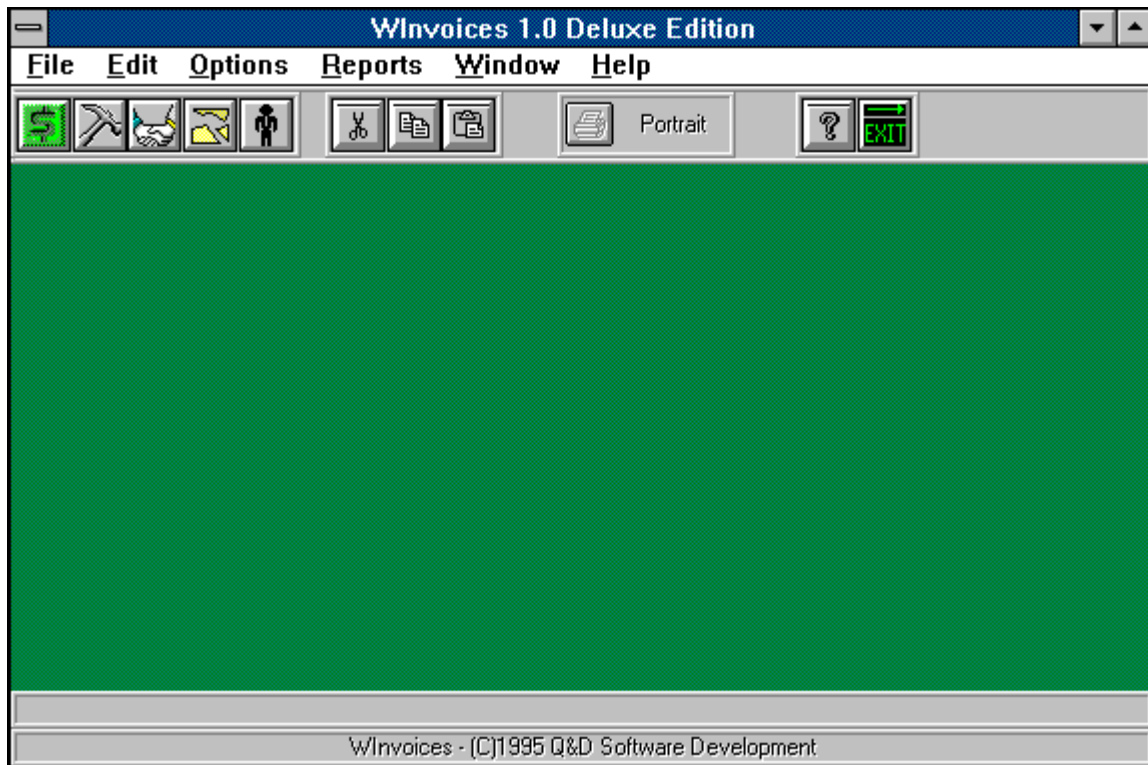


# WInvoices 1.0

(C)1995 Q&D Software Development  
See below for registration and tech support info.



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**Registration Benefits:**

There are two levels of registration for WInvoices; **WInvoices Standard Edition**, and **WInvoices Deluxe Edition**. The shareware (non-registered) version is WInvoices Lite.

**WInvoices Standard** includes the ability to print certain 'canned' reports including 'Open Work Orders', and 'Open Invoices'. It also allows you to run reports showing completed Work Orders and paid Invoices, both by customer and by date range.

**WInvoices Deluxe** includes the features of **WInvoices Standard**. In addition, the **Deluxe** edition enables you to create, define, and save your own report definitions. For example, you can create a report showing all invoices over 90 days past due. You can tell **WInvoices Deluxe** which columns to include. You can also indicate whether to include totals, averages, and minimum and maximum values for any column, whether or not that column appears in the report.

**WInvoices Lite** offers all of these reporting features for a limited time (30 days), after which you may still create and print Work Orders and Invoices, however the reporting features will no longer be functional.

Users of either of the registered versions will not be subjected to 'nag' screens or any other reminder messages which occur in **WInvoices Lite**.

In addition to receiving added features, registered users are entitled to **FREE UPGRADES** to this program as they occur. (Shipping and handling charges may be incurred in some cases.)

Registered users of software products by **Q&D Software Development** have come to expect high quality customer service, whether by telephone or electronically. We encourage suggestions from our registered users. If you have any questions or suggestions about any of our products, please do not hesitate to let us know.

**Ordering Information:**

**WInvoices Standard** is available for \$22.95, while **WInvoices Deluxe** can be registered for \$39.95. A shipping and handling charge of \$3.95 will also be applied in either case. (Shipping and handling charges of \$4.95 apply for orders outside the U.S.)

There are several payment options:

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To order WInvoices by credit card, choose one of the following options:

◦ **E-mail** us your name, address, phone number (optional), credit card type, number, and expiration date. Also, be sure to tell us which program you are ordering; either **Winvoices Standard** or **Winvoices Deluxe**. CompuServe users may e-mail credit card orders to 76336,3271. Internet users can send e-mail orders to 76336.3271@compuserve.com.

OR

◦ **Call** the Public (Software) Library at 1-800-242-4775 (1-800-2424-PSL), or 1-713-524-6394. **These phone numbers are for CREDIT CARD ORDERS ONLY.** We accept VISA, MasterCard, American Express, and Discover. Specify Product Number 14036. When ordering by credit card, please be prepared to give your name and billing address as it appears on the card.

OR

◦ **Mail** us your name, address, phone number (optional), credit card type, number, and expiration date. Also, be sure to tell us which program you are ordering; either **Winvoices Standard** or **Winvoices Deluxe**. Our mailing address is:

Q&D Software Development  
10-B Sentinel Court  
Chatham, NJ 07928

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CompuServe users may order Winvoices on-line. **To order Winvoices Standard, GO SWREG and register ID# 5888.** **To order Winvoices Deluxe, GO SWREG and register ID# 5889.**

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You may also register Winvoices with a check or money order. To pay by check or money order, mail to:

Q&D Software Development  
10-B Sentinel Court  
Chatham, NJ 07928

Be sure to specify your name and shipping address, as well as the program name and version you are registering.

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**Tech Support:**

As of April, 1995 Q&D Software Development now has a support forum on CompuServe! Feel free to stop in and visit us at GO WINAPD, Library 1.

**For free technical support, registered users of WInvoices have several options. You may call us at (201)635-1824, leave e-mail at [Compuserve ID# 76336,3271](#), leave a message in our [Compuserve forum \(GO WINAPD, Library 1\)](#), leave e-mail at Internet address [dversch@intac.com](mailto:dversch@intac.com), leave e-mail at [AOL address DaveV36](#), or visit our home page on the Internet's World Wide Web at <http://www.intac.com/~dversch/>.**

**Users of WInvoices Lite must rely on this help file for support.**

WInvoices 1.0 (C)1995 Q&D Software Development - Helpfile generated by VB HelpWriter.

