

# Quick Start Guide



## *Microinvest Warehouse Pro*

2016

## I. Application installation

During the initial installation of the product, the application “gets to know” the computer system, on which it shall work and configures its features. The memory, processor and disk space are tested, as well as the availability of local network, printer and other peripheral devices. In order to facilitate the procedure, it is necessary that:

- The operation system MS Windows is stable;
- The date format in Short Date Format is dd.mm.yyyy.

The application can be installed from a CD-ROM or by obtaining the installation file directly from our web site <http://www.en.microinvest.net>.

### Installing from CD-ROM

Place the CD-ROM containing [Microinvest Warehouse Pro](#) in the CD drive of the computer. Wait while the installation file loads. The main application window with the list of products appears.

**Note:** If the installation file does not load within 30 seconds after the CD is placed, you must select the CD-ROM and start Autorun.exe or go to the “Products” folder and select the application you wish to install.

1. The installation process consists of 3 stages:
  - System checking and installation of the required additional applications (*Microsoft.NET Framework, Crystal Reports, Windows Installer*);
  - Selection of working directory;
  - Copying of files in the working directory.
2. After the installation process is completed, the last window contains an option to start the application.

### Installing from the Internet

Go <http://www.en.microinvest.net> and go to the page of the [Microinvest Warehouse Pro](#) product. Click on the **Download** button.

1. The installation file will be saved on your computer.
2. The installation process consists of 3 stages:
  - System checking and installation of the necessary additional applications (*Microsoft.NET Framework, Crystal Reports, Windows Installer*);
  - Selection of working directory;
  - Copying of files in the working directory.

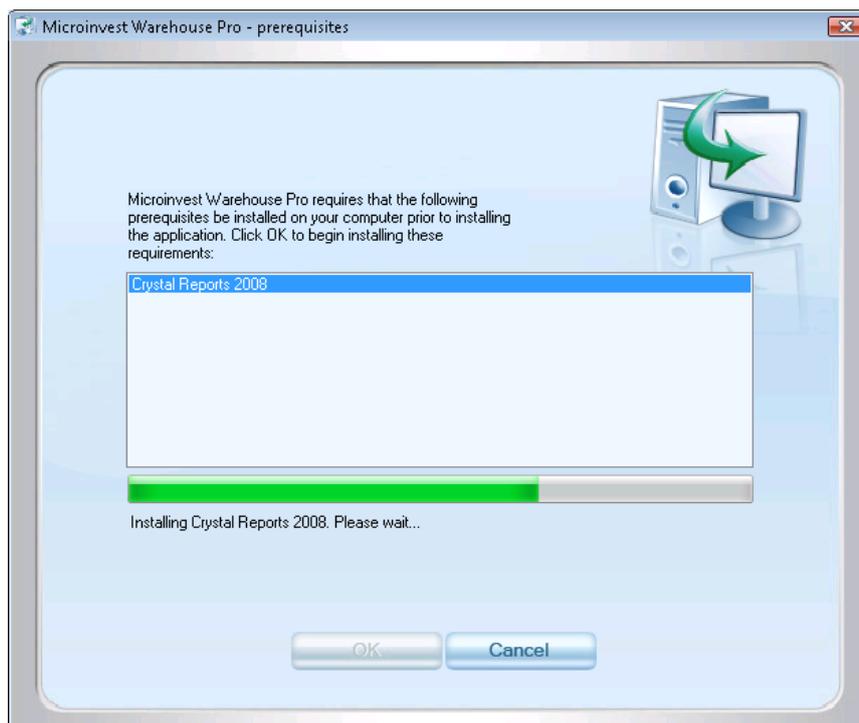
Please note that each [Microinvest Warehouse Pro](#) application can be downloaded and installed for a free 30 day trial, after which you should purchase a license key.

The installation process starts with Microinvest Warehouse Pro

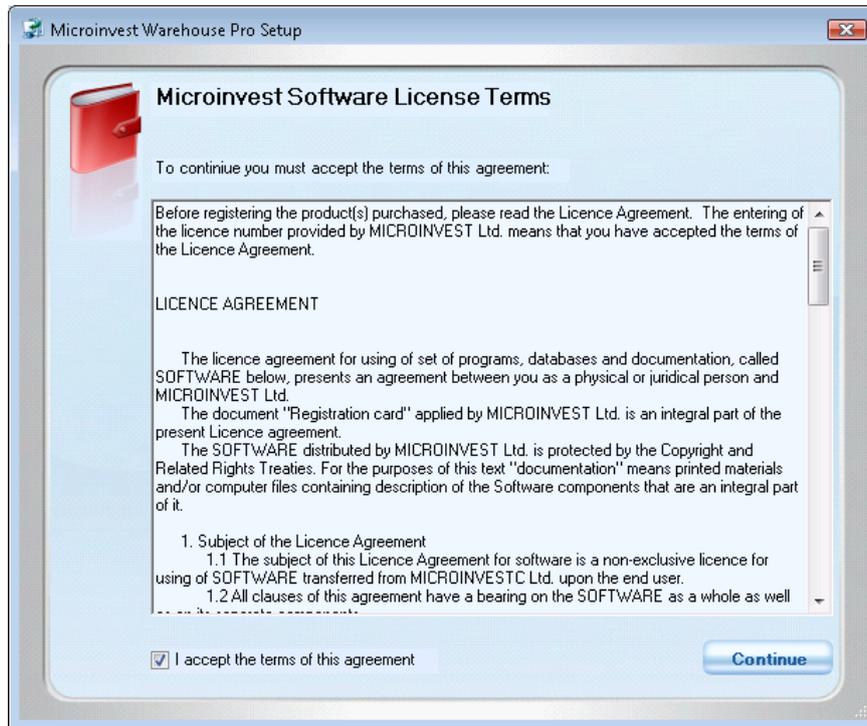
1. Please, wait until the Wizard extracted all necessary files.
2. Select the language you will work with. Then press **OK**.



3. System is checking and installing the required additional applications (*Microsoft.NET Framework, Crystal Reports, Windows Installer*). If they are not already installed on your computer, Windows Installer will install them. Press the button **OK** to continue. After the installation of the required additional applications is finished press **Next**.



4. Read carefully the License Agreement and confirm that you agree with it. Then press **Next**.



5. Press **Install Now** to continue with the [Microinvest Warehouse Pro](#) installation. The application will be saved by default in **Program files** folder. If you prefer other folder enter the directory path using the button **Customize**.

