Receipt Book Manager 7

Program Guide

Installation and Setup

Program Basics

Software can be installed . . .

Install on a single standalone computer that all users will access RBM from.

OR

Install on a computer that will act as a host/server and from which all workstations on the local network will read and write RBM data.

If installing from a CD . . . .

Insert the CD into the appropriate drive.

If the CD does not automatically start, click on the **Windows Start button** and select **Run...** from the menu.

Enter **D:\Setup.exe** (where D: is the drive letter of your CD/DVD Drive) and click **OK**.

If installing using the trial version downloaded from the internet . . . .

If you downloaded the ZIP version you will need to extract the file to access the RBMInstaller.exe

Run the RBMInstaller.exe application

The Setup Wizard screens guide you in the installation process....

Welcome Screen: Click **NEXT**

License Agreement Screen: Read the agreement and click on the **I accept the agreement** option. Click **Next**

Information Screen: View the **Please Read Me** instructions. Click **Next**

Select Destination Location Screen: The default location is **C:\Receipt Book Manager**.
You can change the location or use the default location.

Ready to Install Screen: Click **Install** and in the final screen click **Finish**

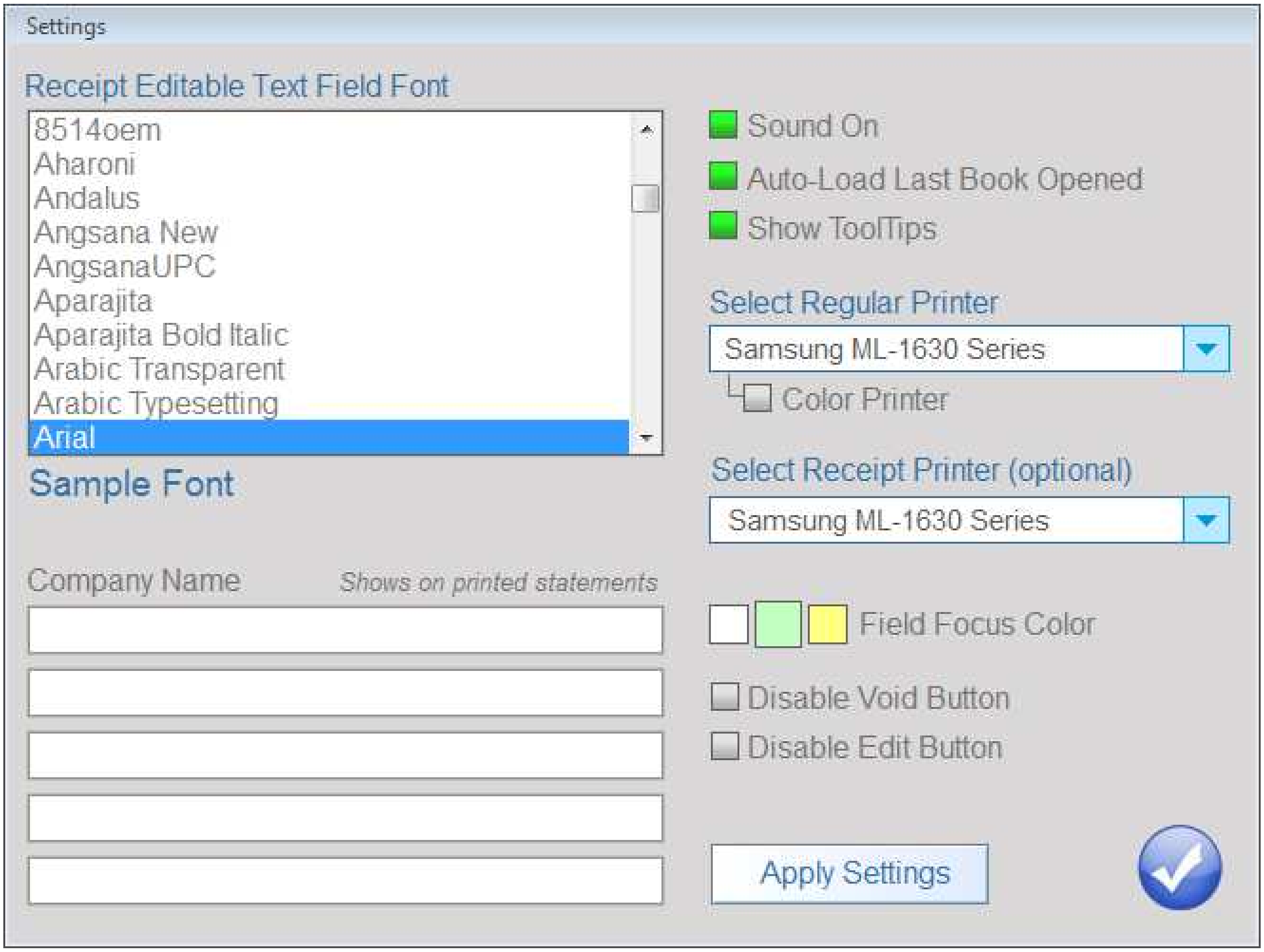
Read Me

The trial version is activated by the **RBMRegistration.dat** file. This file is included on the disc and is installed automatically when the software is installed from the CD Disc. If you install the download trial version you will need this file to activate it. The file is emailed to you at the time of purchase and you will place the file in the **Receipt Book Manager folder**.

Program Settings

The screen in **Figure 1** below allows you to customize the look and functions of the software.
All changes to settings are immediate.

Figure 1



Text Field Fonts – Select a font to use for the user input text fields on receipts.

Sound On – Turn sound effects on and off for button clicks and popup function screens.

Auto-Load – Select this function to automatically load the last viewed book on program startup.

Select Regular Printer – Selected printer is used for printing receipts, reports and envelopes.

Color Printer – Select if regular printer is a color printer and you want output to print in color.

Select Receipt Printer – If you have standard dot matrix or thermal printer you can choose to print receipt data to this printer instead of the regular printer. *You CANNOT print reports or envelopes to this printer.*

Field Focus Color – When editing various text fields in this program you can set the background color for the fields when the edit cursor is in them.

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Program Settings

Disable Void Button – You can prevent users from voiding a receipt. A password is created to disable the void button on the receipt screen. To re-enable the void button you need to enter the correct password.

Disable Edit Button – You can prevent users from editing and existing receipt. A password is created to disable the edit button on the receipt screen. To re-enable the edit button you need to enter the correct password. *Users can still create NEW receipts.*

Company Name – Enter a company name or any other text you want to print at the top of a printed statement.

To run this program and share the program data on a network follow the steps below.
Skip this section if you will run this program on standalone computers.

Step 1 – Install the program on the host/server computer as noted on **Page 1** of this guide.

Step 2 – You must set the **folder share permission** to allow users on the network to **change** files within the program folder. Each version of Windows has slightly different methods for doing this. In all cases you access the hard drive on the host/server where the *Receipt Book Manager program folder* is located, right click on the folder and select ***Share, Sharing and Security.*** Etc… The resulting screen will allow you to set the share permissions for the folder as well as create a network name for this shared folder. *This folder MUST have its share permissions set to allow network users to change files.*

