

[\(WordPad: Set "View > Options" To "Wrap To Window". Then Adjust The Window Size.\)](#)

## **GENERAL INVOICE SALES TRACKER For Windows**

### **TO RUN GIST...**

**Go To "START > PROGRAMS > General Invoice Sales Tracker",  
or....Double Click On The "GIST.Mde" File In The GIST Folder.**

This text is the primary Instruction Manual for this program. To make this text easier to read, we will refer to this program's name as "GIST" from this point forward.

### ***GIST INSTALLATION ISSUES***

**FILE IS IN USE:** During the GIST "Setup" routine, if an "Error Message" appears saying the file named "C:\WINDOWS\SYSTEM\Wininet.dll" is already loaded and is "In-Use", then just click on the **"Ignore"** button.

Do the same thing if a second "error message" appears saying the same thing about another file named "C:\Windows\System\URLMON.DLL". Just click on the **"Ignore"** button again.

Some newer computers already have and use those files, and some computers don't.

On some NT networked machines, an error message appears stating the **MSComm** program can not be registered in the system, and the only option button provided is "OK" (and then the installation terminates - there is no "Ignore" button). This is caused by the fact that the user's NT "Server Permissions" settings are set to NOT allow the use of modems or other telephone related peripherals on this particular work station. The **MSComm** program is required to operate the Auto-Dial (by modem) feature included in GIST. The only way around this problem is to get the "Modem and Comm" permissions turned "ON" by your Server Manager for the machine where GIST is to be installed (even if you do not have a modem). Then the GIST installation should proceed okay, but the Auto-Dial feature will not work without a modem attached to the computer.

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**CORRUPT OR MISSING FILE:** One other possible point of confusion sometimes happens during GIST installation in computers which have (or have had in the past) a "Full Blown" version of MS-Access installed (and sometimes happens in NT computers).

This problem occurs **after** GIST is installed, but just before the "Main Menu" is displayed on the screen (every time... just before the Main Menu is displayed).

This problem shows itself in the form of a small error window which says that "The file named "RegWin.Dat" is either missing or corrupt", and the program will default to an "UnRegistered Version" (that file contains the program's registration & serial number).

**NOTE:** The above issue can also occur if someone tried to edit the registration file. The slightest tampering or editing of "RegWin.Dat" will make that file corrupt and useless. From then on, the program will revert back into an "UnRegistered" shareware

version. The only way to "fix" it after that, is to re-install the GIST application from it's CD again (...but ONLY AFTER you have made a backup of the current GIST data).

The reason that error window appears is because there already are MS Access settings in the System Registry which are telling the computer to look elsewhere for all MS Access files. As a result, Access will not look for files located inside of your new GIST folder.

Fixing that problem is easy! Just reset the GIST program's "PATH" using a built-in GIST menu routine. Go to the "Main Menu", select the "MENUS" index tab near the top of the "Main Menu".

On the next menu, click the "SETUP" button. Now click on the "SET DEFAULT DRIVE" button. Enter the hard drive letter where you installed GIST during the original setup routine. Note: Drive C: is recommended for all "Typical" GIST installations. After you set the GIST drive (and then restart GIST), that problem will be gone, and the program will be restored to it's original "Registered" or "UnRegistered" condition.

**GIST REQUIREMENTS:** Windows-95/98/NT` operating system. The Windows operating system should be installed in the standard "C:\WINDOWS" folder. The GIST Program will run on any kind of computer running one of these properly installed operating systems. With NT, set up an empty folder named "C:\WINDOWS". Then copy two files to there, CALC.EXE and WORDPAD.EXE.

The GIST program will run very slowly on computers which are older and slower than a Pentium 100hz. Recommended use is with 100hz and faster machines.

GIST uses any kind of Windows compatible graphics printer which has been properly installed in Windows, and which has the ability to print to within a half inch perimeter border on a standard size sheet of paper.

The first time various GIST items and reports are printed on your printer, you might need to adjust your "Page Setup - Margins" to accommodate the printed size of various GIST printouts, keeping them to the correct page sizes in length and width. Page Setup is different for most brands of printers.

**FINDING HELP TOPICS:** It's easy to find any subject, reference or topic while viewing this text on-screen by using the "Search" or "Find" feature of the Windows "WordPad" program. Just press the "Ctrl" & "F" keys and the "FIND Window" will open. Then enter a key word or phrase to search for. The "FIND Window" will stop at the first match found. To find successive matches, press your "F3" Key.

