Quick Bill System

Administration and User Guide

TPS of Illinois, Incorporated

www.tps-of-il.com

Publish Date: 08 /01/2007

Table of Contents

Quick Bill System - Introduction

Thanks for purchasing your copy of the Quick Bill System by TPS of Illinois, Incorporated (www.tps-of-il.com).

We have created a ready-to-go application that can be used right away for:

- Customer billing and invoice generation
- Customer payment tracking and reporting
- Sales tax tracking and reporting

All you require is to have Microsoft Access 2000 or greater installed on your computer to use this application.

Enjoy and if you have any questions or comments, please contact us by visiting our website (www.tps-of-il.com).

Getting Started

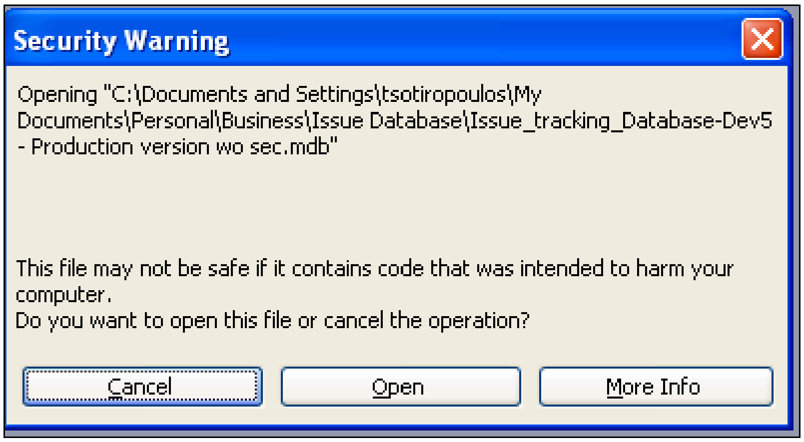
Follow these steps to setup your new Quick Bill System.

Note: These steps should be performed by the person who is the administrator for this system.

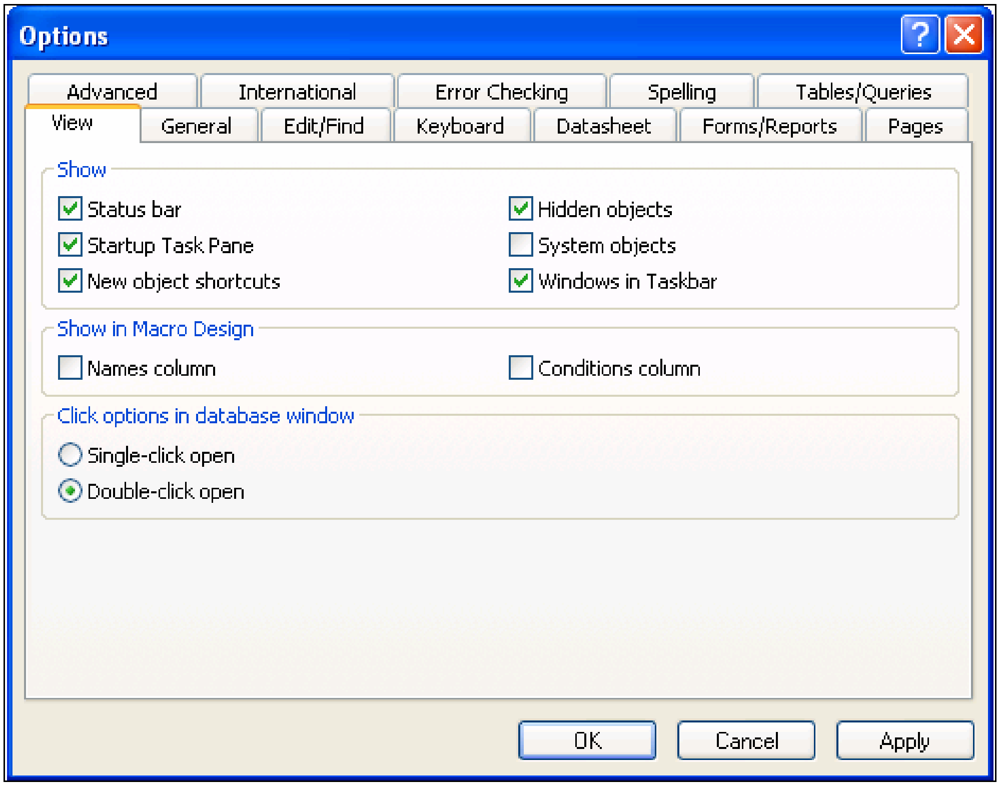
1. Copy the MS Access database file to a location you and other users have access to.

