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Customers

Firstly, click the customer / suppliers button to open the list.



The customer / supplier list has opened and by clicking the **“Add”** button you can add a new customer or supplier.

Customers/Suppliers/Contacts [DB/Company: EN]

Filters: All Balances - No balance Balances + With docu... No docum... Custom p... Inactive Print list

Balance	ID	Name	Surname	Company	Occupation	Telephone	Mobile	Address	Region	City/Cou	Email	Notes	by user	Signup / Ta
0.00	C00000	SOLON	ZENETZIS	SOLON ZENETZIS	SOFTWARE DE	2109648161	6944208707	20 IASONIDOU	ELLINIKO	GREECE	solonzenetzis@sbzsystems.com	1st floor		06/05/14

You can now see the customers and suppliers tab. When you finish editing the information about your customer / supplier click **“Save”**.

Customers/Suppliers/Contacts [DB/Company: EN]

Save Cancel

General

ID: [] Active: ☒

Relation: CUSTOMER

Name: CUSTOMER Surname: RETAIL

Contact

Telephone: [] Mobile: []

Email: [] Fax: []

Send

Address: [] Region: []

City/Country: [] Zip: [] P.O. Box: []

Invoicing

Company: RETAIL CUSTOMER

VAT: [] Off: ☒


VAT liability: ☒ Normal ☐ Reduced ☐ None Tax obliged: ☐ No ☒ Yes

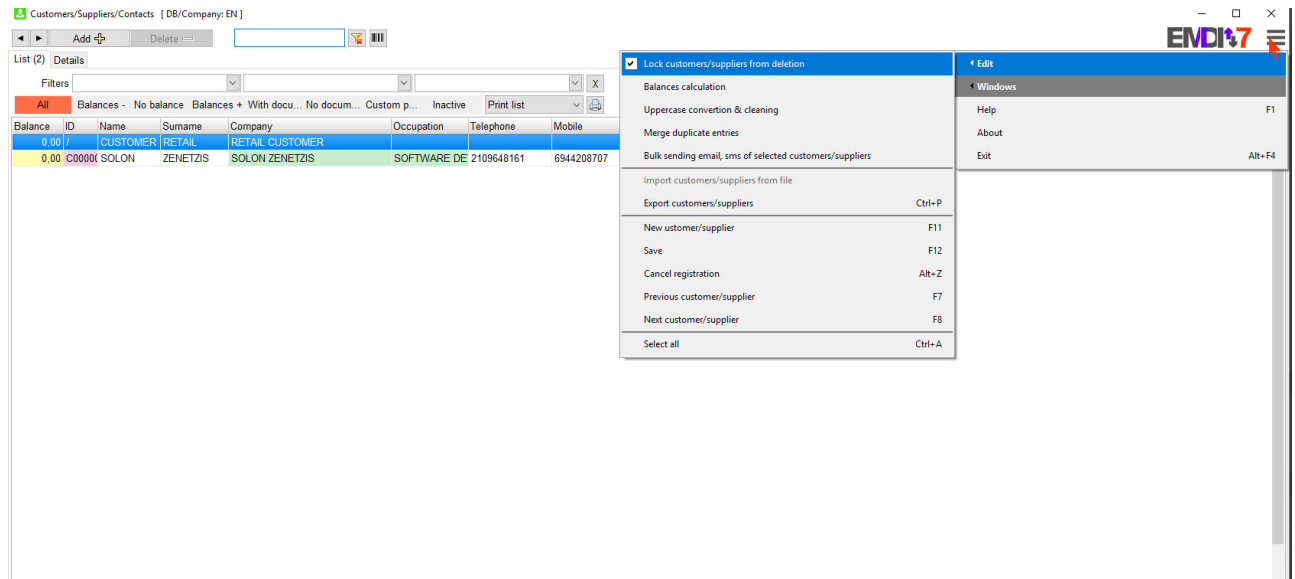
Price list: [] Credit limit: [] Payment: []

