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### **OWL Product Information**

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# Getting Started

## What is OASIS?

OASIS is a complete sales management system that includes: invoicing, automated billing, customer correspondence, mailing list management, and sales tracking. Invoices and bills can be printed on plain paper or your own letterhead.

### OASIS Features:

- \* Intuitive menus that minimize typing. For example, to create an invoice you simply choose the customer and products sold from a series of menus. OASIS fills in the invoice and computes the sales tax for you.
- \* Customer tracking. Customer profile reports show each customer, the items they have purchased and the dates each item was purchased.
- \* Sales tracking. Product sales reports give a complete picture of the products that are selling and those that are not. The Buyers report shows you the names of customers who have purchased a particular product.
- \* Mailing list management. Customers can be separated into up to 100 groups. Mailing lists and address labels can be generated for any combination of one or more groups of customers. This feature lets you target your mass mailings to just those customers who are most likely to respond to a given mailing.
- \* OASIS can be configured to automatically compute two sales taxes (e.g., Canadian GST and PST).
- \* Income data entered into OASIS can be imported into OWL Basic Bookkeeping to provide complete tracking of both sales income and business expenses.

## Before You Start

Before using this program, please review all information contained in file README.OAS. This file contains important information about installation, system requirements and configuring your system for proper operation of this program.

## A Quick Tutorial

The best way to get to know OASIS is by using the program. **We strongly recommend that you print this section of the help guide** so that you can perform each of the outlined steps without returning to the help screens.

### *Program Setup*

The first step in using OASIS is to setup the program to reflect your preferences. Preferences are set using the Setup Option in the File menu. Click File from the main menu then click Setup. Click the following setup options to set your preferences.

1. Printer: Check that the Default Printer option is selected and the Orientation is

- set to Portrait. Click OK.
2. Report Font: Select the font and font size you prefer to use when printing. We highly recommend Times New Roman at a size of 12.
  3. Letterhead: Letterhead preferences are used when printing invoices, bills and correspondence. If you will be printing these items on preprinted stationary, leave the company name and address blank and set the top margin large enough to drop below your letterhead.
  4. Date Format: Select the format you normally use for expressing dates (i.e., month/day/year, day/month/year, etc.).
  5. Sales Tax: OASIS has the capability to display a maximum of two different sales taxes on invoices. These are displayed on the tax setup screen as Computed 1 and Computed 2.
    - a. **If you are subject to one sales tax:**  
Leave the Line Label for Computed 1 as Shipping and the rate as zero. You can change the rate to something other than zero if you charge shipping as a percentage of item costs but this is not normally the case. The Line Label for Computed 2 can be changed to more accurately express the type of tax being computed (e.g., Sales Tax, VAT, GST, etc.). Enter the percentage rate of the tax in the rate column. Check the appropriate options for when sales tax is charged on shipping and for how sales taxes should be rounded. Click Save
    - b. **If your sales are subject to two different sales taxes:**  
Enter the line labels and rates associated with the two taxes. For example, in Canada these would be GST (Goods and Services Tax) and PST (Provincial Sales Tax). **Hint:** When preparing invoices, items can be designated as subject to one, both or neither of the taxes. If one of the taxes is a taxable item for the other tax (i.e., Tax 1 is computed on the sum of Tax 1 taxable items and Tax 2 is computed on the sum of Tax 2 taxable items plus Tax 1) then enter it on the Computed 1 line. Otherwise, enter the two taxes in the order you want them to appear on the invoice. See Dual Tax Considerations for more information. Check the appropriate options for when the Computed 2 tax is charged on the Computed 1 sales tax. Click Save  
**Note:** If you also charge Shipping, the Shipping charges will have to be added to the invoice as a line item.
  6. Show Customers by: This option sets up the order in which customers are displayed on customer pick lists. If you normally identify your customers by name then select Name. Alternatively, if you normally identify your customers by their company name then select Company.

### ***Your First Invoice***

Once you have completed the setup steps, you are ready to experiment with creating your first invoice. The following steps will guide you through the invoice creation process.

1. In the Invoices menu select the Add option. This will display a blank invoice.
2. Note that the sale date defaults to your system date. Edit the sale date if

necessary.

