



Invoice Manager for Excel

Invoicing software for Excel and
Windows desktop

- 01 Easy to use Excel spreadsheet
template
- 02 Hundreds customizable invoice
formats
- 03 Invoices, payments, orders and
quotes ...

UNIFORM SOFTWARE LIMITED

<https://www.InvoicingTemplate.com>

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1. Quick Start Tutorial

What is it about?

This is a step-by-step quick example demonstrating how to create a customer, a product and an invoice in Invoice Manager for Excel.

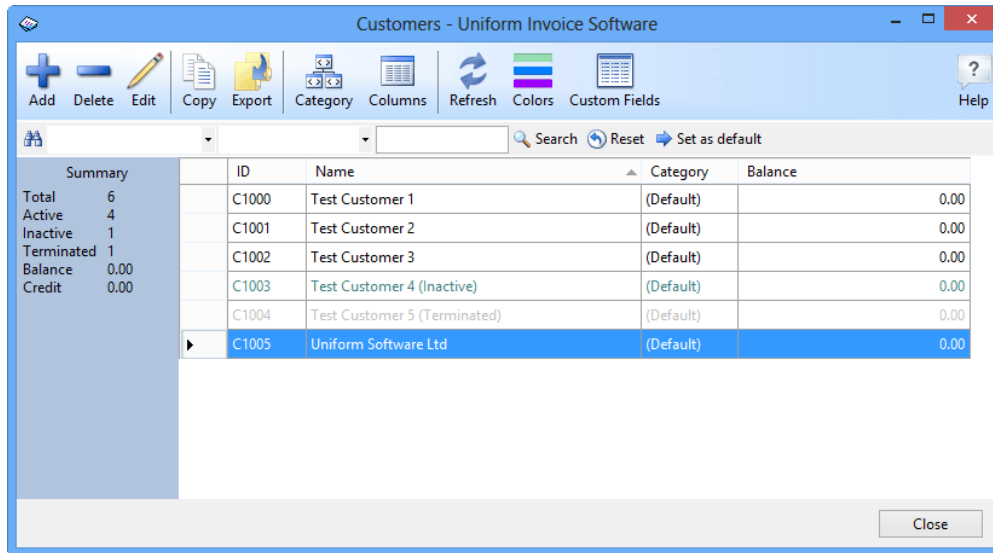
For a short movie tutorial, see [how to create an invoice](#).

Steps

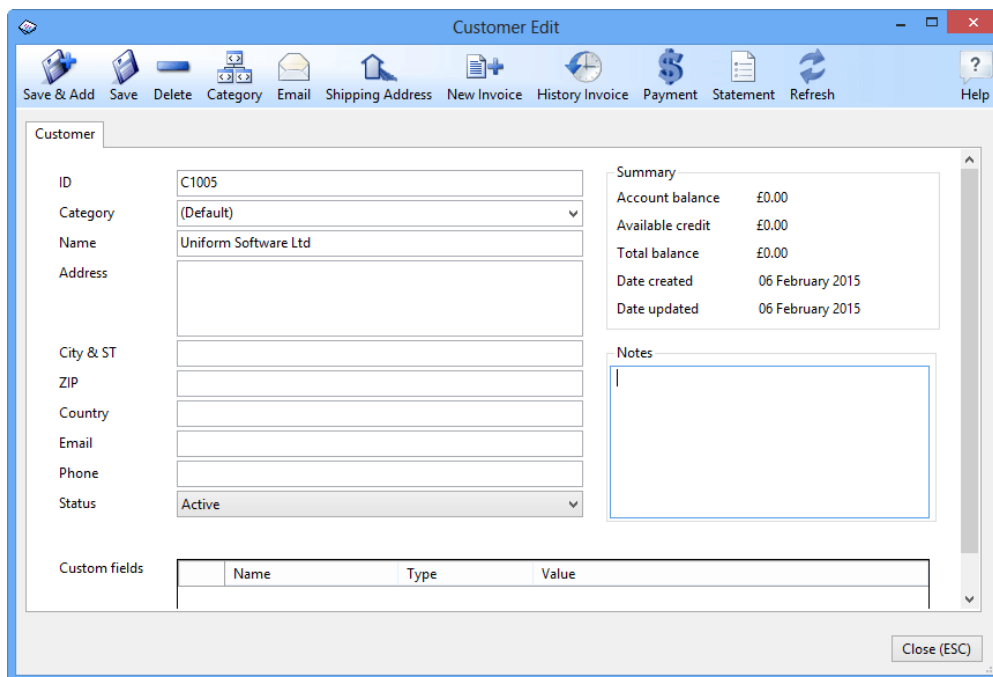
The screen shots in this tutorial are taken on Windows 10 and Excel 2016.

1. Open your template using the shortcut on Windows desktop. If you use the [standard template](#) shipped with Invoice Manager for Excel, it connects with the default "Sample.mdb" database.
2. Click and activate the Invoice worksheet if it is not activated yet.

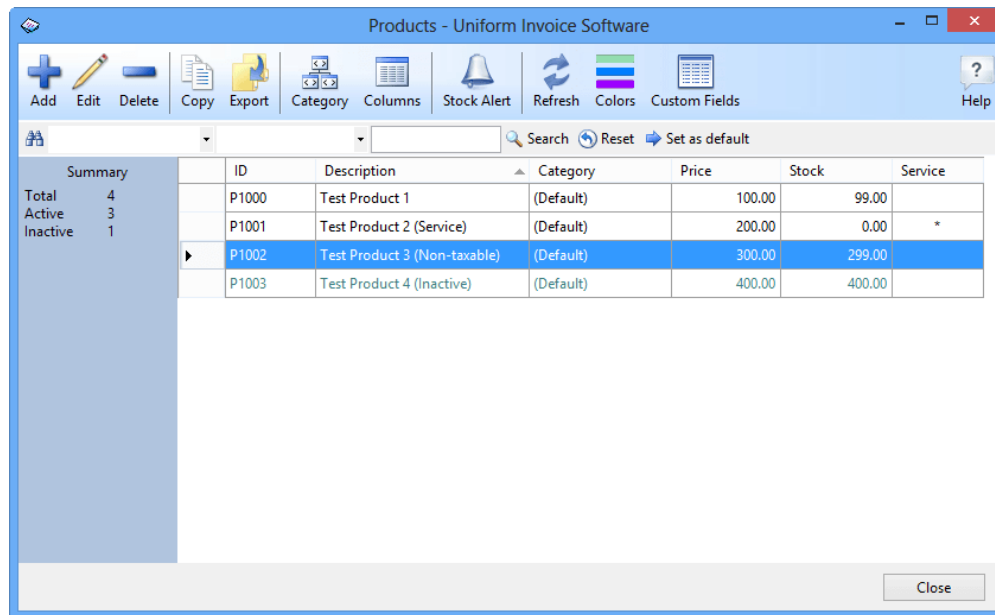
3. Click the Customers button on the Invoice worksheet to open the Customers window.



4. Click the Add Customer button on the Customers window.
5. Fill in your customer information in the New Customer window. This window provides a number of fields. Only the Name field is required. The name can be either a person's name or a company name, such as "Uniform Software LTD". Click Save button to save this customer. The window caption changes to Customer Edit, and a customer ID is generated automatically if left blank.



- Press the Esc key twice to close the Customer Edit window and Customers window.
- Click the Products button on the Invoice worksheet to open the Products window.



- Click the Add Product button to open the New Product window.

Fill in the description, price and stock information in this window. Click the Save button to save the new product.

Product Edit

Save & Add Save Delete Category Sync Cost Report Refresh Help

Product

Description: Test Product 1

Category: (Default)

Product ID: P1000

Price: 100

Cost: 90

Stock: 99.00

Low limit: 0.00

Status: Active

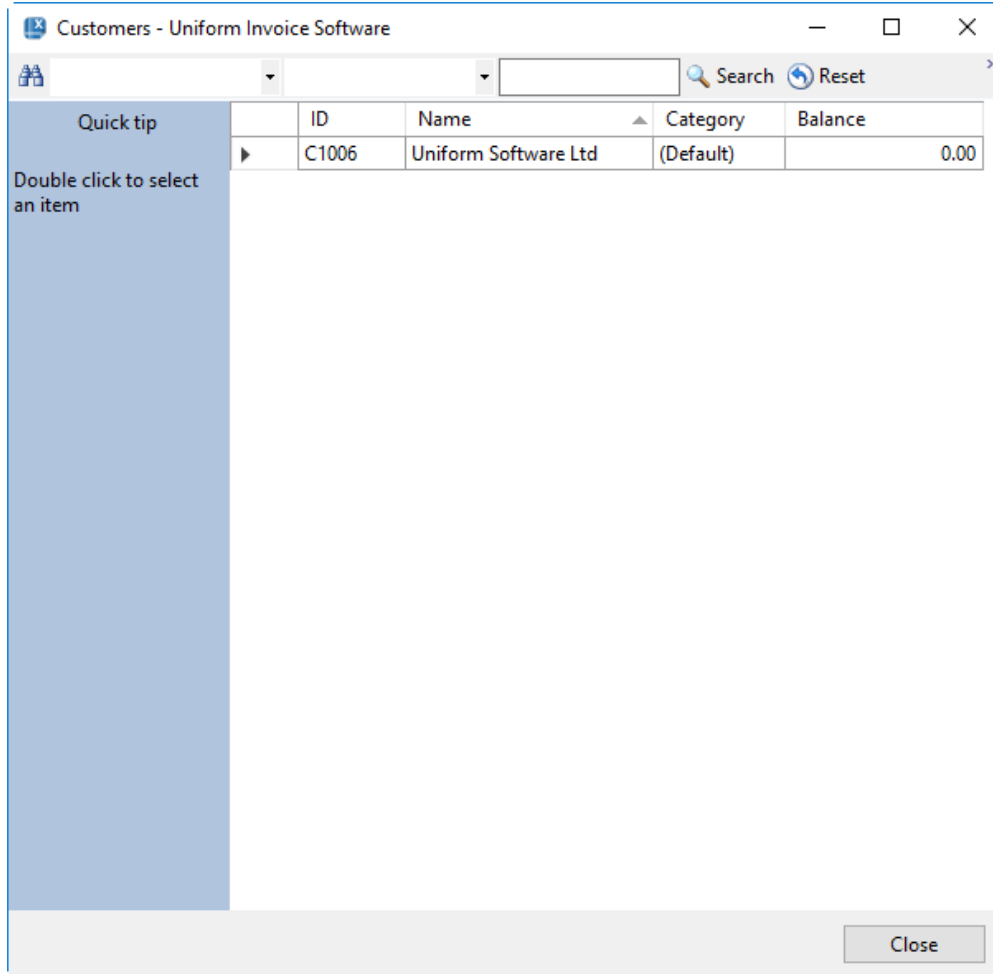
Is a service (stock/cost NA)

Taxable

Custom fields		
Name	Type	Value

Close (ESC)

9. Press the Esc key twice to close the Product Edit and Products window.
10. Now it's time to create your first invoice. On the Invoice worksheet, click any cell inside the "Bill To" section, the "on-sheet picker" button appears. Click it to open the Customers selection dialog box, double click the customer name "Uniform Software LTD" to select this customer into the Invoice worksheet.



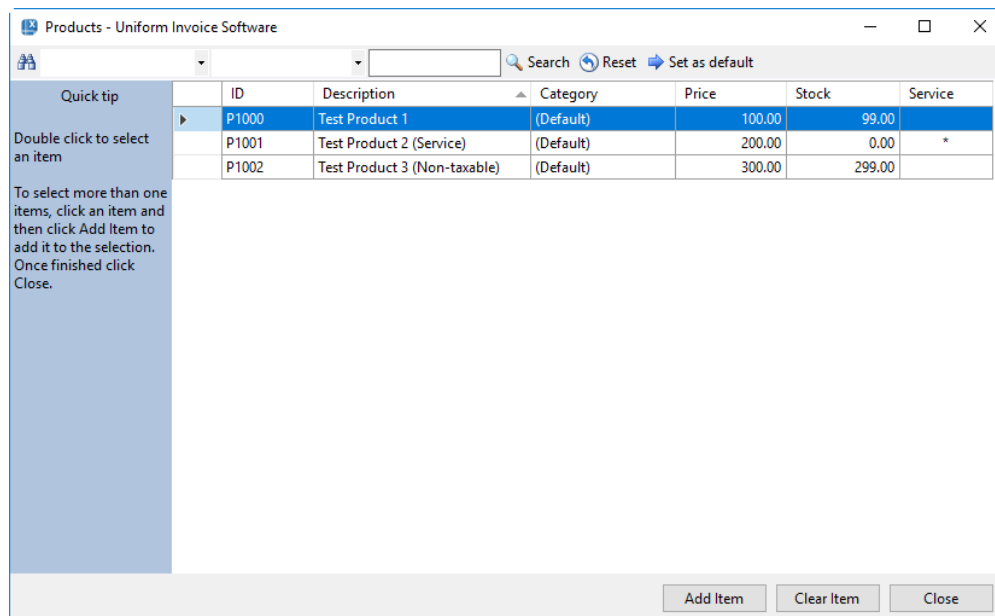
Note: If you know the ID value of the customer, you can also enter the ID value into the Customer ID cell to fill customer information into the "Bill To" section. This feature is called "In-Cell Lookup".

11. Click any cell on the first line of the invoice detail section, the on-sheet picker button appears. Click it to show the Products selection dialog box.

You can double-click an item to fill the product information into the Excel worksheet. To select multiple products, select an item and then click "Add Item" to add the item to the selection. Repeat this to add all items. Once done, click "Close" to fill all the products in the selection into the Excel worksheet.

Tip: You have a long product list, use the **Search bar** to locate products quickly.

Tip: If you know the ID value of the product, you can also enter the ID value into the Product ID Excel cell to retrieve all the product information.



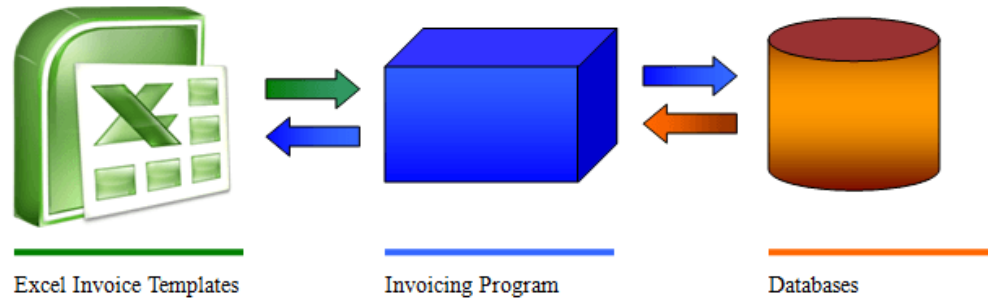
12. Fill in or change Quantity and Unit Price if necessary.
13. Click the Save To DB button on the Invoice worksheet to save the invoice.
An invoice ID is generated automatically if left blank.
14. If you want to print the invoice, just click the Print button on the Invoice worksheet.

To send the invoice to the client using email, click the "Extract / Email" button.

That's it! You have successfully created a new invoice!

2. How Invoice Manager for Excel Works

The core of an invoicing system powered by Invoice Manager for Excel is an add-in program that runs inside Microsoft Excel. On the front-end, you see and work with an Excel-formatted invoice template with many buttons on the task pane and ribbon, like "Customers", "Products", and "Invoices". The add-in program connects the invoice template with a backend database for storing and organizing data.



With this architecture you benefit from both two mature technologies.

- The Excel-formatted invoice template gives you an intuitive invoice form to work with. It's easy to create an invoice even you are new to any invoicing program.
- The backend database gives you a central and organized way for storing large amount of data. Invoice Manager for Excel uses mature and public database format, including Microsoft Access and SQL Server. We don't use private database formats and don't hide your data from your eye. You have full control on your data.
- The add-in program runs inside Excel, leveraging the power of Excel spreadsheets and backend database.

All the powerful Microsoft Excel tools are all available to you for further customizing the invoice template.

You may have very special requirements about the invoices you create. Invoice Manager for Excel allows you to use your familiar Excel tools to adjust fonts, colors, borders, patterns, and even formulas to do calculations and create relationship between cells/fields.

If you prefer to put a field on another location, or don't need it at all, you can do this by simply dragging and dropping it.

If you need new fields to further detail the goods and services you provide, use [custom files](#).

3. Before Using a Template - InvoicingTemplate.com

Contents

-
- [Logo image and company information](#)
 - [Taxes](#)
 - [Creating a new database \(optional\)](#)
-

Logo image and company information

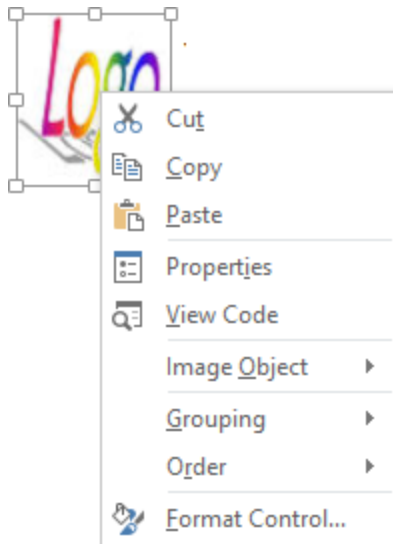
If you have installed Invoice Manager for Excel version 4.12 or higher versions, click the "Replace Logo Image" button on the "Invoice" ribbon tab and follow the wizard to specify your own logo image. That's all you have to do!

If you're using an earlier version of Invoice Manager for Excel prior to 4.12, to replace the default LOGO image manually and enter your company information on the Invoice worksheet:

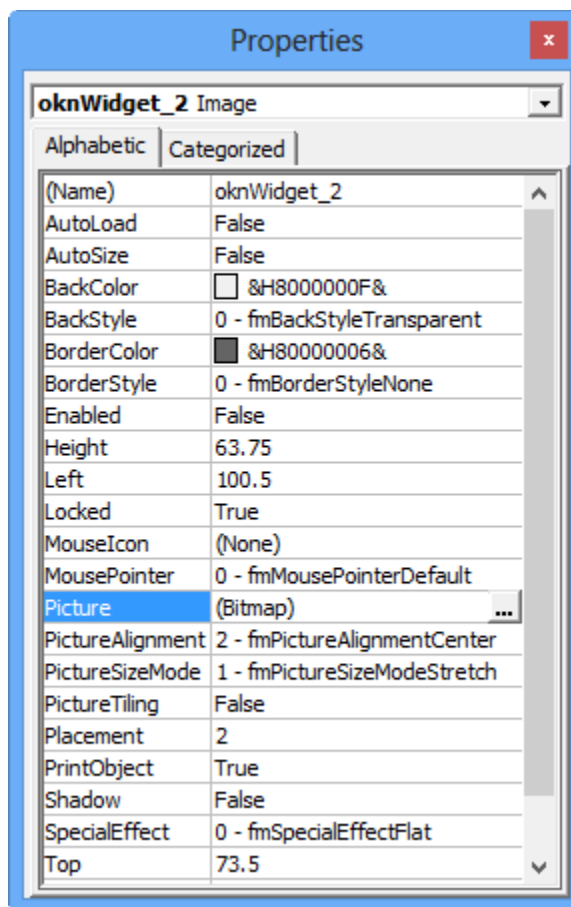
1. Open your invoice template in Microsoft Excel.
2. Switch to the "Invoice" worksheet if it is not active (or is not the current worksheet). Switch to the Invoice ribbon tab if it is not activated.
3. If you are running an earlier version of Invoice Manager for Excel that does not provide the "Replace Logo Image" command, now you should unprotect the "Invoice" worksheet.

By default, the "Invoice" worksheet is protected to avoid overwriting formulas accidentally. To unprotect it, in Excel 2007/2010/2013/2016 click Review tab / Changes group / Unprotect Sheet.

4. Switch to design mode by clicking the "Design Mode" button on the Invoice ribbon.
5. On the "Invoice" worksheet, enter your company information to replace the default text labels, such as your company name, address, and contact information.
6. To further customize your logo image, or to add / replace the logo image manually, follow the steps below:
 - a. Right click the *Logo* image, and select Properties from the menu.



- b. Click the Picture property, and then click the ... button.



- c. Browse to the folder containing your icon file. Select and open the icon file.

- d. Close the Properties dialog box.
- e. Drag the border of the image object to resize it, if needed.

If you don't need the LOGO image, follow the steps below.

- I. Click the LOGO image to select it.
 - II. Hit DEL key on your keyboard.
 - III. Deleting the LOGO image leaves an empty area to the left of the Company Information section. You may like to move the entire Company Information section to fill in the empty area. To do this: Drag your mouse to select the entire Company Information area, including Company Name, Street Address, City, ST Zip Code, etc.; Push your mouse key on the border of the selected area; drag it to the new location.
- f. Exit design mode, by clicking the Design button again.
 - g. Protect the Invoice worksheet.

In Excel 2007/2010/2013/2016, you can find the command in the Changes group of the Review ribbon tab.

- h. Save your invoice template by clicking Office button -> Save in Excel 2007, or by clicking File -> Save in Excel 2010 and 2013/2016.

Refer to [Invoice Template with Logo](#) for more options about the logo image. For more information about customizing the invoice template, please see [Customizing Invoice Template](#).

Taxes

Settings the number of taxes, for example changing from two-tax to one-tax, is implemented by hiding the tax rows on the worksheet. If you choose "One Tax", the first tax row identified by the "oknTax1" name is visible; if you choose "Two Taxes", both the rows identified by "oknTax1" and "oknTax2" names are visible.

This works well with the default invoice template shipped with Invoice Manager for Excel installer program, where the "oknTax1" and "oknTax2" names are put on two separate rows and no other critical content are located there.

However if a template is deeply customized, for example the "oknTax1" and "oknTax2" names are moved to one row, or other fields are put on the rows where the "oknTax1" and "oknTax2" name reside, the feature of setting the

number of taxes may not work properly. In this case, you need to customize the taxing cells manually by making the rows hidden or visible, or by moving the cells inside or outside the printable area.

To set up the taxing rules using the "Settings" window, follow the steps below.

1. Click Settings button on the Invoice worksheet to open the Settings window.
2. Click Taxes.

Settings

Template Taxes Misc. Data Database In-cell Lookup Print

Choose your tax system. Click the option "Tax2 is Applied to Tax1" so tax2 is calculated on the sum of the "price+tax1". Fill your tax names and percentages in the appropriate text boxes.

These options are applied to template. Each template can have a different tax system.

