

# ExcelgestionMobile v8 – Full Tutorial

**New: Column D "Stock" is now automatic. It is no longer necessary to adjust stock manually.**  
**New: ticket printing via "Tickets" sheet and ad'hoc printer.**

Presentation, free demo version to download, screenshots, video tutorials:

<https://www.christian-roux.ch/excelgestion/xlgm8f.php>

created 17 Oct. 2021 – updated 27 April 2024

## Introduction / Presentation

ExcelgestionMobile v8 is a semi-automatic billing program on Microsoft Excel® that works on mobiles and computers. In addition to billing, **in particular, it offers simple automatic stock management with permanent inventory (it is the only invoicing program running on iOS/Android mobiles that offers it)**, the management of payments by type, as well as very complete statistics. It is an Excel template/model/file in XLSX format. You can therefore import and export all your data by simple copy-paste (paste special, Values). You can switch it from device to device just by copying the Excel file. This tutorial allows you to use it in a serene way. Follow his step-by-step explanations. You will quickly memorize them and use the program with pleasure and success. With Excel, everything is logical and all the info is in tables, nothing is hidden. It is advisable to be a little familiar with Excel, just a few basics.

If you need a 100% automatic version, see Excelgestion Full auto POS v4 PC/Mac

(<https://www.christian-roux.ch/excelgestion>) with VBA programming, priced at CHF 98.-.

ExcelgestionMobile v8 will be yours for CHF 29.90 only via paypal. I am happy to answer all questions and to order: [excelgestion@bluewin.ch](mailto:excelgestion@bluewin.ch) / Tel. +41 (0)26 401 05 08.

## Compatibility / Miscellaneous important information

Works on iPad or iPhone\* with the Microsoft Excel or Microsoft Office app (free on screens up to 10.1", the Premium (paid) version of Excel is not required). Also works on PC/Mac via WPS Office on PC, Mac (<https://www.wps.com/>) (ask me for a free copy) or via Microsoft Excel. (\*With an iPhone, zoom to 125% on the "Invoices" and "Archives" sheets. Android smartphone, it is necessary to adapt the maneuvers slightly.) I speak below of "invoice", but it can be any other type of commercial document (offer, etc.) For a quick use, I recommend the use of a stylus for certain operations on Excel on mobiles. Capacity of this version: 1000 articles, 1000 customers and suppliers, 10,000 documents in Archives. On request and under certain conditions it is possible to have 10,000 articles and customers or even more Never cut and paste in the program, but always copy and paste special (Values) then erase if necessary. Do not change anything in the structure of the document. The program is multilingual but, for questions of statistics, it must be put in the language of your choice at the beginning of your use.

## 1.- Make an invoice in Microsoft Excel for iOS

### Summary: Make an invoice (see details below)

- 1.- Select or create and select a customer in the "Customers" sheet.
- 2.- Check and prepare the header of the "Invoices" sheet document.
- 3.- Put the quantities in front of the items (previously created) in col. "C", **the quantities in col. "D" are debited automatically.**
- 4.- Filter in "C16" the "non-empty" cells, Hide the "D" column, Save the file.

- 5.- Print and/or make a PDF. Give as PDF file name the number of the invoice, which you saved from E14, sheet "Invoices".
  - 6.- Filter the visible lines and copy the top lines in "Archives" and paste them at the bottom of the "Archives" sheet.
  - 7.- Delete in "Invoices" the col data. "C" and "N", display "D" and unfilter "C16". Save.
- Important note: To make an invoice in front of a client (to go quickly), do not do points 6. and 7.-. Do these steps after!**

To filter the list, open the filter dialog by clicking on the button at C16 (1), uncheck "Empty" (2). If you make invoices with transport costs, leave the quantity "1" (3) in C1017 all the time. When printing the invoice (or PDF), hide column "D" by clicking on its header and selecting "Hide" (4). To redisplay the col. D, click/drag the "C to E" headings and select "Show".

