



The Windows **Accounts Receivables Database** program

- maintains list of all customers
- keep up with record creation dates
- uses a handy comment window for entering extensive notes about customers
- prints detailed customer listings
- prints labels
- maintains a sales history when used with the invoicing programs
- includes all of the Customer File database features
- prints statements and aging reports

Installing the program disk

Installing the DEMO DISK or the REAL PROGRAM is easy.

In Windows 95-98 just select "START/RUN" and type "A:SETUP".

In Windows 3.1 select "FILES/RUN" type "A:SETUP".

All programs will be placed in the selected directory along with sample data files. During installation the program will check to see if you contain certain Windows DLL files and will install these in the system sub-directory if required.

Getting acquainted with the program

Click on the "Help" file in the program group to learn more about the program. Click on the inventory icon to run the program.

Once you are in the program you can access help at any time by pressing the "F1" function key. The program is "context sensitive"; meaning it will jump to the part of the help manual which relates to this part of the program.



The setup configuration screen

Click on the "Setup" selection from the main screen.

The data file path is used when networking the data file on a network installation.

The program can be instructed to automatically assign account numbers each time you start to enter a new account. If "10000" was the last number used it will increment to "10001", then "10002". The account numbers must be numeric for this to work. There are four comment fields on the screen. The labels for these accounts can be renamed.

This is normally done when used with the invoicing program because those programs use these fields for terms of sale, FOB point, etc.

SYSTEM CONFIGURATION

DATA FILE PATH Dir

COMPANY

ADDRESS

CITY TX ZIP CODE

Have system assign account numbers Y/N

User Field 1 Comment 1

User Field 2 Comment 2

User Field 3 Comment 3

User Field 4 Comment 4

SAVE EXIT

Customer entry

The customer item entry screen is neatly organized to quick input of data.

You can easily "Clone" one stock number to another number without entering any of the detailed information again by clicking the "Copy" button.

Enter the name and address of the member or company.

A memo box is provided for entering notes about the customers.

Customer File Database

Customer ID Creation Date ?

First Name Last Name

Company

Address

Address

City St. Zip

Phone No. Fax No.