No tax One tax Two taxes

Tax 1 name Default tax 1 rate %

Tax 2 name Default tax 2 rate %

Tax invoice total including shipping cost

Tax 2 is applied to tax 1

Tax rate can be zero

Apply

Close Help

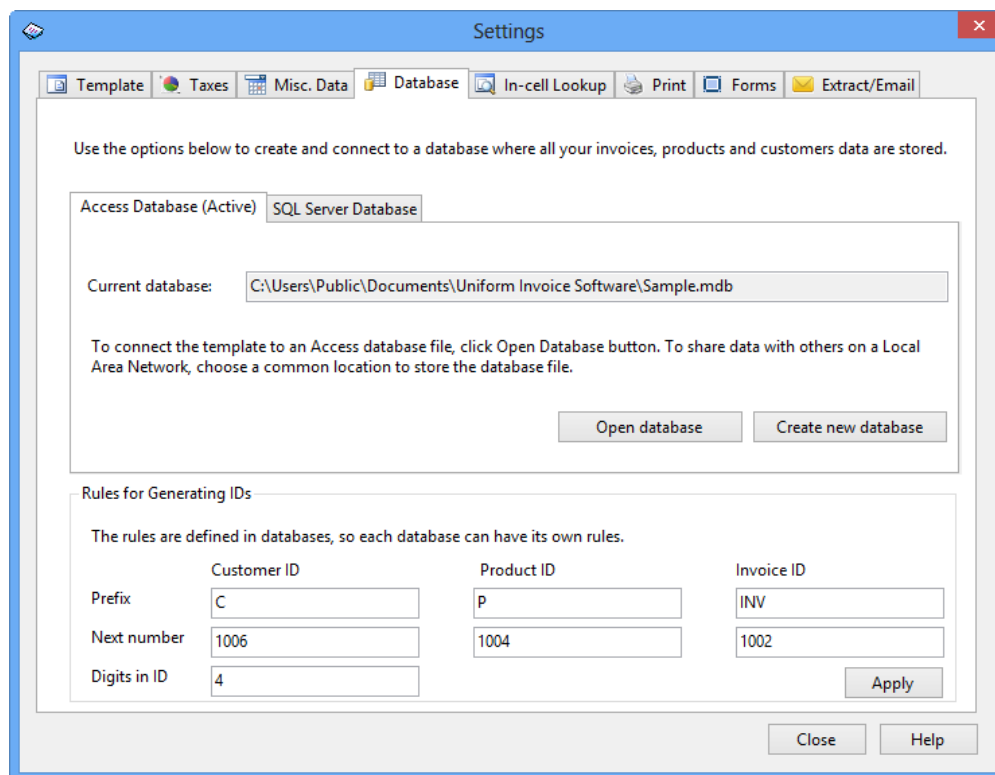
3. Choose your tax system: No Tax, One Tax, or Two Taxes. If you have 2 taxes, click the option Tax2 is applied to tax1 so tax2 is calculated on the sum of the *price+tax1*. Fill in your tax names and percentages in the appropriate text boxes.
4. Click Apply.
5. Close the Settings window and return to Excel.
6. Click the Save button on the Excel toolbar to save the modified workbook.

Additionally, each product has a Taxable attribute that controls whether the tax rate will be applied to the product. For each invoice, you can also set its tax rates and Taxable attributes.

Creating a new database (optional)

On a fresh installation, the default invoice template is connected with the sample.mdb database. This database is installed for demonstration purposes. You can use this database to try out how Invoice Manager for Excel works. After reviewing and testing the software, you will want to create a new database for your own data. To create a new database, follow the steps below:

1. On the Invoice worksheet, click the Settings button to open the Settings window.
2. Click the Database tab.



3. Click Create new database under the Access Database tab.
4. Select a folder to store your new database file and enter the database file name. Click Save to create a new database file.

5. If you want to open the newly created database for current workbook, click the Open database button under the Access Database tab. Then select the database file you just created.
6. If the database is successfully opened, the database name will be displayed below the Current Database label on the Invoice worksheet.
7. The full path and file name of the database is stored in a hidden cell in the workbook. To make the workbook connect to/open the new database automatically next time you open it, click the Save button on the Excel toolbar to save the workbook.

4. Template File Format

Starting with 2007 Microsoft Office system, Microsoft is introducing new file formats for Word, Excel, and PowerPoint, known as the Office Open XML formats. In Office Excel 2007, the default format for an Excel workbook is the Office Excel 2007 XML-based file format (.xlsx).

Most of our invoice templates available on UniformSoft.com are in ".xls" format. You can open and work with the template directly in Excel 2007, Excel 2010 or Excel 2013, without any problems, but the title bar of Excel window displays the words "[Compatibility Mode]".

If you don't need to move the template to other computers that are running previous versions of Excel, you can save it in the following new formats supported by Excel 2007 or the later versions.

File extension	Format
.xlsx	Excel XML-based file format
.xlsb	Excel Binary (or BIFF12) file format
.xlsm	Excel XML-based and macro-enabled file format

To convert a template into a new format:

1. Open the template in Excel 2007~2013.
2. In Excel 2007 click the Microsoft Office Button located in the up-left corner of Excel's main window; or in Excel 2010 and 2013, choose File.
3. Click Save As.
4. Click Yes on the warning message dialog displayed by Invoice Manager for Excel.
5. Choose a file format in the Save As dialog. Enter your new file name, say "Invoice Template ".

6. Click Save to save the template.

5. Install / Upgrade

New installation

If you run the setup program of Invoice Manager for Excel ([invoice-manager.exe](#)) in a Windows system for the first time, or you have removed/uninstalled Invoice Manager for Excel before running the setup program, you are performing a fresh new installation.

Program files

Invoice Manager for Excel supports both 32-bit and 64-bit platform. The setup program chooses the correct edition (32-bit or 64-bit) based on the Office edition installed on the system.

That is, if your Windows and Office are all 64-bit, Invoice Manager for Excel appears as a 64-bit program and by default installed in the following program folder:

```
<System Driver>\Program Files\InvoicingTemplate.com\Invoice Manager  
for Excel
```

If your Office is 32-bit and Windows is 64-bit, the program files are store in:

```
<System Driver>\Program Files (x86)\InvoicingTemplate.com\Invoice  
Manager for Excel
```

If your Windows and Office are all 32-bit, the program files are stored in:

```
<System Driver>\Program Files\InvoicingTemplate.com\Invoice Manager  
for Excel
```

Data files

The setup program installs a default template and a database file into the data file folder. By default, the data file folder is:

```
<commondocs>\Invoice Manager for Excel\
```

So for example on Windows 8 it usually appears as:

```
C:\Users\Public\Documents\Invoice Manager for Excel\
```

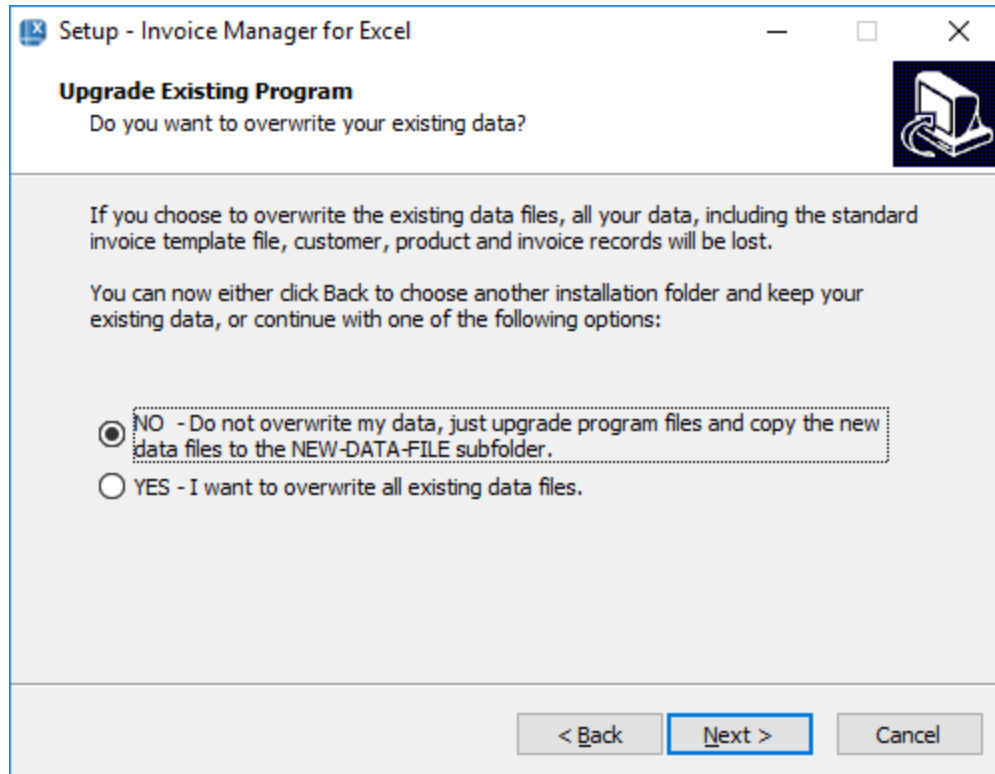
If you are running Excel 2007 or higher versions, the default invoice template will be in '.xlsx' format; and if your Excel is 2003, the default template will be in '.xls' format.

Upgrade

If you upgrade from Invoice Manager for Excel to Invoice Manager for Excel, the setup program keeps your original files (both data files and program files), but breaks the links between the program and Excel. That is, Invoice Manager for Excel will no longer work. If you open an invoice template that works with Invoice Manager for Excel, now it will work with Invoice Manager for Excel.

If you have a previous installation of Invoice Manager for Excel installed, and want to upgrade to the latest version, here are the three situations that can occur when you run the setup program without removing the previous version in the first place.

1. You install the program to the same folder as the previous version, and choose "NO - Do not overwrite my data" option on the Upgrade Existing Program screen.



This is the default installation mode if you don't change any option in the setup program and accept all the defaults. This way, you won't lose any data saved with the previous version. However, if you already have a NEW-DATA-FILE subfolder inside the data file folder, the following files will be overwritten without any warning message:

Data Files in the NEW-DATA-FILE folder

`NEW-DATA-FILE\INVOICE.xls (or the .xlsx version)`

`NEW-DATA-FILE\Sample.mdb`

All the shortcuts, including those on the Windows Start menu and Desktop, will point to the existing files, but not the files inside the NEW-DATA-FILE folder.

If there is already a shortcut named "Invoice.xlsx" on Windows desktop, it will be kept. A new shortcut will be created for the files in the NEW-DATA-FILE folder. The new shortcut will have a name like "Invoice.xlsx-yyyyymmdd", where yyyy, mm and dd is the year, month and day of the current date.

2. You install the program into the same installation folder and data file folder as the previous version, and choose YES - I want to overwrite all existing data files option on the Upgrade Existing Program screen.

In this case, all the data files listed in the above table will be overwritten. If you were using the Sample.mdb database file in the data file folder as the working database, you will lose your data.

3. You install the new version to a different folder than the one where the previous version was installed.

The installer will upgrade all your program files, and copy all the data files listed in the above table to the new folder. All the shortcuts created by the installer, including the ones on the Windows Start menu and Desktop, will point to the files in the new folder.

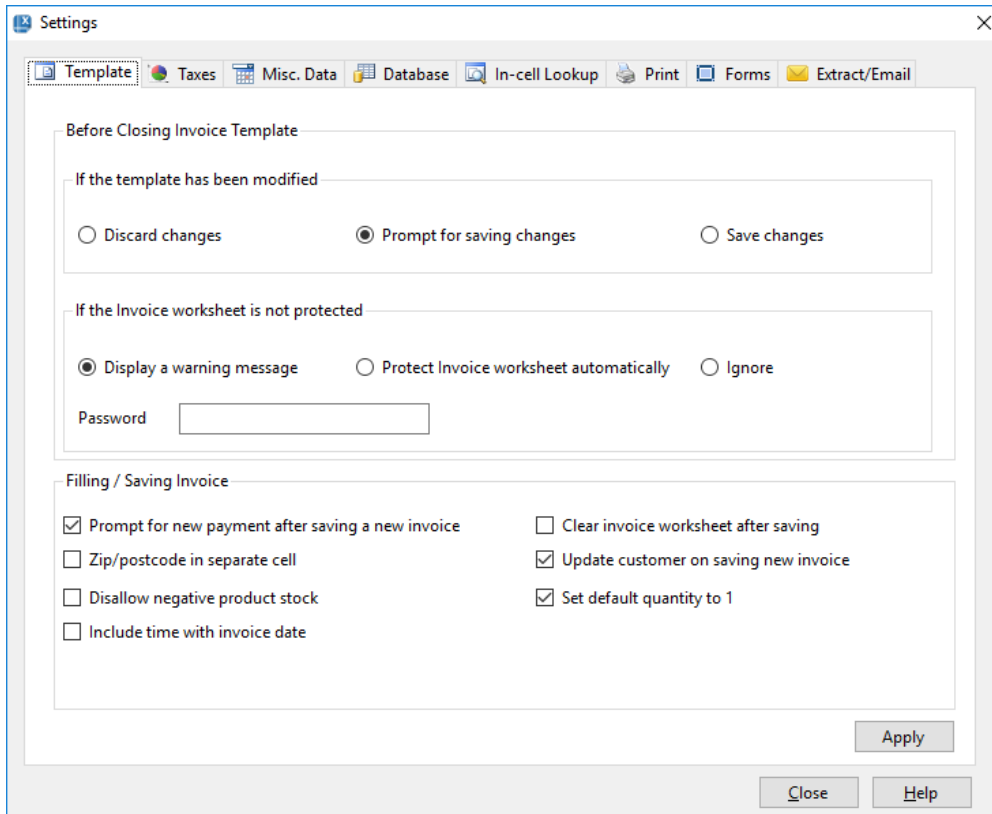
All the data files you saved with the previous version will remain there. To use your original template and database, just go to the folder where you stored your template, and then open the template file.

Uninstall Invoice Manager for Excel

To uninstall Invoice Manager for Excel, open Windows Control Panel, and then "Uninstall a program" (Windows 8 and Windows 7). Choose "Invoice Manager for Excel" in the program list, and then click "Uninstall".

6. Settings - Template

Click the Settings button on the Invoice worksheet to open the Settings window.



(Figure taken on Windows 10)

Before Closing Invoice Template

In an Invoice Manager for Excel system, the invoice template is also used as a temporary work area, and the COM add-in constantly reads from and writes to it, sometimes even without your knowledge. For example, if you try to print an invoice from the database, it will write the invoice data to the Invoice worksheet.

So, to keep your workbook clean, Invoice Manager for Excel provides these If the invoice template has been modified options:

Option	Action
Prompt for saving changes	Excel's default behavior. This option is selected by default.
Save changes	Saves changes automatically whenever you close an invoice workbook.
Discard changes	Discard changes automatically.

Note: These options apply to invoice workbooks only. They don't affect other workbooks.

The Invoice worksheet is designed in a way that can be run in the protected mode. It is highly recommended that you protect the Invoice worksheet once you finish your design or customization. Invoice Manager for Excel checks the status of protection every time you close the template, which you can control by using the "If the Invoice worksheet is not protected" option detailed below:

Option	Action
Display a warning message	Display a warning message if the Invoice worksheet is not protected.
Protect Invoice worksheet automatically	Don't display the warning message. Protect the Invoice worksheet automatically.
Ignore	Don't check the protection status.

Saving Invoice

The first two options tell Invoice Manager for Excel what to do after saving a new invoice (i.e. after clicking the Save To DB button on the Invoice worksheet).

Option	Action
Prompt for payment	If you select this option, Invoice Manager for Excel displays a New Payment window after saving an invoice to the database.
Clear invoice worksheet	If you select this option, Invoice Manager for Excel clears the Invoice worksheet, so you can start to enter the next invoice.
Line totals can be zero	(This option is removed since version 5.24) By default, all line items with zero line totals are counted as invalid. If you check this option, these line items are valid and can be saved to the database.
Allow incomplete line on invoice body	(This option is removed since version 5.24) Allows you to save incomplete lines to the backend database.
ZIP/Postcode in separate cell	If you check this option, when you click the Save To DB button the ZIP/Postcode is read from separate cells, which is named oknWhoZipPostcode in the Bill To section, and oknShipZipPostcode in the Ship To section. When you try to display an invoice, the ZIP/Postcode values go into these cells too.

Update customer on saving new invoice	Instructs Invoice Manager for Excel to execute the Save As New Customer command whenever a new invoice is about to be saved. If the customer identified by the Customer ID does not exist, a new account will be created automatically. If the customer account already exists, only customer information will be updated.
Disallow negative product stock	Enabling this option raises an error/warning message when the inventory quantity on hand falls below the quantity on the current invoice.
Include time with invoice date	<p>By default, Invoice Manager for Excel does not store the time information in the invoice date field. If this option is checked, the invoice date field will be able to store the time part of an invoicing date. Note that checking this option does not alter your invoice template automatically - you'll need to format the invoice date cell to accept / display time information. To do this:</p> <ol style="list-style-type: none"> 1. Switch the invoice form into design mode by pressing the "Design Mode" button on the "Invoice" ribbon tab. 2. Right-click the invoice date cell, choose Format Cells from the shortcut menu. 3. On the "Number" tab, click "Date" in the "Category" list, and then click "Custom". This displays common date/time format combinations in the "Type" list. Choose one, or create a customized one as you needed. 4. Once you have specified the date/time format for the "Invoice Date" cell, exit design mode by clicking the "Design Mode" button again on the "Invoice" ribbon tab. 5. Save the invoice template by clicking Excel menu File / Save.

7. Settings - Taxes

Click the Settings button on the Invoice worksheet to open the

Note: The options on this page apply to the default invoice template. A customized invoice template, such as the one you download from InvoicingTemplate.com, may implement a very special taxing system and thus does not support the options available on this page.

Settings window.

Choose your tax system. Click the option "Tax2 is Applied to Tax1" so tax2 is calculated on the sum of the "price+tax1". Fill your tax names and percentages in the appropriate text boxes.

These options are applied to template. Each template can have a different tax system.

No tax
 One tax
 Two taxes

Tax 1 name	<input type="text" value="PST"/>	Default tax 1 rate %	<input type="text" value="8.00"/>
Tax 2 name	<input type="text" value="GST"/>	Default tax 2 rate %	<input type="text" value="6.00"/>

Tax invoice total including shipping cost
 Tax 2 is applied to tax 1
 Tax rate can be zero

Apply

Close Help

The options on the Taxes tab control how the workbook calculates taxes. You can choose No Taxes, One Tax, or Two Taxes. The tax name is a description string for the tax charges (GST, VAT, etc.), and it will appear on your invoices and reports. The tax rate (a percentage) here is a default value that will be used to update the

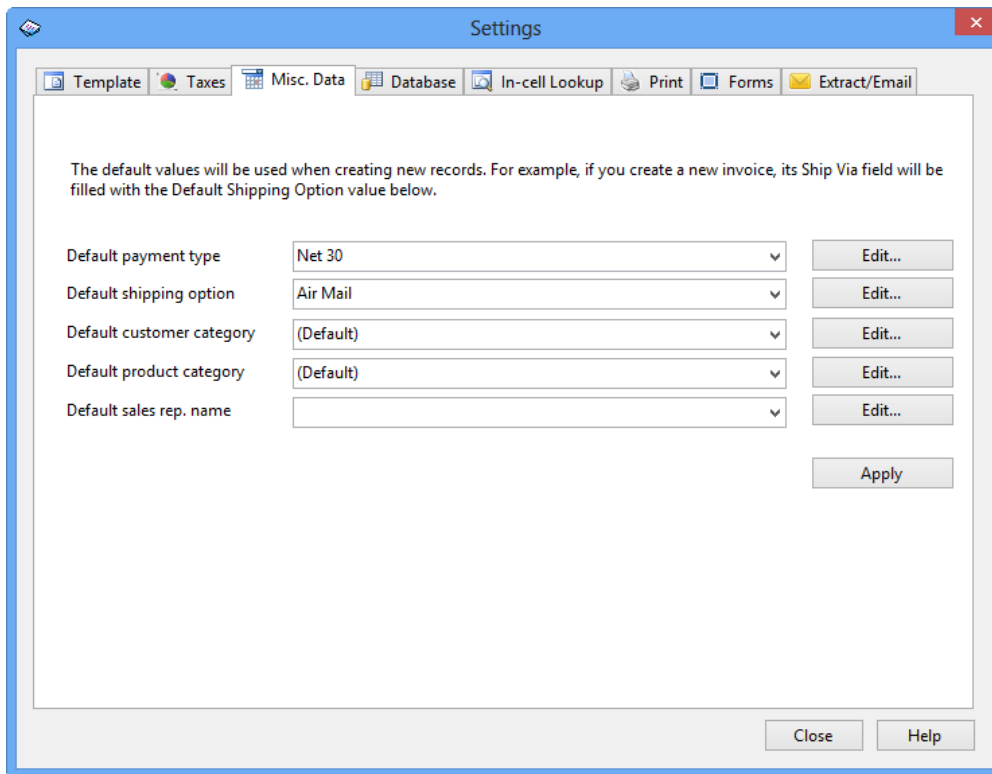
tax rate value on the Invoice worksheet each time you click the Clear & New button.

Option	Action
Tax invoice total including shipping cost	Tax 1 and tax 2 are calculated on the sum of the <i>Subtotal + Shipping Cost</i>
Tax 2 is applied to tax 1	Tax 2 is calculated on the sum of the <i>Subtotal + Tax1</i>
Tax rate can be zero	By default tax rates cannot be set to zero. If you check this option, you can set the tax rates to zero. This is useful if most of your customers do not have sales tax, but a few do. You still can set the tax rates on a per-invoice basis when creating invoices, by entering the tax rates directly into the cells named <i>oknTax1Rate</i> and <i>oknTax2Rate</i> . However, this applies to the standard template only. If you are using a customized version of the template, the per-invoice tax rates feature may not work properly.

Invoice Manager for Excel supports many different invoice layouts / forms. Some of the customized forms have their own tax calculation rules. For example, a template may calculate taxes based on product category or type, or based on customer type/category. Browse our [online template directory](#) for more information.

8. Settings - Misc. Data

Click the Settings button on the Invoice worksheet to open the Settings window.



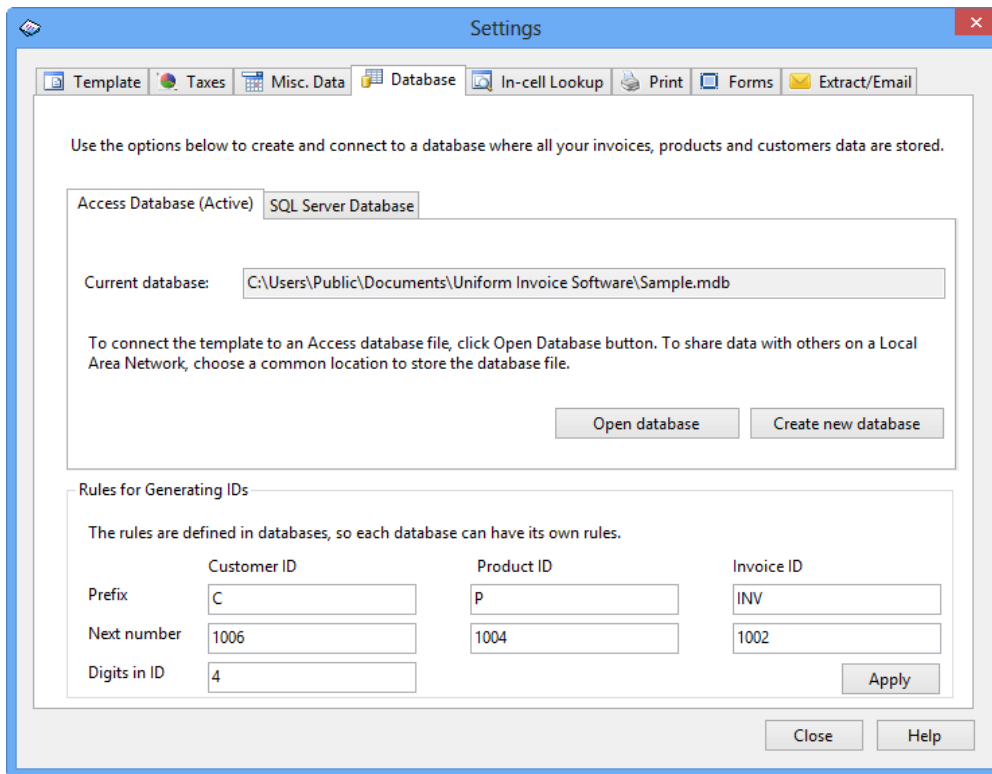
This tab provides a tool to manage all miscellaneous data. You can set default values, as well as edit all miscellaneous data tables.

