*A User's guide to this great DataBase...*

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## 1. What is EuroPay?

EuroPay allows you to keep track of your daily, weekly and monthly payments with great ease of use, in the new Euro currency.
With 1 push on the button you can print a report of all your due payments, with supplier, description, ammount, etc. and the bankaccount number of the supplier to make it easy to fill in your bank transfers or help you with On-Line banking to save you time and money.

Print reports by supplier or a monthly overview, all properly sorted by date. This way you can see after a few months or years wich months are the most cost-extensive and have an overview of where all your precious money was spend on.

View reports on-screen, all displayed with colorfull graphs.

Ammounts are given in the Euro Currency.

Give your payments a priority, wich shows the most urgent payments, in order to pay them first.

In general, make it easy for yourself to take care of those annoying payments and get a better view of where your precious money was spend on...

## 2. How does EuroPay work?

### *General*

There are a few buttons wich you encounter across the whole program:

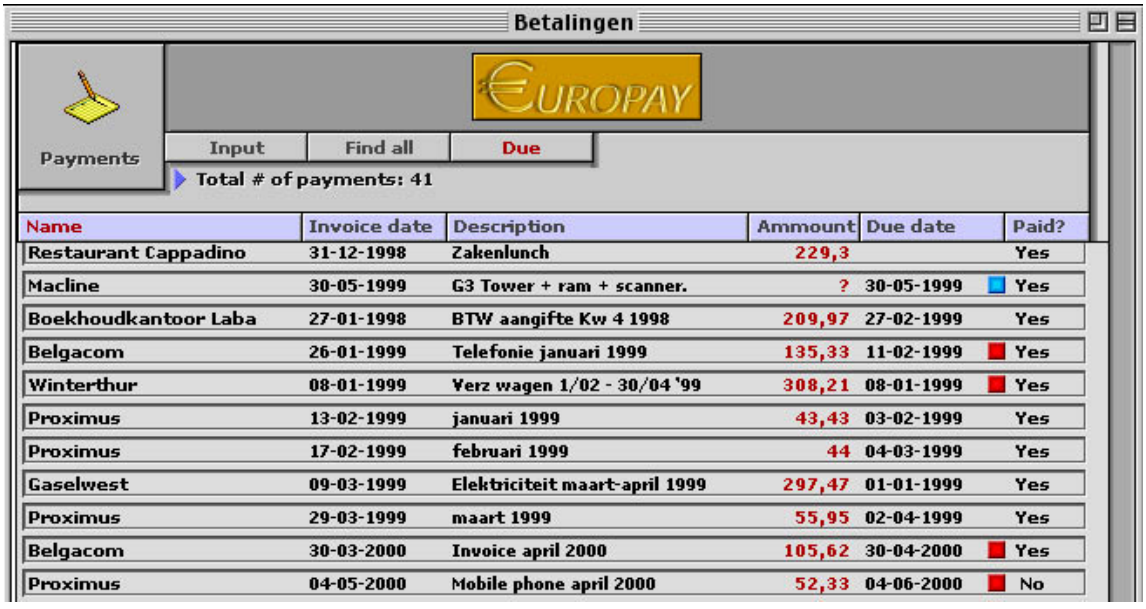
* Main Menu allways brings you back to the main screen.

* New creates a new record, depending on the file you are working in.
This can be to insert a new supplier or to create a new payment.

* Find takes you to "find modus". Fill in the fields on wich to perform a find and press the Find-Button once again. To perform an extra find-criteria, press the Extra-Button.
For example. in payments => Find => Enter "Belgacom" in the name field, press extra and enter "Proximus" in the name field, press Find, you should now see all your payments to the suppliers Belgacom AND Proximus.

* List returns a list of all current found records. The button "Find All" returns all your records.

