

SHARP

Business Software

MZ-80A

INVOICING

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MZ80 - 05C

INVOICING

User Guide

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Introduction

Welcome to INVOICING, one of a series of programs which together provide a complete range of business software for the SHARP MZ-80A Personal Computer.

INVOICING may be used in conjunction with DIRECTORY which maintains account names and addresses and PRICE LIST which maintains product descriptions and prices. A file produced by INVOICING may also be used by STOCK CONTROL to automatically update stock figures.

No previous experience of working with computers is necessary to operate INVOICING successfully. There are easy to follow displays, taking the form of questions to which the user selects the appropriate reply.

The conventions adopted in INVOICING are followed throughout the other programs in the series making them equally easy to use.

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Program Description

INVOICING provides comprehensive facilities for the production of invoices and credit notes for both account and cash customers on either plain or pre-printed stationery.

Customer names and addresses and product details can either be entered in full each time or automatically retrieved from file.

There is automatic calculation of extended prices, discounts, settlement discounts, gross totals, nett totals, VAT and for cash customers if the payment received is entered the change to be given is displayed.

Each invoice and credit note is printed with a complete VAT analysis.

A summary is kept for the entire invoice run showing the number of invoices and credit notes that have been issued together with the respective cash, account and VAT totals.

A day book may be output to cassette tape which can later be used to update sales accounts, analysis and stock files automatically.

