

DDBASE_MADCAP-SOFTWARE

COLLABORATORS

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REVISION HISTORY

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Chapter 1

DDBASE_MADCAP-SOFTWARE

1.1 INVOICER ..©MADCAP-SOFTWARE

Created Using DDBASE {A Touch Of Genius}

©MADCAP-SOFTWARE WHERE INSANITY IS ONE STEP FROM GENIUS!

INVOICER HELP FUNCTION.
{or spot the spelling mistake}

INTRODUCTION
TOOLTYPES?
BATCH FILES
TROUBLE SHOOTING
Menu Items
Tutorial
WHAT'S NEW!

INVOICER IS NOW A GIFTWARE PRODUCT!
IF YOU USE INVOICER PLEASE CONSIDER SENDING THE POOR AUTHOR A GIFT!
CONSIDERING THE AMOUNT OF TIME THAT HAS BEEN PUT INTO INVOICER
I CONSIDER THIS VERY CHEAP!

Install Invoicer

1.2 MENU

Project Edit Invoice Print Help

1.3 Project

PROJECT

Open
SaveAs
Save
New
Export
Exit

1.4 Edit

EDIT

ITEM UpDate Item
 Add Item
CUSTOMER Edit Customer
 Add Customer

Company Details
Preferences
Date
Set Invoice No.

1.5 Invoice

INVOICE

Enter Invoice
Add Comment
Review Invoice
Copies

LOG Unlog
 Payment
 End of Period

1.6 Print

PRINT

Print Invoice
Print Customers
Print Items
Print Labels
Print All Labels
Setup Labels
Print Statement

Print Blank Invoice

SUMMARY Current Summary
By Date
By Range

1.7 Blank Invoice

This allows you to print a blank invoice

1.8 New

New

Clears all data, Items, customers and Company data.

1.9 Exit

EXIT

Exits from Invoicer

1.10 INTRODUCTION

INVOICER VERSION 2.89 ©MADCAP-SOFTWARE 20 August 1998

MadCap-Software: Where insanity is one step from genius!

INVOICER is provided "as is", without warranty of any kind. In no event will the author be liable for any direct or indirect damage or loss resulting from the use or misuse of this program. By using INVOICER, you are accepting the above.

The copyright stays with me ©Peter Hughes {MadCap-Software} and is not transferable by any means. You only have permission to use this software and freely copy and distribute it only if all the files are in tact and only a minimal fee is charged for copying. Such as FRED FISH charges.

INVOICER was programmed and compiled using GFABASIC 3.5

INVOICER REQUIRES REQTOOLS.LIBRARY AND OS2.04 OR HIGHER TO RUN

INVOICER SHOULD WORK WITH ANY 1MEG AMIGA'S

INVOICER along with dBase recieved Best Buy when they were reviewed in the March 1996 Amiga Shopper! (90%)

To set up a invoice file you will need to do the following:

Enter Company Details
Enter Item Details
Enter Customer Details

I enjoyed writing this software but detest document files. (It Shows). The best way to get used to Invoicer is to experiment with it.

If you find any bugs or you wish to send a postcard/gift you can contact me at:

Snail Mail

P.A.Hughes
84b Warrior Square
St Leonards on Sea
East Sussex TN37 6BP

Other software by MADCAP-SOFTWARE:-

DDBASE. Version 7.66 A Database.
Update to Fish 956

SmallAccounts. A easy to use but flexible way of keeping account of your finances.

BUGS or NOT YET IMPLEMENTED.

1 Memory: When run from Workbench or Cli Invoicer loses 40/80 bytes. This is due to a bug in the GFA Compiler. Invoicer has been tested with Mungwall and all the 'hits' have been removed.

2 Wait: You may face some problems if you launch another program. Invoicer will 'wait' in three conditions.

3.1: Main Window
3.2: Edit Item/Goods
3.3: Edit customer Details

3 Enforcer: Causes a Enforcer hit.

1.11 What's New!

Version 2.85 15 June 1997

When you use "Review Invoice" , "Print Invoice" or

"Print Statement". It now uses a list view to display the Invoice number along with the customer name and date. Makes life a lot easier.