Linked Contacts/Branches

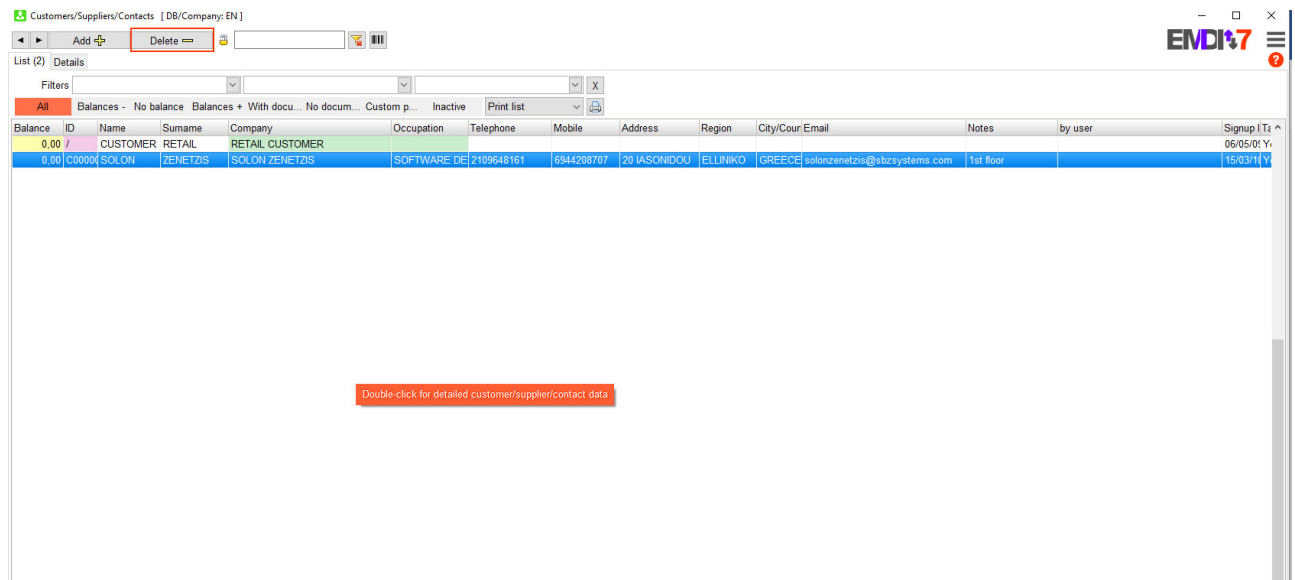
Company	Address	Region	City/Country
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To delete a customer or a supplier, open the customer/supplier tab and follow the instructions given on the images.

Click the icon  on right top, then **“Edit”** and **“Lock customers/suppliers from deletion”**.



Select the customer/supplier that you want to delete and click **“Delete”**.



To edit the details of a customer or a supplier, open the customer/supplier tab, double-click the customer/supplier and then edit the details. When finished, click **“Save”**.

Customer's / supplier's balances can be found on the list and in the customer's/supplier's tab.

Balance	ID	Name	Surname	Company	Occupation	Telephone	Mobile	Address	Region	City/Cour	Email	Notes	by user	Signup Date	Tax obliged
0.00	CUSTOMER	RETAIL	RETAIL CUSTOMER											05/05/09	Yes
0.00	0000001	SOLON	ZENETZIS	SOLON ZENETZIS	SOFTWARE DE	2109648161	6944208707	20 IASONIDOU	ELLINIKO	GREECE	solonzenetzi@abzsystems.com	solonzenetzi 1st floor		15/03/10	Yes

The button **“All”** shows all the customers/suppliers

The button **“Balances – ”** shows the customers/suppliers with a negative balance.

The button **“No balance”** shows the customers/suppliers with no balance.

The button **“Balances + ”**, shows the customers/suppliers with a positive balance.

The button **“With documents”** shows the customers/suppliers with documents.

The button **“No documents”** shows the customers/suppliers with no documents

The button **“Inactive”** shows the customers/suppliers who are inactive

To search for a customer/supplier, write the name in the search bar.

Customers/Suppliers/Contacts [User: admin - DB/Company: EN]

Search bar: retail

Balance	ID	Name	Surname	Company	Occupation	Telephone	Mobile	Address	Region	City/Cour	Email	Notes	by user	Signup Date	Tax obliged
0.00		CUSTOMER	RETAIL	RETAIL CUSTOMER										96/05/09	Yes

Click a customer/supplier, then **“Documents – Balance”**. You can now see the documents and balances from the certain customer/supplier.

Customers/Suppliers/Contacts [User: admin - DB/Company: EN]

Search bar: retail

Tab: Documents - Balance

Balance from: 14/12/2016 To: 20/3/2017 Always Cashier

Date	Cashier	Document	Doc. Nr	Doc. Num.	Debit	Credit	Progress	Related documents	Payment	Comment	User
14/12/2016	SALES	INVOICE		1	0.01	0.01	0.00		CASH		

Double-click a document to open the **“Purchases/Sales”** tab for the certain document.

*Purchases/Sales [User: admin - DB/Company: EN]

Cas: SALES Doc: INVOICE

Documents list Create/edit document (6)

Doc. Se... Document n... 1 Date/ti... 14/12/16 10:24:54 Relat D...

Customer's data

Company: RETAIL CUSTOMER

Address: Region: Zip: City: Tele... VAT: Office: Oc...

