Reporter Billing Software

User Guide

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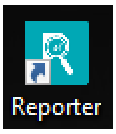
Getting Started

How to log into Reporter Software

1. Click on this icon 

 created on your computer's desktop screen.
2. Type your Username and Password and then click the Login button.
   (Default Username: 'admin', Password: 'a1b2c3')

> *'a1b2c3' is set as the initial password.* You can change your password at any time from the Change Password option in the side bar menu.

Setting Up

After installation, you have to set up few things in the software before you can use it to track your day-to-day business transactions. You need to complete these steps.

- Configure the settings,
- Add your customer information into a customer list
- Add your item information into an item list

After these steps are completed, you will be able to create sales invoices and recored payments received from your customers.

Configure Settings

To configure Settings, enter the following information into the software

- Company information
- Item Category
- Unit of Measure
- Representative person
- Payment Term

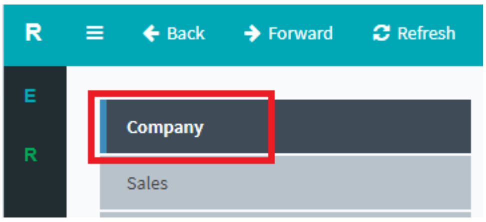
- Tax Rule
- Transaction ID format

Here is how to enter them into Reporter.

Entering Company Information

1. From the Menu select Settings

2. Then select Company.



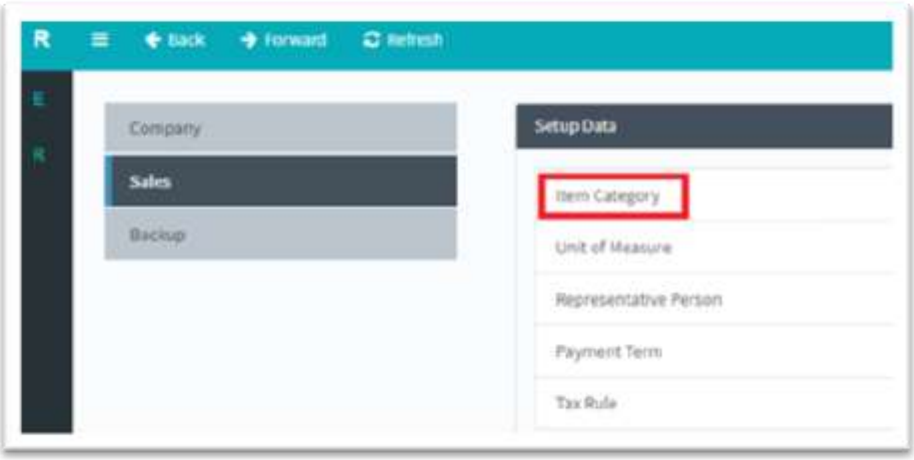
3. Click Edit.
4. Now enter the information about your company or business. We have put some sample data. Edit them to put your company information.
5. Click Save.

To set your Company Logo, click on this  *icon. Then select your logo file. The logo must be within 75px in height and 130px in width.*

Entering Item Category

To categorize your items into the software, first you have to enter the names of the categories. To do so

