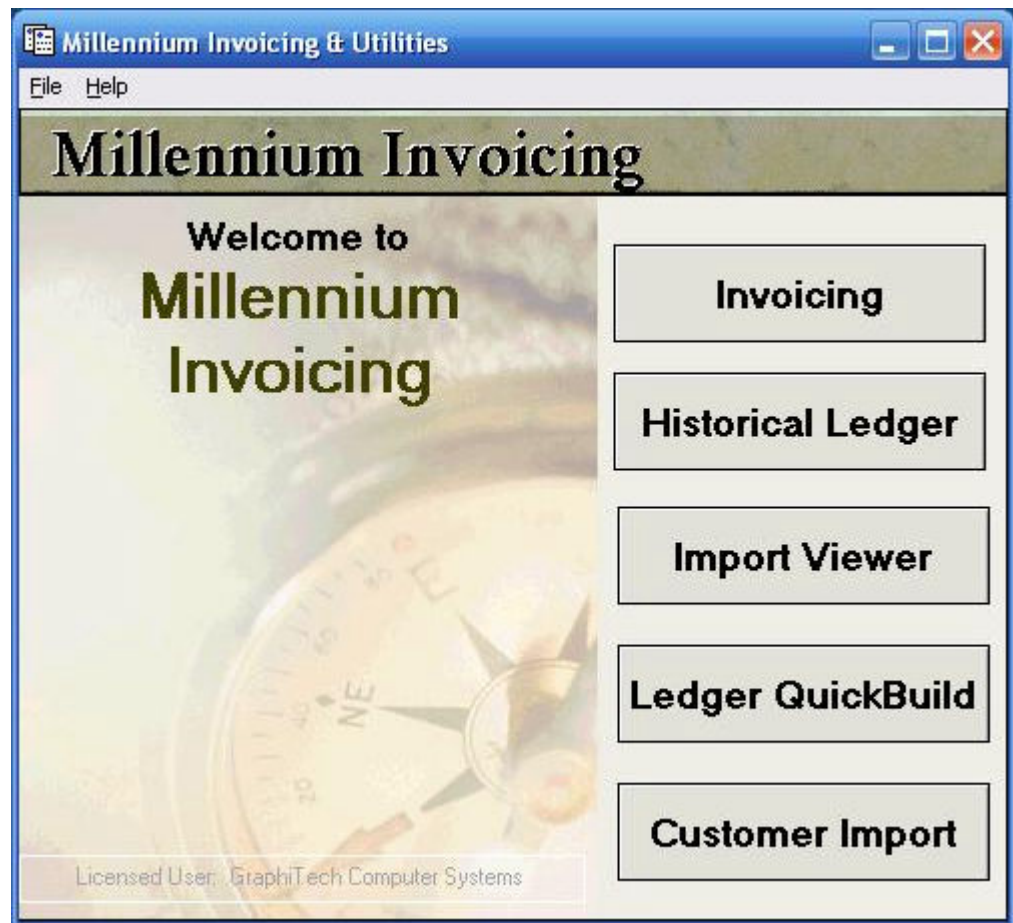


Millennium Invoicing



By GraphiTech Computer Systems

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Overview

What's Inside

The GraphiTech Millennium Invoicing program has been designed to provide an easy to use system for the efficient production of invoices, both from existing job data located in your database as well as through manual creation of invoices.

Each invoice created is assigned an appropriate revenue distribution (or the default distribution) so that when the invoice is posted, all the appropriate accounts such as Sales Tax Payable, Accounts Receivable, Freight, and Revenue are sent to the Quick Books folder for import or review using the Import Viewer.

In addition, all the data sent to the QuickBooks folder is in the form of an IIF file, which is Intuit's method for providing a conforming method of data import/export.

From an historical standpoint, each time an invoice is created and posted, the data is sent to a separate file that will allow you to view the activity of that customer using the Historical Ledger over the life of your invoicing program. Should you need to determine the cost of a particular job or the job number, etc., simply pull up the data in your Historical Ledger and review their invoicing history.

Transferring customers to the Millennium database is easy and fast. Simply create a customer export file in QuickBooks and import the customers using Customer Import on the Invoicing main menu.

Data Files

The Millennium Invoicing program uses a combination of Access Database and flat files to store information. The main database consists of the Invoicing.mdb database that is also linked to the gtdata.mdb database in the Millennium\Data folder. Other flat files such as the IIF files that are found in the Quick Books folder contain straight ASCII data either in a sequential or comma delimited format.

