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Introduction

GARDENING BUSINESS is a business software for small companies in the field of Gardening & Landscaping and for other business with similar requirements, such as POOL MAINTENANCE, PROPERTY CLEANING. You do not need to be a computer expert in order to use GARDENING BUSINESS. Just start to use it and you will learn it while using it.

Registration

Before we begin discussing GARDENING BUSINESS, please take a moment to fill out the registration card. Doing this entitles you to free technical support by phone, as well as ensuring that you are notified of possible enhancements and new products.

The Registration Card can be completed by selecting the Register Command, and can either be printed and mailed, or faxed.

After registration you will receive a code. Click the Register menu command on the Registration Form to enter the code.

You are entitled to experience GARDENING BUSINESS without registration and payment. However, you must register in order to use the software. If you miss doing so, one day you will not be able to access your records.

You can operate one registered copy of GARDENING BUSINESS.

Requirements

Hardware
Operation System

Hardware

- Min. 486 processor
- Min. 4MB RAM, recommanded min. 8MB
- Min. 2MB free space on the hard drive
- Min. 1024 x 768 resolution Monitor is recommended

Operation System

Microsoft ®Windows™ 3.1 or later

Installing Gardening Business

General
Running Setup

General

To install Gardening Business you must use the Setup program, SETUP.EXE on the distribution disk or in the directory to where Gardening Business was downloaded from America Online.

Running Setup

1. Place the Installation Diskette in the floppy disk drive.
2. From the Program Manager or from the File Manager click **File** and choose **Run**.
3. When the dialog box appears, type as shown below:

   A:SETUP

   (Assuming that, drive A: is used. If drive B: is used type B: instead of A:.)
4. Click **OK**. Several seconds later you will be asked where you want to install Gardening Business to. Select the default directory or any other by your choice and press **Enter**.
5. You will be notified when **Setup** finished the installation.
6. Click the Gardening Business Group icon, followed with the Gardening Business Icon to start .

Note: The installation procedure will place the VBDB300.DLL file in the application directory, despite the fact it is usually resides in the Windows/System directory, in order to avoid possible conflicts with any other software that might use the Access 2.0 engine and installed VBDB300.DLL in the Windows/System directory.

About Gardening & Landscaping Business

The Gardening & Landscaping business has many commonalties with other businesses, beside a number of unique requirements that comes from the nature of it.

Related Topics:

Common practices
Unique features

Common practices

- Having customers
- Having vendors (suppliers)
- Having the same kind of products (services) for different customers
- The ability for predetermine the material and labor requirements for the services for each customer
- Having multiple sources for the same materials
- The ability to predict the due date for services due to customers
- Having income from the business and expense responsibilities
- Having tax responsibilities
- Must make profit
- The need to see the cash flow
- The need for possible discounts
- The need for billing

Unique features

- Services can not be planned exactly due to weather conditions and customer's requests
- Cash and COD payments frequently occur
- Change of services can be requested often with immediate effectivity
- Relatively few materials are needed, there is no need for inventory management and storage

GARDENING BUSINESS should be a useful tool if your business operates as described above. However, using GARDENING BUSINESS with the highest possible efficiency might need adjustments in the software, as well as in your daily practice of managing your business. Please feel free to contact Redei Enterprises with special requirements and/or suggestions.

Loading Data

Enter your vendors (Sources)
Enter the materials you buy
Enter the jobs you do
Enter your customers
Enter the labor you need
Enter other miscellaneous information

Enter your vendors (Sources)

Select the Data Maintenance **-** Sources Command. Enter first all of your vendors, where you are buying anything that you need for your business. You can add later new vendors when needed. Please note that you will not be able to enter materials you need for the business until you did not enter at least one vendor where you can buy it.

Enter the materials you buy

Select the Data Maintenance **-** Materials Command. Enter all *materials* that you normally need to buy. Assign the primary vendor for each and a purchase price that will be used for calculating your costs. You will be able to update (and you SHOULD) this data anytime, but you must enter all materials you use before doing anything else.

Tip***:*** *The* ***Accounting -Transactions*** *menu command provides a more convenient way for adding* vendors *and materials in the same time when you enter a purchasing type of transaction.*

Enter the jobs you do

Select the Data Maintenance **-** Jobs Command. Enter all jobs that you do. Assign Cycle days for each job.