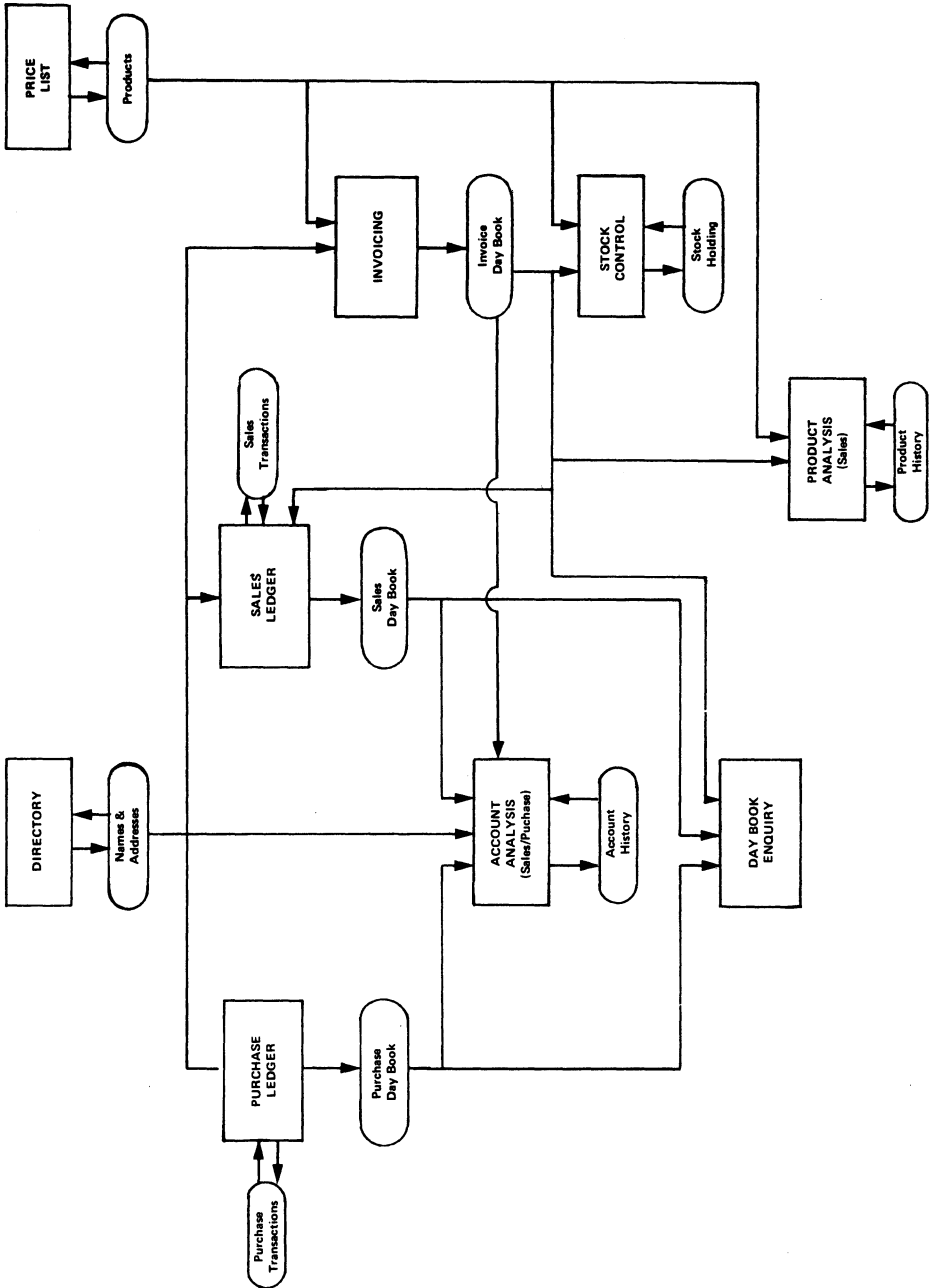
Interfaces to other programs

The Name and Address file maintained by the DIRECTORY program may be read for account details.

The Product file maintained by the PRICE LIST program may be read for product details.

The Invoicing Day Book file may be used by the following programs:

SALES LEDGER
STOCK CONTROL
DAY BOOK ENQUIRY
ACCOUNT ANALYSIS



Data Items

Item	Maximum Characters		
Account Code	3	Alphanumeric) Optional from Name & Address File
Name	24		
Address	24x4		
Credit limit x 100	2		
Product Code	4	Alphanumeric) Optional from Products file
Product Description	24		
Selling Price	8	0-99999.99	
Pack Size	3	1-100	
VAT code	1	1-5	
Invoice No	5	1-99999	
Rep/Area Code	2	0-99	
Order No	10	Alphanumeric	
Settlement Discount%	5	0-99.99	
Settlement Days	2	1-99	
Invoice Message	35		
Goods Discount %	5	0-99.99	
Pack/Delivery Charge	8	0-99999.99	
Payment	8	0-99999.99	
Number of Items on Invoice	2	1-64	

A maximum of 100 Account Details or 240 Product Details can be stored.

Notes on Use

1. If you wish to use pre-printed stationery, produce some sample invoices on plain paper and then design your stationery around the printing.
2. If plain paper is used, INVOICING, will ask for the vendors name, address, telephone number and VAT number before printing the first invoice.
3. Invoices are produced in three parts. First a header then the items and finally the trailer. There is a separate screen for each part and when the screen is completed that part will be printed.
4. Continuation invoices are produced if there are more items than will fit on one invoice.
5. When an invoice has been printed, the vendors details will be printed on the next invoice immediately afterwards (or if using pre-printed stationery will be skipped over) so that the paper is positioned in such a way that the last invoice may be removed.
6. A maximum of three different VAT rates between 1 and 5 are allowed on any one invoice. VAT rate 1 is pre-set to 15%, but may be changed at run time.
7. Pack/Delivery charge is set at VAT rate 1.

Loading the program

1. Load Tape BASIC (SA-5510) in the usual way.
2. Enter MON to return to the Monitor.
3. Load the program tape in the cassette deck.
4. Enter L for LOAD.
5. Press PLAY

The following displays will appear:

LOADING LOADER

LOADING "INVOICING"

Ready

6. Enter RUN to run the program.

When the program has closed down at the end another program in this series may be loaded without reloading BASIC.

Restarts

If the program should 'Break' for any reason it may be restarted at the Main Functions menu by Entering

RUN 2000

Any records stored in memory will remain accessible. However, depending upon the reason for the 'Break' there is a possibility that some data may be lost or corrupted.

Please use this Restart facility with care.

INVOICING

Operating Instructions

Program Display	Operator Response	Comment
<p>**START PROCEDURES**</p> <p>1. ENTER DATE (dd.mm.yy) or 'N' to CLOSE DOWN</p>	<p>1. Enter 'N' to exit from this session of invoicing</p> <p style="text-align: center;">OR</p> <p>2. Enter date in format shown (eg 05.10.82) = 5th October 1982)</p>	<p>Exit from INVOICING</p>
<p>2. PRINTED PAPER (Y/N)?</p>	<p>1. Enter 'Y' if using printed paper</p> <p style="text-align: center;">OR</p> <p>2. Enter 'N' if using plain paper</p>	<p>GO TO STEP 5</p>
<p>3. INVOICE VENDOR DETAILS dd.mm.yy.</p> <p>Max. Chs ::.....:</p> <p>Name (24)</p> <p>Address (24) (24) (24) (24)</p> <p>Phone (11)</p> <p>VAT No. (12)</p>	<p>1. Enter details to be printed</p>	
<p>4. O.K. (Y/N)?</p>	<p>1. Enter 'N' if details require change</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if details correct</p>	<p>GO TO STEP 3</p>
<p>5. ITEMS PER PAGE 1 - 64?</p>	<p>1. Enter number of items to be printed on each page</p>	

