How to use the Dropbox integration for Sales.

As well as using Dropbox to keep copies of your Purchase Invoices, you can also use it to save copies of your Sales Invoices and any Reports you want to. To do this it's very simple:

Sales Invoices:

For sales invoices just follow these steps.

1. Create the sales invoice as normal. Or open up an existing invoice.
2. Click on the "Preview" button at the bottom. Add in the Payment Terms, Bank Details or Remittance Advice slip as necessary.
3. Click on the "Upload to Dropbox" button at the top when done.
4. A message will pop-up saying **"Your Invoice is successfully uploaded to dropbox. You can find your invoice inside Sales/ folder"** when this is complete.

Note: To find this invoice, login to your Dropbox account at www.dropbox.com , click on the "Apps" folder, then the "Sales" folder. The Invoice Number on SMBO will be the same as the name on the file on Dropbox.

Reports:

For Reports the steps are similar to the Sales Invoice above.

1. Click on the Reports button near the top right corner.
2. Run the report that you want to save to Dropbox.
3. Click on the "Upload to Dropbox" button at the top.
4. A message will pop-up saying **"Your Report is successfully uploaded to dropbox. You can find your report inside Reports/ folder"** when this is complete.

Note: To find this report, login to your Dropbox account at www.dropbox.com , click on the "Apps" folder, then the "Reports" folder. The Report name will be the name of the report ran on SMBO with the date range it was run for – e.g. If we ran a balance sheet for the 2012 accounts year, the file name would be "*Balance Sheet (2012-01-01to2012-31-12)*"