## Select a customer

In the "Customers" sheet, go down the page to display the customers and find the one you are looking for. If the list is long, press the filter button at B1. In the "Search" box enter a few letters that match, eg "schmi" if you are looking for a "Martial Schmidt". Press "Select all results" and click outside the filter dialog to close it. The cells of the cervix. "B" which contain the search displayed. If no cell is displayed, your search does not match any cell content. Note the number in the column "A" from cell "B" which contains your selected customer.

Enter this number in "C1".

If you want to indicate a delivery address, redo the above operation and enter the number in "E1".

## Create a new customer

You must fill in the next free line of the "Clients" sheet, the col. "A-E".

On the column "A", indicate the next free number, eg "107". The client list must always be sorted on the col. "AT".

On the column "B", enter the name and address as you want them to appear on the top of the invoice.

E.g. "M. Christian Roux<SautDeLigne>Route de l'École 1<SautDeLigne>1753 Matran. Note: to create a character <SautDeLigne> hold down for a few seconds at the top in the "Formula bar" (which is to the right of "fx "), A pop-up menu is displayed, press "New line".

In the column "D" and "E" you can put other useful data: Telephone, specific conditions (Term of payment, discounts, etc.). You can add columns between the "E" and the "F" if necessary.

You can add large numbers of customers in a few operations, by copying and pasting: ask me!

## Prepare the invoice

Go to the "Invoices" sheet (which has this name because it is the one you will print).

Beforehand, you must have created and selected a customer. It is displayed in "A5-B10" (billing address) and if necessary in "E5-P10" (delivery address).

In "A11", select the type of document you want (by default "Invoice", but also "Credit note", "Order confirmation", "Quote", "Receipt", "Delivery slip", "Fee note", "Purchase order" or others).

Note: Keep in mind that unless you previously passed quantities from your "Temp" sheet document (see "**Storing a document for e.g. changing it from Quote to Invoice**"), it is not possible in v8 to take over an old document, e.g. an offer, to change it into an invoice. In this case, you must re-enter it on the basis of a printed or PDF copy.

In "A12" you have a choice of texts, with the drop-down list choose the one that suits you. You can change the displayed text for once. You can create your own texts which will return to each invoice or depending on the case.

In "B13" the current date is displayed automatically.

In "B14" the reference of the person who invoices. You can choose the initials and/or modify the text as you wish.

In "E14" the number is updated automatically as soon as you pass an "Archives" sheet invoice.

In "N14" put the number of days that are the deadline.

In "O13" you can enter a possible advance or down payment. If there is none, leave blank. Enter the possible down payment BEFORE filtering the list of items.

Important: Each time you make a new invoice, you must check and adjust the various points that I mentioned above.

## Add an item to the item list

Go to the "Invoices" sheet. The items are on lines 17-1017 (this last line, a bit special, is designated for transport costs. You can reserve the last lines for different transport costs if necessary). Items can be in any order, but must have a unique number.

Note: The invoice presents the items in the order in which they are.

Items should be added one below the other on lines 17-1016. In principle, go to the next empty line. In column "A" indicate the number of your choice (max 13 characters for an EAN13). You can combine letters and numbers.

In column "B" indicate the item designation. Note: to create a <LineBreak> character, keep the top of the "Formula bar" pressed for a few seconds (which is to the right of "fx"). A pop-up menu is displayed, press "New line".

Column "C" will be used to indicate the quantity to be invoiced and "D" the stock (for permanent inventory).

In column "D" the stock is calculated automatically. To add a quantity of stock, select, at the top of the screen, the headers "F-N", the contextual menu "View", and line by line in col. "I", indicate the stock either "50" (the number), or "=30+20" (the formula). Reselect the cols. "F-N" and "Hide" context menu to rehide columns. Each time you make an entry into stock, modify the col. "I".

In column "E" indicate a category or a unit (respect the width of the column).

In column "F" indicate the unit public price. Use comma or period depending on your system for decimal separation.

In column "P" indicate "1" for normal VAT rate, "2" for reduced VAT rate. If you don't have VAT, tell me when ordering so that I can modify it.

You can add several articles in bulk in a few operations, by copy-paste: ask me!

## Show (or hide) column "D" or other hidden/shown columns

Important: When you make a PDF or print an invoice, you must always hide before the "D" column.