Invoicer uses the page width settings from the Printer preferences so it will centre properly. IE If you are using condensed (15/17) with a page width of 135 characters etc.

Version 2.87 20 June 1997

When you entering an invoice inputing 'ZZZ' into the item code enables you to enter upto 18 lines of text.

Removed some bugs in 'Print Statement' where the statement number was incorrect.

Added CLOCK tooltip.

Version 2.88 29 April 1998

Removed support for tooltips. Now uses Invoicer.prefs. Use a text editor to change.

Version 2.89 20 August 1998

Reorganised some of the menu items. Added 'Preferences' to the Edit menu. Re-vamped the help/amigaguide file. Changed the look and feel.

Added some limited screenmodes. Accessable from Invoicer.guide

1.12 TROUBLE SHOOTING

Q: Why can't I print an Invoice?

A: You will need to either load or create a file. For this you will have to enter: YOUR Company Details, Goods/Item details and Customer details.

Q: I have done the above but I still can't print an invoice!

A: Check the printer is turned on. Check cables.
Check Printer Driver.

Q: I have not got a battery backed up clock. How can I set the date correctly?

A: From Invoicer.info edit the tooltips SETDATE=y.
This will run the Time Preferences each time Invoicer is run.

Q: On printing multiple invoices, the invoices creep down the page!

A: Set the pagelength from the printer preferences correctly. Or set the tooltip PAGELENGTH=<>.

Q: When I print an invoice it does not centre my company title.

The title is not in double width or bold!

A: Invoicer uses standard ANSI codes, your printer/driver may not be able to use this function.

Q: How can I show my appreciation for such a wonderful program as Invoicer?

A: Send the author: some MONEY!, A1200, A4000, A3000!!!

Q: Can Invoicer automatically load a file when first run?

A: Yes. Edit the tooltype LOAD=<filename> where <filename> is the file you wish to load. Or from cli:
invoicer <filename>, this would be useful from a program such as TOOLDAEMON ©Nico Francois.

Q: I edited my customer/item databases. When I next run Invoicer I found I had lost the changes. What happened?

A: After you add/edit or create an invoice you should always either Save the data or exit from Invoicer before you turn your Amiga off. This way the changes will be saved to disk!

Q: Is there a version of Invoicer for other makes of computers?

A: No!

Q: I have tried altering the Printer Preferences so I have a page length more than 66 but Invoicer seems to ignore this why?

A: You may have the Tooltype 'Pagelength' set to 66. Alter/delete this and it should be Ok.

Q: Invoicer doesn't work. When I run the program it says it is not compatible with NTSC-Hires?

A: Use the supplied program 'ScreenMode' and select a suitable screen mode for Invoicer

1.13 TOOLS

Invoicer reads some data from the Invoicer.prefs file

These are:

DATE This will change the date formats
INPUT 0-4 DD.MM.YYYY, MM.DD.YYYY
{Not implemented yet}

CURRENCY Enter the Currency you use.

COPIES How many copies to print.{Default 1}

REQ INPUT y or n .

If you have your printer prefs set for Single and REQ=Y then before printing Invoicer displays a requester asking you to insert a sheet of paper. If you have a Sheet Feeder then set REQ=N so there will be no requester.

PATH Enter a path to save your invoices. Every time you print a Invoice Invoicer saves a copy to disk. To save cluttering up your Invoicer directory you can specify where to save the invoices.

PAGELENGTH You specify the pagelength in case you have any problems in positioning your invoices at print time.

SETDATE If set to SETDATE=Y then when first run Invoicer will display the Time Preference program so you can set the Date. Obviously if you have battery backed clock then you will never need to use this function. For SETDATE to work you will require the Time preference program to be in your SYS:prefs drawer.

LOAD LOAD=[Filename] . This will load the file [Filename] when you first run Invoicer

READER READER=multiview. Enter your amigaguide reader. This will be either Amigaguide (WB2.04-2.1) or Multiview (WB3.0-3.1) Normally it is in the SYS:utilities drawer.

AUTOSAVE AUTOSAVE=Y. This will save any changes as you make them.