By pressing a record in list view, EuroPay will take you to the detailed form view of this record.
The Label-Buttons in List View sort the data according to the label. (The red text shows on wich criteria the records are currently sorted)



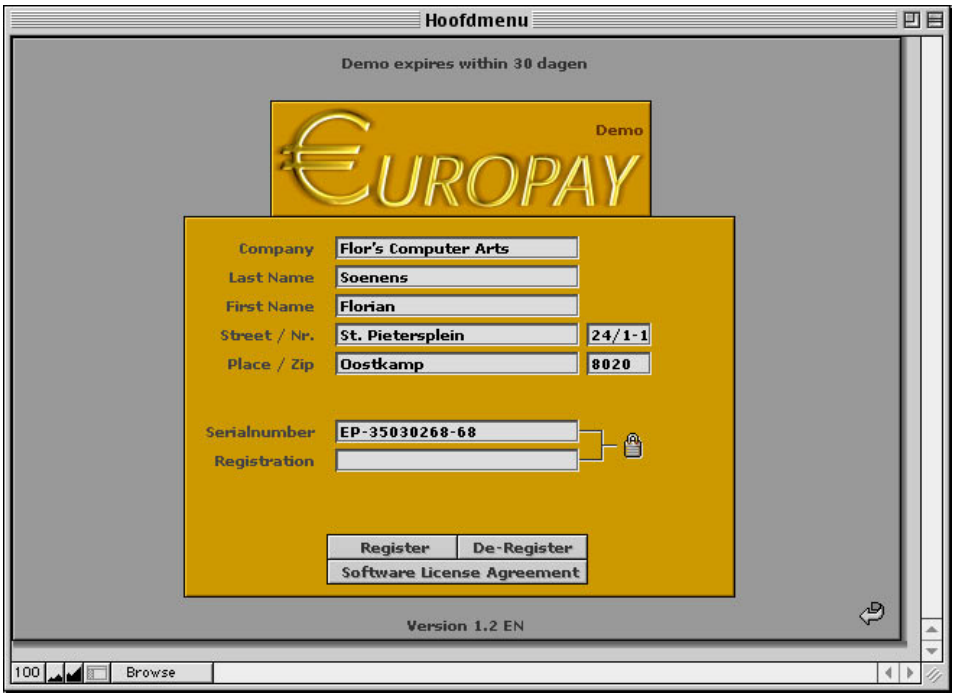

| Name | Invoice date | Description | Ammount | Due date | Paid? |
|---|---|---|---|---|---|
| Restaurant Cappadino | 31-12-1998 | Zakenlunch | 229,3 | | Yes |
| Macline | 30-05-1999 | G3 Tower + ram + scanner. | ? | 30-05-1999 | Yes |
| Boekhoudkantoor Laba | 27-01-1998 | BTW aangifte Kw 4 1998 | 209,97 | 27-02-1999 | Yes |
| Belgacom | 26-01-1999 | Telefonie januari 1999 | 135,33 | 11-02-1999 | Yes |
| Winterthur | 08-01-1999 | Verz wagen 1/02 - 30/04 '99 | 308,21 | 08-01-1999 | Yes |
| Proximus | 13-02-1999 | januari 1999 | 43,43 | 03-02-1999 | Yes |
| Proximus | 17-02-1999 | februari 1999 | 44 | 04-03-1999 | Yes |
| Gaselwest | 09-03-1999 | Elektriciteit maart-april 1999 | 297,47 | 01-01-1999 | Yes |
| Proximus | 29-03-1999 | maart 1999 | 55,95 | 02-04-1999 | Yes |
| Belgacom | 30-03-2000 | Invoice april 2000 | 105,62 | 30-04-2000 | Yes |
| Proximus | 04-05-2000 | Mobile phone april 2000 | 52,33 | 04-06-2000 | No |

* Delete shows a dialog to ask if you are sure to delete the current record. Press Delete to remove the record, this action can not be undone!

* Info In the Main Menu, you see this icon. Pressing it will take you to the about box. From there you can go directly to our website to see if there are any updates of EuroPay available.

