INVOICE MANAGEMENT

80 column version

							INVOICE
TO!							INVOICE DATE
ACCOUNT	SHIPDATE	SHIPVIA		FOB	TERMS	PURCHASE ORDER	
OUANITY		DESCRIPTION				EA UNIT	AMOUNT
		INVOICE					
						TOTAL	

PART II OF THE ASGARD BUSINESS SOFTWARE PACKAGE

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ASGARD SOFTWARE

INVOICE MANAGEMENT

CONTENTS

INVOICE MANAGEMENT by Larry Tippet
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INTRODUCTION

INVOICE MANAGEMENT is an 80 column database designed for the small business or user group. It's primary function is to maintain records of delivered products.

INVOICE MANAGEMENT will print invoices showing your company name, address, phone number, the customers' name and address and an itemized list of products delivered showing the quantity, the cost of each item, tax, and the total.

INVOICE MANAGEMENT will allow immediate printing of an invoice, or you can save your invoices to files for a 'once-a-month' print session.

INVOICE MANAGEMENT can print and/or save invoices containing the same itemized list of good or services to all clients in a particular 'account' file. Great for user groups to bill group members for annual membership fees or for a company who provides the same goods or services to all clients.

INVOICE MANAGEMENT can print a detailed monthly or annual report of all invoices recorded showing the total monthly billing and sales tax. An accumulative total is also printed showing year-to-date totals of billing and tax on an annual report only.

INVOICE MANAGEMENT can create files for, and use files from: "MAILROOM". (Available from ASGARD)

INVOICE MANAGEMENT requires Extended Basic, at least one disk drive, an Epson compatible printer and an installed 80 column device such as the TIM, DIGIT, MECHATRONICS card or a GENEVE 9640

INVOICE MANAGEMENT is set up to print all the invoice data to "TOPS" (form number 5044) multicopy invoices that can be purchase from various office supply stores. *There are also files included for making up an original template in single sheet form. This can then be duplicated and used for your invoices.

LOADING THE PROGRAM

INVOICE MANAGEMENT is auto-loaded through Extended BASIC, Super Extended BASIC or equal. The title screen will appear via the load file and will automatically load the main program. DO NOT attempt to bypass the LOAD program. It contains the 80 column object code necessary for the proper execution of the program.

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┌─────────────────────────────────────────────────────────────┐
│  THE INVOICE MANAGEMENT MENU SCREEN                          │
│ ┌────────────────────────────┬──────────────┬─────────────┐ │
│ │ TO:                        │ INVOICE DATE │ INVOICE NO. │ │
│ │                            │              │             │ │
│ │                            ├──────────────┴─────────────┤ │
│ │                            │                            │ │
│ ├──────┬────────────┬────────┴─────┬─────────┬───────────┤ │
│ │ JOB #│DATE SHIPPED│ SHIPPED VIA  │ TERMS   │P.O. NUMBER│ │
│ ├──────┼────────────┼──────────────┼─────────┼───────────┤ │
│ ├──────┴─┬──────────┴──────────────┴───┬─────┴┬──────────┤ │
│ │QUANTITY│ DESCRIPTION                 │UNIT  │ AMOUNT   │ │
│ │        │                             │PRICE │          │ │
│ │        │  1→ INVOICING               │      │          │ │
│ │        │                             │      │          │ │
│ │        │  2→ PRINT REPORTS           │      │          │ │
│ │        │                             │      │          │ │
│ │        │  3→ MULTI-INVOICING         │      │          │ │
│ │        │                             │      │          │ │
│ │        │  4→ SEARCH DATA FILES       │      │          │ │
│ │        │                             │      │          │ │
│ │        │  5→ CONFIGURE PROGRAM       │      │          │ │
│ │        │                             │      │          │ │
│ │        │  6→ EXIT PROGRAM            │      │          │ │
│ │        │                             │      │          │ │
│ │        │  SELECT OPTION []           │      │          │ │
│ │        │                             ├──────┴──────────┤ │
│ │        │                             │ TAX             │ │
│ │        │                             │ TOTAL           │ │
│ └────────┴─────────────────────────────┴─────────────────┘ │
└─────────────────────────────────────────────────────────────┘
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THE MAIN PROGRAM MENU

After the main program segment has been loaded, you will see an invoice on the screen with the main menu showing these options:

1-> INVOICING: Input information that is to be printed on an invoice and saved to data files.

2-> PRINT REPORTS: Prints monthly or annual reports showing detailed information of ALL printed invoices.

3-> MULTI-INVOICING: Prints an entire month of invoices.

