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Note: Program changes at release time may slightly conflict with parts of
      this booklet.

Diskettes Include
   If 360K   :Three diskettes
   If 720K or more :One diskette
   Diskettes contain compressed files compressed with:

   PKZIP (tm) FAST! Create/Update Utility Version 1.02 10-01-89
   Copyright 1989 PKWARE Inc.   All Rights Reserved.
   PKWARE, Inc.
   7545 N. Port Washington Rd.
   Glendale, WI 53217

INSTALLING SBI
   To install the program on your hard disk run the INSTALL program from
   the SBI Install Diskette #1. Insert the SBI install diskette #1 in any
   DRIVE, change to that DRIVE, and type INSTALL at that DRIVE prompt.
   Next type the Path (Hard drive letter & directory) to install the
   program files to and then press Enter. After an answer Y to (Is this
   correct?), Install will uncompress files to your hard drive.

Example:

```
                              ┌──────────────┬──────────┬─────────┐
                              │[]    ┌─┐ |=======~==| A |         │
 Place diskette │ O--│ >in drive A│    C│││ ├────────────────┤       │
                              │     └┴┘ | ======~  | B |         │
                              └────────────┴──────────┴─────────┘
```
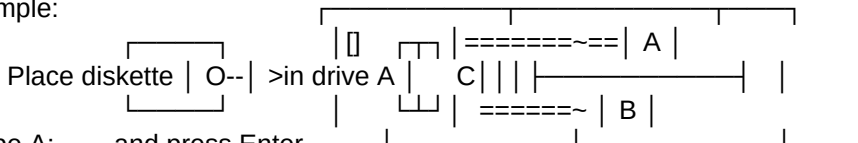
Type A: and press Enter
Type INSTALL   and press Enter
Screen will say C:\SBI   <- (Edit if you like)
Press Enter twice and screen says: Is this correct? (Y/N) Y
Type Y   and Install will begin.

 SBI makes no changes to your AUTOEXEC.BAT or CONFIG.SYS files BUT, you
 must have a files=30 or more statement in your config.sys file.

AFTER INSTALLATION
 Type SBI to start program. You will be prompted for a Company name and
 number.
 You Must Enter a Company Name and Company Number. A sub-directory will
 be created with the company number you select. If your company
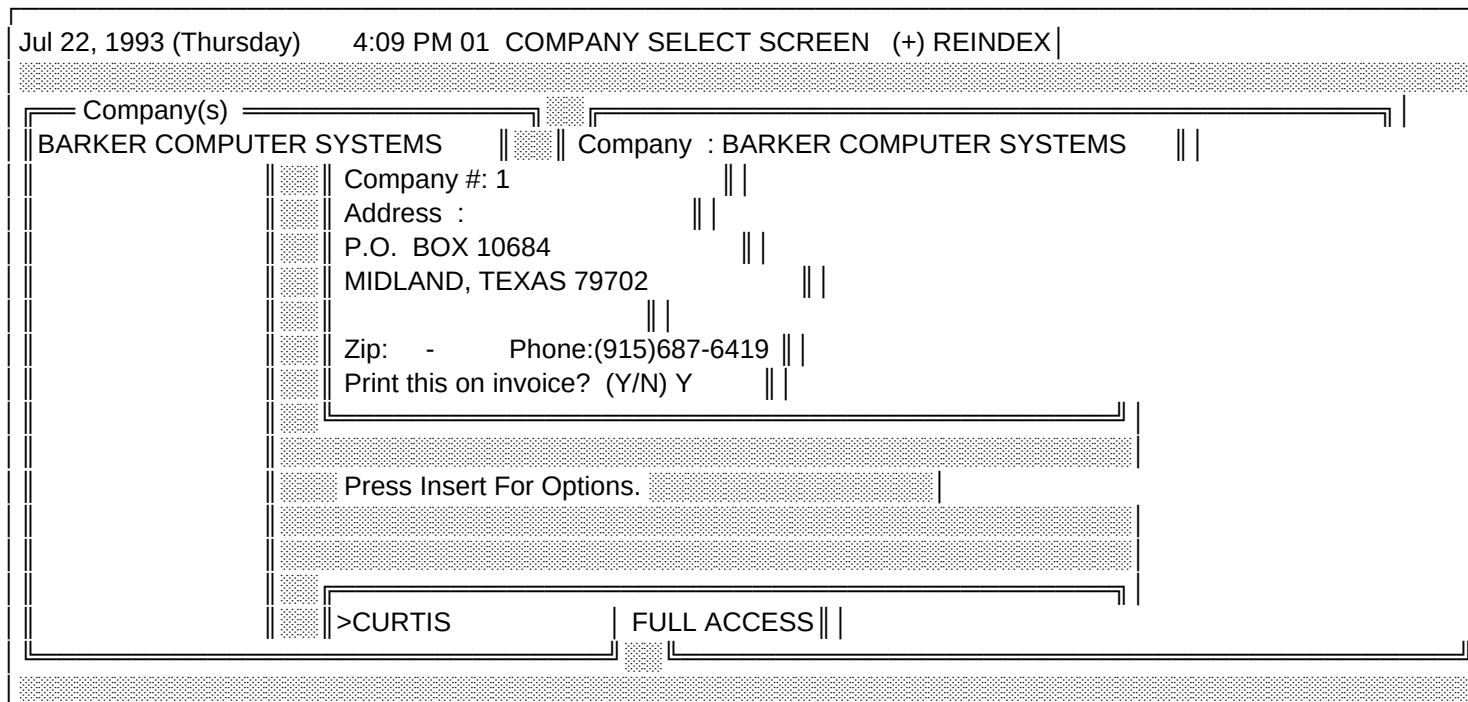 has no number, just choose a number such as "1" and enter it.
 The company name is used on reports and invoices to describe who you
 are. The company number is used to place data so the program can find
 it. Valid company numbers are: A thu Z, 0 thu 9 or _. Eight characters
 or less. (no spaces).