**Congratulations! You just successfully finished installing *Microinvest Warehouse Pro*!**

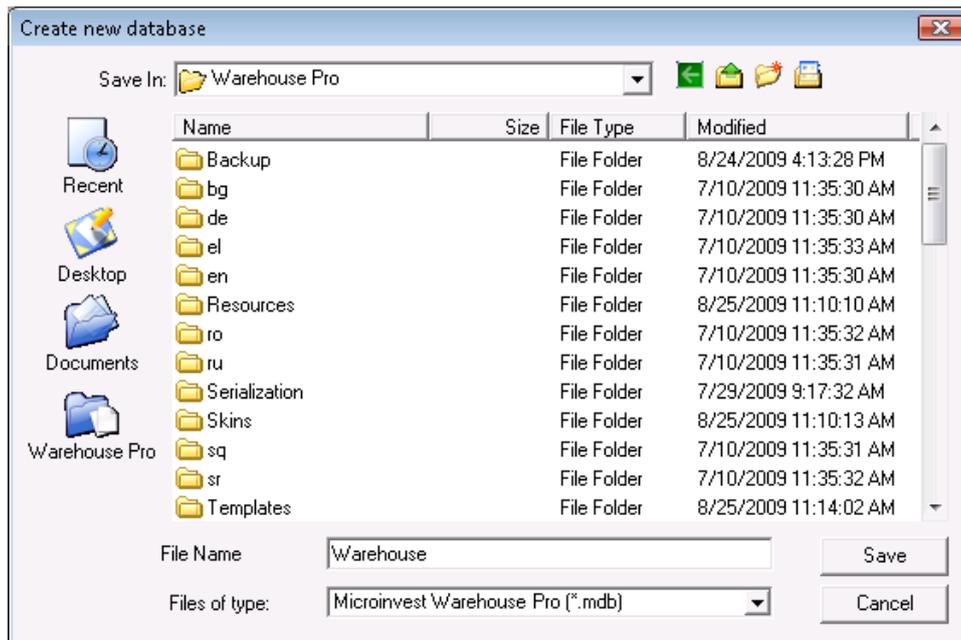
## II. Start-up configurations

### Creating Your Database

To create a new database (working file), first you have to start the application by double clicking the **Microinvest Warehouse Pro** icon on your desktop or in the **Start** menu of your Windows operating system. From the **File** menu of **Microinvest Warehouse Pro**, select **New Database** or use keyboard shortcut **Ctrl+N**. The application will display the **Create New Database** window, in which you must enter the name of the database. The name cannot contain any special symbols, only Latin numbers or letters. Select the directory in which the database will be stored.

## How to set up MS Access company database?

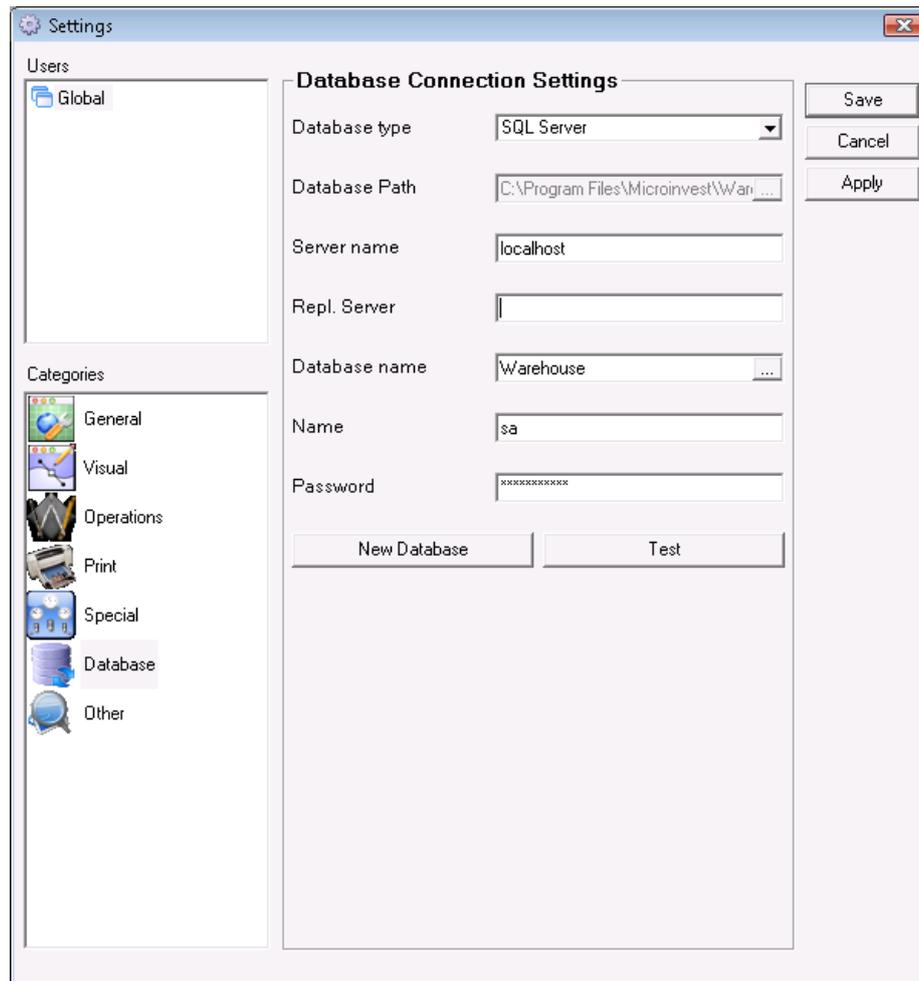
1. Start up the program.
2. Go to **File** menu, select **New database** or use keyboard shortcut Ctrl+N.
3. Define the folder in **Save in** field, in which the database will be saved.
4. Enter the name of the database in the text field **File name**. Save the information.
5. Notification with the current database and its placement will show up. Press the button **OK**.



If you are working with MSDE, MySQL, MSSQL or Oracle servers, you must go to **Tools** -> **Settings** menu and select **Database**. Fill in accurately all fields (database type, server name or IP address, database name and password) and click the **New Database** button to enter its name.

## SQL Database Connection Settings

1. Go to **Tools** -> **Settings**
2. Select the category **Database**.
3. Select SQL server database type.
4. In the **Server name** field fill in the name or IP address of the computer on which SQL Server is installed.
5. In the **Database name** field fill in the name of the database or click the button to the right to select an existing database (*if all other fields are filled in accurately*);
6. In the **Name** field fill in the username for access to the database.
7. In the **Password** field fill in the password for access to the database.
8. Press **New Database** and enter the name of the base.
9. Press **OK**. The name of the database will appear in **Database name** field.
10. Press **Test** button to verify whether the connection with the server can be made.
11. If the connection to the database is successfully implemented press **Apply** button.
12. The program will ask for restart and then the new base will be loadend.



