CNS TEXT INVOICE™ Module

INTRODUCTION

CNS Text Invoice 1.0 is a simple to use invoicing / accounts receivable application designed specifically for businesses that do not have a structured inventory or that sell services. It lets you create, save and/or print invoices that have only a total dollar amount.

Bids are created just like any other invoice but the button "Hold" is checked. This prevents the invoice from becoming a charge in the accounts receivable section of the program.

This is a demo version of the program that only holds 50 invoices then starts over. For a full working version send $49 to the address below.

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REQUIREMENTS

To run CNS Text Invoice, you should have a Macintosh with at least 1 megabyte of RAM and a hard disk. A printer of some sort will be required to take full advantage of the many reports generated by this program. Invoices and Statements assume that you will be using your regular preprinted company letterhead paper.

INSTALLATION

Drag the CNS Text Invoice folder to your disk. When copying is complete, click twice on the CNS Text Invoice icon to open the application. When the application has been loaded, you will see a blank Company Information screen. Here you can either enter your company information -- name, address, phone and fax numbers, etc. -- and click Save, or you can click Cancel and save this screen for later. Note that until you fill out the information for these fields, this screen will be the first you see after opening the application.

Exiting this Company Information screen takes you to the Home Window.

THE HOME WINDOW

From here, users can access all the functions of CNS Text Invoice. The window features various buttons which, when clicked, take you to that part of the program.

The buttons are:

* PAID ON ACCOUNT

* INVOICING

* CLIENT FILE

* REPORTS

* HOUSEKEEPER

* QUIT

PAID ON ACCOUNT

Click the Paid on Account button. This calls up a Clients and Invoices window. In the left column you will see a list of your clients (if any, at this point), and in the right window you will see a list of numbered invoices.

* Edit Pmnt -- You can change the method of payment on any invoice by highlighting the client name you choose and clicking this button.

* Pay One -- For invoice payments. This button is only enabled when you have highlighted any invoice number appearing in the invoice window on the left. To call up an invoice in this window, simply highlight any client name. If there are invoices corresponding to that client, their numbers will appear in the left-hand window.

Enter the correct information regarding payments on the account. When you are finished, click Save. When you return to the Paid on Account screen, you will see the letter "P" beside the date of the invoice on which payment has been made.

* Done -- Click here when finished. You will return to the Home Window.

INVOICING

* Edit Client -- Opens an existing client file for you to edit. Be sure to save any changes you make before closing.

* New Client -- Lets you add a new client to your file. Fill in as much

information as possible concerning the new client, and be sure to save the file when you are finished.

* New Invoice -- Creates a new invoice for any client you've highlighted. Enter the invoice information specified in the blank invoice fields. Press Calc to add up your invoice total.

Clicking Spec calls up a special Invoice window, where you can store various information on certain items that can be imported directly into the invoice. Click New and name your Spec file, then proceed to enter any information you wish to appear on the invoice. You can Edit existing Specs if they are highlighted. To select a Spec, click it twice. When you return to your invoice, you will see that the information you requested has been tagged to the invoice.

At the invoice, you can Save your changes, Print a copy, and even call up a small Memo box when you can enter special information regarding this client or particular invoice. Click Cancel when finished.

* Edit Invoice -- Opens any invoice you have highlighted for editing. All button functions are explained in the entry above. Be sure to save any changes you make, and click Cancel when finished.

* Done -- Click when finished. Returns you to the Home Window.

CLIENT FILE

* Client History -- This button will generate a report based on any client you have highlighted in the client window. After specifying the dates in the Date Range window that appears, click Continue. You will see the standard Print window. Press OK to begin printing the client history report.

* New Client -- Opens a new client file. Fill out as much information as possible on the new client and click Save when done. Clicking Cancel returns you to the Client File menu screen.

* Edit Client -- This button is active when you have highlighted any name in the client window to the left. You can enter a client file and edit any information you wish. You can even erase the file by clicking the Delete button. Be sure to save any changes you make to a client file. Click Cancel when finished.

* Print Client List -- Generates and prints a list of all clients as they appear in your client files.

* Home Window -- Returns you to the Home Window.

REPORTS

* Aging Report -- Click here to create an aging report. A print window will be called up. Click OK to print.

* Orders on Hold -- To see which orders have been placed on hold. Clicking this button calls up a Date Range window, into which you should enter a designated time span in the traditional MM/DD/YY format. Click Continue to generate report, or click Cancel.

* Sales -- Generates and prints a sales report, which lists invoice numbers, dates, clients, jobs, and total calculations. Enter beginning and ending dates in the Date Range window, then click Continue. Check the print window when it appears and click OK to print.

* Statements -- Generates and prints a statement report. You can specify one single statement, or all of them. The Stmnt Msg button calls up the Memo Screen. Click Cancel when finished.

* Payments Received -- Creates a report which details which payments have been received and logged. Enter the beginning and ending dates in the Date Range window that appears, then click Continue. A print window appears. Check the print setup and click OK to print.

* Home Window -- Click to return to the Home Window.

HOUSEKEEPER

* File Operations -- Takes you to the File Operations window, where you can Import or Export client files. You can also compact all your CNS Text invoice files.

* Importing and Exporting Files -- CNS Text Invoice exports its files as tab delimited text files, and these are the only kinds of files it will accept as imports. Tab delimited text files can be prepared using any word processing program, spreadsheet, or data base program, as long as the file is saved as "text only."

* Company Info -- Accesses your company information file. This information can be edited, changed or deleted at any time. Be sure to save any changes. Click Cancel when finished to return to the Housekeeper window.

* Compact All Files -- Compacts and reindexes every CNS Text Invoice file to

its smallest size. Compacting files can sometimes take a while, but it definitely saves valuable disk space, which is a big consideration for many users. Try it once and see if you can live with the lag time.

QUIT

To quit CNS Text Invoice, click the Quit button on the Home Window and you will be returned to your desktop.

Hints on Spec's (Specifications)

The Spec's should be written so that the first line is about 20-40 characters long and is a general description that will appear on the statements, in lists of specifications, and on customer histories. After the first line you can put anything you want.

Commonly used spec's should be saved in the spec's file to be used over (you can always make minor changes in it after it is on the invoice). This will save you a lot of time in the long run.

Backups

You are responsible for making backup copies of your files on a DAILY basis. For CNS Text Invoice only the "Files" folder needs to be backed up.

Hard disks have moving parts, they rotate the disk at about 3500 times a minute, they will fail. It is not a matter of if they will fail it is WHEN. Mechanical failure is not the only thing that can smash information on a hard disk, a software crash or just a conflict between two programs you are running can cause your files to get corrupted. If you do not have a backup when your hard disk dies you are out of luck - all information will be lost!