The default values you set on this tab are applied to database. That is, for each different database, you can set a different group of default values.

To edit a miscellaneous data table, click the corresponding Edit button. For example, if you want to edit Customer Categories, click the Edit button near the Default Customer Category label. This will open the Customer Category window, where you can add, edit, or delete customer categories.

9. Settings - Database

Click the Settings button on the Invoice worksheet to open the Settings window.



The Database tab is where you can create new databases, connect the current workbook to a specified database, and define rules for generating IDs.

The Enterprise edition of Invoice Manager for Excel supports two types of database, Access and SQL Server. To connect the template to an Access database file, click Open database button under the Access Database tab. To share data with others on a Local Area Network, choose a common location to store the database file.

Create or connect to database

To create a new Access database:

1. Click the Create new database button under the "Access Database" tab.
2. Select the folder to store you database file, then enter the database file name, and then press Enter. Note: You must have read and write access to the destination folder.
3. An empty new database will be created.

To open an existing Access database:

Opening a database means connecting the current template to a different database. The information about which database the workbook is connected to is stored in the template. After opening a database, it is very important for you to **Save** the template if you desire the template to open the database automatically next time you open the workbook.

1. Click the Open database button under the "Access Database" tab.
2. Browse to the folder where the database file is located and select the database file.
3. If successful, the Settings window will close.

To create a New SQL Server database:

1. Click Refresh on the "SQL Server Database" tab.
2. The "Server Name" list shows all the SQL servers available to this computer. Click and choose the server name you want to use.
3. Click the Create new database button, and then specify the database name.

To connect to an existing SQL Server database:

1. Click Refresh on the "SQL Server Database" tab.
2. The "Server Name" list shows all the SQL Servers available to this computer. Click and choose the server name you want to use.
3. Select the database you want to use from the "Select a database" drop-down list box.
4. Click Connect to this database.

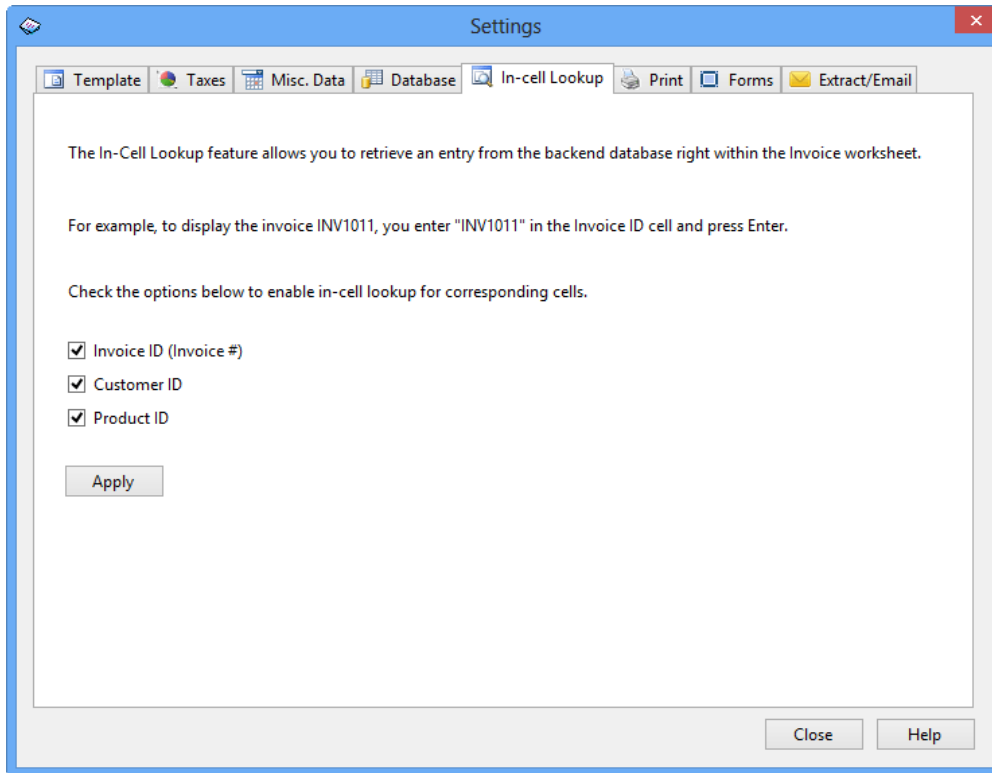
Rules for Generating IDs

Although you can enter new IDs by yourself when creating new invoices, products, and customers, you can also leave the ID fields blank and the system will generate IDs for you. The following rules specify how the system generates new IDs when necessary. These rules are intrinsic to the database, so each database can have its own specific rules.

An ID value is comprised of two parts: a prefix string, and an integer. The Number of digits in ID value specifies how many digits the integer value has. For example, if the Prefix String is *A*, the Next Number is *1028*, and the Number of digits in ID is *5*, the next generated ID will be *A01028*.

10. Settings - In-cell Lookup

Click the Settings button on the Invoice worksheet to open the Settings window.



The In-Cell Lookup feature allows you to retrieve a customer, a product or an invoice by typing the corresponding ID value right within the Invoice worksheet. For example, if you want to enter information about a product, which has an ID value of "345789", into the second line of the invoice body, all you need to do is to type "345789" into the "Product ID" cell on that line.

The in-cell lookup feature is also useful for users who use barcode as the product IDs. Simply activate/click the cell in which you want to place the product ID, and then scan the barcode as usual. You don't need to bring up the product selection box again and again.

11. Settings - Print

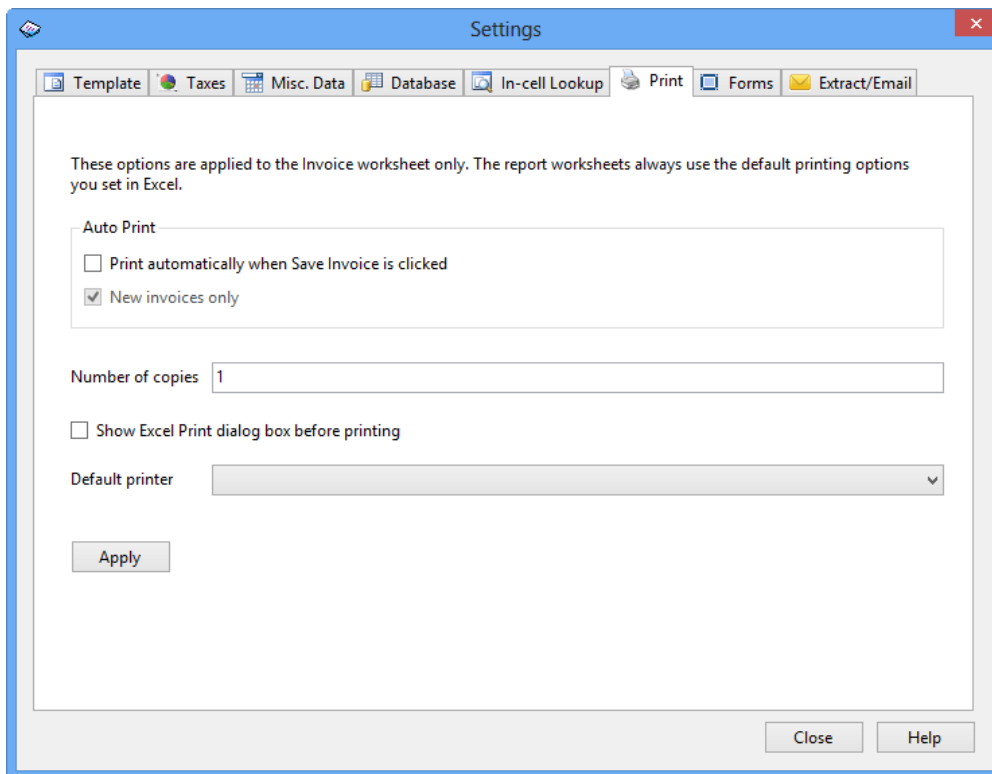
To print an invoice in Invoice Manager for Excel, simply click the Print button on the Invoice worksheet. It also allows you to print invoices in the regular Excel way – you can print invoices by clicking Excel menu File / Print in Excel 2003, or by

clicking Office button / Print in Excel 2007, or by clicking File menu / Print in Excel 2010 and Excel 2013. You can also use the Print Preview feature of Excel to have a look at the printed invoice before it is actually printed.

Print tab on Settings dialog box

The Print dialog tab on the Settings window in Invoice Manager for Excel offers additional options beyond what included in Microsoft Excel. To open the Print tab:

1. Click the Settings button on the Invoice worksheet.
2. Click Print.



Option	Action
Print automatically when Save To DB is clicked	<p>If this option is checked, Invoice Manager for Excel prints the current invoice automatically when you click the Save To DB button.</p> <p>In the default process of creating an invoice, you first pick a customer, then fill up products and services, then click Save To DB to have the program generates an invoice number (invoice ID), and then click Print to print the</p>

	<p>current invoice. If the option "Print automatically when Save To DB is clicked" is checked, Invoice Manager for Excel prints invoice automatically so that you don't need to click the Print button again.</p> <p>By default the option is unchecked.</p>
New invoices only	<p>This option is disabled by default. It is available only when "Print automatically when Save To DB is clicked" is checked.</p> <p>If you check this option, "Print automatically when Save To DB is clicked" is applied to new invoices only. If you update an existing invoice, Invoice Manager for Excel won't print it automatically.</p>
Show Excel Print dialog box before printing	<p>Display Excel Print dialog box before printing. The Print dialog box allows you to select the printer to use, set the number of copies to print, etc.</p>
Default printer	<p>By default Invoice Manager for Excel prints using your default printer set in Microsoft Excel or Windows. If you have more than one printers installed, and the printer for printing invoices is different from the default Windows printer, use this drop-down list box to select the printer for printing invoices.</p> <p>The default printer you select here applies to Invoice Manager for Excel only. It does not affect the default printer settings in Microsoft Excel or Windows</p>

Print_Area and Print_Title

When you click the Print button on the Invoice worksheet, Excel prints out the center area of the invoice form, instead of the entire sheet. The printable area is identified by a range name `Print_Area`. So, if you don't want a cell (or a range of cells) to appear on the invoice form and printed invoices, you can simply move the cell or cells out of the printable area.

For example, let's say you don't want the cells `oknBalanceDue` and `oknPayments` and their corresponding labels, "Paid" and "Total Due" to appear on the printed

invoices, you can move these cells out of the ,Print_Area by following the steps below:

1. Unprotect the Invoice sheet if it is protected. ([How?](#))
2. Drag your mouse to select all the cells that you want to move.
3. Push your mouse key on the border of the selected area, drag it and drop it on an unused area.
4. Now if you preview the printed invoice form, the 4 cells won't appear.
5. Protect the Invoice sheet. ([How?](#))

ActiveX controls added to the invoice templates, such as those buttons, images, can be customized in a similar way - The only difference is that to move or delete an ActiveX control, you need to switch to template to design mode. To find out how to switch to design mode, please see [Customizing Invoice Template](#).

Generally you don't need to modify the settings of the Print_Area and Print_Titles range names. But if you need to do this, there are several ways to do it in Excel.

To create or set the print area:

1. Unprotect the Invoice worksheet if it is protected.
2. Drag your mouse to select the range that you want to print.
3. Click Excel menu File / Print Area / Set Print Area in Excel 2003; if you are using Excel 2007/2010/2013, go to the Page Layout ribbon tab, click Print Area in the Page Setup group, and then choose Set Print Area.

The above steps allow you to set only the Print_Area range. To set the Print_Title range, which is repeated on the top of every page when you print the form, go to the Page Setup dialog box:

1. Click Excel menu File / Page setup in Excel 2003, or click the Print_Titles command in the Page Layout ribbon tab in Excel 2007/2010/2013.
2. Click the Sheet tab.
3. Specify the rows you want to repeat in the Rows to repeat at top box.
4. Click OK to close the dialog box.

At some point you may need to delete the print area - i.e. to get rid of the special area designation, not the information contained within that area, so that, for example you can start again to define a new printable area. To do this:

1. Choose Excel menu Insert / Name / Define in Excel 2003; or in Excel 2007/2010/2013, first make sure the Formulas tab of the ribbon is displayed, and then in the Defined Names group, click Name Manager.
2. Look in the list of defined names for one called Print_Area or Print_Titles. This is the definition of your print area or print title. (If you don't see an entry by this name, there is no print area or print title defined in the current sheet.)
3. Select the name, and then click on Delete.
4. Click on Close to close the dialog box.

Excel page setup dialog box

Excel's Page Setup dialog box provides many options for customizing how the invoice form could be printed. After customizing the invoice form, you may like to take a look at the dialog box and adjust the options, to make the invoice more printable.

All the Excel versions, including Excel 2003/2007/2010/2013, provide the Page Setup dialog box. Although the different Excel versions provide slightly different options, and the available options may vary by operating system and printer model, the main part keeps consistent. Refer to your Excel documents for more detailed and accurate explanations on the options you can use.

12. Settings - Extract / Email

Click the Settings button on the Invoice worksheet to open the Settings window.

The Extract / Email page controls how the Extract / Email button on the task pane (shown when the Invoice worksheet is active) works.

Extract invoice only. Don't send invoice with email

If you choose this option, the Extract / Email button on the task pane extracts the current invoice and place it on a separate Excel file. The extracted workbook is a *free* copy, that is, it is outside Invoice Manager for Excel and you can do anything with it. For example, you can email it out, add or delete data, or simply do some formatting.

Option	Action
Remove hidden rows and columns after extracting report	The reports you created usually contain too many columns. Though you can use the Columns button to hide some of the columns, they still exist on that worksheet. You can use this option to remove the hidden rows and columns from the extracted report worksheet.
Remove hidden rows and columns after extracting invoice	Like report worksheets, the Invoice worksheet also contains hidden rows and columns. You can use this option to remove them from the extracted copy.
Copy the page setup after extracting invoice	Page setup here is the options you selected on the Page Setup dialog box in Excel 2003 (Click Excel menu

	File -> Page Setup to open it); In Excel 2007 - 2013, you can set these options in the Page Layout tab. It sometimes takes one or two seconds to copy all the page setup option values from one worksheet to another. You can clear this option to speed up the extracting operation.
Protect invoices/reports after extraction	Protect the extracted worksheet automatically. Same as clicking Excel menu Tools -> Protection -> Protect Sheet for the extracted worksheet in Excel 2000 - 2003, or clicking Review tab -> Changes group -> Protect Sheet in Excel 2007/2010.

Send invoice with email

If you want to send the invoice to your client when clicking the "Extract/Email" button on the task pane that is shown when the Invoice worksheet is active, choose the "Send invoice with email" option on the Extract/Email page of the Settings window.

Before you can send invoice to a client with email, make sure the email address is correctly filled in on the invoice, or on the customer records. When you click the "Extract/Email" button on the task pane, Invoice Manager for Excel first looks for an email address on current invoice; and it cannot find one, it then looks an email address in the customer record.

Invoice Manager for Excel is able to send invoice in two formats - PDF format, or Excel spreadsheet format. It is recommended to use PDF format, because today many email servers could block Excel files (and other Office documents) attached to email.

No matter what invoice format you choose, all the fields in the "Email Server" section should be filled in correctly. You can obtain this information from your ISP or the email service that you use. Invoice Manager for Excel uses information you provided in the "Email Server" section to log into your SMTP email server and sends email.

The "Email from" field is what you customer will see on the "from" field when they open your email.

The "BCC to" field allows you to specify a BCC email address ("Blind Carbon Copy"). This should be one of your own email address. If you specify one, Invoice Manager for Excel sends email not only to your client (email address obtained from invoice, or customer record), but also to the BCC email address for your own records. It is recommended that you fill in this field.

Click the "Email Template" button to view or edit the content of your invoice email. The "##invoiceid##" and "##balancedue##" are two variables - they will be replaced with actual values when building an email.

Click "Send test email" to verify that the options you set on this page works correctly. Make sure you clicked the "Apply" button before clicking the "Send test email" button.

If you check the "Request return receipt" option, Invoice Manager for Excel set this flag with your email. Note that there is no way to force your clients to return a receipt - that is they may choose to not sending the receipt. When delivering a message to a recipient's computer system there is no way to force that computer system to issue an acknowledgment to the sender.

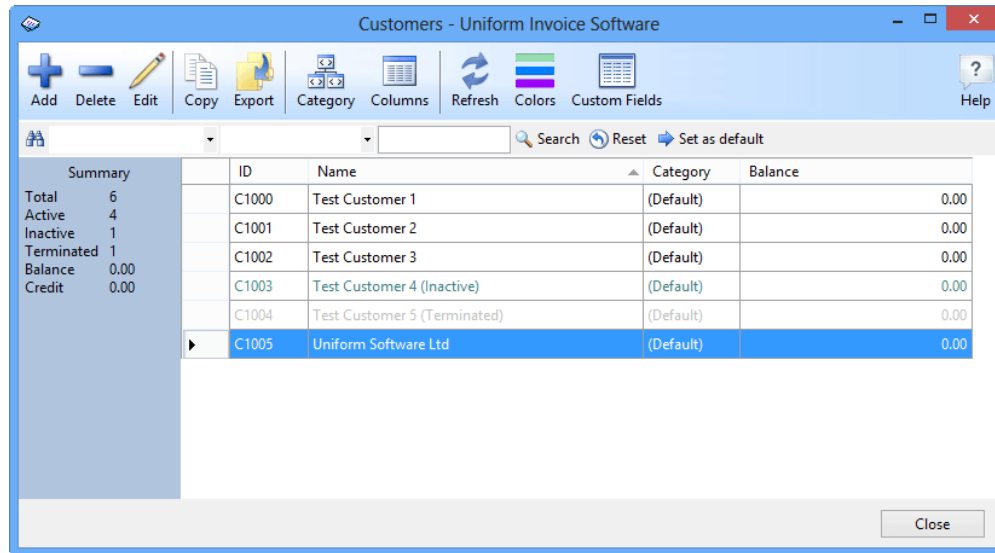
13. Customers

13.1 Add New Customers

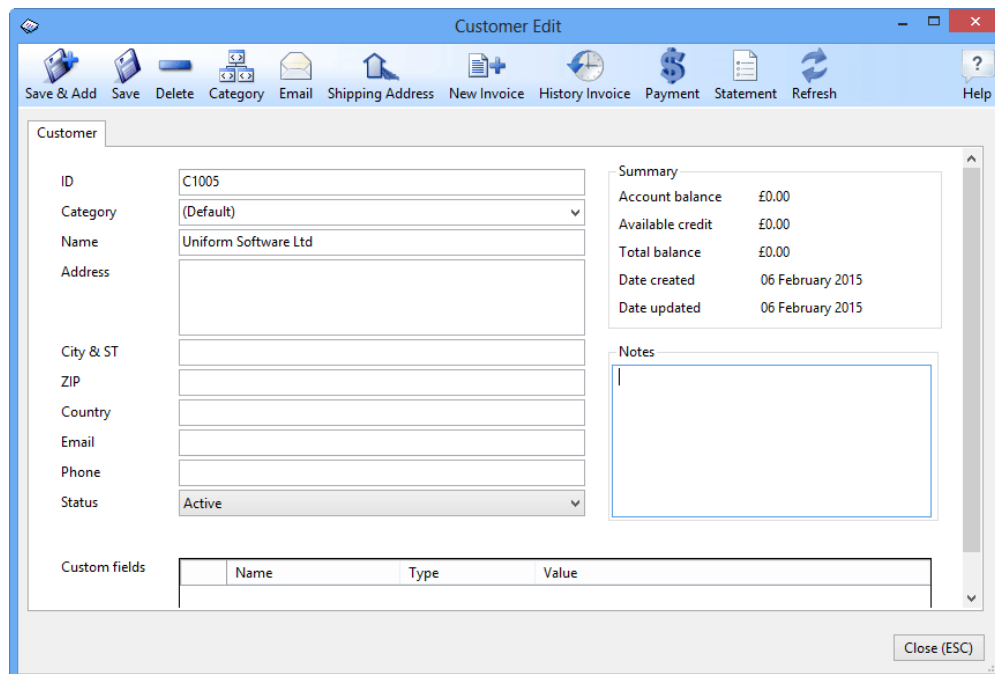
There are three ways to add new customers: A) Using the Customers window; B) Using the Invoice worksheet; and C) Copying from an existing customer.

A) Adding a New Customer Using the Customers Window

1. Click and select the Invoice ribbon tab if it has not already been selected.
2. Click the Customers button on the Invoice ribbon tab to display the Customers window. This window displays all customers in the database.



3. Click the Add button.
4. In the New Customer window fill in your customer's information. The only required field for a customer is the Name field. All other fields are optional and a customer ID is automatically generated if one is not filled in.
5. Click Save Changes button to save this customer. If succeeded, the New Customer window becomes the Customer Edit window.



B) Creating a New Customer Using the Invoice Worksheet

1. Click and select the Invoice worksheet if it isn't already selected.
2. Fill in your customer's information in the appropriate field near the Bill To label. Again, the only required field for a customer is the Name field. All other fields are optional and a customer ID is automatically generated if one is not filled in.
3. Click the Save As New Customer button on the task pane to create the customer.

C) Creating a New Customer by Copying an Existing One

1. Click and select the Invoice worksheet if it isn't already selected.
2. Click any cell in the BILL TO section. The "On-Sheet Picker" button appears.
3. Click the "On-sheet Picker" button to display the Customers selection dialog box, and then double click to select the customer. All customer information will be written to the Invoice worksheet, including the customer ID.
4. On the Invoice worksheet, clear the customer ID field, and modify other fields as needed.
5. Click the Save As New Customer button to create a new customer.

Please move to the [Customer Detail](#) section for a detailed explanation of the Customer Edit window.

