



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, amount, 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 which you encounter across the whole program:



* **Main Menu** always 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 which 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 which criteria the records are currently sorted)



Name	Invoice date	Description	Amount	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!

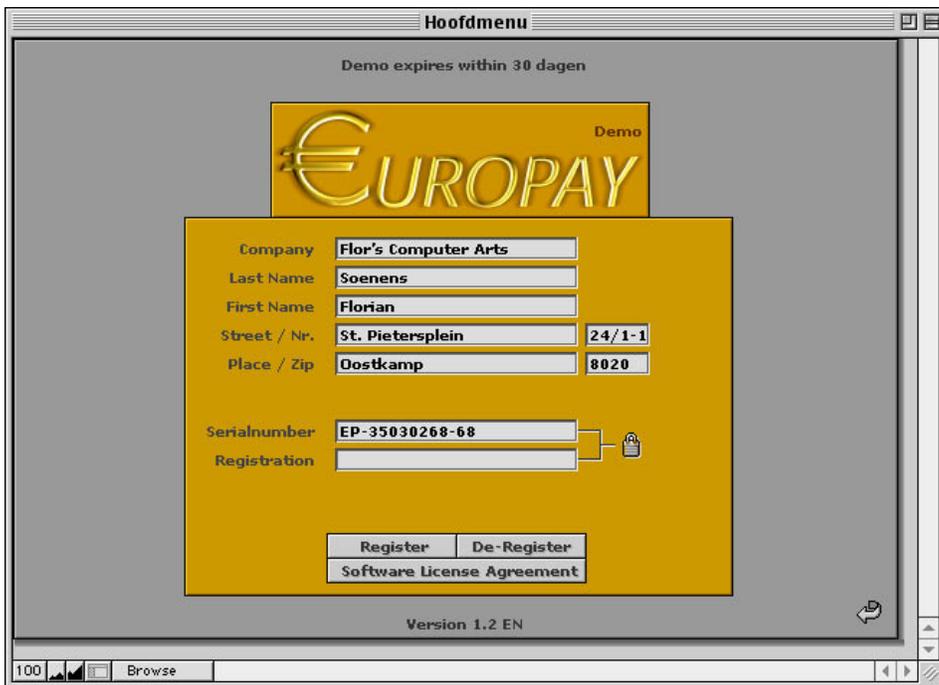
* **Info** In the Main Menu, you see this icon. Pressing it will take you to the about box. From there you can go directly to our website to see if there are any updates of EuroPay available.



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.



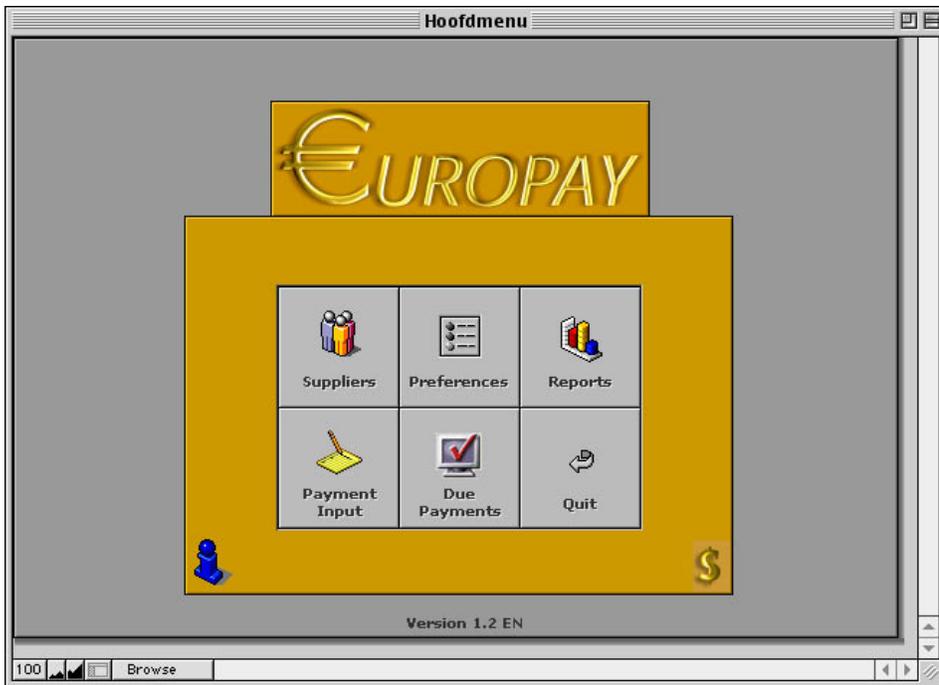
The screenshot shows a web browser window titled "Hoofdmenu". At the top, it says "Demo expires within 30 dagen". Below this is a large yellow box with the "EUROPAY" logo and the word "Demo" in the top right corner. In the center of the yellow box is a registration form with the following fields:

