



TRANSFORM LTD.  
Sales/Purchase Ledger Invoicing.

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Transform Ltd.  
Sales/Purchase Ledger Invoicing.  
Introduction.

- a. This program is written for use with Discovery 1. or Discovery 2. using the built in centronics interface, printer control codes within the program are for Epson or similar printers, all the instructions are enclosed for changing these codes for other printers see Page 17 ref (d).
- b. Format a disk and label it as 'DATA', if you are using Discovery 1 you will be prompted to place this or the program disk in drive 1. If you are using Discovery 2. you should use the program disk in drive 1 and data disc in drive 2 also see Page 17 ref (f).

To load the program.

- c. Place program disk in drive one and press 'RUN', 'ENTER'

Setting up name and address.

- d. Press "Q" from the invoice menu.
- e. You will see a flashing cursor in the top left hand corner of the screen, you can now set up your name and address to be printed at the top of the invoice 64 columns by 7 lines. To change type styles see Page 17 ref (d).
- f. You can use the standard word processing functions to set up your address i.e.

Caps shift "5" "6" "7" "8" to move cursor.  
Symbol shift "s" (NOT) to delete a line.  
Symbol shift "y" (AND) to add a line.  
Symbol shift "q" (<=) to move text to left.  
Symbol shift "e" (=>) to move text to right.

- a. When you have typed in all the information (do not forget your VAT no.) press EMODE, you will then be able to print an example of the invoice by pressing "p" when you are satisfied with the result press "S" to save name and address on the program disk.
- b. Press "Q" to return to invoicing program.

Setting up new accounts.

- c. Press "U" from the invoicing menu (if you are using Discovery 1. the program will prompt you to place the program disk in drive 1).
- d. Press "U" when the accounts menu is displayed and then press "Y" to confirm.
- e. You will then see the cursor flashing in the accounts no. box. Type in the account name, number or ref., use upto 10 characters do not use spaces, then press ENTER.
- f. Next type in the name and address pressing ENTER after each line also the delivery address if applicable.
- g. Commence by entering the date and the opening balance, you can only type in the extreme left hand box on the first entry, so do not try and enter an invoice or payment as the first entry.

- a. If after you have entered the opening balance you wish to enter details of payments or invoices press ENTER, all these totals will be added or deducted from the opening balance. Payments, and credit notes should be entered as minus numbers.
- b. When you have finished press EMODE the program will then save this account onto the 'data' disk.
- c. To find out the account's names simply catalogue the disk.

To update an account.

- d. Having loaded the accounts program press "S" to save and load.
- e. Press "G" to load an account.
- f. Press "Y", WARNING loading a new account will overwrite the current account in the memory.
- g. Enter the account number, name or ref. and press ENTER.
- h. When the account has loaded you will see the last 10 entries of the account displayed, you will then have the following options.

Press P to print a statement	(p=print)
Press L to print an address label	(L=p/lab)
Press D to print delivery address	(D=p/del)
Press R to print remittance note.	(R=p/rem)
Press T to add items to statement.	(T=add to st)
Press A to type address	(A=t/add)
Press Q to change details	(Q=ch/de)

Press S to clear statement (S=c/all)  
Press E to clear delivery address (E=c/del)

Press EMODE for Main Menu.

Print Statement.

- a. If you have pressed "P" the program will ask if you require to print your company name, press "Y" or any other key, the program will ask you the number of copies required.

Print Label

- b. Press "L" the program is set up to print standard sticky labels 95mm \* 36mm.

Remittance Note.

- c. The program will allow you to print a remittance note by pressing "R" you will then be asked if you wish to print your company name, press "Y" or any other key. You must enter the ref. number, then press ENTER, then enter the number of copies. Note that the printer form feeds between each remittance note, if you wish to change this see printer notes.

To add entries to statement.

