Welcome to The Bill Drawer!

This program is designed to help you pay your bills in a timely
manner. Unlike "checkbook" programs, which assume you know what
you want to pay, "The Bill Drawer" helps you organize your bills
by their due date, then gives you powerful features to review,
select and write checks for only the bills you desire.

In addition, there are many features to help you anaylze both
your unpaid bills and expenditures, like:

  * Recurring Bills
  * Cash Requirements Reporting
  * Expense Catagories
  * Company Statistics
  * Check Register and Supporting Detail
  * Account Reconciliation
  * History Reporting

Basically, to use this program you follow this cycle:

  1. Enter your bills as they are received.
  2. On a periodic basis review your cash requirements and bills
     that are due.
  3. Select the bills you wish to pay by total amount, due date,
     company, or expense catagory.
  4. Print the checks.
  5. Review and monitor your cumulative expedentures.
  6. Reconcile your bank accounts.
  7. Produce the desired reports.

Program Requirements:
  The Bill Drawer is a Microsoft Windows program, and as such
  requires Windows Version 3.0 or higher. In addition, MS-DOS
  Version 3.3 or higher is also required.

  This version of The Bill Drawer is written in Microsoft Visual
  Basic, and because of this, you may find performance, especially
  initial program loading, slightly sluggish in comparison to
  commercial Windows programs. If this is your case, try using
  Windows Standard Mode instead of Enhanced Mode. You will find
  that most Windows programs execute much faster in this mode.
  The "About Program Manager" menu option, under the "Program
  Manager Help" menu indicates which Windows mode you are currently
  using. To force Windows into Standard Mode, use "WIN /S" to load
  Windows. Note that if you run a lot of DOS programs under Windows,
  you may want to revert to Enhanced Mode to run DOS programs.

Visual Basic Runtime:
  The Microsoft Visual Basic runtime, a file named VBRUN100.DLL,
  is required to run both the Bill Drawer installation program
  and the main program. This file may or may not be included in
  this distribution package depending on where you received it from.

  If the file was not included in this package, and you do not
  already have it, you can download it from CompuServe (GO MSBASIC)

or a local bulletin board. Look for a BBS that contains a Windows
file section. This file is freely distributed by Microsoft.

After you download the file, copy it to your main Windows directory
(usually \WINDOWS) before executing The Bill Drawer installation
program.

If the VBRUN100.DLL file is included with this distibution package,
no special considerations are required, as the installation program
will copy it for you.

Registration:
  Per the license agreement, you may use this program for 30 days
  to evaluate it's suitability to your needs. At the end of this
  period you must either register it or delete it from all computer
  systems where it was installed. The registration fee is a very
  reasonable $15 (US) payable to:
    MelissaSoft Systems
    11676 Windcrest Lane
    San Diego, CA 92128

  Please use the "REGISTER.TXT" form when registering, you can print
  it with Windows Notepad (under the Accessories group).

  Registration includes a printed manual, current version of the
  program, and notification of new program versions. We have many
  exciting plans for future versions of this program, but they will
  not happen without enough people telling us they like the program
  by registering it.

Installation:
  The Bill Drawer comes with an automated install program, which
  will install the programs, files, and help files required to
  execute the program under Microsoft Windows to your hard disk.

  To execute this install program, following the following steps:

  1. Make sure you have at least 1 megabyte of freespace on your hard
     drive.

  2. Load Windows and make sure that all extraneous applications
     are closed.

  3. Select the "Run" menu option under "Program Manager File"
     menu.

  4. Run the install program, by entering a command line of
     "A:INSTALL.EXE" or whatever path will point to the install
     program.

  5. Complete the desired install options and select "OK".

Installation Options:
  The following installation options are supported:

  View README File - Check this option box to view this file,

before continuing with the rest of the installation.

View License Information - Check this option box to view the
terms upon which this program can be used. You must review
and agree to these terms before installing the program.

Install Programs - Check this option to copy the program and
help files to your hard disk.

Install Demo Files - Check this option to copy the demonstration
files to your hard disk. This option is highly recommended.

Once you have reviewed the demonstration files and want to
start fresh with your own data, delete all ".IX" and ".DAT"
files per the packing list below. All files, except the
"FRM0100.DAT" file must be deleted. The program will then
create new, empty files for you the next time it is run.

Build Program Group - Check this option to build a Windows
program group for this program. This option supports the
Windows Program Manager only, if you are using another
Windows shell, like the Norton Desktop, do not use this
option.

From Directory Name - Enter the drive and path where the
installation files can be found. The format entered must
be "drive:\path" or an error message will be displayed.

To Directory Name - Enter the hard drive and path where you
want the program installed. The format entered must be
"drive:\path" or an error message will be displayed.

Manual Installation Process:
Should the automated install program fail for any reason, you
can try manually installing the program using the following
steps:

1. Create a directory on you hard disk for The Bill Drawer.
   For example, "CD C:\MELSOFT\BILLS".

2. Copy all the distribution files to this directory. No files
   or programs need to reside in the Windows directory. For
   example, "COPY A:*.* C:\MELSOFT\BILLS".