COMPANY SELECT SCREEN
 The first screen when entering the program is the Company Select Screen
 and has a menu at the bottom of the screen:

```
┌───────────────────────────────────────────────────────────────────────────
│ Jul 22, 1993 (Thursday)     4:09 PM 01  COMPANY SELECT SCREEN   (+) REINDEX│
│
│ ┌═ Company(s) ═══════════════════════╗   ┌───────────────────────────────────┐ │
│ ║BARKER COMPUTER SYSTEMS      ║    ║ Company  : BARKER COMPUTER SYSTEMS     ║ │
│ ║                             ║    ║ Company #: 1                      ║ │
│ ║                             ║    ║ Address  :                   ║ │
│ ║                             ║    ║ P.O.  BOX 10684                   ║ │
│ ║                             ║    ║ MIDLAND, TEXAS 79702              ║ │
│ ║                             ║    ║                             ║ │
│ ║                             ║    ║ Zip:    -       Phone:(915)687-6419 ║ │
│ ║                             ║    ║ Print this on invoice?  (Y/N) Y      ║ │
│ ║                             ║    └───────────────────────────────────┘ │
│ ║                             ║                                           │
│ ║                             ║      Press Insert For Options.            │
│ ║                             ║                                           │
│ ║                             ║   ┌───────────────────────────────────┐ │
│ ║                             ║   ║>CURTIS              │  FULL ACCESS║ │
│ └─────────────────────────────╜   └───────────────────────────────────┘ │
│
└───────────────────────────────────────────────────────────────────────────
```

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ ╔═══════════════════════════════════════════════════════════════════╗ │      │
│ ║   F1 help  F2  add  F3  edit  F4  delete  F6 company setup  F7 password   ║ │ │
│ ║   F9  employee            Enter select company          F10 exit     ║ │    │
│ ╚════════════════════ Alt-Set calendar dates ══════════════════════════╝ │    │
└──────────────────────────────────────────────────────────────────────────────┘
```

*** Pressing INSERT calls a pop-list of options and the first item on the
      list is highlighted. You may use your arrow keys to highlight other
      items. Press return on a highlighted item to choose that item.
      The pop-list is available at the Company, Customer, Appointment,
      and Invoice screens.

*** Pressing F1 at a screen or data entry box calls help when available:
      Help is not available when it was deemed not necessary
      or possibly overlooked and left out but, help is generally
      available throughout the program and is accessed by pressing
      F1 at any time except while awaiting program execution.

       General help window.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│  Menus are at the bottom of each entry screen and contain Function keys   │    │
│  followed by the action they execute.                            │             │
│  You may also use Up or Down arrows, PageUp or PageDown to scroll.        │     │
│  F10 or End keys to return to prevoius screen unless, "Escape to exit"    │     │
│  is on screen.                                          │                       │
│                                              │                                  │
│  Boxes to left of screen contain key data you can search on by typing     │     │
│  A through Z or 0 through 9  followed by as many keystrokes as you like    │    │
│  and then Enter. If your keystrokes exceed the the length of the field     │    │
│  you are searching, search will commence without perssing Enter.          │     │
│                                              │                                  │
│  Boxes to right of screen contain data pertaining to the highlighted      │     │
│  item in the box left of screen. This data can usually be added to by      │    │
│  pressing F2, edited by pressing F3, deleted by pressing F4, printed       │    │
│  by pressing F8, with other options listed at bottom of screen.           │     │
│                                              │                                  │
│               Memory >   100320  <-Current ram memory unused.   │              │
└──────────────────────────────────────────────────────────────────────────────┘
```

     The software uses function keys F1 thu F10 and Alt+letter combinations
     shown at the bottom of the screens to select what you want to do.

*** Pressing F2 ADD NEW COMPANY
       Do this if you have more than one Company or need a practice field.
       This prompt also appears upon 1st time program entry.

```
     ┌──────────────────────────────────────────────────┐
     │  COMPANY   _____   │
     │  COMPANY # _____               │
```

You will be prompted for a Company name and number. F1 for help.

*** Pressing F3 EDIT COMPANY NAME AND ADDRESS

```
┌─────────────────────────────────────────────┐
│ Company  : BARKER COMPUTER SYSTEMS_____  │
│ Company #: 1_____                │
│ Address  :                │
│  P.O. BOX 10684_____        │
│  MIDLAND, TX_____ < (put zip│here if you like)
│                  │
│ Zip : 79702-_____  Phone :(915)687-6419 │
│ Print this on invoice? (Y/N)  Y       │
└─────────────────────────────────────────────┘
```

You may edit Company name, address, zip and phone #. F1 for help.

*** Pressing F4 DELETE COMPANY
        Delete this Company? (Y/N) N
        Company DATA in sub-directory: C:\SBI\1\
        will remain until YOU remove it.

*** Pressing F6 COMPANY SETUP.......SETTING COMPANY DEFAULTS

```
┌─────────────────────────────────────────┐
│ Printer   1=Dot Matrix  Modem Initiate │
│ Port LPT1 2=Laser 1    COM3 +++ATL3DT │
│                   │
│ Invoice   Line Item   Tax      Tax │
│ Number    Columns    Default   Rate │
│ 1000      Y        Y    0.07750 │
│                   │
│ Fiscal Year  Sound  Cursor  Screen Saver│
│ Starts 01/01  On Y  Fast Y   Delay  300 │
│ Expanding window speed (1.02-6.00) 1.05 │
└─────────────────────────────────────────┘
```

To set or change default options such as printer, tax rate, fiscal year,
next invoice number, and mode press the F6 key at the company screen and
select yourself at the employee screen. You will then be prompted for
printer, tax rate, etc. Press F1 for help at any entry box.

Note :Line item refers to invoice line item entries.
Normal is:
PART #   DESCRIPTION   TAX   AMOUNT
Column is:
PART #   QUANTITY   PRICE   DESCRIPTION   CODE TAX   AMOUNT

When done you may want to select one of the 50 color schemes or 8
border colors. The top of the screen prompts:

USE UpDn ARROWS TO CHANGE COLORS, B TO CHANGE BORDER, D FOR DEFAULT,
C EDIT PRINT CODES (for more experienced users) PRESS RETURN TO ACCEPT.

*** Pressing F7 SETTING A PASSWORD

DO NOT SET AND FORGET A PASSWORD. IF YOU DO THIS CALL BARKER COMPUTER
SYSTEMS TO DECODE. PASSWORDS ARE NOT EASY TO DECODE EVEN WHEN YOU KNOW
THE PASSWORD.
BARKER COMPUTER SYSTEMS will need a current backup of your data to
decode a forgotten password.