You can display the "D" column (to see the stock item by item, to see the total weight [line 12], the total value of the discounts granted [line 13], the value of the total margin [line 14]). To show the "D" col if it is hidden, click on the col header. "C", carefully move the selection handle (round, in green) to the right edge of column "E". Click on "View" in the pop-up menu that is displayed.

To hide the col. "D", select in the header "D" to activate the column, click on "Hide" in the pop-up menu that is displayed.

When you add items, and at any time to manage the "back office", you can also display the "G-M" columns (see screen copy below), to indicate the cost and purchase prices and purchase and purchase Net weight, stock entries, supplier, location in the stock, in particular. Select the columns (on column headers) F-N (1) and click on display. Make the changes. Eg For stock entries as follows: "=50+20+20" which changes the column stock. "D". To hide these columns, select the columns G-M (2) (as indicate, then select "hide").

	F	G	H	I	J	K	L	M	N	O
1										
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The "Q-W" columns can also be visualized if necessary (in principle not necessary). To hide them, do as shown to show/hide the col. "D".

## Fill out the invoice

Find the item you want to invoice. Several ways (perhaps the most common is 3.-). You can combine these different tools:

- 1.- Swipe down in the list of items until you find the item you are looking for.
- 2.- Select column "A" ("Ref"), "B" ("Designation") or "E" ("Cat/Unit"), then press the "Search" icon at the top right (a magnifying glass ) and enter a few characters or numbers that designate the item you are looking for.
- 3.- Press the filter button at "B16" (most often, or "A16" or "E16"). The filter dialog opens. In the "Search" field, type a few letters or numbers that designate the item you are looking for. If necessary, scroll down the list and press "Select all results" or press the desired result(s). Then press outside the filter dialog to close it.

Enter the quantity you want to invoice at the intersection of the corresponding line and col. "VS".

Go by pressing "Tabulation" on column "D" (thanks to the numeric keypad) and enter the new quantity in stock -> Continue in **"Deduct the quantity, manage the stock"**.

Repeat the item search operation and enter quantities and new quantities in stock.

As soon as you have finished filling in the invoice, filter line 16 by pressing the filter button at "C16", "Select all", check "(Empty)". Click outside the "Sort and Filter" dialog to hide it. Only rows that have quantities are now displayed.

## Deduct quantity, manage stock, manage backorders

When you make an Invoice or a Credit note, **the stock automatically changes to col. "D"**.

In principle, you should not have negative stock.

If you want to charge more than your stock allows, you don't have to continue. Control your stock.

The statistics do not count as a negative value the negative stock in col. "D", they ignore it.

**Backorders:** If an item is definitely out of stock, mark to the right of the designation in the col. "B", e.g. "Item 141, **sold out**".

If an item is temporarily out of stock, mark in the column "B", e.g. "Item 141, **replenishment. Jul. 22**, will follow 5", in col. "C" indicate "0". Keep the customer's order and a copy of this invoice, to ship the item as soon as you receive it. Have your system manage the order to fulfill. Do the same for all orders you receive during the period when the item is missing. Change only the quantity ("5") to col. "B", that every customer orders you.

## Print or make a PDF

On the "Invoices" sheet, you can find out the net weight of the goods that you invoiced if you filled in column "K" when creating your article. The total net weight is displayed in "D12". In principle, you enter the postage amount to be invoiced in "F1017". If you have no transport costs, put "0" in "F1017". You can change the text to "B1017".

You can now hide the "D" column. Select column "D" by clicking on its header then in the popup menu on "Hide".

You can filter line 16 by pressing the filter button at "C16", "Select all", check "(Blanks)". Click outside the "Sort and Filter" dialog to hide it. Only rows that have quantities are now displayed.

Save the file just before doing any PDF/Print.

To make a PDF (to print it is very similar) press at the top right on "...", then "Export", "PDF", "Next", in name the number of the invoice, here "1027", on "On my iPad", then at the top right "Export". The file is exported.

Note: you must be connected to the Internet to print or make a PDF from an MS-Office document.

