

Getting Started with AnyBook

■ Where Everything Starts: The Main Invoice Screen

When you first start the program, the Main Invoice Screen appears. AnyBook has many different functions, but since invoicing is such an important part of any business, it serves as the starting point of the rest of the program. This same screen stays visible throughout the program. It is basically an electronic invoice form on which you enter the billing name, address, shipping address (if it is different than the billing address), your customer's purchase order number, date, items, etc. Once all the information is entered on an invoice, you can select FILE and PRINT INVOICE from the Menu Bar printed across on top of your screen. (The Menu Bar is discussed next).

You can move from blank to blank by using tab or your mouse. You can also move by holding down the Alt key and pressing the underlined letter. For an example, pressing Alt+S will move your cursor to the "shipping" blank.

Great Rift Company Invoicing, Billing & Sales

File Edit Go To Invoice Tools Product Tools Main Tasks Window Help

The Main Invoice Screen: AnyBook Professional Level IV

996 Date 02/08/05 Customer # 103 L 102 Drop Shipment? OPEN

BILL TO: Amazon.com (SAMPLE) L **SHIP TO:** Amazon.com

Address 1 Accounts Payable Address 1 ATTN: Warehouse

Address 2 PO Box 80387 Address 2 1 Centerpoint Blvd.

City / ST Seattle WA 98108 City / ST Newcastle DE 19720

Country Country PO Number B6633790 PO Date 02/02/05 C

Invoice Codes: Gen SAM L Reps L

Email orders@amazon.com Phone 801-344-5555 DIAL Opt

Card/Exp Card Name Approval Codes:

QUAN	CAT #	S	C	ITEM	PRICE @	TOTAL
12	BK/WTT	S		Winter Tales & Trails	19.95	239.40
10	BK/GIP	S		Guide to Idaho Paddling	18.95	189.50
5	MP/BWCAN	S		Boundary Waters Canoe Map	14.95	74.75

Total Items: 3
Quantity: 27

Overall Discount 30.0 (30.0%) Subtotal 503.65

Less Discount -151.10 Total 352.55

Consigned? No Royalty Taxable? Ship Via PRIORITY L Net Days 30 Tax (5%) 0.00

Tracking # 556889993213 S-Date Shipping 3.20 S

Total Due 355.75

PAYMENTS- Check

PAID (Elsewhere)

Paid1 17.16 Date1 02/16/05 1

Paid2 0.00 Date2 / / 0

Balance 338.59

Calculate

Help

Search

Repeat Search Repeat Search Back Repeat Forward

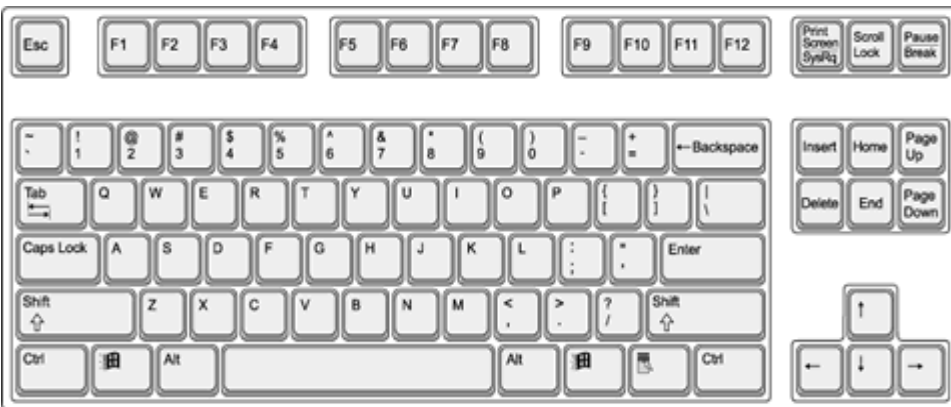
Notes:
You can type notes to yourself or to your customer in this area

■ The Menu Bar on Top of the Invoice Screen

The Menu Bar consists of FILE...GO TO...INVOICE TOOLS...PRODUCT TOOLS...MAIN TASKS...WINDOW...HELP which runs across the top of the Invoice Screen. You select menu items by clicking them with the mouse or by pressing Alt on the keyboard and the first letter of the menu item, i.e. pressing Alt+F opens the FILE menu.