Registration

If you are installing the program for the first time, you will need to obtain a license code from GraphiTech prior to using the Invoicing portion of the program. See License below under "Setup Pathways".

Workstation

The computer required for use with the Millennium Invoicing program may be minimally configured as follows:

- 2 GHz
- 512 MB Ram
- 1-3 GB Hard Drive

Network

It is recommended that the Millennium Invoicing program be run on a single computer. Although the program can be operated in a network, and in fact usually is, the invoicing database is located on the loaded workstation and is not designed to be a multi-user program.

Installing Millennium Invoicing

To load *Millennium Invoicing*, be sure to choose the computer you wish to use for your invoicing. Then insert the CD into your drive and close the door. Normally, the Millennium Invoicing will load automatically however, if it does not, close the Invoicing Program and Right Click the CD Icon in "My Computer", followed by a left click of the Browse selection. Then select the SETUP.EXE to install.

The following should clarify the screens you will encounter during the installation process. Please follow these steps.

Installation and Program Folder

Be sure that you do not have any other programs running. Then click on OK as shown in the first screen of Figure 1.

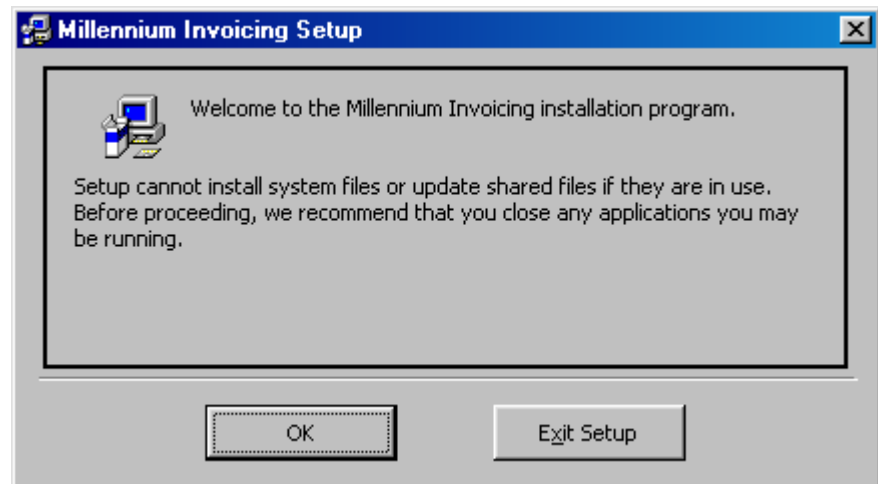


Figure 1 – Installation Folder

If you got to this first screen by mistake, then simply click on Exit Setup. The actual exit process will take a few minutes while certain preloaded files are removed.

Program Folder

In general, you will always install the program into the folder shown (C:\Program Files\Millennium Invoicing\). Now click on the large icon of the computer and disks to the upper left of this window.

