Medlin Windows Accounts Receivable & Invoicing
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Program Description
Medlin Windows Accounts Receivable is an accounts receivable, sales analysis and invoicing program for small and medium size businesses. The program runs under Microsoft Windows 3.1, Windows for Workgroups and Windows 95. MWAR allows up to 4600 customers, up to 1600 sales codes and more than 32,000 charges and payments per month.

Medlin Windows Accounts Receivable is Shareware. You are encouraged to try the program and give copies to anyone. If you use the program, you should become a registered user by paying a $38 registration fee. Select Registration from the help menu to register.

Registered users will receive:

- The latest version of MWAR.
- Removal of "Printed with UNREGISTERED version" from reports.
- Unregistered copies of other Medlin Windows Accounting programs.
- Telephone and FAX support from 8:00 AM to 5:30 PM Pacific Time.
- Notification of updates.

Getting Started
Medlin Windows Accounts Receivable is divided into seven sections plus a help menu. Click on any menu choice to begin. Press <F1> at any time for context sensitive help.

The Processing Cycle
Accounting is done on a period basis. A period is usually one month. At the end of each period, all charges are added to the customer's balance, and all payments are deducted from the customer's balance. The new balances are used as the starting balances for the next month.

You may enter and print customer invoices using the "Invoicing" selection or enter invoices using the "Charges and Payments" selection. All payments are entered using the "Charges and Payments" selection.

New customers can be entered at any time using the "Customers" selection.

When all of the charges and payments for the current period have been entered, post late charges and calculate sales tax as needed, then begin printing reports and statements. Reports may be printed in any order, and as often as desired. If you discover an error in any of the reports, you may correct the problem and reprint the report.

Once you are satisfied the monthly information is correct, start a new accounting period using the File / Start a New Period selection.

The charges and payments are saved by MWAR and can be reviewed by the PRINT CUSTOMER ACTIVITY REPORT.

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Navigation

Use the <Tab> key to advance to the next field and press <Shift and Tab> together to go back. Menu items and "command buttons" can be "clicked" from the keyboard by holding down the Alt key while pressing the underlined letter. These are "standard" to most Windows programs. See your Windows manual for more details. The open section ("Invoices" for example) does not have to be closed to open a different section. Just click on your choice from the menu or type Alt and the underlined letter.

Entry shortcuts built-in to MWAR:

- Any field in both "Charges & Payments" and "Invoices" can be edited by moving the mouse cursor over the field and clicking the left mouse button.
- Sales Codes can be entered by number or by selecting from a list.
- In dollar entry fields, pressing <+> or <-> after entering the amount, advances to the next field. Negative numbers can be entered with the minus sign leading or trailing.
- Customer codes can be selected from a list.
- When adding new entries, pressing <+> in a reference or invoice number field adds one to the previous number and advances.
- Date fields can be edited using the <Home>, <End>, and arrow keys in addition to entering numbers.
- The date format is taken from Control Panel and the day of month is always highlighted first, for editing, when entering a date field.
- The <Delete> and <Insert> keys "click" the matching "command buttons".
- The <Esc> key goes back one selection.
- Press <F10> to use the pop-up calculator. Use <Esc> or <Alt and F4> to close. The result will be "pasted" if the calculator was called from a monetary field.

Configure

General Options:

Company name
Enter the company name to be printed on the program title line and on all reports.

Periods to Save
The MWAR program saves charges and payments on your data disk for later review with the Customer Activity Report.   Normally, the last 30 periods of activity are saved. You may modify this number to be anywhere from 6 to 99 periods.

Print Options:

Print addresses on Customer Listing
If this selection is not checked, the customer listing will include the customer code, the customer name, the memo line and the customer's aged balances. Checking this box adds the complete mailing address and the auto bill information.

Print zero balance customers on Customer Listing
Check here if you want all of the customers on the listing. Otherwise, customers with zero balances will be excluded.

Print sub-totals on Sales Summary
Check here to includd sub totals with the sales summary. MWAR has the ability to print sub totals each time the first character of the sales code changes in the listing.   If you aren't using this feature, don't check this box.

Print all detail on Sales Summary
Check here to get a complete listing of charges and payments for each sales code. Unless this box is checked, you will only get a one page summary of sales by sales code.

Sales Tax
MWAR has the ability to automatically calculate sales tax on taxable sales. Taxes are either calculated as invoices are entered under "Invoice" or by selecting "Calc Tax" from "Charges and Payments".

