

# **BILLMASTER™**

## **USER'S MANUAL**

Customized Business Software, LLC

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# INSTALLATION

BILLMASTER II is installed by your support representative. Updates are available on our website at [www.billmaster.info](http://www.billmaster.info).

To update your version of BILLMASTER:

1. Backup your database.
2. Uninstall the software.
3. Go to [www.billmaster.info](http://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.



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## Download

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



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## 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 , Electricians  
General Contractors

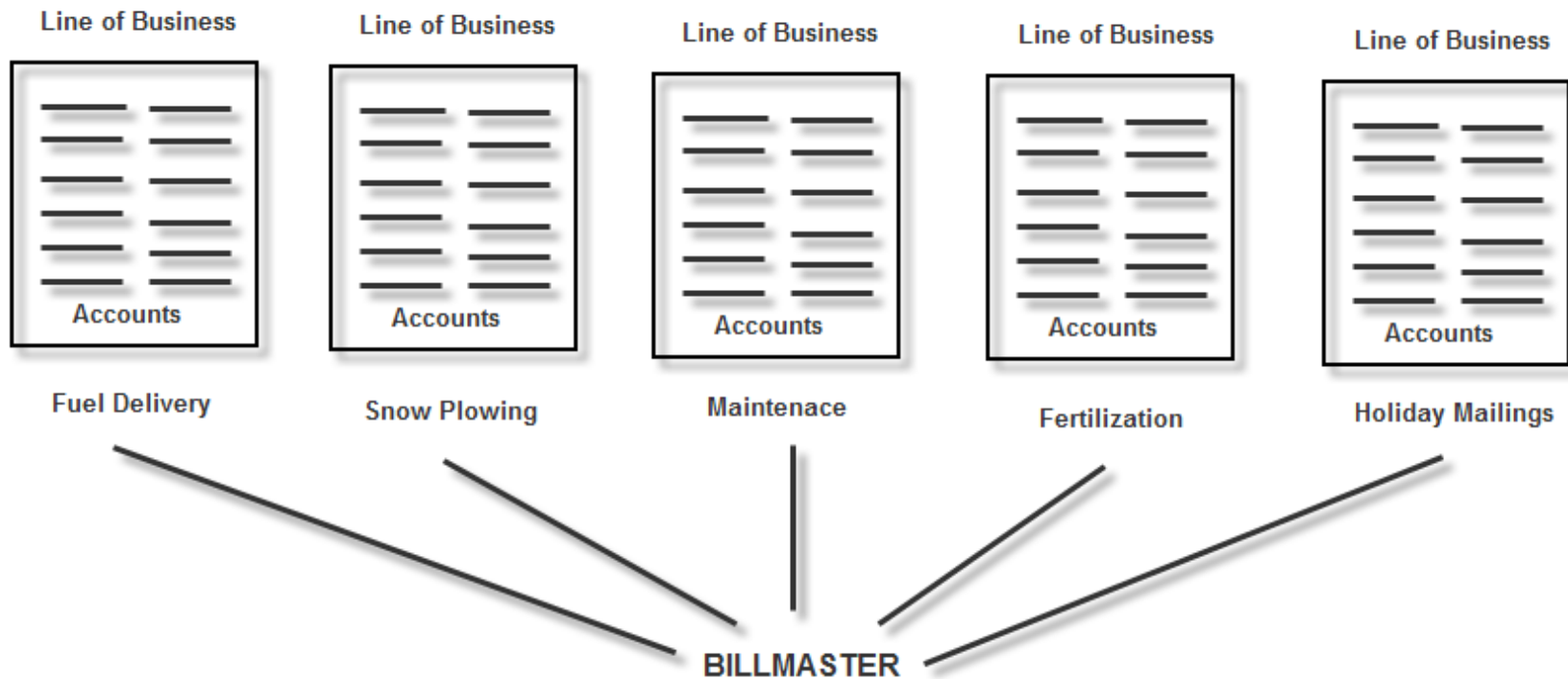
Irrigation, Tree Service & Snow Removal  
General Contracting and Construction  
Maid and Cleaning Services  
Sanitation and Trucking  
Pool and Spa Maintenance  
Property Maintenance

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 one company. It is up to you how to organize your accounts for your own purposes. 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 must first open the drawer (Select 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.



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

## Getting started

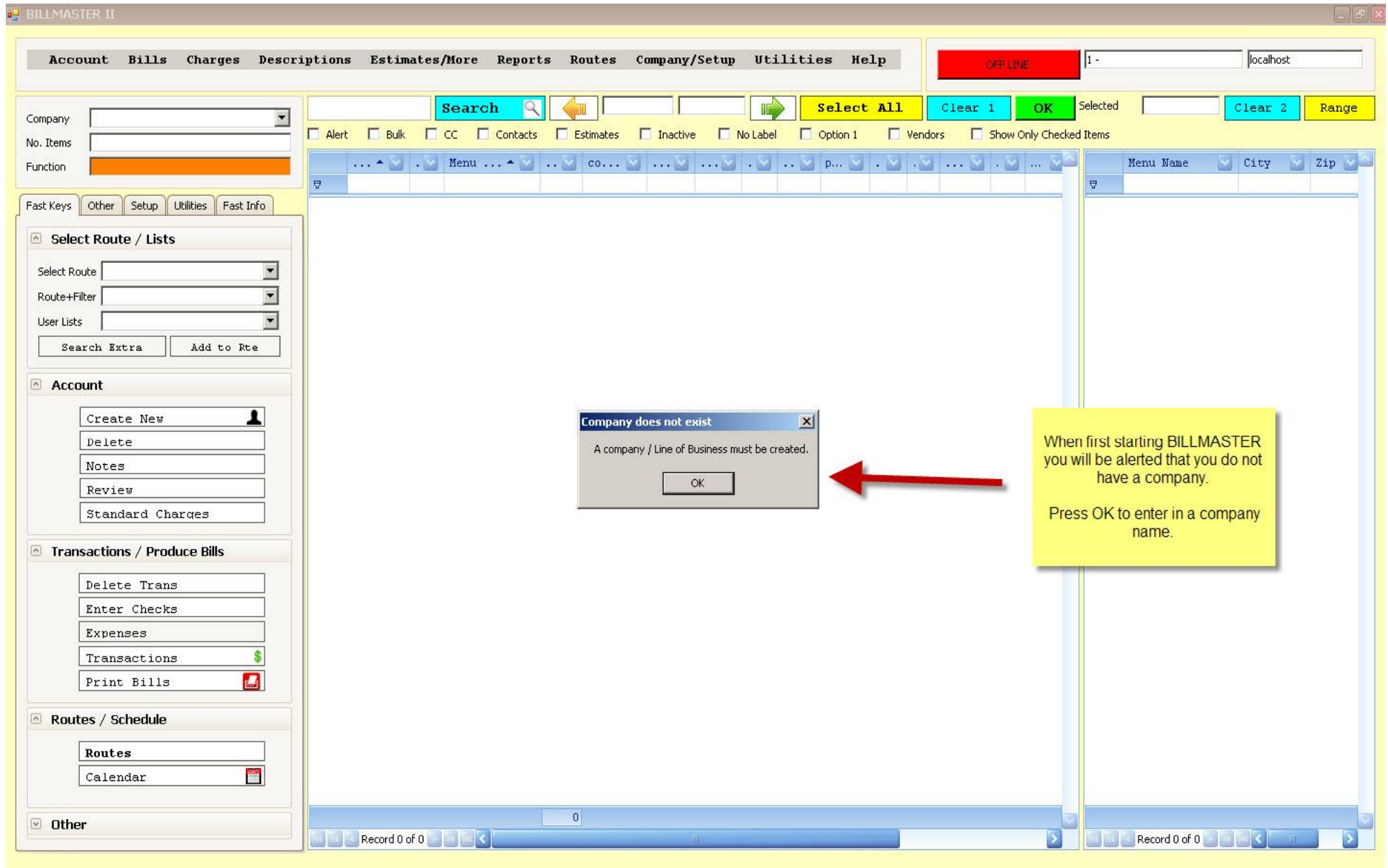
In BILLMASTER II you can organize your business into Companies / Lines of Business, each having an unlimited number of accounts and full reporting functionality. BILLMASTER provides specific functions and features based on the company type that is selected.

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

**BILLMASTER II**

Account Bills Charges Descriptions Estimates/More Reports Routes Company/Setup Utilities Help

OFF LINE 1- localhost

Company [ ] Search [ ] [ ] [ ] Select All Clear 1 OK Selected [ ] Clear 2 Range

Company [ ] No. Items [ ] Function [ ]

Fast Keys Other Setup

**Company / Line of Business**

Save Exit Account Review Screen Style

Name ABC Company Enter a new company name and press Enter to Save

Business Type 0 - General

**Available Companies**

Menu Name	Accounting Type	Accounting Description	Business Type	Business Description	PW	Acct Screen Style
*						

City Zip

**Account**

Create New Delete Notes Review Standard

**Transactions / P**

Delete Tr Enter Che Expenses Transaction Print Bill

**Routes / Schedu**

Routes Calendar

Other

Record 0 of 0

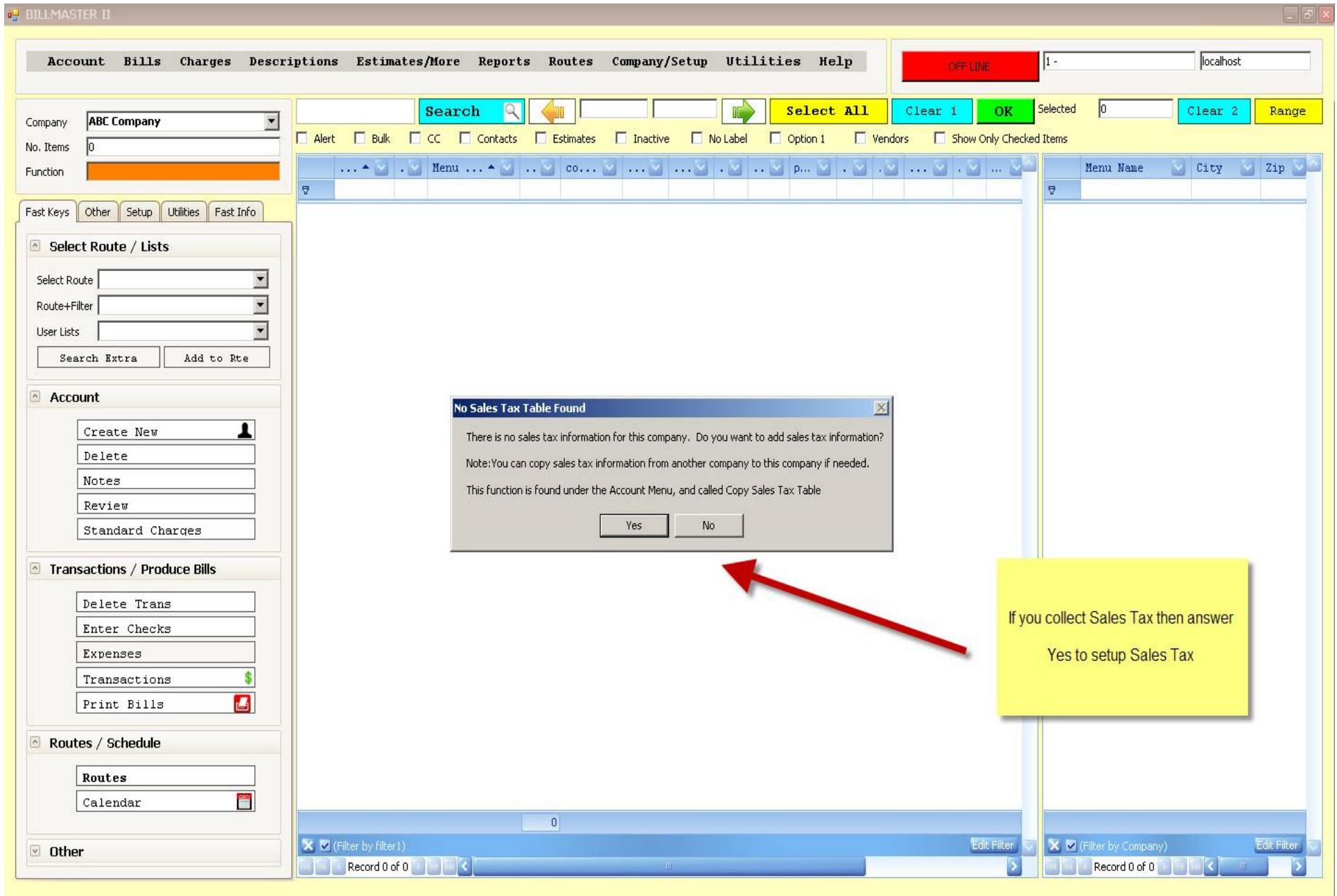
Record 0 of 0

Record 0 of 0

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.



Enter the Sales Tax Percentage as needed.

BILLMASTER II

Account Bills Charges Descriptions Estimates/More Reports Routes Company/Setup Utilities Help

OFF LINE 1 - localhost

Company: ABC Company No. Items: 0 Function:

Search Select All Clear 1 OK Clear 2 Range

Alert Bulk CC Contacts Estimates Inactive No Label Option 1 Vendors Show Only Checked Items

Fast Keys Other Setup Utilities Fast Info

Select Route / Lists

Select Route: Route+Filter: User Lists: Search Extra Add to Rte

Account

Create New Delete Notes Review Standard Charges

Transactions / Produce Bills

Delete Trans Enter Checks Expenses Transactions Print Bills

Routes / Schedule

Routes Calendar

Other

Tax and Discount Configuration

OK Exit

Drag a column header here to group by that column

Code	Percentage	Description	Start Date	End Date	State	Multiply By
NJ	0.07000		01-01-1753	12-31-9999		PRICE

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.

(Company ID) Edit Filter

Record 2 of 2

(Filter by filter1) Edit Filter

Record 0 of 0

(Filter by Company) Edit Filter

Record 0 of 0



## 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.

The screenshot displays the BILLMASTER II application window. The 'Descriptions' menu is open, showing options: 'Modify', 'Print', and 'Update Category'. A red arrow points from a yellow callout box to the 'Modify' option. The callout box contains the text: 'Select Modify Job Descriptions to review, add and modify Job Descriptions.'

The interface includes a top menu bar with options: Account, Bills, Charges, Descriptions, Estimates/More, Reports, Routes, Company/Setup, Utilities, and Help. Below the menu bar, there are various input fields and buttons for company information, search, and selection. The main area shows two tables with columns for Menu Name, Balance, and Phone 1. The bottom status bar indicates the current record and filter settings.

## 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**

Fast Keys | Other | Grid Configuration | Job Description Defaults

Standard | Lawn Maintenance | Fertilization | Pest Control

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
	7	Monthly Maintenance Charge	MON MAINT	0.00	1					0
	101	Fertilizer Step 1 - Early Spring	Step 1	0.00	1					0.00
	102	Fertilizer Step 2 - Late Spring	Step 2	0.00	1					0.00
	103	Fertilizer Step 3 - Summer	Step 3	0.00	1					0.00
	104	Fertilizer Step 4 - Early Fall	Step 4	0.00	1					0.00
	105	Fertilizer Step 5 - Late Fall	Step 5	0.00	1					0.00
	106	Fertilizer Step 6 - Winterize	Step 6	0.00	1					0.00
	150	Soil Test	SoilT	0.00	1					0.00
	151	Seeding	Grub							0.00
	152	Lime	Lime							0.00
	153	Grub Control	Grub							0.00
	154	Insect Control	Insect							0.00
	155	Tick Control	Tick							0.00
	156	Fire Ant Control	FireAnt							0.00
	157	Dallis Grass Control	DGC							0.00

Code is a number

Description can be for any service or material you need.

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.

Tax code for item.

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

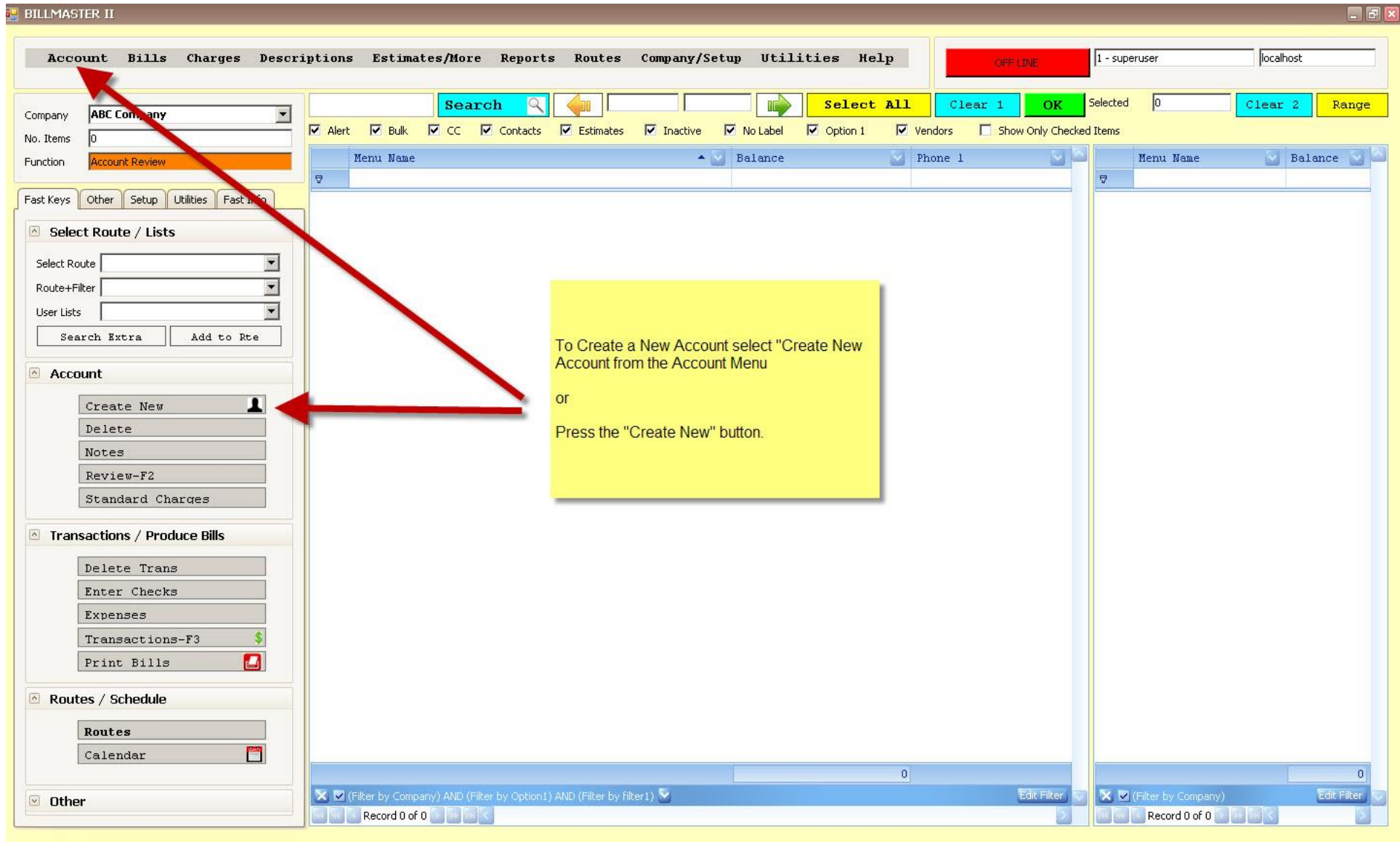
Default job descriptions are provided. Press the corresponding button to load those job descriptions.

The fertilization job description is shown.

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

## Create New Account

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





## 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.

The screenshot shows the 'Create Account' window with the following sections and fields:

- General Info:**
  - Account Menu Name:
  - Customer Letter:  Customer Code (Up to 4 characters):
  - Customer Status:  Account Type:
  - e-mail:  ☐ Verified
- Bill To:**
  - Company:
  - Personal:
  - Street:  House #:
  - City, St, Zip:
- ☒ Job Location same as Bill To address (Copy for initial entry only)
- Job Location:**
  - Company:
  - Personal:
  - Street:  House #:
  - City, St, Zip:
- Phone Numbers:**
  - HOME:
  - OFFICE:
  - FAX:
  - OTHER:
  - CELL:
- Taxes / Services:**
  - ☐ Apply Service Charge if needed
  - ☒ Charge Taxes?
  - ☒ Send Paper Bill
  - ☐ Send e-Bill
  - ☐ Charge Credit Card Monthly
  - ☐ Option 1
  - ☐ Alert
  - ☐ Contact
  - ☐ Vendor
  - ☐ Estimate
  - ☐ Bulk
  - ☐ No Label/Mailer
  - Default Tax Code:

Red arrows point from yellow callout boxes to the following fields:

- Account Type (COM)
- Standard Charges (201-555-1234)
- Account Default Settings (Account Default Settings tab)

Yellow callout boxes contain the following text:

- Account Types / Groups can be added and modified as you need.
- Set the price for services when creating your account.
- Set the Account Default settings to speed up the entry of new accounts.

## 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.

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

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

1 of 1 
 User 1 - superuser

Able, Andy Home 745-348-4888

Balance 160.50 Charge Taxes: YES NJ

Routes  
Customers - Addl Leaves john

Drag a column header 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	Month	Day	Year
7	Monthly Service	1.0000	150.00	05/30/2009	1	160.50	160.50	0.00	0	0	NJ	5	30	2009
3	Payment - Thank You Check	1.0000	-160.50	06/10/2009	3	-160.50	0.00	0.00	5682	0	NJ	6	10	2009
7	Monthly Service	1.0000	150.00	06/30/2009	1	160.50	160.50	0.00	0	0	NJ	6	30	2009
3	Payment - Thank You	1.0000	-160.50	07/30/2009	3	-160.50	0.00	0.00	0	0	NJ	7	30	2009
7	Monthly Service	1.0000	150.00	12/30/2009	1	160.50	160.50	160.50	0	0	NJ	12	30	2009
*														

Record 5 of 5

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

1 of 1 
 User 1 - superuser

Able, Andy Home 745-348-4888

Balance 160.50 Charge Taxes: YES NJ

Routes  
Customers - Addl Leaves john

Drag a column header here to group by that column

Transaction										Totals		Check No	Invoice No	Taxes Cha...	Date		
Code	Description	Qty	Price	Date	Δ	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	
7																	

1

Record 6 of 6

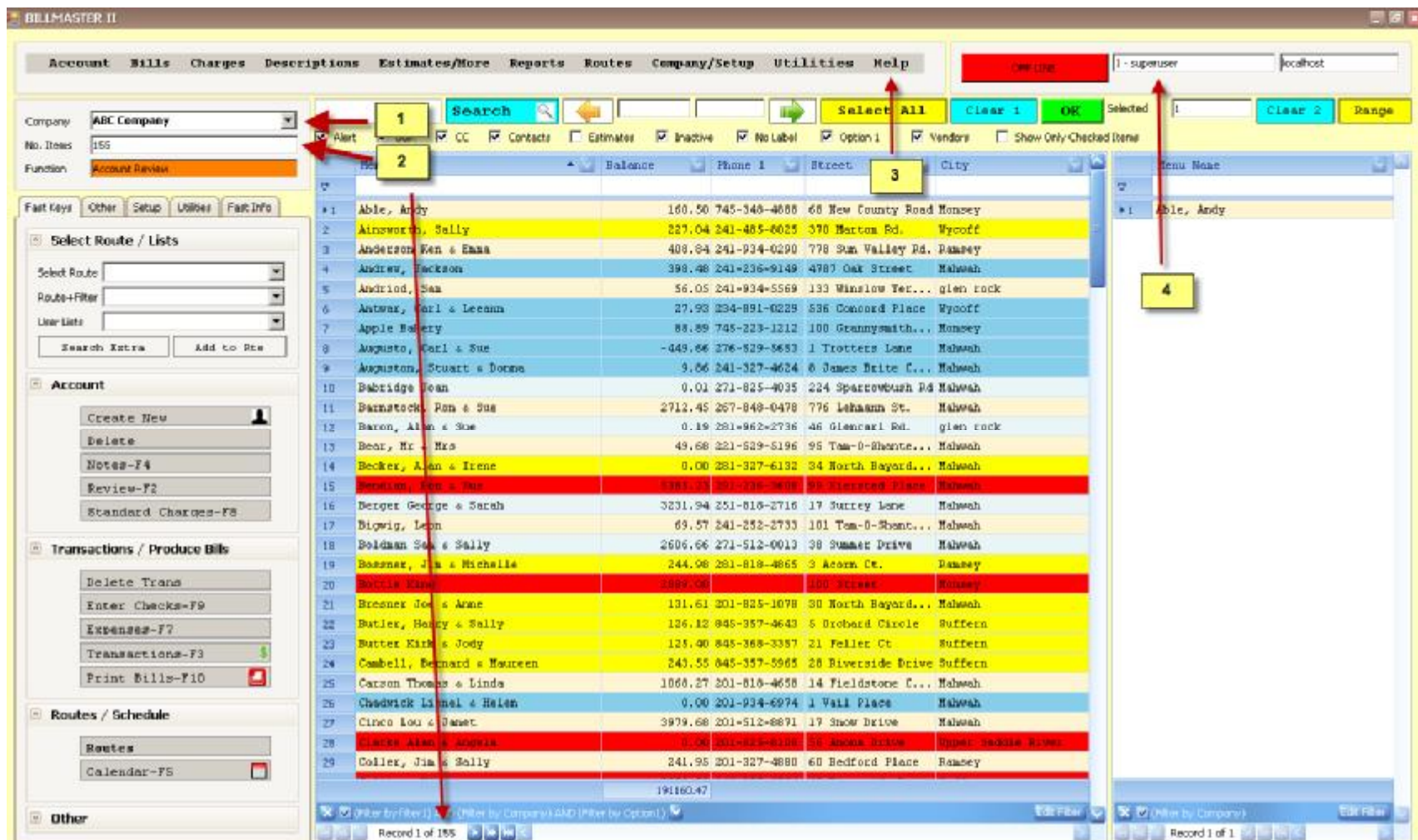


## Main Menu

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.

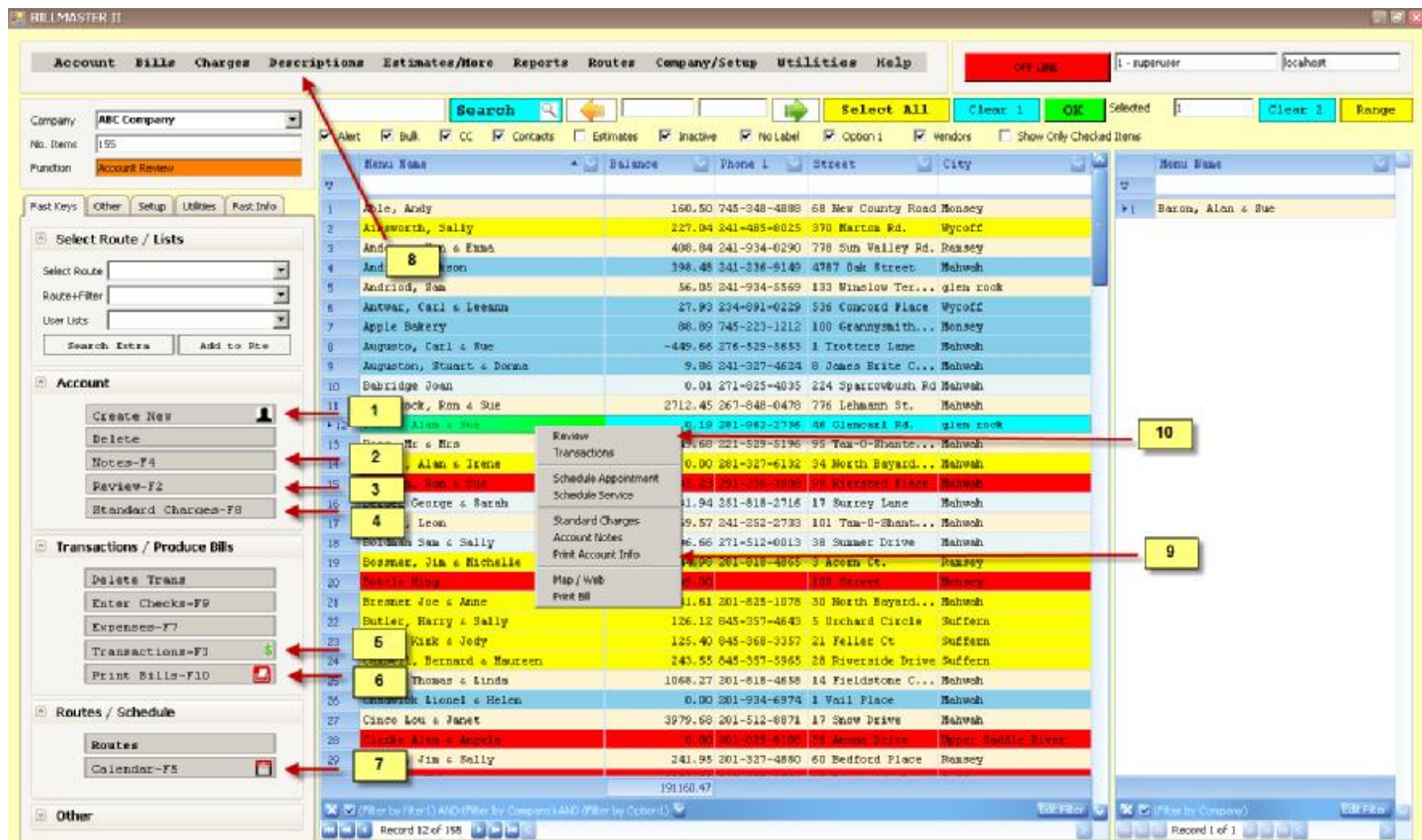
## Company Information

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

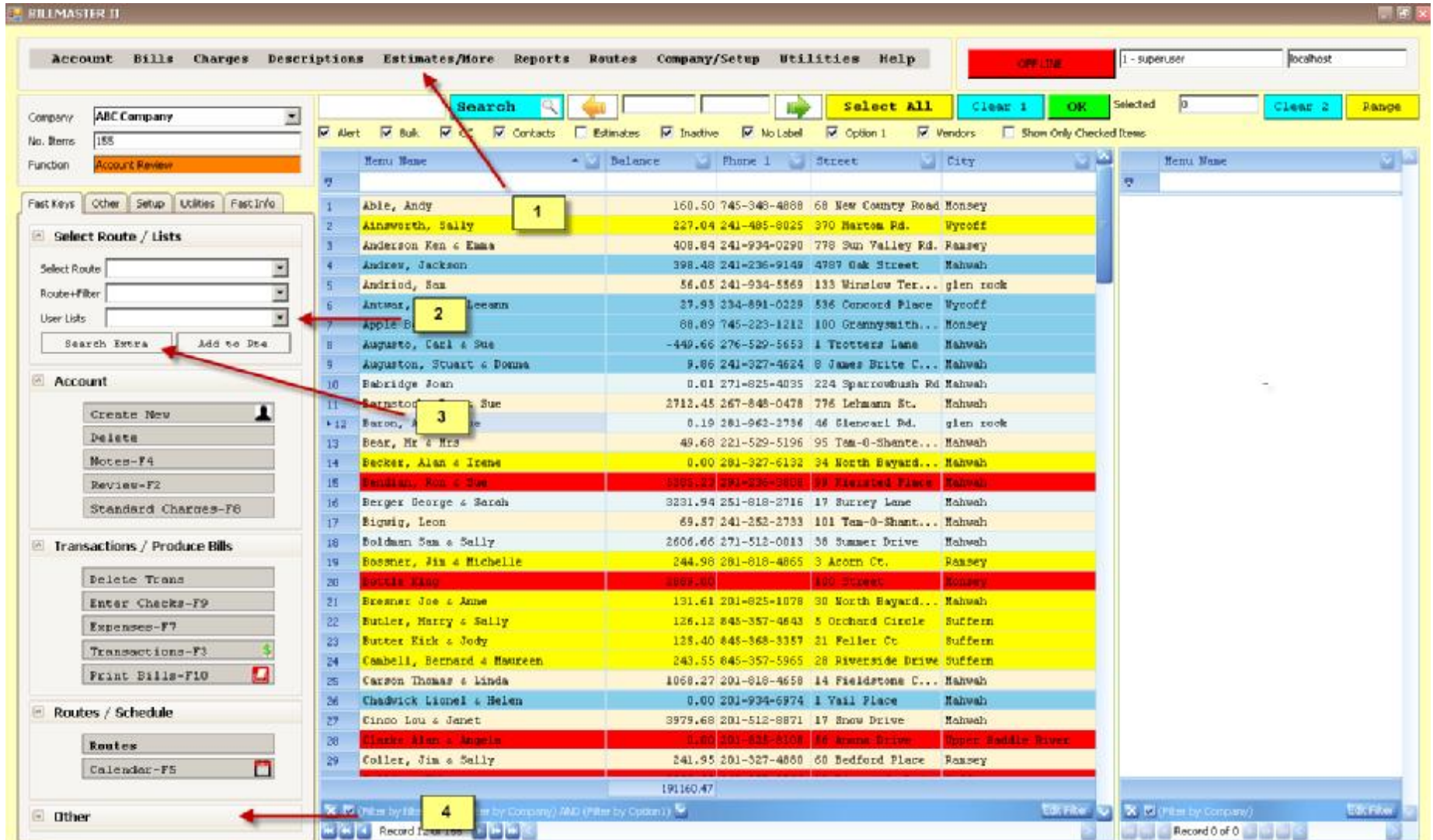




## Route Selection, additional functions

## User Lists, additional functions

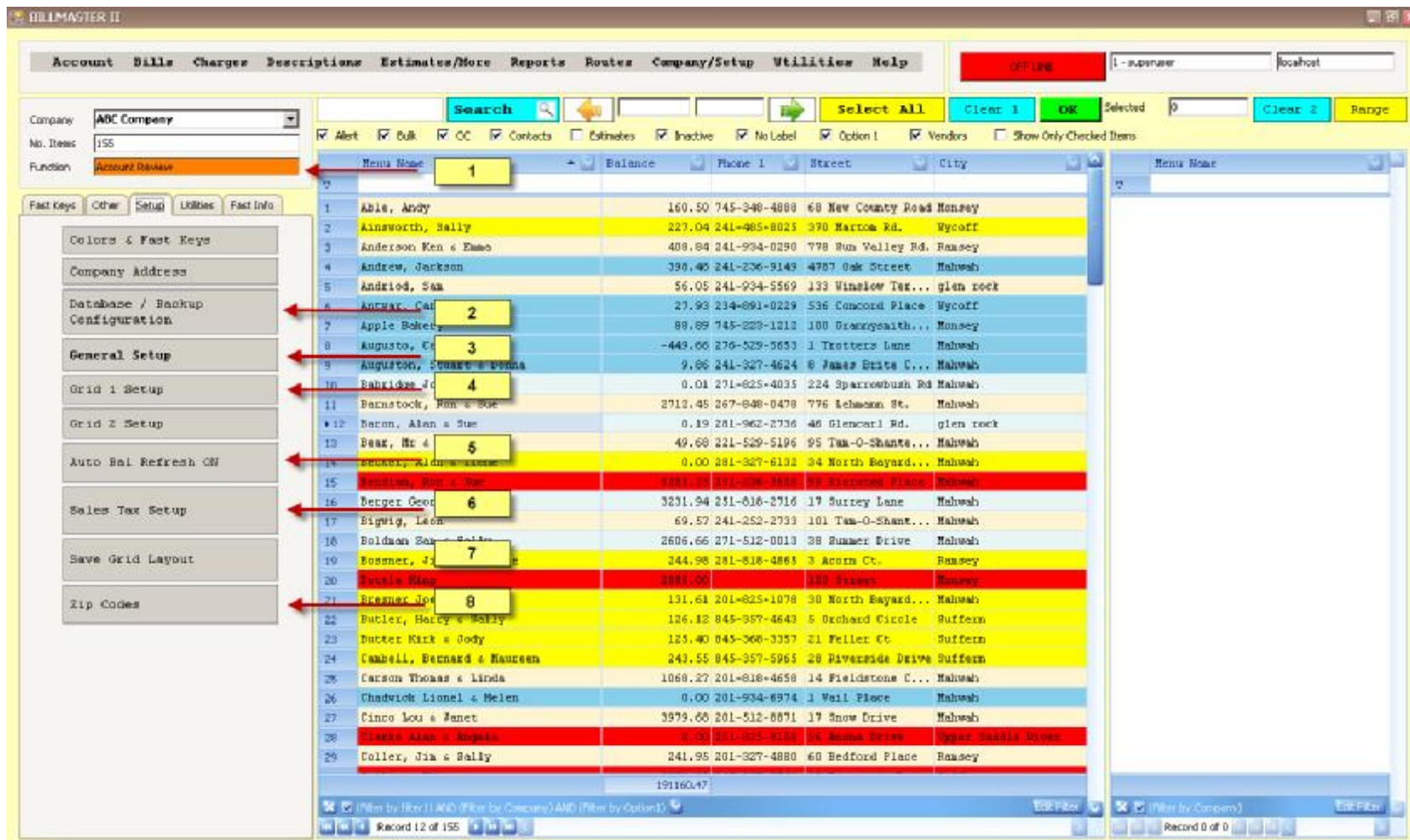
1. Chemical Records – From the Estimate / More menu, access the accounts chemical records. The chemicals records holds all the chemical, operator, technician and application temperature, wind, etc. information.  
Print Envelope – Quick access to print an envelope for the accounts selected.
2. User Lists – 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.