Region

Comment 1 Comment 2

Comment 3 Comment 4

Memo

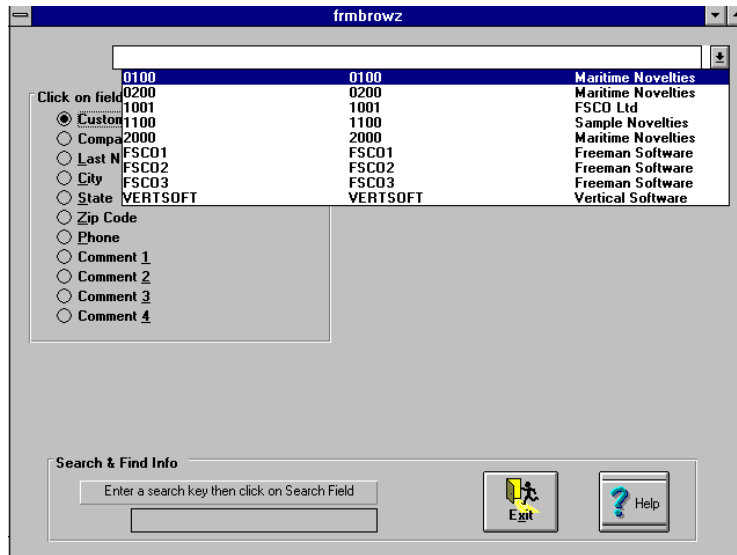
History Balance

Motion Buttons: Last Next Find Browse

Update Buttons: Add Item Delete Copy Save Exit

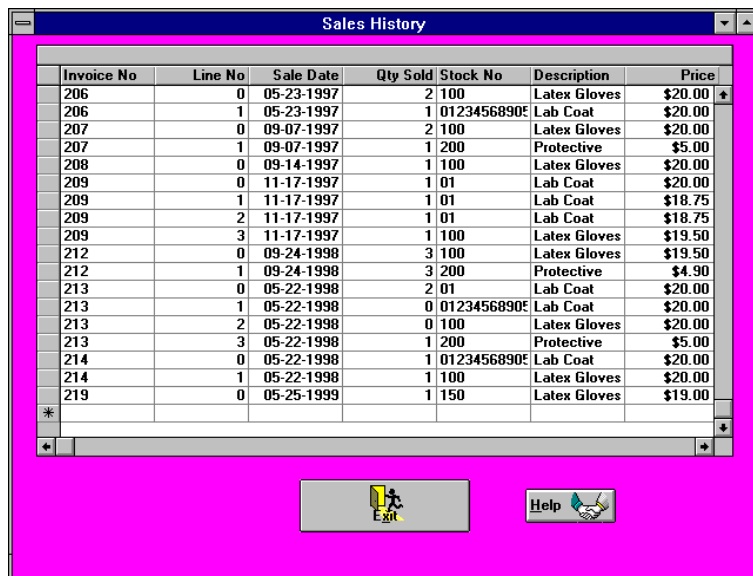
Browsing for accounts:

You can browse for customers with the powerful search engine included in the program. Click on any of the descriptive fields on the left to drop down a list of the file sorted in that order. There is a field at the bottom of the screen for a “search key”. Enter a key word to narrow down the search. If you type “Garland” and click on “City” you get a complete listing of only those items which match that search.



Viewing sales history files

Click on the “View History” button. When used with one of the invoicing inventory programs this will show the sales history on the customer. The sales history lists everything they have purchased, the invoice number, dates of purchase, quantity, stock number, description and price. Individual lines can be deleted by clicking on the left gray margin in front of the invoice number that will reverse color on the entire line. Press the “Del” key to delete the line.



Customer balances

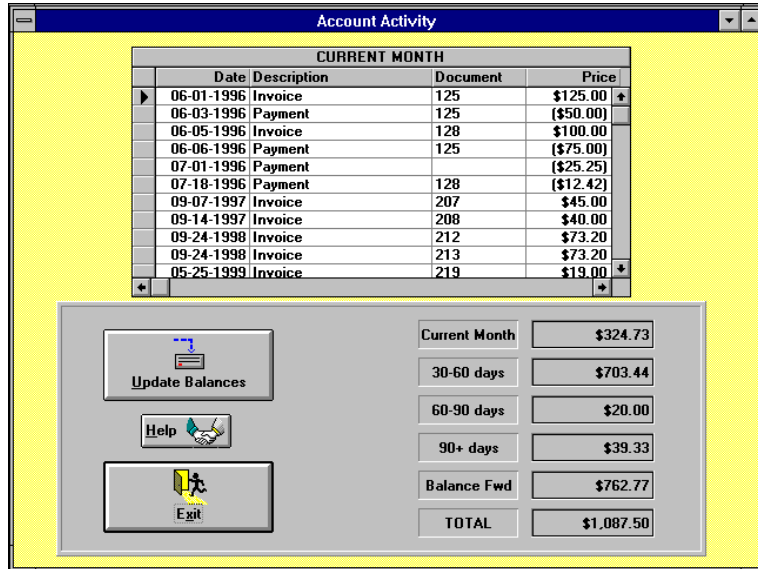
From the customer account screen you can click the button labeled “Balance”. This shows the customer account status at this moment.

The numbers at the right are the total sum of the current month (current payments and invoices) and the aged balances.

If the customer paid against the aged balances during this current month the balances will not reflect this until the end of the month.

Use the scroll bar at the right of the grid to scroll down the list if the grid is full. This demo shows several months and years of entries that would not be normal. It is shown for display purposes only.

The aged balances can be changed and updated.



The screenshot shows a window titled "Account Activity" with a table of transactions and a summary panel. The table has columns for Date, Description, Document, and Price. The summary panel includes buttons for "Update Balances", "Help", and "Exit", and a table of balance figures.