4-> SEARCH DATA FILES: Searches any or all months for existing invoice data. Search is made by CODE or INVOICE number. You may mark an invoice as being paid, void and invoice or print a duplicate invoice

from this option and corrections are not permitted.

5-> CONFIGURE PROGRAM: Loads an outside program to configure INVOICE MANAGEMENT to your requirements.

6-> EXIT PROGRAM: Returns you to the master title screen.

[*NOTE* Please be aware that like MAILROOM, there is no flashing cursor in INVOICE MANAGEMENT. It was created using Alexander Hulpke's "X80" links and the flashing of the cursor has to be disabled to maintain screen displays. Instead, the cursor is displayed as the background color (black) and is most often accompanied with a tone to alert you to the fact that input is required. This will no doubt require some getting used to, but after you use the program a few times, you will see that it isn't a hindrance.]

CONFIGURING TO YOUR SYSTEM

The first time you run this program, it is necessary to configure it to your particular business. Select option #5 from the main menu and another program segment will load. You will be confronted with a box on the lower center of the screen showing the current defaults. These defaults are:

PATHNAME: DSK2.
DATA FILENAME: ACCOUNT
PRINTER NAME: PIO
CURRENT YEAR: 1991
STARTING INV#: 1001
TAX RATE: .07
SHIPPING: UPS
INV. MESSAGE: THANK YOU!

PATHNAME: The PATHNAME is the drive where you will keep the address and data files. If you have a single disk system, leave this as "DSK1." and press enter. This will mean that the data files AND the address files created will all be written to the program disk. If you have a multi disk system, then the address files and data files can be kept separated from the program disk for easy storage after EACH year. If you continue to use the same "ACCOUNT" (client address) file, you must copy it to the new year data disk, or be forced to create another one. Any drive number between DSK1. and DSK9. is a valid drive number, as is WDS1.

DATA FILENAME: This is the ACCOUNT data file that will be accessed by the main program each time you boot up. It may be created by INVOICE MANAGEMENT or you can use a file created by MAILROOM. It will contain the address information on your clients, such as CODE, NAME, ADDRESS, CITY, STATE, ZIPCODE, PHONE #, ATTENTION and a NOTE. You may change this to any ten letter filename you choose.

PRINTER NAME: This is the default and will work for most printers. If you have an RS232 printer, you will want to change this to your own parameters. If you should happen to have an ASGARD MOUSE on an RS232 "Y" cable, be sure to specify RS232/1 or RS232/2.

CURRENT YEAR: This is the year in which you are currently working. With each subsequent year, you must change this to initialize new data files. As you enter the configuration program, it looks at this default. If the default has NOT been changed, you cannot initialize new datafiles. This is a failsafe so you can't accidentally erase your files by creating new ones, should you want to make changes in any other of the configuration defaults. The default year displayed is 1991, so change this to the current year in the format shown as the default and press <ENTER>.

STARTING INV#: This is the invoice number that you wish to start with. You shouldn't have a need to change this at a later date, but may if you choose. Enter the invoice number and press <ENTER>. What this does is set up a file containing the invoice number you are currently on. The program reads this file each time you are about to print and invoice. After the invoice has been printed, it is incremented by 1 and written back to this file. When you re-enter CONFIGURATION the next invoice number will be displayed as the default.

TAX RATE: This is the multiplication factor to figure tax. Most counties in New York State are at 7% but your's might differ. Enter this as a decimal (ie .07) and press <ENTER>.

SHIPPING: This is what will be printed on the invoice in the SHIPPED VIA column. You could enter UPS, BEST WAY, or any other method you may use.

TERMS: This is the term in which you expect payment. You can specify COD, CASH or a discount period if you choose. This could also be left blank.

INV MESSAGE: You have the ability to print a message on the bottom of the invoice. (i.e. "Thank you for your business!") You can press <ENTER> on the default or enter one of your choosing. During the printing of the invoice you will be asked if you want this message printed.

After you have entered in all the defaults, you are asked if DATA CORRECT Y/N? Pressing "N" allows you to change any or all the defaulted information. Pressing "Y" will proceed to the next step in configuration.

INVOICE HEADER: The next step is the INVOICE HEADER. This contains the information on your business name and address. All this information will be printed on your invoices. Change the data to your specifications, pressing <ENTER> after each line using the defaults shown as a guide.

When all the information has been changed, you again will be asked if DATA CORRECT Y/N? Pressing "N" will allow editing of entered data.