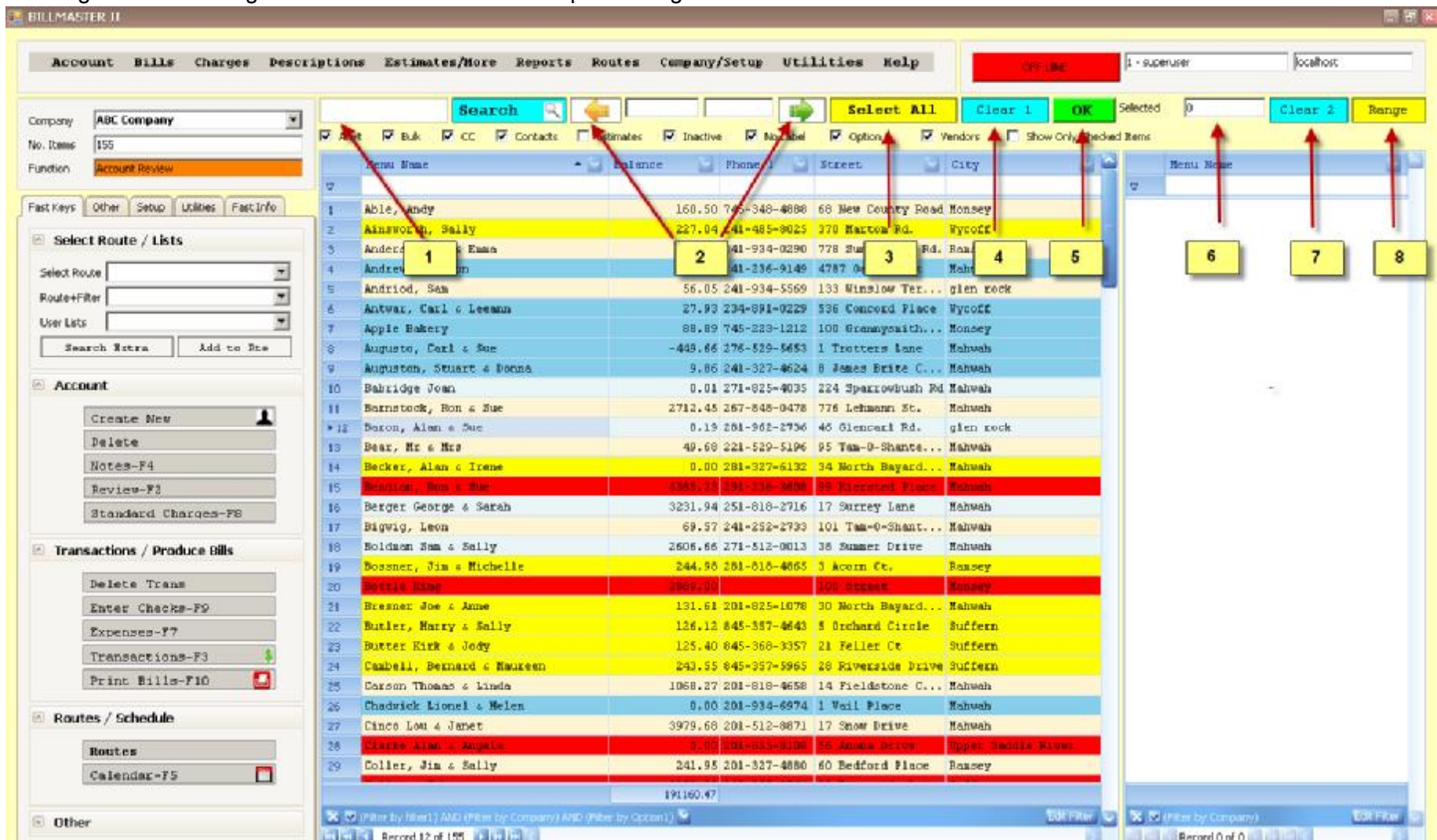
## Function, additional functions

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 Grid 1
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 Grid 2
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.

The screenshot displays the BILLMASTER II application window. The top menu bar includes: Account, Bills, Charges, Descriptions, Estimates/More, Reports, Routes, Company/Setup, Utilities, and Help. The 'Charges' menu is open, showing options like 'Single Charge Per Account', 'Multiple Charges Per Account', 'Charge By Route', 'Charge for Multiple Weeks', 'Charge by Calendar Schedule', 'Multiple Charges with Chemicals Per Account', 'Charges with Chemicals by Calendar', 'Review and Validate', 'Review and Validate by Route', and 'Fuel History'. A red arrow points from the 'Charges' menu to the 'Single Charge Per Account' option.

On the left side, there are several setup panels: 'Company' (ABC Company), 'No. Items' (155), 'Function' (Account Review), 'Fast Keys', 'Other', 'Setup', 'Colors & Fast Keys', 'Company Address', 'Database / Backup Configuration', 'General Setup', 'Grid 1 Setup', 'Grid 2 Setup', 'Auto Bal Refresh ON', 'Sales Tax Setup', 'Save Grid Layout', and 'Zip Codes'.

The main data table has columns: Balance, Phone 1, Street, and City. A yellow box with the number '1' is placed over the 'Street' column header. The table contains 29 rows of data, with alternating yellow and blue background colors. The bottom status bar shows 'Record 12 of 155' and 'Record 0 of 0'.

	Balance	Phone 1	Street	City
	160.50	745-348-4888	68 New Country Road	Monsey
	227.04	241-485-8025	370 Martom Rd.	Wyckoff
	408.84	241-934-0290	778 Sun Valley Rd.	Ramsey
	398.48	241-236-9149	4787 Oak Street	Mahwah
	56.05	241-934-5569	133 Winslow Ter...	glen rock
	27.93	234-891-0229	536 Concord Place	Wyckoff
7	88.89	745-223-1212	100 Grannysmith...	Monsey
8	-449.66	276-529-5653	1 Trotters Lane	Mahwah
9	9.86	241-327-4624	8 James Brite C...	Mahwah
10	0.01	271-825-4035	224 Sparrowbush Rd	Mahwah
11	2712.45	267-848-0478	776 Lehmann St.	Mahwah
12	0.19	281-962-2736	46 Glencarl Rd.	glen rock
13	49.68	221-529-5196	95 Tam-O-Shante...	Mahwah
14	0.00	281-327-6132	34 North Bayard...	Mahwah
15	5385.23	291-236-3608	99 Kiersted Place	Mahwah
16	3231.94	251-818-2716	17 Surrey Lane	Mahwah
17	69.57	241-252-2733	101 Tam-O-Shant...	Mahwah
18	2606.66	271-512-0013	38 Summer Drive	Mahwah
19	244.98	281-818-4865	3 Acorn Ct.	Ramsey
20	2889.00		100 Street	Monsey
21	131.61	201-825-1078	30 North Bayard...	Mahwah
22	126.12	845-357-4643	5 Orchard Circle	Suffern
23	125.40	845-368-3357	21 Feller Ct	Suffern
24	243.55	845-357-5965	28 Riverside Drive	Suffern
25	1068.27	201-818-4658	14 Fieldstone C...	Mahwah
26	0.00	201-934-6974	1 Vail Place	Mahwah
27	3979.68	201-512-8871	17 Snow Drive	Mahwah
28	0.00	201-825-8108	56 Anona Drive	Upper Saddle River
29	241.95	201-327-4880	60 Bedford Place	Ramsey
	191160.47			

## 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 select multiple accounts by pressing the Ctrl (Control) key as you make multiple selections. You can also use the Search function to find accounts. After the account is selected it will be highlighted in green

The screenshot shows the BILLMASTER II software interface. The main window has a menu bar with options: Account, Bills, Charges, Descriptions, Estimates/More, Reports, Routes, Company/Setup, Utilities, and Help. Below the menu bar, there is a search bar with a magnifying glass icon and a 'Search' button. To the right of the search bar are buttons for 'Select All', 'Clear 1', 'OK', 'Clear 2', and 'Range'. The 'OK' button is highlighted with a red arrow. Below the search bar, there are checkboxes for various filters: Alert, Bulk, CC, Contacts, Estimates, Inactive, No Label, Option 1, Vendors, and Show Only Checked Items. The main area displays a list of accounts with columns: Menu Name, Balance, Phone 1, Street, and City. The account 'Andriod, Sam' is highlighted in green. A yellow box labeled '1' is placed over the 'Andriod, Sam' row. A red arrow points from the 'OK' button to the 'Selected' field, which contains the number '2'. The sidebar on the left contains various setup options: Colors & Fast Keys, Company Address, Database / Backup Configuration, General Setup, Grid 1 Setup, Grid 2 Setup, Auto Bal Refresh ON, Sales Tax Setup, Save Grid Layout, and Zip Codes. The bottom of the window shows a status bar with 'Record 5 of 155' and a filter bar with '(Filter by filter1) AND (Filter by Company) AND (Filter by Option1)'.

Menu Name	Balance	Phone 1	Street	City
1 Able, Andy	160.50	745-348-4888	68 New County Road	Monsey
2 Ainsworth, Sally	227.04	241-485-8025	370 Marton Rd.	Wycoff
3 Anderson Ken & Emma	408.84	241-934-0290	778 Sun Valley Rd.	Ramsey
4 Andrew, Jackson	398.48	241-236-9149	4787 Oak Street	Mahwah
5 Andriod, Sam	56.05	241-934-5569	133 Winslow Ter...	glen rock
6 Antwar, Carl & Leeann	27.93	234-891-0229	536 Concord Place	Wycoff
7 Apple Bakery	88.89	745-223-1212	100 Grannysmith...	Monsey
8 Augusto, Carl & Sue	-449.66	276-529-5653	1 Trotters Lane	Mahwah
9 Auguston, Stuart & Donna	9.86	241-327-4624	8 James Brite C...	Mahwah
10 Babridge Joan	0.01	271-825-4035	224 Sparrowbush Rd	Mahwah
11 Barnstock, Ron & Sue	2712.45	267-848-0478	776 Lehmann St.	Mahwah
12 Baron, Alan & Sue	0.19	281-962-2736	46 Glencarl Rd.	glen rock
13 Bear, Mr & Mrs	49.68	221-529-5196	95 Tam-O-Shante...	Mahwah
14 Becker, Alan & Irene	0.00	281-327-6132	34 North Bayard...	Mahwah
15 Bendian, Ron & Sue	5385.23	291-236-3608	99 Kiersted Place	Mahwah
16 Berger George & Sarah	3231.94	251-818-2716	17 Surrey Lane	Mahwah
17 Bigwig, Leon	69.57	241-252-2733	101 Tam-O-Shant...	Mahwah
18 Boldman Sam & Sally	2606.66	271-512-0013	38 Summer Drive	Mahwah
19 Bossner, Jim & Michelle	244.98	281-818-4865	3 Acorn Ct.	Ramsey
20 Bottie King	2889.00		100 Street	Monsey
21 Bresner Joe & Anne	131.61	201-825-1078	30 North Bayard...	Mahwah
22 Butler, Harry & Sally	126.12	845-357-4643	5 Orchard Circle	Suffern
23 Butter Kirk & Jody	125.40	845-368-3357	21 Feller Ct	Suffern
24 Cambell, Bernard & Maureen	243.55	845-357-5965	28 Riverside Drive	Suffern
25 Carson Thomas & Linda	1068.27	201-818-4658	14 Fieldstone C...	Mahwah
26 Chadwick Lionel & Helen	0.00	201-934-6974	1 Vail Place	Mahwah
27 Cinco Lou & Janet	3979.68	201-512-8871	17 Snow Drive	Mahwah
28 Clarke Alan & Angela	0.00	201-825-8108	56 Anona Drive	Upper Saddle River
29 Collier, Jim & Sally	241.95	201-327-4880	60 Bedford Place	Ramsey
	191160.47			



## Main Menu – Selecting Account – Right Click

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

The screenshot displays the BILLMASTER II application window. The top menu bar includes: Account, Bills, Charges, Descriptions, Estimates/More, Reports, Routes, Company/Setup, Utilities, and Help. A status bar at the top right shows 'OFF LINE', '1 - superuser', and 'localhost'.

On the left side, there are several panels:

- Company:** ABC Company, No. Items: 155, Function: Account Review.
- Fast Keys:** Other, Setup, Utilities, Fast Info.
- Select Route / Lists:** Select Route, Route+Filter, User Lists, Search Extra, Add to Rte.
- Account:** Create New, Delete, Notes-F4, Review-F2, Standard Charges-F8.
- Transactions / Produce Bills:** Delete Trans, Enter Checks-F9, Expenses-F7, Transactions-F3, Print Bills-F10.
- Routes / Schedule:** Routes, Calendar-F5.
- Other:**

The main window displays a list of accounts with columns: Menu Name, Balance, Phone 1, Street, and City. A right-click context menu is open over the account 'Andrew, Jackson' (Menu Name: 4, Balance: 241-236-9149, Street: 4787 Oak Street, City: Mahwah). The menu options are:

- Review
- Transactions
- Schedule Appointment
- Schedule Service
- Standard Charges
- Account Notes
- Print Account Info
- Map / Web
- Print Bill

A red arrow points to the 'Map / Web' option. A yellow box with the number '1' is placed near the context menu.

At the bottom, there are filter bars for '(Filter by Company) AND (Filter by Option1) AND (Filter by filter1)' and '(Filter by Company)'. The status bar shows 'Record 4 of 155' and 'Record 1 of 1'.

## Main Menu – Selecting Routes

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

The screenshot displays the BILLMASTER II application window. The top menu bar includes: Account, Bills, Charges, Descriptions, Estimates/More, Reports, Routes, Company/Setup, Utilities, and Help. The 'Routes' menu is currently selected. Below the menu bar, there are search and filter options, including a 'Search' button and a 'Select All' button. A table of routes is displayed, with columns for Menu Name, Balance, Phone 1, Street, and City. The first route is highlighted with a yellow box and the number '1'. A red arrow points to the 'Select Route / Lists' dropdown menu, which is open, showing a list of routes. The dropdown menu includes a search bar and a list of routes, with the first route highlighted. The main window also shows a sidebar with various navigation options like 'Fast Keys', 'Other', 'Setup', 'Utilities', and 'Fast Info'. The bottom status bar indicates 'Record 5 of 155'.

Menu Name	Balance	Phone 1	Street	City
1 Able, Andy	160.50	745-348-4888	68 New County Road	Monsey
2 Ainsworth, Sally	227.04	241-485-8025	370 Marton Rd.	Wycoff
3 Anderson Ken & Emma	408.84	241-934-0290	778 Sun Valley Rd.	Ramsey
4 Andrew, Jackson	398.48	241-236-9149	4787 Oak Street	Mahwah
5 d, Sam	56.05	241-934-5569	133 Winslow Ter...	glen rock
6 Carl & Leeann	27.93	234-891-0229	536 Concord Place	Wycoff
7 Bakery	88.89	745-223-1212	100 Grannysmith...	Monsey
8 o, Carl & Sue	-449.66	276-529-5653	1 Trotters Lane	Mahwah
9 on, Stuart & Donna	9.86	241-327-4624	8 James Brite C...	Mahwah
10 ge Joan	0.01	271-825-4035	224 Sparrowbush Rd	Mahwah
11 ock, Ron & Sue	2712.45	267-848-0478	776 Lehmann St.	Mahwah
12 Alan & Sue	0.19	281-962-2736	46 Glencarl Rd.	glen rock
13 Mr & Mrs	49.68	221-529-5196	95 Tam-0-Shante...	Mahwah
14 , Alan & Irene	0.00	281-327-6132	34 North Bayard...	Mahwah
15 n, Ron & Sue	5185.23	291-236-3608	99 Kiersted Place	Mahwah
16 George & Sarah	3231.94	251-818-2716	17 Surrey Lane	Mahwah
17 , Leon	69.57	241-252-2733	101 Tam-0-Shant...	Mahwah
18 Boldman Sam & Sally	2606.66	271-512-0013	38 Summer Drive	Mahwah
19 Bossner, Jim & Michelle	244.98	281-818-4865	3 Acorn Ct.	Ramsey
20 Bottle King	2889.00		100 Street	Monsey
21 Bresner Joe & Anne	131.61	201-825-1078	30 North Bayard...	Mahwah
22 Butler, Harry & Sally	126.12	845-357-4643	5 Orchard Circle	Suffern
23 Butter Kirk & Jody	125.40	845-368-3357	21 Feller Ct	Suffern
24 Cambell, Bernard & Maureen	243.55	845-357-5965	28 Riverside Drive	Suffern
25 Carson Thomas & Linda	1068.27	201-818-4658	14 Fieldstone C...	Mahwah
26 Chadwick Lionel & Helen	0.00	201-934-6974	1 Vail Place	Mahwah
27 Cinco Lou & Janet	3979.68	201-512-8871	17 Snow Drive	Mahwah
28 Clarke Alan & Angela	0.00	201-825-8108	56 Anona Drive	Upper Saddle River
29 Collier, Jim & Sally	241.95	201-327-4880	60 Bedford Place	Ramsey
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## Main Menu – Selecting Routes + Filter

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

The screenshot displays the BILLMASTER II main menu with the 'Routes' tab selected. The interface includes a top menu bar, a search bar, and various filter checkboxes. The left sidebar contains several sections: 'Select Route / Lists', 'Account', 'Transactions / Produce Bills', 'Routes / Schedule', and 'Other'. The 'Select Route / Lists' section shows the 'Route+Filter' dropdown set to 'Customers - A`ddl Leaves Jo'. The main window displays a list of accounts with columns for Menu Name, Balance, Phone 1, Street, and City. A yellow box with the number '1' highlights the 'Route+Filter' dropdown. Red arrows point from this dropdown to the 'Menu Name' column of the account list and to the 'Filter by Company' filter at the bottom right.

Menu Name	Balance	Phone 1	Street	City
1 Able, Andy	160.50	745-348-4888	68 New County Road	Monsey
2 Babridge Joan	0.01	271-825-4035	224 Sparrowbush Rd	Mahwah
3 Baron, Alan & Sue	0.19	281-962-2736	46 Glencarl Rd.	glen rock
4 Bear, Mr & Mrs	49.68	221-	am-0-Shante...	Mahwah
5 Bimring, Leon	69.57	241-	am-0-Shant...	Mahwah
6 Bossner, Jim & Michelle	244.98	281-	on Ct.	Ramsey
7 Bresner Joe & Anne	131.61	201-825-1078	30 North Bayard...	Mahwah
8 Cinco Lou & Janet	3979.88	201-512-8871	17 Snow Drive	Mahwah
9 Gilmour Glenn & Ellen	8406.69	201-825-1039	50 Kiersted Rd.	Mahwah
10 Happy Hank	337.05		124 Green Meado...	Mt. Ivy
11 Harahan, Mark & Kathy	82.98	845-369-1181	4 Riverside Drive	Suffern
12 Hochman Mike & Faith	2835.91	201-236-0286	27 Haring Lane	Mahwah
13 Juran Marina	2983.46	201-962-8619	11 Pierson Ct	Mahwah
14 Monteith, Rick & Donna	5243.94	201-327-0990	67 Bramshill Drive	Mahwah

At the bottom of the interface, there are filter bars. The left filter bar shows '(Filter by filter1) AND (Filter by Company) AND (Filter by Option1)' and 'Record 1 of 14'. The right filter bar shows '(Filter by Company)' and 'Record 0 of 0'.

## 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.

**BILLMASTER II**

Account Bills Charges Descriptions Estimates/More Reports Routes Company/Setup Utilities Help

OFF LINE 1 - superuser localhost

Search [ ] [ ] [ ] Select All Clear 1 OK Selected 7 Clear 2 Range

☒ Alert ☒ Bulk ☒ CC ☒ Contacts ☐ Estimates ☒ Inactive ☒ No Label ☒ Option 1 ☒ Vendors ☐ Show Only Checked Items

Company: ABC Company No. Items: 155 Function: Account Review

Fast Keys Other Setup Utilities Fast Info

**Select Route / Lists**

Select Route: [ ] Route+Filter: [ ] User Lists: John list 1 marketing

Search Extra Add to Rte

**Account**

Create New Delete Notes-F4 Review-F2 Standard Charges-F8

**Transactions / Produce Bills**

Delete Trans Enter Checks-F9 Expenses-F7 Transactions-F3 Print Bills-F10

**Routes / Schedule**

Routes Calendar-F5

**Other**

Menu Name	Balance	Phone 1	Street	City
1 Able, Andy	160.50	745-348-4888	68 New County Road	Monsey
2 Ainsworth, Sally	227.04	241-485-8025	370 Marton Rd.	Wycoff
3 Anderson Ken & Emma	408.84	241-934-0290	778 Sun Valley Rd.	Ramsey
4 Andrew, Jackson	398.48	241-236-9149	4787 Oak Street	Mahwah
5 Andriod, Sam	56.05	241-934-5569	133 Winslow Ter...	glen rock
6 Antwar, Carl & Leeann	27.93	234-891-0229	536 Concord Place	Wycoff
7 Apple Bakery	88.89	745-223-1212	100 Grannysmith...	Monsey
8 Augusto, Carl & Sue	-449.66	276-529-5653	1 Trotters Lane	Mahwah
9 Auguston, Stuart & Donna	9.86	241-327-4624	8 James Brite C...	Mahwah
10 Babridge Joan	0.01	271-825-4035	224 Sparrowbush Rd	Mahwah
11 Barnstock, Ron & Sue	2712.45	267-848-0478	776 Lehmann St.	Mahwah
12 Baron, Alan & Sue	0.19	281-962-2736	46 Glencarl Rd.	glen rock
13 Bear, Mr & Mrs	49.68	221-529-5196	95 Tam-0-Shante...	Mahwah
14 Becker, Alan & Irene	0.00	281-327-6132	34 North Bayard...	Mahwah
15 Bendian, Ron & Sue	5385.23	291-236-3608	99 Klersted Place	Mahwah
16 Berger George & Sarah	3231.94	251-818-2716	17 Surrey Lane	Mahwah
17 Bigwig, Leon	69.57	241-252-2733	101 Tam-0-Shant...	Mahwah
18 Boldman Sam & Sally	2606.66	271-512-0013	38 Summer Drive	Mahwah
19 Bossner, Jim & Michelle	244.98	281-818-4865	3 Acorn Ct.	Ramsey
20 Bottle King	2889.00		100 Street	Monsey
21 Bresner Joe & Anne	131.61	201-825-1078	30 North Bayard...	Mahwah
22 Butler, Harry & Sally	126.12	845-357-4643	5 Orchard Circle	Suffern
23 Butter Kirk & Jody	125.40	845-368-3357	21 Feller Ct	Suffern
24 Cambell, Bernard & Maureen	243.55	845-357-5965	28 Riverside Drive	Suffern
25 Carson Thomas & Linda	1068.27	201-818-4658	14 Fieldstone C...	Mahwah
26 Chadwick Lionel & Helen	0.00	201-934-6974	1 Vail Place	Mahwah
27 Cinco Lou & Janet	3979.68	201-512-8871	17 Snow Drive	Mahwah
28 Clarke Alan & Angela	0.00	201-825-8108	56 Anona Drive	Upper Saddle River
29 Collier, Jim & Sally	241.95	201-327-4880	60 Bedford Place	Ramsey
	191160.47			

(Filter by Company) AND (Filter by Option1) AND (Filter by filter1) Edit Filter

Record 3 of 155

Menu Name
1 Anderson Ken & Emma
2 Babridge Joan
3 Barrack, David & Lisa
4 Bendian, Ron & Sue
5 Bossner, Jim & Michelle
6 Karl Kenneth
7 Kelly Robert

(Filter by Company) Edit Filter

Record 1 of 7



## 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.

The screenshot displays the BILLMASTER II application window. The top menu bar includes: Account, Bills, Charges, Descriptions, Estimates/More, Reports, Routes, Company/Setup, Utilities, and Help. A status bar at the top right shows 'OFF LINE', '1 - superuser', and 'localhost'.

On the left side, the 'Fast Info' tab is selected. It displays account details for 'ABC Company' (No. Items: 155, Function: Account Review). The details include:

- Menu Name:** Ainsworth, Sally
- Routes:** Fertilizer - Ramsey
- Phone Numbers:** HOME : 241-485-8025, CELL : 201-788-6339
- Bill To:** Ms. Sally Ainsworth, 370 Marton Rd., Wycoff NJ 07481
- Job Location 1:** Ms. Sally Ainsworth, 370 Marton Rd., Wycoff NJ 07481
- Job Location 2:** NONE
- Standard Charges:**
  - 10 : Monthly Weeding 46.00
  - 6 : Weekly Maintenance 51.00
  - 7 : Monthly Service 325.00
  - 8 : Service Call 576.00
- Email:** NONE

Below the 'Fast Info' tab is a 'Cheat Sheet' section with the following text:

```
! = one
$ = Two
$more stuff
```

The main window displays a list of accounts with columns: Menu Name, Balance, Phone 1, Street, and City. A red arrow points from the 'Fast Info' tab to the 'Menu Name' column header. A yellow box with the number '1' is placed over the 'Menu Name' column header. The list shows 29 accounts, with the first few being:

Menu Name	Balance	Phone 1	Street	City
1 Able, Andy	160.50	745-348-4888	68 New County Road	Monsey
2 Ainsworth, Sally	227.04	241-485-8025	370 Marton Rd.	Wycoff
3 Anderson Ken & Emma	408.84	241-934-0290	778 Sun Valley Rd.	Ramsey
4 Andrew, Jackson	398.48	241-236-9149	4787 Oak Street	Mahwah
5 Andriod, Sam	56.05	241-934-5569	133 Winslow Ter...	glen rock
6 Antwar, Carl & Leeann	27.93	234-891-0229	536 Concord Place	Wycoff
7 Apple Bakery	88.89	745-223-1212	100 Grannysmith...	Monsey
8 Auguston, Carl & Sue	-449.66	276-529-5653	1 Trotters Lane	Mahwah
9 Auguston, Stuart	9.86	241-327-4624	8 James Brite C...	Mahwah
10 Babridge Joan	0.01	271-825-4035	224 Sparrowbush Rd	Mahwah
11 Barnstock, Ron	2712.45	267-848-0478	776 Lehmann St.	Mahwah
12 Baron, Alan & Sue	0.19	281-962-2736	46 Glencarl Rd.	glen rock
13 Bear, Mr & Mrs	49.68	221-529-5196	95 Tam-O-Shante...	Mahwah
14 Becker, Alan & Irene	0.00	281-327-6132	34 North Bayard...	Mahwah
15 Bendian, Ron & Sue	5385.23	291-236-3608	99 Kiersted Place	Mahwah
16 Berger George & Sarah	3231.94	251-818-2716	17 Surrey Lane	Mahwah
17 Bigwig, Leon	69.57	241-252-2733	101 Tam-O-Shant...	Mahwah
18 Boldman Sam & Sally	2606.66	271-512-0013	38 Summer Drive	Mahwah
19 Bossner, Jim & Michelle	244.98	281-818-4865	3 Acorn Ct.	Ramsey
20 Bottle King	2889.00		100 Street	Monsey
21 Bresner Joe & Anne	131.61	201-825-1078	30 North Bayard...	Mahwah
22 Butler, Harry & Sally	126.12	845-357-4643	5 Orchard Circle	Suffern
23 Butter Kirk & Jody	125.40	845-368-3357	21 Feller Ct	Suffern
24 Cambell, Bernard & Maureen	243.55	845-357-5965	28 Riverside Drive	Suffern
25 Carson Thomas & Linda	1068.27	201-818-4658	14 Fieldstone C...	Mahwah
26 Chadwick Lionel & Helen	0.00	201-934-6974	1 Vail Place	Mahwah
27 Cinco Lou & Janet	3979.68	201-512-8871	17 Snow Drive	Mahwah
28 Clarke Alan & Angela	0.00	201-925-8108	56 Anona Drive	Upper Saddle River
29 Collier, Jim & Sally	241.95	201-327-4880	60 Bedford Place	Ramsey
	191160.47			

The bottom of the window shows filter options: (Filter by Company) AND (Filter by Option1) AND (Filter by Filter1). The status bar indicates 'Record 3 of 155'.

## Main Menu – Fast Account Info – Setup

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

The screenshot displays the BILLMASTER II application window. The top menu bar includes 'Account', 'Bills', 'Charges', 'Descriptions', 'Estimates/More', 'Reports', 'Routes', 'Company/Setup', 'Utilities', and 'Help'. The 'Company/Setup' menu is open, showing options like 'Create', 'Modify', 'Delete', 'Account Screen Style', 'Company Address', 'Backup / Database Settings', 'General Setup', 'Configuration / Setup', 'Sales Tax Setup', and 'Users'. The 'General Setup' option is highlighted with a red arrow. On the left side, the 'Fast Keys' panel shows 'General Setup' selected. The main window displays a list of companies with columns for Menu Name, Balance, and Address. A yellow box with the number '1' is placed over the 'General Setup' option in the menu.

Menu Name	Balan
1 Able, Andy	
2 Ainsworth, Sally	
3 Anderson Ken & Emma	
4 Andrew, Jackson	
5 Andriod, Sam	
6 Antwar, Carl & Leeann	
7 Apple Bak	
8 Augusto,	
9 Auguston,	
10 Babridge	
11 Barnstock, Ron & Sue	
12 Baron, Alan & Sue	
13 Bear, Mr & Mrs	
14 Becker, Alan & Irene	0.00 281-327-6132 34 North Bayard... Mahwah
15 Bendian, Ron & Sue	5385.23 291-236-3608 99 Kiersted Place Mahwah
16 Berger George & Sarah	3231.94 251-818-2716 17 Surrey Lane Mahwah
17 Bigwig, Leon	69.57 241-252-2733 101 Tam-O-Shant... Mahwah
18 Boldman Sam & Sally	2606.66 271-512-0013 38 Summer Drive Mahwah
19 Bossner, Jim & Michelle	244.98 281-818-4865 3 Acorn Ct. Ramsey
20 Bottle King	2889.00 100 Street Monsey
21 Bresner Joe & Anne	131.61 201-825-1078 30 North Bayard... Mahwah
22 Butler, Harry & Sally	126.12 845-357-4643 5 Orchard Circle Suffern
23 Butter Kirk & Jody	125.40 845-368-3357 21 Feller Ct Suffern
24 Cambell, Bernard & Maureen	243.55 845-357-5965 28 Riverside Drive Suffern
25 Carson Thomas & Linda	1068.27 201-818-4658 14 Fieldstone C... Mahwah
26 Chadwick Lionel & Helen	0.00 201-934-6974 1 Vail Place Mahwah
27 Cinco Lou & Janet	3979.68 201-512-8871 17 Snow Drive Mahwah
28 Clarke Alan & Angela	0.00 201-923-8108 56 Anona Drive Upper Saddle River
29 Collier, Jim & Sally	241.95 201-327-4880 60 Bedford Place Ramsey
	191160.47



## Main Menu – Fast Account Info – Setup Continued

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

**General Settings**

OK Exit System Key and Color Settings General PW Admin 01 PW Expense PW Reports PW

**Grid Filters and Options**

- ☒ Round up Sales Tax
- ☐ Multiple Users (running on Network)
- ☐ Disable Auto Size Grid Columns
- Search Found Limit:
- ☒ Check for duplicate on Range Selection
- ☒ Internet Connection Active
- ☒ Show Only Accounts Found from Search Box
- ☒ Include Customer No. in Search
- ☒ Auto Refresh Balance
- ☒ Display Account with Alert Setting as BOLD
- ☐ Display Account Info Popup on Start up
- ☐ Start Int...

**Select Items to display in the Quick Account Details**

- ☒ A - Menu Name
- ☐ B - Balance
- ☒ C - Routes
- ☒ D - Phone Numbers
- ☒ E - Bill To Address
- ☒ F - Job Location 1
- ☒ G - Job Location 2
- ☒ H - Standard Charges
- ☐ I - Site Info
- ☒ J - Email
- ☐ K - Last Charge & Pymt

**Grid 1 Select items to display in Grid 1 - Per Company**

- ☒ A - Highlight accounts with No Routes in Orange
- ☒ B - Highlight accounts with Status Yellow
- ☒ C - Highlight accounts with Status Red
- ☒ D - Highlight accounts that are Inactive in Blue
- ☐ E - Online Accounts that have individual proposals / estimates
- F - Custom Display Style:

**Note:** These settings are Per Company

**Grid 2 Configuration**

- ☒ A - Grid Active - Accepts Entries ESC to Exit

**Cheat Sheet Notes (Shown on Fast Info Tab)**

```
!= one
$= Two
$more stuff
```

**Grid Account Payment Status**

Enter non Zero Amount that if greater than will be true, for payment status.