■ Moving From Invoice to Invoice

You can move from invoice to invoice by pressing Page Up or Page Down on your keyboard. To go to the first invoice, press Ctrl+Page Up on your keyboard. To go to the last invoice, press Ctrl+Page Down. You can also move from invoice to invoice by clicking on one of the navigation buttons on the bottom right of the screen. The navigation buttons resemble the buttons on a VCR or CD. The right arrow button (>) goes to the next invoice, and the left arrow button (<) goes the previous invoice. The right arrow with a line (>|) goes to the last invoice, and the left arrow with a line (|<) goes to the first invoice.



Use the Page Up and Page Down keys on your keyboard to move forward & backwards through the invoices.



Using Page Down is also a way of starting a new invoice. Make sure you are on the last invoice (you can press CTRL+Page Down to get to the last invoice). Then press Page Down, and AnyBook will ask if you like to start a new invoice.

■ Getting Help

An extensive help system has been developed and is available throughout the program. To access it, select HELP from the Menu Bar on top of the screen, or click on the HELP button found on most of the dialog boxes. The function key F1 is the quick access key to the help system, and pressing it always brings up the most relevant help information. You can also hold the mouse cursor over the parts of the screen and a short description will appear.

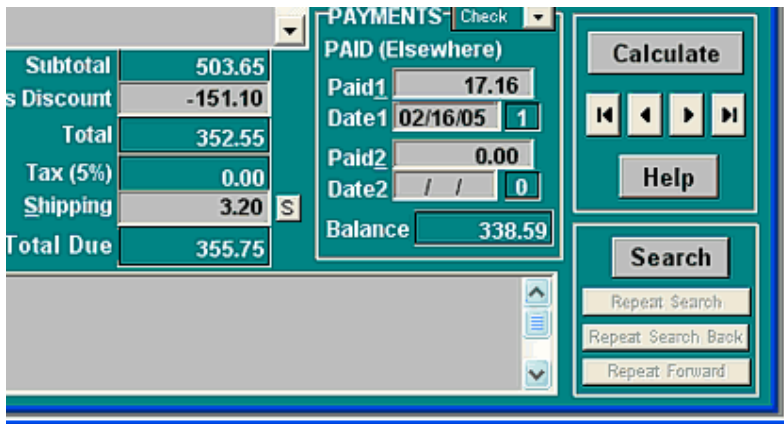
■ Searching

As your list of invoices grows, you'll probably want to use the Search feature. It is reached by selecting GO TO from the Menu Bar and choosing SEARCH. Or you can click on the "Search" button on the lower right-hand corner of the screen. In the Search dialog box you can enter the invoice number of the invoice you are looking for. Or you can enter part or all of billing name. You can even enter a state or city. The search dialog box

always searches for words first (and disregards the invoice number). If there are no words entered, it will search for the indicated invoice number.

To continue searching, click on "Repeat Search" on the bottom of the Invoice Screen (or you can select SEARCH > REPEAT SEARCH from the Menu Bar).

For specialized searches, such as searching for a certain Purchase Order number or certain product or catalog number, select GO TO > ADVANCED SEARCH.



For quick searches, click on the "Search" button on the lower right hand corner of the screen. AnyBook will search from the most recent to older invoices. If the invoice is not the one you need, click on "Repeat Search"

←

For specialized searches, such as searching for a particular product or payment amount, select GO TO > ADVANCED SEARCH from the menu bar.

■ Opening a New Invoice

To start a new invoice, go to your last completed invoice and press Page Down. OR select GOTO from the Menu Bar and choose NEW INVOICE (New Blank Invoice).

■ Saving Invoices

The program automatically saves information as you enter it. It is not necessary specifically to save invoices. However, you should always properly exit the program by pressing FILE and EXIT. This assures that all the files are closed properly and brought up to date.