Company	Flor's Computer Arts	
Last Name	Soenens	
First Name	Florian	
Street / Nr.	St. Pietersplein	24/1-1
Place / Zip	Oostkamp	8020
Serialnumber	EP-35030268-68	
Registration	<input type="text"/>	

Below the form are three buttons: "Register", "De-Register", and "Software License Agreement". At the bottom of the yellow box, it says "Version 1.2 EN". The browser's address bar shows "Browse" and the status bar shows "100".

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 supplier and further fill in other info. (Invoicenummer, amount, due date, etc...)

The more info you enter, the more accurate your reports will be.

The field "Paid?" states "No" automatically. 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...

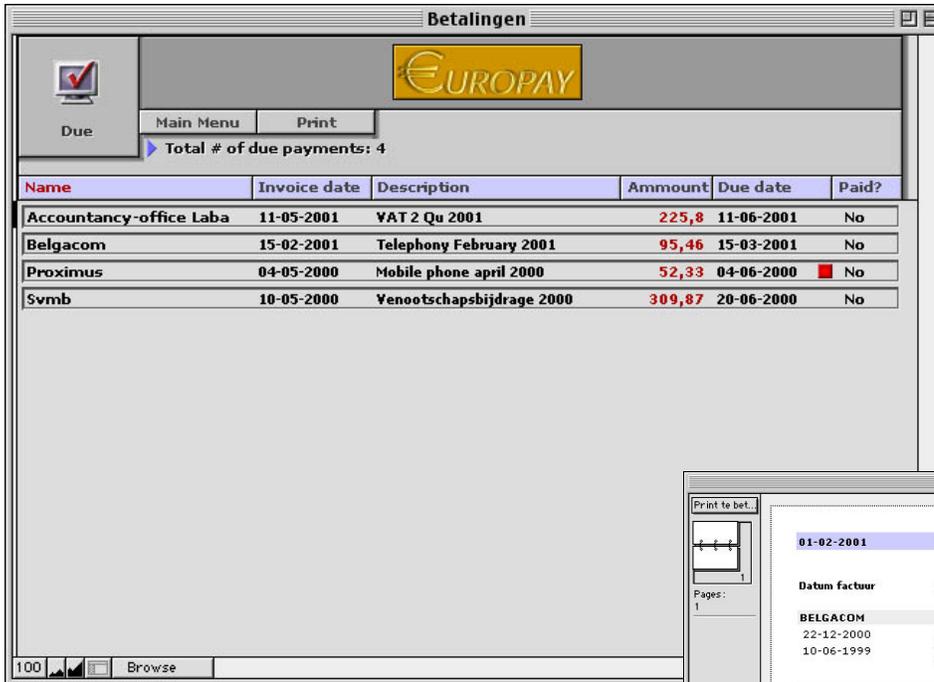
The screenshot shows the 'Betalingen' (Payments) input screen in the EUROPAY system. The window title is 'Betalingen'. The top bar contains a 'Payments' icon and a menu with 'Main Menu', 'New', 'Find...', 'Extra', 'List', and 'Delete'. Below the menu, it shows 'Total # of payments: 41'. The main form is divided into several sections: 'Payment' with fields for Supplier (Accountancy-office Laba), Invoice date (11-05-2001), Description (VAT 2 Qu 2001), Amount (225,8 €), and Due date (11-06-2001); 'Options' with fields for Paid? (No), Method, Priority, and Group (Financial); 'Supplier-info' with fields for Street / Nr. (Groenstraat 204), Place / Zip (Oostkamp 8020), Account (KBC 734-1225221-78), VAT nr. (411.569.487), Phone 1 (050/841564), and Fax; and 'Extra' with fields for Notes and Reference.