13.2 Edit Existing Customers

The tool for editing a customer is the Customer Edit window. Below is a screen shot of the Customer Edit window.

1) Editing a Customer through the Customers Window

1. Click and select the Invoice ribbon tab if it isn't already selected.
2. Click the Customers button to open the Customers window.
3. On the Customers window, browse to the customer you want to edit, or find the customer using the [search bar](#).
4. Double click the customer record to open the Customer Edit window.
5. Make changes as you like, and then click the Save button.

2) Editing a Customer through the Invoice Worksheet

If the customer is displayed on the current Invoice worksheet, you can also click the View Customer Info button to open the Customer Edit window for this customer.

Please move to the [Customer Detail](#) section of this chapter for a detailed explanation of the Customer Edit window.

13.3 Customer Detail

See also: [Add New Customers - Edit Existing Customers](#)

The Customer Edit window provides a number of fields where you may store additional data in, if you so desire. The only required field on this window is the Name field, which can be either a person's name or a company name. The customer ID field is filled in automatically if you do not manually key one in.

Here is a description of the command buttons on the command list bar.

Button	Action
Save	After editing a customer's record you need to save your changes! Click this button to save your changes to the database.
Delete	Deleting a customer totally removes the customer record from the database. This doesn't affect previously created invoices.
Shipping address	This button opens a new data list window and displays all shipping addresses belonging to the current customer. You can use this button to create multiple shipping addresses for one customer. When creating new invoices, you can use the Select Shipping Address icon button (the magnifier icon) near the Ship To label to select a shipping address.

Category	This button opens a data list window where you can add, edit or delete customer categories.
Email	If you have an email client (like Outlook Express), it will open and compose a new message to the address listed in the Email field.
New Invoice	This button will create a new invoice for the current customer, filling in all information available automatically.
History Invoice	This button lists all invoices created for the current customer in a data list window.
Payment	This button allows you to add a new payment for the current customer's pending invoices.
Statement	Creates a new Customer Statement report.
Refresh	Reload data from the database. This command is used basically in a network environment where multiple users open the same database. You can use this button to refresh data modified by other users.

Below is a description of some important fields on the Customer Edit window.

Field Name	Description
ID	The ID value uniquely identifies a customer. This value is generated automatically if left blank.
Name	Required. This is a free form text field indicating the name of the customer. This can be a company name, a personal name or any combination thereof.
Category	The category field helps you organize customers. Click the Customer Category button on the Command List bar to manage categories.
Account Balance	This is the total balance due for all outstanding invoices for this particular customer.
Updated Date	This field is updated to the current date whenever the account balance is changed.
Status	Potential values are Active, Inactive and Terminated. Only active customers will be displayed when you click the Select Customer icon button on the Invoice worksheet.

14. Products

14.1 Add New Products

1. Click and select the Invoice ribbon tab if it isn't already selected.
2. Click the Products button on the Invoice ribbon tab. This displays the Products data list window.

ID	Description	Category	Price	Stock	Service
P1000	Test Product 1	(Default)	100.00	99.00	
P1001	Test Product 2 (Service)	(Default)	200.00	0.00	*
P1002	Test Product 3 (Non-taxable)	(Default)	300.00	299.00	
P1003	Test Product 4 (Inactive)	(Default)	400.00	400.00	

3. Click the Add button. This displays the New Product window.
4. Fill in the data fields. Product Description is the only required field.
5. Click the Save button. If succeeded, the New Product window becomes Product Edit window.

Product Edit

Save & Add Save Delete Category Sync Cost Report Refresh Help

Product

Description Test Product 1

Category (Default)

Product ID P1000

Price 100

Cost 90

Stock 99.00

Low limit 0.00

Status Active

Is a service (stock/cost NA)

Taxable

Custom fields

Name	Type	Value

Close (ESC)

That's it! You have created a new product! Please move to the [Product Detail](#) section for a detailed explanation of the Product Edit window.

14.2 Edit Existing Products

Below is a screen shot of the Product Edit window.

Product Edit

Save & Add Save Delete Category Sync Cost Report Refresh Help

Product

Description Test Product 1

Category (Default)

Product ID P1000

Price 100

Cost 90

Stock 99.00

Low limit 0.00

Status Active

Is a service (stock/cost NA)

Taxable

Custom fields

Name	Type	Value

Close (ESC)

To open it:

1. Click and select the Invoice ribbon tab if it isn't already selected.
2. Click the Products button on the Invoice ribbon tab to open the Products data list window.
3. Browse to the product record you want to edit, or find it using the [search bar](#).
4. Double click the product record to open the Product Edit window.
5. Make changes as needed.
6. Click the Save button to save changes.

Please move to the [Product Detail](#) section of this chapter for a detailed explanation of the Product Edit window.

14.3 Product Detail

See also: [Add New Products - Edit Existing Products](#)

The Product Edit window provides a number of fields that you may optionally store data in. The only required field on this window is the Description field. However, you will want to fill in other fields like price, and stock if applicable.

The screenshot shows the 'Product Edit' window with the following fields and values:

- Description:** Test Product 1
- Category:** (Default)
- Product ID:** P1000
- Price:** 100
- Cost:** 90
- Stock:** 99.00
- Low limit:** 0.00
- Status:** Active
- Is a service (stock/cost NA)
- Taxable
- Custom fields:** A table with columns Name, Type, and Value.

The window includes a Command List bar with icons for Save & Add, Save, Delete, Category, Sync Cost, Report, Refresh, and Help. A 'Close (ESC)' button is located at the bottom right.

First, let us look at the Command List bar.

Button	Action
Save	Whenever you edit or add a product you want to be sure to save your changes!
Delete	Deleting a product totally removes the product record from the database. This does not affect previously created invoices.
Sync Cost	By default, the product cost of an invoice item is set to the cost value of that product when you create an invoice, and the total cost of the invoice is calculated based on that cost. However, you can use this button to update all invoice items related to the product and to set their cost value to the product's current cost.
Category	This button displays the Product Category window where you can add, edit, and delete product categories.
Report	This button displays the Reports window where you can create new reports.
Refresh	Reload data from the database. This command is used basically in a network environment where multiple users open the same database. You can use this button to refresh data modified by other users.

Below is a description of some important fields on the Product Edit window.

Field Name	Description
Category	The category field helps you organize products. Click the Product Category button on the Command List bar to manage categories.
Product ID	The ID value uniquely identifies a product. This value is generated automatically if left blank.
Description	The product's description is the only required information you must enter. It is a free-form text field.
Status	Potential values are Active and Inactive. Only active products will be displayed when you click the Select Product icon button on the Invoice worksheet.
Is a service	Check this box if you do not maintain a physical inventory for the product.

15. Invoices

15.1 Create New Invoices

For a quick start tutorial, [click here](#).

There are several ways to start creating an invoice. Each method will eventually lead you to the same interface - the Invoice worksheet. For example, if you click the New Invoice button on the Customer Edit window, the system clears the Invoice worksheet and fills it with the information about that customer. This is the same as clicking the Clear & New button to clear the Invoice worksheet, and then clicking the Select Customer on-sheet picker button to select the customer.

There are 3 essential steps to create an invoice:

1. Clear the Invoice worksheet. This can be done by clicking the Clear & New button.
2. Fill in the necessary information, including customer information and product information.
3. Save the invoice to the database by clicking the Save Invoice button.

For additional information, please refer to the [Invoice Detail](#) section of this chapter for more information.

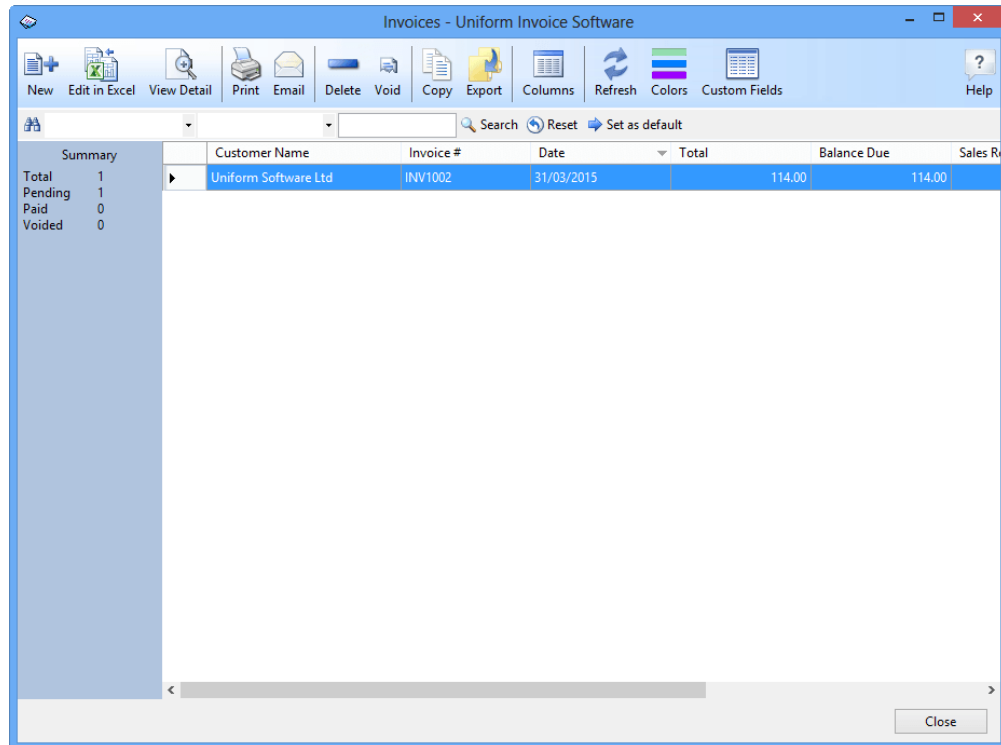
15.2 Edit Existing Invoices

An invoice can be edited ONLY if its status is *pending*. If the invoice status is *void* or *paid*, then only the Notes field is data input capable for editing.

There are two tools to edit an invoice. The first is the Invoice worksheet, and the second is the Invoice Edit window. Regardless of which one you choose, you always need to find the specific invoice in the first place, if it is not currently displayed or shown.

To find an invoice:

1. Click the Invoices button on the Invoice ribbon tab to open the Invoices window.



2. Browse to the invoice you want to edit, or find the invoice using the [search bar](#).
3. If you want to edit it in Excel, click the [Edit in Excel](#) button on the toolbar. If you want to edit it using the Invoice Edit window, simply double click it.

You will find additional information in the [Invoice Detail](#) section of this chapter.

Note: If you know the ID (invoice #) of the invoice, you can also type the ID into the Invoice # cell in the Invoice worksheet and press Enter to retrieve it from the backend database. This feature is called [In-Cell Lookup](#).

15.3 Invoice Detail

See also: [Create New Invoices - Edit Existing Invoices](#)

Both the Invoice worksheet and the Invoice Edit window can be used to edit an invoice, although there are some significant differences between the two.

	Invoice worksheet	Invoice Edit window
Create new invoices	Yes	No
Add invoice items	Yes	No
Delete invoice items	Yes	Yes
Delete or void payment	No	Yes
Void invoices	No	Yes
Delete invoices	No	Yes
Payment History	No	Yes

The Invoice worksheet

Here is a screen shot of the default Invoice worksheet. You can also download customized invoice templates from [Invoicing Templates](#).

It's easy to get started with the Invoice worksheet because it is based on the *What You See Is What You Get* (or WYSIWYG) paradigm. However, to be effective, there are still some important points you need to know.

- The Clear & New button clears the Invoice worksheet. After clearing, the Invoice Date and Shipping Date field automatically revert to the current

- date. The Tax Rate, Sales Rep. Name, Ship Via, Terms are also set to their default values respectively. You can set these default values by clicking the Settings button on the Invoice worksheet.
- The Invoice worksheet is protected by default to avoid accidentally corrupting formulas. If you want to alter the protected contents such as the company name, logo and certain text labels, you can unprotect it by clicking Review tab -> Changes group -> Unprotect Sheet if you are running Excel 2007/2010/2013. When you finish customizing the worksheet, it is strongly recommended that you return the worksheet to protected status to avoid accidental corruption of formulas.
 - By default, the maximum number of invoice line items is 12. These lines must be filled, one by one, with NO blank rows between them. For example, if you have three product line items, then they must be keyed or entered into rows 1, 2, and 3. If you filled them into rows 1, 2, and 4, then only row 1 and 2 will be saved to the database. Because line 3 was skipped or left blank, then Row 4 will be discarded if you choose to disable the "Allow incomplete lines" feature on the Settings window.

An item is treated as blank if ANY of the following fields are empty or zero: Product ID, Product Description, and Line Total.

For an in-depth look at the invoice template, see [Customizing the Invoice Template](#).

The Invoice Edit window

The Invoice Edit window allows you to edit most fields of an invoice, except the calculated fields, tax rate fields, shipping costs, and invoice items.

Here is a screen shot of the Invoice Edit Window.

Invoice Edit

Save Edit in Excel Print Email Delete Void Refresh Help

Invoice # INV1002 Invoice date 31 March 2015 Sales rep. Shipping type
 Order # Payment term Due date Shipping date 31 March 2015

Customer Ship To
 ID C1005
 Name Uniform Software Ltd
 Address
 City & ST
 ZIP Email
 Phone Country

Calculated Fields
 Status Pending PST @8.000000% £8.00
 Subtotal £100.00 GST @6.000000% £6.00
 Shipping cost £0.00 Email date <N/A>
 Total £114.00 Email error
 Payments £0.00 Balance in email
 Balance £114.00

Items Payments
 Delete Item Edit Item

Product ID	Description	Quantity	Price	Linetotal	Taxable
P1000	Test Product 1	1.00	100.00	100.00	*

Custom Fields
 Name Type Value

Close (ESC)

Button	Action
Save	Saves the modified data to the database.
Edit in Excel	Displays the current invoice in Excel.
Void	Deletes the invoice from the Sales Record but keeps a copy in the database for reference.
Print	Displays the invoice in the Invoice worksheet and prints it, using default print options.
Email	Displays the invoice in Excel, extracts the Invoice worksheet as a new workbook, and creates a new email message to send the workbook to selected e-mail address.
Delete	Deletes the invoice record from the database. This will delete all payments and place all products back into stock (where applicable).
Refresh	Reload data from the database. This command is basically used in a network environment where multiple users open the same database. You can use this button to

	update or refresh data modified by other uses.
--	--

Unlike the Invoice worksheet, the Invoice Edit window shows you all the payments on the Payments tab, where you can add new payments, remove or edit existing payments. To add a new payment, click the Add Payment button. To remove or edit an existing payment, double click the payment record to open the Payment Edit window.

16. Payments

16.1 Add New Payments

There are 3 ways to add new payments, though all of them lead you to a similar New Payment window.

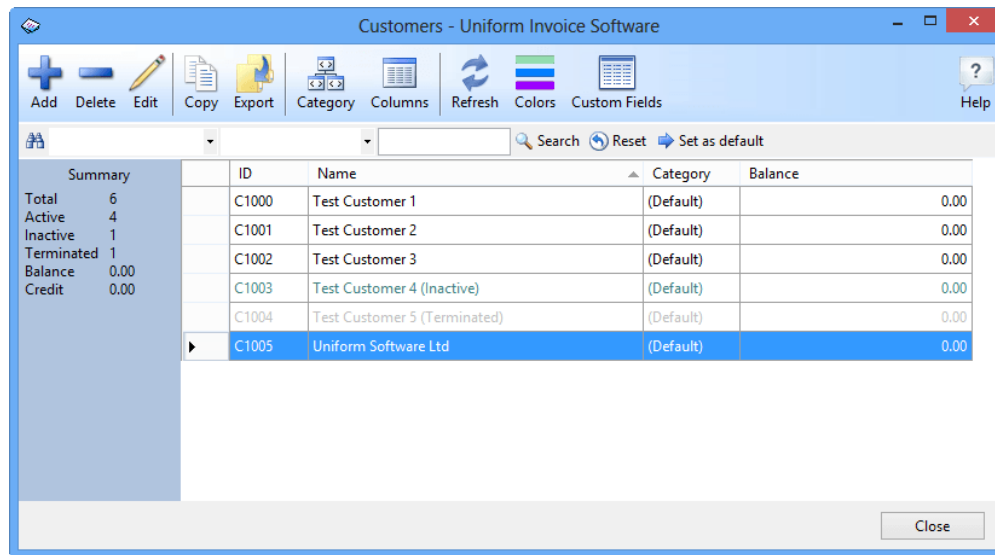
Using the Payment button on the Invoice ribbon tab

If the invoice for which you want to post a payment is displayed on the Invoice worksheet, you can use the Payment button on the ribbon tab to display the New Payment window. Enter the payment information, and click the Save button to save the payment.

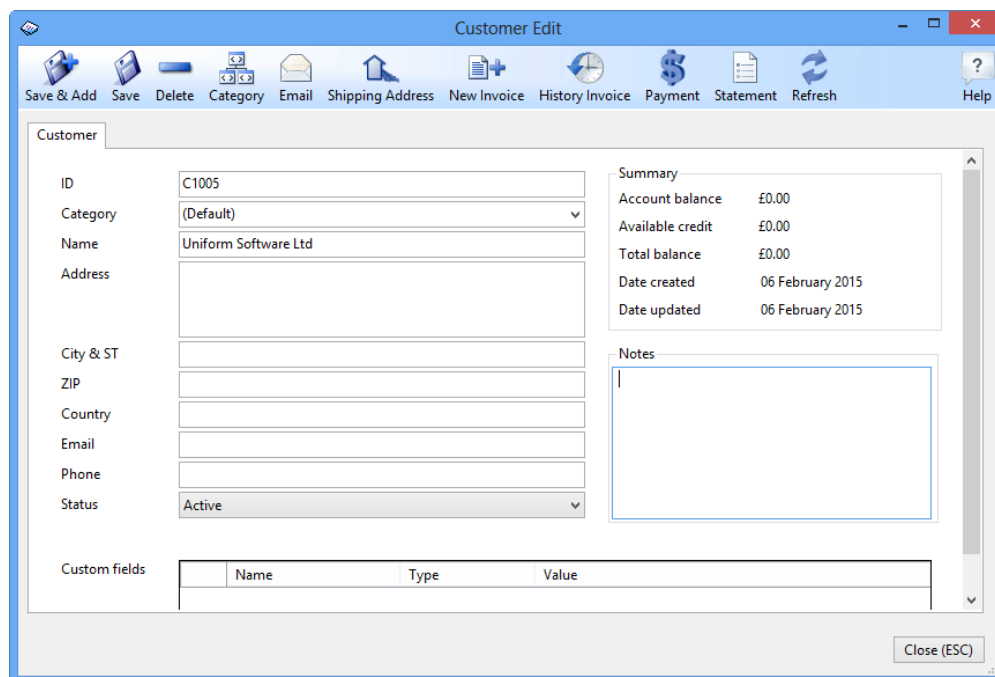
Tip: If you check the Prompt for new payment option on the Settings window, the New Payment window will be displayed automatically whenever a new invoice is saved to the database.

Using the Customer Edit window

1. Click and select the Invoice worksheet if it isn't already selected.
2. Click the Customers button on the Invoice ribbon tab to open the Customers data list window.



3. Browse to the customer. You can use the **search bar** to find the customer quickly.
4. Double click the customer record in the data list to open the Customer Edit window.

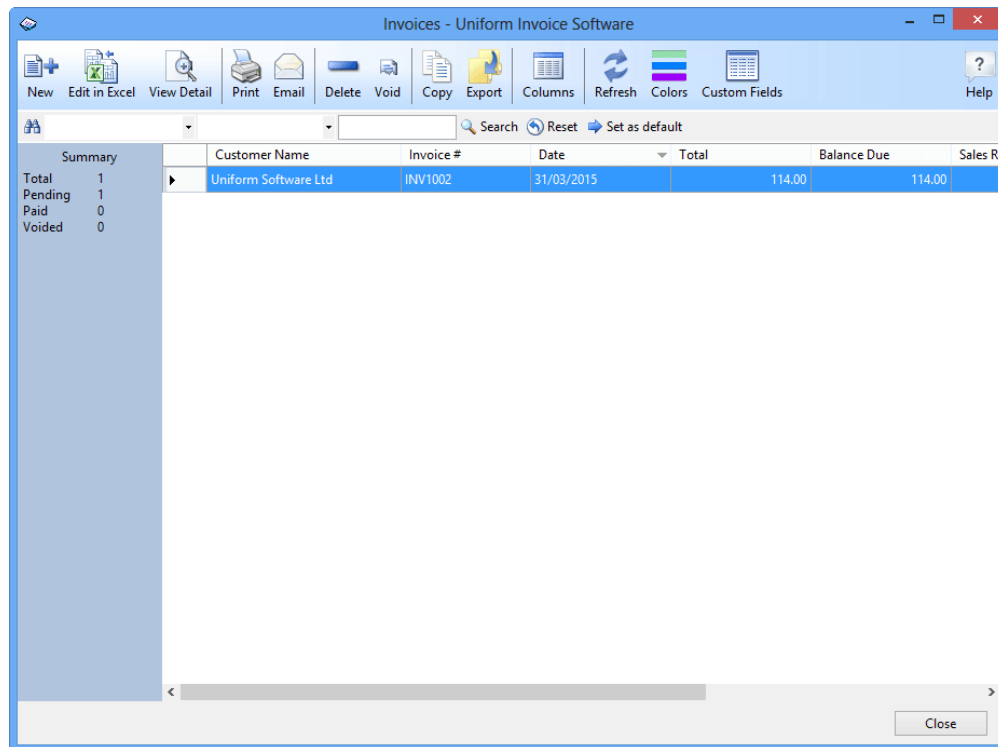


5. Click the Payment button to display the Customer Payment window, where you can double click to select a pending invoice. This will display the New Payment window for the invoice.
6. On the New Payment window, make changes if needed.

- Click the Save button on the New Payment window to save the new payment to the database.

Using the Invoice Edit Window

- Click and select the Invoice worksheet if it isn't already selected.
- Click the Invoices button on the Invoice worksheet to open the Invoices data list window.



- Browse to the invoice for which you want to add a payment. You can use the **search bar** to find the invoice quickly.
- Double click the invoice record in the data list to open the Invoice Edit window.
- Click and active the Payments tab, where you can find a list of payments you post for the current invoice.