- d. Press "T" you will then see a flashing line, use keys "6" and "7" until you reach the entry you want to update, (caps shift "6" and caps shift "7" will scroll 10 entries at a time. Having reached the entry you want to change press ENTER, you will then see a cursor flashing, enter in the relevant information using ENTER to move to the next box.

a. Note all cheques or credit notes should be entered as minus numbers. It is possible to use Caps shift "6" and caps shift "7" to move up and down the statement. If for any reason you type in an entry that gives an error code "NONSENSE IN BASIC" enter GOTO 1 then keep pressing EMODE until you reach the main menu and delete this entry.

b. To return to the main menu press EMODE.

To Change details.

c. When the statement is printed you will be able to print notes at the bottom of the statement i.e. "PAY NOW" these can be typed in by pressing "Q" you can type a maximum of 2 lines 64 columns.

Clear Statement.

d. Should you for any reason need to completely clear a statement press "S" you will then be asked to press "Y" to confirm.

Main Menu.

Press Y to return to statement.  
Press S to save and load.  
Press C to recalculate statement.  
Press U to set up a new account.  
Press D to change date.  
Press E to erase top entry.  
Press B to erase an entry.  
Press M print all statements.

Change Date.

e. Press "D" the program will then allow you to enter

the date which will be printed on all statements.

Erase top entry.

- a. Press "E" the program will then allow you to press "Y" to confirm.

Erase an entry.

- b. Press "B" and enter the ref. you require to be erased, this will then be displayed, you must press "Y" to confirm or any other key to return to the menu. Note if you erase an entry from the middle of the statement you will have to recalculate the statement.

Print all statements.

- c. This facility is extremely powerfull and will enable you to total all accounts, print all statements, print labels for all accounts. You can also backup files to other disks.
- d. Press "M" the program will then catalogue the 'data' disk, you will then see displayed all your account numbers/references together with an entry number, the disk name and available memory space.
- e. The ">" will be displayed by the first account, you can select this account by pressing "S" or move to the next account by pressing ENTER or cursor keys, repeat this procedure until you have selected all the accounts whose statements you want to print or total. If for any reason you want to erase a file press "E" and the program will ask you to press "Y" to erase current file. Having selected

the accounts press "M" to return to the menu.

Print all statements menu.

Press T to print all outstanding totals.

Press P to print statements.

Press A to print addresses.

Press S to scan accounts.

Press R to return to invoicing program.

Press E to enter date.

Press C to cat. another disk.

Press U to return to accounts program.

To print all outstanding totals.

- a. Press "T" the program will then ask you to press "A" for all accounts "S" for selected accounts or "R" to reset.
- b. Having pressed "A" the program will list and total all selected accounts.
- c. Pressing "S" will list and total only selected accounts.
- d. Pressing "R" will enable you to reset the selection.

To print Statements.

- e. Press "P" the program will then ask if you want to print all or selected accounts. Note that this facility will only print the last page of the statement, not all entries on the statement see page 4 ref (a). to print all entries.

To print addresses.

- a. This facility will allow you to print a mailing list to all your account customers. The program will print all or only selected accounts, delivery addresses or account address.
- b. Press "S" the program then asks if you want to scan all accounts or only selected accounts.
- c. Having made your selection the program will display the details of the first account including the last entry, you can then:-

Press A to print the address.  
Press C to change account number.  
Press S to print a statement.  
Press D to delete address  
Press B to make a backup copy.  
Press N for the next account.  
Press M to return to the main menu.

- d. To change the account name/number press "C" this will then allow you to enter a new name/number, the program will then erase the old account and save the new account.

Save Program.

- e. Having pressed "S" from the main menu you will see the save menu displayed.

## Save Menu.

Press S to save the program.  
Press D to save the statement.  
Press 9 to catalogue drives.  
Press 7 to erase a program/file.  
Press B to make a backup copy.  
Press J to load another program.  
Press G to load an account.  
Press Q to load invoicing program.

Press ENTER to return to menu.

## Save program.

- a. You should only use this option if you have made any alterations to the basic program. This option erases the main program called "run" and re-saves it on drive 1.