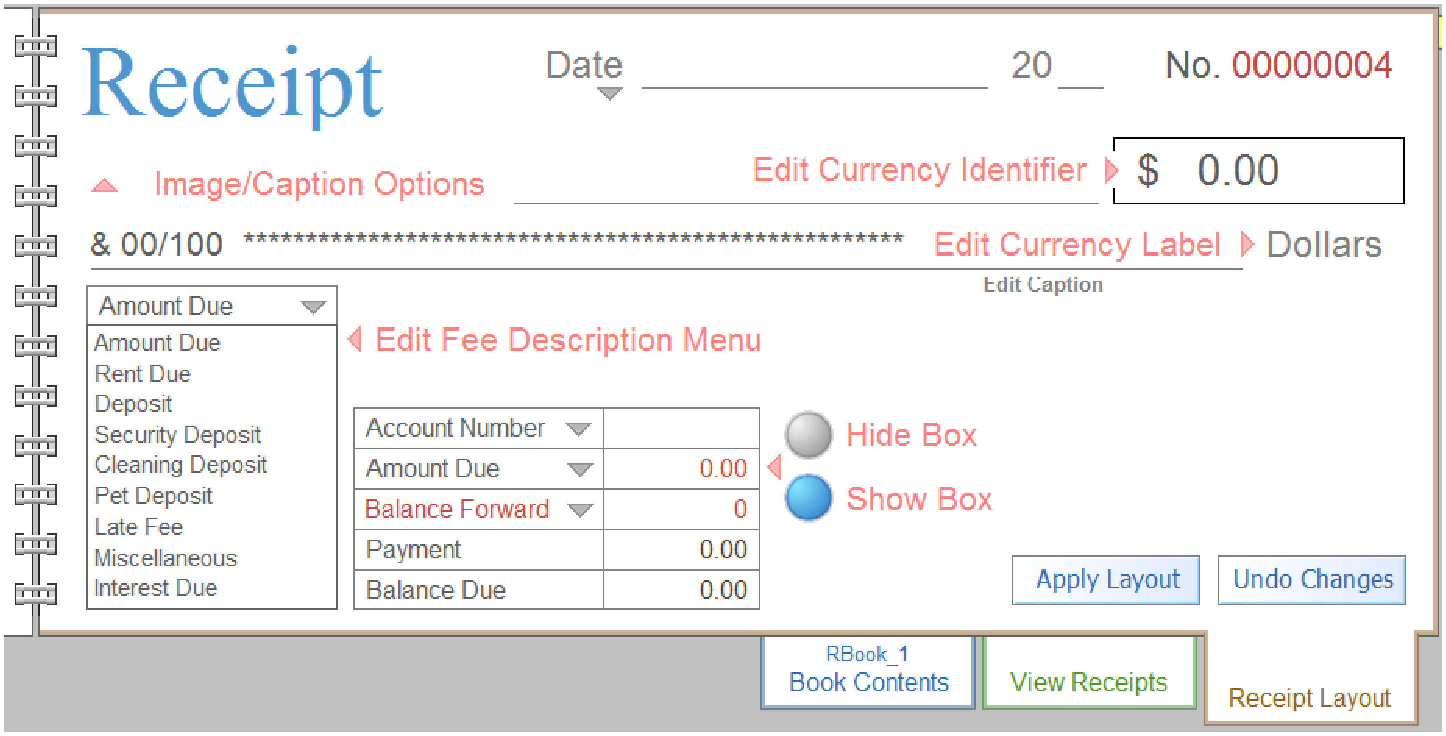
Step 3 – On the workstation open ***Network Places, My Network, etc…*** Locate the shared folder on the host/server you created in **Step 2.**

Step 4 – In the open shared folder locate the file named **RBM.exe** . Right click on it and drag it to your desktop to create a program shortcut.

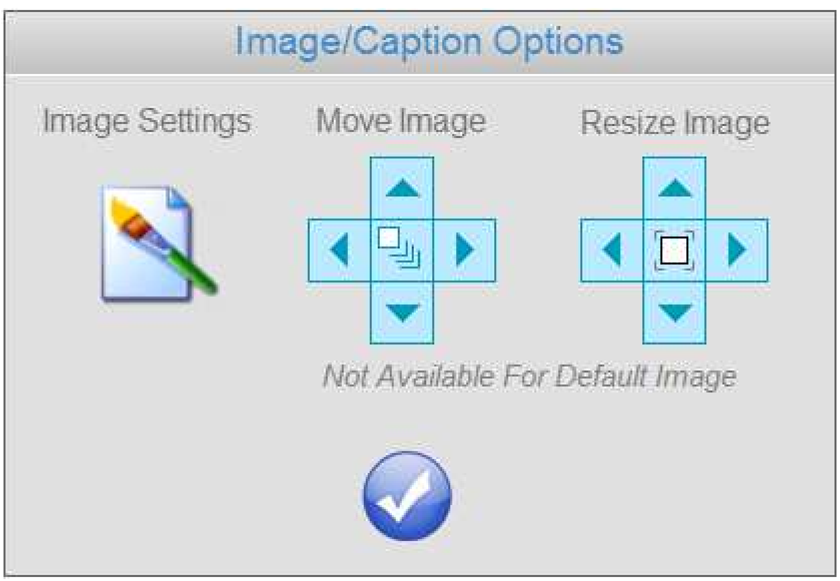
If you have successfully completed the above steps you should now be able to run Receipt Book Manager from the workstation. Try opening a book that has already been created on the host/server and edit an existing receipt or create a new one. If you get an error or are unable to save a receipt it is most likely that the program folder's share permissions are not allowing network users to change files within the folder and you will have to reset the share permission again on the host/server.

Receipt Layout

Some static information on the receipt can be altered by the user.



By default the receipt is set to show the **RECEIPT** image in the upper left corner of the receipt.
To remove the default image and enter your business address, click on Image/Caption Options



Click on Image Settings and select **Remove Image** from the menu. If you later want to add the default image, select **Use Default Image** from the menu. The default image will hide any text that was entered.

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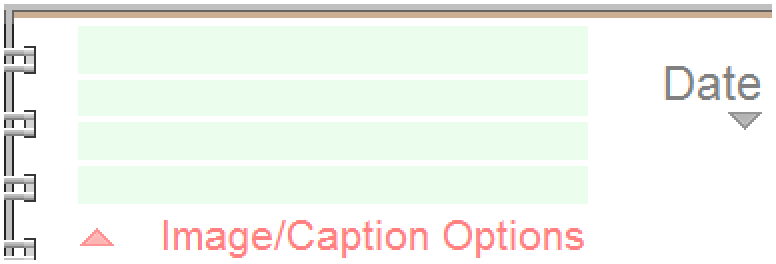
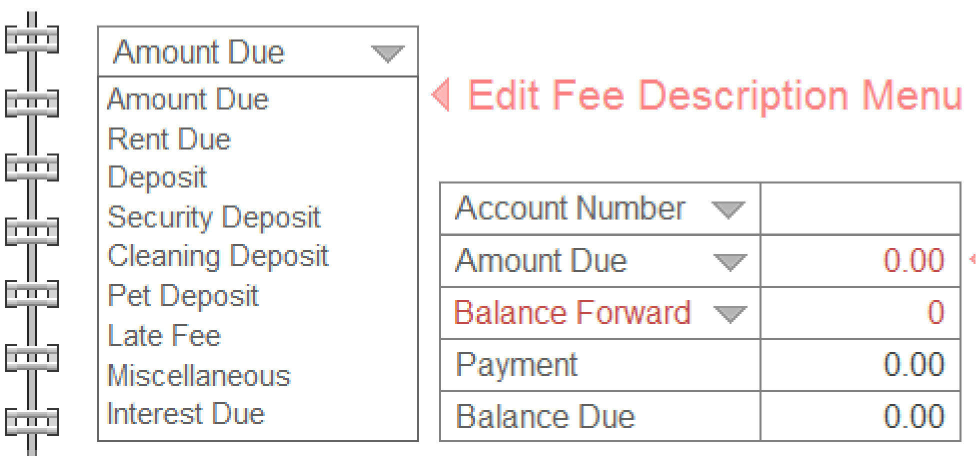


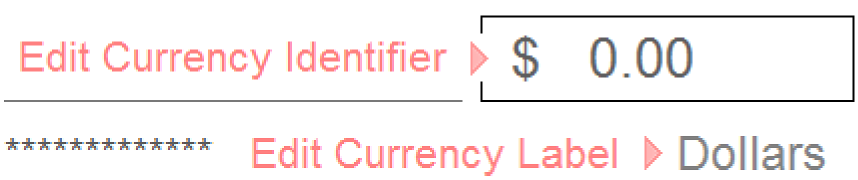
Click in the rectangles to enter up to 4 lines of text.

If you would also like to add a small image with the text, click on Image Settings and select **Insert Image….** from the menu. A dialog box will open where you can view any images you have available. If the image is larger than maximum area on the receipt allowed the image will be resized. After inserting the image onto the receipt use the Move Image arrows to change the placement of the image and the Resize Image arrows to change the size of the image.

Below is a list of the default descriptions of what the receipt payment is for. To edit these captions click on a caption and enter the new name. Any changes to this list affects only new receipts.



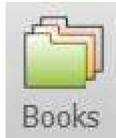
Below are the default currency symbol and currency label. Click on them to make changes. Changes made are reflected on **all receipts** in the book.

