

Thank you for downloading this brochure for our Product & Invoice Database. Take a look below to see what this software offers you.

The Product & Invoice Database gives you the following advantages:

Logs all of your sales for the financial year

Keeps a client list and price list, which 'feeds' your invoices

Easily generated invoices

Adjustable searches to produce valuable information

Monthly breakdown of sales figures

Adjustable VAT/Tax rate

Option to upload your logo on the invoice

Each client's running total of sales & amount owing

All in one Excel spreadsheet...

Please do note that this spreadsheet has the following limits:

2000 Invoices

20 000 rows of items on those invoices (average of 10 per invoice)

Maximum of 20 lines per invoice

Maximum of 500 products and 500 clients

These limits need to be in place to assure that the spreadsheet works as required

You are able to input all of your company details and specifics. This will 'feed' your invoices and databases. It even allows you to insert your logo for use in the invoice and price list (depending on your version of Excel). There is also a place for you to copy and paste a link from the previous financial year, which means that you can carry client balances over from one year to another.

Client List	Balance B/F

Please select desired currency:

Please select desired date format

You can keep a client database, this database sends information to the other databases and invoices. It just requires you to input the data into a simple spreadsheet. Once you have captured the data, you can still sort it by each column, using the sort arrows.

Client Name	Cat.	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Postcode	Phone	Contact	Email
Mr Client	A	1 High Street	London			LO1 2ND			
Mrs Customer	C	2 High Street	London			LO2 4ND			
Mr Spender	D	3 High Street	London			LO4 2ND			
Mrs Browser	B	4 High Street	London			LO3 1ND			

Also, with this database, there is a section which keeps you up to date with how much each client has spent and how much they still owe (if they have not paid up to date).

Outstanding Amounts Owing

Total Inc VAT	Total Inc VAT	Total Exc VAT	Inc VAT Previous Years	Inc VAT Current Year	VAT Owing
Total Spent this Year	Client name	Outstanding Balance	Outstanding Balance	Outstanding Balance	Outstanding Balance
£1.80	Mr Client	£0.00	£0.00	£0.00	£0.00
£3.60	Mrs Customer	£0.00	£0.00	£0.00	£0.00
£0.00	Mr Spender	£0.00	£0.00	£0.00	£0.00
£3.40	Mrs Browser	£3.40	£3.40	£0.00	£3.40

You can also store a price list. This will not only store prices, but supply you with the correct price when you're adding an invoice. There are 5 different price categories, and you can allocate each client to any category. The price list also allows you to select a client name, and have their prices appear in the blue column. You can also then hide the other prices if you wish to send them a pricelist. You can select which prices to remove (it hides them but keeps them there in order to 'feed' your old invoices).

ALL PRICES EXCLUDE VAT		A	B	C	D	E	Line Removed	Your Price/Unit
Product	Unit	Price/Unit - Cat A	Price/Unit - Cat B	Price/Unit - Cat C	Price/Unit - Cat D	Price/Unit - Cat E		
Ham & Cheese	Each	£1.50	£2.00	£2.50	£3.00	£3.50		£2.50
Bacon & Egg	Each	£2.00	£2.50	£3.00	£3.50	£4.00		£3.00
Tuna Mayonnaise	Each	£1.20	£1.70	£2.20	£2.70	£3.20		£2.20
Meat Feast	Each	£2.50	£3.00	£3.50	£4.00	£4.50		£3.50

This spreadsheet is different to what you may expect. Instead of creating an invoice, you just capture the required data in the database. As below, the dark red columns would be automatically filled in when you fill in the other data.

No	Client Name	Date	Amount (Exc VAT)	VAT	Paid	Amount	Pay Due Date	Discount Exc VAT	Amount Owing
1	Mr Client	01/01/14	£1.50	£0.30	Paid in Full				£0.00
2	Mrs Customer	01/12/14	£3.00	£0.60	Paid in Full				£0.00
3	Mrs Browser	01/07/14	£3.40	£0.00					£3.40

Once you have added an invoice on the database, you can also add each line of the invoice by selecting the respective invoice number on the Invoice Items list. You fill in the black columns, the rest are automated. Even the black columns are either suggested or available in a drop down list based on your other databases.

No.	Client	Sug. Cat.	Product	Price / Unit	Price / Unit	Unit Qty	Unit	Line Price
1	Mr Client	A	Ham & Cheese	£1.50	£1.50	1.000	Each	£1.50
2	Mrs Customer	C	Bacon & Egg	£3.00	£3.00	1.000	Each	£3.00
3	Mrs Browser	B	Tuna Mayonnaise	£1.70	£1.70	2.000	Each	£3.40

That is then pretty much everything that you need to fill in. When you require an invoice, click on the invoice tab and select the required invoice number from the drop down list. Everything else on the invoice is automatically populated from the databases! How simple is that? (The image below has been cropped)

Your Company



Invoice

1

VAT Reg. No:123 4567 89

Company Reg:12345678

Date

01/01/14

Invoice Recipient: Mr Client
Address: 1 High Street ,London, LO1 2ND

No.	Unit Qty	Unit	Product	Unit Price	Line Total
1	1.000	Each	Ham & Cheese	£1.50	£1.50

Invoice Status
Paid in Full
 Amount Outstanding: £0.00

Sub Total: £1.50
VAT: £0.30
Total Amount Owing: £1.80

Terms and conditions:

All items remain the property of Your Company until paid for in full. All amounts due on invoice.

Registered Address: 1 High Street, London, LO1 0DN

Bank Details:

Bank: Money Bank **Sort Code:** 12-34-56 **Account Number:** 12345678

You then have access to a wealth of statistics and data. You are able to do searches based on who owes money and between certain dates. You also have a month by month breakdown showing sales figures.

So there you have it, how much time and money is this going to save your business? If you wish to get more information, please follow the links below, and remember if you want something custom made for your needs, we do that too!

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