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WARRANTY

While every effort has been made to verify that this software works as described, it is not possible to test any program of this complexity under all possible conditions. Therefore INVOSTAT is provided 'as is' without warranty of any kind, either express or implied.

SOFT 939 (TAPE)
SOFT 1939 (DISC)

INVOSTAT

Invostat is an attractive 'Invoice', 'Statement' and 'Credit Note Generator'. The system runs 'in memory' and has the following features . . .

- Look-up tables created by the user for Client Names and Addresses and for Product Descriptions and Prices. Products are referenced by unique 3 character product Codes, allowing for very quick Invoice and Credit Note production. All calculations are performed automatically for discounts, Net, VAT, and Gross Totals.
- Price Lists may be printed from the Product Table.
- Details of all transactions for Invoices & Credit Notes are stored for future reference under the Client Accounts and form the basis for production of Statements. The Statements display Date, Invoice No., Order Ref., Net, VAT and Gross Totals.
- A User-defined message may be printed on all Invoices, Credit Notes and Statements.
- Account details and Product Information are fully maintainable and records may be updated for Statement production. Clients may be searched for and viewed by 'name'. Invoices and Credit Notes can be viewed at any time on screen and/or printed out to the printer. Outstanding totals for each client are constantly displayed and full outstanding Invoice Reports can be printed out at any time.

NOTE: Within this program, when prompted to enter information it is assumed that the information required will be typed and then entered by pressing the large [ENTER] key. The following text also makes this assumption.

For example, when asked to:

Enter Product No. []

Type in the required reference number and then press **[ENTER]**.

INVOSTAT

GETTING STARTED

Reset the computer by holding down **[CTRL]**, **[SHIFT]** and **[ESC]** keys together in that order. Place the cassette into the datacorder. Rewind tape to the beginning and then press **STOP/EJECT** once. Press **[CTRL]** and small **[ENTER]** keys simultaneously then press **PLAY** followed by any key. This tape will take up to 6 minutes to load, after which the program will display its main menu.

THE MAIN MENU

The main menu lists the major options available to you. These are:

- | | |
|-----------------|------------------|
| 1. PRODUCT FILE | 5. COMPANY INFO |
| 2. CLIENTS FILE | 6. RECORDS |
| 3. LOAD/SAVE | 7. REPORT WRITER |
| 4. UTILITIES | 8. EXIT |

Pressing the required option accesses that part of the program. Several of the option numbers will not however be available until a file has been loaded or prior options used.

Option 1. PRODUCT FILE

Select Option '1' to set up your 'Product File'. This is the list of all the products that you will be selling, the VAT exclusive price of each product and a unique 3 character product number/code.

At the base of the product list there are a set of sub-options which enable you to **[i]nput**, **[a]mend**, **[d]elete**, **[p]rint** and view your products. Until you have input some products the **[i]nput** command will be the only one available for use. Therefore press '1' to input some products.

You will first be asked to input the 'Product No'. This can in fact be a mixture of letters and numbers so that you can give each product a unique code. For example, P12. Should you enter a number that has already been used, the program will warn you and then clear the duplicated number.

The next step is to enter the 'Product Name' followed by the VAT exclusive price. As the program allows the full use of discounting it is advised to enter the retail price here and enter the 'trade discount', 'cash discount' etc. at the time of creating the invoice. This enables you to discount the same product at various different rates. When you have entered all of the appropriate products type 'end' in the box entitled 'Enter Product No' and you will be returned to the main product screen.

You will now be able to [a]mend, [d]elete, [p]rint and view your product file as required.

The <> options at the bottom right of the screen are for turning the page back and forth since you can only view 20 products per page.

Option 2. COMPANY INFO

Press Option '2' to set up your own company details. If you have already entered some information, the program will display the information in memory and ask you if it is correct. Answering 'N' defaults to re-entering ALL of your company details.

There are four sub-options within the main option:

- 1. Company Information**
- 2. VAT Rate**
- 3. Terms**
- 4. Menu**

Use Option '1' to enter your company's 'Name', 'Address', 'Telephone number' and 'VAT registration number' if applicable.

If you are registered for VAT the current VAT rate must be entered within Option '2'.

Option '3' allows you to enter messages that you would like to appear at the bottom of your printed 'invoices', 'credit notes' and 'statements'. For example, you may wish to include message such as; 'Terms: Payment within 7 days of receipt of goods'.

Selecting Option '4' will return you to the main menu.

Option 3. CLIENT FILE

Press Option '3' to enter the names and addresses of your customer/clients.

After each entry you will be offered an option to return to the main menu or enter another new customer.

Option 4. RECORDS

This option allows you to access the main data file currently in memory.

Having entered the current date, the 'Name, Address and Telephone No.' of the first client will be displayed, followed by a series of balances. The balances are the 'Sub-Total', 'VAT' and the 'Final Total' of the invoices and credit notes for that particular client. If no invoices or credit notes have been created a series of 0's will be displayed.

