Installation Help

Installation Options:

The following installation options are supported:

- View Tech Info File - Use this button to view the technical notes. You must view these notes before continuing with the rest of the installation.

- View License Information - Use this button to view the terms upon which this program can be used. You must review and agree to these terms before installing the program.

- Start Install - Use this button to start the installation process. Make sure you have selected the desired installation and directory options before starting the installation process.

- Cancel Install - Use this button to cancel the installation process. You can restart it at any time.

- Install Programs - Check this option to copy the program and help files to your hard disk.

- Install Demo Files - Check this option to copy the demonstration files to your hard disk. This option is highly recommended. See the "Deleting the Demonstration Files" section, later in this file, for information on deleting these files to start fresh with your own data.

- Build Program Group - Check this option to build a Windows program group for this program. This option supports the Windows Program Manager only, if you are using another Windows shell, like the Norton Desktop, do not use this option. Instead, setup your shell to execute MAPMAIN.EXE.

- From Directory Name - Enter the drive and path where the installation files can be found. The format entered must be "drive:\path" or an error message will be displayed.

- To Directory Name - Enter the hard drive and path where you want the program installed. The format entered must be "drive:\path" or an error message will be displayed.

Welcome to The Bill Drawer!

This program is designed to help you pay your bills in a timely manner. Unlike "checkbook" programs, which assume you know what you want to pay, "The Bill Drawer" helps you organize your bills by their due date, then gives you powerful features to review, select and write checks for only the bills you desire. In addition, there are many features to help you control and analyze your unpaid bills and expenditures like:

- Recurring bills
- Disputed bills
- Late or discounted payment amounts
- Cash requirements reporting
- Multiple expense categories per bill
- Monthly and yearly statistics for companies and categories
- Full check register and supporting detail
- Support for multiple bank accounts
- Support for multiple preprinted check formats
- Payment history reporting by company or category
- 941 tax reporting
- Credit card tracking

Furthermore, The Bill Drawer contains many features to help you control and reconcile your bank accounts like:

- Full check register with supporting detail
- Manual check, deposit and withdrawal entry
- Control of last check number used
- Multiple expense categories per check or withdrawal
- Multiple income categories per deposit
- Support for voided checks and corrections
- Monthly and yearly statistics for each bank account
- Full account reconciliation functions to help balance your statements
- Tax deductable payment tracking

Finally, recognizing that these are your important financial records, The Bill Drawer contains a complete security system keyed by user name and password. You can fully control who can access any program function, and whether they can merely look at or update the information presented by that function.

Introduction:

To help you get full use out of The Bill Drawer, and to help you configure the program to operate in a wide variety of environments, the following technical information is presented:

- Program Requirements - This section details Windows and MS-DOS requirements you must follow. Be sure to read this section.

- Installation Options - This section explains the various installation options available with The Bill Drawer Installation program.

- New Features - This section lists the major new features available with the latest versions of The Bill Drawer. This will be of special interest to users of previous versions of this program.

- Registration Features - This section describes what you get if you decide to register the program. This section will be of interest to all users.

- Configuring the Program - This section explains various advanced program options. Be sure to read this section if if you move the program files to a different directory than the one you originally installed to.

- Deleting the Demonstration Files - This section explains how to delete the demonstration files that are installed to help you get started. Read this section when you want to get started entering your own data.

- Handling Program Errors - This section explains how to handle any programs errors that occur. This section will be of interest to all users.

  Note: We suggest that you print these notes using the Print Topic function, located under the File menu.

Program Requirements:

Please read the following requirements carefully, they must be followed for the program to correctly operate:

- Microsoft Windows - The Bill Drawer is a Microsoft Windows program, and as such requires Windows version 3.1 or higher. The program has been optimized especially for Windows version 3.1 and will not function with Windows 3.0.

- MS-DOS version 3.3 or higher is required.

- A minimum of 3 megabytes of hard disk space is required to install and operate the program.

- SHARE.EXE - The Bill Drawer requires SHARE for both program installation and normal operation. SHARE is a MS-DOS command that helps protect the data files from damage if multiple users or applications access the files simultaneously. To load SHARE, simply type "SHARE" from the MS-DOS command line before starting Windows. You can also place the command in your AUTOEXEC.BAT file.

  Caution: If you do not have SHARE loaded now, you must do so before continuing the installation.

Installation Options:

The following installation options are supported:

- View Tech Info File - Use this button to view the technical notes. You must view these notes before continuing with the rest of the installation.

- View License Information - Use this button to view the terms upon which this program can be used. You must review and agree to these terms before installing the program.

- Start Install - Use this button to start the installation process. Make sure you have selected the desired installation and directory options before starting the installation process.

- Cancel Install - Use this button to cancel the installation process. You can restart it at any time.

- Install Programs - Check this option to copy the program and help files to your hard disk.

- Install Demo Files - Check this option to copy the demonstration files to your hard disk. This option is highly recommended. See the "Deleting the Demonstration Files" section, later in this file, for information on deleting these files to start fresh with your own data.