# File

The File sub-menu is accessed from the Winvoices main menu.

## Menu

### Open...

Printer Setup...

Compact Database...

Repair Database...

Winvoices 1.0 (C)1995 Q&D Software Development - Helpfile generated by VB HelpWriter.

# Edit

The Editing functions are accessible via the WInvoices main menu.

## Menu

Cut

Copy

Paste

# Options

The Options sub-menu is accessed from the Winvoices main menu.

## **Menu**

System Setup...

Winvoices 1.0 (C)1995 Q&D Software Development - Helpfile generated by VB HelpWriter.

# Reports

The Reports sub-menu can be accessed from the WInvoices main menu.

## **Menu**

Work Order Reports

Invoice Reports

Custom Reports

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# Customers

The Customers window is accessed by choosing the Customer tab on the **Lookup Window**. (Clicking 'File|Open...' from the WInvoices main menu will bring up the Lookup Window.)

Contact Name	Contact Phone Number
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You may enter all of your customer information into the WInvoices Customer database via the Customers window. The top section of the Customers window is self-explanatory; you should just enter your customer's 'Bill To' and 'Ship To' address information. (**Note:** If your customer's 'Bill To' and 'Ship To' addresses are the same you may enter it only once in the 'Bill To' section. Then click the copy (">>") button to copy the address information from the 'Bill To' section over to the 'Ship To' section.) The information you enter for each customer will be used when creating Work Orders and/or Invoices for that customer.

Once all of the address information has been entered, fill in each tab in the lower section of the Customers window. These tabs include 'Contact Names', 'Sales Tax/Shipping Info', and 'Notes'.

The 'Contact Names' tab allows you to enter as many contact names as you wish for each customer, along with a different phone number for each.

The 'Sales Tax/Shipping Info' tab allows you to enter values for sales tax percentage, shipping method, and terms for this particular customer. If you do not enter a value for sales tax percentage, each invoice created for this customer will utilize the default sales tax percentage entered during System Setup. If no value is entered in System Setup, your invoices for this particular customer will not charge any sales tax. The shipping method and terms you enter for this customer will appear in the Invoice window when creating an invoice for this particular customer. However, you may override these values on an invoice by

invoice basis.

The 'Notes' tab allows you to enter any notes regarding this customer. Notes entered here should include general information regarding this particular customer. These notes will not appear anywhere else in the system, nor will they appear on customer invoices. Notes entered in this section are for your internal use only.

WInvoices 1.0 (C)1995 Q&D Software Development - Helpfile generated by VB HelpWriter.

# Parts

The Parts Window is accessed via the Lookup Window. (The Lookup Window is accessed by clicking 'File|Open...' from the Winvoices main menu.)

The screenshot shows a dialog box titled "Add A Part". It contains the following fields and controls:

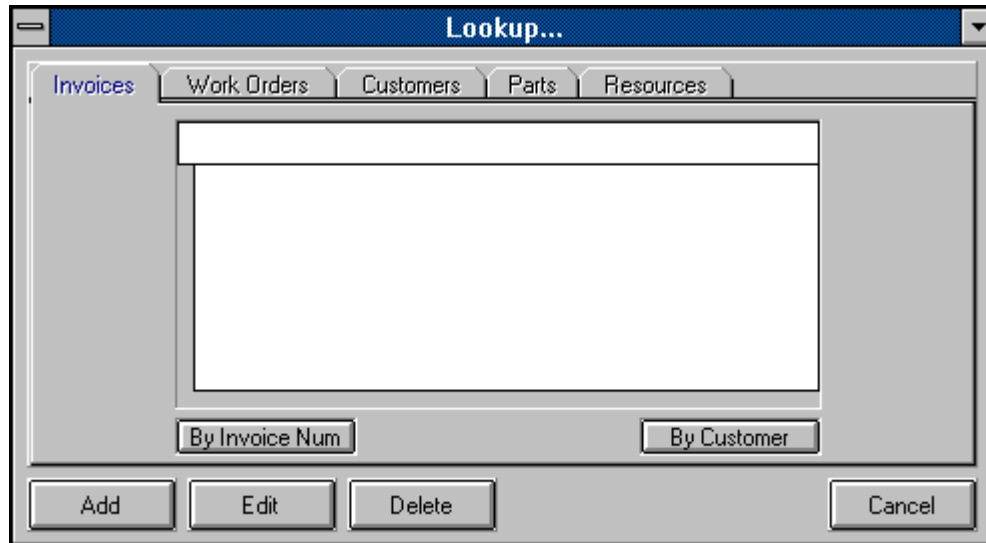
- Part Num: [text box]
- Mfr's Part Num: [text box]
- Part Name: [text box]
- Units: [text box]
- Price per Unit: \$0.00 [text box]
- Notes: [text area]
- OK [button]
- Cancel [button]

The Parts Window is used to add new parts to the Parts Database, or to edit information regarding existing parts. Most of the fields appearing in the Parts Window are self-explanatory; the 'Part Number' field holds *your* part number, the 'Manufacturer's Part Number' field holds the manufacturer's part number (if any), the 'Part Name' field holds a description of the part, the 'Unit' field holds the units that the part comes in ('dozen', 'lbs', 'each', 'cases', etc.), and the 'Unit Price' field holds the unit cost for one unit of this particular part.

There is also a notes field in the Parts Window, which allows you to record miscellaneous notes regarding a particular part.

# Lookup...

The **Lookup Window** is displayed by clicking 'File|Open...' from the **WInvoices main menu**, or by clicking on one of the **toolbar** icons.



The Lookup Window serves several purposes. The Lookup Window can be considered WInvoices' "launching pad". You begin Add, Edit, and Delete functions for Invoices, Work Orders, Customers, Parts, and Resources from the Lookup Window. For example, if you wish to add a new customer to your Customers Database, just click on the Customers tab and then click on the Add button at the bottom of the Lookup Window. Let's say you wanted to view an existing Work Order. From the Lookup Window you would first click on the Work Order tab. Then you can either scroll down the list of Work Orders until you find the one you want, or you can begin typing the Work Order number (or name, depending on how you choose to sort them). With each character you type, you will be that much closer to the Work Order you want. The functionality is similar for each of the other tabs in the Lookup Window.

As alluded to above, you can also have existing records sorted in any one of several ways for each tab, allowing you to use the Lookup Window in whichever way you feel most comfortable. Each tab contains two or more buttons directly beneath the respective listbox. Clicking any of these buttons will cause the list you are viewing to be re-displayed in the order you've chosen.