Default Settings for MS SQL Server database are:

**Server Name:** localhost

**Name:** sa

**Password:** micr0invest

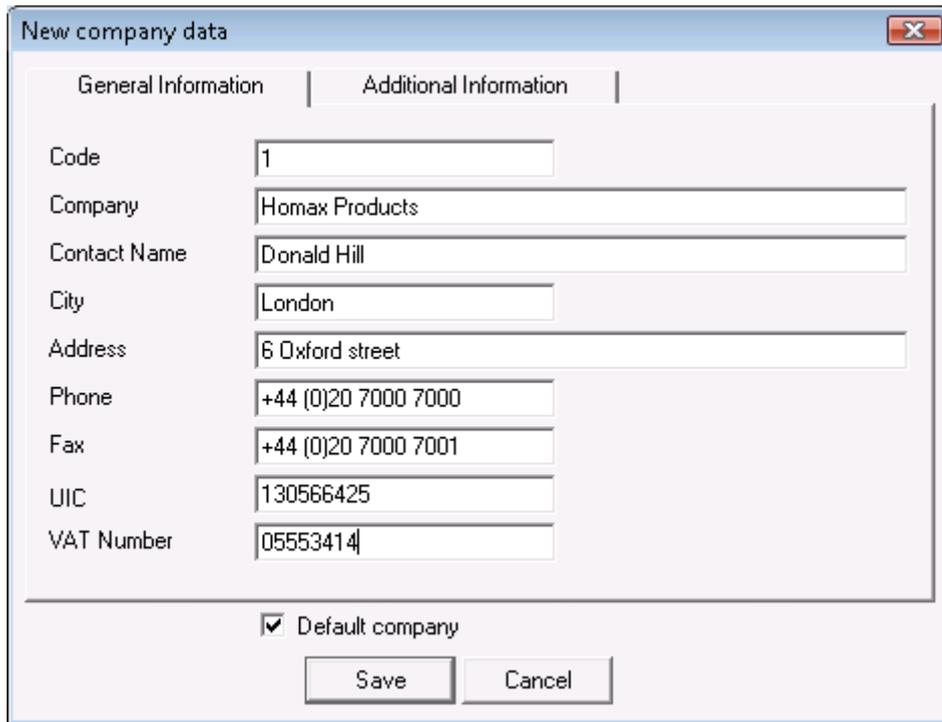
### Information Data Entry (company data, partners, users, locations)

This section will go over all the data entry and needs to be completed before using the software for the first time. The easiest way to complete this section is to follow along with the software started and fill in each field after you have read the explanation. If you need to find more detailed information during our first steps, we highly recommend you to use Documentation in the Help menu or press **F1**. Data inputting can be done by selecting the desired category from the **Edit menu**.

#### Input Company Data

Use the **Input Company Data** to enter data about companies, on behalf of which documents will be issued.

1. Go to **Edit -> Administration-> Input Company Data**.
2. Press the button **New**.
3. In the first tab **General information** enter information about: company name, contact person, address, telephone numbers, Tax ID and Sales Tax number.

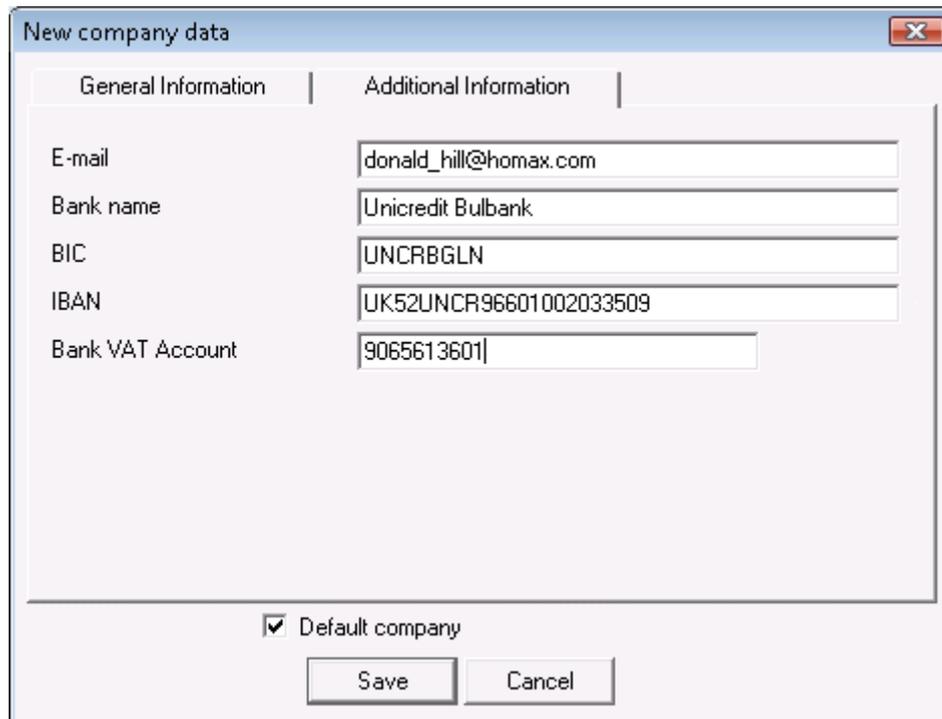


The screenshot shows a dialog box titled "New company data" with two tabs: "General Information" (selected) and "Additional Information". The "General Information" tab contains the following fields:

Code	1
Company	Homax Products
Contact Name	Donald Hill
City	London
Address	6 Oxford street
Phone	+44 (0)20 7000 7000
Fax	+44 (0)20 7000 7001
UIC	130566425
VAT Number	05553414

At the bottom of the dialog, there is a checked checkbox labeled "Default company" and two buttons: "Save" and "Cancel".

4. In the second tab you can enter additional information.



The screenshot shows the same "New company data" dialog box, but with the "Additional Information" tab selected. The fields in this tab are:

E-mail	donald_hill@homax.com
Bank name	Unicredit Bulbank
BIC	UNCRBGLN
IBAN	UK52UNCR96601002033509
Bank VAT Account	9065613601

At the bottom of the dialog, there is a checked checkbox labeled "Default company" and two buttons: "Save" and "Cancel".

**Note: When the box next to “Default company” is checked, the current company becomes active, i.e. all documents will be issued on behalf of this company. The name of the default company is visualized in the Status Bar after you save the information. You can have more than one company set up in the system and can switch which legal entity you are doing the transactions for.**

5. Press **Save** to save the information.

### Entering Partners (clients and suppliers)

These are all contracting parties (companies or physical persons), your company is working with. Partners include both suppliers and customers.

1. Go to **Edit** -> **Partners** or use keyboard shortcut **Ctrl+P**.
2. Press the button **New**.
3. **New Partner** window will be activated
4. In the first tab **General information** enter the information about the partner company - company, contact name, address, telephone numbers, Tax ID and Sales Tax number, email address, bank account numbers and bank name.

New partner

General Information | Additional Information | Print Information | Groups

Code: 51  Auto generate

Company: Emcor Group

Contact Name: Brian Hall

City: London

Address: 10 Regent street

Phone: +44 (020) 7287 1832

Fax: +44 (020) 7287 1833

UIC: 130566425

VAT Number: UK130566425

State: Partner is frequently used, sort before others

Save Cancel

5. In the second tab you can enter additional information for the partner
6. In the **Additional information** tab you can define whether the partner is client or supplier – go to **Type** field. Note that you can specify which price group is relevant for this partner (retail, wholesale, and other). Prices in each price group will be set up when you are entering your items, but you need to indicate if your partners need any special price terms other than retail price which is the default for this field. You can also hardcode a discount percentage applicable for specific partners (in the sample screen it is 10%), which will be calculated for each transaction and all items done with the created partner. Lastly, you can have a loyalty program and cards issued to your customers that can be given a discount as a group, which we will show you how to do later in this section, but the issued card and its number can be stored in the “Card No.” field so that customer details can be called on the screen by scanning the card.