3. Click the Customer # button to select the customer for this invoice. Since the customer database is empty, the program will go directly to the customer input screen. Once customers are in the database, a menu will appear allowing you to either select an existing customer or define a new customer.
4. On the Customer Screen, enter the customers name and address. International users should note that any non-U.S. postal delivery codes can be entered into the Zip field.
5. Click the Group button. Since the groups database is empty, the program will go directly to the Customer Group input screen. Once groups are in the database, you will have the option of selecting an existing group or adding a new group.
6. Enter the name of the Customer Group to which this customer belongs then click the Save button. The group number is assigned by the system when the group name is saved.
7. Back on the Customer screen, enter any Note (i.e., phone number, fax number, EMail address, etc.) then click the Save button. This will return to the invoice screen.
8. Note that the customers name and address are now displayed on the upper right portion of the screen.
9. Under Credit Card/Check # enter the form of payment used. If payment has not been received, you can use this field to enter payment terms (e.g., Terms: 30 days net.).
10. Locate the box labeled Line Items and click the Add button. Since the products database is empty, the program will go directly to the Product Definition screen. Enter a unique Product ID, License Code, Description and Unit Price. Update the check boxes to reflect if shipping or taxes are normally applied to sales of this product. Finally, enter any Product Text and click the Save button. The Invoice Items screen will be displayed.
11. On the Invoice Items screen, edit the Quantity, Unit Price and the second line of the description. You can also change the Taxable status for the item on this invoice. Click the Save button.
12. Note that the line item now appears in the grid and sales taxes, totals and amount due have automatically been computed. Secondary description lines will appear on the printed invoice but do not appear on the Invoice screen
13. Click the Line Items/Add button to add additional items to the invoice. Note that you can now select from pre-defined products or click the New button to define an additional product.
14. Locate the box labeled Payments and click the Add button. Enter the date the payment was received and the amount. Click the Save button.
15. Note that the total of payments is now displayed on the invoice and the amount due has been adjusted to reflect the payment.
16. Enter any shipping charges and adjustments to the automatically computed sales tax. Note that in the setup above, you may have re-labeled these lines.
17. Enter any Remarks in the large box in the lower left portion of the invoice screen. Any text entered will appear at the bottom of the printed invoice. It does not appear on bills.

18. Click the Print button to view the invoice as it will be printed. You can print the invoice from the Preview screen by clicking the Print option. Click the Done option to return to the invoice screen.
19. Click the Save button to save the invoice. A dialog box will be displayed asking if you want to Add another invoice? Click Yes or No, as applicable.

## **Technical Support**

If you are unable to resolve a question or you have difficulty running OASIS, please call us or send us a letter describing the problem. Include the exact text of the error message (if any) and a complete description of the problem, your computer system (computer, memory, graphics card, DOS and Windows version, contents of CONFIG.SYS and AUTOEXEC.BAT files, etc.), the option you were running when the error occurred and any supplemental data that you entered under the option. If possible, please also include a disk created using the File/Backup Data option (your data will be held in strict confidence). We will investigate the problem and respond as quickly as possible.

We at Otto-Williams Ltd. take great pride in providing quick responses to our customer's questions. Including your phone number will also help in the event we need additional information to diagnose the problem.

Our technical support group can be reached at:

**OASIS Tech Support  
Otto-Williams Ltd.  
P.O. Box 794  
Lanham, MD 20703-0794**

**Phone: 301-306-0409  
EMail: 72144.1223@Compuserve.Com**

## System Setup and Maintenance

The options under the FILE menu provide capabilities for maintaining your data files and setting preferences. These options are described below.

### SETUP

The SETUP option in the FILE menu contains variety of options that allow you to customize OASIS. See [Program Setup](#) for a step-by-step guide to customizing OASIS. The setup options are described below.

#### *Printer Setup*

When printing reports, OASIS uses the default windows printer as defined in the windows control panel. The Printer Setup option allows you to reset the default windows printer without going back to the windows control panel. **NOTE:** A default printer must be set in the windows control panel before running OASIS.

#### *Report Font*

In order to print reports in OASIS, you must pre-select a font and font size to be used when printing the reports. If you attempt to print a report before having selected a font and font size a warning message will be displayed. We highly recommend using the Times New Roman font with a size of 12.