There are two levels of passwords MAIN and EMPLOYEE and they are
optional.

Passwords are hidden and coded through the data files and not likely
to be decoded.

*** Pressing ENTER OR RETURN   (Select Highlighted Company)
(prompts for password if one exists) and
goes to:
Employee screen. Highlight employee, press enter, (type password if
one exists) and goes to:
Customer screen. Highlight a customer, press enter and goes to:
if any invoices for selected customer, Invoice screen for review.
if not, prompts user "No Invoices this Customer.   "
                "Would you like to add one? (Y/N) Y "
   if Y yes begins invoice input process.
   if N no returns to Customer screen.

NOTE If only one employee is entered at the employee screen
     and no password is set the employee screen is bypassed
     and that employee is automatically logged in.

*** Pressing F9 EMPLOYEE SCREEN
Add, Edit, or Select Employees and or employee passwords here.

*** Pressing F10 QUIT
At most screens the F10 or END keys returns to the calling screen. If you
are at a screen with a prompt awaiting data input, Escape key will
normally let you exit this type of screen.

At Company screen:
F10 Quits program and Returns to system Ie... (DOS, WINDOWS, MENU, ?)

EMPLOYEE SELECT SCREEN
   Features add, edit, delete, print, employee log, password, select.

*** Press Enter to log in under the highlighted employee.

*** Pressing F6 LOG
   Displays the employee log file with the last entry at the bottom of the
   screen. You may use up or down arrows to scroll or F8 to print the file.

*** Pressing F8 PRINT Employee commissions: Prints a report showing employee
     commissions.

 By now you should have Entered the program, selected a company name,
 number, and address, entered an employee, set your company defaults,
 and possibly selected a color scheme. If so, the next thing to do is
 start entering your customers.

 At the Company Select screen highlight the company to work in and press
 return. Highlight an employee and press return and you should be at the
 Customer Screen if you have entered customers, or prompted to do so.

 Once at the Customer Screen you again have a menu at the bottom of the
 screen with F2 to add, F3 to edit, and F4 to delete (customers).

 This screen is really the main screen of the program and it is from this
 screen that you will select things like add/view/edit/search invoices, view
 inventory, make payments to invoices, add/view/edit appointments, and most
 other tasks can be accessed from this screen and are explored further as we
 go.

 Like company setup each customer has a setup that is accesed when you add or
 edit that customer you will be promped for customer discounts specific to
 the current customer. These discounts are for inventory items and are
 defaults to be selected, if desired, during invoice creation for inventory
 line items. Prompts for default prospect and category to use for assigning
 invoice monies when specific tracking of monies is desired. The default is
 automatically set to 999999 (Miscellaneous) whenever you add a new customer.
 You will also be prompted for an over 30,60,90 default. The number you
 select here will be the number of days before assessing finance charges when
 printing statements.

CUSTOMER INPUT SCREEN
   Features add, edit, delete, close end of month, view history, setup
   customer defaults, print invoice/reports menu, view calendar, input
   invoices, review invoices, review prospects/categories, input quotes,

search invoice, view inventory, review payments, list customers, phone
list, review appointments, check register.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│Jul 22, 1993 (Thursday)      4:11 PM 11      BARKER COMPUTER SYSTEMS   │        │
│                                1 Invoice│                                      │
│────────── CUSTOMER SCREEN ──────────┬── ADDRESS ──────────────────────────────│
│ AAAA OIL & GAS COMPANY     │  123 N MARIENFELD              │                  │
│ ABRA OIL COMPANY          │   MIDLAND, TX 79701            │                   │
│ BEVIS COYLE            │ ATTN LEE ROBISON              │                       │
│ BOBBY DOWDREY         │   PHONE      EXT   TALK TO        │                    │
│ BRANDY HOFFMAN         │  (915)682-5659 3435  LEE, BRENDA, OR DAVID │          │
│ BRUCE GURBRIDGE        │   FAX        COMMENT           │                      │
│ BUCKLEY ENERGY INC.      │  (915)682-5095 CLEANING CONTRACT EXPIRES   │        │
│ CASH CUSTOMER         │   DOB      08/30/95           │                        │
│ CAVETE SPORTSWARE INC.    │  SOC SEC        TAX ID        FINANCE│             │
│ CHARLES CUST          │  000-00-0000     0-000-00-0000-0  0.00000│            │
│ CHARLOTTE WEAVER        │  Statement Minimum Payment >>>>>:     0.00│          │
│ COOLEY ENERGY         │  Cust. Batch Count:    1 Amount:    23.19│            │
│ COPELAND ESTATE        │  Total Batch   :    4    :  1711.08│                 │
│ POSTILLA PETRO         │                       TO DATE/PAID│                  │
│ DAVID COPER        │                       3642.32│                          │
│ DR. FRANK LEE       │                       3619.13│                          │
│────────────────────────────────┴────────────────── RECEIVEABLES->     23.19│  │
│  Press Insert For Options.    Last Pmt>   129.13  07/21/93  ADTP>  28│         │
│╔═══════════════════════════════════════════════════════════════════╗ │       │
│║F1 help  F2 add  F3 edit  F4 delete  F5 eom  F6 history  F7 scan  F8 print║ │  │
│║A-Z or 0-9 to search    PgUp/PgDn  F9 make invoice  <─┘ review  F10 exit║ │    │
│Accts Invoice/expense Payment inVentory Schedule LisT Calendar Quote Roll-em │  │
└──────────────────────────────────────────────────────────────────────────────┘
```

*** Pressing F5 END-OF-MONTH (POST INVOICES)
   This procedure moves current invoices to history where editing is no
   longer an option. This must be done once a month or program execution
   speed will suffer when making invoices.

   Note : Even though you can no longer edit an invoice in history, you can
   void the invoice and make a new one in current if necessary.

*** Pressing F6 HISTORY
   Displays all posted invoices from previous months and allows you to view,
   print, or void invoices. You may also delete invoices if you wish. If you
   choose this option you will be prompted for a date and all invoices older
   than the selected date that are paid will be removed from your data.

*** From the pull down menu, INVENTORY ADD, EDIT MENU

   INVENTORY SCREEN

Sheet1