The screenshot shows the 'New partner' dialog box with the 'General Information' tab selected. The fields are filled with the following data:

E-mail	brian_hall@emcor.com
Bank name	Unicredit Bulbank
BIC	UNCRBGLN
IBAN	UK52UNCR96601002033509
Bank VAT Account	9065613601
Price group	Price group 4
Discount	20
Type	Client
Card No.	213569
Pay within	5 days

Buttons: Save, Cancel

7. In the tab **Print information** you can edit the printing details that will show on official documents to be issued in relation to this partner.

The screenshot shows the 'New partner' dialog box with the 'Print Information' tab selected. The fields are filled with the following data:

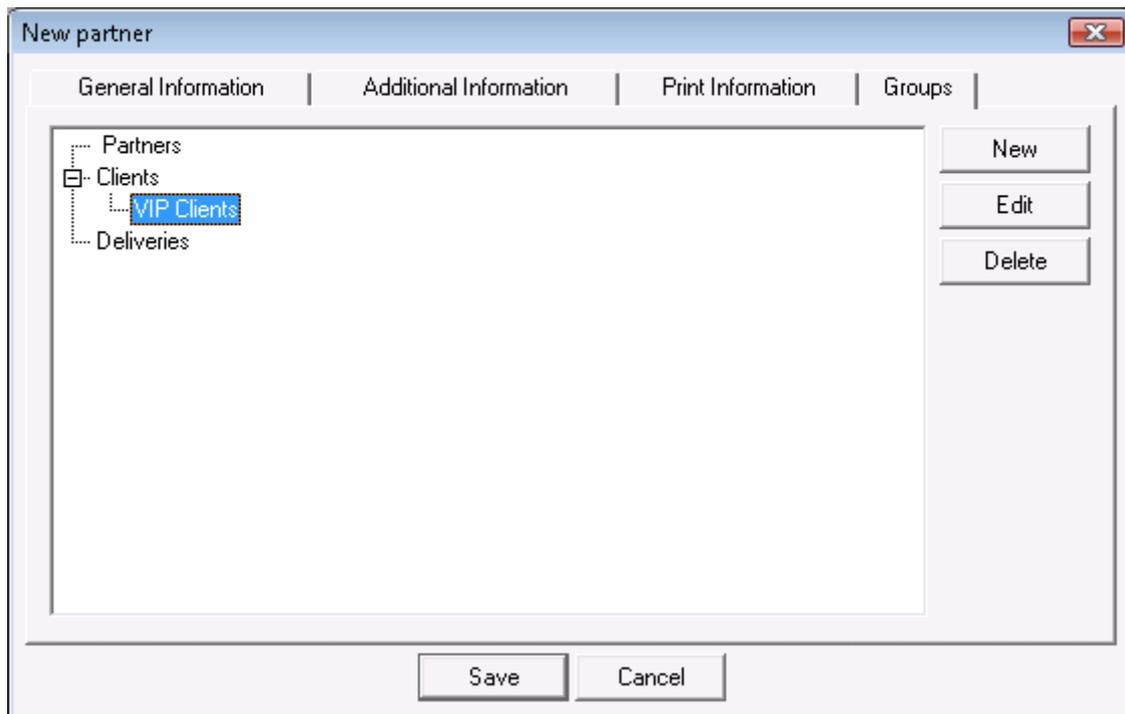
Company	Emcor Group
Contact Name	Brian Hall
City	London
Address	10 Regent street
Phone	+44 (020) 7287 1832

Buttons: Save, Cancel

8. In the tab **Groups** you can create partners groups and partners subgroups. Click on the **New** button to add a new group. You can add subgroups to already created groups. To do so, select an existing group and click on the **New** button. The new group will become a subgroup of the selected one if it is checked.

By creating groups and attaching your partners to specific groups, an operator can identify specific entities he or she is dealing with and modify terms in bulk. For instance in our example here, we have created a group “VIP Clients” and we can identify or change sales terms in aggregate for each group in the future. If you plan to use groups, every partner needs to be carefully attached to group required and centralization of the data management is recommended to be on managerial or owner levels. This methodology is used for all entries in your database for clients, suppliers, items or other details relevant to your commercial operation as we will see in later sections.

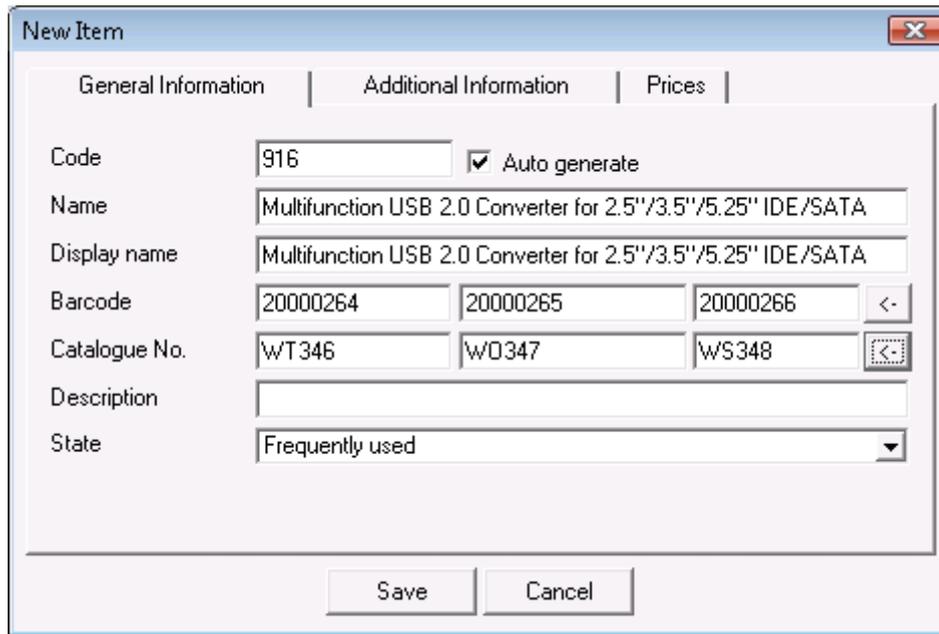
9. Press **Save** to save the information.



## Entering Items

This step is when the operator enters the list of items or services, purchased and offered for sale by the active company.

1. Go to **Edit** -> **Items** or use keyboard shortcut **Ctrl+S**.
2. Press the button **New**.
3. **New Item** window will be activated.
4. In the first tab **General information** enter name, code, barcode, catalogue number, and short description of the item. Please note that barcodes can be scanned with a scanner for quick and correct entry.