2. Double click on the MS Access file to open the database.

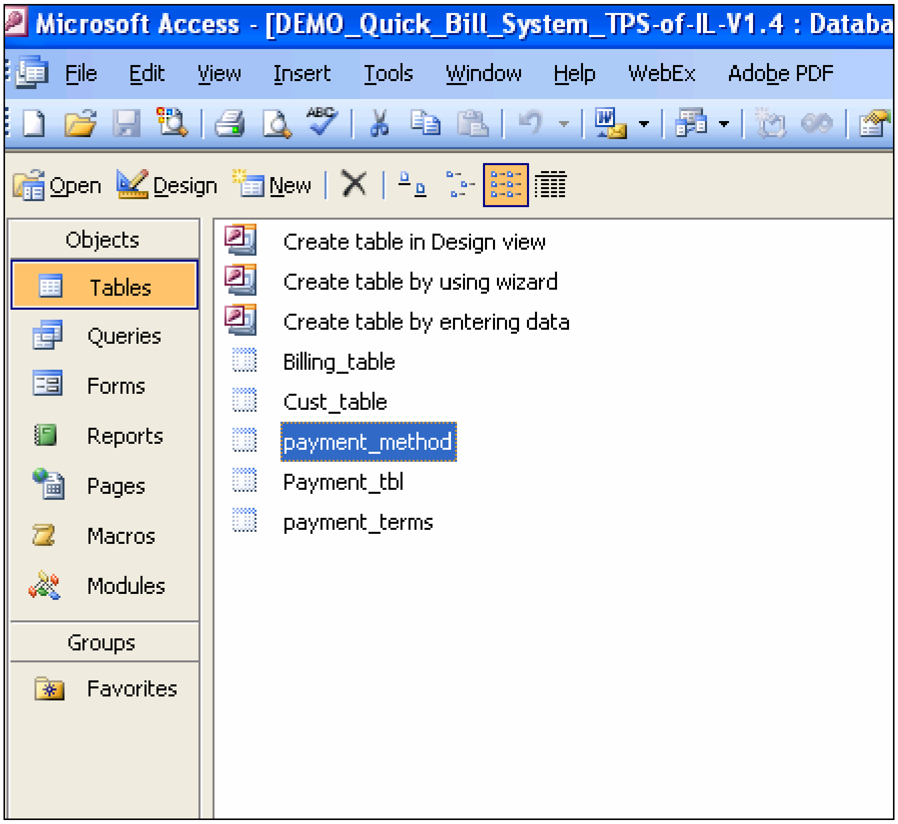
3. When you get the following screen, hold the Shift key and click on “Open”.



4. Once the database opens, click on the "Tools" menu and open the "Options" submenu. Then click on the "Hidden objects" check box and click "OK". This will display all the hidden database objects.