**USE WITH or WITHOUT MS-ACCESS 97:** There are two different versions of this application combined into this one program. One version works independently as a "Stand Alone" program, the other will automatically make use of Access97 if it is installed in the user's computer. This version of GIST will NOT work with Access-95, Access 7.0, or Access-2000.

No version of MS-Access is needed to run and use GIST. But if available, Access-97 will add more features and help files to the system as a whole. Access-97 is usually included as a part of

"MS Office-Pro 97", or it may be purchased by itself as an individual product from Microsoft.

To load GIST with the FULL Ms Access-97 features (if you already have Access-97 installed), just hold down either one of your SHIFT KEYS while loading GIST.Mde. Doing that will open up several other menus and menu bars, and also give you the option of using all of the MS Access-97 help screens and topics.

**WARNING:** Loading GIST with Full Access-97 will give you the option of viewing and editing any or all of the GIST data tables and queries. Even the slightest changes will most probably result in erratic and unpredictable GIST program operation. It will also void any GIST warranty, and very possibly result in the complete loss of your important data.

## **General Definitions And Rules**

**MOVEMENT FROM FIELD TO FIELD:** The "TAB" key is the primary keyboard key used to move forward from field to field in all of the various GIST forms. To move backwards, press the "Shift + Tab" keys.

Another simple method is to use your keyboard's "Arrow" Keys. The "Up/Down" arrow keys will move forward and backwards from field to field. Once positioned in any field, the "Left/Right" Arrow keys will move your cursor forward or backwards through any characters already entered in that field.

The "RETURN" key will also move forward from field to field... but only until you reach a "Multi-Line" special field. Once positioned in a field which accepts more than one line of text, the "RETURN" key will then act as a "Return & Linespace" key to the text inside of the "multi-line" kind of fields.

To jump directly to any specific field, use your mouse and just "left-click" on the field where you wish to move to ("Left-Click" means "use your left mouse button").

### Colors Of The Data Fields Denote Their Category:

**Yellow Print On Black:** The standard, normal, data entry field.

**White Print On Blue:** A "DropDown List" field. Entries are selected from a drop down list which appears (like a window shade) when the user clicks on the small downward pointing arrow. With few exceptions, only selections shown in the drop down list are permitted in these kind of fields. For easy and fast dropdown list selection, display the dropdown list and then enter the first character or two of the selection you are looking for. As you type, the dropdown list will jump to selections matching what you type.

**Black Print On White:** A field who's value is "Calculated" by GIST. No user editing is permitted.

**Entries Accidentally Deleted, Changed Or Edited:** If you should accidentally delete or change one (or more) of the field entries on any record, you can restore the original value to ALL of that record's fields by pressing your "Esc" (Escape) Key as long as you remain on the same on-screen record.

But if you have already moved to another record (but still have not yet entered any new data on

another record), then use the "Edit UnDo" feature of GIST. Click on the top menu on the "Edit" selection. The very first selection in the drop-down list will say "UnDo Current Field Or Record". Click on that selection and the original data will be restored in the same fields where it was changed, even if you have moved to some other record.

But as soon as you begin entering any NEW data on any other record, the newly edited record now gets all the attention of those "UnDo" routines and you're on your own as far as "fixing" the data in the other record.

**Sorting Data:** By selecting almost any field in any form, and then clicking on the "A-Z" or "Z-A" buttons in the top menu, all of that form's data will be sorted by the field you selected.

The only fields where this will NOT work are those special, large, "Multi-Line" fields which can accept **more** than two single lines of text. They are called "Memo" fields. Most of the "Memo" fields are designated as "Comment" fields in various data forms. Each memo field on each record can hold over 32,700 characters of information (though entering very large amounts of text in a large number of those fields can dramatically slow down the program and increase the data file's size).

The "Street" Fields in several of the data forms are NOT "Memo" Fields, even though they can accept one or two lines of text (or more). As a result, you may sort the data using the "Street" fields. The "Street" fields are limited to a maximum size of 255 characters, and they should always be kept to only one or two lines of text only, for spacing on mailing labels and printed headings.

Once you have sorted a form's data by any field, the data will remain sorted in that order until you change it to some other sorting order, or exit from that form and then re-enter it again.

**Filter Sorts:** There are two kinds of Access "Filters" you can apply to any GIST data form. A filter "sifts" through the data records and only selects the records which match the criteria which you set for the filter.

There are three filter buttons which can be found in the top "toolbar", one for each of the two different kinds of filters, and a third button for activating and deactivating those filters. All three of the filter buttons have a picture of a "Funnel" on the button.