# Invoice

The Invoice Window is accessed by clicking on the 'Invoices' tab in the **Lookup Window**. (Clicking 'File|Open...' from the WInvoices main menu will bring up the Lookup Window.)

Invoices are created in WInvoices via the Invoice Window. There are three sections to the Invoice Window; the Upper section, the Lower section, and the Totals section.

The upper section of the Invoice Window contains all of the addressing information for the customer you are invoicing. By utilizing the Customer dropdown listbox at the top of the Invoice Window, you may select which customer you would like to invoice. You can either scroll through the list manually or begin typing the customer's name, which will cause an incremental search of the customer database. (If you have a large customer database the incremental search method will prove to be a great time saver.) When you see the appropriate customer in the list, clicking on it will cause all of that customer's address information, customer contact information, shipping information, and sales tax information to be automatically imported from your Customer Database.

To print an invoice, just click the Print button in the upper section of the Invoice Window.

**Note:** If you use WInvoices' Work Order feature, it is even possible to have the entire invoice created for you automatically by associating an invoice to an existing work order.

Please note however that you can not create an association by reversing this process. Consequently, clicking the Work Order button in the Invoice Window will display the associated Work Order if any, but will not allow you to create the association if one does not already exist. **An association between a Work Order and an Invoice can only be created through the Work Order.**

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The lower section of the Invoice Window contains several tabs; 'Dates / Terms', 'Details', 'Customer Contacts', 'Payments / Credits', 'Notes', and 'Messages'.

The 'Dates / Terms' tab is where you enter the various dates relevant to this invoice; the Date of Service (Date of Service is imported from the Work Order if this Invoice has been created by association), Invoice Date, Date Due, and Date Paid. The Ship Via and Terms fields are imported from the Customer database and may be over-ridden for this invoice if you desire. The check box labeled 'Apply Sales Tax' should be checked if you wish to bill for sales tax on *material* for this invoice. If you will also be charging sales tax on your labor charges, you should check the box labeled 'Apply Labor Tax'.

**Note:** WInvoices will not allow you to save an invoice that has a balance of zero without a date in the Date Paid field. Nor will it allow you to save an invoice having any balance other than zero, and a date entered in the Date Paid field.

The 'Detail' tab allows you to enter each sale transaction pertaining to this invoice. (Payments and credits are entered in the 'Payments / Credits' tab.) To add or edit a transaction, you must first click on the Edit button beneath the list of details. Then click on the row in which you wish to add or edit a transaction. Each column displays a header to guide you in entering your information. The only columns in which you have to actually type information are the Date column and the Quantity column. When you click on the Part Number column, a list of Part Numbers is displayed from which you may choose the appropriate part. Double clicking on the correct Part Number causes the entire row to be populated with the appropriate values from your Parts Database, including Part Name, Unit Price, and Units. The Line Total column is calculated by multiplying the Unit Price obtained from the Parts Database and the number you entered in the Quantity column. To add another item, press the down arrow on your keyboard.

As you edit detail information, you may notice that the figures in the Materials field, the Sales Tax field, and the Total Due field (all located to the right of the tabs) are updated accordingly.

The 'Contacts' tab contains a list of customer contacts and their phone numbers. This information is imported from your Customer Database, and can be edited or added to right from the invoice. Please note however that editing customer contacts from an invoice effects customer contacts for all other invoices for this customer.

The 'Payments / Credits' tab is where you record payments, credits, and refunds against this invoice. The list is edited in much the same way as the Details list in the 'Detail' tab, with a few important exceptions: The 'Transaction Type' field allows you to pick from a list of valid transaction types that are relevant to the 'Payments / Credits' tab. These values are 'PAYMENT', 'CREDIT', and 'REFUND'. In addition, any value you enter in the Line Total column will automatically be converted to a negative number by WInvoices, in order to internally reflect the direction of cash flow out of accounts receivable.

The 'Notes' tab contains a free-text field which allows you to record any information regarding this invoice. The information you enter in the 'Notes' tab is for your own internal purposes only, and will not appear on the customer's invoice. The 'Notes' tab allows for up to 64000 characters of notes per invoice.

The 'Messages' tab is another free-text field, just like the 'Notes' tab, with one huge difference. Any information entered into the 'Messages' tab will appear in the lower left section of your printed invoice below the detail section. Unlike the 'Notes' section, you may only enter approximately 250 characters in the 'Messages' section. Be careful not to confuse the two!

---

The Totals section of the Invoice Window contains the following fields: Material, Hours, Labor, Freight, Sales Tax, Total, Payments/Credits, and Total Due. Most of these fields are calculated by WInvoices, based on the entries you make in the 'Detail' and 'Payments/Credits' tabs, and can not be edited, thus preserving the integrity of your data. The only fields in the Totals section that *can* be edited are the Hours field and the Freight field. After entering the number of hours charged against this invoice in the Hours field, WInvoices will calculate your billable labor charges by multiplying the number you've entered and your Labor Rate, which should have already been entered during System Setup. (If you are creating this Invoice via associating it to a Work Order, the Hours field will already be filled in based on data imported from the Work Order.) The only thing left to do is enter the amount of freight you wish to charge on this invoice, if any. This is entered directly into the Freight field.

**Note:** An invoice is not considered paid by WInvoices unless all credits against the invoice match exactly the total of material, labor, sales tax, and freight. The Total Due field in the Totals section of the Invoice Window reflects this by displaying a zero balance.

# Work Order

The **Work Order Window** is accessed by clicking the **Work Order** tab in the **Lookup Window**. (The **Lookup Window** is accessed by clicking 'File|Open...' from the **Winvoices main menu**.)

The screenshot shows the 'Add A Work Order' dialog box. The title bar reads 'Add A Work Order'. The form contains the following fields and controls:

- Customer Name:** Superior Communications Corp (with a dropdown arrow)
- Work Order Num:** 1 (with printer and help icons)
- Address:** 214 Little Falls Road
- City:** Fairfield
- State/Province:** NJ
- Zip:** 070063
- Country:** (empty)
- Date Requested:** 5/16/95
- Date Completed:** \_/\_/\_
- Requested By:** Dave Verschleiser (with a dropdown arrow)
- Phone:** [201]555-1000
- Buttons:** Invoice... (top right), OK (bottom right), Cancel (bottom right)
- Tabbed Interface:** Service Requested (selected), Action Taken, Material, Labor

Entering Work Orders is easy using Winvoices, provided you've made entries in all of Winvoices' support databases, namely Customers, Parts, and Resources. A Work Order is basically nothing more than a request for your the parts and/or services you supply as a business, and a record of how you fill that request. The Work Order Window consists of two sections. We can call them the upper and lower sections.