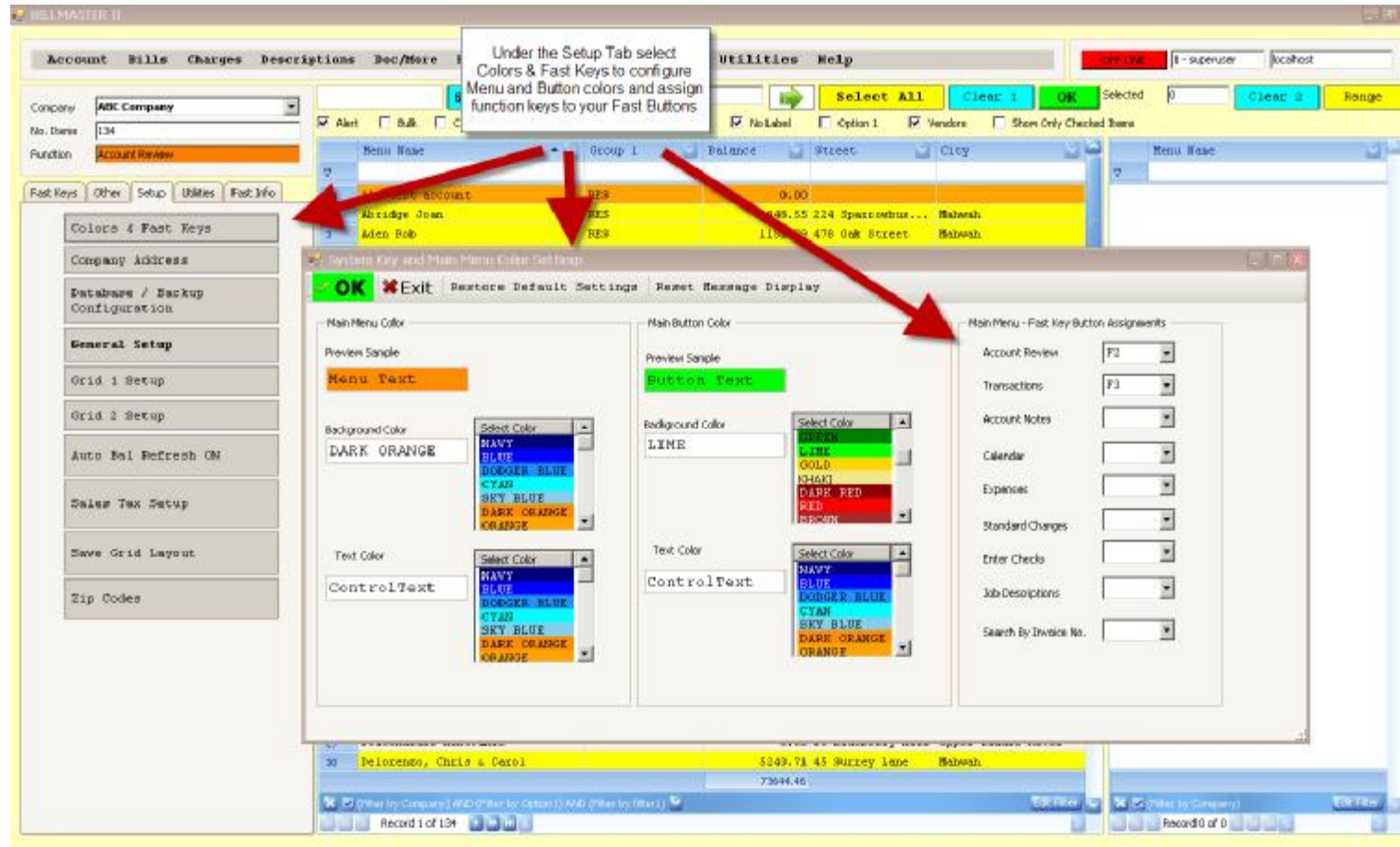
	30 days Open	60 days Open	90 days Open	120 days Open
Yellow - Late Payer	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>
Red - Delinquent	<input type="text" value="500"/>	<input type="text" value="500"/>	<input type="text" value="500"/>	<input type="text" value="500"/>

**Report Settings**

- ☐ A - Disable Route Name on Balance / Aging Report
- ☒ B - Ask to show Charts when available
- C - Bar Chart Style:
- D - Pie Chart Style:

## 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**

**Web Site**

Go Refresh Map FastSupport.com View Schedule Create Appointment

Map Points Setup Route

Point A Clear

126 Valley Road

glen rock NJ 07452

Point B Clear

Anderson Ken Emma

77 Sun Valley Rd.

Ramsey NJ 07446

Point C Clear

Point D Clear

Point E Clear

Point F Clear

**Setup to enter in starting address**

**Select the Route Tab to Map a Route**

Google maps Valley Road,glen rock,NJ,07452 to: {77 Sun Valley Rd ,Ramsey,NJ,07446}

Search Maps Show search options

Get Directions

By car Get Directions

Also available: Public Transit

**Driving directions to 77 Sun Valley Rd, Ramsey, NJ 07446**

Suggested routes

Route	Distance	Time
Godwin Ave and Wyckoff Ave	8.8 mi	20 mins
Crescent Ave	8.7 mi	20 mins
NJ-208 N and Wyckoff Ave	9.9 mi	20 mins

126 Valley Rd  
Glen Rock, NJ 07452

- Head south on Valley Rd toward Rock Rd 49 ft
- Turn right at Rock Rd 0.7 mi
- Turn right at Lincoln Ave 1.2 mi
- Turn left at Godwin Ave 3.5 mi
- Continue onto Wyckoff Ave 2.4 mi

Map Traffic More... Map Satellite Terrain

©2009 Google - Map data ©2009 Google - Terms of Use Report a problem

## Company / Line of Business

### Create Company / Line of business

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

The screenshot displays the BILLMASTER II application window. The 'Company / Setup' menu is open, and the 'Create' option is highlighted. The main window shows a list of companies with columns for Menu Name, Balance, and Address. A yellow box with the number '1' points to the 'Create' option in the menu. The left sidebar contains various setup options like 'Colors & Fast Keys', 'Company Address', 'Database / Backup Configuration', 'General Setup', 'Grid 1 Setup', 'Grid 2 Setup', 'Auto Bal Refresh ON', 'Sales Tax Setup', 'Save Grid Layout', and 'Zip Codes'. The right sidebar shows a 'Menu Name' dropdown and a 'Selected' field.

Menu Name	Balan
1 Able, Andy	
2 Ainsworth, Sally	
3 Anderson Ken & Emma	
4 Andrew, Jackson	
5 Andriod, Sam	
6 Antwar, Carl & Leeann	
7 Apple Bakery	
8 Augusto, Carl & Sue	
9 Auguston, Stuart & Donna	
10 Babridge Joan	
11 Barnstock, Ron & Sue	
12 Baron, Alan & Sue	
13 Bear, Mr & Mrs	
14 Becker, Alan & Irene	0.00
15 Bendian, Ron & Sue	5385.23
16 Berger George & Sarah	3231.94
17 Bigwig, Leon	69.57
18 Boldman Sam & Sally	2606.66
19 Bossner, Jim & Michelle	244.98
20 Bottle King	2689.00
21 Bresner Joe & Anne	131.61
22 Butler, Harry & Sally	126.12
23 Butter Kirk & Jody	125.40
24 Cambell, Bernard & Maureen	243.55
25 Carson Thomas & Linda	1068.27
26 Chadwick Lionel & Helen	0.00
27 Cinco Lou & Janet	3979.68
28 Clarke Alan & Angela	0.00
29 Collier, Jim & Sally	241.95
	191160.47



## Create Company – Name, Business Type

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

Company / Line of Business

Save Exit Account Review Screen Style

Name: ABC Company *Enter a new company name and press Enter to Save*

Business Type: 0 - General

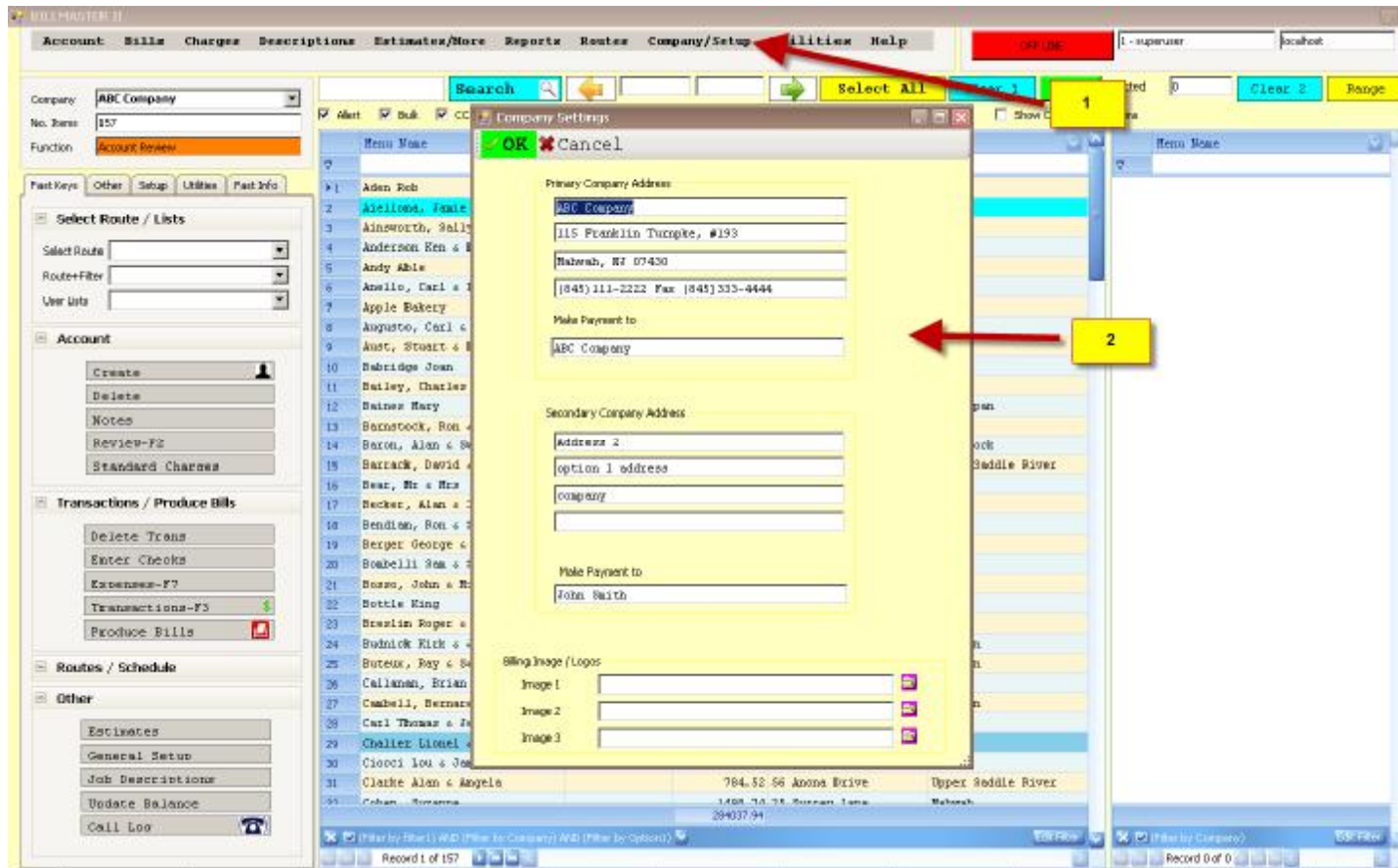
Available Companies

Menu Name	Accounting Type	Accounting Description	Business Type	Business Description	PW	Acct. Screen Style

Enter in your company name  
and  
PRESS ENTER

## 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.

**BILLMASTER II**

Account Bills Charges Descriptions Estimates/More Reports Routes Company/Setup Utilities Help

OFF LINE 1 - superuser localhost

Search [ ] [ ] [ ] Select All Clear 1 OK Selected 0 Clear 2 Range

☒ Alert ☒ Bulk ☒ CC ☒ Contacts ☐ Estimates ☒ Inactive ☒ No Label ☒ Option 1 ☒ Vendors ☐ Show Only Checked Items

Company: ABC Company No. Items: 155 Function: Account Review

Fast Keys Other Setup Utilities Fast Info

**Select Route / Lists**

Select Route: [ ] Route+Filter: [ ] User Lists: [ ] Search Extra Add to Rte

**Account**

Create New [ ] Delete [ ] Notes-F4 [ ] Review-F2 [ ] Standard Charges-F8 [ ]

**Transactions / Produce Bills**

Delete Trans [ ] Enter Checks-F9 [ ] Expenses-F7 [ ] Transactions-F3 [ ] Print Bills-F10 [ ]

**Routes / Schedule**

Routes [ ] Calendar-F5 [ ]

**Other**

Menu Name Balance Phone 1 Street City

1	Able, Andy	160.50	745-348-4888	68 New County Road	Monsey
2	Ainsworth, Sally	227.04	241-485-8025	370 Marton Rd.	Wycoff
3	Anderson Ken & Emma	408.84	241-934-0290	778 Sun Valley Rd.	Ramsey
4	Andrew, Jackson	398.48	241-236-9149	4787 Oak Street	Mahwah
5	Andriod, Sam	56.05	241-934-5569	133 Winslow Ter...	glen rock
6	Antwar, Carl & Leeann	27.93	234-891-0229	536 Concord Place	Wycoff
7	Apple Bakery	88.89	745-223-1212	100 Grannysmith...	Monsey
8	Augusto, Carl & Sue	-449.66	276-529-5653	1 Trotters Lane	Mahwah
9	Auguston, Stuart & Donna	9.86	241-327-4624	8 James Brite C...	Mahwah
10	Babridge Joan	0.01	271-825-4035	224 Sparrowbush Rd	Mahwah
11	Barnstock, R	2712.45	267-848-0478	776 Lehmann St.	Mahwah
12	Baron, Alan	0.19	281-962-2736	46 Glencarl Rd.	glen rock
13	Bear, Mr & Mrs	49.68	221-529-5196	95 Tam-0-Shante...	Mahwah
14	Becker, Alan & Irene	0.00	281-327-6132	34 North Bayard...	Mahwah
15	Bendian, Ron & Sue	5385.23	291-236-3608	99 Kiersted Place	Mahwah
16	Berger George & Sarah	3231.94	251-818-2716	17 Surrey Lane	Mahwah
17	Bigwig, Leon	69.57	241-252-2733	101 Tam-0-Shant...	Mahwah
18	Boldman Sam & Sally	2606.66	271-512-0013	38 Summer Drive	Mahwah
19	Bossner, Jim & Michelle	244.98	281-818-4865	3 Acorn Ct.	Ramsey
20	Bottle King	2889.00		100 Street	Monsey
21	Bresner Joe & Anne	131.61	201-825-1078	30 North Bayard...	Mahwah
22	Butler, Harry & Sally	126.12	845-357-4643	5 Orchard Circle	Suffern
23	Butter Kirk & Jody	125.40	845-368-3357	21 Feller Ct	Suffern
24	Cambell, Bernard & Maureen	243.55	845-357-5965	28 Riverside Drive	Suffern
25	Carson Thomas & Linda	1068.27	201-818-4658	14 Fieldstone C...	Mahwah
26	Chadwick Lionel & Helen	0.00	201-934-6974	1 Vail Place	Mahwah
27	Cinco Lou & Janet	3979.68	201-512-8871	17 Snow Drive	Mahwah
28	Clarke Alan & Angela	0.00	201-825-8108	56 Anona Drive	Upper Saddle River
29	Collier, Jim & Sally	241.95	201-327-4880	60 Bedford Place	Ramsey
		191160.47			

(Filter by Filter1) AND (Filter by Company) AND (Filter by Option1) Edit Filter

Record 12 of 155

(Filter by Company) Edit Filter

Record 0 of 0



## 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 delinquent.
3. Press Save and add another if you want to continue to create accounts.

The screenshot displays the 'Create Account' dialog box in the BILLMASTER 10 software. The dialog is a light blue window with a title bar. It features three main buttons at the top: 'OK', 'Save and Add Another', and 'Cancel'. The 'General' tab is selected, showing various input fields. A red arrow points from the 'Save and Add Another' button to the 'Customer Status' field, which is currently set to 'Green'. Another red arrow points from the same button to the 'Account Type' field. A third red arrow points from the button to the 'Customer Code' field. Yellow boxes with numbers 1, 2, and 3 are placed near these fields to indicate the sequence of data entry. The background shows the main application window with a menu bar (Account, Bills, Charges, Descriptions, Estimates/More, Reports, Routes, Company/Setup, Utilities, Help) and a toolbar. A list of accounts is visible at the bottom of the background window.

## 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.

**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: Able, Andy

Letter: A Customer Code: 3113 Group / Type 1: RES

Status: Green Group / Type 2: Group / Type 3:

Current Balance: 160.50

☒ Apply Service Charge if needed? ☐ Inactive Account ☐ Alert

☒ Charge Taxes? ☒ Send Paper ☐ Contact

Tax Defaults: NJ ☒ Send e-Bill ☐ Vendor

☐ Option 1 ☐ Estimate

☐ No Label/Mailer ☐ Bulk

**Bill To** | Job Location

Bill to:

Company:

Personal: Andy Able House #: 68

Street: 68 New County Road

CSZ: Monsey NY 10952

**Standard Charges**

Code	Description	Price	Type	TL
7	Monthly Service	150.00	1	NJ

**Routes**

Add to Route Route Notes Delete from Route Change Order

Name: Customers - A'ddl Leaves John

## 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.

The screenshot displays the BillMaster software interface. The top menu bar includes: Account, Bills, Charges, Descriptions, Estimates/More, Reports, Routes, Company/Setup, Utilities, and Help. A red 'OFF LINE' button is visible on the right, along with a user login field showing '1 - superuser' and 'localhost'.

The 'Account' menu is open, showing options like 'Select ALL', 'Create New Account', 'Review', 'Delete', 'Copy Accounts to Another Company', and 'Merge Transactions to Company'. The 'Transactions' menu is also open, showing 'Copy Sales Tax Table' and 'Account Updates'. The 'Account Updates' menu is further expanded, showing 'Standard Charge Updates', 'Set Account Type / Flag', 'Calendar / Route Updates', 'City, State, Zip Code', 'Group 1', 'Group 2', 'Group 3', 'Option 1', 'Street Address', 'Tax Code', 'Tax Code, Standard Charge Default', and 'Update Menu Name Prefix'. A red arrow points to the 'Standard Charge Updates' option.

The 'Standard Charge Updates' submenu is open, showing options: 'Set Default Standard Charge', 'Update by Percentage', 'Update by Fixed Amount', 'Overwrite Standard Charge', and 'Update / Add Std Charges to Multiple Account'. A yellow box with the number '1' is placed over the 'Update by Fixed Amount' option.

The main window displays a list of accounts with columns: Name, Balance, Phone 1, Street, and City. The list includes accounts such as 'Andy', 'Sally', 'Ken & Emma', 'Jackson', 'Carl & Leeann', 'Bakery', 'Carl & Sue', 'Stuart & Donna', 'Joan', 'Ron & Sue', 'Alan & Sue', 'Mr & Mrs', 'Alan & Irene', 'Ron & Sue', 'George & Sarah', 'Leon', 'Sam & Sally', 'Jim & Michelle', 'Bottle King', 'Bresner Joe & Anne', 'Butler, Harry & Sally', 'Butter Kirk & Jody', 'Cambell, Bernard & Maureen', 'Carson Thomas & Linda', 'Chadwick Lionel & Helen', 'Cinco Lou & Janet', 'Clarke Alan & Angela', and 'Collier, Jim & Sally'. The bottom status bar shows 'Record 1 of 155' and 'Record 0 of 0'.



## 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.

**Able, Andy**

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

☒ Save
 ☒ Cancel
 Previous 1 of 1
 Next
 Account Notes
 Images

28 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: Able, Andy

Letter: A Customer Code: 3113 Group / Type 1: RES

Status: Green Current Balance: 160.50

☒ Apply Service Charge if needed?
 ☐ Inactive Account
 ☐ Alert

☒ Charge Taxes?
 ☒ Send Paper
 ☐ Contact

Tax Defaults: NJ

☒ Send e-Bill
 ☐ Vendor

☐ Option 1
 ☐ Estimate

☐ No Label/Mailer
 ☐ Bulk

Bill To | Job Location

Bill to:

Company:

Personal: Andy Able

Street: 68 New County Road 68

CSZ: Monsey NY 10952

**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 Std Ch button to apply the Tax Code Default.**

**Standard Charges**

Code	Description	Price	Type	Tl
7	Monthly Service	150.00	1	NJ

**Phone Numbers**

Home	745-348-4888	Cell 2	
Office		Cell 3	
Cell 1			

**Routes**

Add to Route | Route Notes | Delete from Route | Change Order

Name: Customers - Addl Leaves John

## 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

Andrew, Jackson

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

☒ Save
 ☒ Cancel
 Previous 1 of 1
 Next
 Account Notes
 Images

28 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

Letter: A Customer Code: 4 Group / Type 1: RES

Status: Yellow Group / Type 2:

Current Balance: 398.48 Group / Type 3:

☒ Apply Service Charge if needed?
 ☐ Inactive Account
 ☐ Alert

☒ Charge Taxes?
 ☒ Send Paper
 ☐ Contact

Tax Defaults: NJ
 ☒ Send e-Bill
 ☐ Vendor

☐ Option 1
 ☐ Estimate

☐ No Label/Mailer
 ☐ Bulk

Bill To | Job Location

Bill to:

Company:

Personal: Mr. and Mrs. Andrew Jackson House #:

Street: 4787 Oak Street 4787

CSZ: Mahwah 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 #101**

Phone Numbers

Home: 241-236-9149 Cell 2: --

Office: 222-222-2222 Cell 3: --

Other: --

Routes

Add to Route Route Notes Delete from Route Change Order

Name: Mowing - Thursday

## Style #102

Andrew, Jackson

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

1 of 1

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

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

Bill to

Company:   
 Personal: Mr. and Mrs. Andrew Jackson House #   
 Street: 4787 Oak Street 4787  
 CSZ: Mahwah NJ 07430

Job Location

2 of 3    
 Mr. and Mrs. Andrew Jackson House #   
 569 West 9th Street 569  
 Mahwah NJ 07430

Phone Numbers

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

Standard Charges

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

Style #102

Routes

Name:   
 Mowing - Thursday



## Style #103

**Andrew, Jackson**

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

**Save** **Cancel** Previous 1 of 1 Next **Acct Notes** Images

Calendar **Transactions** Apply Tax to Std Ch **Standard Ch** Calls Job Desc History

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

Menu Name

Letter  Customer Code  Group / Type 1

Status  Group / Type 2

Current Balance  Group / Type 3

☒ Apply Service Charge if needed? ☐ Inactive Account ☐ Alert

☒ Charge Taxes? ☒ Send Paper ☐ Contact

Tax Defaults  ☒ Send e-Bill ☐ Vendor

☐ Option 1 ☐ Estimate

☐ No Label/Mailer ☐ Bulk

Phone Numbers | Bill To | Job Location | Routes

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

**Standard Charges**

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

**Style #103**

## Style #104

Andrew, Jackson

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

☒ Save
 ☒ Cancel
 Previous 1 of 1
 Next
 Account Notes
 Images

28 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

Letter: A Customer Code: 4 Group / Type 1: RES

Status: Yellow Group / Type 2:

Current Balance: 398.48 Group / Type 3:

☒ Apply Service Charge if needed?
 ☐ Inactive Account
 ☐ Alert

☒ Charge Taxes?
 ☒ Send Paper
 ☐ Contact

Tax Defaults: NJ
 ☒ Send e-Bill
 ☐ Vendor

☐ Option 1
 ☐ Estimate

☐ No Label/Mailer
 ☐ Bulk

Bill To | Job Location | Routes

Bill to

Company:

Personal: Mr. and Mrs. Andrew Jackson House #:

Street: 4787 Oak Street 4787

CSZ: Mahwah NJ 07430

Phone Numbers

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

Standard Charges

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

**Style #104**

## Style #105

Andrew, Jackson

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

1 of 1

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

Menu Name:  ☒ Apply Service Charge if needed?

Status:  Group / Type 1:  ☒ Charge Taxes?

Current Balance:  Group / Type 2:  Tax Defaults:  Group / Type 3:

☐ Alert    ☐ Contact    ☐ Vendor    ☐ Estimate    ☐ Bulk  
☐ Inactive Account    ☒ Send Paper    ☒ Send e-Bill    ☐ Option 1    ☐ No Label/Mailer

Site Info

Label	Value	Label	Value
Total Area	11	label 1	map1
Turf Area	10700		plan1
Yearly Price	13		countycode1
Per Service	14		
	map1		

Bill to

Company:

Personal:  House #:

Street:

CSZ:

Phone Numbers

Home:

Office:

Other:

Cell 2:

Cell 3:

Standard Charges

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

Job Location

Prev Addr 2 of 3 Next Addr

Company:

Personal:  House #:

Street:

CSZ:

Change Order    Route Notes    Add to Route    Delete from Route

Name

Mowing - Thursday

**Style #105**



## Style #301

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

Letter: A Customer Code: 4 Group / Type 1: RES

Status: Yellow Group / Type 2:

Current Balance: 398.48 Group / Type 3:

☒ Apply Service Charge if needed?
 ☐ Inactive Account
 ☐ Alert
 ☒ ALL
 ☐ Pre Pay

☒ Charge Taxes?
 ☒ Send Paper
 ☐ Contact
 ☐ Front
 ☐ Call First

Tax Defaults: NJ
 ☒ Send e-Bill
 ☐ Vendor
 ☒ Right
 ☐ Hold Services

☐ Option 1
 ☐ Estimate
 ☐ Left
 Lawn Size:

☐ No Label/Mailer
 ☐ Bulk
 ☒ Rear

Bill To | Job Location | Routes

Company:

Personal: Mr. and Mrs. Andrew Jackson House #:

Street: 4787 Oak Street 4787

CSZ: Mahwah NJ 07430

Phone Numbers

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

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 #301**

## Style #401

Andrew, Jackson

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

1 of 2

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

Menu Name:

Letter:  Customer Code:  Group / Type 1:

Status:  Group / Type 2:

Current Balance:  Group / Type 3:

☒ Apply Service Charge if needed?
 ☐ Inactive Account
 ☐ Alert
 Target Organism:

☒ Charge Taxes?
 ☒ Send Paper
 ☐ Contact:

☒ Send e-Bill
 ☐ Vendor

☐ Option 1
 ☐ Estimate

☐ No Label/Mailer
 ☐ Bulk

Tax Defaults:

Bill To:

Company:

Personal:

Street:  House #:

City, State, Zip Code:

Phone Numbers:

Home:

Office:

Other:

Cell 2:

Cell 3:

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 #401

Job Location:

2 of 3

Map Coordinate:

Zone / Time:

Name:

Route Notes Default:

## Standard Charges – Adding / Updating

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

The screenshot shows the BILLMASTER II application window. The 'Account' menu is open, and 'Standard Charge Updates' is highlighted. A red arrow points from this menu item to the 'Menu Name' list on the right side of the window. Another red arrow points from the 'Menu Name' list to a yellow callout box that says 'First Select Accounts to Add or Update their Standard Charges'. The main window displays a list of accounts with columns for Name, Balance, Phone 1, Street, and City. The 'Menu Name' list on the right shows a numbered list of account names.

Menu Name	Account Name	Balance	Phone 1	Street	City
1	Able, Andy	255.84	745-348-4888	68 New County Road	Monsey
2	Ainsworth, Sally	227.04	241-485-8025	370 Marton Rd.	Wycoff
3	Anderson Ken & Emma	408.84	241-934-0290	778 Sun Valley Rd.	Ramsey
4	Andrew, Jackson	398.48	241-236-9149	4787 Oak Street	Mahwah
5	Andriod, Sam	56.05	241-934-5569	133 Winslow Ter...	glen rock
6	Antwar, Carl & Leeann	27.93	234-891-0229	536 Concord Place	Wycoff
7	Apple Bakery	88.89	745-223-1212	100 Grannysmith...	Monsey
8	Augusto, Carl & Sue	-449.66	276-529-5653	1 Trotters Lane	Mahwah
9	Auguston, Stuart & Donna	9.86	241-327-4624	8 James Brite Dr...	Mahwah
10	Babridge Joan				
11	Barnstock, Ron & Sue				



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.

**Update Standard Charges**

Save Job Desc Acct Notes Std Ch Print Grid Scan

Fill Grid Transaction History Help

6 Fill Code Fill Chemical Code Fill Price

Select All Rows Delete Selected Rows Print Grid

Chemical Codes

**Fill Buttons**

**Select ALL Rows if needed before Filling Data**

Menu Name	Code	Description	Price	Tax Type	Tax 1	Mix App
Able, Andy	6	Weekly Maintenace	68.00	1		4.0000
Ainsworthy, Sally	6	Weekly Maintenace	51.00	800		789.0000
Anderson Ken & Emma	6	Weekly Maintenace	72.00	800 NJ	111	40.0000
Andrew, Jackson	6	Weekly Maintenace	80.00	1 NJ		
Andriod, Sam	6	Weekly Maintenace	345.00	800 NJ	112	120.0000
Antwar, Carl & Leeann	6	Weekly Maintenace	65.00	800 NJ		0.0000
Apple Bakery	6	Weekly Maintenace	45.00	1		0.0000
Augusto, Carl & Sue	6	Weekly Maintenace	58.00	800 NJ		0.0000
Auguston, Stuart & Donna	6	Weekly Maintenace	79.00	800 NJ		0.0000
Babridge Joan	6	Weekly Maintenace	56.00	800 ROC		0.0000
Barnstock, Ron & Sue	6	Weekly Maintenace	74.00	800 NJ		0.0000

**Press ENTER after each entry.**

(company ID)

Record 8 of 11


Edit Filter


## 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.

Andrew, Jackson

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

☒ Save
 ☒ Cancel
 Previous 1 of 1 Next
 Account Notes
  Images

28 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

Letter: A Customer Code: 4 Group / Type 1: RES

Status: Yellow Group / Type 2: Group / Type 3:

Current Balance: 398.48

☒ Apply Service Charge if needed?
 ☐ Inactive Account
 ☐ Alert

☒ Charge Taxes?
 ☒ Send Paper
 ☐ Contact

Tax Defaults: NJ

☒ Send e-Bill
 ☐ Vendor

☐ Option 1
 ☐ Estimate

☐ No Label/Mailer
 ☐ Bulk

Bill To | Job Location

Bill to:

Company:

Personal: Mr. and Mrs. Andrew Jackson House #:

Street: 4787 Oak Street 4787

CSZ: Mahwah 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

1

Phone Numbers

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

Routes

Add to Route
 Route Notes
 Delete from Route
 Change Order

Name:

Mowing - Thursday

Select photo from your computer and enter a Category and Description

Select Image Andrew, Jackson

Save

Select All Rows

Delete Selected Rows

Image File

C:/bm/logos/house01.JPG

Category

House Front


Description

Picture of recent project

Add Image

Search

Drag a column header here to group by that column

Description	Category
	House


Record 1 of 1

Edit Filter

Enter a Category and Description

Then press Add Image

Select your photo or Image





## 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 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.
4. Change the date for all rows selected
5. The Sub total and tax and balance are shown for each line

Job Loc: Andy Able 58 New County Road Monsey NY 10952

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

Save & Refresh | Cancel | Previous | 1 of 1 | Next | User: I-superuser

Print Bill | Standard Ch | Job Descr | Print Grid | DELETE Selected Row(s) | Select All Rows

Able, Andy | Balance: 160.50 | Charge Taxes: YES NJ | Home: 745-348-4888

Routes: Customers - A'ddi Leaves John

Drag a column header to group by that column

Transaction										Totals		Check No	Invoice No	Taxes Ch...	Date
Code	Description	Qty	Price	Date	Type	Sub Tot	Bal	Open	Chk No	Inv No	Tax 1	Month	Day	Year	
7	Monthly Service	1.0000	150.00	05/30/2009	1	160.50	160.50	0.00	0	0	NJ	5	30	2009	
3	Payment - Thank You Check	1.0000	-160.50	06/10/2009	3	-160.50	0.00	0.00	5652	0	NJ	6	10	2009	
7	Monthly Service	1.0000	150.00	06/30/2009	1	160.50	160.50	0.00	0	0	NJ	6	30	2009	
3	Payment - Thank You	1.0000	-160.50	07/30/2009	3	-160.50	0.00	0.00	0	0	NJ	7	30	2009	
7	Monthly Service	1.0000	150.00	12/30/2009	1	160.50	160.50	160.50	0	0	NJ	12	30	2009	

Record 5 of 5

## 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.

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

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

1 of 1 
 User 1 - superuser

Able, Andy Home 745-348-4888

Balance 160.50 Charge Taxes: YES NJ

Routes  
Customers - Addl Leaves John

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
*															

1 2

Record 5 of 5



## Transaction File – Yearly Activity Display and Grid Size

The screenshot shows the BillyMaster Transaction File screen. The Transaction Settings dialog box is open, displaying various options for transaction handling. A red arrow points from the 'Transaction Settings' dialog box to the 'Yearly Activity' table. Another red arrow points from the 'Yearly Activity' table to the 'Transaction Settings' dialog box.

**Transaction Settings**

- ☒ A - Automatically update Balance after Tabbing from Date Field
- ☒ B - Automatically update Balance after Make Charges
- ☒ C - Zero out amounts between -0.05 and 0.05
- ☒ D - Treat all quantities of Zero as 1.0
- ☐ E - Allow deletion of all Transaction records
- ☐ F - Allow deletion of some Transaction records
- ☒ G - Prevent Inactive Accounts from being charged
- ☐ H - Prevent Yellow Status Accounts from being charged
- ☐ I - Prevent Red Status Accounts from being charged
- ☒ J - Display Yearly Activity in Transaction File Screen

**Color For Transaction Types**

- 3, 360 - Payment / Deposit: BLUE
- +/- Credit: RED
- 5 - Service Charge: MAGENTA
- 500 - Non Tax Item: GREEN
- 900 - 900 Hidden: ORANGE

**Yearly Activity - Charges/Pymts (All without Tax)**

Year	Charges	Pymts
2006	0.00	0.00
2007	0.00	0.00
2008	0.00	0.00
2009	2652.00	0.00

To Display the yearly activity in the transaction screen, Go to the Transaction Configuration and check option J.

The next time you open the transaction file, the last 4 year of activity is shown on the Functions / Settings tab.

Note Payment totals are shown as Negative amounts.