```
┌────────────────────────────────────────────────────────────────────────────┐
│           5:16 PM 14                          │                              │
│          Inventory Add / Edit Screen          │                              │
│    ┌──────────────┐                                   │                      │
│    │ Part #   │     Misc Inventory Desc.  Supply#:           │               │
│  │ HD-170IDE  │       170meg Hard Drive IDE                │                 │
│  │ HD-345IDE  │                                            │                 │
│  │ HD-405IDE  │       Type :(S)ervice, (A)ctivity, or default = (P)roduct  P │
│  │ HD-420IDE  │     ┌──────Bin #──────┐ ┌────────────Costs────────────┐ ┌──────────Sold──────┐ │
│  │ HD-545IDE  │     │ YARD     ││ Retail :  176.00 ││ MTD :    4 │ │
│  │ IC-386DX40-A│    │  On Hand ││   Cost:  160.00 ││ QTD :    6 │ │
│  │ IC-486DX33-I│    │    2    ││  MarkUp: 1.1000    ││ YTD :   36 │ │
│  │ IC-486DX40-A│    │  Minimum ││   Taxable: N  (Y/N) ││ TTD :   403 │ │
│  │ IC-486DX50-A2│   │    1   ││  Commission Item  N ││        │ │
│  │ IC-486DX66-I2│   └──────────┘ └─────────────────────────┘ └────────────────────┘ │
│  │ IC-PENT-60-I │    ──────────────[ Default Discount  ]─────────────────────── │
│  │ IC-PENT-90-I │      1=None  2=New   3=Used  4=Other  5=No Charge    │
│  │ LS-16-E    │                                        │
│  │ LS-8-E     │                                        │
│  │ LS-8-16-ARC │    A-Z or 0-9 search                      │
│  │ MB-386SX33 │                                        │
│    └──────────────┘                                        │
│  ┌──────────────────────────────────────────────────────────────────────────┐ │
│  ║  F1 help  F2 add  F3 edit  F4 delete   F5     F6 on hand receipts ║│
│  ║ F7 set minimum  F8 reports  F9 stockdate  F10 exit     PgUp  PgDn ║│
│  ╚════════════════════ Alt-Imoprt  Type  View ═══════════════════════╝│
└────────────────────────────────────────────────────────────────────────────┘
```

If you use inventory or just want to input re-occurring invoice line
items the inventory screen is full of help and can accept four types
of inventory and custom discounts.

Inventory type P is product and is an inventory item that can be
in or out of stock.

Inventory type R is rental.

Inventory type S is service and is something you do for business
that hopefully makes money and is legal.

Inventory type A is activity and is something you provide for
customers. If you sell activity packages with more than one
session. List them in inventory as cost per session so that when
an invoice is made. Sessions can be tracked by quantity entered
as you make the invoice. Example:

      part number   description   retail
      TAN 1   ONE TANNING SESSION   10.00
      TAN 5   FIVE TANNING SESSIONS   9.00
      TAN 10   TEN TANNING SESSIONS   8.00

Choose a default discount to have SBI select this discount when
making an invoice. These discounts are effective only after setting
a discount rate for each discount at the customer setup screen. Each
customer can have separate discounts.

Back to Customer Screen
*** Alt-A PROSPECT/CATEGORY   (ACCOUNT) (Non invoice expenses)
Add, Edit, or Select new Prospects and or categories here.
Also enter non-invoice expenses.

*** Alt-I INVOICE/EXPENSE
View an invoice line by line list to search an invoice, add/edit an
expense and/or make payments to that invoice.

*** EXPENSES From the pull down menu.
Add/Edit expenses and sales tax payments.

*** Alt-P PAYMENTS
Use this option to make payments to invoices when a check comes in.
Payments can also be made from the invoice list screen (Alt-I from the
Customer Screen) and tab to toggle between current & history invoices.

*** Alt-V VIEW INVENTORY
List a line by line view of inventory items. Should an inquiry be made,
use this option to quick view price, availability, and tax status of
inventory items.

*** Alt-S SCHEDULE
Add, Edit, Search, Print appointments here. The Appointments Screen
interfaces back to the Customer List Screen for accuracy and prints
several helpful reports to aid in scheduling appointments and one
report to track customer time spent.

*** Alt-L LIST
List a line by line view of customers and allows you the option of
inverting the customer names. (BARKER, CURTIS to CURTIS BARKER)

*** Alt-T LIST
List a line by line view of all invoice line items and at the bottom of
the screen, the invoice they belong to. This option is handy for
searching for something you did or sold when you can't remember who the
recipient was.

*** Alt-C CALENDAR
Displays a calendar. Press PgDn and then print/screen to print.
This option is available while making an invoice by pressing Escape and at

other screens by pressing Alt-C.

*** Alt-Q Quotes
   Make/Print quotes for customers who want a price for something. Using this
   option is smart when someone says "I'll take that price you gave me a
   couple of months ago." you can just look up the quote and see what price
   you gave, what he/she wanted, and if it's still a good quote.

*** Alt-G Check Register
   Make or add/edit/reconcile a checking account. The account does not tie
   back to any part of the invoice software and is totally independent.

*** Alt-H PHONE LIST
   Miscellaneous phone list for other than customer telephone numbers and
   labels.

*** Pressing ENTER <⌐ REVIEW
   Add, edit, or review current month invoices. Goes to the last invoice
   for the current customer that was added/edited. If no invoices exist
   you are prompted, add one? (Y/N). If yes, on to the invoice input process.

*** RECALCULATE
   If you suspect that your customer money numbers are wrong or you just want
   to make sure they're right, at the Customer Screen press Insert to call
   the option select list and highlight Reindex & calculate and press Enter.
   This will update all indexes and recalculate all numbers data. When
   selecting this option be prepared for a wait that may take a while
   depending on the speed of your computer and the amount of data entered.

*** RE-INDEX Press the + key at the Company or Customer screens to check all
   of the index files the program uses to search and alphabetize data.

*** LABELS From the pull down menu select labels and a customer pick screen
   will prompt you to mark the customer(s) to print and press F10. A label
   screen will prompt you for the type, # of lines, # of spaces between each
   label, and # of copies.

*** MAIL MERGE From the pull doun menu select mail merge and you can create
   or edit short letters for merging as a mailout to customers.
   Mail merge letters can also be printed with invoices as part of the
   invoice or with inventory price lists to state your policies or whatever.

*** PACK DATA From the pull down menu select this to remove all data that
   has been deleted. This speeds up SBI as the deleted data remains in the
   database unseen until either a pack data or end of month is done.

*** DIAL CUSTOMER Press spacebar from the Customer, Phone list, or Appointment
   screens will dial customers for you if you have a modem on the same line
   as your phone and the proper com port selected in Company setup.

OTHER SCREENS

PROSPECT SELECT SCREEN
   Features add, edit, delete, expenses, print.
CATEGORY SELECT SCREEN
   Features add, edit, delete, print.
EXPENSE INPUT SCREEN
   Features add, edit, delete, print.
APPOINTMENT INPUT SCREEN
   Features add, edit, delete, time spent, print.

These screens are all very similar to COMPANY SELECT SCREEN with a
menu at the bottom of the screen using Function keys and Alt-letter
combinations to view/add/edit data or do work. All of these screens
have help windows available by pressing F1, and detailed help available
at input boxes during an add or edit at that screen.

Search and Scan

Searches can be accomplished at these screens by simply typing something
to search for. You can be as specific or non-specific as
you like. A search commenced at the employ screen would attempt to
find an employee, at the customer screen would attempt to find a
customer, etc. Press F1 after typing something and before commencing
search and the search mode help window appears.

Pressing F7 at most screens will prompt you for something to scan for.
Scaning does a broader slower search in multiple data fields for a match
of the string entered.

Using the program is the best way to learn how to get around.

The program is designed for quick invoice input and print out.

The invoice prints on plain paper and is designed for 10 pitch but you can
suppress background printing and have custom invoices pre-printed.

The invoice layout is designed to fold into a window envelope so that:

```
 ┌────────────────────────────────────────────────────────────\
 │                                            /
 │  ┌──────────────────────────┐           \
 │  │ YOUR ADDRESS GOES HERE │            /
 │  │   (optional)        │         \
 │  └──────────────────────────┘
 │                           /
 │  ┌──────────────────────────┐   ┌──────────────────────┐  \
```
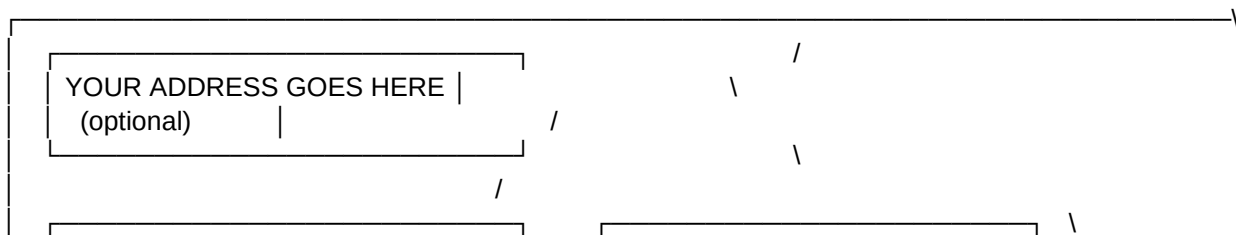
```
│   │ MAILING ADDRESS GOES  │    │ SHIP TO GOES HERE   │  /
│   │ HERE            │    │ (optional)      │  \
│   └─────────────────┘    └─────────────────────────┘   /
│                                                         \
└────────────────────────────────────────────────────────────────┘
```

A condensed version of the plain paper invoice.

```
┌──────────────────────────────────────────────────────────────────────┐
│    INVOICE     P.O. #       DATE      INVOICE NUMBER │
│_____│
│ PAGE 1                     03/17/1993       1100│
│ ----------------------------------------------------------------------│
│  BARKER COMPUTER SYSTEMS                    │
│    P.O. BOX 10684                      │
│   MIDLAND, TEXAS 79702                   │
│    (915)687-6419                      │
│                              │
│  TO:                          │
│                              │
│   TOMS SUPPLY                      │
│   MAX MILLER                       │
│   2000 GARDEN VIEW SUITE 3               │
│   MIDLAND, TX 79701                   │
│                              │
│         TERMS: NET 30           │
│_____│
│ PART #   QUANTITY  PRICE DESCRIPTION        CODE    AMOUNT│
│ ----------------------------------------------------------------------│
│ 03/08/93    2   50.00 CHANGES TO REPAIR REPORT    %NCT    0.00│
│ 03/10/93    8   50.00 GRAPH PROGRAM         T   400.00│
│ 03/12/93    2   50.00 EDIT DAYSRUN & ADD SPACE TO FAIL  T   100.00│
│ 13/13/93    2   50.00 GRAPH PROGRAM          T   100.00│
│ MD-9600    1  100.00 MODEM             T   100.00│
│                              │
│                              │
│              SUB TOTAL    700.00│
│                TAX     54.25│
│              PAYMENTS        │
│ ----------------------------------------------------------------------│
│ PLEASE PAY THIS AMOUNT ->          DUE INVOICE    754.25│
│ ----------------------------------------------------------------------│
│  PREVIOUS  PAYMENTS  CURRENT  OVER 30  OVER 60  OVER 90  BALANCE│
│   BALANCE          DAYS    DAYS    DAYS     │
│   161.63   161.63  754.25   0.00    0.00    0.00   754.25│
│              THANK YOU            │
└──────────────────────────────────────────────────────────────────────┘
```

THE INVOICE INPUT PROCESS

NOTE: Press F1 at any box for help.

After selecting F9 from the Customer screen or F2 from the Invoice
screen (add an invoice) you will be prompted to Reset batch counts? (Y/N).

Batch Count/Amount
Counts are the number of invoices you have entered since last
resetting batch. One for each customer total. One for grand total.

Amount is the total dollar value of invoices entered since last
resetting batch. One for each customer total. One for grand total.

This is for tracking total invoiced for a period of invoice input.

For now press enter and go on.

You will be prompted for an invoice number but, the next logical number is
in the entry box and pressing enter will choose this number.

Select invoice prospect & category if no defaults are set.

You are now at the invoice screen in edit mode.

Press enter to jump to the next box if no edit is necessary.

Press F1 for help at any box.

Invoice screen.