1. From the Menu, click Settings.
2. Select Sales.
3. Select Item Category.



4. Then enter the name of each Category one by one.

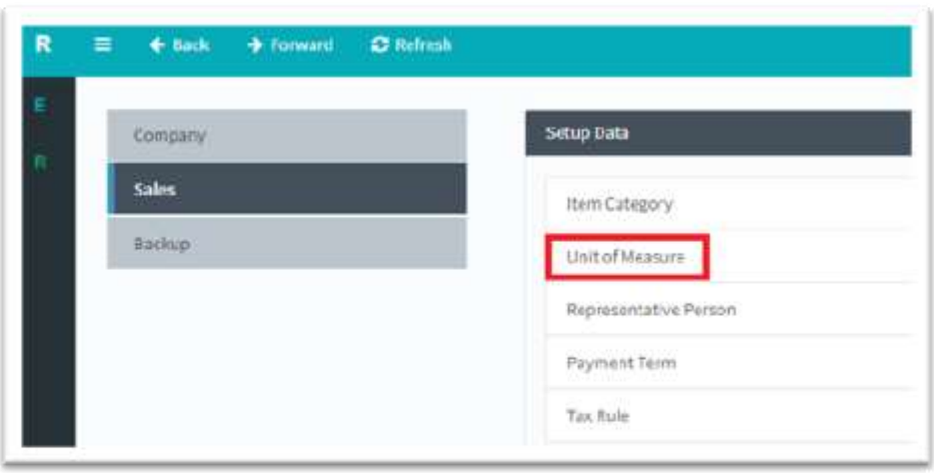
Name	Status
category A	✔
category B	✔

To set a category as active, check the Status *column.*

Entering Unit of Measure

Items are sold in units (such as dozen, piece, box etc.). You have to set these units into the software before you can sell items. To enter these units of measure:

1. Click on Sales on the Settings screen.
2. Click Unit of Measure.



3. Next, enter the Units of Measure you would use one by one.

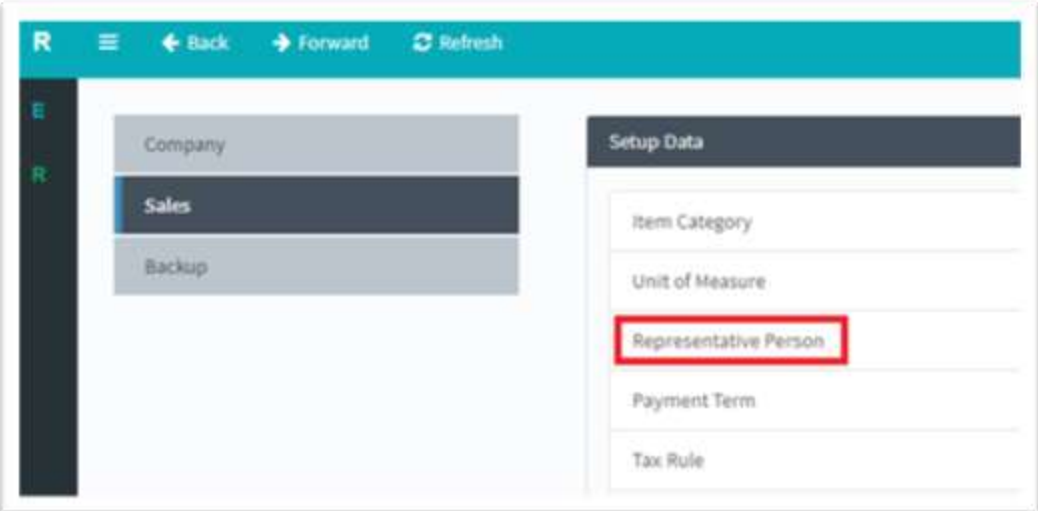
To set a category as active, check the Status *column.*

Entering Representative People

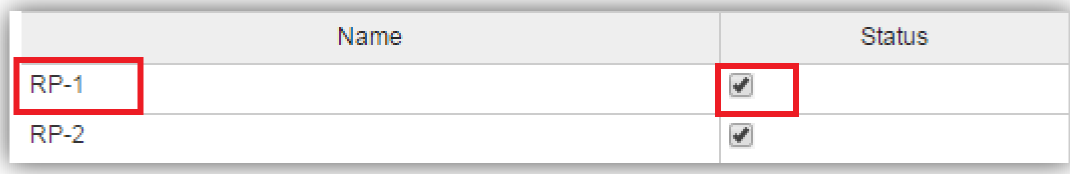
You may have many salesmen or representatives helping with sales. To associate these salesmen with sales Invoices when you create them, you have to set the names of your representative people in the software beforehand.