5. Click on the MS Access Objects Tables link.

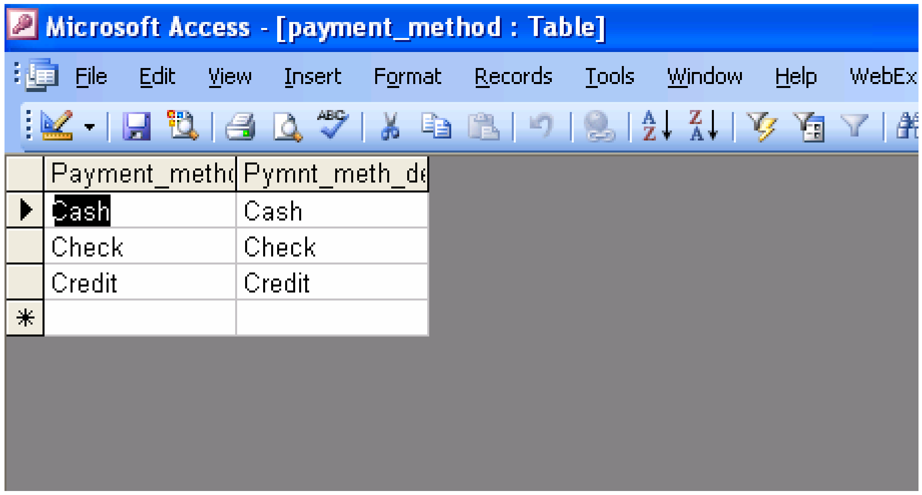


The following table can be configured for your specific business needs:

- **payment_method**: Classification used to keep track of the method used for customer payments. We have provided you with the following payment method classifications.
  - **Cash**
  - **Check**
  - **Credit**

To enter/edit values in this table, select the specific table and click on the 

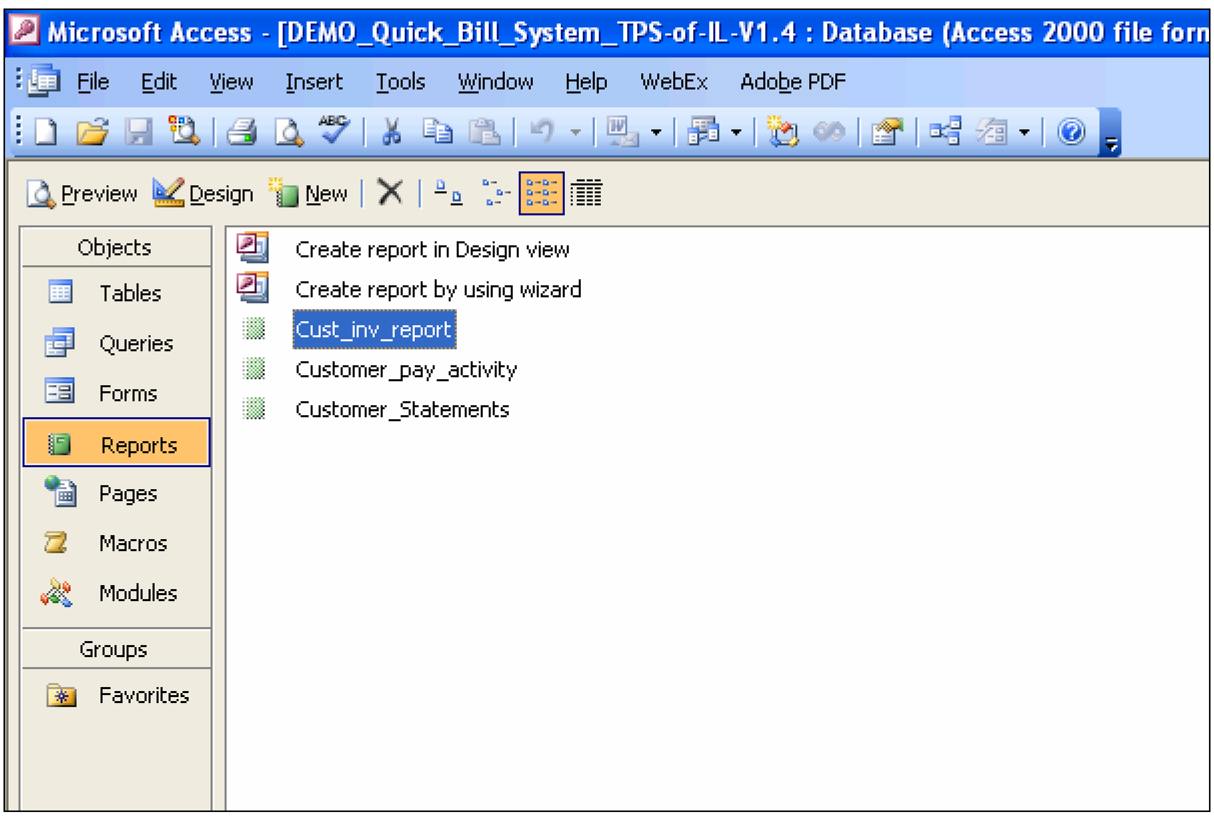
button. Click "Save" when your have completed your changes.