```
┌──────────────────────────────────────────────────────────────────────────
│GENERAL DESCRIPTION          5:21 PM 11   INVOICE NOTE              │
│GRAPH PROGRAM                                        │
│                                     │
│Items for resale? (Y/N) N                            │
│Prospect:COMPUTER SERVICE          100000                  │
│Category:COMPUTER SERVICE          100000    CURTIS          │
│                              CURRENT│
│INVOICE #        DATE       P.O.         TERMS            │
│1100          03/17/1993              DUE UPON RECEIPT    │
│PART #    QUANTITY    RETAIL DESCRIPTION            TAX   AMOUNT│
│════════════════════════════════════════════════════════════════Đ═Đ═══════
│03/08/93     2 @ $   50.00 CHANGES TO REPAIR REPORT    %NC│Y│    0.00│
│03/10/93     8 @ $   50.00 GRAPH PROGRAM              │Y│  400.00│
│03/12/93     2 @ $   50.00 EDIT DAYSRUN & ADD SPACE TO FAIL │Y│  100.00│
```

```
│13/13/93      2 @ $   50.00 GRAPH PROGRAM           │Y│   100.00│
│MD-9600      1 @ $  100.00 MODEM                    │Y│   100.00│
│                                     │ │      │
│                                     │ │      │
│                                     │ │      │
│                                     │ │      │
│══════════════════════════════════════════════════════════════════════════¤═¤═════════════Á
│        Tax Rate: 0.07750  Amt:  7.75      0 SESSIONS        │
│ ╔══════════════════════════════════════════════════╗  Tax :   54.25│
│ ║ F1 help   F2 add    F3 edit    F4 void   F8 print  ║    Total:  754.25│
│ ║ A thu Z, 1 thu 9 to Search    PgUp/PgDn  F10 exit ║    Pmts :   0.00│
│ ╚═══ Alt-inVentory ══ Alt-Calendar ══════════════════╝          │
│                                     │
└
```

NOTE: (General Description is a general)
      (description of the invoice and is)
      (used on statements and reports to)
      (describe the invoice.   )

After the General Description box...

You will be prompted for INVOICE NUMBER
                  INVOICE DATE
                  P. O. NUMBER
                  TERMS
            and   INVOICE NOTE

The cursor will move to line items input with options listed at the
bottom of the screen:

    Press Escape for a popup menu or
    Use arrow keys to change item --   (browse)
    Ctrl-PgUp delete line --
    Ctrl-PgDn insert line
    Enter Part Number or Ctrl-Home for Inventory List!
    Press Ctrl-End when done

The first 12 characters of item description box is where you type
a part number if you wish to use an inventory item.

If you are not using inventory:
The item description box is where you type your invoice detail.
Just type your item description and press Enter. The cursor moves to
the tax box.

If the item is taxable press Y to mark this line item as taxable.
If not taxable press N, the cursor moves to the amount box, type in the
amount and press enter.

NOTE: To automatically calculate the amount, type the '@' symbol
between the quantity and price. The program then looks to the left of
the '@' symbol for a quantity, and then to the right for price. It
then calculates the amount and puts the result in the amount box for you.
The last three characters on the line can be used to show a discount.
Example:
   Enter a description of items or services to be invoiced.
   You may use: BALLS 1 EACH @ $10.00   %10 or
            BALLS 1 @ $10   or BALLS 1 @ $0.10
            BALLS 1 @ 10.00 or BALLS 1 @ 0.10   %10 or
            BALLS 1 EACH @ A LOW LOW PRICE OF $10.00
   Any combination of ??? # ??? @ ??? # ??? ??? ??? %#
               where #   *   #   *#%   =amount
                  number_times_number_times_number percent=amount
   If so an auto-calculate will occur otherwise type a description and
   figure the amount yourself. If you do not key in an amount and none
   is calculated the line item is presumed to be an extended description
   or a comment and will be printed on the invoice without any amount
   shown or, just as it was typed.

The cursor is now:

 Commission item? (Y/N) N   then...
 If the first 12 characters are a valid part number, at the quantity
 box at the bottom of the screen, enter the quantity you wish and an
 auto-calculate will occur based on quantity times the retail price of
 the part minus any discount. The result is placed in the amount box.

 If the first 12 characters are not a valid part number, and you are not
 using the auto-calculate function, at the amount box, Enter the amount.

 The cursor is now at SESSIONS IF ANY :   0 or EXPIRES : 01/01/93
 edit these boxes if you like or press enter twice to continue.

 NOTE: SESSIONS and/or EXPIRES are used at the appointment screen to
 determine if a selected customer has been billed for events or
 services and determine if they are currently valid. Warning the user
 (YOU) if sessions are zero or paid time if any, has expired.

 If your item is an inventory item you will be prompted for a discount.
 If you set your discount amounts at the customer setup screen for this
 customer the discount will be figured into the cost of the item.

 The cursor is now at the beginning of the next item description box.
 You can enter as many items per invoice as you like. The line items

scroll up one ready for more when you reach the first menu line near
the bottom of the screen. Use your arrow keys to browse line items.

Press Ctrl-End to save invoice and you will be prompted TENDERED:
Enter the amount tendered and CHANGE $value will appear or just press
enter. You may pay the invoice at any time.

The screen prompts: PRINT INVOICE? (Y/N) N   (Y if default is set to yes)
You may answer Y and print, or continue to enter more invoices and
print all at once when done.

SBI now returns to the customer screen ready for more.

NOTE: This all may sound difficult when you read it or say it
      but it's not. In fact it's easy and fast. Compared
      to other invoice software it's a walk in the park.
      Once you know the path after walking it, you won't
      get lost, and if you do: press F1 for help.

RECEIVABLES
  Whenever you enter a customer and if you have full access, the total
  invoice amounts for the Customer are displayed at Customer screen.
    MTD month to date   INVOICED
    LAST MONTH   "
    YTD year to date   "
    TO DATE   "
    PAID
    & RECEIVABLES

PRINTING YOUR INVOICES

  When it's time to print invoices go to the Print menu by pressing
  the F8 key from the customer or invoice screen. The first menu item