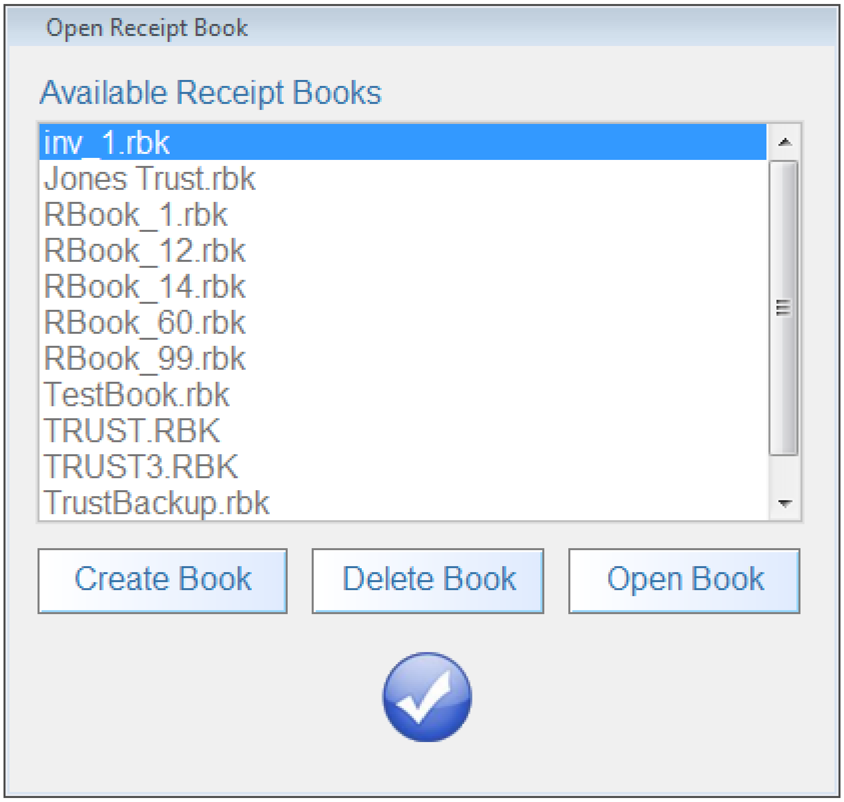


When you are finished click on the **Apply Layout** button. Clicking on the **Undo Changes** button resets the layout to it's state prior to the any changes made.

Create or Open Receipt Books

Before you can create receipt you must open an existing receipt book or create a new one. You can create an unlimited number of books, each containing up to 1000 receipts.

To create or open a book click ..... 



Open Existing Receipt Book - Select a book from the Available Receipt Books list and click the **Open Book** button. The book will load and the **Contents** screen will be displayed.

If you have **Auto-Load** enabled ***(see Program Settings, Page 2)*** this book will automatically be loaded the next time you start the program.

Delete Receipt Book - Select a book from the Available Receipt Books list and click the **Delete Book** button. You will be warned about deleting the book and if you continue with the deletion it **CANNOT** be recovered.

To create a new receipt book click on the Create Book button to display the screen shown on the following page.

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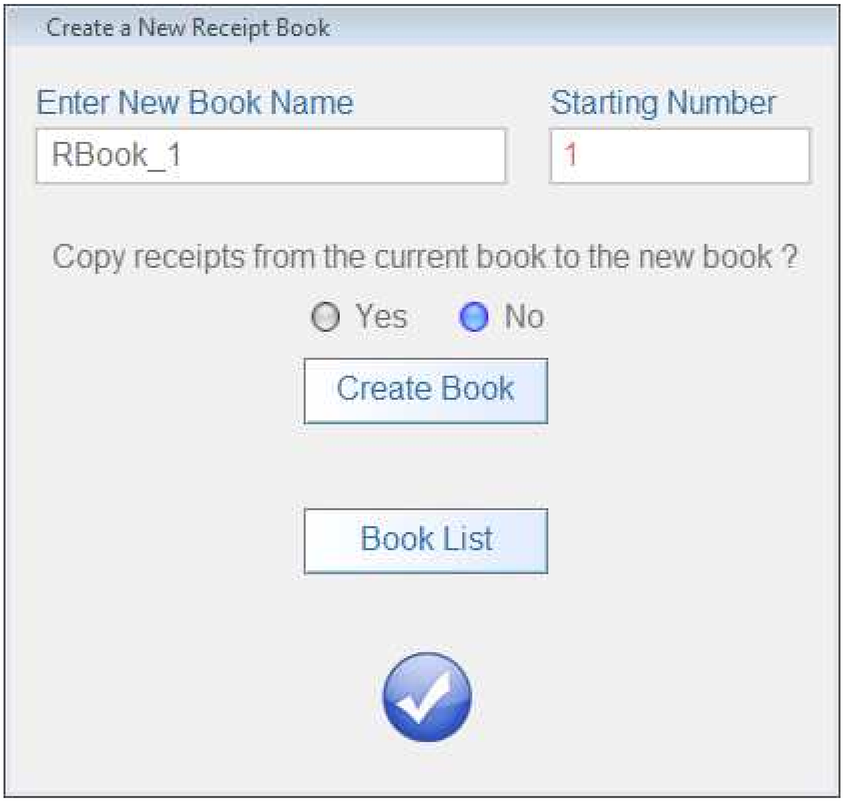
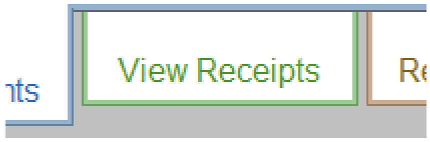
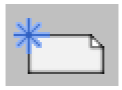


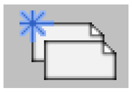
Create Receipt Book

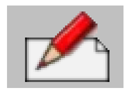
1. Enter a name for the new book
2. Enter the number for the 1st receipt in the new book.
3. Each book will contain up to 1000 receipts.
4. If you want to copy the receipts from the currently loaded book to the new book click on the **Yes** bubble. A duplicate of the current book will be created. The new book will use the new Starting Receipt Number.

   Click **Create Book**

Click the View Receipts tab 

To create a **NEW** receipt click  or press F3. The next available blank receipt in the book is displayed. Once a receipt is created you cannot delete it although you can mark it **VOID** and re-use it later.

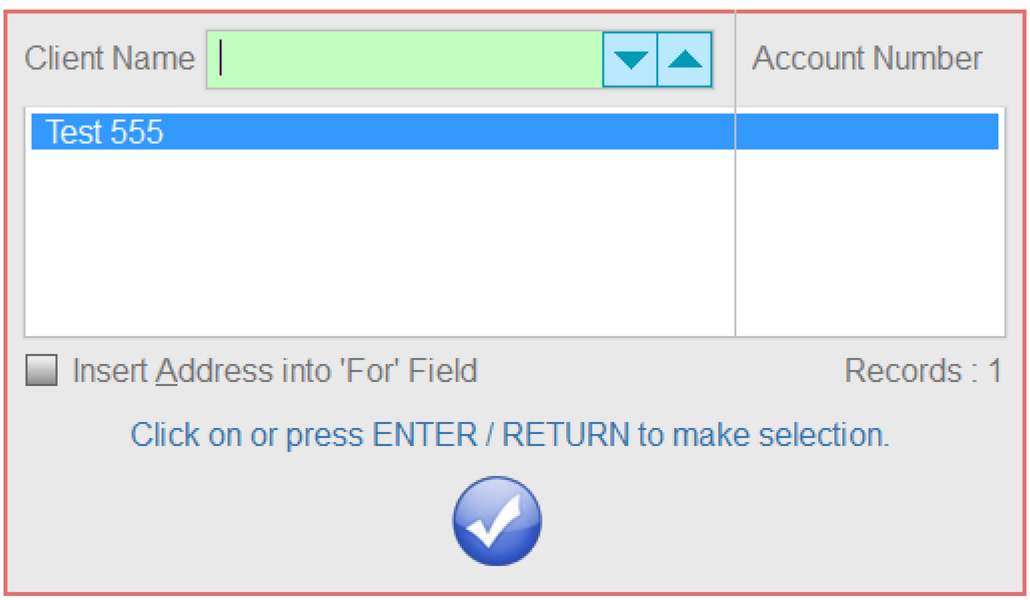
Click  or press F4 to create a new receipt and copy **all data** from the currently displayed to the new receipt.

