INVOICE - IT FOR WINDOWS

published by

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This edition of INVOICE - IT is distributed as shareware.
You may freely copy and distribute this program to others.

Please register your copy.
SHAREWARE REGISTRATION JUST $35.00

INVOICE - IT is designed for creating and printing invoices for those who need only the invoicing function, without all the other accounting functions of Inventory Control, Accounts Receivable, Sales Analysis, and General Ledger. If you need these other functions however, INVOICE - IT integrates with our Total Business Solution Software to provide a fully automated accounting system.

NEW FEATURES FOR VERSION 3.0x

Version 3.0 features a major update to INVOICE-IT. The major new features are listed below:

1. The WIN_db program has been extended significantly to make it function more efficiently and easier to use. See the file, WIN_db.WRI for information on using WIN_db to maintain the Customer and Products file.

2. You can now retrieve an Invoice from the history file, make changes and then when you choose FILE-SAVE, the changes will be reflected in the original record rather than creating a new record. This change means that you will need to choose FILE-NEW if you need to then create another invoice, to be sure that the system doesn't overwrite the prior record.

3. The "standard" format for data files is now Dbase compatible rather than the ASCII comma delimited files used in version 1.x. This will make it much easier to use files created by INVOICE-IT with other programs and spreadsheets. The ASCII text file format is also maintained for compatibility.

4. The program is now running under Visual BASIC version 3.0. You'll find this version somewhat faster than the earlier version. It also no longer erases some of the lines on the screen when writing descriptions.

5. The logo function has been cleaned up and sped up considerably. Unfortunately it's still somewhat slow, but there's nothing further I can do with that with the current version of Visual BASIC and/or Windows.

6. Version 3.02 introduces a greatly expanded products file, and the ability to search and select from that file on product types, vendors, and GL Account codes. You can also specity on a line by line basis which products are taxable and which are not.

7. Version 3.02 introduces an alternate BILL TO and SHIP TO field.

*** N O T E ***

If you are upgrading from INVOICE-IT version 1.x to ver 2.x or earlier, you will need to run the convert utility DBCONVRT.EXE from DOS before using the new version. Failure to do so will scramble your data files!

*** N O T E ***

*** N O T E ***

If you are upgrading from INVOICE-IT version 3.02 to ver 3.03 or higher, you will need to run the convert utility UPDATEPR.EXE from DOS before using the new version. Failure to do so will scramble your PRODUCTS data file!

Here's the procedure:

Install the new copy of INVOICE-IT.

    From within Windows, choose File - Run - A:SETUP. Install INVOICE-IT into a
    different directory than the current edition.

Copy the files, INVOICES.DBF, PRODUCTS.DBF, AND CUSTOMER.DBF from the old directory to the new one.

From within Windows, choose FILE - RUN - UPDATEPR.EXE to update the PRODUCTS file.

*** N 0 T E ***

8. New for version 2.08. NEW FORMS PRICES and a 1-800 number to order them. We're excited about this new program. You can now order direct at much lower prices than before. Just give the operator the code # Q06650 to assure you'll get this special pricing.

HOW TO ORDER FORMS FOR INVOICE-IT

INVOICE - IT is currently configured to print full page invoices on 8 1/2" by 11" plain paper. Professional looking two color invoices with your company name preprinted. Choose File-Order Forms in Invoice-It for pricing.

Please allow 3 to 4 weeks for delivery of custom forms. All forms orders require payment with order unless you establish credit in advance. Call 1-800-336-4168 to request a credit application. Be sure to give the operator code # Q06650 in order to get the special prices we have negotiated with the forms supplier, Deluxe Business Forms. We recommend that you purchase 9 to 12 months supply of forms at one time to receive the best discount.

The above prices are valid effective JUNE 1, 1994. Prices subject to change without notice. If more than 90 days have passed, please call to confirm prices.

