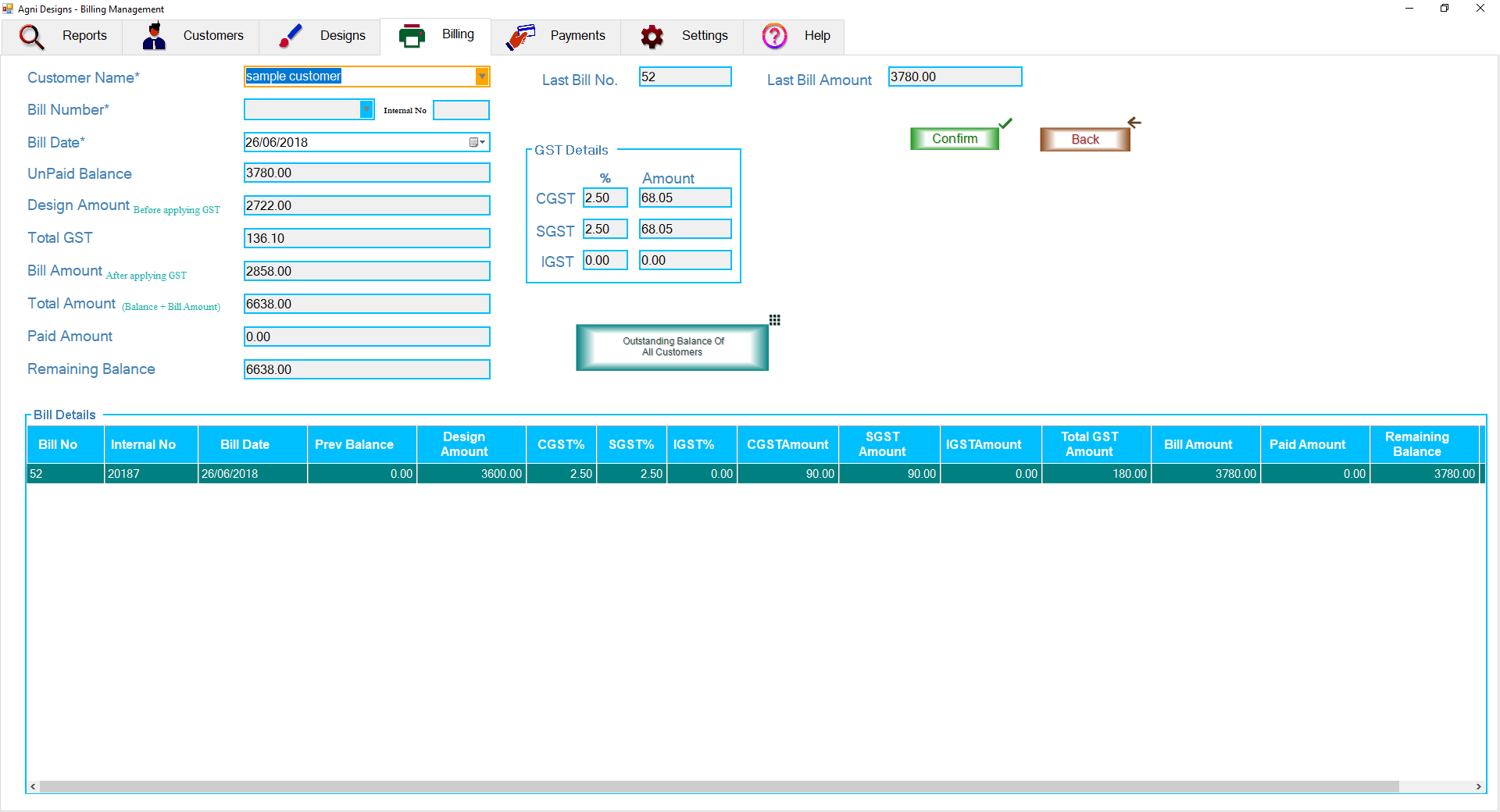
Remember that you must have at least one unbilled design to create a new bill.

To create a bill, first you need to select customer to whom you want to create the bill and then click on the “Create New Bill” button or you can press Enter key to create a bill.

When you create a bill, the bill amount is always rounded to nearest whole number since sometimes the bill amount comes in decimal values.