To **EDIT** the receipt you are viewing click  or press F2

Entering receipt information.

Date Field - You can manually enter a date here or press the **Down Arrow key** or click on the Date caption to choose a date style from the menu. From this menu you can also set the program to enter the current date automatically each time a new receipt is created.

Received From Field - Enter the client's name here. Click on the Received From caption or press the **Down Arrow key** to access the **Client List.**



You can search for the name in the list and then click on it to insert it into the receipt. The name and account number will be inserted into the receipt. If you enable the Insert Address into 'For' field before selecting the name, the address in the **Client List database** will be properly formatted and inserted into the **For field.**

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Create or Edit Receipts

For Field - Enter a description of the payment. If you enter a complete address here please use the following format to ensure the address is properly imported into the client file.

EXAMPLE: Joseph Panner ~ 255 W Benedict Rd ~ San Bernardino ~ CA. ~ 92408

The use of the **tilde ~** symbol to separate the name, street, city, state and zip code it vital.

You can also enter information other than an address.To save time, often used phrases can be stored and retrieved from a popup menu that is accessed by clicking on the icon . The menu is also activated by pressing the down arrow key. A maximum of 9 phrases can be stored.

From & To Fields - You can manually enter a dates here or press the **Down Arrow key** / click the date caption to choose a date from the menu. Other types of information can be entered here instead of dates.

By Field - Enter the name of the person creating the receipt.

To save time, names can be stored and retrieved from a popup menu that is accessed by clicking on the icon . The menu is also activated by pressing the down arrow key. A maximum of 9 names can be stored

Note: There is a field above the **By field** that can contain any information you want.

To save time, phrases can be stored and retrieved from a popup menu that is accessed by clicking on the icon . The menu is also activated by pressing the down arrow key. A maximum of 9 names can be stored.

Account Number	
Amount Due	0.00
Balance Forward	0
Payment	0.00
Balance Due	0.00

- Cash
- Check
- Money Order
- Credit / ATM

Click on one of the 4 payment types.

Click Account Number to automatically enter the next available account number. If you want to assign a specific number to a client you can enter it manually in the field.

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Create or Edit Receipts

Account Number ▼		☐ Cash
Amount Due ▼	0.00	☐ Check
Balance Forward ▼	0	☐ Money Order
Payment	0.00	☐ Credit / ATM
Balance Due	0.00	

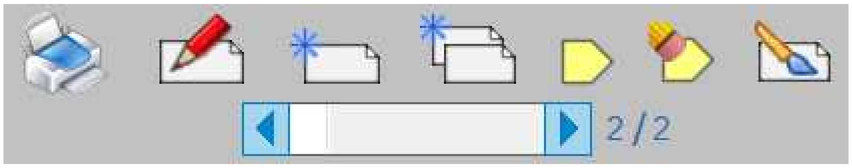
Click [Amount Due ▼] to select a payment description. These descriptions can be edited in the LAYOUT screen. **See Page 4.** Enter the TOTAL amount due for this transaction in this field. The amount entered is compared to the payment amount entered to the right of the Received From field and if this amount exceeds the PAYMENT amount a Balance is shown and recorded.

Click [Balance Forward ▼] to check if the client has any balances. A popup menu will display any amounts the client owes. Click on an item and the balance amount will be inserted. You can also manually enter an amount into this field.

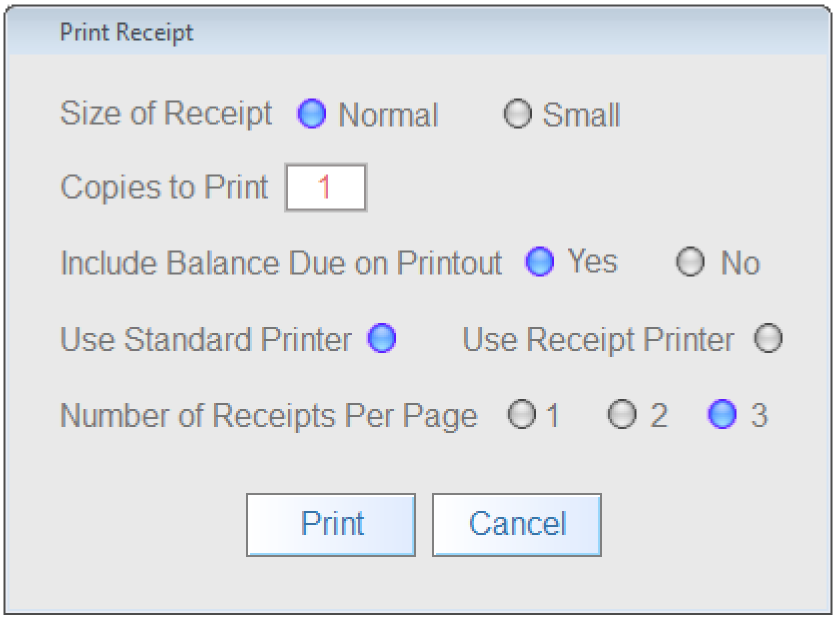
Click [Save] or press F8 to save the receipt. If this is a new client you will be asked if you want to save the client information into the Client List. The client's info can later be retrieved and inserted into a new receipt.

Click [Cancel] or press F10 to undo all changes to the receipt and save the receipt in it's prior state.

Click [Void] or press F9 to void this receipt. Although the receipt remains in the book it's data is not used when compiling reports.



Click  or press F1 to print the currently displayed receipt.



Select the size of the receipt to print. This is a matter of taste. *Does not apply to receipt printers.*

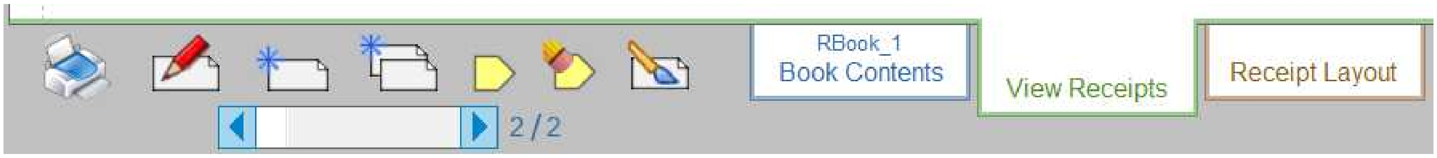
Enter how many copies of this receipt to print.

Select whether you want the balance the client owes included on the printout.

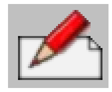
Select the type of printer to use.

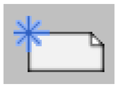
Standard Printer	Print to a typical desktop printer that uses standard sheet paper.
Receipt Printer	Print to a specialized printer that uses thermal or dot matrix technology to print on narrow rolls of paper. This receipt more resembles the type of receipt usually used by department stores. Printers are selected in the Settings screen. **See Page 2**

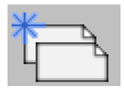
For more control over receipt book printing **see Page 11**

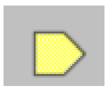


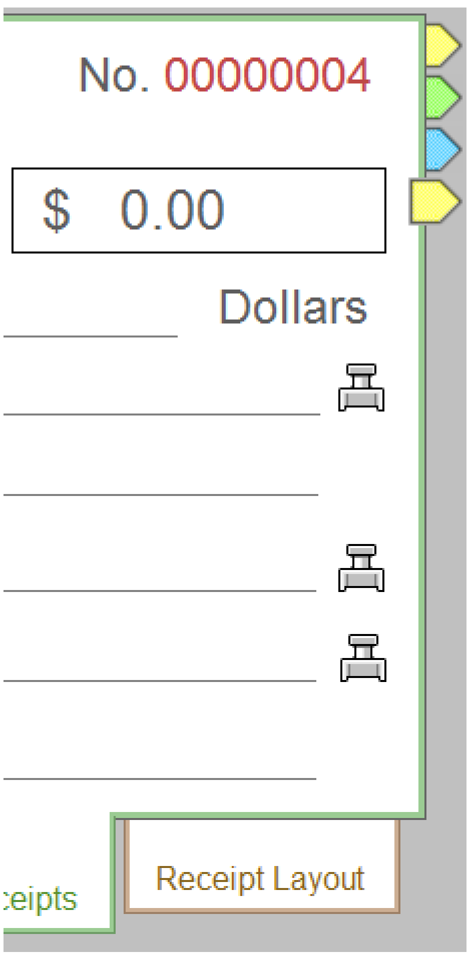
 Print the displayed receipt. **See Page 11**

