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If you read this in Write, use the scrollbar instead of PgUp/PgDn for better scrolling.

Welcome to Client Biller!



Client Biller, Version 1.0, July 1993

New Executable Workshop
PO Box 57336 Jacksonville, FL 32241-7336 (904) 645-5568

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

- **New versions!** This version may already be replaced by an update.
- You can get **copies of other programs** available from N.E.W.
- With a license number **you can be registered *instantly*** over the phone. No waiting for the mail. If you order a new version you can receive that in just a couple of days (even faster with Express shipping!).
- Your license number is good for **all** future versions!
- **Upgrades are cheap**, usually under \$8.00!
- **Flexible** pricing lets you get exactly what you want.
- **Site licenses** available for 5 or more users. You must get multiple copies if there will be multiple users. 50% discount on 5th license and up.

Registering Client Biller:



By phone: Just call us at (904) 645-5568.



By mail: Just print and fill out the "ORDER.FRM" file and send your check or money order (US Dollars only) to us at:

**New Executable Workshop
PO Box 57336
Jacksonville, FL 32241-7336**

Prices:

Client Biller	(Invoice-maker extraordinaire!)	\$19.99
Surf	(WAV audio file toolbox)	\$29.99 (more info on this software below)
Statline	(The Ultimate Windows Status Line)	\$24.99 (more info on this software below)

Special SuperPack:

Surf, Statline, and Client Biller. \$49.99

Shipping options:

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

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Introduction to Client Biller

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

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

Attn: James Bell

New Executable Workshop

PO Box 57336

Jacksonville, FL 32241-7336

Phone: (904) 645-5568

Internet: jb1@cis.ufl.edu

—

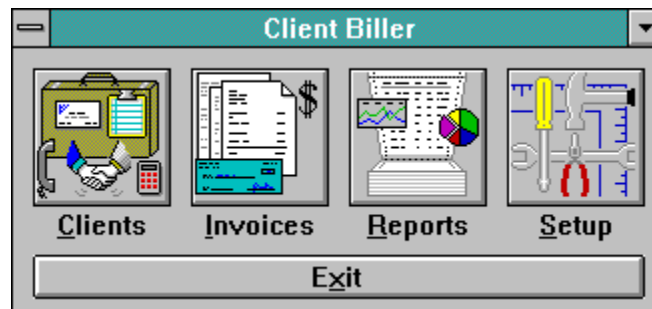
Installing Client Biller

1. Copy the CBILLER.EXE file to your Windows directory.
2. Click on the Program Manager group you'd like Client Biller to be in.
3. Select "File" then "New..." from the menu, click OK for a new program item.
4. Give the Command Line as "CBILLER.EXE", click OK, and you're done.

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

Using Client Biller

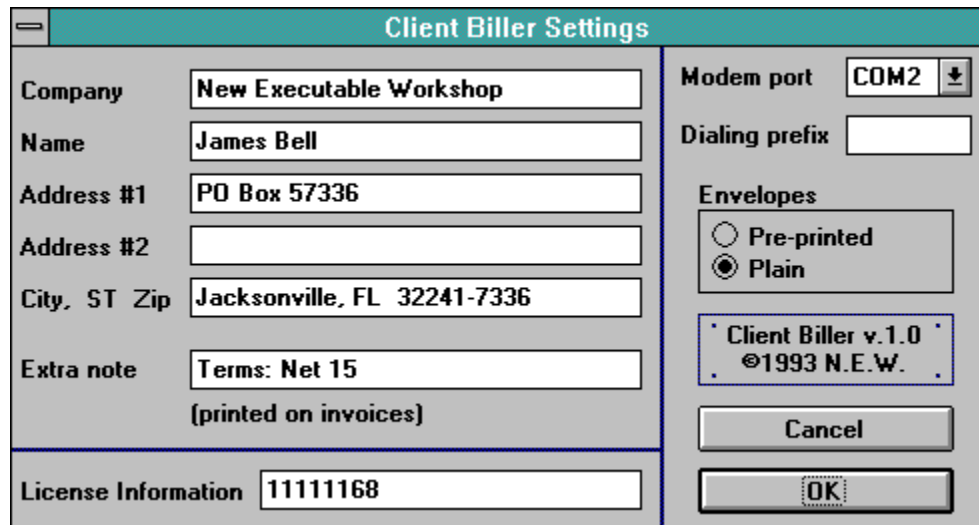
Just start-up Client Biller by double-clicking on its icon. You should see the Client Biller main window appear:



From here you just click on the button (Clients, Invoices, Reports, or Setup) where you want to work. You can also hit the first letter (C, I, R, or S) instead of using the mouse.

Setup

To get started, click on Setup. Setup will let you type in your company's name and address information and you can tell Client Biller about your modem (for the auto-dialer). The Setup dialog looks something like this:



The screenshot shows a dialog box titled "Client Biller Settings". It is divided into two main sections. The left section contains several text input fields: "Company" (filled with "New Executable Workshop"), "Name" (filled with "James Bell"), "Address #1" (filled with "PO Box 57336"), "Address #2" (empty), "City, ST Zip" (filled with "Jacksonville, FL 32241-7336"), "Extra note" (filled with "Terms: Net 15" and "(printed on invoices)" below it), and "License Information" (filled with "11111168"). The right section contains a "Modem port" dropdown menu (set to "COM2"), a "Dialing prefix" text field (empty), and an "Envelopes" section with two radio buttons: "Pre-printed" (unselected) and "Plain" (selected). Below these are two buttons: "Cancel" and "OK". A small text box in the bottom right of the right section reads "Client Biller v.1.0 ©1993 N.E.W.".

Client Biller Settings	
Company	New Executable Workshop
Name	James Bell
Address #1	PO Box 57336
Address #2	
City, ST Zip	Jacksonville, FL 32241-7336
Extra note	Terms: Net 15 (printed on invoices)
License Information	11111168
Modem port	COM2
Dialing prefix	
Envelopes	<input type="radio"/> Pre-printed <input checked="" type="radio"/> Plain
Client Biller v.1.0 ©1993 N.E.W.	
Cancel	
OK	

This company information will be printed at the top of every invoice. You can leave the Name, Company, or Address #2 fields blank if you wish. The Dialing Prefix is for office phone systems where you dial "9" or a similar number to get an outside line. The "Extra Note" will be printed on invoices under your client's name and address. The envelope selection determines if you want to print your return address on envelopes by default or not.

Important: This is also where you type in your license number when you register.

Clients

Next you'll want to type in the information on your clients. If you have not registered, you'll only be able to setup three clients - you should easily be able to tell if you like Client Biller with this small limitation. You can register with a single phone call and immediately get your license number which will allow you to have as many clients as you wish. There are no other limitations in an unregistered copy of Client Biller.

The Select Client dialog lets you add, edit, or delete clients and it looks something like this:

Select Client	
Bob Duross	Sentry Household Shipping,
Jeff Bell	Senate Forwarding, Inc.
Alain Courtaud	Qualitrans, Inc.