Program Display	Operator Response	Comment
<p>6. LOAD INPUT TAPE: NAME & ADDRESS</p> <p>O.K. (Y/N)?</p>	<p>1. Enter 'N' if you are not using Name & Address file</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if you are using Name & Address file</p>	GO TO STEP 9
7↓PLAY	1. Load file. Press PLAY	
<p>8. TAPE WAS RECORDED ON dd.mm.yy.</p> <p>AVE REC SIZE =</p> <p>SPACE LEFT = . . . = . . . RECS</p> <p>READING ACCOUNT . . . RECORD . . .</p> <p>An alarm is emitted when file is loaded</p>	<p>1. Check file details to ensure correct file loaded.</p> <p>Press ENTER key</p>	Alarm stops
<p>9. LOAD INPUT TAPE: PRODUCTS</p> <p>O.K. (Y/N)?</p>	<p>1. Enter 'N' if you are not using Product File</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if you are using Product File</p>	GO TO STEP 12
10↓PLAY	1. Load file. Press PLAY	
<p>11. TAPE WAS RECORDED ON dd.mm.yy.</p> <p>AVE REC SIZE =</p> <p>SPACE LEFT = . . . = . . . RECS</p> <p>READING PRODUCT . . . RECORD . . .</p> <p>An alarm is emitted when file is loaded</p>	<p>1. Check file details to ensure correct file is loaded</p> <p>Press ENTER key</p>	Alarm stops

Program Display	Operator Response	Comment
<p>12. LOAD OUTPUT TAPE: INVJNL</p> <p>O.K. (Y/N)?</p>	<p>1. Enter 'N' if you do not wish to produce an Invoice Day Book file on Cassette.</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if you wish to produce an Invoice Day Book file on cassette</p>	<p>GO TO STEP 14</p>
<p>13 ↓ RECORD. PLAY</p>	<p>1. Load a blank tape. Press RECORD & PLAY keys</p>	<p>Program displays Writing 'INVJNL'</p>
<p>**RUN SELECTION SCREEN**</p>		
<p>14. INVOICE RUN DETAILS dd.mm.yy.</p> <p>INVOICE/CREDITS (I/C)</p> <p>FIRST NO. (5 Nos)</p> <p>SELL PRICE (1 or 2)</p> <p>SETTLEMENT DISCOUNT%</p> <p>SETTLEMENT DAYS (1-99)</p> <p>MESSAGE (35chs)</p> <p>VAT % RATE 1 2 3 4 5</p> <p>O.K. (Y/N/End)?</p>	<p>1. Enter 'E' if you wish to finish this batch</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if run details correct</p> <p style="text-align: center;">OR</p> <p>3. Enter 'N' if you wish to amend run details. Cursor will position at first field for details to be entered</p> <p>Notes:</p> <p>Sell Price only available in conjunction with Product File.</p> <p>Settlement Discounts/ Days only available with Name & Address file.</p> <p>'Message' will be printed at the bottom of every invoice/credit.</p>	<p>GO TO STEP 21</p> <p>GO TO STEP 15</p> <p>GO TO STEP 14</p>