## 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

Fast Keys | Other | Grid Configuration | Job Description Defaults

Standard | Lawn Maintenance | Fertilization | Pest Control

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
	7	Monthly Maintenance Charge	MON MAINT	0.00	1					0
	101	Fertilizer Step 1 - Early Spring	Step 1	0.00	1					0
	102	Fertilizer Step 2 - Late Spring	Step 2	0.00	1					0
	103	Fertilizer Step 3 - Summer	Step 3	0.00	1					0
	104	Fertilizer Step 4 - Early Fall	Step 4	0.00	1					0
	105	Fertilizer Step 5 - Late Fall	Step 5	0.00	1					0
	106	Fertilizer Step 6 - Winterize	Step 6	0.00	1					0
	150	Soil Test	SoilT	0.00	1					0
	151	Seeding	Grub							0
	152	Lime	Lime							0
	153	Grub Control	Grub							0
	154	Insect Control	Insect							0
	155	Tick Control	Tick							0
	156	Fire Ant Control	FireAnt							0
	157	Dallis Grass Control	DGC							0

Code is a number

Description can be for any service or material you need.

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.

Tax code for item.

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

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.

## 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 will 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. <b>Description only</b> to be printed on the bill.
800	<u>Non-tax codes</u> These 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 transaction 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 directly from Main Menu , Transactions, or

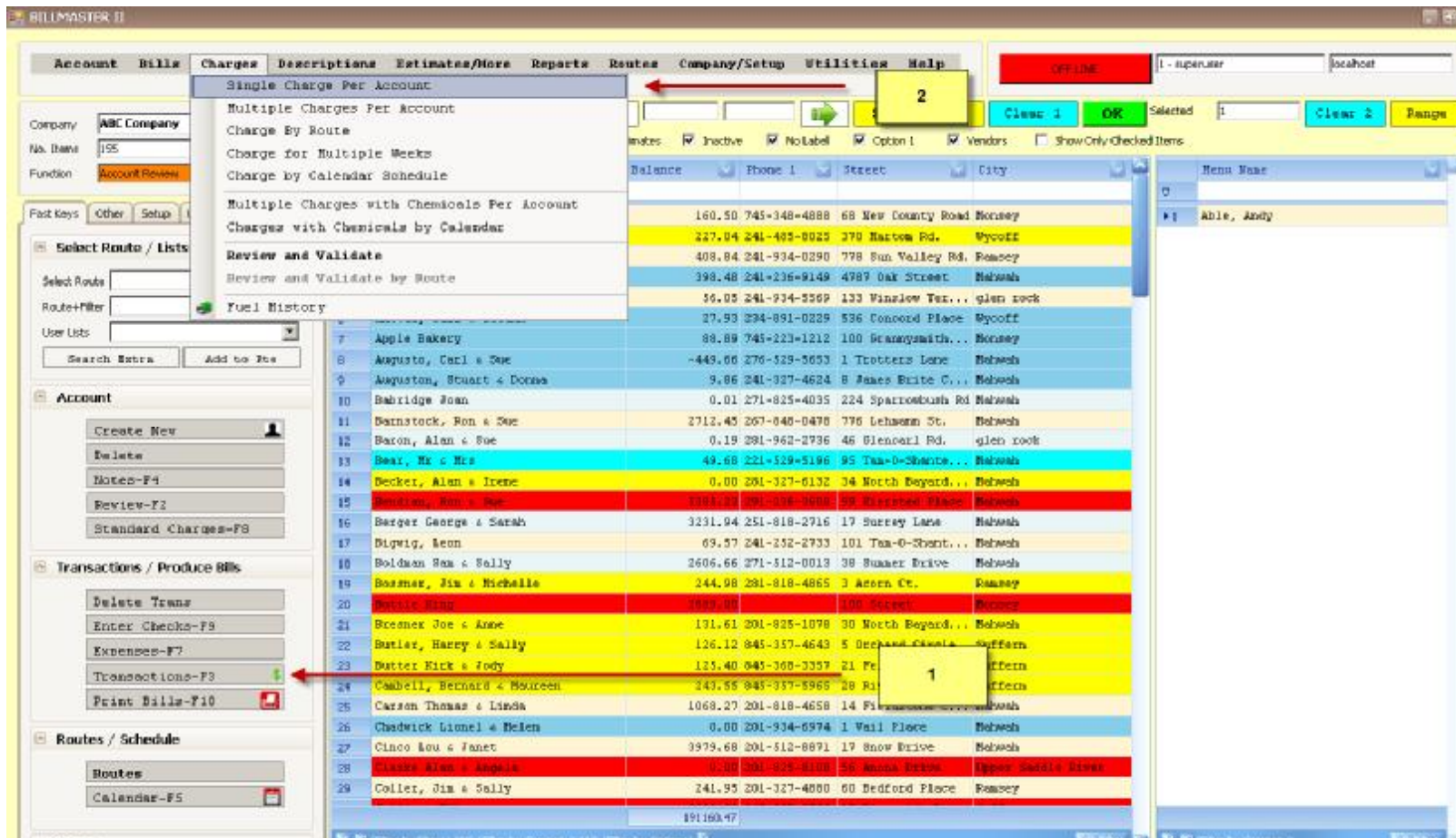
- ## 2. Charges, Single Charge, Multiple, Calendar

The Make Charges function is designed to make entries into MANY accounts as quickly as possible.

Begin by selecting your accounts.

Accounts may be selected as often as necessary, if more than one job was done for them.

Step 1 - Select your accounts. (You may use the routes you have created to make the process faster). Then select Charges.



## 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 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**

Save Job Desc Acct Notes Std Ch Print Grid Scan

Fill Grid Transaction History Help

6 Fill Code  
Fill Qty  
12/30/2009 Fill Date

Select All Rows  
Delete Selected Rows  
Print Grid  
Refresh Completed Count

**Change multiple rows with the FILL Buttons**

Menu Name	Balance	Code	Qty	Price	Date	Tax Type	Completed	
Answorthy, Sally	227.04	6	Weekly Maintenance	1.0000	51.00	12/30/2009	800	22
Anderson Ken & Emma	406.84	6	Weekly Maintenance	1.0000	72.00	12/30/2009	800	9
Andriod, Sam	56.05	6	Weekly Maintenance	1.0000	345.00	12/30/2009	800	5
Babridge Joan	0.01	6	Weekly Maintenance	1.0000	56.00	12/30/2009	800	6
Barnstock, Ron & Sue	2712.45	6	Weekly Maintenance	1.0000	74.00	12/30/2009	800	4
Boroni, Alan & Sue	0.19	6	Weekly Maintenance	1.0000	69.00	12/30/2009	800	4
Bear, Mr & Mrs	49.66	6	Weekly Maintenance	1.0000	52.00	12/30/2009	800	4
Becker, Alan & Irene	0.00	6	Weekly Maintenance	1.0000	0.00	12/30/2009	1	0
Bendary, Ron & Sue	5395.23	6	Weekly Maintenance	1.0000	53.00	12/30/2009	800	3
Berger George & Sarah	3231.94	6	Weekly Maintenance	1.0000	55.00	12/30/2009	800	2
Biswig, Leon	69.57	6	Weekly Maintenance	1.0000	66.00	12/30/2009	800	11
Bolduan Sam & Sally	2606.66	6	Weekly Maintenance	1.0000	51.00	12/30/2009	800	2

**When the code is entered the description for that code will appear. The price set up for that customer will also appear. Today's date is used, but you can over ride the date by selecting row and enter the new date in FILL date**

**Price retrieved for each**

(company BD)

Record 12 of 12



## 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.

The screenshot shows the BILLMASTER II software interface. The 'Charges' menu is open, and 'Multiple Charges Per Account' is selected. A red arrow points to the 'Select All' button. A yellow box with the number '1' is placed over the 'Select All' button. The main window displays a list of accounts with columns for Balance, Job Description, and Address. The 'Menu Name' column on the right lists account names. The bottom status bar shows 'Record 1 of 155' and 'Record 1 of 23'.

Balance	Job Description	Address	Menu Name
160.50	745-348-4888	68 New County Road	Monsey
227.04	241-485-8025	370 Marton Rd.	Wycoff
408.84	241-934-0290	778 Sun Valley Rd.	Ramsey
398.48	241-236-9149	4787 Oak Street	Mahwah
56.05	241-934-5569	133 Winslow Ter...	glen rock
27.93	234-891-0229	536 Concord Place	Wycoff
88.89	745-223-1212	100 Grannysmith...	Monsey
-449.66	276-529-5653	1 Trotters Lane	Mahwah
9.86	241-327-4624	8 James Brite C...	Mahwah
0.01	271-825-4035	224 Sparrowbush Rd	Mahwah
2712.45	267-848-0478	776 Lehmann St.	Mahwah
0.19	281-962-2736	46 Glencarl Rd.	glen rock
49.68	221-529-5196	95 Tam-O-Shante...	Mahwah
0.00	281-327-6132	34 North Bayard...	Mahwah
5385.23	291-236-3608	99 Kiersted Place	Mahwah
3231.94	251-818-2716	17 Surrey Lane	Mahwah
69.57	241-252-2733	101 Tam-O-Shant...	Mahwah
2606.66	271-512-0013	38 Summer Drive	Mahwah
244.98	281-818-4865	3 Acorn Ct.	Ramsey
2889.00	281-818-4865	100 Street	Monsey
131.61	201-825-1078	30 North Bayard...	Mahwah
126.12	845-357-4643	5 Orchard Circle	Suffern
125.40	845-368-3357	21 Feller Ct	Suffern
243.55	845-357-5965	28 Riverside Drive	Suffern
1068.27	201-818-4658	14 Fieldstone C...	Mahwah
0.00	201-934-6974	1 Vail Place	Mahwah
3979.68	201-512-8871	17 Snow Drive	Mahwah
0.00	201-825-8108	56 Anona Drive	Upper Saddle River
241.95	201-327-4880	60 Bedford Place	Ramsey
191160.47			



Enter your codes to make charges for.

**BILLMASTER II**

Account Bills Charges Descriptions Estimates/More Reports Routes Company/Setup Utilities Help

OFF LINE | 1 - superuser | localhost

Search [ ] Select All Clear 1 OK Selected 23 Clear 2 Range

☒ Alert ☒ Bulk ☒ CC ☒ Contacts ☐ Estimates ☒ Inactive ☒ No Label ☒ Option 1 ☒ Vendors ☐ Show Only Checked Items

Company: ABC Company  
No. Items: 155  
Function: Multiple Charges to Accounts

Fast Keys: Other Setup Utilities Fast Info

**Select Route / Lists**

Select Route: [ ]  
Route+Filter: [ ]  
User Lists: [ ]  
Search Extra Add to Rte

**Account**

Create New [ ]  
Delete [ ]  
Notes-F4 [ ]  
Review-F2 [ ]  
Standard Charges-F8 [ ]

**Transactions / Produce Bills**

Delete Trans [ ]  
Enter Checks-F9 [ ]  
Expenses-F7 [ ]  
Transactions-F3 [ ]  
Print Bills-F10 [ ]

**Routes / Schedule**

Routes [ ]  
Calendar-F5 [ ]

**Other**

Menu Name Balance Phone 1 Street City

1	Able, Andy	160.50	745-348-4888	68 New County Road	Monsey
2	Ainsworth, Sally	227.04	241-485-8025	370 Martom Rd.	Wycoff
3	Anderson Ken & Emma	408.84	241-934-0290	778 Sun Valley Rd.	Ramsey
4	Andrew, Jackson	398.48	241-236-9149	4787 Oak Street	Mahwah
5	Andriod, Sam	56.05	241-934-5569	133 Winslow Ter...	glen rock
6	Antwar, Carl & Leeann	27.93	234-891-0229	536 Concord Place	Wycoff
7	Apple Bakery	88.89	745-223-1212	100 Grannysmith...	Monsey
8	Augusto, Carl & Sue				Mahwah
9	Auguston, Stuart & Donna				C... Mahwah
10	Babridge Joan				h Rd Mahwah
11	Barnstock, Ron & Sue				Mahwah
12	Baron, Alan & Sue				glen rock
13	Bear, Mr & Mrs				... Mahwah
14	Becker, Alan & Irene				d... Mahwah
15	Bendian, Ron & Sue				ace Mahwah
16	Berger George & Sarah				Mahwah
17	Bigwig, Leon				t... Mahwah
18	Boldman Sam & Sally	2806.66	211-512-0013	36 Summer Drive	Mahwah
19	Bossner, Jim & Michelle	244.98	281-818-4865	3 Acorn Ct.	Ramsey
20	Bottle King	2889.00		100 Street	
21	Bresner Joe & Anne	131.61	201-825-1078	30 North Bayard...	
22	Butler, Harry & Sally	126.12	845-357-4643	5 Orchard Circle	
23	Butter Kirk & Jody	125.40	845-368-3357	21 Feller Ct	
24	Cambell, Bernard & Maureen	243.55	845-357-5965	28 Riverside Drive	
25	Carson Thomas & Linda	1068.27	201-818-4658	14 Fieldstone C...	
26	Chadwick Lionel & Helen	0.00	201-934-6974	1 Vail Place	
27	Cinco Lou & Janet	3979.68	201-512-8871	17 Snow Drive	Mahwah
28	Clarke Alan & Angela	0.00	201-825-8108	56 Anona Drive	Upper Saddle River
29	Coller, Jim & Sally	241.95	201-327-4880	60 Bedford Place	Ramsey
		191160.47			

Enter Codes for Multiple Charges per Account

OK Job Descriptions Cancel

Enter Standard Codes to update. Separate with spaces or commas

These codes will be used for all accounts previously selected.

6 7 8

OK

1

(Filter by Company) AND (Filter by Option1) AND (Filter by filter1) Edit Filter

Record 1 of 155

(Filter by Company) Edit Filter

Record 1 of 23

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.

**BILLMASTER II**

Account Bills Charges Descriptions Estimates/More Reports Routes Company/Setup Utilities Help

OFF LINE | 1 - superuser | localhost

Company: ABC Company  
No. Items: 155  
Function: Charge for multiple weeks

Fast Keys: Other Setup Utilities Fast Info

Select Route / Lists

Select Route:   
Route+Filter:   
User Lists:   
Search Extra Add to Rte

Account

Create New   
Delete   
Notes-F4   
Review-F2   
Standard Charges-F8

Transactions / Produce Bills

Delete Trans   
Enter Checks-F9   
Expenses-F7   
Transactions-F3   
Print Bills-F10

Routes / Schedule

Routes   
Calendar-F5

Other

Search   
Select All   
Clear 1   
OK   
Selected: 16   
Clear 2   
Range

☒ Alert ☒ Bulk ☒ CC ☒ Contacts ☐ Estimates ☒ Inactive ☒ No Label ☒ Option 1 ☒ Vendors ☐ Show Only Checked Items

Menu Name	Balance	Phone 1	Street	City
1 Able, Andy	303.84	745-348-4888	68 New County Road	Monsey
2 Ainsworth, Sally	1527.04	241-485-8025	370 Marton Rd.	Wycoff
3 Anderson Ken & Emma	1761.10	241-934-0290	778 Sun Valley Rd.	Ramsey
4 Andrew, Jackson	371.26	241-236-9149	4787 Oak Street	Mahwah
5 Andriod, Sam	56.05	241-934-5569	133 Winslow Ter...	glen rock
6 Antwar, Carl & Leeann	27.93	234-891-0229	536 Concord Place	Wycoff
7 Apple Bakery	88.89	745-223-1212	100 Grannysmith...	Monsey
8 Augusto, Carl & Sue	-449.66	276-529-5653	1 Trotters Lane	Mahwah
9 Auguston, Stuart & Donna	9.86	241-327-4624	8 James Brite C...	Mahwah
10 Babridge Joan	0.01	271-825-4035	224 Sparrowbush Rd	Mahwah
11 Barnstock, Ron & Sue			St. Mahwah	
12 Baron, Alan & Sue			Rd. glen rock	
13 Bear, Mr & Mrs			ante... Mahwah	
14 Becker, Alan & Irene			yard... Mahwah	
15 Bendian, Ron & Sue			Place Mahwah	
16 Berger George & Sarah			ane Mahwah	
17 Bigwig, Leon	69.57	241-252-2733	101 Tam-O-Shant...	Mahwah
18 Boldman Sam & Sally	2606.66	271-512-0013	38 Summer Drive	Mahwah
19 Bossner, Jim & Michelle	244.98	281-818-4865	3 Acorn Ct.	Ramsey
20 Bottle King	2889.00		100 Street	
21 Bresner Joe & Anne	131.61	201-825-1078	30 North Ba	
22 Butler, Harry & Sally	126.12	845-357-4643	5 Orchard C	
23 Butter Kirk & Jody	125.40	845-368-3357	21 Feller C	
24 Cambell, Bernard & Maureen	243.55	845-357-5965	28 Riversid	
25 Carson Thomas & Linda	1068.27	201-818-4658	14 Fieldsto	
26 Chadwick Lionel & Helen	0.00	201-934-6974	1 Vail Plac	
27 Cinco Lou & Janet	3979.68	201-512-8871	17 Snow Dri	
28 Clarke Alan & Angela	0.00	201-825-8108	56 Anona Drive	Upper Saddle River
29 Collier, Jim & Sally	241.95	201-327-4880	60 Bedford Place	Ramsey
	193928.85			

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

(Filter by filter1) AND (Filter by Company) AND (Filter by Option1)   
Record 1 of 155

(Filter by Company)   
Record 1 of 16



## 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 Charge for Multiple Weeks under the Charges menu. Enter in the code and the dates for those services to be applied.

The screenshot displays the BILLMASTER II software interface. The main window shows a list of accounts with columns for Menu Name, Balance, Phone 1, Street, and City. A 'Weekly Charges' dialog box is open, allowing users to enter charges for multiple weeks. The dialog box includes a 'Code' field, a 'Description' field, and a 'Date' field. A red arrow points to the 'Date' field, and a yellow callout box states: 'Change the dates as needed from the service was done.'

The 'Weekly Charges' dialog box contains the following data:

Code	Description	Date
6	Weekly Maintenance	6/5/2009
6	Weekly Maintenance	6/12/2009
6	Weekly Maintenance	6/19/2009
6	Weekly Maintenance	6/26/2009
		12/30/2009
		12/30/2009
		12/30/2009
		12/30/2009
		12/30/2009
		12/30/2009

The background interface shows the 'Account' menu selected, with options like 'Create New', 'Delete', 'Notes-F4', 'Review-F2', and 'Standard Charges-F8'. The 'Transactions / Produce Bills' menu is also visible, with options like 'Delete Trans', 'Enter Checks-F9', 'Expenses-F7', 'Transactions-F3', and 'Print Bills-F10'. The 'Routes / Schedule' menu is also visible, with options like 'Routes' and 'Calendar-F5'. The 'Other' menu is also visible, with options like 'Fast Keys', 'Other', 'Setup', 'Utilities', and 'Fast Info'.



**Make Charges**

Save Job Desc Acct Notes Std Ch Print Grid Scan

Fill Grid Transaction History Help

Fill Code  
 Fill Qty  
 Fill Date

Select All Rows  
 Delete Selected Rows  
 Print Grid  
 Refresh Completed Count

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
Able, Andy	303.84	6	Weekly Maintenace	1.0000	0.00	06/12/2009		1
Able, Andy	303.84	6	Weekly Maintenace	1.0000	0.00	06/19/2009		1
Able, Andy	303.84	6	Weekly Maintenace	1.0000	0.00	06/26/2009		1
Ainsworth, Sally	1527.04	6	Weekly Maintenace	1.0000	51.00	06/05/2009		800
Ainsworth, Sally	1527.04	6	Weekly Maintenace	1.0000	51.00	06/12/2009		800
Ainsworth, Sally	1527.04	6	Weekly Maintenace	1.0000	51.00	06/19/2009		800
Ainsworth, Sally	1527.04	6	Weekly Maintenace	1.0000	51.00	06/26/2009		800
Anderson Ken & Emma	1761.10	6	Weekly Maintenace	1.0000	72.00	06/05/2009		800
Anderson Ken & Emma	1761.10	6	Weekly Maintenace	1.0000	72.00	06/12/2009		800
Anderson Ken & Emma	1761.10	6	Weekly Maintenace	1.0000	72.00	06/19/2009		800
Anderson Ken & Emma	1761.10	6	Weekly Maintenace	1.0000	72.00	06/26/2009		800
Andriod, Sam	56.05	6	Weekly Maintenace	1.0000	345.00	06/05/2009		800
Andriod, Sam	56.05	6	Weekly Maintenace	1.0000	345.00	06/12/2009		800
Andriod, Sam	56.05	6	Weekly Maintenace	1.0000	345.00	06/19/2009		800
Andriod, Sam	56.05	6	Weekly Maintenace	1.0000	345.00	06/26/2009		800
Babridge Joan	0.01	6	Weekly Maintenace	1.0000	56.00	06/05/2009		800
Babridge Joan	0.01	6	W	1.0000	56.00	06/12/2009		800
Babridge Joan	0.01	6	W	1.0000	56.00	06/19/2009		800
Babridge Joan	0.01	6	W	1.0000	56.00	06/26/2009		800
Barnstock, Ron & Sue	2712.45	6	W	1.0000	74.00	06/05/2009		800
Barnstock, Ron & Sue	2712.45	6	W	1.0000	74.00	06/12/2009		800
Barnstock, Ron & Sue	2712.45	6	W	1.0000	74.00	06/19/2009		800
Barnstock, Ron & Sue	2712.45	6	W	1.0000	74.00	06/26/2009		800
Baron, Alan & Sue	0.19	6	Weekly Maintenace	1.0000	69.00	06/05/2009		800

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

(company ID)

Record 1 of 44

Edit Filter

## 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.

**Account** Bills Charges Descriptions Estimates/More Reports Routes Company/Setup Utilities Help

Company: ABC Company No. Items: 155 Function: Charge by Route

Fast Keys: Other Setup Utilities Fast Info

**Select Route / Lists**

Select Route: [Dropdown] Route+Filter: [Dropdown] User Lists: [Dropdown]

Search Extra Add to Rte

**Account**

Create New [Icon] Delete Notes-F4 Review-F2 Standard Charges-F8

**Transactions / Produce Bills**

Delete Trans Enter Checks-F9 Expenses-F7 Transactions-F3 Print Bills-F10

**Routes / Schedule**

Routes Calendar-F5

**Other**

Search [Icon] [Icon] [Icon] Select All Clear 1 OK Selected: 0 Clear 2 Range

☒ Alert ☒ Bulk ☒ CC ☒ Contacts ☐ Estimates ☒ Inactive ☒ No Label ☒ Option 1 ☒ Vendors ☐ Show Only Checked Items

Menu Name	Balance	Phone 1	Street	City
1 Able, Andy				
2 Ainsworth, Sally				
3 Anderson Ken & Emma				
4 Andrew, Jackson				
5 Andriod, Sam				
6 Antwar, Carl & Leeann				
7 Apple Bakery				
8 Augusto, Carl & Sue				
9 Auguston, Stuart & Dor				
10 Babridge Joan				
11 Barnstock, Ron & Sue				
12 Baron, Alan & Sue				
13 Bear, Mr & Mrs				
14 Becker, Alan & Irene				
15 Bendian, Ron & Sue				
16 Berger George & Sarah				
17 Bigwig, Leon				
18 Boldman Sam & Sally				
19 Bossner, Jim & Michell				
20 Bottle King				
21 Bresner Joe & Anne				
22 Butler, Harry & Sally				
23 Butter Kirk & Jody				
24 Cambell, Bernard & Mau				
25 Carson Thomas & Linda				
26 Chadwick Lionel & Helen				
27 Cinco Lou & Janet	3979.68	201-512-8871	17 Snow Drive	Mahwah
28 Clarke Alan & Angela	0.00	201-825-8108	56 Anona Drive	Upper Saddle River
29 Collier, Jim & Sally	241.95	201-327-4880	60 Bedford Place	Ramsey
	193928.85			

**Select Item**

OK Cancel

Name

02/16/09 second one for rob

All Customers

Customers - A`ddl Leaves

Customers - Lawn Fertilization

Customers - Monthly Maintenance

Customers - Snow Plowing

Customers - Weekly Maintenance

Fertilizer - Bellgrove

Fertilizer - Cragmere

Fertilizer - Mahwah

Fertilizer - New York

Fertilizer - Ramsey

Fertilizer - Rio Vista

Fertilizer - Upper Saddle River

Mowing - Friday

Mowing - Icy

Mowing - Thursday

Mowing - Wednesday

short route

test one

**Select Route to Charge**

(Filter by Company) AND (Filter by Option1) AND (Filter by filter1) Edit Filter

Record 27 of 155

(Filter by Company) Edit Filter

Record 0 of 0

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

**Make Charges**

Save Job Desc Acct Notes Std Ch Print Grid Scan

Fill Grid Transaction History Help

Fill Code Fill Qty Fill Date

12/30/2009

Select All Rows Delete Selected Rows Print Grid Refresh Completed Count

Menu Name	Balance	Code	Description	Qty	Price	Date	Tax Type	Completed
Cinco Lou & Janet	3979.68	10		1.0000	0.00	12/30/2009	0	1
Gilmour Glenn & Ellen	8406.69	10		1.0000	0.00	12/30/2009	0	2
Gilmour Glenn & Ellen	8406.69	11		1.0000	0.00	12/30/2009	0	4
Harahan, Mark & Kathy	82.98	10		1.0000	0.00	12/30/2009	0	3
Harahan, Mark & Kathy	82.98	11		1.0000	0.00	12/30/2009	0	0
Harahan, Mark & Kathy	82.98	12		1.0000	0.00	12/30/2009	0	2
Hochman Mike & Faith	2835.91	10		1.0000	0.00	12/30/2009	0	4
Hochman Mike & Faith	2835.91	22		1.0000	0.00	12/30/2009	0	0
Hochman Mike & Faith	2835.91	33		1.0000	0.00	12/30/2009	0	0
Juran Marina	2983.46	10		1.0000	0.00	12/30/2009	0	0
Baron, Alan & Sue	0.19	10		1.0000	0.00	12/30/2009	0	2
Bossner, Jim & Michelle	244.98			1.0000	0.00	12/30/2009	0	1
Bigwig, Leon	69.57	10		1.0000	0.00	12/30/2009	0	2
Monteith, Rick & Donna	5243.94	10		1.0000	0.00	12/30/2009	0	5
Bear, Mr & Mrs	49.68	10		1.0000	0.00	12/30/2009	0	0
Bresner Joe & Anne	131.61	10		1.0000	0.00	12/30/2009	0	1
Happy Hank	337.05	10		1.0000	0.00	12/30/2009	0	
Babridge Joan	0.01			1.0000	0.00	12/30/2009	0	
Able, Andy	303.84			1.0000	0.00	12/30/2009	0	

Remove accounts from the list by selected rows and press Delete Selected Rows

(company ID) Record 5 of 19 Edit Filter



## 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.

The screenshot displays the BILLMASTER II software interface. The menu bar at the top includes options like Account, Bills, Charges, Descriptions, Estimates/More, Reports, Routes, Company/Setup, Utilities, and Help. The left sidebar contains several sections: 'Fast Keys' with buttons for Other and Setup; 'Select Route / Lists' with fields for Select Route, Route+Filter, and User Lists; 'Account' with buttons for Create New, Delete, Notes-F4, Review-F2, and Standard Charges-F8; 'Transactions / Produce Bills' with buttons for Delete Trans, Enter Checks-F9, Expenses-F7, Transactions-F3, and Print Bills-F10; 'Routes / Schedule' with buttons for Routes and Calendar-F5; and 'Other'.

The central area shows a data table with columns: Balance, Phone 1, Street, and City. The table contains multiple rows of customer data. A red arrow points to the 'Enter Payments / Checks' option in the 'Charges' menu. Another red arrow points to the 'Menu Name' list on the right, which includes entries like 'Able, Andy', 'Ainsworth, Sally', 'Apple Bakery', and 'Andrew, Jackson'. A yellow box with the number '1' is overlaid on the central data table.

The right sidebar includes a 'Menu Name' list and a 'Selected' field showing '4'. At the bottom, there are filter options and record navigation controls.

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

The screenshot displays the BILLMASTER II software interface. At the top, a menu bar includes Account, Bills, Charges, Descriptions, Estimates/More, Reports, Routes, Company/Setup, Utilities, and Help. A status bar on the right shows 'OFF LINE' and user information '1 - superuser' and 'localhost'. The main window features a search bar and a list of bills. A pop-up window titled 'Customer: Able, Andy' is open, showing a balance of 171.84 and a date received of 01/03/2010. The pop-up also includes fields for 'Enter Amount', 'Enter Check and Invoice No.', and 'Payment Description'. The background list shows various bills with columns for Menu Name, Balance, Phone 1, Street, and City. The interface is designed for managing accounts and generating bills.

## 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.

**Produce Bills**

OK Exit Billing Settings Service Charge Settings Bill Print Settings Watermark Settings

Customers Selected  Processing Status

**Billing Dates**

A - Start of Billing Period

B - End of Billing Period

C - Date Appearing on Bill

D - Due Date

E - Print bills with a balance due of \$ X.XX or more

8.5 x 11.0 - Job Loc on Bottom, 4" bottom tear off [Press Truck to Pick Style](#)

F - Invoice Form No. to Print

G - Next Invoice Numer to Print

[Custom Print Style will print if filled in below.](#)

☐ Run Report Designer when OK is pressed.

☒ H - Use Job Location if address is different. No will always print advertisement.

☒ I - Print as statement? No will always print without PAYMENTS and PREVIOUS BALANCE

☐ J - Apply Service Charge if necessary (see Service Charge Settings)

K - Company Address to Use  0 = default Address, 1 = 2nd Company Address, 2 = 3rd Company Address, 3 = 4th Company Address

L - Advertisement Text

☐ Overwrite default message

M - Print only this invoice number

N - Print only these codes

OR

O - Print all codes EXCEPT these codes



\*\*\*\*\*FLOWERING PLANT SPECIAL\*\*\*\*\*  
HALF PRICE SALE ON ROSES & HYDRANGEAS  
REMEMBER TO WATER!

1

## 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

<b>ABC Company</b> 126 Valley Road Glen Rock, NJ 07452 (845)111-2222 Fax (845)333-4444	10033      01/04/2010  *****FLOWERING PLANT SPECIAL***** HALF PRICE SALE ON ROSES & HYDRANGEAS  REMEMBER TO WATER!		
Andy Able 68 New County Road Monsey NY 10952	<div style="background-color: yellow; padding: 10px; border: 1px solid black; display: inline-block;"> <b>Style # 1</b> </div>		
>-----< 			
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
<b>Balance Due</b>			<b>255.84</b>
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
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

**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





Style # 3


			
		01/04/2010 10033	
		****FLOWERING PLANT SPECIAL**** HALF PRICE SALE ON ROSES & HYDRANGEAS  REMEMBER TO WATER!	
Andy Able 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 68 New County Road Monsey NY 10952		01/04/2010 10033	
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	
Balance Due		255.84	
			

Style #3






## Style #4 - Bill / Invoice Default Style

<b>ABC Company</b> 126 Valley Road Glen Rock, NJ 07452 (845)111-2222 Fax (845)333-4444	 Your LOGO here <b>ABC Company</b>	01/04/10
---	---	----------

Andy Able 68 New County Road Monsey NY 10952  ----- 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Inv No.</th> <th style="text-align: left;">Billing Period</th> <th style="text-align: left;">DUE DATE</th> </tr> </thead> <tbody> <tr> <td>10033</td> <td>1/1/2010      01/31/2010</td> <td>01/04/2010</td> </tr> <tr> <td colspan="2"><b>ACCOUNT SUMMARY as of</b></td> <td>01/04/2010</td> </tr> <tr> <td colspan="2">Previous Balance</td> <td>105.84</td> </tr> <tr> <td colspan="2">Payments</td> <td>0.00</td> </tr> <tr> <td colspan="2">Current Charges</td> <td>150.00</td> </tr> <tr> <td colspan="2">Taxes</td> <td>0.00</td> </tr> <tr> <td colspan="2">Sub Total</td> <td>150.00</td> </tr> <tr> <td colspan="2"><b>TOTAL AMOUNT DUE</b></td> <td><b>255.84</b></td> </tr> </tbody> </table> <div style="text-align: right;">Home      745-348-4888</div>	Inv No.	Billing Period	DUE DATE	10033	1/1/2010      01/31/2010	01/04/2010	<b>ACCOUNT SUMMARY as of</b>		01/04/2010	Previous Balance		105.84	Payments		0.00	Current Charges		150.00	Taxes		0.00	Sub Total		150.00	<b>TOTAL AMOUNT DUE</b>		<b>255.84</b>
Inv No.	Billing Period	DUE DATE																										
10033	1/1/2010      01/31/2010	01/04/2010																										
<b>ACCOUNT SUMMARY as of</b>		01/04/2010																										
Previous Balance		105.84																										
Payments		0.00																										
Current Charges		150.00																										
Taxes		0.00																										
Sub Total		150.00																										
<b>TOTAL AMOUNT DUE</b>		<b>255.84</b>																										

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  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Invoice Number</td> <td>10033</td> </tr> <tr> <td>DUE DATE</td> <td>01/04/2010</td> </tr> <tr> <td>AMOUNT DUE</td> <td>255.84</td> </tr> <tr> <td>Payment</td> <td></td> </tr> <tr> <td>Check Number</td> <td></td> </tr> </table> Please Make Check Payable to: ABC Company	Invoice Number	10033	DUE DATE	01/04/2010	AMOUNT DUE	255.84	Payment		Check Number	
Invoice Number	10033										
DUE DATE	01/04/2010										
AMOUNT DUE	255.84										
Payment											
Check Number											

	Home      745-348-4888
--	------------------------





Style # 5

ABC Company 126 Valley Road Glen Rock, NJ 07452 (845)111-2222 Fax (845)333-4444		<input type="checkbox"/> Watering Instructions <input type="checkbox"/> Please water around trees thoroughly for 47 days <input type="checkbox"/> No water on plants for 24 hours <input type="checkbox"/> Please water lawn A.S.A.P. <input type="checkbox"/> Please water lawn before mowing <input type="checkbox"/> Please water lawn following mowing <input type="checkbox"/> No water on lawn for <input type="checkbox"/> 24 hours <input type="checkbox"/> 48 hours		01/04/10 <input type="checkbox"/> Please water lawn 30-45 minutes <input type="checkbox"/> Please water lawn .5 inch minimum	
--	--	--	--	--	--

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

-----

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

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
<b>TOTAL AMOUNT DUE</b>	<b>255.84</b>

**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

Style #6

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

01/04/10

Inv No. 10033

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
<b>TOTAL AMOUNT DUE</b>	<b>255.84</b>

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 68 New County Road Monsey NY 10952	Andy Able 68 New County Road Monsey NY 10952		
<b>****FLOWERING PLANT SPECIAL****</b> HALF PRICE SALE ON ROSES & HYDRANGEAS  REMEMBER TO WATER!		Home 745-348-4888	
<div style="background-color: yellow; text-align: center; padding: 10px; border: 1px solid black;"> <b>Style #8</b> </div>		Previous Bal	105.84
		Pymts Credits	0.00
		Total Charges	150.00
		<table border="1" style="width: 100%;"> <tr> <td>TOTAL</td> <td></td> </tr> </table>	
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 68 New County Road Monsey NY 10952	Andy Able 68 New County Road Monsey NY 10952		
<b>****FLOWERING PLANT SPECIAL****</b> HALF PRICE SALE ON ROSES & HYDRANGEAS  REMEMBER TO WATER!		Home 745-348-4888	
		Previous Bal	105.84
		Pymts Credits	0.00
		Total Charges	150.00
		<table border="1" style="width: 100%;"> <tr> <td>TOTAL</td> <td></td> </tr> </table>	
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
<b>Balance Due</b>	<b>255.84</b>