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The upper section contains all of the customer address information. By clicking on the Customer listbox at the top of the Work Order Window, you can select the customer you desire. Upon selecting a customer, the address is automatically populated based on the information you've entered for that customer in the Customer Database. You may then select a customer contact via the list box in the 'Requested By' field. These are the very same customer contacts you entered when entering this customer in the Customer Database. After selecting a contact, his or her phone number will automatically appear in the 'Phone Number' field.

Also included in the upper section is the 'Invoice...' button. After all work is done on a particular Work Order and you have entered all materials used, all resources used, along with a completion date, clicking the Invoice button will cause the Invoice Window to open, containing all of the information contained on your Work Order, along with completed calculations of Material, Labor, Sales Tax, etc. The only thing you might need to enter into



the Invoice Window is your freight charge. What's more, once you save this new invoice, there will then exist a permanent link between this Work Order and this Invoice within WInvoices. We call this 'associating'. If you are ever looking at this Work Order in the future and want to see the associated Invoice, just click the Invoice button and there it will be! You don't even need to know the Invoice Number! (The association you create through the Work Order works in reverse as well. If you are looking at a particular invoice, clicking on the 'Work Order...' button in the Invoice Window will cause the associated Work Order to be displayed. Please note however that the association must be created through the Work Order Window. You can not *create* the association via the Invoice Window.)

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The lower section of the Work Order Window consists of several tabs. These are called 'Service Requested', 'Action Taken', 'Material Used', and 'Labor'.

The 'Service Requested' tab is where you enter the customer's request. Whatever you enter in the 'Service Requested' tab will appear on the actual printed Work Order in the 'Service Requested' section.

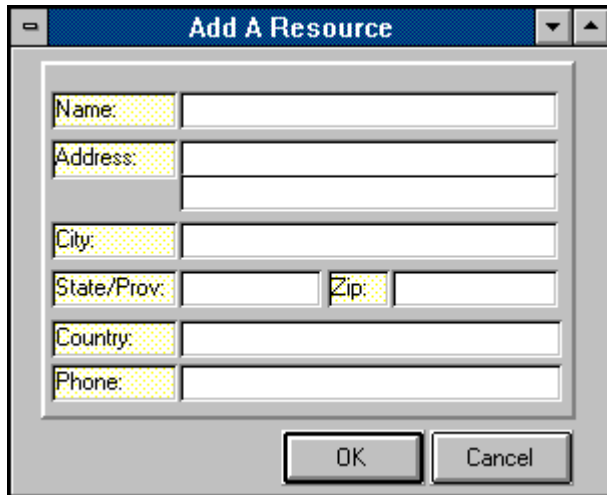
The 'Action Taken' tab is where you will enter the steps your company took in providing a solution for your customer. Any text you enter in the 'Action Taken' tab will appear on the printed Work Order in the 'Action Taken' section.

The 'Material Used' tab contains a grid into which you can enter each part used in satisfying this Work Order. To add to or edit an existing item in this list, click on the Edit button, and then click on the line in the list you wish to edit or add. All you need do is enter the quantity of the particular part. Clicking on the Part Number column will cause a list box to appear containing a list of parts which WInvoices takes from your Parts Database. Once you select the desired part, double clicking on it will cause the rest of the line to be filled in automatically with the Part Description.

The 'Labor' tab contains a grid similar to the one in the 'Materials' tab. To begin editing, click the Edit button. Once you click on the Resource Name column of any row, a listbox appears containing all the resources you entered in the Resources Database. Double click on the one you want to place it in the Resource Name column of the grid. To the right of that, enter the number of hours worked by that person on this Work Order. Fractional hours must be represented by decimals. (Enter 2.5 for 2 and a half hours, or 3.25 for 3 hours and 15 minutes, etc.)

# Resources

The Resources Window is accessed via the Lookup Window. (The Lookup Window can be accessed by clicking 'File|Open...' from the Winvoices main menu.)



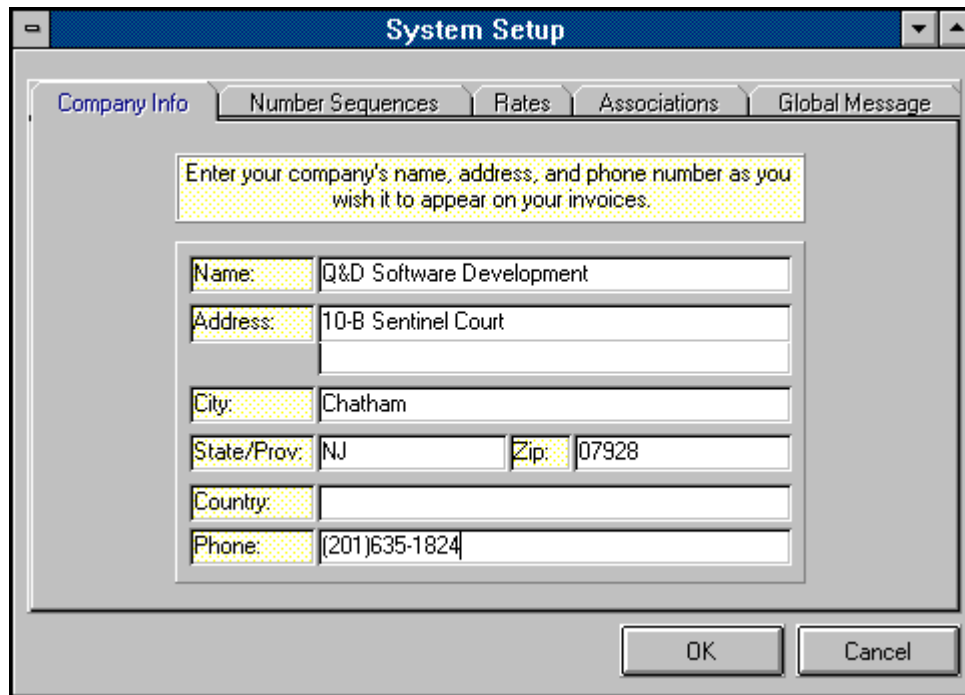
The image shows a standard Windows-style dialog box titled "Add A Resource". It features a blue title bar with the text "Add A Resource" and standard window control buttons (minimize, maximize, close) on the right. The main area of the dialog contains seven text input fields, each with a label to its left: "Name:", "Address:", "City:", "State/Prov:", "Zip:", "Country:", and "Phone:". The "State/Prov:" and "Zip:" fields are positioned side-by-side. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

The Resources Window allows you to add new resources or edit existing resources to the Resources Database. Entering information into via the Resources Window is simple and self-explanatory.

