BILLMASTER™

USER'S MANUAL

Customized Business Software, LLC

INSTALLATION

BILLMASTER II is installed by your support representative. Updates are available on our website at www.billmaste.info.

To update your version of BILLMASTER:

1. Backup your database.
2. Uninstall the software.
3. Go to www.billmaster.info
4. Select the Downloads page
5. Double click on the version link, and select RUN.
6. The update will download and run, and continue to press NEXT and the update will install.

BILLMA$TER Software

Customized Business Software, LLC
233 Rock Road, #324
Glen Rock, NJ 07452
E-mail sales@billmaster.info
201-620-8566

Home Page

About Us

2010 Trade Shows

Downloads

Contact Us

Download

If you are interested in learning more about BILLMASTER
Call 201-620-8566 or sales@billmaster.info

Existing Customers:
Down load the file for the latest version of BILLMASTER below.

After down loading, double click on the file to install, select RUN or OPEN.

Please backup your data and uninstall your prior version before installing.
If you have any questions please call or e-mail

BILLMASTER II DOWN LOAD FILE - Version 2.04.XX

BILLMASTER - Index
BILLMASTER - Data 01
BILLMASTER - Data 02
BILLMASTER - Data 03
BILLMASTER - Data 04

Database 01 (Used by Support Staff Only)

Click on this link
to download
updates

Overview

Overview of BILLMASTER

BILLMASTER is a simple and easy to use system that provides solutions to meet your business needs.

BILLMASTER features:

- Statement Billing / Invoicing
- Routing, Scheduling
- Keeps a history of charges and payments
- Financial Reports (including Sales Tax)
- Contract, Estimates, Proposals

- Mailing Labels, Form Letters, Post Cards
- Search for any customer information quickly and easily
- Expenses / Check Writing
- Chemical Tracking based on EPA requirements
- Collection / Pre Pay Letters

BILLMASTER is well suited for the following types of businesses and those that do repeated services:

Lawn Maintenance and Landscaping
Fertilization and Chemical Application
Pest Control & Extermination
Billing Services and Accounting
Plumbing & Heating , Electricans
General Contractors

Irrigation, Tree Service & Snow Removal
General Contracting and Construction
Maid and Cleaning Services
Sanitation and Trucking
Pool and Spa Maintenance
Property Maintenance

BILLMASTER system requirements: Windows XP, Vista or Windows 7. The system allows you to create multiple companies (Line of Business) with unlimited accounts in each company. You will be able to create your own list of Job Descriptions Codes so that the Transactions (work done) can be recorded quickly using your terminology. Finding account balances, reports and listings are simple.

Basic Concepts of BILLMASTER

BILLMASTER is created so that you may divide your accounts into Separate Companies or Lines of Businesses

OR

You may keep all your accounts in <u>one</u> company. It is up to <u>you</u> how to organize your accounts for your <u>own purposes</u>. It is as if you had a filing cabinet and each drawer is a separate Line of Business. In order to do any work you <u>must</u> first open the drawer (<u>Select</u> a Company / Line of Business). Then you can go into the Account Information, Transactions Files (contains history of charges, payments & current balance), Produce Bills, etc.

Line of Business	Line of Business	Line of Business	Line of Business	Line of Business
Accounts	Accounts	Accounts	Accounts	Accounts
Fuel Delivery	Snow Plowing	Maintenace	Fertilization	Holiday Mailings
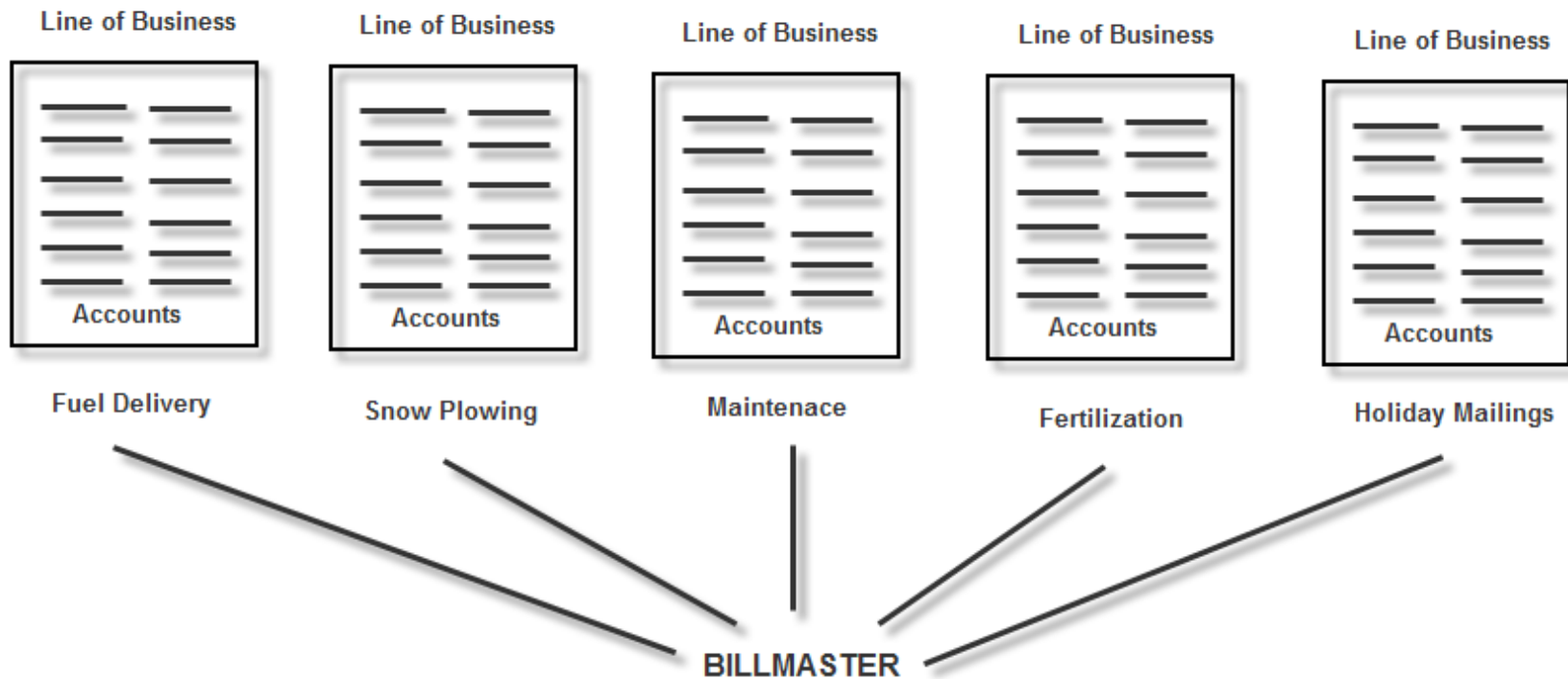
BILLMASTER

Your can create unlimited companies. Each company can have unlimited number of accounts. Organize your accounts and business to suit your needs.
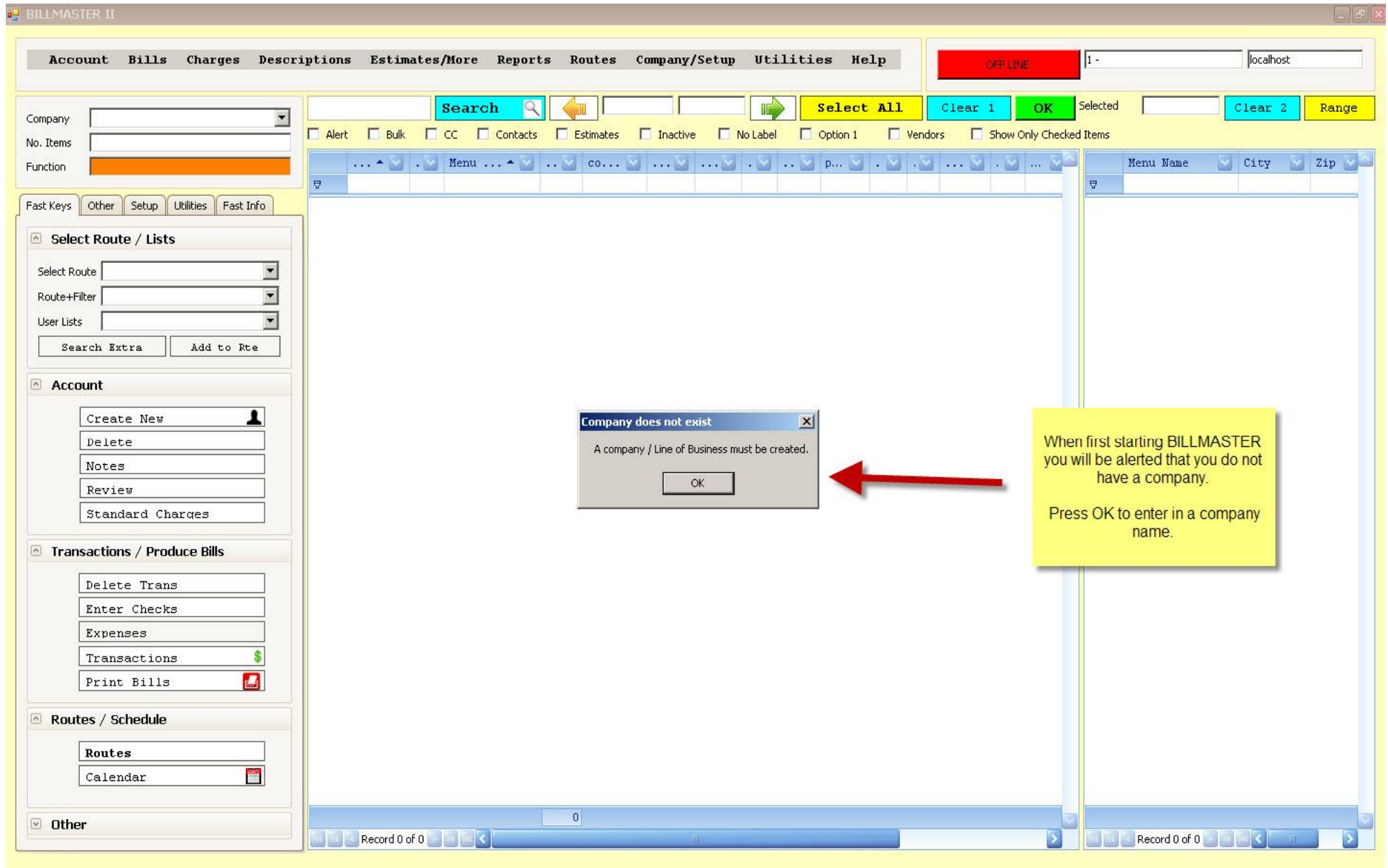
3

Getting started

In BILLMASTER II you can organize your business into Companies / Lines of Business, each having an unlimited number of accounts and full reporting functionality. BILLMASTER provides specific functions and features based on the company type that is selected.

When updating to BILLMASTER from DOS or Windows or another system, your data will be imported for you.

Creating a Company

When first starting BILLMASTER, you will be alerted that you do not have a company, as shown below. Press OK to enter a company name.

Step 1 – Enter Company Name

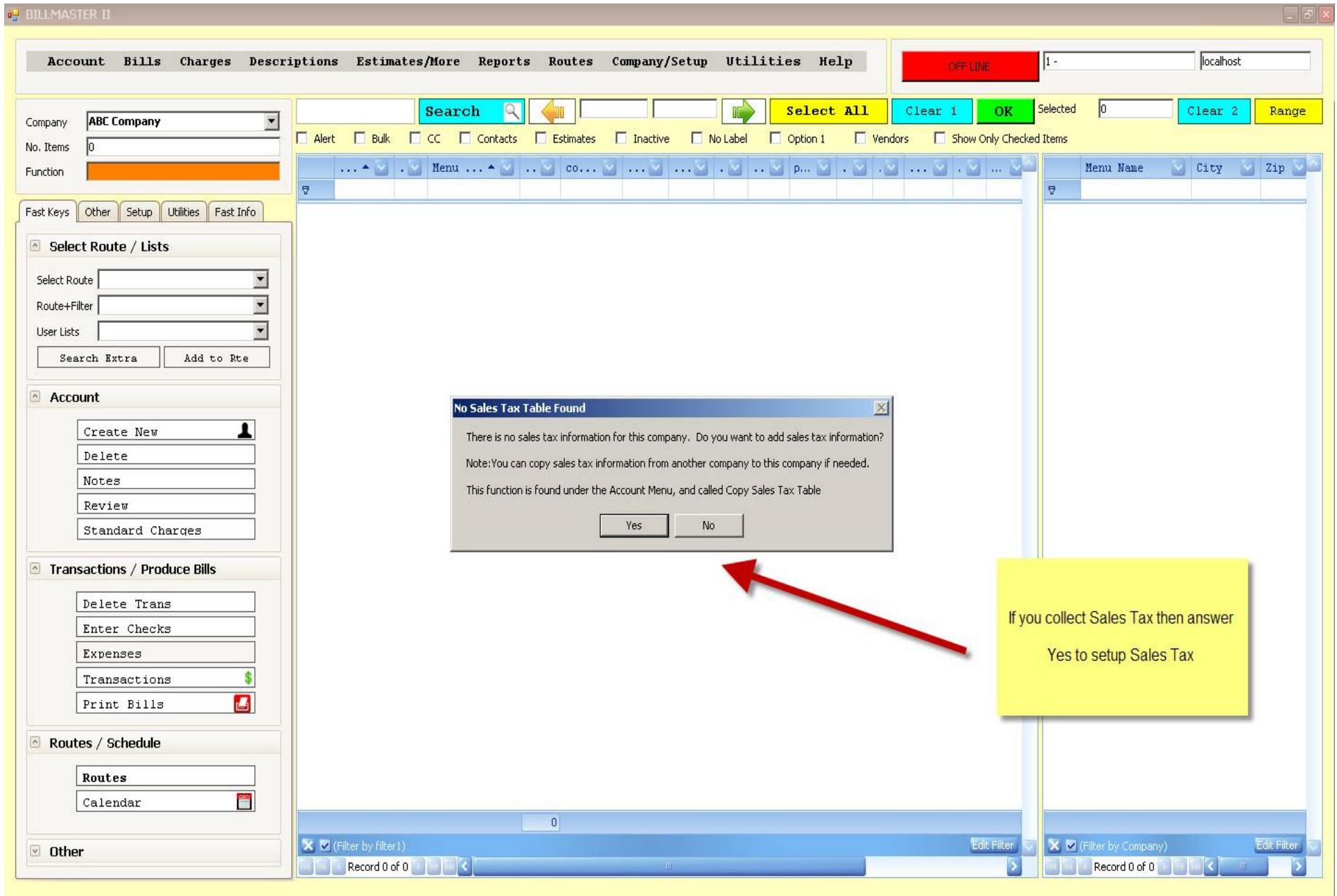Step 1 screenshot showing the BILLMASTER II Company / Line of Business window with the Name field containing "ABC Company" and the note "Enter in your company name and PRESS ENTER"

Sales Tax Setup / Configuration

After creating your company, you will be prompted if you need to Setup your Sales Tax percentages.

No Sales Tax Table Found

There is no sales tax information for this company. Do you want to add sales tax information?

Note:You can copy sales tax information from another company to this company if needed.

This function is found under the Account Menu, and called Copy Sales Tax Table

Yes   No

If you collect Sales Tax then answer Yes to setup Sales Tax

Enter the Sales Tax Percentage as needed.

Enter up to 3 characters to represent the sales tax area.

examples

New York = NY
Suffolk = SUF

Enter the sales tax percentage in decimal format.

examples

6 %   = 0.06
6 1/4/ %   = 0.0625

ONLY change the date if the sales tax changes. Then enter the new starting and ending dates.

01-01-1753 is the default start date.

Job Descriptions

Job Descriptions is a list of service descriptions and or items that you provide for your customers. Each account can have a different price for any Job Description. Example: Monthly Service $200.00; Quarterly Service $250.00

The Job Description File(s) is a database for common job descriptions and items. Using a code is a quick way of typing. When you enter a code, the description and pricing automatically appears.

Select Modify Job Descriptions to review, add and modify Job Descriptions.

Standard Job Description File:

BILLMASTER creates the first Job Descriptions file for you. This file contains common Job Description codes for Payments, Credits, Service Charges, Standard Work Descriptions, etc. <u>You may add and change codes and descriptions in this file.</u>

Job Descriptions

Fast Keys | Other | Grid Configuration | Job Description Defaults

| Standard | Lawn Maintenace | Fertilization | Pest Control |

Default job descriptions are provided. Press the corresponding button to load those job descriptions.

The fertilization job description is shown.

You can also import thousands of job descriptions from the Import feature of BILLMASTER.

Drag a column header here to group by that column   **Double click row to insert into transaction file**

Category	Code	Description	jobDescShort	Price	Tax T...	Tax Cd1	Tax Cd2	Tax Cd4	Tax Cd3	Hourly			
	3	Payment - Thank You	PYMT	0.00	3					0			
	4	Credit	CREDIT	0.00	4					0			
	5	Service Charge	SERV CHAR	0.00	5					0			
	6	Weekly Maintenance Charge	WK MAINT	0.00	1					0	0.00	0.00	0.00
	7	Monthly Maintenance Charge	MON MAINT	0.00	1					0	0.00	0.00	0.00
	101	Fertilizer Step 1 - Early Spring	Step 1	0.00	1					0.00	0.00	0.00	
	102	Fertilizer Step 2 - Late Spring	Step 2	0	1					0.00	0.00	0.00	
	103	Fertilizer Step 3 - Summer	Step 3	00	1					0.00	0.00	0.00	
	104	Fertilizer Step 4 - Early Fall	Step 4	00	1				0	0.00	0.00	0.00	
	105	Fertilizer Step 5 - Late Fall	Step 5	00	1				0	0.00	0.00	0.00	
	106	Fertilizer Step 6 - Winterize	Step 6	00	1					0.00	0.00	0.00	
	150	Soil Test	SoilT	0.00	1					0.00	0.00	0.00	
	151	Seeding	Grub							0.00	0.00	0.00	
	152	Lime	Lime							0.00	0.00	0.00	
	1 3	Grub Control	Grub							0.00	0.00	0.00	
		Insect Control	Insect						0	0.00	0.00	0.00	
	1 5	Tick Control	Tick						0	0	0.00	0.00	
	1 5	Fire Ant Control	FireAnt						0	0	0.00	0.00	
	1 7	Dallis Grass Control	DGC						0	0	0.00	0.00	

Tax code for item.

Tax Type

1 = Taxed Item
3 = Payment
4 = Credit
5 = Service Charge

Leave price at zero, if you will have a individual price for each account. BILLMASTER will use the account Standard Charge price first. If no price is found in the Standard Charge, then the Job Description price will be used.

Code is a number

Description can be for any service or material you need.

☒ ☑ (Compa... Rec...   Edit Filter

Create New Account

To create a new account either press the "Create New" button or Create New Account from the Account Menu.

To Create a New Account select "Create New Account from the Account Menu

or

Press the "Create New" button.
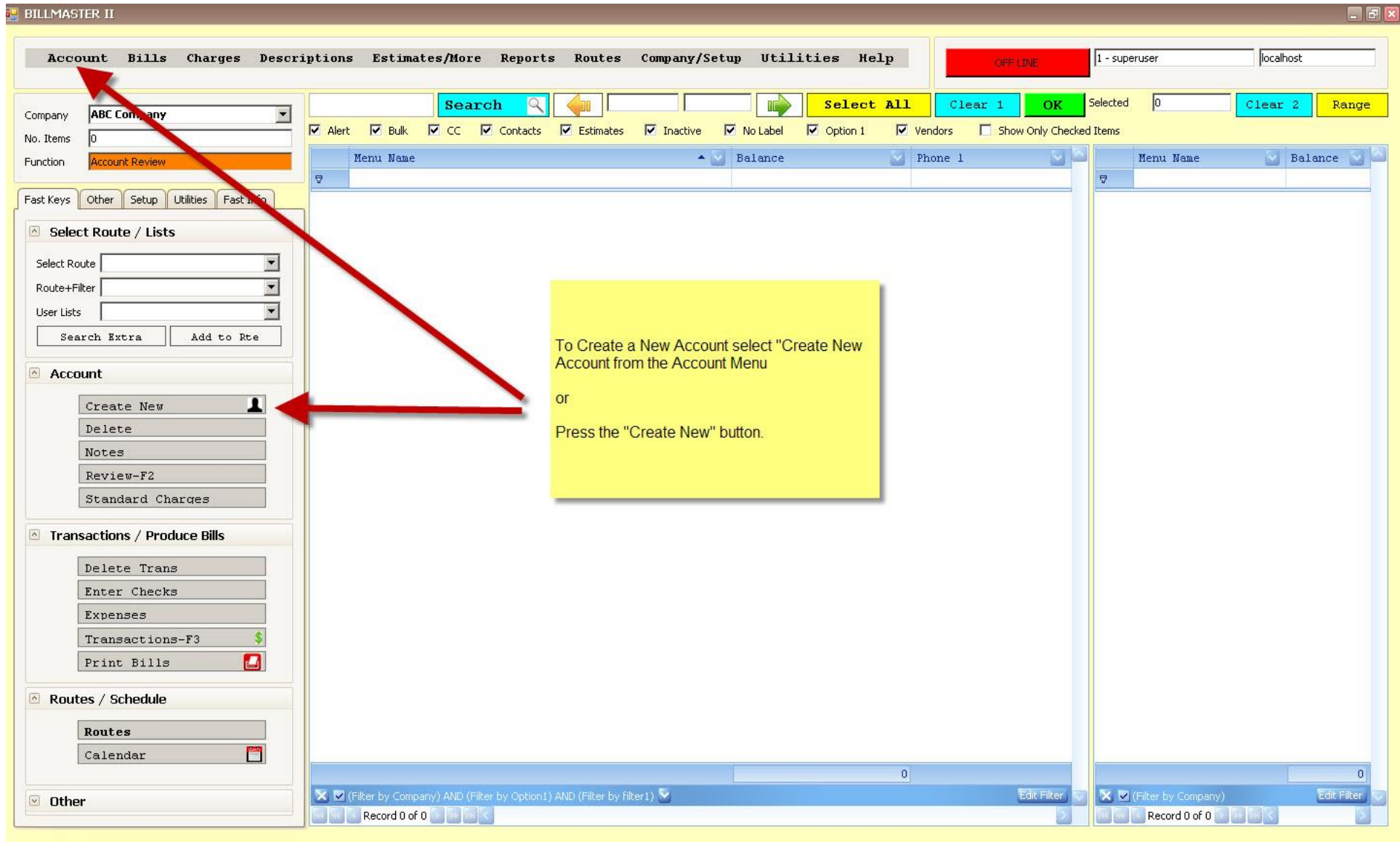
New Account Information

Enter the name, address and phone number information for the account
1. Account Type – You can create as many groups as you want to further organize and sub divide your account group.
2. The account status is the payment status for your account. Yellow is later payer. Red is delinquent payer. This is your choice.
3. Set the price for services you provide for this account's Standard Charges.
4. Press Save and Add Another if you want to continue to create a new account.

Charging your customers

Select Transactions for the customer to make a charge to their account. A Transaction File is the complete history of an account.
It contains **ALL** charges and payments to the account. You must enter a charge here in order to produce a bill.
1. Balance for the account
2. Print a Bill for the account
3. The description can be as long as you want for your bills, even a paragraph.
4. Change the date for all rows selected
5. The Sub Total and Tax and Balance are shown for each row.

When you enter the code and press ENTER, the description for the code and the price you set up in the Standard Charges for this account will be entered.

OR

Type in any code, such as 500 and type any description you want with a date.