  is "Print invoices" and is highlighted. Press the Enter key and edit
  the print options.

  You may choose to have an over 30,60,90 statement printed on
  the bottom of each invoice. This statement shows the total amount
  due from customer.

WHEN YOU RECEIVE A PAYMENT

  Press Alt-I to list invoices and then Alt-P after highlighting the invoice
  involved. (the TAB key toggles between current & history invoices)
    or
  At the customer screen press Alt-P and type C for current or H for history.
  The cursor is now in the invoice box. Press enter or use arrow keys to

scroll invoice numbers or type the invoice number you want to search for
that invoice. Enter the amount you've received, check number, and date.
You can continue selecting invoices & entering payments or press Esc to
return to the customer screen.

VIEWING INVOICES LINE BY LINE.
   View a list of invoices by pressing Alt-I at the customer screen.
   Each invoice is listed line by line. The purpose of this feature is to
   give you a more comprehensive account of your invoices and what is paid,
   void, and how many days unpaid.

   Press Tab to toggle between current and history invoice listings.
   Press Enter to choose this invoice for a detailed review.

FINDING AN INVOICE
   At the customer screen and press Alt-I. Type the invoice number to search
   for. If an invoice is found the screen moves to the found invoice.

   Press Tab to toggle between current and history invoice listings.
   Press Enter to choose this invoice for a detailed review.

   NOTE: Current or month means invoices entered this month.
        History means invoice entered before the last end-of-month.
        End-of-month is selected at the customer screen by pressing
        F5. This procedure moves current invoices to history where
        editing is no longer an option. This helps to speed up SBI.

REVIEW UNPAID INVOICES
   To display unpaid invoices press F8 at the customer screen and
   highlight Unpaid invoices by using arrow keys and press enter.
   choose month or start/stop dates. The screen lists only unpaid
   invoices. Use the menu at the bottom of the screen.

PRINTING REPORTS
   To print a report press the F8 key at the customer or inventory
   screens and the report screen will appear. Use the menu bottom of
   screen to choose a report.

     Net year : Prints a report of totals for a selected year.

     Invoice ledger: Prints a report of Invoice payments, and expenses.

     Customer list with totals: Prints customers and their totals.

     View/Print unpaid invoices by using arrow keys and press enter at
     "Unpaid invoices". Choose month or start/stop dates. The screen lists
     only unpaid invoices. Use the menu at the bottom of the screen.

paYments : Prints a list of paid invoices for a selected time period
showing amounts and tax. (good for finding sales tax due)

Daily tickets or take: Prints a report from current month showing the
detail of invoice amounts, payments, and tax for a selected time period.

Expenses : Prints an invoiced and non-invoice expense report.

Backup data : choose this to backup your data to floppy.
If you do not choose to do this or some other kind of backup
and you have a hard drive crash, your data may be lost.
It only takes one bad place on your hard drive to corrupt data.
It only takes one crash to lose it all so
it is wise to alternate backup diskettes:

   One set for every day of the week is best.
   One set for every other day is OK.
   One set for every other week is dangerous.

   Not backing up means you don't need the data!

Other reports from the Prospect / Category screen:

   Invoice list by Account: Prints a report showing the detail of
   invoice amounts, payments, and tax for each invoice Prospect.(Account)
   NOTE:(This report is printed from the prospect screen)

   Invoice list by Category: Prints a report showing the detail of
   invoice amounts, payments, and tax for each invoice Category.
   NOTE:(This report is printed from the category screen)

PROSPECT
   The prospect/category screens are accessed from the customer screen by
      pressing (Alt-A) (Accounts) or from the pull doun menu.

   Prospect or Account name of items or services invoiced.
   (Prospect=Account)
   Examples:
   Prospect: CITY REALTORS (MIDLAND TX.)
   Category: RENT HOUSE #39 PLUMBING

   Prospect: JOB #1001
   Category: JB 1001 ELECTRICAL FIXTURES

   Prospect: OIL WELL #1
   Category: OIL WELL #1 5" DRILL PIPE

If this does not apply to you, you may use the prospect MISC and set
prospect # 999999 as the default by selecting F7 (SETUP) from the customer
screen.

Prospect or Account number is used to match a Prospect or Account to
invoices entered. When entering invoices you must choose a prospect
and the invoice totals, Paid amounts, unpaid amounts will be
dispersed to that Prospect or Account. The Account MISC is created
when any new company is created and 999999 is assigned as the Account
#. If no new Accounts are desired all invoices will go to MISC
except Finance Charges if assessed when printing Statements.

CATEGORY

Category number is used to match a category to invoices entered.
When entering invoices you must choose a category and the invoice
totals, paid amounts, unpaid amounts will be dispersed to that
category. The category MISC is created when any new company is created
and 999999 is assigned as the category #. If no new categories are
desired, all invoices will go to MISC except Finance Charges if
assessed, when printing Statements.

SEE PROSPECT FOR MORE INFO ON CATEGORY.

FINANCE CHARGES

Enter a number at the finance charge box on the customer screen and
customers with an over 30, over 60, over 90, can have a finance charge
in the form of an invoice automatically added. The invoice amount is
calculated:
   Past due * FINANCE%
Finance charges start at the over 30,60, or 90 entered from the setup
option at the customer screen. When printing statements you will be
asked:
   Calculate finance charges? (Y/N) Y

OVER 30,60,90

Enter an OVER: 30,60, or 90 at the customer by pressing F7, and all
assessed finance charges to this customer will be assigned after
selected 30,60, or 90 days.

When printing unpaid invoices, the order is determined by over 30,
60, 90 days old.

COMMENTS
   Pre-Enter all your known customer names and addresses at the Customer
   screen. Invoice input is much quicker when your customer information
   is already there.