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**

PLEASE RETURN TEAR OFF WITH PAYMENT


**REMEMBER TO WATER!**

-----


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
--	--	-----------------------------------	----------

Andy Able 68 New County Road Monsey NY 10952  ----- Job Location: Andy Able , 68 New County Road , Monsey NY 10952  	<table border="1" style="margin: auto;"> <thead> <tr> <th>Acct No.</th> <th>Inv No.</th> <th>Billing Period</th> <th>DUE DATE</th> </tr> </thead> <tbody> <tr> <td>3113</td> <td>10033</td> <td>1/1/2010    01/31/2010</td> <td>01/04/2010</td> </tr> </tbody> </table> <table border="1" style="margin: auto;"> <thead> <tr> <th colspan="2">ACCOUNT SUMMARY as of 01/04/2010</th> </tr> </thead> <tbody> <tr> <td>Previous Balance</td> <td style="text-align: right;">105.84</td> </tr> <tr> <td>Payments</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Current Charges</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td>Taxes</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Sub Total</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td><b>TOTAL AMOUNT DUE</b></td> <td style="text-align: right;"><b>255.84</b></td> </tr> </tbody> </table>	Acct No.	Inv No.	Billing Period	DUE DATE	3113	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	<b>TOTAL AMOUNT DUE</b>	<b>255.84</b>	<table border="1" style="width: 100%;"> <thead> <tr> <th>DATE</th> <th>DESCRIPTION</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>01/04/10</td> <td>Monthly Service</td> <td style="text-align: right;">150.00</td> </tr> </tbody> </table>	DATE	DESCRIPTION	AMOUNT	01/04/10	Monthly Service	150.00
Acct No.	Inv No.	Billing Period	DUE DATE																											
3113	10033	1/1/2010    01/31/2010	01/04/2010																											
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Taxes	0.00																													
Sub Total	150.00																													
<b>TOTAL AMOUNT DUE</b>	<b>255.84</b>																													
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  <table border="1" style="width: 100%;"> <tr> <td>Invoice Number</td> <td style="text-align: right;">10033</td> </tr> <tr> <td>DUE DATE</td> <td style="text-align: right;">01/04/2010</td> </tr> <tr> <td>AMOUNT DUE</td> <td style="text-align: right;">255.84</td> </tr> <tr> <td>Payment</td> <td></td> </tr> <tr> <td>Check Number</td> <td></td> </tr> </table> <p>Please Make Check Payable to: ABC Company</p>	Invoice Number	10033	DUE DATE	01/04/2010	AMOUNT DUE	255.84	Payment		Check Number	
Invoice Number	10033										
DUE DATE	01/04/2010										
AMOUNT DUE	255.84										
Payment											
Check Number											



Style #11

<b>ABC Company</b> 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!															
<hr/> Job Location : Andy Able , 68 New County Road , Monsey NY 10952																	
<table border="0" style="width: 100%;"> <thead> <tr> <th colspan="2" style="text-align: center;">DESCRIPTION</th> <th></th> </tr> </thead> <tbody> <tr> <td>Monthly Service</td> <td></td> <td style="text-align: right;">150.00</td> </tr> <tr> <td colspan="2"> <hr/>           Total         </td> <td style="text-align: right;">\$ 255.84</td> </tr> <tr> <td colspan="3">           PLEASE RETURN TEAR OFF WITH PAYMENT         </td> </tr> </tbody> </table>						DESCRIPTION			Monthly Service		150.00	<hr/> Total		\$ 255.84	PLEASE RETURN TEAR OFF WITH PAYMENT		
DESCRIPTION																	
Monthly Service		150.00															
<hr/> Total		\$ 255.84															
PLEASE RETURN TEAR OFF WITH PAYMENT																	
<div style="background-color: yellow; padding: 20px; display: inline-block;"> <b>Style #11</b> </div>																	

Style #11

ABC Company 126 Valley Road Glen Rock, NJ 07452 (845)111-2222 Fax (845)333-4444	10033	01/04/2010					
							
	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
Total Charges							150.00
Previous Balance							105.84
Payments and Credits							0.00
<b>Balance Due</b>							<b>255.84</b>
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

**Modify Routes**

Company: [Blank] No. Items: [Blank] Function: [Blank]

Fast Keys: [Blank]

Select Accounts to add to route  
\*\*\* - Account not on route

Menu: [Blank]

Aden Bob  
Alicious, Jamie & Karen  
Ainsworth, Sally  
Anderson Ken & Erika  
Andy Able  
Anello, Carl & Leann  
Apple Bakery  
Augusto, Carl & Sue  
Aust, Stuart & Donna  
Babridge Joan  
Bailey, Charles  
Baines Mary  
Barnstock, Ron & Sue  
Baron, Alan & Sue  
Barrock, David & Lisa  
Bear, Mr & Mrs  
Becker, Alan & Irene  
Bendian, Ron & Sue  
Berger George & Janie  
Bombelli Sam & Sally  
Bosco, John & Michelle  
Bottle Ring  
Breslin Roger & Anne  
Budnick Kirk & Jody  
Butkus, Ray & Sally  
Callahan, Brian & Annie  
Cambell, Bernard & Maureen  
Carl Thomas & Joyce  
Ciocci Lou & Janet  
Clarke Alan & Angela  
Cohen, Suzanne  
Colletti, Tom & Laura  
Collins, Mike  
Davis Michael & Joan  
DeGroot, Melonae  
DeLeonardis Mike/Janie

**Delete Selected Route**

Route: 02/16/09 second one for bob  
All Customers  
Customers - A'dell leaves John  
Customers - Iorn Fertilization  
Customers - Monthly Maintenance  
Customers - Snow Plowing  
Customers - Weekly Maintenance  
Fertilizer - Bellgrove  
Fertilizer - Craguers  
Fertilizer - Hahwah  
Fertilizer - New York  
Fertilizer - Ramsey  
Fertilizer - Pin Vista

Route: Customers - A'dell leaves No. 13

Change Order Delete Sort List

**Notes and Job Codes**

Route notes 1: [Blank]  
Route notes 2: [Blank]

Crew: [Blank]

Job Codes 1-10:

1. [Blank]	6. [Blank]
2. [Blank]	7. [Blank]
3. [Blank]	8. [Blank]
4. [Blank]	9. [Blank]
5. [Blank]	10. [Blank]

**Accounts on Route**

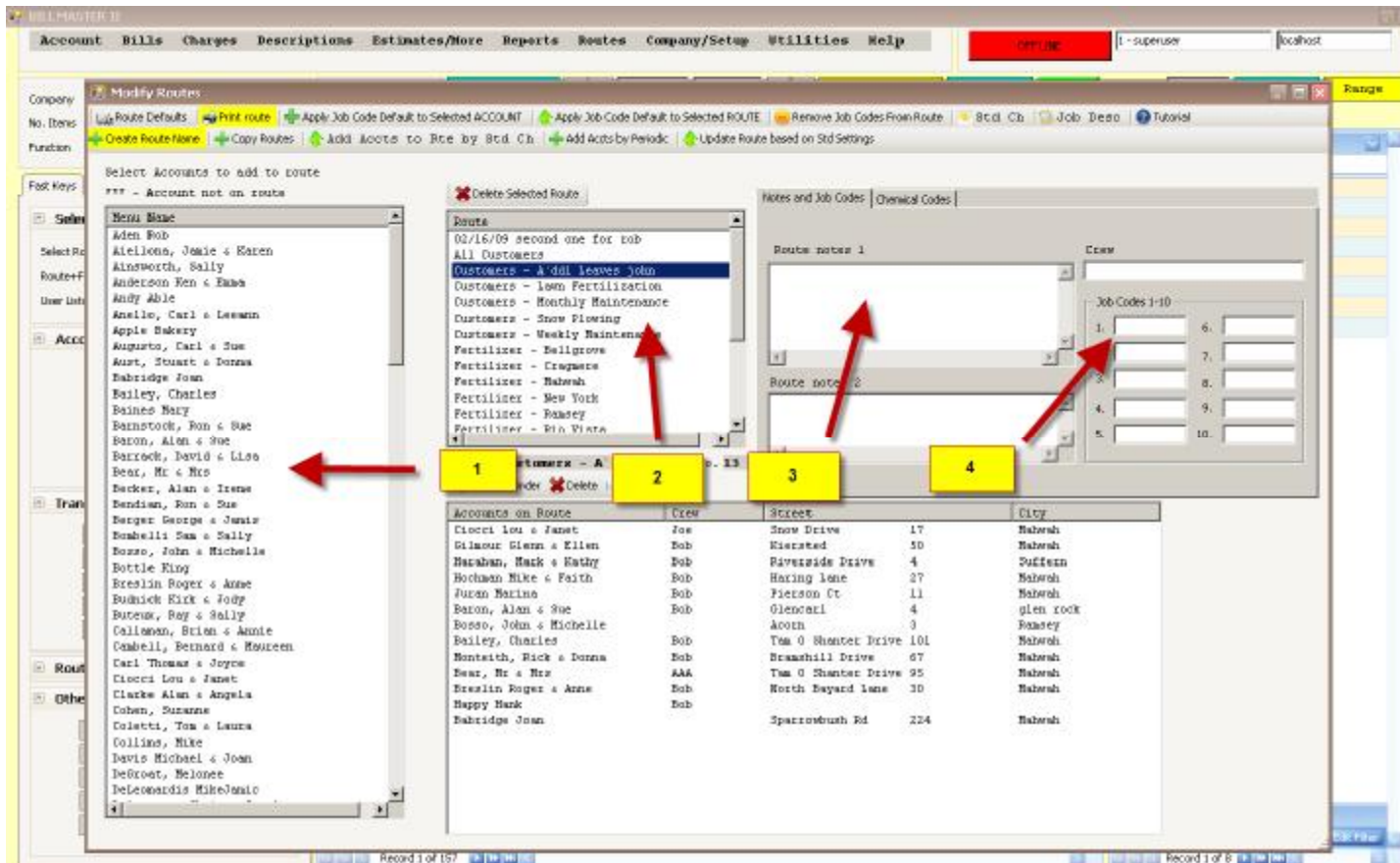
Accounts on Route	Crew	Street	City
Ciocci Lou & Janet	Joe	Snow Drive 17	Hahwah
Gilmour Glenn & Ellen	Bob	Riverhead 50	Hahwah
Hachman, Mark & Kathy	Bob	Paverside Drive 4	Puffett
Hochman Mike & Faith	Bob	Haring Lane 27	Hahwah
Jordan Marlene	Bob	Pierston Ct 11	Hahwah
Baron, Alan & Sue	Bob	Glencall 4	glen rock
Bosco, John & Michelle	Bob	Acoth 3	Fansley
Bailey, Charles	Bob	Tom O Shanter Drive 101	Hahwah
Monteth, Rick & Donna	Bob	Bramshill Drive 67	Hahwah
Bear, Mr & Mrs	AAA	Tom O Shanter Drive 95	Hahwah
Breslin Roger & Anne	Bob	North Bayard Lane 30	Hahwah
Happy Hank	Bob		
Babridge Joan	Bob	Sparrowbush Rd 224	Hahwah

Record 1 of 157

## 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	270 Marton Rd.	Wyckoff	241-485-8025	--	--
3. Berger George & Sarah	17 Surrey Lane	Mahwah	251-818-2716	--	--
4. Baines Mary	78 Heather Ln.	Malapan	234-523-2526	201-417-2132	--
5. Augusto, Carl & Sue	1 Trotters Lane	Mahwah	276-523-5653	--	--
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. Marcellly, Jerome	123 Meadow Hill Rd.	Newburgh	845-566-1005	--	--
16. Pomer, Steve & Lisa	123 Fawn Hill Rd.	Upper Sad	201-825-3136	--	--
17. Sme Howard & Grace	26 Haring Lane	Mahwah	201-818-3638	212-916-2536	201-887-0299
18. Bob's Cafe	100 Main Street	Spring Va			

Style #2

<div> <div>ABC Company</div> <div>01 Monday - Crew 1</div> <div> <div>Menu Name</div> <div>Address</div> <div>City</div> <div>Phone 1</div> <div>Phone 2</div> </div> </div>					<div> <div>As of :</div> <div>01/04/2010</div> </div>	
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	122 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	162 Miller Rd.	Mahwah	201-252-2662	201-622-4747	
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	201-236-2952	--	
13.	Napolitano, Paul	155 Airmount Rd.	Mahwah	--	--	
14.	Masi Steve & Maryann	4 Squire Ct.	Mahwah	201-529-1238	201-265-5400	
15.	Martelly, Jerome	123 Meadow Hill Rd.	Newburgh	845-566-1005	--	
16.	Pomer, Steve & Lisa	123 Pann 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 #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	745-348-4888
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	224-529-2526
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 Snow	Mahwah	201-512-8871
9. Kapiloff, Gerald & Terry	163 Mi	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	--
14. Masi Steve & Maryann	4 Squire Ct.	Mahwah	201-529-1238
15. Marcelly, Jerome	123 Meadow Hill Rd.	Newburgh	845-566-1005
16. Power, Steve & Lisa	123 Faon Hill Rd.	Upper Sad	201-825-2136
17. Sze Howard & Grace	26 Haring Lane	Mahwah	201-818-2638
18. Rob's Cafe	100 Main Street	Spring Va	

## Style #4

ABC Company			
01 Monday - Crew 1		As of : 01/04/2010	
Menu Name	Address	City	Phone 1
1. Able, Andy Watch for Dog	68 New County Road	Monsey	745-248-4888
2. Ainsworth, Sally Park on Side Street	270 Marton Rd.	Gyroff	241-485-8025
3. Berger George & Sarah Watch for Dog	17 Surrey Lane	Malwah	251-818-2716
4. Baines Mary	78 Heather Ln.	Malapan	234-529-2526
5. Augusto, Carl & Sue	1 Trotters Lane	Malwah	276-529-5653
6. Andriod, Sam Watch for Dog	123 Winslow Terrace	glen rock	241-934-5569

Style #4

Style #5


ABC Company			
01 Monday - Crew 1		As of : 01/04/2010	
Menu Name	Address	City	Phone 1
1. Able, Andy Watch for Dog	68 New County Road	Monsey	745-348-4888
2. Ainsworth, Sally Park on Side Street	270 Marton Rd.	Wycoff	241-485-8025
3. Berger George & Sarah Watch for Dog	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 Watch for Dog	132 Winslow Terrace	glen rock	241-934-5569
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





Style #6

ABC Company			
01 Monday - Crew 1		As of : 01/04/2010	
Menu Name	Address	City	Phone 1
1. Able, Andy Watch for Dog	68 New County Road	Monsey	745-248-4888
2. Ainsworth, Sally Park on Side Street	370 Marton Rd.	Wyckoff	241-485-8025
3. Berger George & Sarah Watch for Dog	17 Surrey Lane	Mahwah	251-818-2716
4. Baines Mary	78 Heather L	Lapan	234-529-3526
5. Augusto, Carl & Sue	1 Trotters Lane	Mahwah	276-529-5653
6. Andriod, Sam Watch for Dog	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 Snow Drive	Mahwah	201-512-8871
9. Kapiloff, Gerald & Terry	163 Miller Rd.	Mahwah	201-252-2662

Style #6

Style #7

Menu Name		Address	City	Phone 1
1.	Able, Andy Watch for Dog	66 New County Road	Monsey	745-348-4888
2.	Ainsworth, Sally Park on Side Street	270 Marton Rd.	Wycoff	241-485-8025
3.	Berger George & Sarah Watch for Dog	17 Surrey Lane	Mahwah	251-818-2716
4.	Baines Mary	78 Heather Ln.	Malapan	234-529-3526
5.	Augusto, Carl & Sue	1 Trotters Lane		276-529-5652
6.	Andriod, Sam Watch for Dog	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 Snow Drive	Mahwah	201-512-8871
9.	Kapiloff, Gerald & Terry	163 Miller Rd.	Mahwah	201-252-2662
10.	Kelly Robert	7 Crestwood Drive	Suffern	845-269-7982
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

Style #8

Andy Able 68 New County Road Monsey NY 10952 Watch for Dog	Mrs. Sally Ainsworth 370 Marton 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 07462 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 07468	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 07468
Mr & Mrs Sze 26 Haring Lane Mahwah NJ 07430	Rob's Cafe 100 Main Street Spring Valley NY 10977		

Style #8

Style #9

Menu Name		Address	City	Phone 1
1.	Able, Andy	68 New County Road	Monsey	745-348-4888
DATE: _____ #B&G3		Total Area:	Turf Area:	
Watch for Dog				
2.	Ainsworth, Sally	370 Marton Rd.	Wycoff	241-485-8025
DATE: _____ #B&G3		Total Area: 9885	Turf Area: 0	
Park on Side Street				
3.	Berger George & Sarah	17 Surrey Lane	Mahwah	251-818-2716
DATE: _____ #B&G3		Total Area: 0	Turf Area: 5800	
Watch for Dog				
4.	Baines Mary	78 Heather Ln.		234-529-3526
DATE: _____ #B&G3		Total Area: 0	Turf Area: 16000	
5.	Augusto, Carl & Sue	1 Trotters Lane	Mahwah	276-529-5653
DATE: _____ #B&G3		Total Area: 0	Turf Area: 18665	
6.	Andriod, Sam	133 Winslow Terrace	glen rock	241-934-5569
DATE: _____ #B&G3		Total Area: 23499	Turf Area: 9900bv99	
Watch for Dog				
7.	Anderson Ken & Emma	77 Sun Valley Rd.	Ramsey	241-934-0290
DATE: _____ #B&G3		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	
Menu Name		Address		City Phone 1	
1.	Able, Andy	68 New County Road	Monsey	745-248-4888	
Watch for Dog					
2.	Ainsworth, Sally	370 Marton Rd.	Wycoff	241-485-8825	
Park on Side Street					
3.	Berger George & Sarah	17 Surrey Lane	Malwah	251-818-2716	
Watch for Dog					
4.	Baines Mary	78 Heather Ln.	Malapan	234-529-2526	
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	Malwah	201-512-8871	
9.	Kapiloff, Gerald & Terry	163 Miller Rd.	Malwah	201-252-2662	
10.	Kelly Robert	7 Crestwood Drive	Suifern	845-269-7982	

Style #10

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 <div style="text-align: right;">IN      am      pm      OUT      am      pm</div>																				
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	<table border="1" style="width: 100%;"> <tr> <td colspan="2">Previous Balance</td> </tr> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">255.84</td> </tr> <tr> <td colspan="2">code 50</td> </tr> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">55.00</td> </tr> <tr> <td colspan="2">Service Call</td> </tr> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">66.00</td> </tr> <tr> <td colspan="2">Thatching of lawn</td> </tr> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">300.00</td> </tr> <tr> <td colspan="2">TOTAL</td> </tr> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">676.84</td> </tr> </table>	Previous Balance			255.84	code 50			55.00	Service Call			66.00	Thatching of lawn			300.00	TOTAL			676.84
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	676.84																				
USED1-Demon Max      0.01 ÷ ----- 2-Termidor 3C      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      25.50 ÷ ----- 9-	----- 10- -----																				
Kitchen      Bathroom      Living      Cracks/Crawls      Outside ___ Fan Spray      PEOPLE/PETS STAY OFF TREATED AREA UNTIL DRY																					
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.      1139 <div style="text-align: right;">IN      am      pm      OUT      am      pm</div>																				
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PLEASE RETURN TEAR OFF WITH PAYMENT																					
Technician _____	Customer _____																				


Style #11

Style #12

ABC Company		As of : 01/04/2010	
01 Monday - Crew 1			
Menu Name	Address	City	Phone 1
1. Able, Andy	68 New County Road	Monsey	745-248-4888
Date of Work _____	# Men _____	Time Start _____	Time Finish _____
Yards _____			
Watch for Dog			
2. Ainsworth, Sally	370 Marton Rd.	Wyckoff	241-485-8025
Date of Work _____	# Men _____	Time Start _____	Time Finish _____
Yards _____			
Park on Side Street			
3. Berger George & Sarah	17 Surrey Lane	Mahwah	251-818-2716
Date of Work _____	# Men _____	Time Start _____	Time Finish _____
Yards _____			
Watch for Dog			
4. Baines Mary	78 Heather Ln.	Mahwah	251-529-2526
Date of Work _____	# Men _____	Time Start _____	Time Finish _____
Yards _____			
5. Augusto, Carl & Sue	1 Trotters Lane	Mahwah	276-529-5653
Date of Work _____	# Men _____	Time Start _____	Time Finish _____
Yards _____			
6. Andriod, Sam	133 Winslow Terrace	glens rock	241-934-5569
Date of Work _____	# Men _____	Time Start _____	Time Finish _____
Yards _____			
Watch for Dog			
7. Anderson Ken & Emma	77 Sun Valley Rd.	Ramsey	241-934-0290
Date of Work _____	# Men _____	Time Start _____	Time Finish _____
Yards _____			
8. Cinco Lou & Janet	17 Snow Drive	Mahwah	201-512-8871
Date of Work _____	# Men _____	Time Start _____	Time 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		January	Date	01/04/10	No.	1157
		IN	am	pm	OUT	am pm
 Andy Able 68 New County Road Monsey NY 10952		Target Pest _____ Job Location: Andy Able, 68 New County Road, Monsey NY 10952		Home 745-348-4888 Prev Bal 255.84		
Service Areas	Inspected	Treated	Check / Other	code 50	55.00	
Kitchen	_____	_____	_____	Service Call	66.00	
Bath(s)	_____	_____	_____	TAX	0.00	
Living Area(s)	_____	_____	_____	TO TAL	376.84	
Basement	_____	_____	_____			
Attic	_____	_____	_____			
Crawl Space	_____	_____	_____			
Garage	_____	_____	_____			
Other	_____	_____	Exp Date _____			


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

Applicator \_\_\_\_\_ Date \_\_\_\_\_ Customer \_\_\_\_\_

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

January Date 01/04/10 No. 1157

IN am pm OUT am pm

  
 Andy Able  
 68 New County Road  
 Monsey NY 10952

Target Pest \_\_\_\_\_  
 Job Location: Andy Able, 68 New County Road, Monsey NY 10952  
 Home 745-348-4888  
 Prev Bal 255.84

Service Areas Inspected Treated Check / Other  
 Kitchen \_\_\_\_\_  
 Bath(s) \_\_\_\_\_  
 Living Area(s) \_\_\_\_\_  
 Basement \_\_\_\_\_  
 Attic \_\_\_\_\_  
 Crawl Space \_\_\_\_\_  
 Garage \_\_\_\_\_  
 Other \_\_\_\_\_  
 Exp Date \_\_\_\_\_

code 50 55.00  
Service Call 66.00  
TAX 0.00  
TO TAL 376.84

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

Applicator \_\_\_\_\_ Date \_\_\_\_\_ Customer \_\_\_\_\_

The following information is provided to you to comply with the NJ DEP 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 be 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 referrals. 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.



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

^^ PLEASE PAY FROM THIS INVOICE ^^



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

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

^^ PLEASE PAY FROM THIS INVOICE ^^



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

Style #15

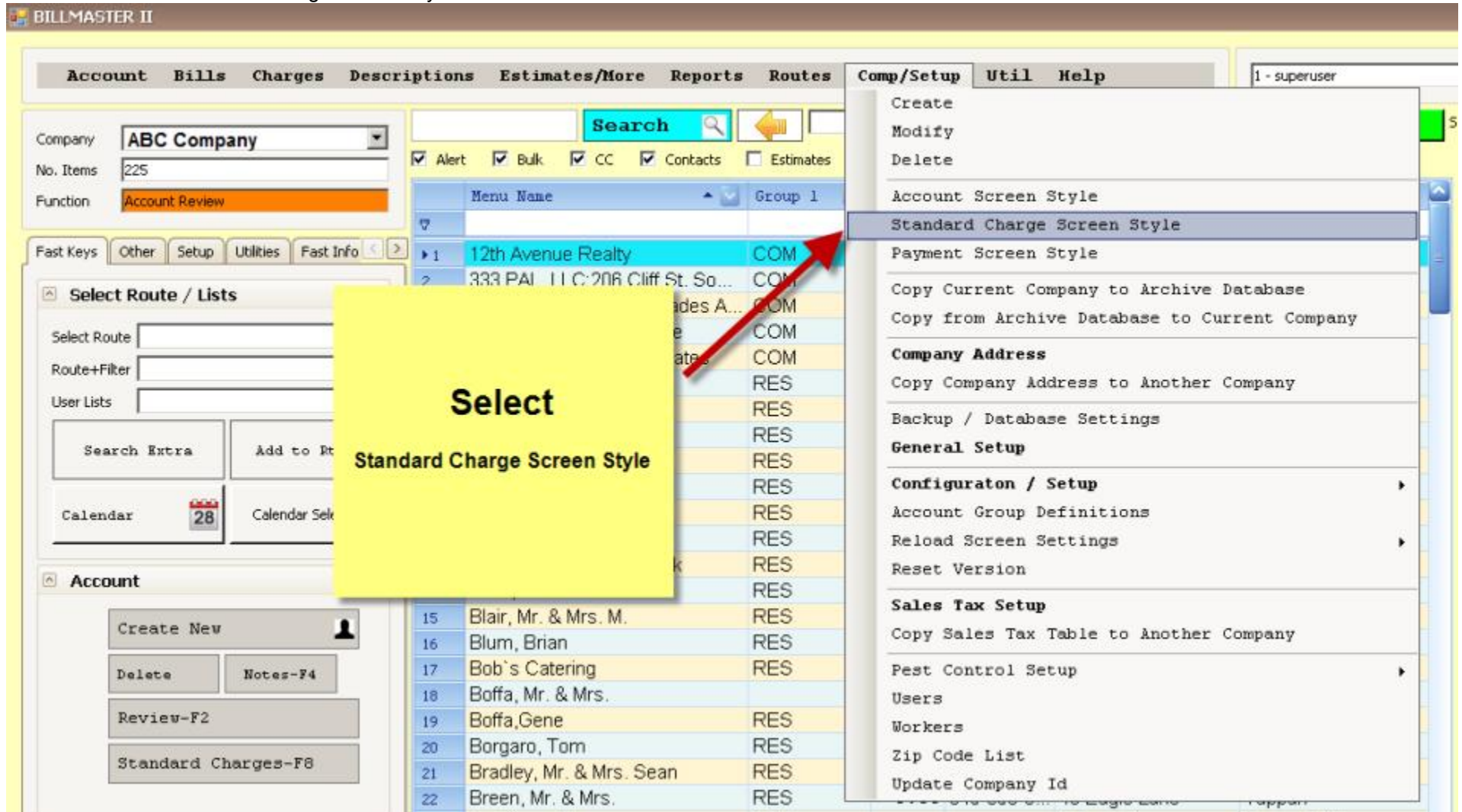
ABC Company					As of :		01/04/2010	
01 Monday - Crew 1								
Zone	Menu Name	Address	City	Phone 1	Notes	Price	Map	
	Able, Andy	68 New County	Monsey	745-348-4888	Watch for Do			
	Ainsworth, Sally	270 Marton Rd	Wyckoff	241-485-8025	Park on Side			
	Berger George & Sarah	17 Surrey Lan	Mahwah	251-818-2716	Watch for Do			
	Baines Mary	78 Heather Ln	Malapan	234-529-2526				
	Augusto, Carl & Sue	1 Trotters La	Mahwah	276-529-5653				
	Andriod, Sam	123 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	845-369-7382				
	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				
	Pomer, Steve & Lisa	123 Farm Hill	Upper Sad	201-825-3136				
	Sue Howard & Grace	26 Haring Lan	Mahwah	201-818-2638				
	Bob's Cafe	100 Main Stre	Spring Va					

Style #15

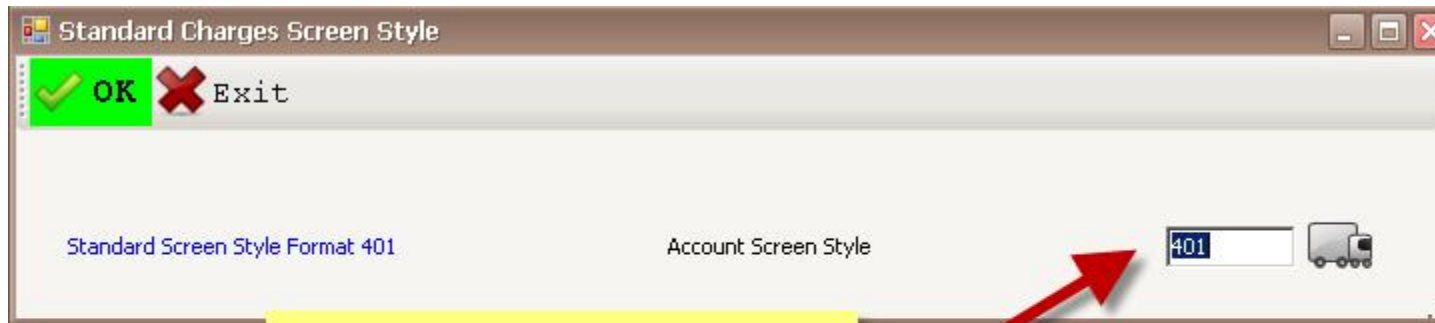
## Recurring Schedule

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



**Screen Style should be  
401**



## Select an account's Standard Charges

Able, Andy

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

1 of 1

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

Menu Name: Able, Andy  
 Letter: 6  
 Status: Green  
 Current Balance: 0.00

☐ Apply Service Charge if needed?  
☐ Charge Taxes?  
 Group / Type 1: COM  
 Group / Type 2:  
 Group / Type 3:

☐ Inactive Account  
☐ Send e-Bill  
☐ Option 1  
☐ Alert  
 Worker / Tech:  
 Sales Person:  
 Frequency Default:  
 Target Organism:

Bill To:  
 Company:  
 Personal:  
 Mr. Andy Able  
 Street:  
 100 Oak Street  
 Garnersville, NY 31313  
 House #:  
 100

Job Location:  
 Prev Addr 2 of 2 Next Addr  
 Mr. Andy Able  
 100 Oak Street  
 Garnersville, NY 31313  
 County:  
 Map Corridinate:  
 Zone / Time:

**Press the Standard Ch Button**

Standard Charges

Code	Description	Price	Next Service	Last Char
7	Monthly Serv...	185.00		

Name:

## 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 use the **Delete Recurring Appointments** from Calendar feature.

**Standard Charges - Type 401**

Menu Name : **Able, Andy** Charge Taxes: **NO**

Codes to Review: Previous 1 to 10 Next

Find	Code	Description	Price	Delete	Price History
i	7	Monthly Service Charge	185.00	[-]	\$
i				[-]	\$
i				[-]	\$
i				[-]	\$
i				[-]	\$
i				[-]	\$
i				[-]	\$
i				[-]	\$
i				[-]	\$
i				[-]	\$

**Recurring Schedule** | Service Agreement | Warranty / Other

Start Date	Frequency	AM / PM	Start Hour	Start Min	Dur Minutes	Target Pests	Chem Used
3/10/2010	Monthly	PM	9	0	30	German Cockroach	[Flask]
							[Flask]
							[Flask]
							[Flask]
							[Flask]
							[Flask]
							[Flask]
							[Flask]
							[Flask]
							[Flask]

**Callout Boxes:**

- Enter code for service type, see Job Descriptions to review or add codes.
- Enter the starting date for service. Select the day of the week and week number. This will be used for the recurring schedule.
- Select the Frequency of the recurrence.
- Press Update Schedule in Calendar to create appointments.

## 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 use 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.

**Update Calendar Schedule**

**Create Appointments** Exit Calendar Configuration Standard Charges Print Grid

Customers Selected:  ☐ Exclude Saturdays ☐ Exclude Sundays

Start Date: 07/02/2010 ☐ Show Existing Appointments in the Appointment Results

End Date: 12/31/2013 ☒ Show Created Appointments in the Appointment Results

**Note: The frequency (number of days) must be set in the Job Descriptions for the Service to be scheduled**

**Appointment Results**

Menu Name	Balance	Code	Description	Price	Start Date	Appointment Date	Frequency	Comment	Worker

**Annotations:**

- Appointments will be created between the dates shown. You can change the default end date by changing the option the Calendar Configuration. See option "Number of Years to add to Starting Date".
- Check these boxes to Exclude Saturday and Sunday when creating appointments.
- Note when you press Create Appointments, It will not duplicate any existing appointments, they will be listed as existing. Press Create Appointments

(company ID) Edit Filter

Record 0 of 0



## Create Appointments – results

Update Calendar Schedule

**Create Appointments** Exit Calendar Configuration Standard Charges Print Grid

Customers Selected:  ☐ Exclude Saturdays ☐ Exclude Sundays

Start Date:  ☐ Show Existing Appointments in the Appointment Results

End Date:  ☐ Show Created Appointments in the Appointment Results

**Note: The frequency (number of days) must be set in the Job Descriptions for the Service to be scheduled**

**Appointment Results**

Menu Name	Balance	Code	Description	Price	Start Date	Appointment Date	Frequency	Comment	Worker
Able, Andy	0.00	7	Monthly Service Charge	185.00	03/10/2010	08/11/2010	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy	0.00	7	Monthly Service Charge	185.00	03/10/2010	09/08/2010	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy				185.00	03/10/2010	10/13/2010	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy				185.00	03/10/2010	11/10/2010	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy				185.00	03/10/2010	12/08/2010	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy				185.00	03/10/2010	01/12/2011	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy				185.00	03/10/2010	02/09/2011	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy				185.00	03/10/2010	03/09/2011	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy				185.00	03/10/2010	04/13/2011	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy				185.00	03/10/2010	05/11/2011	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy				185.00	03/10/2010	06/08/2011	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy				185.00	03/10/2010	07/13/2011	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy				185.00	03/10/2010	08/10/2011	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy				185.00	03/10/2010	09/14/2011	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy				185.00	03/10/2010	10/12/2011	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy	0.00	7	Monthly Service Charge	185.00	03/10/2010	11/09/2011	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy	0.00	7	Monthly Service Charge	185.00	03/10/2010	12/14/2011	Monthly	Week No.:2:Wednesday Appointment created	
Able, Andy	0.00	7	Monthly Service Charge	185.00	03/10/2010	01/11/2012	Monthly	Week No.:2:Wednesday Appointment created	

**Appointments are created. The date, frequency, Week No and Day of Week are listed.**

**If you need to delete the appointments for a customer. Use the delete appointments on the standard charge screen. This allows you to recreate recurring appointments quickly.**

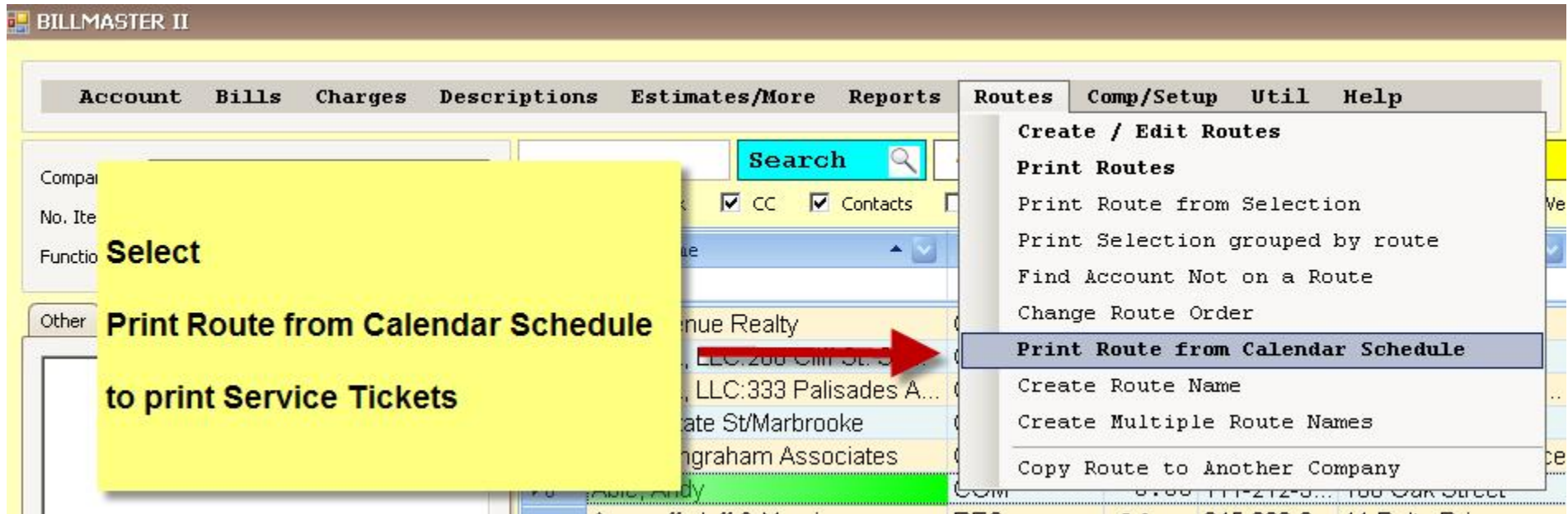
(company ID)

Record 1 of 41



## 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

1. **Print Route / Service Tickets as needed**

Tech Lincoln Date 07/03/10 No. 11373  
 NJ Lic #-22743B  
 NY Lic # C0848466 IN \_\_\_\_\_ am pm OUT \_\_\_\_\_ am pm

Target Pest Termites Frequency Monthly

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

Time Out 10:00 AM TAX 0.00 TOTAL 0.00

Inspect termite stations around exterior of home.