## Save statement.

- b. To save the statement press "D".
- c. To make a backup copy of the accounts program press "B" and follow the prompts disk 1 is source disk, disk 3 is the destination disk.
- d. WARNING this clears all current data, ensure that the current account has been saved.
- e. The program formats the drive before saving the programs, do not use a disk containing programs you want to keep.

## Invoicing.

- a. Entering 'RUN', 'ENTER', you will then see the main menu displayed.

Press Y to return to invoicing.  
Press S to save and load.  
Press A to add items to price list.  
Press P to print price list.  
Press C to change VAT rate.  
Press U for accounts.  
Press Q to set up name and address.

## Prepare an invoice.

- b. Press "Y" from the main menu, you will then see the layout of the invoice, there is also a menu displayed at the bottom of the screen.

Press P to print all.....(P=p/all)  
Press L to print label.....(L=p/lab)  
Press D to print delivery label....D=p/del)  
Press T to type invoice.....(T=t/inv)  
Press R to type credit note.....(R=t/cre)  
Press O to type an order.....(O=t/ord)  
Press A to type address.....(A=t/add)  
Press U to update invoice.....(U=ch/inv)  
Press Q to change details.....(Q=ch/det)  
Press S to clear all.....(S=c/all)  
Press G to clear address.....(c/add)  
Press E to clear delivery address....(c/del)  
Press X to add to account.....(x=add to acc)

Press EMODE to return to menu.

Type an invoice.

- a. Press "T" you will then see a flashing cursor along side the account no:. If you are sending an invoice to an account customer enter account no. and press ENTER. If this is not an account customer press ENTER to skip this entry.
  
- b. Having typed in the date, invoice number, and ref you can start entering items on the invoice. You will then see the number 1 appear under Ref and the cursor will be flashing under Quantity, you then type in the quantity and press ENTER the cursor will then be under details. Should you have entered items on the price list (see page 15 ref a) you can now type the ref. number as on the price list i.e. a number between 1-200 and press ENTER the program will then enter the details together with the unit price. However, if you are invoicing an item not in your price list, enter the details and press ENTER, the cursor will then be under unit price (if this is an item from your price list, the unit price will be displayed) enter the unit price and press ENTER. Should you need to enter a long description i.e. more than 32 characters, type in the first line of the description, press ENTER then enter "c" this will enable you to type in more text. You can enter upto 19 items on each invoice.
  
- c. When you have entered all the items enter "t" instead of the quantity, the cursor will then move to postage, any amount entered in this box will be exempt of VAT, if this does not apply press ENTER. The cursor then moves to the discount. If there is no discount skip this entry by pressing ENTER follow this procedure for Settlement discount and

VAT.

- a. Now enter details of this invoice i.e. terms, method of payment etc. You can enter 2 lines of 64 characters, then press ENTER, you will see the menu displayed.
- b. Whilst entering invoices note that "NOT" (symbol shift "S") will clear a line in a box, caps shift "7" will move the cursor back to the previous box. Caps shift "5" and caps shift "8" will move the cursor left and right within a box. ENTER will allow you to skip over boxes and EMODE (caps shift and symbol shift) will return you to the main menu.
- c. You can type minus numbers in the unit price, note that the program will only accept numbers if they are correctly entered.
- d. Whilst every effort has been made to error trap entries if the program gives an error code "NONSENSE IN BASIC" use GOTO 1 and clear the invoice and start again.
- e. To type an order press "O" from the menu and repeat the above procedure.
- f. To type a credit note press "R" all entries should be entered as minus numbers.

To print.

- g. Press "P" from the menu, the program will then ask you if you want to print your company name, press "Y" or any other key. You should then enter the number of copies required, the program will form

feed between invoices, ensure that your printer is set before you start printing.

- a. To print an address label press "L", the program is set up to print on standard tractor feed labels. 95mm \* 36mm
- b. To print a delivery address label press "D".

