The Invoice Store 4.0

CHAPTER I
INTRODUCTION

This document is a brief operational manual in setting up and using ***The Invoice Store 4.0***. A printed manual is included with the registered version that explains every feature in complete detail.

The Invoice Store 4.0 has a built in help system. It can be activated by pressing **Alt-h** from any screen. A popup window will be displayed describing all of the features on the current screen.

The Invoice Store 4.0 requires any IBM PC compatible computer with a hard disk drive. Prior to installation, verify that the CONFIG.SYS file meets the following requirements:

```
FILES=99
BUFFERS=20
```

It is also highly recommended to have EMS or XMS memory installed. Even though the software will operate without this memory, it will operate much slower than if EMS or XMS memory is installed.

Refer to your operating system manual if any of the above is unfamiliar to the user.

To run The Invoice Store 4.0, enter **INV** at the DOS prompt.

The following environment variable commands are supported:

SET INV=COLOR
  Forces the program to operate in color mode.

SET INV=MONO
  Forces the program to operate in monochrome mode.

CHAPTER II
SYSTEM CONFIGURATION

Prior to using the software, you should first configure everything found in System Configuration. System Configuration is used to configure your business, taxes and equipment that is connected to your computer. You can enter System Configuration by selecting the **Y** command from the Main Menu.

The following options should be configured in System Configuration:

Setup Company Information
This option allows you to define the name of your company, address, telephone & fax numbers and country information.

Setup Tax System
This option allows you to define your tax system. You can configure 0/1/2 taxes, name of each tax and the rate for each tax. The tax rates are entered in as percentages. For example, a tax rate of seven percent is entered in as **7.0**

Setup System Defaults
This option allows you to define all of the defaults while using the software. These defaults are:

Print Invoice
Options available are *Ask When To Print* or *Automatically Print.*

Pricing Method
Options available are *Default Price* or *Last Price Customer Paid.*

Credit Lines
Options available are *Allow Credit Lines* or *Do Not Allow Credit Lines.*

Print Zeros On Invoice
Options available are *Print Zeros* or *Do Not Print Zeros.*

Default Shipping Method
Define all shipping methods and select one as the default for new customers.

Default Payment Terms
Define all payment terms and select one as the default for new customers.

Spacing On Reports
Options available are *Single Spaced* or *Double Spaced*.

Menu System

Options available are *Novice* or *Advanced*. The novice menu system uses function keys while the advanced menu system uses keyboard controls. Both menu systems can be used with the mouse.

Num Of Decimal Places
Options available are *2*, *3* or *4*.

Flush Buffers Immediately
Options available are *Yes* or *No*. The software will operate much faster with this option set to No. However, if you experience frequent power failures, this option should be set to Yes. Yes is much more reliable than No.

Duplication Length
The number of characters to scan for duplication.

Check Printer
Options available are *Yes* or *No*.

Auto Generate Serial #'s
Options available are *Yes* or *No*. This default value is used when adding new inventory items.

Enable Security System
Options available are *Yes* or *No*.

Print Kits On Invoice
Options available are *Yes* or *No*.

Print Ser #'s On Invoice
Options available are *Yes* or *No*.

Define Payment Tendors
A maximum of 10 payment tendors can be defined.

Setup Printer Configuration

This option allows you to define printers to specific types of forms. The receipt printer option should only be used if you are using a small 40 column paper tape receipt printer. This section is also used to customize any of the forms.

Setup Hardware Configuration

This option allows you to define hardware connected to your computer. The following hardware is supported:

Modem

The modem can be configured to dial a telephone number from Customer or Vendor database. The com port, type of service and baud rate can be configured.

Cash Drawer

The cash drawer can be configured to open at the time of sale. Cash drawers can be configured to work from the serial or parallel port. The baud rate (serial device only) and string/ascii code to open drawer can be configured. Please note: If you use the ascii code to open the drawer, then it is required to blank out the string field.

CHAPTER III
DATABASES

The databases contain all information on your customers, sales personnel, vendors and products that you sell. These items should be completed prior to generating your sales. The following databases should be setup:

Customer Database
This database contains information on your customers. Each customer is assigned a unique customer code. The software will automatically assign a default code for each new customer. You can edit this code to any unique code. The customer database has the following fields:

Cust Code
A unique customer code.