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

4. Due Payments

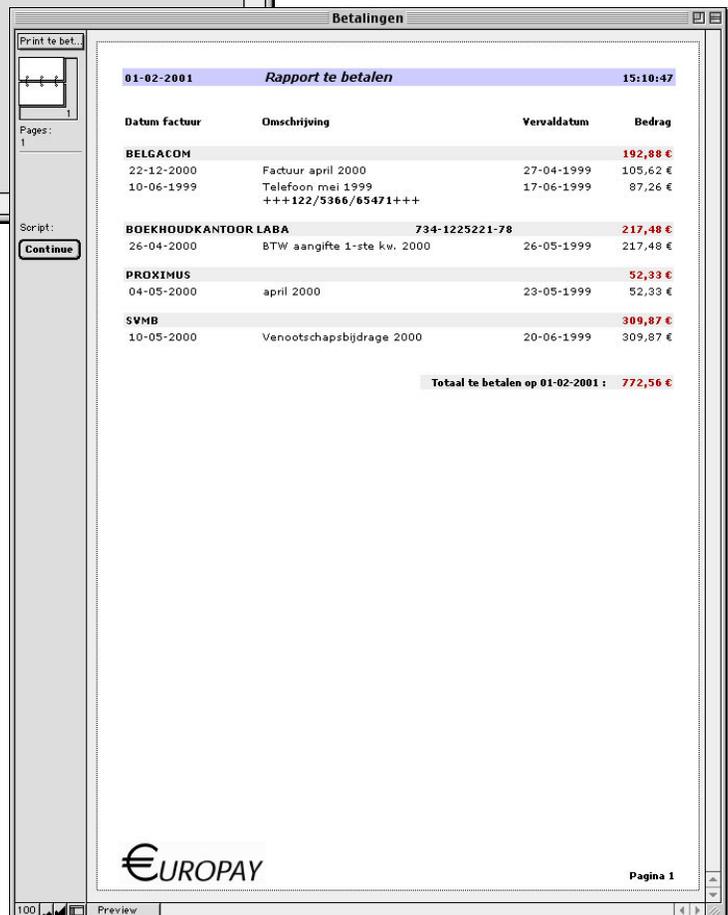
This is the most important button.

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



Name	Invoice date	Description	Amount	Due date	Paid?
Accountancy-office Laba	11-05-2001	VAT 2 Qu 2001	225,8	11-06-2001	No
Belgacom	15-02-2001	Telephony February 2001	95,46	15-03-2001	No
Proximus	04-05-2000	Mobile phone april 2000	52,33	04-06-2000	No
Symb	10-05-2000	Venootschapsbijdrage 2000	309,87	20-06-2000	No

Press Print to print the list of payments.



01-02-2001 **Rapport te betalen** 15:10:47

Datum factuur	Omschrijving	Vervaldatum	Bedrag
BELGACOM			
22-12-2000	Factuur april 2000	27-04-1999	105,62 €
10-06-1999	Telefoon mei 1999 +++122/5366/65471+++	17-06-1999	87,26 €
BOEKHOUDKANTOOR LABA 734-1225221-78			
26-04-2000	BTW aangifte 1-ste kw. 2000	26-05-1999	217,48 €
PROXIMUS			
04-05-2000	april 2000	23-05-1999	52,33 €
SVMB			
10-05-2000	Venootschapsbijdrage 2000	20-06-1999	309,87 €
Totaal te betalen op 01-02-2001:			772,56 €