#### *Letterhead*

The Letterhead setup option allows you to set preferences for printing invoices, bills and correspondence on either preprinted letterhead stationary or on plain paper. Information to be entered on the stationary screen is as follows:

<b>Entry Field</b>	<b>Description</b>
Top Margin	Specify in inches the amount of space to be skipped at the top of the page. If you will be using preprinted letterhead then specify the amount of space needed to drop below the letterhead. When not using preprinted letterhead, we recommend a top margin of one half to three quarters of an inch. Note: most laser and inkjet printers skip about one quarter of an inch before printing starts.
Address	Text entered under these fields will be printed on the top of the first page of each invoice, bill, and letter. Leave these entries blank if you will be using preprinted letterhead stationary.
Justification	If text is entered under Company Name and address, it may be left, center or right justified when printed on the page.
Closing Line	This is the line above your signature (e.g., Sincerely, Yours Truly, Regards, etc.). This is printed only on correspondence.
Signature Line	Enter the name of the individual who will be signing correspondence.

#### *Date Format*

The Date Format option is intended primarily for foreign users who do not use the American standard format of "month/day/year." Several international date formats may

be selected from the a menu which is displayed after selecting this option. After selecting the desired date format, all dates should be entered in and will be displayed in the selected format.

### ***Label Forms***

The Label Forms option is used to define the type and size of labels that will be used when printing address labels. Several common address label types are pre-defined in the system. Choose the Label Forms option to define a new label or edit an existing label definition. Select the label to be edited or click the New button to define a new label type. Data to be entered is as follows. **Note:** All measurements are expressed in Printer Points where each point represents 1/72nd of an inch.

<b>Field</b>	<b>Description</b>
Name/Description	Enter a descriptive name for the label type.
Top Margin	The amount of space between the top of the page and the top of the first label on the page. For pin fed forms, enter zero.
Left Margin	The amount of space between the left edge of the page and the left edge of the left-most label.
Bottom Margin	The amount of space between the bottom edge of the page and the bottom edge of the bottom label on the page.
Right Margin	The amount of space between the right edge of the page and the right edge of the right-most label.
Label Width	The width of each label.
Label Height	The height of each label.
Horizontal Gap	For multi-column label forms, the amount of space between the right edge of one label and the left edge of the next label to the right.
Vertical Gap	The amount of space between the bottom of a label and the top of the next label.
Labels across page	For multi-column label forms, the number of labels across a page.
Continuous (Pin Fed)	Check this box to use continuous label forms (usually pin fed). If this box is checked, the Bottom Margin is ignored.

### ***Sales Tax***

The sales tax setup option allows you to define how OASIS will compute sales taxes on invoices. See [Program Setup](#) for more information on setting up your sales tax options. After selecting this option, you will enter the following information:

<b>Field</b>	<b>Description</b>
Computed 1	If your sales are subject to one sales tax, set the Line Label to Shipping and the rate to zero if your shipping charges are not computed as a percentage of the product cost. If your sales are subject to two sales taxes enter the Line Label and rate of the first tax you want to appear on the invoice. If one of the taxes is a taxable item for the other tax (i.e., Tax 1 is computed on the sum of taxable items and Tax 2 is computed on the sum of taxable items plus Tax 1) then it must be entered as Computed 1. See <a href="#">Dual Tax Considerations</a> for more information.
Computed 2	If your sales are subject to one sales tax, set the Line Label to Sales Tax and the enter the sales tax rate as a percentage. If your sales are subject to two sales taxes enter the Line Label and rate of the second tax.
X Charged on Y?	Where X is the line label of Computed 2 and Y is the line label of Computed 1.

	Under the default condition, this would read Sales Tax Charged on Shipping. The options for the default and (non-default) conditions are: No: Shipping (Y) is not subject to Sales Tax (X). Yes: Shipping (Y) is subject to Sales Tax (X). Shipping (Y) is subject to Sales Tax (X) only when items subject to Sales Tax (X) are included on the invoice.
Round Computed Tax	OASIS can round the computed taxes in one of three ways. If you select straight rounding, OASIS will round the sales tax to the nearest whole cent with 0.5 cents rounded to the next higher cent. You may also choose to round to the next higher cent. In this case, if the computed sales tax contains fractional cents, OASIS will round the tax to the next higher cent. The third alternative is to round to the next lower cent. In this case, any fractional cents are discarded from the computed tax.

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### ***Show Customers by ?***

Several options in OASIS display lists of customers for selection. These lists can be sorted either by the customers name or by the customers company name. Choose the option that best suits your needs.