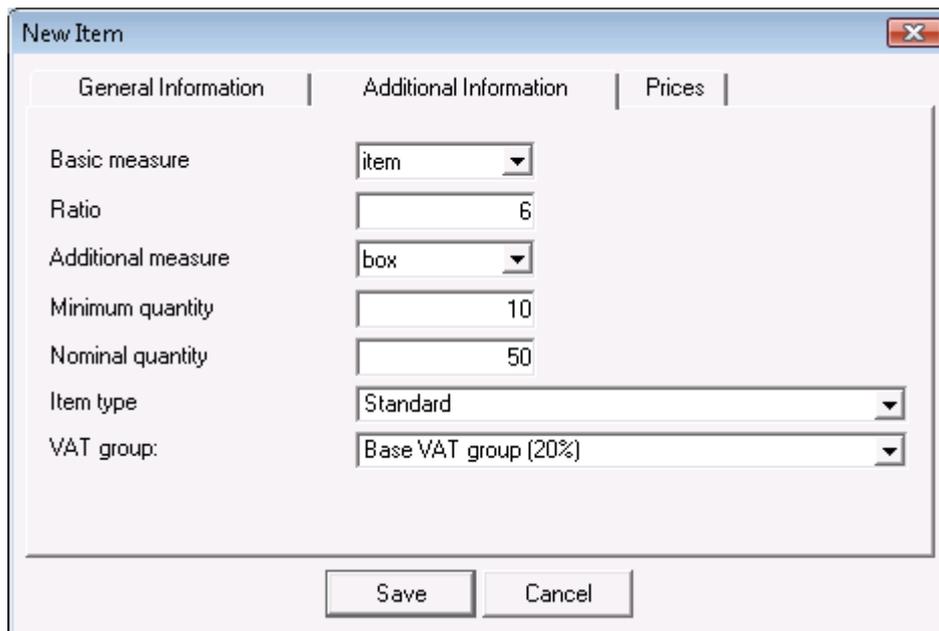


The 'New Item' dialog box is shown with the 'General Information' tab selected. The fields are as follows:

Code	916	<input checked="" type="checkbox"/> Auto generate
Name	Multifunction USB 2.0 Converter for 2.5"/3.5"/5.25" IDE/SATA	
Display name	Multifunction USB 2.0 Converter for 2.5"/3.5"/5.25" IDE/SATA	
Barcode	20000264	20000265
Catalogue No.	WT346	WD347
Description		
State	Frequently used	

Buttons: Save, Cancel

- In the **Additional information** tab you can enter basic measure, additional measure, transformation ratio from one measure to another, minimal and nominal quantities for the corresponding item, sales tax group. In our sample screen below, it is indicated that we are taking in inventory an item that comes packed in boxes that hold 5 individual products. Our “Nominal quantity” (this is our optimal inventory level) is set to 50 units, and our “Minimal quantity” (the quantity that we do not want to fall below) is set to 10 items. The item type category defines if the item is standard or frequently used, and the latter designation will make it show at the top of your product lists as well as in the restaurant or store point of sale applications.

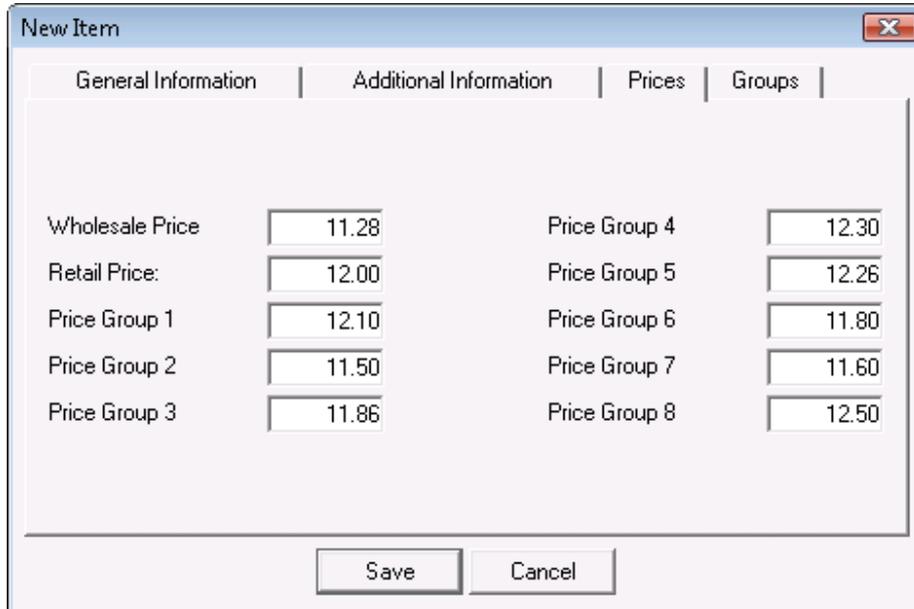


The 'New Item' dialog box is shown with the 'Additional Information' tab selected. The fields are as follows:

Basic measure	item
Ratio	6
Additional measure	box
Minimum quantity	10
Nominal quantity	50
Item type	Standard
VAT group:	Base VAT group (20%)

Buttons: Save, Cancel

- In the **Prices** tap define item's price for the different price groups. Please note that if you choose to use other price groups besides retail or wholesale price, all fields for all items need to be completed and maintained.



The 'New Item' dialog box has four tabs: General Information, Additional Information, Prices, and Groups. The 'Prices' tab is active, showing a table of price groups and their corresponding prices.

Wholesale Price	11.28	Price Group 4	12.30
Retail Price:	12.00	Price Group 5	12.26
Price Group 1	12.10	Price Group 6	11.80
Price Group 2	11.50	Price Group 7	11.60
Price Group 3	11.86	Price Group 8	12.50

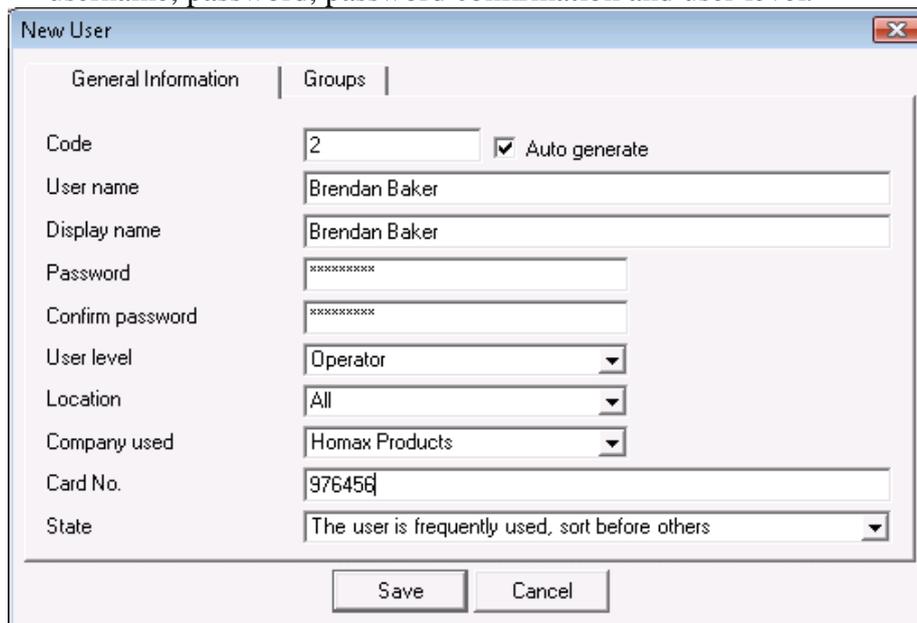
Buttons: Save, Cancel

- In the tab **Groups** you can create items groups and items subgroups. Click on the **New** button to add a new group. You can add subgroups to already created groups. To do so, select an existing group and click on the **New** button. The new group will become a subgroup of the selected one if it is checked.
- Press **Save** to save the information.

