"*dialog...*

Invoice & Statement Generator

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INVOSTAT - Invoice & Statement Generator

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

Look-Up tables are created by the user for Client Names and Addresses and for Product Descriptions and Prices. Products are referenced by table codes (3 character product numbers) allowing for very quick Invoice and Credit Note production. All calculations are performed automatically for discounts, Net, VAT, and Gross Totals.

Price Lists may also 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 Number, Order Ref., Net, VAT and Gross Totals.

A User-defined message may be printed on all Invoices, Credit Notes and Statements.

The User´s own company details are stored with VAT Registration (if applicable) for printing onto Invoices, Statements, etc.

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.

The system is fully tape and disk compatible and files can be renamed as required.

We shall now deal with the running of **Invostat** in much greater detail.

Load the program ´invostat´, (´invosta´ on the BBC) into your computer.

When you run ´invostat´ a menu with 8 options will be displayed.

    1. Product List   2. Company Info.
    3. Client File   4. Records
    5. Load/Save   6. Report Writer
    7. Utilities   8. Exit

Pressing the required option number 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.

Should you wish to sample a demonstration file, press option 5, followed by ´L´ to load. The demonstration file has been called ´invofile´ on the CBM 64 and ´invofil´ on the BBC and it is recommended that you try the program out with this file before attempting to set up your own file.

If at any time you accidently exit ´invostat´ you can recover the program without loss of data by typing ´goto 540´. This action will restore the main menu.

Option 1. Product List

Press option 1 to set up your product list. 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 are a set of sub-options which enable you to Input, Amend, Delete and Sort your Products. Until you have input some products the ´input´ command will be the only one available for use. Therefore press ´I´ to input some products.

You will now be asked to input the ´product number´. This can in fact be a mixture of letters and numbers so that you can give each product a unique code. eg. P12. Should you enter a number that has already been used, the program warns you and then clears the dupliclated 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 and enter the ´trade discount´. ´cash payment discount´. etc. at the time of creating the invoice. This enables you to use the same product and discount it at various different rates. When you have entered all your products type ´end´ and you will be returned to the main product screen. You will now be able to Amend, Sort, Delete and Print Out your products.

The < > options at the bottom right of the screen are for turning the page back and forth as you can only view 16 products per page.

Option 2. Company Info

Press option 2. to set up your company information. If you have already entered your company details. the program warns you of this and asked you whether you wish to amend them. Answering ´yes´ defaults to re-entering all your company details.

Having entered your company´s name, address & telephone number you will be asked whether the company is registered for VAT. If it is, enter the registration number followed by the current VAT rate.

You are now given the option to enter messages that will appear at the bottom of your ´invoices´, ´credit notes´ and ´statements´. For example. you may wish to include a message on your invoice, such as, ´Terms. Payment within 7 days of receipt of goods´.

Pressing ´m´ returns you to the main Menu.

Option 3. Client File

Press option 3 to enter the names and addresses of all your customers/clients.

Typing ´end´ will return you to the main Menu.

Option 4. Records

Option 4. accesses the main data file in memory.

At the top of the screen, the name, address, etc. of the first client will be displayed. This is followed by a series of balances and then

at the bottom of the screen, a sub-menu.

The balances are the Sub-Total. VAT and Final Total of the invoices and credit notes for that particular client. The balances are preceeded by a transaction number which represents the number of the invoice/credit note so that it can be viewed. It does NOT represent the actual invoice/credit note number.

Immediately below the last transaction balances, there are 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 botttom of the screen displays the following options:-

Next   : Moves forward through the file one record at a time.

Last   : Moves backward through the file one record at a time.

Find   : 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 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.

Goto   : Allows you to goto a record by entering its number. Also the number of records on file is displayed.

Amend : Allows you to amend the name, address and telephone number of the client. Press 1 to 5 to amend the line number of interest.

Scroll : Scrolls through the file from the record currently being viewed. The scroll can be stopped on a particular record by pressing ´S´ and continued by pressing ´C´. You can also also exit the scroll by pressing ´E´.

Create : Allows you to create a new invoice Press ´C´ and you are given the option of creating an invoice or credit note. From then on the method is identical for both.

You are now asked to enter a product number. You should keep
a ´product list´ printout handy whenever you are creating
new invoices. Should you enter an incorrect number, the
program warns you and then clears the incorrect number.

After entering the product number the program displays the
produt and price. It then asks you whether this is correct.
If it is, you are then required to enter the quantity of the
product. The quantity, product and total value are then
displayed at the top of the screen and the operation is then
repeated until you have all the items you require on the
invoice.