To enter the Representative People

1. Click on Sales on the Settings screen.
2. Click Representative People.



3. Enter the names of your Representative People one by one.



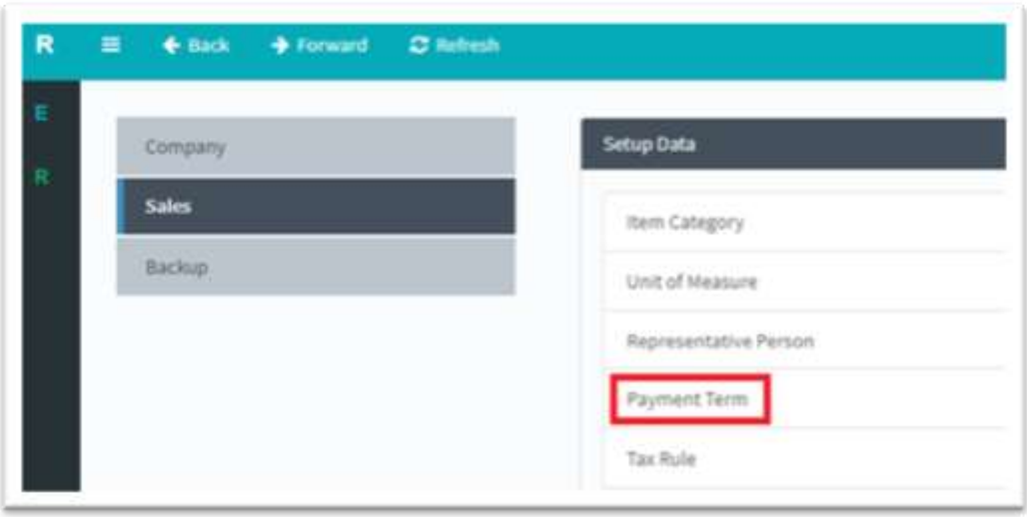
To set a category as active, check the Status *column.*

Entering Payment Terms

If you would like to set Payment Term for individual invoices, set the payment terms beforehand in the software. These payment terms will specify the period you will allow your customers to fully pay for an invoice,

Payment Term entry করার জন্যঃ

1. Click on Sales on the Settings screen.
2. Select Payment Term.



3. Enter your desired Payment Terms. For each term. specify a name and the number of days customers will be allowed to make a full invoice payment.

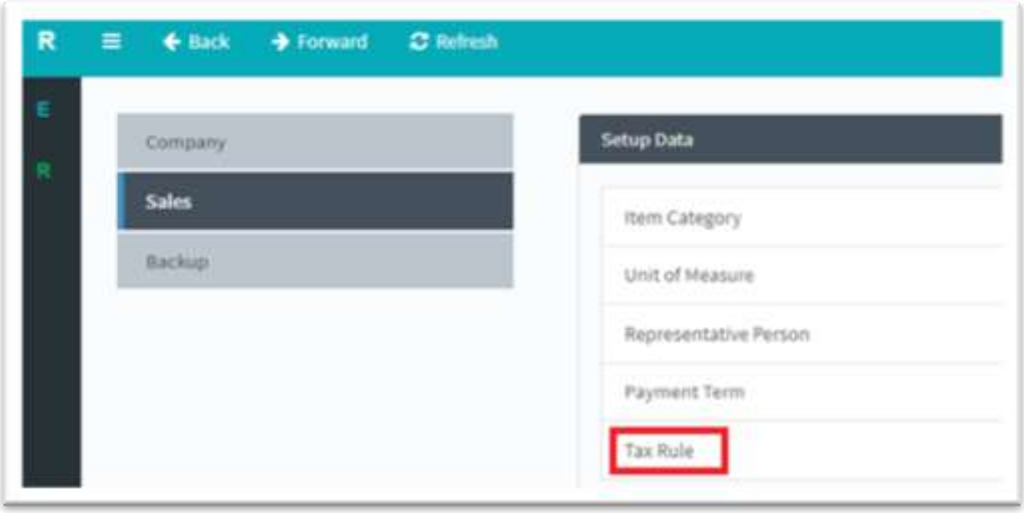
To set a category as active, check the Status *column.*

Entering Tax Rule

To apply tax during sales, you have to set up the Tax Rules in the software. Tax rule will specify the tax percentage that would apply on the invoice amount.