## Pass a document to Archives

On the "Archives" sheet, go to the very top (if necessary see **Moving vertically (or horizontally) in a sheet**).

Press the filter button at "A1". Open the "Sort and Filter" dialog and scroll down the list. Press on "Delete all", then on the same button "Select all" (to check everything), then just below on "(Empty)" to remove the check. Click outside the "Sort and Filter" dialog to close it. Are selected: rows (from 1 to 1003) that have a value in column A, all filled rows from row 1004. The other rows are hidden.

Select the lines that appear at the top between lines 2 and 1003 (between the two "Qty", in col. "A") by clicking in the header of line 2, then dragging the small green circle until the last line (before the Qty, in col. "A")

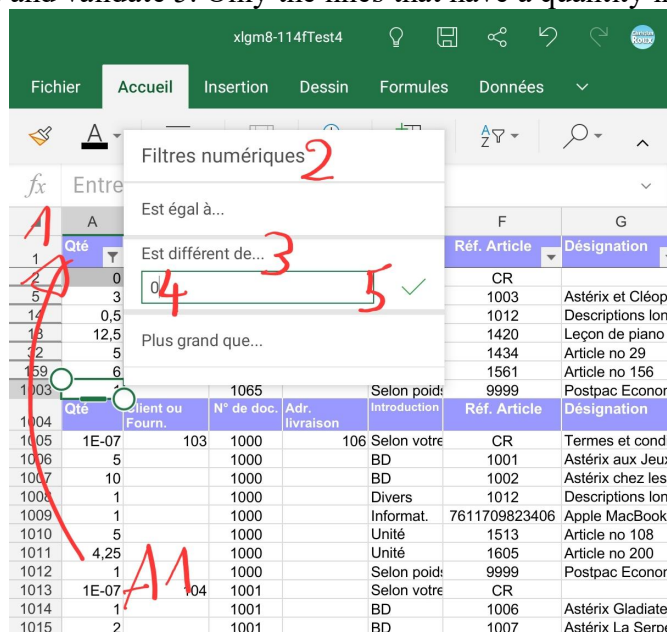
On the pop-up menu that appeared, press "Copy".

Go to the very bottom of the sheet (if necessary see **Moving vertically (or horizontally) in a sheet**).

In the next free row (will have a number greater than 1000), select column "A". Light-click on this cell, which displays a context menu. Click "Paste Special", then "Values". The lines you copied above are pasted as text here.

## On Android, when you want to pass the invoiced quantities to Archives,

you have to do it a little differently (from PC and iOS) to see all the lines (but only these lines, not the empty lines) which contain quantities: After you have filled out the Invoices sheet for your items and printed and/or makes a PDF of it, select cell A1 (from the Archives sheet) and press precisely on the "funnel" button (1), the dialog box on the right opens. Choose Numerical filters (2), Is different from... (3), enter "0" (4) and validate 5. Only the lines that have a quantity in column A are filtered.



Made on a tablet with practical and at an acceptable price: Samsung Galaxy Tab Active3 8.0" LTE Enterprise Edition, with S Pen.

## Back to zero. Ready for the next document

On the "Invoices" sheet, line 16 of which must be filtered at this stage, select in column "C" the quantities that you had put in (in principle except line "1017"). Soft-click, which opens a context menu and select "Delete Contents". Do the same for any discounts in column "N".

Press the button at "C16" and the dialog "Clear filter". The filter comes off.

Select the column header "C". Drag the green circle to the right to select column "E".

On the pop-up menu that appeared, click "View". Column "D" is displayed again.

Save the file.



## Receive payment

When you receive a payment, on the "Archives" sheet (to be done during the sale if you receive a cash payment or a deposit), you indicate in the "Q" column the amount, the date (to be entered dd/mm/yy) in "R" and the type of payment in "S" (the col. "T" can be used for a possible remark). If you enter several payments, you can copy and paste (especially from the "P" column). The list of payment types can be found in "Set", col. O (note that everything is lowercase).

## View statistics

On the "Stats" sheet in col. "B" displays the statistics. In line "2" and "3" indicate the start and end date.