Product ID/E	Description	Quantity	Measur	Net unit price	VAT	Gross price	Disc	Gross total
LOY	LOYALTIES	1	PIECE	0.01	0	0.01	0	0.01
P000001	PRODUCT 1	1	PIECE	0.00	20	0.00	0	0.00
P000002	PRODUCT 2	1	PIECE	0.00	20	0.00	0	0.00
P000003	PRODUCT 3	1	PIECE	0.00	20	0.00	0	0.00
S000001	SERVICE 1	1	HOUR	0.00	20	0.00	0	0.00
S000002	SERVICE 2	1	HOUR	0.00	20	0.00	0	0.00

Shipping address: Loading place: Shipping method: Handling purpose: Notes:

Quantit... 6 Discount 0% Gross... 0,01 €

Net 0,01 € CASH

Inventory

Firstly, click the inventory button to open the list.



The inventory list has opened and by clicking the **“Add”** button you can add a new item.

Inventory/Products/Services [User: admin - DB/Company: EN]

Buttons: Add, Delete, [Icon]

Filters: [Dropdown] [Dropdown] [Dropdown] [X]

Buttons: All, Documents included Documents exclud..., Custom period, Inactive, Print list, [Icon]

User: [Dropdown] [X]

Availability	ID/Barcode	Purchase ID	Description	Meas Unit	Sell Price	VAT %	Gross	Purchase	Sales	Signup Date
-1	LOY		LOYALTIES	PIECE	0.01	0	0.01	0.00	0.01	16/06/15
-1	P000002		PRODUCT 2	PIECE	0.00	20	0.00	0.00	0.00	03/06/09
-1	P000001		PRODUCT 1	PIECE	0.00	20	0.00	0.00	0.00	03/06/09
-1	P000003		PRODUCT 3	PIECE	0.00	20	0.00	0.00	0.00	15/02/10
-1	S000001		SERVICE 1	HOUR	0.00	20	0.00	0.00	0.00	01/09/06
-1	S000002		SERVICE 2	HOUR	0.00	20	0.00	0.00	0.00	03/06/09
0	CHE		CHECK NUMBER - BANK ACCOUNT	PIECE	0.00	0	0.00	0.00	0.00	01/09/06
0	AM		AMOUNT IN	PIECE	0.00	0	0.00	0.00	0.00	01/09/06
0	AOU		AMOUNT OUT	PIECE	0.00	0	0.00	0.00	0.00	01/09/06
0	SHI		SHIPPING COST	ADDON	0.00	20	0.00	0.00	0.00	09/04/13
0	LOYPAY		LOYALTIES SUBTRACT	ADDON	0.00	0	0.00	0.00	0.00	16/10/15

You can now see the inventory tab. When you finish editing the information about your item click **“Save”**.

Inventory/Products/Services [User: admin - DB/Company: EN]

Buttons: Add, Delete, [Icon]

Filters: [Dropdown] [Dropdown] [Dropdown] [X]

Buttons: All, Documents included Documents exclud..., Custom period, Inactive, Print list, [Icon]

User: [Dropdown] [X]

Buttons: Save, Cancel

Description

Sale's ID: [Text] Active ☒

Purchase ID: [Text]

Basic description: [Text]

Measurement unit: [Dropdown]

Kαταπόλη/Υποκατηγορία: [Dropdown]

Details

Detailed description: [Text]

COLOR: [Dropdown] SIZE: [Dropdown]

TYPE: [Dropdown]

Prices

Sale price: [Text] + VAT: [Text] % (VAT amount: 0.00) = Gros sale: [Text]

Purchase price: [Text] + VAT: [Text] % (VAT amount: 0.00) = Gross purc: [Text]

Difference: [Text] 0.00 0 % Profit purchase, amount: [Text] + rate: [Text] %

Prices based on pricelist

Price list: [Table]

More information

Minimum availability: [Text] amount Availability: [Text] PIECE

Price last update: [Text] Created: [Text] by user: [Text]