You may enter up to five different sales tax rates under "Configure". Each customer can then be assigned a different rate. The sales tax rate will be used to automatically calculate sales tax when using the "Invoice" selection or will be used to calculate sales taxes for all customers when the "Calc Tax" button is selected under "Charges and Payments".

Example:	Type 1:	County A	6.00
	Type 2:	County B	7.50
	Type 3:	County C	5.75

Of course, "Tax Exempt" is always a choice for each customer. No sales tax will be added for exempt customers when invoices are printed or "Calc Tax" is selected.

A sales tax code should be entered under "Configure". All calculated sales taxes will automatically be posted to this sales code.

Printer Setup
You can select a different printer for reports and for statements and invoices. Choose from any installed printer. If the desired printer doesn't appear in the list box, exit the program and install the printer using the Windows control panel. Any changes will be saved for future sessions when you click OK.

If you need to adjust the top margin, use "Half Lines of Additional Top Margin".

The font for printing can also be changed. A sample of the current selected font appears to the lower right of the printer setup box. Click select font to change the font. Only certain font sizes

are allowed due to space and readability concerns. Arial and Times New Roman are good font choices.

Statement Configuration:

Statement File Name
MWAR keeps statement layout information in files with the extension .MWS. Choose the filename corresponding to the form desired. For instance the file 731.MWS will print statements on a 7 inch long MEDLIN FORM using a dot-matrix printer. The setup program installed these files in the same directory as MWAR. Custom statement layout files can be pruchased for an additional $50.00. See the "Custom Statement & Invoice Printing" topic for details.

Number of Statement Copies
Some pre-printed statements are available in multiple copy sets for sheet feed printers. One or two copies follow the original statement copy to allow non-impact printers to produce multiple copies. Change the number of copies from one to two or three, if you use these multiple copy forms, to produce multiple copies of plain paper statements.

For Dot Matrix printers printing carbon copies, this number should be set to one.

Statement Printing Options:

Print only invoice totals
Clicking here causes only the totals for each invoice to be printed on the statements. This allows you to have a detailed breakdown of sales on the sales summary, but prints only invoice totals on the statements. All adjacent entries with the same invoice number are totaled on the statement with "Reference Number" for a description. For this option to work properly, multiple entries with the same invoice number must be together in the charges and payments listing. It is a good idea to sort by Invoice number before printing the statements.

Print Zero Balance Statements
If you want to print statements for customers with zero balances, check here.

Print Credit Balance Statements
If you want to print statements for customers with credit balances, check here.

Aging
The Aging method chosen here will be used to print the Aging report on the statements and the Aging report included in the Customer Listing report. If "Age by Period" is chosen, each period is assumed to be 30 days long and Aging is determined by period.

If an Aging period other than 30 days is chosen, the date of each invoice is compared with the report date to determine Aging.

Statement Heading and Footer
If your company name and address is not pre-printed on the statement forms, you may enter a statement heading. Enter up to six 100 character lines to print on the top of your plain paper or laser statement. Leave the heading blank if pre-printed statements are used.

You can also enter a 100 character message to be printed at the bottom of the statement form. This is a good place to enter your payment terms, or a short advertising message.

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Invoice Configuration:

Invoice File Name
MWAR keeps invoice layout information in files with the extension .MWI. Choose the filename corresponding to the form desired. For instance the file 873.MWI will print statements on a 7 inch long MEDLIN FORM using a dot-matrix printer. The setup program installed these files in the same directory as MWAR. Custom invoice layout files can be pruchased for an additional $50.00. See the "Custom Statement & Invoice Prinring" topic for details.

Number of Invoice Copies
Some pre-printed invoices are available in multiple copy sets for sheet feed printers. One or two copies with the same invoice number follow the original statement copy, to allow non-impact printers to produce multiple copies. Change the number of copies from one to two or three, if you use these multiple copy forms, or to print multiple copies of plain paper invoices.

For Dot Matrix printers printing carbon copies, this number should be set to one.

Default Days Until Due
When entering an invoice, the default due date will be this many days after the invoice date. Of course, you can always change the due date, but having the correct default can save you some typing time.

Text to Replace Due Date
If you would prefer to print something like "Upon Receipt" instead of a specific due date on invoices, fill in this field.