Jeff Bell
Senate Forwarding, Inc.
PO Box 560
Orange Park, FL 32067

Ph1: 904/278-0708
Ph2: 1-800-396-6666
Fax: 904/264-9630

Dial phone

Print an envelope

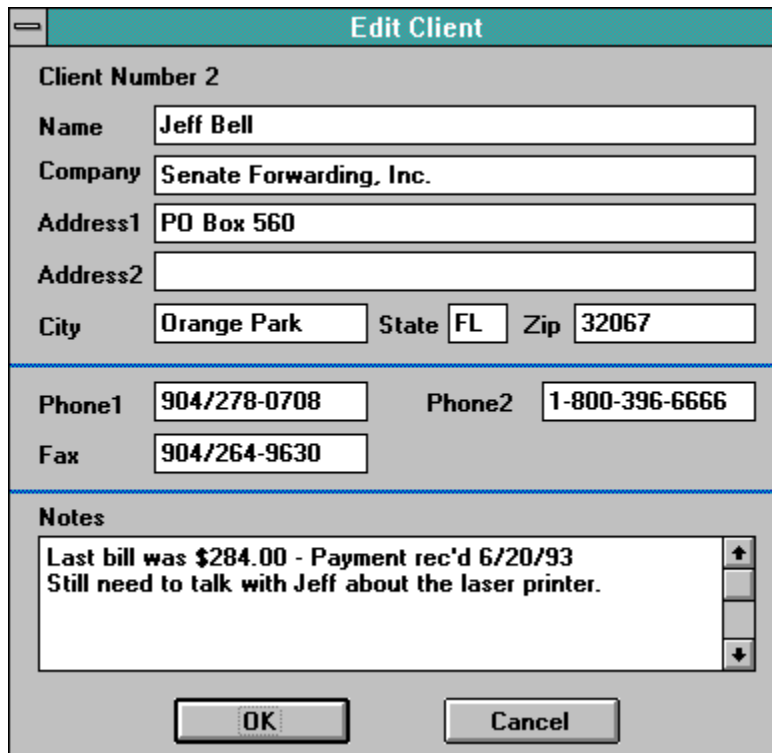
Copy address to Clipboard

New... Delete

Edit... Close

More information about the selected client will show up in the address box at the top right. Once you've selected a client, you can auto-dial the client's phone number, print an envelope addressed to them (with or without your return address), or copy the address to the clipboard (for the heading in a letter).

You can also edit or add new clients, which will bring up the Edit Client dialog:



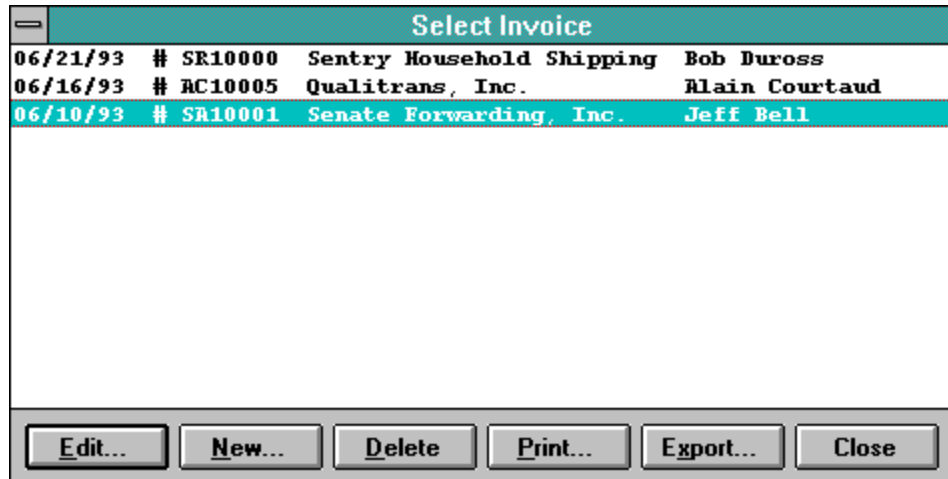
The 'Edit Client' dialog box is a standard Windows-style window with a title bar that says 'Edit Client'. It contains several input fields for client information. The fields are organized into sections: 'Client Number 2' (a label), 'Name' (text box with 'Jeff Bell'), 'Company' (text box with 'Senate Forwarding, Inc.'), 'Address1' (text box with 'PO Box 560'), 'Address2' (empty text box), 'City' (text box with 'Orange Park'), 'State' (text box with 'FL'), 'Zip' (text box with '32067'), 'Phone1' (text box with '904/278-0708'), 'Phone2' (text box with '1-800-396-6666'), and 'Fax' (text box with '904/264-9630'). Below these fields is a 'Notes' section with a text area containing two lines of text: 'Last bill was \$284.00 - Payment rec'd 6/20/93' and 'Still need to talk with Jeff about the laser printer.' The text area has vertical scroll bars on the right. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