You can now order forms TOLL FREE. Just use Invoice-It to create your order, then call 1-800-336-4168 to order. You may fax your order to 1-800-336-4169.

If you''ve got a form you love, we'll modify INVOICE-IT to fit your form. Fax a sample copy to us for an immediate quote.

OUR IRONCLAD GUARANTEE

Use INVOICE - IT for 90 days. If it doesn't fit your needs, return it and we'll refund your money.   It's that simple, no ifs, ands or buts, about it.

WHY YOU SHOULD REGISTER INVOICE - IT

When you register your copy you will receive the most recent edition. The shareware edition is always 1 release behind the registered version. When we release a new edition to our registered users, we then upload the earlier version to selected bulletin boards.

You'll receive special access to our Answer Line for telephone support on the use of the program.

FREE SALES ANALYSIS MODULE - Registered users can now analyze their invoices by customer, salesman, discounts given, and product with this FREE module available only to registered users. This $75.00 value also generates sales tax summaries and sales reports by salesman.

And finally, FREE upgrades to INVOICE - IT for 1 year from date of purchase. (There is a nominal $7.00 shipping and handling fee).

Send your payment to: Eastern Digital Resources - PO Box 1451 - Clearwater, SC 29822-1451.

... and we thank you for your support!

License

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REGISTRATION/ORDERING INFORMATION

Registering INVOICE - IT allows you to use the product after the trial period. Registered INVOICE - IT users get the current copy of INVOICE - IT on disk along with their own serial number, mailed

notification of major INVOICE - IT updates, and priority when calling for INVOICE - IT Software support. (we guarantee no support to unregistered users). Most importantly, registered users know they are helping to make sure that high-quality software like INVOICE - IT continues to be sold in this low cost way. INVOICE - IT registration costs $35 US, and includes a 'registered' copy of INVOICE - IT on disk. An evaluation disk with the current copy of INVOICE - IT on it is also available for $7 US. This is to be used to try out INVOICE - IT, and does not include registration (the right to use INVOICE - IT after the evaluation period). The fee covers the cost of diskette(s) and handling.   Payment may be in the form of check, money
order, or with a VISA card. We also accept corporate purchase orders.

To place an order, please use the order form on the following page, or call us at (803)-593-0870.

QUANTITY AND CORPORATE PURCHASES

   You can use INVOICE-IT to create an invoice with which you may reguster your copy of INVOICE - IT.

Discounts on multiple copies are as follows:

1 - 10 copies	no discount
11 - 20 copies	10% discount
21 - 50 copies	15% discount
51 - 100 copies	22% discount
101 - 200 copies	30% discount
200+ copies	40% discount

    Purchases of up to 50 copies are bulk purchases and include that many copies of INVOICE - IT on disk, as with single registrations. Purchases of 51 or more copies are
site licenses. Eastern Digital Resources provides a master copy of INVOICE - IT and the appropriate number of diskette labels. The licensee is responsible for copying the disks (backups of the MASTER do not count towards the total copies in the license). The name on the order form is considered the contact and is the person with whom all correspondence will take place.

Note: All prices and discounts are subject to change without notice. Discounts apply only to separate orders, they are not cumulative.

SYSTEM REQUIREMENTS: IBM compatible 80286 computer or higher, 4 megabytes of memory, VGA monitor, Windows 3.1 or higher and dot matrix or laser printer.

For information or to order, contact JOHNR238@AOL.COM

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PO Box 1451
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INSTALLATION INSTRUCTIONS

You may install INVOICE-IT in its own directory or into the Windows directory. The following example installs the program in a directory called INVOICE. Use this procedure if you have recreived a copy of INVOICE-IT on diskette.

Go into Windows by typing WIN and pressing ENTER. When the main Program Manager screen appears, choose File - Run. Type A:SETUP and press ENTER. Invoice-It will self install on your system

If you have downloaded INVOICE-IT from a BBS on on-line service, you should first use PKUNZIP to unpack the files onto a diskette and then use the procedure above to install the program in Windows.