COLOR CONFIGURATION: In pressing "Y", you will enter the color configuration of the program. The first prompt asks you for the color of the characters displayed directly 'under' the cursor. Set it to a color different than the color of the invoice for easier viewing. The default color is 16. Press ENTER to accept this as the default, or enter a color number of your choice. (Consult the extended basic manual for the color numbers.)

The next prompt is for the border color. This will be the color around the invoice that will be displayed on the screen. The default for this is 2. Again, press ENTER to accept or change it to your preference. Next is the color of the text on the displayed invoice. The default for this is 2. Make any changes and press ENTER.

Next is the color of the invoice that is displayed on the screen. The default is 15. Make necessary changes and press ENTER.

The screen will change to the colors you specified and the message "CORRECT Y/N" is displayed. If these colors are not acceptable, then press "N" and you may edit the choices till you find a combination you like. If these colors are alright, press "Y" and the configuration of the program is complete.

If you have changed the CURRENT YEAR from what it was upon entering the configuration program, the screen colors will reverse from your settings and you will be prompted to initialize files for the new year. Press "Y" if you need a new data disk set up, or "N" or if don't. Pressing "Y" you will be asked "ARE YOU SURE?? Y/N". If you pressed "Y" to initialize files by mistake, you may return by pressing "N". Make sure you have a initialized disk in the drive you specified under "PATHNAME", then verify that you need data files by pressing "Y". The files will be created on the pathname set up earlier. The data files, when created, will occupy 48 sectors on the data disk. However the size will grow as invoices are entered. A SS/SD disk should be more than enough room to handle a years sales, if the files are on a separate disk from the program files. The ACCOUNT file size will depend on how many clients you have in it.

The account file averages 1 sector per client so if you are using a SS/SD disk, this might be something you might want to watch as time goes on so you don't try to exceed disk space. If necessary, separate the initialized 'monthly' datafiles, once created, to a separate disk, making sure the 'account' file is on each. (i.e.   JAN91, JAN91ITM through JUN91, JUN91ITM to one disk, JUL91, JUL91ITM through DEC91, DEC91ITM to another disk.)

After the files have been created, you will be prompted to "<R>edo all <P>roceed to save." If you select "R" or press the REDO key, you will be returned to the beginning of the configuration program to re-enter all the information. If you press "P" or the PROCEED key, then all the defaulted data is saved to a file for all future running of INVOICE MANAGEMENT. After this task is completed, you will be returned to the main program segment.

1-> INVOICING

Entering of information for printing and saving to files starts with this option.

The first prompt is signaled by a tone and the cursor appears in the upper right of the screen at the "CLIENT CODE?: _____ or "ADD" display. If you need to create an address (account) file or want to add to an existing file,

enter the word "ADD" and press enter. This will further prompt you for the pertinent information of the client or customer you wish to add.

Let's assume you are running this program for the first time, don't own MAILROOM and have files set up. You need a file created. Enter the word "ADD" and you are then prompted for the CLIENT CODE. This is from a 1 to 6 letter/digit input that you must enter. If you enter a 'null' for the code you will be returned to the main menu. The code is a means of separating clients or linking departments of the same firm. Enter a code and press <ENTER>. (Ie. ASG100, ASG101, etc.)

The next input and the next 6 consecutive inputs will be prompted with instruction at the bottom of the screen. Input the client's name or business name and press <ENTER>.

Next, enter the ADDRESS of the client as instructed at the bottom of the screen and press <ENTER>.

Next, input the client's CITY and <ENTER>.

The cursor will appear on the same line as that of the city separated by a space and you may input the STATE of the client. Enter a 2 letter abbreviation followed by a period or a 3 letter representation of a province. Press <ENTER>.

Next, you are asked for the postal code. Enter the zipcode and press <ENTER>.

The next prompt is locate at the bottom of the screen and asks for the phone number of the client. Enter the phone number using hyphens ("-") to separate if necessary and press <ENTER>.

The next prompt is for that of a NOTE that you might want to include with this record. This NOTE, as well as the PHONE NUMBER, plays no part in INVOICING, and is not viewed or printed during the use of this program. But it is included for use in the personal/business address database MAILROOM should you own it. You may enter a personal reminder or simply press <ENTER>.

The next prompt is for that of an ATTENTION. This is to direct the invoice to a particular person or department. If you so desire, you may enter a 'null' at this prompt, and ACCOUNTS PAYABLE becomes the default. Enter what you will and press <ENTER>.