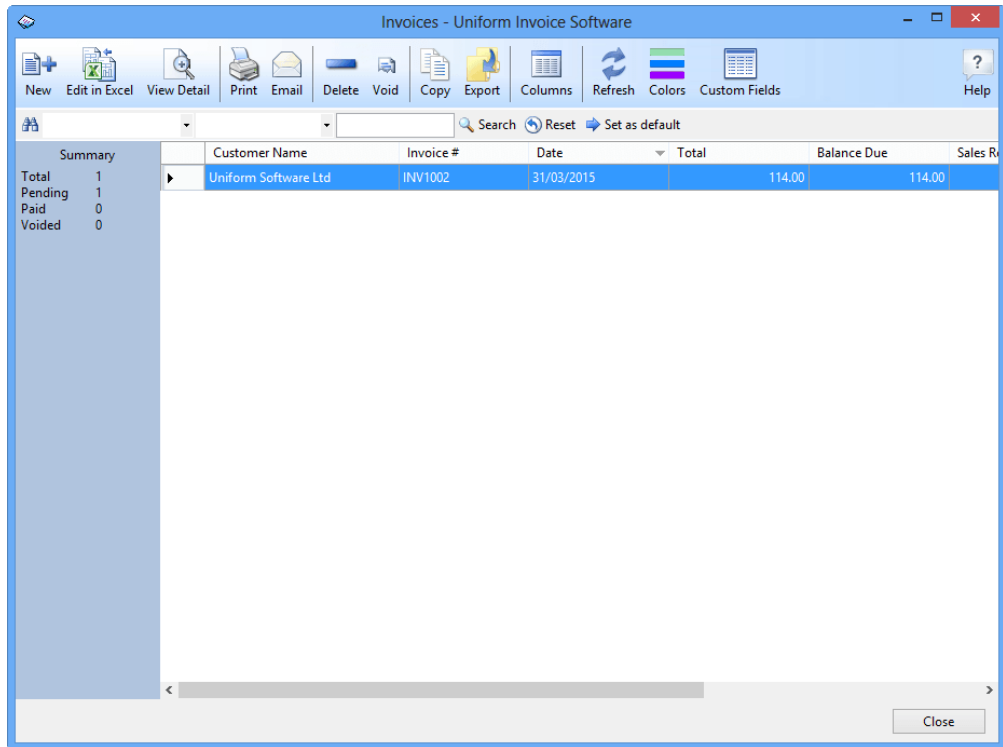
6. Click the Add payment button to display the New Payment window.
7. On the New Payment window, make changes if needed.
8. Click the Save button on the New Payment window to save the new payment to database.

That's it! You have created a new payment! Please move to the [Payment Detail](#) section for a detailed explanation of the Payment Edit window.

16.2 Edit Existing Payments

A payment is not editable if the invoice has been voided or paid. It is editable only if the invoice is still pending. For a voided payment, only its Notes field is editable. Follow these steps to edit a payment:

1. Click and select the Invoice worksheet if it isn't already selected.
2. Click the Invoices button on the Invoice worksheet to open the Invoices data list window.



3. Browse to the invoice for which you want add/Edit a payment. You can use the **search bar** to find the invoice quickly.
4. Double click the invoice record in the data list to open the Invoice Edit window.

5. Click and activate the Payments tab. This will display a list of payments which have been posted for the current invoice.
6. Double click the payment you want to edit.

The screenshot shows the 'Payment Edit' window. The toolbar includes 'Save', 'Delete', 'Void Payment', 'Refresh', and 'Help'. The 'Payment' section is active. The 'Invoice' section displays: Invoice ID: INV1002, Balance due: £96.00, Customer: Uniform Software Ltd, and Customer ID: C1005. The 'Date' field is set to 01 April 2015. The 'Total payment' field contains the value 18. There are also fields for 'Type' and 'Reference'. A 'Notes' field is available with a maximum character limit of 255. The window concludes with 'Save' and 'Close (ESC)' buttons.

7. Make changes as needed, then click the Save button to save the payment.

The [Payment Detail](#) section contains an even more detailed explanation of the Payment Edit window.

16.3 Payment Detail

See also: [Add New Payments - Edit Existing Payments](#)

The Payment Edit window provides a number of fields that you may optionally fill out. The only required field on this window is the Total Payment field.

The screenshot shows a 'Payment Edit' window with the following details:

- Toolbar:** Save, Delete, Void Payment, Refresh, Help.
- Invoice Section:**
 - Invoice ID: INV1002
 - Balance due: £96.00
 - Customer: Uniform Software Ltd
 - Customer ID: C1005
- Date:** 01 April 2015
- Total payment:** 18
- Type:** (Dropdown menu)
- Reference:** (Text field)
- Notes:** (Max characters: 255)
- Buttons:** Save, Close (ESC)

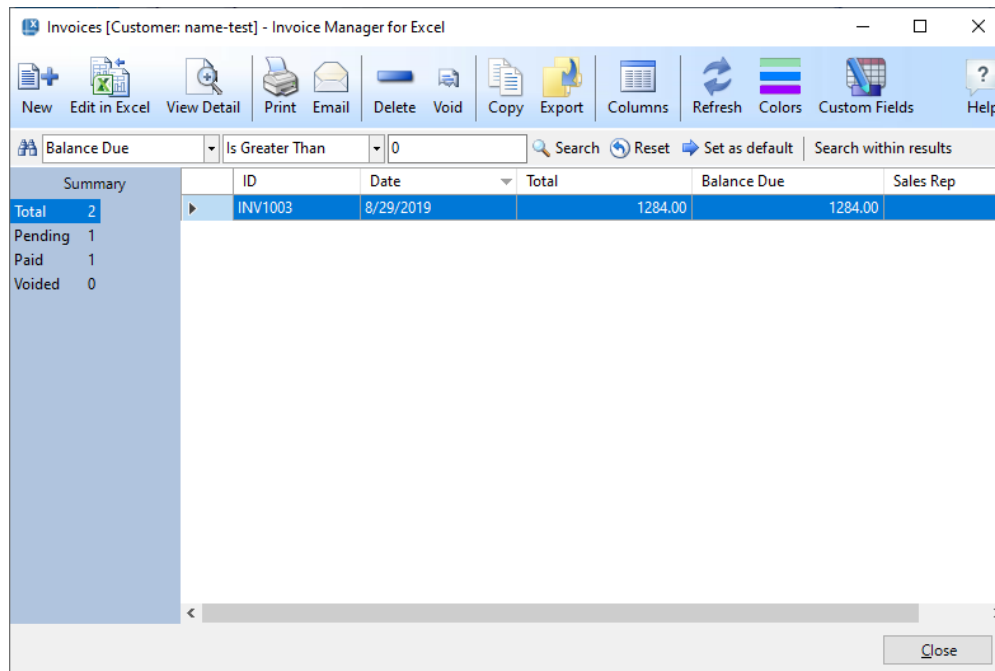
Here we have a look at the commands on the toolbar.

Button	Action
Save	After editing the payment, you need to click this button to save the changes to the database.
Delete	Deleting a payment will remove the payment record completely from the database.
Void Payment	Voiding a payment will mark the payment voided and change the status of the invoice back to pending. Unlike deleting a payment, voiding a payment will keep the payment record in the database.
Refresh	Reload data from the database. This command is used basically in a network environment where multiple users open the same database. You can use this button to refresh data modified by other users.

17. Applying One Payment to Multiple Invoices - Batch Payment

The easiest way to apply one payment to multiple invoices (i.e. batch payment) is to use the "Credit" feature of Invoice Manager.

1. Open the customer list by clicking the "Customers" button on the ribbon tab.
2. Find the customer who sends the payment. If you have lots of customers, use the search bar to locate the customer easily.
3. Double-click to open the "Customer Edit" window.
4. Click "History Invoices". To show only the outstanding invoices, apply a filter to show invoices whose balance due are greater than 0 (zero).



5. Double-click an invoice.
6. Go to the "Payments" tab.
7. Click "Add"
8. Enter the whole paid amount and click "Save". The overpaid amount will be saved as credit of the customer. Close the "New Payment" window.
9. Now you're returned to the list of invoices. Double-click another outstanding invoice.
10. Go to the "Payments" tab.

11. Click "Apply Credit".
12. Enter the credit amount to apply. Click "OK" to close the "Apply Credit" window.
13. Close the "Invoice Edit" window to return to the list of invoices.
14. If there are still outstanding invoices and available credit, you can continue the process to apply all the available credit.

18. Reports

Contents

Generating and printing reports

Setting visible columns

Extracting report

Generating and printing reports

The tool to generate reports is the Reports window. There are several ways to open this window:

- Click the Reports button on the Invoice ribbon tab.
- Click the New Report button on the task pane which is shown when any report worksheet is active.
- On some data list windows and data edit windows, there are also command buttons to open the Reports window. For example, On the Customer Edit window, you can find a Statement button.

The only difference between them is how the window is initialized. For example, if you open the Reports window by clicking the New Report button on the Sales Report worksheet, the initial tab will be Sales Report.

Below is a screen shot of the Reports window.

The Reports window contains six tabs, corresponding to five report worksheets in the invoice workbook. Consult the description on the window to learn how to set report options. After setting the options, click the Generate Report button to create a report.

If successful, the generated report will be displayed on the corresponding worksheet.

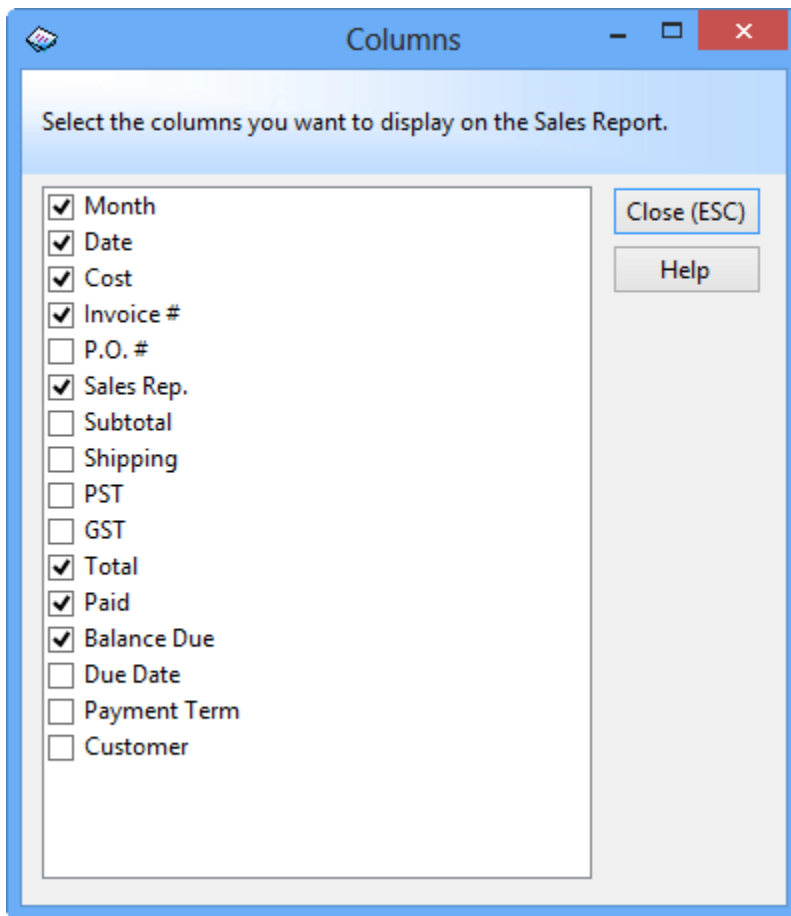
Note: As you can see, the report worksheets are used primarily as a temporary work area, but not the place to store your report data. Each time you try to generate a new report, the previous report data will be overwritten.

To print a report, click the Print button on the report worksheet. This will print out the report worksheet with the default print options and default printer. If you want to customize your print work, click Page Layout tab in Excel 2007/2010/2013.

Setting visible columns

Click the Columns button on the task pane (shown when any report worksheet is active) to display the Columns window, which lists all available columns on the current report worksheet, and allows you to set the visible columns for that report.

For example, below is the Columns window displayed by clicking the Columns button on the Sales Report worksheet.



To hide a column, clear the checkbox before the column name. There is ONE exception: The first column on each report worksheet is the key column to sort and group the report data. DO NOT hide or delete the first column of each report.

In general, the number of available columns is sufficient. Most of the time, you will want to hide some of the columns. This is not a problem unless you want to send the report to someone else. **You must carefully review those hidden columns when sending out report worksheets. Be very careful that these hidden columns do NOT provide information that you do NOT wish to share with others.** The Settings window provides a Remove Hidden Rows and Columns after Extracting Report option to help you remove those hidden columns automatically. If you need to send out an extracted report, DO NOT clear that checkbox.

Extracting report

To extract a report, click the Extract button on the corresponding report worksheet.

Extracting a report will copy the report worksheet and create a new workbook. The extracted report is a *free* copy, that is, it is outside the Invoice Manager for Excel and you can do anything with it. For example, you can email it out, add or delete data, or simply do some formatting.

19. Common Tasks

19.1 Search Bar

What is it

The search bar on the Customers, Products, and Invoices data list windows consist of two list box controls, one text box control, and several command buttons. To search all records meeting your specific criterion, follow the steps below.

How to use

For Example: Let's say you open the Customers window and want to find all customers whose name contains *Uniform*:

1. Select a search field from the first list box. In this example, you select *Name* from the first list box.

2. Select a search operator from the second list box. The search operators you can select vary according to the type of the field you selected in the first list box. For text field, the operators you can use are: Equals, Contains, Starts With, Ends With, Is Less Than, Is Greater Than. For a numeric field, the allowed operators are: Equals, Is Less Than, and Is Greater Than. In this demonstration example, you select Contains from the second list box.

Summary	
Total	6
Active	4
Inactive	1
Terminated	1
Balance	1000.00
Credit	0.00

3. Enter the search key value in the text box. In this example, you enter *uniform*.

4. Click the Search button. The data list will display all records meeting your criterion.
5. To display all records again (i.e. remove the criterion), click the Reset button.
6. If you click the Set as Default button, the current search options in the field name box and search operator box will be saved. For example, in the Products data list window, if you select *Product Name* from the search field box, and select *Contains* from the search operator box, and then click the Save as Default button, these options are saved. After that, each time you open the Products window or Product-Selection window, these options are restored.

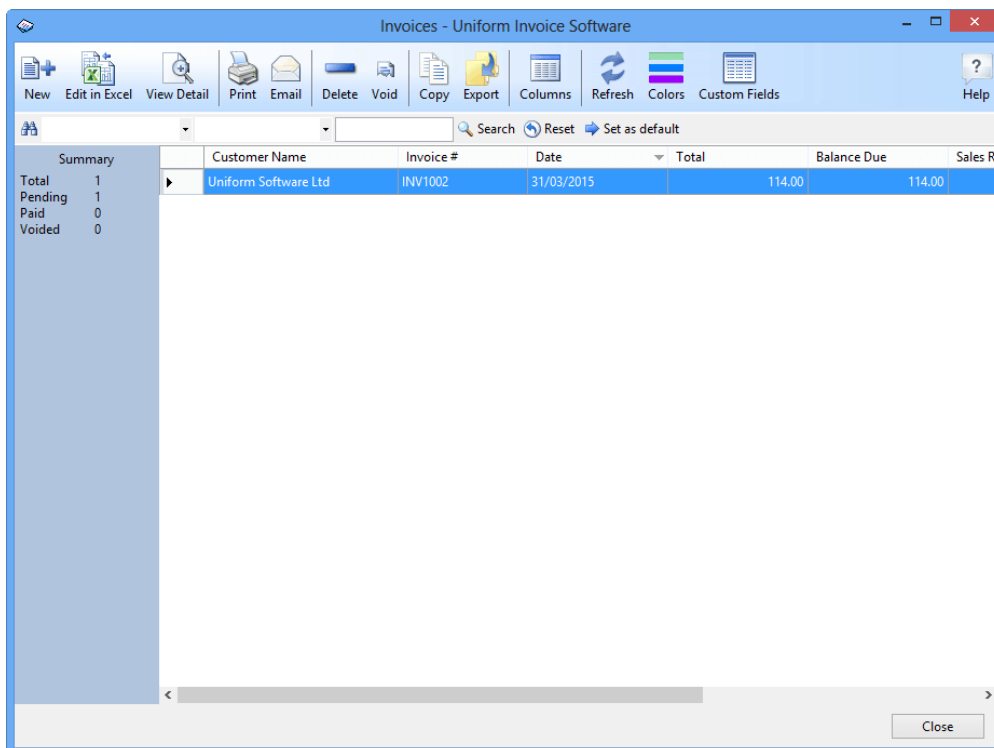
19.2 Data List Window

Introduction

Invoice Manager for Excel uses data list windows in many cases to show you a list of records loaded from the backend database, including the Customers window, the Products window, the Invoices window, and those windows that can be opened by clicking the Edit button on the Misc Data tab of the Settings window.

Tip: For information on using the search bar, see [Search Bar](#).

Tip: Data list windows use form property files for storing the sizes and column widths. To reset all these to defaults refer to [Form Properties File](#).



How to use

Here are some tips to help you work with data list windows easily and effectively.

- Resize data list windows and grid columns

You can resize the width and height of a data list window, as well as the widths of grid columns, to best fit your needs. All the new properties are saved automatically when you close a data list window, and restored automatically when you re-open the window.

- Export the data list to an Excel file

All the data list windows provide an **Export** command, which can be found on the toolbar. Click this command to export the content of the current data list to an Excel file. Using this feature, you can easily get a list of products, customers or invoices.

- Sort by any column

Click a column header to sort by that column. Double click it again to change its sort order - ascending or descending.

- Display or hide any column

If the data list window provides the **Columns** command on the toolbar, click it to open the Columns dialog box.

- Move columns

To move a column in the data list area, first click the column header to select it, and then push your mouse button on the column header and drag it to its new location.

All the customizable properties of the data list windows - the height and width of a window, column widths, visible column names and order, sort criterion, etc., are stored and will be restored next time you open it.

19.3 Share Database

Introduction

Sharing an Access database could be done between two or more templates, such as an invoice template and a packing list template, or between two or more computers. This feature is supported in the "Net" and "Enterprise" edition. Refer to [Differences between editions](#) for more information.

By sharing database two or more users could work on same database file.

NOTE: Each computer requires its own license key/registration code.

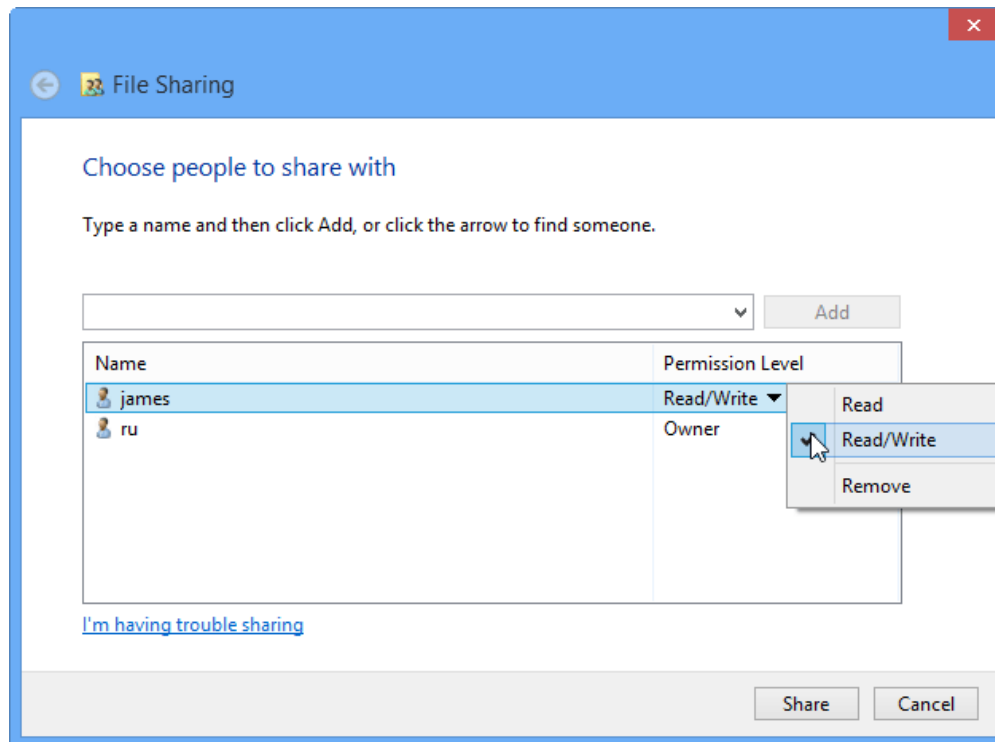
Sharing Access database file requires the computers connected on a LAN (locally area network). If you need to share data via the Internet, choose the "Enterprise" edition and migrate the Access database file to online SQL Server. See [Online Invoicing Sample](#) for a practical example.

Steps

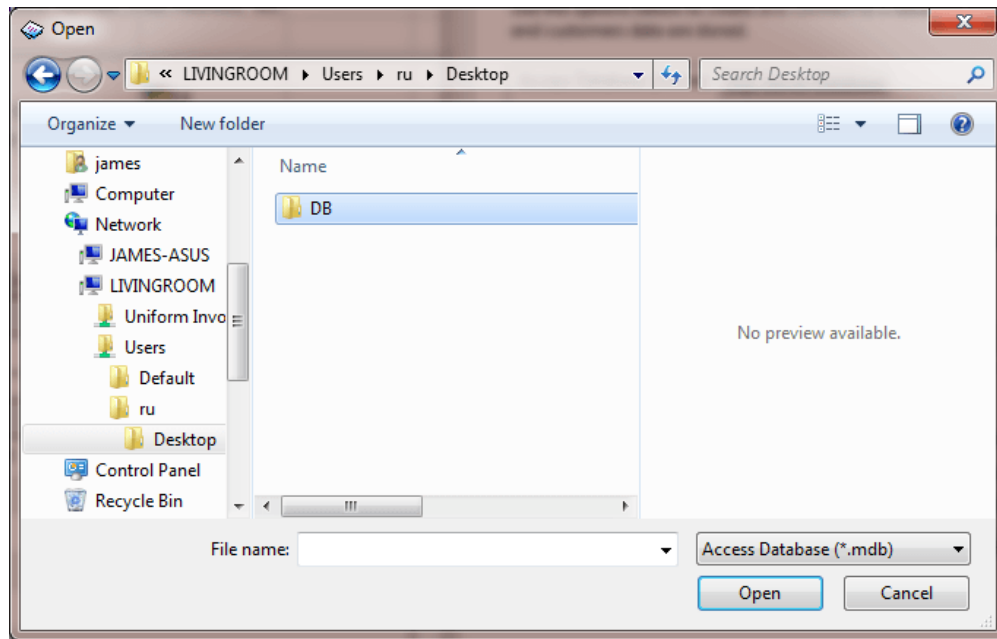
This simple tutorial goes through the steps for sharing database(s) between two computers.

Let's say we have two computers. Computer LIVINGROOM running Windows 8 will host the shared database file, and another computer running Windows 7 will connect to the database hosted on LIVINGROOM. You can easily find similar options on Windows 10. These two computers are locally networked -- i.e. connected via a LAN.

- Create a folder named DB on LIVINGROOM.
- Right-click the DB folder and select Properties.
- Switch to the Sharing tab.
- Click Share.
- On the 'Choose people to share with' dialog box, add the Windows user name with whom you want to share the database file. Make sure the 'Permission Level' is set to 'Read/Write'.



- Click Share.
- Store the database file in the DB folder, or create a new database file in the DB folder.
- On the Windows 7 machine, open your invoice template as usual.
- Click Settings. Go to Database tab.
- Click Open database under the Access database tab.
- Browse to and select database file in the shared DB folder on LIVINGROOM.