- Build Program Group - Check this option to build a Windows program group for this program. This option supports the Windows Program Manager only, if you are using another Windows shell, like the Norton Desktop, do not use this option. Instead, setup your shell to execute MAPMAIN.EXE from the directory you installed to.

- From Directory Name - Enter the drive and path where the installation files can be found. The format entered must be "drive:\path" or an error message will be displayed.

- To Directory Name - Enter the hard drive and path where you want the program installed. The format entered must be "drive:\path" or an error message will be displayed.

New Features:

Version 2.11 of this program has the following major new features:

- Credit cards can now be defined as a special type of bank account. Individual purchases can then be entered into the credit card account. This detail method of tracking credit card balances allows you to reconcile your credit card statements and provides better control of the expense categories used for each purchase.

- The "No Category" option allows you to enter a bill, check, withdrawal or deposit without assigning any category to it. Use this option if you do not want to require all activity to be assigned to a specific expense or income category. Also use this option, if you do not want to require activity being split between multiple categories to balance to the total amount paid or received. Note that this option can be easily deactivated if you want to require actual categories for all activity.

- Payments to companies (regular, transfers or cash payments) can now be voided or deleted from the Display Payments by Company window.

- There are numerous fixes for program problems incorporated into this version, making it the most stable program yet.

Version 2.10 of this program had the following major new features:

- Categories can now be summarized for improved reporting. The category summary level controls which categories will be summarized together.

- The category, company and bank account statistics have been improved and now include both monthly and yearly statistics.

- Disputed bills are fully supported. You can dispute any portion of a bill and withhold it from payment.

- Full bank account reconciliation has been added. In addition, you can perform any required adjustments from within the reconciliation process. Bank account statistics include last statement information.

- Overdrawing checking accounts is now supported, up to a predefined limit you set.

- A complete user security system has been added to protect the confidentiality of your financial data. You can limit functions within the program, like paying bills, to specific users.

- A new reporting engine has been added to allow much greater flexibility in reports. For example, all reports can now be viewed in a window and then optionally printed.

Registration Features:

In addition to a clear conscious, registration includes the following:

- The current commercial version of the program and notification of new program versions.

- The Bill Drawer User Guide, a printed manual containing over 130 pages of information. It includes information on ordering checks and sample check forms.

- The reporting engine and associated standard reports. Over fifteen different reports are provided to help you get more value out of The Bill Drawer. The reporting engine let's you review these reports in a scrollable, re-sizable window, or print them to any Windows supported printer.

- Paradox format files. The commercial version of The Bill Drawer uses Paradox format files. The Paradox file format is the native format of Borland's Paradox database system and is supported by many different software products. Since The Bill Drawer adheres to this file format for all it's major files, you can use these products to build additional windows, reports or functions specific to your own requirements. For example, you could use Borland's Quattro Pro spreadsheet to import bank account, category or company statistics and further summarize or graph them.

  Note: The commercial version includes a procedure to convert your existing shareware Bill Drawer files to the Paradox format.

- Per the license agreement, you may use this program for 30 days to evaluate it's suitability to your needs. At the end of this period you must either register it or delete it from all computer systems where it was installed. The registration fee is a very reasonable $30 (US) payable to:

  MelissaSoft Systems

  11676 Windcrest Lane

  San Diego, CA 92128

  Please use the "REGISTER.TXT" form when registering, you can print it with Windows Notepad (under the Accessories group). We have many exciting plans for future versions of this program, but they will not happen without enough people telling us they like the program by registering it.

Configuring the Program:

The MAP0200.INI file, located in the directory you installed the program to, contains several options you might want to change. Use the Windows Notepad, located in the Accessories Group, to change options in this file. Note that the file is in standard Windows INI file format.

The following options can be changed:

- FileDir=C:\MELSOFT\BILLS\DATA - This is the drive and path where your data files are located. Do not change this option unless you want to create new data files, or move the existing files to the new directory. The data files are all the files with "0200" in the file name and an extension of ".DAT"; like VEN0200.DAT, CAT0200.DAT and HST0200.DAT.

- BackupDir=C:\MELSOFT\BILLS\BACKUP - This is the drive and path where your backup files will be created. Change this option if you want to backup your files to a different location, perhaps another drive. The backup files are all the files with "0200" in the file name and an extension of ".BAK"; like VEN0200.BAK, CAT0200.BAK and HST0200.BAK.

- Password=560508 - Adding this option will activate the master password for the program. Use this option when you have forgotten your password and need access to the program, or when you have deleted the security file (SEC0200.DAT) and want to create it again. When this option is present, you will not need to sign on to the program, but you will only have access to the User Security Information window. Use this window to add new users, or change the password of an existing one to a known value. Then exit the program and remove this option so that the program functions normally.

The following options **should not be changed**, but are presented for completeness:

- ReportDir=C:\MELSOFT\BILLS - This is the drive and path where the program report files are located. The shareware version of this program does not include the standard reports.

- MultiUser=0 - This option indicates whether multiple users will be accessing the program data files simultaneously. This value must be "0" for the shareware version. It does not support multiple user access to the program data files.