You have now completed entering the data regarding the client and you are asked if "DATA CORRECT? (Y/N/A) Y" and the default is "Y". If all is okay, then press <ENTER> on the "Y" for the next step. Enter a "N" to redo all information starting again with CLIENT CODE, or enter an "A" to abort to the main menu.

If all data was correct, the program will then attempt to save the information to the default data file on the pathname that you previously set up in CONFIGURATION. If no such file exists, you are notified of this with a warning on the screen. The warning states that the file doesn't exist and

the filename is displayed so you are aware of what filename the program was accessing. You are asked if you wish to create a file by that name on the default path. Pressing "N", you will be returned to the main menu. Entering a "Y", the program will set up an "account" file and write the data to it.

If you had the account file already set up, upon entering the CLIENT CODE, the program will search for the existence of, or any part of the code. (Ie. If you entered ASG, a search for the code containing ASG will retrieve the first occurrence of that string such as ASG100.) Once a code is located containing the search string, the name and address of the client is displayed on the upper left portion of the screen and you are asked if this record is the one you are looking for by the question "CORRECT CLIENT? (Y/N/A) Y". Entering an "A" will abort to the main menu. If it is not the client you want, pressing "N" will continue the search, bringing up the next available matched code. (ASG101 etc.) If no match is made, you are instructed that "CODE IS NOT A MATCH, TRY AGAIN." You are then prompted to enter the client code again, where you may enter "ADD" or another code to search for. If you entere a 'null' at the "CLIENT CODE:" prompt, the screen will momentarily blank and you will be returned to the main menu.

After the appropriate client has been located and you have indicated so by pressing "Y" at the "CORRECT CLIENT? (Y/N/A) Y" prompt, you proceed to the construction of the invoice.

You are then prompted for the month of the invoice. Enter the month number and press <ENTER>. Spaces are not accepted and if you make a mistake, FCTN S will backspace, FCTN 1 or FCTN 3 will delete the entries. You will also not be permitted to enter an invalid month number or a 'null' entry.

Next, enter the number of the day in the month selected and press <ENTER>. You will not be permitted to enter a number that is larger than the possible number of days in the month entered. (Exception: Feb 29th) If you do, you will be returned to enter the month again. The date entered is NOT necessarily the shipping date, but will be displayed as the default.

The year that you set up in CONFIGURATION is shown as the default and no changes are permitted here. This is changed in the configuration program by initializing a new year.

Once the date has been recorded, the cursor appears in the INVOICE NUMBER box on the upper right of the screen over the next consecutive invoice number. You have the ability to change the defaulted invoice number, but you might not ever need to.

(*NOTE* If you change the invoice number, and save the data to the files, the incrementaion of the invoice number will be altered. It will increment by 1 from this number on the next invoice. It is NOT recommended that you change this number!)

Press <ENTER> on the defaulted invoice number and the cursor now appears on the ATTENTION that is connected with this address. You may enter a name for the ATTN: prompt, accept the shown defaulted one or erase the displayed one and press <ENTER> to accept ACCOUNTS

PAYABLE as the ATT̄

The next input is for that of JOB #. Enter any number up to 5 digits and/or press <ENTER>.

Next, the SHIPPING DATE is defaulted to the invoice date. You may change this to a different date if you so choose. Make your changes, or press <ENTER> to accept.

The SHIPPED VIA displayed is what you set up during CONFIGURE. This may be changed if you so choose, or simply press <ENTER> to accept the default.

TERMS is also displayed showing what you previously set up during CONFIGURE. Change this if you choose or press <ENTER> to accept the default.

(*NOTE* The SHIPPED VIA and TERMS are _not_ saved to your data file. These are ONLY printed to your invoice immediately after the construction. During 'MULTI-INVOICING' as described later, the default for these strings that was set up in CONFIGURATION will be printed.)

The Purchase Order Number (PO) is not a necessary input. You can enter a 'null' if you so choose, but if you deal with PO's, enter the number and press <ENTER>.

After all this data is entered, you are asked if "DATA CORRECT? (Y/N/A) Y". If everything is okay, press "Y" to proceed. If not, press "N" and you may return to the beginning and start over to make all corrections. Entering an "A" will blank the screen and return you to the main menu.

TO:	ASGARD SOFTWARE P.O. BOX 10306 ROCKVILLE, MD. 20849 ATTN: CHRIS BOBBITT		INVOICE DATE	INVOICE NO.
			7/23/99	1234
			CLIENT CODE?: ASG or ADD	
JOB #	DATE SHIPPED	SHIPPED VIA	TERMS	P.O. NUMBER
55555	7/23/99	BEST WAY	2% 10 NET 11	PO TEST-104

WHEN FINISHED, YOUR INVOICE HEADER WILL LOOK SOMETHING LIKE THIS.

