Welcome to Client Biller!

Client Biller, Version 1.30, May 1994

Table of contents:

N.E.W. Software
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Client Biller was written by James Bell.   E-Mail comments/questions/suggestions to (Internet)   jamesbell@delphi.com
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Introduction to Client Biller

Client Biller is really a simple program with a simple task: Make Invoices.   As a consultant I hated keeping track of clients, invoices, phone numbers, invoice numbers, etc.   Client Biller keeps track of all these things for me and it does it well.

If you have an idea for Client Biller, drop us a line:

Attn: James Bell
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Shareware

Client Biller is Shareware.   You are allowed to   use it for up to ten days as an evaluation, but you must register to continue use.   Registration is simple and provides the following benefits:

- New versions!   This version may already be replaced by an update.
- You can get copies of other programs available from N.E.W. Software
- With a license number you can be registered instantly over the phone.   No waiting for the mail. If you order a new version you can receive that in just a couple of days (even faster with Express shipping!).
- Your license number is good for all future versions!
- Upgrades are cheap, usually just $10.00
- Flexible pricing lets you get exactly what you want.
- Site licenses available for 5 or more users.   You must get multiple copies if there will be multiple users.   50% discount on 5th license and up.

Registering

By phone: Just call us at (904) 292-2815.

By mail: Just print and fill out the order form and send your check or money order (US Dollars only) to us at:

N.E.W. Software
PO Box 57336
Jacksonville, FL   32241-7336

Order form

Prices

Client Biller	(Invoice-maker extraordinaire!)	$24.99
Statline	(The Ultimate Windows Status Line)	$24.99
TimeCalc	(Calculator for times)	$9.99

See also: Other software from N.E.W. Software

SuperPack

Client Biller, Statline and TimeCalc	$49.99

Shipping options

Express shipping (USA only)	$5.00
Shipping outside the USA	$2.00

```
*********************************************************************
Client Biller              Version 1.30                    May 1994
*********************************************************************
  ---->  Visa and MasterCard now accepted, see below for details  <----

Name_____  Company Name_____

Address_____

City_____  State____  Zip_____  Country_____

Phone (____)____-_____  E-Mail Svc & Address_____

Where did you get this software?_____

Quiz: I use: ( ) Win 3.1  ( ) Win 4.0  ( ) Win NT  ( ) Win for Workgroups

Favorite color_____  Other Shareware registered _____

Comments?_____
*********************************************************************
    Check      Product                              Price
    ======     ================================     ========
  +----------------------------------------------------------+
  | ( )       Client Biller (License number only)   $24.99  |
  |     -OR-                                                 |
  | ( )       Client Biller (Latest version shipped) $29.99 |
  +----------------------------------------------------------+
    ( )       Statline                               $24.99
              The Ultimate Windows Status Line

    ( )       Surf - WAV audio toolbox               $29.99

    ( )       TimeCalc - Calculator for times        $ 9.99

    ( )       SuperPack:  Client Biller, Statline,   $49.99
              and TimeCalc


*********************************************************************
Miscellaneous
=============
    ( )       Express Shipping (USA only)       Add  $ 5.00

    ( )       Shipping outside the USA          Add  $ 2.00

    ( )       3-1/2" diskette(s)                Add  $ 1.00

        * Checks or money orders IN US DOLLARS only please *
*********************************************************************
Mail to: N.E.W. Software              | Visa and MasterCard accepted |
         PO Box 57336                 | Call us at: (904) 292-2815.  |
         Jacksonville, FL  32241-7336 +------------------------------+
```

# Installing Client Biller

1   Copy the CBILLER.EXE and CBILLER.HLP files to your Windows directory.

2   Click on the Program Manager group you'd like Client Biller to be in.

3   Select "File" then "New..." from the menu, click OK for a new program item.

4   Give the Command Line as "CBILLER.EXE", click OK, and you're done.

Note:

Client Biller will create and use 5 files: invoices.db, clients.db, charges.db, scharges.db, and cbiller.ini.   Do not delete these!   You can safely delete the scharges.db file if you want to erase all the items on your Standard Charges list.