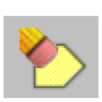
 Edit the displayed receipt. **See Page 9**

 Create a new receipt. **See Page 9**

 Create a new receipt and copy the information from the current receipt to it. **See Page 9**

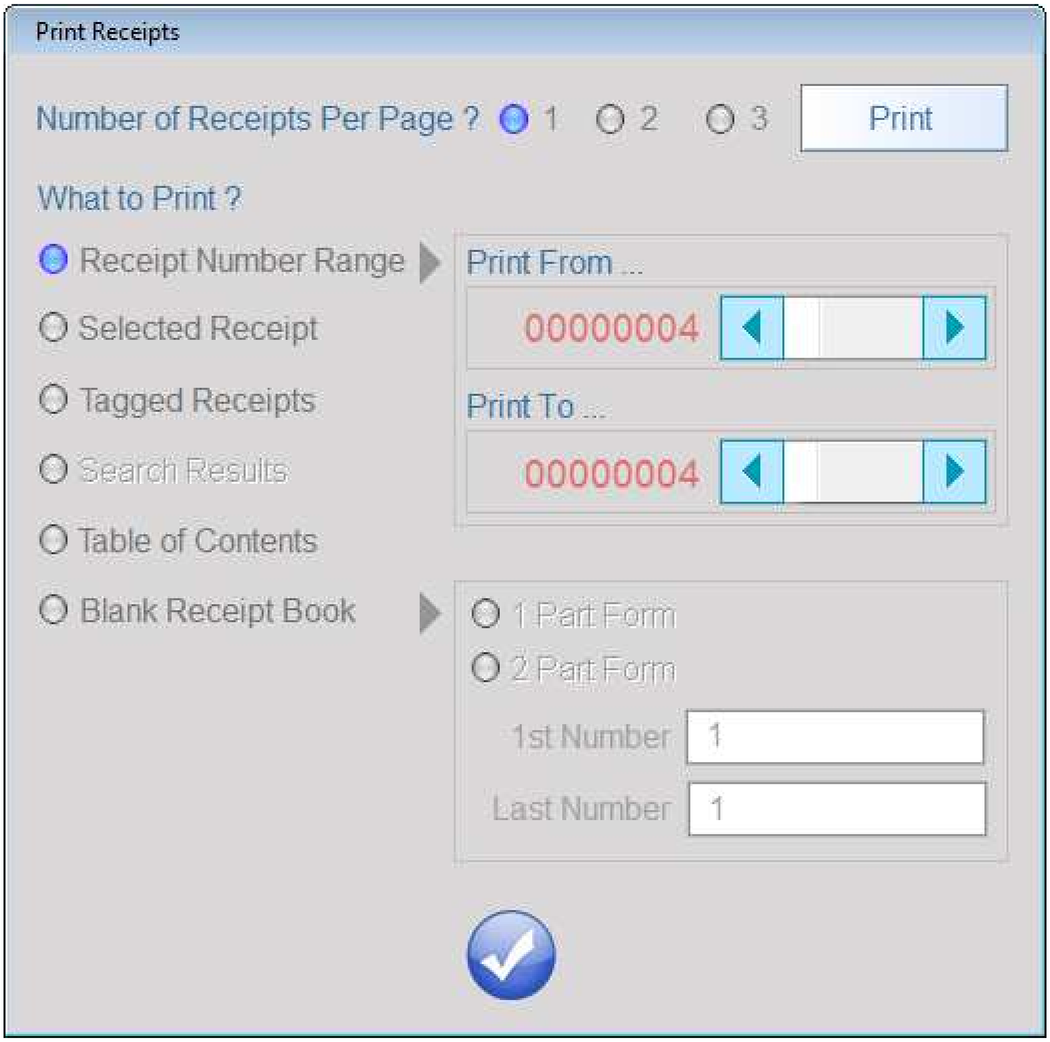
 Tag the currently displayed receipt. A maximum of 14 receipts at once may be tagged. Tagging a receipt allows you to quickly click on the tag to display it instead of searching for it or using the scroll arrows to look for it.



 Remove the tag from the currently displayed receipt.

 Create a graphic image of the currently displayed receipt. The graphic image can be attached to an email message and sent to the client. **See Page 16**

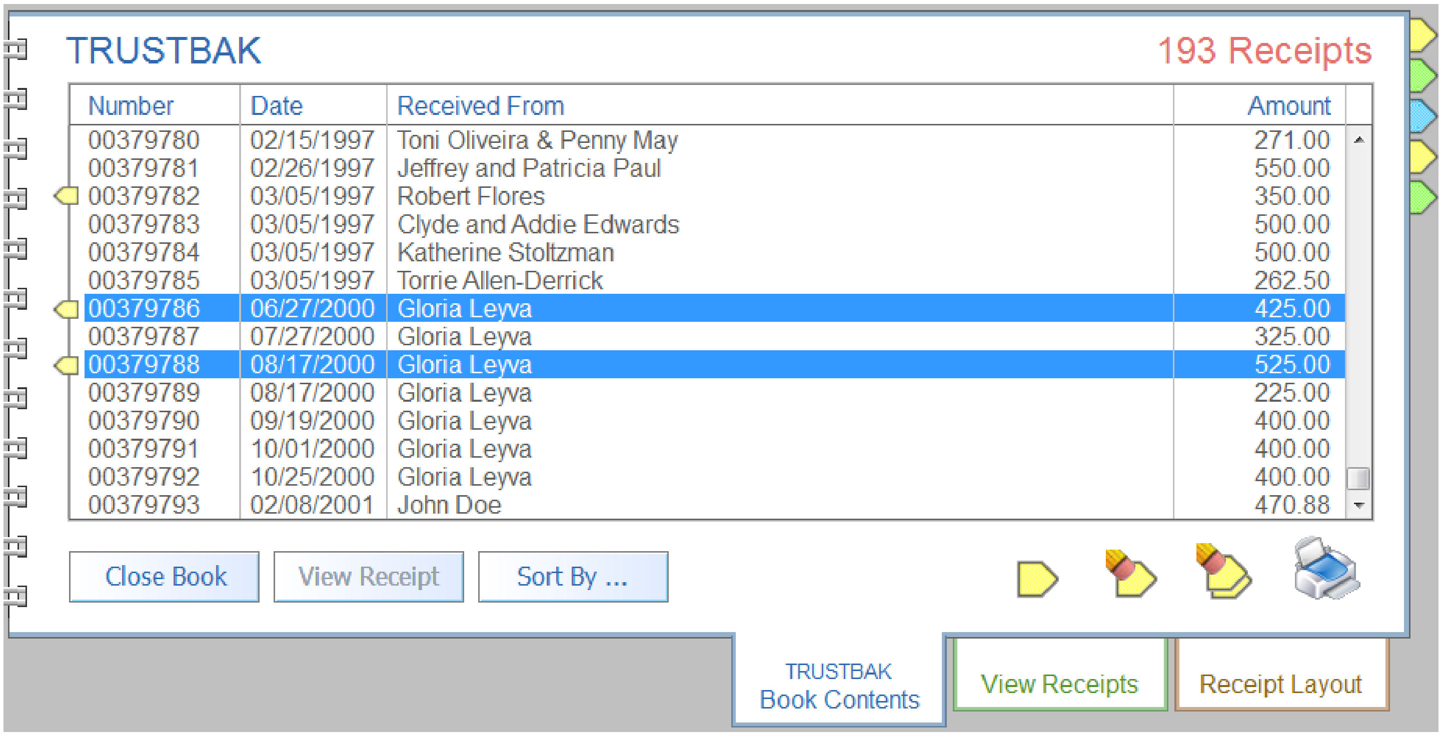
Detailed Receipt Printing



Number of Receipts Per Page ? Select how many receipts to print on a single sheet of paper. By default only receipt is printed per page. If printing a range of receipts from the book you can chose to print up to 3 receipts per page to save paper.

What to Print ?

