

Small Business Software

SBS a useful software made by Mary's Software company for some small businesses. SBS has lots of benefits for small businesses.

- Easy Install
- Easy to use
- 24/7 support by Mary's Software
- No yearly contract (Monthly Contract)
- It can be customized

Demo is free. Until you decide to make a monthly contract.

Installation

Two ways of installing SBS:

- 1) by CD
- 2) Download from Internet

Install by CD

- 1) Put the CD in to CD Drive. (if you don't have CD please call us at 408-596-6622 and get it).
- 2) CD is Auto Run and you will see the install instructor on your screen. (if CD isn't auto run please go to the CD and Double Click on Setup.exe file).
- 3) Follow instructor to install by clicking next.
- 4) please close all of the applications after install is successfully completed.
- 5) you will see SBS file on your desktop
- 6) Double click on SBS file.
- 7) To access the system you need a user and password.

8) For Demo user and password are.

User: Odsin

Password: 1234

9) You can change the password after accessing the software by click on password.

SBS includes different menus as below:

- Bank Account
- Parts
- vendors
- customer
- employee
- orders
- deposit
- labor
- invoice
- bill
- payable
- receivable
- estimate
- report
- tax
- password
- profile
- close

• Bank Account

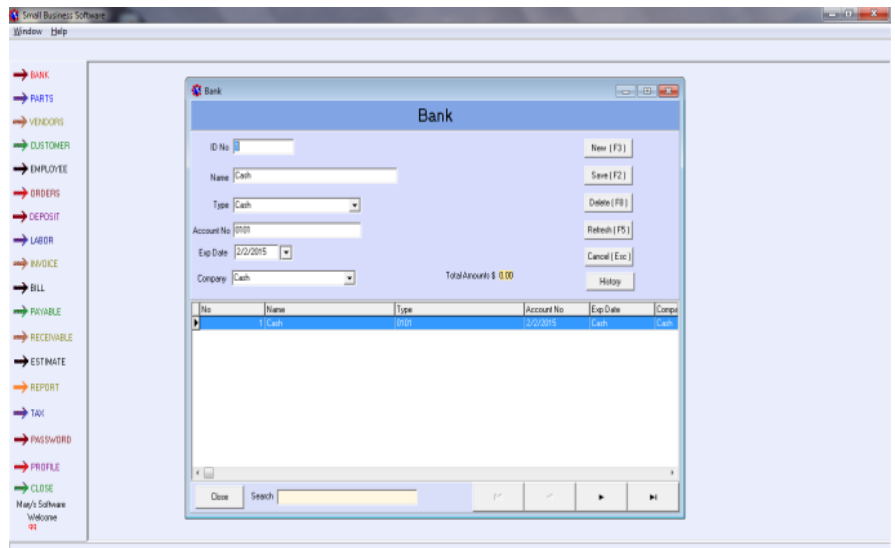
SBS makes manually bank account.
if you have business bank account
please follow this instructor.

1) Run the software.

2) on the left side click on the Bank.

3) click on New

4) Fill all of the information.



5) click Save.

If you have another account just repeat those above 5 steps again.

• Customer

One of the most important thing in business are customers. Business is going on by customers. To add customer follow below instructor.

1) Click on the customer bottom at left side of the screen.

2) Click on New

3) Fill all of the information.

4) Click save.

No	Name	Type	Tel	Address	City	State	Zip	Email	Web
1	John Doe	Customer	408-556-4256	12345 E. Main St.	San Jose	CA	95120	john.doe@jdoe.com	http://www.jdoe.com

If you have another customer just repeat those above 4 steps again.

• Vendor, Parts, Labor & Employee

Next important items in business are vendors, parts, labors and employees. To add each of them follow below instructor.

1) Click on one of the above bottom at right side of the screen.

2) Click on New

3) Fill all of the information.

4) Click save.

No	Name	Type	Tel	Address	City	State	Zip	Email	Web
1	John Doe	Customer	408-556-4256	12345 E. Main St.	San Jose	CA	95120	john.doe@jdoe.com	http://www.jdoe.com

If you have another vendors, parts, labors and employees just repeat those above 4 steps again.

• Make Invoice

To make invoice make sure you added information of Customer , Parts, Labors that you need for this invoice. Then follow the instructor.

1) Click on invoice.

2) Click on new.

3) fill all the information.

4) Click on save.