Assuming all is okay and you have pressed "Y", the cursor appears in the QUANTITY column, and "ENTER "C" FOR CALCULATOR" and "ITEM #1" appears at the lower portion of the screen. If you need a calculator to do some quick math calculations, there is a 40 column program built in to give you this ability. By pressing "C" during any of the item inputs, you will enter 40 column mode and a calculator is displayed on the screen. Once the calculator is displayed, you will not have to wait for it to be displayed every time you enter the 40 column mode. It will remain there as long as you are in the invoicing main program.

Operation of this calculator is so simple, explanation on how to run this portion of the program would probably insult your intelligence so no description is going to be given. All key presses are clearly displayed. All you need to remember is to press "R" to return to 80 column mode.

(*NOTE* I should mention that this calculator routine is considered public domain and/or was published in MICROpendium magazine. The authors of this utility are CHUCK REINHART and PAUL DUMESNIL whose address is unknown as of the writing of this documentation. My thanks to them.)

An itemized list of products being invoiced begins here. Enter the quantity of the first item being invoiced. Numbers from 1 to 9 are accepted as well as the letter "C" and a decimal point. Enter the quantity and press enter.

Next, you are asked for a description of the item. You have a total of 39 characters to describe it. Again, if you enter just a "C" you can utilize the calculator routine. If you do, when you return from it, you will be sent back to re-enter the current item QUANTITY. Press <ENTER> on the displayed quantity if it is still correct, or change it and press <ENTER>. Type your description and press <ENTER>.

In the UNIT PRICE column, enter the price PER unit. You may enter up to 8 digits INCLUDING a decimal if you need one. The printout will be trunicated to the forth decimal place. (Once again, if you need the calculator, pressing "C" will display it as described above.) You may also show a credit, for instance for a trade-in or a product return, by entering a negative number. (i.e. -100.00) After you press <ENTER> on the unit price, the program will calculate the quantity times the unit price and display it in the AMOUNT column.

(*NOTE* The quantity, multiplied by the unit priced is restricted on the invoice being printed, to a total LESS than $9999.99. If the TOTAL amount of each item exceeds this limit, only the first 6 digits are displayed followed by the letter "E". You will be returned to the QUANTITY column to "Redo" this entry to bring it into range. Make a second entry for the same item for the remaining quantity.)

A running total of the amounts is displayed on the lower right of the screen in the TOTAL box.

You are then asked if you are "FINISHED (C/R/Y/N) N". Pressing "C" will access the calculator routine. Pressing "R" will allow you to 'redo' the last item to make corrections if necessary. If you have more items to invoice, pressing <ENTER> will return you to the QUANTITY column, under the last item you entered. Continue inputting your data as described above. You may enter up to 12 separate items per invoice. Once you start to enter the 12th item, you are told that this is the last item allowed. Upon completion of the last item, or when you have specified that you are finished, you are asked if "EVERYTHING OK? (Y/N/A) Y". If you enter an "A" the screen will blank and you will be returned to the main menu and all data entered will be lost. If you enter an "N", you will be returned to the first item in the QUANTITY column for corrections. Press <ENTER> to the

correction needed, correct it, and continue pressing <ENTER> until you reach the FINISHED? (C/R/Y/N) N. Press <ENTER> on the "N" and continue in this fashion until you reach the last item you wish to save and print on your invoice. If you enter a "Y" at the FINISHED? (C/R/Y/N) prompt, all items displayed AFTER the current ITEM # will be deleted from the invoice.

Once all data is correct, you are asked if you want the program to figure TAX for you, at the rate you set up in CONFIGURATION. If you do, press "Y" and <ENTER> and the tax is displayed in the TAX row, and added to the TOTAL. If you do not, press "N" and zeros are displayed in the tax row.

The next series of keypresses is displayed at the bottom of the screen. The choices are: "<B>ack   <F>ile and print   <S>ave to file   <R>edo". Press "B" or FCTN 9 to abort to the main menu, "F" or <ENTER> to file and print your invoice data, "S" to save the invoice to the files and skip the printing, "R" or FCTN 8 to redo the itemized list of products.

If you pressed "F" or <ENTER> all invoice data is first saved to the file in the month of the invoice date. When all data is recorded, you are prompted for the type of invoice you are printing to. Turn on your printer at this point and press "T" for a "TOPS" invoice, or an "S" for standard 8 1/2" x 11" paper. This will send the printer commands to set the page length for the appropriate printout. DO NOT turn off your printer to re-initialize once you have specified what type of paper is being used.