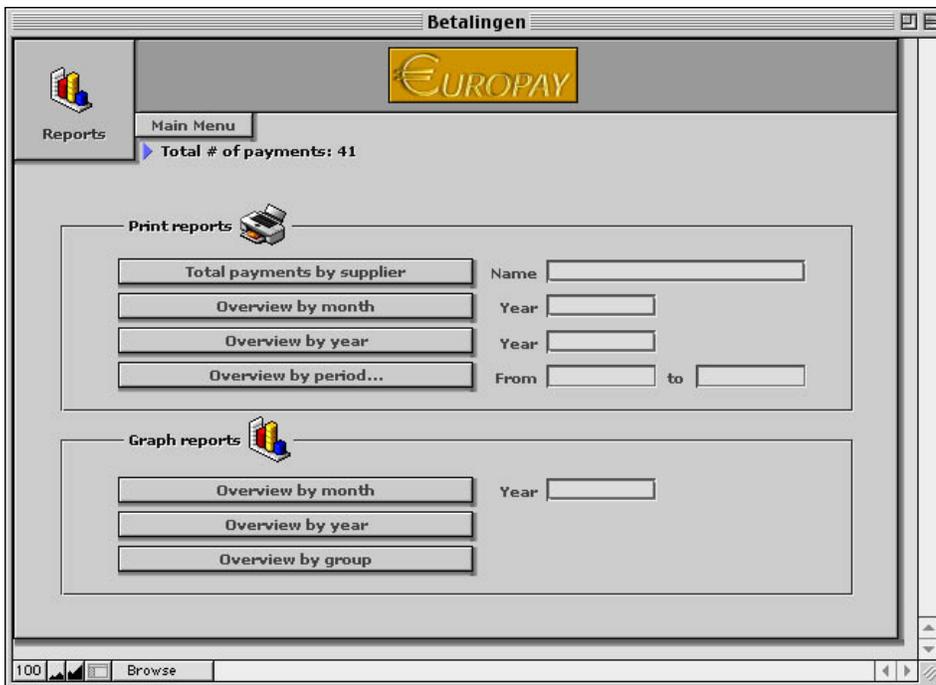
Script: **Continue**

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5. Reports

Here you can choose between printing reports of your payments or viewing graphs of your payments.

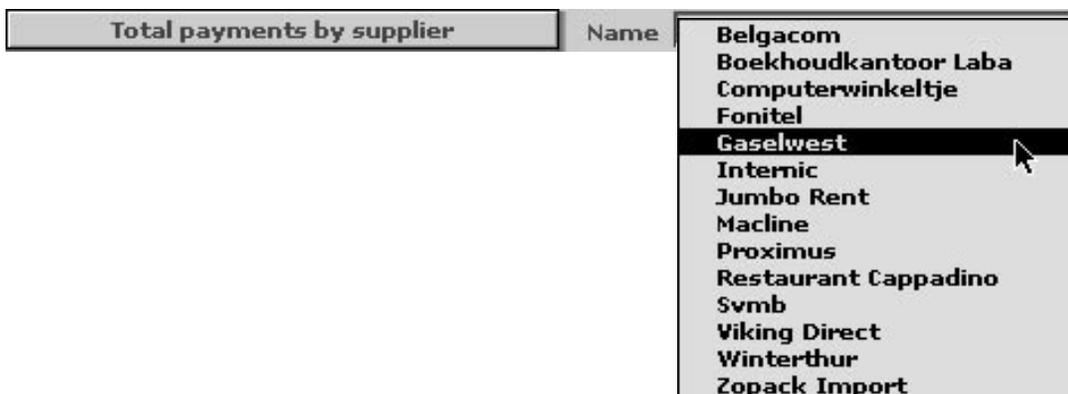
This way, you quickly get an interesting view of your payments for a certain month or year.



Printable reports

* **Overview by supplier.** This button generates 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 which you want an overview. Press enter, a print dialog appears asking if you want to print or not.

Overview by year	Year	1998
Overview by period...	From	1999
		2000
		2001

Overview by year. This button generates 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 which you want an overview. Press enter, a print dialog appears asking if you want to print or not.