Using Client Biller

Client Biller

Clients   Invoices   Reports   Setup

Exit   Help
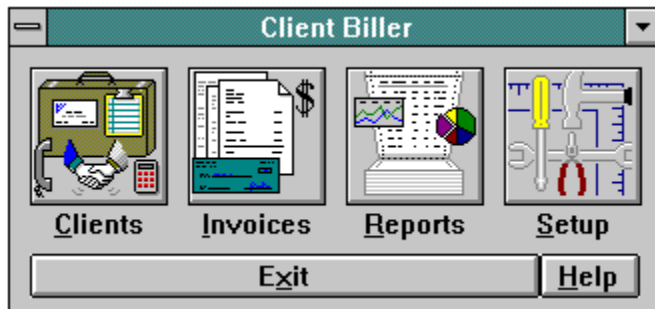
Click on a button for more information on that button

Technical Information

Client Biller's creation

Client Biller was created with Microsoft's Visual C++ 1.0.   Version 1.3 stands at about 6500 lines of straight C code.

Client Biller was written for N.E.W. Software by James Bell (internet: jamesbell@delphi.com)

Help file

This help file was created by Arthur Muller (internet: muller@fwi.uva.nl)

Database Files

There are 4 database files maintained by Client Biller: INVOICES.DB, CLIENTS.DB, CHARGES.DB, and SCHARGES.DB.

All records are fixed-length.   The files will be created as needed if any or all are deleted. CHARGES, INVOICES and CLIENTS are linked and INVOICES and CHARGES should be deleted if any one is lost (CLIENTS can remain).

By default these files are kept in the Windows directory.   If they are moved, you should change the entries for them in the CBILLER.INI file.

Report Limits

The Monthly report is limited to a span of 5 years and 2000 invoices.
The Client report is limited to 100 clients and 2000 invoices.
The Invoice report is not limited by number of clients or invoices.
All reports are limited to 120K of text total (about 1500 lines).

Database Limits

The following are the size limits on the length of fields in the database.   All fields except "Amount" are zero-terminated
ASCII strings.   "Amount" is a floating point value from -3.4×10^{38} to $+3.4 \times 10^{38}$.

Client Database		Invoice Database		Charge Databases	
Field	Len	Field	Len	Field	Len
Contact Name		Date	8	Description	262
Company Name	40	Invoice Number	8	Amount	4 (numeric)
Address #1	40	No-Print Comment	90		
Address #2	40	Printed Comment	320		
City	22				
State	2				
Zip	10				

Phone #1	16
Phone #2	16
Fax Phone	16
Notes	2048

Other Software from N.E.W. Software

Surf - The WAV Audio Toolbox for Windows
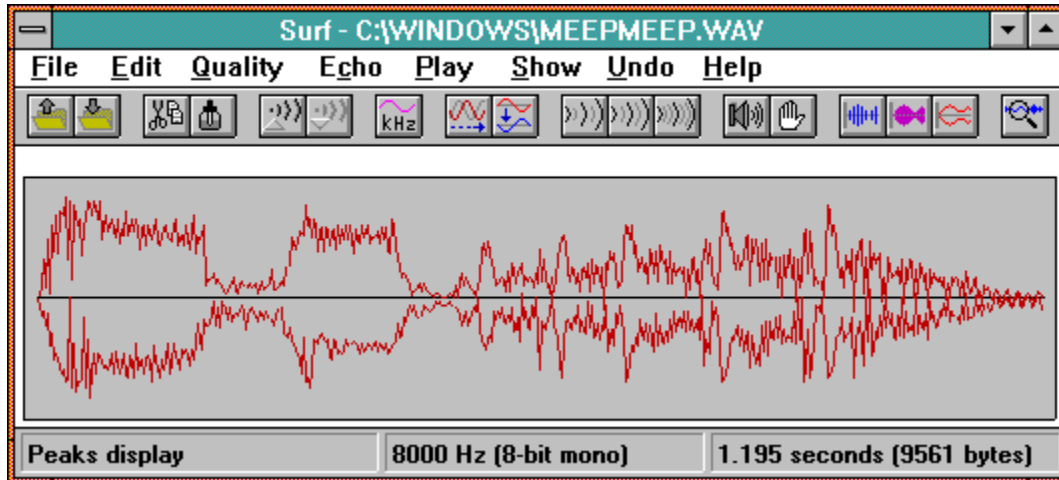
An incredible selection of effects for your Windows WAV files, including:

· 5 levels of echo	· Chorusing	· Inversion
· Playback control	· Cut and paste editing	· Smoothing
· Hiss control	· Phaser	· 5 WAV viewers
· Gain control	· Sample rate control	· Undo/Redo

All this and much more wrapped up in a user-friendly toolbar.

Statline - The Ultimate Windows Status Line

Statline is the status line for Windows 3.1 and Windows NT, capable of displaying the date, time, amount of memory free, percentage of "system resources" free, and hard drive space free.