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

<b>Service Areas</b> ___ Kitchen ___ Crawl Space ___ Attic ___ Garage ___ Basement ___ Living Area(s) ___ Exterior Areas ___ Other _____	<b>Pesticide Use Codes</b> 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	<b>Equipment Codes</b> CS - Comp Air Sprayer BG - Bait Gun IN - Inspection BP - Back Pack Sprayer AM - Aerosol Machine PS - Power Spray HD - Hand Duster IN - Insect Monitors A - Aerosol GT - Glue Trap BS - Bait Station ST-Snap Trap TC-TIN CAT	<b>Items</b> 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 \_\_\_\_\_

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 be 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 referrals. 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.

## Production Reports

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

The screenshot displays the BILLMASTER II software interface. The 'Reports' menu is open, showing various report options. A yellow callout box with the text 'Select Production reports' and a red arrow points to the 'Production - Calendar Based' option in the menu.

**Menu Options:**

- Name and Address
- Standard Charges
- Total Billed & Paid per Customer
- Account Information
- Account Notes / Route Notes
- Form Letters / Coupons
- Production - Calendar Based**
- Renewals
- Code Totals
- Print Transaction File per Account
- Work Completed**
  - Standard Charges - 1 Code
  - Periodic Schedule
- Company Totals
- Balance Summary
- Payment Listing**
  - Aging Report
  - Registry / Profit Loss
- Transaction Searches
- Special
- Standard Bar Codes
- Chemical Tracking

**Interface Elements:**

- Top Menu:** Account, Bills, Charges, Descriptions, Estimates/More, Reports, Routes, Comp/Setup, Util, Help.
- Left Panel:**
  - Company, No. Items, Function
  - Fast Keys
  - Select Route, Route+Filter, User Lists
  - Search Extra, Add to Rte
  - Calendar (28), Calendar Select
  - Account section: Create New, Delete, Notes-F4, Review-F2, Standard Charges-F8
- Table:**

	Name	Address	City
4	66-68 State St/Marbro	Cliffside Park	Cliffside Park
5	90-100 Ingraham Asso	East Orange	East Orange
6	Able, Andy	Newark	Newark
7	Agranoff, Jeff & Marci	Garnersville	Garnersville
8	Agrisani Mr. & Ms.	New City	New City
9	Ali, Chris & Mary	Midland Park	Midland Park
10	Ashivawa, Kim	Westwood	Westwood
11	Bains, Kalpana	Demarest	Demarest
12	Basnyet, Rita	Hillsdale	Hillsdale
13	Batchelor, Dave	Edgewater	Edgewater
14	Batentas, Mr. & Mrs. N	Teaneck	Teaneck
15	Bello, Mr & Ms	Norwood	Norwood
16	Blair, Mr. & Mrs. M.	Upper Saddle	Upper Saddle
17	Blum, Brian	Ringwood	Ringwood
18	Bob's Catering	Suffern	Suffern
19	Boffa, Mr. & Mrs.	Closter	Closter
20	Boffa, Gene	Ramsey	Ramsey
21	Borgarn, Tom	Ridgewood	Ridgewood

## 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.	Luino Turner LLC	342 Luino Turner Pl	Newark	7	Monthly Service C	0.00		07/27/10			
162.			East 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.			New City	7	Monthly Service C	0.00		07/28/10			
167.			New 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.			eaneck	7	Monthly Service C	0.00		07/28/10			
174.			eaneck	7	Monthly Service C	0.00		07/28/10			
175.			East Oran	7	Monthly Service C	0.00		07/29/10			
176.			Edgewood	7	Monthly Service C	5.00		07/30/10			
177.			eaneck	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					<b>Total</b>	<b>19.80</b>	<b>0.00</b>			<b>0.00</b>	

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.



## 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.

The screenshot displays the BILLMASTER II application window. The 'Reports' menu is open, and the 'Renewals' option is highlighted. A yellow callout box with the text 'Renewal Reports' and a red arrow points to the 'Renewals' menu item. The background shows the main application interface with various tabs and a list of accounts.

**Renewal Reports**

**Account** Bills Charges Descriptions Estimates/More **Reports** Routes Comp/Setup Util Help

1 - superuser

Alert ☒ Bulk ☒ CC ☒

Menu Name

1 12th Avenue Realty  
333 PAL, LLC:206 Cliff  
333 PAL, LLC:306 Cliff

4 86-88 State St/Marbroo

5 90-100 Ingraham Asso

6 Able, Andy

7 Agranoff, Jeff & Marci

8 Agrisani Mr. & Ms.

9 Ali, Chris & Mary

10 Ashivawa, Kim

11 Bains, Kalpana

12 Basnyet, Rita

13 Batchelor, Dave

14 Batentas, Mr. & Mrs. N

15 Bello, Mr & Ms

16 Blair, Mr. & Mrs. M.

17 Blum, Brian

18 Bob's Catering

19 Boffa, Mr. & Mrs.

20 Boffa, Gene

Select Route

Route+Filter

User Lists

Search Extra

Add to Rte

Calendar

28

Calendar Select

**Account**

Create New

Delete

Notes-F4

Review-F2

Standard Charges-F8

Name and Address

Standard Charges

Total Billed & Paid per Customer

Account Information

Account Notes / Route Notes

Form Letters / Coupons

Production - Calendar Based

**Renewals**

Code Totals

Print Transaction File per Account

**Work Completed**

Standard Charges - 1 Code

Periodic Schedule

**Company Totals**

Balance Summary

**Payment Listing**

Aging Report

Registry / Profit Loss

Transaction Searches

Special

Standard Bar Codes

Chemical Tracking

Select All

Clear 1

OK

ction 1 ☒ Vendors

City

th Avenue Paterson

f St. Cliffside Park

Calendar Based

Account Based

Ingram Place Newark

k Street Garnersville

a Drive New City

e Street Midland Park

stwood Blvd. Westwood

uce Place Demarest

kland Street Hillsdale

dercliff Aven... Edgewater

ert Street Teaneck

ir Place Norwood

oods Rd Upper Saddle River

per Lakevie... Ringwood

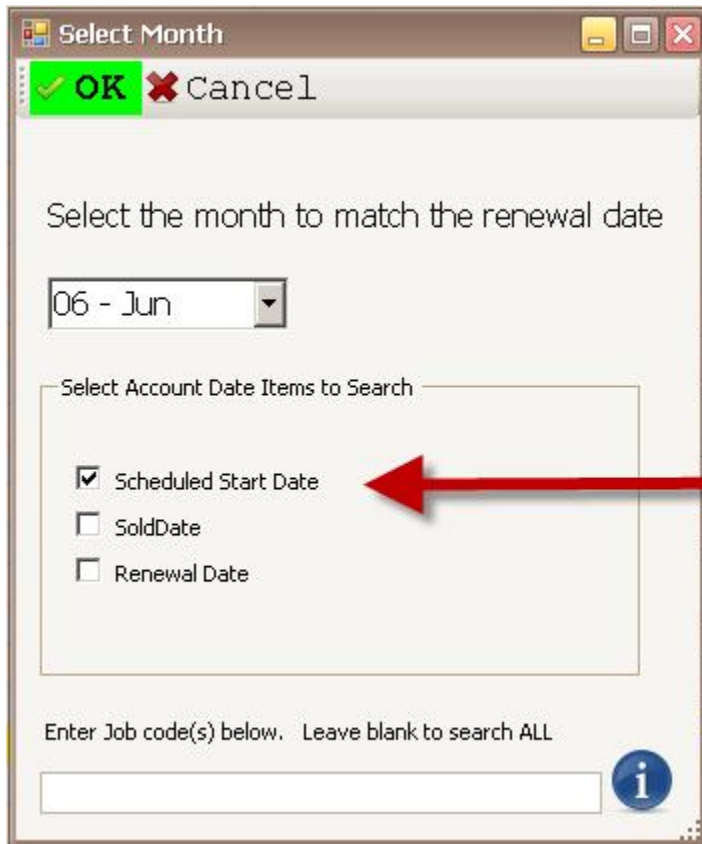
amore Street Suffern

hans Avenue Closter

nventry Court Ramsey

nventry Court Ramsey

## Renewal – Account Based



Select Month

OK Cancel

Select the month to match the renewal date

06 - Jun

Select Account Date Items to Search

- ☒ Scheduled Start Date
- ☐ SoldDate
- ☐ Renewal Date

Enter Job code(s) below. Leave blank to search ALL

i

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

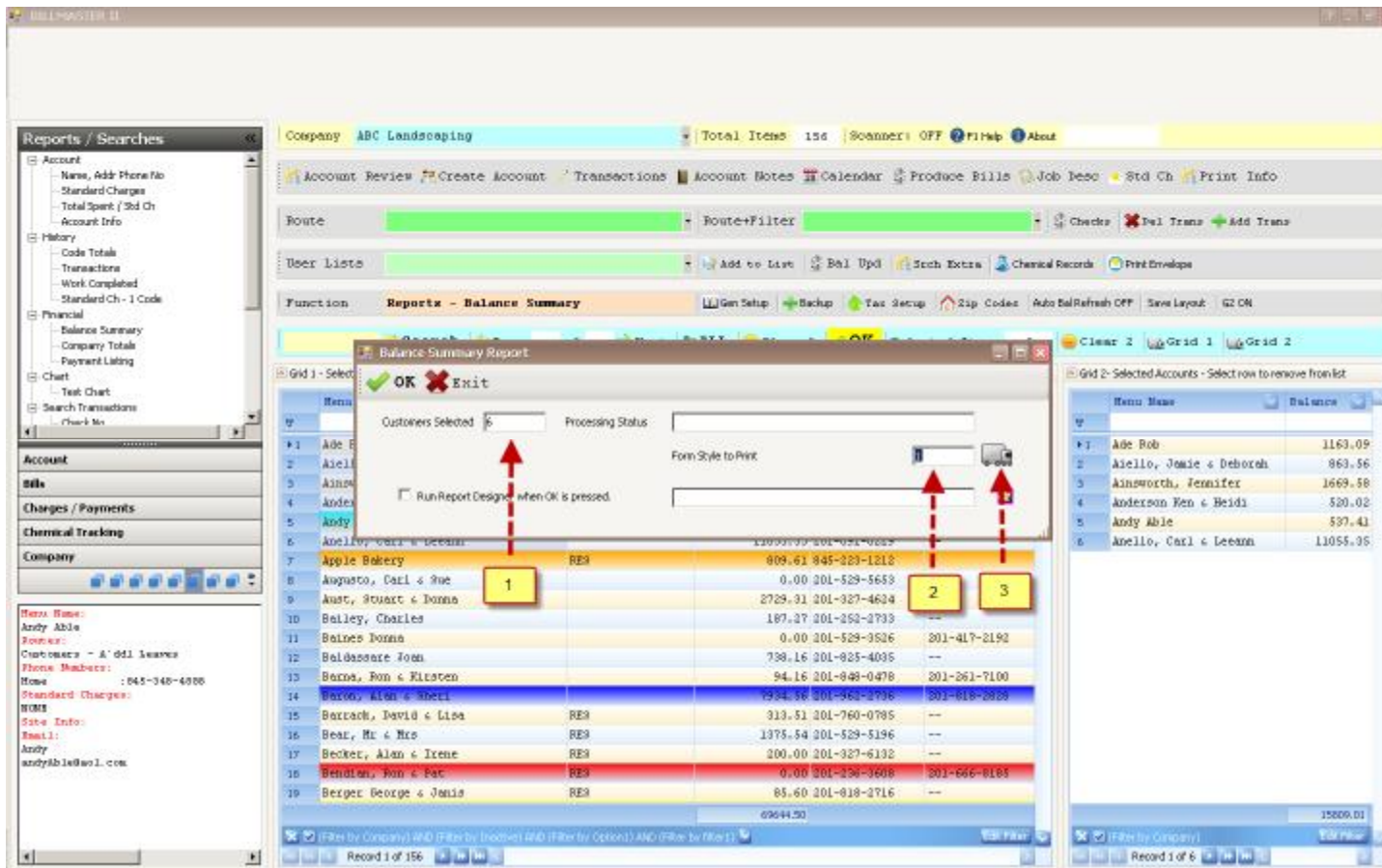
## Reports

### 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 - Add'l 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
<b>Total Items Found</b>	<b>21</b>	<b>GRAND TOTAL</b>		<b>56041.31</b>	<b>*****</b>				



## 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 - Addl 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

ABC Company

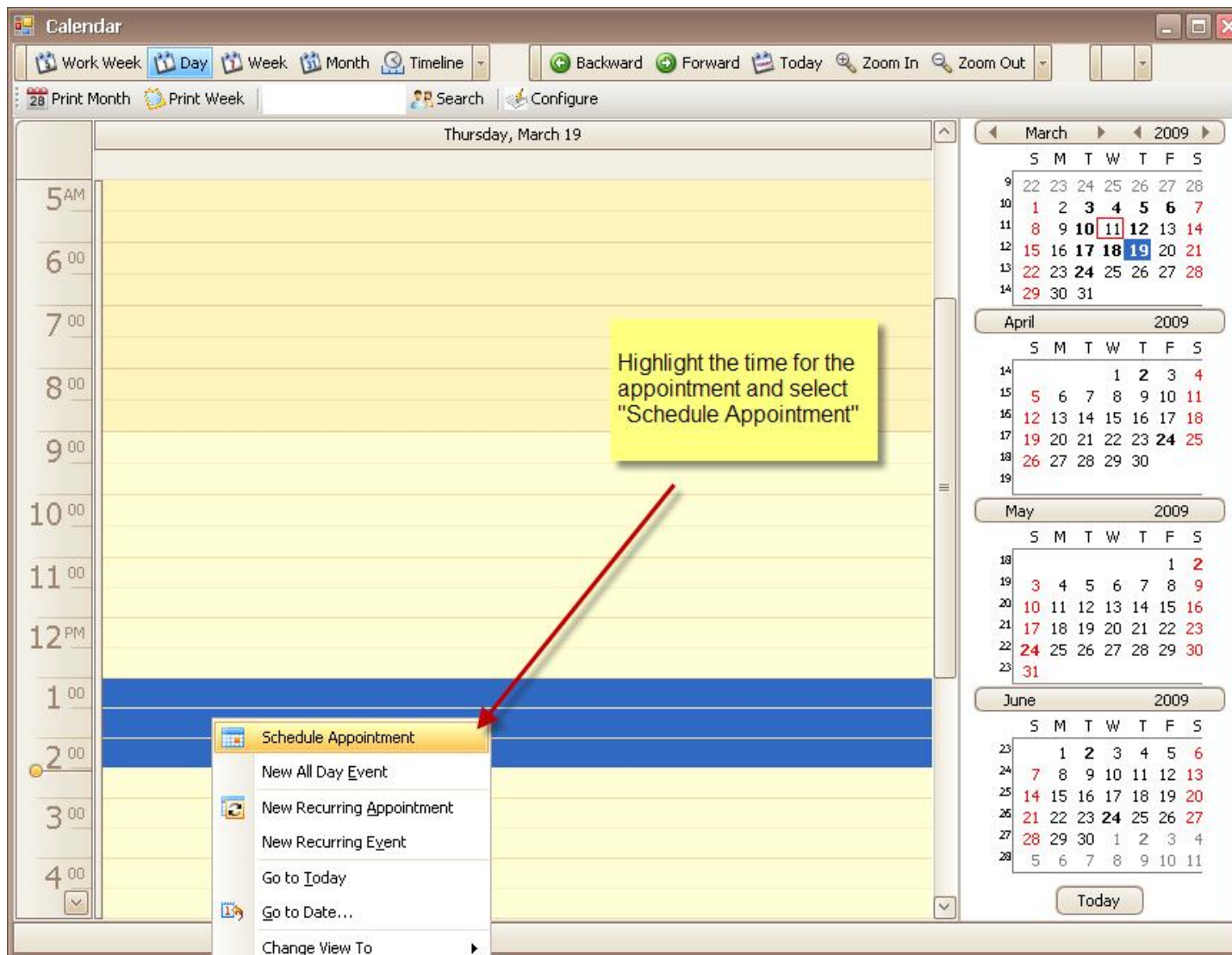
### Name and Address Report

	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 – Making an Appointment



## Calendar – Entering Appointment Info

**Schedule Appointment** **Cancel** Worker / Crew List

Subject:  Start:

Location:  End:

Crew / Worker

**Double Click on Job Description Below to select Subject**

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

☒ (Company ID)

Record 6 of 42

## 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.

**Change Date Range for Schedule view.**

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

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		
2009-12-11 09:00	09:00	569 West 9th Street Mahwah	Monthly Service Andrew, Jackson	Andrew, Jackson		Monthly Service
2009-12-11 09:00	09:00	Carl Rd. glen rock	Washers Baron, Alan & Sue	Baron, Alan & Sue		
2009-12-11 09:00	09:00	Grannysmith Lane Monsey	Monthly Service Apple Bakery	Apple Bakery	Harry	Monthly Service
2009-12-11 09:00	09:00	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 Aielona, 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 Maintenance
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 Maintenance Ainsworth, Sally	Ainsworth, Sally		Weekly Maintenance

Filter: [company\_id] = '11' And [Start] >= '2009-12-01' And [Start] <= '2010-01-31'

Record 1 of 19

## System Configuration

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

The screenshot shows the 'System Configuration' window with the following settings:

Section	Field	Value
Backup and Restore	Backup Path	/data_cbs/Duranti_LS_Broomall_PA/bm_backup
	Backup Path 2	c:\bm\backup\billmaster_backup2
	Daily Backup Time	9:33 AM
	Restore Path	C:/bm/backup/DEMO_2009_12_28_13_02_48.sc
	Restore Database	billmaster
	Restore Image DB	E:/d/data_cbs/UnitedPestControl_FL/bm_backup
Database	Server Type	MySQL
	Server	localhost
	Database	billmaster
	User	root
	Password	*****
CD Drive	Select drive letter to for CD backups	F
	CD Drive	F
Startup	Default Hard Drive	c:
	Support Review	NO
	Call Monitoring	NO
	Caller ID Server PC?	NO
	Look for S=Start E=End	E



## Sales Tax Setup

Sales tax setup is shown below. If you have more than 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 during the time period with the sales tax for that area.

**Company:** ABC Company  
**No. Items:** 0  
**Function:** [Orange Bar]

**Fast Keys:** Other Setup Utilities Fast Info

**Select Route / Lists**  
 Select Route: [Dropdown]  
 Route+Filter: [Dropdown]  
 User Lists: [Dropdown]  
 Search Extra: [Button] Add to Site: [Button]

**Account**  
 Create New [Button]  
 Delete [Button]  
 Notes [Button]  
 Review [Button]  
 Standard Charges [Button]

**Transactions / Produce Bills**  
 Delete Trans [Button]  
 Enter Checks [Button]  
 Expenses [Button]  
 Transactions [Button]  
 Print Bills [Button]

**Routes / Schedule**  
 Routes [Button]  
 Calendar [Button]

**Other**

**Tax and Discount Configuration**  
 OK Exit

Drag a column header here to group by that column

Code	Percentage	Description	Start Date	End Date	State	Multiply By
NJ	0.07000		01-01-1753	12-31-9999		PRICE

**Callout 1 (Code):** Enter up to 3 characters to represent the sales tax area.  
 examples  
 New York = NY  
 Suffolk = SUF

**Callout 2 (Percentage):** Enter the sales tax percentage in decimal format.  
 examples  
 6 % = 0.06  
 6 1/4 % = 0.0625

**Callout 3 (Start Date):** 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.

Record 2 of 2

Record 0 of 0

## Zip Codes

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

Zip Codes

OK Cancel

Drag a column header here to group by that column

	City	State	Zip	Zone	Map Coordinate	County Code
	Airmont Woods	NY	10974			
	Bardonia NY 10954	NY	10952			
	Chestnut Ridge	NY	10977			
	Franklin Lakes	NJ	07417			
	Gary	NY	10977			
	Hillburn job	NY	10952			
	Meadows - Suffern	NY	10901			
	Monsey	NY	10952			
	Mt. Ivy	NY	10956			
	Nanuet	NY	10954			
	New City	NY	10956			
	New Hempstead	NY	10977			
	Old Wick	NJ	08858			
	Orangeburg	NY	10962			
	Sloatsburg	NY	10977			

Record 7 of 905

## 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.

The screenshot displays the BILLMASTER II application window. The main menu table lists accounts with columns for Menu Name and Balance. A yellow box labeled "General Setup" is positioned over the table. Red arrows indicate the location of the "General Setup" button in the left sidebar and the "General Setup" option in the "Company/Setup" dropdown menu.

**Company/Setup Menu Options:**

- Create
- Modify
- Delete
- Account Screen Style
  - Copy Current Company to Archive Database
  - Copy from Archive Database to Current Company
- Company Address
- Backup / Database Settings
- General Setup
- Configuraton / Setup
  - Account Group Definitions
  - Reload Screen Settings
  - Reset Version
- Sales Tax Setup
- Users
- Zip Code List

**Main Menu Table (Accounts):**

Menu Name	Balance
1 Able, Andy	303
2 Ainsworth, Sally	1527
3 Anderson Ken & Emma	1761
4 Ar	371
5 Ar	56
6 Ar	27
7 Ap	922
8 Au	-449
9 Auguston, Stuart & Donna	9
10 Babridge Joan	0
11 Barnstock, Ron & Sue	2712
12 Baron, Alan & Sue	0
13 Bear, Mr & Mrs	49
14 Becker, Alan & Irene	0.00
15 Bendian, Ron & Sue	5385.23
16 Berger George & Sarah	3231.94
17 Bigwig, Leon	69.57
18 Boldman Sam & Sally	2606.66
19 Bossner, Jim & Michelle	244.98
20 Bottle King	2889.00
21 Bresner Joe & Anne	131.61
22 Butler, Harry & Sally	126.12
23 Butter Kirk & Jody	125.40
24 Cambell, Bernard & Maureen	243.55
25 Carson Thomas & Linda	1068.27
26 Chadwick Lionel & Helen	0.00
27 Cinco Lou & Janet	3979.68
28 Clarke Alan & Angela	0.00
29 Collier, Jim & Sally	241.95
<b>Total</b>	<b>194762.10</b>

**Left Sidebar Buttons:**

- Colors & Fast Keys
- Company Address
- Database / Backup Configuration
- General Setup
- Grid 1 Setup
- Grid 2 Setup
- Auto Bal Refresh ON
- Sales Tax Setup
- Save Grid Layout
- Zip Codes

**Right Panel:**

OFF LINE | 1 - superuser | localhost

Selected: 0 | Clear 2 | Range

Checked Items

Menu Name | Balance

0

(Filter by filter1) AND (Filter by Company) AND (Filter by Option1) | Edit Filter

Record 1 of 155

(Filter by Company) | Edit Filter

Record 0 of 0



## General Setup – Continued

**General Settings**

OK Exit System Key and Color Settings General PW Admin 01 PW Expense PW Reports PW

**Grid Filters and Options**

☒ Round up Sales Tax  
☐ Multiple Users (running on Network)  
☐ Disable Auto Size Grid Columns  
 Search Found Limit: 1000  
☒ Check for duplicate on Range Selection  
☒ Internet Connection Active

☒ Show Only Accounts Found from Search Box  
☒ Include Customer No. in Search  
☒ Auto Refresh Balance  
☒ Display Account with Alert Setting as BOLD  
☐ Display Account Info Popup on Start up  
☐ Start Internet Browser on Startup

**Select Items to display in the Quick Account Details**

☒ A - Menu Name  
☐ B - Balance  
☒ C - Routes  
☒ D - Phone Numbers  
☒ E - Bill To Address  
☒ F - Job Location 1  
☒ G - Job Location 2  
☒ H - Standard Charges  
☐ I - Site Info  
☒ J - Email  
☐ K - Last Charge & Pymt

**Grid 1 Select items to display in Grid 1 - Per Company**

☒ A - Highlight accounts with No Routes in Orange  
☒ B - Highlight accounts with Status Yellow  
☒ C - Highlight accounts with Status Red  
☒ D - Highlight accounts that are Inactive in Blue  
☐ E - Upline Accounts that have individual proposals / estimates

**Note:**  
These settings are Per Company

F - Custom Display Style  
0 - None

**Grid Account Payment Status**

Enter non Zero Amount that if greater than will be true, for payment status.

	30 days Open	60 days Open	90 days Open	120 days Open
Yellow - Late Payer	100	100	100	100
Red - Deliquent	500	500	500	500

**Report Settings**

☐ A - Disable Route Name on Balance / Aging Report  
☒ B - Ask to show Charts when available  
 C - Bar Chart Style: Line 3D  
 D - Pie Chart Style: Donut 3D

**Cheat Sheet Notes (Shown on Fast Info Tab)**

!= one  
 \$= Two  
 \$more stuff

**Check this box if you are running BILLMASTER on multiple PC's You will also have to enter in User Names in the user table under configuration.**

to Exit



## 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.

The screenshot shows the 'General Settings' window with the following tabs: OK, Exit, System Key and Color Settings, General PW, Admin 01 PW, Expense PW, and Reports PW. Red arrows point to the last four tabs. A yellow callout box with the text 'Select the area you want to secure with a password.' is overlaid on the window.

**Grid Filters and Options**

- ☒ Round up Sales Tax
- ☐ Multiple Users (running on Network)
- ☐ Disable Auto Size Grid Columns
- Search Found Limit: 1000
- ☒ Check for duplicate on Range Selection
- ☒ Internet Connection Active
- ☒ Show Only Accounts Found from Search Box
- ☒ Include Customer No. in Search
- ☒ Auto Refresh Balance
- ☒ Display Account with Alert
- ☐ Display Account Info Pop
- ☐ Start Internet Browser on

**Select Items to display in the Quick Account Details**

- ☒ A - Menu Name
- ☐ B - Balance
- ☒ C - Routes
- ☒ D - Phone Numbers
- ☒ F - Job Location 1
- ☒ G - Job Location 2
- ☒ H - Standard Charges
- ☐ I - Site Info
- ☒ J - Email
- ☐ K - Last Charge & Pymt

**Grid 1 Select items to display in Grid 1 - Per Company**

- ☒ A - Highlight accounts with No Routes in Orange
- ☒ B - Highlight accounts with Status Yellow
- ☒ C - Highlight accounts with Status Red
- ☒ D - Highlight accounts that are Inactive in Blue
- ☐ E - Unline Accounts that have individual proposals / estimates
- F - Custom Display Style: 0 - None

**Grid 2 Configuration**

- ☒ A - Grid Active - Accepts Entries

**Cheat Sheet Notes (Shown on Fast Info Tab)**

!= one  
\$= Two  
\$more stuff

**Grid Account Payment Status**

Enter non Zero Amount that if greater than will be true, for payment status.

	30 days Open	60 days Open	90 days Open	120 days Open
Yellow - Late Payer	100	100	100	100
Red - Deliquent	500	500	500	500

**Report Settings**

- ☐ A - Disable Route Name on Balance / Aging Report
- ☒ B - Ask to show Charts when available
- C - Bar Chart Style: Line 3D
- D - Pie Chart Style: Donut 3D

## 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.

**Apple Bakery**

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

Create Doc | Edit Doc | Print Doc | Tutorial | OFF LINE | Google Map

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

Menu Name: Apple Bakery

Letter: 1 | Customer Code: 1015

Status: Green

Current Balance: 922.14

Bill To | Job Location

Bill to:

Company:

Personal: Mr. Johnny Appleseed

Street: 100 Grannysmith Lane

CSZ: Monsey

Phone Numbers

Home: 745-223-1212 | Cell:

Additional No.: 201-835-4755 | Cell:

Cell 1:

**Create Docs**

Docs

Name: Waterfall

Add Name

Move Up | Move Down | Delete | Rename

Name

Exit

**Press the Create Doc Button, and enter the name describing the estimate you are creating.**

**Then press Add Name**

	Price	Type	T1
	150.00	1	
	450.00	1	ROC
	0.00	800	ROC
@ \$40.00/MnHr	0.00	800	ROC
	0.00	700	ROC
gram - Yearly	0.00	700	ROC
#1	0.00	700	ROC
#2	0.00	1	ROC
ng - Stakes ...	0.00	1	

Notes | Delete from Route | Change Order

Customers - Snow Plowing

Apple Bakery

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

Create Doc Edit Doc Print Doc Tutorial OFF LINE Google Map

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

Menu Name Apple Bakery  
 Letter 1 Customer Code 1015  
 Status Green  
 Current Balance 922.14

Bill To Job Location

Bill to

Company

Personal Mr. Johnny Appleseed

Street 100 Grannysmith Lane

CSZ Monsey

Phone Numbers

Home 745-223-1212 Cell  
 Additional No. 201-835-4755 Cell  
 Cell 1

Select Document for: Apple Bakery

OK Cancel Select Form Print Style

Name  
 Waterfall

Select your document to write the estimate.

		Type	T1
	150.00	1	
	450.00	1	ROC
	0.00	800	ROC
@ \$40.00/MnHr	0.00	800	ROC
	0.00	700	ROC
am - Yearly	0.00	700	ROC
#1	0.00	700	ROC
#2	0.00	1	ROC
- Stakes ...	0.00	1	

Notes Delete from Route Change Order

Following

Docs: Waterfall

Save Print Cancel Pick Items Job Descriptions Print Control Setup

Document 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



Apple Bakery

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

Create Doc | Edit Doc | **Print Doc** | Tutorial | OFF LINE | Google Map

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

Menu Name: Apple Bakery  
 Letter: 1 | Customer Code: 1015 | Group / Type 1: RES  
 Status: Green  
 Current Balance: 922.14

☒ Apply Service Charge if needed?  
☒ Charge Taxes?

**Print Document**

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

OK | Exit

Bill To | Job Location

Bill to:

Company:

Personal: Mr. Johnny Appleseed | House #:

Street: 100 Grannysmith Lane

CSZ: Monsey | NY | 10952

Phone Numbers:

Home: 745-223-1212 | Cell 2:

Additional No.: 201-835-4755 | Cell 3:

Cell 1:

Routes:

Add to Route | Route Notes | Delete from Route | Change Order

Name: Customers - Snow Plowing

Table:

Price	Type	T1
0.00	1	
0.00	1	ROC
0.00	800	ROC
0.00	800	ROC
0.00	700	ROC
0.00	700	ROC
0.00	700	ROC
0.00	1	ROC
0.00	1	ROC

Select Print Doc  
Choose print style  
and press OK.

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

## ESTIMATE

Mr. Johnny Appleseed  
 100 Grannysmith Lane  
 Monsey NY 10952

Phone 745-223-1212 Date 12/30/2009

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.



**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 or 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 Workers 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 until 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 policies.

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.

The screenshot shows the BILLMASTER II application window. The 'Estimates/More' menu is open, and the 'Expenses' option is highlighted with a red arrow and a yellow box containing the number '1'. The 'Expenses' submenu is also open, showing options like 'Create Expense File', 'Enter Expenses', 'Expense Descriptions', 'Expense Category', 'Copy Transaction File to Expense File', 'Copy Job Descriptions to Expense Descriptions', and 'Print Expense Descriptions'. The main window displays a list of accounts with columns for Name, Phone, Street, and City. The 'Expenses' submenu is open, showing options like 'Create Expense File', 'Enter Expenses', 'Expense Descriptions', 'Expense Category', 'Copy Transaction File to Expense File', 'Copy Job Descriptions to Expense Descriptions', and 'Print Expense Descriptions'. The main window displays a list of accounts with columns for Name, Phone, Street, and City. The 'Expenses' submenu is open, showing options like 'Create Expense File', 'Enter Expenses', 'Expense Descriptions', 'Expense Category', 'Copy Transaction File to Expense File', 'Copy Job Descriptions to Expense Descriptions', and 'Print Expense Descriptions'.