The most simple to use is the "Filter By Selection" button (has a funnel and a lightning bolt on the button).

That filter will select all the records which perfectly match the value in the field where you currently have the cursor when you activate the filter.

Example: Suppose you wanted to look at all the records from "Texas" in a data form. First look through the existing records until you find one from Texas. Then if you click on the "STATE" field which is displaying "TX" (for Texas), when you click on the "Filter By Selection" button, only the records from "TX" will be selected for display in that form. The form's record selector control will show how many records were selected and the word "(Filtered)" will be displayed as well.

That same feature could be used to select records for only one Postal Zip Code at a time, or for working only with "yesterday's" invoices, or invoices from just one employee, or customer... and

so on.

But suppose you wanted a little more than that? How about a "Range" of dates, or a range of zip codes, or all the customers who's names start with letters from "C" through and "F" (inclusive)? Now it's time to use "Filter By Form"!!

GIST includes an easy, fast and powerful Access routine called "Filter By Form". It lets you select more than just one field for selection criteria, and also lets you enter simple "formulas" to get ranges of items (dates ranges, alphabetical ranges, and numeric ranges).

First find and click on the toolbar button with the "Funnel and the Form" on it (that's the "Filter By Form" button). As soon as you click it, your form's fields will be made "blank" with no data. Then click in any one of those fields in which you want to set a record selection "criteria".

Let's first click in the "Customer Last Name" field. Type in the following "Formula": "Between C and G" (don't include the quote marks). We used "G" because if we used "F", it would only select names matching from "C through E" and would skip "F" names.

Then click on the zip code field and enter "Between 10010 and 10020" (no quotes).

Now click on the toolbar button which shows just a plain funnel all by itself. That button will activate the filter criteria you just set up. You will now only display customers with names starting from "C" through "F", and all from the zip codes "10010 though "10020".

To turn the filter "Off" either exit that form and then return to it, or just "UnClick" the filter activation button on the toolbar (the one that is depressed with the funnel).

Viewing Data By "Form" Or By "Spreadsheet": Several of the main data forms offer the ability to display and edit their data in a "Spreadsheet" mode.

The spreadsheet mode offers several nice features, the best of which is the ability to view large groups of records at once instead of just one record at a time (like the form's view).

To sort the spreadsheet data by any field, left-click on the column's title by which you want to sort all of the data, and that entire column will become "high-lighted" (which means it is "Selected"). Then just click on the "A-Z" or "Z-A" buttons at the top of the screen.

Sorting the data in the "Spreadsheet View" will have no effect on the data in the "Form View".

There are several columns of data which are "Locked", and where you cannot edit or change the data entries. Most of those kind of fields are those which are "calculated" by the program, or which won't accept any data other than what appears in a "drop-down-list" in the "Form-View". As a result, you can not enter any NEW records in the spreadsheet view.

But for tasks such as changing the telephone area codes, zip codes or sales tax percentage rates for large groups of customers, it's much faster, simpler and easier to do this in the "spreadsheet" mode using the Windows "Copy & Paste" feature.

Also, to view your invoices in a group sorted by date, by city, state, zip code, invoice totals, by employee, and so on... the spreadsheet view can't be beat.

No "NEW" records can be created in spreadsheet view, because this view does not contain any of the math formulas needed to update any of the "calculated" data fields in each record. All "new" data entry must be done from the standard "Form View".

But you may "Delete" one or more records from the spreadsheet view.

Deleting Records: To erase or delete a single record, look in the top "Menu-Bar" for a command button with a Large Red ">X" on it. That button will delete the selected (or current) record, and then move to the "next" record in the table.

To delete multiple records in one operation, switch to the "Datasheet View".

In the extreme left column there should be a column of small, square, colored fields, with nothing inside of them.

Left-Click on one of them, and while still holding your mouse button down, slide the mouse arrow downward in that column. As you slide downward, several records should become "highlighted". That means they have been "Selected" as a group.

Then Left-Click on that top "Menu-Bar's" command button with the Large Red ">X", and all of the selected records will be deleted (after a caution warning message).

Another method to select large numbers of records in the datasheet view is to Left-Click on the "First Record" you want so that it is highlighted. Then use the up/down scroll bar (or Arrow, PageUp or PageDown Keys) to scroll up or down through the record table until you reach the "Last" record you want in this group of records. Then hold down either one of your "Shift" keys and Left-Click on the last record that you want to be included in the selected group of records. If done correctly, all the records from your first selection through your last selection will become highlighted (selected).