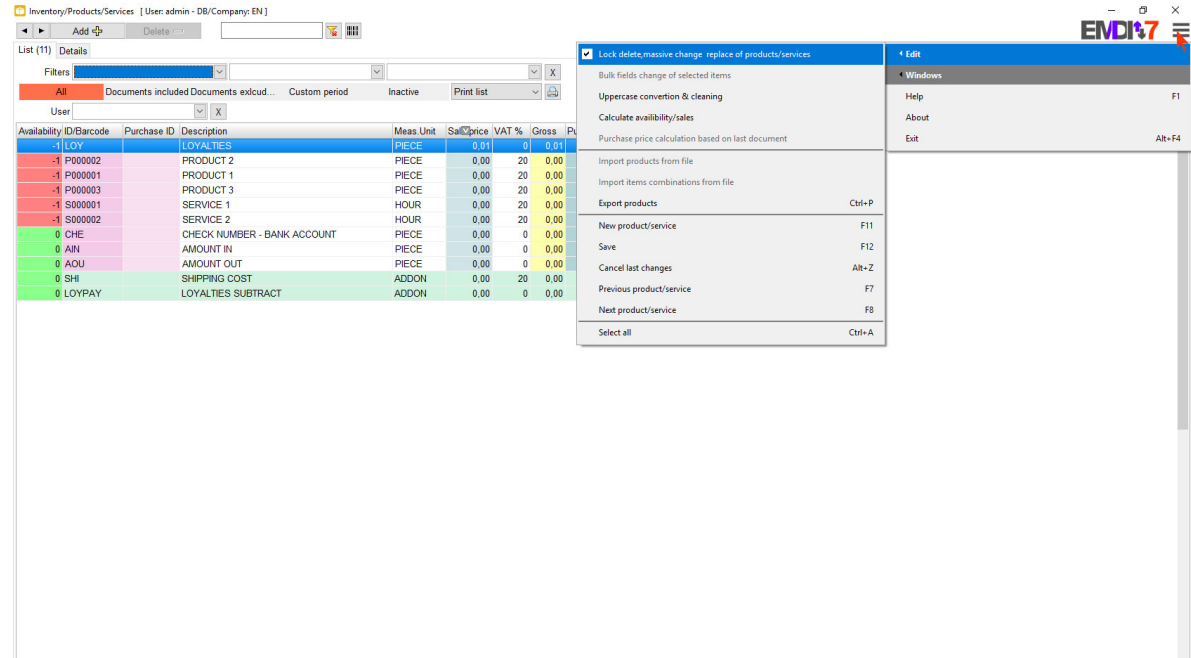
URL: [Text]

Photo: [Text]

Send to E-shop: ☐ Send to scale: ☐ Button color: [Text]

To delete an item, open the inventory tab and follow the instructions given on the images.

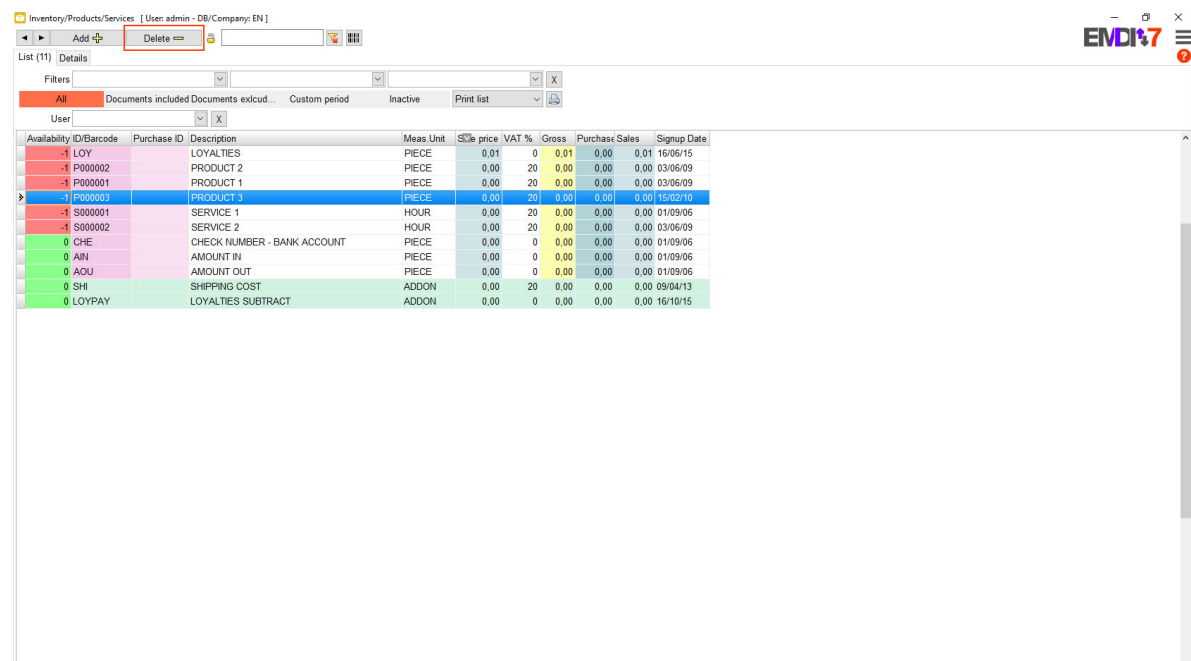
Click the icon  on right top, then **“Edit”** and **“Lock delete, massive change replace of products/services”**



The screenshot shows the 'Inventory/Products/Services' window. The menu is open, and the path to 'Lock delete, massive change replace of products/services' is highlighted. The menu options are:

- Lock delete, massive change replace of products/services
 - Bulk fields change of selected items
 - Uppercase conversion & cleaning
 - Calculate availability/sales
 - Purchase price calculation based on last document
 - Import products from file
 - Import items combinations from file
 - Export products (Ctrl+P)
 - New product/service (F11)
 - Save (F12)
 - Cancel last changes (Alt+Z)
 - Previous product/service (F7)
 - Next product/service (F8)
 - Select all (Ctrl+A)

Select the item that you want to delete and click **“Delete”**.