- Printer=HP DeskJet 500,HPDSKJET,LPT1: = This is the printer to be used for printing checks. Do not change this option, instead use the Printer Setup menu option on the Print Checks window to control which printer is used for checks.

- LastRoll=4 - This is the number of the month you have last rolled your statistics through. It is used to remind you when it's time to roll your statistics. You should not change this option.

- CheckMaxDays=999 - This option controls the number of items displayed in the Check Register window. It is used to generate the ending date to display items through. Use the Set Maximum Days menu option on the Check Register window to set this value, rather than changing it here.

- SortYear=0 - This option controls the way dated items are presented on the Check Register window and other similar windows. Use the Sort by Year menu option on the appropriate window to set this value, rather than changing it here.

- NoCategory=0 - This option controls whether the no category option is active for all windows. Use the Allow No Category menu option on the Category Information window to set this value, rather than changing it here.

Deleting the Demonstration Files:

After you have finished using the demonstration files to gain familiarity with the program, you will want to delete these files so that you can enter your own data. Follow these steps to delete the demonstration files:

1. Using the Windows File Manager, delete the following data files in the data directory (usually C:\MELSOFT\BILLS\DATA):

   The bank account file - BNK0200.DAT.
   The history file - HST0200.DAT.
   The unpaid bill file - INV0200.DAT.
   The company file - VEN0200.DAT.

2. The check format file, FRM0200.DAT should be kept. It contains definitions for the check forms described in The Bill Drawer User Guide which you will get when you register. You can add your own format definitions and delete any you do not want.

3. The report definition file, RPT0200.DAT must be kept. It contains the definitions and security requirements for the standard reports. You will be able to run these reports, after you register the program.

4. The user security file, SEC0200.DAT must also be kept. It contains definitions for all users who can use the program. You can add your own users and delete any you do not want.

5. The category file, CAT0200.DAT, can be kept or deleted depending on if you want to enter your own categories from scratch or modify the ones we gave you. If you decide to modify the categories we supplied, you can clear the statistical totals using the "Roll Statistical Totals" menu option on the main The Bill Drawer window. Select the "Category Totals" and the "Roll Yearly Totals" option. Do this twice so both the this year and last year totals get cleared.

6. Start the Bill Drawer again. Note that you will get messages like "Bank account file not found in current directory - OK to create new file?". Respond "OK " and allow the program to create the new files.

7. Don't miss the Getting Started section in the main program help. It contains a complete implementation plan to help you get started. Just select "Help Index" from the Help menu on any window. Then select "Getting Started" from the list of topics.

Handling Program Errors:

The Bill Drawer produces a wide variety of error and confirmation messages that are displayed under different circumstances. Though most of these messages are self explanatory and easily corrected, some are critical errors that must be handled correctly or a loss of your data could occur. Fortunately, it is easy to determine how to handle a specific message by it's type. There are six types of messages produced by the program, each is explained below:

- Confirmation Messages - These are requests by the program to confirm the action requested. For example, if you use the Cancel button and have entered or changed data you will get a message like

"Bill fields were entered, are you sure?". Confirmation messages can be identified by the "Confirm Action" title in the message box used to display the message and by the large question mark displayed in the box. These messages are not serious and no special handling is required.

- File Messages - These are messages associated with creating, backing up and restoring your files. For example, you will get a message like "Category file will be backed up as CAT0200.BAK" each time you backup the category file. File messages can be identified by the "File Message" title in the message box used to display the message and by the large question mark displayed in the box. These messages are not serious and no special handling is required.

- Input Errors - These are messages produced by the program because you entered something wrong. Perhaps you entered an invalid date or chose conflicting options. For example, if you try to define a income category as tax deductible you will get a message like "Only expense categories can be tax deductible". Input errors can be identified by the "Input Error" title in the message box used to display the message. These messages are self explanatory, just correct the error indicated before continuing with the program function being used.

- File Errors - These are serious errors associated with accessing your data files. Hopefully, you will never see one of these messages, but an example of one is "Error 1004 - Company file update error". File errors are always displayed with a unique error number (1004 in this example) and the name of the file being accessed. File errors can also be identified by the "File Error" title in the message box used to display the message and by the large stop sign displayed in the box. If you receive a file error message, follow the error recovery procedure below.

- General Errors - These are serious errors usually displayed because a program function did not complete successfully. Often another message, like a file error, displays before the general error and indicates why the function did not complete. Again, you should never see one of these messages, but an example of one is "Check was not entered, due to previous error". General errors can be identified by the "General Error" title in the message box used to display the message. If you receive a general error message, follow the error recovery procedure below.

- Printer Errors - These are serious errors associated with printing checks or accessing your printer. An example of a printer error is "Error 9902 - Can't find printer device information". Usually, these errors are caused by attempting to use a printer improperly configured for Windows. Use the Windows Control Panel and make sure your printer is properly configured. In addition, if you are printing checks, allow the program to restore the files back to their status before any checks were printed. Then, you can reprint the checks after correcting the error.