6. To setup the Quick Bill Invoice for your company, you will need to perform the following steps:

   i. Click on the MS Access Objects Reports link. Select the *Cust_inv_report* and click on the 

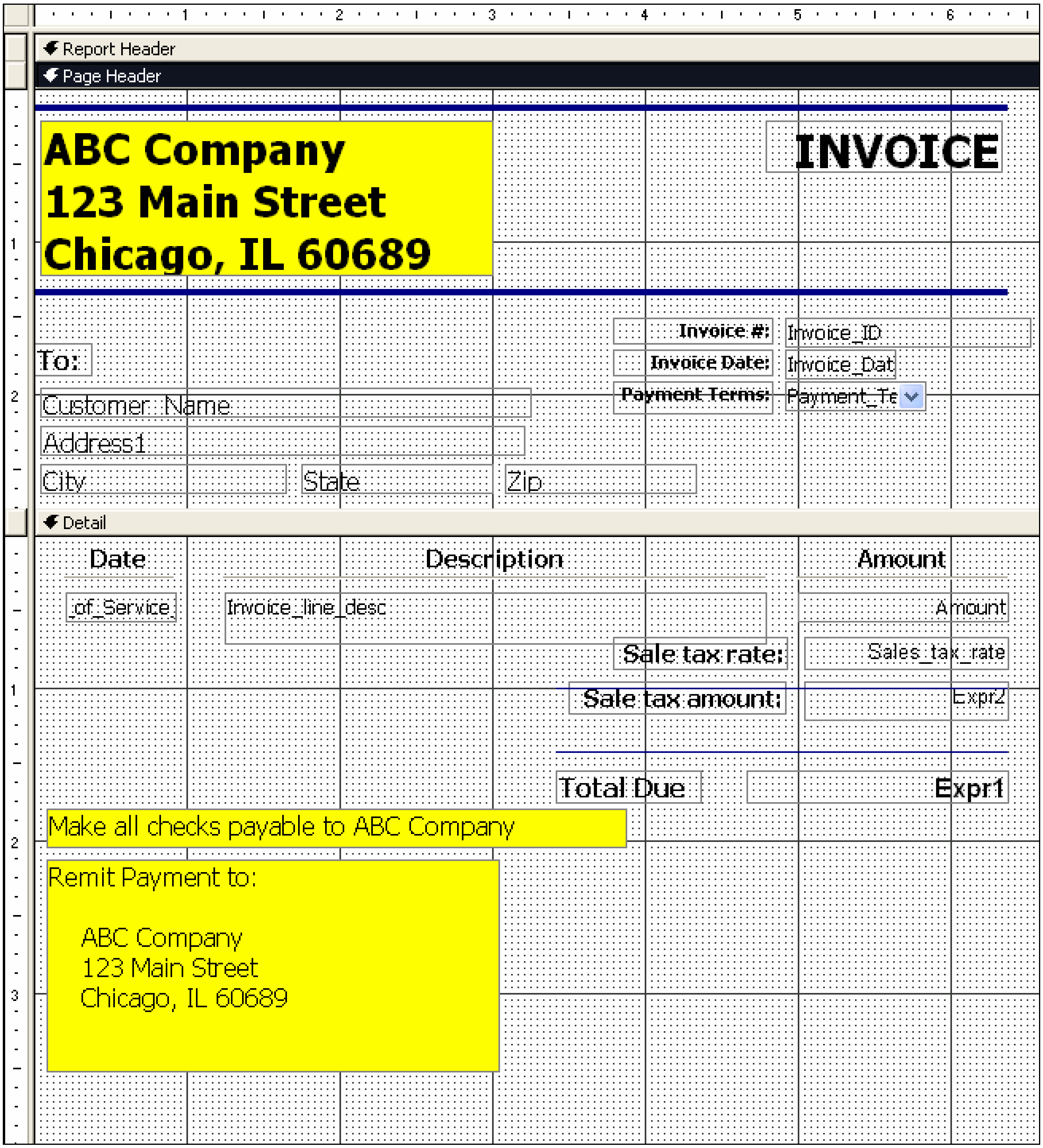
button.



