

The Bill Drawer Installation Help Contents

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Installation Help

Installation Options:

The following installation options are supported:

- View Tech Info File - Use this button to view the technical notes. You must view these notes before continuing with the rest of the installation.
- View License Information - Use this button to view the terms upon which this program can be used. You must review and agree to these terms before installing the program.
- Start Install - Use this button to start the installation process. Make sure you have selected the desired installation and directory options before starting the installation process.
- Cancel Install - Use this button to cancel the installation process. You can restart it at any time.
- Install Programs - Check this option to copy the program and help files to your hard disk.
- Install Demo Files - Check this option to copy the demonstration files to your hard disk. This option is highly recommended. See the "Deleting the Demonstration Files" section, later in this file, for information on deleting these files to start fresh with your own data.
- Build Program Group - Check this option to build a Windows program group for this program. This option supports the Windows Program Manager only, if you are using another Windows shell, like the Norton Desktop, do not use this option. Instead, setup your shell to execute MAPMAIN.EXE.
- From Directory Name - Enter the drive and path where the installation files can be found. The format entered must be "drive:\path" or an error message will be displayed.
- To Directory Name - Enter the hard drive and path where you want the program installed. The format entered must be "drive:\path" or an error message will be displayed.

Welcome to The Bill Drawer!

Introduction:

To help you get full use out of The Bill Drawer, and to help you configure the program to operate in a wide variety of environments, the following technical information is presented:

- Program Requirements - This section details Windows and MS-DOS requirements you must follow. Be sure to read this section.
- Installation Options - This section explains the various installation options available with The Bill Drawer Installation program.
- New Features - This section lists the major new features available with the latest versions of The Bill Drawer. This will be of special interest to users of previous versions of this program.
- Registration Features - This section describes what you get if you decide to register the program. This section will be of interest to all users.
- Configuring the Program - This section explains various advanced program options. Be sure to read this section if you move the program files to a different directory than the one you originally installed to.
- Deleting the Demonstration Files - This section explains how to delete the demonstration files that are installed to help you get started. Read this section when you want to get started entering your own data.
- Handling Program Errors - This section explains how to handle any programs errors that occur. This section will be of interest to all users.

Note: We suggest that you print these notes using the Print Topic function, located under the File menu.

Program Requirements:

Please read the following requirements carefully, they must be followed for the program to correctly operate:

- Microsoft Windows - The Bill Drawer is a Microsoft Windows program, and as such requires Windows version 3.1 or higher. The program has been optimized especially for Windows version 3.1 and will not function with Windows 3.0.
- MS-DOS version 3.3 or higher is required.
- A minimum of 3 megabytes of hard disk space is required to install and operate the program.
- SHARE.EXE - The Bill Drawer requires SHARE for both program installation and normal operation. SHARE is a MS-DOS command that helps protect the data files from damage if multiple users or applications access the files simultaneously. To load SHARE, simply type "SHARE" from the MS-DOS command line before starting Windows. You can also place the command in your

AUTOEXEC.BAT file.

Caution: If you do not have SHARE loaded now, you must do so before continuing the installation.

Installation Options:

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- View License Information - Use this button to view the terms upon which this program can be used. You must review and agree to these terms before installing the program.
- Start Install - Use this button to start the installation process. Make sure you have selected the desired installation and directory options before starting the installation process.
- Cancel Install - Use this button to cancel the installation process. You can restart it at any time.
- Install Programs - Check this option to copy the program and help files to your hard disk.
- Install Demo Files - Check this option to copy the demonstration files to your hard disk. This option is highly recommended. See the "Deleting the Demonstration Files" section, later in this file, for information on deleting these files to start fresh with your own data.
- Build Program Group - Check this option to build a Windows program group for this program. This option supports the Windows Program Manager only, if you are using another Windows shell, like the Norton Desktop, do not use this option. Instead, setup your shell to execute MAPMAIN.EXE from the directory you installed to.
- From Directory Name - Enter the drive and path where the installation files can be found. The format entered must be "drive:\path" or an error message will be displayed.
- To Directory Name - Enter the hard drive and path where you want the program installed. The format entered must be "drive:\path" or an error message will be displayed.

New Features:

Version 3.10 of this program has the following major new features:

- A new tool bar displays immediately below the main menu providing quick access to frequently used program functions.
- A new status bar displays on the bottom of the screen. It displays text for each menu option or tool bar button selected allowing you decide whether to activate that option.
- The main program functions are now MDI child windows, meaning that multiple windows, each representing a different program function, can be open simultaneously. Each window is re-sizeable and can be cascaded or tiled using the new "Window" menu.
- New "VCR like" tool bar buttons and their associated "Edit" menu options allow quick access to the

first, last, next or previous record.