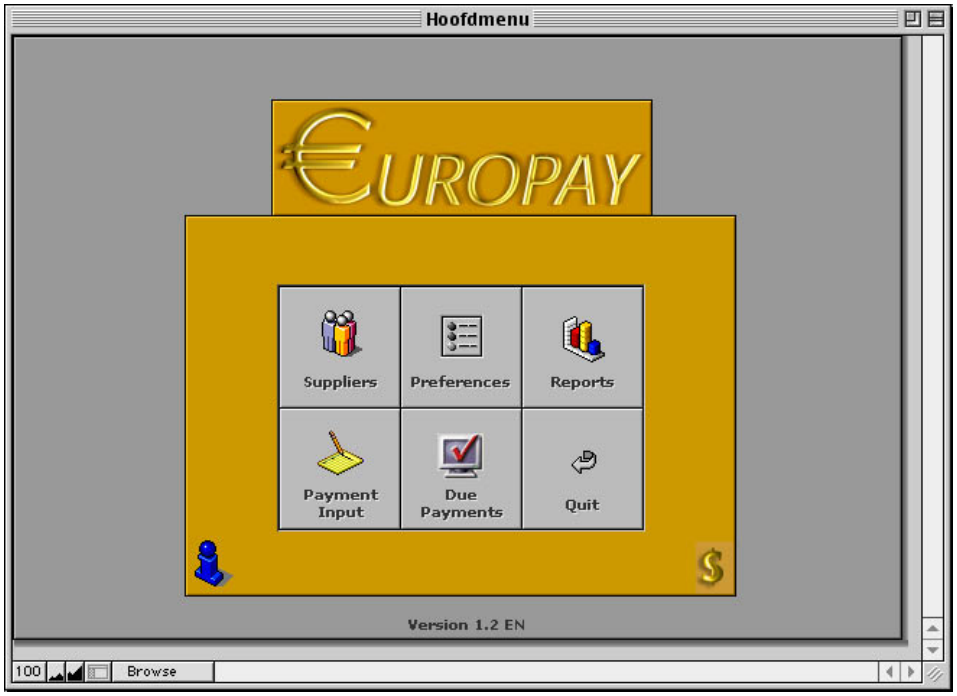
To quit EuroPay, from the Main Menu press this icon.

To enter your registration number, press this icon. This will take you to the screen you see bellow. Fill in the fields as you recieved them from as soon as we recieved your payment.



## *Usage*

When you start the program, you are taken to this screen.




EuroPay has 5 chapters:

## 1. Suppliers

The purpose of the suppliers database is to insert the most used suppliers. Name, address, phone number and other info can be added, this enables you to quickly make a phonecall about an invoice or other question.