Edit Client			
Client Number 2			
Name	Jeff Bell		
Company	Senate Forwarding, Inc.		
Address1	PO Box 560		
Address2			
City	Orange Park	State	FL
		Zip	32067
Phone1	904/278-0708	Phone2	1-800-396-6666
Fax	904/264-9630		
Notes			
Last bill was \$284.00 - Payment rec'd 6/20/93 Still need to talk with Jeff about the laser printer.			
OK		Cancel	

Here you can keep track of a client's address information and a small number of notes (2048 characters per client).

Invoices

Now that you have things setup and have some clients it's time to make some invoices. Click the Invoice button on the main window and you'll get the Select Invoices dialog:



From here you can add, edit, print, export, or delete invoices. You'll probably want to add a new invoice first, so click on "New..." to begin a new invoice. First you'll be presented with a list of your clients to select from, and then you can begin editing the new invoice. The Edit Invoice dialog looks like this:

Edit Invoice

Charges

00000000
Invoice number

06/28/93
Invoice date

Invoice

Close

Print...

Charges

New...

Delete

Edit...

Total \$0.00

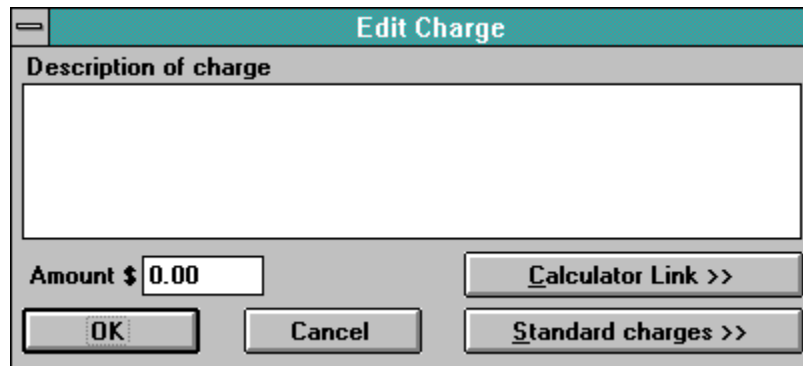
Notes (not printed)

Notes (printed)

Don't be scared! It's easier than it looks. The top left portion is where the charges will be listed (we haven't put any in yet though). Under the charges is the total of the invoice so far. At the top right you can enter the invoice number and change the date of the invoice if you don't want to use today's date. At the bottom are two fields for notes. The smaller field is limited to 90 characters and these notes won't be printed on the invoice. The larger notes field can have up to 320 characters and will be printed at the bottom of the invoice's last page.

As you can see, we haven't put any charges in for this invoice, so let's click the "New.." button to add a new charge. You can also delete or edit charges from here.

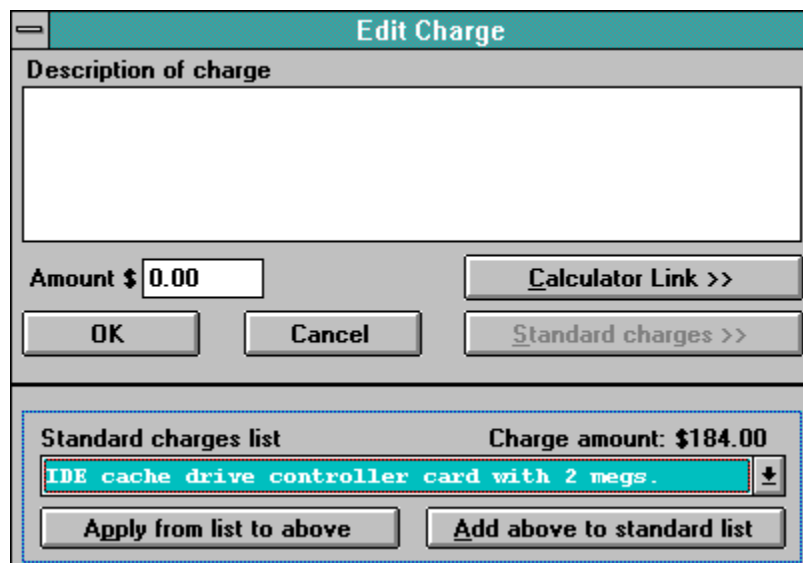
The Edit Charge dialog looks like this:



The "Edit Charge" dialog box features a title bar with a minus button and the text "Edit Charge". Below the title bar is a section labeled "Description of charge" containing a large, empty text area. At the bottom left, there is a label "Amount \$" followed by a text field containing "0.00". To the right of the amount field are three buttons: "OK", "Cancel", and "Calculator Link >>". Below the "Calculator Link >>" button is another button labeled "Standard charges >>".

There's a place for the charge description and the amount, so you can just type those in. Limit yourself to 5 lines of description. If you leave the amount field as "0.00" the amount won't print on the invoice but the description will. The "Calculator Link" button will start Windows' Calculator utility and automatically copy the contents of Calculator's display into the Amount field. This way you can use Calculator to do the math required for the charge, and Client Biller copies the total from Calculator into the amount field in Client Biller for you.

The "Standard Charges" button expands the dialog to include some more functions. A standard charge is something that you use over and over, like "Initial Consultation, \$35.00". You can maintain a list of standard charges and use them over and over without retyping. The *expanded* Edit Charge dialog looks like this:



The expanded "Edit Charge" dialog box includes all the elements of the basic dialog, plus an expanded section at the bottom. This section has a title bar with a minus button and the text "Edit Charge". Below the title bar is a section labeled "Description of charge" containing a large, empty text area. At the bottom left, there is a label "Amount \$" followed by a text field containing "0.00". To the right of the amount field are three buttons: "OK", "Cancel", and "Calculator Link >>". Below the "Calculator Link >>" button is another button labeled "Standard charges >>". Below the "Standard charges >>" button is a section titled "Standard charges list" with a "Charge amount: \$184.00" label. This section contains a list box with the text "IDE cache drive controller card with 2 megs." and a dropdown arrow button. Below the list box are two buttons: "Apply from list to above" and "Add above to standard list".

You can see the drop-down list of standard charges (only the first line of the description is shown). You can apply the standard charge and use it, or you can do the reverse and make whatever the current charge is into a standard charge. So, in the above example, if you wanted to charge an IDE card to this client, you'd just click the "Apply from list to above" button and that would fill in the description and the amount like this:

Edit Charge

Description of charge

IDE cache drive controller card with 2 megs.

Amount \$ 184.00

Calculator Link >>

OK Cancel Standard charges >>

Standard charges list Charge amount: \$184.00

IDE cache drive controller card with 2 megs. ↓

Apply from list to above Add above to standard list

Likewise if you had made up a *new* charge and wanted it to be on the standard charges list, you'd simply click on the "Add above to standard list" button and that charge would always be available for use when you made any new invoice charge. When you're done with editing the charge, just click "OK" to save, or click "Cancel" to undo any changes to the charge.

Once you've added all the charges you want on the invoice, you'll want to print it out. You can click on the "Print..." button in either the Select Invoice dialog or the Edit Invoice dialog to do this.

You'll get to see a preview of the first page of the invoice and decide if you want to print or cancel:

Print Preview

Invoice #SA10001 06/10/93
James Bell
PO Box 57336
Jacksonville, FL 32241-7336

Bill To:
Seattle Forwarding, Inc.
PO Box 560
Orange Park, FL 32067
Attention: Jeff Bell
Terms: Net 15

100 cache drive controller card with 2 cogs.	\$ 100.00
Ordering, shipping, installation of controller card.	\$ 100.00

Total **\$ 200.00**

Note:
This is a note on Jeff's invoice.

Copies:

You can also select to print more than one copy if you like. Once you've printed you'll be asked if you'd like to print an envelope addressed to this client.