### ***Convert OASIS 1 - 3 Data***

This option reads data files from earlier versions of OASIS (Versions 1.x through 3.x) and converts them to the formats used by OASIS version 4. After selecting this option a warning message will be displayed. Click OK to continue or click Cancel to abandon the process.

Once you click OK, a file dialog box will be displayed. Select the drive and directory where your old version of OASIS is installed. When you have selected a directory where your old version of OASIS is installed, the file list box will display one of the following four file names:

oasis10.dbf: Version 1.0 through 1.3  
oasis14.dbf: Version 1.4 through 1.8  
oasis2.dbf: Version 2.x  
oasis3.dbf: Version 3.x

Click on the displayed file name for the version you are upgrading from then click the OK button. The conversion process will proceed only if a valid directory containing one of the above files is found.

### **BACKUP DATA**

The Backup option creates a backup copy of your data files on a floppy disk. Select either floppy disk A or B from the menu and be sure to insert a formatted diskette in the selected drive before proceeding with the backup.

### **RESTORE DATA**

The Restore option copies backup data files from a floppy disk created with the Backup



option, to your hard disk and recreates the necessary index files.

## **FILE MAINTENANCE**

### ***Re-Index Data***

The Re-index option re-computes the database index files. Use this option after any abnormal exits from the program or if you find that data is missing from your files.

### ***Archive Invoices***

The purpose of the archive option is to speed-up operations by moving outdated invoice data from your operational database to archive files on a floppy disk. After selecting this option, enter the date span that you want to archive.

**WARNING:** Do not archive your most recent invoice.

Select the floppy disk drive you want to archive the data to, and insert a formatted floppy disk into the drive. Note, if you have previously archived data to a floppy disk using this option, you may use the same disk to add to the existing archive. Once the selected data has been copied to the floppy disk archive, it is deleted from your active data files. Archive data can be restored to your system using the "De-Archive" option.

### ***De-Archive Invoices***

The De-Archive option restores previously archived invoices to your operational database.

Select the floppy disk drive you want to restore the data from and insert your archive floppy disk into the selected drive.

Enter the date span that you want to de-archive. Once the selected data has been copied to your operational database, it is deleted from the archive. This data can be returned to the archive using the Archive option.

### ***Initialize Data Files***

The Initialize option erases all existing data from all of the database files. Generally, you will use this option only to initialize the database files to accept your real data after becoming familiar with the program. Note that before files are erased, a warning message appears and allows you to terminate the process without erasing any data. Label definitions and user preferences are not erased.

## Keeping Track of Customers

The options in the customer menu allow you to maintain your database of customers and create reports containing the purchasing history of selected customers or groups of customers. The customer database contains the following data for each customer.

<b>Field</b>	<b>Description</b>
Customer Number	The customer number is automatically assigned by the system. Each time a new customer is added, the next highest number is assigned to the new customer. The program is limited to 999,999 customers.
Name	The customer's name consisting of an addressing title (e.g., Mr., Ms., Dr., etc.), the customer's first name and last name.
Company / Address	The address is composed of up to 4 lines of text. When setup to sort customers by company, the first line of the address will be labeled Company.
Zip (Postal Code)	The zip code (or international postal code) of the customer. For mass mailings, output is sorted by zip code.
Group	This field is used to group customers for targeted mass mailings and customer profile reporting. Click the Group button to select or enter the name of the mail group to which this customer belongs.
Note	A brief note which can be used to further describe the customer. This might be used to list product categories that the customer has expressed interest in or, the customer's phone number.
Correspondence	This field is used compose correspondence to be sent to the customer. Any text entered can be printed in letter form using the Reports-Correspondence option. As an alternative, you may also use this field to maintain more extensive notes on a customer.

The customer menu options are described in the following paragraphs.

### Add

This option is used to add a new customer to your database. After selecting this option, enter the data as listed above.

### Edit - Delete

This option allows you to edit and delete customers in your database. After choosing the customer, the customer screen will be displayed. You may either edit the customer information and click the Save button to save the changes or, you may click the Delete button to delete the customer from your database. After editing or deleting a customer you may select another customer to edit or delete. Click the Cancel button on the Select Customer menu when you are done.

### Customer Groups

The groups option is used to maintain the database of Customer Groups. Customer group names may be added, edited or deleted. **Note:** When deleting a customer group, you must assign customers that are in that group to another group.