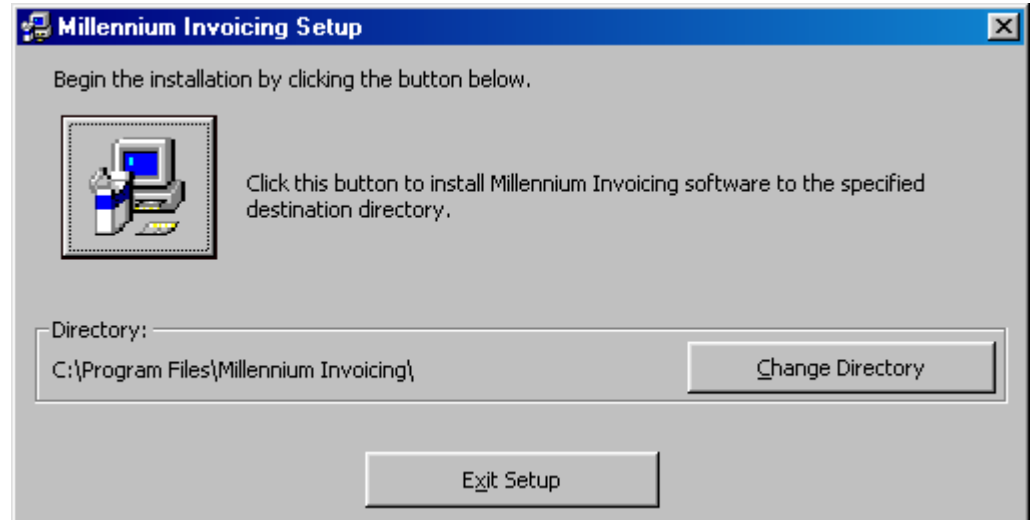


Figure 2 – Program Folder

Program Group

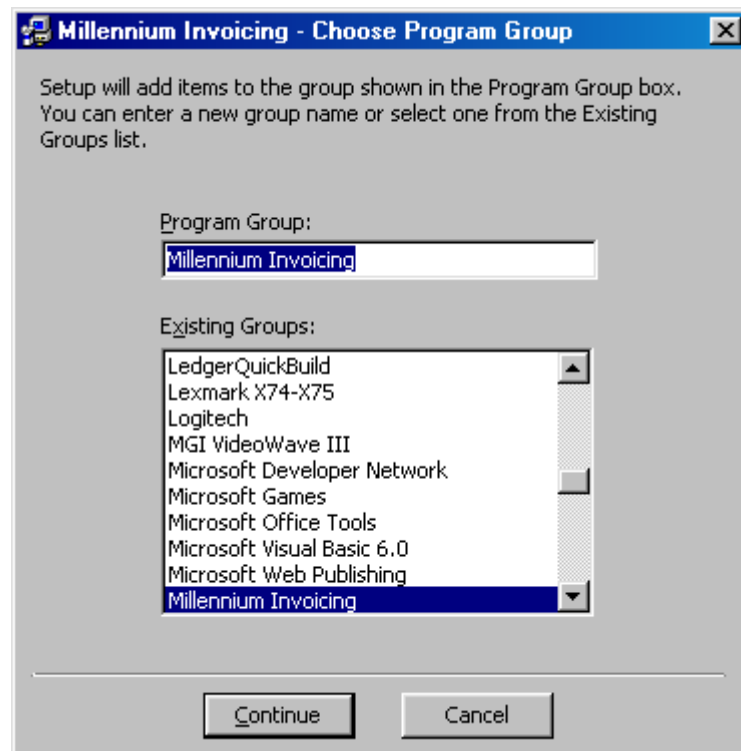


Figure 3 – Program Group

The default Group Name for the Program will appear at the top of the list box (*Millennium Invoicing*). Click **Continue** to proceed without making any changes.

Progress Bar

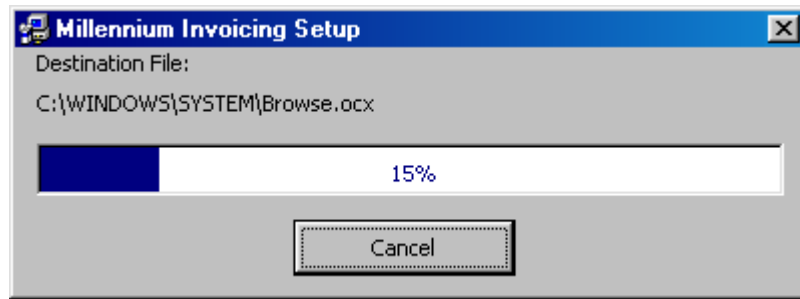


Figure 4 – Progress Bar

As files are placed into various folders, the progress bar will identify the percent of completion. If it does not move for a long period of time (more than 5 minutes) you may need to press CTRL-ALT-DELETE and click End Task in order to exit the program. Reboot your computer and try the installation again.

File Replacement Warning – Answer Yes

During Installation, you may see that a particular file is about to be replaced. You are generally asked if you wish to keep the Newer Version and you should almost always answer by clicking **YES**.

The only possible exception to this is if you are updating the program and you wish to replace your current database. If you answer No here, you will lose your existing database.

Technical Support

If you need further assistance, please call our technical support hotline at **800-634-TECH**. Send written documentation of problems to support@graphitech.com and either Scott Thatcher or Nelson Wiscovitch will receive the document. Or visit our web site at www.graphitech.com for the latest news, updates, questions and answers.

Setup, Pathways & Distributions

Starting the Program

After installation, you may usually find the program by clicking on Start, Programs and looking at the end of the Program List for the last installed program. It will be called Millennium Invoicing. Put your cursor over the listing and then select the Millennium Invoicing that appears to the right (usually) of the list.

Creating an Icon on Desktop

If you wish to have an icon on the desktop, simply go to the start and program screen, select Millennium Invoicing and right click on the extended Millennium Invoicing program that now appears there and select Create Shortcut. It usually will put this on your desktop but if not, simply drag it off the program list onto the desktop.

Set Up Paths

Double Click the icon or program listing and the Main Menu will appear as shown on the Cover Page of this document. Before selecting any of the main menu items, you must set up all the paths required for proper operation of the program.