Job Loc: Andy Able 68 New County Road Monsey NY 10952

Fast Keys | Functions / Settings | Grid Configuration | Job Locations

| Save & Refresh | Cancel | Previous | 1 | of | 1 | Next | User 1 - superuser |
| Print Bill | Standard Ch | Job Descr | Print Grid | DELETE Selected Row(s) | Select All Rows |

Routes
Customers — A`ddl Leaves john

Able, Andy   Home   745-348-4888

Balance 160.50   Charge Taxes: YES NJ

Drag a column header here to group by that column

Transaction							Totals			Check No	Invoice No	Taxes Cha...	Date		
Code	Description		Qty	Price	Date △	Type	Sub Tot	Bal	Open	Chk No	Inv No	Tax 1 / Tax	Month	Day	Year
7	Monthly Service		1.0000	150.00	05/30/2009	1	160.50	160.50	0.00	0	0	NJ 10.50	5	30	2009
3	Payment – Thank You Check No.5682		1.0000	-160.50	06/10/2009	3	-160.50	0.00	0.00	5682	0	NJ 10.50	6	10	2009
7	Monthly Service		1.0000	150.00	06/30/2009	1	160.50	160.50	0.00	0	0	NJ 10.50	6	30	2009
3	Payment – Thank You		1.0000	-160.50	07/30/2009	3	-160.50	0.00	0.00	0	0	NJ 10.50	7	30	2009
7	Monthly Service		1.0000	150.00	12/30/2009	1	160.50	160.50	160.50	0	0	NJ 10.50	12	30	2009
ℓ															

1

Record 6 of 6

Main Menu

The Main Menu gives access to all your customer and system information. Defined buttons and controls let you to quickly navigate to any information or reporting that you need.

Company Information

1. You can select the Company you are working in using the top left Menu drop down.
2. The number of customers in the company is shown at the top left of the screen and the bottom of the grid.
3. Press the Help button to view this manual on your screen.
    Press the About button to view BILLMASTER support and contact and version information.
4. Display of the current user logged onto the system. BILLMASTER can have multiple users.
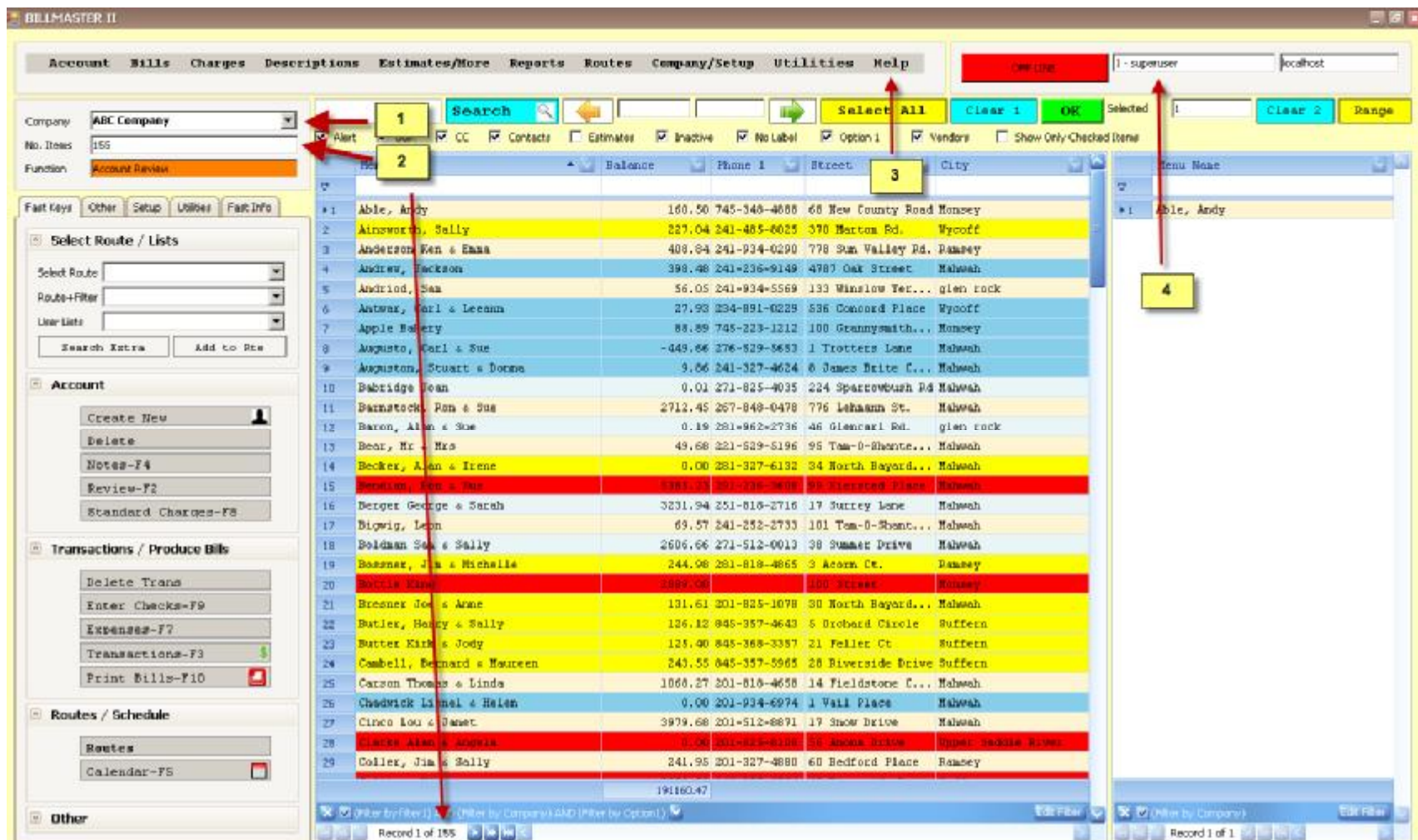
Account Information

1. Create Account – To create a new account press this button.
2. Account Notes – To access account notes. These are individual notes you may wish to keep on the account.
3. Account Review – When an account is selected from the Grid or OK is pressed, the customer account name and address screen will be shown.
4. Standard Charges – To view and modify the standard charges for the account selected. Standard Charges are the individual prices for services provided for that individual. An example Monthly Maintenance for a charge of $150.00 The type of service is the same, but the price varies by customer.
5. Transactions – To view all charges and payments posted to the account press this button.
6. Print Bills – Press this to produce / print bills and invoices.
7. Calendar – Display your company calendar. You can easily schedule appointments and make recurring appointments.
8. Job Descriptions – View and modify your Job Descriptions. This is a list of the common charges for products and services you provide for your customers.
9. Print Info – This prints account information in a summary format. Provides handy information about customer when visting them for estimates.
10. RIGHT CLICK on a selected account in the grid to access common functions
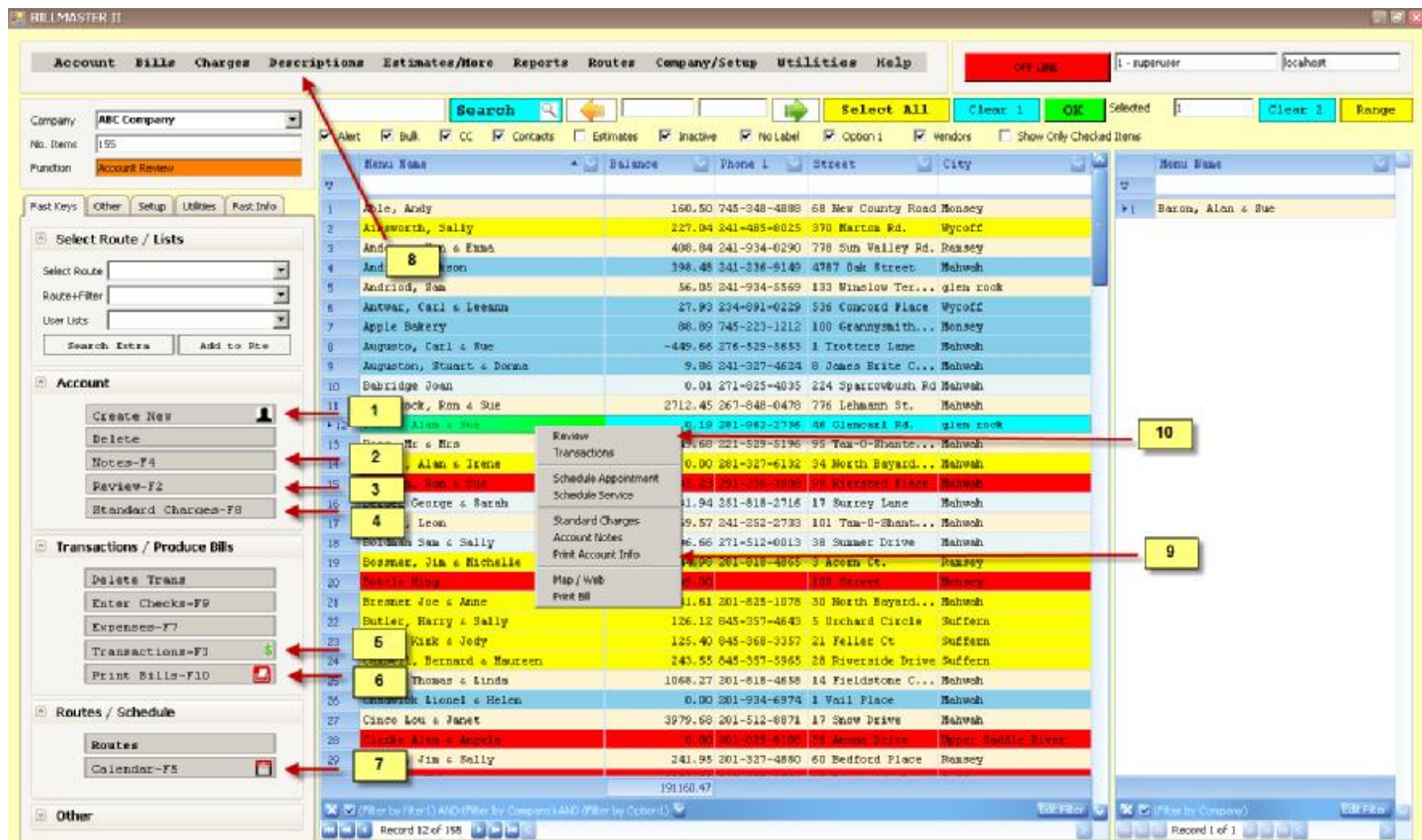
Route Selection, additional functions

1. Route – Select the route from this drop down. All of the accounts on the route will be highlighted in green in Grid1. Also the accounts will appear in route order in Grid 2.
2. Route with Filter – Select the route from this drop down. Only the accounts on the route will be highlighted in green in Grid1.
3. Delete Transactions – – Select this delete transaction for a particular code for any data range. This is handy if you mistakenly apply charges to a number of accounts
4. Enter Payments / Checks – Select this button to enter checks / payments for the selected accounts.

User Lists, additional functions

1. Chemical Records – From the Estimate / More menu, access the accounts chemical records. The chemicals records holds all the chemical, operator, technican and application temperature, wind, etc. information.
   Print Envelope – Quick access to print an envelope for the accounts selected.
2. User Lists – Select the user list from this drop down. All of the accounts on the list will be highlighted in green in Grid1. User Lists are lists that you create that are not a route list. They can be for any purpose, such as a list of people you want to sent a marketing letter to, or e-mail.
   Add to List – This will add the selected accounts to a list.
3. Search Extra – – This provides additional search filters for you to display accounts. You can search for inactive accounts, by Account Payment Status, or if the account has monthly credit card.
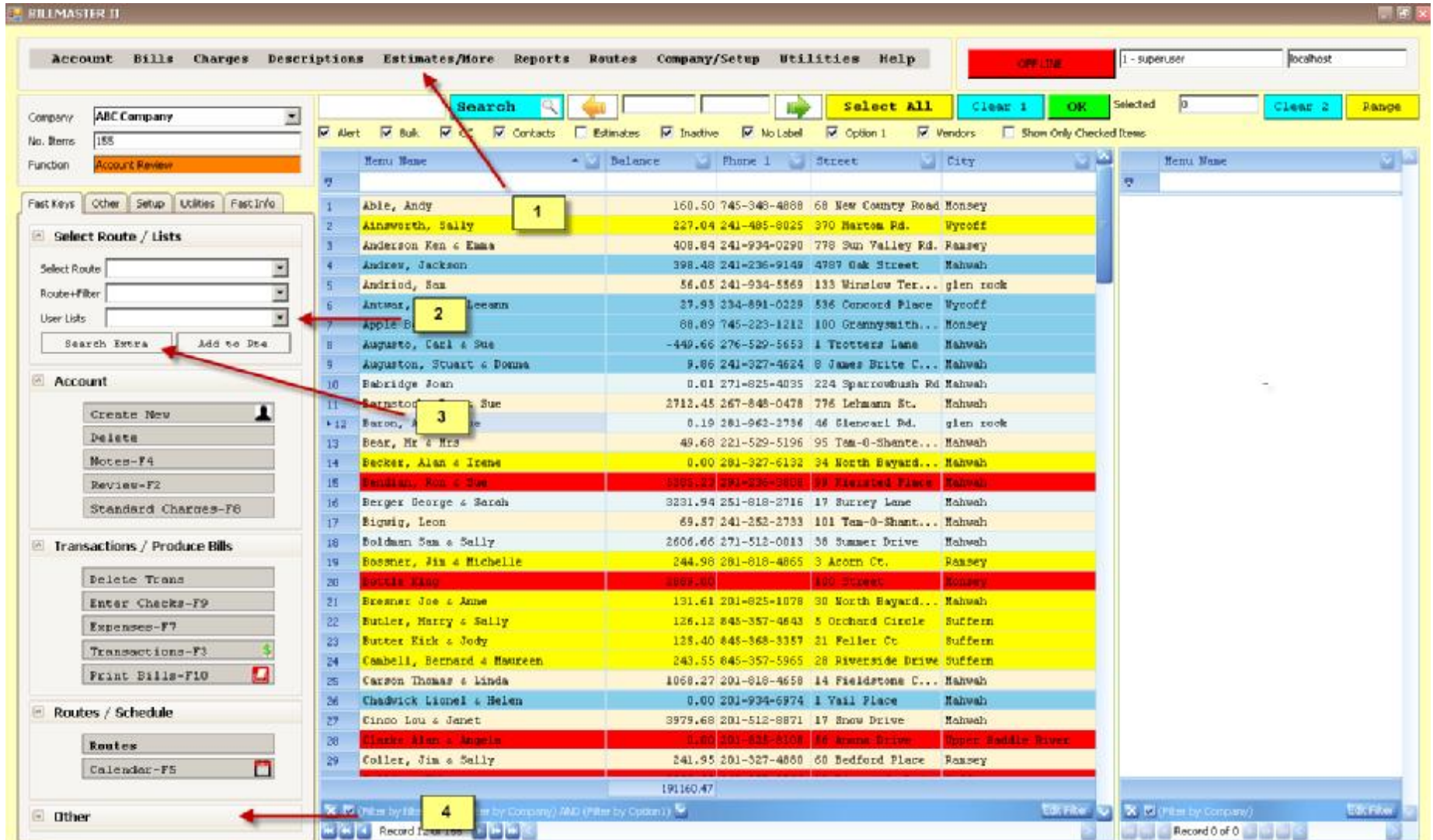
Function, additional functions

1. Function – This is the function for the next operation when OK is pressed or an account is double clicked on.
   So if the Function is Account Review, then the account name and address will be displayed when OK is pressed.
   If the function was Print Bills, then bills will be printed, etc.
2. Backup – press this to backup your data. Your data can be set to backup automatically. This is set in the Configuration sections, under the Section System -> Backup / Database Settings
3. General Setup – Access to the general setup dialog. This setup changes what is displayed and sets global system functions.
4. G2 ON/OFF – Press this button to toggle Grid 2 On or Off. Some users are not comfortable with using Grid 2 to selected items.
5. Auto Balance Refresh ON/OFF – This is just a indicator of whether or not the Auto Balance indicator is on or not. If it is not on, then you will need to save when in a transaction file.
6. Tax Setup – Press this button to setup your Sales Tax.
7. Zip Codes – List / Modify all Zip Codes in the system. Zip Codes are automatically collected as you enter in your accounts.
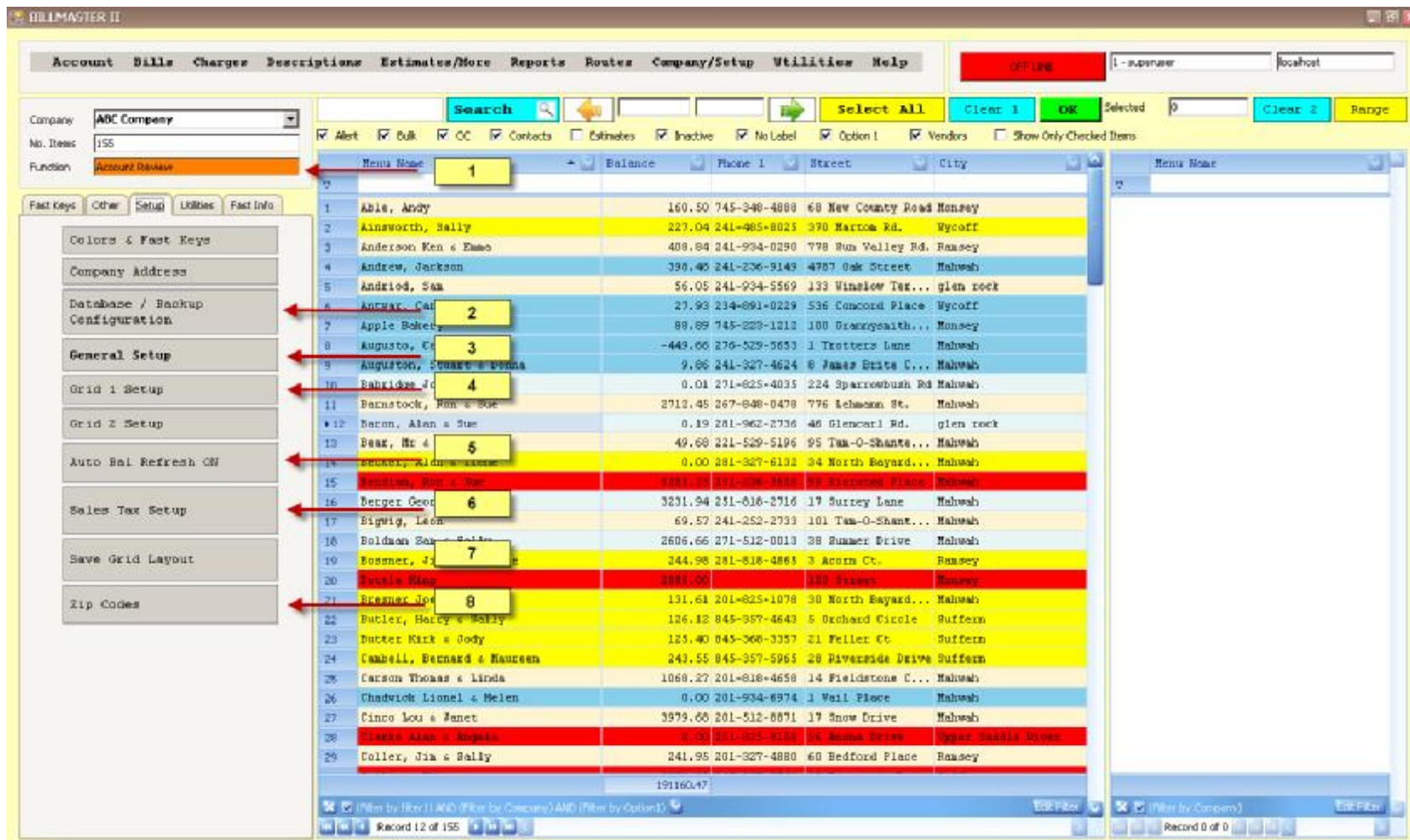
Search, additional functions

1. Search – Enter any text in this box and any matching text in the account file will be searched. If any part matches those accounts will be displayed highlighted in green in Grid 1.
2. Previous and Next – You can scroll through the accounts that have been found in the search by pressing the Forward and Back arrow buttons.
3. ALL – will select all accounts shown in Grid 1 and insert them onto Grid 2.
4. Clear 1 – This will clear all selected accounts in Grid1
5. OK – This will perform the action listed in the Function area for all the selected accounts
6. Selected Items – Shows the count of all the selected items.
7. Clear 2 – This will clear all selected accounts in Grid2
8. Range – Enter a range of accounts to select. Example: Range 20 to 55.
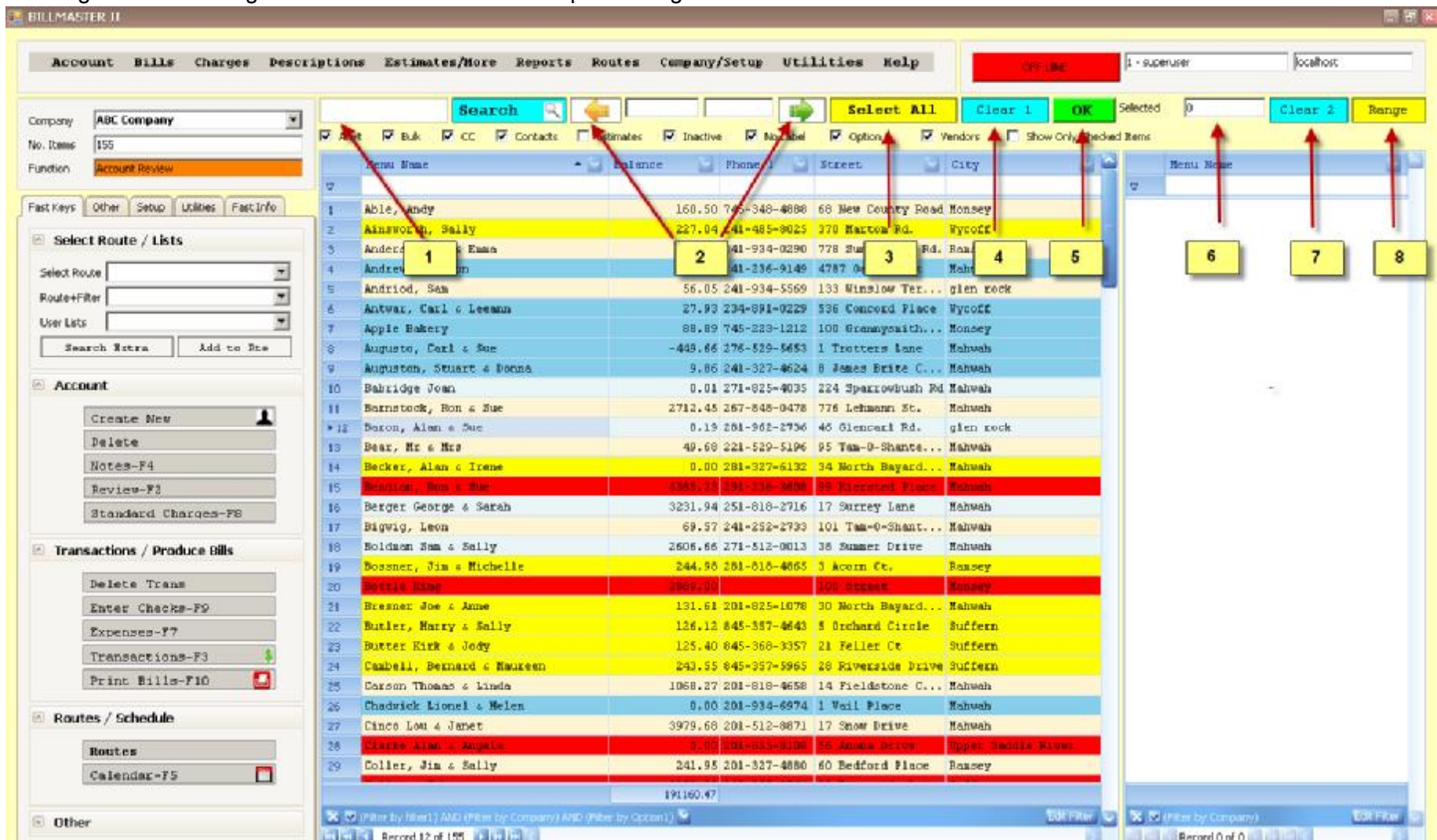
Main Menu – Function Selection

You can select the main functions from the menu bar at the top of the screen.