## **Customer Profile Report**

The customer profile report displays or prints the purchasing activity of either a selected customer or of selected groups of customers. The customer name, address and group are printed with a list of all items purchased and the date purchased.

## Keeping Track of Products

The options in the Products menu allow you to maintain your database of products, specify product license codes and enter special text to be printed on invoices containing the product. Data to be entered for each product is as follows:

<b>Field</b>	<b>Description</b>
Product ID	A unique alphanumeric code which identifies the product. The program checks each code to insure that it does not already exist in the database.
License Code	This field is used only for products which are licensed e.g.(software). If this field is not blank, the text "License Number" followed by the license code and the customer number will appear below the product description on printed invoices. Note that the customer number is appended to the license code to create a unique license number.
Description	The first line of the description will appear on all invoices containing the product. The second line is optional and may contain either an additional line describing the product or a template containing partial text with the balance to be filled in when the product is added to an invoice. For example, if you are selling computers, the first description line might contain the text 486 Computer System and the second description line might contain the text SN: with the actual serial number to be filled in when the invoice is constructed.
Unit Price	The normal unit price of the product. Unit prices can be adjusted on each invoice to reflect any special discounts.
<i>Check Box 1</i>	The caption for this check box is the Line Label entered for Computed 1 on the Tax Setup screen. The Default is Shipping and for purposes of explanation, that is what we will call it. A check in this box indicates that the product is subject to Shipping charges at the rate defined on the tax setup screen. Un-check the box if the product is not subject to Shipping charges or Shipping charges are to be entered manually. <b>Note:</b> this is a default setting only. When products are added to invoices they can be redesignated as subject to Shipping charges for that specific invoice. See <a href="#">Program Setup</a> for more information on setting tax options.
<i>Check Box 2</i>	The caption for this check box is the Line Label entered for Computed 2 on the Tax Setup screen. The Default is Sales Tax and for purposes of explanation that is what we will call it. A check in this box indicates that the product is subject to Sales Tax charges at the rate defined on the tax setup screen. Un-check the box if the product is not subject to Sales Tax charges. <b>Note:</b> this is a default setting only. When products are added to invoices they can be redesignated as subject to Sales Tax charges for that specific invoice. See <a href="#">Program Setup</a> for more information on setting tax options.
Product Text	Text to be printed at the bottom of invoices containing this product. This might include installation instructions, disclaimers, special handling instructions, a list of components comprising a product or any other text.

The product menu options are described in the following paragraphs:

### **Add**

This option is used to add new products to your database. After selecting this option, enter the data as indicated above.

### **Browse - Delete**

This option displays a listing of products. Selecting a product allows you to edit the contents of the product's data record or delete the product from your database. After editing or deleting a product record you may Select another record. Click the Cancel

button when you are done.

### **Buyers Report**

The buyers report lists the names and mail groups of customers who have purchased a selected product. The report also lists the unit price paid for the product by each customer.

## Creating and Editing Invoices and Bills

The options in the Invoice menu allow you to maintain your database invoices for generation of printed invoices and bills. See [Your First Invoice](#) for a step-by-step guide to creating invoices. Data to be entered for each invoice is as follows:

Field	Description
Invoice No	The invoice number is automatically assigned by the system. Each time an invoice is added, the next highest number is assigned to the new invoice.
Sale Date	This is the invoice creation date. When adding an invoice, the date defaults to the system date.
Customer #	Click the Customer # button to select a customer. If the customer is not already in your customer database, he or she can be added by clicking the New button on the Select Customer screen.
Credit Card/Check#:	Enter a credit card number, check number or purchase order number used to make payments on the invoice. If payment has not been received, you may use this field to enter payment terms.
Note	A brief note which is used to further describe the customer in the customer database. This does not appear on printed invoices or bills.
Line Items	Invoice line items are added, edited and deleted by clicking on the command buttons in the line items box. The line items included on an invoice are displayed in the grid which shows the Item Code, Description, Quantity, Unit Price and Total Price. The taxability of each line item is indicated by either a t if it is taxable or a n if it is not taxable following the total price. The t and n are not printed on invoices. The first letter applies to Shipping/Tax 1 and the second letter applies to Sales Tax/Tax 2. See <a href="#">Defining Products</a> and <a href="#">Program Setup</a> for more information on setting tax options.
Line Items: <a href="#">Add</a>	The Add button is used to add new line items to an invoice. Select the product you want to add to the invoice. If the product to be added is not already in your products database, you may add it by clicking the New button on the Select Product screen. You may then enter the quantity, adjust the unit price to reflect any differences from the standard unit price, designate if the item is taxable and edit the optional description line.
Line Items: <a href="#">Edit</a>	The Edit button is used to edit items that are already on the invoice. To edit a line item, highlight the line item you want to edit then click the Edit button. On the invoice item screen you may edit the quantity, unit price, etc. as needed.
Line Items: <a href="#">Delete</a>	The Delete button is used to delete items that are already on the invoice. To delete a line item, highlight the line item you want to delete then click the Delete button. On the invoice item screen click the Delete button to delete the item.
Subtotal:	This is the total of item charges plus the shipping charge. This value is computed for you.
Shipping:	Enter the shipping charge. Note that the text label for this line can be changed by the user. See <a href="#">Setup/Sales Tax</a> .
Sales Tax:	If you have entered a sales tax rate (see <a href="#">Setup/Sales Tax</a> .) the sales tax will be computed for you. You may override the computed value by entering a new value. Note that the text label for this line can be changed by the user. See <a href="#">Setup/Sales Tax</a> .
Total:	This is the total of item charges, the shipping charge and the sales tax charge. This value is computed for you.
Payments:	This is the sum of payments applied against the invoice. Payments are added, edited and deleted by clicking on the command buttons in the Payments box.
Payments <a href="#">Add</a>	The Add button is used to add new payments to an invoice. Click the add button and enter the payment date and amount.
Payments <a href="#">Edit</a>	The Edit button is used to edit previously entered payments. Click the Edit button, then select the payment you want to edit.
Payments <a href="#">Delete</a>	The Delete button may be used to delete previously entered payments from an invoice.

Amount Due:	The amount due from the customer on the current invoice. This is computed for you and reflects the total charges less any payments.
Remarks:	The text field at the bottom left of the invoice screen may be used to enter any special remarks to be printed at the bottom of an invoice. This might include answers to customer questions, payment terms, etc.

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## **Add**

This option provides the means of adding invoices to your system. Enter the invoice date, line items, payments, etc. as defined above.

## **Edit - Delete**

After selecting this option a menu containing existing invoices will appear. When you select an invoice from this menu, the invoice data will be displayed. Edit the invoice data or delete the invoice from your system. After editing or deleting an invoice, you may select another invoice to edit or delete. Click the Cancel button on the Select Invoice screen when done.

## Reports

The report options provide for generation of invoices, bills, sales summary reports, product summary reports, income summary, receivables reports and correspondence. Each of these reports can be previewed on your display screen or printed. In addition to these reports, options are provided for preparation of shipping labels and mail merge files.

### Invoices

Invoices can be printed or displayed either individually or by invoice date. When generating invoices individually, select the invoice you wish to print from the invoice listing. When generating invoices by date, the system will request that you enter a range of invoice dates. All invoices with that range of dates will be printed. The following data is printed on each invoice.

1. Customer name and address.
2. Invoice number and date.
3. Invoice line items, totals, payments and balance due.
4. Product memo's for all products listed on the invoice.
5. Invoice remarks.

When adding or editing an invoice, it is important to note that product memo's precede the invoice remarks. Careful design of product memos and invoice remarks can significantly improve the readability of the memo's and remarks.

Invoices are printed using the letterhead setup specification. See [Setup/Letterhead](#) under File Options.

### Billing

Billings are generally performed on a routine basis, usually monthly. Bills can be printed or displayed either individually or for all invoices within a specified range of dates that have a balance due. The following data is printed on each bill.

1. The billing date.
2. Customer name and address.
3. Invoice number and date.
4. Invoice line items, totals, payments and balance due.

Bills are printed using the letterhead setup specification. See [Setup/Letterhead](#) under File Options.

### Sales Summary

The Sales Summary report provides sales information for each invoice within a specified period of time. When you select this option the system will ask that you supply a



starting and ending date for the report. The following information will be printed for all invoices that are dated between the starting and ending dates that you specify.