* **Overview by period.** This button generates 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.

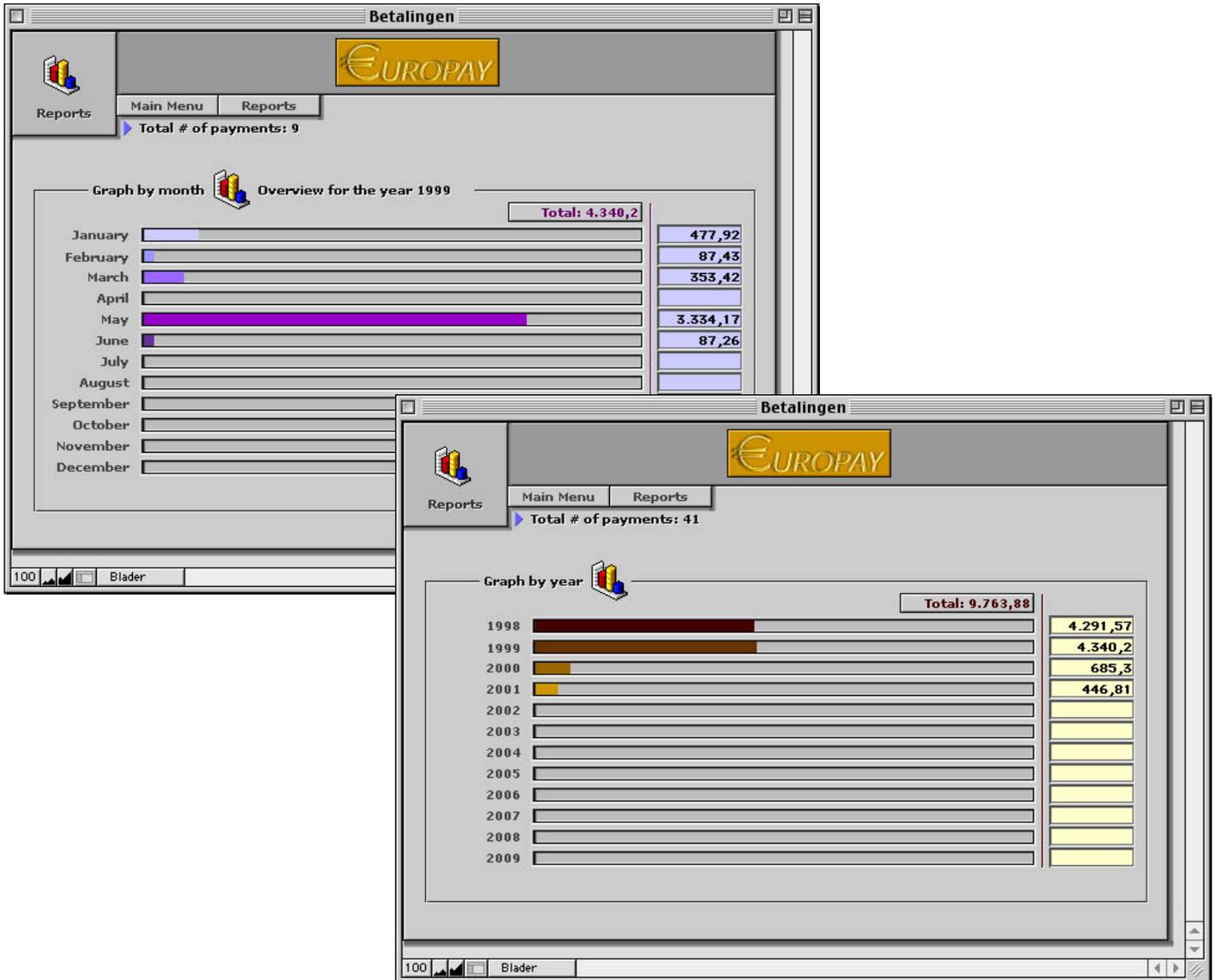
Fill in the period from ... to ... and press the button to generate the report.

Overview by period...	From	01-01-2001	to	15-02-2001
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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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