By clicking on the word "File" at the top left of the program, a drop down list of all the paths required is shown. First select the Path Setup for QuickBooks. You must specify the location of QuickBooks and the path is usually found on the local or server's drive under the following "C:\Program Files\Intuit\Quick..."

Next you will want to set up the Millennium path and usually, that has already been accomplished, however if not, it may be found under "C:\Millennium\Data".

And finally, you need to specify the path for the ledger files. In general, these will be found in either the "C:\Millennium\Data\Ledger" or in the EST or LEDGER folder of your DOS Professional Estimator.

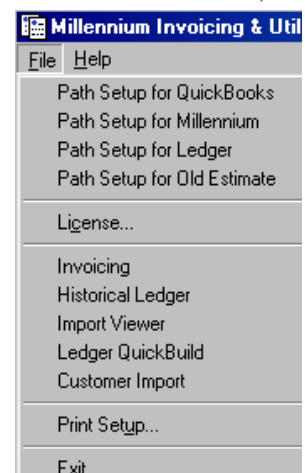


Figure 5 – Pathways

License

Click on the License in Figure 5 and you will see the following:

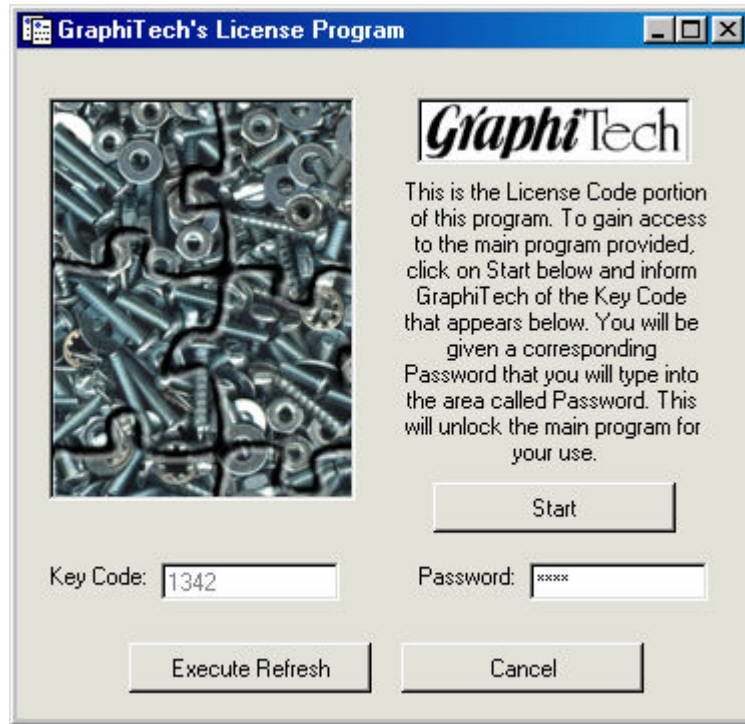


Figure 6 – Licensing the program

By then clicking on the Start button above, a Key Code will be shown. Either email the key code to GraphiTech at scott@graphitech.com or call (800) 634-8324 and you will be called back with the proper Password to unlock the program permanently.

Once the password is entered, click on "Execute Refresh" and you will be told that the program is licensed. You will need to obtain a different code for each installation and since this program should only reside on one computer per installation (recommended), that should be all you will need.

Customer Import & Version Number

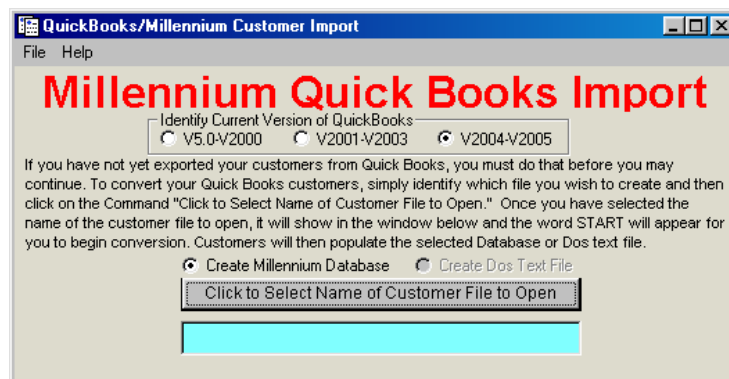


Figure 7 – Current Version of QuickBooks

It is necessary for you to now select "Customer Import" as shown in Figure 7. Notice that the screen identifies several versions of QuickBooks. You must click on the version that is appropriate for your installation. The last version, 2004-2005 is valid for all subsequent versions (including 2006) at this time.