When you exit, a message will appear which enables you to back-up your data files. You should always do a back-up. It's critically important. Within a short time of starting to use AnyBook, you'll accumulate a great amount of data on your business. Having a back-up is your assurance that you'll never lose that data if something goes wrong with your computer.

■ Basic Program Set Up

Before you start entering information in AnyBook, you'll want set-up the program for your business environment. The program needs to know your address for printing out invoices. It needs to know if your state or local government charges sales tax and how much, etc. All this information is entered in Basic Setup.

To reach it, select FILE > BASIC PROGRAM SET UP & PREFERENCES from the Menu Bar. A screen will appear with a series of questions and blanks. Fill in each of the blanks. To assist you, a help system has been built into the dialog box. If you use TAB to move from question to question, helpful information will appear in the box at the bottom of the screen. More help is available by pressing the HELP button.

Be sure to click on the "Business Address" tab on the top the Basic Set-up Screen. This allows you to enter your business name and address. When your address has been entered and other parts of Basic information are complete, click on FILE > SAVE & CLOSE from the menu bar. You will be returned to the Main Invoice Screen.

Basic Program Set-up

Colors / AllPrint | Networking / Currency | Sales Tax | Payment Methods | Miscellaneous
Basics | Your Business Address | Dates / Fiscal Year | Telephone / Internet | Credit Card Processing

Basic Set-up Information Default settings indicated by an asterisk *

Number of the first invoice:

What is your accounting method? Accrual Based * Cash Based

Invoice terms and starting point for customer billings: Date of Invoice * End of Month

What is the average discount rate you pay per credit card transaction (Optional):

Use the following system for shipping weight measurements: English (lbs & oz) * Metric System (Kilograms)

Setting for the Mark Paid feature (keeps track of customer payments): ON * OFF

For backing up files, what drive (and/or directory) will you be using?

Do you wish to have the program remind you to back-up your files at the end of each session? Yes * No

Check here if you pay royalties to authors or intend to pay royalties in the near future.

Information about each item above:

GENERAL INFORMATION ON HELP MESSAGES: By using TAB to move from blank to blank, help information on the respective blank will appear here. Be sure to use TAB when you want to view help information. If you use the mouse instead of TAB, the values in the radio buttons will change. INFORMATION ON FIRST INVOICE NUMBER: Type in the number that you would like to assign to the first invoice. All subsequent invoices will be numbered consecutively starting with the first invoice. Invoice numbers can range from 1 to 999999. Start with a lower number such as 1001 so you have plenty of

■ Printing

To print an invoice, make sure that the invoice you want printed appears on the screen. You can Page-Up or Page-Down to get to it. When you get to the proper invoice, select FILE and PRINT INVOICE from the Menu Bar.

The Print dialog box will appear. You can select from several different options on the top of the screen (packing list only, original and one copy, etc). Or you can set the numbers of packing slips, copies and originals in the bottom half of the box.

■ Customer Numbers & The Customer Information Database

If you have regular customers, you'll want to put them into the Customer Information Database. To do so, select MAIN TASKS >> CUSTOMER ADDRESSES AND NUMBERS from the Menu Bar. The Customer Information Screen will appear. On the screen, you can enter the name of the customer, the customer's usual discount, etc. A help system has been built into the dialog box. As you use Tab to move from blank to blank, help information appears in the box on the bottom of the screen.