Invoice Heading and Footer
If your company name and address is not pre-printed on the invoice forms, you may enter an invoice heading. Enter up to six 100 character lines to print on the top of your plain paper or laser invoice. Leave the heading blank if pre-printed invoices are used.

You can also enter a 100 character message to be printed at the bottom of the invoice form. This is a good place to enter your payment terms, or a short advertising message.

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Sales Codes

In addition to being an accounts receivable program, MWAR is also a sales analysis program. Each charge or payment is posted to a sales code. The Sales Codes selection allows you to enter up to 1600 sales codes and their corresponding descriptions, prices and sales tax status. The sales description is also printed on the various reports, including the statement.

Enter a sales code up to four characters in length (alphabetic or numeric characters are allowed), and up to 32 characters for a description. If you enter a default price for each sales code, the value is entered automatically each time you enter the sales code. For most applications, the amount should be zero. You can also have the program calculate the sales tax for each sales code. Enter "T" if the item is normally taxable or "N" if normally non-taxable.

You may add or change sales descriptions, codes, amounts and taxability at any time, but you shouldn't delete sales codes once charges or payments have been entered to the sales code.

At least one of the sales codes, and it's corresponding description should be for payments on account. Payments received from customers should then be posted to this code, as a negative amount, using the minus <-> key instead of the enter key.

If you plan to charge late charges or interest, you should enter a sales code for this purpose. Default price and sales tax percent should be zero for the payments and late charges account codes. If you will be calculating sales tax amounts separately, you should also enter a sales code for sales tax charged.

Sales codes are "case sensitive". The sales code "AAA" is different from "aaa".

Example: 1000 Left Handed Widgets - Red
                       1001 Left Handed Widgets - Blue
                       1002 Left Handed Widgets - Green
                       2000 Right Handed Widgets - Red
                       2001 Right Handed Widgets - Blue
                       2002 Right Handed Widgets - Red
                       6000 Sales Tax
                       7000 Returns / Credits
                       7001 Discount
                       8000 Shipping Charge
                       9000 Payment - Cash
                       9001 Payment - Check
                       9002 Payment - Credit Card

Customers

Customer information is entered and changed using this selection from the menu. Enter the following information for each customer:

- **Customer Name** - Two lines of 32 characters each are available.
- **Street Address** - Up to 32 characters for the street address.
- **City State & Zip** - Up to 32 characters for the city, state and zip code.
- **Customer Code** - This is a ten character code used for sorting customers, and also to post charges and payments to the customers account. In most cases, you want to enter the customers last name, followed by as much of the first name as will fit in the remaining characters. For instance, if the customer's name is Jerry Medlin, the customer code would be MEDLINJERR. Notice all capital letters are used. If you enter lower case letters, they are changed to upper case automatically. Also, notice no spaces are included. The program will prevent you from entering a previously used customer code. NOTE: If a customer code includes a tilde character (~), the customer will be deleted when the account is paid. This allows you to enter one time customers and have the program automatically delete them when they are no longer active.
- **Tax Type** - Choose one of the five tax types entered under "Configure" or choose "Tax Exempt". The corresponding tax percentage will be used to calculate sales tax for the customer whenever an invoice is entered using the "Invoice" selection or whenever "Calc Tax" is chosen from the "Charges and Payments" selection.
- **Balance Forward** - You may enter the current balance due. For new customers with no opening balances, enter zero. This balance will be automatically updated each time you change periods (back or forward). Don't change this balance without a very good reason.
- **Late Charge %** - Enter the desired late charge for this customer as a percentage. If you are on a monthly cycle and you wish to charge an 18% annual rate for balances overdue, enter 1.5 (18 divided by 12 months). If you don't want to charge late fees to this customer, enter zero or leave it blank.
- **Phone / Memo** - Up to 48 characters for the telephone number or any other important information about the client you wish to keep.
- **Auto Bill** - Dollar amounts entered here may be posted to a customers account automatically each period. The day of the month and the account number for the automatic entry should also be entered here. Selecting File / Auto Bill will create invoices for all customers with entries in the auto bill section.

The buttons at the bottom of the screen allow you to browse, search and delete customers. Be sure to click "Save" after each customer entry or change.

To quickly check the customer's balance, use the total button.