- A new "spreadsheet like" grid is used for all scrolling type displays, like the Check Register items. Columns on the grid can be re-sized, using the mouse, based on your data and personal preferences.
- The program now "remembers" the last selected key (like a bank account, category or company) and carries this selection forward to each new program function. This way, you do not have to keep selecting the same item in each new program window encountered.
- Category summarization is now supported, in addition to the category totals printed on the standard reports. At any time, you can summarize (total) categories into their assigned summary levels, updating the statistical totals on the summary only categories. After summarizing, you can review the totals for each summary level using the "Category Statistics" window or by running new category and budget reports.
- There are dozens of other small improvements designed to make the program easier to use, all while keeping compatibility with the previous version.

Registration Features:

In addition to a clear conscious, registration includes the following:

- The current commercial version of the program and notification of new program versions.
- The Bill Drawer User Guide, a printed manual containing over 130 pages of information. It includes information on ordering checks and sample check forms.
- The reporting engine and associated standard reports. Over fifteen different reports are provided to help you get more value out of The Bill Drawer. The reporting engine let's you review these reports in a scrollable, re-sizable window, or print them to any Windows supported printer.
- Paradox format files. The commercial version of The Bill Drawer uses Paradox format files. The Paradox file format is the native format of Borland's Paradox database system and is supported by many different software products. Since The Bill Drawer adheres to this file format for all it's major files, you can use these products to build additional windows, reports or functions specific to your own requirements. For example, you could use Borland's Quattro Pro spreadsheet to import bank account, category or company statistics and further summarize or graph them.

Note: The commercial version includes a procedure to convert your existing shareware Bill Drawer files to the Paradox format.

- Per the license agreement, you may use this program for 30 days to evaluate it's suitability to your needs. At the end of this period you must either register it or delete it from all computer systems where it was installed. The registration fee is a very reasonable \$30 (US) payable to:

MelissaSoft Systems
11676 Windcrest Lane
San Diego, CA 92128

Please use the "REGISTER.TXT" form when registering, you can print it with Windows Notepad (under the Accessories group). We have many exciting plans for future versions of this program,

but they will not happen without enough people telling us they like the program by registering it.

Configuring the Program:

The MAP0300.INI file, located in the directory you installed the program to, contains several options you might want to change. Use the Windows Notepad, located in the Accessories Group, to change options in this file. Note that the file is in standard Windows INI file format.

The following options can be changed:

- FileDir=C:\MELSOFT\BILLS\DATA - This is the drive and path where your data files are located. Do not change this option unless you want to create new data files, or move the existing files to the new directory. The data files are all the files with "0300" in the file name and an extension of ".DAT"; like VEN0300.DAT, CAT0300.DAT and HST0300.DAT.
- BackupDir=C:\MELSOFT\BILLS\BACKUP - This is the drive and path where your backup files will be created. Change this option if you want to backup your files to a different location, perhaps another drive. The backup files are all the files with "0300" in the file name and an extension of ".BAK"; like VEN0300.BAK, CAT0300.BAK and HST0300.BAK.
- Password=818112 - Adding this option will activate the master password for the program. Use this option when you have forgotten your password and need access to the program, or when you have deleted the security file (SEC0300.DAT) and want to create it again. When this option is present, you will not need to sign on to the program, but you will only have access to the User Security Information window. Use this window to add new users, or change the password of an existing one to a known value. Then exit the program and remove this option so that the program functions normally.

The following options **should not be changed**, but are presented for completeness:

- ReportDir=C:\MELSOFT\BILLS - This is the drive and path where the program report files are located. The shareware version of this program does not include the standard reports.
- MultiUser=0 - This option indicates whether multiple users will be accessing the program data files simultaneously. This value must be "0" for the shareware version. It does not support multiple user access to the program data files.
- Printer=HP DeskJet 500,HPDSKJET,LPT1: = This is the printer to be used for printing checks. Do not change this option, instead use the Printer Setup menu option on the Print Checks window to control which printer is used for checks.
- LastRoll=4 - This is the number of the month you have last rolled your statistics through. It is used to remind you when it's time to roll your statistics. You should not change this option.
- CheckMaxDays=999 - This option controls the number of items displayed in the Check Register window. It is used to generate the ending date to display items through. Use the Set Maximum Days menu option on the Check Register window to set this value, rather than changing it here.
- NoCategory=0 - This option controls whether the no category option is active for all windows. Use the Allow No Category menu option on the Category Information window to set this value, rather than changing it here.