1. Invoice Number.
2. Invoice Date.
3. Total Item Charges.
4. Shipping Charge.
5. Taxable Sale Amount. This is the sum of taxable item charges plus the taxable shipping charges.
6. Sales Tax.
7. Total Sale. The sum of item charges, including shipping and sales tax.

Totals are printed for item charges, shipping, taxable sales, sales tax, and total sales.

### **Product Summary**

The Product Summary report provides sales information for each product sold within a specified period of time. When you select this option, the system will ask that you supply a starting and ending date for the report. The following information will be printed for all products that were sold during the reporting period that you specify.

1. Item Code
2. Product Description
3. Total Units Sold
4. Sales Total

The cumulative sales total for all products is printed at the bottom of the report.

### **Daily Income**

The Daily Income report provides information on each payment received within a specified period of time. When you select this option the system will ask that you supply a starting and ending date for the report. The following information will be printed for all payments that were received between the starting and ending dates that you specify.

1. Payment Date.
2. Invoice Number
3. Check / Credit Card Number
4. Amount of payment

Totals are printed for each day and a grand total is printed as the sum of daily payment totals.

### **Receivables**

The receivables report lists all invoices which contain outstanding balances due and payable. The following information will be printed.

1. Invoice Number
2. Customer Name
3. The number of days since invoicing that an amount due has remained unpaid.
4. Outstanding balance due and payable.

**Note:** Invoices having overpayments (i.e., negative balance due) are also included in this report.

The total of outstanding balances is printed at the bottom of the report.

## **Correspondence**

The Correspondence option is used to print letters to specified customers. The content of the letter to be printed is entered using the Edit Customer option in the Customer menu. The program places the current date at the top right of the letter. The customer's name and address are automatically printed. A salutation in the form "Dear Mr. Jones:" is printed following the customer's name and address. This is followed by the body of the letter which is extracted from the correspondence text which was entered for that customer.

Following the body of the letter, the closing and signature lines, as entered using the Setup-Letterhead option, are printed.

## **Export Mail Merge File**

This option generates a mail-merge formatted file containing a header record and one record for each customer to be included in a mass mailing. Fields within each record are separated by tabs. This standard format is compatible with popular word processing software such as Word Perfect and Microsoft Word. After selecting this option, supply a file name for the merge file to be created.

## **Print Address Labels**

This option prints shipping labels containing customer names and addresses. Shipping labels may be printed for selected customers, invoices with a specified range of dates, billings generated on the basis a range of invoice dates, or for selected customer groups. When printing shipping labels for a mass mailing, you may select any one or more groups to be included and the labels will be sorted by zip code.

When printing labels, you can specify the label column (left most label) and label row (top most label) where the first label is to be printed. This is particularly valuable when using sheet fed labels since it avoids waste of partially used sheets.

Label generation is performed using the label and printer specifications which have been selected from the setup menu. Warning: Make sure your printer is set up to print in portrait mode before printing labels.

## OWL Product Information

Otto-Williams Ltd. (OWL) is committed to producing intuitive, easy to use, software solutions that meet the challenges of today's fast paced world. OWL programs have been rated among the best software available by major publications including *PC World*, *Computer Novice* and the *Financial Times*.

No more deciphering complex programs and plowing through confusing software manuals. At OWL, we listen to our customers and design our programs to be easy to use with: simple menus, context sensitive help, on-line users guides, and sample data where needed, to help you get started fast. Our programs allow you to be fully operational within minutes.

### **OWL Basic Bookkeeping (BBK) for DOS or Windows**

BBK was rated among the Best of Business Shareware by *PC World* magazine (Feb., 1994). BBK provides organized and accurate accounting using the "single-entry" bookkeeping method recommended by the IRS. This method is easy to use and especially suited for small businesses and individuals. BBK helps you manage your bottom line by giving you instant access to up-to-the-minute reports showing your income, expenses, profits and losses. You don't need to be an accountant to use BBK. By spending just a few minutes a week with BBK, you can dramatically reduce your accounting costs. Instead of a shoe box full of receipts, you can give your accountant comprehensive reports that will save his or her time and your money. BBK can handle up to 1000 different expense types and supports both calendar and fiscal year accounting. **Requirements:** DOS 2.2, 512K, Hard Disk. Windows version requires MS Windows 3.1 or above.

