**Aims**

TL Security Ltd. Is a small electronic security products supplier based in the town of Leixlip, North County Kildare. This company delivers its products to its many customers located all around Ireland.

This company was first set up in 2002 and since then has been using paper document and file management to keep record of; client details, invoices, stock/price lists and ordering forms. As the business has grown the time this administration work has been taking up has increased and has become far too outdated.

The aim of this project is to create a system that is easy to use by both the supplier the customer using ICT to vastly improve the administration/stock control side of the business using computer applications such as “Microsoft Excel”.

1. I have created a simple to fill in **data capture form** for the customers to complete to place an order.
2. I have created a **stock/price list** for all products.
3. I have created a **client/customer list** for all account holders which contains; names, address, tel no., distance from leixlip, and account no.

**Aims (continued)**

I have created an **Invoice** template that the supplier must complete and issue to the customer.

* When the customers account number is entered, their full details including; name, address, tel no.,and how many miles away they are from Leixlip are automatically filled into their corresponding boxes.
* The date is also updated in its box each time an invoice is created.
* When a product code is entered into the invoice its description and unit price are automatically entered.
* The total price for each item is calculated and updated automatically after the quantity is entered for each.
* The gross value for all items is automatically calculated and updated.
* The invoice has the current VAT rate shown and calculates its value of the gross value and is entered and updated automatically.
* The company has a delivery charge which is if the customer lives less than 10km away then delivery is free but when they live over 10km its €20, over 50km its €50, over 100km its €80 and when they live over 200km away its €100. This is automatically calculated and entered for each customers invoice.
* The company gives a discount of 5% on the gross value if it is more than €450. This is automatically calculated and entered for each customers invoice.
* The total invoice price is then automatically entered and updated.