The screenshot shows the 'Inventory/Products/Services' window. The 'Delete' button is highlighted in the top toolbar. The table below shows the list of items:

Availability	ID/Barcode	Purchase ID	Description	Meas Unit	Stk price	VAT %	Gross	Purchase Sales	Signup Date
-1	LOY		LOYALTIES	PIECE	0.01	0	0.01	0.00	0.01 16/06/15
-1	P000002		PRODUCT 2	PIECE	0.00	20	0.00	0.00	0.00 03/06/09
-1	P000001		PRODUCT 1	PIECE	0.00	20	0.00	0.00	0.00 03/06/09
-1	S000003		SERVICE 1	PIECE	0.00	20	0.00	0.00	0.00 01/09/06
-1	S000002		SERVICE 2	PIECE	0.00	20	0.00	0.00	0.00 01/09/06
0	CHE		CHECK NUMBER - BANK ACCOUNT	PIECE	0.00	0	0.00	0.00	0.00 01/09/06
0	AIN		AMOUNT IN	PIECE	0.00	0	0.00	0.00	0.00 01/09/06
0	AOU		AMOUNT OUT	PIECE	0.00	0	0.00	0.00	0.00 01/09/06
0	SHI		SHIPPING COST	ADDON	0.00	20	0.00	0.00	0.00 09/04/13
0	LOYPAY		LOYALTIES SUBTRACT	ADDON	0.00	0	0.00	0.00	0.00 16/10/15

To edit the details of an item, open the Inventory tab, double-click the item and then edit the details. When finished, click **“Save”**.

Availability

To enable the availability column right-click on the column titles and check the “availability”

The screenshot shows the 'Inventory/Products/Services' window. On the right, a context menu is open, listing various columns. The 'Availability' column is checked, indicated by a blue checkmark and a red arrow pointing to it. Other visible columns include Barcode, Purchase ID, Description, Meas.Unit, Purchases quantity, Quant.output, Sale price, Purchase's price, VAT %, Gross, Purchases, Sales, Avg Purchase Price, Avg Selling Price, Profit, Profit%, Inventory cost, Balance %, Width, Height, Depth, and Volume.

Availability	ID/Barcode	Purcha: Description	Meas Unit	Sale price	VAT %	Gross	Purchases
0	AIN	AMOUNT IN	PIECE	0,00	0	0,00	0,0
0	AOU	AMOUNT OUT	PIECE	0,00	0	0,00	0,0
0	CHE	CHECK NUMBER - BANK ACCOUNT	PIECE	0,00	0	0,00	0,0
-1	LOY	LOYALTIES	PIECE	0,01	0	0,01	0,0
0	LOYPAY	LOYALTIES SUBTRACT	ADDON	0,00	0	0,00	0,0
-1	P000001	PRODUCT 1	PIECE	0,00	20	0,00	0,0
-1	P000002	PRODUCT 2	PIECE	0,00	20	0,00	0,0
-1	P000003	PRODUCT 3	PIECE	0,00	20	0,00	0,0
-1	S000001	SERVICE 1	PIECE	0,00	20	0,00	0,0
-1	S000002	SERVICE 2	PIECE	0,00	20	0,00	0,0
0	SHI	SHIPPING COST	ADDON	0,00	20	0,00	0,0

At the bottom left, summary statistics are shown:

Availability	-6	Area	0	Purchases	0,00 €
Quantities	6	Volume	0	Sales	0,01 €
		Weight	0	Profits	0,01 €
				Inventory c...	0,00 €

The availability of each item is shown on the left side of the screen, on the left top is for each item in your inventory and on bottom left is the availability for all the items.

The screenshot shows the 'Inventory/Products/Services' window with the 'Documents included' filter selected. The table now includes columns for 'Sales', 'Signup Date', and 'Availability'. The 'Availability' column is highlighted in red for items with documents.