## **GETTING STARTED WITH GIST**

SAMPLE DATA RECORDS: GIST is shipped with a set of sample data records already entered to save you the time and trouble of having to enter some data just to see what this program does. It also demonstrates different uses for some fields (such as being able to enter a comment into a telephone extension number field).

It is also helpful in printing or "print previewing" the various GIST reports to see what they look like without having to enter a lot of data yourself.

After you have tried or looked over all the various forms and reports with the sample data and have some idea of what this program does, you can then decide if this program does the kind of things you are looking for in a customer billing program.

At that point, you may want to eliminate all the sample data and begin to enter your own "For Real" data. But where do you begin?

Simple! To eliminate all of the sample data, go to the Main Menu, and then to the SetUp Menu.

On the SetUp Menu, one of the command buttons is labeled "DELETE ALL RECORDS". Left-Click on that button and (after a couple of "Caution Warnings"), all of the Inventory, Customer, Invoice, Payment and Invoice Inventory records in the database will be deleted. In other words, every record from most every data form will be deleted.

YOUR COMPANY NAME & INFORMATION: The next step is to enter your own company's name and other information into the GIST program. On the SetUp Menu again, is another command button labeled "YOUR FIRM'S INFORMATION".

Left-Click on that button and another screen is displayed which already has TypeRight Software's company information entered. Notice how the data is laid out and substitute your own company's data for TypeRight's. To center your company's information on a line, add or delete blank spaces (spacebars) to the beginning, end or middle of those lines.

The information you are entering here will be exactly duplicated and printed on many of the various GIST reports such as Invoices, Statements, and so on, which will be mailed or presented to your customers. All of your entries are "Case Sensitive", which means that both "Capital" and "Small" letters will be printed.

SALES TAX NAMES: At the bottom of that screen are three fields pertaining to various kinds of sales taxes. If you operate the kind of operation which does not charge any sales tax, then simply delete any existing entries in those three fields (leaving them "blank").

If you charge a state sales tax, then enter "Sales Tax" into the first field.

If you also charge a county sales tax, then enter "County Tax" into the 2<sup>nd</sup> field.

If you also charge a 3<sup>rd</sup> tax (city, national or provincial) then enter the name for that tax into the 3<sup>rd</sup> field.

The tax names you enter will appear on many printed reports and screen displays. Try to keep their lengths as short as possible to avoid spacing problems in cramped places.

To avoid confusion, these text labels for several data fields (such as various taxes and shipping) will appear and disappear (on both the screen and in printed reports) depending upon whether or not those data fields contain a value higher than zero (zero value = No Label). This feature makes GIST more adaptable to many different types of companies who may or may not charge taxes or shipping charges.

Once you have finished entering your company's information, that's all there is to it. You are now ready to begin using GIST, and entering your own "for real" data records.

If you already have a list of regular customer's names, addresses and telephones, you can now enter that information into the CUSTOMER data entry form.

The Customers must be entered BEFORE you can create your first invoice, as each new invoice is assigned to a particular (existing) customer record. See "Entering Customer Data" for

help on this subject.

And likewise, if you use an inventory of sales items, they must be entered also before you can select them from inside the new invoice form. See "Entering Inventory Data" for help on this subject.

**ENTERING CUSTOMER DATA:** The first field on the customer form is "Category". You may leave this field blank if you do not wish to set categories for your customer list. But for those who wish to categorize their customers into groups for specialized service, prices, or advertising, this is where you select the category for each customer.

The next field is the "Territory" field. You may also leave this field blank if you do not use "Routes" or "Sales Territories" in your operation.

The next several fields contain the customer's name, address, city, state, zip code and country information. The "Street Address" field can hold more than one line of text. But to avoid line spacing problems when printing mailing labels and report headings, only use a maximum of ONE or TWO lines of text for the street address.

For a business name, only use the "Last/Bus Name" field for the entire name, leaving the "First Name" field blank.

An exception to this would be if you have a large number of customer locations, but all with the same customer name (such as a banking or fast food chain). In such cases, enter the office location number in the "Last Name" field, and the company name in the "First Name" field. Doing that will print those addresses as "First name" & "Last Name", which will appear as "Company Name" & "Location Number".

If you can't get a list of the office location numbers from the customer, then create your own using either the location's zip code, or the GIST "Customer ID" number, for the office location number. For billing reasons, you will need an easy way to sort, find and separate these kinds of customer locations from each other.

For a customer who is an "individual" instead of a business firm, use both the "First" and "Last" name fields to enter that name.