Error Recovery Procedure - After any serious error, protect your data files by following this procedure:

1. Exit the program immediately, but do not backup your files. Your primary files could be damaged, so you may need the original backups from before you started the program.

2. If you were printing checks, the program will probably ask to restore your files. You should restore your files assuming you also allowed the program backup your files before starting to print the checks.

3. If your backup files are fairly current, the best approach is to restore your files, then re-enter anything that was lost. This is the recommended approach.

4. If your backup files are not current, you can try going back into the program without restoring the files. Carefully check the last few functions performed and make sure they completed successfully. If everything looks OK and you do not get further errors, you can continue without restoring the files.

However, save the backup files you do have, by copying them to a different drive or directory, in case additional errors occur later on. In addition, you can try regenerating your existing files by first backing them up, then restoring them. This will fix any internal file damage that might have occurred because of the error.

5. Please report the error to us at our registration address, if it continues to occur. Please write down the full error message received, including the error number. Be sure to tell us what you were doing at the time of the error and include a telephone number or address so that we can contact you back.

Trademarks and Copyrights:

Welcome to The Bill Drawer!

This program is designed to help you pay your bills in a timely manner.   Unlike "checkbook" programs, which assume you know what you want to pay, "The Bill Drawer" helps you organize your bills by their due date, then gives you powerful features to review, select and write checks for only the bills you desire. In addition, there are many features to help you control and analyze your unpaid bills and expenditures like:

- Recurring bills
- Disputed bills
- Late or discounted payment amounts
- Cash requirements reporting
- Multiple expense categories per bill
- Monthly and yearly statistics for companies and categories
- Full check register and supporting detail
- Support for multiple bank accounts
- Support for multiple preprinted check formats
- Payment history reporting by company or category
- 941 tax reporting
- Credit card tracking

Furthermore, The Bill Drawer contains many features to help you control and reconcile your bank accounts like:

- Full check register with supporting detail
- Manual check, deposit and withdrawal entry
- Control of last check number used
- Multiple expense categories per check or withdrawal
- Multiple income categories per deposit
- Support for voided checks and corrections
- Monthly and yearly statistics for each bank account
- Full account reconciliation functions to help balance your statements
- Tax deductable payment tracking

Finally, recognizing that these are your important financial records, The Bill Drawer contains a complete security system keyed by user name and password.   You can fully control who can access any program function, and whether they can merely look at or update the information presented by that function.

Introduction:

To help you get full use out of The Bill Drawer, and to help you configure the program to operate in a wide variety of environments, the following technical information is presented:

- Program Requirements - This section details Windows and MS-DOS requirements you must follow. Be sure to read this section.

- Installation Options - This section explains the various installation options available with The Bill Drawer Installation program.

- New Features - This section lists the major new features available with the latest versions of The Bill Drawer. This will be of special interest to users of previous versions of this program.

- Paradox Format Files - This section describes what Paradox format files are and why they are used with The Bill Drawer. This section will be of interest to all users.

- Configuring the Program - This section explains various advanced program options. Be sure to read this section if you are going to install The Bill Drawer files on a LAN assessable drive, or if you are going to use another product (like Paradox) to update The Bill Drawer data files.

- Changing Paradox Versions - This section explains how you can reformat your data files to Paradox 3.5 format, instead of the Paradox 4.0 format normally used. Read this section if you have another product (like Microsoft Access) that can not access Paradox 4.0 format files, and you are going to use this product to access The Bill Drawer data files.

- Configuring the Paradox Engine - This section explains various advanced options for configuring the file driver used to maintain the Paradox format files. Read this section if you have another product (like Borland Quattro Pro) that accesses Paradox files using the Paradox Engine, and you are going to use this product to access The Bill Drawer data files.

- Deleting the Demonstration Files - This section explains how to delete the demonstration files that are installed to help you get started. Read this section when you want to get started entering your own data.

- Converting Your Shareware Files - This section explains how to convert The Bill Drawer version 2.1x shareware files to the commercial version. Read this section if you have data you want to keep in your shareware version files.

- Handling Program Errors - This section explains how to handle any programs errors that occur. This section will be of interest to all users.

  Note: We suggest that you print these notes using the Print Topic function, located under the File menu.

Program Requirements:

Please read the following requirements carefully, they must be followed for the program to correctly operate:

- Microsoft Windows - The Bill Drawer is a Microsoft Windows program, and as such requires Windows version 3.1 or higher. The program has been optimized especially for Windows version 3.1 and will not function with Windows 3.0.

- MS-DOS version 3.3 or higher is required.

- A minimum of 4 megabytes of hard disk space is required to install and operate the program.

- SHARE.EXE - The Bill Drawer requires SHARE for both program installation and normal operation. SHARE is a MS-DOS command that helps protect the data files from damage if multiple users or applications access the files simultaneously. To load SHARE, simply type "SHARE" from the MS-DOS command line before starting Windows. You can also place the command in your AUTOEXEC.BAT file.

  Caution: If you do not have SHARE loaded now, you must do so before continuing the installation.

