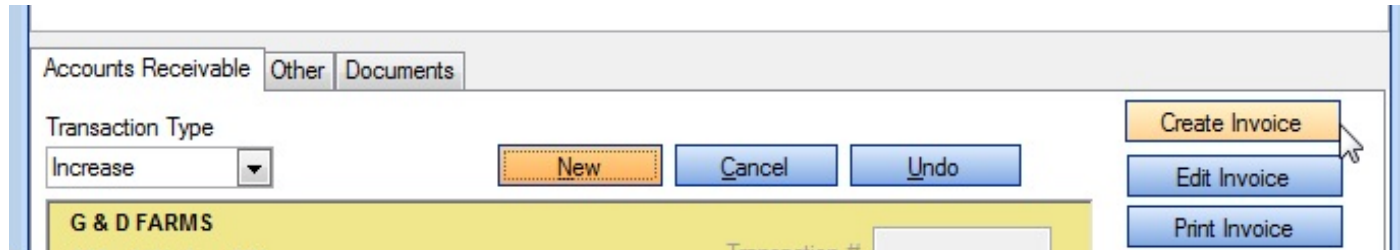


ACCOUNTS RECEIVABLE

Addition to EASYFARM Lite, Plus, or Pro

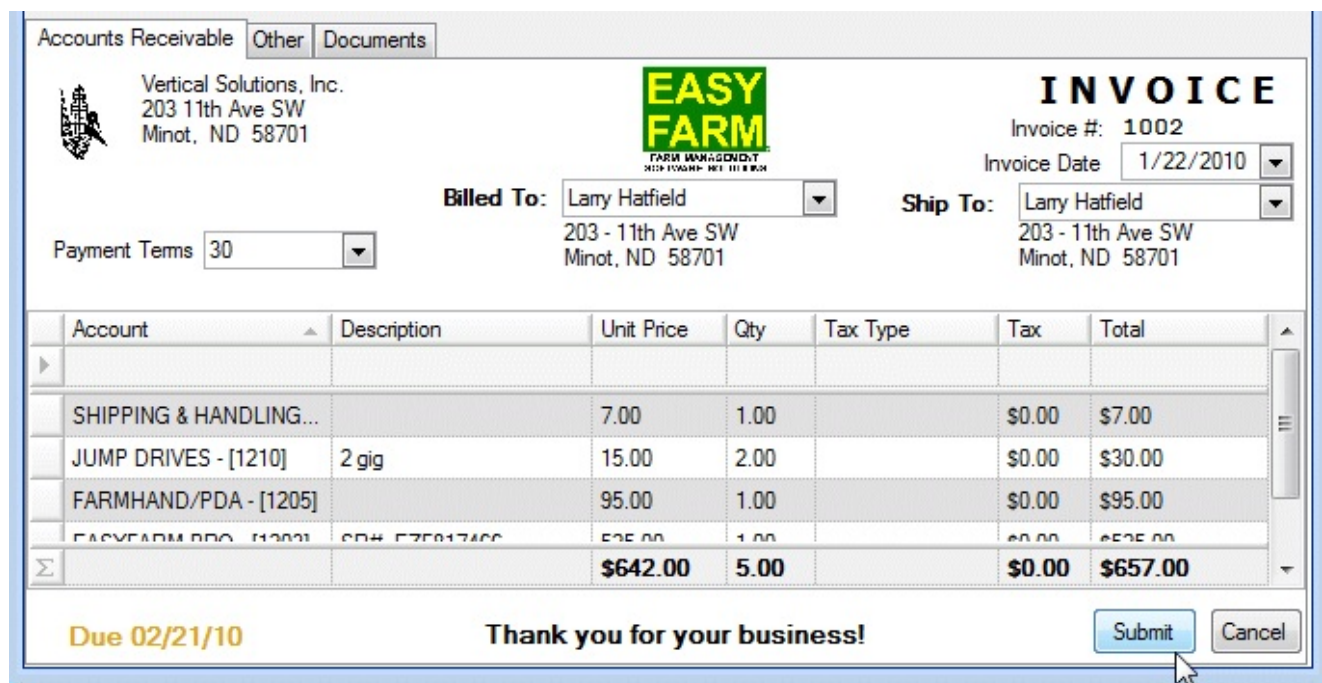
Creating an Invoice

Click on Create Invoice button



The screenshot shows the 'Accounts Receivable' window with tabs for 'Accounts Receivable', 'Other', and 'Documents'. The 'Transaction Type' is set to 'Increase'. There are buttons for 'New', 'Cancel', and 'Undo'. On the right side, there are three buttons: 'Create Invoice' (highlighted with a mouse cursor), 'Edit Invoice', and 'Print Invoice'. Below the buttons, there is a yellow highlighted area with the text 'G & D FARMS' and a 'Transaction #' field.

The following invoice screen will appear to create an invoice.



The screenshot shows the 'EASYFARM INVOICE' screen. The company information is 'Vertical Solutions, Inc. 203 11th Ave SW Minot, ND 58701'. The 'EASY FARM' logo is displayed. The invoice number is '1002' and the date is '1/22/2010'. The 'Billed To' and 'Ship To' information is 'Larry Hatfield, 203 - 11th Ave SW, Minot, ND 58701'. The 'Payment Terms' are '30'. The invoice table is as follows:

Account	Description	Unit Price	Qty	Tax Type	Tax	Total
	SHIPPING & HANDLING...	7.00	1.00		\$0.00	\$7.00
	JUMP DRIVES - [1210] 2 gig	15.00	2.00		\$0.00	\$30.00
	FARMHAND/PDA - [1205]	95.00	1.00		\$0.00	\$95.00
	EASYFARM PDA - [1203] CD# 575817400	535.00	1.00		\$0.00	\$535.00
Σ		\$642.00	5.00		\$0.00	\$657.00

At the bottom, there is a 'Due 02/21/10' label, a 'Thank you for your business!' message, and 'Submit' and 'Cancel' buttons.