Statline goes a step further by providing a program launcher, a small menu for often-used programs, a small notepad, printer control, and a quick exit out of Windows.

Index

Add

The Add button copies the charge you are working on and makes it one of your Standard Charges.   The amount is copied too.

Amount

The Amount is where you enter the total for that charge.   Do not type a "$" (dollar sign) in this field.

Apply

The Apply button copies a Standard Charge to the charge you are working on.

Auto-numbering

The Auto Numbering selection lets you tell Client Biller how you keep invoice numbers.   If you keep a different sequence of numbers for each Client, select "Sequence for each client".   If you keep a single sequence for all your invoices, select "One sequence for all clients".

Calculator

The Calculator button brings up the Windows Calculator for computing the amount of the charge.   Anything that appears in the Calculator's Window will be copied to the Charge Amount window in Client Biller.

Charge description

The Charge Description is a few lines of text (about 260 characters) to describe the charge.   You can tell Client Biller to indent the 2nd, 3rd, etc. lines of each charge if you prefer.
(See: Setup)

Charges

Charges are the list of individual amounts and descriptions that make up the total invoice.   If you enter a charge with an amount of $0, the amount will be dropped and only the description will print.

Client List

The Client List shows all the clients you have entered and lets you pick one for the new invoice.   You can also add a new client from here and then select that one.

Client Report

The Client Report shows all the invoices selected with totals for each Client that has at least one invoice in the selection.

Clients

Clients are the people you send invoices to and you'll need to type in information on your clients.

If you have not registered, you'll only be able to setup three clients - you should easily be able to tell if you like Client Biller with this small limitation.

You can register with a single phone call and immediately get your license number which will allow you to have as many clients as you wish.

There are no functional limitations in an unregistered copy of Client Biller.

■ Dialing clients
A Printing Envelopes
A Copy
A Edit
A New
A Delete

Dial

Dial Customer	
Dial phone number 1...	**Dial phone number 2...**
1-904-278-0708	1-800-396-6666
904-278-0708	800-396-6666
1-278-0708	1-396-6666
278-0708	396-6666
Cancel	

Clicking on Dial will let you dial the selected Client's phone number (if you have a modem).   Simply select a Client, hit Dial, and then select the phone number that you'd like to dial.

Envelope

When you click on the Envelope button you can print an envelope addressed to the selected Client.   In general this works best if you have a page printer (Laser, Inkjet or Bubblejet).

Copy

Clicking the Copy button will copy the Client's name and address to the clipboard.   If you're writing a letter in a word processor, you can just select Edit...Paste to insert the address text in the heading.

Edit Client

Clicking the Edit Client button will bring up this window to let you enter information about your Client.

Company information
Notes

Company information

The Company information is what will be printed at the top of any invoices or envelopes for this Client.   You can enter either a company name, a contact name or both.   There is also space for the address and 3 phone numbers.

Notes

The Notes area lets you keep several lines of notes (2048 characters) about the Client.

New Client

Edit Client

Client Number 2

Name	Jeff Bell
Company	Senate Forwarding, Inc.
Address1	PO Box 560
Address2	
City	Orange Park	State FL	Zip 32067

| Phone1 | 904/278-0708 | Phone2 | 1-800-396-6666 |
| Fax | 904/264-9630 |

Notes

Still need to talk with Jeff about the laser printer.

OK   ?
      HELP   OK

Clicking the New Client button will bring up this window to let you enter information about your Client. You can click Edit Client to change the information later if you need to.

See Edit client for more information

Delete Client

Clicking Delete Client will erase any information about the selected Client, including all invoices you've made for that Client.   You'll see a warning message before any erasing is done.

Company information

This is where you enter the information about yourself to be printed at the top of each invoice.

Copies

You can tell Client Biller to print several copies of the invoice at once.

Date

The Invoice Date is the date you'd like to be printed on the invoice in MM/DD/YY format.

Delete charge

Delete charge will erase the selected charge from the invoice.

Delete invoice

Delete invoice will erase all the information about the selected invoice, including all the charges for that invoice.   You'll see a warning message before any erasing is done.

Delete

The Delete button deletes the Standard Charge you have selected.

Dial Prefix

If you have an office phone where you must dial number(s) to get an outside line (e.g. "9"), type those numbers in here.   You can enter a comma to add a delay.   For Example, "9," would mean dial 9 and wait a moment before dialing the Client's number.

Duplicate Charge

Duplicate Charge will add a copy of the selected charge to the invoice.