3. Create a new program group and program item, using the
   Windows Program Manager File Menu (New option). The program
   item should reference the correct path and "MAP0112.EXE".
   For example, a command line of "C:\MELSOFT\BILLS\MAP0112.EXE"
   would be entered for the new program item.

4. Use the Windows Notepad to review LICENSE.TXT. This is the
   Program License Agreement whose conditions you must agree to.

5. Double click on your new program item.

New Features:

Version 1.12 of this program has the following new features:

* A clear history file capability was added. You can now clear
  history (paid items, checks, deposits, etc.) from the file
  by bank and date paid. This will speed processing in the
  "Check Register" window (see MAPMENU.HLP).

* A second instance of the program, i.e. running the program
  twice, will now be detected and disallowed. This protects
  the files from multi-user damage.

Version 1.11 of this program has the following new features:

* A "void check" capability was added. You can now enter checks
  that you manually voided (see MAP18.HLP).

* Correction capabilities were added to the "Check Register".
  You can now correct any check, cash payment, withdrawl or
  deposit that was entered incorrectly (see MAP13.HLP).

* Void entry capability. You can now void any check, cash payment,
  withdrawl, or deposit on the "Check Register", and the program
  will automatically reverse it (see MAP13.HLP).

* Clearing checks now has better feedback. A confirmation window
  containing the check number and amount is now displayed.

* The word "DOLLARS" can now be printed on the check, if it is not
  included on the pre-printed form (see MAP9.HLP).

Major Fixes:
  Version 1.12 corrects the following problems:

* An "Overflow!" message occurred when entering a check or printing
  checks and the last check number was over 32000.

* History file backup failed if the old backup file could not
  be found.

* The "Enter a Check" window will now always update the last check
  number for the bank, even if it's not higher.

* The "Change a Bill" catagory listbox was not sorted.

Version 1.11 corrects the following problems:

* The "Cancel" button is supported when adjusting the bank balance,
  or adjusting company or catagory totals.

* Double lines on the "Check Register" after canceling a check,
  withdrawl, or deposit have now been eliminated.

* Check amounts of less than 1 dollar (cents only) will now be
  correctly printed on the check.

* Catagory seek errors after deleting a catagory with outstanding

bills has been corrected, provided the bill is corrected first.

No other significant problems were reported. There were no changes
to any of the files, so they keep the "0100" designator.

Help Files:
  All help files have an extension of .HLP and can be reviewed
  and printed through NOTEPAD, in addition to the program itself.

Packing List:
  README.TXT   This file.
  LICENSE.TXT   License Agreement.
  REGISTER.TXT   Registration Form.
  MAP0112.EXE   The Bill Drawer Program
  INSTALL.EXE   Install Program
  VBRUN100.DLL   Visual Basic Runtime (may not be included)
  MAP1.HLP   Enter Bills Help Text
  MAP2.HLP   Company Help Text
  MAP3.HLP   Company Special Options Help Text
  MAP4.HLP   Company Summary Info Help Text
  MAP5.HLP   Pay Bills Help Text
  MAP6.HLP   Select Bills to Pay Help Text
  MAP7.HLP   Change Bills Help Text
  MAP8.HLP   Print Checks Help Text
  MAP9.HLP   Check Form Setup Help Text
  MAP10.HLP   Catagory Help Text
  MAP11.HLP   Bank Account Help Text
  MAP12.HLP   Check Register Help Text
  MAP13.HLP   Check Register Details Help Text
  MAP14.HLP   Cash Requirements Report Help Text
  MAP15.HLP   Check History Report Help Text
  MAP16.HLP   Catalog Summary Report Help Text
  MAP17.HLP   Company Summary Report Help Text
  MAP18.HLP   Enter a Check Help Text
  MAP19.HLP   Enter a Deposit Help Text
  MAP20.HLP   Enter a Withdrawl Help Text
  MAPMENU.HLP   Main Menu Help Text
  MAPHELP.HLP   Help on Help Text
  MAPABT.HLP   About Help Text
  MAPMSG.HLP   Error Message Help Text
  VEN0100.IX   Company Index File
  VEN0100.DAT   Company Data File
  VENIX.BAK   Company Backup File
  VENDAT.BAK   Company Backup File
  VOU0100.IX   Unpaid Bills Index File
  VOU0100.DAT   Unpaid Bills Data File
  VOUIX.BAK   Unpaid Bills Backup File
  VOUDAT.BAK   Unpaid Bills Backup File
  CAT0100.IX   Catagory Index File
  CAT0100.DAT   Catagory Data File
  CATIX.BAK   Catagory Backup File
  CATDAT.BAK   Catagory Backup File
  HST0100.DAT   History Data File
  HSTDAT.BAK   History Backup File
  BNK0100.DAT   Bank Account Data File
  BNKDAT.BAK   Bank Account Backup File

FRM0100.DAT   Check Form Data File
FRMDAT.BAK   Check Form Backup File

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