You are then told to SET UP THE PRINTER AND PRESS ANY KEY FOR INVOICING.   Pressing FCTN 9 will abort to the main menu. Align the invoice with the printer head on the same line as the word INVOICE located at the upper right of the invoice and press <ENTER> - your data should be properly aligned.

You are next asked if you want a message printed on your invoice. If not, press "N". Entering "Y" will display the defaulted message you set up in the CONFIGURATION and you must press <ENTER> on this display to accept, or change it to a different message if you so choose. If you change it, the change will ONLY be for the invoices being printed during this session or as long as you remain in the main program. It will be restored to the default after you exit the program, or enter into 'REPORTS' or 'SEARCH' subprograms.

Next you are asked: "WILL YOU WANT AN ENVELOPE? (Y/N) Y" for the invoice to be mailed in. Pressing "Y" records the record number containing the clients' address for later retreival and printout when you are finished with the program. You may retain the addresses of 20 invoices each time you run this program. Once the limit has been reached, every subsequent invoice will tell you that the "ENVELOPE BUFFER IS FULL."

You are then asked if you want "ANOTHER INVOICE (Y/N/C)". "Y" for yes, "N" for no, and "C" if you need the calculator again. Enter the function of your choice and press <ENTER>. If you selected "Y" the screen is blanked and another invoice is shown on the screen. Continue as you did on the first invoice.

QUANITY	DESCRIPTION	UNIT PRICE	AMOUNT
6	TR12222 Cross hair wigets	1.25	7.50
3	TR34400 Nuclear Crossbows	299.00	897.00
500	TR24492 Crossbow Bolts	1.00	500.00
	THANK YOU FOR YOUR BUSINESS!!	TAX	98.32
		TOTAL	1502.82

INVOICE WITH COMPLETED INPUTS

If you selected "N", and have chosen to print envelopes, you will then be asked if you wish to "INCLUDE YOUR RETURN ADDRESS (Y/N)" on the envelopes. If you have envelopes with your return address preprinted on them, press "N" and it will skip to the client's address. (You will NOT be asked this question for each subsequent envelope.) You are then prompted to align the envelopes in the printer for the invoices you specified needing envelopes for and press <ENTER> to continue. Pressing FCTN 9 will abort to the main menu.

After your return address, if specified, and the client's address is printed, if there are more envelopes to fill out, you are prompted to align the printer and press <ENTER> for each. After all envelopes are printed, you are returned for another main menu function.

REPETITIVE INVOICING

You may employ an option of repetitive invoicing. If you enter the word "ALL" for the "CLIENT CODE:", the information on the first client in the defaulted filename is displayed on the screen. The construction of the invoice is exactly the same as described earlier, EXCEPT, after you have finished the construction and have elected to print or save the invoice to the files, the program will save or print all the invoice data, incrementing the invoice number for each and substituting the client's name and address on the screen and in the monthly datafile for EACH client.

This option could prove valuable if you provide the same goods or services to all the clients in your 'account' file. For instance, if you are the treasurer of a user group or own a business that provides the same service to all your clients, you could bill all the members of your user group for the membership fees, or all your clients for the services provided. An invoice for each group member or client can be printed and saved to the files containing the same itemized list of products or services.

2-> PRINT REPORTS:

In selecting this option, you can print either a monthly or annual report of printed invoices showing the client's code and items invoiced to them. The report will give a detailed list of all items showing price of each, a total of the sale and tax if it was included.

Press "2" and there is a slight pause while another program segment loads.

After the segment is loaded, you are given a list of months to select from in the center of the screen ranging from January to December with an additional selection of ALL MONTHS. January is highlighted using inverse video. Move the highlighted bar up and down using the arrow keys (FCTN E and FCTN X) or just down using the spacebar. Once the highlighted bar reaches the bottom of the list, it will wrap around to the top again. By pressing FCTN 9, you can abort the selection process and you will be asked if you want to PRINT ANOTHER REPORT? Y/N. Enter your choice by pressing "Y" or "N". Pressing "Y" will return you to the highlighted bar on January for selection, "N" will return you to the main program.