Installation Options:

The following installation options are supported:

- View Tech Info File - Use this button to view the technical notes. You must view these notes before continuing with the rest of the installation.

- View License Information - Use this button to view the terms upon which this program can be used. You must review and agree to these terms before installing the program.

- Start Install - Use this button to start the installation process. Make sure you have selected the desired installation and directory options before starting the installation process.

- Cancel Install - Use this button to cancel the installation process. You can restart it at any time.

- Install Programs - Check this option to copy the program and help files to your hard disk.

- Install Demo Files - Check this option to copy the demonstration files to your hard disk. This option is highly recommended. See the "Deleting the Demonstration Files" section, later in this file, for information on deleting these files to start fresh with your own data; or see the "Converting Your Shareware Version Files" section for information on converting your exsiting shareware data files.

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- Build Program Group - Check this option to build a Windows program group for this program. This option supports the Windows Program Manager only, if you are using another Windows shell, like the Norton Desktop, do not use this option. Instead, setup your shell to execute MAPMAIN.EXE.

- From Directory Name - Enter the drive and path where the installation files can be found. The format entered must be "drive:\path" or an error message will be displayed.

- To Directory Name - Enter the hard drive and path where you want the program installed. The format entered must be "drive:\path" or an error message will be displayed.

New Features:

Version 2.11 of this program has the following major new features:

- Credit cards can now be defined as a special type of bank account. Individual purchases can then be entered into the credit card account. This detail method of tracking credit card balances allows you to reconcile your credit card statements and provides better control of the expense categories used for each purchase.

- The "No Category" option allows you to enter a bill, check, withdrawal or deposit without assigning any category to it. Use this option if you do not want to require all activity to be assigned to a specific expense or income category. Also use this option, if you do not want to require activity being split between multiple categories to balance to the total amount paid or received. Note that this option can be easily deactivated if you want to require actual categories for all activity.

- Payments to companies (regular, transfers or cash payments) can now be voided or deleted from the Display Payments by Company window.

- There are numerous fixes for program problems incorporated into this version, making it the most stable program yet.

Version 2.10 of this program had the following major new features:

- Multiple (split) categories per bill, check, withdrawal or deposit.

- Categories can now be summarized for improved reporting. The category summary level controls which categories will be summarized together.

- The category, company and bank account statistics have been improved and now include both monthly and yearly statistics.

- Disputed bills are fully supported. You can dispute any portion of a bill and withhold it from payment.

- Full bank account reconciliation has been added. In addition, you can perform any required adjustments from within the reconciliation process. Bank account statistics include last statement information.

- Overdrawing checking accounts is now supported, up to a predefined limit you set.

- A complete user security system has been added to protect the confidentiality of your financial data. You can limit functions within the program, like paying bills, to specific users.

- A new reporting engine has been added to allow much greater flexibility in reports. For example, all reports can now be viewed in a window and then optionally printed.

Paradox Format Files:

This commercial version of The Bill Drawer uses Paradox format files. The Paradox file format is the native format of Borland's Paradox database system and is supported by many different software products. Since The Bill Drawer adheres to this file format for all it's major files, you can use these products to build additional windows, reports or functions specific to your own requirements. For example, you could use Borland's Quattro Pro spreadsheet to import bank account, category or company statistics and further summarize or graph them. See Chapter 17 - Extending The Bill Drawer, in The Bill Drawer User Guide for more information on how you can extend the program for your own specific requirements.

The Paradox Engine is the file driver that The Bill Drawer uses to create and maintain the Paradox format files. It is not Paradox, but rather a Borland provided routine that knows this database format. You should not assume The Bill Drawer is written in Paradox (or PAL). It is not.

Configuring the Program:

The MAP0200.INI file, located in the directory you installed the program to, contains several options you might want to change. Use the Windows Notepad, located in the Accessories Group, to change options in this file. Note that the file is in standard Windows INI file format.

The following options can be changed:

- FileDir=C:\MELSOFT\NEWBILLS\DATA - This is the drive and path where your data files are located. Do not change this option unless you want to create new data files, or move the existing files to the new directory. The data files are all the files with "0200" in the file name, like VEN0200.DB, CAT0200.X07 and HST0200.PX, except for the files with a "BAK" extension. These are the backup files.

- BackupDir=C:\MELSOFT\NEWBILLS\BACKUP - This is the drive and path where your backup files will be created. Change this option if you want to backup your files to a different location, perhaps another drive. The backup files are all the files with "0200" in the file name and an extension of ".BAK"; like VEN0200.BAK, CAT0200.BAK and HST0200.BAK.

- ReportDir=C:\MELSOFT\NEWBILLS - This is the drive and path where the program report files are located. Do not change this option unless you also move the existing report files to the new directory. The report files are all the files with an extension of "RPT", like CATLIST1.RPT, HSTLIST3.RPT and VENSUM1.RPT.

- MultiUser=0 - This option indicates whether multiple users will be accessing the program data files simultaneously. If you have placed the data files on a LAN assessable drive, or you plan on using a third party product, like Paradox, to update the Bill Drawer files, then you must turn this option on, "MultiUser=1", so that the program will appropriately lock records and protect them from damage. In addition, consult the "Configuring the Paradox Engine" section in these notes for additional requirements for LAN users.