The Resource Database is implemented by Winvoices during the creation of Work Orders. You may assign one or more resources to a Work Order.

# System Setup

The **System Setup Window** is accessed by clicking 'Options|System Setup...' from the **Winvoices** main menu.



The screenshot shows the 'System Setup' window with the 'Company Info' tab selected. The window title is 'System Setup'. The tabs are 'Company Info', 'Number Sequences', 'Rates', 'Associations', and 'Global Message'. A yellow instruction box says: 'Enter your company's name, address, and phone number as you wish it to appear on your invoices.' The form fields are: Name: Q&D Software Development; Address: 10-B Sentinel Court; City: Chatham; State/Prov: NJ; Zip: 07928; Country: (empty); Phone: (201)635-1824. There are 'OK' and 'Cancel' buttons at the bottom right.

The System Setup Window has many functions. Generally speaking it provides a method of telling Winvoices about your company, and about certain preferences you may have concerning the way Winvoices operates.

The System Setup Window contains several different tabs. They are: 'Company Info', 'Numbering Sequences', 'Rates', 'Associations', and 'Global Message'. **It is vital to your success with Winvoices that you fill out the first three sections immediately upon installing Winvoices.**

The 'Company Info' tab allows you to enter your company's name, address, and phone number. It is the information you enter in the 'Company Info' tab that Winvoices uses for Work Order headings, Invoice headings, and all report headings. Please be sure to enter this information exactly as you would like it to appear on these documents.

The 'Numbering Sequences' tab allows you to tell Winvoices where to begin your numbering sequences. You may choose separate sequences for Work Order Numbers, Invoice Numbers, and Customer Numbers. If you do not enter any values in any one of these fields, Winvoices will start the with number one (1).

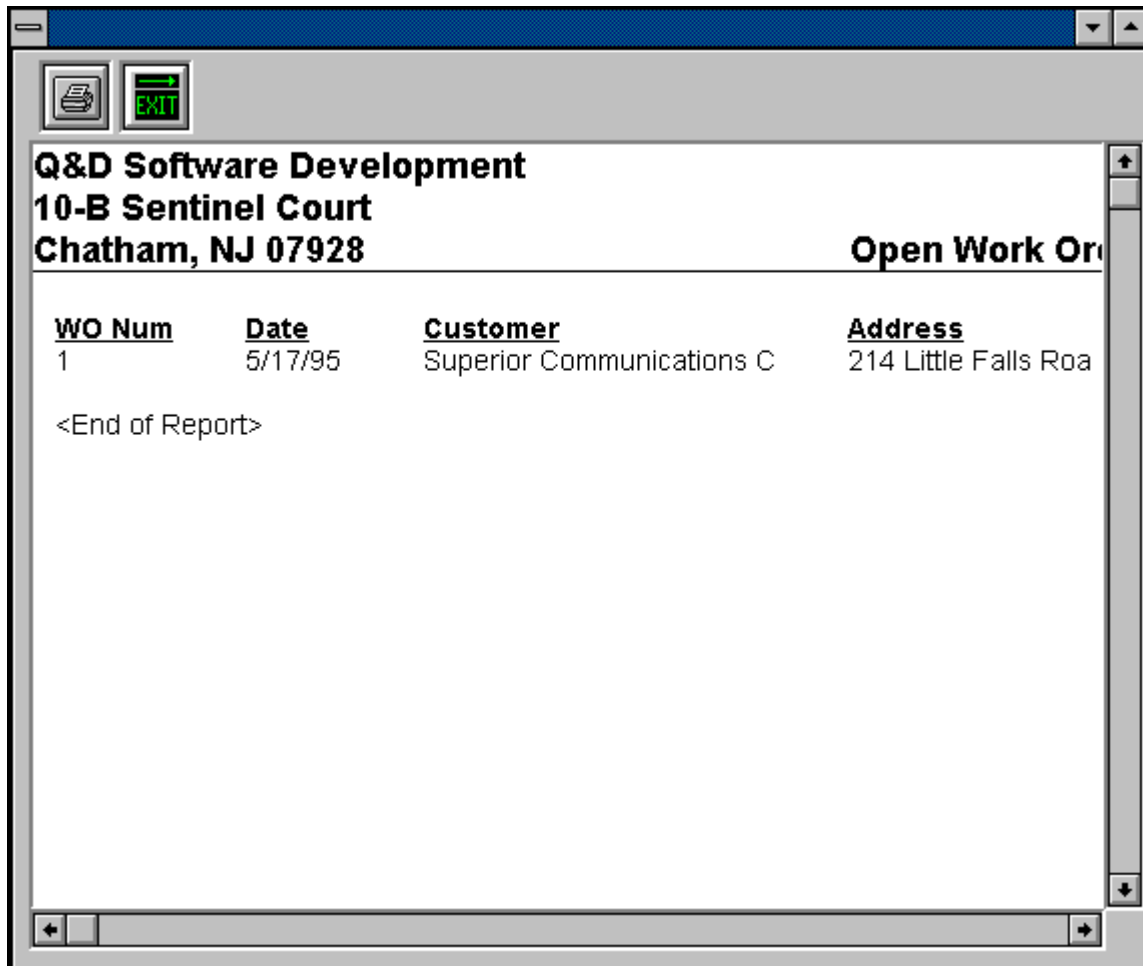
The 'Rates' tab allows you to tell Winvoices what your hourly labor rate is, as well as what the default sales tax percentage is for computing sales tax on your invoices. (This sales tax percentage can be over-ridden on a customer by customer basis.)

The 'Associations' table lists all associations you've created between Work Orders and Invoices. You can create links between a Work Order and an Invoice by associating one to the other. The 'Associations' tab simply provides a method of viewing the associations you've created. The associations are actually created from within the Work Order Window.

The 'Global Message' section allows you to enter a message which will appear on ALL generated invoices. For example, you may wish to include the message "Have a Happy New Year!" on every one of your December invoices. This is where you would create that message. (Be sure to delete it after New Year's Day, or you may end up wishing your customers a happy new year in the middle of July!)

# Print Preview

The Print Preview Window is displayed whenever you choose to print any report to a window, rather than to your printer.



The Print Preview Window is used to view reports prior to (or instead) or printing them on paper. It is a valuable tool, especially when designing your own Custom Reports.

The Print Preview Window is aware of your printer settings. Thus, it can mimic your page width to either Portrait or Landscape. The Print Mode Indicator on the toolbar on the Winvoices main menu indicates your current printer setting. To change your printer settings, click 'File|Printer Setup...' from the Winvoices main menu.

You can print directly from the Print Preview Window to your printer by clicking the Print icon at the top of the Print Preview Window.