ii. You have now opened the report up in *Design* mode. In here you will update the areas highlighted in yellow by clicking on the area and typing in the appropriate information. The areas are:

- Your company name and address
- Who the customer should make the "checks payable to"
- Where the customer should send the payment

After making your changes, click on the 'Save' button.



7. Once you have completed all your configuration changes identified above, click on the “Tools” menu and open the “Options” submenu again. Then uncheck the “Hidden objects” check box and click “OK”. This will hide all database objects to avoid accidental changes from happening.

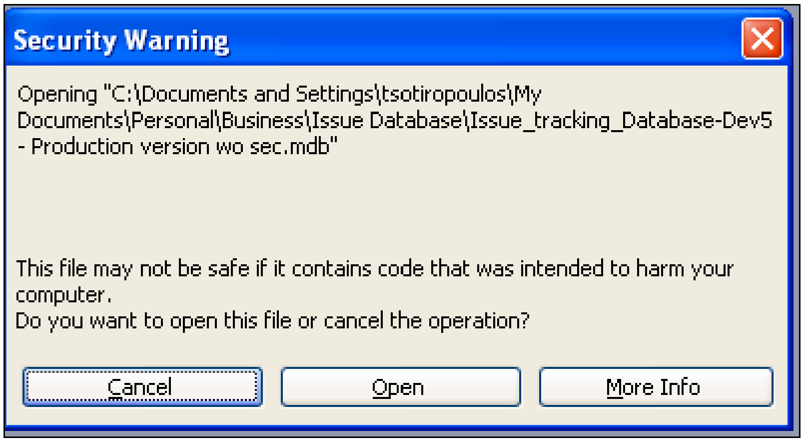
8. Your Quick Bill System is now ready for use.