Range of Receipt Numbers	Select a specific range of receipt numbers to print.
Selected Receipt	In View Receipts mode the displayed receipt is printed. In Contents mode the selected receipt in the list is printed.
Tagged Receipts	Print only those receipts that have been tagged.
Search Results	If you have used the search function and the Matches list contains results then only the receipts in the list are printed. **See Page 15**
Table of Contents	Print a list of all receipts contained in the book. **See Page 12**
Blank Receipt Book	Print empty receipts 3 to a page that can be filled in with pen or pencil.



The contents screen lists all receipts in the currently open book.

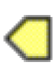
The list can be sorted by…

Receipt Numbers

Date Receipt Created

Received From Name

Select a receipt from the list and click the View Receipt button to view the receipt.



Click to tag a selected receipt for quick viewing. A maximum of 14 receipts may be tagged at a time. When printing the contents page you can chose to print only receipts that have been tagged. Tagging a receipt in the contents page also tags it in the receipt book.

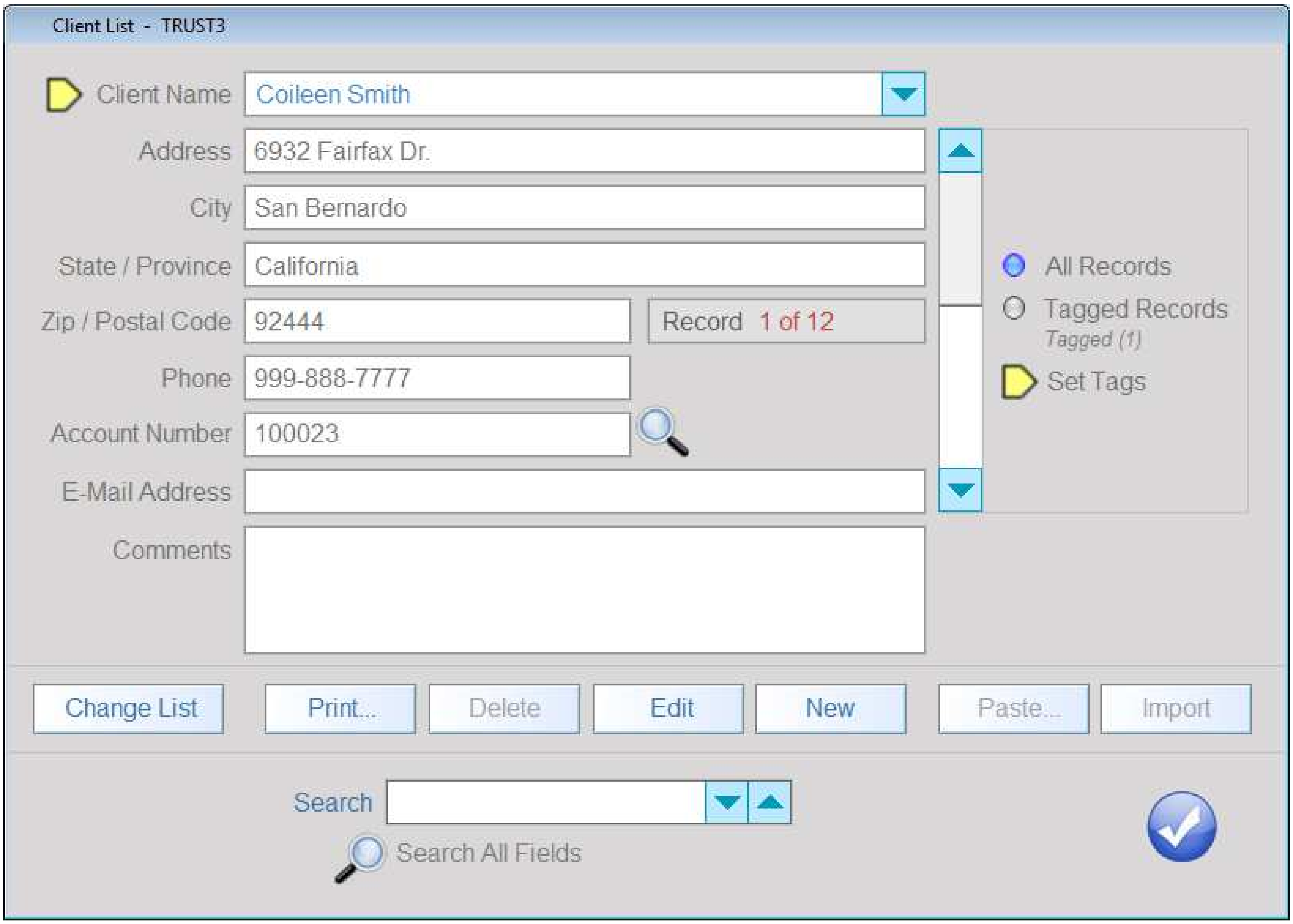
Remove tag from the selected receipt.

Remove tags from ALL receipts.

Client List

Each receipt book has a client list associated with when the book is created. The name of the client list is the same as the name of the receipt book. Each client list contains a maximum of 1000 entries.

When you create a new receipt and save it you will be asked of the client's name should be added to the current list if it is not already in the list. It is not required to add a client to the list.



New Add a new name to the list.

Edit Make changes to the currently displayed record.

Delete Deletes the currently displayed record. You must 1st click Edit to enable the Delete button.

Print You can print the client list in book form on standard size paper or print individual records on index cards.

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Change List Change to a different list. When you change lists that list becomes the default list to load when the current book is opened again.

You can also create new lists from here. New lists can be empty or you can transfer copy the information from the current list to the new list.

Paste When in View Receipts mode you can insert the displayed client information into the current receipt you are viewing or insert the information in a NEW receipt.

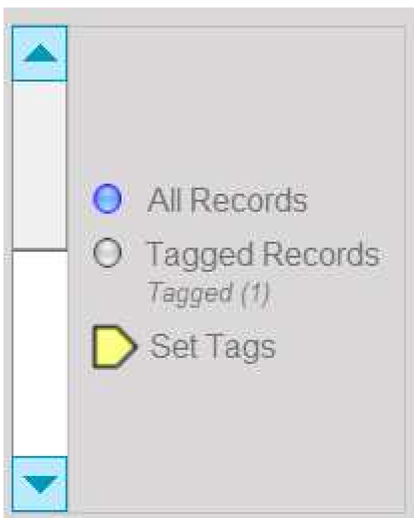
Import When in View Receipts mode you can copy the information from the receipt you are currently viewing in to the Client List.

Set Tags Tag or untag a record.

Current Record - Tag or untag the record you are viewing.

All Records - Tag or untag all records in the list.