Great Rift Company Invoicing, Billing & Sales

File Edit Go To Tools Window

Customer Number & Information Database

Assigned Customer Number: L Billing Group Number: Designated Main Office (Optional):

BILL TO: L

Address 1: SHIP TO:

Address 2: Address 1:

City / ST: Position / Total: Address 2:

Country: Country:

Summary Name (Billing Name, Shipping Location):

Primary Phone: Copy Primary Email:

Discount: % Terms Code or Dating (No. of Days Before Customer's Bill is Due): L

Customer's Preferred Ship Method: L Check If You Normally Pay Customer's Shipping Charges:

Check Here If Customer Wants Their PO Number to Appear on Shipping Labels: Taxable Sales? Tax Code: L

Check Here If Products Are Sent to This Customer on a Consignment Basis: No Royalty Paid on Sales to this Customer:

Codes to Copy to Invoice: Ad Campaign or General Code: L General Invoice Code: L Sales Rep Code: L

Your own one letter code (appears on customer number pop-up list):

QUICK HELP ON EACH OF THE ABOVE BLANKS:

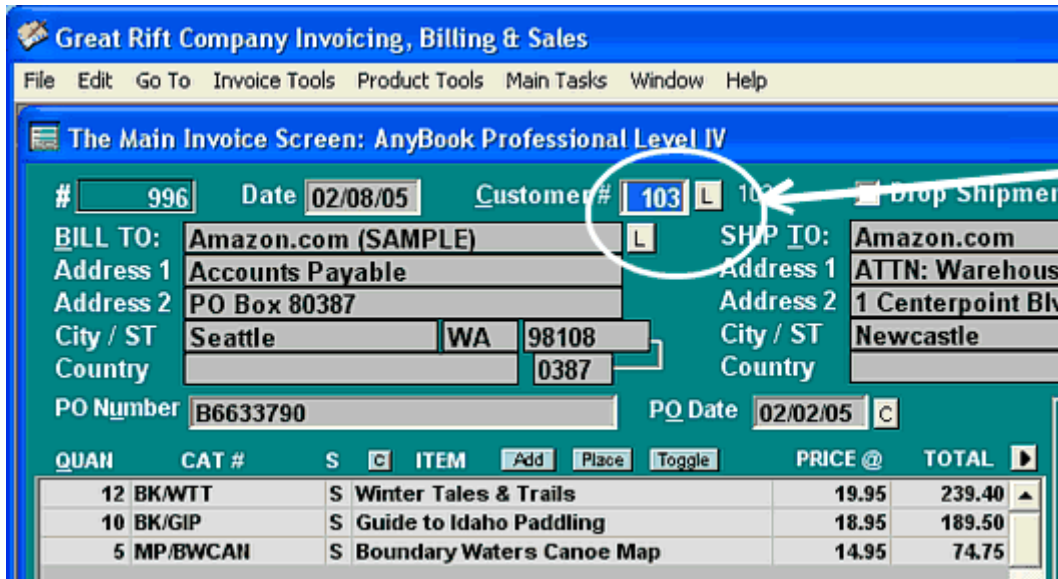
GENERAL INFORMATION ON QUICK HELP: By using TAB to move from blank to blank, help information on the respective blank will appear here. Be sure to use TAB when you want to view help information. If you use the mouse instead of TAB, the values in the check boxes will change. INFORMATION ON THE ASSIGNED CUSTOMER NUMBER BLANK: In the Customer Number blank type the number you want assigned to this customer. After you establish the first number, AnyBook will automatically insert subsequent numbers for you. If desired, you can bring up a list of available numbers by clicking on the 'L' button, double-clicking with the mouse, or by using EDIT pull down menu and selecting PASTE FROM LIST.

Click to Write Notes on This Customer:

* For more phone numbers, contact names & additional information, click Customer Contact Manager tab:

Once you have one or more customers in the Customer Information database, you can have the program automatically enter the address and other information. From the Main Invoice Screen, click on the "L" button ("L" is for "List") just after the "Customer #" blank. (You can also place your cursor in the Customer # blank

and double-click or press CTRL-L.) A pop-up list of all the customers and their numbers will appear. Select the correct customer and all information is entered automatically. It's fast and it saves you typing time.