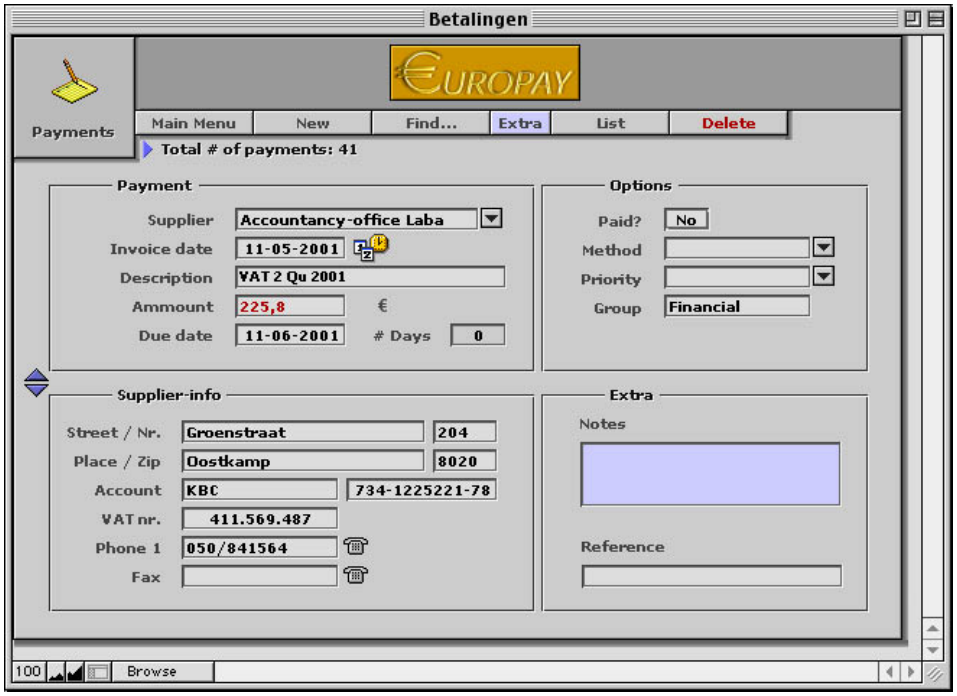
## 2. Preferences

The preferences contain all kinds of information to personalize your copie of EuroPay.
Stuff like the name of your company, personal information, different priority-categories, payment methods, bankaccounts, etc...

If you are working in demo-mode, a button appears wich states "Clear Demo Records". This button removes all records in EuroPay that are related to the demo. From this moment on, you can use EuroPay to enter your own records.

## 3. Input payments

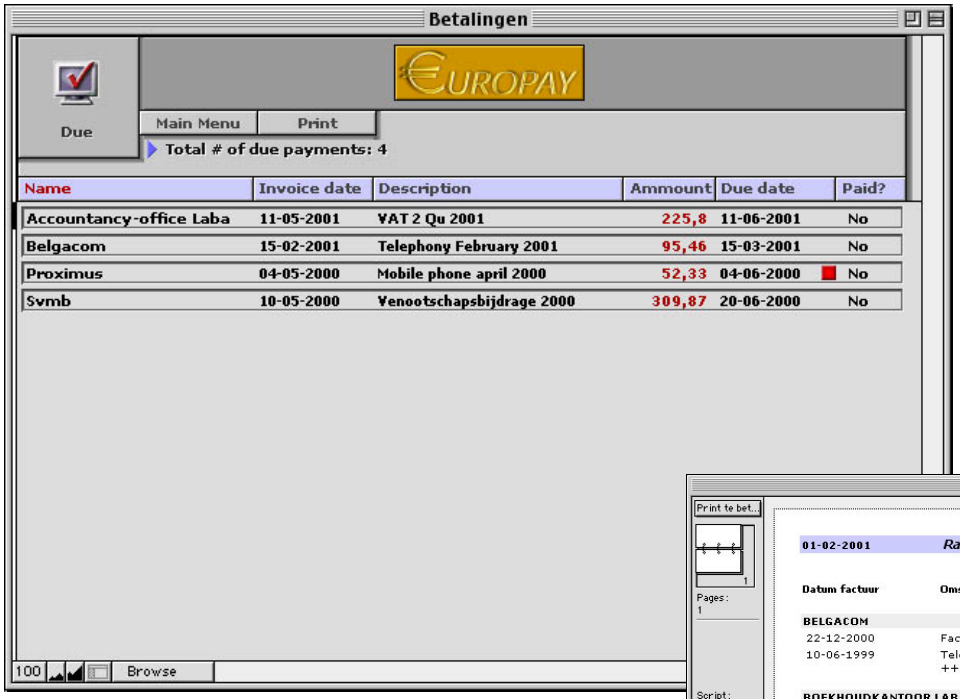
This is the input screen to create a new payment.
Start by selecting the supllier and further fill in other info. (Invoicenumber, ammount, due date, etc...)
The more info you enter, the more accurate your reports will be.
The field "Paid?" states "No" automaticaly. When you have payed your invoice, change it to "Yes". Only then, you will be able to select a payment method. Also enter a priority if you wish.
How does this priority work? When you have an unpaid invoice with a date of 20-05-2001 and the due date is 20-06-2001, then the total days expired on date of 05-07-2001 will be 15. When you linked a priority of let's say 7 days, then the total days expired will be colored red because you are more then 7 days late to pay the invoice...