CLOCK Set to CLOCK=Y will display the date and time in the window title.
NOTE: With this set Invoicer will no longer wait if you run other applications.

EDITOR Set the editor (defaults to ed)

Use a text editor to change/edit. Or use the 'Preference' from Edit.

1.14 Open

Item: Open

Menu: PROJECT

Data

Load:

Synopsis: Load a Invoice File

ShortCut: RCOMMAND O

1.15 SAVE

Item: SAVE

Menu: PROJECT

Data

Save:

Synopsis: Save Current Invoice File

ShortCut: RCOMMAND S (SaveAs = RCOMMAND W)

1.16 COMPANY DETAILS

Item: COMPANY DETAILS

Menu: EDIT

Data

Company Details:

Synopsis: Enter Company Details

ShortCut: RCOMMAND C

Enter Company name, address, telephone, VAT, VAT Registration

1.17 DATE

Item: DATE

Menu: EDIT

Data

Date:

Synopsis: Enter Date

ShortCut: RCOMMAND D

Edit system date. Gets date format from the program icon.
Format is DATE= 0-4

The format values differ depending on the computer you are using. IE A500/A1200. This appears to be a fault of GFABASIC

1.18 UPDATE

Item: UPDATE

Menu: EDIT

Data

Update Item:

Synopsis: Edit a Item

ShortCut: RCOMMAND U

NEW FEATURE

7 Gadgets:

PREV: Previous Record Cursor Left
NEXT: Next Record Cursor Right
EDIT: Edit current record Carriage Return
DELETE: Delete's current record 'd'
ADD: Adds a new record 'a'
EXIT: Need I say! Esc
?: Displays List in a Listview type gadget. '?'

1.19 ADD ITEM

Item: ADD ITEM

Menu: EDIT

Data

Add Item:

Synopsis: Add Item to List

ShortCut: RCOMMAND L

Add item to list.

- 1- A 5 letter code
 - 2- Price of Item
 - 3- Description (39 Characters)
-

1.20 INVOICE NUMBER

Item: SET INVOICE NUMBER

Menu: EDIT

Data

Set Invoice Number:

Synopsis: Enter Invoice Number

ShortCut: RCOMMAND A

Enter invoice number. Once you have set this Invoicer will increment the invoice number for each invoice you enter.

1.21 ADD CUSTOMER

Item: ADD CUSTOMER

Menu: EDIT

Data

Add Customer:

Synopsis: Adds a Customer to the Customer List

ShortCut RCOMMAND B

Add a new customer. Enter:

Name:

Address:

Deliver to:

Customer Number:

Telephone:

Fax:

1.22 EDIT CUSTOMER

Item: EDIT CUSTOMER

Menu: EDIT

Data

Edit Customer:

Synopsis: Edit customer from Customer List

ShortCut: RCOMMAND E

NEW FEATURE

Now uses 8 gadgets. Prev, Next, Edit, Delete, Add, Exit, Sort, ?.

PREV: Previous Record Cursor Left
NEXT: Next Record Cursor Right
EDIT: Edit current record Carriage Return
DELETE: Delete's current record 'd'
ADD: Adds a new record 'a'
EXIT: Need I say! Esc
SORT: Sort by Customer names or by Customer Number 's'
?: Displays List in a Listview type gadget. '?'

1.23 ENTER INVOICE

Enter Invoice

Synopsis: Enter Data

ShortCut RCOMMAND I

Enter Customer Number or ? for the Customer List. If you enter a customer number outside the current customer range, ideal for one of sales, you can enter the customer name and address.

To exit from Enter Invoice select Cancel on the Customer No. requester.

Edit the date.

Enter item code or ? for the item list. If you enter a code outside of the current item range you can enter the details as you go along. To print/save invoice press return without entering any data for the Item Code.

(NOTE: entering ZZZ at the prompt to enter a item code, will enable you to enter upto 18 lines of text)

Edit the description
Edit Quantity
Edit the Price.

To print the invoice enter a blank item code.

You can now Print|Save|Cancel

Print:

You can output to the Screen or Printer

After the invoice has been printed a copy will be saved to disk, you can review/edit/print it out later.