Main Menu – Selecting Accounts

You can select accounts by using several controls. Typically you can select by using the mouse and clicking on accounts and double click to do the function. You can also <u>select multiple accounts by pressing the Ctrl (Control) key as you make multiple selections</u>.   You can also use the Search function to find accounts. After the account is selected it will be highlighted in green

Main Menu – Selecting Account – Right Click

Access Common Account Functions by selecting a account and then Right Click. You wil see the menu as shown below. Select your function as needed.

Main Menu – Selecting Routes

You can select Routes by choosing the Route List drop down. Note you must first create Routes. See Creating Routes.

Main Menu – Selecting Routes + Filter

You can also select a Routes + Filter and have <u>only</u> those accounts on the route display.

Main Menu – User Lists

A User Lists is list of accounts that you can create and save for later. It is similar to a route list. For example if you select a group of people for sending out a marketing flyer, you could save that list in a User List and use it later, so you don't have to reselect it again later. At any time that you have accounts selected, you can press Add List.

Main Menu – Fast Account Info

1. You are able to configure account information to be seen without having to open up the account information screen.
Press the **General Setup** button to access the configuration. General Setup is located under Company/Setup.

Main Menu – Fast Account Info – Setup

1. Access General Setup from the Company / Setup Menu Choice or the Setup Tab.

Main Menu – Fast Account Info – Setup Continued

1. Check the information you want displayed for the Fast Account information display on the main menu.

Main Menu – Setup – Colors & Fast Keys

Set the Functions Keys to access commonly used functions, such as Account Review and Transactions. Set Menu and Key Colors

.
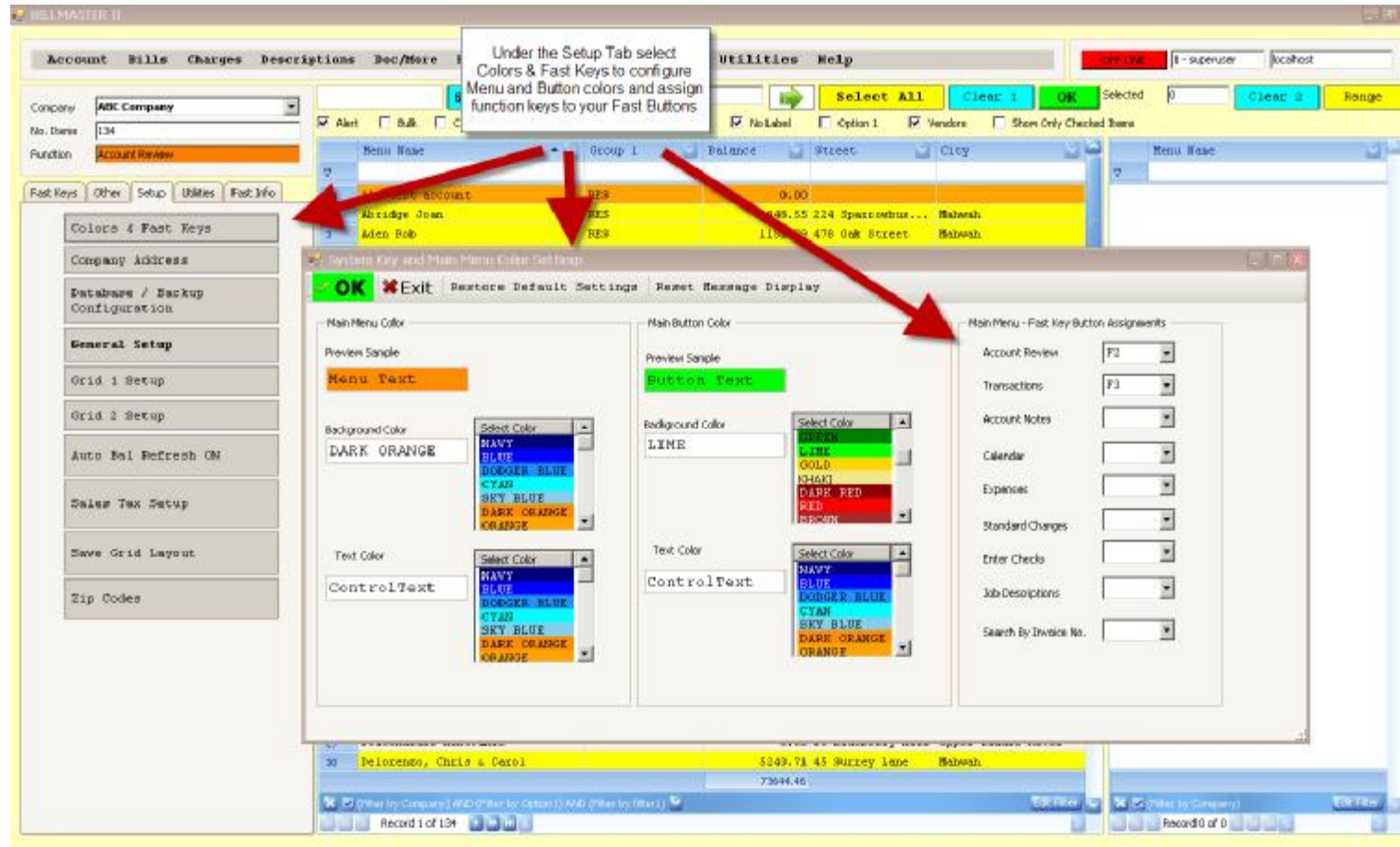
Main Menu – Google Maps

Access a map instantly with by selecting an account on the main menu, Right Click and select **Map / Web**
You can also select from the Estimates / More Menu and select **Web / Google Maps**

Setup to enter in starting address

Select the Route Tab to Map a Route

Company / Line of Business

Create Company / Line of business

To create a new company, select Create from the Company / Setup Menu

Create Company – Name, Business Type

1. Enter your company name and Press ENTER
2. Press Add Company after making your entries.

Create Company – Name and Address

1. Select Company/ Setup from the Main Menu, then Company Address. This name and address will be used on bill and other documents.
2. Enter the name to be used on check payments to the company.
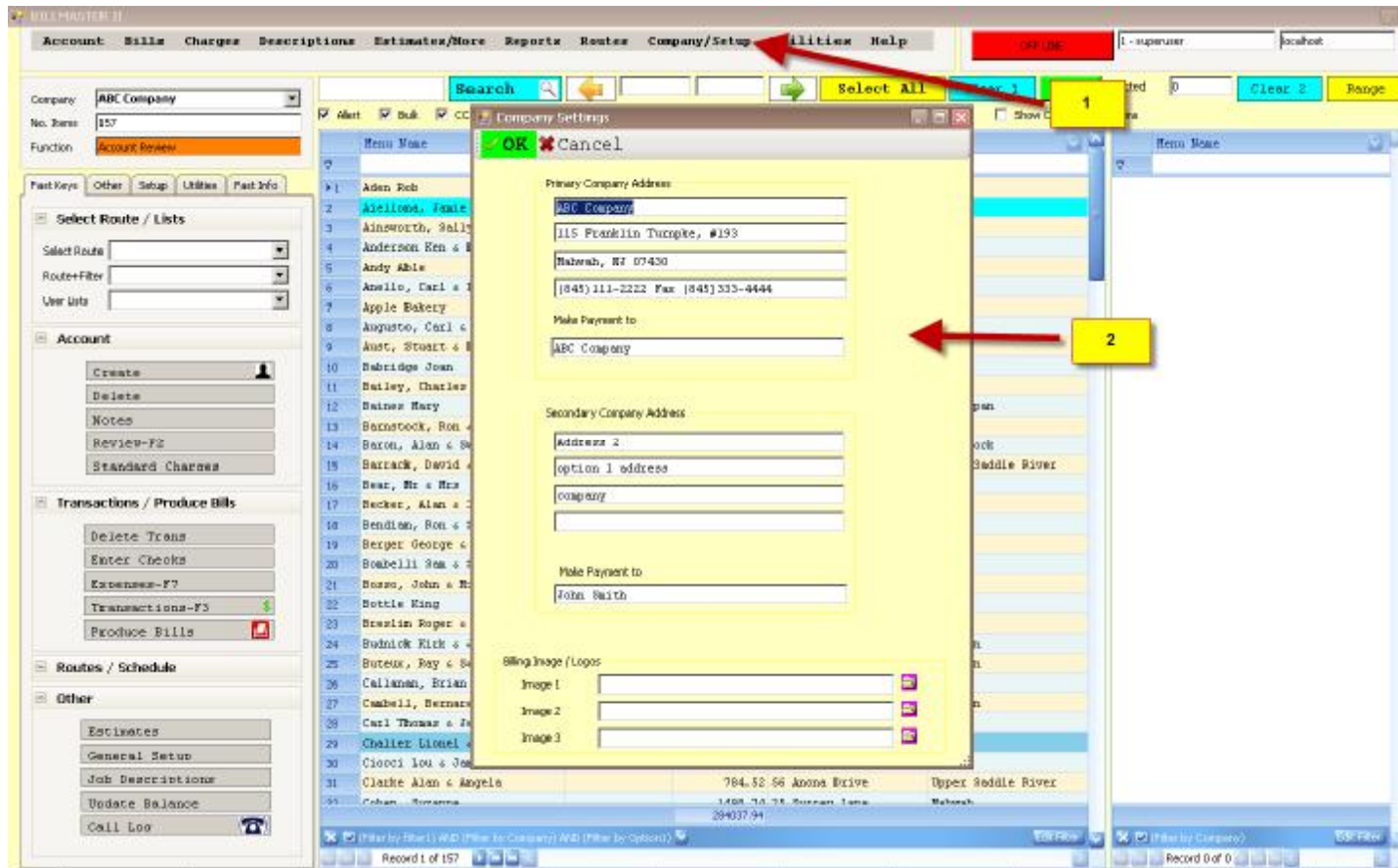
Account

Account Create

To create an account, either press Create Account from the Main Menu Fast Keys or Create New Account from the Account Menu.

Account Create – Initial Entry

Enter the name, address and phone number information for the account

1. Account Group – You can create as many groups as you want to further organize and sub divide your account group.
2. The account status is the payment status for your account. Yellow is later payer. Red is deliquent.
3. Press Save and add another if you want to continue to create accounts.

Account – Modify, Inactive, Account Status

The account screen provides access to all configurations for your accounts, including pricing for services.
To set services and options for the account, select the check boxes as needed. When an account is marked as inactive, they can be removed from route lists. A warning will then be displayed when the account is accessed in the future.

1. The Menu Name is only seen by you. It is sorted and allows you to select customers from the Main Menu. If you have two customers with the same last name, you can give different menu names.
2. If the active becomes inactive check this box.
3. Standard Charges. Set up individual prices for each customer regular services. You only have to do this once.
4. Routes that the customer belongs to.

Account – Updates

1. You can update the Standard Charges for accounts for price changes, by using the Account Update features. It allows you to select accounts and apply a update to each account, without having to go into each account individually. You can also change settings such as Group Code, Account Status, etc.

Account – Sales Tax / Tax Codes

1. If the account pays Sales Tax, check the Box to Charge Taxes. Select the Tax Default Code. Then all of the Standard Charges should have the Tax Code. If they do not press Apply Tax to Standard Charge button to apply the Tax Code Default.

Account Review – Screen Style

Select from different Account Screen Styles to display your account information. The Account Screen Style is selected from the Company / Setup Menu – Account Screen Style

Style #101

Style #102

Style #103

Style #104

🔲 Andrew, Jackson								_ ❐ ✕

Fast Keys | Setup / Chemical / WDI / Other | Documents

✓ **Save**	✕ Cancel	⬅ Previous	1	of	1	Next ➡	Account Notes	🖼 Images
📅 Calendar	Transactions	Apply Tax to Std Ch		Standard Ch	☎ Calls	Job Descriptions		History

Menu Name / Taxes / Filters | Contact / e-mail /CC Info | Site Info

Menu Name	Andrew, Jackson				☑ Apply Service Charge if needed?	☐ Inactive Account	☐ Alert
Letter	A	Customer Code	4	Group / Type 1	RES ▾	☑ Charge Taxes?	☑ Send Paper	☐ Contact
Status	Yellow ▾			Group / Type 2	▾	Tax Defaults	NJ ▾	☑ Send e-Bill	☐ Vendor
Current Balance	398.48			Group / Type 3	▾	☐ Option 1	☐ Estimate
						☐ No Label/Mailer	☐ Bulk

Bill To | Job Location | Routes

Bill to

Company	
Personal	Mr. and Mrs. Andrew Jackson
Street	4787 Oak Street
CSZ	Mahwah

House #
4787
NJ 07430

Standard Charges

Code	Description	Price	Type	T1
7	Monthly Service	150.00	1	NJ
101	Fertilizer Step 1 - Early Sp...	100.00	1	NJ

Style #104

Phone Numbers

Home	241-236-9149	Cell 2	--
Office	222-222-2222	Cell 3	--
Other	--		

Style #105

Style #301

Style #401

Standard Charges – Adding / Updating

To update the Standard Charges for Multiple Accounts at once, select Standard Charge Update from the Account Menu.

Enter the Job Description Code to set the pricing for. Use the FILL Buttons after selecting rows to fill multiple rows at the same time. This will either Add the Standard Charge to the account or update the existing price. If you enter the price in on a row, press ENTER after making your entry.

Account Information - Adding Images and Pictures

To add photos and images linked to an account, select an account to review. Then press the Images Button to add a picture.

Select photo from your computer and enter a Category and Description

Transactions
Transaction File – Charging your customer

Select Transactions for the customer to make a charge to their account. A Transaction File is the complete history of an account. It contains **ALL** charges and payments to the account. You <u>must enter a charge here</u> in order to produce a bill.

1. Balance for the account
2. Print a Bill for the account
3. The description can be as long as you want for your bills.
4. Change the date for all rows selected
5. The Sub total and tax and balance are shown for each line

How to Enter A Charge

Step 1: Enter a Job Description / Inventory Code.
The Description you created for that code will automatically appear in the description column.
Today's date will automatically appear in the date column. You may change the date if necessary.

Step 2:   Enter the quantity if needed, otherwise a quantity of ONE is the default

Step 3:   Enter the price if necessary.
The price for this under the Account Information screen - Standard Codes and Charges.
When you enter the code it will automatically put in this account's price, other the price for the Job Description will be used.

How to enter a payment:

Step 1: Enter Code 3 and press ENTER. A new dialog will appear.
Then enter the check amount and the date.
Enter the check number (of leave blank if you don't have a check number) and press ENTER.

Transaction File – Delete Row(s)

To delete a row or rows from the transaction file. Select the row by pressing on the far LEFT Margin of the grid and hold down the mouse button. Then the press the Delete Selected Row(s) button.

If the row you are trying to delete is the last row, it may not be part of the file yet, so it can be deleted. You can either Save and Refresh and then delete it or overwrite the row.

Transaction File – Yearly Activity Display and Grid Size

JOB DESCRIPTIONS

Job Descriptions – Modify

Select Descriptions modify from the Main Menu to modify Job Descriptions.

Job Descriptions is a list of descriptions of services and or items that you provide for your customers. Each account can have a different price for any Job Description. The Job Description File(s) is a database for common job descriptions and items. Using a code is a quick way of typing. When you enter a code, the description and pricing automatically appears.

Standard Job Description File:

BILLMASTER creates the first Job Descriptions file for you. This file contains common Job Description codes for Payments, Credits, Service Charges, Standard Work Descriptions, etc. You may add and change codes and descriptions in this file.

Job Descriptions – Column Definitions

Code
Is the number you assign to a description.

Description
This describes the item or job.

Type
A code Type is a number that instructs BILLMASTER how to treat the item when totaling the Account Transaction File and printing bills. The Type is usually number 1.

1	Standard Type - Taxes will be charged to the item if needed.
3	Payments. You can use your own wording for payment description. BILLMASTER will always total accounts using 3 as the payment code. When entering payments for your accounts, be sure to enter the exact amount paid to you including tax. When saved the payment will automatically be subtracted from the balance.
380	Payments for charges without Tax included in the charge, within a Account that charges tax.
4	Credit - Record any credits given. You can use your own wording for credit description. Do not include tax for the amount. BILLMASTER wil return the tax automatically.
5	Service charge (Finance charge). You can use your own wording for the service charge description. BILLMASTER will automatically apply service charges during the Produce Bills process. We suggest letting BILLMASTER handle this automatically. Remember to set the setting in the Account's Information file at the bottom of the screen and line F and G in the Produce Bills screen.
700	No date or price is printed on a bill for charges using this TYPE. **Description only** to be printed on the bill.
800	<u>Non-tax codes</u> Theses codes are used if you have an account that is taxed, but you have certain charges that are not taxed, such as Capital Improvements.
900 -910	Hidden Transaction - Transaction is note to you in the file. It will not affect the total of the file.

Charges

Make Charges – Single Charge Per Account

When you enter a charge it goes directly into each customer's tranaction file. It is stored and stored by the date used.
Reminder: You must have charges to produce a bill.

Select Accounts for Charges and/or Payments
Transactions may be entered into the accounts in one of two ways:
1. Charges Can be entered <u>directly from Main Menu , Transactions</u>, or
2. Charges, Single Charge, Multiple, Calendar
The Make Charges function is designed to make entries into MANY accounts as quickly as possible.

Begin by selecting your accounts.
<u>Accounts may be selected as often as necessary, if more than one job was done for them</u>.
Step 1 - Select your accounts. (You may use the routes you have created to make the process faster). Then select Charges.

57
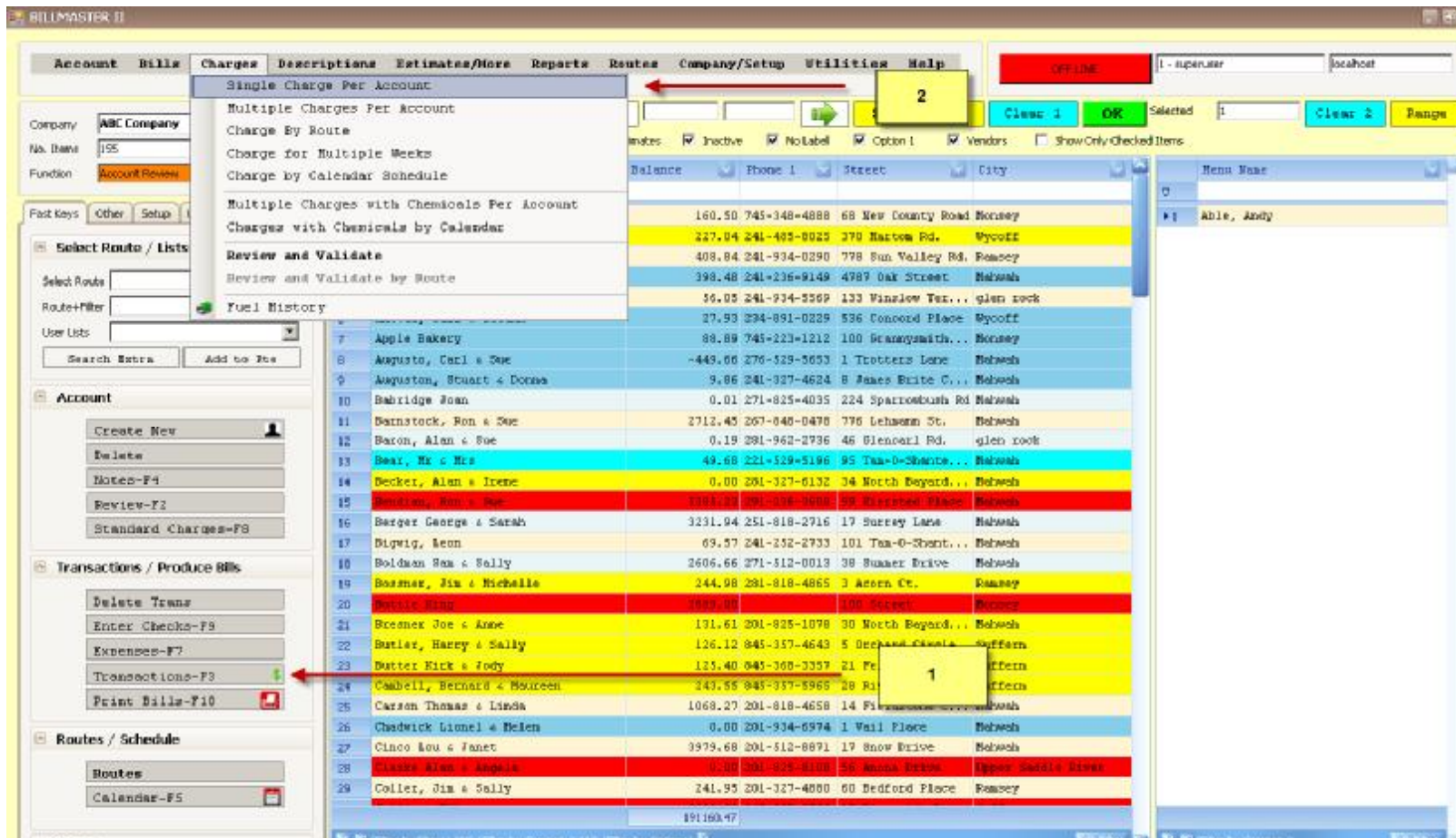
Make Charges – Single Charge per Account

After selecting accounts, the accounts are shown as below. You can enter the code for the charge you want to apply. You can also enter in a code and or date to fill for the rows you have selected. After selecting accounts it will put the price in if the account has the standard charge entered.

There are preset codes for Payment – Code 3, Credit - Code 4 and Service Charge – Code 5. For payments - Enter the amount paid. For example $50.25 **YOU DO NOT HAVE TO ENTER THE AMOUNT AS A NEGATIVE NUMBER.** The program will automatically save it as a negative number.

Credit – Code 4 - When inputting a Credit, the program considers NO TAX is included when entered. Even if the account is taxed, enter the Credit of the base amount. Tax will be added as necessary. DO NOT input a credit as a negative number. The program will automatically enter it as a negative number.

Service Charge – Code 5 – On the customer's account information screen you can choose whether or not you want the that individual to a have a Service Charge (late fee).   Set the service charge function to YES when producing bills to automatically apply service charges to accounts if necessary. The program will do the calculations for you.

Make Charges – Multiple Charges Per Account

You can also apply charges to accounts by entering a series of Job Description codes and having those codes be applied to the account selected. Begin by selecting your accounts. As always you can select account using the mouse, or selecting a route, or press the ALL button.

Enter your codes to make charges for.

After entering your codes you will be asked whether or not you want to list the account if there is no standard charge associated with the charge for that account for that code. Answer NO and only accounts that have a price set up will be listed.

Enter Transaction if no Standard Charge

Do you want to record the transaction with no price or default, if the customer does not have price for the standard code setup?

[Yes]   [No]

If you only want to have customers that have a price for the codes you entered come up then..

Select NO

Make Charges – For multiple weeks

If you want to apply charges for a service, such as weekly mowing, you can apply all the charges for the month to your Accounts at one time. Select your accounts, Choose <u>Charge for Multiple Weeks</u> under the Charges menu.
Enter in the code and the dates for those services to be applied.

Change the dates as needed from the service was done.