There are two sets of telephone number fields. Each set of telephone fields are composed of two fields, one for the number (1-999-123-4567), and the other for an extension number or other comment ("Work", "Home", "Office", "Fax", etc.).

The next three fields contain any sales tax which may be applicable to this customer. There are three of these fields in case there are one or more kinds of sales tax to be applied (State, County, City or Provincial for example). GIST will handle up to three different sales taxes per invoice, and which sales taxes are applied to each invoice is determined by these three tax fields in each customer's record.

If a customer has a "Tax Exempt" status (such as a church), then don't enter anything into each of these fields (leave them blank).

The "Tax Names" (Sales Tax, State Tax, City Tax, Provincial Tax, etc.) for these taxes are set in



the "SETUP MENU" in the "Your Firm's Information" menu selection.

If you are the kind of firm that does not use any tax fields at all (such as Professional firms), always leave the names of the various taxes empty and blank.

The list of "Taxing Authorities" (and their taxing percentage rates) which appear in each customer record's "tax fields' drop down lists" are entered in the GIST "SETUP MENU". When setting up GIST for your own use, you may delete all those tax authorities which don't apply to your needs, and only keep or add those that do apply.

The large, black data field near bottom of the customer form is for "Customer Comments". You may leave it blank, or enter any pertinent information about each customer which you may need to see from time to time (especially when entering new invoices). Try to keep your entries in this field as brief and to the point as possible for "Displaying & Printing" reasons.

This comment can be set to appear in a "Popup Message Box" in the invoice form when creating a new invoice, and selecting a customer's name from the "Drop Down List" on the invoice (Note: only the first 244 characters will appear in the invoice's pop-up message box). There is a "Check Box" for turning the automatic viewing of "Customer Comments" on or off on the invoice data entry form. The default setting is "Off" (No Customer Comments Will Be Displayed).

When this feature is activated, every time you select a customer's name from the drop-down list, that customer's comment will automatically appear too. You may also just place the blinking cursor into the customer name field and press the "F5 Key", and that will always show you the first 244 characters of any customer comments (on a new or old invoice).

There is a "Find Customer" command button which displays a sorted list of all customers in the table. That list shows the data in a "Last Name, First Name" format. Just find the customer you need, and left-click on that name. That customer record will then be displayed in the customer data form.

A quick way to use the above is to click on the "FIND CUSTOMER" button, and then type the first two or three characters of that customer's name. The highlighted selection in the list of customer names will quickly jump to names starting with those characters you typed.

NOTE: The exact same method as above can be used in ANY of GIST's drop-down list fields (Inventory, Customer Names, etc.). Just type the first few characters of what you are looking for.

There is also a "Mailing Label" command button which will print one copy of a mailing label for the current customer.

The easiest way to use that address label is to print it on a "normal" sheet of paper. Then cut out the address to a label size using scissors, and affix it to an envelope, shipping label, or package with a slightly longer piece of 2" wide transparent tape.

Using this method helps protect the address from weather and dirt. It also avoids the extra expense and time delay of using printer labels (inserting sheets of labels and then wasting all the unused labels on the sheet, removing the printer paper, creating and clearing paper jams, and so on).

Another method for printing one address label is to purchase some larger gummed labels which are just enough for your printer to handle without a paper jam, usually about 4"x6" (see your printer manual for the "smallest size paper" your printer can safely handle). Then "Manually Feed" one of those labels into your printer to accept the printed label, and then cut out the address to mailing label size.

Each of the above methods are less expensive than wasting an entire full sheet of the smaller gummed labels for each single printed address.

Note: Both the printed Invoices and Customer Statements can be mailed without mailing labels, using "Window Envelopes" instead.

**ENTERING INVOICE DATA:** Before you can create any new invoice, the customer's information must be previously entered into the customer database (also called the "Customer Table"). This is because the customer name on the new invoice is not "typed" directly into the invoice, but is selected from a sorted "Drop Down List" containing all the existing customers and their sales tax information.

If you should begin a new invoice, and then find that the customer data has NOT been entered yet, you can "jump" directly to the customer data entry form from the Invoice data entry form by clicking on the command button labeled "New Customer" at the bottom left area of the Invoice form. Then after you enter the new customer's data, you can return to the Invoice form, and will still be on the same new invoice record where you were before. Your new customer's name will now appear in the drop down list.

The same kind of thing is also available for an Inventory Item. If you have already started a new invoice and then find that one of the items sold is not already entered into the inventory table, just left-click on the "New Inventory" command button to jump instantly to the Inventory Data Entry form. Again, when you return to the invoice form, you will still be sitting on the same new invoice record you were on before.