Deleting the Demonstration Files:

After you have finished using the demonstration files to gain familiarity with the program, you will want to delete these files so that you can enter your own data. Follow these steps to delete the demonstration files:

1. Using the Windows File Manager, delete the following data files in the data directory (usually C:\MELSOFT\BILLS\DATA):
The bank account file - BNK0300.DAT.
The history file - HST0300.DAT.
The unpaid bill file - INV0300.DAT.
The company file - VEN0300.DAT.
2. The check format file, FRM0300.DAT should be kept. It contains definitions for the check forms described in The Bill Drawer User Guide which you will get when you register. You can add your own format definitions and delete any you do not want.
3. The report definition file, RPT0300.DAT must be kept. It contains the definitions and security requirements for the standard reports. You will be able to run these reports, after you register the program.
4. The user security file, SEC0300.DAT must also be kept. It contains definitions for all users who can use the program. You can add your own users and delete any you do not want.
5. The category file, CAT0300.DAT, can be kept or deleted depending on if you want to enter your own categories from scratch or modify the ones we gave you. If you decide to modify the categories we supplied, you can clear the statistical totals using the "Roll Statistical Totals" menu option on the main The Bill Drawer window. Select the "Category Totals" and the "Roll Yearly Totals" option. Do this twice so both the this year and last year totals get cleared.
6. Start the Bill Drawer again. Note that you will get messages like "Bank account file not found in current directory - OK to create new file?". Respond "OK " and allow the program to create the new files.
7. Don't miss the Getting Started section in the main program help. It contains a complete implementation plan to help you get started. Just select "Help Index" from the Help menu on any window. Then select "Getting Started" from the list of topics.

Handling Program Errors:

The Bill Drawer produces a wide variety of error and confirmation messages that are displayed under different circumstances. Though most of these messages are self explanatory and easily corrected, some are critical errors that must be handled correctly or a loss of your data could occur. Fortunately, it is easy to determine how to handle a specific message by it's type. There are six types of messages produced by the program, each is explained below:

- Confirmation Messages - These are requests by the program to confirm the action requested. For example, if you use the Cancel button and have entered or changed data you will get a message like "Bill fields were entered, are you sure?". Confirmation messages can be identified by the words "Confirm Action" in the title of the message box displayed and by the large question mark displayed in the box. These messages are not serious and no special handling is required.
- File Messages - These are messages associated with creating, backing up and restoring your files.

For example, you will get a message like "Category file will be backed up as CAT0300.BAK" each time you backup the category file. File messages can be identified by the words "File Message" in the title of the message box displayed and by the large question mark displayed in the box. These messages are not serious and no special handling is required.

- **Input Errors** - These are messages produced by the program because you entered something wrong. Perhaps you entered an invalid date or chose conflicting options. For example, if you try to define a income category as tax deductible you will get a message like "Only expense categories can be tax deductible". Input errors can be identified by the words "Input Error" in the title of the message box displayed. These messages are self explanatory, just correct the error indicated before continuing with the program function being used.
- **File Errors** - These are serious errors associated with accessing your data files. Hopefully, you will never see one of these messages, but an example of one is "Category file update error". File errors can be identified by the words "File Error" in the title of message box displayed and by the large stop sign displayed in the box. In addition, the name of the file being accessed is always contained in the message text (like "category file"). If you receive a file error message, follow the error recovery procedure below.
- **General Errors** - These are serious errors usually displayed because a program function did not complete successfully. Often another message, like a file error, displays before the general error and indicates why the function did not complete. Again, you should never see one of these messages, but an example of one is "Check was not entered, due to previous error". General errors can be identified by the words "General Error" in the title of the message box displayed. If you receive a general error message, follow the error recovery procedure below.
- **Printer Errors** - These are serious errors associated with printing checks or accessing your printer. An example of a printer error is "Can't find printer device information". Usually, these errors are caused by attempting to use a printer improperly configured for Windows. Use the Windows Control Panel and make sure your printer is properly configured. In addition, if you are printing checks, allow the program to restore the files back to their status before any checks were printed. Then, you can reprint the checks after correcting the error. Printer errors can be identified by the words "Printer Error" in the title of the message box displayed.

Error Recovery Procedure - After any serious error, protect your data files by following this procedure:

1. Exit the program immediately, but do not backup your files. Your primary files could be damaged, so you may need the original backups from before you started the program.
2. If you were printing checks, the program will probably ask to restore your files. You should restore your files assuming you also allowed the program backup your files before starting to print the checks.
3. If your backup files are fairly current, the best approach is to restore your files, then re-enter anything that was lost. This is the recommended approach.
4. If your backup files are not current, you can try going back into the program without restoring the files. Carefully check the last few functions performed and make sure they completed successfully. If everything looks OK and you do not get further errors, you can continue without restoring the files. However, save the backup files you do have, by copying them to a different drive or directory, in case additional errors occur later on. In addition, you can try regenerating your existing files by first backing them up, then restoring them. This will fix any internal file damage that might have occurred because of the error.

5. Please report the error to us at our registration address, if it continues to occur. Please write down the full error message received, including the error number. Be sure to tell us what you were doing at the time of the error and include a telephone number or address so that we can contact you back.

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