### Creating User Accounts

Users are all persons, authorized to use the application

- Go to **Edit -> Users**
- Press the button **New**.
- In the **General Information** tab enter basic details about the user: code, username, password, password confirmation and user level.



The 'New User' dialog box has two tabs: General Information and Groups. The 'General Information' tab is active, showing fields for user details.

Code: 2  Auto generate

User name: Brendan Baker

Display name: Brendan Baker

Password: [masked]

Confirm password: [masked]

User level: Operator

Location: All

Company used: Homax Products

Card No.: 976456

State: The user is frequently used, sort before others

Buttons: Save, Cancel

4. In the **Location** field select the location, in which the corresponding user will be working

Definition of **User Level** rights:

- **Owner** – has unlimited rights.
  - **Administrator** – can not create and edit users with access level Owner.
  - **Manager** – can not create and edit users with access level Owner and Administrator. Forbidden are service menus such as: Permissions, Recalculate prices and quantities, Daily reports and Licensing. Available are only General and Visual settings of the program.
  - **User** - has most limited access rights. Cannot create and edit users with access level Owner, Administrator and Manager. Forbidden are service menus such as: Permissions, Recalculate prices and quantities, Daily reports and Licensing. Available are only the Visual settings of the program. Cannot issue documents instead of another use.
5. In the tab **Groups** you can create users groups and users subgroups. Click on the **New** button to add a new group. You can add subgroups to already created groups. To do so, select an existing group and click on the **New** button. The new group will become a subgroup of the selected one if it is checked.
  6. Press **OK** to save the information.

## Creating Locations

These are all locations of the company, from which operations are performed:

1. Go to **Edit -> Locations**
2. Press the button **New**.
3. **New Location** window will be activated.
4. In the **General Information** tab enter basic details about the object: code, name, price group.

New location

General Information | Groups

Code: 404  Auto generate

Name: Main Store

Display name: Main Store

Price group: Retail price

State: Enabled

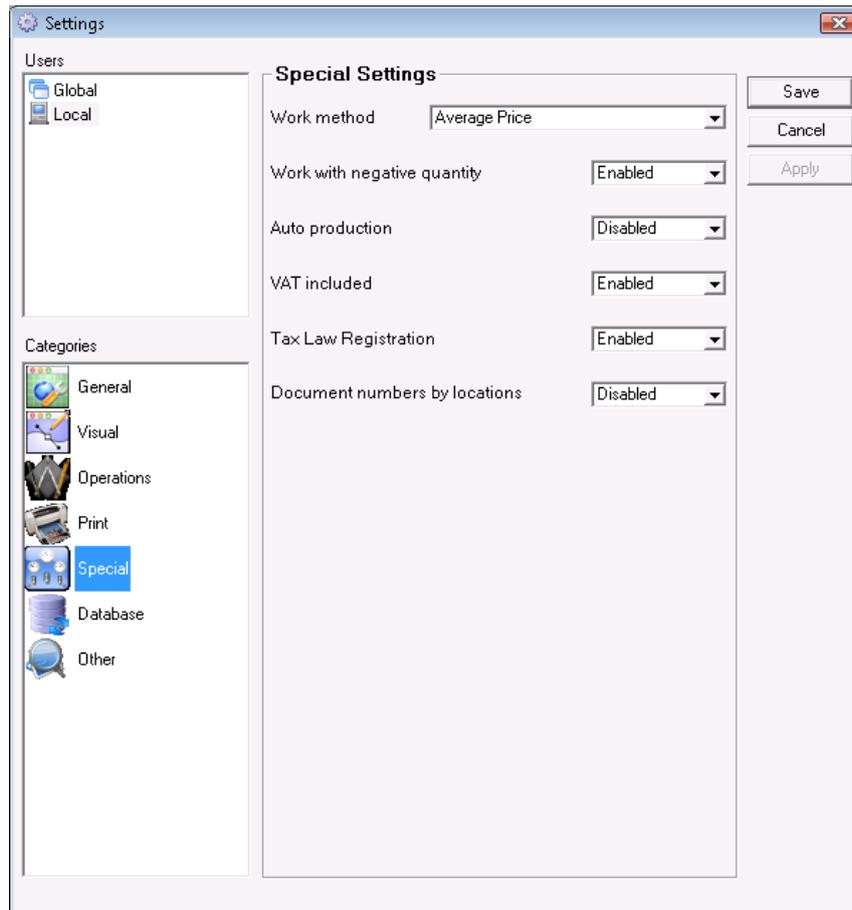
OK Cancel

5. Click on **Groups** tab to create a structure of groups and subgroups. The newly added location will become a part of the currently selected group.

### Special Settings

**ATTENTION: Apply Special Settings only when you start the application for the first time. It is not recommended to apply them while working, as this can lead to changes in already entered data!**

1. Go to **Tools-> Settings**
2. Choose category **Special**
3. You can choose between the following **Work methods**:
  - **Average price** – lots are disabled and an average purchase cost is calculated. The cost of an item is the average of the remaining inventory from previous purchases at previous supplier prices added to the amount of the last purchase at the last supplier price divided by the total quantity on hand. This is the most common and straightforward method.
  - **Last purchase price**– lots are disabled and the last purchase price entered is used as item cost.
  - **FIFO** (First In First Out) – lots are enabled and items are written-off following the rule “first in – first out”, i.e. the first incoming lot is the first to be written-off. Original purchase cost is retained and used for each matching sale. This method, while providing more precise cost allocation and profit calculation, requires more involved inventory management.
  - **LIFO** (Last In First Out) – lots are enabled and items are written-off following the rule “last in – first out”, i.e. the last incoming lot is the first to be written-off. Original purchase cost is retained and used for each matching sale. This method, while providing more precise cost allocation and profit calculation, requires more involved inventory management.
  - **FEFO** (First Expiry First Out) – lots are enabled and items are written-off following the rule “first expiry - first out”, i.e. the item with closest expiration data is the first to be written-off. Original purchase cost is retained and used for each matching sale. This method, while providing more precise cost allocation and profit calculation, requires more involved inventory management.
  - **Select lots** - lots are enabled and items can be written-off from a selected lot. Original purchase cost is retained and used for each matching sale. This method, while providing more precise cost allocation and profit calculation, requires more involved inventory management.