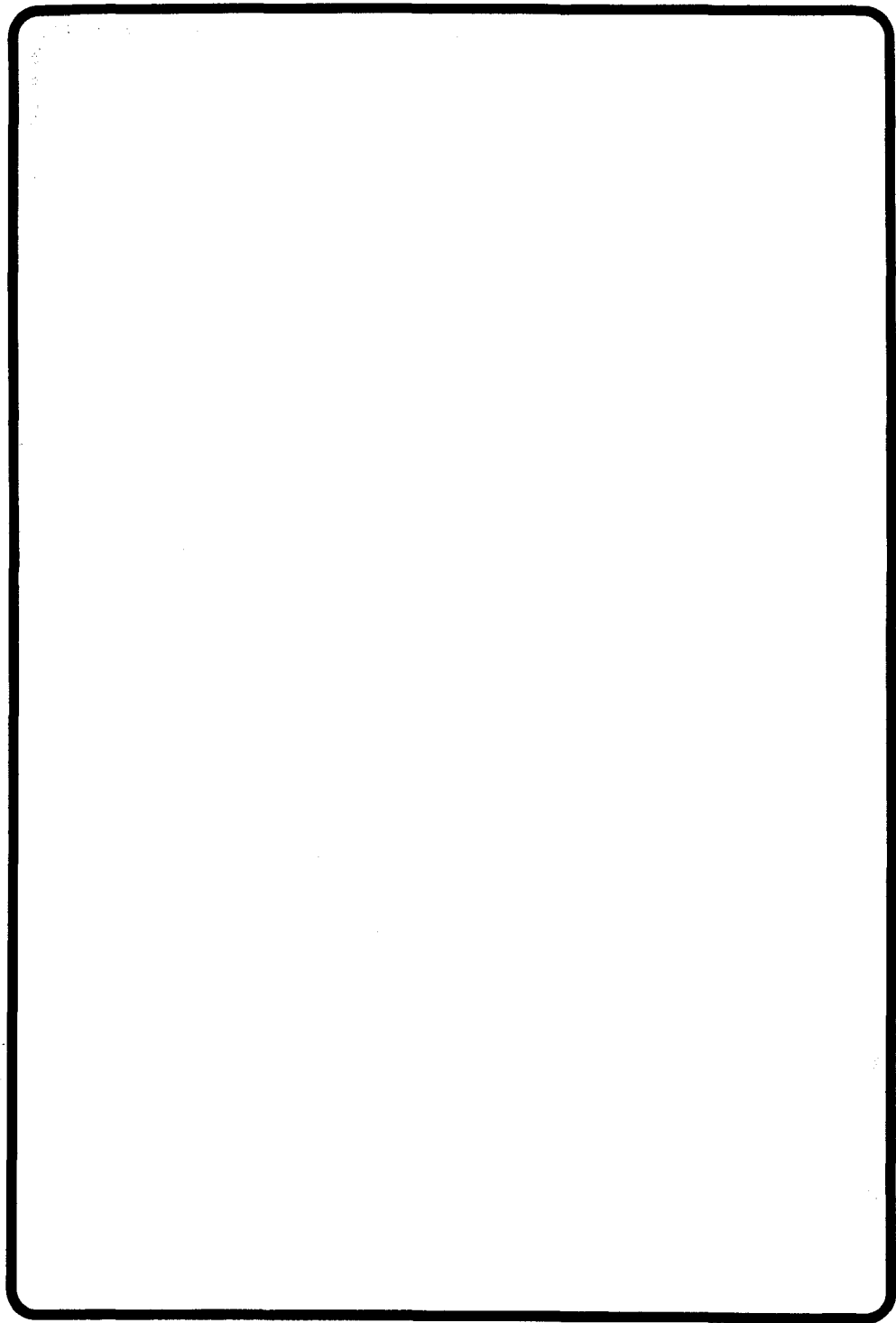
Program Display	Operator Response	Comment
<p>**INVOICE HEADER SCREEN**</p> <p>15. CODE (3 chs) Inv. . . dd.mm.yy</p> <p style="padding-left: 40px;">Max. Chs:.....:.....:.....</p> <p><u>CUSTOMER</u> (24) ADDRESS (24) (24) (24) (24)</p> <p>ORDER REF (10)</p> <p>REP/AREA 1 - 99</p> <p><u>DELIVERY</u> (24) ADDRESS (24) (24) (24) (24)</p> <p>ENTER INVOICE HEADER</p> <p>O.K. (Y/N/End)?</p>	<p>1. Enter 'E' if there are no further invoices to process</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if header details are correct</p> <p style="text-align: center;">OR</p> <p>3. Enter 'N' if you wish to enter/amend header details. Cursor will position at first field for details to be entered.</p> <p>Note: 'CASH' appears against customer name as default value when not using Name & Address file. This may be replaced by customer name if required.</p> <p>To make a CASH invoice when using the Name and Address file enter '@' as the code.</p> <p>Rep/Area is NOT reset automatically at the start of each Invoice.</p> <p>The Invoice/Credit No. is automatically updated.</p>	<p>GO TO STEP 14</p> <p>GO TO STEP 16</p> <p>GO TO STEP 15</p>
<p>16. *READY PRINTER (Y/N)?</p> <p>*Note this display only appears if printer not on-line.</p>	<p>1. Enter 'N' if you do not wish to print .</p> <p style="text-align: center;">OR</p> <p>2. Ensure printer is on line. Enter 'Y'</p>	<p>GO TO STEP 15</p> <p>Invoice Header is printed</p>