### **OWL Automated Sales and Invoicing System (OASIS) for DOS**

OASIS is a complete sales management system that includes: invoicing, automated billing, customer correspondence, mailing list management, and sales tracking. Invoices and bills can be printed on plain paper or your own letterhead. OASIS also provides complete capabilities for printing mailing labels and addressing envelopes. When printing mailing labels OASIS lets you specify the label row and column where printing should start. This saves you money by letting you use partially used sheets of labels that would otherwise be thrown away. OASIS includes options to automatically print product related text (e.g., installation instructions) and product license numbers directly on invoices. OASIS also exports customer mailing lists in mail merge format for use with many word processors. **Requirements:** DOS 3.3, 640K, Hard Disk

### **OWL Personal Portfolio Manager (OPPM) for DOS**

Rated the best portfolio management software by the *Financial Times* (10/10/92), OPPM fully integrates investment record keeping with stock charting and technical analysis of stock price trends. Technical analysis charts include: price volume, relative strength, correlation, on-balance volume, Wilder's RSI, RVI, stochastics, moving averages and trend analysis. OPPM supports all IRS approved cost basis accounting methods. Sixteen reports include: net worth, capital gains, dividend and interest income, return on investment, unrealized gains, and many more. The report generator lets you create

reports for any combination of up to 500 portfolios. **Requirements:** DOS 2.2; 640K; Hard Disk; CGA, EGA, VGA or Hercules graphics.

### **OWL Portfolio Price Loader (OPPL) for DOS**

A companion to OPPM, OWLs Portfolio Price Loader automatically updates OPPMs database using current or historical price quotes obtained from on-line data services. OPPL gives you more time to analyze your investments by eliminating the need to search through newspapers for current price quotes and manually enter the data. Version 2.3 will read and automatically load stock and mutual fund prices that have been downloaded from: CompuServe (current, historical & UK Quotes), America On-line, Prodigy (Quote Track), GENie, Dow Jones News Retrieval Service (Current Quotes, Historical Quotes and Dow Jones Averages databases), Farpoint BBS and Just Data (Australia Quotes).

**Requirements:** OWL Personal Portfolio Manager Version 4.0 or above and Hard Disk.

### **Teamwork Information Exchange (TIE) for DOS**

TIE is a multi-user LAN compatible system designed to improve inter-group communications, time management, work flow, and productivity. Features automatic meeting scheduling (no more phone tag), task management (paperless task assignment, progress, status and performance reporting), E-Mail with automatic message generation, personal schedule and To Do list management. Easy to setup and use, TIE lets you and your team manage time better by giving you a "power tool" that fits perfectly into your existing management toolbox. TIE is compatible with most client server PC based LAN's.

**Requirements:** DOS 3.3, 640K conventional memory, 512K LIM 4.0 compatible EMS Memory, DOS compatible network software

Please call or write for current prices and availability.

## Customer Groups

When you assign customers to different groups you will be able to generate mailing lists (mail merge files and address labels) and customer profile reports for only those customers that are assigned to a selected group or combination of groups. In this way, you can target your direct mail campaigns to specific groups of customers.

## Dual Tax Considerations

In jurisdictions where there are two sales taxes the two taxes will generally fall into one of three categories. In the following examples, **Tax 1** is the tax entered as Computed 1 and **Tax 2** is the tax entered as Computed 2 on the Tax Setup screen.

**Independent:** The amount computed for **Tax 1** is not considered when computing **Tax 2**. Set the **Tax 2 Charged on Tax 1** option to No.

**Compound:** **Tax 2** is computed on the total of line items subject to **Tax 2** plus **Tax 1** (i.e., **Tax 1** is a taxable item for **Tax 2**). Set the **Tax 2 Charged on Tax 1** option to Yes if **Tax 1** is always subject to **Tax 2**. If **Tax 1** is subject to **Tax 2** only when line items on the invoice are subject to **Tax 2** then set the **Tax 2 Charged on Tax 1** option to When Items Subject to Tax 2.

**Piggy-Back:** Tax 2 is computed as a percentage of Tax 1. Set the **Tax 2 Charged on Tax 1** option to Yes. When defining products and invoice items, set the **Tax 2** option to unchecked (meaning the product/invoice item is not subject to **Tax 2**).

## Invoice Items

On the Invoice Items screen you can edit the quantity, unit price, taxability and the second line of the description. The Product ID, License Code and first line of the description are constants taken from the Product Definition.