In order to use INVOICE-IT you will need to have the Visual BASIC runtime library, VBRUN300.DLL in your Windows System directory. This file is included with registered copies of INVOICE-IT or you can download it from most BBS systems and all national services since all programs developed in Visual BASIC require this program library.

Type   CD \WINDOWS\SYSTEM   press ENTER

Type   COPY A:VBRUN300.DLL   press ENTER

COMPANY SETUP

The first thing to do in setting up INVOICE-IT is to enter your company name and address information. Choose SETTINGS - COMPANY SETUP.

LAST INVOICE NUMBER: Enter the number -1 that you want INVOICE-IT to start with.

SALES TAX RATE: Enter the sales tax rate to apply to invoices. 5 percent sales tax should be entered as point zero five (.05). When using INVOICE-IT with the Total Business Solution, the sales tax rate entered in each customer record will override this default rate.

TAX SHIPPING CHARGES: This field is used to indicate whether your state requires collecting sales tax on shipping charges. This is a Yes / No field.

FILE FORMAT: INVOICE-IT version 2.0 and above allows you to store system files in industry standard Dbase format. You should use this format unless you have a particular reason to need to use ASCII comma delimited files. There are utilities included with Invoice-It that allows you to maintain the PRODUCTS, CUSTOMER, & INVOICE history files used by INVOICE-IT. You can also use most popular data base and spreadsheet programs to create these files.

Included with INVOICE-IT 2.xx and above is a utility, DBCONVRT.EXE which will convert your customer, products and invoice history files from comma delimited to Dbase format.

CURRENT PRINTER FONT/SIZE: This option allows you to specify the font and size you want to use when printing invoices. The program will choose from any of the fonts you have installed in your system. The preferred type is **NEW TIMES ROMAN - 12 pt.**

FORM SIZE / TYPE: The program supports several plain paper options in addition to the pre-printed invoices formats. You may choose from each of the listed formats and print a sample to decide which to use. See the price list by chooseing FILE - ORDER FORMS to see the current prices on pre-printed forms

INVOICE HEADER INFORMATION: Use these options to specify the format of the invoice header. The Logo option requires custom scanning/programming by us to use your logo on the top of an invoice. Send a copy of your logo with $35.00 for this service.

PRINT OPTIONS: This feature allows you to "customize" the look of the invoice to more closely tailor the program for use by service firms. You may experiment with these "yes/no" choices to see how they affect the look of the final invoice when printed.

DEFAULT INVOICE MESSAGE: You may specify a default note to appear on the bottom of each invoice. This can be overridden at any time with another message.

FORM SIZE/TYPE: The program supports several plain paper options in addition to the pre-printed invoices formats. You may choose from each of the listed formats and print a sample to decide which to use. See the price list above for current prices on pre-printed forms.

NOTES ON USING INVOICE-IT

FILE/SAVE: Creates a file, INVOICES in either Dbase or ASCII, comma delimited format depending on the format chosen in Company Settings. Each new invoice is added to this file. You can import this file into DBASE, LOTUS, PARADOX, EXCEL, etc. for further analysis using the standard file import utilities in each of these programs.

The standard edition of INVOICE-IT does not have DDE links enabled to other packages to allow you to automatically retrieve customer names and product descriptions. When used with the Total Business Solution, these functions will allow you to create multiple invoices much more quickly.

The discount and shipping fields accept either a fixed dollar amount or a percentage. If you enter a percentage, enter 10% with the trailing percent sign and the program will calculate the percentage figure for you. If you make further changes on the face of the invoice however, you will need to re-enter the percentage in order for the program to calculate it for you.

The program allows you to build a CUSTOMER and PRODUCTS file for easy fill in of invoices. You may maintain these files in Dbase format or ASCII, comma delimited. If you decide to use ASCII comma delimited, you may use either quotations around each field, or just separate them with commas. To edit the files and add your own information, retrieve each file into NOTEPAD or EDIT and make the changes.