Menu Name	Phone 1	Street	City
255.84 745-348-4888	68 New County Road	Monsey	
227.04 241-485-8025	370 Martom Rd.	Wycoff	
408.84 241-934-0290	778 Sun Valley Rd.	Ramsey	
398.48 241-236-9149	4787 Oak Street	Mahwah	
56.05 241-934-5569	133 Winslow Ter...	glen rock	
0.00 281-327-6132	34 North Bayard...	Mahwah	
5385.23 291-236-3608	99 Kiersted Place	Mahwah	
3231.94 251-818-2716	17 Surrey Lane	Mahwah	
69.57 241-252-2733	101 Tam-O-Shant...	Mahwah	
2606.66 271-512-0013	38 Summer Drive	Mahwah	
244.98 281-818-4865	3 Acorn Ct.	Ramsey	
2889.00	100 Street	Monsey	
131.61 201-825-1078	30 North Bayard...	Mahwah	
126.12 845-357-4643	5 Orchard Circle	Suffern	
125.40 845-368-3357	21 Feller Ct	Suffern	
243.55 845-357-5965	28 Riverside Drive	Suffern	
1068.27 201-818-4658	14 Fieldstone C...	Mahwah	
0.00 201-934-6974	1 Vail Place	Mahwah	
3979.68 201-512-8871	17 Snow Drive	Mahwah	
0.00 201-825-8108	56 Anona Drive	Upper Saddle River	
241.95 201-327-4880	60 Bedford Place	Ramsey	
191255.81			



## Entering Expenses

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

Expense File: 2009 Expenses

Fast Keys Configuration Hide Columns / Filter

Drag a column header here to group by that column

Expense Tracking

Code	Description	Qty	Amount	Balance	Date	Δ	Category	Check No.	Type	PO
3	Deposit	1	10000.00	10000.00	01/01/2009		Deposits	0	3	
10	Rent	1	-1300.00	8700.00	09/17/2009		Rent category	0	1	
11	Copy Paper	1	-44.00	8656.00	11/10/2009		Office Expenses	0	1	
50	Business Meal	1	-28.50	8656.00	11/10/2009		Meals and Ente...	0	900	
10	Rent	1	-1300.00	7356.00	12/07/2009		Rent category	0	1	
50	Business Meal	1	15.40	7356.00	12/14/2009		Meals and En...	0	900	

**Code for Expense**

**Balance is always shown**

**Expense Categories are supplied and can be modified**

**Type determines how is it added  
900 types, do not affect balance, but the expense is tracked.**

7342.90

Record 6 of 6

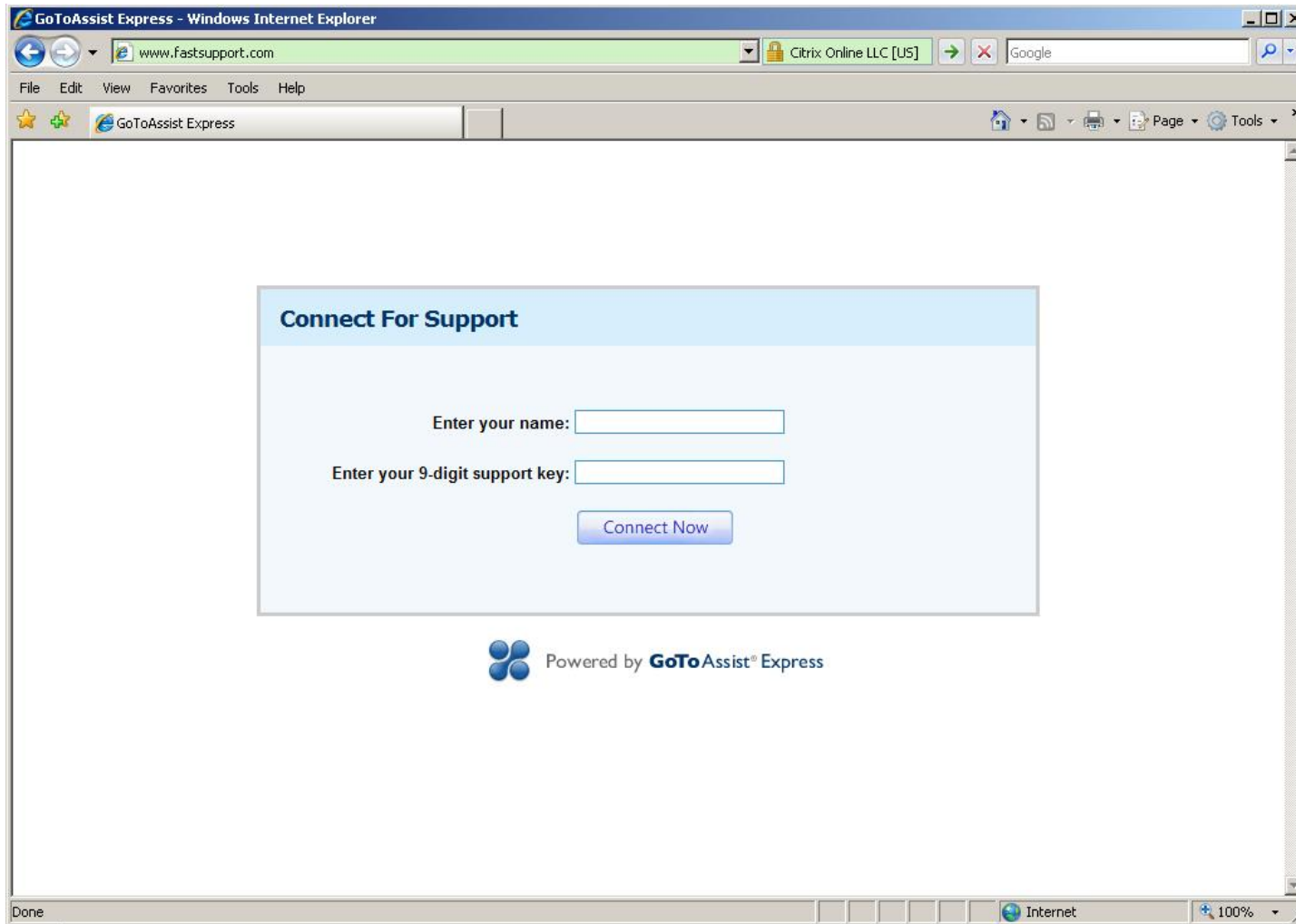
## Support – Help

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](http://www.fastsupport.com)

and be give a 9 digit Support Key



The screenshot shows a Windows Internet Explorer browser window titled "GoToAssist Express - Windows Internet Explorer". The address bar displays "www.fastsupport.com" with a lock icon and "Citrix Online LLC [US]". The search bar contains "Google". The menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows "GoToAssist Express" and various navigation icons. The main content area features a light blue box with the heading "Connect For Support". Inside this box, there are two input fields: "Enter your name:" and "Enter your 9-digit support key:". Below these fields is a blue button labeled "Connect Now". At the bottom of the page, there is a logo consisting of four blue circles and the text "Powered by GoToAssist® Express". The status bar at the bottom shows "Done", "Internet", and "100%".

## 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

The screenshot shows the 'System Configuration' window with the following sections:

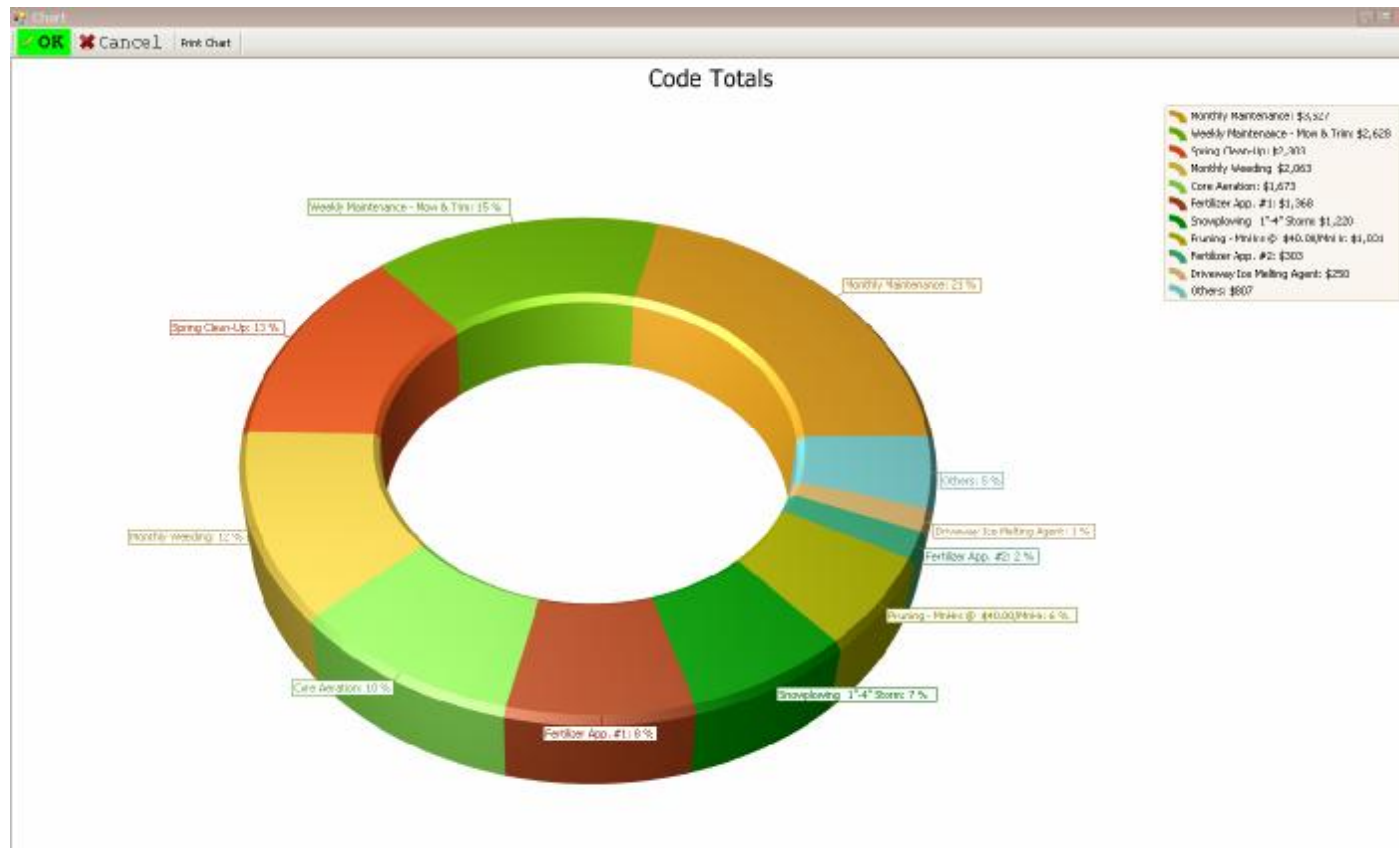
- Backup and Restore**
  - Backup Path: C:/bm/backup/bm\_backup
  - Backup Path 2: c:\bm\backup\billmaster\_backup2 (highlighted with a red arrow and labeled 'Second Backup Location')
  - Daily Backup Time: 9:33 AM
  - Restore Path: C:/bm/backup/Demo\_01\_2009\_10\_18\_09\_33\_00
  - Restore Database: billmaster
- Databas Server Type**
  - Server: MySQL
  - Database: localhost
  - User: billmaster
  - Password: root
  - \*\*\*\*\*
- CD Drive**
  - Select drive letter for CD backups
  - CD Drive: F
- Startup**
  - Default Hard Drive: c:
  - Support Review: NO
  - Monitoring Devices**
  - Caller ID Server PC?: NO

## Charts

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



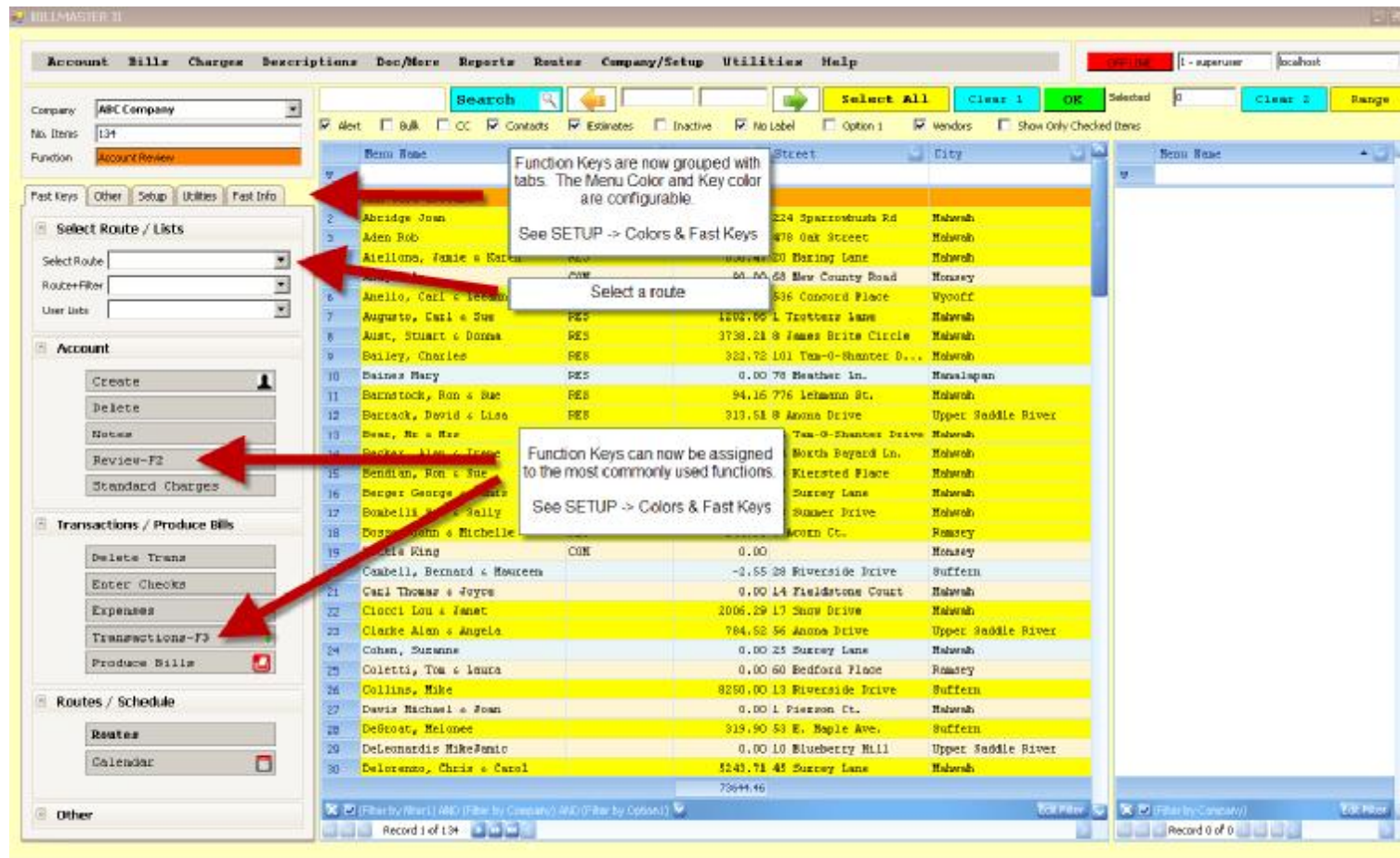




## Main Menu

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

The screenshot displays the BILLMASTER II application window. The top menu bar includes Account, Bills, Charges, Descriptions, Doc/More, Utilities, and Help. The left sidebar contains a list of menu items: Colors & Fast Keys, Company Address, Database / Backup Configuration, General Setup, Grid 1 Setup, Grid 2 Setup, Auto Bal Refresh ON, Sales Tax Setup, Save Grid Layout, and Zip Codes. The main window shows a list of menu items with columns for Menu Name, Group, Balance, Street, and City. A red arrow points to the 'Setup' tab in the top menu bar, with a callout box stating 'Select the SETUP tab to configure BILLMASTER'. Another red arrow points to the 'General Setup' option in the left sidebar, with a callout box stating 'Colors & Fast Keys Allows you to change colors of the menu and main menu function keys.' A third red arrow points to the 'General Setup' option in the left sidebar, with a callout box stating 'General Setup Allow you to change setup information. Now Chart information and Search Limit is configurable'.

Company: ABC Company  
No. Bills: 134  
Function: Account Review

Fast Keys Other Setup Utilities Fast Info

Colors & Fast Keys  
Company Address  
Database / Backup Configuration  
General Setup  
Grid 1 Setup  
Grid 2 Setup  
Auto Bal Refresh ON  
Sales Tax Setup  
Save Grid Layout  
Zip Codes

Select the SETUP tab to configure BILLMASTER

Colors & Fast Keys  
Allows you to change colors of the menu and main menu function keys.

General Setup  
Allow you to change setup information. Now Chart information and Search Limit is configurable

Menu Name	Group	Balance	Street	City
1 AAA Test, acco		0.00		
2 Abridge, Joan		2948.55	224 Sparrowbush Rd	Mahwah
3 Adellona, Jon		1152.79	498 Oak Street	Mahwah
4 Andy Able		838.47	20 Boring Lane	Mahwah
5 Anello, Carl & Leona	RES	90.00	68 New County Road	Monsey
6 Augusto, Carl		11754.43	536 Concord Place	Wycoff
7 Aust, Stuart		3205.06	1 Trotters Lane	Mahwah
8 Bailey, Charl		3738.21	8 James Beitz Circle	Mahwah
9 Balmer Mary		322.72	101 Tan-O-Shanter D...	Mahwah
10 Barnstock, Ro		0.00	78 Heather Ln.	Manalapan
11 Barwick, David & Lisa	RES	94.16	776 Lehmann St.	Mahwah
12 Bear, Mr & Mrs	RES	713.51	8 Anous Drive	Upper Saddle River
13 Becker, Alan & Irene	RES	1864.92	95 Tan-O-Shanter Drive	Mahwah
14 Bendian, Ron & Sue	RES	200.00	34 North Weyard Ln.	Mahwah
15 Berger George & Janis	RES	1811.19	98 Kiscarted Place	Mahwah
16 Bonelli Sam & Sally	RES	85.60	17 Hursey Lane	Mahwah
17 Bosso, John & Michelle	RES	85.60	38 Summer Drive	Mahwah
18 Bottle King	CON	244.98	3 Accord Ct.	Pomsey
19 Campbell, Bernard & Maureen		0.00		Monsey
20 Carl Thomas & Joyce		-2.55	28 Riverside Drive	Saffern
21 Cioeci Lou & Janet		0.00	14 Fieldstone Court	Mahwah
22 Clarke Alan & Angela		2005.29	17 Snow Drive	Mahwah
23 Cohen, Suzanne		784.52	56 Accord Drive	Upper Saddle River
24 Coletti, Tom & Laura		0.00	25 Surrey Lane	Mahwah
25 Collins, Mike		0.00	60 Bedford Place	Pomsey
26 Davis Michael & John		8250.00	13 Riverside Drive	Saffern
27 DeGroot, Helene		0.00	1 Pierson Ct.	Mahwah
28 DeLeonardis Mike/Janic		719.79	53 E. Maple Ave.	Saffern
29 DeLorenzo, Chris & Carol		0.00	10 Blueberry Hill	Upper Saddle River
30		5243.71	45 Hursey Lane	Mahwah
		73544.46		

Record 13 of 134

## Main Menu – Fast Keys

**Fast Keys**

- Menu Name: Bombelli Sam & Sally
- Routes: All Customers
- Customers - Monthly Maintenance
- Fertilizer - Cragmore
- Mowing - Ioy
- Phone Numbers: Home: 271-512-0013
- Standard Charges:
  - 12 :Core Aeration 163.00
  - 13 :Fertilizer Program - 436.00
  - 14 :Fertilizer App. #1 61.00
  - 15 :Fertilizer App. #2 63.00
  - 16 :Fertilizer App. #3 69.00
  - 17 :Fertilizer App. #4 69.00
  - 18 :Fertilizer App. #5 61.00
  - 19 :Fertilizer App. #6 61.00
  - 20 :Lime Application 76.00
  - 22 :Soil Testing 35.00
  - 25 :Labor Hourly @ Man 40.00
  - 26 :Lawn/Landscape Maint 239.00
  - 6 :Weekly Maintenance - 51.00
  - 7 :Monthly Maintenance 282.40
  - 8 :Spring Clean-Up 530.00
  - 9 :Fall Clean-Up 318.00
- Email: NONE

**Fast Info**

Select the Fast Info tab to display information about the account when you move the mouse over the name in the grid listing.

**Fast Info**

The account information can also be displayed as a floating window by pressing this tab.

Menu Name	Group 1	Balance	Street	City	Menu Name
All test accounts	RES				
Abridge Joan	RES			Mahwah	
Aden Rob	RES			Mahwah	
Aielons, Jamie & Karen	RES			Mahwah	
Andy Able	RM	30.00	68 New County...	Mouney	
Anello, Carl & Leann	RES	11754.43	536 Concord Place	Wycoff	
Augusta, Carl & Sue	RES	1202.86	1 Trotters lane	Mahwah	
Aust, Stuart & Donna	RES	9796.21	8 James Brice ...	Mahwah	
Bailey, Charles	RES	322.72	401 Tan-O-Shan...	Mahwah	
Baines Mary	RES	0.00	78 Heather Ln.	Hanaleigan	
Barnstock, Ron & Sue	RES	94.16	776 Lehmann St.	Mahwah	
Barrack, David & Lisa	RES	313.51	8 Anona Drive	Upper Saddle River	
Beck, Mr & Mrs	RES	1864.92	95 Tan-O-Shant...	Mahwah	
Beckert, Alan & Irene	RES	200.00	34 North Bayar...	Mahwah	
Bendish, Ron & Sue	RES	1811.19	00 Kierstad Place	Mahwah	
Berger George & Joels	RES	85.60	17 Burrey Lane	Mahwah	
Bombelli Sam & Sally	RES	85.60	38 Summer Drive	Mahwah	
Bosso, John & Michelle	RES	244.98	3 Acorn Cr.	Ramsey	
Bottle King	RM	0.00		Mouney	
Cambell, Bernard & Maureen	RES	-2.55	28 Riverside P...	Suffern	
Carl Thomas & Joyce	RES	0.00	14 Fieldstone ...	Mahwah	
Ciocci Lou & Janet	RES	3006.29	17 Snow Drive	Mahwah	
Clarke Alan & Angela	RES	784.52	56 Anona Drive	Upper Saddle River	
Cohen, Suzanne	RES	0.00	25 Burrey Lane	Mahwah	
Colletti, Tom & Laura	RES			Ramsey	
Collins, Mike	RES			Suffern	
Davis Michael & Joan	RES			Mahwah	
DeGrant, Delores	RES			Suffern	
DeLeonardis Mike/Fanie	RES			Upper Saddle River	
DeLorenzo, Chris & Carol	RES			Mahwah	
		72644.46			



## 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.

**Expense Settings**

OK Exit

**Link payments to Expense File**

Select the Expense file to link your payment as deposits in the expense file

If you select a expense file, then payments entered, will automatically be entered as deposits in the expense file.

Select Expense File to Link Unlink Expense File

**Fast Key Expense File Default**

Select the Expense file to access directly

If you select a expense button from the main menu Fast Key section

Select Expense File to Link Unlink Expense File

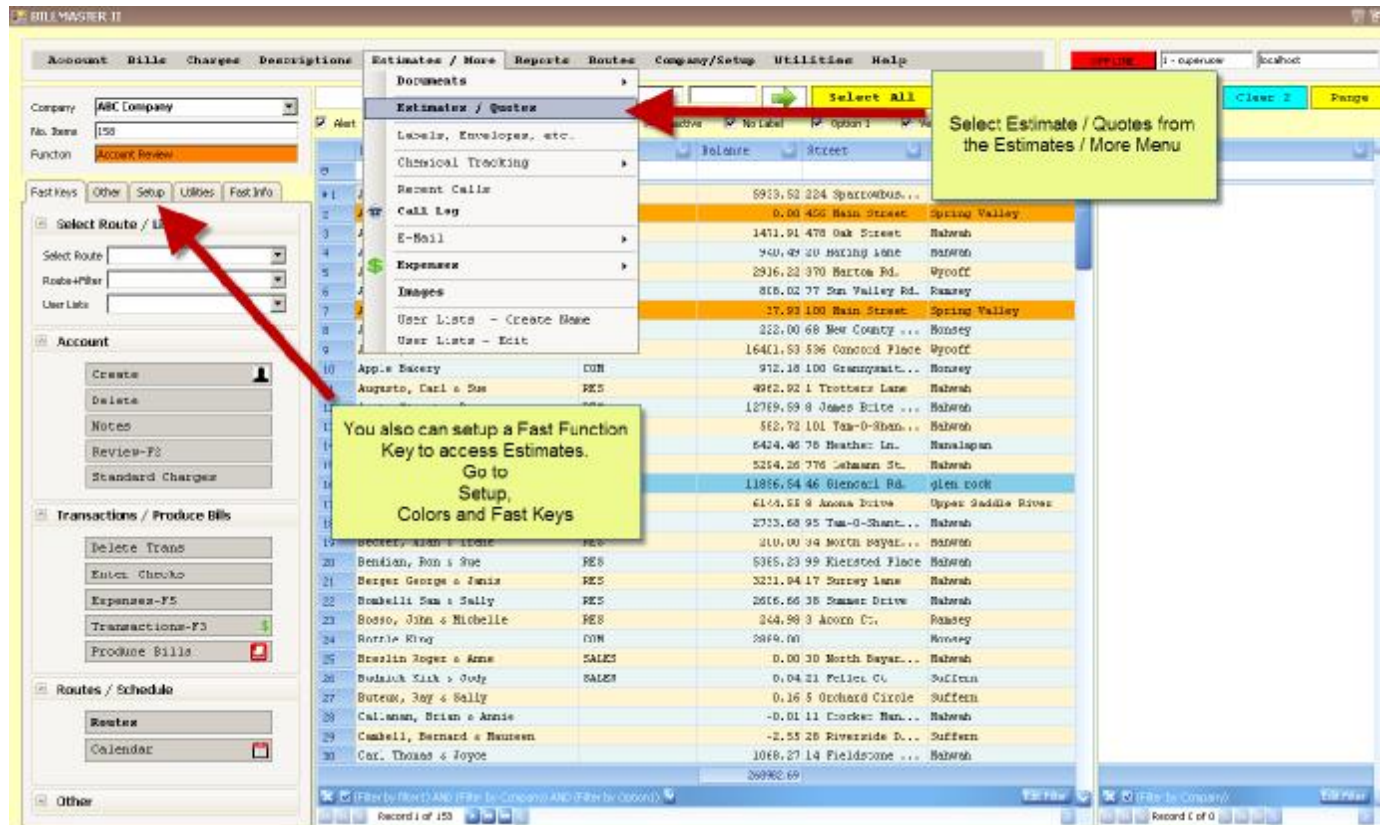
2009 Expenses

Select the Expense File to link to with a Fast Key Button

## 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.

The screenshot shows the 'Estimate Tracker' window. At the top, there are buttons for 'Save', 'Select All Rows', and 'Delete Selected Rows'. Below these are input fields for 'Estimate Name' (10035), 'Customer', 'Created By' (John), and 'Estimate Total'. To the right of these fields are buttons for 'Estimate Configuration', 'Transaction File', 'Print Grid', and 'Estimate Details'. A red arrow points from the 'Estimate Configuration' button to a yellow callout box labeled 'Estimate Configuration'.

Below the input fields is a table with columns: Customer, No., Estimate Name, Labor, Tax, Material, Sub Total, Total, Accepted, Status, Submitted, Follow Up, Notes, and Created By. The table contains four rows of data. A yellow callout box labeled 'Press Add Estimate to create the estimate' points to the 'Add Estimate' button.

At the bottom, there is a yellow configuration panel. It includes sections for 'Default Create Status' (Submitted), 'Default Accepted Status' (Accepted), 'Days to Add to Start For Follow Up' (14), 'Form Subtotal Label' (Sub Total), 'Form Sales Tax Label' (Sales Tax), 'Form Total Label' (Total), and 'Print Bar Code on Estimate' (unchecked). There is also a 'Column Display Selection' section with checkboxes for 'Hide Labor Column', 'Hide Material Column', 'Hide Tax Column', and 'Hide Created By Column'. A yellow callout box labeled 'You can hide unused columns on the estimate tracking screen' points to this section. Another yellow callout box labeled 'Labels used printing' points to the 'Form Subtotal Label' field.





**Estimate - Print**

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

**Style 1**

<b>ABC Company</b> 573 Main Street Mahwah, NJ 07430 (845)111-2222 Fax (845)333-4444																																											
		<b>Estimate</b>																																									
		<table border="1"> <tr> <th>Date</th> <th>QUOTE #</th> </tr> <tr> <td>11/01/09</td> <td>10034</td> </tr> </table>	Date	QUOTE #	11/01/09	10034																																					
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																																									
-----																																											
<table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>QTY</th> <th>PRICE</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Lot Area</td> <td></td> <td></td> <td>154.00</td> </tr> <tr> <td>Weekly Maintenance</td> <td></td> <td></td> <td>56.00</td> </tr> <tr> <td>Residential - East Side</td> <td></td> <td></td> <td>90.00</td> </tr> <tr> <td>Any Description can be entered. No Limit to the length that you can type. And enter price as needed.</td> <td></td> <td></td> <td>950.00</td> </tr> <tr> <td>Piping</td> <td>5.00</td> <td>50.00</td> <td>250.00</td> </tr> <tr> <td colspan="3"><b>Sub Total</b></td> <td><b>1500.00</b></td> </tr> <tr> <td colspan="3"><b>Sales Tax</b></td> <td><b>0.00</b></td> </tr> <tr> <td colspan="3">           Note: This proposal may be withdrawn by us if not accepted within 30 days         </td> <td><b>Total</b></td> </tr> <tr> <td colspan="3"></td> <td><b>5500.00</b></td> </tr> </tbody> </table>				DESCRIPTION	QTY	PRICE	TOTAL	Lot Area			154.00	Weekly Maintenance			56.00	Residential - 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	<b>Sub Total</b>			<b>1500.00</b>	<b>Sales Tax</b>			<b>0.00</b>	Note: This proposal may be withdrawn by us if not accepted within 30 days			<b>Total</b>				<b>5500.00</b>
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Note: This proposal may be withdrawn by us if not accepted within 30 days			<b>Total</b>																																								
			<b>5500.00</b>																																								

## Style 2

<b>ABC Company</b> 645 Main Street Mahwah NJ 07430 (845) 111-2222 Fax (845) 333-4444											
<b>Estimate</b>											
<b>Name / Address</b>  Mr & Mrs. Joe Ramirez 143 Main Road Mahwah NJ 07430	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Date</th> <th style="text-align: center;">OFFER #</th> </tr> <tr> <td style="text-align: center;">11/11/2014</td> <td style="text-align: center;">10014</td> </tr> </table> <b>Job Location</b>  Job Location: Mr & Mrs Joe Ramirez 143 Main Road Mahwah NJ 07430	Date	OFFER #	11/11/2014	10014						
Date	OFFER #										
11/11/2014	10014										
*****											
We hereby submit herewith an estimate for: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Labor</td> <td style="width: 20%; text-align: right;">104.00</td> </tr> <tr> <td>Weekly Maintenance</td> <td style="text-align: right;">54.00</td> </tr> <tr> <td>Residential - Fast 2-4x</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>Any Description can be entered. Be finite to the length that you can type. Set your price as needed.</td> <td style="text-align: right;">900.00</td> </tr> <tr> <td>Piping</td> <td style="text-align: right;">5.00      50.00      250.00</td> </tr> </table>		Labor	104.00	Weekly Maintenance	54.00	Residential - Fast 2-4x	50.00	Any Description can be entered. Be finite to the length that you can type. Set your price as needed.	900.00	Piping	5.00      50.00      250.00
Labor	104.00										
Weekly Maintenance	54.00										
Residential - Fast 2-4x	50.00										
Any Description can be entered. Be finite to the length that you can type. Set your price as needed.	900.00										
Piping	5.00      50.00      250.00										
<b>We Propose</b> hereby to furnish material and labor in accordance with the above description, for the sum of \$ <b>5500.00</b> Payment to be made as follows:											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">         All materials purchased &amp; specified. All work to be completed in a professional manner according to current practices. Any alteration of schedule for any reason shall be the responsibility of the client. All work to be completed only upon written order, and will become an order receipt and cover the details. All payments covering the operation, including on-site material and labor, shall be paid by the client upon completion of the work. All materials and labor are covered by the client's insurance.       </td> <td style="width: 40%; vertical-align: top;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> <b>Authorized Signature</b> _____   <b>Print Name</b> _____  <b>Date</b> _____         </td> <td style="width: 50%; vertical-align: bottom;">           Your responsibility is to be satisfied with the work and to be satisfied with the quality of the work.         </td> </tr> </table> </td> </tr> </table>		All materials purchased & specified. All work to be completed in a professional manner according to current practices. Any alteration of schedule for any reason shall be the responsibility of the client. All work to be completed only upon written order, and will become an order receipt and cover the details. All payments covering the operation, including on-site material and labor, shall be paid by the client upon completion of the work. All materials and labor are covered by the client's insurance.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> <b>Authorized Signature</b> _____   <b>Print Name</b> _____  <b>Date</b> _____         </td> <td style="width: 50%; vertical-align: bottom;">           Your responsibility is to be satisfied with the work and to be satisfied with the quality of the work.         </td> </tr> </table>	<b>Authorized Signature</b> _____  <b>Print Name</b> _____ <b>Date</b> _____	Your responsibility is to be satisfied with the work and to be satisfied with the quality of the work.						
All materials purchased & specified. All work to be completed in a professional manner according to current practices. Any alteration of schedule for any reason shall be the responsibility of the client. All work to be completed only upon written order, and will become an order receipt and cover the details. All payments covering the operation, including on-site material and labor, shall be paid by the client upon completion of the work. All materials and labor are covered by the client's insurance.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> <b>Authorized Signature</b> _____   <b>Print Name</b> _____  <b>Date</b> _____         </td> <td style="width: 50%; vertical-align: bottom;">           Your responsibility is to be satisfied with the work and to be satisfied with the quality of the work.         </td> </tr> </table>	<b>Authorized Signature</b> _____  <b>Print Name</b> _____ <b>Date</b> _____	Your responsibility is to be satisfied with the work and to be satisfied with the quality of the work.								
<b>Authorized Signature</b> _____  <b>Print Name</b> _____ <b>Date</b> _____	Your responsibility is to be satisfied with the work and to be satisfied with the quality of the work.										
<b>Acceptance of Proposal</b>  The above terms, specifications and conditions are fully read and are hereby accepted. You are authorized to the work as specified. Payment will be made within 30 days.  Date of acceptance: _____											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> <b>Signature</b> _____       </td> <td style="width: 50%; text-align: center;"> <b>Signature</b> _____       </td> </tr> </table>		<b>Signature</b> _____	<b>Signature</b> _____								
<b>Signature</b> _____	<b>Signature</b> _____										

## 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.

The screenshot shows the 'Estimate Tracker' window. At the top, there are buttons for 'Save', 'Select All Rows', and 'Delete selected Rows'. Below these are input fields for 'Estimate Name' (10035), 'Customer', 'Created By' (John), and 'Estimate Total'. To the right are buttons for 'Select Customer', 'Add Estimate', 'Print Estimate', and 'Copy to Transaction File'. A yellow callout box with the text 'Select Copy to Transaction file when estimate is accepted.' has a red arrow pointing to the 'Copy to Transaction File' button. Another red arrow points to the 'Submitted' checkbox in the table row for 'Coco Lou & Janet'.