In line "4" if you want to display the data of a specific article, indicate its number. In line "5" if you want to display a specific type of payment. Drop-down list available (the list of payment types is in "Set", col. "O") you can modify the list (note that everything is in lowercase, to be respected).

When you want to stop the statistics (eg every night), copy column "B" and paste it (Paste special, Values) in the next free column to the right of the "Stats" sheet. You can add other calculations according to your needs in lines 22 and following.

When you start your activity, before having sold a single item, but having added your purchases and **your starting stock in col. "I"**.

You can also see statistics by filtering the "Archives" sheet. This is extremely useful, especially for knowing how much of a given item has been sold during a given period. Or for a given client, etc.

## Storing a document for e.g. changing it from Quotation to Invoice

- 1.- Create the estimate (or offer or other document that you want to be able to recall) normally by filling in all the information. Print it + PDF and pass it to Archives. **The stock in column "D" can be displayed as a debit, but will be returned immediately after:** a quote or an offer does not debit the stock!
- 2.- On the "Invoices" sheet, unfilter the col. "Qty" to show all. Click on "C16" (the word "Qty") and in the context menu choose "Open link", the col. C is selected. Gently click on the selection and from the context menu choose "Copy".
- 3.- On the "Temp" sheet, at B9, click gently and choose "Special paste", then "Values". The contents of the Qty column are pasted into this column.
- 4.- If you had discounts (%), do operations 2.- and 3.- for column "N" (%) in N16. Fill column C with "Temp". Copy-paste special, "Values" from A1:A7 to B1:B7 to identify the document you want to store. Clear data from the "Invoices" sheet document.
- 5.- When you need to transform the estimate into an invoice, do the reverse operation (2.- to 4.-) (you can click gently on line 8 of "Temp" to select the current column). Change the type of document to A11, to "Invoice". Take the customer's information in lines 1-7 of "Temp". Carefully prepare your invoice, print, etc. You have room in "Temp" with 20 storage columns. Delete the now unnecessary data in the "Temp" sheet, for later use.

## The "Tickets" sheet to print a receipt

Works on iOS and PC, not tested on Android. The "Ticket" sheet is a copy of the "Invoices" sheet, which is frozen (cannot be edited) except line 1028, which can be entered by you for a greeting text. When you have made a document and want to print it, on Epson TM-T20III (tested), or wireless (or USB on PC) or ink on PeriPage A6 HD 304dpi (tested), Phomemo M02 Pro (not tested, should work), you have to put the filter in B16 (click on the button: Filter elements, Select all, uncheck "Empty") and print via the USB cable. For printing from mobile, and wirelessly, ask me for the exact procedure, it's a little more complicated (therefore a little slower). Set the print zoom to 200% for the Epson, to

69% for the other models. The legibility of the ticket is very good even in 56mm on the wireless models.

## The "Locations" sheet to look for the goods in the stock

Note: This sheet should be added by me. To prepare the order, this sheet is sorted by locations in the stock (e.g. from "A1" to "Z99"). Here is how to use it: Fill in an invoice (in sheet "Invoices") then print it and make a PDF. Go to the "Locations" sheet (1 below). All the data is displayed, at the top (2) and on lines 26 and following. You had previously prepared the "Locations" sheet: For each physical item in col. A, you had indicated the reference of the location (3) in your stock. Once all the items have received their reference, you have sorted the list in A16 (4). Before placing your invoice in the "Archives" sheet, return to the "Locations" sheet and in D16, filter on the data "except empties" (5). Print and make a PDF of "Locations". You can search for the goods in your stock before to send it in. Now, archive the invoice and then reset it.