Once the template successfully connects to the shared database, the Current Database field on the Invoice worksheet will show the name of the database that is currently connected with.

- Save the template once. This insures the template will connect to the specified database automatically next time you open it.

Tip: If you see the error "An error occured while submitting data. Operation must use an updateable query.":

- Make sure the database file is stored in a folder where the connected PC (its Windows account) has full access privilege.
- You need at least the "Net" edition.
- Each computer requires its own license key - i.e. If you I have 3 computers, you need 3 licenses, one for each.

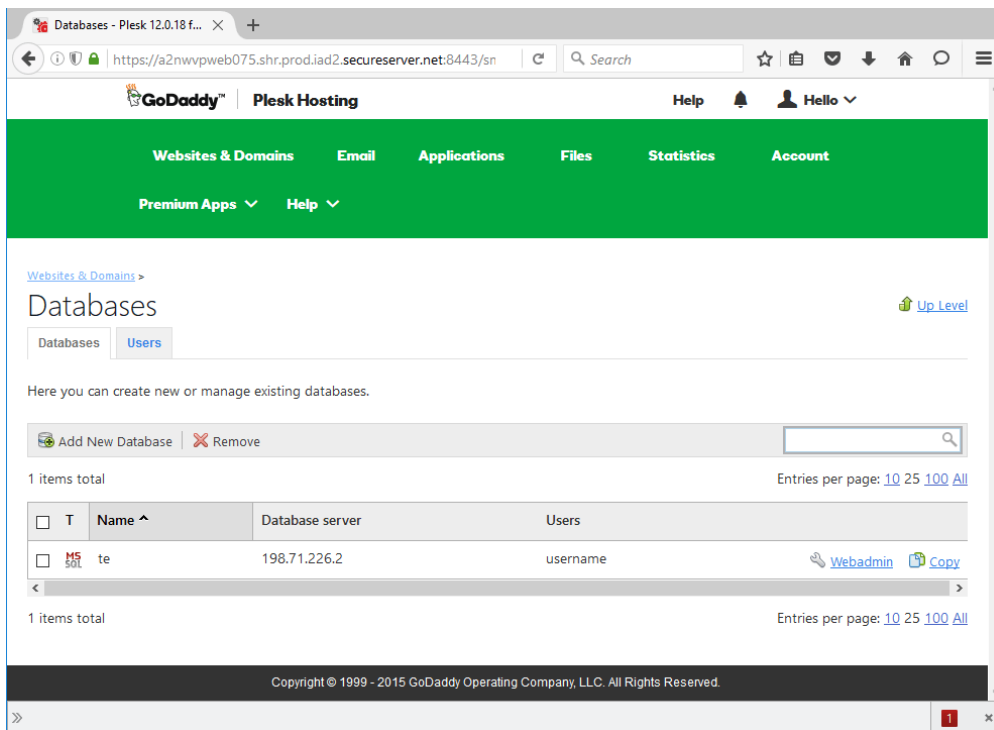
19.4 Migrate Access Database to SQL Server

Step 1 - Create SQL Database (Optional)

Note: Visit [Online Invoicing Sample](#) for our running sample of online SQL Server.

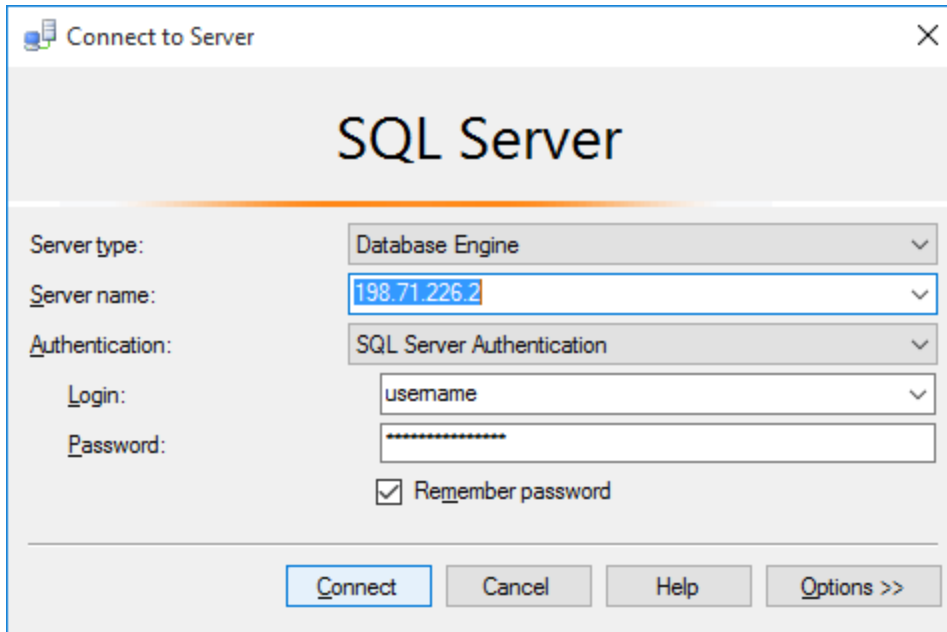
If you run SQL Server on local network, you might have the permission to create database using tools like SQL Server Management Studio. Invoice Manager for Excel is also able to create database from the Settings window / Database tab.

If you run SQL Server on the Internet and your hosting provider does not support creating database remotely, you can create database from your hosting control panel, such as Plesk control panel. For example, if you have a shared Windows hosting plan with Godaddy, you should create new database by using their Plesk control panel. Be sure to write down the database server name, database name, database login user name and password.



Step 2 - Test Connection with SQL Server Management Studio

Download and install Microsoft SQL Server Management Studio (<https://msdn.microsoft.com/en-us/library/mt238290.aspx>). Connect to the remote database with the server name, database name, user (login) name, and password.



Connect to Server

SQL Server

Server type: Database Engine

Server name: 198.71.226.2

Authentication: SQL Server Authentication

Login: username

Password: *****

Remember password

Connect Cancel Help Options >>

Step 3 - Connect SQL Server Using Invoice Manager for Excel

Now start Invoice Manager for Excel. Click Settings and go to the Database tab, and then choose "SQL Server Database" as the database type.

Settings

Template Taxes Misc. Data Database In-cell Lookup Print Forms Extract/Email

Use the options below to create and connect to a database where all your invoices, products and customers data are stored.

Access Database (Active) SQL Server Database

Current server: <Access Database> Current database:

To connect to a new database, enter the server name or click "Show local servers" to find the servers available locally. To connect to a SQL Server on the Internet, enter the server and database name manually.

Server name Authentication

Login name Password

Database name Create new database

Remember login name and password

Show local servers Connect to SQL server

Rules for Generating IDs

The rules are defined in databases, so each database can have its own rules.

	Customer ID	Product ID	Invoice ID
Prefix	C	P	INV
Next number	1015	1023	213745
Digits in ID	4		

Apply

Close Help

On the above figure, Invoice Manager for Excel is connecting with an Access database (that is why the "Access Database" tab is marked as "Active"). To connect a SQL Server on the Internet, on the "SQL Server" tab, you should fill in the fields "Server Name", "Authentication Mode" (This is usually "SQL Server Authentication" for SQL Servers on the Internet; and for the SQL Servers running on the local domain, it is usually "Windows Authentication"). See [Authentication in SQL Server](#) for more information.

In case of "SQL Server authentication", you need to also fill in "Login name" and "Password". "Database name" is also a required field.

If this database (as specified in the "Database name" box) is not created on the server side yet, check "Create new database". Note that if your SQL Server is running on the Internet using a shared web site hosting account, your SQL Server account may not have the permission to create database this way. In this case, the database should be created using the web hosting control panel, such as Plesk.

If your database is created from the Web hosting control panel, it is an empty database that does not contains the required tables to run Invoice Manager for

Excel. Click "Connect to SQL Server" button, Invoice Manager for Excel will create the tables automatically.

If Invoice Manager for Excel connects with the specified SQL Server database successfully, it saves the connection in the invoice template. To make this the default connection (so that the program restores the connection next time you start Invoice Manager for Excel), you should save the template by clicking the "Save" button on Excel quick access toolbar.

Step 4 - Verify and create custom fields

If your template is connecting with an Access database, and you create your SQL Server tables with the Access database connected, then all **custom fields** defined in the Access database tables are created on the SQL Server database too. However there are situations where the SQL Server tables contain only standard fields only.

To make the later importing procedure smoothly, it's better to verify if the custom fields are created identically as in the original database.

1. Open your invoice template as usual.
2. Make sure it is connecting to your "old" database -- i.e. the database that contains the data to be exported.
3. Click "Customers" on the "Invoice" ribbon tab, and then "Custom fields".
4. From the "Database table" list, choose "Customer".
5. Write down "Name" and "Type" of each custom field.
6. Repeat step 5 and 6 for other tables -- "Shipping Address", "Product", "Invoice Header" and "Invoice Body".
7. Now connect to your new SQL Server.
8. Click "Customers" on the "Invoice" ribbon.
9. Click "Custom Fields".
10. Select a table from the "Database table" list.
11. Click "Add field" to add a custom field. Make sure the "Name" and "Type" match exactly what you have write down.
12. Repeat step 10 and 11 to create all the required custom fields for other tables.

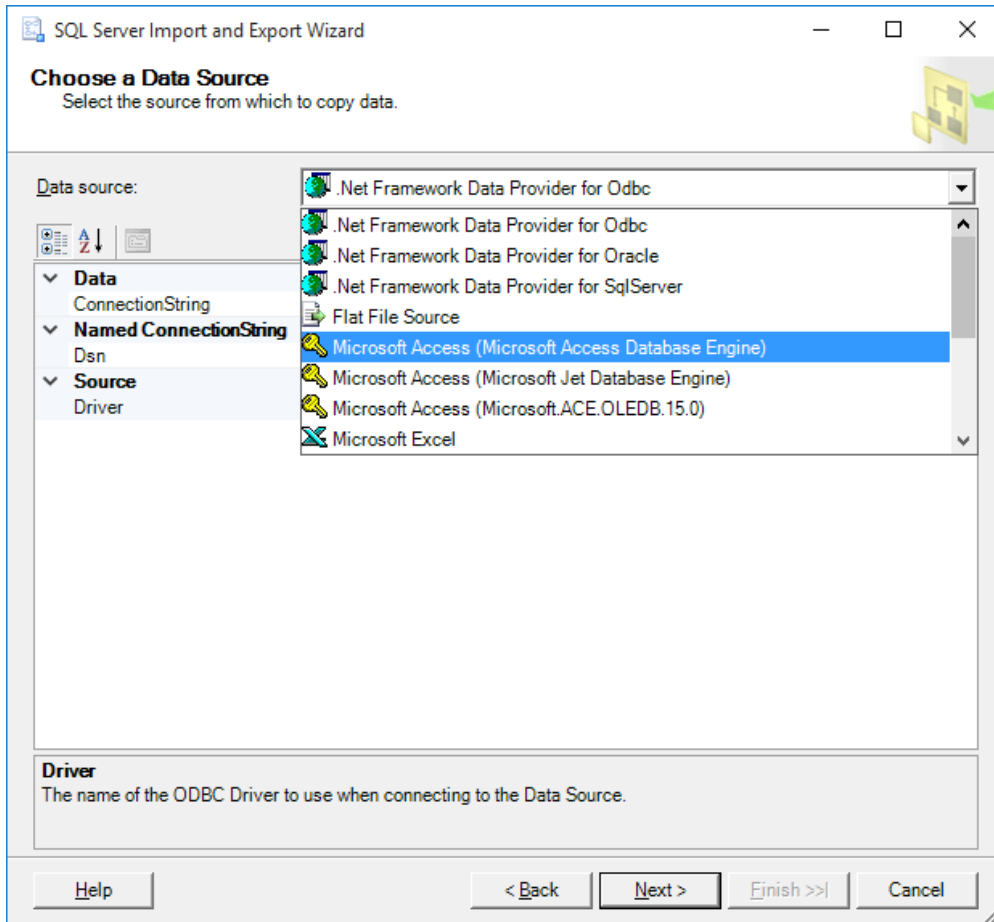
Step 5 - Import Existing Invoice Manager for Excel Data

You can use "SQL Server Import and Export Wizard" to import existing data, from either local Access database or local SQL Server database, to an online remote SQL Server database.

Before begin, first make sure you are able to connect to the remote SQL Server database from Invoice Manager for Excel, as detailed above. This also makes sure that the database contains all the tables required by Invoice Manager for Excel, and all the fields in the database are defined exactly as required by Invoice Manager for Excel.

SQL Server Import and Export Wizard could be start from Windows 10 search / command box or from within SQL Server Management Studio. Let's say you have started SQL Server Management Studio. From the "Object Explorer" located on the left side, expand "Databases" node and then right-click any database (not necessary the destination database). Right-click the database name and choose "Task" and then "Import Data". This starts "SQL Server Import and Export Wizard".

Click "Next" on the welcome screen to go to the "Choose a Data Source - Select the source from which to copy data" page, as shown on the figure below.



From the "Data source" drop down list, choose the type of your database. If your source data is in an Access database, then choose "Microsoft Access (Microsoft Access Database Engine)", the wizard then shows options that allow you to browse to and specify the Access database file used by Invoice Manager for Excel.

If your local database is a SQL Server database, choose "Microsoft OLE DB Provider for SQL Server" or "SQL Server Native Client". The wizard shows options to let you specify the login information for the SQL Server.

Click Next to go to the "Choose a Destination - Specify where to copy data to" screen, as shown below.

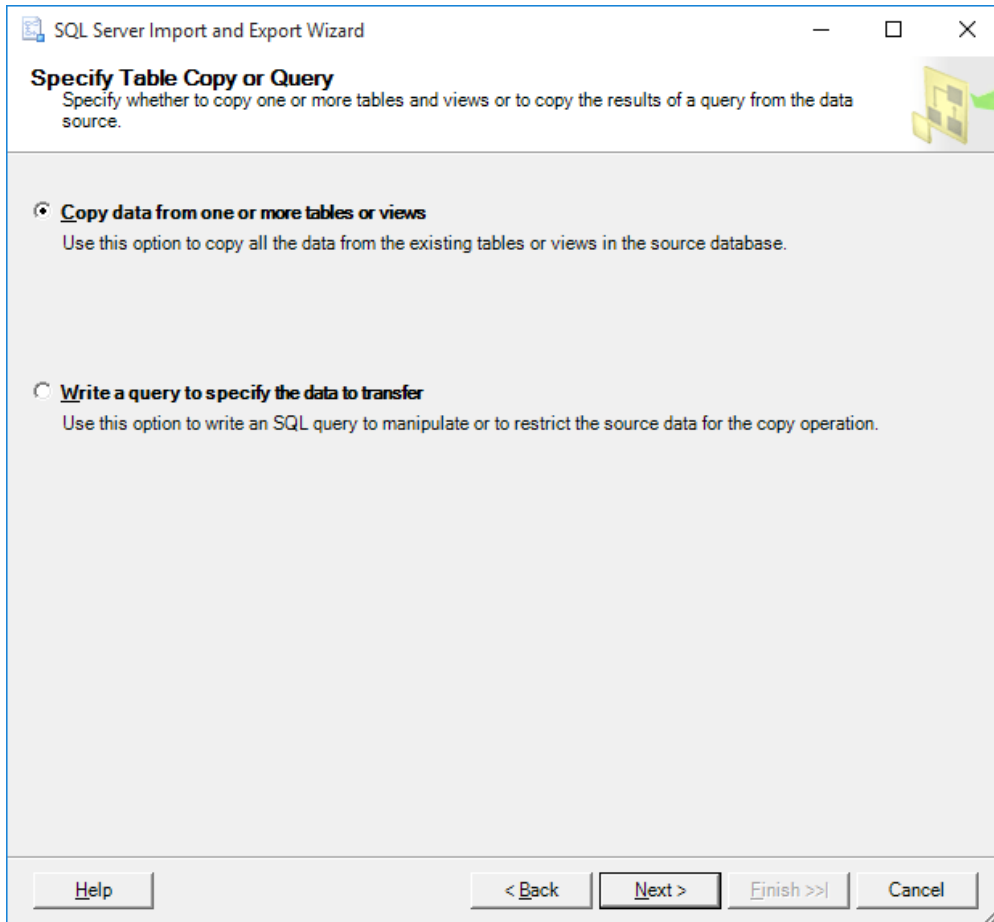
The screenshot shows the 'SQL Server Import and Export Wizard' window, specifically the 'Choose a Destination' step. The window title is 'SQL Server Import and Export Wizard'. The main heading is 'Choose a Destination' with the subtitle 'Specify where to copy data to.' Below this, there are several input fields and controls:

- Destination:** A dropdown menu showing 'Microsoft OLE DB Provider for SQL Server'.
- Server name:** A dropdown menu showing '198.71.226.2'.
- Authentication:** A section with two radio buttons:
 - Use Windows Authentication
 - Use SQL Server Authentication
- User name:** An empty text input field.
- Password:** An empty text input field.
- Database:** A dropdown menu with a small 'te' icon on the left. To its right are two buttons: 'Refresh' and 'New...'.

At the bottom of the window, there are five buttons: 'Help', '< Back', 'Next >', 'Finish >>', and 'Cancel'.

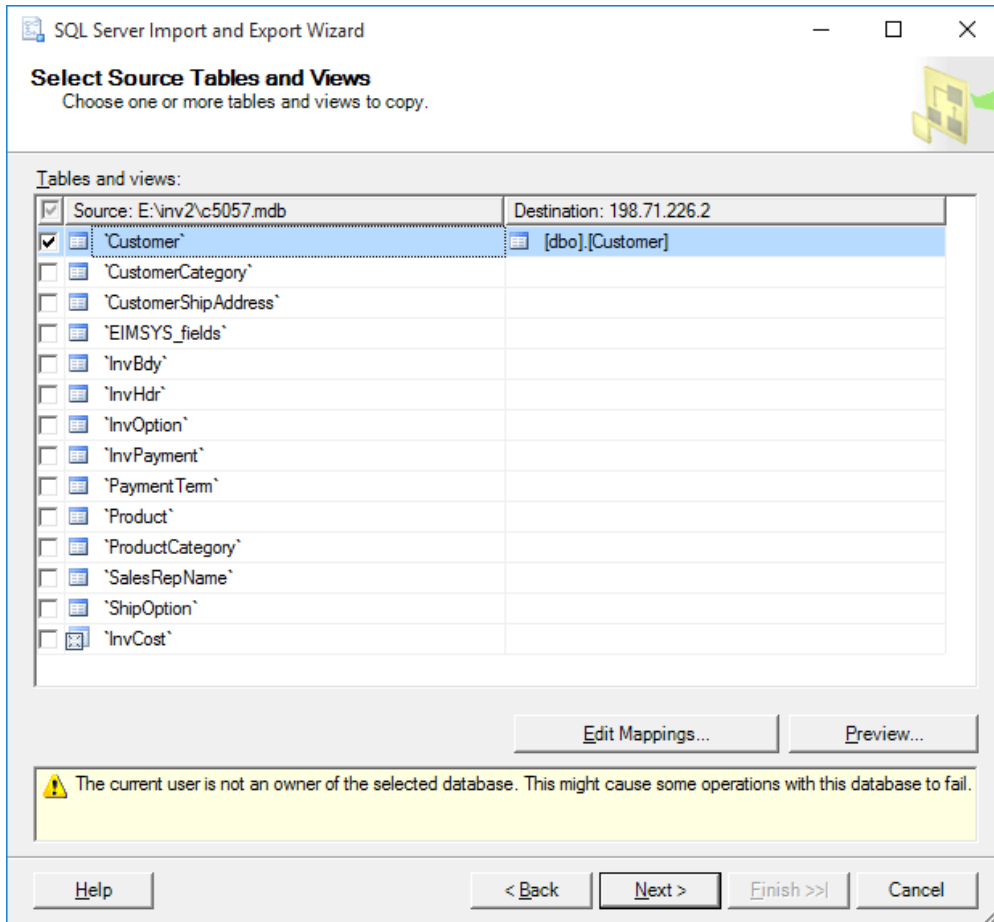
Assuming we are going to copy data to a remote SQL Server database, from the "Destination" drop down list choose "Microsoft OLE DB Provider for SQL Server". And then specify the server name (or address), authentication mode, and in case of "SQL Server authentication", you'll also need to provide "User name" and "Password". Click "Refresh" to connect to the SQL Server and have the "Database" drop down list populated. You can then choose your destination database, or fill in the database manually.

Click "Next" to go to the "Specify Table Copy or Query" page. Since we want to import data from a local database to a remote SQL Server database, choose "Copy data from one or more tables or views".



Click "Next" to go to the "Select Source Tables and Views" screen. Check the box before each table name from where you want to import data.

Note that don't import data from the "InvOption" table and "InvCost" View.



Once a table is selected, click "Editing Mappings" to verify column mappings. Select "Append rows to the destination table" if you are adding additional data to the destination table; or select "Delete rows in the destination table" if you want to empty the destination table before adding data to it. Also make sure each column in the source table is mapped correctly to the column in the destination table. Check the "Enable identity insert" option.