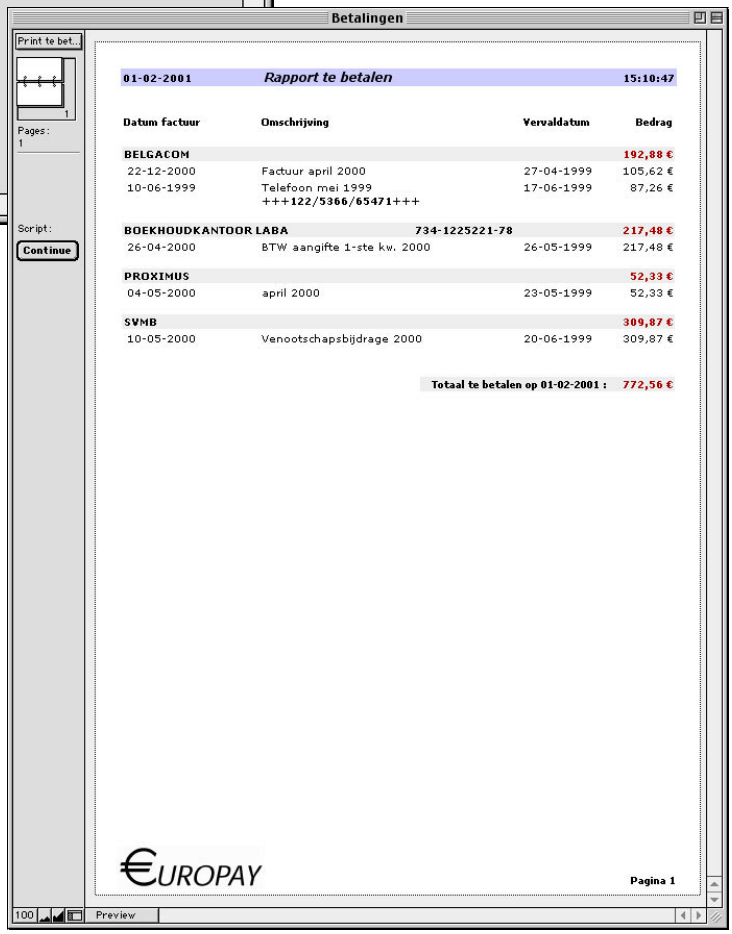



When you need to enter a reference on your bank transfer, fill in he field "Reference".

## 4. Due Payments

This is the most important button.
With 1 push on the button you get a list of all due payments, with ammount, due date, accountnumber, etc... This list can then be printed to make it realy easy to fill in your bank transfers or to speed up your on-line banking.