3. If you had chosen to work with disabled lots, you can activate work with negative quantity. This method will allow you to make sales before you have items in inventory.
4. Enable the **VAT included** option to instruct the application that your sales prices INCLUDE vat and the vat rate will be DEDUCTED from your indicated sales price. Disable this option to instruct the application to ADD vat on top of your inputted sales prices.
5. If **Tax Law Registration** is disabled, the application will not calculate and charge vat.
6. Enable the **Document numbers by locations** option to instruct the application to generate document numbers unique for all **Locations** set up in the application for each document type. This setting provides management and administrators quickly identify where the document was issues and attend to it in the respective location in the database.

**Note: Special settings cannot be applied to particular users. You can apply special settings for the application or for the database. To apply the new settings click the OK button and confirm your choice in the pop-up window.**

## Language and country preferences

1. Go to **Tools**-> **Settings**-> category **Other**
2. Select the language, country you work in and the visual style you prefer. These settings impact the tax registration fields and other country specific settings within the application.

## Work in network with MS Access database

Connectivity within a network of several workstations with [Microinvest Warehouse Pro](#) and MS Access database is done through Map Network Drive process. The folder containing the database on the main computer must be shared. The rest of the computers that will connect to the central database will need to be mapped to the MS Access database folder. Open **My Computer** and from the **Tools** menu select **Map Network Drive**. In the Drive field select the letter of the drive, which shall be seen in **My Computer**. Click the **Browse** button to select the computer and the shared network folder. Click the **Finish** button to confirm the settings. After that, open [Microinvest Warehouse Pro](#) and go to **File** -> **Open Database** menu. From the drop-down list "Look in" select the letter of the device, which is set in Map Network Drive and select the database, you will be working with. This operation can be done from **Settings** -> **Database** menu as well. Specify the database type as MS Access, and in **Database Path** click the button to the right of the field and select the letter of the device, specified in Map Network Drive and select the database you will be working with.

## Work in network with SQL database

SQL server is installed on one computer and permission is given in Windows Firewall for the corresponding port of **MSSQL** is port 1433. The details required for additional computers to be connected to the main SQL server are: IP address of the server and username and password for access to the database.

On the computers in the network open *Microinvest Warehouse Pro*, go to **Tools** -> **Settings** -> **Database** menu and select the database type. Fill in the fields as follows:

- In the **Server name** field fill in the name or the IP address of the computer, on which the SQL server is installed. If you are using MSSQL replication fill in the IP address of the subordinate server (Subscriber) in this field;
- In the **Repl. Server** field fill in the IP address of the subordinate server (slave);
- In the **Database name** field fill in the name of the database or click the button to the right to select an existing database (if all other fields are filled in accurately);
- In the **User field** fill in the username for access to the database;
- In the **Password** field fill in the password for access to the database.

Click the **Test** button to check whether there is a connection with the server.

### III. Executing operations

The functions in the **Operations** menu allow you access transactions functions such as purchases, sales, invoicing and other functions related to operating your business. For each operation, the screen will ask you to identify the following fields:

In the **Partner** field fill in the name of the client or company with which you are doing a transaction with. To access existing partners and to select a partner do one of the following:

- use keyboard shortcut **F4** in the partners list;
- use the **Enter** key in the partners list;
- click the  button;
- type the partner's name in the text field;
- type the partner's code in the text field.

In the **Location** field fill in the name of the location of your business or on behalf of which you are entering the transaction in case you have multiple locations:

- use keyboard shortcut F4 in the locations list;
- use the Enter key in the locations list;
- click the  button;
- type the name of the location in the text field;
- type the code of the location in the text field.

In the **Operator** field fill in the name of the operator who is performing the operation. To select a user do one of the following:

- use keyboard shortcut F4 in the users list;
- use the Enter key in the users list;
- click the  button;
- type the user's name in the text field;
- type the user's code in the text field.

In the **Name** field fill in the items/product that you will be transacting. To select an item do one of the following:

- use keyboard shortcut F4 in the items list;
- use the Enter key in the items list;
- click the  button;
- type the name of the item in the text field;
- type the code of the item in the text field;
- type or input by scanning the barcode of the item.

Sales

**Sale**

Partner: Bechtel Corporation  
Location: Athens Central Warehouse  
Operator: Donald Hill (password: 1111)

SubTotal: 1715.49 EUR  
VAT: 343.10 EUR  
Total: 2058.59 EUR

No.	Item	Measure	Quantity	Sale price	Discount	Currency	Amount
1	Loweepro Aspen 6 CD/DVD Binder	item	1.000	1.50	0.0	EUR	1.50
2	Loweepro Monaco Collection 12 CD/DVD Wallet	item	2.000	1.50	0.0	EUR	3.00
3	Loweepro Monaco Collection 64 CD/DVD Wallet	item	1.000	4.00	0.0	EUR	4.00
4	10-Bay ATX Computer Case w/Front Panel LED - No PS (Black)	item	1.000	13.59	0.0	EUR	13.59
5	11-Bay ATX Black Case w/300W Power Supply - Great for P4!	item	1.000	23.00	0.0	EUR	23.00
6	11-Bay XKROMA ATX Chrome Case w/Blue LEDs - No PS (Blue)	item	2.000	57.50	0.0	EUR	115.00
7	4-Bay Silver 20-Pin mATX Case w/230-Watt Power Supply	item	3.000	26.50	0.0	EUR	79.50
8	24x USB External CD-ROM Drive (Black)	item	1.000	22.00	0.0	EUR	22.00
9	52x32x52 CD-RW and USB Card Reader IDE Drive (Beige)	item	4.000	22.50	0.0	EUR	90.00
10	BTC 52x CD-ROM IDE Drive (Silver)	item	1.000	7.00	0.0	EUR	7.00
11	Dell 24x CDRW 8x DVD-ROM Notebook IDE Drive (Gray)	item	2.000	41.50	0.0	EUR	83.00
12	Apple iMac G3 600MHz 128MB 40GB CDRW 15" w/OS 9 - B	item	4.000	114.00	0.0	EUR	456.00
13	Iwill ZMAXdp Dual Opteron nVIDIA Barebones System (Red)	item	3.000	247.00	0.0	EUR	741.00
14	28-Piece 100x/300x/600x Microscope Set	item	2.000	13.00	0.0	EUR	26.00
15	Intel Pentium 4 2.0GHz 400MHz 512KB Socket 478 CPU	item	1.000	53.00	0.0	EUR	53.00
20	1GB USB 2.0 Lanyard Flash Drive (Blue)	item	2.000	25.00	0.0	EUR	50.00
21	512MB Portable USB 2.0 Biometric Flash Drive	item	1.000	39.00	0.0	EUR	39.00
22	Maxtor 160GB UDMA/133 8MB 7200RPM IDE HDD	item	3.000	52.00	0.0	EUR	156.00
23	PS/2 Water-Proof MultiMedia Keyboard (Silver/Black)	item	4.000	7.50	0.0	EUR	30.00
24	128MB PC100 144-Pin Laptop SODIMM Major/3rd	item	1.000	15.00	0.0	EUR	15.00
25	256MB DDR2 PC2-3200 240-Pin DIMM Major/3rd	item	2.000	25.50	0.0	EUR	51.00
26		item	0.000	0.00	0.0		0.00

Options CNT: 22 M: 42 M2: 0 Search Refresh Note Save Cancel

To finish and close the transaction, sale in our example, click on “Save”, indicate if you want a sales receipt and packing slip generated for printing on the next screen.