11:42 Mercredi 13 juillet  
xlgm8-103f1

Accueil Insertion Dessin Formules Données Révision Affichage

Arial 10

	A	B	C	D	E	F
11	Facture Selon votre commande		Monsieur	Nb pc	27,25	
12	reçue ce jour		Jean Dupond	Kg	22,615	
13	Date	13.07.22	Bd des Champs-Élysées 1	Total	1126,07	
14	Référence	CR	75000 Paris	N° doc	1000	
16	Location Emplacement	Réf.	Désignation	Qté	Cat/Unité	Prix unitaire
26	A10	1002	Astérix chez les Bretons	10	BD	14,80
27	A11	1001	Astérix aux Jeux Olympiques	5	BD	14,80
			Descriptions longues et détaillées			
28	B016	1012	Sauts de lignes et lignes blanches	1	Divers	1287,00
	B017	7811709623008	Apple MacBook Pro 13" with Touch Bar, Intel Core i5 (2x 2.9GHz), 8.0GB, 256GB, Space Gray, Swiss keyboard layout	1	Informat.	1789,00
29						
122	B113	1513	Article no 108	5	Unité	108,00
212	F57	1605	Article no 200	4,25	Unité	200,00
1017		9999	Postpac Economy	1	Selon poids	22,00
1018						
1019						
1020						
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Factures Archives Stats Emplacements Termi +

## Move vertically (or horizontally) in a sheet

If the sheet has content on many rows, Excel, automatically if there are many rows, displays on the right of the screen, a button to slide down or up. To display this button, if the sheet has enough rows, click briefly on the middle of the screen and drag a little up or down: the button is displayed. Go down or up while keeping the button pressed. The current line number is displayed. Do the same to move horizontally.

## Other

**Indicate a discount on several (or all) items.** Rather than adding it when entering quantities, do it on column N, at the end of entering articles, filtered file in "C16", staying on column N and descending from articles to articles .

**Item "Shipping costs" (line 1017 of "Invoices").** If you make invoices that all have shipping costs, I recommend that when you delete the last document, you do not delete cell "C1017". Filter the visible rows to "C16". Indicate the amount of shipping costs (you see the net weight of the order in "D12", if



you have filled in column K) that you charge in "F1017". You can choose the text of the transport costs in "B1017" (the list of texts is in "Set", column P).

**Make a credit note (= Credit or Credit Note).** On the "Invoices" sheet, in A11, select "Credit note". Enter the quantities in col. "C" in negative (ex. "-3"). In "D" add the quantities and not subtract them as in an invoice. Then filter cell "C16" as shown above. If necessary, change the text "C2026" to "The above amount will be credited to you..." Everything else is done like any invoice.

**Accept multiple payments.** In the "Archives" sheet, column "Q", indicate the following syntax: "=20+34.50" (a "+" between each payment). By pressing "Enter", the total amount paid is displayed.

**Control who to send a reminder to.** In the "Archives" sheet, display at the same time the column "J" Due date, and the column "Q" Payment including deposit. Where there is no payment and the date has passed, a reminder should be sent. Note: if the screen is not wide enough to see these two columns, you can temporarily hide the "K" to "P" columns.

**Send a reminder.** Because there are no macros on Excel for mobiles, Excelgestion Mobile v8 does not allow you to reprint a document. Note the document number (col. "C") and print the corresponding PDF file (which you should have archived), eg the file "1075.pdf". If necessary, draw the title "Invoice" in pen and write above "1st reminder", then send the copy to the customer by post. You can also open the PDF in Office, make a screenshot and annotate it in red (eg trace the word "Invoice" and write "1st reminder") and send it by e-mail to the customer. Or modify the pdf in Word (I explain how on request), save it again in PDF and send it by e-mail to the customer.

**Deduct an advance or down payment.** Enter on sheet "Invoices" the amount of the advance in "O13" (the word "Advance" is displayed in F13 as well as the deduction on line 1021). After, filter the cell "C16" as for any invoice, etc. Don't forget after passing the document to "Archives" to delete cell O13. Enter the amount of the advance in the "Archives" sheet, in "Q-R-S" columns on the appropriate line.

**Do not display prices in the "Invoices" sheet.** In sheet "Invoices", "D10", modify the value "PVT" in "No". All prices become invisible or zero. Useful for Purchase Orders and Delivery Notes.

**Display the "G-M" columns in the "Invoices" sheet.** Click on the header of column "F", drag the "green circle" handle to the right until you extend the selection to column N. Gently touch the selection and in the pop-up menu that appears, choose "Show". Work on these cells. To hide these columns, do the reverse operation on the "G-M" columns and choose "Hide".