Duplicate invoice

The Duplicate Invoice button will make a copy of the entire selected invoice.
Client Biller will use the next invoice number in sequence.

Edit charge

Edit Charge
Description of charge

4/12 & 4/13.   Remove and fix Dexter's power supply.
1.5 hours.

OK ✗   Amount $ 48.00   HELP   CHG STANDARD CHARGE >>   [calculator]

The Edit Charge window is where you can change the description and amount for each charge on the invoice.

A Charge description
A Calculator
A Standard Charge

Standard Charge

Edit Charge

Description of charge

```
4/12 & 4/13.  Remove and fix Dexter's power supply.
1.5 hours.
```

OK **X** Amount $ `48.00` **HELP** CHG ± STANDARD CHARGE >>

Standard charges list

`Initial Consultation.` ±

APPLY **ADD** **$→🗑 DELETE** Charge amount: $75.00

Standard Charges are charges that you might use again, like "Initial Consultation, $45.00".   You can take any charge and add it to your list of Standard Charges and then Apply it over and over to any invoice.

A Charge description
A Amount
A Standard Charges List
A Calculator
A Apply
A Add
A Delete

Standard Charges List

The Standard Charges list shows each of the Standard Charges you have saved in the past.   Simply click the arrow to display the list, then select the charge you want to use and hit the Apply button.

Edit invoices

The Edit Invoice window is where you enter information about the invoice and the charges to be listed on the invoice.

There are areas for the invoice number, date, and Paid/Unpaid status.   There's also an area for the charges on the invoice.   This shows the first few characters of the charge and the amount.

Simply double-click on a charge to edit it, or select the charge and hit the Edit Charge Button.

A Charges
A Total
A Number
A Date
A Paid
A Notes (printed)
A Notes (private)

[A] Print
[A] Edit charge
[A] Delete charge
[A] New charge
[A] Duplicate
[A] Move up/Move down
[A] Edit client
[A] Dial client

Total

The Total shows the current total of all the charges for this invoice.

Number

The Invoice Number can be up to 8 digits or letters to identify the invoice.
Client Biller will not stop you from using the same invoice number twice.
You can tell Client Biller   to automatically generate invoice
numbers for you. (See: Setup)

Paid

Here you can check or uncheck the Paid box to mark an invoice as paid.   You can later use this to report on only the invoices that have (or have not) been paid.

Notes (printed)

Printed Notes are a few lines of text (320 characters) that will print at the bottom of the invoice.

Notes (private)

Private Notes is a line (90 characters) of text that you can use for comments about each invoice.   For example, you might want to keep the date the invoice was mailed here.

Print

The Print button will show you a preview of what the first page of the invoice will look like when printed.

🅰 Copies
🅰 Printers

Printers

You can tell Client Biller to print this invoice to any of the available printers.   This will not change the printer you have selected to use as your default printer.   This is handy for sending a fax of the invoice or printing invoices on a different printer than you usually use.

New charge

The New Charge window lets you enter several charges at once for the invoice.

After typing each description and amount, click "OK" to add the charge.
When you're finished click "Close" to stop adding new charges.

See Edit Charge for more information

Move up/Move down

Move Up and Move Down will move the position of the selected charge up or down on the list of charges.

Envelopes

This lets you select whether Client Biller defaults to printing a return address on the envelope or not.   No matter what you select here, you can override it for each individual invoice.

Export

Export Invoice(s) lets you export either a single invoice (to text) or all the invoices (to a dBase file).

[A] Export type
[A] Filename

Export type

The Export Type lets you select how to export the invoice.

The Single Invoice to Text button means you'd like to export the selected invoice to a text file.

The All Invoices to DBF file button means to export all your invoices to a dBase III type file.

Filename

This is where you enter the filename you would like to create, either a
text filename (like "JUNE.TXT") or a dBase filename (like "INVOICES.DBF").

From/To

The From and To fields let you select a date range to select invoices from.
Any invoice that falls on or within this range may be part of the selection.

Heading Note

The Heading Note is a short note (40 characters) to print below the heading on each invoice.

Indent Charges

Indent Charges means to indent all but the first line of each charge.

Invoice Report

The Invoice Report shows a simple list of the selected invoices with a total at the bottom.

Invoice Listing

The Invoice Listing will let you display either the Client's name or the invoice total when you are selecting from your list of invoices.   The invoice total option will slow down the listing a bit.

Invoice Options

The Invoice Options will let you setup options for printing invoices.