To enter the Tax Rules

1. Click on Sales on the Settings screen.
2. Select Tax Rule.



3. Enter the tax rule one by one. Give each a name and for tax percentage put a numeric value.

Name	Percentage	Status
5 %	5	✔
10%	10	✔

To set a category as active, check the Status *column.*

Setting Transaction ID Format

Reporter will automatically create an ID when a transaction is entered. This ID is comprised of 3 parts.

Prefix	Serial	Suffix

In the software, you can define what values these 3 parts will have from the 'Transaction ID Formats' section.

To set up Transactions ID Formats

1. Click on Sales on the Settings screen.
2. In the Transaction ID Formats section, enter the desired Prefix, Next Number and Suffix for each transaction type. The Next Number will auto increment each time a transaction takes place.


Transaction ID Formats

Transaction	Last ID	Prefix	Next Number	Suffix
Invoice Creation	INO-1007	INO-	1008	
Payment Receive	SIP-14	SIP-	15	

Example: For Invoice, if we enter 'A' for Prefix, '100' for Next Number and 'Z' for Suffix thn the next Invoice ID will be 'A100Z'.

Creating Item List

To create the Item List you have to enter the information about each item into the software. To add an item

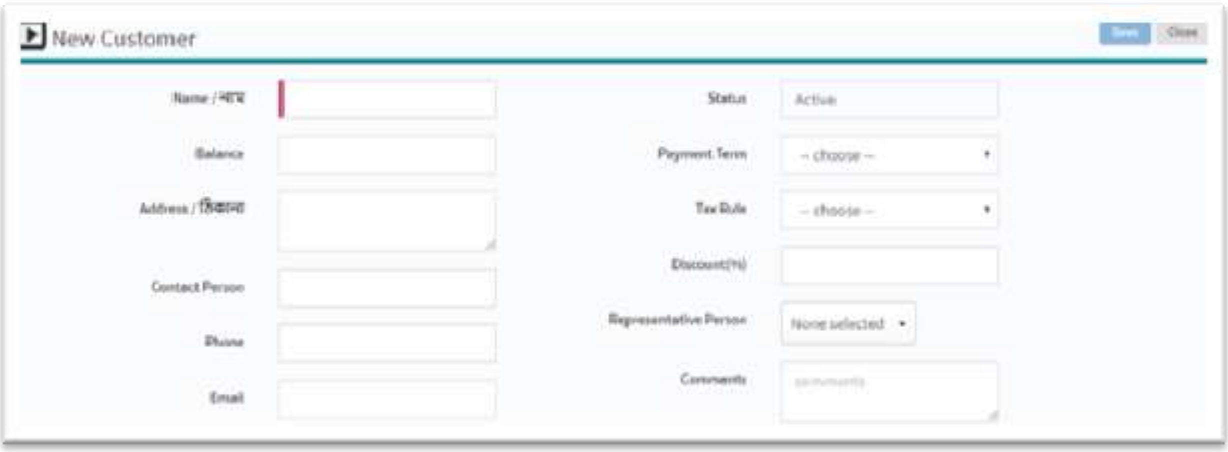
1. Click on Entries from the sidebar menu.
2. Select Items.
3. Click New.
4. Enter the item information in the entry form and then click the Save button.

Check the Taxable box, if you want tax to be calculated for this item during sales.

Creating Customer List

To create the Customer List you have to enter each customer's information into the software. To add a customer