The format of the CUSTOMER.TXT file is as follows

CUSTOMER #,CUSTOMER NAME, ADDRESS1, ADDRESS 2, CITY, STATE, ZIP CODE

Note that each record contains 7 fields. If you don't have a piece of information you must still place commas in the field postion. The following layout is also acceptable.
"CUSTOMER #","CUSTOMER NAME","ADDRESS 1", " ","CITY","STATE","ZIP CODE"

The names may be entered in any order. The program will sort them for you. In order for individuals names to be sorted properly, you should enter them in the format, LASTNAME; FIRST NAME (NOTE: there is a semi-colon and a space after the last name). The print invoice routine will then swap the name on the semi-colon when printing.

The PRODUCTS.TXT file contains 5 fields:

PART #, PRODUCT DESCRIPTION,COST,SELL,CATEGORY

Like the Customer file, each record must contain 5 fields, each separated by commas. The category fields is not used by the shareware INVOICE-IT version. The registered copy uses this field for the sales analysis feature. If you don't have this information, you should enter zeroes or empty quotes in the field. The category field is used to identify the "kind" of product sold, or to tie into the General ledger program. The sample PRODUCTS.TXT file shows General Ledger account numbers.

WINDOW INVOICE HISTORY: This feature allows you to retrieve sales invoices which were written previously. You can then reprint them if you'd like. If you choose FILE-SAVE without changing the Invoice number, the system will then save the changed invoice over the old one. It you change the invoice number, the new invoice will be added to the end of the file. This feature allows you to both change previously written invoices, and also to copy a previous invoice rather than reentering it.

EDIT CUT: This function allows you to send an invoice out to the Windows clipboard or retrieve a description from another application.

FILE PRINT FORM: This allows you to "screen print" a small invoice on plain paper.

REPORT SALES JOURNAL This report allows you to print either all invoices or selected invoices according to your criteria. Version 2.xx defaults to a blank field for Beginning Invoice, Beginning customer number and Beginning Salesman, rather than one with all zeros as in version 1.xx

REPORT QUICK COST: In order to use this feature, you will need to enter cost figures in your PRODUCTS file. The Quick Cost Analysis gives you a quick snapshot of the cost of the items on an invoice from the figures in the PRODUCTS file. Items which are not found in the products file are ignored, so you should take care to double check your figures.

REPORTS OPEN INVOICES: You can use this option to see invoices which are unpaid and get a total on all outstanding invoices.

If you have specified Dbase format for your file formats under Company Setup, you may click on an invoice to change its status from Open to Paid, then choose Post Invoices to have the program mark an invoice as paid. This function also allows you to see the total of unpaid invoices.

If you have specified ASCII format for your file formats, you will need to use another program such as Notepad to change the status of an invoice, but you may still use this window to see unpaid invoices and the total amount outstanding.

New with release 3.03 is the alternate BILL TO and SHIP TO fields. In order to use this feature, the BILL TO address must be in your CUSTOMER file. The SHIP TO address may be retrieved from your CUSTOMER file or you may type it in when you create the invoice.

New with release 3.03 also, is a greatly expanded products file, with the ability to search the file by product type, vendor, and GL Account codes. You can also specify on a line by line basis, which items in the products file are taxable and which are not.

I have also created a "CANADIAN" version (English) and a FRENCH translation which support dual sales tax calculations. The registration for these products are also $35.00. If you need either of these features, let me know and I'll get a copy to you.

We appreciate your feedback. Comments or questions may be directed to JohnR238 on AOL, or internet at JOHNR238@AOL.COM.