# Report Criteria

The Report Criteria Window may be displayed after choosing to run one of the 'canned' WInvoices reports.

The 'Work Order Report Criteria' dialog box features a title bar with a minus sign and a dropdown arrow. It contains two radio button options: 'Open Orders' (selected) and 'Completed Orders'. Below these are three checkboxes: 'All' (checked), 'Customer', and 'Date Range'. To the right, the 'Output To:' section has two radio button options: 'Window' (selected) and 'Printer'. At the bottom are 'OK' and 'Cancel' buttons.

The 'Report Criteria' dialog box has a title bar with a minus sign and a dropdown arrow. It is divided into sections: 'Date Range:' with 'From:' and 'To:' fields (both containing '\_\_\_/\_\_\_/\_\_\_'); 'Customers:' with a list box containing one entry: '1 Superior Communications Corp'. Below the list box are two buttons: 'By Cust Num' and 'By Cust Name'. At the bottom are 'OK' and 'Cancel' buttons.

When running one of the 'canned' reports included in the [WInvoices Standard Edition](#), you may choose to include only those records for a particular customer and/or those which were generated within a particular date range. Should you choose this option, the Report Criteria Window is displayed in which you can enter your desired criteria. When you've finished entering the criteria, clicking the OK button causes the report to be generated.

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# Custom Reports

The Custom Reports screen can be accessed by clicking 'Reports|Custom|Create...' from the main menu.

The screenshot displays the Custom Reports configuration window, divided into four main sections:

- Column Selection:** Features two lists. 'Available Columns' includes Sales Tax, Ship To City, Ship To Country, Ship To St/Prov, Ship To Zip/Postal, Ship Via, Tax Rate, and Terms. 'Selected Columns' includes Invoice Number, Date Due, Name, and Total Due. Buttons for 'Add >>' and '<< Remove' are present.
- Sort Order:** Features two lists. 'Available Fields' includes Freight, Hours, Invoice Date, Labor, Labor Rate, Material, Payments/Credits, and Sales Tax. 'Order By' includes Name and Invoice Number. Buttons for 'Add >>' and '<< Remove' are present.
- Filtering:** Contains a criteria entry field with the text '[Total Due] > 0 And [Date Due] < Now -90'. Below this are buttons for 'And', 'Or', '(', ')', 'Now', '+', and '-'. A date calendar for May 1995 is shown with the 17th selected. A 'Like' dropdown menu is also visible.
- Summary Columns:** A table with columns 'Column' and 'Operation'.

Column	Operation	
Tax Rate	<input type="radio"/> Sum	<input type="radio"/> Max
	<input type="radio"/> Avg	<input type="radio"/> Min
Labor Rate	<input type="radio"/> Sum	<input type="radio"/> Max
	<input type="radio"/> Avg	<input type="radio"/> Min
Payments/Credi	<input type="radio"/> Sum	<input type="radio"/> Max
	<input type="radio"/> Avg	<input type="radio"/> Min
Total Due	<input checked="" type="radio"/> Sum	<input type="radio"/> Max
	<input type="radio"/> Avg	<input type="radio"/> Min

At the bottom, there is a 'Report Title' field containing '90 Day Delinquents' and buttons for 'Test', 'Store', 'Print', 'Help', and 'Cancel'.

The creation of customized reports is a **Winvoices Deluxe Edition** feature. Users of **Winvoices Deluxe** can create customized reports related to Work Orders, Invoices, and/or Customers. The choices presented to you during report creation will be based upon which of these three types of reports you are trying to create.

There are four sections to the Custom Reports screen: Column Selection, Sort Order, Filtering, and Summary. To illustrate how each section is utilized we will walk through a scenario in which you wish to create an Invoice Related report which will list all invoices that are 90 or more days past due. In addition, we will ask Winvoices to include a Sum on the Total Due field, which will tell us exactly how much money is outstanding for over 90 days.

## **Column Selection:**

The Column Selection section, as its name implies, allows you to choose which



columns will appear on your report, and in what order. To select a column, click on the column name in the 'Available Columns' list box, then click the Column Selection section's 'Add >>' button. This action will move your selected column into the Selected Columns listbox. You can keep on selecting columns until you are satisfied with what appears in the Selected Columns listbox.

**Note: Your selected columns will appear on your report in the order in which they appear in the Selected Columns list box. The uppermost column name in the Selected Columns list box will be the leftmost column on your report, and so on.**

For our example we will choose the columns 'Invoice Number', 'Date Due', 'Name', and 'Total Due', in that order.

### **Sort Order:**

The Sort Order section works similarly to the Column Selection section, in that you select sort order fields by selecting the field name from the Available Fields list box and moving it over to the Selected Fields list box. In keeping with our hypothetical 90 day report, let's assume we want our list to be sorted first by the customer's name, and then by the invoice number within the customer's name. In that case we will want to select the 'Name' field from the Available Fields listbox and add it to the Selected Fields listbox. Next, we will choose the 'Invoice Number' field from the Available Fields listbox and add it to the Selected Fields listbox as well, giving us our sort order of 'Name' + 'Invoice Number'.

Were we to stop here and store this report we would have succeeded in creating a report which would produce a list, each row of which would include the columns selected in the Column Selection section. Further, this list would be sorted for us by customer name and invoice number. However, this report would include every invoice in the system regardless of whether it was paid or not. This will not do, since what we had originally had in mind was a report showing only those invoices which are 90 days past due.

Next, we need to tell WInvoices which invoices to include in the report. This is done in the Filtering section.

### **Filtering:**

Okay, so now we need to tell WInvoices which invoices to include in our report. Filtering is the means we use to tell WInvoices what our report criteria will be when creating a custom report. On the left side of the Filtering section, we again see a list of Available Fields. This is where the similarity to the two previous sections ends.

For starters, how do we define an invoice that has not been paid? Well, that's pretty simple. WInvoices regards any invoice not having a zero balance as being an open invoice. So, the first thing to do is to tell WInvoices that we only want to see invoices having balances of more than zero. This is done via the following steps:

- 1) Click on the Total Due field name in the Available Fields listbox.
- 2) Click on the 'greater than' sign ( > ) in the Operations listbox.
- 3) Type '0' (without the quotes) in the Criteria text box, located directly beneath the Operations listbox and to the right of the Available Fields listbox.

4) Click the Confirm button. After clicking the Confirm button, WInvoices displays your selection criteria in the Filter Window at the top of the Filter section.