User Guide

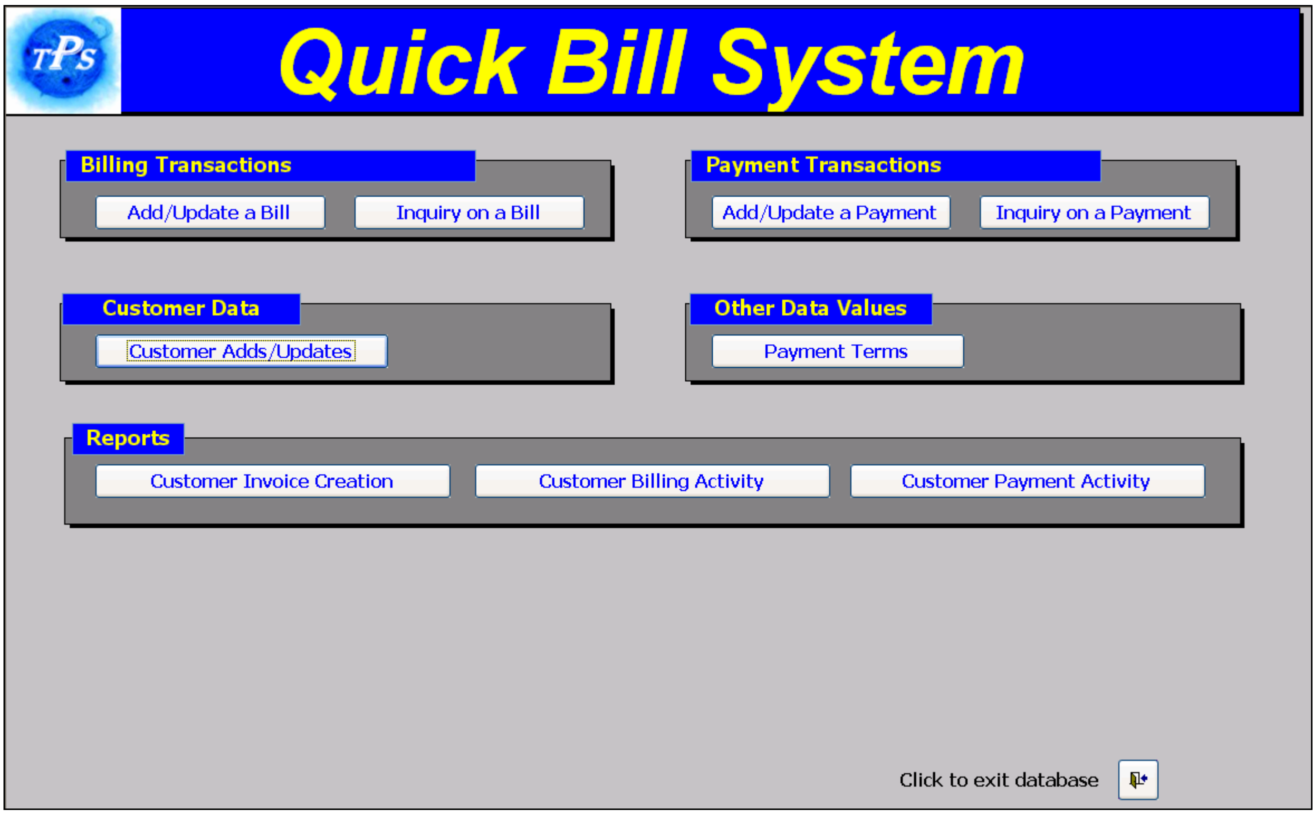
Follow these steps to begin using your new Quick Bill System.

1. Double click on the MS Access file/icon to open the database. Note: all users need to have MS Access installed on there computer in order to utilize this system.

2. When you get the following screen, click on "Open".



3. This will then take you to the Quick Bill System home page. From here you can click on the appropriate button to access the function you require.



The following describes the functionality that is available to you:

Billing Transactions:

- Add/Update a Bill – Click here to be able to enter new customer invoices/bills or to update invoices/bills that you have already created.

- Inquiry on a Bill – Click here to be able to inquiry on invoices/bills that you have already created.

Payment Transactions:

- Add/Update a Payment – Click here to be able to enter new customer payments or to update payments that you have already entered.

- Inquiry on a Payment – Click here to be able to inquiry on customer payments that you have already entered.

Customer Data:

- Customer Add/Updates – Click here to be able to enter new customers or to update customer information that you have already entered

Other Data Values:

- Payment Terms – Click here to be able to enter new payment terms or to update payment terms that have already been entered.

Reports:

- Customer Invoice Creation – Click here to create customer invoices. You will be prompted to enter the *Customer Name* and *Invoice ID*.

- Customer Billing Activity – Click here to get a complete report of all customer billing activities.

- Customer Payment Activity – Click here to get a complete report of all customer payment activities.

Support

Any questions or comments that you have can be directed to the customer service department at TPS of Illinois, Incorporated. We can assist with ways to enhance or secure your specific Quick Bill System.

Our email address is **cust_service@tps-of-il.com**

Or

Visit our website at **www.tps-of-il.com**