- Password=560508 - Adding this option will activate the master password for the program. Use this option when you have forgotten your password and need access to the program, or when you have deleted the security files (SEC0200.DB and SEC0200.PX) and want to create them again. When this option is present, you will not need to sign on to the program, but you will only have access to the User Security Information window. Use this window to add new users, or change the password of an existing one to a known value. Then exit the program and remove this option so that the program functions normally.

The following options **should not be changed**, but are presented for completeness:

- Printer=HP DeskJet 500,HPDSKJET,LPT1: = This is the printer to be used for printing checks. Do not change this option, instead use the Printer Setup menu option on the Print Checks window to control which printer is used for checks.

- LastRoll=4 - This is the number of the month you have last rolled your statistics through. It is used to remind you when it's time to roll your statistics. You should not change this option.

- CheckMaxDays=999 - This option controls the number of items displayed in the Check Register window. It is used to generate the ending date to display items through. Use the Set Maximum Days menu option on the Check Register window to set this value, rather than changing it here.

- SortYear=0 - This option controls the way dated items are presented on the Check Register window and other similar windows. Use the Sort by Year menu option on the appropriate window to set this value, rather than changing it here.

- NoCategory=0 - This option controls whether the no category option is active for all windows. Use the Allow No Category menu option on the Category Information window to set this value, rather than changing it here.

Changing Paradox Versions:

By default, the Bill Drawer installation program will install version 3.01 of the Paradox Engine. This is a file driver that creates Paradox format files compatible with Paradox 4.0 for DOS and Paradox for Windows. However, some products, like Microsoft Access, do not yet support the Paradox 4.0 format. If you want to use one of these products with The Bill Drawer, you can install version 2.0 of the Paradox Engine and recreate your data files in the older Paradox 3.5 format.

To change to Paradox 3.5 format, follow these steps:

1. Start-up The Bill Drawer and backup all your data files using the Backup All Files menu option on the main window, or just allow the program to take a full backup upon exiting.

2. Using the Windows File Manager, locate the file PXENGWIN.DLL in the main program directory, usually C:\MELSOFT\NEWBILLS. Note the time on this file is 03:01:00am, indicating version 3.01 of the Paradox Engine. Rename this file to PXENGNEW.DLL.

3. Again using the File Manager, locate the file PXENGOLD.DLL in the same directory. Note the time on this file is 02:00:00am, indicating version 2.0 of the Paradox Engine. Rename this file to PXENGWIN.DLL. Note that you may not be able to rename this file without exiting and restarting Windows first.

4. Make sure you do not have any other copies of PXENGWIN.DLL in other directories, especially in your Windows directory (usually C:\WINDOWS). These would have been installed by other products. If you find any, make sure they are the same version as what you require by reviewing the time on the file. The Windows File Manager search function, located under the File menu, can be used to find all copies of this program.

5. Reconfigure the Paradox Engine. You will need to set the "Network Type" to the correct value. Using the Windows File Manager, locate the program PXCFGOLD.EXE in the main program directory, usually C:\MELSOFT\NEWBILLS. Run this program by double clicking on it, or selecting "Run" from the File menu. The Paradox Engine Configuration Utility window will appear. Use the Network Configuration button and select the appropriate network type you are using, like Novell NetWare or Banyan. If you are not using a network, select "Not on a network or Other". Press "OK" to return to the Paradox Engine Configuration Utility window. Then press the "Save" button to save your changes.

6. Using the Windows File Manager, delete all The Bill Drawer data files in the data directory (usually C:\MELSOFT\NEWBILLS\DATA). These are all the files with "0200" in the file name, like CAT0200 and VEN0200, and extensions like ".DB", ".PX", ".Xnn" and ".Ynn". Do not delete any files with an extension of ".BAK". They probably are not in the data directory anyway, but we are just making sure.

7. Add the master password to the MAP0200.INI file. Use the Windows Notepad and add the Password=560508 parameter. See Configuring the Program above, for further details.

8. Start the Bill Drawer again. Note that you will get messages like "Security file not found in current directory - OK to create new file?". Respond "OK " and allow the program to create the new files. You should get eight of these messages.

9. After creating the files, Press "OK" on the main The Bill Drawer window and the User Security Information window will appear. Since we deleted the security file, we need to add a new user before we can restore the files. Add any user you desire, just make sure that "Can Access" and "Can Update" functions are selected for the "User Security Information". This gives you the ability to restore the files. **Exit the program, but do not backup any files.**

10. Remove the master password parameter from the MAP0200.INI file. Again, use the Windows Notepad to remove the PASSWORD=560508 parameter.

11. Start the Bill Drawer again. This time you should not get any file not found messages and you should be able to sign-on as the user you just created. After signing on, return to the main The Bill Drawer window, then restore your original data files using the Restore All Files menu option. Note that you will get messages like "Category file will be restored from CAT0200.BAK - Any current file will be deleted - OK to restore this file?". Respond "OK" and allow the program to restore the files. You should get eight of these messages.