Enter your customers

Select the Data Maintenance **-** Customers Command. Enter your *Customers*. Please note that the data you enter will appear on documents (such as Invoice) later. You need to identify your customer not only by name, but by the service you provide as well. You will be requested to complete a table first describing the customer. Than select the **Record - Edit** Joblist Command. It will display a list of Jobs. The jobs are the same that you prior entered. Now, you need to select those jobs that are required for the selected customer. Double click the Required column and when the background color becomes white write the word 'yes'. Your entry will be saved when you click any other data on the table. Please note that the current status of the *Required* column will NOT be displayed until it is not clicked. When you assign 'Yes' to a job that needs purchased material(s) select the **Attach** Materials Command. It will display the list of materials you entered. It will also show the quantity that is needed for the selected customer for the selected job. Click on the Material that you need for the job. Click on the **Quantity** entry box. Enter the quantity and press the Enter key. The new quantity will be displayed. When all materials assigned with the correct quantity select **Done**. Repeat the process with all jobs for the selected customer, and click **Done** when finished.

Enter the labor you need

Select the Data Maintenance **- Labor** Command. It will display a list of jobs for all customers with a column named Labortime. Double click ***Labortime*** for each row. The background color will change to white and you can type the data. Click on any other data for saving it. Please note that you **MUST** enter labortime. If you fail to do so, you will not be able to invoice your customers.

Enter other miscellaneous information

You will not believe it - You Are almost Done. Select the Data Maintenance **- Other** Command. Enter / modify the requested information. Please note that, the Labor Rate and Tax Rate you enter here will be used for invoicing. Your customers will be charged for your services with the dollar amount that you enter here multiplied with the labortime you entered earlier. Also, the tax will be charged as the result of the material costs multiplied with the tax rate and divided with one hundred. Make sure you marked the *Update Material prices upon Purchase transactions* check box if you wish to use the feature (see Tip above).

Creating Work Orders and Invoices

The software and the physical activities in your Gardening & Landscaping Business should provide seamless operation. The software tells you what, when and for whom to do. You execute that. You tell the computer the work is done after accomplishing it.

Related Topics:

Create Work Orders before your Services
Mark Work Orders after your Services
Print Invoices
Record your Transactions

Create Work Orders before your Services

Select the **Work Orders - Print Work Orders** Command. **Mark** those jobs you want to do *now*. Select the **Record - Print Work Order** Command when all jobs are marked for the customer. A Work Order Sheet will be printed. It lists the required materials and gives the labor time. All jobs will be priced individually including tax. The gross amount for each job due C.O.D. if this is the form of payment. The total charge for all jobs is NOT shown on the Work Order Sheet. You mark those you actually did and add the totals manually. (The total charge would be confusing when some jobs are postponed and/or special requirements trigger new jobs on site.)

Mark Work Orders after your Services

Select the **Work Orders - Close Work Orders** Command after you finished the services. Mark those jobs on the Work Orders table that you actually accomplished. Select **Record - Close Work Orders**.

In order to create invoice you must have a closed work order.

Print Invoices

You can print invoices for closed work orders by selecting the **Accounting - Invoices - Print Invoices** Command. Many invoices can be made for one customer. One invoice must consist of at least one job. Mark those Closed Work Orders that you want to place on the same invoice. Select the **Record - Print Invoice** command. You will be instructed to enter C.O.D. payments. The C.O.D. payment you enter will appear automatically on the Transactions Log. You might not need to mail invoices. However, you must print them.

Record your Transactions

Select the **Accounting - Transactions** Command for payments, other than C.O.D. Add or Update the Transactions Log as needed selecting the **Record - Add** or **Record - Update** or **Record - Delete** Commands.

Changing data, Reporting

Report Work Orders
Change, Reprint and Report Invoices
Change, Report Transactions
Report Cashflow

Report Work Orders

The **Work Orders - Look Closed Work Orders** Command displays all closed Work Orders. Use the **Sort** and **Query** Menu Commands to create reports.

Change, Reprint and Report Invoices

The **Accounting - Invoicing - Browse Invoiced Work Orders** command provides the mean for making manual changes in invoices (such as **Adding, Updating, Deleting** and also **Reprinting invoices)**. The **Sort** and **Query** Commands for reporting are also available.

Change, Report Transactions

The **Accounting - Transactions** menu command displays all financial transactions. It also provides means for manual data management (**Add, Update, Undo**) and for reporting

Report Cashflow

The **Accounting - Cashflow** menu command reports your Cash flow.

