



# Medlin Windows

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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.

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.
- 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. Use the mouse to move the arrow to the menu choice and then click the left mouse button.



## 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, 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.

## 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.

# Medlin Windows Accounts Receivable Order Form

**Print 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

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
California sales tax (7.25%)	
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 unless otherwise specified.

# Program Configuration

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## **Company name**

Enter your 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 paid invoices for the previous six periods are saved. You may modify this number to be anywhere from 6 to 99 periods. Remember, the more periods you save, the more room you need on the data disk, and the more time it takes to review a vendor's activity. Six periods is the minimum number of periods to save to get proper aging.

## 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 included 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". For example, if you pay taxes to different counties:

Type 1:	County A	6.00
Type 2:	County B	7.50
Type 3:	County C	8.25

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".

Of course, "Tax Exempt" is always a choice for a customer. No sales tax will be added 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.

## Select Printer

You may choose to print reports on one printer and statements and invoices on another printer. For instance, you might choose a dot matrix printer to print multiple copies of statements or invoices using pre-printed sprocket feed forms and choose a laser printer to quickly print the reports.

If you don't see the desired printer in the list, it hasn't been setup for use with Windows. Go to the Windows Control Panel and install the printer.

## 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 9060.MWS will print statements on a 7 inch long NEBS 9060 form using a sprocket feed printer. The setup program installed these files in the same directory as MWAR.

### Custom Statement Files

## Custom Statement and Invoice Files

If you need a different alignment for printing statements or invoices, custom aligned layout files can be purchased for \$50.00 each. In addition to changing print positions, possible changes include:

- Changing font sizes and types. Different fonts can be mixed on a single statement.
- Adding additional lines of text on the page.
- Changing the page size.

Send us a sample of form and we will return a sample invoice or statement file for your approval by mail or email.

## **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, or to produce multiple copies of plain paper statements.

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

# Statement Print 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, for some reason, 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 the number of periods.

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

Aging by period is faster.

## **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 five 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.

Header and Footer information is saved in the current statement file.



## 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 9296.MWI will print statements on a 7 inch long NEBS 9296 form using a sprocket feed printer. The setup program installed these files in the same directory as MWAR.

### Custom Invoice Files

## **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 five 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.

Header and Footer information is saved in the configuration file.

## Enter or Change 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 of these 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".

# Enter or Change 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. 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.

# Enter or Change 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 account number or description to highlight the desired account in the list box. Pressing <Enter> at the beginning defaults to the sales code for the previous entry.
- 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 Escape 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.

Selecting "Late Chg" will calculate and enter late charges for all customers. You will be asked to enter a date, invoice number (blank is acceptable), sales code and amount for the late charges. The optional amount will be used as a minimum late charge in the calculation. Late charges are calculated on the remaining unpaid balance brought forward at the end of the period. Late charges should only be calculated once at the end of the period.

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





# Enter or Change Invoices

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

- 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.
- Invoice 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 number 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 price for a sales code under Enter or Change Sales Codes, 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".

## Recall Invoices

## **Recall Invoices**

Any invoice from the active period can be recalled for editing and reprinting. Invoices can also be recalled and duplicated. From the Invoice screen, click the recall button, enter the invoice number, then choose edit or duplicate. Invoices cannot be recalled from a prior or future period and duplicated in the active period.

# Print 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" button and you can sort charges and payments by any field.

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

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## **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.

Screen printing creates a file named TEMP.TXT on your data directory. If you wish to edit or modify a report, load TEMP.TXT into any word processor and change the font to a fixed pitch font, like Courier New.

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

## Print Statements

Customer statements can be printed on statement forms from New England Business Services (NEBS) or on plain paper. For laser printers and other full page printers, the form number is 9311 and the window envelope is # 741. For sprocket feed printers, the form number is 9060 and the window envelope is #772. The forms can be ordered pre-printed, with your company name and address, by calling NEBS at 800-388-3810. Tell them the mail code number is 95111.

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.



## **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.

## **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).

## 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.

If you would like to add a few extra lines to the top, enter the number of half lines next to 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, Times New Roman and Courier New are good font choices.

Any changes will be saved for future sessions when you click OK.

## **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, Times New Roman and Courier 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.

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## **Change Data Path**

MWAR always begins by reading data in the icon's 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 by using the Windows File Manager, and use File / Change Data Path to change the data directory.

To transfer data from one directory to another, use Backup Data or the Windows File Manager.

## Save Data

Although data is saved automatically when exiting MWAR, it is a good idea to save the data occasionally, in case of a power failure. Data is always saved to the current data path, which can be viewed by pressing Ctrl and W. If you want to copy 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 makes exact copies of all of the MWAR data files. These files can be used if your main hard disk fails. Backup Data can also be used to transfer the data from one computer to another.

You can also use this selection to copy the data to another part of your hard disk.

### **Restore Data**

## **Restore Data**

Should you need to restore data saved with the File / Backup Data command, select File / Restore Data. Select the path for the restored data. The original path at the time of the backup will be the default path.

## **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".

## **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.

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## 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.



## Converting PC-AR 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, and click OK. A status line tells if any convertible files are found and indicates the progress of the conversion.

## **Extra Lines Before Printing**

Some sheet feeder printers (like the Canon BJ series) start printing too close to the top of a page. Use this selection to add a blank line or two.