Customer
Name of the customer. This is usually the customer's company name.

First/Last Name
The first and last name of the customer.

Phone/Fax
The telephone number and fax number.

Terms
The default payment terms.

Shipping
The default shipping terms.

Ship To/Bill To
The Ship To and Bill To company name.

Contact
The name of the contact.

Address
The complete mailing address of the Ship To and Bill To.

Credit Lim
The credit limit for this customer. This feature is only used if it is enabled in System Configuration.

Credit Avl

The available credit for this customer. This is used if a customer is issued credit for returned items or makes payments in advance.

Tax
The tax rate for this customer. This value is entered in as a percentage.

Discount
The discount rate for this customer. This value is entered in as a percentage.

Price Lvl
The price level for this customer. Price levels are defined in the Inventory Database.

Resale #
Resale Number.

Recur Code
Recurring Code. Each customer can be assigned a recurring product that is invoiced on a regular basis. Recurring codes are defined in the Recurring Database.

Recur Date
The date that starts the recurring invoicing.

Recur Left
The number of recurring invoicing items that are left for this customer.

Salesman Database

This database contains information on your sales personnel. Each salesman is assigned a unique salesman code. You must enter in this code. The salesman database has the following fields:

Sales Code
A unique salesman code.

Company
The company name for the salesman.

Name
The name of the salesman.

Address
The mailing address for the salesman.

Phone
The telephone number for the salesman.

Soc Sec Num
Social security number or tax number for the salesman.

Password
A password that is assigned to the salesman. For details on passwords, see the section titled Security.

Vendor Database

This database contains information on your vendors. Each vendor is assigned a unique vendor code. You must enter in this code. The vendor database has the following fields:

Vendor Code
A unique vendor code.

Vendor Name
The company name for the vendor.

Contact
The name of the contact.

Address
The mailing address for the vendor.

Phone/Fax
The telephone number and fax number for the vendor.

Inventory Database

This database contains information on the products that you sell. Each inventory item is assigned a unique product code. You must enter in this product code. The inventory database has the following fields:

Prod Code
A unique product code.

Desc
A four line product description.

Price
The selling price for each price level (A-D).

Stock
The number of units currently in stock.

Low Stock
When reordering, the stock must fall below this value.

Average
When reordering, this is the number of units that you wish to have in stock.

Weight
Weight of an item. This is the only place that this field is used.

Tax
Y if this item is taxable, **N** if this item is non-taxable.

Updated
The last date that this item has been edited.

Num Sold
Number of times that this item has been sold.

Available
Y if this item is available for sale, **N** if this item is not available.

Inventory
Y if this is an inventory item, **N** is this is a non-inventory item. Non-inventory items always has its stock set to zero.

Qty Pricing
Y if this item's pricing is based on quantity sold, **N** if this item's pricing is based on a fixed price. Quantity pricing can be set by selecting the command Price.

Serial # Prefix
The first portion of the serial number. This is always fixed and is never changed.

Last Serial #
The last serial number generated. If serial numbers are used, this is automatically incremented after each sale of this item.

Auto Serial #'s
Y if this item automatically generates serial numbers, **N** if this item does not automatically generate serial numbers.

Registration Database

This database contains information on your registered users. Each registration item is assigned a unique serial number. If you leave the serial number field blank, the software will automatically create you a unique serial number. The registration database has the following fields:

Serial Num
A unique serial number.

Company
Name of company of registered user.

Last Name/First Name
Name of registered user.

Address
Address of registered user.

Reg Date
Date of product registration.

Prod Code/Description
The product code and product description of registered product.

Recurring Billing Database

This database contains information on your recurring products. Each recurring item is assigned a unique recurring code. You must enter in this code. The recurring database has the following fields:

Recurring Item Code
A unique code for this recurring item.

Description
A description of this recurring item.

Prod Code/Description
The product code and description defined in the inventory database. This is the item that is to be sold.

Automatically Deduct Payment From Customer's Credit

Y if you wish to deduct invoice amount using customer's credit, **N** if you wish customer to send in payment.