Buy History

Purchasing Materials, Equipment and Services
Reporting Buy History

Purchasing Materials, Equipment and Services

You need to buy materials, equipment and services for your business. You already have your vendors data entered, but you are changing your sources for the best pricing and more convenience. The prices are also changing.

Select the **Accounting - Transactions** menu command to enter your purchasing type transactions. All transactions will be listed. Purchasing type of transactions will have negative amounts and the Client number will also be shown as negative. Use the Add or Update menu commands for editing. The Editing Window will allow you to determine the type of the transaction. (Spending means purchasing type, this is the default.) Two combo boxes will appear for purchasing transactions, one for the Vendors and one for the Materials. You can select existing data from the list or enter new vendors and/or materials if it is required. You need to complete all data fields in order to save the entry. If the *Update Material prices upon Purchase transactions* check box was marked (See: Enter other miscellaneous information), the new vendors will be added to the vendor list, the new materials will be added to the Material list and the unit prices will be updated. The transaction like all transactions will also appear in the Cashflow table.

Reporting Buy History

Select the **Account - Buy History** menu command to inquire the Buy History log. Select the Sort and/or Query menu commands to create your report. Select the Print menu command for a hard copy.

Menus

About Menus

Menu(s) are located on the top of the active window, arranged in a horizontal line.

You can activate a Menu by:

- Clicking it with the Mouse
- Pressing the Alt Key followed with the letter underlined on the Menu Title
- Pressing the Alt Key followed with the Down arrow key, and navigating right/left with the respective arrow keys
- Pressing Shortcut Keys. When they are available a notation is included on the Menu Item description.

Menu Items might be disabled or not displayed depending on the task and the availability of data and resources. Disabled menu items displayed with gray color.

Browsing Tables

Scrolling
Selecting
Marking
Adding
Updating
Changing Column Width
Eliminating Columns
Moving Columns

Scrolling

When the space is not large enough on the screen for displaying everything in the same time, Scrolling Bars are used to 'extend' the screen. Scrolling bars can be used in both vertical and horizontal directions. They provide three kinds of movements:

- Clicking the arrow at the end moves the screen in the direction of the arrow with small scale. Small scale means usually one line vertically, or one column horizontally.
- Continuous movement can be triggered by dragging with the Mouse the movable gray scale shower. Dragging means that, you move the Mouse cursor to the shower, press and hold down the left Mouse button while moving it, and release it when the desired position reached.
- Large Step movement can be made by clicking the gray area between the end of the scroll bar and the shower. The size of the large movement is usually one screen in both directions.

Selecting

Selecting means that, you move the gray horizontal highlight bar to the desired record and click or press the **ENTER** key. You can select one record in the same time.

Marking

Marking is a special method for placing a flag (mark) on several records. The purpose of marking is to execute menu commands on selected records. For example, you mark those work orders that you want to put on a Work Order Sheet.

There are two ways for marking records:

1. **Manual Marking/Unmarking**

   Move the Mouse cursor to the left edge of the line. **C**lick with the left button when the shape of the cursor changes to mark sign √**.**The line will become marked and displayed in red color. The same procedure used on a marked line will unmark it. It works like a toggle switch.

2. **Marking using the Find Command**

   With the Query - Find All Occurrences Command there is a more efficient way of marking/unmarking records. It is especially recommended for processing a large number of records. You will create a QBE (Query By Example), which will mark all records that satisfy the criteria of the Query. You can process the marked records using the applicable menu command.

Adding

When Browsing tables are editable the **Record - Add** Command offers the easiest way for entering new data. You can also add by selecting the last record and pressing the Down arrow key.

Updating

The displayed data can not be always updated. For example, update is not allowed in the Cashflow table due to the fact that data in this table is strictly the result of financial transactions made in the Transactions Table. You can change data in the Transactions Log, that will automatically change the Cash flow, but you can not change the cashflow without knowing the transaction that changed it.

The **Record - Update** Command is the easiest way for updating. Most of the time there is a fastest way. Click on the record at the column that needs to be updated. Update depending on which Browsing Table is displayed can result in one of the followings:

- The Editing Window pops up
- The clicked column field becomes white and offers immediate editing. Type the data, and click any other fields or record when ready.