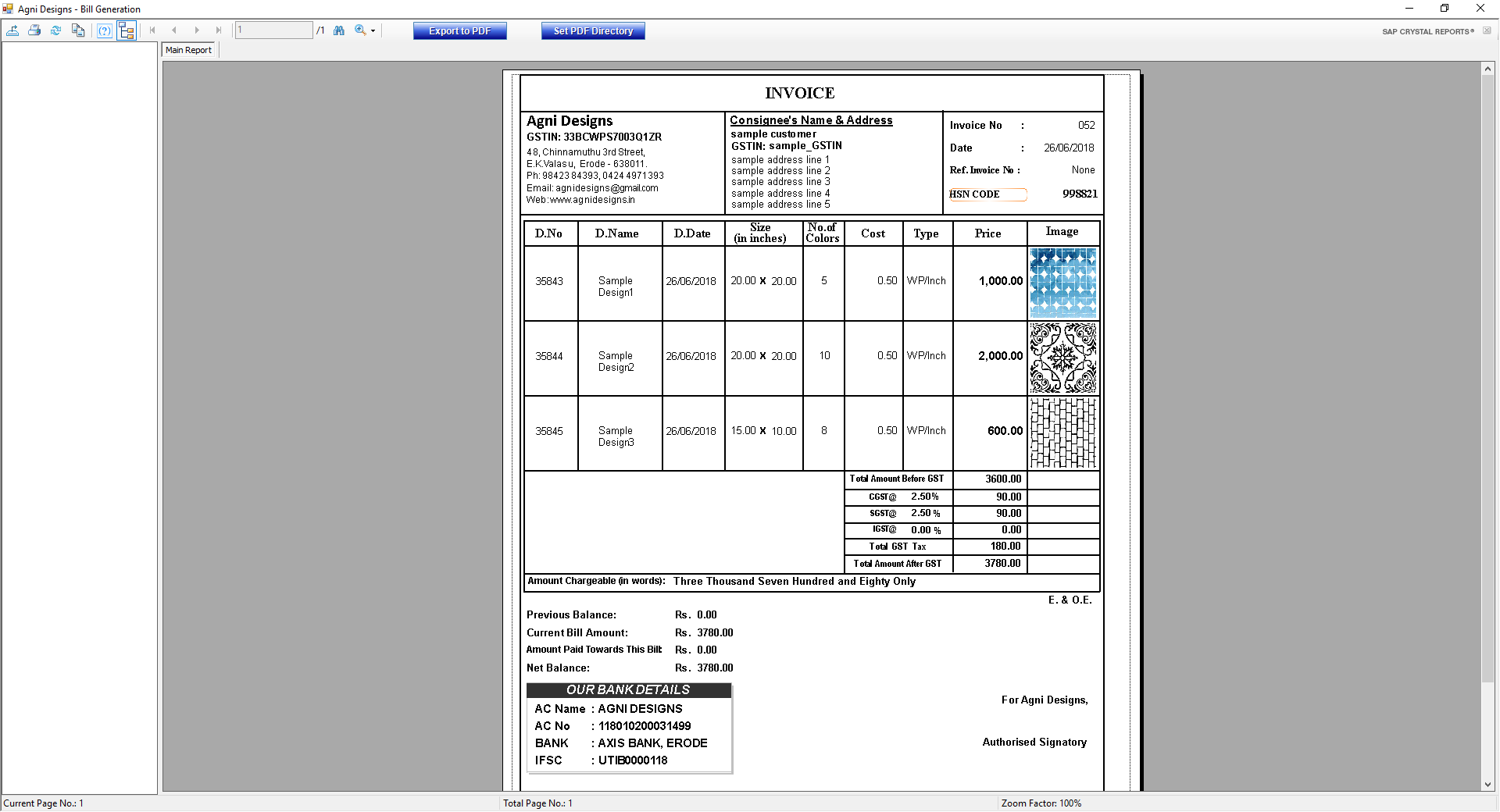
Each time when you create the bill a bill number is assigned to that bill. This bill will be the continuation of previous bill number. You can reset this bill number back to 0 from Settings screen. This will be explained in the Mange Settings screen. Apart from this resettable bill number, there is one more internal bill number which is unique to differentiate the bills.

Once you have entered the data in required fields, clicking on “Add” button or pressing “Enter” key from keyboard will create the design record for the selected customer.



## Printing Bill

To print a bill, first you need to select the customer and then the bill belongs to that customer which you want to print. Once the desired bill is selected then you can click on the “Print This Bill” button. This will show the bill copy in new window as shown below.



From this window, you can print the bill using the print button from toolbar on top left. You can also export this bill as PDF to have soft copy of the bill.

## Deleting Bill

Only unpaid bills can be deleted. When you try to delete the paid bills, you will get the following message.

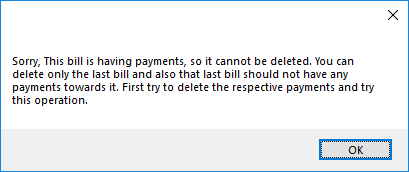


Figure 6.7‑1 Error message when deleting the billed design

If you want to delete the billed design then you need to first delete the bill record in which this design is billed. Remember, to delete a bill, the bill should not have already paid. If the bill is paid then you need to delete the payment first and then delete the bill and then delete the design. Please note that payment records can only be deleted in the backwards i.e. the latest payment and then earlier payments.

For deleting design, the user authentication is not required.

## Cancelling Bill

## Viewing Outstanding Balance of All Customers

## Keyboard

TAB Key – Pressing “Tab” key will move the cursor focus to next field in the *Designs* screen. This will help you to traverse through all the fields in the Designs screen and enter the data without using the mouse.

Enter Key – Pressing “Enter” key will add the design record, if all the mandatory fields are filled. This is same as clicking the “Add” button.

# MANAGE PAYMENTS

# MANAGE SETTINGS

# REPORTS

# Help