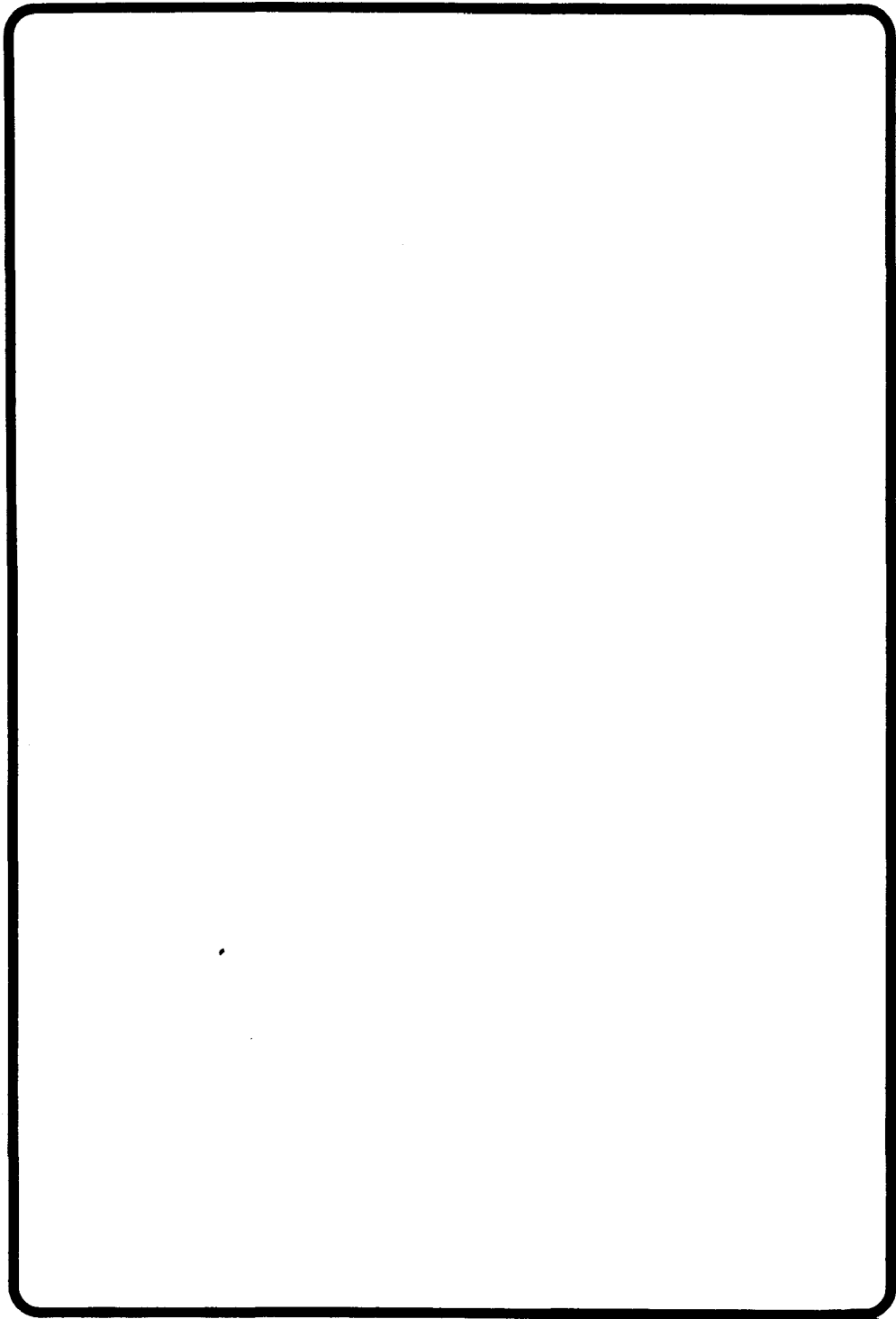
Program Display	Operator Response	Comment
<p>**INVOICE DETAIL SCREEN**</p> <p>17. CODE (3 chs) . . . Inv. . .dd.mm.yy</p> <p>Name Limit. . .</p> <p>Ln Code Qty Price Per VAT Value</p> <p>1. 2. 3. 4. 5. 6. 7. 8.</p>	<p>1. Enter invoice details</p> <p style="text-align: center;"><u>CODE</u></p> <p>If using Product file enter Valid Code</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">' ? '</p> <p>If no PRODUCT file enter Any Code</p> <p>* = Comment Line</p>	<p>Description displayed</p> <p>Enter Description</p> <p>Enter Description</p> <p>Enter Comment</p> <p>GO TO STEP 18</p>
<p>NETT = . . .VAT = GRS=</p>	<p>If no code is entered</p> <p style="text-align: center;"><u>QUANTITY</u></p> <p>Enter 1-9999</p> <p style="text-align: center;">or</p> <p>Enter 0</p> <p style="text-align: center;"><u>PRICE</u></p> <p>Enter .01-99999.99</p> <p style="text-align: center;">or</p> <p>Enter 0</p> <p style="text-align: center;"><u>PER</u></p> <p>Enter 1-100</p> <p style="text-align: center;">or</p> <p>Enter 0</p> <p>Enter 1-5</p>	<p>Price displayed</p> <p>Go back to CODE</p> <p>Pack size displayed</p> <p>Go back to QTY</p> <p>VAT code displayed</p> <p>Go back to price Value displayed Totals updated and displayed</p> <p>GO TO CODE</p>