Changing Column Width

The column width is calculated from the length of the expected data. Some additional space usually is added. The original layout needs to be changed in many cases. The most common example is before printing reports. The vertical line between columns is moveable. Place the Mouse cursor to the vertical line. The shape of the cursor will change to ⇔. Than press and hold down (drag) the left mouse button while moving the line, and release it when the new position set.

Eliminating Columns

Use the method of Changing Column Width, and moving the right side of the column to the left side setting the width to zero. The column disappears.

Once a column removed, it can not be retrieved without reloading the data.

Moving Columns

In many cases, especially before printing reports, the original layout needs to be changed. Click the **Column Head** with the left mouse button, and hold it down. The otherwise red Column Head background color becomes green, and the shape of the mouse cursor changes to ⇔**.**Drag the column to the new position and release the mouse button.

Editing Windows

Navigating in the Editing Window
Selecting from List
Entering (typing) Data
Selecting Options
Saving/Aborting
Special Editing Screens

Navigating in the Editing Window

You can navigate in Editing Windows by:

1. Clicking on the editing field
2. Pressing the **Alt** key and the underlined letter together
3. Pressing the **TAB** key for moving downward or the **SHIFT-TAB** keys for moving upward

Selecting from List

Some data in the Editing Windows displayed in list or combo boxes. Depending on the data, you can select from the list or enter currently non existing data, or select only from the list. The list can be activated by clicking the Down arrow button at the right end of the editing field, or just starting to type in the text field on the top. As long as the typed string exists as a part of existing data, the list will automatically display the matching data. Select the item from the list by clicking it.

Entering (typing) Data

When typing is required you can do it as usual. The Home/End /Insert/Shift /Caps Lock keys are active. Editing data can also be combined with the Clipboard. See the Windows Help for details. Using the clipboard for data entry in Gardening Business assumes the following steps:

1. Select the text you want to duplicate by placing the cursor in front of the section to be copied. Hold down the Shift key and move the cursor to the end of the text. The same task can also be accomplished with the Mouse. Hold down the left button while moving the cursor to the end and than release it. The selected text will be highlighted.
2. Copy the text to the Clipboard by pressing Ctrl-Insert or Ctrl-C.
3. Save the content on the Clipboard by pressing any of the arrow keys, or the Home or the End key.
4. Place the cursor to the field where you want to copy to (paste) it.
5. Press the Shift+Insert, or the Shift-V keys to paste it.

Selecting Options

Transactions can be either receiving or spending type. The default is Spend. When the transaction is Receiving you must click the Receive button. Selecting Receiving will clear the Check Number field.

Saving/Aborting

Check the entry when you finished the editing If it is correct, clicks the **Save** Command to save the entry.Click the **Abort** button to leave the editing screen.

Special Editing Screens

Some of the editing windows is linked to each other by Menu Commands. One example is when Jobs are assigned to Customers. First you select the jobs for the Customer from a listing of all jobs. It is done by clicking the **Jobs Required** field and entering the word 'Yes' (enter 'No' to erase the job). You also need to select the **Attach** Materials Command when selecting 'Yes', unless no material is required for the job. When attaching materials, the materials will be listed with their quantity for the job. Change the quantity to any positive value as needed. Do not forget to press the Enter key on the Quantity field. When the new quantity accepted, the quantity value on the listing will also change. Another example is the Labor Table with the Data Maintenance **- Labor** Command for entering the labor needed for the job for the particular customer.

Query Windows

Invoking Query
Navigating in the Query Window
Query Tools
You do not have to use the Query tools. If you wish you can type the same.
Printing Reports
Find Command

Invoking Query

Select the **Query** Command on a **Browsing Table**. Select the **Find** Command if only the first matching record needed Otherwise select **Find All Occurrences**.

Navigating in the Query Window

Navigating in Query Windows can be accomplished by any of the following ways:

1. Click the editing field
2. Press the **Alt** key and the underlined letter together (If there is underlined letter)
3. Press the **TAB** key for moving downward or the **SHIFT-TAB** moving upward
4. Clicking an active Query Command Button.

Query Tools

Query Tools represent mathematical and/or logical limitations for data to be retrieved. The meaning of this tools:

=	Equal with the value follows the tool
>	Greater than the value follows the tool
<	Less than the value follows the tool
<=	Less or equal the value follows the tool
>=	Greater or equal the value follows the tool
BETWEEN *value1* **AND** *value2*	Greater or equal *value1* and less or equal *value2*

You do not have to use the Query tools. If you wish you can type the same.