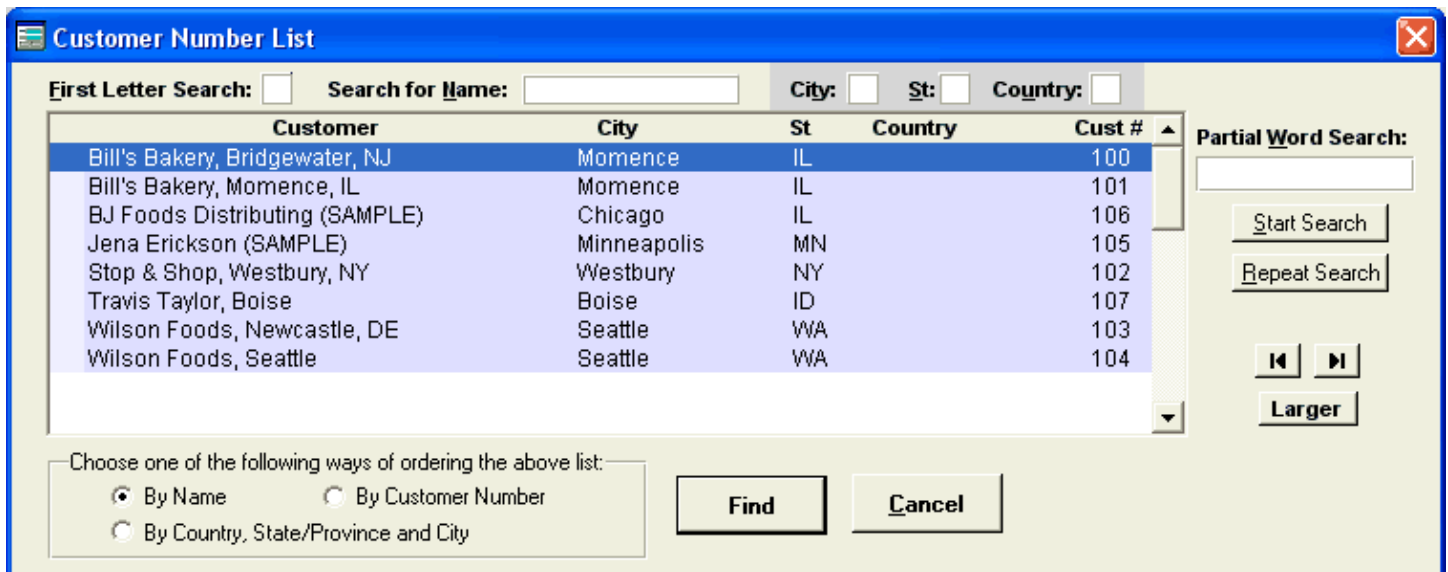


The first "L" Button ("L" is for "List") brings up a pop-up list of the customers you've entered in the Customer Database. Use the Customer Database for your regular customers.

The second "L" Button (beside the "Bill to" blank) brings up a pop-up list of ALL Customers.

Select a customer from either pop-up list and the customer's name, address and other information will be automatically entered in the blanks. It's quick and easy.

Here's what the pop-up list looks like for the Customer Database. This is what appears when you click on the first "L" described above. Select a customer, and the customer's name, address, and other information is entered on the invoice screen.



■ Customers without Numbers

You don't have to assign customer numbers to everyone. Many of your customers may be one-time or infrequent buyers. If that's the case, you'll not want to waste time assigning them a number. Just enter their name and address on the Main Invoice Form. No number is needed.

If one of your infrequent customers happens to buy at a later time, you won't have to re-type their address. You can bring up their name by clicking the "L" button just after the "Bill To" blank. (You can also place the cursor in the "Bill-to" blank of the invoice and press Ctrl+L or double-click the mouse). A pop-up list of all past customers will come up. Press the first letter of the customer's name and you can move through the list until you find it. Click on OK and the program will automatically enter the address and other information directly on the invoice.

■ Important Note

It's always important to use the pop-up lists, as described above, when entering customer names and addresses. When AnyBook prepares billing statements, it assumes that the billing name will always be spelled exactly the same on invoices. (Capitalization, punctuation and spacing must be the same as well.) It's really no problem to make sure the names are the same. The pop-up lists make it easy. They're faster and more efficient than re-typing the name, and at the same time, the use of pop-up lists assures you that the customer's name will be consistent on all invoices, and all processes in AnyBook will work properly.