Column Mappings

Source: `Customer`
 Destination: [dbo].[Customer]

Create destination table
 Delete rows in destination table Drop and re-create destination table
 Append rows to the destination table Enable identity insert

Mappings:

Source	Destination	Type	Nullable	Size	Precision	Scale
Status	Status	tinyint	<input type="checkbox"/>			
CustomerID	CustomerID	nvarchar	<input type="checkbox"/>	30		
CustomerName	CustomerName	nvarchar	<input type="checkbox"/>	60		
CreatedDate	CreatedDate	datetime	<input type="checkbox"/>			
category	category	nvarchar	<input checked="" type="checkbox"/>	30		
UpdatedDate	UpdatedDate	datetime	<input type="checkbox"/>			
phone	phone	nvarchar	<input checked="" type="checkbox"/>	30		
Address	Address	nvarchar	<input checked="" type="checkbox"/>	255		
CityState	CityState	nvarchar	<input checked="" type="checkbox"/>	160		

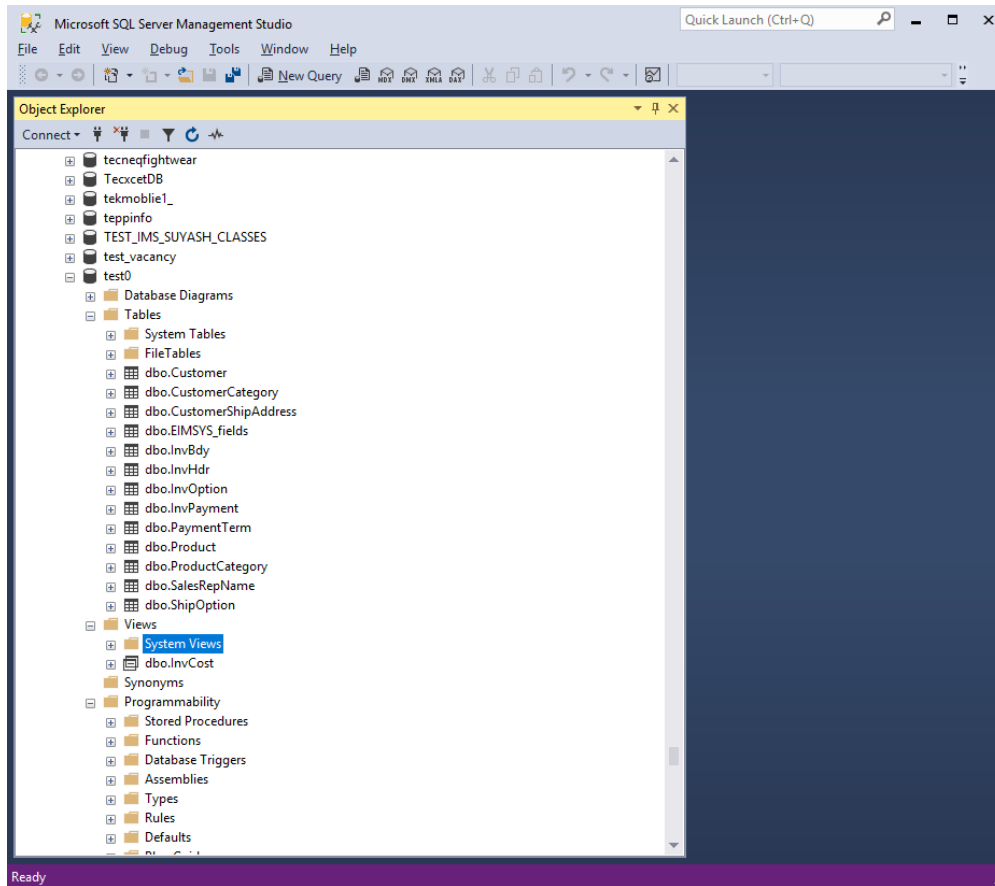
Source column: Status Byte (3) NOT NULL

After verifying the mappings, click "Next" to start importing data.

Delete Existing Objects

If some objects were already created during the previous unsuccessful importing process, it is necessary to delete all those objects before running the new importing procedure. To delete these objects:

1. Start SQL Server Management Studio.
2. Connect to your SQL Server.
3. From the left pane, expand the "Database" node.
4. Find and expand your database name.
5. Delete all objects under <database name>\Tables and <database name>\Views that has the "dbo" prefix in their names. See figure below.



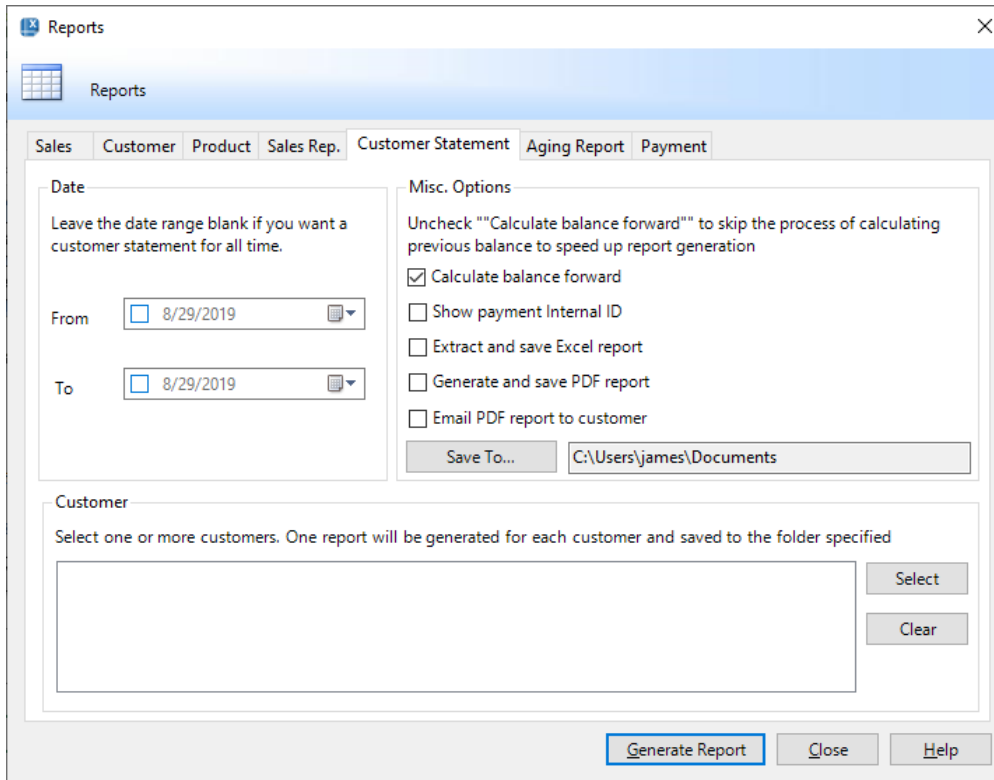
6. Once done, start to import your database.

19.5 Email Customer Statement and Aging Report

Starting with version 8.11, you can easily email customer statement and account aging report.

Requirements:

- The customer's email address field has been correctly filled.
- The email settings are correctly filled. To set the options, click the "Settings" button on the "Invoice" ribbon tab, and then click the "Extract/Email" tab.



To email reports to customer:

- Open the "Reports" window by clicking the "Reports" button on the "Invoice" ribbon, or click the "New Report" button on one of the report worksheets.
- Make sure the "Customer Statement" tab or the "Aging" tab is active.
- Check "Email PDF report to customer" option is checked.
- Select the customers that you want to send reports to.
- Click "Generate Report".
- If there are multiple reports generated / sent, a log file will be shown once the operation is finished.

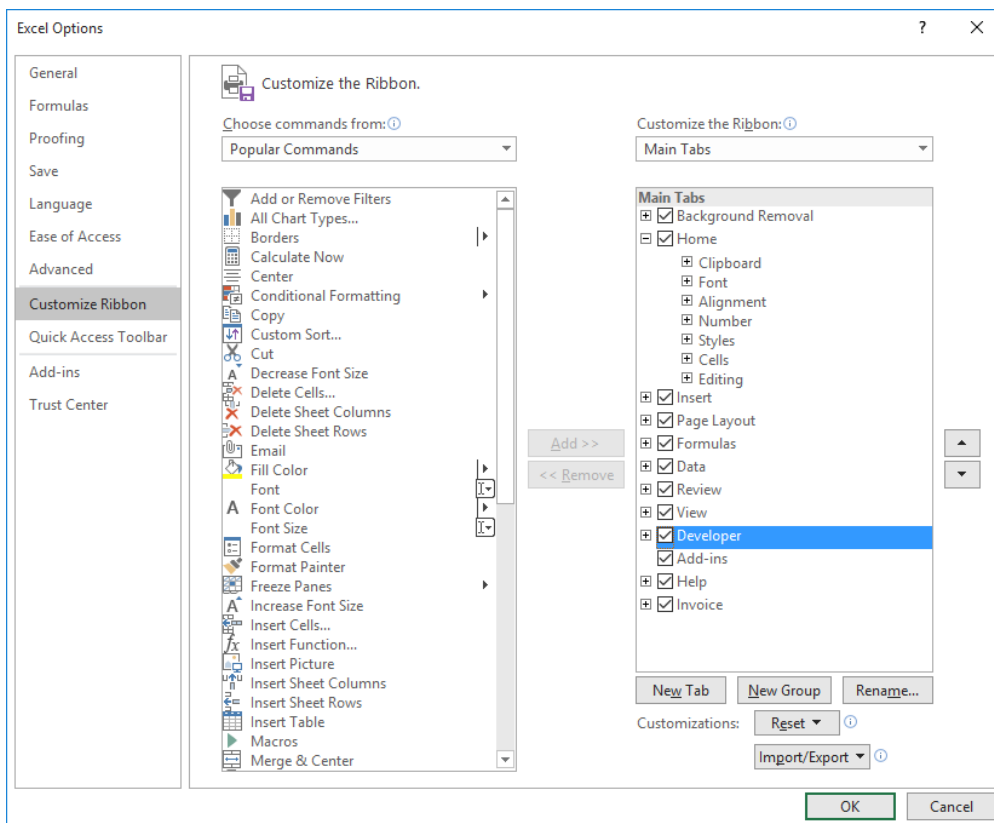
19.6 Add-ins Appear in Excel

Add-ins appear in Excel

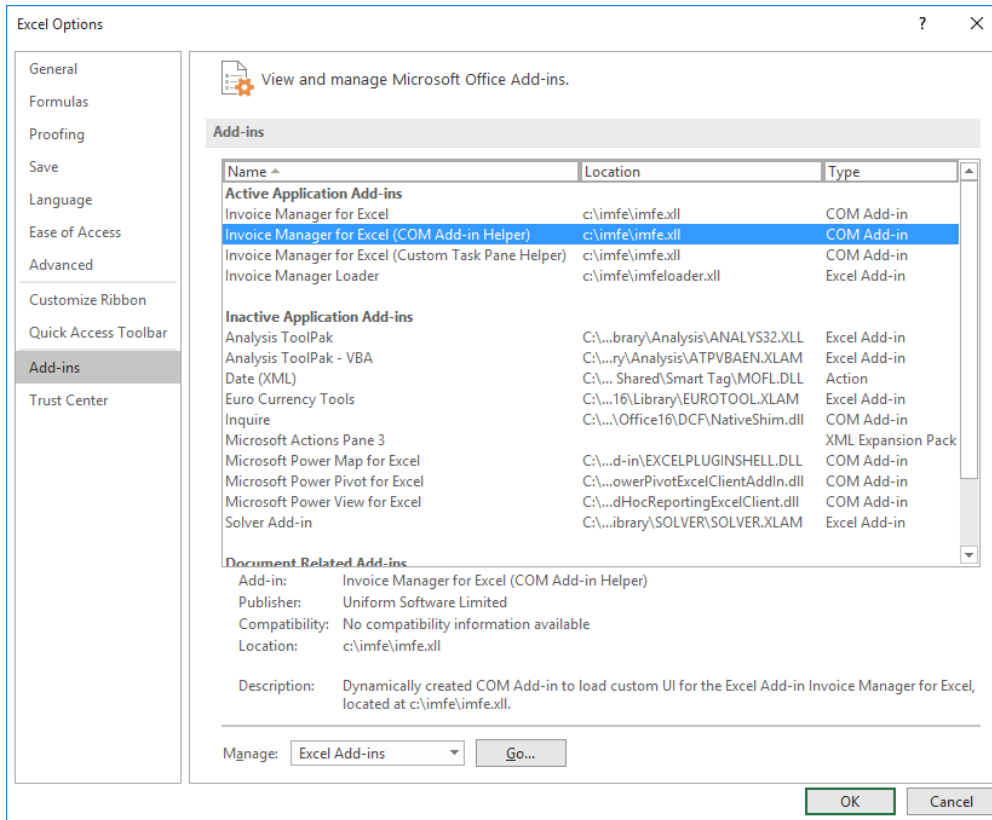
Once Invoice Manager for Excel is successfully installed, it appears as add-in programs of Excel.

You can verify the installation details inside Excel. Note that this is not required for general users. But if you are interested in the technique details of Invoice Manager for Excel, here is how to find the add-in programs inside Excel.

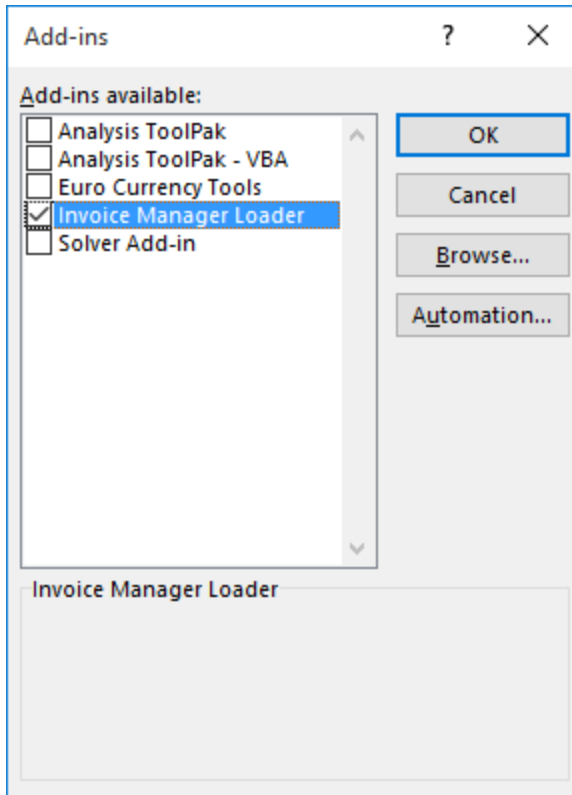
First make sure Excel "Developer" ribbon tab is visible. If it is not, then right-click an empty area on any ribbon tab and choose "Customize the ribbon". On the "Excel Options" dialog box, make sure "Developer" is checked to show the "Developer" ribbon tab. You can also open this dialog box by clicking Excel menu "File" / "Options".



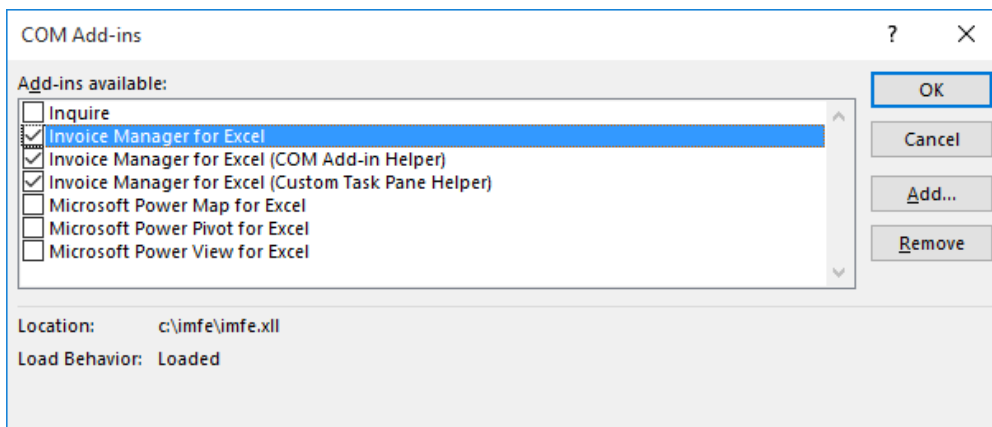
On the same "Excel Options" dialog box, click "Add-ins" on the left pane, you'll see 4 entries listed that are all belong to Invoice Manager for Excel.



Now close the "Excel Options" dialog box. Go to the "Developer" ribbon tab. If you are running Excel 2016 or 2019, there are 3 entries in the "Add-ins" group: Add-ins, Excel add-ins, COM add-ins. Click "Excel add-ins", it shows the loader program of Invoice Manager:



If you click "COM add-ins", it shows 3 entries of Invoice Manager that are implemented as COM add-in.



20. Customizing Invoice Template

Contents

Customizing invoicing templates means creating your own templates that can interact with Invoice Manager for Excel and connect to databases to store and

retrieve data. All templates here on InvoicingTemplate.com are created based on these rules.

Please read this document carefully before customizing your template.

-
- Create new invoice templates
 - Design mode
 - Protection
 - Locking/unlocking Cells
 - Gridlines and row/column headers
 - Names
 - ActiveX controls
 - Shapes
 - Printing
 - Moving cells/controls
 - Extracting ActiveX controls and drawing objects
 - Resizing columns and rows
 - Color schema and palette
 - Currency symbols
 - Inserting a new column
-

Create New Invoice Templates

An invoice template uses a number of hidden properties and cells to identify itself as a valid invoice template so that the Invoice Manager for Excel can and will interact with it.

Because of this, generally it is not recommended to create a template or workbook from scratch using Microsoft Excel. It's better to [create an invoice template](#) based on an existing valid invoice template. To do this, copy an existing invoice template using your Windows Explorer, and customize that copy to create your own invoice workbook.

However if you still want to integrate your existing template with Invoice Manager for Excel, or create a new format from scratch, the steps are detailed with the sample at [c4056 Simple Sample - Building & Remodeling Invoice](#).

Design Mode

An invoice template has two states: design mode and running mode. In design mode, Invoice Manager for Excel stops interacting with the invoice template, so that you can move, add, or delete controls or cells.

To switch to design mode, click the Design Mode button on the Invoice ribbon tab. Click this button again to exit design mode.

Protection

The protection of the "Invoice" worksheet prevents accidental modifications to layouts, formulas and other form designs. If you have Invoice Manager for Excel installed, it could even display a warning message when you close a template without protecting the worksheet. However for the purpose of this customizing a template, we should firstly unprotect the worksheet.

Tip : If you have Invoice Manager for Excel installed, the "Design Mode" button unprotects an sheet automatically.

By default, the Invoice worksheet is protected. You need to unprotect it for most of the customization work. To unprotect the worksheet, in Excel 2007/2010/2013 click the Unprotect Sheet button in the Changes group of the Review tab.

It is strongly recommended that you protect the worksheet again after your customization. To protect a sheet, just click the same button again.

Locking/Unlocking Cells

If a worksheet is protected, locked cells and those cells that contain formulas are not manually editable. To lock or unlock a cell:

1. Unprotect the worksheet if it is already protected.
2. Right-click the cell, choose Format Cells.
3. Click the Protection tab.
4. Check or uncheck the Locked option.

Gridlines and Row/Column Headers

When customizing a workbook, it is very helpful to display gridlines and row/column headers. To show gridlines and row/column headers in Excel 2003:

1. Click and activate the worksheet you want to display gridlines and row/column headers for.
2. On the Tools menu, click Options, and then click the View tab.
3. Under Window options, check the Gridlines and Row & Column Headers check boxes.

After your customization, go back to the Tools menu, Options, View tab. Under Window options, REMOVE the checks you previously placed by the two check boxes to hide gridlines and row/column headers. This will restore the appearance of your workbook.

To show/hide gridlines and row/column headers in Excel 2007/2010/2013:

1. Click and activate the worksheet you want to display gridlines and row/column headers for.
2. Go to the View tab of the Ribbon.
3. Click Show/Hide, and then check or uncheck the Gridlines and Headings options.

Names

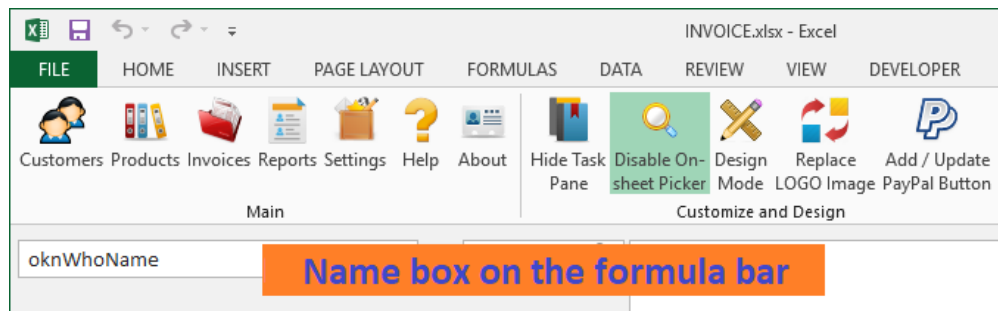
All objects in an invoice workbook, including ActiveX controls, drawing objects and cells, are identified by names.

To distinguish from other names, all names used by Invoice Manager for Excel are prefixed with *okn* (Office-Kit.com's Name).

Names defined this way by default are available to any sheet. For example, if the name *oknID* refers to the range A20:A30 on the first worksheet in a workbook, you can use the name *oknID* on any other sheet in the same workbook to refer to range A20:A30 on the first worksheet.

To name a drawing object or cell:

1. Click and select the cell or drawing object.
2. Click the Name box located at the left end of the formula bar.



3. Type the name in the Name box.
4. Press ENTER.

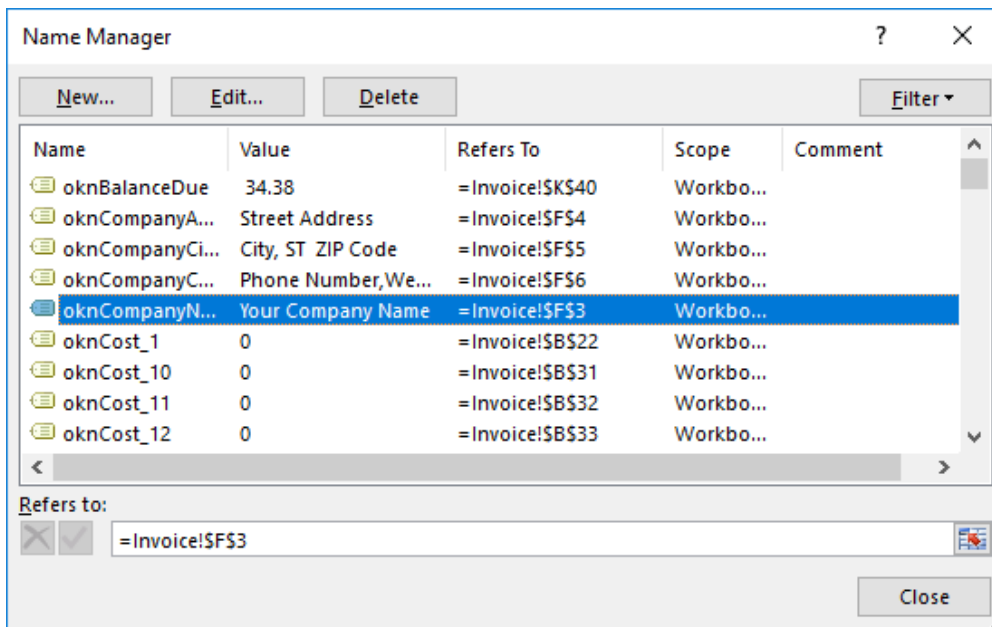
To name an ActiveX control object:

1. Switch your workbook to design mode.
2. Right click the ActiveX object.
3. Select Properties from the menu.
4. In the Properties window, enter the name in the Name field.

Note that Excel does not allow you to reuse an existing name in this way. For example, if a cell has already been named "oknTaxType", and you click and select an empty cell then enter the name "oknType" into the name box, Excel activates the cell with the name "oknTaxType", instead of naming the empty cell "oknType".

To name a new (empty) cell with an existing name, you have to firstly delete the existing cell name, and then use this name to name the new cell. To delete an existing cell name, in Excel 2003 click Excel menu Insert > Name > Define to open the "Define Name" dialog box; in Excel 2007, 2010, 2013 and 2016, the Name

Manager can be launched by going to the "Formulas" ribbon tab, "Defined Names" group.



ActiveX Controls

Note: Starting from Invoice Manager for Excel version 5, all on-sheet buttons are created as shape objects. Don't use ActiveX objects unless you're using Invoice Manager for Excel prior to version 5.

Microsoft Excel has two types of controls. ActiveX controls and form controls. Forms controls are compatible with earlier versions of Excel, beginning with Excel version 5.0, and can be used on XLM macro sheets.