On this screen the Invoice # will automatically be incremented, You can select the Date, Terms, Bill To and Ship To. Processing the Invoice is easy, fast, and simple.

When you click on the Submit button it changes to Print and gives you the option to View the completed Invoice prior to printing it.

The A/R Manual contains detail instruction for setting up accounts.

REPORTS



04/14/2010 4:52:24 PM

AR Sales Report

Report for 01/01/2010 - 12/31/2010

Account: 4503 - ALFALFA SEED

Date	Number	Vendor	Amount	Qty	Memo
02/24/2010	1010	Larry Hatfield Invoice #1010	\$787.50	50.000	Invoice #1010
02/24/2010	1009	Larry Hatfield Invoice #1009	\$1,000.00	50.000	Invoice #1009
03/02/2010	1012	Larry Hatfield Invoice #1012	\$1,050.00	50.000	Invoice #1012
Account Total:			\$2,837.50	150.000	
Grand Total:			\$2,837.50		

04/14/2010 4:55:08 PM

AR Purchases Report

Report for 01/01/2010 - 12/31/2010

Account: 5902 - ALFALFA SEED

Date	Number	Vendor	Amount	Qty	Memo
02/23/2010	1048	Cenex	\$1,000.00	100.000	
02/23/2010	1049	Cenex	\$2,000.00	400.000	
Account Total:			\$3,000.00	500.000	
Grand Total:			\$3,000.00		

AR Inventory on Hand

Report for: 01/01/2010 - 12/31/2010

Group	Account	Qty	Share Qty	Cost	Share Value
A/R INVENTORY	1501 - ROUND BALES	740.00	1000.00	\$36,945.00	\$36,945.00
	1502 - SQUARE BALES	2980.00	3000.00	\$29,580.00	\$29,580.00
	1504 - ALFALFA SEED	2447.00	2000.00	\$11,650.00	\$11,650.00
SubTotals:		6167.00	6000.00	\$78,175.00	\$78,175.00
Grand Totals:		6167.00	6000.00	\$78,175.00	\$78,175.00