Now, hold that thought for a moment. By entering the above criteria, we have told WInvoices to include only those invoices that have not yet been paid in full. Were we to stop here, WInvoices WOULD NOT include any paid invoices. However, WInvoices WOULD include all open invoices REGARDLESS of their age. We still need to tell it to include only those invoices that are more than 90 days past due. This requires a few more steps:

5) Click the 'And' button (located on the right hand side of the Filtering section).

6) Click on the Date Due field name in the Available Fields listbox.

7) Click on the 'less than' sign ( < ) in the Operations listbox.

8) Click on the 'Now' button (located beneath the 'And' button). This should cause the word 'Now' to be displayed in the Criteria textbox.

9) Position your cursor in the Criteria textbox, just to the right of the word 'Now', and type ' - 90'. (That's a minus sign followed by the number 90, without the quotes.)

10) Click the Confirm button once again.

At this point you should see something like this displayed in the Filter Window:

'[Total Due] > 0 And [Date Due] < Now - 90'

So, what we're telling WInvoices to do is to include only those invoices that have a Total Due greater than 0 (in other words, they're not paid in full) and a Date Due which is prior to 90 days ago.

**Note:** Using the 'Now' button tells WInvoices to substitute the current date. After storing this report (we'll show you how in a few minutes), you will be able to run this report by clicking on its report name (we'll show you how to name the report in a few minutes as well), and you can be assured that WInvoices will always substitute the current date, thereby always producing an accurate 90 day delinquency report, no matter when you run it. We refer to this as 'dynamic dating'. Should you wish to create a report which always includes a *particular* date, you would use the calendar located in the Filtering section. For example, if you wanted a report of all invoices generated since January 1, 1995, you would click on the 'Invoice Date' field name in the Available Fields listbox, the 'greater than' sign ( > ) in the Operations listbox, and the date January 1, 1995 on the calendar. This is an example of 'static dating'. (Don't forget to click the Confirm button when you're done!)

### **Summary Columns:**

Lastly, we need to address the Summary Columns section. It is quite likely that you may wish to include column summaries in your report. In WInvoices, there are currently four different types of summary columns; Sum, Average, Maximum, and Minimum. The meanings of these summary types should be self-evident.

Creating a Summary Column is simple. In the Summary Columns section's grid, you

will see listed in the grid's first column the name of each numeric field, depending on the type of report (Work Order Related, Invoice Related, or Customer Related) you are creating. Since we had decided to create an Invoice related report, we will see only the numeric fields appropriate to an Invoice related report.

As you will recall, our original plan was to have WInvoices include the total amount of money outstanding for more than 90 days. To achieve this, scroll down the Summary Columns grid until you see the field name 'Total Due' in the left column of the grid. On that same row, across from the words 'Total Due', in the right hand column, you should see option buttons representing the four summary types, Sum, Average, Maximum, and Minimum. Click on the 'Sum' option button.

You've just finished with the Summary Columns section.

The only thing left to do now is to name the report and store it. Beneath the Summary Columns section is a field entitled '**Report Title**'. Enter the name of the report in that field. You can name the report whatever you like, but keep in mind that the title you choose will appear at the top of the printed report. Let's call this report '90 Day Delinquents'. (Do not enter the quotes.)

At this point, it is time to test your report to make sure that it was created correctly and that WInvoices can understand what you want. To test your report, click on the 'Test' button. If your report was created correctly, WInvoices will tell you so. If not, WInvoices will tell you that too.

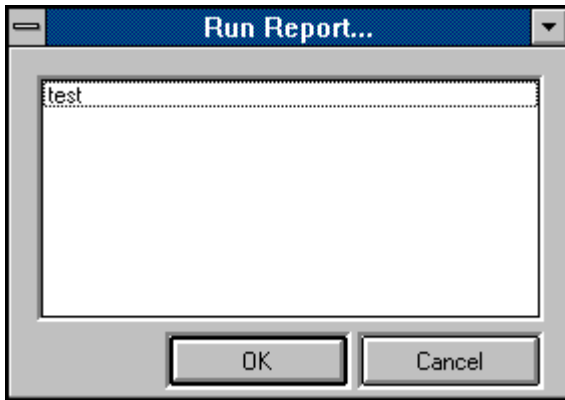
After you have successfully tested your report, click the 'Store' button. This will cause WInvoices to store this report away for future use. To run this report at any time in the future, click 'Reports|Custom|Run...' from the WInvoices main menu. This will display a 'Reports List' of all the reports you've created. To run one of them just click on its name in the list, click the OK button, click either the Window or Printer option button to tell WInvoices where to send the report, and out it will come!

**Note:** You may wish to print your report prior to storing it so that you can see how it will actually appear. To do so, click the Print button. You will then be able to choose to send the report to either a Window or your Printer. **IMPORTANT:** After printing your report you will still be given an opportunity to save it for future use. However, should you exit the Custom Reports screen without saving your report, it will not be available in the future unless you re-create it.

**Note:** When printing any type of report, always check the Print Mode Indicator located on the toolbar to make sure you'll be printing in the mode you expect to be. You can test your report by first printing it to a window. The Print Preview window mimics your printer. If your report is too wide to be seen in its entirety in the Print Preview window, then it will not fit the page in your printer in its current print mode. You can change your Printer Setup by choosing 'File|Printer Setup...' from the WInvoices main menu.

# Reports Listing

The Reports Listing Window is accessed by clicking 'Reports|Custom|Run' or 'Reports|Custom|Delete' from the Winvoices main menu.



The Reports Listing Window presents you with a list of all the reports you've created using the Custom Reports feature of **Winvoices Deluxe**. It allows you to run or delete the report you select from the list.

# Compact Database

**The Compact Database feature can be accessed by clicking 'File|Compact Database...' from the main menu.**

During normal operation, WInvoices takes certain liberties with its database which, in some instances, may cause a relatively small amount of disk space to be sacrificed in order to obtain maximum responsiveness. (In plain English, the WInvoices database may tend to become unnecessarily bloated during normal operation. We've made a trade off of disk space for program speed.)

While this is no cause whatsoever for alarm, you will most likely wish to reclaim as much of that lost disk space as possible. This can easily be done by periodically doing a Compact Database.

<p><b>Note:</b> We strongly recommend making a backup of your WInvoices database file prior to attempting to compact it.</p>
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# Repair Database

**The Repair Database feature can be accessed by clicking 'File|Repair Database...' from the WInvoices main menu.**

It is possible for your WInvoices database file to become corrupt (as it is for any other file on your hard disk) due to many different circumstances. These include power failure, exiting the program in ways other than those prescribed by the developers, turning your PC off without first exiting Windows, etc.

Should you notice strange behavior or error messages while using WInvoices, this could possibly be caused by a corrupt database. While the likelihood of this occurring is slim if you follow normal procedures, we don't like to take any chances. That's why we've included this feature. Depending on the size of your database and the speed of your machine, repair of your database may take anywhere from a few seconds to several minutes.