But if this particular item is something which you don't want to add to your inventory (perhaps some "used items"), then just enter a description of one or more of these kind of items into the large field labeled "Descriptions, Comments, Misc. Fees". Then enter the "Total Amount Charged" for all those miscellaneous non-inventory items into the field labeled "Above Misc. Fees".

There is another command button on the invoice form named "Calc". It will run the Windows on-screen calculator which you can use to get the sum of any "Misc. Fees" which you may have entered into the "Descriptions, Comments and and Misc Fees" field.

The Invoice Form is divided into three different parts by "Index Tabs" located at the top of the form.

The first part is labeled "Current Invoice", and it contains all the invoice's totals and sub totals from all of the various parts and pieces of the invoice as a whole.

The second part is labeled "Inventory For Current Invoice". It contains the records of any inventory items which were sold on the current invoice. If no inventory items are listed... then none were sold on this invoice.

The third part is labeled "Payments For Current Invoice". It contains the records of all the payments received toward the current invoice. If no payment records are listed, then no payments have been received for this invoice. If a received payment was made by cash or credit card, then enter "CASH" or "CREDIT CARD" into the "Check Number" field.

Each of those three Invoice Partitions are individual sets of records, each stored in their own data table. They are all "Linked" together by the unique "Invoice Number" field, and will act in concert as if they are just "One" record.

To delete or erase an invoice, look in the top menu selection "Edit", and then in it's drop- down list for "Delete Record". There is also a corresponding "Delete Record" button in the top menu bar (with a big red ">X" on it). For "Mouseless" operation, you can delete the current record from the keyboard (in any form or spreadsheet) by pressing the "CTRL + MINUS SIGN" Keys. Also to add a new record, just press the "CTRL + PLUS SIGN" keys.

Before you delete any invoice, it's a good idea to print a copy of that invoice, and then print a copy of the payments records for that invoice (click on "View Payments"). That printing could then be filed (if you think it's necessary) for future reference.

When you delete an invoice for any reason, only the invoice is deleted and not any it's inventory transactions or payment records (which are all stored in different database tables).

As a result, you should periodically go to the "Main Menu" and click on the "Menus" index tab. Then click on the command button labeled "RECONCILIATION". That button does a lot of different file maintenance routines, one of which is to delete any "unattached" payment and transaction records (those with no invoice record attached to them anymore).

Doing that will help to keep your tables uncluttered with useless, disconnected ("dead") records. And that will help to keep GIST operating at it's fastest pace, and save your hard drive some storage space at the same time.

The Reconciliation button also reads and adjusts several tables and adjusts your inventory table values for things such as "Last Sold Date", "Last Ordered Date", "On Hand Qty", "On Order Qty", and so on.

It's always a good idea to run the reconciliation routines just before you print out your monthly reports so that all the data is current as of that date, especially those having to do with re-ordering any inventory.

On the Invoice Form, after you have selected the customer's name from the drop-down list, you can select which employee is responsible for this sale. The employee names are entered in the "Employees" data entry form.

If you do not need to use a list of employees, then just skip this field (leave it blank).

The next field is the date of the new invoice being entered. By default, every new invoice is created with "Today's Date". If you want to use "Today's Date" to update another previously entered value, you can just "double click" in that field. The term "double-click" means to "left-click" TWICE, in rapid succession.

For any other date value other than today, you must enter that value manually. If you should enter an incorrect date, such as "Dec 42, 2000" the GIST program will catch the error and won't accept the incorrect value.

An invoice date is required for every invoice. If you should forget to enter an invoice date, "Today's Date" will be auto-inserted by GIST when you exit from the current record.

The next field is the "Invoice Paid Date". There should NEVER be a date entry in this field until the complete amount of the entire invoice has been received from the customer, and the invoice is "Paid In Full". In effect... placing a date value in here is the same as "Closing" an "Open" invoice.

If you should accidentally enter a date into the invoice paid field while there is still an unpaid balance, the entered date will NOT be accepted and a warning message will appear. The only way a date will be accepted is when there is no outstanding balance for the current invoice.

When you enter the last payment record for an invoice, as soon as the invoice balance due amounts to zero (or less), GIST will automatically insert the date you entered into that last payment record, into the "Invoice Paid" field ...and your computer will "Beep" (like a cash register) to inform you that the date has been auto-inserted.