Make Charges

Save | Job Desc | Acct Notes | Std Ch | Print Grid | Scan

Tabs: **Fill Grid** | Transaction History | Help

[ ] → **Fill Code**   **Select All Rows**   **Refresh Completed Count**

[ ] → **Fill Qty**   **Delete Selected Rows**

12/30/2009 → **Fill Date**   **Print Grid**

Menu Name	Balance	Code	Description	Qty	Price	Date	Tax Type	Completed
Able, Andy	303.84	6	Weekly Maintenace	1.0000	0.00	06/05/2009	1	9
Able, Andy	303.84	6	Weekly Maintenace	1.0000	0.00	06/12/2009	1	9
Able, Andy	303.84	6	Weekly Maintenace	1.0000	0.00	06/19/2009	1	9
Able, Andy	303.84	6	Weekly Maintenace	1.0000	0.00	06/26/2009	1	9
Ainsworth, Sally	1527.04	6	Weekly Maintenace	1.0000	51.00	06/05/2009	800	22
Ainsworth, Sally	1527.04	6	Weekly Maintenace	1.0000	51.00	06/12/2009	800	22
Ainsworth, Sally	1527.04	6	Weekly Maintenace	1.0000	51.00	06/19/2009	800	22
Ainsworth, Sally	1527.04	6	Weekly Maintenace	1.0000	51.00	06/26/2009	800	22
Anderson Ken & Emma	1761.10	6	Weekly Maintenace	1.0000	72.00	06/05/2009	800	9
Anderson Ken & Emma	1761.10	6	Weekly Maintenace	1.0000	72.00	06/12/2009	800	9
Anderson Ken & Emma	1761.10	6	Weekly Maintenace	1.0000	72.00	06/19/2009	800	9
Anderson Ken & Emma	1761.10	6	Weekly Maintenace	1.0000	72.00	06/26/2009	800	9
Andriod, Sam	56.05	6	Weekly Maintenace	1.0000	345.00	06/05/2009	800	5
Andriod, Sam	56.05	6	Weekly Maintenace	1.0000	345.00	06/12/2009	800	5
Andriod, Sam	56.05	6	Weekly Maintenace	1.0000	345.00	06/19/2009	800	5
Andriod, Sam	56.05	6	Weekly Maintenace	1.0000	345.00	06/26/2009	800	5
Babridge Joan	0.01	6	Weekly Maintenace	1.0000	56.00	06/05/2009	800	6
Babridge Joan	0.01	6	W	1.0000	56.00	06/12/2009	800	6
Babridge Joan	0.01	6	W	1.0000	56.00	06/19/2009	800	6
Babridge Joan	0.01	6	W	1.0000	56.00	06/26/2009	800	6
Barnstock, Ron & Sue	2712.45	6	W	1.0000	74.00	06/05/2009	800	4
Barnstock, Ron & Sue	2712.45	6	W	1.0000	74.00	06/12/2009	800	4
Barnstock, Ron & Sue	2712.45	6	W	1.0000	74.00	06/19/2009	800	4
Barnstock, Ron & Sue	2712.45	6	W	1.0000	74.00	06/26/2009	800	4
Baron, Alan & Sue	0.19	6	Weekly Maintenace	1.0000	69.00	06/05/2009	800	4

The charges are applied for each account as needed for the dates entered

[X] [✓] (company ID)   Edit Filter

|◄ ◄◄ ◄ Record 1 of 44 ► ►► ►►| + − ▲ ✓ ✗ ◄

Make Charges – Charge by Route

Allows for quick selection of a route and then a preview to remove account from the list before proceeding forward with the charges.

Select Route to Charge

Remove account from the list by selecting the row and press Delete Selected Rows as needed.

Enter Payments / Checks

To enter payments from customers, first select the customers who have paid you. You can scan the bar code on the invoice receipt and the customer will be retrieved automatically.

Then enter in the payment amount, Check No. (If available) and Invoice No. (If available)

Produce Bills

Selected accounts to bill. After printing bills you can store a list of the bills that were printed. This is called a Bill Listing. The standard functions are available to you to review, print, rename and delete the Bill Listing file.

The default settings for this screen can be changed. See Configuration.

A-D
To produce invoices, select this section. The program will ask to input the starting and ending dates of the billing period.

A – Start and Ending Dates
These dates are important. All transactions that have occurred within this date period will be shown on the bill. NOTE - All transactions that occur before the starting date are considered the Previous Balance.

C - Date appearing on Bill
This date is totally independent of the starting and ending dates. It is the date that appears on the bill. Next enter the

D – Due Date
Due Date to appear on the bill if desired.
Note: The Due Date does not print on all bill form types.

Produce Bills – Print options

E - Only print bills with a balance of :   1.00: or GREATER. To print invoices for accounts with a balance of ZERO or less, enter -9999.00 for this number. This will print all invoices that have a balance GREATER than -9999.00. **For Pre-Paid Accounts enter -99999.00 to produce a bill.**

F- G
Next, is a series of questions that already have default values. First is whether to apply a service (finance) charge if necessary. If Yes is answered, then for all accounts selected to be billed that have a previous balance greater than 3.00 (you can change this value), will have a service charge applied. That charge will be listed on the bill. Only one service charge will be applied for each month. The system will not apply two charges in one month, even if the bill is reprinted several times.

H
The Job Location will print in the advertisement area if it is different that the Bill To address, unless you select NO. Refer to the Configuration section for billing settings.

I
Print as a statment. Printing a bill as a statement shows previous balance information. Enter N to print an invoice with only the transactions for the period selected and the charges due for that period. No Payments, Credits or Previous Balance will be shown.

J
An advertisement or announcement for the month can be entered in the fields provided.

Produce Bills – Print by Invoice No.

To print or reprint a bill by invoice number. You can simply enter the Invoice number to reprint on the produce bills screen.

Bill / Invoice Samples

Select the Bill / Invoice style, The colors and watermarks for each style can be set from the Bill Print and Watermark Settings on the Produce Bill Screen

Style # 1

```
                                    10033        01/04/2010

ABC Company

126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444        ****FLOWERING PLANT SPECIAL****
                                       HALF PRICE SALE ON ROSES &
                                       HYDRANGEAS

                                       REMEMBER TO WATER!

Andy Able
68 New County Road
Monsey NY 10952                        Style # 1


>-------------------------------------<

||||||||||||||||||||||||||||||||||||||||||

    DATE              DESCRIPTION              AMOUNT       TOTALS

01/04/10    Monthly Service                    150.00       150.00


            Sub Total                                       150.00




            Total Charges                                   150.00
            Previous Balance                                105.84
            Payments and Credits                              0.00
            Balance Due                                     255.84









PLEASE RETURN TEAR OFF WITH PAYMENT


||||||||||||||||||||||||||||||||||||||||||
```

Style # 2

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

Inv No.	Acct No.	Billing Period		DUE DATE
10033	3113	01/01/2010	01/31/2010	01/04/2010

Andy Able
68 New County Road
Monsey NY 10952

ACCOUNT SUMMARY as of	01/04/2010
Previous Balance	105.84
Payments	0.00
Current Charges	150.00
Taxes	0.00
Sub Total	150.00
TOTAL AMOUNT DUE	255.84

Job Location
Andy Able , 68 New County Road , Monsey NY 10952

DATE	DESCRIPTION	AMOUNT
01/04/10	Monthly Service	150.00

Style #2

- -
Please detach and return bottom portion with payment. Retain the top portion for your records

PLEASE RETURN TEAR OFF WITH PAYMENT

Andy Able
68 New County Road
Monsey NY 10952

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

****FLOWERING PLANT SPECIAL****
HALF PRICE SALE ON ROSES & HYDRANGEAS

REMEMBER TO WATER!

Invoice Number	10033
DUE DATE	01/04/2010
AMOUNT DUE	255.84
Payment	
Check Number	

Please Make Check Payable to:

ABC Company

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Style # 3

```
01/04/2010
10033


                              ****FLOWERING PLANT SPECIAL****
                              HALF PRICE SALE ON ROSES &
                              HYDRANGEAS

        Andy Able                REMEMBER TO WATER!
        68 New County Road
        Monsey NY 10952




01/04/10  Monthly Service                              150.00




          Sub Total                                    150.00
          NYC Sales Tax                                  0.00
          Total                                        150.00
          Previous Balance                             105.84
          Payments and Credits                           0.00

  PLEASE RETURN TEAR OFF WITH PAYMENT                  255.84

  Andy Able                                       01/04/2010
  68 New County Road
  Monsey NY 10952                                 10033


  01/04/10   Monthly Service                           150.00
```

Style #3

```
          Sub Total                                    150.00
          NYC Sales Tax                                  0.00
          Total                                        150.00
          Previous Balance                             105.84
          Payments and Credits                           0.00
          Balance Due                                  255.84
```

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Style #4 - Bill / Invoice Default Style

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

Your LOGO here
ABC Company

01/04/10

Inv No.	Billing Period	DUE DATE
10033	1/1/2010 01/31/2010	01/04/2010

ACCOUNT SUMMARY as of	01/04/2010
Previous Balance	105.84
Payments	0.00
Current Charges	150.00
Taxes	0.00
Sub Total	150.00
TOTAL AMOUNT DUE	255.84

Andy Able
68 New County Road
Monsey NY 10952

Home   745-348-4888

Job Location

Andy Able , 68 New County Road , Monsey NY 10952

DATE	DESCRIPTION	AMOUNT
01/04/10	Monthly Service	150.00

**Style #4
Bill/Invoice Default Style**

- -
Please detach and return bottom portion with payment. Retain the top portion for your records

PLEASE RETURN TEAR OFF WITH PAYMENT

Andy Able
68 New County Road
Monsey NY 10952

Job Location: Andy Able , 68 New County Road , Monsey NY 10952

****FLOWERING PLANT SPECIAL****
HALF PRICE SALE ON ROSES & HYDRANGEAS

REMEMBER TO WATER!

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

Invoice Number	10033
DUE DATE	01/04/2010
AMOUNT DUE	255.84
Payment	
Check Number	

Please Make Check Payable to:

ABC Company

Home   745-348-4888

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Style # 5

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

Watering Instructions   01/04/10
☐ Please water around trees throughly for 47 days
☐ No water on plants for 24 hours
☐ Please water lawn A.S.A.P.   ☐ Please water lawn 30-45 minutes
☐ Please water lawn before mowing
☐ Please water lawn following mowing   ☐ Please water lawn .5 inch minimum
☐ No water on lawn for ☐ 24 hours ☐ 48 hours

Inv No.	Acct No.	Billing Period		DUE DATE
10033	3113	1/1/2010	01/31/2010	01/04/2010

Andy Able
68 New County Road
Monsey NY 10952

ACCOUNT SUMMARY as of	01/04/2010
Previous Balance	105.84
Payments	0.00
Current Charges	150.00
Taxes	0.00
Sub Total	150.00
TOTAL AMOUNT DUE	255.84

- - - - - - - - - - -
Commerical Applicator: Joe Smith
License Number: Company #1234
Commerical Operator:
License Number(s):   App License #1234
Apparatus License:

Job Location

Andy Able , 68 New County Road , Monsey NY 10952

DATE	DESCRIPTION	AMOUNT
01/04/10	Monthly Service	150.00

Style #5

- -

Please detach and return bottom portion with payment. Retain the top portion for your records

PLEASE RETURN TEAR OFF WITH PAYMENT

Andy Able
68 New County Road
Monsey NY 10952

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

Product	EPA No.	Qty P100 Gal	Wind	W Dir	Temp	Time

Invoice Number	10033
DUE DATE	01/04/2010
AMOUNT DUE	255.84
Payment	
Check Number	

Please Make Check Payable to:

ABC Company

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Style #6

```
ABC Company                                          01/04/10
126 Valley Road
Glen Rock, NJ 07452                        Inv No.     10033
(845)111-2222 Fax (845)333-4444

                                 Target Pest
                                            _____

▌▐█▌▐▌▐█▌▐


Andy Able                                  ┌──────────────────────┐
68 New County Road                         │                      │
Monsey NY 10952                            │       Style #6       │
                                           │                      │
                                           └──────────────────────┘


                                    CHARGES AND CREDITS
                            Monthly Service              150.00

****FLOWERING PLANT SPECIAL****
HALF PRICE SALE ON ROSES & HYDRANGEAS

REMEMBER TO WATER!


 PLEASE RETURN TEAR OFF WITH PAYMENT
                                   Previous Bal:

                                   Total        _____
```

Style #7

Date   01/04/2010

Invoice No. 10033

****FLOWERING PLANT SPECIAL****
HALF PRICE SALE ON ROSES &
HYDRANGEAS

Andy Able
68 New County Road
Monsey NY 10952

REMEMBER TO WATER!

DATE	DESCRIPTION	AMOUNT
01/04/10	Monthly Service	150.00

Style #7

Sub Total	150.00
NYC Sales Tax	0.00
Total	150.00
Previous Balance	105.84
Payments and Credits	0.00
TOTAL AMOUNT DUE	**255.84**

PLEASE RETURN TEAR OFF WITH PAYMENT

Bill To:

Andy Able
68 New County Road
Monsey NY 10952

Job Location:

Andy Able
68 New County Road
Monsey NY 10952

Date   01/04/2010

Invoice No. 10033

255.84

Style #8

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

	January	Date	01/04/10
		No.	10033

Target Pest _____

Andy Able   Andy Able
68 New County Road   68 New County Road
Monsey NY 10952   Monsey NY 10952

****FLOWERING PLANT SPECIAL****   Home   745-348-4888
HALF PRICE SALE ON ROSES & HYDRANGEAS

REMEMBER TO WATER!

Previous Bal	105.84
Pymts Credits	0.00
Total Charges	150.00

Style #8

TOTAL	

PLEASE RETURN TEAR OFF WITH PAYMENT

Technician _____   Customer _____

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

	January	Date	01/04/10
		No.	10033

Target Pest _____

Andy Able   Andy Able
68 New County Road   68 New County Road
Monsey NY 10952   Monsey NY 10952

****FLOWERING PLANT SPECIAL****   Home   745-348-4888
HALF PRICE SALE ON ROSES & HYDRANGEAS

REMEMBER TO WATER!

Previous Bal	105.84
Pymts Credits	0.00
Total Charges	150.00

TOTAL	

PLEASE RETURN TEAR OFF WITH PAYMENT

Technician _____   Customer _____

Style #9

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

	01/04/10 10033
Sub Total	150.00
Taxes	0.00
Total Charges	150.00
Previous Balance	105.84
Payments	0.00
Balance Due	**255.84**

Andy Able
68 New County Road
Monsey NY 10952

Job Location: Andy Able , 68 New County Road ,
Monsey NY 10952

****FLOWERING PLANT SPECIAL****
HALF PRICE SALE ON ROSES & HYDRANGEAS

REMEMBER TO WATER!

PLEASE RETURN TEAR OFF WITH PAYMENT

DATE	DESCRIPTION	AMOUNT
01/04/10	Monthly Service	150.00

Style #9

Style #10

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

Your LOGO here
ABC Company

01/04/10

Acct No.	Inv No.	Billing Period		DUE DATE
3113	10033	1/1/2010	01/31/2010	01/04/2010

Andy Able
68 New County Road
Monsey NY 10952

ACCOUNT SUMMARY as of	01/04/2010
Previous Balance	105.84
Payments	0.00
Current Charges	150.00
Taxes	0.00
Sub Total	150.00
TOTAL AMOUNT DUE	255.84

Job Location: Andy Able , 68 New County Road , Monsey NY 10952

DATE	DESCRIPTION	AMOUNT
01/04/10	Monthly Service	150.00

Style #10

Please detach and return bottom portion with payment. Retain the top portion for your records

PLEASE RETURN TEAR OFF WITH PAYMENT

Andy Able
68 New County Road
Monsey NY 10952

Job Location: Andy Able , 68 New County Road , Monsey NY 10952

****FLOWERING PLANT SPECIAL****
HALF PRICE SALE ON ROSES & HYDRANGEAS

REMEMBER TO WATER!

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

Invoice Number	10033
DUE DATE	01/04/2010
AMOUNT DUE	255.84
Payment	
Check Number	

Please Make Check Payable to:

ABC Company

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Style #11

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

Your LOGO here

ABC Company

Invoice #	10033
Date	01/04/10

Andy Able
68 New County Road
Monsey NY 10952

****FLOWERING PLANT SPECIAL****
HALF PRICE SALE ON ROSES &
HYDRANGEAS

REMEMBER TO WATER!

Job Location :   Andy Able , 68 New County Road , Monsey NY 10952

DESCRIPTION

Monthly Service	150.00
Total	$ 255.84

PLEASE RETURN TEAR OFF WITH PAYMENT

Style #11

Style #11

| | 10033 | 01/04/2010 |

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

DUE DATE   01/04/2010

****FLOWERING PLANT SPECIAL****
HALF PRICE SALE ON ROSES &
HYDRANGEAS

REMEMBER TO WATER!

Andy Able
68 New County Road
Monsey NY 10952

>--<

DATE	DESCRIPTION	GAL	PRICE	NJ	ROC	OR	TOTALS
01/04/10	Monthly Service	1.00	150.00	0.00	0.00	0.00	150.00
	Sub Total						150.00

Style #1001

Total Charges	150.00
Previous Balance	105.84
Payments and Credits	0.00
Balance Due	**255.84**

- -

Please detach and return bottom portion with payment. Retain the top portion for your records
PLEASE RETURN TEAR OFF WITH PAYMENT

Andy Able
68 New County Road
Monsey NY 10952

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

Invoice Number	10033
AMOUNT DUE	255.84
Payment	
Check Number	

Please Make Check Payable to: ABC Company

Routes

Routes – Create

Routes are a way of creating a list of your accounts for scheduling work. The routes can later be used to apply charges to your accounts.

1. To create a route, first provide a name for the route and press Add Name

Routes – Add Accounts, Change Order and Enter Notes.

Once you have created the Route name, you can add / modify the accounts that belong to the route.

1. Select accounts to add them to route
2. Route Selected
3. Notes for this account
4. Jobs to be done for accounts on the route. Select on the customer name in the account on route area to enter in Route Notes and Job Codes for the customer.
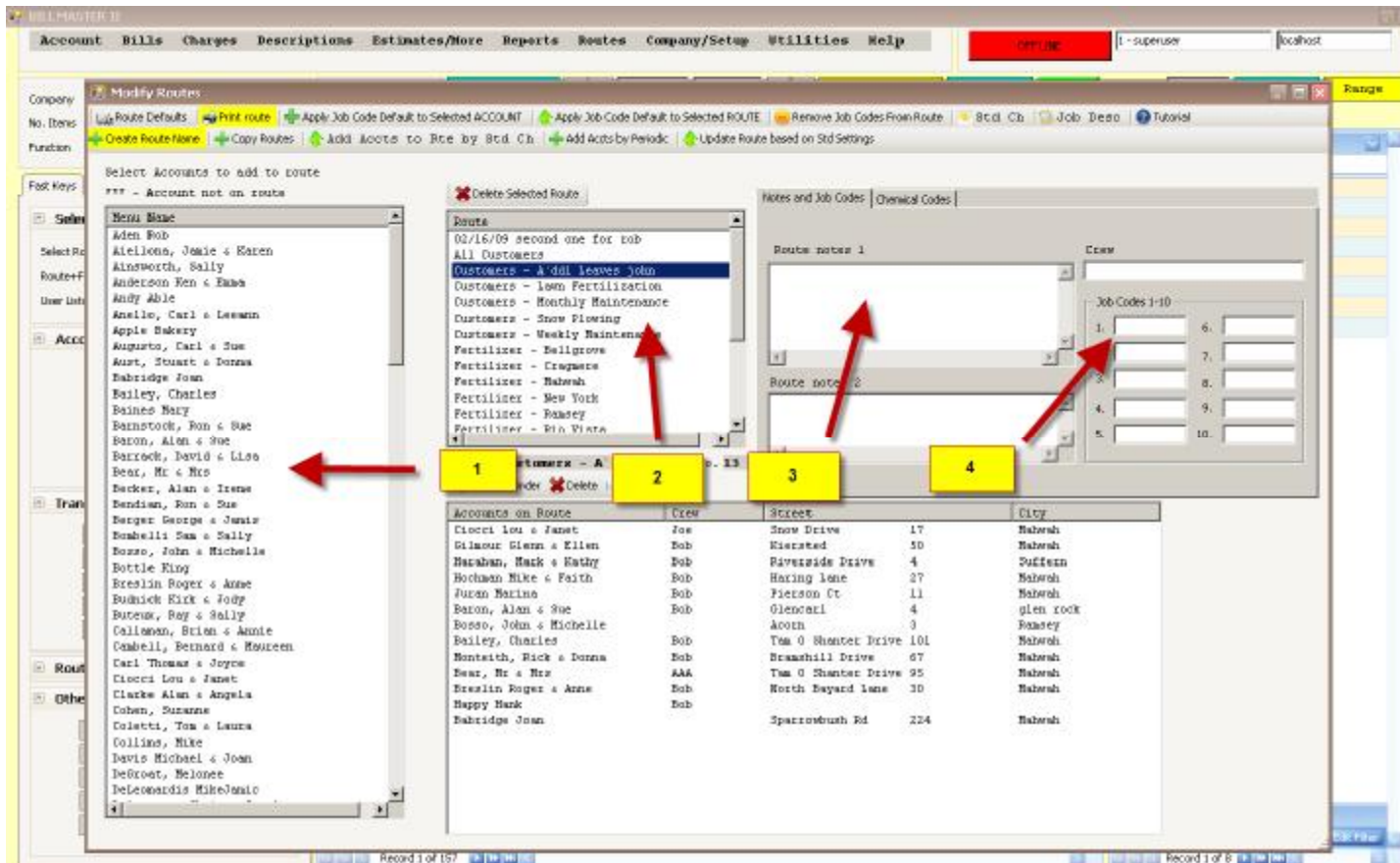
Routes – Print Routes

You can select from a variety of Route / Worksheet print styles by selecting the Truck Icon. The Route report can also contain Route Notes for your customer along with phone number, property size, etc.