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Charges and Payments

This selection allows you to enter charges and payments for the current period. Charge amounts are entered as positive numbers using the plus <+> or <Enter> key and payments are entered as negative numbers using the minus <-> key enter the number, then press the minus key)

Before any charges and payments can be posted, you must have at least one sales description entered, so you have a sales code to post to. The following information is entered for each charge or payment:

- **Customer Code** - The 10 character code for each customer is used to post a charge or payment. Pressing <Enter> at the beginning enters the previous customer code. Select the vendor code from the list box or by typing in enough of the vendor code to display the desired customer name in "Currently Selected Customer".
- **Invoice Date** - The highlighted part of the date can be edited by typing the new value or by using the up and down arrows. The day of month is highlighted first. Use the left and right arrow keys to highlight the month or year. Pressing <Home> or <End> will change to the highest or lowest possible value. Often only a single press of the down arrow is required to increment the day of the month, by one day.
- **Invoice Number** - Up to 14 characters for the invoice number. Alphabetic characters are allowed. Pressing the plus <+> key adds one to the previous invoice number, and clears the invoice total shown on the screen. Pressing <Enter> gives you the same invoice number as the previous line.
- **Sales Code** - Sales codes and their corresponding descriptions should be setup using the "Sales Codes" selection of the menu.   Codes can be selected from the list box or by entering enough of the code to highlight the desired account in the list box.
- **Amount** - Enter the amount of the charge or payment. Payments should be entered as a negative number. A negative number is entered by using the minus <-> key instead of the <Enter> key after the number is typed in.

Pressing the <Enter> key on any entry except the amount, defaults to the previous value. This allows you to make multiple entries for an invoice with the same customer, date and invoice number. Pressing the plus <+> key for the invoice number increments the previous number by one.

Three numbers are printed at the bottom right of the screen. The first number is the total of all charges (+ entries), the second number is the total of all payments (- entries) and the third number is the total of entries to the current invoice number.

Pressing the <Esc> key during entry takes you back to the previous field. Buttons at the bottom of the screen allow you to delete, change and search the current entries, recall invoice detail and view customer balances.

Selecting "Late Chg" calculates and posts late charges. You will be asked to enter a date, invoice number (blank is acceptable), sales code and minimum late charge amount. Late charges are calculated using the customer's balance forward minus current period payments with the result multiplied by the customer's late charge percentage. Late charges should only be calculated once, at the end of the period, just before printing statements and reports.

You can sort all of the current invoices by any field. Just click the title over the column you wish to sort.The "Calc Tax" command will calculate and create a sales tax entry for each customer based on the current invoices and the tax rates selected for each customer. Invoices will only be

taxed once, so it's OK to use "Calc Tax" multiple times.

Invoices

If your business requires a printed invoice, use this selection. Otherwise, enter invoice details under "Charges and Payments". Invoice detail entered here will appear under "Charges and Payments", when the invoice is printed or saved, and can be "recalled".

- **Customer Code** - Select the customer code from the list box or type it in. As you type, the matching codes will appear in the list box. Press <Enter> to select the highlighted customer code.
- **Invoice Date** - The invoice date defaults to the computer's system date. Use the left and right arrows to move between month, day and year. Use the up and down arrows or home and end keys to increase or decrease the highlighted amount, or just enter a number.
- **Due Date** - The default due date is determined by the "Default Days Until Due" selection under Configure / Invoices. Change it by using the up and down arrows, or type in a new date. You may also type in text such as "Upon receipt". Or, using the Configure / Invoices menu, you can enter text to replace the initial default date.
- **Invoice Number** - You may enter numbers or alphabetic characters. Pressing the plus <+> key adds one to the previous invoice number. If you use invoices with pre-printed invoice numbers, be sure the number entered is the same as the next blank invoice in the printer.

Next, the invoice details are entered. You may enter up 100 lines for each invoice.

- **Reference Number** - The 8 characters or numbers you enter here will be printed under the "Ref Num" column on the invoice. You may enter P.O. numbers, additional descriptive information or leave it blank.
- **Sales Code** - Enter one of the sales codes. Each time you enter an additional character of the sales code, the closest possible match is highlighted at the top of the list box. Press <Enter> to select it.
- **Description** - The description can be up to 42 characters long. If you enter the @ symbol anywhere in the description, the number immediately following the @ symbol will be multiplied by the first number in the description, and automatically entered as the amount for this line.
  So, if you enter a description of:

  125 No. 201101 Left Handed Widget Adjusters @ $1.22 each

  the amount will be entered as $152.50.
  If you have entered a default price for a sales code, you can enter only a quantity for the description. The quantity will be multiplied by the price, to obtain the amount. If you need more than 42 characters for a description, enter additional lines with a zero for the amount. The zero will not be printed on the invoice. Pressing <Enter> for the description will enter the description entered with the sales code.
- **Amount** - Enter the amount, including the decimal point. If you included a price and quantity in the description, the amount will be automatically calculated and entered.

