

INVOICE - IT FOR WINDOWS

published by

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

Please register your copy.  
SHAREWARE REGISTRATION JUST \$35.00

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

NEW FEATURES FOR VERSION 2.0

Version 2.0 features a major update to INVOICE-IT. The major new features are listed below:

1. The "standard" format for data files is now Dbase compatible rather than the ASCII comma delimited files used in version 1.x. This will make it much easier to use files created by INVOICE-IT with other programs and spreadsheets. The ASCII text file format is also maintained for compatibility.
2. A new feature has been added to show open (unpaid) invoices and allow you to mark them when paid. This function also allows you to see the total of unpaid invoices.
3. The program is now running under Visual BASIC version 2.0. You'll find this version somewhat faster than the earlier version. It also no longer erases some of the lines on the screen when writing descriptions.
4. The logo function has been cleaned up and sped up considerably. Unfortunately it's still somewhat slow, but there's nothing further I can do with that with the current version of Visual BASIC and/or Windows.

\*\*\*\*\* NOTE \*\*\*\*\*

If you are upgrading from an earlier version of INVOICE-IT, you will need to run the convert utility from DOS before using the new version. Failure to do so will scramble your data files!

\*\*\*\*\* NOTE \*\*\*\*\*

INVOICE - IT is currently configured to print full page invoices on 8 1/2" by 11" plain paper. Professional looking two color invoices with your company name preprinted are available at the following rates:

8 1/2 X 11 - carbonless					
	6000	4000	2000	1000	500

3 PART	1019.00	718.00	375.00	219.00	145.00
4 PART	1345.00	919.00	495.00	289.00	169.00
Window envelopes	259.00	219.00	139.00	79.95	47.95

8 1/2 x 7 - carbonless half size

	6000	4000	2000	1000	500
2 PART	479.00	345.00	197.00	127.00	87.95
3 PART	639.00	469.00	265.00	169.00	97.50
4 PART	795.00	575.00	319.00	179.00	117.95
5 PART	919.00	685.00	379.00	225.00	139.00
Window Envelopes	259.00	219.00	139.25	79.95	47.95
Return Envelopes	195.00	149.00	74.95	47.75	31.50

Price includes shipping in the continental U.S. Please allow 3 to 4 weeks for delivery of custom forms. All forms orders require payment with order. We recommend that you purchase 9 to 12 months supply of forms at one time to receive the best discount.

The above prices are valid effective Feb. 15, 1993. Prices subject to change without notice. If more than 90 days have passed, please call to confirm prices.

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

#### OUR IRONCLAD GUARANTEE

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

#### WHY YOU SHOULD REGISTER INVOICE - IT

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

Registered users will also receive 1 FREE year's subscription to our magazine JUST SOFTWARE. This magazine features articles on software and computer usage without the overwhelming hardware focus that most magazines have.

P.S. If you don't want to register INVOICE - IT, you can still subscribe to JUST SOFTWARE - 1 yr. \$15.00 - 2 yrs. \$25.00.

When you register you will also receive over \$100 in FREE discount coupons for other computer products and services.

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

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

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

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

... and we thank you for your support!

### License

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### REGISTRATION/ORDERING INFORMATION

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

To place an order, please use the order form on the following page, or call us at (803)-393-0870.

### QUANTITY AND CORPORATE PURCHASES

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

Discounts on multiple copies are as follows:

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

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

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

SYSTEM REQUIREMENTS: IBM compatible 80286 computer or higher, 2 megabytes of memory, VGA monitor, Windows 3.1 or higher and dot matrix or laser printer.

For information or to order, call (803) 593-0870

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#### INSTALLATION INSTRUCTIONS

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

From the C> prompt:

Type	MD \INVOICE	press ENTER
Type	CD \INVOICE	press ENTER
Type	A:INVIT2xx.EXE	press ENTER

NOTE: xx represents the release number of INVOICE-IT you have received. If you are unsure of the file name, you can use the browse function to highlight the proper file.

If you have downloaded INVOICE-IT from a BBS, you should first use PKUNZIP to unpack the files and then copy all of them into the INVOICE directory.

In order to use INVOICE-IT you will need to have the Visual BASIC runtime library, VBRUN200.DLL in your Windows System directory. This file is included with registered copies of INVOICE-IT or you can download it from most BBS systems and all national services since all programs developed in Visual BASIC require this program library.

Type            CD \WINDOWS\SYSTEM            press ENTER

Type            COPY A:\VBRUN200.DLL            press ENTER

Start Windows and install INVOICE-IT into Windows.

Type            WIN            press ENTER

Choose FILE - NEW - PROGRAM ITEM - OK

Type in the following information:

DESCRIPTION - INVOICE-IT

COMMAND LINE - INVOICE.EXE

WORKING DIRECTORY - C:\INVOICE

Choose OK and the Icon for Invoice-It will display.

#### NOTES ON USING THE PROGRAM

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

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

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

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

FILE FORMAT: INVOICE-IT version 2.0 now allows you to store system files in industry standard Dbase format. You should use this format unless you have a particular reason to need to use ASCII comma delimited files. Our Total Business Solution includes utilities to allow you to maintain the PRODUCTS, CUSTOMER, & INVOICE history files used by INVOICE-IT or you can use most popular data base and spreadsheet programs to create these files.

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

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

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

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

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

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

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

The format of the CUSTOMER.TXT file is as follows

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

Note that each record contains 7 fields. If you don't have a piece of information you must still place commas in the field position. The following layout is also acceptable.

"CUSTOMER #","CUSTOMER NAME","ADDRESS 1", " ", "CITY","STATE","ZIP CODE"

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

The PRODUCTS.TXT file contains 5 fields:

PART #, PRODUCT DESCRIPTION,COST,SELL,CATEGORY

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

WINDOW INVOICE HISTORY: This feature allows you to retrieve sales invoices which were written previously. You can then reprint them if you'd like.

EDIT CUT: This function allows you to send an invoice out to the Windows clipboard or retrieve a

description from another application.

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

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

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

REPORTS OPEN INVOICES: This option is new for version 2.0. You can use this option to see invoices which are unpaid and get a total on all outstanding invoices.

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

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

We appreciate your feedback. Comments or questions may be directed to J.Rigdon on GENie, or JohnR238 on AOL, or internet at JOHN238@AOL.COM.

## OTHER RELATED PRODUCTS FROM EASTERN DIGITAL RESOURCES

### THE TOTAL BUSINESS SOLUTION

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

### BLINC THE TOTAL MAILING LIST MANAGER FOR WINDOWS

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

### ZIP FINDER II

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

and is available separately from Eastern Digital Resources for \$79.95.

#### ZIP PLUS 4 YOUR LIST AND SAVE \$\$\$

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

#### NEED MAILING LISTS - WE'VE GOT EM

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

#### COMPS - The Complete Realtor Database

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

#### BLINC TOOLKIT

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

#### DUPFINDER

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

#### THE TOTAL MAILING LIST MANAGER FOR DOS

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

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