OTHER RELATED PRODUCTS FROM EASTERN DIGITAL RESOURCES

THE TOTAL BUSINESS SOLUTION

The premier small business accounting system which incorporates Point of Sale, Inventory Control, Accounts Receivable billing, General Ledger, Payroll, and Accounts Payable. It you're serious about managing your redail business, consider TBS. It also incorporates routines for printing UPC codes, and CODE 39 codes and can be used with a bar code reader at point of sale.   Invoices created with INVOICE-IT integrate with the Total Business Solution to provide you with a complete accounting system. $750.00

BLINC
THE TOTAL MAILING LIST MANAGER FOR WINDOWS

Beyond the Limits of Information and Networking Connections, there is BLINC, the total mailing list manager for Windows. BLINC integrates with INVOICE-IT so you'll no longer have to type in customer names with each invoice. It also captures new names to it's data base so you can print mailing labels, custom letters, post cards and envelopes. The program generates the new post net bar codes so you can take advantage of maximum postal discounts. $135.00

ZIP FINDER II

Zip Finder ii is a complete city level zip code directory of over 42,000 zip codes which you can use to   validate cities and zip codes and will save you a great deal of time when entering names and addresses because you won't have to type the city and state. With the addition of a CD-ROM drive and Accumail, Zip Finder ii will also add zip plus 4 codes, carrier route codes, and delivery point codes to your mailing list. Zip Finder ii is designed to intergrate with INVOICE - IT and is available separately from Eastern Digital Resources for $79.95.

ZIP PLUS 4 YOUR LIST AND SAVE $$$

If you can't justify the cost of a CD-ROM drive, and the Accumail database, we will update your list for you and add the zip plus 4 codes and delivery point codes so you can take advantage of maximum postal discounts. Up to 2000 names for just $45.00. Additional thousands to 10,000 for $12.00 / m. Call for details and pricing on larger lists. Strict Confidentiality assured.

NEED MAILING LISTS - WE'VE GOT EM

 We currently maintain over 80,000 names in house of computer users, dealers, VARS, and opportunity seekers. Available on diskette or peel and stick labels at $65.00 per thousand.
 Give us a call to discuss your list needs.

COMPS - The Complete Realtor Database

 Now you can use INVOICE - IT to maintain information on people and COMPS to maintain your listings. These two programs integrate to give you a complete Windows based system for managing the real estate agents most time consuming tasks.... $135.00

BLINC TOOLKIT

The standard version of BLINC will handle a limited number of records. This limitation is dependent on the amount of memory you have installed in your computer. A system with 4 megabytes of memory will handle approximately 3,000 records in each data file. The BLINC toolkit will allow you to handle an unlimited number of records. With Toolkit you can also merge multiple files and purge duplicate records. Toolkit includes a report generator, allowing you to define your own label formats and report layouts. The BLINC Toolkit is required for using BLINC in a multi-user mode on a network. You may install BLINC on a network in a single user configuration, but no   internal safeguards are in place to protect your data should two people access it simultaneously. A real bargain for just $79.95. The features included in Toolkit would cost you hundreds of dollars with other programs.

DUPFINDER

Dupfinder is designed to allow you to find those annoying near match names that are in your list. It builds an index to records based on similar sounding names and addresses and
allows you to choose whether to delete or keep these names. Dupfinder is an excellent add-on to BLINC for those who are involved in serious mailing list maintenance.

THE TOTAL MAILING LIST MANAGER FOR DOS

If you have machines in your organization which are not able to run Windows, The Total Mailing List Manager for DOS will   allow you to do file maintenance on BLINC files and print
labels and reports. TMLM for DOS does not support some of the advanced features of BLINC. It's price is $75.00.

GET THE WORKS & SAVE $234.85. When you register INVOICE - IT, you can get Sales Analysis, BLINC, Zip Finder ii, Dup Finder, Toolkit, and 3,000 names from the category of your choice for the low price of $235.00. That is a savings of $234.85 from the individual price and

WIN GEN

WIN GEN has been called the "premier product of its class" for genealogy record keeping in the Windows environment. Use WIN GEN to organize your family records and print family charts, genealogy charts, and family album books. Price $45.00.