Some users like to create "ONE INVOICE PER CUSTOMER", and then just keep adding to it with each successive sale from that same customer (like opening a charge account for that customer). While you "can" do that... that's not the way the GIST program is really designed to work, and we always discouraged our users from using this method.

It's a lot better to create a brand new invoice with each successive customer sale (with multiple invoices for each customer). That way the payments and inventory transactions are easily identified for each invoice and invoice date, and the printing of various reports are a lot more meaningful and descriptive when broken down into multiple records.

GIST also gives the user the ability to view/print all the invoice records for any customer (or any employee) for any period of time complete with column totals. When you "lump" all the customer sales into one invoice... such reports are next to useless or inaccurate.

Example: The Sales Tax Report would show a very large "Uncollected Tax" value for such invoices even though a large part of that invoice's "Total" may have already been paid. That's because there is "No Date" in the "Paid In Full" field for that invoice.

### ENTERING INVENTORY DATA:

Assigning Part Numbers: GIST offers the option of TWO part numbers for each item you keep in stock. The primary part number is "Your" company's assigned number, and the secondary part number is your Supplier's part number.

Using a custom "system" to assign your own part numbers can be very helpful in storing, finding and retrieving any part. It can also allow you to maintain several different inventories in one stockroom, and NOT have to keep the locations of each inventory's parts separate from each other.

Example: Let's say you intend to keep your inventory inside of 25 large bins (or sets of shelves) with eight drawers (or shelves) in each bin.

The first thing you should do is assign a number to each bin (or set of shelves), 1 through 25. It's a good idea to actually put a large label onto each one of those bins showing that assigned number.

Then in each bin (or set of shelves), number each drawer (or shelf) from 1 to 8 (starting from the top downward). Again, put smaller labels on each of those locations.

If you wish, you can also subdivide each drawer, and label those divisions A, B, C, and so on.

Let's also say that you have five different kinds of inventories you wish to track. Items for Air Conditioning, Plumbing, Electrical, Roofing and Carpentry.

Okay... let's say you place your first inventory item (an electrical box) into bin number 12, into drawer number 6, sub-section "A".

An important part of that item's part number should then be "12-06-A" which will tell anyone (who knows how your system works) exactly where to find that part.... BIN #12, DRAWER #6, SUB-SECTION "A".

And since it's a part of your "Electrical Inventory", the part number should also have a prefix denoting "Electrical"... perhaps something short, like "EL". So your partially complete part number is now "EL-12-06-A".

After all of that, you should add a sequential numeric ending to your new part number. That will insure all your part numbers are unique (no duplicate values are allowed by GIST). Actually, this last number IS the real part number, as all of the preceding entries are just the inventory designation and location.

How large that last number should be depends upon what you think the maximum number of different items (in all the different inventories combined) will be. Unless you are running a very large operation, usually four or five digits are adequate. Four numbers will handle up to "9,999" different part numbers, and five numbers will handle up to "99,999".

So your final new part number would then be "EL-12-06-A-00001".

Don't re-use any of these "ending numbers" in different inventories. Just start at "00001" and keep going all the way to "99999" with each new part. Devise your own method to keep track of which was the last number issued. The only "re-use" exceptions would be for those inventory items which were deleted and which are not stocked any longer. Those part numbers may be re-used on new items.

Always use "Leading Zeros" in each section of your part numbers (where needed) so that the part numbers are all the exact same number of characters in length.

If the alphabetical prefix is not assigned to any particular inventory group, then create a "Miscellaneous" or "General Use" inventory group, and put an "MC", "MS", "GU" or "XX" in those entries. Do whatever you need to do to keep all of the entire part numbers the same exact character length.

Doing that ensures they will be sorted as you would expect them to be. Computers don't "assume" anything. If you leave out the "place-holder" zeros... the sorting will make sense from the computer's point of view, but won't be exactly what you had in mind at all.

So your final list of different part numbers might look something like this....

```
EL-12-06-0001      (=Electrical, BIN 12, DRAWER 6, Part# 0001)
CA-01-01-0026      (=Carpentry,   BIN 1,  DRAWER 1, Part# 0026)
AC-16-05-0043      (=AirCondit,  BIN 16, DRAWER 5, Part# 0043)
RO-22-03-0046      (=Roofing,    BIN 22, DRAWER 3, Part# 0046)
PL-23-08-0321      ...and so on
```

When the inventory part numbers are sorted, the sort should be first by the Inventory "Type" prefix, then by "BIN" number, then by "Drawer", and finally by the ending "Part Number".