For each line, sales tax will be calculated, entered at the bottom of the screen and added to the invoice total. Sales tax is only calculated for those sales codes tagged as taxable and for customers with a tax type other than "Tax Exempt".

When you have entered all of the individual lines for the invoice, click "Save", or "Save and Print".

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Reports

Reports can be printed at any time and as often as you wish. Reports can also be printed for any past periods or combination of periods. Click the "Sort Transactions" box and you can sort charges and payments by any field. The number of report copies can also be set.

On some reports, you will be asked to enter a starting and ending date for charges and payments. Click OK or press <Enter> to print all of the charges and payments for the selected periods.

When printing Statements, Customer Listing or the Customer Activity Report, specific customers can be selected and the customer list can be sorted by customer zip code or customer code.

Print to Screen
Checking here will print all reports on the screen, allowing you to view reports without wasting paper. Use the scroll bar to scroll through the report.

Close the form or press <Escape> to return to report printing.

Statements cannot be printed to the screen. Use the Customer Activity Report instead.

Printing to a File
Printing to screen creates a file named TEMP.TXT in the current data path. To save a copy of the report, rename the TEMP.TXT file. By loading the file into any word processor and changing the font to a fixed pitch font like Courier New, you can modify or reprint the report.

Print Statements
Customer statements can be printed on statement forms from MEDLIN FORMS or on plain paper. For jet and laser printers, the form number is 421 with window envelope 44-909. For dot-matrix printers, the form number is 873 with window envelope 44-555. The forms can be ordered pre-printed, with your company name and address, by calling 1-800-544-3427.

If you don't want to use forms pre-printed with your name and return address, you can have the program print your name and address on blank paper. Choose Configure / Statements from the menu to enter your name and address and select PLAINSTM.STM as the Statement File Name.

If using a dot matrix printer, the top edge of the first form should be set directly under the print head, and the paper bale should be left open until the paper advances a few lines.

Print Charges and Payments Listing
To provide an adequate audit trail, this report should be printed and retained, before closing out the period. It lists all the charges and payments entered for the period, and the total of charges and payments.

You are asked to enter a starting and ending invoice date. Pressing the <Enter> key twice defaults to the first and last date, and all invoices for the period are printed. You can use this date feature to print only the invoices entered for a single day, or a series of days.

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Print Accounts Receivable Ledger

This report prints each customer's opening balance, all charges and payments for that customer, any late charges added and the closing balance. Customers with no activity and no opening or closing balances are skipped. The report should be printed and retained at the end of each period.

Since MWAR is a "balance forward" accounts receivable program, the Accounts Receivable Ledger is your best source of information several months from now, on how a customer's balance got that way.

Print Sales Summary

This is a listing of all charges and payments by sales category, followed by a one page listing of total sales by category.

Usually, you only need to print a sales summary for the current period, but you may also print sales summaries for previous periods and ranges of previous periods.

Selecting "Print all detail on Sales Summary" under Configure / General Options, will list each charge and payment by sales code. You should print the detailed listing at the end of the period for audit trail purposes.

You will be asked to enter a starting and ending invoice date. Pressing the <Enter> key twice defaults to the first and last dates used, and all invoices for the period are printed. You can use this date feature to print a daily summary of sales. By assigning separate sales codes for "paid by check", "paid by cash" and "paid by credit card", you can even print a list of checks to go with your bank deposit for the day.

The summary by sales code will also print a sub-total every time the first character of the sales code changes. For instance, a sub total will be printed for accounts 100, 110 and 120, and another sub total for accounts 200, 210 and 220. Disable this feature by deselecting "Print sub-totals on Sales Summary" from the Configure / General Options menu.

Print Sales Tax Summary

A very useful report for businesses collecting sales tax. The five rates entered under Configure / General Options are summarized. Total sales are multiplied by the sales tax rate, and compared with sales taxes collected.

Print Customer Listing

This report is an aged listing including all customer information. The Aging matches the aging on the statements. Changing the Configure / Statements Aging also changes the Aging on the Customer Listing. The Configure / General Options selection allows you to omit customer addresses, and to omit customers with no activity or balance, when you print this report.