Sample Route Sheets

Style #1

|||||||||||||||||||||||||

ABC Company

01 Monday - Crew 1   As of :   01/04/2010

	Menu Name	Address	City	Phone 1	Phone 2	Phone 3
1.	Able, Andy	68 New County Road	Monsey	745-348-4888		
2.	Ainsworth, Sally	370 Martom Rd.	Wycoff	241-485-8025	--	--
3.	Berger George & Sarah	17 Surrey Lane	Mahwah	251-818-2716	--	--
4.	Baines Mary	78 Heather Ln.	Malapan	234-529-3526	201-417-2192	--
5.	Augusto, Carl & Sue	1 Trotters Lane	Mahwah	276-529-5653	--	--
6.	Andriod, Sam	133 Winslow Terrace	glen rock			
7.	Anderson Ken & Emma	77 Sun Valley Rd.	Ramsey			
8.	Cinco Lou & Janet	17 Snow Drive	Mahwah			
9.	Kapiloff, Gerald & Ter	163 Miller Rd.	Mahwah	201-252-2662	201-633-4747	--
10.	Kelly Robert	7 Crestwood Drive	Suffern	845-369-7982	--	--
11.	Kronenberg, Bill & Jan	54 Mill Glen Rd.	Upper Sad	201-236-1420	--	201-819-4232
12.	Liebhof Anita	107 Fisher Rd	Mahwah	201-236-2953	--	--
13.	Napolitano, Paul	155 Airmount Rd.	Mahwah	--	--	--
14.	Masi Steve & Maryann	4 Squire Ct.	Mahwah	201-529-1238	201-265-5400	--
15.	Marcelly, Jerome	123 Meadow Hill Rd.	Newburgh	845-566-1005	--	--
16.	Pozer, Steve & Lisa	123 Fawn Hill Rd.	Upper Sad	201-825-3136	--	--
17.	Sze Howard & Grace	26 Haring Lane	Mahwah	201-818-3638	212-916-2536	201-887-0299
18.	Rob`s Cafe	100 Main Street	Spring Va			

Style #1

Style #2

ABC Company

01 Monday - Crew 1   As of :   01/04/2010

	Menu Name	Address	City	Phone 1	Phone 2
1.	Able, Andy	68 New County Road	Monsey	745-348-4888	
2.	Ainsworth, Sally	370 Marton Rd.	Wycoff	241-485-8025	--
3.	Berger George & Sarah	17 Surrey Lane	Mahwah	251-818-2716	--
4.	Baines Mary	78 Heather Ln.	Malapan	234-529-3526	201-417-2192
5.	Augusto, Carl & Sue	1 Trotters Lane	Mahwah	276-529-5653	--
6.	Andriod, Sam	133 Winslow Terrace	glen rock	241-934-5569	--
7.	Anderson Ken & Emma	77 Sun Valley Rd.			
8.	Cinco Lou & Janet	17 Snow Drive			
9.	Kapiloff, Gerald & Terry	163 Miller Rd.	Mahwah	201-252-2662	201-633-4747
10.	Kelly Robert	7 Crestwood Drive	Suffern	845-369-7982	--
11.	Kronenberg, Bill & Janice	54 Mill Glen Rd.	Upper Sad	201-236-1430	--
12.	Liebhof Anita	107 Fisher Rd	Mahwah	201-236-2953	--
13.	Napolitano, Paul	155 Airmount Rd.	Mahwah	--	--
14.	Masi Steve & Maryann	4 Squire Ct.	Mahwah	201-529-1238	201-265-5400
15.	Marcelly, Jerome	123 Meadow Hill Rd.	Newburgh	845-566-1005	--
16.	Pozer, Steve & Lisa	123 Fawn Hill Rd.	Upper Sad	201-825-3136	--
17.	Sze Howard & Grace	26 Haring Lane	Mahwah	201-818-3638	212-916-2536
18.	Rob`s Cafe	100 Main Street	Spring Va		

Style #2

Style #3

```
ABC Company                    ||||||||||||||||||||||||||||||||||

01 Monday - Crew 1                        As of :    01/04/2010
```

	Menu Name	Address	City	Phone 1
1.	Able, Andy	68 New County Road	Monsey	745-248-4888
2.	Ainsworth, Sally	370 Marton Rd.	Wycoff	241-485-8025
3.	Berger George & Sarah	17 Surrey Lane	Mahwah	251-818-2716
4.	Baines Mary	78 Heather Ln.	Malapan	234-529-3526
5.	Augusto, Carl & Sue	1 Trotters Lane	Mahwah	276-529-5653
6.	Andriod, Sam	133 Winslow Terrace	glen rock	241-934-5569
7.	Anderson Ken & Emma	77 Sun Valley Rd.	Ramsey	241-934-0290
8.	Cinco Lou & Janet	17 Sno...	...ahwah	201-512-8871
9.	Kapiloff, Gerald & Terry	163 Mi...	...ahwah	201-252-2662
10.	Kelly Robert	7 Crestwood Drive	Suffern	845-269-7982
11.	Kronenberg, Bill & Janice	54 Mill Glen Rd.	Upper Sad	201-236-1420
12.	Liebhof Anita	107 Fisher Rd	Mahwah	201-236-2953
13.	Napolitano, Paul	155 Airmount Rd.	Mahwah	--
14.	Masi Steve & Maryann	4 Squire Ct.	Mahwah	201-529-1238
15.	Marcelly, Jerome	123 Meadow Hill Rd.	Newburgh	845-566-1005
16.	Pozer, Steve & Lisa	123 Fawn Hill Rd.	Upper Sad	201-825-3136
17.	Sze Howard & Grace	26 Haring Lane	Mahwah	201-818-3638
18.	Rob`s Cafe	100 Main Street	Spring Va	

Style #3

Style #4

```
ABC Company

01 Monday - Crew 1                          As of :      01/04/2010


Menu Name                        Address                 City    Phone 1
━━━━━━━━━━━━━━━━━━━━━━━━━━━        ━━━━━━━━━━━━━━━━━━━     ━━━━━━  ━━━━━━━━━━

1.   Able, Andy                  68 New County Road      Monsey  745-348-4888

     Watch for Dog




2.   Ainsworth, Sally            370 Marton Rd.          Wycoff  241-485-8025

     Park on Side Street




3.   Berger George & Sarah       17 Surrey Lane          Mahwah  251-818-2716

     Watch for Dog




4.   Baines Mary                 78 Heather Ln.          Malapan 234-529-3526




5.   Augusto, Carl & Sue         1 Trotters Lane         Mahwah  276-529-5653




6.   Andriod, Sam                133 Winslow Terrace      glen rock 241-934-5569

     Watch for Dog
```

Style #4

Style #5

```
ABC Company                    |||||||||||||||||||||||||||||||||||

01 Monday - Crew 1                      As of :     01/04/2010

Menu Name                         Address                City      Phone 1
_____  _____   _____    _____

1.   Able, Andy                   68 New County Road     Monsey    745-348-4888

     Watch for Dog


2.   Ainsworth, Sally             370 Marton Rd.         Wycoff    241-485-8025

     Park on Side Street


3.   Berger George & Sarah        17 Surrey Lane         Mahwah    251-818-2716

     Watch for Dog


4.   Baines Mary                  78 Heather Ln.         Malapan   234-529-3526


5.   Augusto, Carl & Sue          1 Trotters Lane        Mahwah    276-529-5653


6.   Andriod, Sam                 133 Winslow Terrace     glen rock 241-934-5569

     Watch for Dog


7.   Anderson Ken & Emma          77 Sun Valley Rd.      Ramsey    241-934-0290


8.   Cinco Lou & Janet            17 Snow Drive          Mahwah    201-512-8871
```

Style #5

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Style #6

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ABC Company               ║█║║██║║║█║██║║██║█║║██║║█║

01 Monday - Crew 1                        As of :     01/04/2010

      Menu Name                    Address              City       Phone 1
      ━━━━━━━━━━━━━━━━━━━━━━━━━━━   ━━━━━━━━━━━━━━━━━━━━  ━━━━━━━━━  ━━━━━━━━━━━━
1.    Able, Andy                   68 New County Road   Monsey     745-348-4888
      Watch for Dog


2.    Ainsworth, Sally             370 Marton Rd.       Wycoff     241-485-8025
      Park on Side Street


3.    Berger George & Sarah        17 Surrey Lane       Mahwah     251-818-2716
      Watch for Dog


4.    Baines Mary                  78 Heather L         apan       234-529-3526


5.    Augusto, Carl & Sue          1 Trotters Lane      Mahwah     276-529-5653


6.    Andriod, Sam                 133 Winslow Terrace  glen rock  241-934-5569
      Watch for Dog


7.    Anderson Ken & Emma          77 Sun Valley Rd.    Ramsey     241-934-0290


8.    Cinco Lou & Janet            17 Snow Drive        Mahwah     201-512-8871


9.    Kapiloff, Gerald & Terry     163 Miller Rd.       Mahwah     201-252-2662
```

Style #6

Style #7

```
ABC Company                    ||||||||||||||||||||||||||||

01 Monday - Crew 1                      As of :      01/04/2010

       Menu Name                     Address             City      Phone 1
       ════════════════════════════════════════════════════════════════

  1.   Able, Andy                    68 New County Road   Monsey    745-348-4888
       Watch for Dog

  2.   Ainsworth, Sally              370 Marton Rd.       Wycoff    241-485-8025
       Park on Side Street

  3.   Berger George & Sarah         17 Surrey Lane       Mahwah    251-818-2716
       Watch for Dog

  4.   Baines Mary                   78 Heather Ln.       Malapan   234-529-3526

  5.   Augusto, Carl & Sue           1 Trotters Lane                276-529-5653

  6.   Andriod, Sam                  133 Winslow Terrace  glen rock 241-934-5569
       Watch for Dog

  7.   Anderson Ken & Emma           77 Sun Valley Rd.    Ramsey    241-934-0290

  8.   Cinco Lou & Janet             17 Snow Drive        Mahwah    201-512-8871

  9.   Kapiloff, Gerald & Terry      163 Miller Rd.       Mahwah    201-252-2662

 10.   Kelly Robert                  7 Crestwood Drive    Suffern   845-369-7982

 11.   Kronenberg, Bill & Janice     54 Mill Glen Rd.     Upper Sad 201-236-1430

 12.   Liebhof Anita                 107 Fisher Rd        Mahwah    201-236-2953

 13.   Napolitano, Paul              155 Airmount Rd.     Mahwah    --
```

Style #7

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Style #8

Andy Able
68 New County Road
Monsey NY 10952
Watch for Dog

Ms. Sally Ainsworth
370 Martom Rd.
Wycoff NJ 07481
Park on Side Street

Mr & Mrs George Berger
17 Surrey Lane
Mahwah NJ 07430
Watch for Dog

Mrs. Mary Baines
78 Heather Ln.
Malapan NJ 07477

Mr. & Mrs Carl Augusto
1 Trotters Lane
Mahwah NJ 07430

Mr. & Mrs. Sam Andriod
133 Winslow Terrace
glen rock NJ 07452
Watch for Dog

Mr&Mrs Ken Anderson
77 Sun Valley Rd.
Ramsey NJ 07446

Mr. Louis Cinco
Mrs. Janet Tuffy
17 Snow Drive
Mahwah NJ 07430

Mr. Gerald Kapiloff
163 Miller Rd.
Mahwah NJ 07430

Mr&Mrs Robert Kelly
7 Crestwood Drive
Suffern NY 10901

Mr& Mrs Bill Kronenberg
54 Mill Glen Rd.
Upper Saddle River NJ 07458

Mrs Anita Liebhof
107 Fisher Rd
Mahwah NJ 07430

Mr Paul Napolitano
155 Airmount Rd.
Mahwah NJ 07430

Mr&Mrs Steve Masi
4 Squire Ct.
Mahwah NJ 07430

Mr. Jerome Marcelly
123 Meadow Hill Rd.
Newburgh NY 12550

Mr & Mrs Steve Pozer
123 Fawn Hill Rd.
Upper Saddle River NJ 07458

Mr & Mrs Sze
26 Haring Lane
Mahwah NJ 07430

Rob's Cafe
100 Main Street
Spring Valley NY 10977

Style #8

Style #9

```
ABC Company                    ||||||||||||||||||||||||||||||||
01 Monday - Crew 1                          As of :    01/04/2010
Total Area :        33285    Turf Area :      99158965

    Menu Name                        Address              City      Phone 1
    ━━━━━━━━━━━━━━━━━━━━━━━━━━━        ━━━━━━━━━━━━━━━━━━━   ━━━━━━    ━━━━━━━━━━

1.  Able, Andy                       68 New County Road   Monsey    745-348-4888
    DATE: _____  #BAGS _____   Total Area:          Turf Area:

    Watch for Dog

2.  Ainsworth, Sally                 370 Martom Rd.       Wycoff    241-485-8025
    DATE: _____  #BAGS _____   Total Area:   9885   Turf Area:   0

    Park on Side Street

3.  Berger George & Sarah            17 Surrey Lane       Mahwah    251-818-2716
    DATE: _____  #BAGS _____   Total Area:   0      Turf Area:   5800

    Watch for Dog

4.  Baines Mary                      78 Heather Ln.                 234-529-3526
    DATE: _____  #BAGS _____   Total Area:   0      Turf Area:   16000

5.  Augusto, Carl & Sue              1 Trotters Lane      Mahwah    276-529-5653
    DATE: _____  #BAGS _____   Total Area:   0      Turf Area:   18665

6.  Andriod, Sam                     133 Winslow Terrace  glen rock 241-934-5569
    DATE: _____  #BAGS _____   Total Area:   234gg  Turf Area:   9900bvgg

    Watch for Dog

7.  Anderson Ken & Emma              77 Sun Valley Rd.    Ramsey    241-934-0290
    DATE: _____  #BAGS _____   Total Area:   0      Turf Area:   21000

8.  Cinco Lou & Janet                17 Snow Drive        Mahwah    201-512-8871
```

Style #9

Style #10

```
ABC Company                                              As of :      01/04/2010
01 Monday - Crew 1                    Job Total        0.00 Job Total 2          0.00
                                      1 :
   Menu Name                          Address               City       Phone 1
   ─────────────────────────────      ─────────────────     ──────     ─────────

1. Able, Andy                         68 New County Road     Monsey     745-348-4888



   Watch for Dog
2. Ainsworth, Sally                   370 Marton Rd.         Wycoff     241-485-8025



   Park on Side Street
3. Berger George & Sarah              17 Surrey Lane         Mahwah     251-818-2716



   Watch for Dog
4. Baines Mary                        78 Heather Ln.         Malapan    234-529-3526




5. Augusto, Carl & Sue                1 Trotters Lar                    276-529-5653




6. Andriod, Sam                       133 Winslow Terrace    glen rock  241-934-5569



   Watch for Dog
7. Anderson Ken & Emma                77 Sun Valley Rd.      Ramsey     241-934-0290




8. Cinco Lou & Janet                  17 Snow Drive          Mahwah     201-512-8871




9. Kapiloff, Gerald & Terry           163 Miller Rd.         Mahwah     201-252-2662




10. Kelly Robert                      7 Crestwood Drive      Suffern    845-369-7982
```

Style #10

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Style #11

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

January   Date   01/04/10 No.   1139

IN _____ am pm   OUT _____ am pm

Target Pest _____

Andy Able
68 New County Road
Monsey NY 10952

Andy Able
68 New County Road
Monsey NY 10952

Home   745-348-4888

CHEMICAL USED	%	AMOUNT
USED1-Demon Max	0.01 %	
_____2-Termidor SC	0.06 %	
_____3-Syngenta Weather Blok XT		
_____4-Talon G Rodenticide Mini Pellets		
_____5-Max Force Pro. Insect Control Roach Gel		
_____6-Howard Johnson Permethrin Granuelle	0.25 %	
_____7-250 Propoxur Residual Insecticide	1.00 %	
_____8-Perma-Dust Pressurized Boric Acid Dust	35.50 %	
_____9-		

_____10-___
_____ ___
Kitchen _____ ___ Bathroom ___ Living ___ Crack&Crawls ___ Outside
___ Fan Spray   PEOPLE/PETS STAY OFF TREATED AREA UNTIL DRY

Previous Balance
255.84
code 50
55.00
Service Call
66.00
Thatching of lawn
300.00
TOTAL
676.84

Style #11

PLEASE RETURN TEAR OFF WITH PAYMENT

Technician _____   Customer _____

Style #12

```
ABC Company
01 Monday - Crew 1                                    As of :        01/04/2010

Menu Name                            Address                    City       Phone 1
_____              _____    _____    _____

1.   Able, Andy                      68 New County Road          Monsey     745-348-4888
     Date of                         Time            Time
     Work _____  # Men ____ Start _____ Finish _____ Yards _____

     Watch for Dog
_____

2.   Ainsworth, Sally                370 Marton Rd.              Wycoff     241-485-8025
     Date of                         Time            Time
     Work _____  # Men ____ Start _____ Finish _____ Yards _____

     Park on Side Street
_____

3.   Berger George & Sarah           17 Surrey Lane              Mahwah     251-818-2716
     Date of                         Time            Time
     Work _____  # Men ____ Start _____ Finish _____ Yards _____

     Watch for Dog
_____

4.   Baines Mary                     78 Heather Ln.              Mahwah     234-529-3526
     Date of                         Time            Time
     Work _____  # Men ____ Start _____ Finish _____ Yards _____

_____

5.   Augusto, Carl & Sue             1 Trotters Lane             Mahwah     276-529-5653
     Date of                         Time            Time
     Work _____  # Men ____ Start _____ Finish _____ Yards _____

_____

6.   Andriod, Sam                    133 Winslow Terrace         glen rock  241-934-5569
     Date of                         Time            Time
     Work _____  # Men ____ Start _____ Finish _____ Yards _____

     Watch for Dog
_____

7.   Anderson Ken & Emma             77 Sun Valley Rd.           Ramsey     241-934-0290
     Date of                         Time            Time
     Work _____  # Men ____ Start _____ Finish _____ Yards _____

_____

8.   Cinco Lou & Janet               17 Snow Drive               Mahwah     201-512-8871
     Date of                         Time            Time
     Work _____  # Men ____ Start _____ Finish _____ Yards _____

_____

9.   Kapiloff, Gerald & Terry        163 Miller Rd.              Mahwah     201-252-2662
```

Style #12

Style #13

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax(845)333-4444

Andy Able
68 New County Road
Monsey NY 10952

Service Areas	Inspected	Treated
Kitchen	___	___
Bath(s)	___	___
Living Area(s)	___	___
Basement	___	___
Attic	___	___
Crawl Space	___	___
Garage	___	___
Other	___	___

Check / Other

Visa   Mastercard
Card No

Exp Date _____

January   Date   01/04/10 No.   1157

IN _____ am pm   OUT _____ am pm

Target Pest _____

Job Location: Andy Able, 68 New County Road, Monsey NY 10952   Home   745-848-4888

Prev Bal	255.84
code 50	55.00
Service Call	66.00
TAX	0.00
TOTAL	376.84

Style #13

The following information is provided to you to comply with the NJDEP regulation on NJAC 7:30-9.12. It is designed to inform you of important information concerning pesticide safety. Sanitation, as well as physical and biological control measures, should be considered as another part of a good pest control program. Pesticides may used as another part of a good pest control program. Pesticides are substances used to control living organisms and vary in degrees of toxicity. Parties interested in general health information, contact the National Pesticide Telecommunications Network at (899) 858-7378 or for EMERGENCIES contact the NJ Poison Control System at (800) 222-1222. NJ Pesticide Control Program: (609)984-6507. This number is for pesticide regulation information, complaints & health referals. You should be aware that you may request notification of the exact date(s) of any pesticide application, and a copy of the label for each pesticide that will be used. I, the undersigned, have read and understood the above information and have received the Consumer Information as required by NJAC 7:30-9.12 prior to application.

Pesticide(s) Applied	EPA Reg. Number	Mix (Pest. Conc./diluent) (Total Concentrate Applied)	Mix Applied (Total Diluent Applied)
Dupont Avion Ant (Indoxacab)	352-664		

Applicator _____ Date _____ Customer _____

Style #14

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

Andy Able
68 New County Road
Monsey NY 10952

Date	01/04/10	INVOICE No.	1175

Home 745-348-4888

Time		PCO Initials	
Chemical	%	Equipment	
Target Pests		Gal Used	

Treated Areas

DOLLAR VALUE $	
ACCEPTED BY:	
SALES TAX	
1 1/2% charge, if not paid within thirty days and computed monthly.	TOTAL

☐CASH ☐CHECK ☐CHARGE

Style #14

∾ PLEASE PAY FROM THIS INVOICE ∾

NOTE: In the event of unsatisfactory service, please notify company immediately. Thank You.

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Style #15

Zone	Menu Name	Address	City	Phone 1	Notes	Price	Map
	Able, Andy	68 New County	Monsey	745-348-4888	Watch for Do		
	Ainsworth, Sally	370 Martom Rd	Wycoff	241-485-8025	Park on Side		
	Berger George & Sarah	17 Surrey Lan	Mahwah	251-818-2716	Watch for Do		
	Baines Mary	78 Heather Ln	Malapan	234-529-3526			
	Augusto, Carl & Sue	1 Trotters La	Mahwah	276-529-5653			
	Andriod, Sam	133 Winslow T	glen rock	241-934-5569	Watch for Do		
	Anderson Ken & Emma	77 Sun Valley	Ramsey	241-934-0290			
	Cinco Lou & Janet	17 Snow Drive	Mahwah	201-512-8871			
	Kapiloff, Gerald & Ter	163 Miller Rd	Mahwah	201-252-2662			
	Kelly Robert	7 Crestwood D	Suffern	845-369-7982			
	Kronenberg, Bill & Jan	54 Mill Glen	Upper Sad	201-236-1420			
	Liebhof Anita	107 Fisher Rd	Mahwah	201-236-2953			
	Napolitano, Paul	155 Airmount	Mahwah	--			
	Masi Steve & Maryann	4 Squire Ct.	Mahwah	201-529-1238			
	Marcelly, Jerome	123 Meadow Hi	Newburgh	845-566-1005			
	Pozer, Steve & Lisa	123 Fawn Hill	Upper Sad	201-825-3136			
	Sze Howard & Grace	26 Haring Lan	Mahwah	201-818-3638			
	Rob's Cafe	100 Main Stre	Spring Va				

ABC Company   As of :   01/04/2010
01 Monday - Crew 1

Style #15

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Recurring Schedule

To set any type of recurring schedule for your customers, follow the steps shown below. The schedule is based on the services you provide for your customers. A customer can have as many services as needed. Each service can be scheduled to recur as needed or just a one time appointment.

1. Select the Standard Charge Screen Style as shown.

Standard Charge Screen Style

Select an account's Standard Charges

Standard Charges and Scheduling

Once you have entered in a starting date for the service. The day of the week and the week number will be used to set the recurring appointments.
Use the **Update schedule in Calendar** feature on the Standard Charges screen to set appointments.
This will create the appointments in the calendar for you quickly. This will not duplicate appointments, but if you need to recreate appointments for a customer,
simply used the **Delete Recurring Appointments** from Calendar feature.

Create Appointments (Update Schedule in Calendar)

This will create the appointments in the calendar for you quickly. This will not duplicate appointments, but if you need to recreate appointments for a customer, simply used the **Delete Recurring Appointments** from Calendar feature.

You can also update the calendar schedule for all of your customers, by selecting your accounts from the main menu and then choosing the **Update Calendar Schedule** from **the Estimates/More** menu.
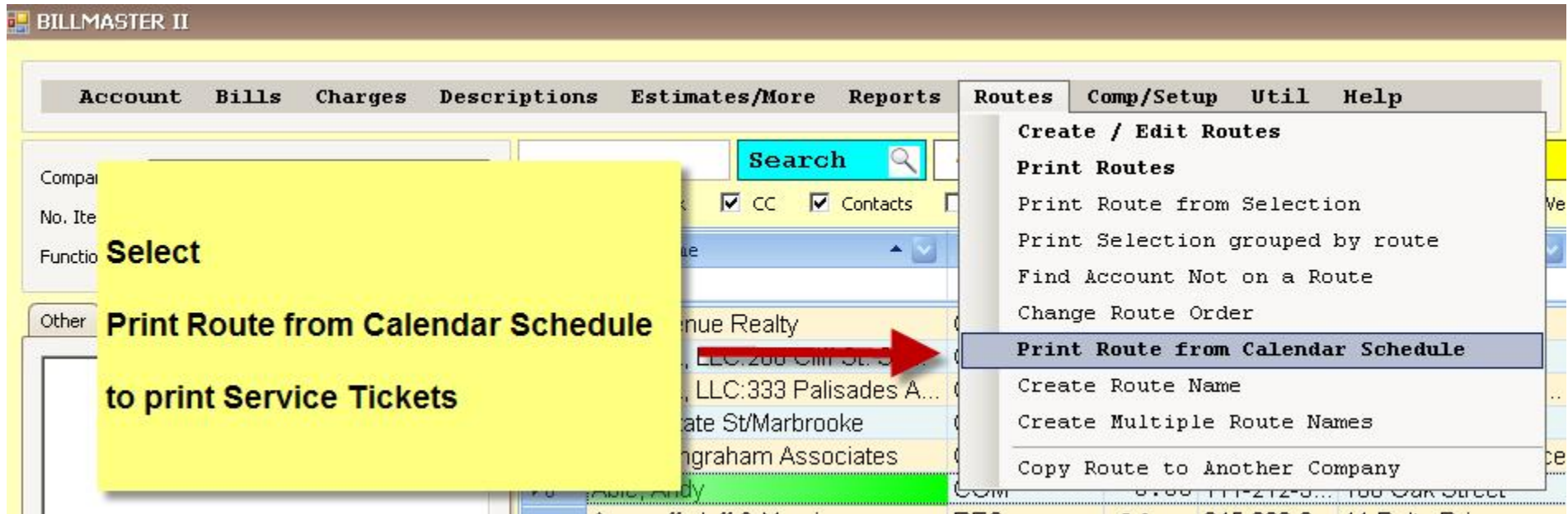
Create Appointments – results

Printing Route Sheets / Service Tickets

Once services are scheduled into the calendar, select **Print Route from Calendar Schedule.** Then select the date range, technician, etc. to print the route.

Print Service Tickets

Tech Lincoln	Date	07/03/10	No. 11373

NJ Lic #-22743B
NY Lic # C0848466   IN _____ am pm OUT _____ am pm

Print Route / Service Tickets as needed

Target Pest Termites   Frequency Monthly

Service Date & Time	Service Type	Home	845-359-3611
07/03/10 9:04 AM	One time service	Prev Bal	0.00

Last Service Date
07/03/10

One time service

Check / Other   Visa   Mastercard
Card No

Time Out

10:00 AM	TAX	0.00	TOTAL	0.00

Exp Date _____

Inspect termite stations around exterior of home.

Pestcide(s) Applied	EPA Reg. Number	Mix (Pest. Conc./diluent)	Mix Applied	Treatment Code	Equipment Code	Item / Location	Serv/Insp/Treated

Service Areas
___ Kitchen
___ Crawl Space ___ Attic
___ Garage   ___ Basement
___ Living Area(s)
___ Exterior Areas
___ Other _____

Pesticide Use Codes
CC - Crack & Crevice
G - General   ID - Insect Dust
S - Sport   RB - Rodent Bait
V - Void   PP - Place Pack Bait
ST - Space Treat   TP - Tracking Power
LF - Lin. Feet   GB - Gel Bait

Equipment Codes
CS - Comp Air Sprayer BG - Bait Gun
IN - Inspection   BP - Back Pack Sprayer
AM - Aerisol Machine PS - Power Spray
HD - Hand Duster   IN - Insect Monitors
A - Aerosol   GT - Glue Trap
BS - Bait Station ST-Snap Trap TC-TIN CAT

Items
1. Floor wall Junc
2. Wall Void
3. Ceiling Void
4. Cabinets Up
5. Cabinets Lwr 8. Sink
6. Appl Mech 7.Pwr Pan

Appointment Notes

_____ _____ _____
Applicator Signature   Date   Customer Signature

Production Reports

Production reports allow you to forecast revenue based on the services that scheduled.

Production Report for 7/1/2010 to 07/31/2010

	Menu Name	Address	City	Code	Desc	Price	Prod Amt	Start Sch Dt	Renewal Dt	Renewal Pr	Sold Date
161.	Irving Turner LLC	242 Irving Turner Pl	Newark	7	Monthly Service C	0.00		07/27/10			
162.			ast Oran	7	Monthly Service C	0.00		07/27/10			
163.			airlawn	7	Monthly Service C	0.00		07/27/10			
164.			airlawn	7	Monthly Service C	0.00		07/27/10			
165.			airlawn	7	Monthly Service C	0.00		07/27/10			
166.			ew City	7	Monthly Service C	0.00		07/28/10			
167.			ew City	7	Monthly Service C	5.00		07/28/10			
168.			iffside	7	Monthly Service C	2.00		07/28/10			
169.			aterson	7	Monthly Service C	0.00		07/28/10			
170.			aterson	7	Monthly Service C	0.00		07/28/10			
171.			aterson	7	Monthly Service C	5.00		07/28/10			
172.			aterson	7	Monthly Service C	0.00		07/28/10			
173.			aneck	7	Monthly Service C	0.00		07/28/10			
174.			aneck	7	Monthly Service C	0.00		07/28/10			
175.			ast Oran	7	Monthly Service C	0.00		07/29/10			
176.			dgewood	7	Monthly Service C	5.00		07/30/10			
177.			aneck	6	Weekly Service Ch	0.00		07/30/10			
178.	I. Gemelli	268 Huyler Street	So. Hacke	7	Monthly Service C	1.35		07/30/10			

Production Report for 7/1/2010 to 07/31/2010   **Total**   **19.80**   **0.00**   **0.00**

Production Report can also list and total the Production amount. This the amount used to track inspection visits and their value. Typically this service was pre paid.

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Renewals

Renewals print on any form style or report style. You may search on service that are to be renewed or search on the Standard Charges services Month of service.

Renewal – Account Based

This examples shows the searching for Renewals based on only the MONTH of the scheduled starting date for the account.
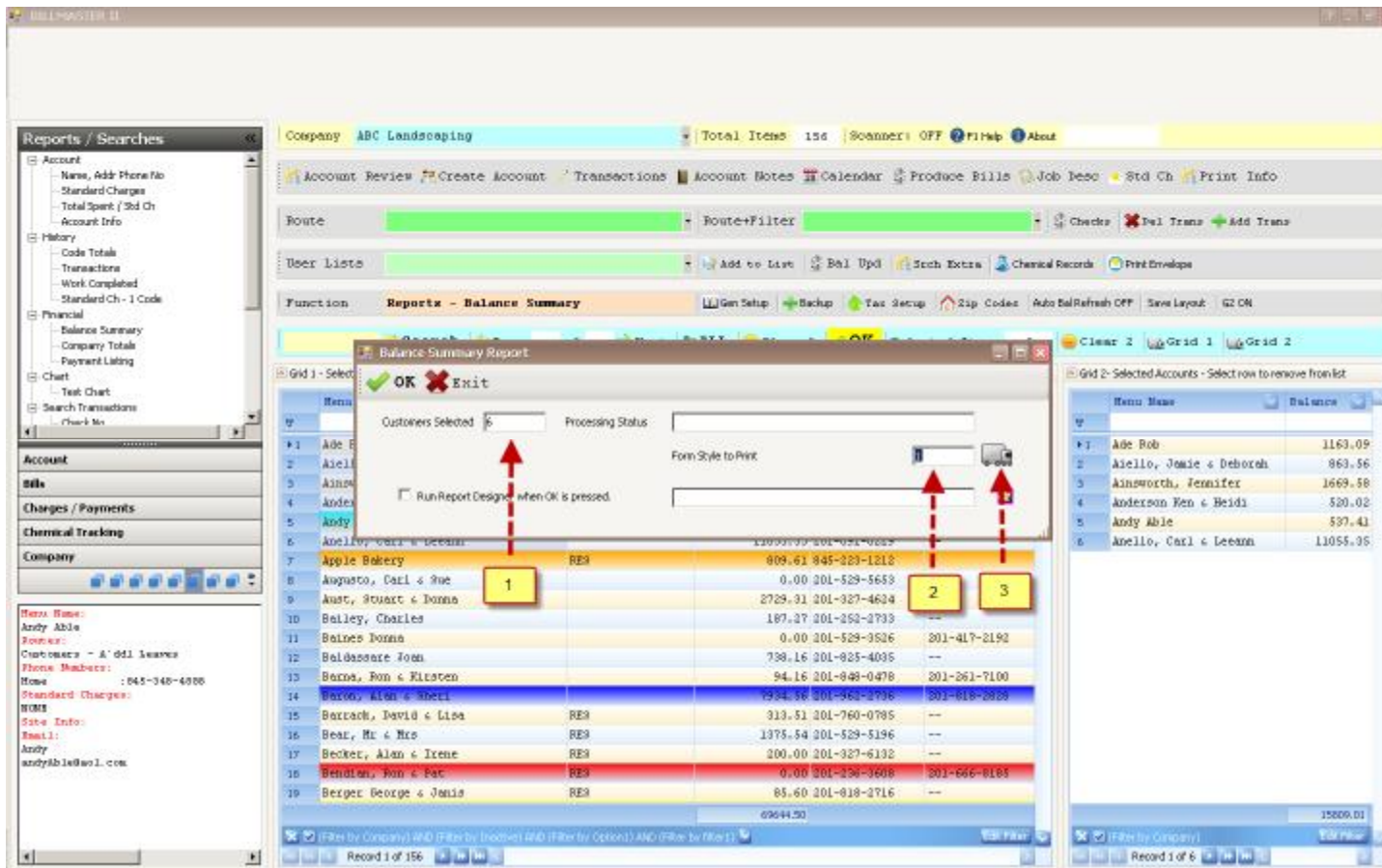
Reports

Reports – Balance Summary

This report lists the accounts that are not paying on time. Input the current month and select ALL or selected accounts to review. BILLMASTER will list the Current Balance for the accounts and the amount of money due from the last four previous billing periods.   You have a choice of print styles for the report

Reports – Balance Summary – Report Style Selection

1. Number of accounts selected
2. Report Style
3. Selection of Report Style

Reports – Balance Summary –Report Output

ABC Company   Customers – A`ddl Leaves

Balances remaining from previous bills are shown if not paid within 30 days.

Reports – Payments / Deposit Listing

This function lists payments of all of your accounts within the entered period and totals the payments within that period. This is helpful when making your deposits to the bank. A sample report is shown.