Availability	ID/Barcode	Purcha: Description	Meas Unit	Sale price	VAT %	Gross	Purchases	Sales	Signup Date
0	AIN	AMOUNT IN	PIECE	0,00	0	0,00	0,00	0,00	01/09/06
0	AOU	AMOUNT OUT	PIECE	0,00	0	0,00	0,00	0,00	01/09/06
0	CHE	CHECK NUMBER - BANK ACCOUNT	PIECE	0,00	0	0,00	0,00	0,00	01/09/06
-1	LOY	LOYALTIES	PIECE	0,01	0	0,01	0,00	0,00	16/06/15
0	LOYPAY	LOYALTIES SUBTRACT	ADDON	0,00	0	0,00	0,00	0,00	16/10/15
-1	P000001	PRODUCT 1	PIECE	0,00	20	0,00	0,00	0,00	03/06/09
-1	P000002	PRODUCT 2	PIECE	0,00	20	0,00	0,00	0,00	03/06/09
-1	P000003	PRODUCT 3	PIECE	0,00	20	0,00	0,00	0,00	15/02/10
-1	S000001	SERVICE 1	PIECE	0,00	20	0,00	0,00	0,00	01/09/06
-1	S000002	SERVICE 2	PIECE	0,00	20	0,00	0,00	0,00	03/06/09
0	SHI	SHIPPING COST	ADDON	0,00	20	0,00	0,00	0,00	09/04/13

At the bottom left, summary statistics are shown:

Availability	-6	Area	0	Purchases	0,00 €
Quantities	6	Volume	0	Sales	0,01 €
		Weight	0	Profits	0,01 €
				Inventory c...	0,00 €

Items with documents

For the items with documents click on “Documents included”.

Inventory/Products/Services [User: admin - DB/Company: EN]

Availability	ID/Barcode	Purcha: Description	Meas Unit	Sale price	VAT %	Gross	Purchases	Sales	Signup Date
-1	LOY	LOYALTIES	PIECE	0,01	0	0,01	0,00	0,01	16/06/15
-1	P000001	PRODUCT 1	PIECE	0,00	20	0,00	0,00	0,00	03/06/09
-1	P000002	PRODUCT 2	PIECE	0,00	20	0,00	0,00	0,00	03/06/09
-1	P000003	PRODUCT 3	PIECE	0,00	20	0,00	0,00	0,00	15/02/10
-1	S000001	SERVICE 1	HOUR	0,00	20	0,00	0,00	0,00	01/09/06
-1	S000002	SERVICE 2	HOUR	0,00	20	0,00	0,00	0,00	03/06/09

Double click for item/service details

Availability
 Area
 Purchases

Quantities
 Volume
 Sales

Weight
 Profits
 Inventory c...

Purchases

Making a receipt.

Firstly, click the purchases button to open the document list.



The purchases/sales tab has opened.

Purchases/Sales [DB/Company: EN]
Cas... SALES Doc. INVOICE

Documents list Create/edit document (0) 24/3/17 13:57:27 Reprint Copy

Doc. Se... Document n... Date/ti... Relat. D...

Customer's data
Company RETAIL CUSTOMER
Address City
Region Zip Tel.
VAT Office Oc.

Product ID/E Description	Quantity	Measurement unit	Net unit price	VAT	Gross price	Discount %	Gross total
	0.00				0.00		0.00

Shipping address - Quantit... 0.00 Discount 0% Gross... 0,00 €
Loading place - License plate - Shipping date - X Net 0.00 € CASH
Shipping method - Shipping date - X
Handling purpose - Time of supply - To -
Notes

Before creating a new document, check if you chose the correct one.

Cas... SALES Doc. INVOICE

First, click in the Company box or to the 3 dots to search for the customer/supplier you want to select.

Purchases/Sales [DB/Company: EN]

Cas... SALES Doc: INVOICE

Documents list Create/edit document (0)

24/3/17 15:16:36 Reprint Copy

Doc. Se... Document n... Date/t... Relat. D...

Customer's data

Company SO

C000001 SOLOON ZENETZIS 20 IASONIDOU ELLINKO

	Gross price	Discount %	Gross total

Shipping address Loading place Shipping method Handling purpose

Quantit... 0.00 Discount 0% Gross 0,00 €

License plate Shipping date X Net 0.00 € CASH

Time of supply To

Notes

Press enter or click to choose the customer/supplier. To find the item you want, write the product id or scan it with a barcode or write the name of the item in the description. To choose the certain item click it or move up and down with the arrow keys and press enter.

Purchases/Sales [DB/Company: EN]

Cas... SALES Doc: INVOICE

Documents list Create/edit document (0)

24/3/17 15:27:09 Reprint Copy

Doc. Se... Document n... Date/t... Relat. D...