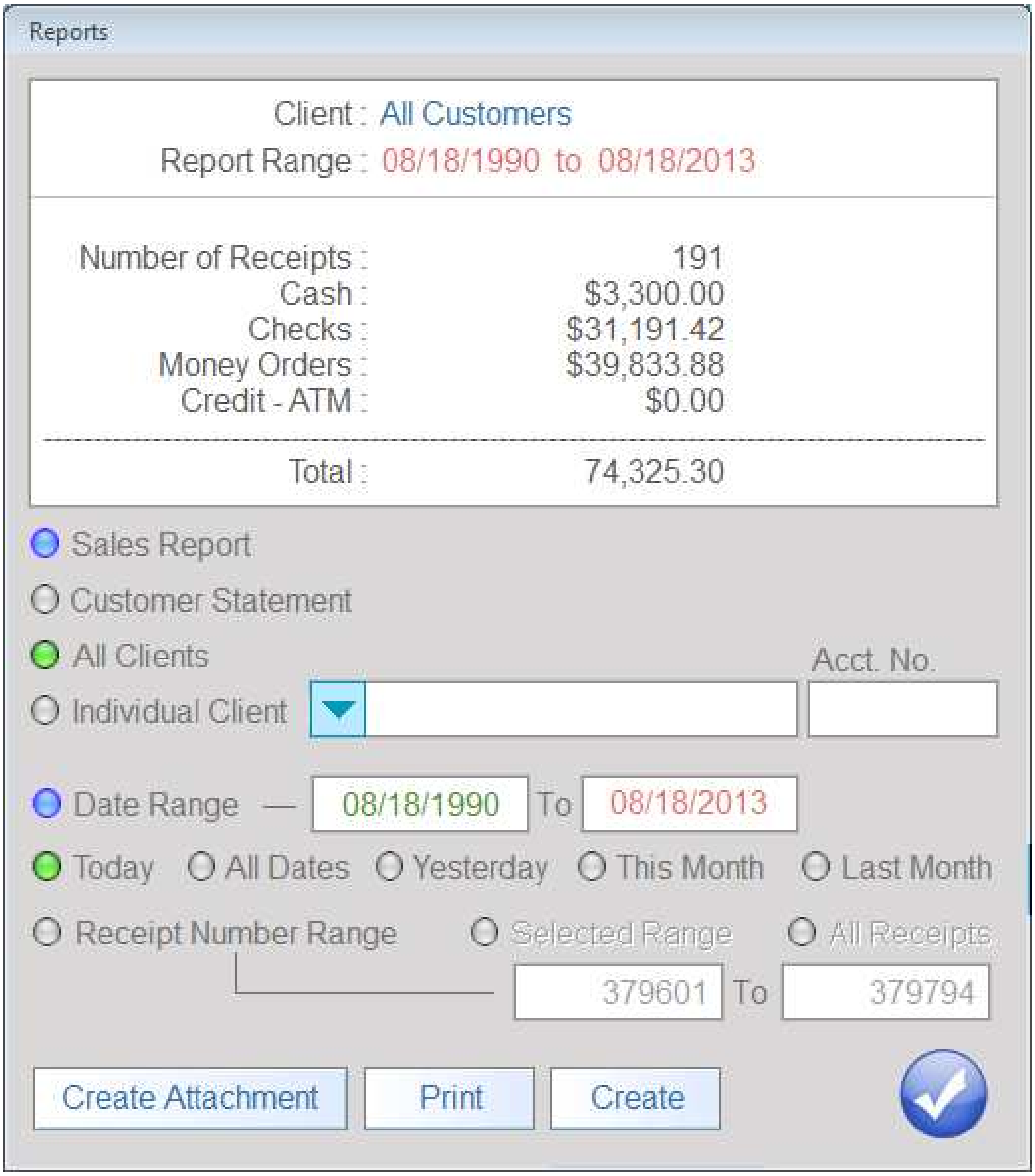
Searched Records - Tag or untag the record based on a search term.



Scroll bar moves thru all records in the list. Selected the Tagged Records option and the scroll bar will only show those records you have previously tagged.

Create Reports & Statements

Reports are created for specific time periods that show the total money received and the payment types. Client statements can be created, printed and mailed. Reports and statement results can be converted to graphic images that can be sent as email attachments.

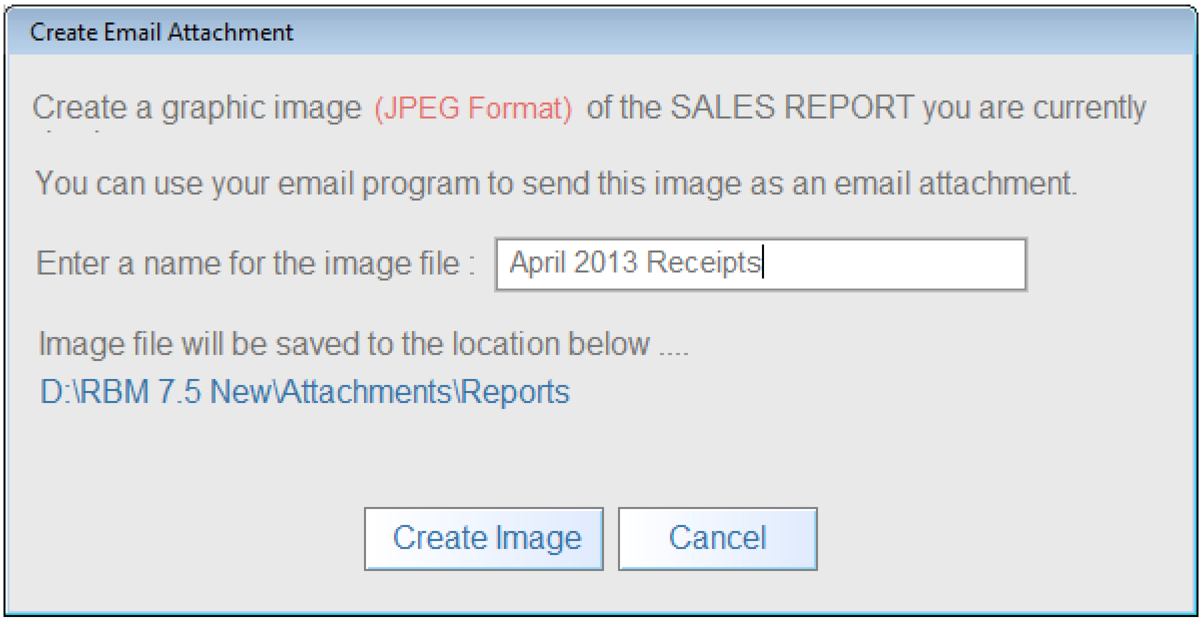


Sales Report	Show the total monies collected. Itemize by payment type. You can show totals for all clients or for a selected client only.
Customer Statement	Show itemized receipt history for a client.
Individual Client	Click  to select a client to view a report or create a statement for.
Date Range OR	Select a range of dates to show results for or select one of the presets.
Receipt Number Range	Select a range of receipt numbers to show results for.
Create Attachment	A graphic image can be created for the currently displayed report or statement.

Create Email Attachment

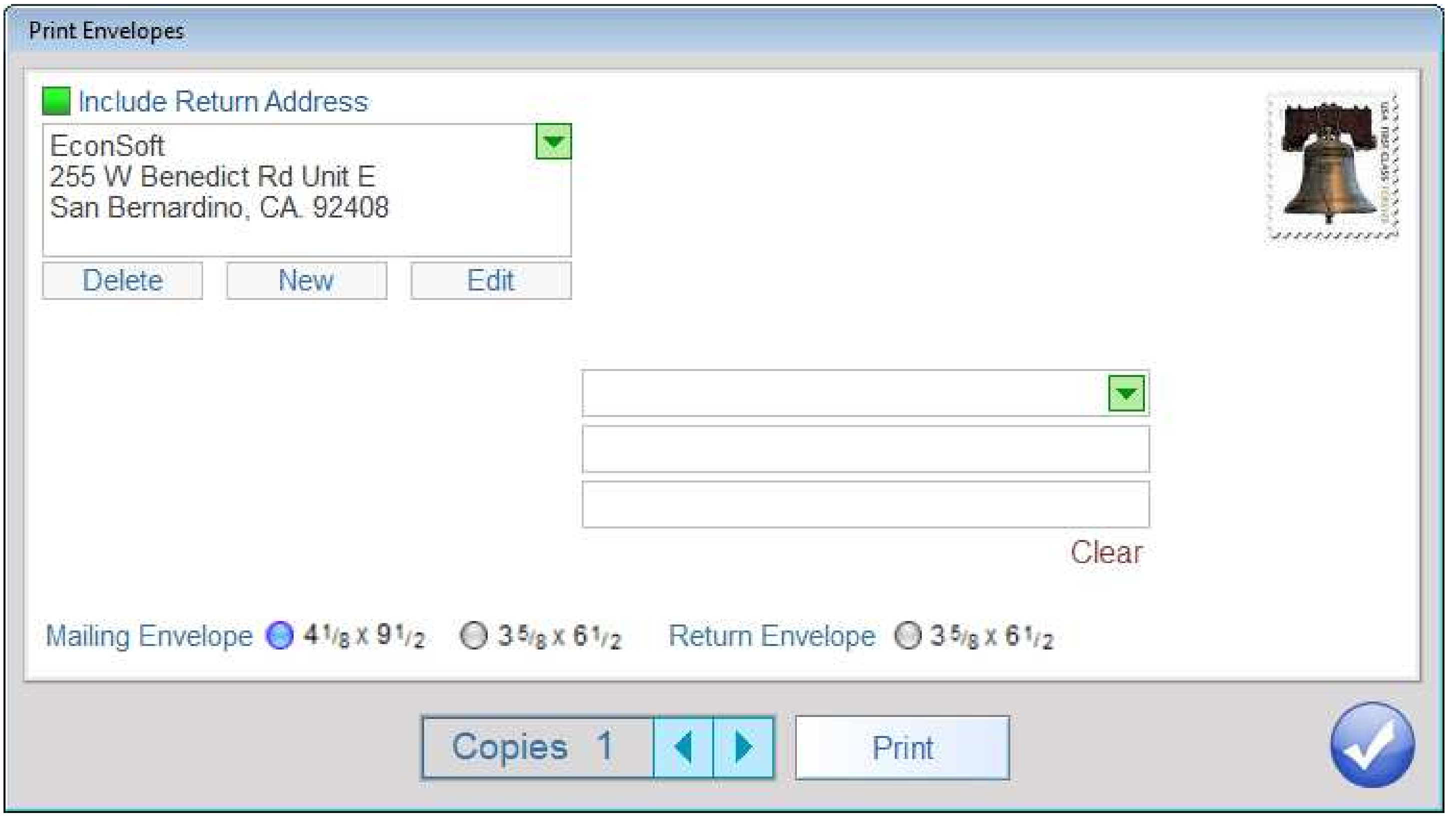
A graphic image can be created of reports, statements and individual receipts. These images can be attached to emails you create in your email software and sent to your clients.