If a series of balances are present they will be preceded by a transaction number representing the number of the invoice/credit note so that it can be easily viewed. Note: This number does NOT represent the actual invoice/credit note number.

Immediately below the last transaction balances, there will be the final total balances, ie. the sum of all the outstanding invoices/credit notes. These balances represent the actual total amount owed to you by the client.

The sub-menu at the bottom of the screen displays the following options:-

- [n]ext** :Moves forward through the file one record at a time.
- [l]ast** :Moves backward through the file one record at a time.
- [f]ind** :Finds a client by the client's name. Enter the name of the client that you wish to find. If you cannot remember the whole name, enter as much of it as you can remember and 'Invostat' will find the first client that corresponds. If the program cannot locate your entry it will display the message 'No such client' and return you to the first record.
- [g]oto** :Allows you to goto a record by entering its number. Also the number of records is displayed.
- [a]mend** :Allows you to amend the name, address and telephone number of the client currently displayed. Press 1 to 5 to amend the line number of interest.
- [s]croll** :Scrolls through the file from the record currently displayed. The scroll can be stopped on a particularly record by pressing 'S' and continued by pressing 'C'. You can exit the scroll by pressing 'E'.
- [c]reate Inv/Cr** :Allows you to create a new invoice or credit note. Having selected which type of document you wish to create, the method for creating each is identical.

Firstly you are asked to enter a 'Product No'. It is always useful to keep a 'Product List' printout handy for this purpose. Should you enter an incorrect number however, a

warning will be given and the incorrect number cleared.

Having entered the required 'Product No', the program will display the product and price at the bottom of the screen. If you have chosen the correct number press 'Y', and enter the number of the quantity as appropriate.

The quantity, product and total value will then be displayed at the top of the screen. Each time a new product is entered the invoice will be updated accordingly. Repeat this procedure until all required items have been entered.

To complete the invoice type a hash sign within the brackets, where previously you had entered the product numbers. (A hash sign is a 'shifted 3'). If you require to enter a discount rate press 'Y' and enter the appropriate amount. The invoice will auto-calculate and the full completed invoice be displayed on the screen.

If the invoice is incorrect press 'N' and the program will reset to the start of the create invoice/credit note routine. If all the details are correct however, press 'Y' and enter your invoice/credit note number followed by the client order reference. You may then print the invoice/credit note or store it for later printing, before returning to the client record.

[V]iew Inv

:Allows you to view any invoice currently in the file. Press 'V' and enter the number of the invoice you wish to view. The screen prompt will say: Enter Invoice No. to view

key 1 to 'X', in this case 'X' represents the number of invoices in the file for that particular client.

Once the selected invoice is displayed on the screen you may print or delete it, or return to the main client record. In order to keep an accurate control of your outstanding invoices you should delete them as they are paid. This will then update the invoice balances and allow you to enter more invoices.

NOTE: It is only possible to have up to 10 outstanding invoices for each client at any one time. Should you require more than this, then you will need to create a new client record to accommodate them. For example, R Green Ltd, A/C No. 2.

[p]roduce S'tment

:Allows you to produce and print a statement. Ensure that your printer is aligned then press 'P'. The statement will indicate all the outstanding invoices and credit notes with cumulative totals. Each statement gives details of all invoice numbers, dates etc. and your own message at the bottom of the page.

Option 5. LOAD/SAVE

To load a data file into memory, select Option '5' from the main menu and then press 'L'. Enter the name of the required file, and the current date. This date will be automatically used to date any invoices, credit notes or statements. (Should the wrong date be accidentally entered it can be changed using Option '7', Utilities, from the main menu).

You will then be asked if you would like to load the 'whole file'

or just the 'product list and company information'. If you decide to load the whole file, all your own details plus details of all your customers and their outstanding invoices etc. will be loaded. However, if you choose to load the product list and company information just your own details and products will be loaded. This is to enable you to start a new file of new clients without having to retype all your own details again.

Position the tape containing the required data file into the datacoder, then press **PLAY** followed by any key. The data file should now load. Should you wish to abort loading at any time, press [**ESC**] twice to return to the main menu.

To save a data file select Option '5' from the main menu, press 'S' and enter the appropriate file name. Position a blank tape into the datacoder, press **REC/PLAY** then any key. The data file should then be saved. Should you wish to abort saving at any time press [**ESC**] twice to return to the main menu.

Option 6. REPORT WRITER

The Report Writer enables you to generate a report detailing all the outstanding invoices and credit notes in the file. Simply press '6' to generate the report.

Option 7. UTILITES

There are 4 facilities within this option:

1. Memory Available

-This option allows the balance of memory to be displayed.

2. Change Date

-A facility to change the date at any point during use of the program.

3. Green or Colour Monitor

-Allows you to choose the appropriate 'text colour' according to which type of monitor you are using.

4. Return to Main Menu

Option 8. EXIT

Use to exit the program.

The function of disc based software is identical to the cassette equivalent, with the exception of the loading instruction where the usual disc loader:

RUN "DISC

should be used. An additional disc directory facility has been added either to the 'Utilities' option or elsewhere within the program.