Example:

Description BETWEEN *ALAN SCHMIDT* AND *HOWARD JOHNSON*

Date BETWEEN *01/01/93* AND *12/31/93*

Check # > *510*

Amount < *-50*

Mark = *-1*

The above Query will list all transactions where the description alphabetically is between ALAN SCHMIDT and HOWARD JOHNSON, the date of transaction was between January 1, 1993, and December 31, 1993, but will list those where the Check Number was higher than 510, the Amount paid exceeded $50.00, and the Bank Statement proved that the check was cashed.

Printing Reports

Print Report Command
Set Printer
Print Report
Print As It is

Print Report Command

After the Find All Occurrences Command was executed, the **Print Report Command** appears. It opens a Sub menu with three Menu Items:

Set Printer

The Set Printer command invokes a Dialog Box to change your current Printer or it's setup. The dialog box is the same as identical with other Windows applications. See Windows Help for more details.

Print Report

The Print Report command prints the Report on the active printer. The data will be printed exactly as it is displayed on the screen. Use the **Browsing Table** tools for customizing the display prior printing.

Print As It is

It prints the current visible Report screen. The major difference between **Print** and **Print As It is** is that, *Print* prints all records and fields while *Print As It is* only those are visible.

Find Command

The Find Command is a Query, that returns the only or first record that satisfies the Criterias set in the Query. In a case of no match no record will be displayed.

When the Find Command is displayed without the Find All Occurrences menu command, it invokes DATABASE BROWSER with more advanced query and reporting tools. DATABASE BROWSER has its own online Help. You can not use DATABASE BROWSER for editing GARDENING BUSINESS data.

Glossary of Terms

DATABASE BROWSER
Work Order Sheet
Jobs
Cycle days
Clipboard
Selecting Data in Browsing Tables
Joblist
Customer
Customers
Cycle days
Data Maintenance
Jobs
Labortime
Materials
Sources
Vendors

DATABASE BROWSER

Full featured editing and reporting software from Redei Enterprises for Access 1.1 and Access 2.0, dBase, FoxPro, Btrieve and Paradox.

Work Order Sheet

A document printed with Gardening Business that tells you what to do for whom and when. It also shows the charge for the jobs included in the Work Order.

Jobs

The activity you perform as a part of the customer's order or contract. It is your decision how to categorize your activities

Cycle days

The number of calendar days between two occurrences of the same job for the same customer. The cycle days are changing by season and/or by weather conditions. Adjustment is required.

Clipboard

See Help for Windows.

Selecting Data in Browsing Tables

Clicking the line (record) you want to update, delete, select for another operation. Only one record can be selected at the same time. You can also select the record by using the FIND Command, or by scrolling the database and moving the cursor with the Up/Down arrow keys, Instead of clicking with the Mouse you can press the Enter key.

Joblist

A list of all jobs. You will need to select jobs from this list for every customer. You will also need to define what material(s) are required, and finally to determine the labortime and material usage for the customer.

Customer

The one for whom you provide your service and who pay you for it.

Customers

They are the most important part of your business. You work for them and in exchange they pay you.

Cycle days

In services usually there is a regular cyle time for repeating it. The Cycle time you assign in days here will be used for automatically derive work orders, so you do not have to keep in your mind what and where you should do. The service due will automatically appear on the Work Orders list and remains there until you accomplished the service and closed the Work Order, or delete the Work Order.

Data Maintenance

Those functions that provide the data for accomplishing the tasks they are for. Normally it includes the following activities: Adding data, Updating existing data, and deleting data. There are other, not basic functions, such as Compacting the Database (also called packing), and Repairing when it is needed. These last two functions are accomplished automatically in Gardening Business.

Jobs

What you do for your customers for the money they pay. It is your decision how you want to name them and you have to know what their meanings are. Normally you will need three components for every job, tools, labor and materials.

Labortime

The time you need total for all workers for accomplishing a job for a particular customer, measured in hours. You can enter a part of an hour in decimals, such as .25 for one quote of an hour.

Materials

Everything that you buy for your business. It also includes subcontractors. It might include even services, such as dry cleaning of your working clothes.

Sources

See Vendors.

Vendors

From whom you are buying materials and services