12. After restoring the files, you can sign on normally and use the program. Your files are now in Paradox 3.5 format.

Configuring the Paradox Engine:

The Bill Drawer installation program will configure the Paradox Engine for most normal use. The Paradox Engine is a file driver that creates Paradox format files. It requires entries in your WIN.INI file to control how it operates. If you use a third party product that also uses the Paradox Engine, you might need to increase the resource limits associated with the engine, especially if you plan on running that program simultaneously with The Bill Drawer. In addition, if you have placed the data files on a LAN assessable drive to allow multiple users access The Bill Drawer files, you will need to configure the Paradox Engine for your network.

The Bill Drawer installation program will try to detect if the Paradox Engine is already installed by another product and warn you that the resource limits may need to be changed. You should also make sure you do not have any other copies of PXENGWIN.DLL in other directories, especially in your Windows directory (usually C:\WINDOWS). These would have been installed by other products. If you find any, make sure they are the same version as what you are using with The Bill Drawer, by reviewing the date and time on the file. The Windows File Manager search function, located under the File menu, can be used to find all copies of this program. If they are different, you can change the Bill Drawer to use the older version (see Changing Paradox Versions above), or you can contact technical support for the other product and try to get an updated version of the product compatible with Paradox 4.0.

To configure the Paradox Engine, follow these steps:

1. Using the Windows File Manager, locate the file PXCFGNEW.EXE in the main program directory, usually C:\MELSOFT\NEWBILLS. Run this program by double clicking on it, or selecting "Run" from the File menu. Run the program PXCFGOLD.EXE if you changed to version 2.0 of the Paradox Engine (3.5 format files).

2. The Paradox Engine Configuration Utility window will appear. Use the "Resource Limits" button and enter the appropriate values based on your needs. Press the "OK" to return to the Paradox Engine

Configuration Utility window, then press the "Save" button to save your changes to the WIN.INI file.

These are the minimum Paradox Engine resource requirements for The Bill Drawer. Add your requirements to these minimums:

- Open Tables - A minimum of 20 is required for The Bill Drawer.
- Record Buffers - A minimum of 40 is required for The Bill Drawer.
- Record Locks - The Bill Drawer requires 2 locks per table.
- Open Files - A minimum of 40 is required for The Bill Drawer.
- Swap Buffer Size - A minimum of 64K is required for The Bill Drawer. This is the most important parameter. Make sure you increase it significantly (double it) for each new product.

3. If you have placed the data files on a LAN assessable drive, you must configure the Paradox Engine for your network. Use the "Network Configuration" button and enter the appropriate values based on your needs. Make sure to set the "Paradox Network File Control Path" entry to a directory path on your network server, and make sure all users configure the Paradox Engine to use the same path. Press the "OK" to return to the Paradox Engine Configuration Utility window, then press the "Save" button to save your changes to the WIN.INI file. In addition, consult the "Configuring the Program" section in these notes for additional requirements for LAN users.

Deleting the Demonstration Files:

After you have finished using the demonstration files to gain familiarity with the program, you will want to delete these files so that you can enter your own data. Follow these steps to delete the demonstration files:

1. Using the Windows File Manager, delete the following data files in the data directory (usually C:\MELSOFT\NEWBILLS\DATA):

   The bank account files - BNK0200.DB and BNK0200.PX.
   The history files - HST0200.DB, HST0200.PX, HST0200.X06 and HST0200.Y06.
   The unpaid bill files - INV0200.DB, INV0200.PX, INV0200.X02 and INV0200.Y02.
   The company files - VEN0200.DB and VEN0200.PX.

2. The check format files, FRM0200.DB and FRM0200.PX should be kept. They contain the definitions for the check forms described in The Bill Drawer User Guide. You can add your own format definitions and delete any you do not want.

3. The report definition files, RPT0200.DB and RPT0200.PX must be kept. They contain the definitions and security requirements for the standard reports. If you delete these files, you will not be able to run reports.

4. The user security files, SEC0200.DB and SEC0200.PX must also be kept. They contain the definitions for all users who can use the program. You can add your own users and delete any you do not want.

5. The category files, CAT0200.DB, CAT0200.PX, CAT0200.X07 and CAT0200.Y07 can be kept or deleted depending on if you want to enter your own categories from scratch or modify the ones we

gave you. If you decide to modify the categories we supplied, you can clear the statistical totals using the "Roll Statistical Totals" menu option on the main The Bill Drawer window. Select the "Category Totals" and the "Roll Yearly Totals" option. Do this twice so both the this year and last year totals get cleared.

6. Start the Bill Drawer again. Note that you will get messages like "Bank account file not found in current directory - OK to create new file?". Respond "OK " and allow the program to create the new files.

7. Don't miss the Getting Started section in the main program help. It contains a complete implementation plan to help you get started. Just select "Help Index" from the Help menu on any window. Then select "Getting Started" from the list of topics.