**Warning!**

Do you want to print the document?

Do not ask me again

Yes No Cancel

Next you have to indicate how payment will be done in relation to this operation.

Payment

**Bechtel Corporation**

Sale № 0000000038

Payment type: Payment In cash Amount: 2058.59

Due date: 4.11.2009 r. Advance:  0.00

Remaining days: 0 Payment: 2058.59

Card No.: Balance: 0.00

Print payment document

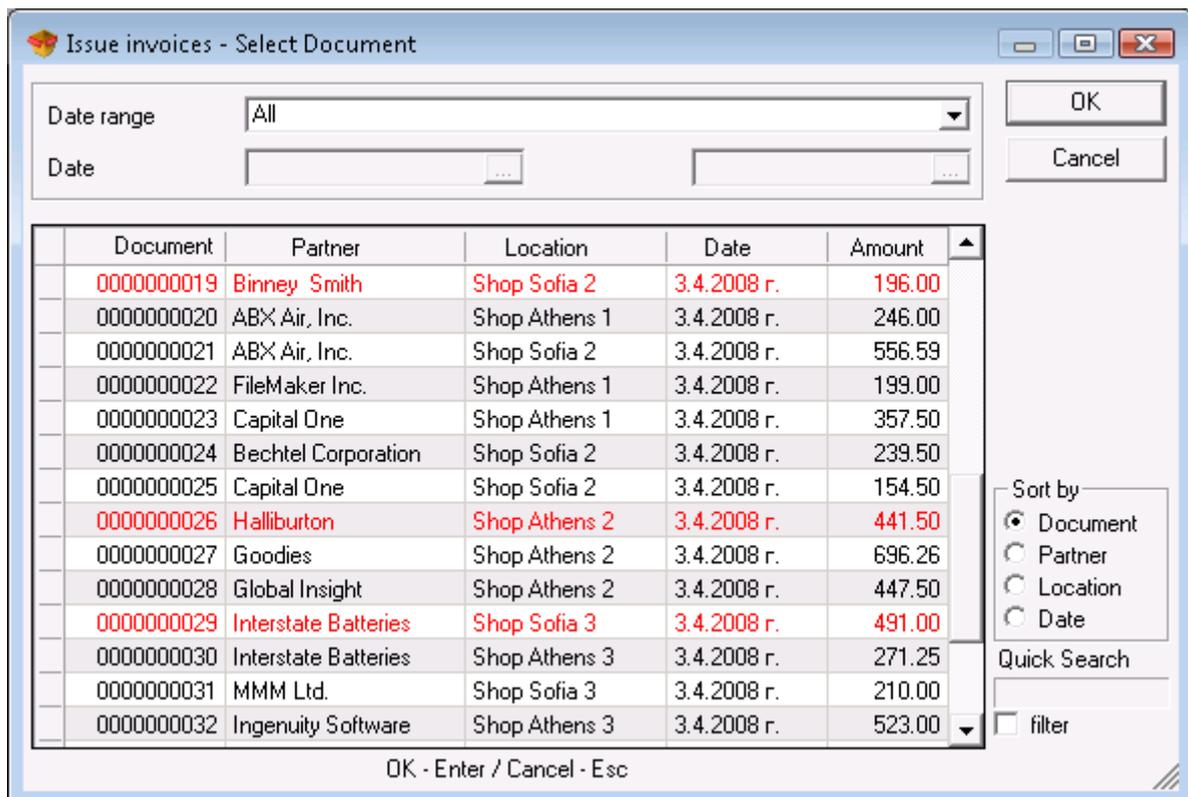
OK Cancel

Click on **OK** to finalize payment after all details to payment have been inputted. The system generates a packing list for the sale.

### How to issue an invoice?

If the sale is fully settled with no amounts outstanding, the system automatically generates a packing slip to go to operations to prepare the shipment and then you can issue a document to indicate that the sale is fully settled. The document is still an invoice but it states that it is fully paid. Follow the next steps to issue an invoice for a fully paid transaction:

- Go to menu **Operations ->Invoicing-> Issue Paid Invoice** or press **F7**



Document	Partner	Location	Date	Amount
000000019	Binney Smith	Shop Sofia 2	3.4.2008 r.	196.00
000000020	ABX Air, Inc.	Shop Athens 1	3.4.2008 r.	246.00
000000021	ABX Air, Inc.	Shop Sofia 2	3.4.2008 r.	556.59
000000022	FileMaker Inc.	Shop Athens 1	3.4.2008 r.	199.00
000000023	Capital One	Shop Athens 1	3.4.2008 r.	357.50
000000024	Bechtel Corporation	Shop Sofia 2	3.4.2008 r.	239.50
000000025	Capital One	Shop Sofia 2	3.4.2008 r.	154.50
000000026	Halliburton	Shop Athens 2	3.4.2008 r.	441.50
000000027	Goodies	Shop Athens 2	3.4.2008 r.	696.26
000000028	Global Insight	Shop Athens 2	3.4.2008 r.	447.50
000000029	Interstate Batteries	Shop Sofia 3	3.4.2008 r.	491.00
000000030	Interstate Batteries	Shop Athens 3	3.4.2008 r.	271.25
000000031	MMM Ltd.	Shop Sofia 3	3.4.2008 r.	210.00
000000032	Ingenuity Software	Shop Athens 3	3.4.2008 r.	523.00

- Then select the document for which you want to issue an invoice and press **OK**.
- Issue paid invoice window will open. Enter the invoice parameters such as date, payment type. Select how many copies you want to print and press **OK**.

**Issue invoice**

**Main**

Number: 0000000007      Date: 4.11.2009 r.

Ext. invoice:      From date:

Recipient: Alice Hotorn

UCN:

Issued by: Donald Hill

**Copies**

Copy

Original

Original + copy

Original + 2 copies

**Print**

Items grouping

To cash register

Electronic Invoice

**Additional**

Payment: Payment In cash      Tax date: 4.11.2009 r.

Reason:

Description:

Place:

OK      Cancel

This guide covered the initial steps to install and get started using [Microinvest Warehouse Pro](#). For further information feel free to send us an email with a specific question and we will be glad to assist you. Thank you for choosing **Microinvest Warehouse Pro!**

<http://www.en.microinvest.net>