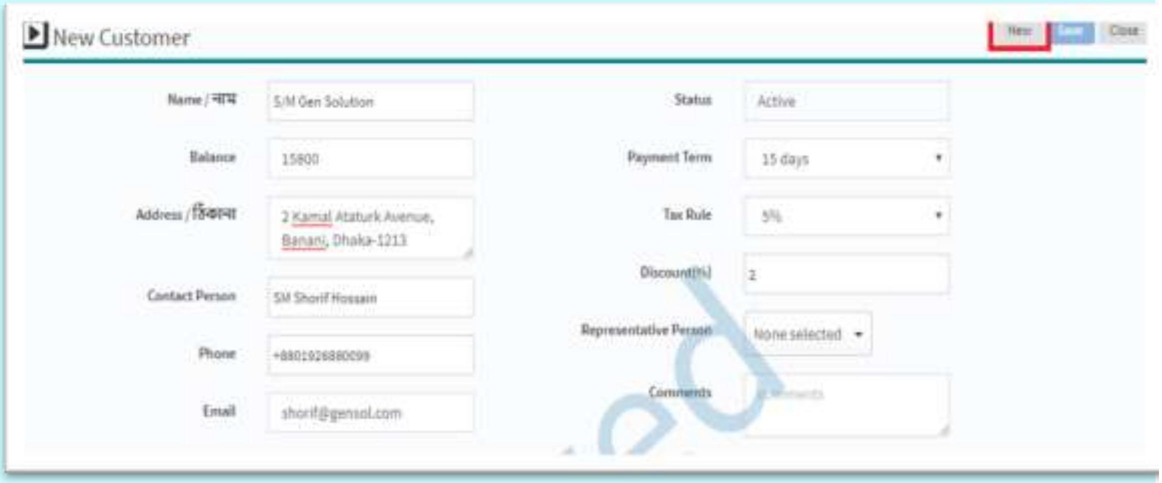
1. From the Side Menu select Entries.
2. Then select Customers.
3. Click New.
4. Enter the customer information in the entry form and then click the Save button.



Fields with Red Mark cannot be left empty. The red mark indicates the mandatory fields.

In the Balance field, enter the amount the customer owe you. If you owe money to the customer instead, put a minus (-) sign before the amount.

You can set a customer's Default Payment Term, Tax Rule, Discount % and Representative person while you create the customer in the software. These values will be loaded automatically when you create sales invoice for this customer.



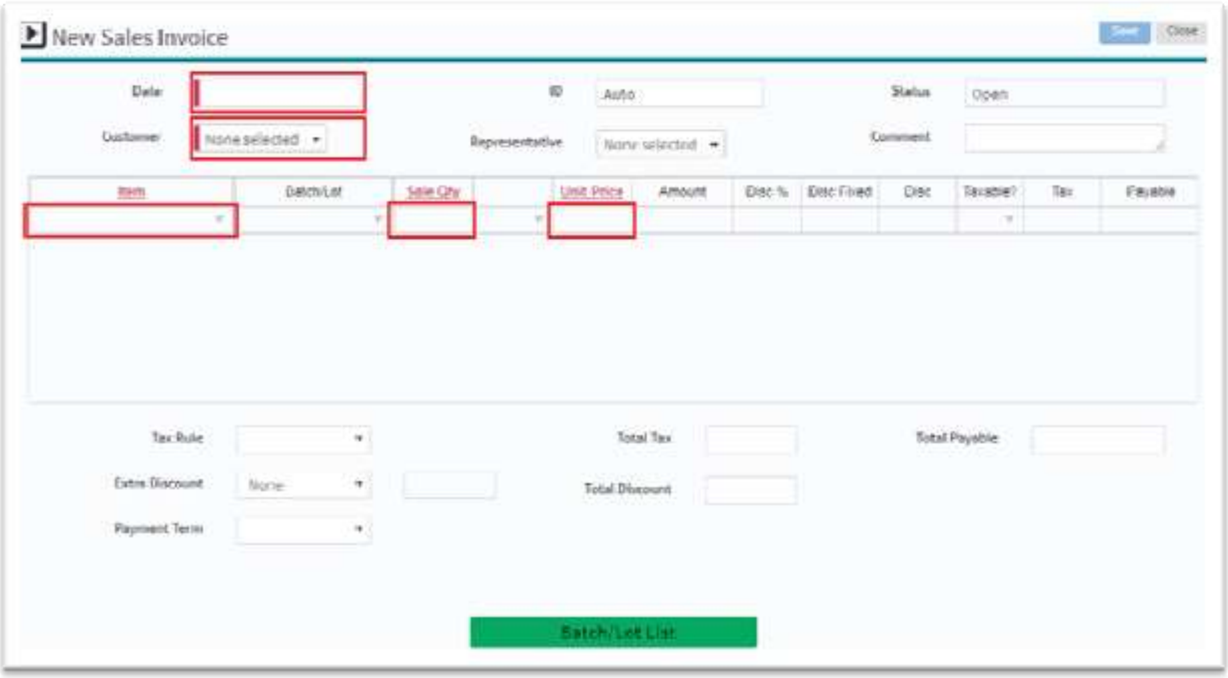
After you click the Save button and a customer is created, a New Button will appear beside the Save button. To create another customer click this New Button, edit the information for the new customer and click Save. This New button can be used to created multiple