You can also "Export" invoices to a text file if you'd like to use them elsewhere, transmit them via E-Mail or whatever. Just click "Export..." on the Select Invoices dialog and you'll be asked for a filename to export to. The file will be plain ASCII text and you can edit it with Notepad, DOS's EDIT or your favorite text editor.

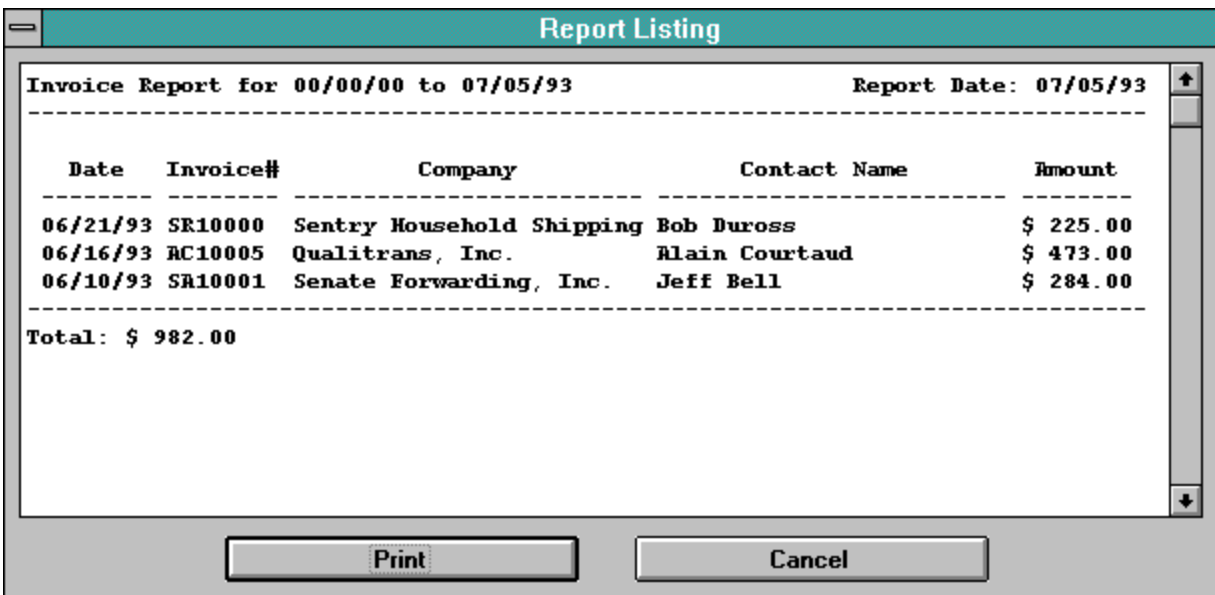
Reports

Now if you have some invoices, you'll want to know how you're doing overall. More extensive reports are planned for future versions, but the basic "Date Range" invoice report can tell you alot. Just select the Reports button and you'll see the Date Range Dialog:



The "Report Date Range" dialog box has a title bar with a minus sign. It contains two date input fields: "From 07/01/93" and "to 07/31/93", both with "MM/DD/YY" labels below them. Below these is a section titled "Preset date ranges" containing three buttons: "All of last month", "All of this month", and "All invoices". At the bottom are "OK" and "Cancel" buttons.

Simply type in the date ranges you'd like to include in the report and click OK. You can also select from the preset date ranges by clicking on one of them. Next you'll see the Report Listing dialog:



The "Report Listing" dialog box has a title bar with a minus sign. It displays "Invoice Report for 00/00/00 to 07/05/93" and "Report Date: 07/05/93". Below this is a table with five columns: Date, Invoice#, Company, Contact Name, and Amount. The table contains three rows of invoice data and a total line. At the bottom are "Print" and "Cancel" buttons. A vertical scrollbar is on the right side of the table area.