Now that the version is selected, we will need to enter just a little more information regarding the revenue distributions, Parameters, etc.

Setting up the Invoice

GraphiTech's Millennium Invoice requires information on the Revenue Accounts, Cash and A/R accounts, Terms, Tax Codes and more.

On the bottom of the list to the right, we have already setup the path and the Version, so no further information on that is required.

Several items that are not absolutely necessary are: Invoice Terms, Comment Section and Margins. Revenue Accounts

The Revenue Accounts are those accounts that permit the proper distribution of your revenue. In other words, an invoice might have several distributions, but the one that allocates where the money came from is called the Revenue Distribution.

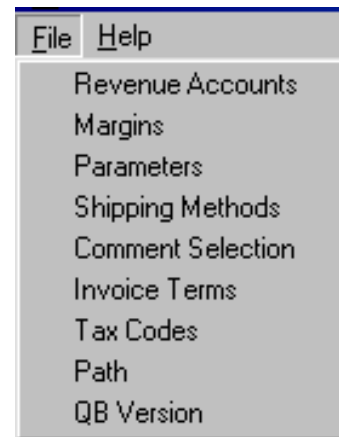
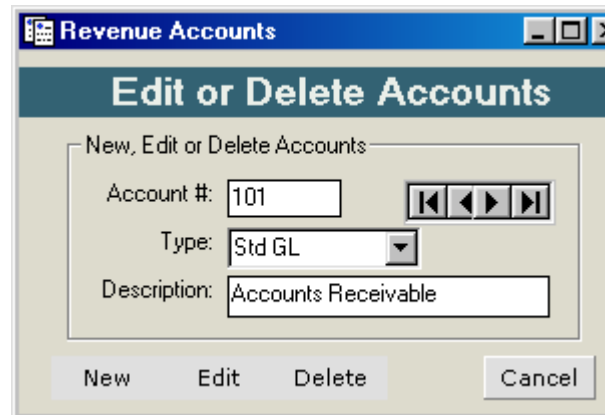


Figure 8a – List of Accounts



You will need to obtain a Chart of Accounts from your QuickBooks in order to establish the appropriate primary and revenue accounts.

We generally prefer that you also have account numbers associated with your distributions.

Simply click on the word new at the bottom of the

Figure 8b – Primary Accounts

screen and enter the appropriate account numbers for these five primary accounts (Accounts Receivable, Sales Tax Payable, Freight & Delivery, Checking Account and Cash Account).

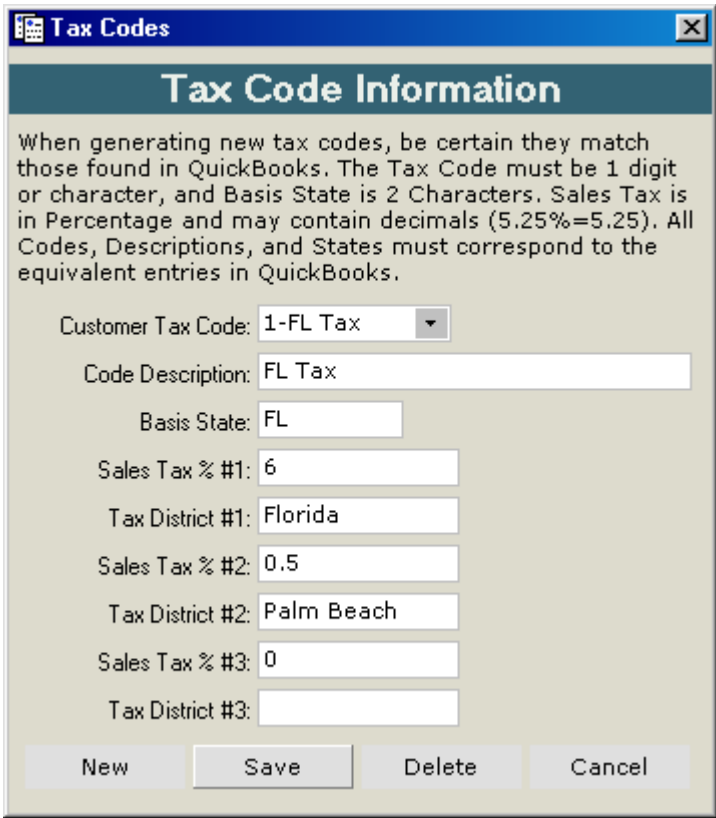
If, for some reason, these account names do not match your QuickBooks account names, then you will need to change them so they read exactly what is listed in QuickBooks. To do this, click on the edit key and make the change. When finished, click on the "Continue" button to lock in the change.