Posting Transactions

After the customer list and item list are created, you can quickly create sales invoices and record payments received from customers.

Creating Sales Invoice

1. From the sidebar menu, click Transactions.
2. Select Sales Invoices.
3. Click New.
4. Enter the Invoice detail in the entry form and click Save.



If a desired Customer is not found in the list while creating Sales Invoice, you have to add the customer first into the software from the Customers screen.

Selecting an item will load its selling unit, unit price, Discount percentage (for the selected customer) and Taxable status. But you can change the values while creating the invoice.

Batch or Lot specifies the Batch or Lot Number associated with the selected item. If a desired batch or lot is not found in the list, you have to add the batch/lot first by clicking the 'Batch/Lot List' button at the bottom of the Sales Invoice entry form.

For each line item, you can set percentage based discount (in the Disc % column) or some flat discount (in the Disc Fixed column). Disc column will show the calculated discount amount for the line item. Besides line item wise discount, you can also apply discount on the total invoice amount from the Extra Discount option in the invoice entry form.

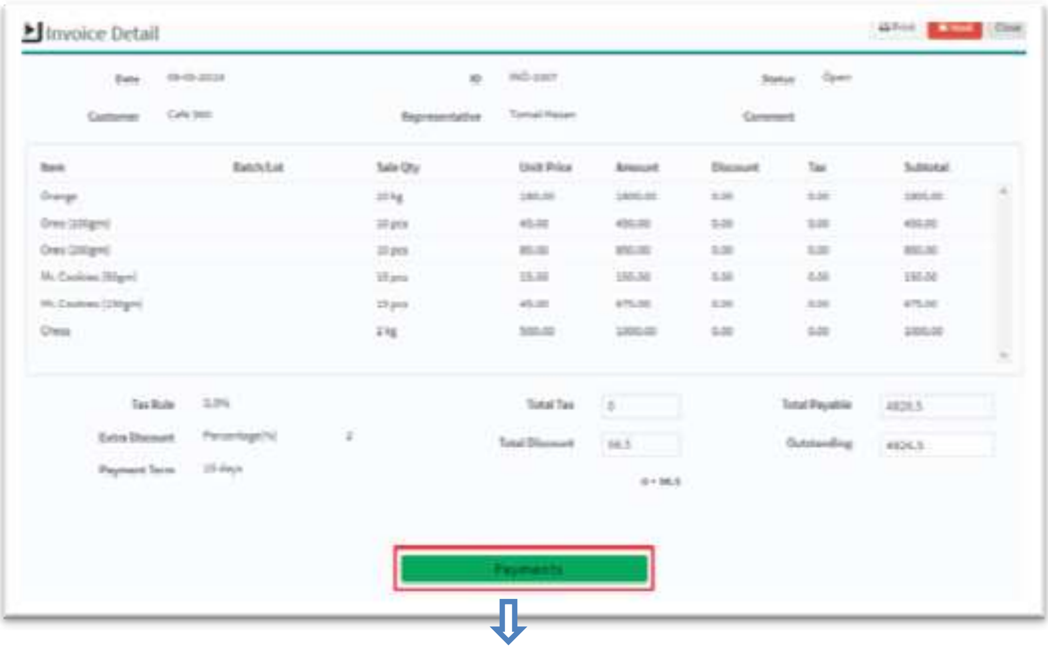
Select if tax should be applied for the line item in the Taxable column. Tax Percentage will be applied based on what you select in the Tax Rule field.

Payable column will show the final amount for the line item after the discount and tax is calculated.