Date	Invoice#	Company	Contact Name	Amount
06/21/93	SR10000	Sentry Household Shipping	Bob Duross	\$ 225.00
06/16/93	RC10005	Qualitrans, Inc.	Alain Courtaud	\$ 473.00
06/10/93	SR10001	Senate Forwarding, Inc.	Jeff Bell	\$ 284.00
Total:				\$ 982.00

Just click on "Print" to print out a copy of the report. You can also use the keyboard or mouse to select a portion or all of the report text and hit Control+Insert to copy it to the Windows Clipboard.

Technical Info:

Client Biller's creation

Client Biller was created with Microsoft's Visual C++ 1.0. Version 1.0 stands at about 4000 lines of straight C code. Client Biller was written for N.E.W. by James Bell.

Database Files

There are 4 database files maintained by Client Biller: INVOICES.DB, CLIENTS.DB, CHARGES.DB, and SCHARGES.DB. All records are fixed-length. The files will be created as needed if any or all are deleted. CHARGES, INVOICES and CLIENTS are linked and INVOICES and CHARGES should be deleted if any one is lost (CLIENTS can remain). By default these files are kept in the Windows directory. If they are moved, you should change the entries for them in the CBILLER.INI file.

Database Limits

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

Client Database

Field	Len
-----	---
Contact Name	40
Company Name	40
Address #1	40
Address #2	40
City	22
State	2
Zip	10
Phone #1	16
Phone #2	16
Fax Phone	16
Notes	2048

Invoice Database

Field	Len
-----	---
Date	8
Invoice Number	8
No-Print Comment	90
Printed Comment	320

Charge Databases

Field	Len
-----	---
Description	262
Amount	4 (numeric)

Other Software from N.E.W.

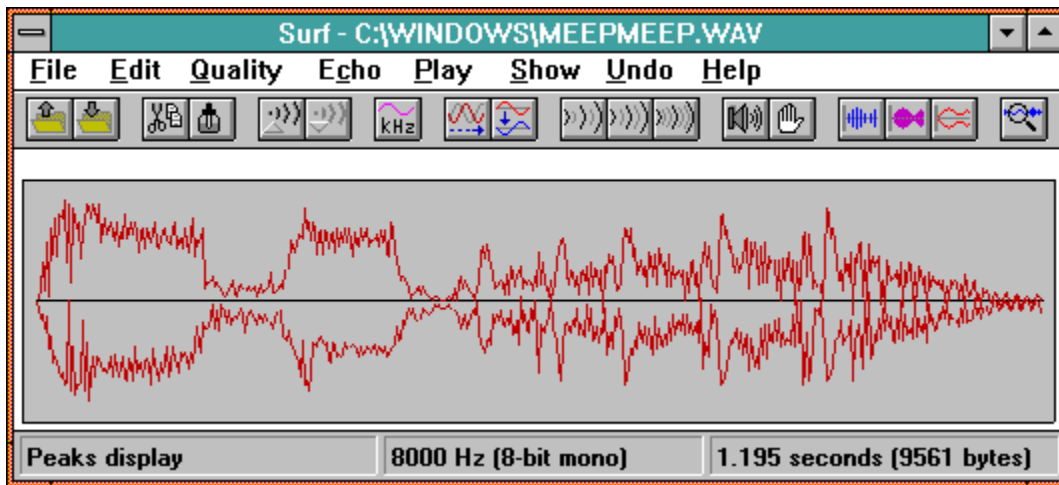
Statline - The Ultimate Windows Status Line



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

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

Surf - The WAV Audio Toolbox for Windows



An incredible selection of effects for your Windows WAV files, including:

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

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

SeaShell



It's still in beta-form but SeaShell is already an attention grabber. Keep programs and information side-by-side for instant use. A flexible display where you decide how and what is on your desktop.

This display is only one of the combinations you can have!

Client Biller was written by James Bell. E-Mail comments/questions/suggestions to (Internet) jb1@cis.ufl.edu
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Thanks for using Client Biller and N.E.W.

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