The next ten or so accounts are your revenue distributions. These may be identified as Printing, Bindery, Pre-Press, etc., but they must match letter for letter what you have listed in QuickBooks.

Tax Codes

The Tax Code Table is used to identify the resulting tax associated with a specific code. As shown in Figure 9 below, we will start out with a tax code of 1, which will illustrate the tax used most often. For the state of Florida, the tax is 6% currently with some cities imposing another ½ to 1% additional tax. The three lines allow for the addition of those taxes, however, there is no distribution to QuickBooks of the separate taxing authority.

Code 1 was used as an example, because the older interface to GraphiTech was basically a Yes/No statement of taxability, thus a 1 would mean the customer was taxable. To maintain that continuity, we will continue to use 1 as the basic taxing authority and numbers 2 through 9 as other taxing authorities. A 0 means that there is no tax for that customer.



The screenshot shows a window titled "Tax Codes" with a sub-header "Tax Code Information". Below the header is a paragraph of instructions: "When generating new tax codes, be certain they match those found in QuickBooks. The Tax Code must be 1 digit or character, and Basis State is 2 Characters. Sales Tax is in Percentage and may contain decimals (5.25%=5.25). All Codes, Descriptions, and States must correspond to the equivalent entries in QuickBooks." Below this text are several input fields: "Customer Tax Code:" with a dropdown menu showing "1-FL Tax"; "Code Description:" with a text box containing "FL Tax"; "Basis State:" with a text box containing "FL"; "Sales Tax % #1:" with a text box containing "6"; "Tax District #1:" with a text box containing "Florida"; "Sales Tax % #2:" with a text box containing "0.5"; "Tax District #2:" with a text box containing "Palm Beach"; "Sales Tax % #3:" with a text box containing "0"; and "Tax District #3:" with an empty text box. At the bottom of the window are four buttons: "New", "Save", "Delete", and "Cancel".

Figure 9 – Tax Code Table

The Code Description should match the Vendor (Tax Agency) that is used within your QuickBooks Sales Tax Listing.

Figure 10a – Adding A New Taxing Item to List in QuickBooks 2002

Figure 10a identifies the table used to create new tax accounts in QuickBooks 2002.

The QuickBooks Tax Listing must have the same name in the “Tax Name” as it does in the “Tax Agency” in 2002 version but the method employed with the 2006 version is slightly different.

This is due to the way QuickBooks lists taxing authorities. When the import is complete, the word FL Tax (for example) will appear in the invoice when viewed in QuickBooks.

In our Tax Code Table (Figure 9), we entered a 1 to specify the Tax Code followed by the name of the Vendor, which in this case was “FL Tax”. The tax code will change to the longer listing as soon as the information is saved (it will show as a 1 prior to being saved).

In the illustration below, you will need to add your sales tax in two steps for the 2006 version. Let's look at the tax name referred to as "Resale". This is basically an exempt sales tax but illustrates how it must be set up in later versions of QuickBooks.

Figure 10b – Adding tax to list in QuickBooks 2006

First, you must select the "Item List" that is found under the menu heading called "Lists". Now click on the Item in the lower left of the window to be able to "Add" a sales tax account. The window that will appear when clicking on "New or Edit" is shown just to the right in Figure 10b and is labeled as "Edit Item" above. To complete the entries you must perform the following.

1. You must select the "Sales Tax Item" under the heading "Type"
2. Your "Tax Name" must match what is to be entered into GraphiTech

3. The Description will appear automatically as "Sales Tax"
4. The rate is entered as required
5. Finally, the "Tax Agency" must match the name used under "Tax Name"

Be sure to use the same name in GraphiTech that you use in line 2 and 5 above.

Identifying Revenue Distribution Accounts

When an invoice is created and distributed to any accounting program, the distributions take the form of various debits and credits. The Debit Account is "Accounts Receivable" and the Credit Accounts are the "Revenue" or "Income". In order to let QuickBooks know how the invoice is distributed, each line of the invoice consists of a specific Revenue Distribution Name.

In Figure 11, the Account Numbers and Revenue Distribution Names are identified for this Printing Company. Each distribution represents a profit center for this company.

The first 5 items in the list are your standard GL Accounts. These names are generally the same ones used within QuickBooks however, if they are not the same, then you must change them to that which is identified in QuickBooks General Ledger. It is not important whether they are in caps or upper and lower case.



