WININVOICE
Shareware Version

First of all thank you for trying this program. If you have any problems you can call , or write me. When ordering by letter please indicate 3½ or 5¼ disk. Make checks payable to Steve Hamm.

I suppose you have noticed how simple WININVOICE is and there is a reason. I could have added a lot of features but I really wanted this to be the Voltswagon of invoicing programs, with the hope that in simplicity came reliabilty.

Before you can run an invoice you must run SETUP, and ACCOUNTS. This tells the program who you are, how much the tax is in your area, and at least one of your customers.

INVOICE: Starts the invoicing procedure.

   1. Account number   Can be any combination of letters or numbers. Program searches
                           for the account number entered through ACCOUNTS.

   2. PO Number   Can be any combination of letters or numbers.

   3. Terms   The default is Net 30.

   4. Salesman   Make it short.

   5. Invoice appears.   Select a product code from the dialog in the middle of the screen.
                          Misc will always be there and select it if you havn't entered any
                          codes through Product Code. The program will give you an Invoice
                          Full message after 24 entries.
                          After each code selection you enter the quanity.
                          Select the total button when through.
                          Next is any shipping cost.
                          Last is printing.

FIND INVOICE: Will find, display, and give you the option to print any invoice from the

last time the invoice database was reset.

REPORT: Prepares a report that prints all invoices by company. Then gives you the option
to reset the database. Be careful here and make sure the report has printed prop-
erly before answering Yes. You always have the option to reset in the DELETE
procedure.

CLOSE: Obvious.

ACCOUNTS: Enters account information into a database.

1. New Company Name   Can be any combination of letters, numbers and some
symbols.

2. PO Number   Can be any combination of letters and numbers.

3. Address   Can be any combination of letters and numbers.

4. City   Can be any combination of letters and numbers.

5. Account Number   Can be any combination of letters and numbers.

PRODUCT CODE: Enters product code information into a database.

1. Code Number   Can be any combination of letters, numbers and some
symbols. Restricted to 10 charactors.

2. Product Description   Can be any combination of letters and numbers.

3. Unit Price   Numbers only!!!   Example: 12.99

INVOICE SETUP: Enters your company information, tax and a comment into a database.
Once the information is entered and OK'ed the program will always re-
member it, so whenever you select SETUP the information will be there.
This makes it easy so you don't have to re-enter everything to just cha-
nge one item.

1. Your Company name   Can be any combination of letters and numbers.

2. PO Number   Can be any combination of letters and numbers.

3. Address   Can be any combination of letters and numbers.

4. City   Can be any combination of letters and numbers.

5. Tax   Numbers only!!!   Example: .07125

6. Comment   Can be any combination of letters and numbers. This will
print at the bottom of each invoice.

DELETE   Will delete any account, product code or all invoices.

1. List accounts   Shows all account numbers in the database. Once displayed
click on the account you want to delete. A dialog will come
up to verify the correct number.

2. List Codes   Shows all product codes in the database. Once displayed
click on the code you want to delete. A dialog will come
up to verify the correct code number.

3. Invoices   Will delete all invoices !!!

END