■ Product Items & Catalog Numbers

To get to the Product Information Database, select PRODUCT TOOLS > PRODUCT INFORMATION AND CATALOG NUMBERS. The following screen appears:

Product Information Database

Catalog Number: Categories Retail Price: Calculator Cost:

Item's Name: Number of Products in a Case (Optional):

Other Identifier (Optional): Label to Use for Other Identifier: (Part No, ISBN #, etc. Limit: 15) (Select one or add your own. Limit: 5)

Weight Per Unit (Optional): lbs oz Not Applicable: Product does not have weight

Carton Dimensions (Optional): Length Width Height Measured Unit (Optional):

Other Prices (Optional): \$ \$ More Prices & Set-up Price Names:

Status (Optional): Temporarily Out-of-Stock Permanently Out-of-Stock Low Inventory Warning (Optional):

The following information is not required, but it allows you to keep track of your inventory at any given time--and it's helpful for tax accounting and sales reports. Whenever you begin selling a new product or add inventory to an existing product, enter the information below.

To enter STARTING inventory: To make ADDITIONS to the product's existing inventory: Inventory Added: Date Inventory Added:

Notes: To copy this record to the Stock Ordering Database (for creating PO's):

Note: double quotes are changed to single quotes during printing process. If you specifically need double quotes, type two single quotes: ''

The Product Information Database is used for your products. You don't necessarily need to use the Product Information Database. You can type in product names and prices directly on the invoice and get by fine. But if you enter products in the Product Information Database, you'll be able to take advantage of a number of helpful features built into AnyBook. One feature enables you to have product information entered on the Main Invoice Form without having to type it. Another is the ability to check inventory levels of your products whenever desired.

You don't have to fill in all the blanks on the Product Information Database Screen. Many are optional, and it's up to you whether you want to use them. All you really need to enter is information in the first three blanks: catalog number, retail price and item's name.

Choose a catalog number that is easy for you to remember. This is a number for your own use which will be entered on the Main Invoice Form. You can use up to fifteen letters or numbers.

The bottom half of the Product Information Screen can be used to enter information about inventory and the cost of the item. This information is not required, but if you'd like the program to keep track of your inventory, you'll want to enter it.

The products that you sell to a customer are entered in the Item Area in the middle of the Main Invoice Form. There are a number of different ways of entering catalog numbers and other product information. One of the easiest is to click the small, light blue "Add" button (just above the Item Area). A new row will be added to the Item Area and a pop-up list of products will appear.

The pop-up list will show all the products that you've entered into the Product Information Database. Once a product is selected from the list (and the quantity entered), it will be placed in the newly created row in the Item Area.

The screenshot shows a software interface for an invoice. At the top, there are fields for City/ST and Country for two locations: Seattle, WA 98108 and Newcastle, DE. Below this is a PO Number field (B6633790) and a PO Date field (02/02/05). The main part of the interface is a table with columns: QUAN, CAT #, S, C, ITEM, Add, Place, Toggle, PRICE @, and TOTAL. The table contains three rows of items: 12 BK/WTT Winter Tales & Trails (19.95, 239.40), 10 BK/GIP Guide to Idaho Paddling (18.95, 189.50), and 5 MP/BWCAH Boundary Waters Canoe Map (14.95, 74.75). Below the table is a summary section with fields for Total Items (3), Quantity (27), Overall Discount (30.0, 30.0%), Subtotal (503.65), Less Discount (-151.10), Total (352.55), Tax (5%, 0.00), Shipping (3.20), and Total Due (355.75). There are also checkboxes for Consigned?, No Royalty, and Taxable?, and a Ship Via field (PRIORITY) with Net Days (30). A Tracking # field (556889993213) and S-Date field are also present. A white circle highlights the 'Add' button in the table header.

Once you've entered one or more products in the Product Information Database (see previous page), you can easily enter them on the invoice.