Highlight the month of your choice and press <ENTER>. The selected month is displayed at the bottom of the screen and you are asked for the year of the report month(s). The year you have been currently working with and is set up in the CONFIGURATION is displayed as the default, however you can change it for a report of a previous year should you need to. Press <ENTER> on the defaulted year, or change it to the year of your choice. If the selected year data files are NOT on the PATHNAME you specified (XXXn.) in CONFIGURATION, you are prompted to "INSERT DATA DISK IN XXXn. FCTN 9 ABORTS ANY KEY PROCEEDS". Insert the data disk in the appropriate path and press any key to access the datafile. FCTN 9 will return you to the "PRINT ANOTHER REPORT (Y/N) prompt.

Once the datafiles have been found, you are then instructed to "SET PRINTER AND PRESS ANY KEY." Turn on your printer, align the paper and press a key to begin the printing of the report. If you are printing an ANNUAL report and wish to ABORT from printing, PRESS AND HOLD FCTN 9. You will be told that the operation has been "CANCELLED!" and printing will be halted at the END of the month that is currently printing.

The printout will show your company name, the month and year of the report being printed. The report will include the INVOICE NUMBER, the client's CODE, INVOICE DATE, JOB NUMBER, TOTAL of the sale, a "Y" or an "N" showing whether or not the invoice has been paid and the TAX amount. Next it will print the list of all items included on this invoice. The list will show QUANTITY of the items billed, DESCRIPTION of each item and the COST of EACH item.

(*NOTE* If any invoice should be VOIDED, as explained in the SEARCH DATA FILES option description, the INVOICE NUMBER, the word VOID under the client's code, the DATE, JOB#, TOTAL and TAX is printed. No list of invoiced items is printed. This is to give you a record of ALL invoices, even those voided. A list of items on the voided invoice can be viewed by searching for the voided invoice.)

After all invoices have been reported you are given a TOTAL of BILLING and a total of SALES TAX billed for that month. If you are printing an annual report it also prints an accumulative Year-To-Date total of BILLING and TAX in addition to that months totals. Any VOIDED invoice's billing total and tax are NOT added to these totals.

When the report has finished printing, you are asked if you want to "PRINT ANOTHER REPORT Y/N" as described earlier in this documentation.

3-> MULTI-INVOICING

During the construction of the invoices, if you "S"ave the information to the data files, you may print all your monthly invoices at one time. Selecting this option will load another program segment. Once loaded, you are confronted with a list of months to choose from. Select the month you wish to print using the FCTN E, FCTN X or the SPACEBAR as described earlier, then press <ENTER>.

Next, enter the YEAR of the files to print and press <ENTER>.

You will then be prompted if you wish to print the defaulted "SHIPPING" that was set up in CONFIGURATION. Pressing "N" will print a blank space in the SHIPPING VIA column. Pressing "Y" will print the default.

Next, you are asked the same for the "TERMS". Again, press "Y" if you want it printed, or an "N" if you want it left blank.

You will then be asked what kind of paper you are printing to as described earlier. Press "T" for "TOPS" invoices, or an "S" for standard 8 1/2" x 11" paper.

As stated earlier, make sure your printer is turned on prior to your selection, and DO NOT turn it off during the remainder of this session.

You are then asked if you wish to "PAUSE AFTER EACH INVOICE? Y/N N". Press "N" for continuous printing, or "Y" if you are printing to single sheet paper.

Next, align the paper in the printer so the printhead is on the same line as the word INVOICE and "PRESS ANY KEY" to start printing.

If you wanted a pause after each invoice, a message will be displayed on the lower portion of the screen to "PRESS ANY KEY TO CONTINUE.....". Insert the next single sheet of paper, align the printhead again, and press any key for the next invoice. You will need to repeat this proceedure for the remaining invoices in this month.

When you have completed this invoice printing session, you are prompted if you want to "PRINT ANOTHER MONTH? Y/N". Press "Y" to print again, or "N" if you are finished. You will then be returned to the main INVOICING program.

4-> SEARCH DATA FILES:

Selecting this option will load another program segment from the program disk.

Once loaded, it will display a column of months in the center of the screen much the same as found in the last option. Select the month and year in the same manner.

The next prompt is for either a CODE or an INVOICE NUMBER to search for. Enter the string you wish to search for and press <ENTER>.

The search is done ONLY to the invoice number or client's code. If the search string can not be found, you are told of this and asked if you wish to search again. Press "Y" starts the search again, "N" reloads the main program.

Once the invoice is located, the INVOICE DATE, INVOICE NUMBER, CLIENT'S CODE, CLIENT'S NAME, ADDRESS, and ATTENTION is displayed on the screen and you are asked if this is the invoice you are looking for. If not, press "N" and the search continues.

If this is the correct invoice, and you pressed "Y", the remaining invoice data is retrieved and displayed on the screen.