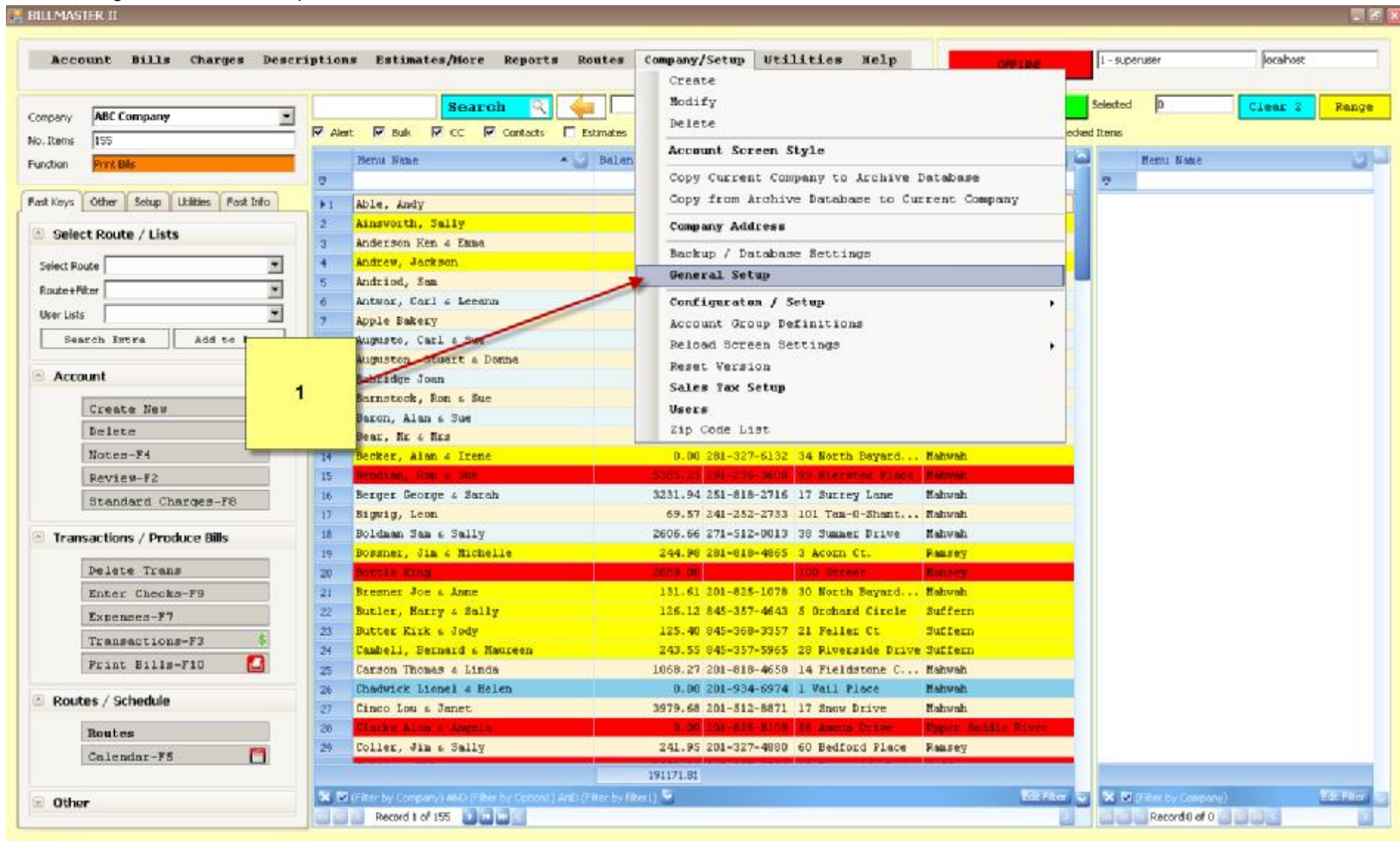
	Customer	No.	Estimate Name	Labor	Tax	Material	Sub Total		Submitted	Follow Up	Notes	Created By	
1	Coco Lou & Janet	10031	10031	12000.00		11000.00	30900.00	<input type="checkbox"/>	Creating	10/23/2009	11/14/2009	Large Renovation	Joe
2	Walsh John & Suzanne	10032	10032				1200.00	<input type="checkbox"/>	Submitted	11/11/2009	11/16/2009		Joe
3	Amesbury, Sally	10033	10033				4900.00	<input type="checkbox"/>	Submitted	11/11/2009	11/15/2009		John
4	Ramirez Ken & Paula	10034	10034				1500.00	<input type="checkbox"/>	Submitted	11/11/2009	11/15/2009		John

## 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 Delinquent 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.

**General Settings**

OK Exit System Key and Color Settings General PW Admin 01 PW Expense PW Reports PW

**Grid Filters and Options**

☒ Round up Sales Tax ☒ Show Only Accounts Found from Search Box

☐ Multiple Users (running on Network) ☒ Include Customer No. in Search

☐ Disable Auto Size Grid Columns ☒ Auto Refresh Balance

Search Found Limit  ☒ Display Account with Alert Setting as BOLD

☒ Check for duplicate on Range Selection ☐ Display Account Info Popup on Start up

☒ Internet Connection Active ☐ Start Internet Browser on Startup

**Select Items to display in the Quick Account Details**

☒ A - Menu Name ☒ F - Job Location 1

☐ B - Balance ☒ G - Job Location 2

☒ C - Routes ☒ H - Standard Charges

☒ D - Phone Numbers ☐ I - Site Info

☒ E - Bill To Address ☒ J - Email

☐ K - Last Charge & Pymt

**Grid 1 Select items to display in Grid 1 - Per Company**

☒ A - Highlight accounts with No Routes in Orange **Note:**

☒ B - Highlight accounts with Status Yellow **These settings are Per Company**

☒ C - Highlight accounts with Status Red

☒ D - Highlight accounts that are Inactive in Blue

☐ E - Unline Accounts that have individual proposals / estimates

F - Custom Display Style

**Grid 2 Configuration**

☒ A - Grid Active - Accepts Entries

**Cheat Sheet Notes (Shown on Fast Info Tab)**

!= one  
\$= Two  
\$more stuff

**Grid Account Payment Status**

Enter non Zero Amount that if greater than will be true, for payment status.

	30 days Open	60 days Open	90 days Open	120 days Open
Yellow - Late Payer	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>
Red - Delinquent	<input type="text" value="500"/>	<input type="text" value="500"/>	<input type="text" value="500"/>	<input type="text" value="500"/>

**Report Settings**

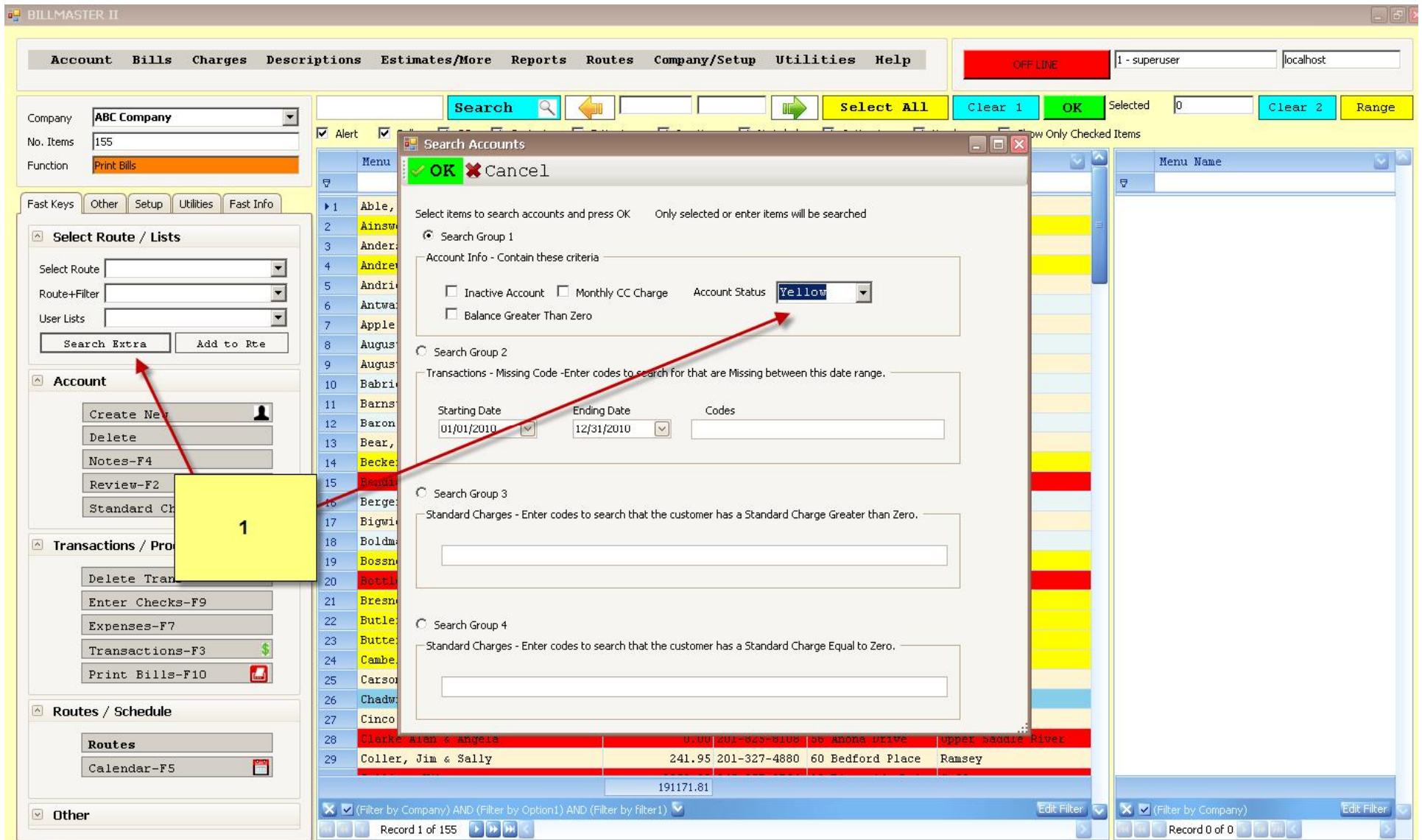
☐ A - Disable Route Name on Balance / Aging Report

☒ B - Ask to show Charts when

C - Bar Chart Style

D - Pie Chart Style

Once the Yellow and Red settings for you accounts are done, then you can print collection letters easily for 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.

**BILLMASTER II**

Account Bills Charges Descriptions **Estimates/More** Reports Routes Company/Setup Utilities Help

OFF LINE | 1 - superuser | localhost

Company: ABC Company No. Items: 155 Function: Print Bills

Fast Keys: Other Setup Utilities Fast Info

**Select Route / Lists**

Select Route: Route+Filter: User Lists: Search Extra Add to Rte

**Account**

Create New Delete Notes-F4 Review-F2 Standard Charges-F8

**Transactions / Produce Bills**

Delete Trans Enter Checks-F9 Expenses-F7 Transactions-F3 Print Bills-F10

**Routes / Schedule**

Routes Calendar-F5

**Other**

**Documents**

Form Letters **Collection Letters** Pre Pay Letters

**Estimates / Quotes**

Labels, Envelopes, etc. Chemical Tracking WDI Forms Recent Calls Call Log E-Mail Expenses Images User Lists - Create Name User Lists - Edit Special Schedule Calendar View Vehicle Maintenance Web / Google Maps

Phone 1 Street City

171.84 745-348-4888 68 New County Road Monsey

227.0 241-485-8025 370 Marton Rd. Wycoff

408.84 241-934-0290 778 Sun Valley Rd. Ramsey

398.0 241-236-913 4787 Oak Street Mahwah

56.05 241-934-5569 133 Winslow Ter.. Mahwah

27.93 234-891-0229 536 Concord Place Mahwah

88.89 745-223-1212 100 Grammysmith.. Mahwah

-449.66 276-529-5653 1 Trotters Lane Mahwah

9.86 241-327-4624 8 James Brite C... Mahwah

0.01 271-825-4035 224 Sparrowbush Rd Mahwah

2712.45 267-848-0478 776 Lehmann St. Mahwah

0.19 281-962-2736 46 Glencarl Rd. glen rock

49.68 221-529-5196 95 Tam-O-Shante... Mahwah

0.0 281-327-6133 34 North Bayard... Mahwah

5385.23 291-236-3608 99 Kiersted Place Mahwah

3231.94 251-818-2716 17 Surrey Lane Mahwah

69.57 241-252-2733 101 Tam-O-Shant... Mahwah

2606.66 271-512-0013 38 Summer Drive Mahwah

244.0 281-818-4888 3 Acorn Ct. Ramsey

2889.00 201-825-1076 100 Street Monsey

131.0 201-825-1076 30 North Bayard... Mahwah

126.0 845-357-464 5 Orchard Circle Suffern

125.0 845-368-3335 21 Feller Ct Suffern

243.0 845-357-5966 28 Riverside Drive Suffern

1068.27 201-818-4658 14 Fieldstone C... Mahwah

0.00 201-934-6974 1 Vail Place Mahwah

3979.68 201-512-8871 17 Snow Drive Mahwah

0.00 201-825-8108 56 Anona Drive Upper Saddle River

241.95 201-327-4880 60 Bedford Place Ramsey

191171.81

(Filter by Company) AND (Filter by Option1) AND (Filter by filter1) Edit Filter

Record 2 of 155

Menu Name

1 Ainsworth, Sally

2 Andrew, Jackson

3 Becker, Alan & Irene

4 Bossner, Jim & Michelle

5 Bresner Joe & Anne

6 Butler, Harry & Sally

7 Butter Kirk & Jody

8 Campbell, Bernard & Maureen

9 Crow, Brian & Annie

10 DeGroat, Melonee

11 Erlbaum, Larry & Sylvia

12 Happy Hank

13 Karl Ken & Stephanie

14 Latargia Mr & Mrs

15 Matza Howard & Alisse

16 Meola, Paul

17 Negron Nelsons & Carmine

18 Penque, Scott & Susan

19 Quinn, Tom & Cindy

20 Trivisonno, Lucile

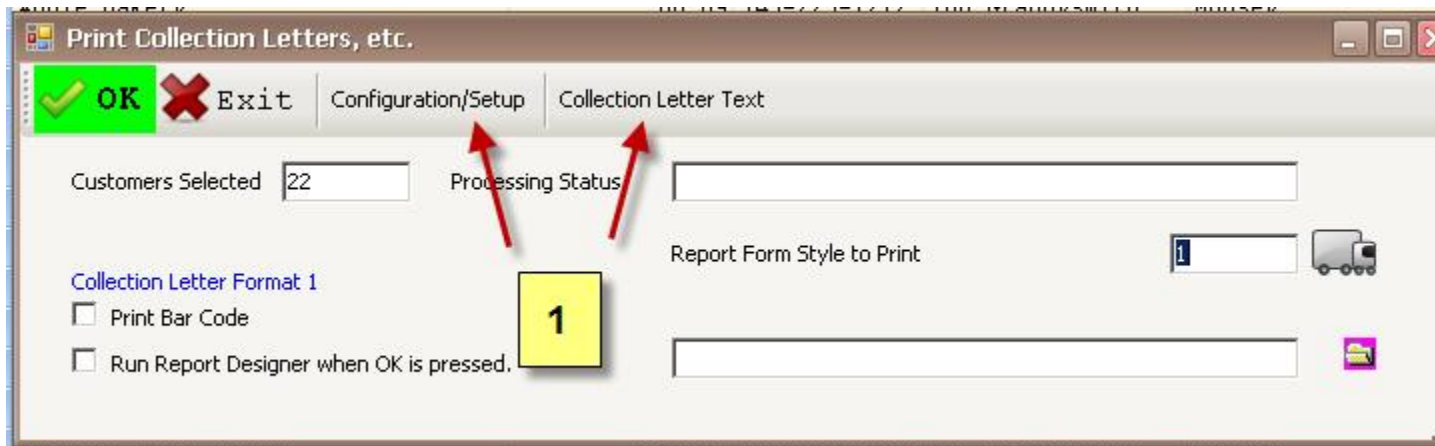
21 Wilkisson, John & Beth

22 Williams Brads & Madeline

(Filter by Company) Edit Filter

Record 1 of 22

You can configure the salutation 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.

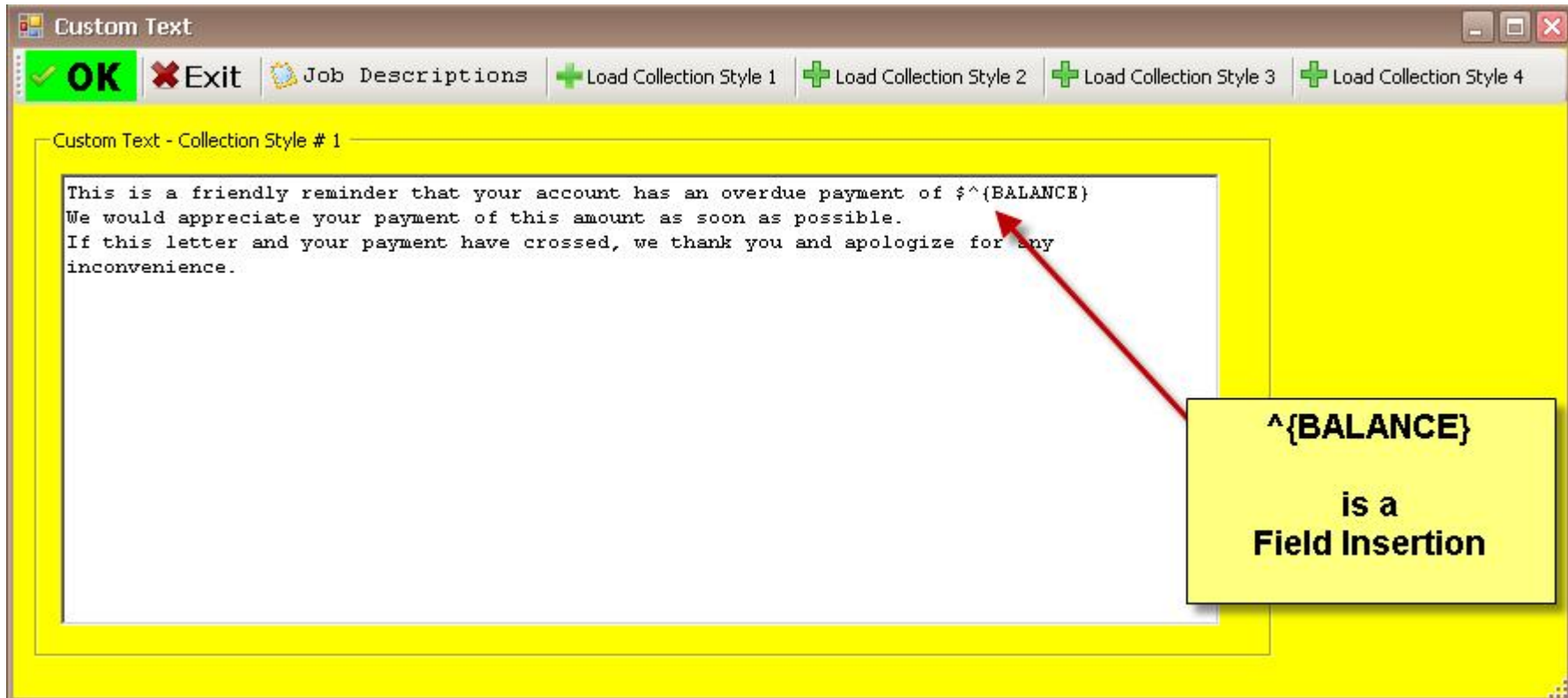
If you want to discuss your account, please call us Monday through Friday, 8a.m. to 5 p.m. You can also reach us by email.

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 insertion fields that can be used in any letter or document.

<u>Field Insertion Format</u>	<u>Output</u>
^{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}	Customer 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 Description 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.

The screenshot displays the BILLMASTER II software interface. The main menu bar includes: Account, Bills, Charges, Descriptions, Estimates/More, Reports, Routes, Company/Setup, Utilities, and Help. The 'Company/Setup' menu is open, showing options: Create, Modify, Delete, Account Screen Style, Company Address, Backup / Database Settings, General Setup, Configuration / Setup, Account Group Definitions, Reload Screen Settings, Reset Version, Sales Tax Setup, Users, and Zip Code List. The 'Configuration / Setup' sub-menu is also open, showing: Account, Billing, Expense, General Setup, Label Printing Setup, Routes / Scheduling / Calendar, Sales Tax Setup, Tax Order, Transaction Settings, and Print Control - Custom Fields. A red arrow points from the 'Print Control - Custom Fields' option to the 'Print Control - Custom Fields' option in the 'Configuration / Setup' sub-menu.

The main window shows a list of accounts with columns: Menu Name, Balance, and Address. The list includes accounts such as Able, Andy; Ainsworth, Sally; Anderson Ken & Sue; Andrew, Jackson; Andriod, Sam; Antwar, Carl & Sue; Apple Bakery; Augusto, Carl & Sue; Auguston, Stuart & Donna; Babridge Joan; Barnstock, Ron & Sue; Baron, Alan & Sue; Bear, Mr & Mrs; Becker, Alan & Irene; Bendian, Ron & Sue; Berger George & Sarah; Bigwig, Leon; Boldman Sam & Sally; Bossner, Jim & Michelle; Bottle King; Bresner Joe & Anne; Butler, Harry & Sally; Butter Kirk & Jody; Cambell, Bernard & Maureen; Carson Thomas & Linda; Chadwick Lionel & Helen; Cinco Lou & Janet; Clarke Alan & Angela; Collier, Jim & Sally; and Collier, Jim & Sally. The total balance is 191171.81.

The left sidebar contains various navigation options: Select Route / Lists, Account, Transactions / Produce Bills, Routes / Schedule, and Other. The bottom status bar shows: Record 1 of 155.



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.

**Document Print Control**

OK Cancel

Drag a column

**Create Customer Field Insertion Field.**  
**Example:**  
**MONCOST**

**List the Codes that you want to total and divide by.**

**List what you want to do, this this case divide.**

**The output will show the price**

Name	Code Type
PRICE	PRICE
WITHTAX	WITHTAX
TAXONLY	TAXONLY
DATE	DATE
COMPNAME	COMPNAME
PERNAME	PERNAME
STREET	STREET
CSZ	CSZ
JOBLOC	JOBLOC
BILLTO	BILLTO
TOTAL	ADD
MONCOST	DIVIDE_BY_10
TOTFERT	ADD
TOTTAX	ADD
	PRICE
	PRICE
	PRICE
	TAXONLY

(Company ID) Edit Filter

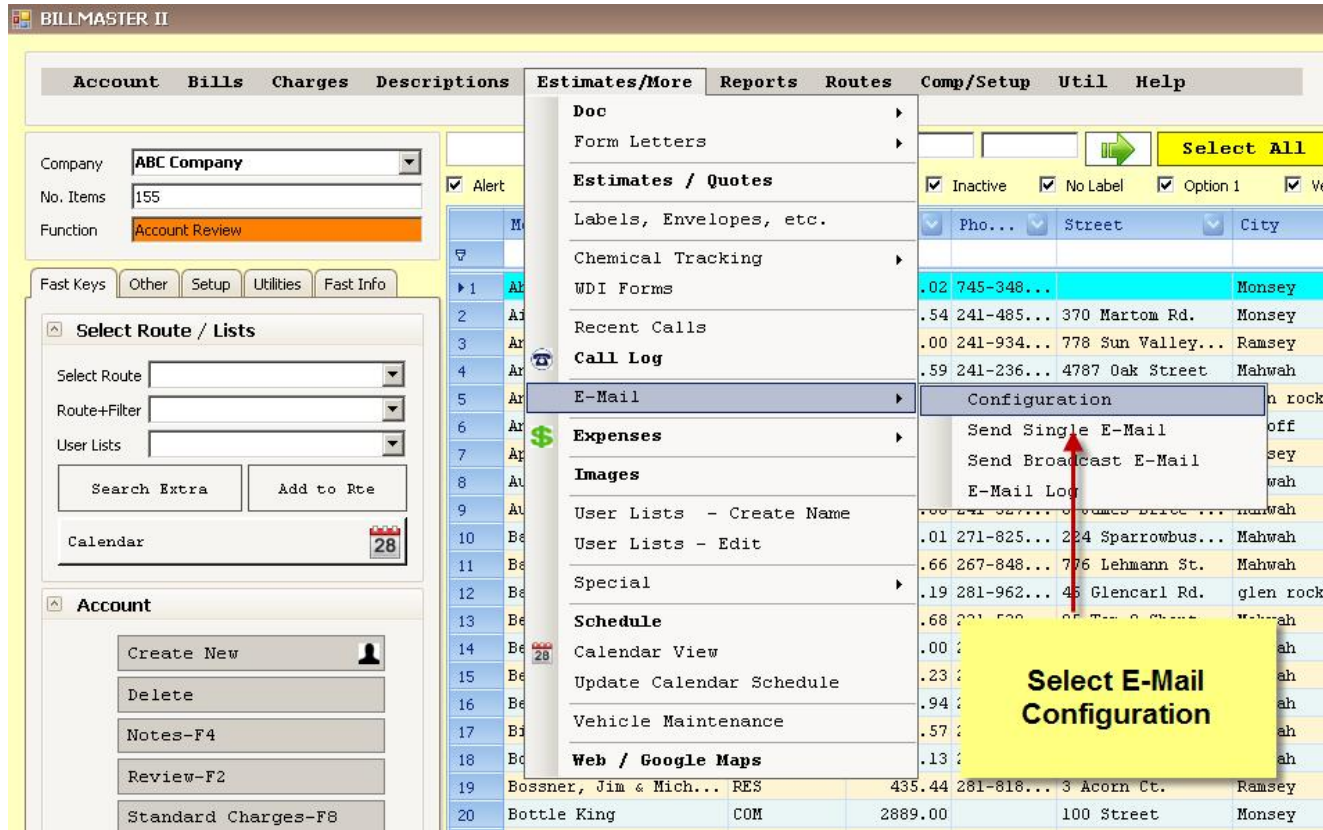
Record 10 of 20

## E-Mail

### 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](mailto: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.

**E-Mail Configuration**

OK Exit

**Settings for All Companies**

☒ A - email is Active ☐ B - Send emails High Priority ☒ C - Send E-Bills ☒ D - Send E-Estimates

**General Message / Email Settings Per Company**

☐ A - Send to BCC (Blind Carbon Copy) for all e-mails

☒ B - Append Signature to all e-mails

D - BCC email Address: support@billmasternow.com

E - Signature: Customized Business Software, LLC  
BILLMASTER  
233 Rock Road, #324  
Glen Rock, NJ 07452  
OFFICE : 201-620-8566

F - Subject: ^{BALANCE} BILL FOR ^{MONTHLONG} Customer:

G - Message: ^{CONTACTNAME}

H - Attachments:

**E-Mail System Settings**

A - From email address: cbsbillmaster@gmail.com

B - Password: \*\*\*\*\*

C - SMTP Client: smtp.gmail.com  
eg. smtp.gmail.com

**Common Insert Field Examples**

Bill to: Mr. Smith for October 2009

Bill to: ^{CUSTNAME} for ^{MONTHLONG} ^{YEAR}

**Billing**

1 - Subject: Bill to: ^{CUSTNAME} for ^{MONTHLONG} ^{YEAR}

3 - Message: ^{CUSTNAME},  
Please pay from the attached invoice.  
Thank your for your business.

**Documents / Estimates / Proposals**

^{CUSTNAME} estimate subject

^{CUSTNAME}

Attached is a proposal.

We look forward to hearing from you.

**Check email is active, and to send bills and proposals**

**Enter your gmail address, password**

## Email Configuration for Account

**Able, Andy**

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

1 of 1

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

Menu Name: 
☒ Apply Service Charge if needed?
 ☐ Inactive Account
 ☐ Alert

Letter:  Customer Code:  Group / Type 1: 
☒ Charge Taxes?
 ☒ Send Paper
 ☐ Contact

Status:  Group / Type 2:  Tax Defaults: 
☒ Send e-Bill
 ☐ Vendor

Current Balance: 
☐ Option 1
 ☐ Estimate

☐ No Label/Mailer
 ☐ Bulk

**Check Send E-Bill**

Standard Charges

Code	Description
6	Weekly Maint...

**Able, Andy**

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

1 of 1

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

Contact Name:  Referred By:

Name on CC:

Card Type:

Credit Card No:  SC

**Enter e-mail address of customer**

e-mail address 1:  ☒ Verified

e-mail address 2:  ☐ Verified



## Email Configuration for Billing

**Produce Bills**

OK Exit Billing Settings Service Charge Settings Bill Print Settings **Watermark Settings**

Customers Selected: 1 Processing Status: Watermark Settings

**Billing Dates**

A - Start of Billing Period: 01/1/2010

B - End of Billing Period: 03/31/2010

C - Date Appearing on Bill: 03/26/2010

D - Due Date: 03/26/2010

E - Print bills with a balance due of \$ X.XX or more: -9999.00

Press Truck to Pick Style

8.5 x 11.0 - Job Loc on Bottom, 4" bottom tear off

F - Invoice Form No. to Print: 4

G - Next Invoice Number to Print: 10270

Custom Print Style will print if filled in below.

☐ Run Report Designer when OK is pressed.

☒ H - Use Job Location if address is different. No will always print advertisement.

☒ I - Print as statement? No will always print without PAYMENTS and PREVIOUS BALANCE ☐ Print Previous Balance if printing a Invoice

☐ J - Apply Service Charge if necessary (see Service Charge Settings)

K - Company Address to Use: 0 0 = default Address, 1 = 2nd Company Address, etc.

L - Advertisement Text: \*\*\* Ask about our Pre Pay Discounts \*\*\*

☐ Overwrite default message

Print for Codes:

N - Print only these codes:

OR

O - Print all codes EXCEPT these codes:

M - Print only this invoice number:

☐ P - Print all unpaid transactions ☐ O - Print from last payment

**Select Watermark Settings**

Watermark Settings

Save Exit Restore Default Settings

Preview Sample

Preview Sample  
Sample Te

Text Color  
BLACK

Select Color

- NAVY
- BLUE
- DODGER BLUE
- CYAN
- SKY BLUE
- DARK ORANGE
- ORANGE
- DARK GREEN
- GREEN
- LIME
- GOLD
- KHAKI

Font Style and Size

Arial Size 28

Regular Bold Italic

Text Transparency 0=Dark 255=Transparent 150

Watermark Text - Sample Display

Regular Text Sample Text

Past Due Text - Warning Sample Text

Past Due Text - Delquent Sample Text

Regular Text

EMAIL Text

Sent via Email

Warning Text

Delquent Text

Enter text for watermark to identify if bill was send via email

## Bill output

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

03/26/10

Andy Able  
 Monsey NY 10952

Inv No.	Billing Period		DUE DATE
10258	3/1/2010	03/31/2010	03/26/2010
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
<b>TOTAL AMOUNT DUE</b>			<b>413.02</b>



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

Email Message

OK Cancel

Enter Subject and Message to be send to customers with their Bill

Sample Subject Line:  
Bill to: ^{CUSTNAME} for ^{MONTHLONG} ^{YEAR}

Subject

Bill to: ^{CUSTNAME} for ^{MONTHLONG} ^{YEAR}

Message

^{CUSTNAME},  
Please pay from the attached invoice.  
Thank your for your business.  
Customized Business Software, LLC  
BILLMASTER  
233 Rock Road, #324

Alter EMail Message if needed



Review / Modify and Press OK to Send emails

OK Cancel Select All Rows Delete Selected Rows

Drag a column header here to group by that column

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:/bml/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:/bml/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:/bml/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:/bml/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:/bml/email/Mr. Johnny Appleseed_2010_03_26.bill.pdf
Bill Listing	03/26/2010	Bill Listing_2010_03_26_Time_07_51_31	Bill Listing_2010_03_26_Time_07_51_31			support@billmasternow.com	c:/bml/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.**

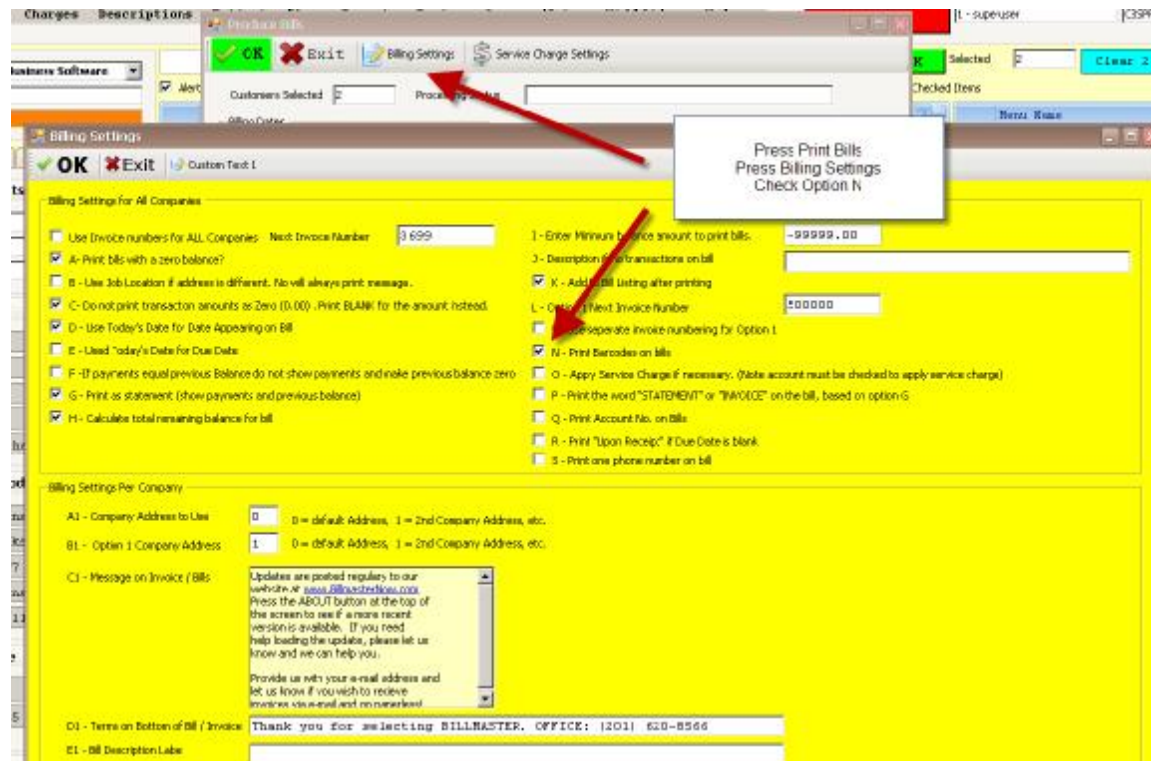
## Bar Code Scanner Setup



233 Rock Road, #324  
Glen Rock, NJ 07452  
(201) 620-8566 Fax (201) 301-7306  
[www.billmaster.info](http://www.billmaster.info)

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.



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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