Ship Via/Terms
The Ship Via and Terms fields to be printed on the invoice.

Invoice Comments
Comments to be printed in the comments field on the invoice.

Final Invoice Comments
Comments to be printed in the comments field on the invoice for the final invoice generated for this recurring billing cycle.

CHAPTER IV
SECURITY

The Invoice Store 4.0 supports multiple levels of security. You can assign a password to each sales person and restrict specific areas of the software. Passwords are assigned in the salesmans database.

Under the salesman database is a command labeled *Security*. Select this command to restrict specific areas for the salesman. There are three pages which contain security restrictions. A **Y** represents that the salesman has access to this area, while a **N** represents that a salesman does not have access to this area.

To activate the security system, it can be enabled under System Configuration, System Default settings.

Important: The system administrator should have access to everything. Do not put any **N**'s in any field for the system administrator. Prior to enabling the security feature, the system administrator should be assigned a password in the salesman database.

It is advisable that the clerks do not have access to System Configuration, Database Operations and Salesman Database. These areas should only be used by the system administrator.

CHAPTER V
INVOICING SYSTEM

The Invoicing System is where sales and payments are entered. The following are part of the Invoicing System:

Enter View Invoices

Invoices are created here. The first time that you enter into this area, you are automatically put into the creating new invoice mode. If you have created invoices into this system already, then you must select the *New Invoice* command to create a new invoice.

When prompted for the customer code, you can either enter in the customer code that you wish to invoice or press the <F10> key to add a new customer. If this customer is a walk-in customer, and you do not wish to keep track of this customer, you can use CASH as the customer code.

The detail line contains the items *Ship Date*, *Ship Via*, *Terms*, *Sales*, *PO Number* and *Quote*. You can enter these items one-by-one and pressing the ENTER key to advance to the next field, or by saving this entire detail line by pressing the <F10> key.

Editing of the items is the body of the invoice screen. Initially you are asked to enter in the product code. Product codes have been previously entered into the Inventory Database. You can enter in the product code of the item that you wish to sell or press the <F8> key to add a new inventory item. The item will be displayed on the screen. You can edit any of the desired fields for this line item. When the line is correct, you can press the down arrow key to advance to the next line. Please Note: It is not necessary for you to press the ENTER key after each field. Once the line contains the correct information, just press the down arrow key to advance to the next line.

Once the body of the invoice is correct, you have two options: *Save* and *Edit Mode*. Save will automatically save the entire invoice and prompt you for payment. Edit Mode will place the program in its edit mode and you can edit any part of the invoice.

After the invoice has been saved, it will prompt you for the payment (only if a payment is due). If you do not wish to apply any payment, then press the <ESC> key. If you wish to apply a payment, you will be prompted for the payment tendor, payment amount and any other payment information. At any time you can press the <ESC> key and it will bring you back to the previous level.

After the payment has been applied, you will be presented with the following print options:

> **Invoice Prn**
> Print the current invoice.

Pack Slip Prn
Print the current packing slip.

Batch Inv
Batch this invoice to be printed later.

File Inv
Print the invoice to a disk file. This is useful for editing the invoice in a wordprocessor or e-mailing/faxing the invoice.

Print Batch
If invoices are ever batched, they can be printed here. You can print invoices, packing slips or shipping labels. This is useful when you wish to perform all of your printing once per day.

Print Statements
Customer statements can be printed here. You can select any date range for the customer statements. The customer statements show all invoice items and amounts applied for each invoice.

Process Backorders
After shipments have been received, you can process backorders. The software knows which items are on backorder and to which customers receive these backordered items. By running this option, the software will automatically adjust available inventory, create new invoices and batch these invoices.

Process Recurring Billing
Select this option when it is time to perform your recurring billing. You will be prompted for the recurring billing code. The software will automatically invoice customers for this recurring code and batch these invoices.

Enter/View Payments
Select this option to add or view payments. Payments may be applied by invoice number or by customer account. To pay by invoice number, select command *Pay Inv*. To pay by customer account, select command *Pay Acct*.