   Remember customer numbers can be alpha or numeric. Its easier to associate
   (BARKER COM) with BARKER COMPUTER SYSTEMS than any number assigned.
   This makes easier to read reports.

   Remember to backup your data.

   Remember to close end-of-month. You cannot edit an invoice in history
   but you can void the problem invoice and create a new one.

   Use invoice numbers in numerical succession and file them in this order.

TECHNICAL SPECIFICATIONS
   Minimum System Requirements:
   IBM or Compatible Computer
  (IBM is a trademark of International Business Machines Corporation)
   FILES=30 or more statement in config.sys file.
   DOS 3.3 or higher 512K Memory.
   Hard disk drive.

   Note: Not a requirement but higher BUFFERS help speed up SBI.

        HARD DRIVE SIZE   BUFFERS

      Less than 40 MB   20
      40 through 79 MB   30
      80 through 119 MB   40
      More than 119 MB   50

     In your CONFIG.SYS file: BUFFERS=20

     CAREFULLY REVIEW ALL PRINTED INVOICES AND REPORTS FOR ACCURACY.

     CURTIS A. BARKER AND/OR BARKER COMPUTER SYSTEMS
     ASSUMES NO RESPONSIBILITY FOR ANY LOSS OF DATA OR DAMAGE TO MAN
     OR EQUIPMENT AS A RESULT OF USE OF THIS PRODUCT.

      (c) 1992 By :   CURTIS A. BARKER
                   BARKER COMPUTER SYSTEMS

S1,	S2,	KWD,C,17	LH HEADING,C,50
0	0		### HELP INDEX
0	0		### HELP INDEX
3	41	DISKETTES	### HELP INDEX
0	0		### HELP INDEX
3	41	INSTALLING	### HELP INDEX
0	0		### HELP INDEX
3	41	COMPANY SCREEN	### HELP INDEX
0	0		### HELP INDEX
19	25	COMPANY POP	### HELP INDEX
19	25	HELP	### HELP INDEX
19	25	COMPANY ADD	### HELP INDEX
19	25	COMPANY EDIT	### HELP INDEX
19	25	COMPANY DELETE	### HELP INDEX
19	25	COMPANY SETUP	### HELP INDEX
19	25	PASSWORD	### HELP INDEX
19	25	COMPANY SELECT	### HELP INDEX
19	25	QUIT SBI	### HELP INDEX
0	0		### HELP INDEX
0	0		### HELP INDEX
3	41	CUSTOMER SCREEN	### HELP INDEX
0	0		### HELP INDEX
19	25	END OF MONTH	### HELP INDEX
19	25	HISTORY	### HELP INDEX
19	25	INVENTORY SCREEN	### HELP INDEX
19	25	ACCOUNTS	### HELP INDEX
19	25	LIST INVOICES	### HELP INDEX
19	25	NON INVOICE	### HELP INDEX
19	25	CUSTOMER PAYMENTS	### HELP INDEX
19	25	INVENTORY LIST	### HELP INDEX
19	25	APPOINTMENTS	### HELP INDEX
19	25	CUSTOMER LIST	### HELP INDEX
19	25	LINE ITEM LIST	### HELP INDEX
19	25	CALENDAR	### HELP INDEX
19	25	QUOTE SCREEN	### HELP INDEX
19	25	CHECK REGISTER	### HELP INDEX
19	25	PHONE LIST	### HELP INDEX
19	25	REVIEW INVOICE	### HELP INDEX
19	25	RECALC	### HELP INDEX
19	25	REINDEX	### HELP INDEX
19	25	CUSTOMER LABELS	### HELP INDEX
19	25	CUST MAIL MERGE	### HELP INDEX
19	25	DIAL	### HELP INDEX
0	0		### HELP INDEX
0	0		### HELP INDEX
3	41	OTHER SCREENS	### HELP INDEX
			HELP INDEX
3	41	SEARCH AND SCAN	### HELP INDEX
			HELP INDEX

3	41	INVOICE INPUT	###	HELP INDEX
0	0		###	HELP INDEX
3	41	RECEIVABLES	###	HELP INDEX
0	0		###	HELP INDEX
3	41	PRINT INVOICE	###	HELP INDEX
0	0		###	HELP INDEX
3	41	PAYMENTS	###	HELP INDEX
0	0		###	HELP INDEX
3	41	INVOICE ITEMS	###	HELP INDEX
0	0		###	HELP INDEX
3	41	FINDING INVOICES	###	HELP INDEX
0	0		###	HELP INDEX
3	41	UNPAID REPORT	###	HELP INDEX
0	0		###	HELP INDEX
3	41	REPORTS	###	HELP INDEX
0	0		###	HELP INDEX
3	41	COMMENTS	###	HELP INDEX
0	0		###	HELP INDEX
3	41	TECHNICAL	###	HELP INDEX
0	0		###	HELP INDEX
3	41	IMPORTANT	###	HELP INDEX
0	0		###	HELP INDEX
0	0		###	HELP INDEX
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22	31	COMPANY ADD	###	AFTER INSTALLATION
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19	9	PASSWORD	### COMPANY SELECT SCREEN
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6	16	EMPLOYEE SCREEN	### COMPANY SELECT SCREEN
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26	22	INVOICE INPUT	### COMPANY SELECT SCREEN
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14	26	INVOICE ITEMS	### Back to Customer Screen
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25	14	PAYMENTS	### Back to Customer Screen
41	13	LIST INVOICES	### Back to Customer Screen
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54	26	INVOICE INPUT	### Back to Customer Screen
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50	13	END OF MONTH	### Back to Customer Screen
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28	41	COMPANY SETUP	### Back to Customer Screen

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2	23	PROSPECT	###	Back to Customer Screen
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2	23	CATEGORY	###	Back to Customer Screen
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2	21	NON INVOICE	###	Back to Customer Screen
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2	25	APPOINTMENTS	###	Back to Customer Screen
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40	21	COMPANY SCREEN	###	Back to Customer Screen
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4	19	BATCH COUNT	### THE INVOICE INPUT PROCESS
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19	19	PROSPECT	### THE INVOICE INPUT PROCESS
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23	15	INVOICE SCREEN	### THE INVOICE INPUT PROCESS
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14	19	GEN DES	### THE INVOICE INPUT PROCESS
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29	18	INV DT PO TE	### THE INVOICE INPUT PROCESS
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29	18	GEN DES	### THE INVOICE INPUT PROCESS
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28	10	LINE ITEM EDIT	### THE INVOICE INPUT PROCESS
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7	11	PART NUMBER	### THE INVOICE INPUT PROCESS
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14	15	PART NUMBER	### THE INVOICE INPUT PROCESS
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9	7	PART NUMBER	### THE INVOICE INPUT PROCESS

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53	10	PART NUMBER	### THE INVOICE INPUT PROCESS
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28	15	CUSTOMER SCREEN	### THE INVOICE INPUT PROCESS
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49	5	HELP	### THE INVOICE INPUT PROCESS
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57	16	CUSTOMER SCREEN	### PROSPECT
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55	6	CUSTOMER SETUP	### PROSPECT
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10	9	PROSPECT	### CATEGORY
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28	18	FINANCE BOX	### FINANCE CHARGES
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18	16	BACKUP	### COMMENTS
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