Program Display	Operator Response	Comment
18. O.K. (Y/N)?	1. Enter 'N' if details require change OR 2. Enter 'Y' if details correct	GO TO STEP 17 Invoice details are printed

Program Display	Operator Response	Comment
<p>**INVOICE TRAILER SCREEN** (TOP)</p> <p>19. CODE (3 chs). . . Inv . . . dd.mm.yy</p> <p>Name Limit. . .</p> <p>DISCOUNT % (nn.nn)</p> <p>DISC. AMOUNT</p> <p>PACK/DELIVERY (8)</p>	<p>1. Enter invoice trailer details</p> <p><u>DISCOUNT</u> Enter 0-99.99</p> <p><u>PACK/DELIVERY</u> Enter 0-99999.99</p>	<p>Discount amount is displayed</p>
<p>20. O.K. (Y/N)?</p>	<p>1. Enter 'N' if details require change</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if details correct</p>	<p>GO TO STEP 19</p>
<p>**INVOICE TRAILER SCREEN** (ACCOUNT)</p> <p>20A.</p> <p>TOTAL DUE</p> <p>SETTLEMENT DISCOUNT</p> <p>AMOUNT DUE</p> <p>NETT= . . .VAT= . . .GRS= . . .</p>	<p>Ensure printer is on</p>	<p>Invoice trailer is printed</p> <p>GO TO STEP 15</p>
<p>**INVOICE TRAILER SCREEN** (CASH)</p> <p>20B.</p> <p>TOTAL DUE</p> <p>PAYMENT</p> <p>CHANGE</p> <p>NETT= . . .VAT= . . .GRS= . . .</p>	<p><u>PAYMENT</u> Enter .01-99999.99 Value must exceed Total Due. No check is made if 0 is entered.</p> <p>1. Enter 'N' if payment is wrong</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if payment is correct</p>	<p>Change amount is displayed.</p> <p>GO TO STEP 20B</p> <p>Invoice trailer is printed</p> <p>GO TO STEP 15</p>

Program Display	Operator Response	Comment
<p>**RUN SUMMARY SCREEN**</p> <p>21. INVOICING RUN SUMMARY dd.mm.yy</p> <p style="padding-left: 40px;">Qty A/c Cash Total</p> <p>INVOICES</p> <p>VAT</p> <p>CREDITS</p> <p>VAT</p> <p>-----</p> <p>BALANCE</p> <p>VAT</p> <p>-----</p> <p>TOTAL</p> <p>Continue/Print/End?</p>	<p>1. Enter 'C' if you wish to process further invoices</p> <p style="text-align: center;">OR</p> <p>2. Enter 'P' if you wish to print this screen</p> <p style="text-align: center;">OR</p> <p>3. Enter 'E' if you wish to end this session.</p>	<p>GO TO STEP 14</p> <p>Report is printed GO TO STEP 21</p>
<p>22. CLOSING TAPE - UNLOAD</p> <p>NOTE: This display only appears if a journal has been written to tape.</p>	<p>Wait for the last block of data to be written to tape, then unload the tape.</p> <p>Press Enter</p>	<p>GO TO STEP 1</p>





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