Others.

- c. Should you need to change an invoice press "U" the cursor will then go to the first entry on the invoice press ENTER until you reach the entry you want to change.
- d. At what ever point you enter "T" the program will clear all entries below this.
- e. If you just wish to type an address press "A".
- f. To clear an invoice press "S" this will clear the invoice leaving only the date, invoice number and ref. ready to type the next invoice.
- g. Should you have typed an invoice to an account customer you will see flashing "This invoice has not been entered on the account" this will remind you, even if you do not want to add this to the account press "X" "N", if you do want to add this to the account press "Y". The program will then transfer the invoice/order number, date and totals to their account.

Adding item to price list.

- a. Press "A" from the main menu, you will then see a flashing line use Caps shift "6" and caps shift "7" until you reach the ref you require to be entered, then press ENTER, First add details of the item and press ENTER then the unit price, the program will then add the VAT. Continue this procedure until you have entered all the items then press EMODE (Caps Shift and symbol shift) the program will then erase the previous price list on drive 1 and save the new price list.
- b. Note that whilst entering items caps shift "6" and "7" will allow to move the cursor up and down.
- c. To print a price list press "P" from the main menu, the program will then ask you to enter the number of copies i.e. 1-9. Note the program is set up to skip perforations ensure that your printer is correctly set before starting to print.

Load accounts program.

- d. Press "U" from the main menu.

Save and load.

- e. Press "S" from the main menu.

## Save menu.

Press S to save the program.  
Press 9 to catalogue drive.  
Press 7 to erase a file.  
Press B to make a backup copy.  
Press C to set up control codes.  
Press O to save price list.  
Press M to load another price list.  
Press K to save and load invoice.

Press ENTER to return to main menu.

- a. Pressing "S" from the save menu will erase and re-save the run program on drive 1, you should only use this option if you have made an alteration to the basic program.

## Backup copy.

- b. Press "B" and follow the prompts disk 1 is the source disk, disk 2 is the destination disk.
- c. Note that this formats the disk before saving the programs, do not use a disk containing programs you want to keep.

## Save price list.

- d. Should you require more than 200 items on your price list or you need a different price list for certain customers, press "O" from the save menu, then enter the name of the price list, do not use the name "pricelist" having entered the name press ENTER, the program will then be saved on this disk. When the program has been saved press "A" from the

main menu, then press "0" to clear all entries and enter you new items as described on page 15 ref (a). Then when you press EMODE the new price list will be saved on the price list disk.

- a. These price lists can be reloaded at any time by pressing "M" from the save menu.
- b. You will know when another price list is in the memory as the name of the price list will be displayed under the main menu.

Save and load invoices.

- c. Press "K" from the save menu, press "S" to save the current invoice the file name will be the invoice number. To load an invoice press "J" and enter the invoice number.

Printing control codes.

- d. Press "C" from the save and load menu. The program will then display all the control codes. To code any of these codes press the letter adjacent to the codes to be changed i.e. A-R, the ">" symbol will then be display be the first code either enter the new code or press 'ENTER' to move to the next code.
- e. If you have any problems translating your printers control codes telephone our Technical support number '01.658.6350'

Discovery 2.

- f. If you are using Discovery 2 press 'S'.

## Notes.

- a. If for any reason the program stops Enter GOTO 1 do not use CLEAR or RUN at any time as this will clear all the data.
- b. If an invoice will not save onto an account try packing disk (see Discovery manual).
- c. If the program will not print all outstanding totals, check that there are no files on the data disk that are not accounts. Try loading each account separately to check they are not corrupted. Erase file or corrupted account.

## Colours.

- d. This program has been developed on a high resolution black and green monitor (available from Transform Ltd) if however you wish to change the colour press "0" when the main menu is displayed and then change the following variables in line 9500

bo =the BORDER colour.  
pa =main paper colour.  
pal =other paper colour.

A good combination is bo=1 pa=7 pal=6

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