Print Customer Activity Report

The Customer Activity Report summarizes all the transactions posted to a customer's account for the past periods, with the beginning and ending balance. Normally, you should choose only a single customer to review, but if you have an unlimited paper budget, you may choose to print a customer activity report for all customers. MWAR normally saves data for thirty periods, but you change use "Configure / General Options" to change the number of periods saved to any number between 6 and 99.

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Periods to Print

Click on any period or series of periods to include in the reports. Click again to de-select. The period-ending report date appears to the right of the period selection box. You may change the report date, if you wish. Report periods must be contiguous (together).

Report Date

The report date defaults to the last day of the month of the oldest invoice. Change it by clicking the report date box.

The report date is used as the basis for Aging, if the Aging period under Configure / Statements is not 30 days. Otherwise, the report date is used only for report headings.

Start Printing

Once the reports and periods you wish to print have been selected, click here to start printing. Printing under Windows can be painfully slow, at times.

Remember, if you are using the Windows Print Manager, the entire report is usually processed before the first page actually prints.

Click the Abort button to stop printing. Be patient, the abort process takes a few seconds.

Print Speed and Quality

Printing is generally slower in the Windows environment, but there are things you can do to speed up the process. Font selection has a dramatic effect on print speed. Fonts which are "native" to your printer print much faster. If the print speed is too slow, select another font and try again. Arial and Times New Roman are good choices.

The printer resolution also affects print speed and quality. Raising the resolution will increase the print quality, but slow the print speed. Lowering the resolution lowers the print quality, but increases the speed. Print resolution is changed using the Printer Setup option from the Windows Control Panel.

Printer Problems

Try printing the same report to the screen. If the screen report is correct, then MWAR is working properly and the problem lies with the printer setup, connection or cable. Try turning the printer off, then on again, and reprint. If you have access to a different cable and / or printer, try those. Windows applications depend on a "printer driver" to control communication between the application and printer. Your printer manual should have the correct driver name and a list of alternatives and your Windows manual will have instructions on setting up printers. If none of the available printer drivers are correct, contact Microsoft for an updated driver.

If you are having trouble with a dot-matrix printer try changing to a more common driver. For Epson compatibles try the Epson MX-80 and for IBM compatibles try the IBM ProPrinter.

File Menu

Change Data Path
MWAR always begins by reading data in the "working" directory. To read data in another directory or on another disk, use Change Data Path. When "OK" is clicked, data is first saved to the old path, and then read from the new path.

To use MWAR for multiple businesses, create a different directory for each business, using the Windows File Manager (or Explorer), and use File / Change Data Path to change the data directory.

To transfer data from one directory to another, use Backup Data.

Save Data
Data is saved automatically when running MWAR. Each new entry is sent to the disk. You can manually save (and re-read) the data from the disk by pressing <Ctrl and S>. Data is always saved to the current data path (view the path by pressing <Ctrl and W>). To send a copy of the data to another directory, use "Backup Data".

Backup Data
Eventually, all hard disks fail. Use this selection occasionally to save the data to a floppy disk. You can't backup to a full or unformatted disk. Make sure the backup disk has been formatted, and has enough room for the data files. Press <Enter> to save to the A: drive, or enter a new drive and path. "Backup Data" makes exact copies of the MWAR data files. These files can be used if your main disk fails. "Backup Data" can also be used to transfer the data from one computer to another or to copy the data to another part of your hard disk.

As with all sensitive files, it is a good idea to have a rotation of several backup disks. If you backup weekly, have a disk labeled "Week One", another labeled "Week Two" etc. Tape drive manuals usually have a section about rotating several tapes.

Restore Data
Use this selection to restore from a backup. The original path of the data files will be the default path to restore the files to.

Start a New Period
Use "Start a New Period" to start a new accounting period. If you started a new period and you didn't want to, don't worry, just select "Go Back to a Prior Period". You can't start a new period, if there are no transactions in the current period.

Go Back to a Prior Period
You can go back to prior periods, correct mistakes, and reprint reports. Select "Go Back to a Prior Period" to go to the previous period. Choose "Start a New Period" to go to the next period.

Auto Bill
Select "Auto Bill" to automatically post the auto bill amounts entered for each customer. The date, amount and sales codes entered for each customer under "Auto Bill" are used to create invoice entries under "Charges and Payments".