To remove an already selected line item, just right-click on the line and select Remove.

Entering Customer's Payment

1. From the sidebar menu, click Transactions.
2. Select Sales Invoice.
3. Click on the Invoice record for which you want to record a payment.
4. The Invoice detail will appear. Here click the Payments button at the bottom.
5. Enter the Payment information in the Popup Screen.



Viewing Reports

Generating Report

Follow these steps to generate and view Reports in Reporter Software.

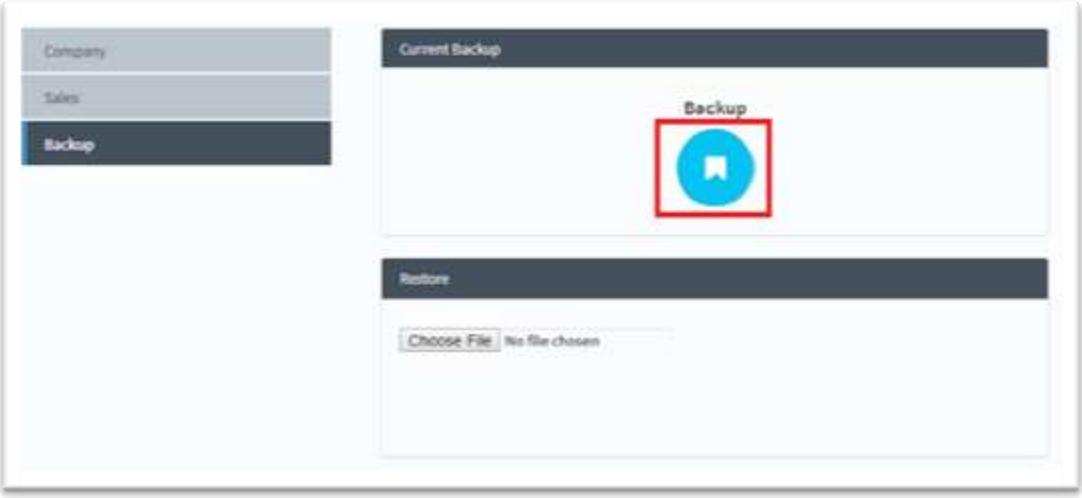
1. From the side-bar menu, select Reports.
2. Select the Report you want to see.
3. Enter/Select Report Criteria and then click the Generate button. The report will appear in a moment.

Other Tasks

Backing up Data

To take a Data Backup follow these steps.

1. Click Settings from the top menu.
2. Select Backup.
3. Click on the blue Backup icon.



4. The backup file will be created in a moment. Once created this file can be downloaded from the Backup List section. We advise to take regular backups and keep the latest backup file in a safe location on the cloud.

Restoring Data

Data can be restored in two methods.

First method:

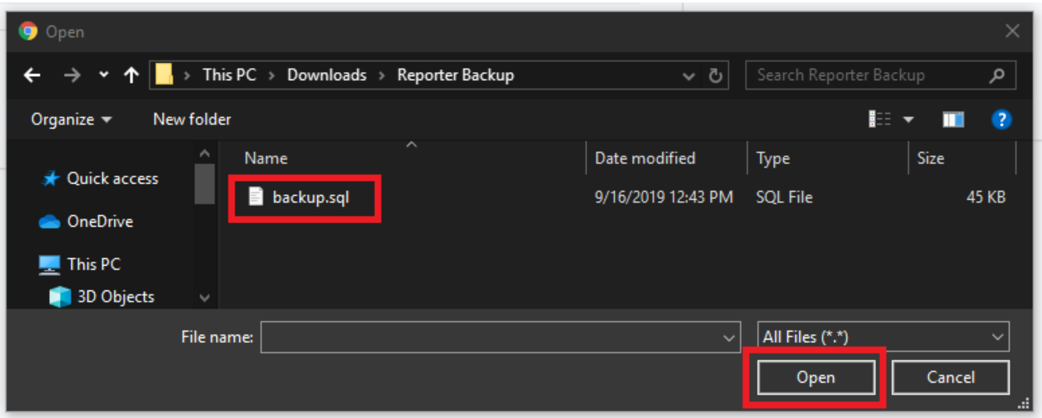
1. From the Previous Backups List, click on the Restore Button of the desired backup.