```
ABC Company                              Customers - A`ddl Leaves

Report as of 1/1/2009 to 12/31/2009 For all payments collected within the period
```

Account	Code	Description	Qty	Price	Sub No Tax	Date	Check No	Invoice No
Able, Andy	3	Payment - Thank	1.00	91.00	91.00	03/16/2009	0	0
Able, Andy	3	Payment - Thank	1.00	500.00	500.00	04/07/2009	0	0
Able, Andy	3	Payment - Thank	1.00	537.41	537.41	06/28/2009	0	0
Able, Andy	3	Payment - Thank	1.00	10.00	10.00	10/18/2009	0	0
Able, Andy	3		1.00	4500.00	4500.00	12/03/2009	0	0
Ainsworth, Sally	3	Payment - Thank	1.00	149.80	149.80	01/31/2009	1015	0
Ainsworth, Sally	3		1.00	8000.00	8000.00	12/03/2009	0	0
Anderson Ken & Emma	3	Payment - Thank	1.00	676.13	676.13	01/23/2009	4906	0
Anderson Ken & Emma	3		1.00	11000.00	11000.00	12/03/2009	0	0
Andriod, Sam	3	Payment - Thank	1.00	133.75	133.75	11/10/2009	0	0
Andriod, Sam	3		1.00	1200.00	1200.00	12/03/2009	0	0
Apple Bakery	3	Payment - Thank	1.00	120.00	120.00	04/07/2009	22	0
Apple Bakery	3	Payment - Thank	1.00	100.00	100.00	05/01/2009	232	0
Apple Bakery	3	Payment - Thank	1.00	200.00	200.00	12/22/2009	0	0
Auguston, Stuart & D	3	Payment - Thank	1.00	1500.00	1500.00	01/17/2009	20105926	0
Auguston, Stuart & D	3	Check No.121	1.00	14720.00	14720.00	12/03/2009	121	0
Barnstock, Ron & Sue	3	Payment - Thank	1.00	1375.77	1375.77	01/30/2009	5069	0
Barnstock, Ron & Sue	3	Check No.121	1.00	7090.00	7090.00	12/03/2009	121	0
Bear, Mr & Mrs	3	Check No.121	1.00	2500.00	2500.00	12/03/2009	121	0
Bendian, Ron & Sue	3	Payment - Thank	1.00	737.45	737.45	01/15/2009	1400	0
Bigwig, Leon	3	Check No.121	1.00	900.00	900.00	12/03/2009	121	0
Total Items Found	**21**	**GRAND TOTAL**		**56041.31**	**********			

Reports – Work Completed

This function lists all work completed within a period.   Payments are not listed. Search for all or a selected code

```
ABC Company                              Customers - A`ddl Leaves

Report as of 1/1/2009 to 12/31/2009 For all work completed within the period
```

Account	Code	Description	Qty	Price	Sub No Tax	Date	Check No	Invoice No
Anderson Ken & Emma	6	Weekly Maintena	1.00	72.00	72.00	02/28/2009	0	0
Anderson Ken & Emma	17	Fertilizer App.	1.00	34.00	34.00	04/04/2009	0	16229
Anderson Ken & Emma	15	Fertilizer App.	1.00	33.00	33.00	04/09/2009	0	16229
Anderson Ken & Emma	7	Monthly Mainten	1.00	88.00	88.00	04/09/2009	0	16229
Anderson Ken & Emma	8	Spring Clean-Up	1.00	99.00	99.00	04/09/2009	0	16229
Anderson Ken & Emma	6	Weekly Maintena	1.00	72.00	72.00	04/14/2009	0	26239
Anderson Ken & Emma	6	Weekly Maintena	1.00	88.00	88.00	04/14/2009	0	10003
Anderson Ken & Emma	6	Weekly Maintena	1.00	72.00	72.00	09/17/2009	0	0
Anderson Ken & Emma	6	Service Call	1.00	576.00	576.00	11/09/2009	0	0
Anderson Ken & Emma	8	Service Call	1.00	978.00	978.00	11/09/2009	0	0
Anderson Ken & Emma	6	Service Call	1.00	576.00	576.00	11/27/2009	0	0
Anderson Ken & Emma	7	Monthly Service	1.00	631.90	631.90	11/27/2009	0	0
Anderson Ken & Emma	8	Service Call	1.00	978.00	978.00	11/27/2009	0	0
Anderson Ken & Emma	6	Service Call	1.00	576.00	576.00	11/27/2009	0	0
Anderson Ken & Emma	7	Monthly Service	1.00	631.90	631.90	11/27/2009	0	0
Anderson Ken & Emma	8	Service Call	1.00	978.00	978.00	11/27/2009	0	0
Anderson Ken & Emma	6	Service Call	1.00	576.00	576.00	11/27/2009	0	0
Anderson Ken & Emma	7	Monthly Service	1.00	631.90	631.90	11/27/2009	0	0
Anderson Ken & Emma	6	Service Call	1.00	576.00	576.00	11/28/2009	0	0
Anderson Ken & Emma	7	Monthly Service	1.00	631.90	631.90	11/28/2009	0	0

Report – Company Totals

This report totals charges and payments collected. This report shows taxes charged and collected for any period requested.