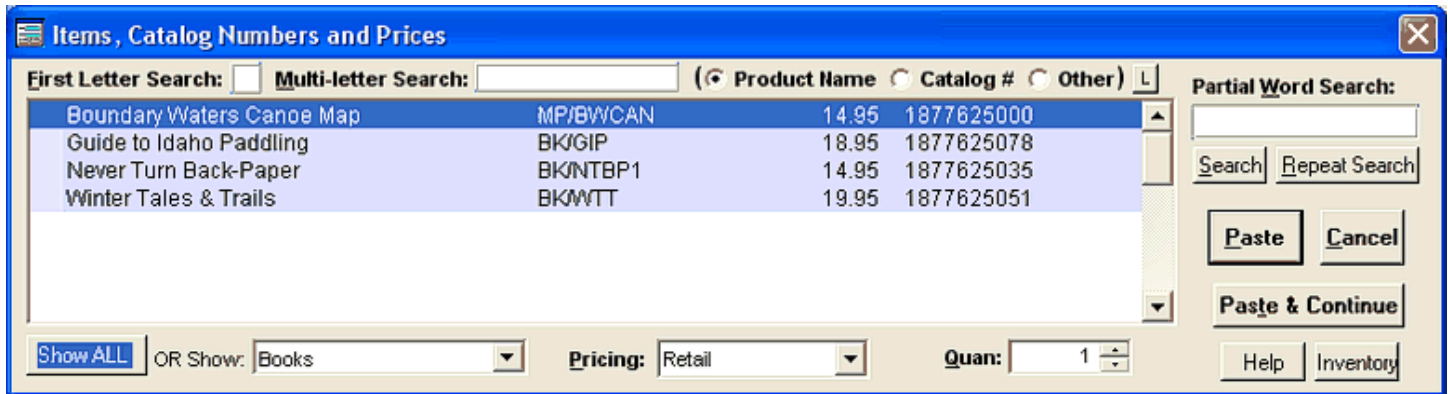
To add a product, click the "Add" button.

A pop-up list will appear with your products. Select the product and its catalog number, name and price will be entered for you.

You're probably wondering what the "Place" and "Toggle" buttons are for (they are circled on the previous page). Use the Place button to paste a product over an existing product on the list. For example, if you accidentally entered "Winter Tales and Trails" but wanted "Summer Tales" instead, you would place your cursor on "Winter Tales," click on the "Place" button. The product pop-up list would appear. Select "Summer Tales" on the pop-up list and it will replace "Winter Tales" in the Item Area.

The "Toggle" button brings up Alternative Product entry mode. It's for your convenience, providing you with an entirely different way of entering products. From the two, you can pick the entry method you like the best.

Here's a look at what the Product pop-up list looks like. To add a product to the Item Area on the invoice, select the one you want and click on "Paste."



People work in different patterns. That's human nature, and, thus, AnyBook gives you all sorts of ways of entering products. For example, here's another way you can enter products: Enter a number directly in the Quantity (QUAN) column. Then, to enter a catalog number, press CTRL+L ("L" is for "List"). A list of all of your products will appear. Select the proper product and the item's name and price will automatically be entered in the blanks. There are even more ways, but this is plenty for a start.

■ Calculating Totals

The program automatically calculates totals. Sometimes, however, if you make a price or quantity or discount change and the cursor is not moved, you may need to manually tell the program to do the calculations. To do so, press "Calculate" button on the bottom right of the screen.