[A] Indent Charges
[A] Heading Note
[A] Invoice Paper
[A] Auto-Numbering
[A] Fonts

Invoice Paper

The Invoice Paper option will let you skip a 2" margin at the top of each invoice (for letterhead) on the first page of the invoice.

Invoices

94-01-04	# SR10005	Sentry Household Shipping	Linda von Ebers
94-01-19	# AC10013	Qualitrans, Inc.	Alain Courtaud
94-01-19	# SA10007	Senate Forwarding, Inc.	Jeff Bell
94-01-19	# SE10006	Sentry Household Shipping	Linda von Ebers
94-02-10	# CE10001	Centra Worldwide, Inc.	Jerry Freeman
94-02-18	# AC10014	Qualitrans, Inc.	Alain Courtaud
94-02-25	# SE10007	Sentry Household Shipping	Linda von Ebers
94-02-25	# SU10001	Suddath Van Lines, Inc.	Debbie Kloeppel
94-03-25	# AC10015	Qualitrans, Inc.	Alain Courtaud
94-03-25	# SE10008	Sentry Household Shipping	Linda von Ebers
94-04-01	# SA10008	Senate Forwarding, Inc.	Jeff Bell
94-04-08	# PB10001	Poe & Brown Insurance	Thersa
94-04-24	# AC10016	Qualitrans, Inc.	Alain Courtaud
94-04-25	# SE10009	Sentry Household Shipping	Linda von Ebers
94-05-01	# SA10009	Senate Forwarding, Inc.	Jeff Bell
94-05-01	# SM10001	Summit Commercial Propert	Jerry Frockt

Sort by...
- ○ Natural (no sort)
- ○ Invoice Number
- ● Date
- ○ Client Name

EDIT   PRINT   DELETE
NEW   EXPORT   PURGE
DUP.   CLOSE   HELP

From here you can do several things with invoices like create new ones, edit old ones, delete old ones, etc.

Edit invoices
Print invoices
Delete invoice
New invoice
Export
Purge
Duplicate invoice

New invoice

Select Client	
Linda von Eberstein	Sentry Household Shipping, I
Jeff Bell	**Senate Forwarding, Inc.**
Alain Courtaud	Qualitrans, Inc.
Jim Spinney	Data Storage Centers
Annita Kennedy	Julington Creek Marina
Jerry Freeman	Centra Worldwide, Inc.
Debbie Kloeppel	Suddath Van Lines, Inc.
Jerry Frockt	Summit Commercial Properties
Thersa	Poe & Brown Insurance

OK   NEW   X

The New Invoice button first asks you to select the client that the invoice is for.   Then you can begin editing the invoice.

A Client List

Purge

Purge Invoices lets you erase a whole range of invoices all at once.

Use Caution!   There is no way to unerase the invoices once they are gone.

A From/To
A Paid/Unpaid/Both
A Preset Dates

Paid/Unpaid/Both

The Paid/Unpaid/Both lets you select only invoices that have (or have not) been paid.   The invoices still must fall in the date range you selected above.

Preset Dates

The Preset Date Range buttons will simply type in some of the more common dates for you in the From and To fields.

License Information

This is where you enter your Client Biller License when you register Client Biller.

See also: <u>Shareware</u> and <u>Registering</u>

Modem Port

If you have a modem and want to be able to dial your Clients, select which
COM port your modem uses.

Monthly

The Monthly Report shows all the invoices selected with totals at the end of each month in the date range.

Reports

The Reports window lets you select certain invoices and report types for summary information about your invoices.

A From/To
A Paid/Unpaid/Both
A Preset Dates
A Invoice
A Monthly
A Client

Setup

The Setup window lets you set some of the general options for Client Biller and tell Client Biller information about yourself and/or your company.

A Company Information
A License Information
A Modem Port
A Dial Prefix
A Use Sounds
A Envelopes
A Envelope Feed
A Invoice Listing
A Invoice Options

Use Sounds

If you have a sound board on your machine, you can turn on Client Biller's sounds.

Select 'Print Topic' from the File menu to print the order form

or press CTRL+INS to copy the form to the Clipboard

and paste it into a text editor or wordprocessor

Allows you to set the envelope size and paper bin for your printer.
The default is: Manual Envelope, Common #10, and Landscape.

Allows you to set the typefaces used in invoices and envelopes.

Edit Charge

<Edit charge>

Edit client

<Edit Client>

Other software from N.E.W. Software

<Other Software from N.E.W.>

Registering

<Registering>

See: Setup

<Setup>

Setup

<Setup>

Shareware

<Shareware>

AM '94