Screen:

This will output to the screen without saving a copy to disk.

Save:

This just saves the invoice to disk so you can review/edit/print it later.

1.24 ADD COMMENT

Item: ADD COMMENT

Menu: INVOICE

Data

Add Comment:

Synopsis: Add a comment to bottom of all invoices.

ShortCut RCOMMAND T

1.25 REVIEW

Item: REVIEW

Menu: INVOICE

Data

Review Invoice:

Synopsis: Display/Edit/Print/Delete Previously saved

ShortCut RCOMMAND R

Invoices.

Enter the invoice number to start review (>0)

Enter the invoice number to end review (>start)

You will be able to Edit/Print/Delete previously saved invoices.

BATCH FILES

1.26 COPIES

Item: COPIES

Menu: INVOICE

Data

Copies:

Synopsis: How many Invoices to Print

ShortCut RCOMMAND K

1.27 INVOICE

Item: INVOICE

Menu: PRINT

Data

Invoice:

Synopsis: Print Current/Saved Invoice

ShortCut: RCOMMAND V

1.28 CUSTOMERS

Item: CUSTOMERS

Menu: PRINT

Data

Customers:

Synopsis: Prints Current Customer List to the Printer

ShortCut: RCOMMAND 3

1.29 SUMMARY

Item: SUMMARY

Menu: PRINT/SUMMARY

SHORTCUT Current RCOMMAND 8. By Date 9. Range 0.

CURRENT

This will search through the #?.log file for all the Invoices that were issued today, this session.

DATE

You can enter a date. Invoicer will search through the #?.log file for all the Invoices that were issued on that date.

RANGE

You enter a range of dates for Invoicer to search for.

FILTER If you want a summary of just one customer.

You have the option of outputting to the Printer or Screen.

1.30 ITEMS

Item: ITEMS

Menu: PRINT

Data

Items:

Synopsis: Prints Current Item list to the Printer

ShortCut: RCOMMAND 4

1.31 UNLOG

Unlog:

Synopsis: Display Log File

ShortCut: RCOMMAND 1

Everytime you issue/print an invoice Invoicer updates a log file {FileName.log}. The data thats stored is:

Invoice Number,Date,Customer,VAT,Total.

Everytime you enter a payment Invoicer update the payment log file {FileName.pmt}. The data thats stored is:

Invoice Number,Customer,Date,Amount.

All the totals and balance are computer and displayed.

1.32 End of Month

Synopsis: To Print Current Invoice Log and Reset

ShortCut RCOMMAND T

Use this function to print/clear current invoice log.

1.33 PAYMENTS

Synopsis: To Enter Payments for Invoices

ShortCut: RCOMMAND 2

First Enter the Amount payed

Next Customer Number

Next The Date

Next Invoice Number

If you cannot remember the customer number then enter '?'

1.34 HELP FUNCTION

Synopsis: Display Amigaguide/Doc File

ShortCut: RCOMMAND H

Invoicer has got a on line amigaguide format help function. Invoicer uses either Amigaguide or Multiview to view the help file. You can specify from the tooltypes which Guide reader you wish to use. If however you do not specify the reader then Invoicer will look in the SYS:UTILITIES drawer for either Amigaguide or Multiview. If neither of these files are present and you have not specified an alternative then you will not have any help function.

1.35 Batch Files

Although batch invoicing is not one of Invoicer's functions Invoicer can come fairly close with the Review function.

How you could do this is explained below:

1: Make a note of the current invoice number.

- 2: Set the invoice number to 0
- 3: Enter an Invoice {Right Command + I}
- 4: Save the Invoice
- 5: Goto 3 until you have completed all the invoices for the batch.
- 6: Reset the Invoice number to the current setting.
- 7: From Review Invoice set the start to 1 and the finish to the last invoice number in the batch.
- 8: Select Print from the requester.
- 9: Select Printer from the next requester {Press Return}
- 10: Select Yes from the 'Print as Current' Requester.
this will set the date to the current date and set the invoice number to the current invoice. Invoicer will also update the current invoice number.
- 11: Select Next and continue the procedure from 8 until you have printed all the invoices you need to. You can also do the same with Edit though it is not quite as simple.