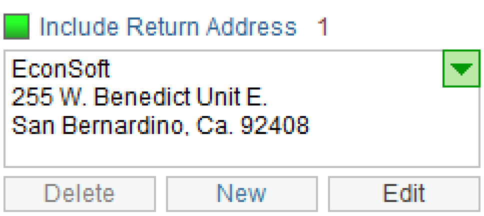
This feature is available from the Reports screen and from the View Receipts screen.



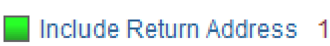
Enter a name for the image and click the **Create Image** button. The location for the file will be displayed below the text box where you enter the file’s name. The file is saved in JPEG format.

Print Envelopes

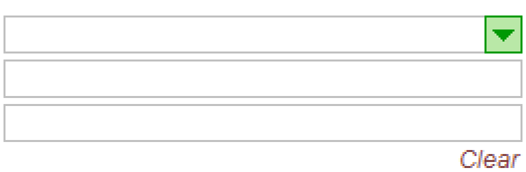




New	Create a new return address. A maximum of 10 addresses can be recorded.
Edit	Change information for the selected return address.
Delete	Remove the selected return address.



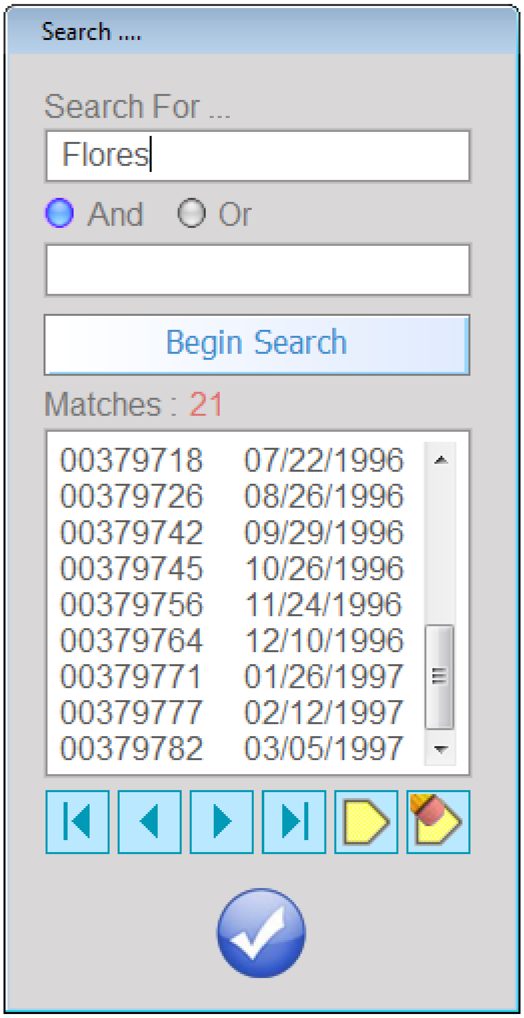
Select this option to print the displayed return address on the envelope.



Click  to select a name and address from the Client List.

Select the size envelope to print. The Return Envelope function prints an envelope with a blank return address and places the displayed Return Address in the addressed to position.

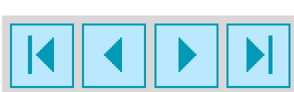
Search Receipts



Use this function to search a book for a specific receipt.

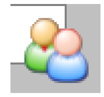
Search for…	Enter the primary text to search for.
And Or	Enter the secondary text to search for and chose if a match must consist of both the primary **and** secondary text or match **either** the primary or secondary.

Click the **Begin Search** button to list **ALL** receipts that match the search text.

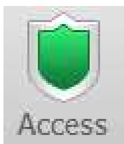


Use these buttons to search forward and backwards thru the receipt book.

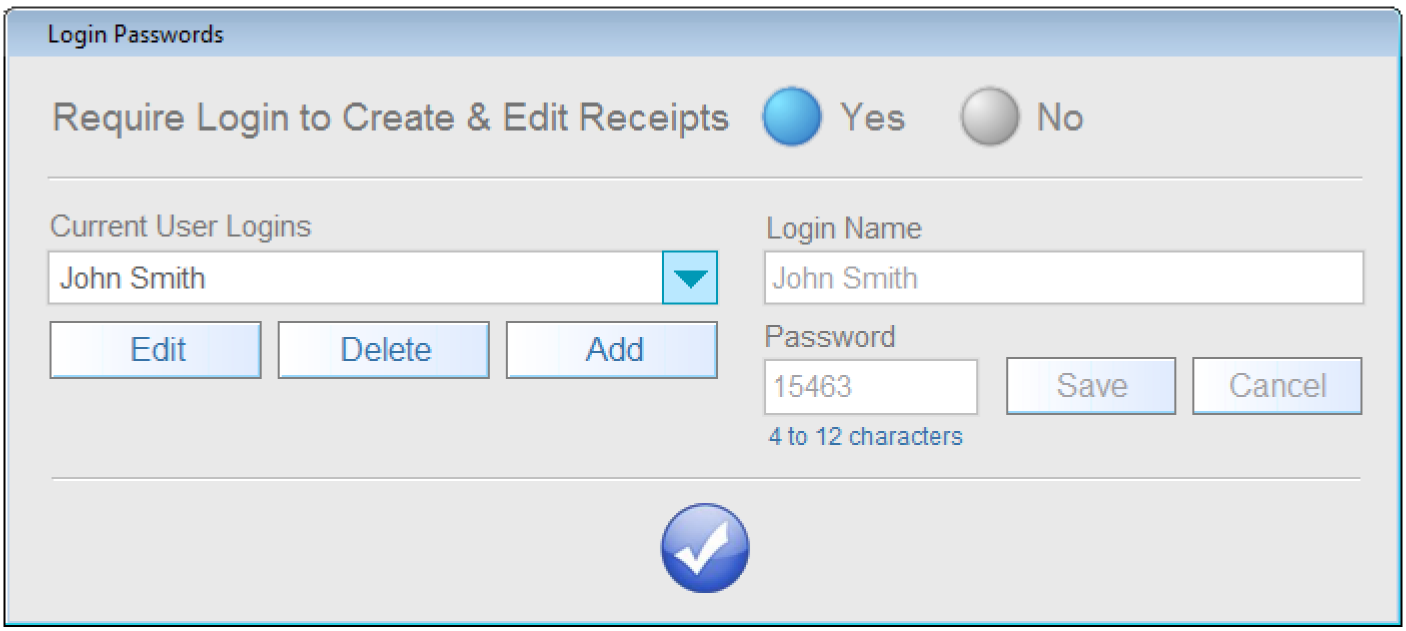
Use these buttons to tag and untag selected receipts that match the search text.


Click to log in or out.

You can require a user to login to create and edit receipts. You assign each user a unique login password that they must enter to edit receipts. When a user is logged in and they create a new or edit an existing receipt their name is automatically inserted into the BY field and the user cannot edit this field. **If management is logged in the field can be edited if necessary.**



Click here to show the screen below.



When you select YES to require logins you will be asked to create a management password. You must take care to remember this password since you will need it to access this screen to disable the login requirement or add and edit employee login passwords. **WRITE IT DOWN.** You will also use this password to login as a user to edit receipts. You can enter up to 50 user logins.