Customer's data

Company SOLOON ZENETZIS

Address 20 IASONIDOU City GREECE

Region ELLINKO Zip 16777 Tele 2109648161.69442

VAT EL04531387 Office Doc SOFTWARE DEVEI

Product ID/Barcode	Description	Quantity	Measurement unit	Net unit price	VAT	Gross price	Discount %	Gross total
P000001	PRODUCT 1	-1	0.00	0.00		0.00		0.00
P000002	PRODUCT 2	-1	0.00	0.00				
P000003	PRODUCT 3	-1	0.00	0.00				

Shipping address Loading place Shipping method Handling purpose

Quantit... 0 Discount 0% Gross 0,00 €

License plate Shipping date X Net 0.00 € CASH

Time of supply To Balance 0.00 € New ... 0.00 €

Notes

Purchases/Sales [DB/Company: EN]

Cas.: SALES Doc: INVOICE

Documents list: Create/edit document (1)

24/3/17 15:31:31

Doc. Se.: Document n.: Date/t.: Relat. D.:

Customer's data

Company: SOLOON ZENETZIS

Address: 20 IASONIDOU City: GREECE

Region: ELLINIKO Zip: 16777 Tele: 2109648161,69442

VAT: EL04531387 Office: SOFTWARE DEVELOPMENT

Product ID/Barcode	Description	Quantity	Measurement unit	Net unit price	VAT	Gross price	Discount %	Gross total
P000001	PRODUCT 1	1	PIECE	8,33	0	8,33	0	8,33

Shipping address: Quantit.: 1 Discount: 0% Gross: 8,33 €

Loading place: License plate:

Shipping method: Shipping date: X Net: 8,33 € CASH

Handling purpose: Time of supply: To Balance: 0,00 € New: 0,00 €

Notes:

The only thing left to do is to edit the document (quantity, measurement unit etc.) and then click **“Save”**.

Invoice

To create an invoice, just change the doc. to **“INVOICE”**. Make sure you selected a customer/supplier and a product.

Purchases/Sales [DB/Company: EN]

Cas.: SALES Doc: INVOICE

Documents list: Create/edit document (1)

28/3/17 13:22:05

Doc. Se.: Document n.: Date/t.: Relat. D.:

Customer's data

Company: SOLOON ZENETZIS

Address: 20 IASONIDOU City: GREECE

Region: ELLINIKO Zip: 16777 Tele: 2109648161,69442

VAT: EL04531387 Office: SOFTWARE DEVELOPMENT

Product ID/Barcode	Description	Quantity	Measurement unit	Net unit price	VAT	Gross price	Discount %	Gross total
P000001	PRODUCT 1	1	PIECE	20,16	20	24,19	0	24,19

Shipping address: Quantit.: 1 Discount: 0% Gross: 24,19 €

Loading place: License plate:

Shipping method: Shipping date: X Net: 20,16 € CASH

Handling purpose: Time of supply: To Balance: 0,00 € New: 0,00 €

Notes:

Do not forget to click **“Save”**.

Consignment Note

The price of the product is not visible in a consignment note. Select a customer/supplier, a product and then the shipping address, loading place, shopping method and handling purpose on the bottom left of the screen. Click save when you finish.

Purchases/Sales (DB/Company: EN)

Cas.: SALES Doc: DELIVERY NOTE

Documents list Create/edit document (1)

28/3/17 13:30:06 Reprint Copy

Doc. Se. Document n. Date/t. Relat. D.

Customer's data

Company: SOLON ZENETZIS

Address: 20 IASONDOU City: GREECE

Region: ELLINKO Zip: 16777 Tele: 2109648161,69442

VAT: EL04531387 Office: SOFTWARE DEVEL

Product ID/Barcode	Description	Quantity	Measurement unit
P900001	PRODUCT 1	1	PIECE

Shipping address: Total quantity: 1

Loading place: License plate:

Shipping method: Shipping date: X

Handling purpose: Time of supply: To Balance: 0.00 € New: 0.00 €

Notes:

To change a document into another, for example a Consignment note to an Invoice, open the purchases/sales tab and select the document that you want to change.

Purchases/Sales [DB/Company: EN]

Cas... SALES Doc. CONSIGNMENT

Documents list Create/edit document (0)

Fr... 14/12/16 00:00 Fi... 28/ 3/17 23:59 Always Reprint


All With relevant ... Without releva... Fr... & user

Date	Doc	Doc.Nu	Company	Qty	Related Doc	Modified
28/3/17 14		1	SOLOON ZENETZIS	1		28/3/17 14:03:11

Total quantities 1

User gross total 0,00 €

Double-click to open the document.

Click  on left top of the screen, then **"Edit"** and **"Lock old documents edit/delete capability"**. Now, change the document to Invoice and click save.

Purchases/Sales [DB/Company: EN]

Cas... SALES Doc. CONSIGNMENT

Documents list Create/edit document

Save New Docun

Doc.Se... Document n...

Relat.D...

Customer's data

Company SOLOON ZENETZIS

Address 20 IASONIDOU City GREECE

Region ELLINIKO Zip 16777 Tele... 2109648161,69442

VAT EL04531387 Office Oc... SOFTWARE DEVEL

Shipping address - Total quantity 1

Loading place - License plate

Shipping method - Shipping date X

Handling purpose - Time of supply To

Balance 0,00 € New ... 0,00 €

Notes

If you want to see your documents on a certain date, open the purchases/sales tab, select the document you want to see, then set a date or select a period and then click the yellow arrows (refresh button).

