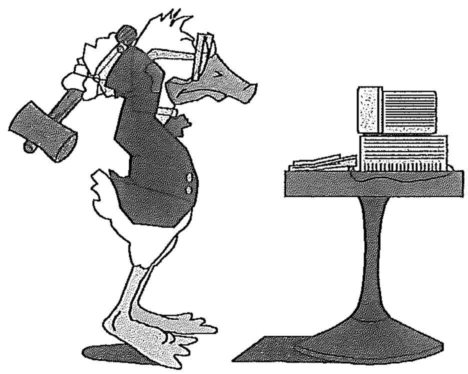
TRYING TO COMPUTERIZE YOUR BUSINESS?
HAS IT MADE YOU FEEL LIKE THIS?



Introducing

MAH Software's
THE TAXIDERMY SHOP™
Version 1.2

Only 129.95 + Shipping

Developed in cooperation with a leading taxidermist, **The Taxidermy Shop** is a comprehensive, easy-to-use invoicing and receivables program with the professional taxidermist in mind. Features include:

- in-store and mail order customer tracking
- project and payment tracking
- comprehensive reports
- customer, mail order, and supplier labels (dot-matrix and laser/inkjet) using standard Avery labels

and much, much more.

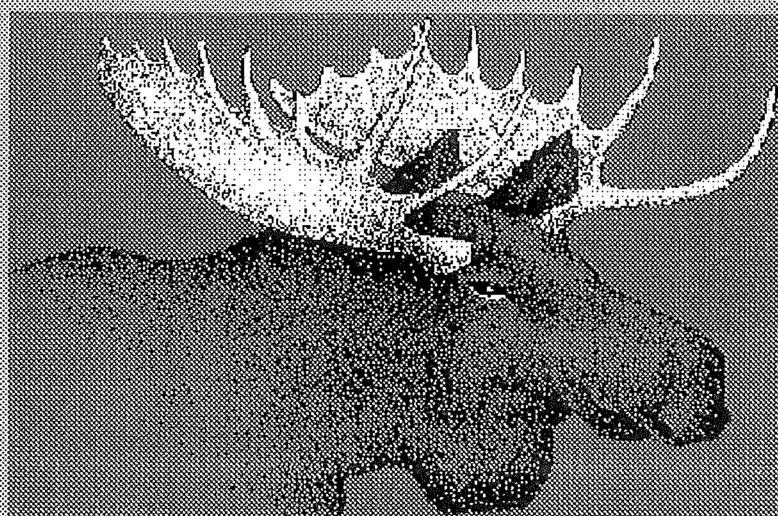
You have access to all tables, forms, reports, queries, and other modules allowing complete customization by you, or we can customize it for you. Simple, easy-to-use, and comprehensive, The Taxidermy Shop can improve and speed the tracking of your projects and receivables, allowing you to spend more time doing what you do best - taxidermy.

Order Today!

System Requirements: - Minimum Intel 486, 8Mb RAM, 1Mb free space on your hard drive
- Windows 3.1 or 3.11, WFWG 3.1 or 3.11, or Windows 95
- Microsoft Access 2.0 or Microsoft Office Professional 4.3

Welcome!

The Taxidermy Shop



Version 1.2

MAH Software Services and Louie Champa Taxidermy

Table of Contents

Getting Started

Installing the Taxidermy Shop

1. Insert the disk into your 3.5" floppy drive.
2. From program Manager's File Menu (Windows 3.1) or the Start Menu (Windows 95), select Run.
3. In the command line type A:\INSTALL (where A is the letter of your 3.5" drive) and press Enter. Follow all on-screen instructions to complete the installation.

Backing Up The Taxidermy Shop

The Taxidermy Shop is installed in a directory (or in Windows 95, a folder) named ACCESS on the root directory of drive C. The data is kept in two files called TDDATA.MDB and TDDATA.LDB (if you are using the Access 95 version, the file TDDATA.LDB does not exists). Use any backup program to back up the files to disk or tape.

Technical Support

Technical support is available from 9:00 am to 5:00 pm Central time Monday through Friday, at (218) 827-2631. If no one is available, leave your name and phone number and someone will get back to you as soon as possible. Tech support is also available online by leaving a message at **voconnor@northernnet.com**.

Common Program Features

Working with The Taxidermy Shop

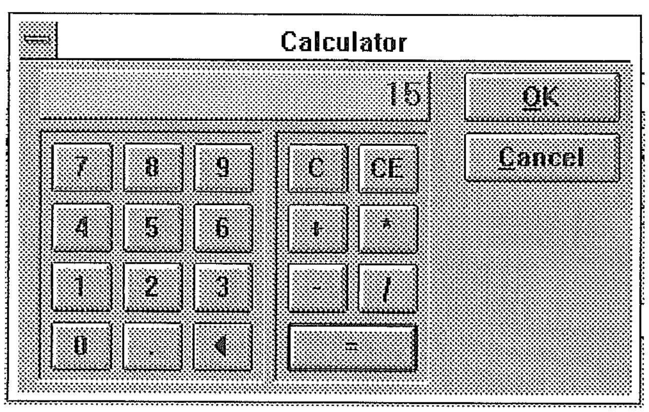
The Taxidermy Shop is written in Microsoft Access, a database program that is part of Microsoft's Office series of software. To begin working with The Taxidermy Shop, open Microsoft Access from Program Manager (in Windows 3.1 and Windows for Workgroups) or the desktop (in Windows 95. Once Access has started, start The Taxidermy Shop by opening the file TDACTION.MDB in the directory or folder labeled ACCESS. This will begin the program and the opening screen will display. Press any key or click on the opening screen to view the Main Menu. Choose any option from the Main Menu by clicking on the option's button, or holding down on the Alt key and pressing the underscored letter.

Menu Conventions

Menu options throughout The Taxidermy Shop are accessed by clicking on a c*ommand button*. In addition to the command button, you can choose a menu option by using a keyboard shortcut. Keyboard shortcuts are combinations of keys you press at the same time that gives you the same result as choosing a command using a command button. All Taxidermy Shop menu commands have keyboard shortcuts. These shortcuts are accessed by holding down the Alt key, then pressing the letter that is underlined on the menu command button of the desired menu option.