Converting Your Shareware Version Files:

The shareware version of The Bill Drawer (version 2.1x only, not version 1.1x) and this commercial version use the same backup format. After you have finished using the demonstration files to gain familiarity with commercial version, you can convert your existing shareware data files using these steps:

1. Start-up the shareware version of The Bill Drawer and backup all your data files using the Backup All Files menu option on the main window, or just allow the program to take a full backup upon exiting.

2. For the remaining steps, let's assume that you originally installed the shareware version in C:\MELSOFT\BILLS and installed the commercial version in C:\MELSOFT\NEWBILLS.

3. Using the Windows File Manager, copy the following shareware backup files from the old backup directory, C:\MELSOFT\BILLS\BACKUP to the new backup directory C:\MELSOFT\NEWBILLS\BACKUP.

   The bank account backup file - BNK0200.BAK.
   The category backup file - CAT0200.BAK.
   The history backup file - HST0200.BAK.
   The unpaid bill backup file - INV0200.BAK.
   The company backup file - VEN0200.BAK.
   The check form backup file - FRM0200.BAK.
   The security backup file - SEC0200.BAK.

4. Start-up the commercial version of The Bill Drawer and sign-on using the sample user id provided. Note that the demonstration files are still active.

5. Use the Cancel button and return to the main The Bill Drawer window. Then restore your shareware data files using the Restore All Files menu option. Note that you will get messages like "Category file will be restored from CAT0200.BAK - Any current file will be deleted - OK to restore this file?". Respond "OK" and allow the program to restore the files. You should get seven of these messages.

   You now have your old shareware data converted to Paradox format. You can now sign back on to the program and access your data.

Handling Program Errors:

The Bill Drawer produces a wide variety of error and confirmation messages that are displayed under different circumstances. Though most of these messages are self explanatory and easily corrected, some are critical errors that must be handled correctly or a loss of your data could occur. Fortunately, it is easy to determine how to handle a specific message by it's type. There are six types of messages produced by the program, each is explained below:

- Confirmation Messages - These are requests by the program to confirm the action requested. For example, if you use the Cancel button and have entered or changed data you will get a message like "Bill fields were entered, are you sure?". Confirmation messages can be identified by the "Confirm Action" title in the message box used to display the message and by the large question mark displayed in the box. These messages are not serious and no special handling is required.

- File Messages - These are messages associated with creating, backing up and restoring your files. For example, you will get a message like "Category file will be backed up as CAT0200.BAK" each time you backup the category file. File messages can be identified by the "File Message" title in the message box used to display the message and by the large question mark displayed in the box. These messages are not serious and no special handling is required.

- Input Errors - These are messages produced by the program because you entered something wrong. Perhaps you entered an invalid date or chose conflicting options. For example, if you try to define a income category as tax deductible you will get a message like "Only expense categories can be tax deductible". Input errors can be identified by the "Input Error" title in the message box used to display the message. These messages are self explanatory, just correct the error indicated before continuing with the program function being used.

- File Errors - These are serious errors associated with accessing your data files. Hopefully, you will never see one of these messages, but an example of one is "Error 1004 - Company file update error". File errors are always displayed with a unique error number (1004 in this example) and the name of the file being accessed. File errors can also be identified by the "File Error" title in the message box used to display the message and by the large stop sign displayed in the box. If you receive a file error message, follow the error recovery procedure below.

- General Errors - These are serious errors usually displayed because a program function did not complete successfully. Often another message, like a file error, displays before the general error and indicates why the function did not complete. Again, you should never see one of these messages, but an example of one is "Check was not entered, due to previous error". General errors can be identified by the "General Error" title in the message box used to display the message. If you receive a general error message, follow the error recovery procedure below.

- Printer Errors - These are serious errors associated with printing checks or accessing your printer. An example of a printer error is "Error 9902 - Can't find printer device information". Usually, these errors are caused by attempting to use a printer improperly configured for Windows. Use the Windows Control Panel and make sure your printer is properly configured. In addition, if you are printing checks, allow the program to restore the files back to their status before any checks were printed. Then, you can reprint the checks after correcting the error.

Error Recovery Procedure - After any serious error, protect your data files by following this procedure:

1. Exit the program immediately, but do not backup your files. Your primary files could be damaged, so you may need the original backups from before you started the program.

2. If you were printing checks, the program will probably ask to restore your files. You should restore your files assuming you also allowed the program backup your files before starting to print the checks.

3. If your backup files are fairly current, the best approach is to restore your files, then re-enter

anything that was lost. This is the recommended approach.

4. If your backup files are not current, you can try going back into the program without restoring the files. Carefully check the last few functions performed and make sure they completed successfully. If everything looks OK and you do not get further errors, you can continue without restoring the files. However, save the backup files you do have, by copying them to a different drive or directory, in case additional errors occur later on. In addition, you can try regenerating your existing files by first backing them up, then restoring them. This will fix any internal file damage that might have occurred because of the error.

5. Please report the error to us if it continues to occur. Please write down the full error message received, including the error number. Consult the Bill Drawer User Guide for information on contacting us for support.

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