To complete your invoice you must now enter the hash sign.
ie. ´shifted 3´ whereupon you will be asked whether you
require a discount. If you do you must now answer yes and
enter the discount rate. The invoice will then autocalculate
and display the full completed invoice on the screen.

You are now asked whether the completed invoice is correct.
If it is not, then answer no and the program resets to the
start of the create invoice/credit note routine. If all is
correct, answer ´yes´. You must then enter your
invoice/credit note number followed by the client order
reference. You are then given the option to either print the
invoice/credit note or store it for later printing. You are
then returned to the client record, either immediately or
after printing the invoice/credit note.

View   : Allows you to view any invoice currently in the file.
Press ´V´ and you will be asked which invoice you wish to
view, giving you the option 1 to ´X´, ´X´ being the number
of invoices in the file for a particular client.

Viewing an invoice prints the invoice to the screen. You are
then given the option to print or delete the invoice or to
return to the main client record. To keep an accurate
control of your outstanding invoices you should delete them
as they are paid. This then updates the invoice balances and
allows you to enter more invoices.

NB. You can only have up to 10 outstanding invoices for each
client at any one time. Should you require more than this
you will need to create a new client record. eg. T Smith Ltd
A/C No. 2. to accomodate them.

Produce Statement : Allows you to produce a statement.
Press ´P´ and a statement will automatically be printed out

to your printer. This will show 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 datafile into memory, press 5 followed by ´L´ to load. You
will then be asked to give the file name. On entering a valid name
your file should then load. The date will then be requested. (Note.
This date is used to automatically date invoices, credit notes and
statements and can be changed in utilities).

You will at this point be asked whether you wish to load the whole
file or just the product list and company information. If you load
the whole file you will be loading all your own details plus details
of all your customers and their outstanding invoices etc. The product
list and company information just loads your own details and
products. This is to enable you to start a new file of new clients
without having to retype all your own details again.

To save a datafile follow the same procedure as with load except that
you will enter ´S´ for save and then the file name. The file will
then be saved and you will be returned 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 and
the report will be generated.

Option 7. Utilities

This option allows the balance of memory to be displayed by pressing
´M´. You can also obtain a disk directory by pressing ´D´. There is
also a facility to change the date. This is so that you can generate
invoices, credit notes and statements at any date you wish. This is
necessary as ´invostat´ automatically dates invoices etc. with the
current set date.

Option 8. Exit

Example of Product List printout

Product List

Line No.	Product No.	Description	Value
1	113	Blue Paint	5.25
2	114	Paint Brush	0.95
3	112	Red Paint	5.25
4	116	Roller	4.00
5	119	Scraper	3.25
6	121	Undercoat - Grey	2.20
7	120	Undercoat - White	2.20
8	118	Wallpaper - plain	3.25
9	117	Wallpaper - Flowered	4.25
10	111	White Paint	5.25
11	115	White Spirit	1.25
12	122	Woodchip Paper	1.20

Example of Outstanding Invoice Report

Outstanding Invoice Report Dated 01.01.84

Inv/Cr	Order	Inv/Cr Date	Sub Total	VAT	Total
TPS001	9867	01/01/83	55.80	8.37	64.17
TPS002	9876	31/12/83	51.35	7.70	59.05
ds1001	36365	01/01/84	155.70	23.35	179.05
ds1001	verbal	01/01/84	-18.90	-2.83	-21.73
			243.95	36.59	280.54

Sales Invoice   No. dsl001

                    The Paint Shop
                    27 The Old Road
                        Ilford
                        Essex
                    01 486 6666
                VAT Reg. No. 025 4566 48

To.   Decorator Supplies
       123 The Parade
       Harlow
       Essex

Your Order No. 36365   Date 01/01/84
==
Qty.   Description   Price   Total
==

12   White Paint   5.25   63.00
20   Blue Paint   5.25   105.00
4   White Spirit   1.25   5.00

       Sub Total   173.00
       Less discount at 10 %   17.30

                                                    155.70
       V.A.T. @ 15 %   23.35

       Invoice Total   179.05
                                                 ==========

Terms. Payment 14 days from Invoice Date

Statement

The Paint Shop
27 The Old Road
Ilford
Essex
01 486 6666
VAT Reg. No. 025 4566 48

To.   Decorator Supplies
      123 The Parade
      Harlow
      Essex

                                                Date 01.01.84
==
Inv/Cr   Order   Inv/Cr Date   Sub Total   VAT   Total
==

ds1001   36365   01/01/84   155.70   23.35   179.05
ds1001   verbal   01/01/84   -18.90   -2.83   -21.73

                                  ---------   ---------   ----------
                                    136.80   20.52   157.32
                                  =========   =========   ==========

The above are now overdue and your remittance would be appreciated