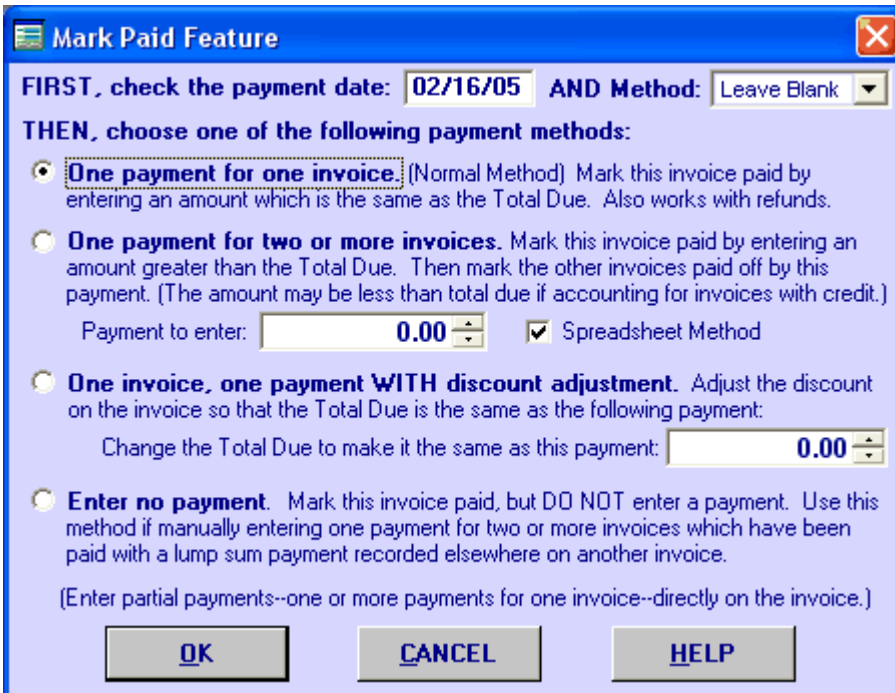
■ Payments by Customers

When a customer makes a payment, use the Mark Paid feature. To access it, select INVOICE TOOLS and choose MARK INVOICE PAID.

Once the Mark Paid dialog box appears, you'll have several choices. If the customer paid off the invoice, the select the first or default choice. Once you select this option and clear the dialog box, you see that under PAYMENT, it will say STATUS: PAID.

This system makes it easy for you to page through the invoices and spot those that are paid. The use of this feature also works nicely for your billing statements. Any unpaid invoices will be marked with an asterisk (*) making it easy for both you and your customer to keep track of payments.

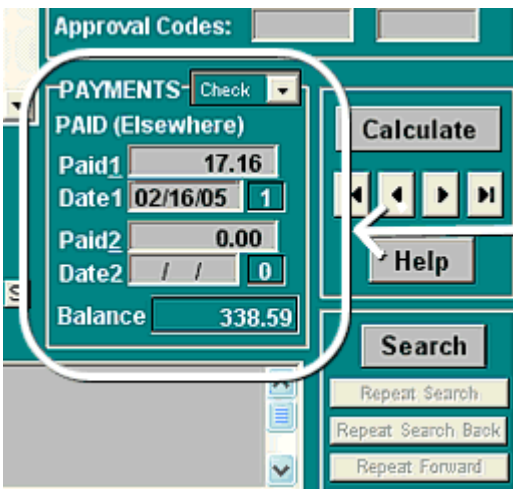
If a customer pays off more than one invoice in a lump sum payment, choose the second option. You can enter the payment amount and then enter each of the invoice numbers which were paid off by the customer's payments. Each of those invoices will have the following in the Payment Box: "PAID (Elsewhere)." That means that the invoice has been paid by a lump sum recorded on another invoice. You'll find the number of that invoice recorded in NOTES on the bottom of the Invoice Screen.



You can enter payments directly on the invoice in the "Payment Box" (see below) or you can use the Mark Paid feature (shown to the left). What's nice about the Mark Paid feature is that it will enter the amount for you.

It is reached by selecting INVOICE TOOLS > MARK INVOICE PAID. Or you can reach it by right-clicking on the invoice screen in most places except the bill or ship name blanks. A small menu will appear from which you can select "Mark Invoice Paid."

Payment Box:



The Payment Box is found on the lower right hand corner of the Main Invoice Screen. You can enter payments directly in the box, or let the Mark Paid feature enter the amount for you.

■ End of the Getting Started Section

This has been a quick introduction to some of the basic invoicing functions found in AnyBook. You'll find more details about these features and the many other features of the program in the help documentation that is built into AnyBook.