To add an ActiveX control:

1. Switch your workbook to design mode.
2. In Excel 2007 - 2013, go to the Developer tab, click Insert in the Controls group, and then choose the ActiveX control you want to add.
3. Click on the worksheet at the location where you want to place the control.
4. Drag the control to the size you want.
5. Right click the control and select Properties from the menu.
6. Enter the name, caption, and other properties if needed.
7. Close the Properties window.

8. To quit design mode and enable the ActiveX control, click Exit Design Mode on the Control Toolbox toolbar if you are running Excel 2000 - 2003; or click the Design Mode button in the Controls group of the Developer tab if you are running Excel 2007/2010.

Shapes

If you like the invoices and receipts created by InvoicingTemplate.com, you may find that some Excel shapes and Smart Art objects easily dress up a business document.

[Simple Sample - Using Shape Object](#) provides a basic example on using shapes.

Here is how to use Excel shapes or SmartArt objects in your own template. In Microsoft Excel, you can add shapes, such as boxes, circles, and arrows, to your documents, email messages, slide shows, and spreadsheets. To add a shape, click Insert, click Shapes, select a shape, and then click and drag to draw the shape. After you add one or more shapes, you can add text, bullets, numbering, and Quick Styles to them. To add a shape:

1. Open your Excel template. [Unprotect spreadsheet](#).
2. On the Insert tab, in the Illustrations group, click Shapes.
3. Click the shape you want, click anywhere in the workbook, and then drag to place the shape.
4. To create a perfect square or circle (or constrain the dimensions of other shapes), press and hold Shift while you drag.

Note the additional shapes are removed when executing the "Extract/Email" command. To prevent this, [name the object with "oknWidget" prefix](#).

Printing

The PRINT_AREA Name

If a worksheet has defined a PRINT_AREA name and it refers to a range of cells, Excel will print the specified area instead of the whole sheet when you click the Print command on the Excel menu. (See our template gallery at [printable invoice template](#))

In the invoice workbook, each worksheet contains a PRINT_AREA name. You can view what the name refers to by selecting PRINT_AREA from the Name box at the left end of the formula bar. If you want to redefine the PRINT_AREA name, follow the steps below:

1. Select the area you want to print.
2. In Excel 2007/2010/2013, switch to the Page Layout tab, click Print Area in the Page Setup group, and then choose Set Print Area.

Printing ActiveX Objects and Drawing Objects

By default, all objects added to a worksheet are printable. You may want to exclude some of them from printing, such as the Customer Selection button on the Invoice worksheet (seen in the default invoice template shipped with Invoice Manager for Excel version 3 and earlier versions).

To exclude a Drawing Object from printing in Excel 2007/2010/2013:

1. Right click the drawing object, select Size and Properties....
2. Go to the Properties tab.
3. Uncheck the Print Object option.

To exclude an ActiveX control from printing:

1. Switch the workbook to design mode.
2. Right click the ActiveX control, and select Properties from the menu.
3. Scroll down the properties list and find the PrintObject property.
4. Change the PrintObject property to *False*.

Moving Cells/Controls

Since all the cells/fields and controls are identified by names, you can easily redesign the layout by moving cells/fields/controls. For example, if you don't want to show the PAID, TOTAL DUE cells/fields on your printed invoice, you can move them out of the Print_Area:

1. Unprotect the Invoice worksheet.
2. Drag your mouse to select all the cells/fields you want to move.
3. Push your mouse key on the border of the selected area; drag it to the new location.
4. Once finished, protect the Invoice worksheet.

5. Save the template.

To move a control:

1. Unprotect the Invoice worksheet.
2. Switch to design mode.
3. Click and drag the control to the new location you like.
4. Once finished, exit design mode.
5. Protect the Invoice worksheet.
6. Save the template.

Extracting ActiveX Controls and Drawing Objects

To make the extracted worksheet as clean as possible, all ActiveX controls and drawing objects will be removed from the extracted worksheet. If you want to keep an ActiveX control or a drawing object, add a prefix *oknUser_* or *oknWidget_* to its name. For example, a logo image could be named *oknWidget_logo*, instructing Invoice Manager for Excel to keep the logo image on the extracted document.

Resizing columns and rows

Resizing columns is easy in Microsoft Excel. For example, let's say you want to change the width of column A.

- Make sure the template is unprotected.
- Place the mouse pointer on the line between columns A and B in the column header. The pointer will change to a double - headed arrow.
- Click with the left mouse button and drag the double - headed arrow to the right to widen column A or to the left to make it narrower.

See Microsoft video: [Resize rows and columns](#).

Most templates on InvoicingTemplates.com are [printable](#) / fit into one page horizontally. Expanding a column width may break this. To fix this you may need to narrow other columns.

Color schema and palette

Most template here on InvoicingTemplate.com adopt the new theme-based color scheme. To change a color theme, follow the steps below.

- Push down the "Design Mode" button on the "Invoice" ribbon tab.
- Go to Excel "Page Layout" ribbon tab.
- In the "Themes" group, pull down "Themes" to choose a new theme (this changes colors, fonts and effects), or pull down "colors" to use a new group of colors.
- To create a new theme color, pull down "Colors" and choose "Customize Colors".
- Once done, exit design mode by clicking the "Design Mode" button on the "Invoice" ribbon tab again.
- Save the template.

If you are using an elder template that still uses palette colors, to replace a color with another one you have to adjust the color palette. To do this follow the steps below.

- Push down the "Design Mode" button on the "Invoice" ribbon tab.
- Click Excel menu "File", and then click "Options".
- Click "Save".
- Next to "Choose what colors will be seen in previous versions of Excel", click "Colors".
- Click the color that you want to change - for example, the fourth on the last line, and then click "Modify".
- Specify the new color. Click "OK" to close the "Colors" dialog box.
- Click "OK" to close the "Colors" dialog box. Click "OK" again to close Excel "Options" dialog box.
- Exit design mode by clicking the "Design Mode" button on the "Invoice" ribbon tab again.
- Save the template.

Currency symbols

Invoice Manager for Excel itself is currency-neutral which means, with the default database configurations, it does not record currency symbols in the database, and you can change your template to show any currency symbol you like.

Most templates here on InvoicingTemplate.com does not show currency symbols. To display a currency symbol, follow the steps below.

- Switch to design mode by pushing down the "Design Mode" button on the "Invoice" worksheet.
- Select the cells (fields) for which you want to modify the currency symbol, by dragging your mouse to select multiple cells. You can also push CTRL key on keyboard and click each cell one by one.
- Right-click one of the selected cell and choose "Format Cells".
- From the "Number" tab, you can choose either "Currency" or "Accounting" from the Category list. Note that currency formats are used for general monetary values, use accounting formats to align decimal points in a column.
- Once you have done setting currency symbols, exit design mode by clicking the "Design Mode" button again.
- Save the template.

For living / practical samples, visit [Simple Sample - Using Currency Symbol](#).

Inserting a new column

In our day to day design work of invoice forms, it is noticed that inserting a new column to the printable form is not as easy as inserting a new row. This is because the horizontal space of the form is limited, and inserting a new column usually means rearranging / adjusting existing columns. On the contrast, inserting a new row usually does not expanding the one-page template to two pages.

To adjust the existing columns to leave space for a new column or columns inside the [printable invoice form](#), we first unmerge the existing column, such as the description column. Then select proper cells and execute the "Merge and Center" command again to create a less-wider "Description" column.

Now you have a new / empty column created by narrowing the "Description" column. Name the cells on the empty column properly to map them to a database field.

A step by step detailed example could be found at [Simple Sample - Adding Discount Column](#).

21. Custom Fields - Invoice Manager for Excel

Contents

Invoice Manager for Excel supports custom fields added to Customer, CustomerShipAddress, Product, Invoice Header and Invoice Body database tables.

NOTE: INCORRECT USE OF CUSTOM FIELDS COULD DAMAGE YOUR DATABASE! So please backup your database before modifying it, and make sure that you understand what will happen when you add/modify/delete a field. Contact the service team of Invoice Manager for Excel if you are unsure of the results of a modification.

-
- [Introduction - What is custom field?](#)
 - [How to use custom field?](#)
-
- [Map database field name to Excel cell / range name](#)
 - [Add custom field to "Customer" database table](#)
 - [Add custom field to "Invoice Header" database table](#)
 - [Add custom field to "Invoice Body" database table](#)
 - [Add custom field to "Product" database table](#)
 - [Rules for applying custom field default values](#)
-
- [Additional resource](#)
 - [Questions and answers](#)
-

Introduction - What is custom field?

A custom field is a user-added field that is not defined in the default database structure provided by Invoice Manager for Excel.

For example, the default Customer database table does not have the "fax" field; you can add "fax" as a custom field. By adding "fax" as a custom field to the Customer database table, you essentially add a new column "fax" to the

Customer table, so that for each customer account you can store its fax number in the field.

How to use custom field?

The usage of custom field involves two parts - add it to database, map it to an Excel cell.

Creating a custom field in database tables is much easy in Invoice Manager for Excel than in Excel Invoice Manager. Invoice Manager for Excel provides a built-in "Custom Field Manager" which could be opened by clicking the "Customer" button on the "Invoice" ribbon tab, and then click the "Custom Field" button on the toolbar.

Map database field name to Excel cell / range name

Once a custom field is created, how do I use it on the invoice form? For example, if you add a custom field "fax" to the "Customer" database table, how to make it appear on the invoice form on the location you like?

The answer is simple and short - by define a cell name "oknFax". That is, the relationship between a database field and a cell is established by using cell names.

If you add a custom field Fax to the Customer database table, and define a cell name oknFax for a cell, the customer's fax number is automatically filled into the oknFax cell when you pick up a customer by clicking the 'select a customer' icon button on the invoice form.

The cell naming rule is also simple - just add the prefix 'okn' to the database field name. So for example if a database field is named Company, then the corresponding cell should be named oknCompany.

Add custom field to "Customer" database table

If the data you want to add to your invoicing program is an attribute or property of the client, the custom field should be defined in the "Customer" database table. For example, the customer's company name, or fax number. You can also define the corresponding cell / range name on the Excel invoice form. This enables you:

- When you click the "Save As New Customer" button on the "Invoice" worksheet, the new customer account is created and saved along with the information provided in the custom field, such as client's company name or fax number.
- When you pick up a customer on creating invoices by using the in-cell pickup button, or by filling the customer# directly into the correct cell, the information stored in the custom field is shown on the sheet too.

A step by step example on adding custom field to the "Customer" database table could be found at [Consultant Template Sample - New Company Name Field](#).

Add custom field to "Invoice Header" database table

If you want to save the additional data along with an invoice when the "Save Invoice" button or the "Save To DB" button is clicked, and the data appears once for each invoice, the custom field should be defined in the "Invoice Header" database table (i.e. the table named "InvHdr" in the Access database).

In the previous section we use "Client's Company Name" and "Fax Number" as an example of adding custom fields to the "Customer" database table. Since this type of data should be saved along with each invoice, so the custom field should be defined in the "Invoice Header" database table too. Visit the [consultant.htmlConsultant Template Sample - New Company Name Field](#) to find out how.

As a comparison, let's consider a "discount" field:

- Unlike "Company Name" and "Fax" number, "Discount" is not an attribute of a client, so that you don't want to fill it when picking up a customer.
- The "Discount" information should be saved along with each invoice, so that you can restore an invoice completely once it is saved.
- The "Discount" appears once for each invoice -- i.e. this is a discount applied to the entire invoice, not an invoiced item.

So unlike the "Company Name" field that is added to both the "Customer" and the "Invoice Header" database tables, such a "Discount" field is added only to the "Invoice Header" database table, as shown on [Simple Sample - Discount Amount Field](#).

Add custom field to "Invoice Body" database table

If you don't want a "Discount" field applied to an entire invoice, but want to show discount in detail for each invoiced item, then you have to add the "Discount" as a column on the invoice detail section. This "discount" value, since it appears more than once for each invoice -- i.e. it appears once for each invoiced item, so it should be defined in the "Invoice Body" database table. An example could be found at [Simple Sample - Adding Discount Column](#).

Add custom field to "Product" database table

If the additional column, as the "Discount" column shown in the previous example, should be loaded when you pick up products / items -- i.e. the additional data represents the property or attribute of a product.

For example, for a clothing store, the "Size" information should be loaded and filled into the form along with unit price. So this field should be added to both the "Invoice Body" and "Product" table. A sample could be found at [Clothing Store \(Manufacturer\) Invoice with Size Breakdown](#).

The cell naming rules for the "Product" and "Invoice Body" database tables are a bit different. If you add a custom field "ItemSize" to the "Product" database table, on the invoice body of the invoice form, it appears as a column. You name the column of cells "oknItemSize_1", "oknItemSize_2", "oknItemSize_3", and so on. This way, if you pick up a product by clicking the 1st "select a product" icon button, the "ItemSize" information stored in the database will be filled into the "oknItemSize_1" cell; and if you click the 2nd "select a product" icon button, it is filled into "oknitemSize_2" cell.

Rules for applying custom field default values

Each custom field has a "Default Value" property. By default, the default value is empty.

If you assign a non-empty default value, it is applied when a new record is created. In addition to that, the "default value" defined in the following database tables are filled into Excel sheet when you click "Clear & New" command:

- Invoice Header
- Quotation Header
- Purchase Order Header
- Customer
- Supplier

The order of filling default values is that the default values in the "header" tables are filled first, and then the default values defined in "Customer" or "Supplier" are filled. So, for example if you click "Clear & New" on the "Invoice" worksheet:

1. First, the default values of custom fields in the "Invoice Header" table are filled.
2. Next, the default values of custom fields in the "Customer" table are filled. If there are custom fields that have the same name defined in both "Invoice Header" and "Customer", but they have different values, the default values defined in "Customer" overwrite default values defined in "Invoice Header".

Additional Resource

These documents were originally published on office-kit.com, and were written for [Excel Invoice Manager](#). While [Invoice Manager for Excel](#) provides built-in Custom Field Manager that much simplify the usage of custom field, these documents still provides usable information.

- [Custom Field - Overview](#)
- [Custom Field - Tutorial](#)

Questions and answers

Can a custom field be used on the search bar?

Yes. Once a custom field is added, for example to the Customer table, it appears on the search bar located on the Customers data list window. You can also make the custom field appear on the data list window by clicking the Columns button.

A cell is correctly named, but the value is not filled when it is supposed to do?

- Make sure the cell is [unlocked](#).
- Make sure the cell does not have a formula assigned.

Why custom fields defined for the Invoice Header (InvHdr) and Invoice Body (InvBdy) database tables cannot be edited on the "Invoice Edit" window?

This is by design. While the custom fields defined in the "Customer", "Product", "CustomerShippingAddress" database tables are all editable on the corresponding "Edit" windows, the "Invoice Edit" window does not allow you to edit the value of a custom field.

This is because many of the field values on the invoice form should be calculated based on the data pulled from the "Customer" and "Product" database tables. For example, a line total value is calculated from price and quantity. Only the invoice form knows how to do such calculations, and the "Invoice Edit" window is responsible for displaying those values only.

If you need to change the value of a custom field created for the invoice header or invoice body database tables, simply use the "Edit In Excel" command, and then save the modified invoice using the "Save To DB" command on the "Invoice" worksheet.

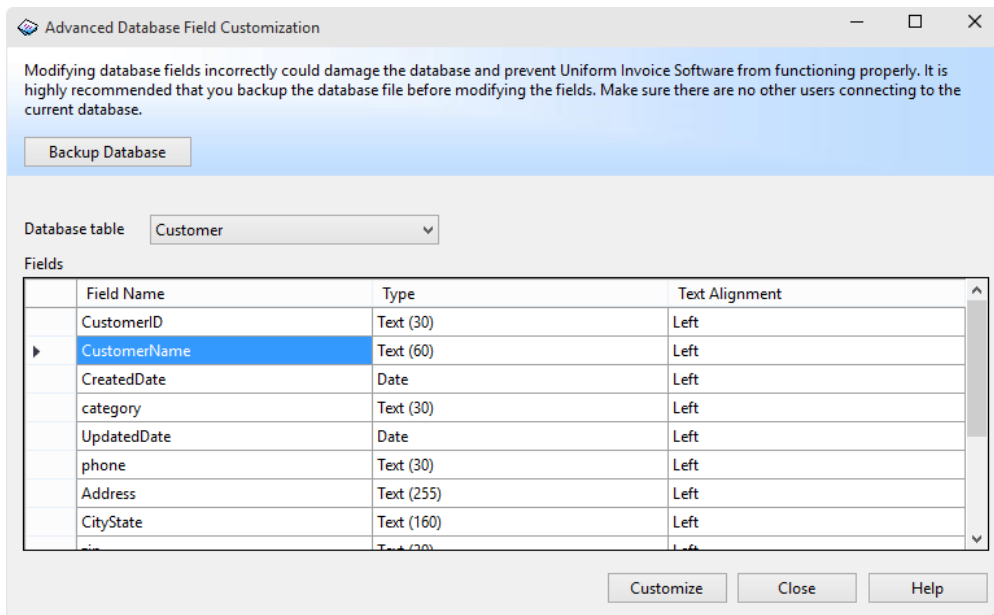
22. Advanced Database Field Customization

The **Advanced Database Field Customization** tool allows you to alter the size of the standard database fields that are defined by the default Invoice Manager for Excel database configuration. It also allows you to change the text alignment option of the fields shown on the data list windows.

Note : If you are not familiar with database, contact our service team before doing any modifications to the standard fields.

Note : Modifying database fields incorrectly could damage the database and prevent Invoice Manager for Excel from functioning properly. It is highly recommended that you backup the database file before modifying the fields.

If your template is connecting with an Access database, you can also backup the database file by firstly exit Microsoft Excel (and any other applications / programs that connect with the database, and then copy the database file using Windows Explorer.



(Figure taken on Windows 10)

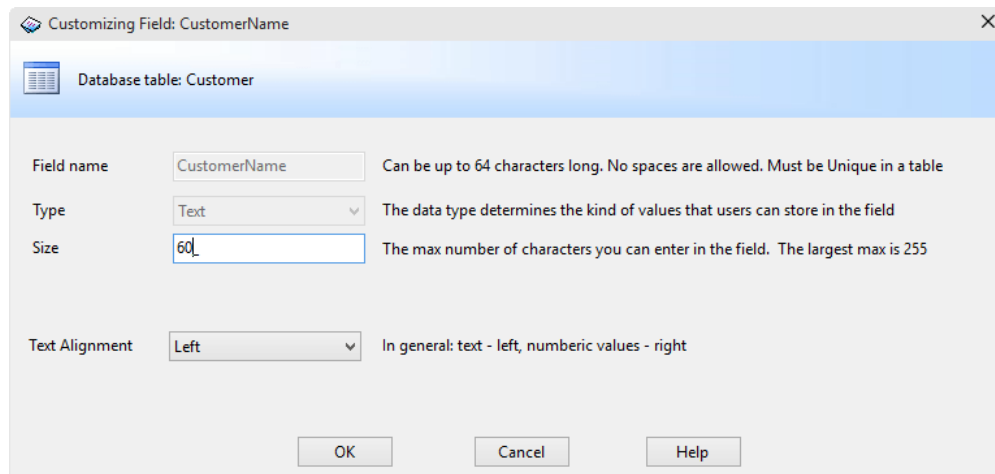
To open the **Advanced Database Field Customization** tool:

- Open any data list window. For example, open the "Customers" data list window by clicking "Customers" on the "Invoice" ribbon tab.
- Click "Custom Fields" on the toolbar.
- Click "Advanced" to open the **Advanced Database Field Customization** tool.

Unlike the "Custom Field Manager" tool, which shows only custom fields defined for each database table, the **Advanced Database Field Customization** tool shows all the fields, including standard fields.

To change the size (or precision and scale) of a field:

- Open the **Advanced Database Field Customization** window as detailed above.
- Click the "Backup Database" button to backup your current database. This allows you to easily return to a working state whenever something goes wrong.
- From the "Database table" list, choose the table you want to customize.
- Double-click the field name for which you want to customize its type. This opens the "Customizing Field" window:



Modifying a standard field (Figure taken on Windows 10)

- Set the field size for a text field, or precision / scale for a decimal field.
- Click OK.

Note that if you change the size of the text field, you may also need to change the data validation of the corresponding cell. For example, if you change the size of customer name field to 80, to change the data validation of the Excel cell, follow the steps below.

- When the Invoice worksheet is active, push the "Design Mode" button on the "Invoice" ribbon tab.
- Click and choose the customer name cell that is named "oknWhoName".
- Go to "Data" Excel ribbon tab, and then click "Data Validation" in the "Data Tools" group.
- Specify the new validation - for this example, you just need to modify the "Maximum" field to be 80.
- Exit design mode.
- Save the invoice template.

23. License Key

The trial version of Invoice Manager for Excel is fully functional within 30 days. If you like it and need to keep it after the trial period, purchase a license key on our web site:

<http://www.uniformsoft.com/buy.html>

Or,

<https://www.InvoicingTemplate.com/buy.html>

Upon successful purchase, the license key(s) will be sent you via email. You can then enter the license key into Invoice Manager for Excel to unlock the trial version so that it will never expire again.

1. Open any invoice template as usual.
2. Click the About button on the Invoice ribbon tab.
3. Enter the name and license key (or sometimes called registration code).
4. Click 'Activate This License Key'.
5. Restart Excel.
6. Click the About button again. If the dialog box shows 'This product is licensed to <your license name>', then the license key is successfully activated and the trial version is unlocked.

24. Cell Name Reference

"Customer" database table

When you click the Customer-Selection icon button on the Excel sheet and select a customer, certain fields in the Customer table are written to the Invoice worksheet. The following chart shows you all field names and their matching cell names.

Field Name	Cell Name
CustomerId	oknWhoID
CustomerName	oknWhoName
Address	oknWhoAddress
Phone	oknWhoPhone
Country	oknWhoCountry
Email	oknWhoEmail
AccountBalance	oknAccountBalance
CityState, Zip	oknWhoCityStateZip
Credit	oknCredit
AccountBalance	oknAccountBalance
Category	oknWhoCategory
(All custom fields)	okn(Field Name)

"Product" table

When you click the Product-Selection icon button and select a product, certain fields in the Product table are written to the Invoice worksheet. The following chart shows you all field names and their matching cell names. ("**" in the chart indicates line number in the invoice body.)

Field Name	Cell Name
ProductID	oknProductID_**
ProductName	oknProductName_**
Price	oknPrice_**
Cost	oknCost_**
Taxable	oknTaxable_**
(All custom fields)	okn(Field Name)_**

Cell name prefixes

In Excel Invoice Manager, cells on the worksheets are identified by names. This design allows you to move the cells to a proper position you like. Each worksheet has its own predefined cell name prefix.

Worksheet	Cell Name Prefix
Invoice	okn
Sales Report	oknRs
Customer Report	oknRc
Product Report	oknRp
Customer Statement	oknCs
Sales Rep. Report	oknRr
Payment Report	oknPr