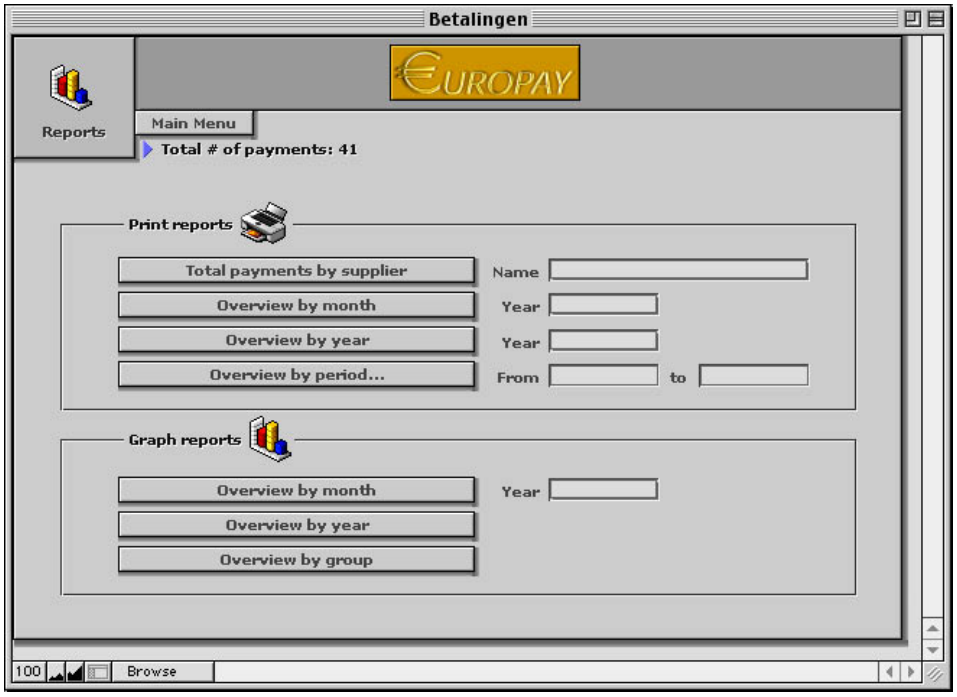



Press Print to print the list of payments.

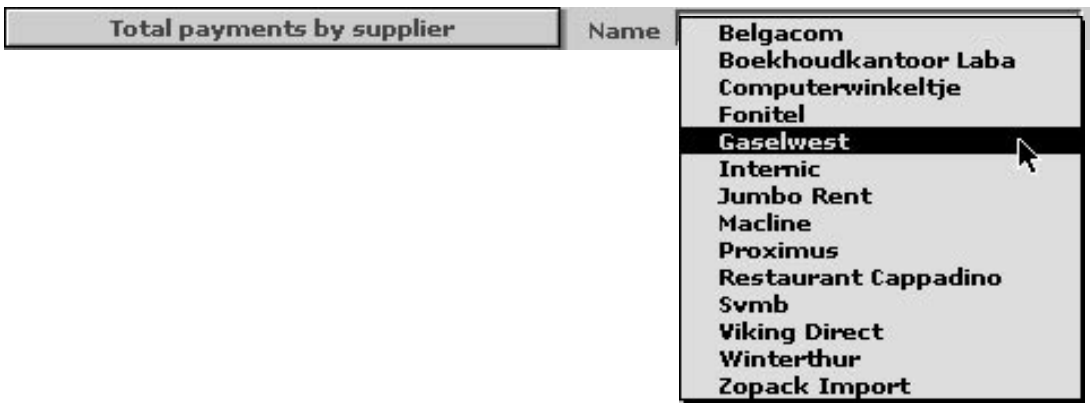
## 5. Reports

Here you can choose between printing reports of your payments or viewing graphs of your payments.
This way, you quickly get an interesting view of your payments for a certain month or year.




*Printable reports*

* Overview by supplier. This button generats a report of all payments sorted by supplier, with totals.
You can also select one specific supplier in the list and then you get a report for this supplier only. Press enter, a print dialog appears asking if you want to print or not.



Overview by month. This button generates a report of all payments sorted by month.
The report also shows a summary by month and an end-summary.

Note that you must select a year for wich you want an overview.
Press enter, a print dialog appears asking if you want to print or not.