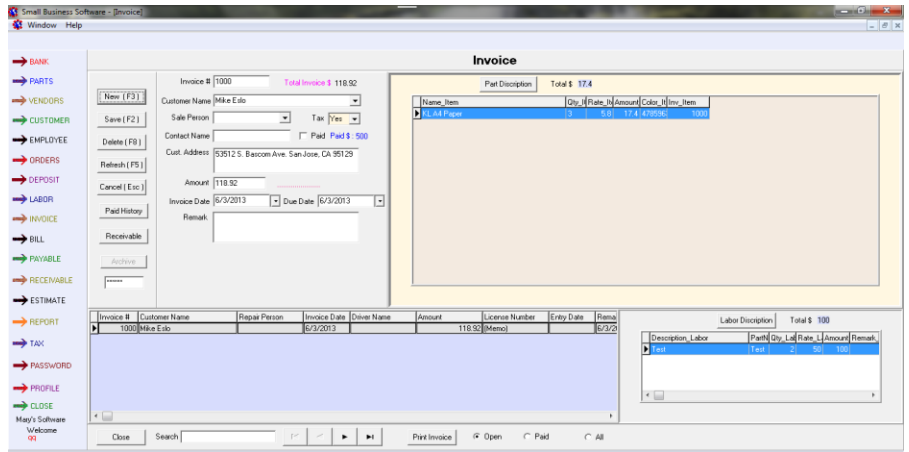
5) After you saved the invoice you have to add parts or labor into invoice.

6) Click on Part Description or Labor Description to add parts and labors.

7) After added parts and Labors back to the invoice and put amount in to the box to make sure your amount is right.

8) To print invoice you can select any of invoices and click on print.

9) If you want send invoice by email you can save by PDF file and send them by email to the customers.

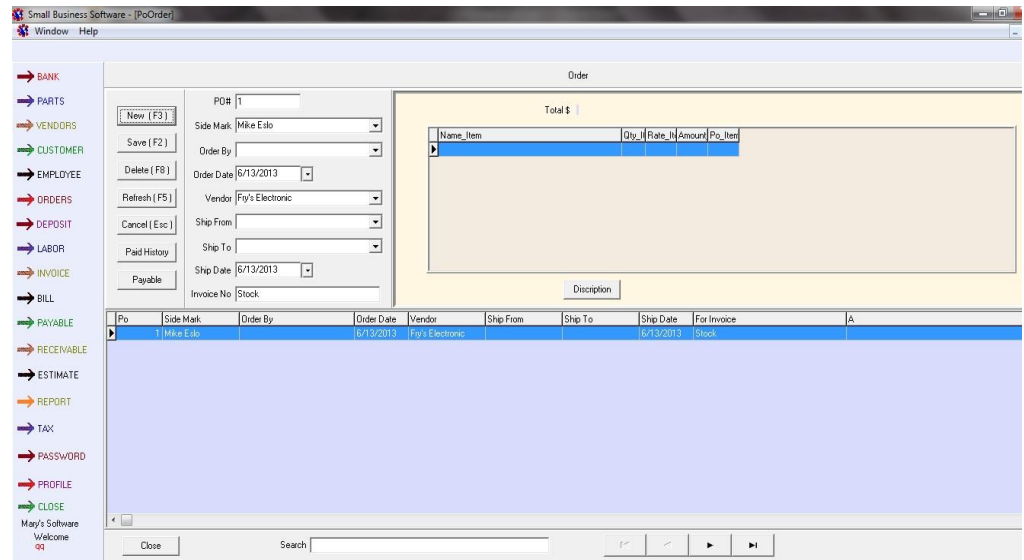


• Orders

1-click on New

2-fill out all information

3- click Save then close.

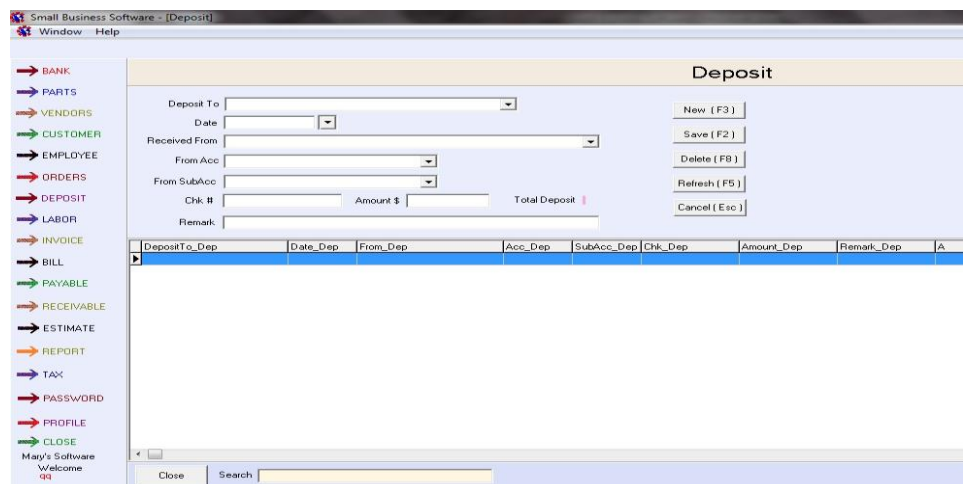


• Deposit

1- click on New

2- Fill out all information

3-Click save then close



• Bill & Estimate

1-click on New

2- Fill out all information

3-Click save then close

• Payable & Receivable

1- Click on New

2- Fill out all information

3-Click save then close