<p><b>Note:</b> We strongly recommend making a backup of your WInvoices database file prior to attempting to repair it.</p>
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# Toolbar



**The toolbar is located across the top of the WinInvoices main menu screen, and is available from anywhere within WinInvoices.**

Toolbar buttons are used to provide shortcuts to many of WinInvoices' features. The toolbar consists of the following items:



Clicking on the Invoice toolbar button causes the Lookup Window to be displayed, open to the Invoices tab.



Clicking on the Work Order toolbar button causes the Lookup Window to be displayed, open to the Work Orders tab.



Clicking on the Customer toolbar button causes the Lookup Window to be displayed, open to the Customers tab.



Clicking on the Parts toolbar button causes the Lookup Window to be displayed, open to the Parts tab.



Clicking on the Resources toolbar button causes the Lookup Window to be displayed, open to the Resources tab.



Clicking on the Print Mode Indicator accomplishes absolutely nothing! It appears in the toolbar as a helpful reminder of what print mode you are currently in; Portrait or Landscape. Your print mode is actually changed by clicking 'File|Printer Setup...' from the WinInvoices main menu.



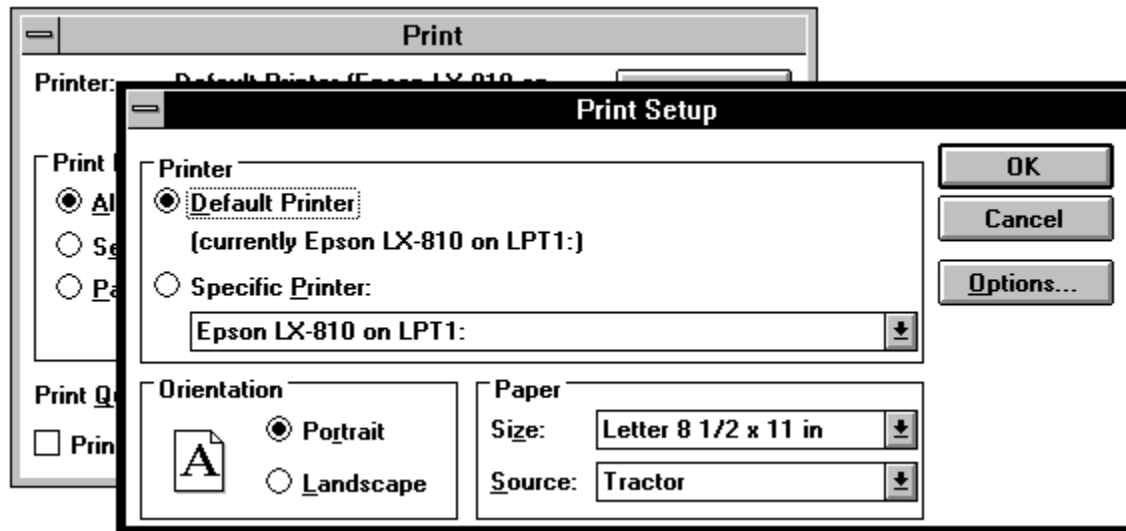
Clicking on the Help toolbar button brings up the WinInvoices Help System. (You're in it right now!)



Clicking on the Exit toolbar button closes WinInvoices and returns you to your Windows environment.

# Printer Setup

The **Printer Setup Window** can be accessed by clicking 'File|Printer Setup...' from the **Winvoices** main menu.



The Printer Setup Window allows you to view or change you default Windows printer. Winvoices responds accordingly when printing a report.

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# Standard Edition Features

WInvoices Standard Edition contains all of the permanent features contained in WInvoices Lite. In addition, the Standard Edition enables you to create several 'canned' reports on demand. These reports include:

Open Work Orders Report

Completed Work Orders Reports

- All Completed Work Orders
- Completed Work Orders By Customer
- Completed Work Orders By Date Range

Open Invoices Report

Paid Invoices Reports

- All Paid Invoices
- Paid Invoices By Customer
- Paid Invoices By Date Range

The fee for registration of the WInvoices Standard Edition is \$22.95, plus \$3.95 shipping and handling for orders within the U.S. (For orders outside the U.S. please include \$4.95 for shipping and handling.)

For details about how to register, go to the Contents page of this Help System.

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# Lite Edition Features

WInvoices Lite is the shareware version of WInvoices. It contains the ability to create Work Orders and Invoices, and print them either to a window or a printer. WInvoices Lite will also allow users to use the features of the WInvoices Standard Edition and the WInvoices Deluxe Edition for a limited time for evaluation purposes.

Although WInvoices Lite will retain the ability to create and print Work Orders and Invoices after the evaluation period expires, users are asked to upgrade this program via registration to either WInvoices Standard or WInvoices Deluxe if they intend to continue using it.

For details about how to register, go to the Contents page of this Help System.

# Deluxe Edition Features

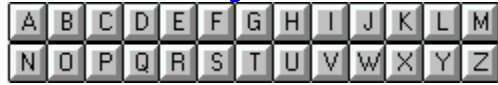
The Deluxe Edition of WInvoices includes all of the features of both WInvoices Lite and WInvoices Standard Editions. In addition, WInvoices Deluxe provides you with the ability to design and store your own reports via the Custom Reports feature.

The fee for registration of the WInvoices Deluxe Edition is \$39.95, plus \$3.95 shipping and handling for orders within the U.S. (For orders outside the U.S. please include \$4.95 for shipping and handling.)

For details about how to register, go to the Contents page of this Help System.

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# Glossary



## **A**

associating

## **C**

Copy

Cut

## **P**

Paste

## **R**

resources

**Cut**

Cutting text causes the highlighted text to be moved to the clipboard as opposed to copied, the difference being that cutting text deletes that text from its original location.

**Copy**

Copying text causes the highlighted text to be copied to the Windows clipboard.

**Paste**

Pasting causes text to be copied from the Windows clipboard to the current cursor position.

## **associating**

Association of a Work Order and an Invoice can save you much time and effort. To create an Invoice by association to an existing Work Order, bring up that Work Order and click on the 'Invoice...' button in the upper right hand corner of the Work Order. If there is already an existing association between this Work Order and an Invoice, the associated Invoice will be displayed. If not, you will be able to create the association and the new Invoice at that time. When you create an Invoice by association to a Work Order, all information, including material and labor are imported to the new Invoice. WInvoices performs all necessary calculations and you are left with a complete Invoice ready for printing.



**resources**

A resource, as defined in WInvoices, is a person (or company) who does work for your company. The entries in the Resources Database are used when assigning resources to Work Orders.