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Where Am I?
"Where Am I? " displays the data path, current period, number of prior periods and how many transactions in the current period. Press Control and W from anywhere in the program to get the "Where Am I?" screen.

Calculator

MWAR has a built in four function pop-up calculator that works like a standard pocket calculator (if there is such a thing). Press the <F10> key and a small box will appear on the screen. Enter a number and use the <+> and <-> keys to add and subtract. To multiply or divide, use the <*> or </> keys and then the <Enter> or <=>.

If the calculator is called from a dollar value entry field, the calculated amount will be plugged into the entry field, when you exit the calculator. Exit the calculator by pressing <Esc> or closing the calculator form.

Edit, Duplicate or Reprint Prior Invoices (Recall)

MWAR saves, by period, all invoice detail entered from the Invoice screen.

From the Invoice screen, click the recall button, enter the desired invoice number, then choose edit or duplicate. From the Charges & Payments screen, the detail for the invoice in the "edit bar" is recalled.

Statement & Invoice Forms

Pre-printed forms can be ordered from MEDLIN FORMS by calling 1-800-544-3427.

Statements:
421 - For jet and laser printers. Can be used both for statements and invoices by NOT having a heading pre-printed. Use envelope **44-909**.
731 - Seven inch dot-matrix form available in one, two or three parts. **44-175** is the envelope number.

Invoices:
421 - For jet and laser printers. Can be used both for statements and invoices by NOT having a heading pre-printed. Use envelope **44-909**.
873 - Seven inch long dot-matrix invoice. Available in three or four parts. Order envelope **44-555**.
879 - Eleven inch long dot-matrix invoice. Available in three or four parts. Use envelope **44-555**.

Custom Statement & Invoice Files

If you need a different alignment for printing statements or invoices, custom aligned "layout" files can be purchased for $50.00 each. Print positions can be changed, fields and their headings and can be changed or deleted, additional lines of text can be added, page length can be adjusted, print size, font, bold, and italic can be altered etc. It is best if you send a sample of your form or preferred layout and we will send back a sample for your approval.

Converting PC-AR Data Files

The program MWCONV.EXE is available to all registered users and will convert all PC-AR data files to MWAR format.

Run the program by double clicking on the conversion icon, or by double clicking on MWCONV.EXE from the file manager.

The conversion program has a single screen with two boxes labeled From: and To:. Select the location of the existing PC-AR files in the From: box, and set the To: box to the directory and disk where you want your MWAR data files to be created, then click OK. A status line tells if any convertible files are found and indicates the progress of the conversion.

Label Printing

Labels can be printed using MWAR data by ordering Medlin Windows Label Printing (MWLBL).

Password

Password protection can be added to any Medlin Windows program for an additional $20.00 per program. The password of your choice is "hard coded" into the program for maximum security.

Data Files

MWAR.CFG - Configuration data
MWAR.DES - Sales code data
MWAR.CUS - Customer data
MWAR.INV - Current period charges & payments
MWAR01.INV, **MWAR02.INV** etc. - Prior period charges & payments
MWAR.LIN - Current period invoice detail
MWAR01.LIN, **MWAR02.LIN** etc. - Prior period invoice detail
*.MWI - Invoice printing layouts
*.MWS - Statement printing layouts

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Medlin Windows Accounts Receivable Order Form

Registered users receive the latest versions and telephone support and notification of updates..

Send to:
Medlin Accounting Shareware   Phone: 707-255-4475
1461 Sproul Avenue   Fax: 707-255-9266
Napa, CA 94559-1505   E-Mail: medlinsw@medlin.com

MWPR Payroll Writing Program   _____$38.00
MWGL General Ledger Program   _____$38.00
MWAP Accounts Payable Program   _____$38.00
MWAR Accounts Receivable Program   _____$38.00
MWLBL Label Printing Program   _____$25.00
Sales tax (California users only)   _____(2.76 per program)
Federal Express delivery (optional)   _____$15.00

Total   _____

Name   _____

Company _____

Address _____

City _____   State _____   Zip _____

Payment by: Check _____   MC _____   Visa _____   Amex _____   Disc _____

Card no.: _____

Expiration Date: _____

Phone Number _____

Card holder Name _____

Signature _____

Where did you get our programs?
_____

Sorry, no COD's or purchase orders.
Programs will be mailed by First Class Mail.
Disk size will be 3.5 inch HD.

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