CHAPTER VI
REPORTING SYSTEM

The following reports are available:

Aging Report
Report to show all outstanding invoices and amounts owed by current, 30, 60 and 90 days.

Summary Report
Report to show the total amount of money and taxes collected for any period. This report is useful for preparing sales tax collected.

Backorder Report
Report to show all inventory items that are currently on backorder.

Invoice Report
Report to show all invoices generated and amounts paid for any period.

Salesman Sales
Report to show all sales generated for each salesman for any period. This report is useful for calculating salesmen commissions.

Vendor Sales
Report to show all products sold for each vendor for any period.

Product List For Customer
Report to show all products purchased by a specific customer for any period.

Customer List For Product
Report to show all customers that purchased a specific product for any period.

Inventory List For Vendor
Report to show all products that are purchased from a specific vendor.

Payment History
Report to show all payments received for a specific customer for any period.

Customized Labels/Reports
The user can create custom reports, custom mailing labels, custom lists and configure barcodes.

Profit Report
Report to show profit for any period.

Listing Reports
The following reports are found under Listing Reports:

Reorder Inventory Stock Listings
Report to show all items that should be reordered and the amount to reorder. All of this information is configured in the Inventory Database.

Customer Listing
A list of all customers.

Inventory Listing
A listing of all inventory items.

Salesman Listing
A listing of all salesmen.

Vendor Listing
A listing of all vendors.

Price List
A price list is generated for any price level.

CHAPTER VII
DATABASE FUNCTIONS

The database functions allow the user to backup data, fix problems or change the data in files. The following options are available:

Backup/Restore Databases
Data should be backed up to floppies on a regular basis. The backup feature will backup all of the databases to a set of floppy diskettes. If there is a problem and need to go back to your previous work, you can select the restore option.

Rebuild All Databases
This feature should only be used if you are experiencing corruption in your databases or if you had a recent power failure. The software will attempt to repair the index files and recalculate all balances.

Frequency Analysis
This feature is useful if you wish to see the frequency of a piece of data.

Form Letters
The user can design a form letter template using any fields in a database. These letters can then be printed.

Import Data
Data can be imported from another program. In order to import the data, the data must be in a standard dBase III file format.

Please Note: On importing, some fields need specific values. You can set these values by selecting <F2> Type in Import Value.

> **Important Note:** If you are importing data and not using the import feature, or if you have another program writing to The Invoice Store databases, the databases must fixed after importing or updating the databases. To fix the databases, start up the program by using the fix switch:
>
> INV FIX
>
> The databases will then be fixed. This only needs to be done if you are not using the import feature.

For importing products select the Inventory Database. The following four fields must be set:

Field **AVAIL** must be set to a value of **Y**

Field **PRODUCT** must be set to a value of **Y**

Field **SER_AUTO** must be set to a value of **F**

Field **QTY_PRICE** must be set to a value of **F**

For importing customers select the Customer Database. The following field must be set:

Field **ALERT** must be set to a value of **N**

Export Data
Data can be exported into a standard dBase III or ascii file format.

Converting Ascii To DBF
The conversion of an ascii file to a DBF file requires that the ascii file have all of its fields and strings delimited with some unique character. It is recommended that the double quotes (") be used for the string delimiter and the comma (,) to be used for the field delimiter.

The following three steps must be performed to convert the ascii file:

SELECT - Selects the ascii delimited file. Scroll through a list of files are select the desired ascii file.

DEFINE - Defines the delimited fields. The delimiter characters and the field types can be defined. If the DBF structure is unknown to the user, then use the SCAN option to automatically scan the fields.

WRITE - Creates the DBF file.

Global Replacement
This feature is useful if you need to globally change a field in a database to the same value.

Purge Data
If you have invoices and payments that you no longer need, and wish to remove them from the software, then use this feature. Only invoices that have been paid in full will be removed.
Please Note: Once items have been purged, you can never recover them.

Appointment/To-Do List
An Appointment Scheduler and To Do List Manager.

CHAPTER VIII
TECHNICAL SUPPORT

There is no charge for technical support. Tech support can be contacted at the following:

Telephone:	1-352-237-0616
Internet:	support@softstore.net