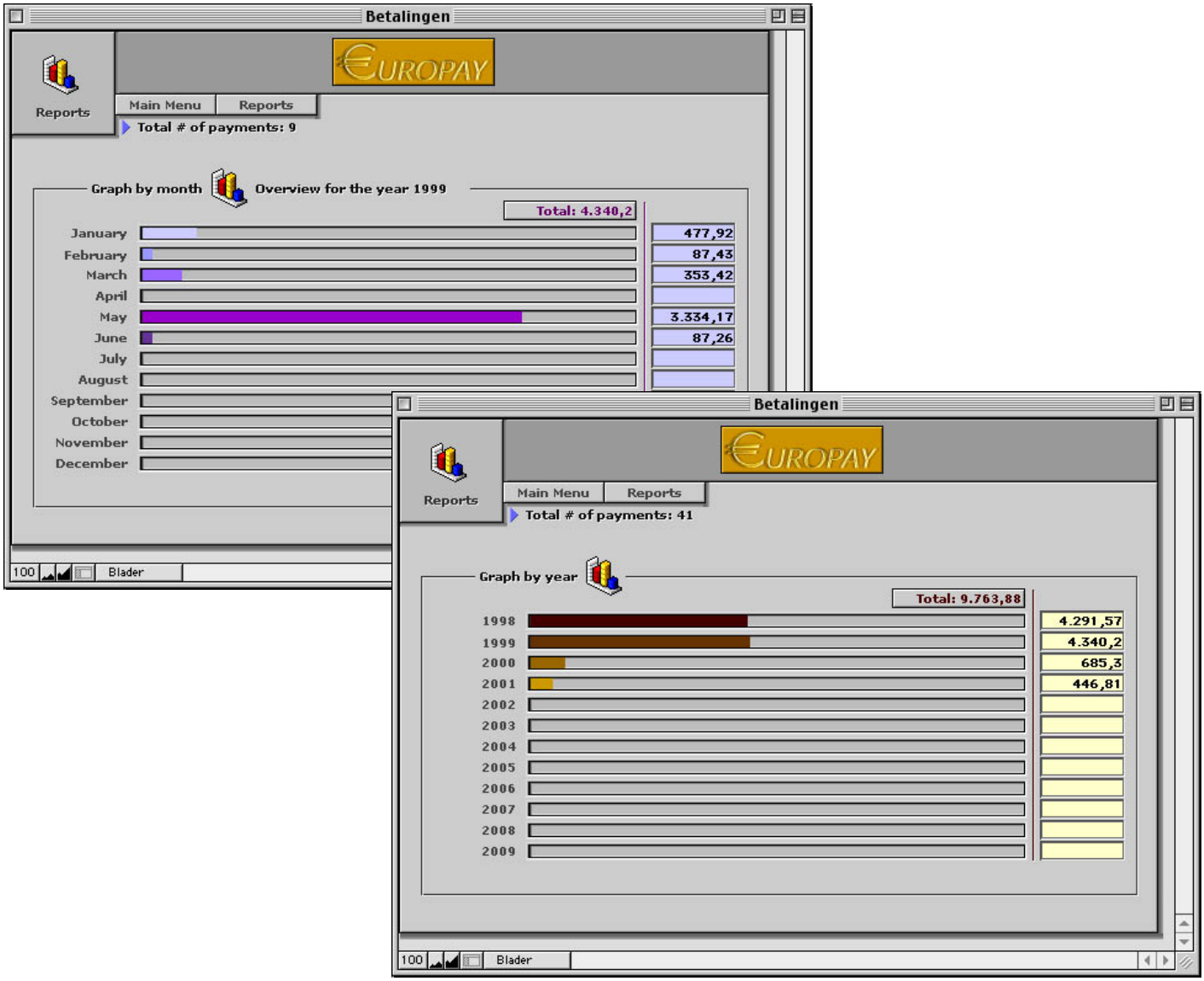
Overview by year. This button generats a report of all payments for a specific year, sorted by supplier. The report also shows a summary by supplier and an end-summary.
Note that also here you must select a year for wich you want an overview.
Press enter, a print dialog appears asking if you want to print or not.

* Overview by period. This button generats a report of all payments for a specific period of time, sorted by supplier.
The report also shows a summary by supplier and an end-summary.
Fill in the period from ... to ... and press the button to generate the report.

*Graph reports*

Overview by month. This button generates a graph-view - seperated by month - of all payments for a specific year. Note that you have to select the year for wich you want a report.

May obviously was an expensive month in this example.




* Overview by year. This button generates a graph-view - seperated by year - of all payments for all years.

## 3. How  to order EuroPay.

The demoversion can be used for 30 days. After this period, EuroPay will not function anymore untill you register.
All your data is still there however! You can continue using EuroPay with all data from the moment you have registered.

EuroPay costs 49,55 € (1999 bef. / $45) and you can order in 3 ways:

1. Via our website: http://www.florscomputerarts.com
2. By creditcard via Kagi Software (Secure!) at http://order.kagi.com/?3C7
3. By using the enclosed Register application.

You can visit our website by clicking this button in the about box.

When your payment is recieved, you will recieve an e-mail with your registration code.

Good Luck!!!

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