The remaining data consists of the JOB#, PO number, the quantity, description, cost of each item, amount, (the cost of each item multiplied by the quantity) tax and the total.

Since the SHIPPED VIA, and the TERMS are NOT stored in your data files, these boxes are left blank.

The prompt at the bottom of the screen asks if you wish to "<P>rint duplicate <M>ark paid <V>oid invoice or <A>bort.

Press the first letter of the function you wish to preform.

Pressing <P> will prompt you to "PRESS ANY KEY" to start the printout. It will be an exact copy of the original except that the SHIPPED VIA and TERMS will be blank and not what you entered on the original invoice. Since these inputs are not saved to the files, the space is left blank so as to allow you to write this information in by hand if you need to. Also, marked on the bottom of the printed invoice is a message that this invoice is a DUPLICATE. If the invoice was previously voided, the message at the bottom of the invoice will tell you that "THIS IS A VOIDED INVOICE."

Pressing <M> will mark this invoice as being paid. This will be noted on your report as a "Y" in the "PD." column. Once the invoice is marked as paid, you can not reverse the procedure.

Pressing <V> will void this invoice, but only AFTER you verify your intent. Press "Y" at the "VOID INVOICE #nnnn? ARE YOU SURE Y/N" prompt.

Press "N" to abort this function. Once voided, it is unrecoverable for program use.

In VOIDing an invoice, it will rewrite over the existing data in the file, changing the clients CODE to the word "VOID". All other information is left intact and You may search for this invoice by invoice number or the code "VOID", and obtain a duplicate copy if you so desire.

<A>bort will clear the buffer and return you to the "SEARCH FILES AGAIN Y/N" prompt.

Press "Y" to search again, or "N" to load the main program.

5-> CONFIGURE PROGRAM

This is described earlier in this documentation. You will need to select this option FIRST if you are running this program for the first time. If you must make changes at a later date, you may do so at any time. Please refer to "CONFIGURING TO YOUR SYSTEM" for a description on how to use this option.

CAUTION If you have a use for INVOICE MANAGEMENT using two or more 'ACCOUNT' files, you are cautioned to have separate copies of INVOICE MANAGEMENT for each. Since the monthly datafiles are cross referenced, you could suffer unrepairable damage to the datafiles should you enter into CONFIGURATION and change the defaulted 'account' filename midstream. Therefore, make copies of the program for EACH use you may have for it.

6-> EXIT PROGRAM

Selecting this option will return you to the TI master screen, but only after verifying your intent to EXIT. Press "Y" to exit, "N" to return to the main menu.

Included on the program disk are the files named *FUNVOICE and *PP/VOICE. If you have an EPSON compatable printer that is capable of the IBM character set, an invoice may be printed using the formatter. This invoice was created using the character file used in FORMSHOP for exclusive use by this program. The reproduction will print an invoice much like the TOPS brand that the program is set up to print on.

The other file is a PAGE PRO PICTURE that will print a reasonable likeness to the TOPS brand invoice. It is best if you print it in HiRes or use PAGE PRO POSTERS with DEN set to 2 and HiRes ON. When aligning the invoice for printout, set the printhead of your printer on the same line as the word INVOICE on the paper.

MANY THANKS

I want to express my thanks to Alexander Hulpke for his X80 call links. Without this object code, I could never have written any software for the 80 column system user. If you like to program in Extended BASIC, I recommend it highly. It can be obtained from the author by sending $10.00 to the following address: Alexander Hulpke, Gulpener str. 11, d-5100 Aachen, West Germany.

NOTE If you own MAILROOM, it is strongly recommended that you DO NOT alter your ACCOUNT file by overwriting any client's record that has already been accessed by INVOICE MANAGEMENT. Doing so could present incorrect client information during the searching and printing of a duplicate invoice. Once an invoice has been saved to the files, the record number is attached indicating where the address information is found. Therefore DO NOT ALTER any previously saved records other than to update the address.

-- PROGRAM DISK DIRECTORY --

*FUNVOICE - Invoice to be printed through a formatter.
*PP/VOICE - Invoice to be printed through Page Pro Posters.
CONF:INV - Program that will configure INVOICE MANAGEMENT to your business.
INV# - File that contains the NEXT invoice number.
INV80 - Main Program segment
INV:C - File that contains your configuration defaults.
LOAD - Main program loader. Contains object code for 80 column use.
MULTI80 - Program to print all invoices saved to a monthly file.
RPRT80 - Program to print reports of saved invoices.
SRCH80 - Program to search for saved invoices.