CURRENT MONTH			
Date	Description	Document	Price
06-01-1996	Invoice	125	\$125.00
06-03-1996	Payment	125	(\$50.00)
06-05-1996	Invoice	128	\$100.00
06-06-1996	Payment	125	(\$75.00)
07-01-1996	Payment		(\$25.25)
07-18-1996	Payment	128	(\$12.42)
09-07-1997	Invoice	207	\$45.00
09-14-1997	Invoice	208	\$40.00
09-24-1998	Invoice	212	\$73.20
09-24-1998	Invoice	213	\$73.20
05-25-1999	Invoice	219	\$19.00

Current Month	\$324.73
30-60 days	\$703.44
60-90 days	\$20.00
90+ days	\$39.33
Balance Fwd	\$762.77
TOTAL	\$1,087.50

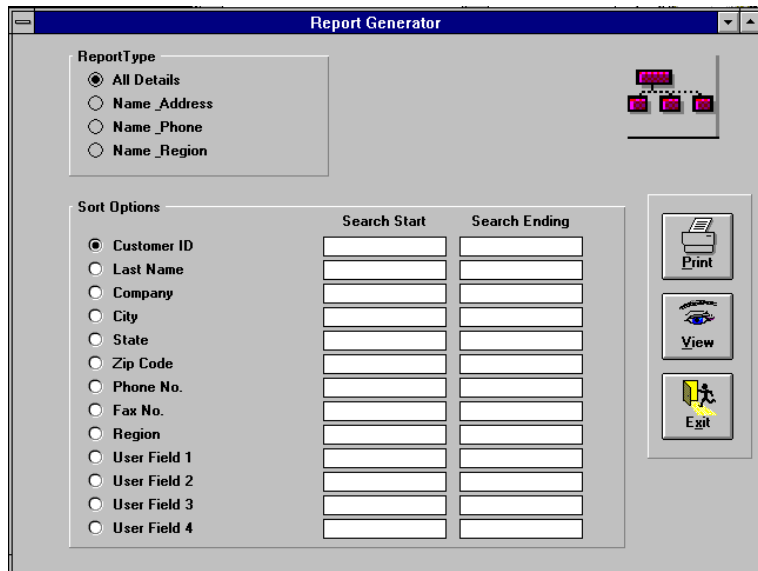
Report printing selections

Select a type of report. Choose a field to be sorted in order to get the report in a specified order.

Specify a search range 'from' and 'to' on any field available on the screen.

Now, print the listing or view it on the screen.

You can print labels from the label printing screen using a wide selection of Avery© labels.



The screenshot shows a window titled "Report Generator" with several sections for configuring a report.

Report Type

- All Details
- Name_Address
- Name_Phone
- Name_Region

Sort Options

- Customer ID
- Last Name
- Company
- City
- State
- Zip Code
- Phone No.
- Fax No.
- Region
- User Field 1
- User Field 2
- User Field 3
- User Field 4

Search Start and **Search Ending** fields are provided for each sort option.

Buttons for **Print**, **View**, and **Exit** are located on the right side of the window.

Exporting data to text files

Select the "Export" option. The program can export the customer information to an ASCII text file for use in other programs.

Click on the square in front of the field selection name that should be exported to file.

You can specify a search range "from" and "to" to limit the search to a City, State, or key words in the special comment fields.

The "format" button is used when zip codes or phone numbers are being exported.

This determines the format in which the data is written to file. Zip codes can be written as "75043-1546" or "750431546".

Phone numbers can be written as "*(972) 840-1119" or "972841119".

The second choice is called "raw data" and would be used if your other program that uses this data will be capable for formatting the text properly.

Click on "Directory" to pick a file name into which you will store the data. Then click "Export" to write it to file.



Summary of features

The program is designed to maintain a customer data base, mailing list and reference file.

It can be used for memberships.

It will print page listings of parts or the entire data file.

The program will print mailing labels sorted by zip code, city, name, or any text field.

The Windows Accounts Receivables program is a first choice by many businesses.

- Auto Parts Sales
- Hobby Stores
- Manufacturers
- Pet Stores
- This program is an **additional cost**. It is used with all the invoicing programs
- This program includes all the features of the Customer File database program
- Book Stores
- Muffler Shops
- Mail Order Businesses
- Retail Stores
- Craft Malls
- Music Stores
- Novelty Stores
- Wholesalers

The program supports a number of peripherals supplied by Freeman Software, Inc.

- Bar code scanners (KB type) , laser, CCD, image scanners
- Thermal label printers

Full feature demos are available on disk or CDR.

Ask for a catalog and our suggestions on prices for the right products for your business. Our trained staff will be able to help you with your decision.



For more information just call or E-mail us.
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