1.36 PRINT LABELS

SYNOPSIS: Print Customer Label/Envelope

SHORTCUT: RCOMMAND 5

When you enter and then print a invoice Invoicer creates a small file called Invcl.lbs on your ram disk. This is appended for each Invoice that you print and it stores the customer number for each invoice.

NOTE: When you exit, Invoicer tidies up and amongst other things it deletes 'Invcl.lbs'. So if you want to print Envelopes/ Labels then you will have to print them during the session that 'Invcl.lbs' was created.

On selecting you will have the option to: Print Individual Label or print from the Invoice List.

INDIVIDUAL LABEL:

Enter the customer number from the list. Then enter the left margin. Before pressing return ensure that the printer is ready to print.

Next select whether you wish to print the <Invoice To:> address or the <Deliver to:> Invoicer will now do the rest!

INVOICE LIST:

Select whether you wish to print an envelope or label.

ENVELOPE:

Now enter the left margin.

Select whether you wish to print the <Invoice To:>
or <Deliver To:> address.

LABEL:

Select whether you wish to print the Invoice to
or Deliver To address.

Using either of these functions you will only be able to print single labels.

1.37 PRINT ALL LABELS

SYNOPSIS: Prints a list of all customers using parameters from
Setup Label Function.

SHORTCUT: RIGHT AMIGA 6

This function will print all the customers onto continuous labels.
The labels can be 1 or 2 wide.

1.38 SETUP LABELS

SYNOPSIS: Allows the user to customise output for label
printing.

SHORTCUT: RIGHT AMIGA 7

```

Text
Width
|      |
-----
| | | |
M1 | | M2 | |
| | | |
-----
M3
-----
| | | |

```

M1= Left margin of inside label
M2= Margin between the two labels (Gutter)
M3= Margin between label rows.

The Text Width is really self explanatory.

1.39 EXPORT

Synopsis: Export Customer Data for MailMerge/Database

Shortcut: RA + X

This function will allow you to export the customer data to a file for use with a Wordprocessor or a database.

Included is an example file for a database program called dDBase, also by MadCap-SoftWare (Who else!).

dDBase is available from BeachyHead Amiga as: ddbase

1.40 GIFTWARE

There are no functions disabled in Invoicer.

You can contact me:

at 84b Warrior Square
St Leonards on Sea
East Sussex
TN37 6BP

Please make cheques/postal orders payable to:

Peter Hughes

1.41 STATEMENT

SYNOPSIS: Create/Print Statement of overdue Invoices

SHORTCUT: RCOMMAND M

You select the customer for the statement. Then you have the opportunity to select the invoice for the statement.

When you have selected all the invoices you require just select 'Cancel' from the filerequester.

If however you select a invoice that was not issued to the customer you can either:

'Change'. This will change the customer to the customer of this Invoice.

'Exit'. This will not accept this invoice and will go onto the next operation.

'Continue'. This will ignore the problem and just add this invoice to the list.

Now you can enter upto 16 lines of text. When you have finished either press 'Esc' or click the Close Window gadget.

Now you can print the statement.

1.42 Install Invoicer!

Installing Invoicer is simple. Just drag the Invoicer drawer onto your hard drive. There are no special assigns. Just make sure you have the regtools.library correctly installed (if not it is supplied).

Or you can install it below:

Install Invoicer on your Hard Drive!

Install different screenmode

1.43 Install ScreenMode!

Invoicer can use 3 Screenmodes.

Pal Hires 640x256
Pal Hires Laced 640x512

NTSC Hires Laced 640x400

You can get Invoicer to open on the WorkBench screen by deleting INVOICERSCREEN program.

You can select the screenmode right now:

ScreenMode:

Have fun!

1.44 Index

A.

ADD COMMENT
ADD CUSTOMER
ADD ITEM

B.

Batch Files
Blank Invoice

C.

COMPANY DETAILS
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CUSTOMERS

D.

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ENTER INVOICE
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GIFTWARE

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HELP FUNCTION

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