

MicroBiz Newsletter

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12.5 Invoice Tips!



MicroBiz Invoices

Using MicroBiz, you have several different options for invoice types to print out when you complete your transaction. This can be set up, along with your printer, prior to starting your sales. To set up your invoice type, go to “Management” – “Customize” – “Hardware Settings” – and lastly the “Printers” tab.

The screenshot shows the 'Customize Hardware Settings' dialog box with the 'Printers' tab selected. Under the 'Default Invoice Types' heading, there is a list of printer names and their corresponding invoice types. The following table summarizes the visible data:

Printer Name	Invoice Type
Printer Name/Invoice/Rcpt #1	1. 1
Printer Name/Invoice / Rcpt #2	2. 1
Packing List Printer Name	3. SLIQ40

After you have your printer set up for each function along with the correct control codes, you are now set to choose your invoice type. These buttons are all located on the right side underneath the “Default Invoice Types” heading. The buttons circled in red are the buttons you will use to set up your sales receipt for regular transactions. The second button in red will only be necessary if you print out two receipts using two different printers. It will allow the user to print a different invoice type for each. The button circled in blue would be the invoice type used when making a payment on an IIP or Layaway. This button is new to version 12.5. If using a version prior to 12.5, you will be given an option to “Use my invoice type for printing” when making a payment on a layaway. This will make the invoice appear the way that it has been set up for regular transactions. Lastly, the button circled in green is for receipts printed after posting a payment in the “payment screen” which is accessed when a customer is paying off an outstanding balance by typing “P” in the SKU box.

After clicking on one of the buttons for an invoice type, you will see a screen that looks like this:

The screenshot shows the 'Select Invoice Type' dialog box. It contains a list of invoice types with a 'Browse Invoice Type' button next to the first option. The list includes:

- 1) Standard (uses Win drivers* - Laser Printer)
- 2) Form LaserOne 30521 (uses Win drivers* - Laser Printer)
- 3) Form LaserOne 30511 (NEBS 12344) (uses Win drivers* - Laser Printer)
- 4) RapidForms 26735
- 5) 40-col. w/o header (uses Win drivers*)
- 6) New 40-column With Signature & Barcoded Invoice# (For Graphics-capable printer)
- 7) RapidForms ZF3051/MicroBiz 46513
- 8) NEBS 9057 - Rapid ZF2455V - MicroBiz 2455S

The second screen for “Invoice Types” will be shown after clicking on the “Browse Invoice Type” button. Before choosing your invoice type, you will need to know whether the printer that you use is a 40-Column (Receipt) printer or an 80-Column (Full Page) printer. This will eliminate some of the choices of invoices that you can use. The 40 column invoices are all marked within the list (5,6,9,12,14,15,17,21). Some invoices may or may not be listed depending on the module being used.

A new feature in 12.5 is the ability to utilize the return barcode on invoices by using the “IR” command on the Work Screen. Invoices that include this barcode include 1,2,3,6,10,13,18, and 20. The barcode gives users the ability to scan the receipt on the Work Screen to crosscheck with the program to make sure the item being returned was on the original invoice.

[MicroBiz 12.5 User Manual](#)

For a more detailed description along with pictures of each invoice, consult the User Manual. If using MicroBiz 12.5, this can be found by going to “Help” – “User Manual”

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