If, at a later date, you should move an inventory item to another location, then just change the location numbers, leaving it's prefix and ending part number as it was. By doing that, you can still specifically identify any inventory item (even on very old invoices) by it's unique four or five digit ending "Real Part Number"

The above stocking method is just one method which works well, is very simple, and is easy for all your workers to use and understand. But there are many other ways to accomplish the same task, and if you know of another method which you prefer to use... by all means please do.

Percentage Markup: This field's value is entered as a percentage. 50% would be entered as ".50" (enter a decimal point before the numbers).

The percentage markup is added to the inventory record's "Cost" field and the sum appears in the Inventory Record's "Price" field. The math formula is...

$$\text{PRICE} = (\text{COST} * \text{PERCENTAGE MARKUP}) + \text{COST}$$

Margin Markup: Many people have a hard time grasping what a markup "margin" is. Basically, it is just an adjustment to your "Cost Price" to cover your extra expenses and overhead in providing and selling a particular piece of inventory.

Another term sometimes used for "Markup Margin" is the "Break Even Point". It means the adjusted amount of your "Cost" on an inventory item, to where it is reset to a value where you do not make or lose any money after accounting for ALL your expenses in providing that particular inventory item to the customer.

There are many things which can effect the amount charged for a Margin Markup, and every business is a little different in these areas. Things which produce extra costs to you in addition to the supplier's "charge per item" are all a part of this formula.

Examples of such extra costs could be, Shipping Charges, Handling Charges or Sales Tax you may have been charged by your supplier. Then there are Credit Card Merchant and Transaction Fees, inventory loss from Spoilage or Damaged merchandise, Theft, Free Delivery to your customers, Warehousing, Sales Commissions, Wages, and so on.

Any expense directly incurred as a part of your providing that inventory item to your customer

should be calculated when figuring out your Margin Markup percentage rate.

But don't get carried away... things like paying someone to clean your office and windows should NOT be calculated, as that kind of expense has little to do (directly) with that inventory item at all.

The margin is entered as a percentage value. 50% would be entered as ".50" (enter a decimal point before the numbers).

The formula for the Margin Markup is...

MARGIN DOLLAR VALUE = ((Cost \* Percent Markup) \* Margin Markup)

RETAIL PRICE = COST + PERCENTAGE MARKUP + MARGIN MARKUP

The "Margin Markup" is a percentage of the "Percentage Markup" value. The sum of the "Cost", "Percentage Markup" and "Margin Markup" then appears in the retail "Price" field.

If the "Percentage Markup" value is zero (0), then the "Margin Markup" will also be zero because 10% of zero = 0.

While there are many variables which determine what your actual percentage for the margin should be set to... the average "Margin Markup" value for several different retail firms we've consulted with on this subject was about 27%.

Once you've got your margin value pretty well set to the "Break Even Point" for your operation... from then on the "Straight % Markup" value is the amount of "real profit" you actually want to make on the sale of any inventory item.

If you don't have these kind of expenses for your inventory items, or if you don't want to go to all the trouble to figure out what your exact margin value should be, then just leave the margin field empty (blank), and just use the straight "% Markup" all by itself.

### USING GIST's "HotKeys":

HotKeys are a set of up to 10 different texts (like small paragraphs) in which you can type anything you want (including "Returns" and Linespaces"). Each text can be up to 256 characters in length.

To find the HotKeys... first go to the Main Menu. Then select the center "Index Tab" named "Menues". On the next "page", select "SETUP", and then on the SetUp Menu select the "HotKeys" Index Tab.

Once you have entered some of your own text into one or more of the HoyKeys (by replacing our "Sample" texts), you can then "Paste" any one (or more.. they can be "Strung Together") of them into any of the "Comment" fields found in various forms. You do that by placing the cursor into the comment field (such as the Invoice's Misc. Fees field), and then pressing your "Alternate" key along with the "number" of the HotKey you want to paste into that field. "ALT+1", or "ALT+2", and so on.

You can also print out a small listing of those HotKeys text strings as a reference (and cut it down with scissors to the smallest size possible) and then tape it to your desk or monitor.

The HotKeys feature lets you instantly enter up to ten different texts, all with perfect layout, punctuation and spelling, and with a kind of "uniformity" from invoice to invoice.

That "uniformity" can also make finding specific words or phrases very easy using the program's "Find" feature to locate specific kinds of data).

For instance, you could have one HotKey for "Service" with places for Make, Model and Serial Number and "blank spaces" which you would manually fill in with each new job. And then another for special kinds of Sales, and another for the Employees Form's comment field, and so on.