```
ABC Company

Report as of 1/1/2009 to 12/31/2009                    For Account:    ALL ACCOUNTS
```

	Taxes Charged						Taxes Collected					
	Bill Charged	Taxable Amount	NJ	ROC	OR		Total Charged	Collected Without Tax	NJ	ROC	OR		Total Collected
Jan	7626.93	6752.33	456.14	19.77	0.00	0.00	8102.84	41351.79	2881.47	15.77	0.00	0.00	44249.03
Feb	1316.60	1007.00	31.57	46.57	0.00	0.00	1394.74	0.00	0.00	0.00	0.00	0.00	0.00
Mar	12159.82	12103.82	810.80	43.64	0.00	0.00	13014.26	91.00	0.00	0.00	0.00	0.00	91.00
Apr	3800.00	3467.00	132.51	131.82	0.00	0.00	4064.33	744.73	0.00	9.27	0.00	0.00	754.00
May	6338.20	6338.20	351.77	109.95	0.00	0.00	6799.92	92.27	0.00	7.73	0.00	0.00	100.00
Jun	8944.10	7804.10	529.77	19.77	0.00	0.00	9493.64	537.41	0.00	0.00	0.00	0.00	537.41
Jul	136.00	136.00	0.00	11.39	0.00	0.00	147.39	0.00	0.00	0.00	0.00	0.00	0.00
Aug	848.50	748.50	42.88	11.39	0.00	0.00	902.77	0.00	0.00	0.00	0.00	0.00	0.00
Sep	480.00	136.00	0.00	11.39	0.00	0.00	491.39	0.00	0.00	0.00	0.00	0.00	0.00
Oct	778.00	667.00	18.20	34.09	0.00	0.00	830.29	10.00	0.00	0.00	0.00	0.00	10.00
Nov	36355.90	26841.90	1811.58	263.13	0.00	0.00	38430.61	260.00	18.20	0.00	0.00	0.00	278.20
Dec	21208.88	19224.88	1259.86	156.71	0.00	0.00	22625.45	100462.45	24.43	15.46	0.00	0.00	100502.34
	Bill Charged	Taxable Amount					Total Charged	Collected Without Tax					Total Collected
AVG	8332.74	7102.23	453.76	71.64	0.00	0.00	8858.14	11962.47	243.68	4.02	0.00	0.00	12210.17
TOTAL	99992.93	85226.73	5445.08	859.62	0.00	0.00	106297.63	143549.65	2924.10	48.23	0.00	0.00	146521.98

Reports – Name and Address

	Menu Name	Address	City, State, Zip	Phone 1	Phone 2	Phone 3
1.	Able, Andy	68 New County Road	Monsey,NY 10952	745-348-4888		
2.	Ainsworth, Sally	370 Martom Rd.	Wycoff,NJ 07481	241-485-8025	--	--
3.	Anderson Ken & Emma	778 Sun Valley Rd.	Ramsey,NJ 07446	241-934-0290	--	--
4.	Andrew, Jackson	4787 Oak Street	Mahwah,NJ 07430	241-236-9149	222-222-2222	--
5.	Andriod, Sam	133 Winslow Terrace	glen rock,NJ 07452	241-934-5569	--	--
6.	Antwar, Carl & Leeann	536 Concord Place	Wycoff,NJ 07481	234-891-0229	--	201-376-2789
7.	Apple Bakery	100 Grannysmith Lane	Monsey,NY 10952	745-223-1212	201-835-4755	
8.	Augusto, Carl & Sue	1 Trotters Lane	Mahwah,NJ 07430	276-529-5653	--	--
9.	Auguston, Stuart & Do	8 James Brite Circle	Mahwah,NJ 07430	241-327-4624	--	--
10.	Babridge Joan	224 Sparrowbush Rd	Mahwah,NJ 07430	271-825-4035	732-786-8330	--
11.	Barnstock, Ron & Sue	776 Lehmann St.	Mahwah,NJ 07430	267-848-0478	201-261-7100	--
12.	Baron, Alan & Sue	46 Glencarl Rd.	glen rock,NJ 07452	281-962-2736	261-818-2828	--
13.	Bear, Mr & Mrs	95 Tam-O-Shanter Drive	Mahwah,NJ 07430	221-529-5196	--	--
14.	Becker, Alan & Irene	34 North Bayard Ln.	Mahwah,NJ 07430	281-327-6132	--	--
15.	Bendian, Ron & Sue	99 Kiersted Place	Mahwah,NJ 07430	291-236-3608	201-666-8185	201-314-8605
16.	Berger George & Sarah	17 Surrey Lane	Mahwah,NJ 07430	251-818-2716	--	--
17.	Bigwig, Leon	101 Tam-O-Shanter Drive	Mahwah,NJ 07430	241-252-2733	201-261-0715	--
18.	Boldman Sam & Sally	38 Summer Drive	Mahwah,NJ 07430	271-512-0013	--	--
19.	Bossner, Jim & Michel	3 Acorn Ct.	Ramsey,NJ 07446	281-818-4865	212-743-6669	347-776-0989
20.	Bottle King	100 Street	Monsey,NY 10952			
21.	Bresner Joe & Anne	30 North Bayard Lane	Mahwah,NJ 07430	201-825-1078	--	--
22.	Butler, Harry & Sally	5 Orchard Circle	Suffern,NY 10901	845-357-4643	--	--
23.	Butter Kirk & Jody	21 Feller Ct	Suffern,NY 10901	845-368-3357	--	--
24.	Cambell, Bernard & Ma	28 Riverside Drive	Suffern,NY 10901	845-357-5965	--	--
25.	Carson Thomas & Linda	14 Fieldstone Court	Mahwah,NJ 07430	201-818-4658	201-967-6323	201-819-9576
26.	Chadwick Lionel & Hel	1 Vail Place	Mahwah,NJ 07430	201-934-6974	--	--
27.	Cinco Lou & Janet	17 Snow Drive	Mahwah,NJ 07430	201-512-8871	--	--
28.	Clarke Alan & Angela	56 Anona Drive	Upper Saddle River,NJ 074	201-825-8108	--	--
29.	Coller, Jim & Sally	60 Bedford Place	Ramsey,NJ 07446	201-327-4880	--	--
30.	Collins, Mike	13 Riverside Drive	Suffern,NY 10901	845-357-3764	--	--
31.	Cowfield, Kelly	25 Surrey Lane	Mahwah,NJ 07430	201-825-4660	--	--
32.	Crow, Brian & Annie	11 Crocker Mansion Rd.	Mahwah,NJ 07430	201-236-9366	--	--
33.	Darmiento, Tony & Mar	100 Pittis Ave.	Allendale,NJ 07401	201-818-4074	201-934-3618	--
34.	Davis Michael & Joan	1 Pierson Ct.	Mahwah,NJ 07430	201-818-0333	--	--

Calendar

Calendar – Making an Appointment
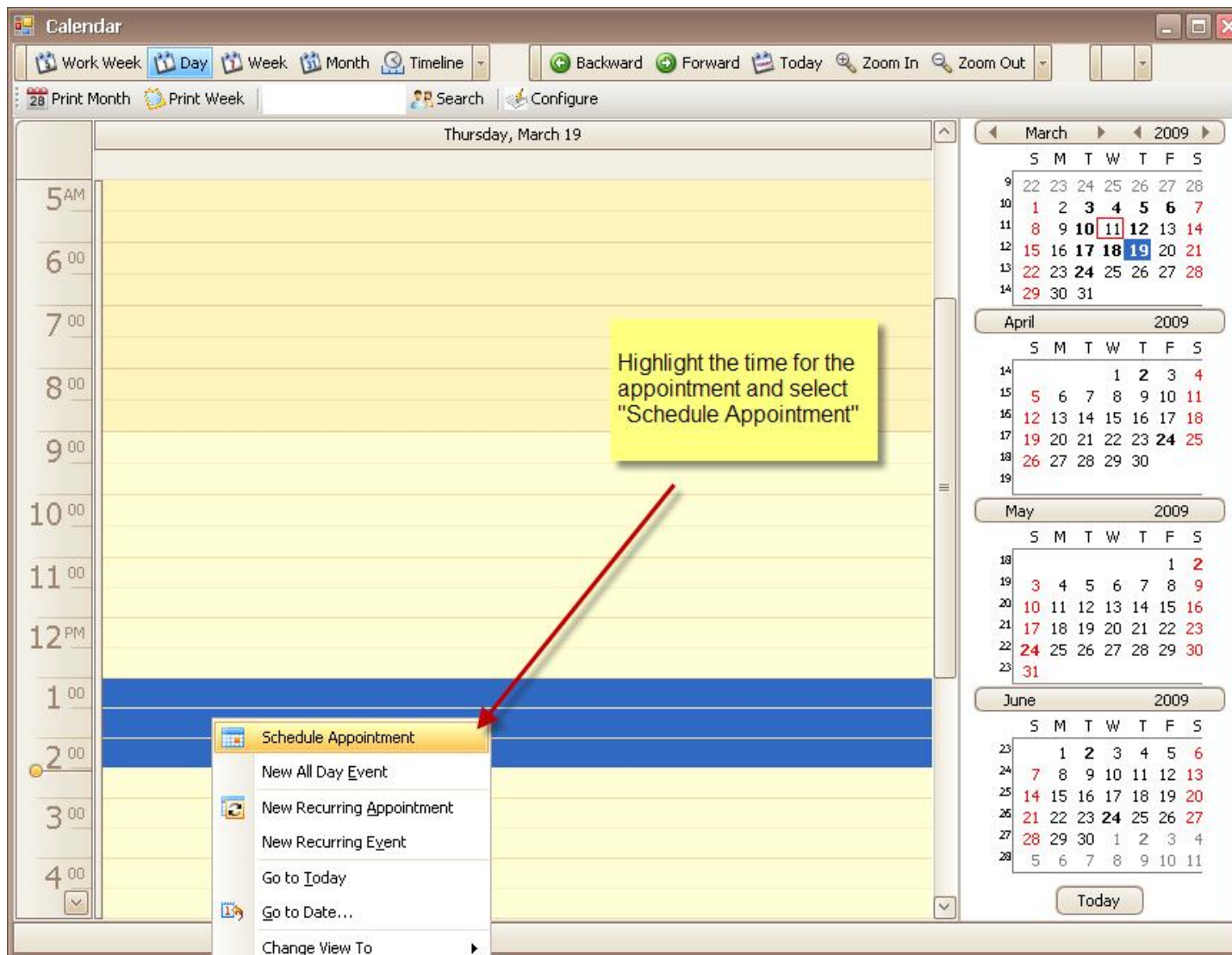
Calendar – Entering Appointment Info

Category	Code	Description	Price
	3	Payment - Thank You	0.00
	4	Credit	0.00
	5	Service Charge	0.00
	6	Weekly Maintenace	0.00
	7	Monthly Service	0.00
	8	Service Call	0.00
	101	Fertilizer Step 1 - Early Spring	0.00
	102	Fertilizer Step 2 - Late Spring	0.00
	103	Fertilizer Step 3 - Summer	0.00
	104	Fertilizer Step 4 - Early Fall	0.00
	105	Fertilizer Step 5 - Late Fall	0.00
	106	Fertilizer Step 6 - Winterize	0.00
	150	Soil Test	0.00
	151	Seeding	0.00
	152	Lime	0.00
	153	Grub Control	0.00
	154	Insect Control	0.00
	155	Tick Control	0.00

Schedule Appointment

✓ **Schedule Appointment** ✗ Cancel | Worker / Crew List

Subject: Service Call|Able, Andy
Location: 68 New County Road|Monsey

Start: 12/30/2009 9:00:00 AM
End: 12/30/2009 10:00:00 AM

Schedule Appointment   Select Customer   Crew / Worker

Double Click on Job Description Below to select Subject

☒ ☑ (Company ID)   Edit Filter

Record 6 of 42

123

Calendar / Schedule – View as Grid

Select from the Estimate / More Menu, select Schedule. The schedule is displayed in a grid format as shown below. You can search on top of any column.

Schedule

Fast Keys | Grid Configuration

✓ Save | Account Review | ✗ Cancel | Job Descriptions | Print Grid | Print Route | Print Name Addr | Cal Setup | Help

Start Date Range [12/1/2009] ▼ End Date Range [01/31/2010] ▼ | Clear Filter / Refresh | Schedule Appointment | Select All Rows | Delete Selected Rows

Drag a column header here to group by that column

Schedule

Start	△	End Time	Location	Subject	Customer	Crew / Worker	Job Description
2009-12-01 10:30	▼	11:30	11 Pierson Ct|Mahwah	Monthly Service |Juran Marina	Juran Marina		Monthly Service
2009-12-02 09:00		09:00	569 West 9th Street|Mahwah	Monthly Service|Andrew, Jackson	Andrew, Jackson		Monthly Service
2009-12-05 09:00		09:00	68 New County Road|Monsey	Monthly Service|Andy Able	Able, Andy		Monthly Service
2009-12-09 06:00		07:30	46 Glencarl Rd.|glen rock	Thermocouple |Baron, Alan & Sue	Baron, Alan & Sue		
2009-12-			t 9th Street|Mahwah	Monthly Service|Andrew, Jackson	Andrew, Jackson		Monthly Service
2009-12-			carl Rd.|glen rock	Washers|Baron, Alan & Sue	Baron, Alan & Sue		
2009-12-			nnysmith Lane|Monsey	Monthly Service|Apple Bakery	Apple Bakery	Harry	Monthly Service
2009-12-			County Road|Monsey	Monthly Service|Andy Able	Able, Andy		Monthly Service
2009-12-13 09:00		10:00	128 Winslow Terrace|glen rock	Service Call|Aiellond, Jamie & Karen	Andriod, Sam		Service Call
2009-12-13 09:00		10:00	78 Heather Ln.|Malapan	Service Call|Baines Mary	Baines Mary		Service Call
2009-12-16 09:00		09:00	569 West 9th Street|Mahwah	Monthly Service|Andrew, Jackson	Andrew, Jackson		Monthly Service
2009-12-17 06:00		07:30	14 Fieldstone Court|Mahwah more stuff	Wa...	Carson Thomas & Linda		
2009-12-19 09:00		09:00	68 New County Road|Monsey	Mo	Able, Andy		Monthly Service
2009-12-23 09:00		09:00	569 West 9th Street|Mahwah	Mo	Andrew, Jackson		Monthly Service
2009-12-26 09:00		09:00	100 Grannysmith Lane|Monsey	Mo	Apple Bakery	Harry	Monthly Service
2009-12-26 09:00		09:00	68 New County Road|Monsey	Mo	Able, Andy		Monthly Service
2009-12-28 09:00		09:00	370 Martom Rd.|Wycoff	We	Ainsworth, Sally		Weekly Maintenace
2009-12-30 09:00		09:00	569 West 9th Street|Mahwah	Monthly Service|Andrew, Jackson	Andrew, Jackson		Monthly Service
2010-01-28 09:00		09:00	370 Martom Rd.|Wycoff	Weekly Maintenace|Ainsworth, Sally	Ainsworth, Sally		Weekly Maintenace

Change Date Range for Schedule view.

Type on top of any column to search for information in that column

✗ ☑ [company_id] = '11' And [Start] >= '2009-12-01' And [Start] <= '2010-01-31' ▼ | Edit Filter

|◀◀ ◀ Record 1 of 19 ▶ ▶▶ ▶◀ + − ▲ ✓ ✗ ◀ | ▶

System Configuration

See the Configuration menu, Then System, Then Database Settings
The database Backup time is set here.

Sales Tax Setup

Sales tax setup is shown below. If you have more that one sales tax area, you must setup a tax code for each area.
When you create an account in a company you assign the account the sales tax code for his area. Example Codes NY, NJ, etc.
BILLMASTER will tax charges made duing the time period with the sales tax for that area.

Zip Codes

As you you enter your accounts, their zip codes will be saved and used as needed automatically.

Configuration
General Setup

The General Setup configuration control how accounts are displayed on the main menu.
The Button is located in the center of the screen on the main menu.

General Setup – Continued

Security

BILLMASTER gives you the ability to setup several levels of security.

Examples:

- Entry into the BILLMASTER program
- Entry into a Line of Business
- Entry into the Report Section.
- Entry into Configuration Settings
- Entry into the Expense Section.

To setup security go to General Setup and select the area you want to secure.

Proposals / Estimates
Create Estimate for Account

Select the customer for account review and press the Create Doc Button. Then press the Edit Doc button to write the estimate.

Select your document
to write the estimate.

Docs: Waterfall

Save Print Cancel Pick Items Job Descriptions Print Control Setup

Docment Body - Type your content below

Waterfall to be 15' x 10 ' facing the south side of the property.
Stone surrounding the waterfall will be sloped up to 8' feet high.

Type your estimate and
Save

Header

Footer

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Select Print Doc Choose print style and press OK.

Print Document

✓ **OK** ✗ **Exit**

Customers Selected: `1`   Processing Status: [ ]

8.5 x 11.0 - NEBS proposal style 1   Document Form Style to Print: `1`

☐ Run Report Designer when OK is pressed.   `C:/bm/custom/docs/housePrint_001.repx`

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

ESTIMATE

	Phone 745-223-1212 Date 12/30/2009
Mr. Johnny Appleseed 100 Grannysmith Lane Monsey NY 10952	Mr. Johnny Appleseed 100 Grannysmith Lane Monsey NY 10952

Waterfall to be 15' x 10 facing the south side of the property.
Stone surrounding the waterfall will be sloped up to 8' Feet High.

Sample Estimate

We Propose herby to furnish material and labor - complete in accordance with the above specifications, for the sum of

12 500

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration of deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized
Signature
_____

Print Name
Here
_____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Expenses

Expenses

General Instructions:
BILLMASTER tracks your expenses with automatic balance calculation, profit and loss reports, checkbook reconciliation etc. Check with your accountant for any questions about the deductibility of expenses and accounts receivable.

Organization - Your expenses are tracked and organized in a checkbook style. You can enter in expenses in a variety of ways.

Style 1 - As a checkbook. All expenses and deposits are entered into one file. This file is called a checkbook or ledger. This provides a simple way to have the balance of your checkbook calculated.

For example: Repairs, Utilities, etc. would be the name of ledger column. Charges would be entered into each column for money owed to that supplier. As the payments are made to the suppliers they are entered into the column to balance the ledger.

Deductible Expense
The expense must be incurred in a trade or business carried on by the taxpayer. Personal expenses are excluded. The expense must not be for permanent items (briefly defined a permanent item has a useful life of two or more years). Some permanent items can be depreciated. Check with your accountant. The expense must be "ordinary and necessary".

Accounts Receivable