**PDF or paper?** I suggest a mixed way: create a PDF of all your documents. Attach a hard copy if you are shipping merchandise and make a hard copy for your records, listed alphabetically by customer name. Up to you!

**Edit a PDF file.** Open it from Microsoft Office (not Excel), press at the top on "...", "Convert to Word document", modify the document, save it in Word format, export it in PDF. (note that due to a bug on the converter, the amounts of the lines "Total excluding VAT" and the "+VAT" are displayed on the left of the page and that it is not possible to reset them to LAW.)

**NEW: Quickly view multiple PDFs.** On the "Files" app, PDF files are in one (1) folder. Open a file by selecting "Glance". Swipe the screen on the invoice that is displayed on the right or on the left, this takes you from one file to another. Note: the position of the file in the list is indicated at the top, eg "(3 of 25)".

**NEW: Search (eg) a customer in a list of PDF files** when you don't know which corresponds to which number. Make on Adobe Reader on PC. Click on the "Edit" menu then on "Advanced search". Select the "In all PDF documents in" option, scroll down and click "Browse". Select the folder in which to start your search and click "Ok". Enter the term of your search, e.g. "Dupond", adjust the different options as needed and click on "Search. Double click on one of the results icons to display the corresponding PDF.

**Go back in case of error.** Excel on iOS allows you to go back a lot (button <- at the top left) when you have made a mistake or want to modify something, even if the file has been saved.

## 2.- Make an invoice on WPS-Office (Spreadsheets) for PC (ask us for free version)

**Notes:** You can mix actions with the mouse and the keyboard, but it is possible to do almost everything with the keyboard alone. At no time do you need an internet connection to use ExelgestionMobile v8 on WPS-Office.

**Choose or create and choose a customer:** On the "Customers" sheet, indicate in "C1" the customer number according to the list below. Drag (drop down the list), search (CTRL+F) or filter (in B16) as needed. To create a customer, fill in the next free line. Indicate in col. "A" the next number.

**Prepare the invoice:** On the "Invoices" sheet, the customer is displayed in "A5". Adjust the cells "A11", "A12", "B14", "N14" (number of due days), and if necessary indicate an advance amount in "O13". The invoice number is incremented automatically. You can fill in the cols. "G-M". (Show them, then hide them)

**Fill in the invoice:** On lines "17" and following are your items (fill them in as needed, eg by making special copy-paste, Values). As with customers, swipe, search or filter to find your items. Fill in the quantity in col. "C" and any discount on the column "NOT". Filter the invoice by pressing the button at "C16" and uncheck "Voids". Line "1017" is dedicated to shipping costs. Choose the text in "B1017" and indicate the amount in "F1017" (Calculate and indicate the port according to the weight which is displayed in "D12"). If necessary, choose texts in "A1026" and "C1026".

**Hide column "D":** Click on the column header. "D". Right-click and select "Hide" (column "D" hides).

**Print and/or make a PDF:** Check the invoice. Click the "File" menu, "Export to PDF". Replace the file name displayed with the invoice number (in "E14", e.g. "1001"), then "Active sheet", then Ok.

**Put the document-invoice in Archives:** On the "Archives" sheet, go to the very top (even. "CTRL+Home"). Click on the button and filter in A1, check the "Select all" and uncheck the "Blanks" (lines filter each other). Select the line by pressing on the line header "2" then drag the selection to the last empty line BEFORE line 1004. Do "Copy". Go to the very bottom (ev. "CTRL+End" then go all the way to the left on the next empty col. "A" cell). Do "Modify", "Paste special", "Paste Values", "Ok" (the lines are pasted).

**Delete the document-invoice data:** On the "Invoices" sheet, select the visible lines of the "C17-C1016" range (the quantities you had filled in) and press the "Delete" key (the quantities are deleted). Do the same with any discounts on the column "NOT". Click the filter button at "C16" and select "Select All" (all rows are displayed.). Click on the col header. "C" and swipe to select cols. "C" to "E". Right-click and select "View" (column "D" is displayed). Save the document-invoice.