Figure 11 – Creating Main GL Accounts and Revenue Accounts

The remaining items in the list are the Revenue Accounts (also identified as Income Accounts). Again, these must be spelled exactly as they are in QuickBooks. Remember, QuickBooks will not automatically have your revenue accounts listed in the General Ledger so you must be prepared to enter these accounts both here and in QuickBooks.

Some companies prefer to use a simple revenue account such as "Sales", while other companies maintain very elaborate distribution accounts. In Millennium, you may enter an unlimited number of Revenue Accounts.

Although we must enter Account Numbers for all accounts (due to the method used for selection), it is not necessary for you to have your QuickBooks set up with Account Numbers.

Parameters -- Default Revenue Account

You must set up a Default Revenue Account under the menu item called "Parameters" as shown in Figure 13. If no income or revenue account is selected when creating an invoice, then the default revenue account will be selected.

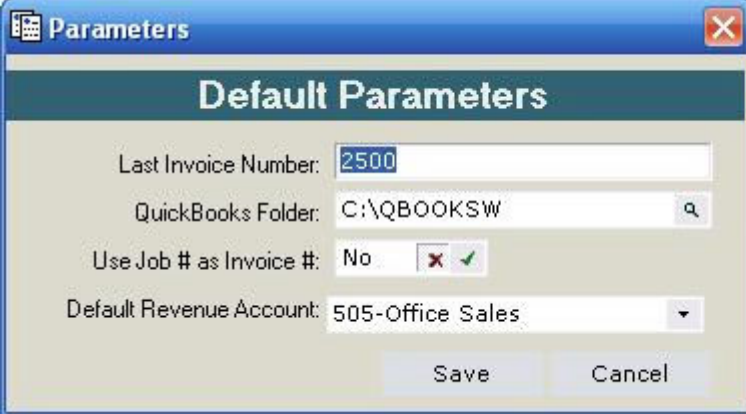
The image shows a software window titled "Parameters" with a close button in the top right corner. Inside the window, there is a section titled "Default Parameters". Below this title, there are four input fields: "Last Invoice Number:" with the value "2500", "QuickBooks Folder:" with the value "C:\QBOOKSW" and a search icon, "Use Job # as Invoice #:" with a radio button labeled "No" and two small icons (a red 'X' and a green checkmark), and "Default Revenue Account:" with a dropdown menu showing "505-Office Sales". At the bottom right of the window are "Save" and "Cancel" buttons.

Figure 13 – Default Parameters

This small table will allow you to specify the last invoice number to be used, the location of the QuickBooks, whether you want to use your Job Number and Invoice number as the same and the Default Revenue Code.


You must wait until you have entered all the revenue accounts before you select the default code.

Producing An Invoice


With the GraphiTech Millennium Invoicing system, the creation of an invoice provides several conveniences. First, the invoice itself provides a degree of Professionalism. Second, a Historical Record is created and stored in the Historical Ledger. Third, jobs within the Quote File are flagged as having been invoiced. And fourth, the optional Job Log file associated with Job Costing is flagged as being closed.

Printed Output

The Invoice that is created prints to a pre-printed form that allows you to print both a packing slip, Invoice and labels that may be included with the products being delivered. Figure 14 illustrates the look of the pre-printed invoice.

 <p>GraphiTech COMPUTER SYSTEMS</p> <p>10800 N. Military Trail, Suites 210-211 Palm Beach Gardens, Florida 33410 1-407-624-2215 1-800-634-TECH</p>		<h1 style="margin: 0;">INVOICE</h1>	
SOLD TO:		SHIP TO:	
P.O. NUMBER	INVOICE NUMBER	INVOICE DATE	Sales Representative
PD	SHIP VIA	TERMS	JOB NUMBER
QUANTITY	QTY SHIPPED UN	ITEM DESCRIPTION	UNIT PRICE
			EXTENDED PRICE
PLEASE PAY FROM THIS INVOICE.			
RECEIVED BY _____			
Payment is due immediately upon receipt of invoice. In the event such payment is not made within 30 days after receipt of the original invoice, our company may immediately impose a LATE PAYMENT CHARGE at the rate of 1.5% per month (ANNUAL RATE 18%) or the maximum allowed by law, on the unpaid balance, and any reasonable cost of collection, including attorney fees.			
SUB-TOTAL		FREIGHT	TAX
			AMOUNT DUE

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Palm Beach Gardens, Florida 33410
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GraphiTech
COMPUTER SYSTEMS

10800 N. Military Trail, Suites 210-211
Palm Beach Gardens, Florida 33410
1-407-624-2215
1-800-634-TECH

S
H
I
P

T
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Figure 14 – Actual pre-printed invoice

Instead of printing this invoice, you may also elect to post to QuickBooks and then print the invoice from there.