No entries should be made for services rendered or merchandise sold ON ACCOUNT. Only CASH, when received, should be recorded. No income is considered earned unit CASH is actually received. Not all CASH is income. Not all cash received is income. Only cash receipts from business or profession should be recorded. Be sure that you do not include non-taxable income such as: Cash received from bank as a loan. Cash deposited in business checking account from personal funds to cover overdrafts, etc. Cash received from employees in repayment of a loan. Cash received from life insurance or accident polices.

Each expense description code has a TYPE definition. The TYPE definition defines which of the four categories it is used for. The TYPE definition of a code is important. It defines how the expense will be added and totaled in reports.

Create Expense File

Select from the Estimates / More menu, Expenses to create a expense file. You can create one for each year if desired.

Entering Expenses

Select Expense from the Estimates / More menu or from the Fast Keys tab on the Main Menu, Select Expenses.

Code for Expense

Balance is always shown

Expense Categories are supplied and can be modified

Type detrimines how is it added 900 types, do not affect balance, but the expense is tracked.
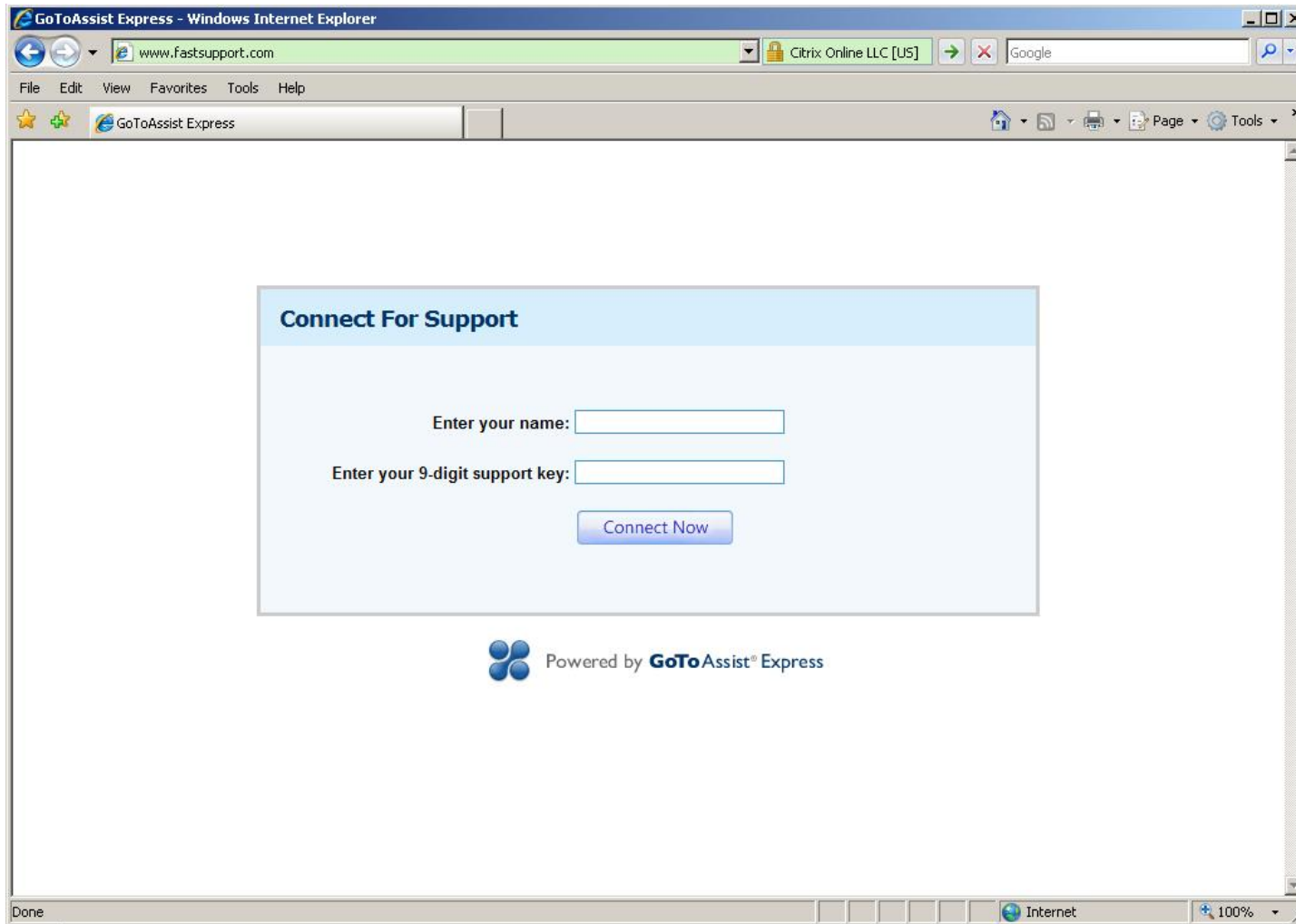
Support – Help

If you need support help please call us at 201-620-8566   24x7

A support representative will contact you. Provide a support link in the e-mail or be directed to go to the Website

www.fastsupport.com

and be give a 9 digit Support Key

Backup

The Backup setting are located from the Company / Setup Menu, then choose Backup / Database Settings

A second backup location is available. You can backup your data to two different locations at once.
See Company/Setup -> Backup / Database Settings

Charts

Charts are now available for **Code Totals** and **Company Total** reports.
See Company/Setup -> Configuration/Setup -> General Setup. Check option B to activate.
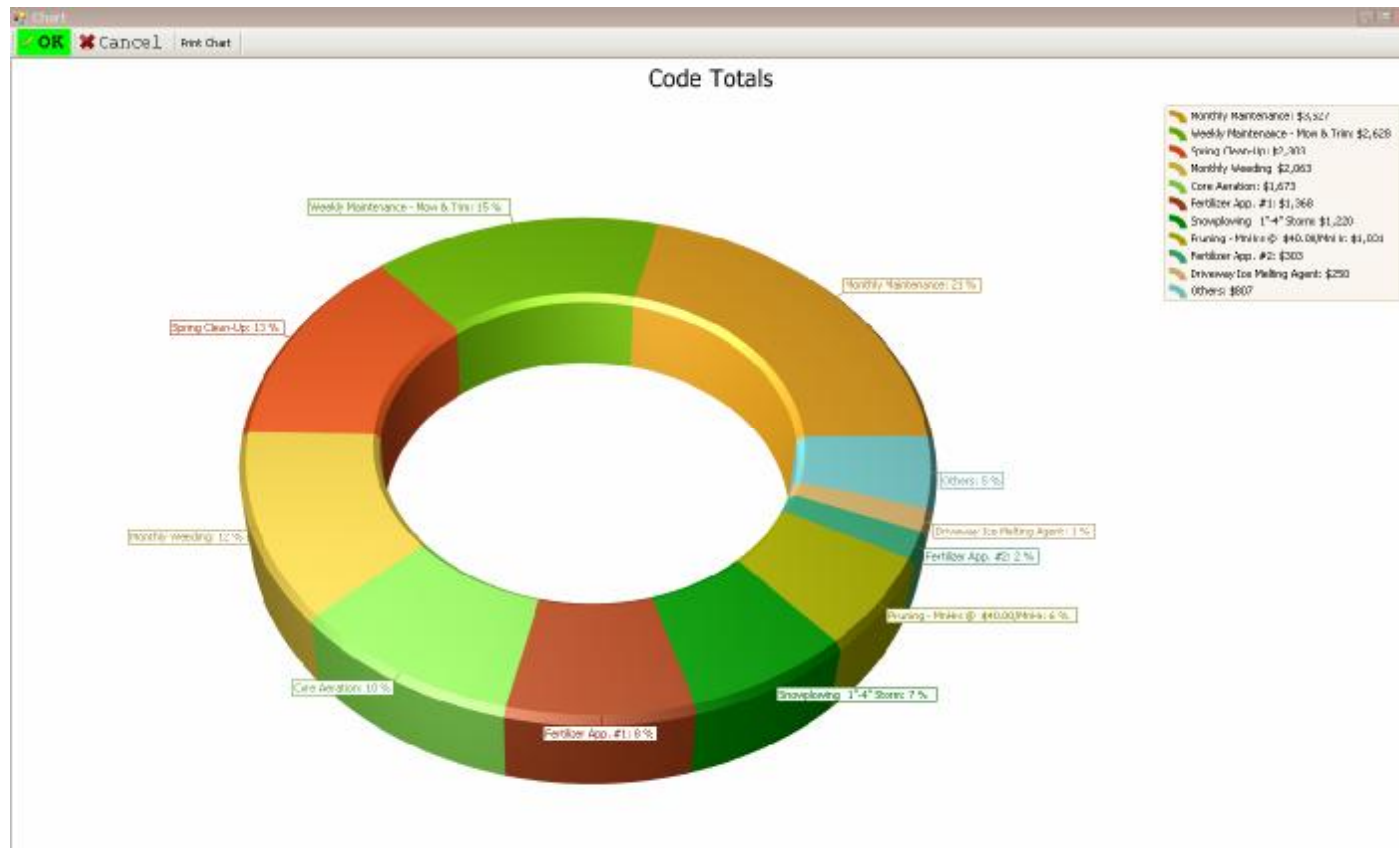
Main Menu

The Main Menu display and functionality has been updated to increase the speed of accessing account information and functions.   A sample is shown below

Main Menu – Fast Keys

Main Menu – Setup

Main Menu – Fast Keys

Expense File – Default Fast Button

Now access the expense file with one button. Assign the expense file you wish to access directly, under Company/Setup -> Configuration Setup -> Expense

Set the expense file to access directly.
When you press the Expense button on the main menu you will directly edit this file.

Creating Estimates, Tracking Estimates

The estimate / quote creation and tracking function will allow you to create and tracking estimate easily.

Select from the Main Menu Choice "Estimates / More", Then Estimates / Quotes
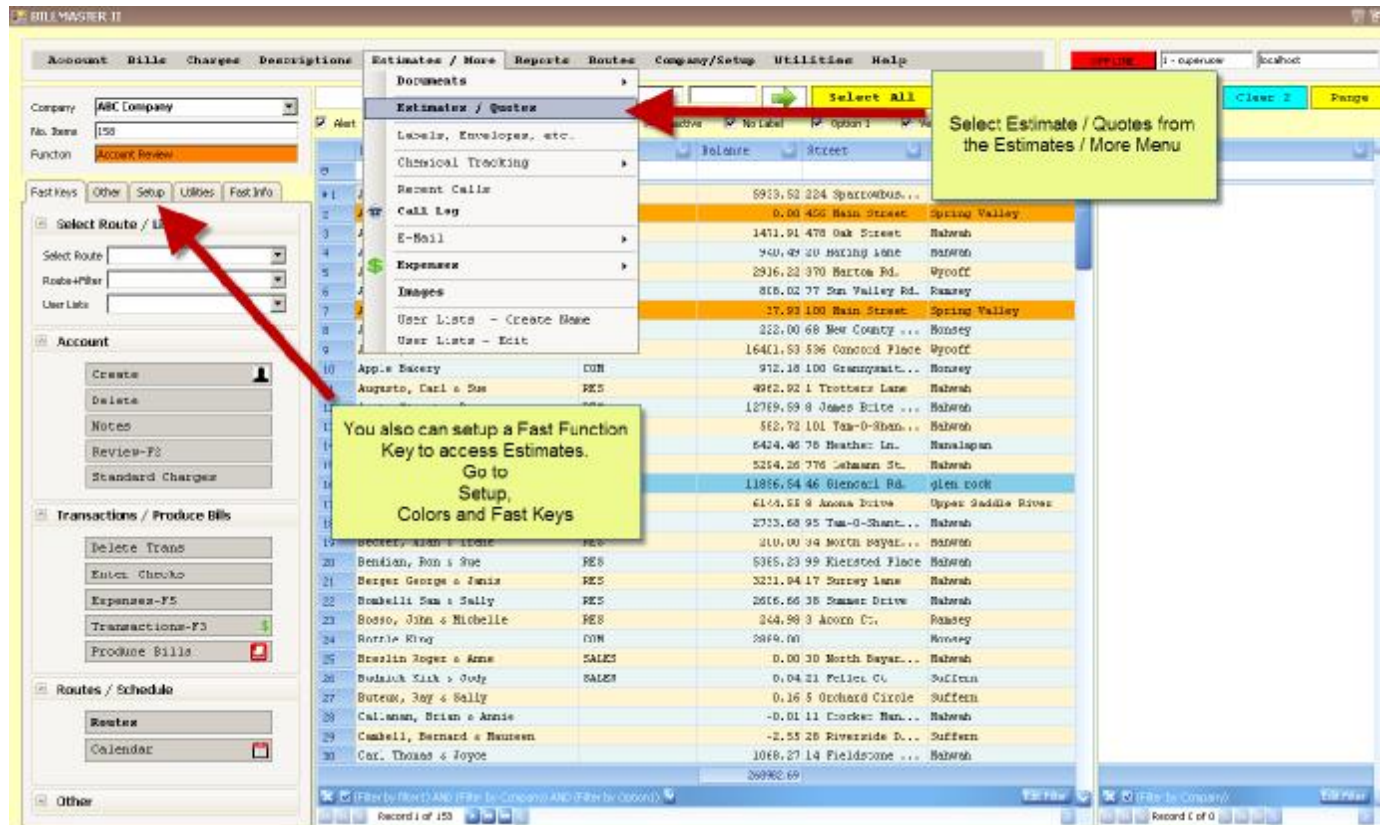
The Estimate name defaults to the estimate number. You can add an additional description as needed.
Then select a customer who the estimate is for and enter in who created the estimate.
Likewise you can enter the estimate total at this time if known.

Estimate Configuration

Configure the creating and printing of your Estimates by pressing the Estimate Configuration Button.

Estimate Details

Select a row by clicking on the left margin and double click to access account details or select Estimate Details.
Select your items for the estimate. You can also type in any description , quantity and price free form.

Estimate - Print

Select your estimate to print and press Print estimate. You can print your Estimate in ANY Format.

Style 1

ABC Company
573 Main Street
Mahwah, NJ 07430
(845)111-2222 Fax (845)333-4444

Estimate

Date	QUOTE #
11/01/09	10034

Name / Address

Mr&Mrs Ken Ramirez
149 Miller Rd.
Mahwah NJ 07430

Job Location

Job Location: Mr&Mrs Ken Ramirez
149 Miller Rd.
Mahwah NJ 07430

DESCRIPTION	QTY	PRICE	TOTAL
Lot Area			154.00
Weekly Maintenance			56.00
Residental – East Side			90.00
Any Description can be entered. No Limit to the length that you can type. And enter price as needed.			950.00
Piping	5.00	50.00	250.00
	Sub Total		**1500.00**
	Sales Tax		**0.00**
Note: This proposal may be withdrawn by us if not accepted within 30 days	**Total**		**5500.00**

Style 2

Estimate – Copy to Transaction File

You can copy your estimate details to the Transaction file by selecting the estimate and pressing Copy to Transaction file. You can also access the account transaction file by pressing Transaction File.

Form Letters

Collection Letters

To send collection letters to customer first activate the Yellow and Red automatic marking for you accounts. This will automatically color your accounts in the account list on the Main Menu based on their payment history. Slow paying accounts can be marked with Yellow and Deliquent account can be marked with Red.
To set this, go to General Setup.
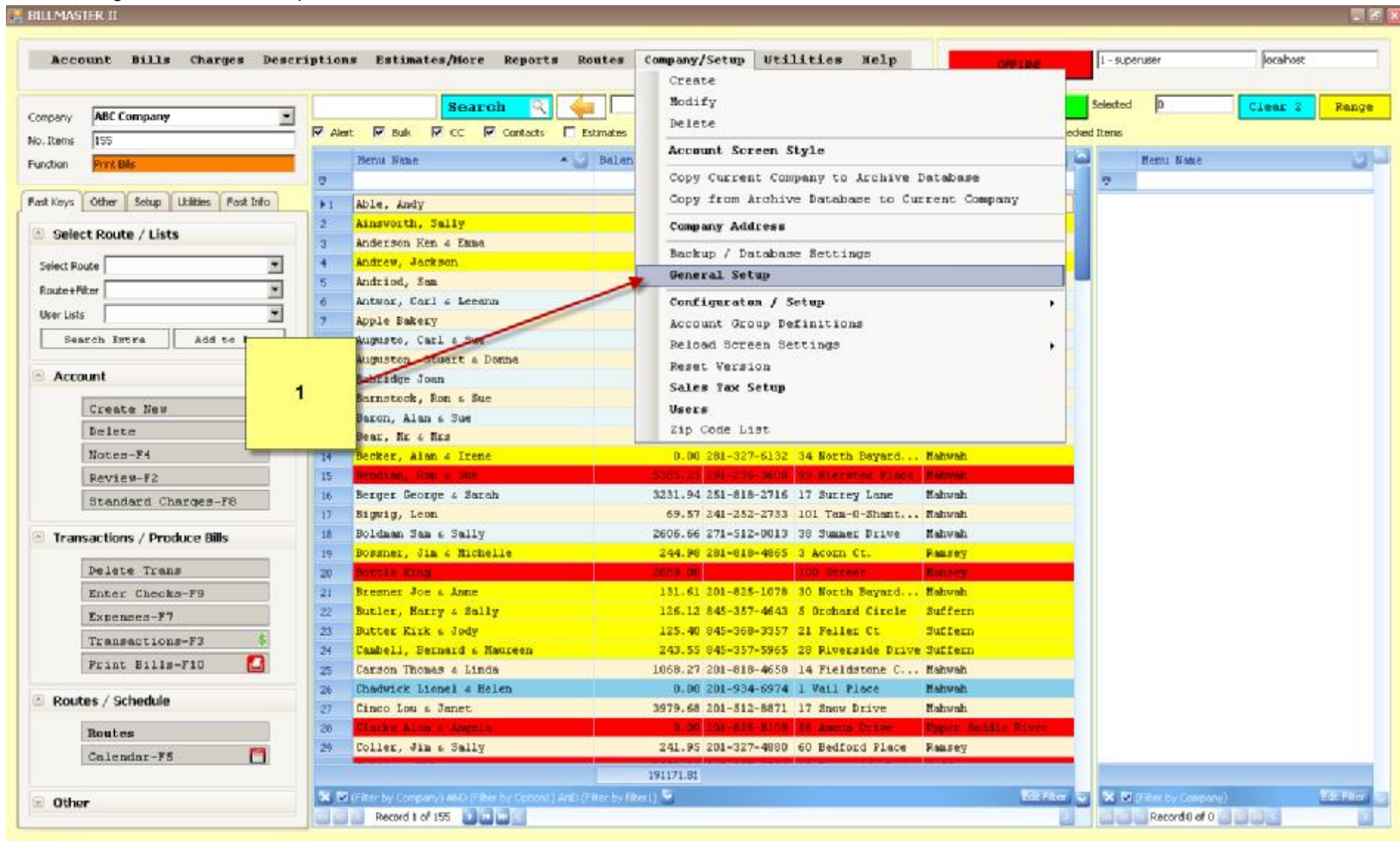
1. Check to highlight Yellow and Red accounts status
2. Set the dollar amount for customers to be Yellow and Red. This example shows customers $100   30 days overdue or more will be Yellow. Customers
   Owing $500 or more after 30 days are marked Red.

Once the Yellow and Red settings for you accounts are done, then you can print collection letters easily fo the customers you needed to.
Use the **Search Extra** button to quick selected the Yellow and or Red Accounts.
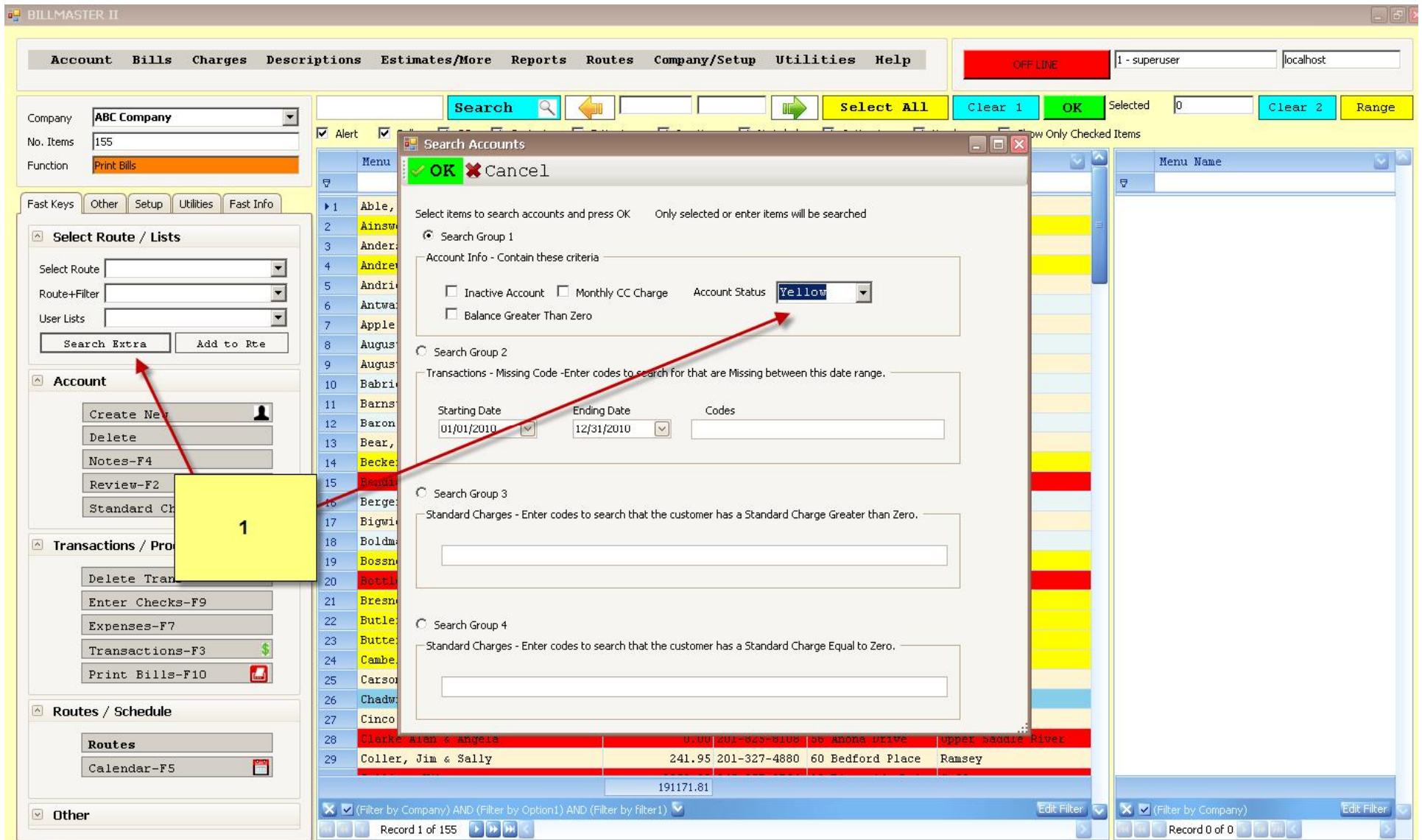
Select Collection Letters from the Estimate / More Menu.

You can configure the saluation used in the Collection letter, by selecting Configuration / Setup.
You can change the text that is used in the collection letter by selecting Collection Letter Text.
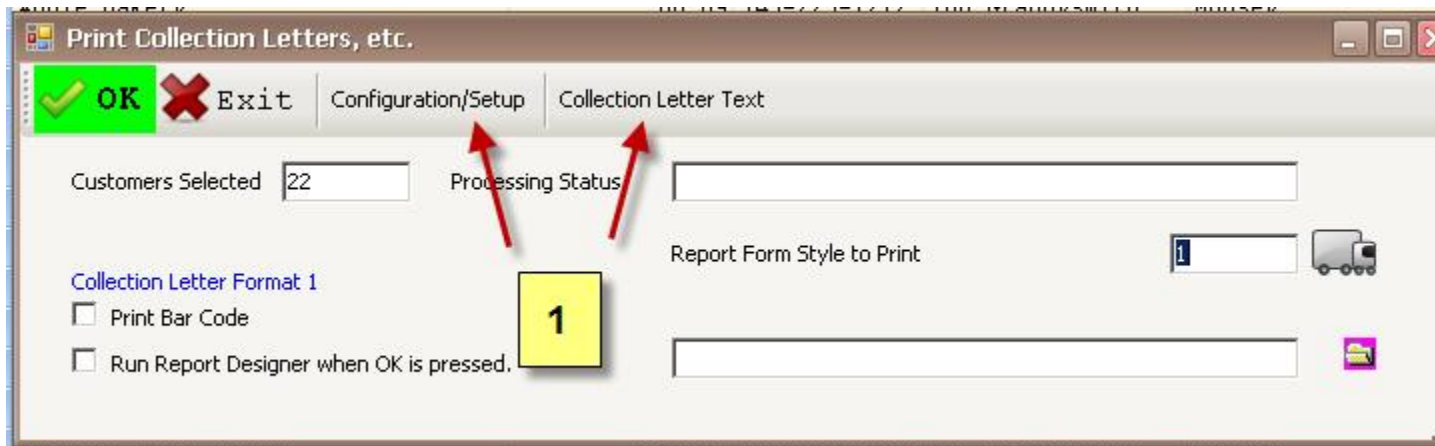
Sample Collection Letter

ABC Company
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

Sample
Collection
Letter

To:

Mr. and Mrs. Andrew Jackson
4787 Oak Street
Mahwah NJ 07430

Job Location:

Mr. and Mrs. Andrew Jackson
569 West 9th Street
Mahwah NJ 07430

Date   01/03/2010

This is a friendly reminder that your account has an overdue payment of $398.48
We would appreciate your payment of this amount as soon as possible.
If this letter and your payment have crossed, we thank you and apologize for any inconvenience.

If you want to discuss your account, please call us Monday through Friday, 8a.m. to 5 p.m. You can also reach us by email.

Sincerely,

Letter / Documents - Field Insertions

You can insert customer data into letters automatically and print the individual prices, balances, etc. for customers in Letters and Documents.

Below is a sample of a field insertion from the Collection Letter text. The sample shows how the customer's balance is inserted into the letter when it is printed.
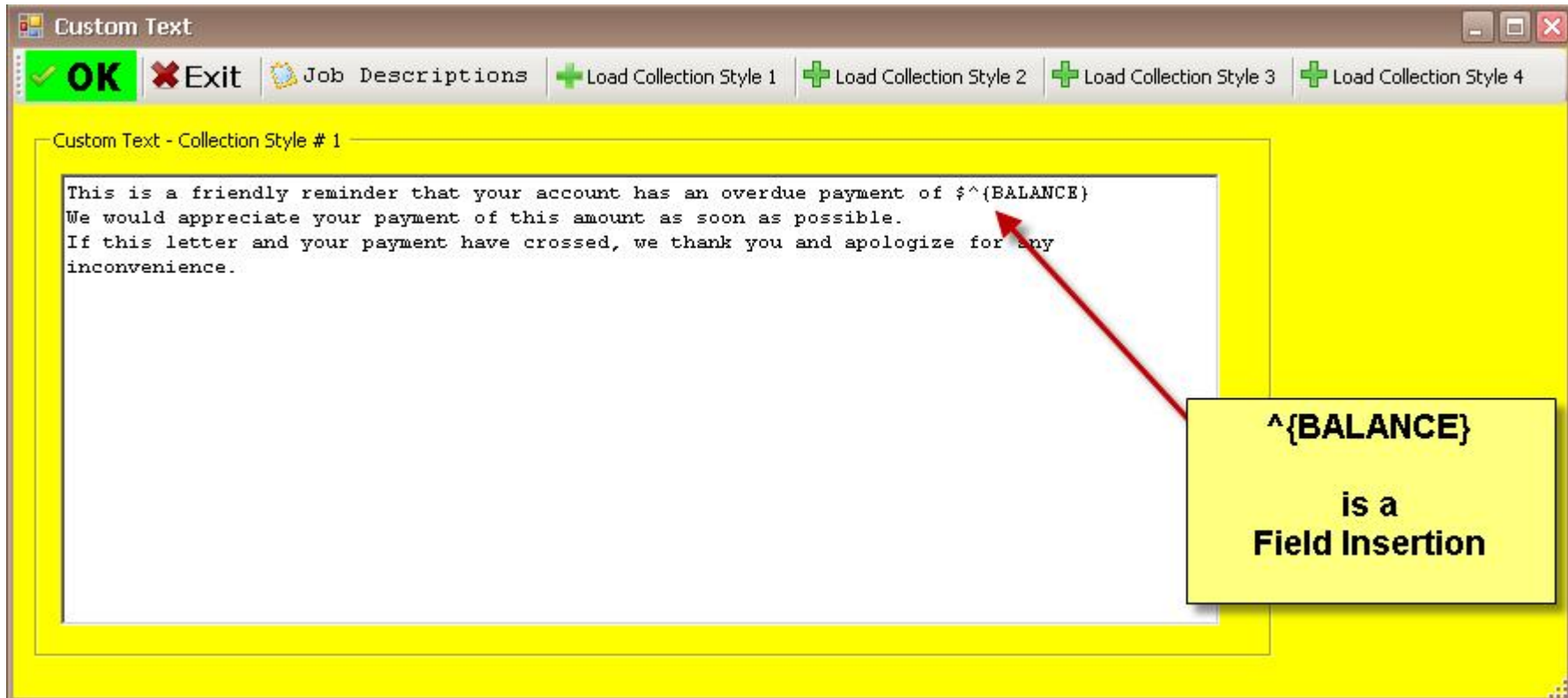
Field Insertion List

The following is a list of insertation fields that can be used in any letter or document.

Field Insertation Format	Output
^{BALANCE}	Account Balance
^{CUSTNAME}	Customer Menu Name
^{CONTACTNAME}	Customer Contact Name
^{COMPANYNAME}	Your Company Name
^{COMPADD}	Your Company Address
^{BILLTO}	Customer Bill To Address
^{JOBLOC}	Customer Job Location 1 Address
^{STREET}	Custmer Bill To Street
^{CITY}	Customer Bill To City
^{MONTH}	Current Month
^{DAY}	Current Day
^{YEAR}	Current Year
^{DATE}	Current Date
^{MONTHLONG}	Month spelled out. January, February, March, etc.
^{ACCTVAL1}	Site Value 1
^{ACCTVAL2}	Site Value 2
^{ACCTVAL3}	Site Value 3
^{ACCTVAL4}	Site Value 4
^101{PRICE}	Customer's price for Job Description 101 (as set in Standard Charges or else in the Job Desription File)
^101{WITHTAX}	Customer's price for Job Description 101 with Sales Tax
^101{TAXONLY}	Customer's price for Job Description 101 only the Sales Tax amount

Field Insertion – Creating Custom Fields

You can create your own field insertion codes. You can total a number of codes and apply discounts to the total and display to your customers. This is commonly used for Pre Payment Letters, Renewal Letters, and Contract Renewals.
Select the Print Control menu choice from the Company / Setup Menu.

You can create a custom code – up to 10 characters long.
This example shows a MONCOST code. The user wanted to display the total of all services the customer has set up and then divide by the total items to show the cost over a 10 month period. Then you would type ^{MONCOST} in your document text to display the value.

EMail

Email Setup / Configuration / Usage

To send email bills and proposals to you customers follow these steps:

2. Create a gmail account. If you do not already have gmail account, go to Google and create one.   An example would be   ABCcompany@gmail.com.
   Remember to write down your password.
3. Select from the main menu select Estimates/More, E-Mail, Configuration
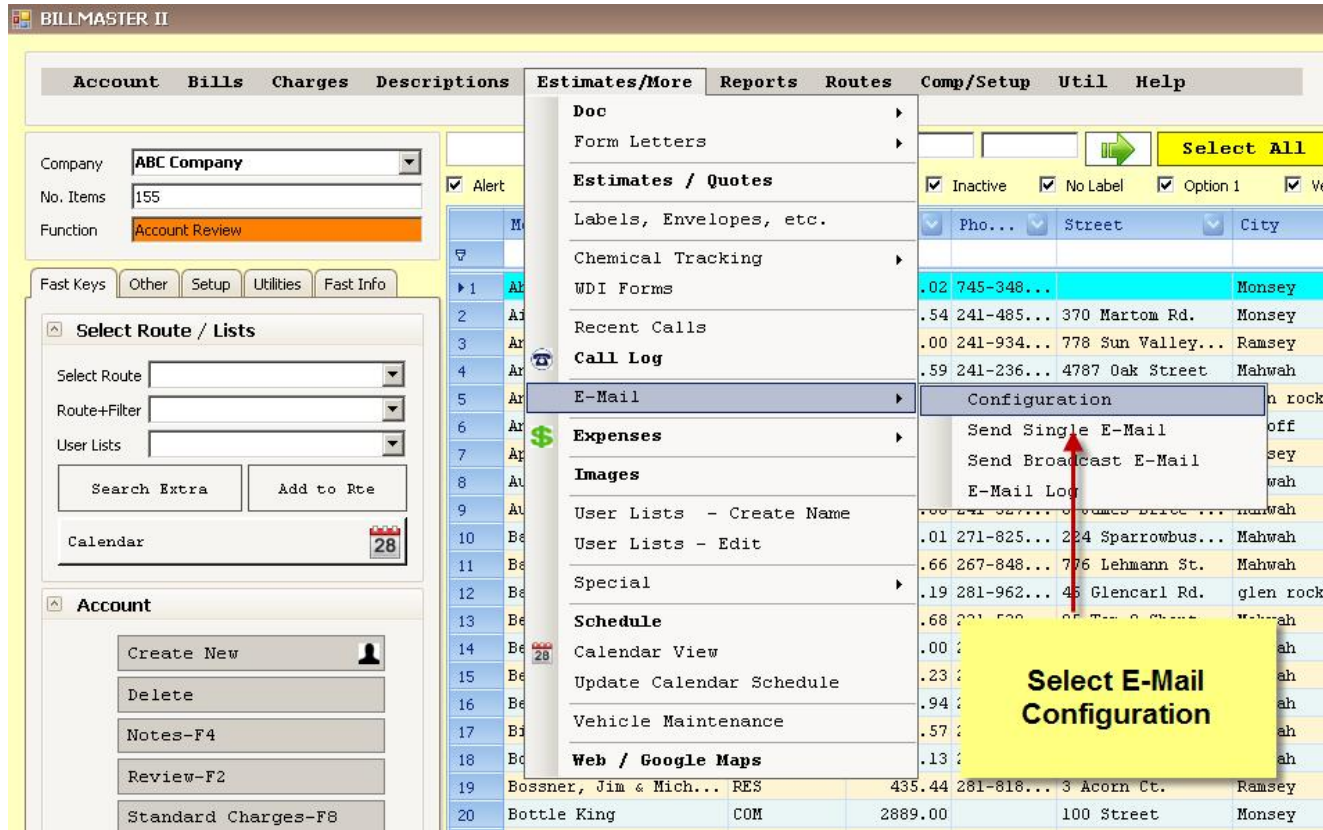
Email Configuration

Check the settings for A-email is Active, C-To Send E-mails and D-Send Estimates. Also review the settings if you want to automatically send Yourself a copy of invoices that were send. By Checking option B.

Enter your email address and password on the right.
Enter the Subject and Message for you bills, so it automatically puts the customer name and any message you need such as
Subject: Bill to Mr. Smith for October 2010
Message: Mr. Smith
   Please pay from the attached invoice.
   Thank you for your business.

Email Configuration for Account

Email Configuration for Billing

Bill output

ABC Company   03/26/10
126 Valley Road
Glen Rock, NJ 07452
(845)111-2222 Fax (845)333-4444

Inv No.	Billing Period		DUE DATE
10258	3/1/2010	03/31/2010	03/26/2010

Andy Able
Monsey NY 10952

ACCOUNT SUMMARY as of	03/26/2010
Previous Balance	0.00
Payments	0.00
Current Charges	386.00
Taxes	27.02
Sub Total	413.02
TOTAL AMOUNT DUE	**413.02**
Home	745-348-4888

Job Location

Andy Able , Monsey NY 10952

DATE	DESCRIPTION	AMOUNT
03/24/10	Monthly Service	413.02

Sent via Email

Please detach and return bottom portion with payment. Retain the top portion for your records
PLEASE RETURN TEAR OFF WITH PAYMENT
Andy Able

Sending Email

	Menu Name	Sent	Subject	Message	email To	CC	BCC	Attach 1
▶	Able, Andy	03/26/2010	Bill to: Andy Able for March 2010	Andy Able,	sales@billmaster.info			c:/bm/email/Andy Able_2010_03_26.bill.pdf
	Ainsworth, Sally	03/26/2010	Bill to: Ms. Sally Ainsworth for March 2010	Ms. Sally Ainsworth,	support@billmasternow.com			c:/bm/email/Ms. Sally Ainsworth_2010_03_26.bill.pdf
	Anderson Ken & Emma	03/26/2010	Bill to: Mr & Mrs Ken Anderson for March 2010	Mr & Mrs Ken Anderson,	support@billmaster.info			c:/bm/email/Mr & Mrs Ken Anderson_2010_03_26.bill.pdf
	Andrew, Jackson	03/26/2010	Bill to: Mr. and Mrs. Andrew Jackson for March 2010	Mr. and Mrs. Andrew Jackson,	support@customizedBusinessSoftware.com			c:/bm/email/Mr. and Mrs. Andrew Jackson_2010_03_26.bill.pdf
	Apple Bakery	03/26/2010	Bill to: Mr. Johnny Appleseed for March 2010	Mr. Johnny Appleseed,	AppleBakery@aol.com			c:/bm/email/Mr. Johnny Appleseed_2010_03_26.bill.pdf
	Bill Listing	03/26/2010	Bill Listing_2010_03_26_Time_07_51_31	Bill Lising_2010_03_26_Time_07_51_31			support@billmasternow.com	c:/bm/email/Bill_Listing_2010_03_26_Time_07_51_25.bill.pdf
*								

Review the emails to be sent.
Note the last line shows a copy of all invoices sent will be sent to you.

Press OK to send the e-mails. Wait for the process to complete.

Bar Code Scanner Setup

Enclosed is your Bar Code Scanner. By scanning the barcodes on paper produced by BILLMASTER you can dramatically reduce the amount of typing and increase productivity. Simply point and shoot.

1. Your scanner is already preset; simply plug it into your USB port. If you need to reset it, the Barcode setup is print on the last0 page.

2. To turn on barcode print on your bills. When printing bills press Billing Settings, and check Option N – Print Barcodes on bills.

Then you will see the barcode print on your bills.

To use the scanner. Start will Billmaster on the Main Menu.
Scan the Barcode. BILLMASTER will automatically switch to the correct company.
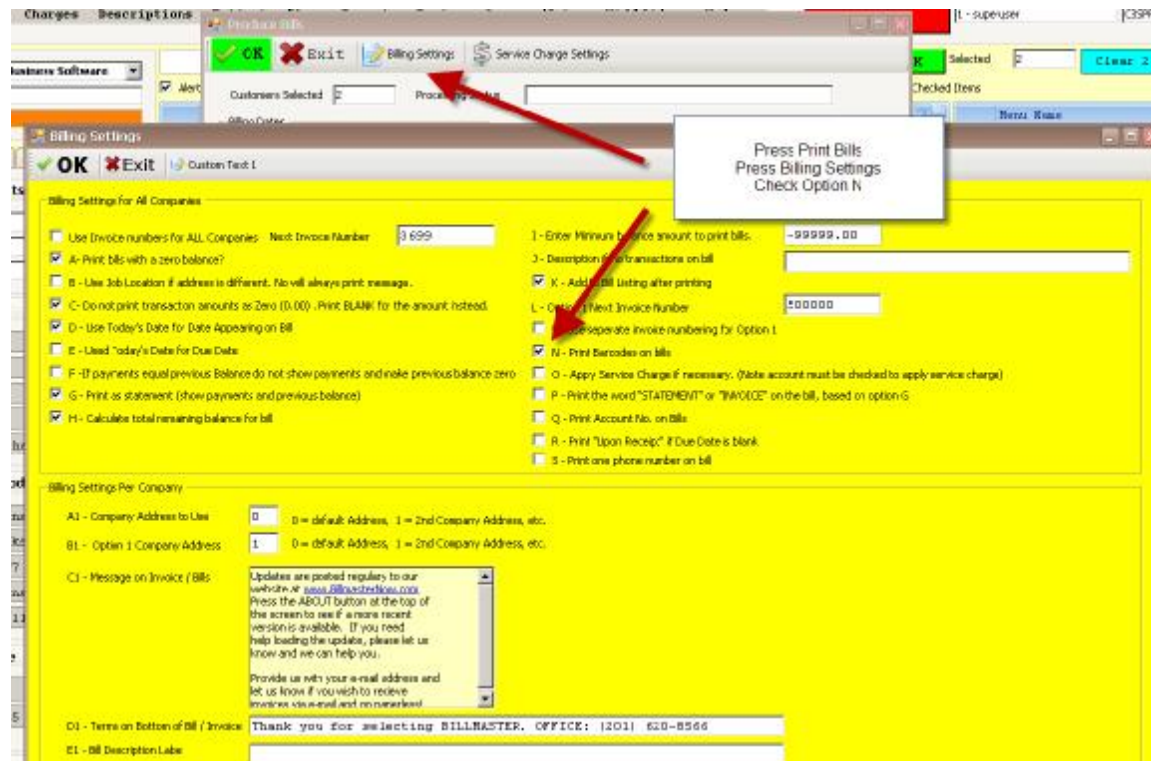
If you have any questions please let us know, we are happy to help.

Use the barcode reader and scan each barcode in the order shown.

1

2

3

4

5

6

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