Purchases/Sales [DB/Company: EN]

Cas... SALES Doc. INVOICE

Documents list Create/edit document (1)

Fr... 14/12/16 00:00 Fi... 28/ 3/17 23:59 Always Reprint

All With relevant ... Without releva... Fr... & user

Date	Doc	Doc.Nu	Company	Payment	Discount	Qua	Total	Tax amount	Gross total	Re
14/12/16	1	1	RETAIL CUSTOMER	CHEQUE	0,00	6	0,01	0,00	0,01	

Total discount 0,00 € Total quantities 6

Net 0,01 € + VAT 0,00 € = 0,01 €

User gross total 0,00 €

Revenues/Expenses/Reports

To send an invoice via email, click “Reprint”, change to “Email” and then click “Print”.

The screenshot shows the END!7 software interface for a sales invoice. At the top, there's a header with 'Cas: SALES' and 'Doc: INVOICE'. Below this, a 'Documents list' bar shows the current document '29/3/17 11:14:50'. A red arrow points to the 'Reprint' button. The main area contains customer data (Company: RETAIL CUSTOMER, Address, City, Region, Zip, Telephone, VAT, Office) and a table of products. The table has columns: Product ID/Barcode, Description, Quantity, Measurement unit, Net unit price, VAT, Gross price, Discount %, and Gross total. The products listed are LOY, LOYALTIES, PRODUCT 1, PRODUCT 2, PRODUCT 3, SERVICE 1, and SERVICE 2. At the bottom, there's a summary section with 'Gross: 0,01 €' and 'Net: 0,01 €'. A 'Print destination' dialog box is open, showing a list of printers with 'Email' selected.

Product ID/Barcode	Description	Quantity	Measurement unit	Net unit price	VAT	Gross price	Discount %	Gross total
LOY	LOYALTIES	1	PIECE	0.01	0	0.01	0	0.01
P000001	PRODUCT 1	1	PIECE	0.00	20	0.00	0	0.00
P000002	PRODUCT 2	1	PIECE	0.00	20	0.00	0	0.00
P000003	PRODUCT 3	1	PIECE	0.00	20	0.00	0	0.00
S000001	SERVICE 1	1	HOUR	0.00	20	0.00	0	0.00
S000002	SERVICE 2	1	HOUR	0.00	20	0.00	0	0.00

To send an invoice via sms, click “Reprint”, change to “Email”, then a window will pop up, select “Sms” and then click “Send SMS”.

The screenshot shows a dialog box titled 'Sent email & SMS'. It has two tabs: 'Email' and 'SMS'. The 'SMS' tab is selected, and a red arrow points to it. Below the tabs, there's a 'Mobile n...' field with the value '69'. To the right of this field is a 'Sent SMS' button with a green arrow icon. Below this, there's a 'Text' section with a text area containing the following content:

```
#NAME
SOLON ZENETZIS

#MONEY
2589,80 €
```

Print Forms

Open the settings by clicking this button.



Now click “General Settings” and complete your company data. Then click “Data and documents design” and select one of the print forms by clicking preview. When you finish, click save.

The top screenshot shows the 'Settings [DB/Company: EN]' window with the 'General settings' tab selected. The 'Company data' section is highlighted with a red box, containing fields for Company (ΕΟΛΩΝ ΖΕΝΕΤΖΗΣ), Occupation (TRADE), Tax office (ΑΘΗΝΩΝ), VAT (000000000), Landline, mobile phone (THΛ.: 2101111111 KINHTO: 6999999999), Address, city (SOUTHFIELDS BUSINESS PARK, ESSEX SS15 6TH), and URL - Email (URL: http://www.etairia.gr EMAIL: etairia@etairia.gr). The 'General' section includes fields for Documents folder (c:\temp), Logo for prints (D:\EMDI\images\sbz.jpg), Decimal digits for item's price (2), summaries (2), percentage (0), quantity, Currency symbol (€), Decimal separator (.), Height of automatic completion (5), selections (10), lines, Search after Enter (checked), Auto complete (checked), Local configuration files (unchecked), User settings (dropdown), to user (dropdown), Copy, Delete, Hide company selection (unchecked), and Files/Database (Database folder: D:\EMDI\dbs\main.fdb). The bottom screenshot shows the 'Settings [DB/Company: EN]' window with the 'Data and documents design' tab selected. The 'Form 80mm - Roll - 1.html' template is selected in the list, and the 'Preview' button is highlighted with a red box.

When you save the print form, it will be save in C:\Program Files (x86)\SBZ systems\EMDI\forms or C:\Program Files\SBZ systems\EMDI\forms