In future versions of the software, we will be including a second type of invoice that will print with Graphics on your existing letterheads.

Creating an Invoice

GraphiTech's Millennium Invoicing

File Help

Millennium Accounting Interface

Job: 00001002-16 PAGE NEWSLETTERS B Search For Job: 00005195 Return

Identify Ship To Interface
☐ Ship To's ☒ Customers
 Ship To: (Cust Database) Select...

Bill To: Select...
 Adam's Candy Shop
 Adam Bradley
 1528 Kitty Bang Bang St.
 Fudge, CA 94555

Ship To: Select...
 Adam's Candy Shop
 Adam Bradley
 1528 Kitty Bang Bang St.
 Fudge, CA 94555

PO #	Invoice #	Invoice Date	Sales Representative	Job #
WC441OP	2569	9/28/2006	Johnny Topnotch	00005195

Product Code	Ship Via	Terms
BR-Brochures	Truck	2% 10 Net 30

Quantity	Shipped	Unit	Item Description	Dist	Tx	Unit Price	Extended
1 2500	2500		2/2 Brocures 8 pgs with single drill top left	501	N	2,734.000	2,734.00
2 1500	1500	M	Blank sheets of 60# offset 5.5x9.5	505		14.550	21.83
3							
4							
5							
6							
7							
8							
9							
10							

Comment Selection
 Thank you for your patronage!

Freight Taxable

Sub Total	Freight	Tax	Amount Due
\$2,755.83	\$0.00	\$0.00	\$2,755.83

Millennium Accounting Interface
☒ QuickBooks ☐ DataPro Infinity ☐ Peachtree ☐ None

Post Invoice When Printed

Figure 15 – Invoice Creation

Invoices may be created in several ways.

1. First, you may search for the Job Number you wish to invoice. After entering just the significant numbers of the job, hit enter. The invoice will completely fill out on-screen.
2. Second, you may select a job that is currently active and either identify the job number or select the job from the drop down list shown at top left of Figure 15. Then review the customer name and ship to info and the invoice will again appear completely filled out.
3. Third, produce the invoice manually.

Customer Selection

The drop down list for the customers may be used by scrolling down through the list to find the customer or you may simply type a few characters of the customer name and then select the drop down list where you will find either the name highlighted or close to the correct name. Then simply click on the selected name to choose it.

Line Distributions

The screen shown in Figure 15 illustrates an invoice in the process of being filled out. As each item is created, a default account distribution will be created unless changed by the user.

Units

The item referred to as "Units" in each line of the invoice is usually skipped so that it does not apply, however, should a situation arise where you wish to price out something based on the cost for each item, weather a unit, 10, 50, or more, then the Unit is specified as in line 2 of Figure 15. (Note the unit was specified as M meaning thousands).

The result of this causes the amount entered into the unit price portion of the invoice to be multiplied times the quantity designated and then divided by the units. Since we sold 1500 and the units were 1000, the "Unit Price" was multiplied by 1.5 to get the extended price.

Units are designated as E=Each, X=10, L=50, C=100, D=500, and M=1000. If no entry is made, the Unit Price and Extended price are the same.

This area may also be used for items such as Digital printing where you may want to specify the single sheet cost to get the extension, or where you know the extended price for the item but want to know the individual price per each sheet or book. Simply enter the extended price and, if the Units are specified, the invoice will back out the Unit Price for you.

Tax

If the customer is taxable, the Tax column will show a Y when you tab through it or you may elect to have only portions of the invoice taxable by changing the column to read "N"

Miscellaneous Items on Invoice

Just above the actual invoice are several items such as PO, Invoice Number, Invoice Date, Sales Representative, Job Number, Product Code, Ship Via and Terms. You must specify all of these items unless they automatically appear based on your customer detail in Millennium. This information does not transfer except for the Invoice Date and Invoice Number.

Icons at Bottom of Screen

The icons as shown in Figure 16 may be identified by placing your cursor over each one to determine its function.



Figure 16 – Invoice Icons

Starting from the left, we have the following functions: Refresh Clients and Jobs, Retrieve Previous Invoice (optional), Save Invoice, Required Path, Print Invoice, Cut (optional), Copy (optional), Paste (optional), Delete Current Row, Restore Deleted Line, Erase Current Invoice (from screen only, not from saved database), and Help.

This is the end of the Beta Documentation

Glossary of Terms

Index

Error! No index entries found.