

# Millie Professional Help

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## List Set Up

There are three lists which should be configured before you start entering expenses into Millie. To configure these lists, click on the blue "List Set Up" file folder tab ( located on the lower portion of the screen). This will bring up the list configure file folder. Make any desired changes to the lists and click OK. The entire system will then be updated with the changes.

### Title List

This list consists of ten user definable titles. All expense entries will be posted to one of these titles. To redefine a title name, click on the title that you wish to change. This will bring up the title name change form. Enter the new name for the title and click on OK. The Title List will now be updated with the change.

### Charge To List

This list will determine the accounts that Millie has available to charge the expenses to ( ie Visa, cash, etc.). There is no limit to the number of charge to descriptions that you may enter. To enter a new charge to description, enter the description in the window at the top of the list, and click on add. The description will then be added to the list.

To delete a description, click on the description in the list that you wish to delete. The description will appear in the window at the top of the list. Then click on delete. The description will then be deleted from the list.

### Client List

This list will determine the different names that Millie recognizes as clients. There is no limit to the number of clients that you may add. To enter a new client name, enter the name in the window at the top of the list and click on add. The name will then be added to the list.

To delete a client name, Click on a name in the list that you wish to delete. The name will appear in the window at the top of the list. Then click on delete. The name will then be deleted from the list.

## **Millie Registration**

[Registration by Mail](#)

[Registration Through Compuserve](#)

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## Millie Mail Registration

To get a hard copy of the following form select file menu Print Topic

### To Register By Mail (CHECK OR MONEY ORDER ONLY)

Please register my copy of Millie. I am sending a check or money order for \$29.00 U.S. funds.

(Canadian residents only may send \$40.00 plus 7% GST. Ontario residents must also include 8% PST).

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address1: \_\_\_\_\_

Address2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone(optional): \_\_\_\_\_

*How did you learn about Millie*

\_\_\_\_\_

Send completed form with payment to

InfoWare Solutions Inc.

1355 Richmond Rd.

P.O.Box 7256

Ottawa, Ontario

K2A 4E3 Canada

## **Registration by Phone " Credit cards only"**

You may order with MasterCharge, Visa, Amex or Discover from Public (software) Library by calling

-800-2424-PSL

or

-713-524-6394

or by fax to

-713-524-6398

or by CIS Email to 71355,470

You may also mail credit card orders to

PSL

P.O.Box 35705

Houston, TX 77235-5705

Make sure you specify "Millie" order # 11253, \$29.00 U.S. funds will be billed to your credit card.

Please NOTE: The above numbers are for credit card orders only. Any other questions about the status of the shipment, registration options, site licenses, product details, technical support or volume discounts must be directed to the address below, or CIS Email 74003,757.

InfoWare Solutions Inc.

1355 Richmond Rd.

P.O.Box 7256

Ottawa, Ontario

K2E 3E4 Canada

## **Compuserve Registration**

To register through compuserve, GO SWREG and select registration ID # "2311", a registration fee will be billed to your compuserve account.

## **Millie Installation**

### **From Floppy Disk ( supplied by InfoWare Solutions Inc.)**

MS Windows 3.1 or later is required

For your convenience we have included an installation utility with Millie. Insert our disk into your floppy drive to view the files from the file manager. Double click on setup.exe from the file manager. The program will automatically be installed on your system.

### **Manual Installation (download from BBS)**

VBRUN300.DLL module is required. (if you do not have this module, it is available on most on line services at no additional cost). Create a unique subdirectory on your hard disk. Copy the following Millie files into that subdirectory.

MILLIE.EXE  
MILLIE.HLP  
ALL. .TPC FILES  
ALL .LST FILES

Copy the following files into your windows\system directory

MSAFINX.DLL  
COMMDLG.DLL  
CMDIALOG.VBX  
THREED.VBX

After these files have been installed, from the file manager, double click on Millie.exe

### **InfoWare Solutions BBS**

These files are also available on our BBS (613) 721-9699. New product releases and updates from InfoWare Solutions Inc. can also be found here.

## **Report Set Up**

The report set up is straight forward. Click on the red file folder tab. This brings up the report set up window. Enter the required information and click on OK. This data will then be entered into the system.

This information will be used to identify the writer on the selected reports that are printed out by Millie. Millie also allows you to define the names of two different taxes which appear in the Entry Panel as well as on the Millie reports.



## Entering Expenses

Entering expenses is a simple procedure with Millie. It is all done on the Entry Panel located in the upper portion of the screen.

To enter the date, click on the date box. This will bring up the pop-up calendar. Choose the desired month and year by using the up and down arrows on the calendar located in the upper left hand corner. Then click on the desired day and click on OK. The date will be entered into the date box.

To enter an amount, click on the appropriate box and the pop-up calculator will appear. Enter the desired amount and click on OK. This amount will be entered into the chosen box.

To choose a client or charge to, click on the appropriate arrow on the right hand side of the appropriate box. A drop down list will appear. Make your choice by clicking on the desired description. Your choice will now appear in the text portion of the box.

After all of your selections have been made, click on add in the entry panel. The entry will then be added to the system and posted to the existing selected title .

## **Editing Expenses**

### **Editing an Expense**

To edit an expense entry, enter the title that contains the entry that you wish to edit. Double click on the desired entry, and all the information on that entry will appear in the Entry Panel. Make the necessary changes and click on OK in the entry panel. The system will be updated with the change. If you decide not to make any changes to the entry then click on cancel.

### **Deleting an Expense**

To delete an entry, enter the title that contains the entry that you wish to delete. Position the mousepointer on the desired entry and drag it to the trash can. When the paper icon passes over the trash can and changes to the drop mode, release the mouse button. The entry will now be deleted from the system.

## **Viewing Reports**

Millie allows the user to view a report before it is printed out. Click on the green file folder tab(print tab), and the print window will appear. Select the desired report that you wish to view and click on View. Viewing the reports gives the user an idea of the entries in the report, but it is not the same as the report which will be printed out. The printed report may contain more information than the viewed report.

## **Printing Reports**

Millie will print out a wide variety of reports for you. It will print out your expense report as well as reports by client and charge to.

To print out a report, click on the green file folder tab (print tab). This will bring up the print window. Select the desired report that you wish to print and click on print.

Your printer should be set to portrait orientation for these reports. To change or check the orientation of your printer, you can select the set up option.

## **Title Ledger**

The title ledger consists of ten user defined titles. All entries will be entered under one of these ten titles.

To select a title account, click on the white file folder tab. A drop down menu will appear directly below the tab, and contain the ten titles which were predefined by the user. Click on the title of your choice and this will bring up the account with all existing entries.

## **Starting a New Expense Period**

To choose a new expense period, click on menu item File. Then click on New. This will delete all previous entries and you can begin entering new entries for the new expense period.

## **Calendar**

The calendar will appear when "calendar" is clicked on from the menu bar or when a box requiring a date is clicked on.

To select a date use the up and down arrows on the calendar, located in the upper left hand corner, to scroll to the desired month and year. Then click on the desired day. The chosen date will be highlighted in red. If this is the correct date, click on the OK button.

The selected date will now appear in the date box.

## **Calculator**

The calculator will appear when "calculator" is clicked on from the menu bar or when a box requiring an amount is clicked on.

Either calculate the amount or just enter the amount that you wish to be entered into the box. When the display of the calculator represents the number you want, click on the OK button on the calculator.

The amount will be entered into the box.