Second method:

Using this method you can restore the data from a Backup File.

1. In the Restore section, click on Choose File button.

2. Select the Backup File (with .sql extension) in your computer's file system and click on Open button. The data will be restored in a moment.

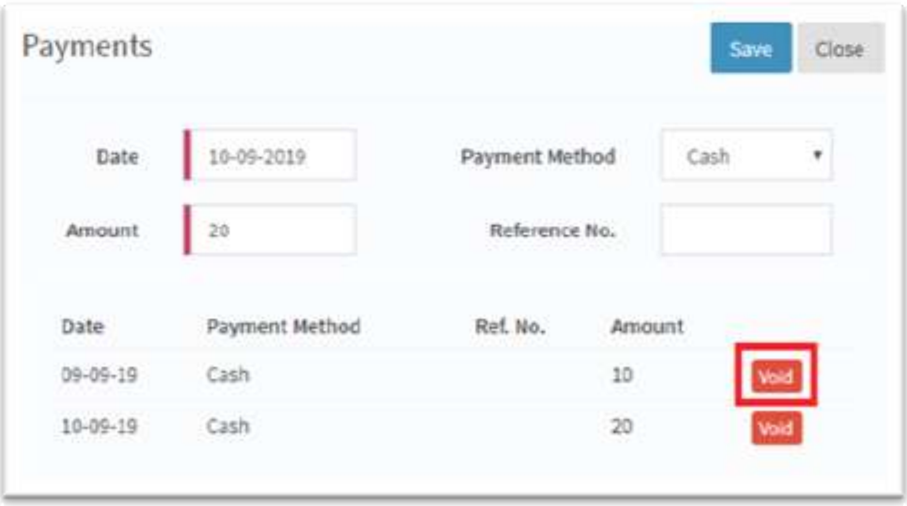


Canceling Entries

You can cancel transactional entries (Sales Invoice & Customer Payment) made mistakenly.

To cancel a payment received from customer:

1. From the sidebar menu select Transactions.
2. Click Sales Invoice.
3. Click on the Invoice whose Payment you want to cancel (If the invoice is not available on the screen, use the search option to find the invoice).
4. In the Invoice detail, click the Payments button.
5. From the Payment history list, click the Void button of the Payment you want to cancel.
6. A notice box will appear. Click 'Yes' to confirm.



To cancel an Invoice:

1. From the sidebar menu select Transactions.
2. Click Sales Invoice.
3. Click on the Invoice which you want to cancel (If the invoice is not available on the screen, use the search option to find the invoice).

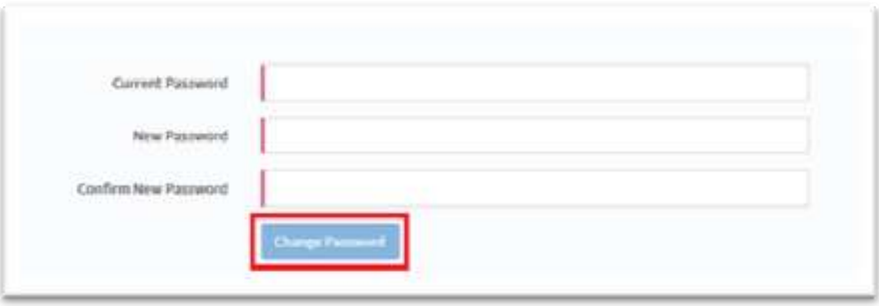
4. In the Invoice detail, click the Void button.

Note: invoices with existing customer payment cannot be voided. To void such invoices, you have to void the payment entries *first.*

Changing Password

Follow these steps to change the password.

1. From the sidebar menu select Change Password.
2. Enter your Current and New Passwords.
3. Click the Change Password button.



Logging Out

To log out from the Reporter Software, click the Log Out icon on the top bar. You can also log out by clicking the Log Out button in the sidebar menu.