Calculator

When you are in any entry section, such as the Customers section or Suppliers section, if you double-click on any non-field area, a calculator will appear as follows:

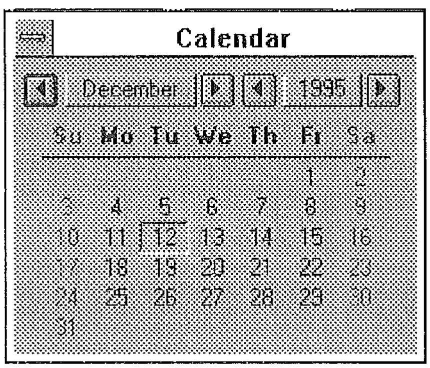


You can use the mouse to click Calculator buttons or press the corresponding keys on your keyboard. To enter a calculation:

1. Enter the first number in the calculation.
2. Choose the operator.
3. Enter the next number in the calculation. If you make a mistake, choose the Back button (or press BACKSPACE) to delete incorrect digits. Or choose the CE button (or press DEL) to clear the entire number.
4. Enter any remaining numbers and operators.
5. Choose the equal sign button (=). Or press ENTER or = (equal sign). If you make a mistake, choose the C button (or press ESC) to clear the entire calculation.

Calendar

When you are in any date field, you can access the built-in calendar by double-clicking. The calendar will appear as follows:



The date displayed on the calendar will be the date that exists in the date field. If there is no date in the date field, then the current system date will be displayed. You can change the month and year by clicking on the left and right arrowhead buttons displayed on each side of the month and year displays. You can choose a specific day by clicking on the day. After you have chosen a date, press **Enter** to close the calendar and transfer the date to the date field. To close the calendar without transferring the date, press **Esc**, or **Alt-F4**. If you close the calendar without transferring the date, the date field will be empty. Press **Esc** to bring back the date that was in the field prior to displaying the calendar.

Editing Conventions

When entering or changing information in the program, you can move from field to field by moving the mouse cursor to that field, then clicking anywhere in that field. You may also use the keyboard to move from field to field rather than the mouse. The following is a list of keyboard shortcuts:

Key(s)	*Movement*
Tab	Moves to the next field
Shift-Tab	Moves to the previous field
Home	Moves to the first field
End	Moves to the last field
Up Arrow	Moves to the previous field, or if you are in the first field of a record, moves to the last field of the previous record
Down Arrow	Moves to the next field, or if you are in the last field of a record, moves to the first field of the next record
Ctrl-Up Arrow	Moves to the current field of the first record
Ctrl-Down Arrow	Moves to the current field of the last record
Ctrl-Home	Moves to the first field of the first record
Ctrl-End	Moves to the last field of the last record

When you are in a combo box (a box that provides a list of options or records to choose from) you can also use shortcut keys. The following list of shortcut keys applies only when the combo box is open showing the various selections unless otherwise noted:

Key(s)	*Movement*
F4 or Alt-Down Arrow	Opens a combo box assuming that the cursor is in the combo box field and the combo box is not already open
Down Arrow	Moves down one selection
Up Arrow	Moves up one selection
PgDn	Moves to the next group of selections
PgUp	Moves to the previous group of selections
Tab	Exists the combo box selection the currently highlighted selection

If you make changes in a field, and have not yet pressed **Enter** or **Tab**, you can cancel the changes and return to the previous value in the field by pressing **Esc**.

Company Info

This option allows you to fill in information about your business. YOU MUST ENTER THIS INFORMATION PRIOR TO USING ANY OTHER OPTION OF THE PROGRAM! Choose the option by clicking on the **Company Info** button, or pressing Alt-C. The following screen will appear:

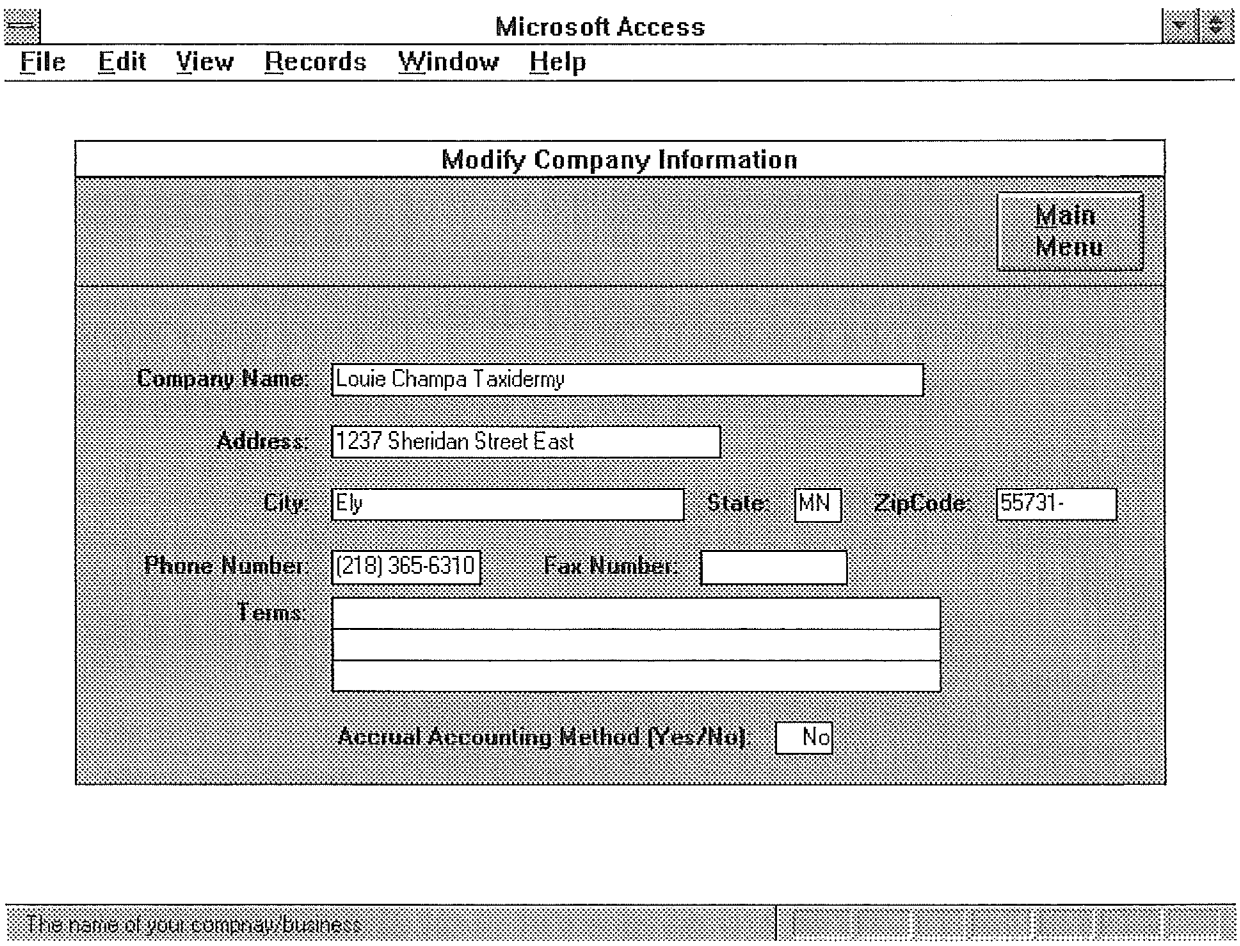


Figure 1

Following is a description of the company information as seen in Figure 1:

Company Name: Your company name. The name may be up to 50 characters long. The default name is "Your Company."

Address:	The street address of your company. The street address may be up to 30 characters long.
City:	The city where your company is located. The city name may be up to 30 characters long.
State:	The two-character abbreviation for the state where your company is located.
Zip Code:	The Zip+4 zip code for the company address. You can enter just the five-digit zip code if desired.
Phone Number:	Your company's phone number.
Fax Number:	Your company's fax number.
Terms:	The payment terms your company gives. This will appear on the bottom of the invoices you print. You can enter up to 50 characters on each of the three terms lines.
Accrual Accounting Method (Yes/No):	Enter "Yes" if your company uses the accrual method of accounting (income is recorded when the invoice for the customer is generated and sent; expenses are recorded when the vendor's invoice is received). Enter "No" if your company uses the cash method of accrual (income is recorded when you receive payment from the customer; expenses are recorded when you pay them). If you are unsure which method you use, check with your accountant. The default value is "No."

To exit the option, click on Main Menu, or press Alt-M.

Customers

This option allows you add, change, and delete information about your customers. Choose the option by clicking on the **Customers** button, or pressing Alt-U. The following screen will appear:

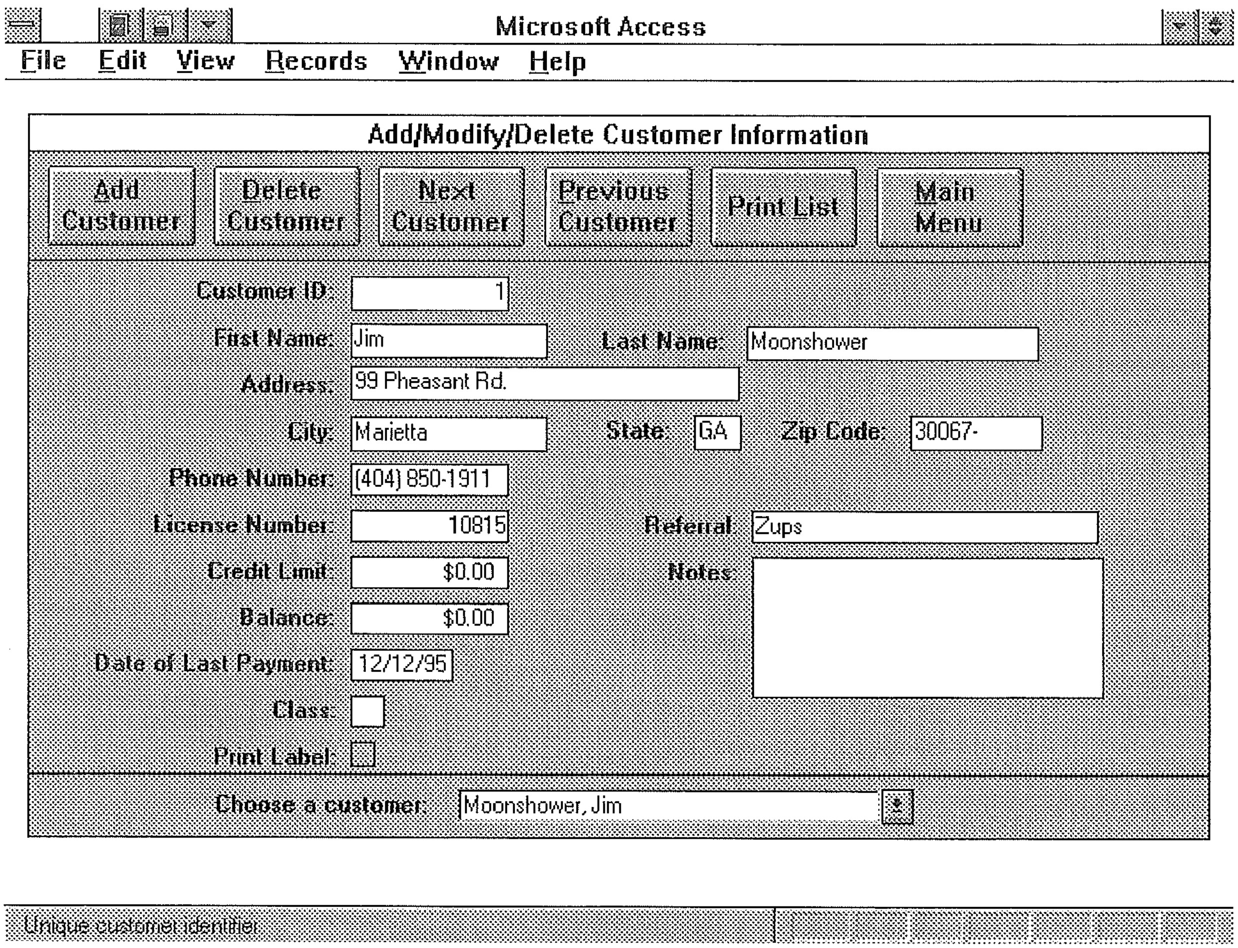


Figure 2

Following is a description of the customer information as seen in Figure 2:

Customer ID:	A unique customer number automatically generated by the program. Customer ID's begin with 1.
First Name:	The customer's first name. The name may be up to 20 characters long.
Last Name:	The customer's last name. The name may be up to 30 characters long.
Address:	The street address of the customer. The street address may be up to 40

	characters long.
City:	The city where the customer is located. The city name may be up to 20 characters long.
State:	The two-character abbreviation for the state where the customer is located.
Zip Code:	The Zip+4 zip code for the customer's address. You can enter just the five-digit zip code if desired.
Phone Number:	The customer's phone number.
License Number	The license number assigned by the state.
Referral:	The name of the person or business who referred the customer to you, if any. The referral name may be up to 35 characters long.
Credit Limit:	The amount of credit given to the customer.
Balance:	The amount still owed to you by the customer.
Date of Last Payment:	The date the customer last made a payment to you.
Notes:	Any special notes you want to make about the customer.
Class:	2 characters that allow you to assign this customer to a group with similar customers. This allows you to print labels for all customers with the entered class.
Labels:	Are labels to be printed for this customer. Click on the field if you want the customer to be included when labels are printed.

To choose any of the "Add/Modify/Delete Customer Information" options, click on the option button, or hold down the Alt key, then press the letter that is underlined on the button of the desired menu option. Following is an explanation of the options.

Add Customer

Add a new customer. You will see the word "(Counter)" in the Customer ID field. Use the mouse to click in the First Name field, then enter information in each field, pressing the Tab or Enter key once the information is entered. The customer is not added until you have TABbed past the last field (Print Label) and you see the word "(Counter)" in the Customer ID field again. If you choose to return to the Main Menu before this occurs, you will lose this customer, although Access will NOT reuse the Customer ID assigned to the person.

Delete Customer

Delete the customer displayed on the screen. To verify the delete, click on OK. To cancel the delete, click on Cancel.

Next Customer

Display the next customer. If the last customer in the file is already being displayed, then an error message will be displayed. Customers are in numeric order by Customer ID.

Previous Customer

Display the previous customer. If the first customer in the file is already being displayed, then an error message will be displayed. Customers are in numeric order by Customer ID.

Print List

Print a list of all your customers. The list will print the Customer Name, Address, Phone Number, License, and Customer ID number. Click on Preview to print the list to the screen. Click on Print to print the list to the printer. Click on Cancel to exit without printing the list.
If you preview the list, click on the Close icon to return to the Customers screen. If you choose to print the list, you will be returned automatically to the Customers screen once the list has been sent to the printer.

Main Menu

Exit to the Main Menu.

Choose a customer

Allows you to choose a customer by name. Click on the arrow on the right side of the option box. A list of customers will pop up, with the first name on the list being the currently displayed customer. The names appear last name comma first name, and are in alphabetical order. You may scroll through the list and click on the desired customer, or type in the customer name and press enter. As each letter of the name is typed, the first name with the letter or series of letters typed will appear in the option box, and the list of displayed names will adjust accordingly. When the desired name appears, simply press Enter.

Payment Types

This option allows you add, change, and delete the types of payments you accept, such as cash, check, etc. These must be entered before you can enter how orders are paid. Choose the option by clicking on the **Payment Types** button, or pressing Alt-P. The following screen will appear:

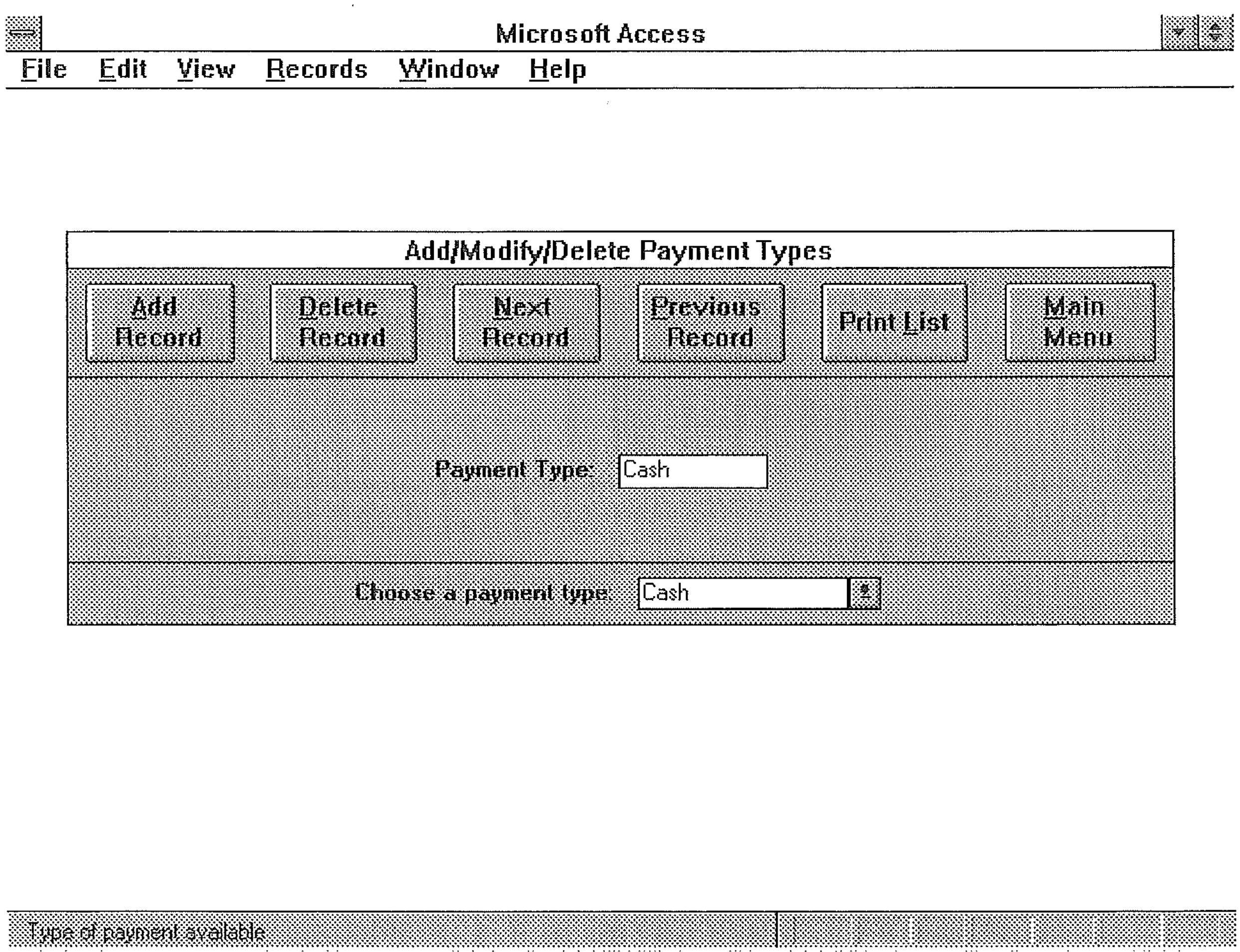


Figure 3

Following is a description of the payment types information as seen in Figure 3:

Payment Type: The type of payments you take. These would include cash, check, the names of the credit cards you accept, etc. You may enter payment types up to 15 characters long.

To choose any of the "Add/Modify/Delete Payment Types" options, click on the option button, or hold down the Alt key, then press the letter that is underlined on the button of the desired menu option. Following is an explanation of the options.

Add Record

Add a payment type. Use the mouse to click in the Payment Type field, then enter the payment type and press Enter. The Payment Type field will clear, and you can enter another payment type, or click on one of the menu buttons.

Delete Record

Delete the payment type displayed on the screen. To verify the delete, click on OK. To cancel the delete, click on Cancel.

Next Record

Display the next payment type. If the last payment type in the file is already being displayed, then an error message will be displayed. Payment types are in alphabetic order.

Previous Record

Display the previous payment type. If the first payment type in the file is already being displayed, then an error message will be displayed. Payment types are in alphabetic order.

Print List

Print a list of all your payment types. The list will print the Payment Type name. Click on Preview to print the list to the screen. Click on Print to print the list to the printer. Click on Cancel to exit without printing the list. If you preview the list, click on the Close icon to return to the Payment Types screen. If you choose to print the list, you will be returned automatically to the Payment Types screen once the list has been sent to the printer.

Main Menu

Exit to the Main Menu.

Choose a payment type

Allows you to choose a payment type by name. Click on the arrow on the right side of the option box. A list of payment types will pop up, with the first one on the list being the currently displayed payment type. The payment types are in alphabetical order. You may scroll through the list and click on the desired payment type, or type in the payment type and press enter. As each letter of the payment type is typed, the first type with the letter or series of letters typed will appear in the option box, and the list of displayed payment types will adjust accordingly. When the desired payment type appears, simply press Enter.

Products

This option allows you add, change, and delete the products and services you sell. These must be entered before you can enter orders. Choose the option by clicking on the **Products** button, or pressing Alt-D. The following screen will appear:

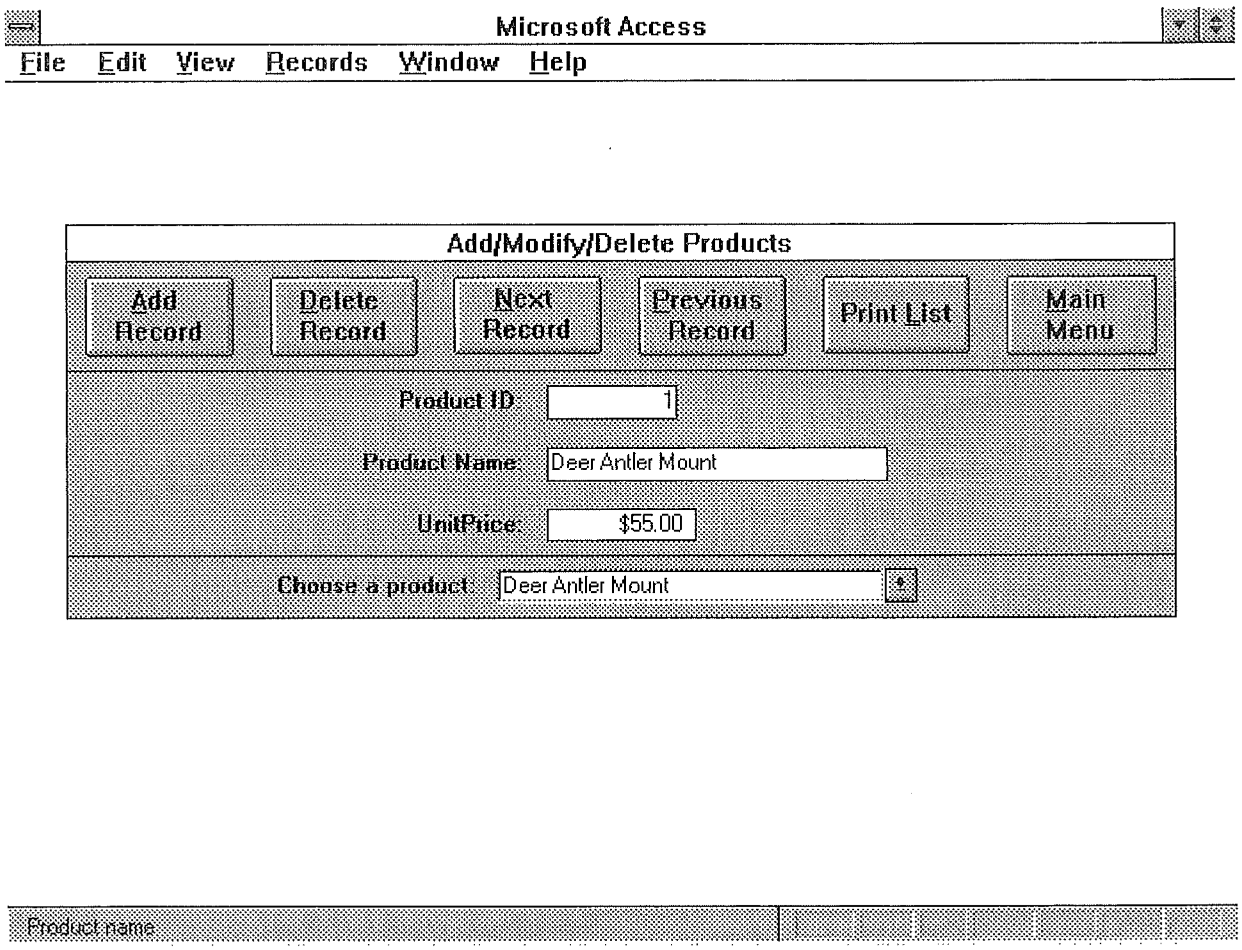


Figure 4

Following is a description of the products information as seen in Figure 4:

Product ID:	A unique product number automatically generated by the program. Product ID's begin with 1.
Product Name:	The name of the product or service. The product name may be up to 35 characters long.

Unit Price: The price for each unit of product or service.

To choose any of the "Add/Modify/Delete Products" options, click on the option button, or hold down the Alt key, then press the letter that is underlined on the button of the desired menu option. Following is an explanation of the options.

Add Record

Add a new product. You will see the word "(Counter)" in the Product ID field. Use the mouse to click in the Product Name field, then enter information in each field, pressing the Tab or Enter key once the information is entered. The product is not added until you have TABbed past the last field (Unit Price) and you see the word "(Counter)" in the Product ID field again. If you choose to return to the Main Menu before this occurs, you will lose this product, although Access will NOT reuse the Product ID assigned to the product.

Delete Record

Delete the payment type displayed on the screen. To verify the delete, click on OK. To cancel the delete, click on Cancel.

Next Record

Display the next payment type. If the last payment type in the file is already being displayed, then an error message will be displayed. Payment types are in alphabetic order.

Previous Record

Display the previous payment type. If the first payment type in the file is already being displayed, then an error message will be displayed. Payment types are in alphabetic order.

Print List

Print a list of all your products. The list will print the Product ID, Product Name, and Unit Price. Click on Preview to print the list to the screen. Click on Print to print the list to the printer. Click on Cancel to exit without printing the list. If you preview the list, click on the Close icon to return to the Products screen. If you choose to print the list, you will be returned automatically to the Products screen once the list has been sent to the printer.

Main Menu

Exit to the Main Menu.

Choose a payment type

Allows you to choose a payment type by name. Click on the arrow on the right side of the option box. A list of payment types will pop up, with the first one on the list being the currently displayed payment type. The payment types are in alphabetical order. You may scroll through the list and click on the desired payment type, or type in the payment type and press enter. As each letter of the payment type is typed, the first type with the letter or series of letters typed will appear in the option box, and the list of displayed payment types will adjust accordingly. When the desired payment type appears, simply press Enter.

Suppliers

This option allows you add, change, and delete the vendors whom you buy supplies from. Choose the option by clicking on the **Suppliers** button, or pressing Alt-S. The following screen will appear:

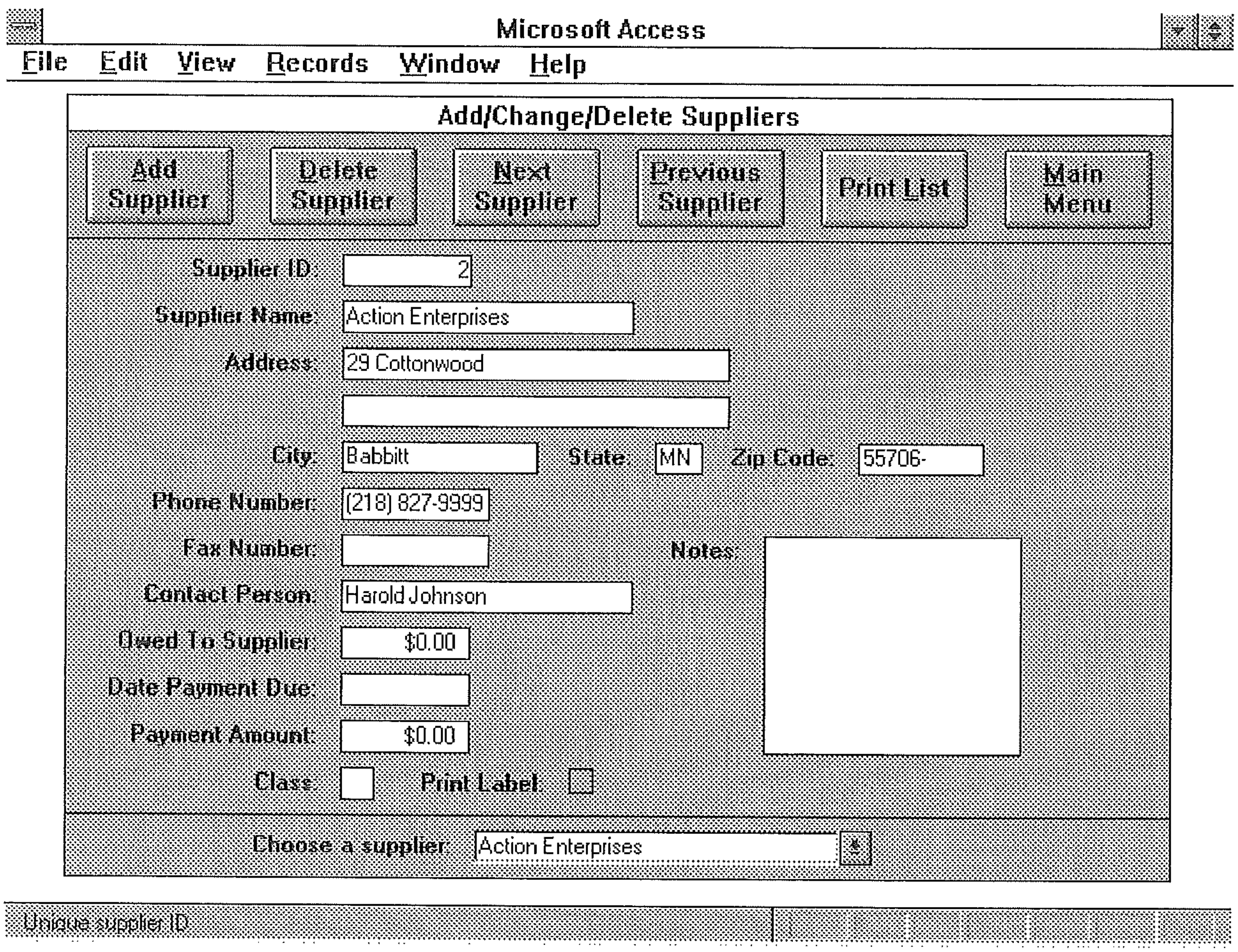


Figure 5

Following is a description of the products information as seen in Figure 5:

Supplier ID:	A unique supplier number automatically generated by the program. Supplier ID's begin with 1.
Supplier Name:	The supplier's name. The name may be up to 50 characters long.
Address:	The street address of the supplier. The street address may be up to 40

	characters long for each of the two lines.
City:	The city where the supplier is located. The city name may be up to 20 characters long.
State:	The two-character abbreviation for the state where the supplier is located.
Zip Code:	The Zip+4 zip code for the supplier's address. You can enter just the five-digit zip code if desired.
Phone Number:	The supplier's phone number.
Fax Number:	The supplier's fax number.
Contact Person:	The name of the person you work with at the supplier. The contact person's name may be up to 50 characters long.
Owed to Supplier:	The amount you currently owe the supplier.
Date Payment Due:	The date the next payment is due to the supplier.
Payment Amount:	The amount of the next payment due to the supplier.
Notes:	Any special notes you want to make about the supplier.
Class:	2 characters that allow you to assign this supplier to a group with similar suppliers. This allows you to print labels for all suppliers with the entered class.
Labels:	Are labels to be printed for this supplier. Click on the field if you want the supplier to be included when labels are printed.

To choose any of the "Add/Modify/Delete Suppliers" options, click on the option button, or hold down the Alt key, then press the letter that is underlined on the button of the desired menu option. Following is an explanation of the options.

Add Supplier

Add a new supplier. You will see the word "(Counter)" in the Supplier ID field. Use the mouse to click in the Supplier Name field, then enter information in each field, pressing the Tab or Enter key once the information is entered. The customer is not added until you have TABbed past the last field (Print Label) and you see the word "(Counter)" in the Supplier ID field again. If you choose to return to the Main Menu before this occurs, you will lose this supplier, although Access will NOT reuse the Supplier ID assigned to the supplier.

Delete Supplier

Delete the supplier displayed on the screen. To verify the delete, click on OK. To cancel the delete, click on Cancel.

Next Supplier

Display the next supplier. If the last supplier in the file is already being displayed, then an error message will be displayed. Suppliers are in numeric order by Supplier ID.

Previous Record

Display the previous supplier. If the first supplier in the file is already being displayed, then an error message will be displayed. Suppliers are in numeric order by Supplier ID.

Print List

Print a list of all your suppliers. The list will print all the information for each supplier. Click on Preview to print the list to the screen. Click on Print to print the list to the printer. Click on Cancel to exit without printing the list.

Main Menu

Exit to the Main Menu.

Choose a supplier

Allows you to choose a supplier by name. Click on the arrow on the right side of the option box. A list of suppliers will pop up, with the first one on the list being the currently displayed supplier. The suppliers are in alphabetical order by name. You may scroll through the list and click on the desired supplier, or type in the supplier name and press enter. As each letter of the supplier name is typed, the first type with the letter or series of letters typed will appear in the option box, and the list of suppliers will adjust accordingly. When the desired supplier appears, simply press Enter.

Orders

This option allows you to change, and delete the vendors whom you buy supplies from. Choose the option by clicking on the **Orders** button, or pressing Alt-O. The following screen will appear:

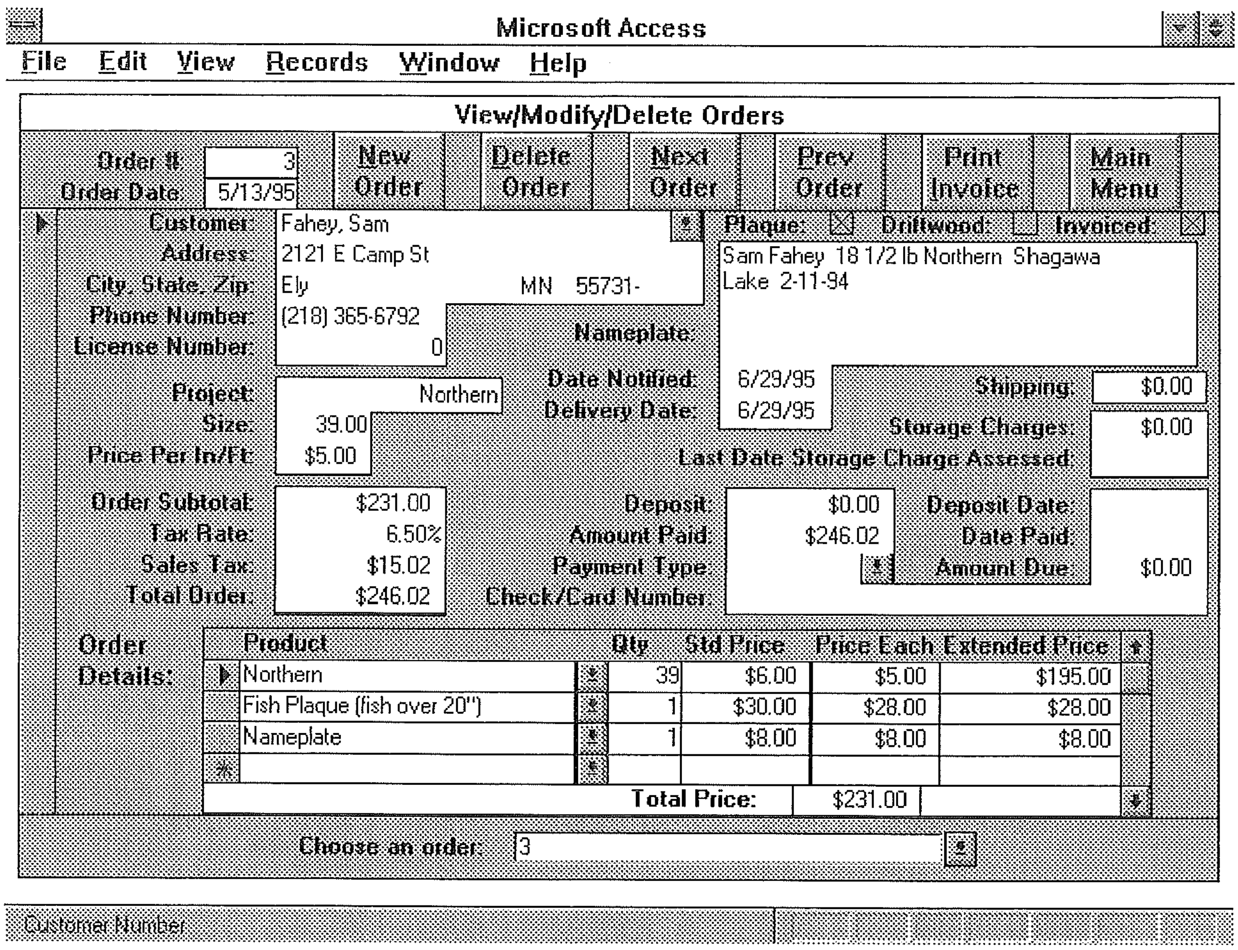


Figure 6

Following is a description of the order information as seen in Figure 6:

Order #:	A unique order number automatically generated by the program. Order numbers begin with 1.
Order Date:	The date the order was created.
Customer:	The customer's name. Choose the name by clicking on the arrow on the right side of the field, then choosing the name of the customer for which

	the new order will be created.
Address:	The street address of the customer. This field can not be changed, and is entered when you choose the customer for which the order is created.
City, State, Zip:	The city, state, and zip code where the customer is located. This field can not be changed, and is entered when you choose the customer for which the order is created.
Project:	The project name. The project name may be up to 35 characters long.
Size:	The size of the animal in inches or feet.
Price Per In/Ft:	The price being charged per inch or per foot.
Plaque:	Checked if the animal is being mounted on a plaque.
Driftwood:	Checked if the animal is being mounted on driftwood.
Invoiced:	Checked if the order has been invoiced - meaning it has been printed at least once.
Nameplate:	The information to be placed on the nameplate, if any.
Date Notified:	The date the customer was notified the project was complete.
Delivery Date:	The date the project was delivered to/picked up by/shipped to the customer.
Shipping:	The amount, if any, of the shipping charges.
Storage Charges:	The amount of total storage charges, if any. Storage charges are normally assessed after a certain period of time passes and the customer has not picked up their project.
Last Date Storage Charge Assessed:	The date that storage charges were last assessed.
Order Subtotal:	The total amount of the order, less shipping, storage charges, and sales tax. This is calculated by the program, and can not be entered.
Tax Rate:	The tax rate in percentage being charged on the order.
Sales Tax:	The amount of the sales tax. This is calculated by the program, and can not be entered.
Total Order:	The total amount of the order, including storage charges. This is calculated by the program, and can not be entered.
Deposit:	The amount of the deposit paid by the customer on this order.
Deposit Date:	The date the deposit was received from the customer.
Amount Paid:	The amount paid on the order. Normally this will be the amount of the order less any deposit.
Date Paid:	The date the amount paid was made.
Payment Type:	The type of payment. You must enter one of the payment types entered in the "Payment Types" section.
Amount Due:	The balance left to be paid on the order. This is calculated by the program, and can not be entered.
Check/Card Number:	The check number if the customer paid by check; the credit card number if the customer paid by credit card.
Order Details:	The items that make up the order. These are selected from the items you have entered in the "Products" section. After each product is entered, enter the quantity ordered or used, and the price for each unit. The default price will be the standard price that you entered for the product. The extended

price will then be calculated by multiplying the quantity times the price each. To delete a product, click on the gray box to the left of the product. The box will turn a darker gray, and a white arrow head will appear pointing toward the product. Press the **Delete** key, and you will be asked to confirm the deletion. You can then confirm the deletion, or cancel it.

To choose any of the "Add/Modify/Delete Orders" options, click on the option button, or hold down the Alt key, then press the letter that is underlined on the button of the desired menu option. Following is an explanation of the options.

New Order

Create a new order. The Order Number and Order Date will be automatically filled, the Order date being the system date when the new order is created. Use the mouse to click in the Customer Name field, then choose a customer. Customers are list last name, first name in alphabetical order. If you choose to return to the Main Menu before you choose a name, you will lose this order, although Access will NOT reuse the Order Number assigned to the order.

Delete Order

Delete the order displayed on the screen. To verify the delete, click on OK. To cancel the delete, click on Cancel.

Next Order

Display the next order. If the last order in the file is already being displayed, then an error message will be displayed. Orders are in numeric order by Order Number.

Prev Order

Display the previous order. If the first order in the file is already being displayed, then an error message will be displayed. Orders are in numeric order by Order Number.

Print Invoice

Print an invoice for the order. If the order has already been invoiced, you will be asked if you wish to reprint it. The invoice will first be displayed on the screen. Once it appears on the screen, click on the Close icon to return to the order, or click on the Print icon to print the invoice on your printer.

Main Menu

Exit to the Main Menu.

Choose an order

Allows you to choose an order by name, the order number. Click on the arrow on the right side of the option box. A list of orders will pop up. The orders are in alphabetical order by customer name, then for multiple orders for a customer, in order number order. You may scroll through the list and click on the desired order, or type in the order number and press enter. As each number of the order is typed, the first order with the number or series of numbers typed will appear in the option box. When the desired order appears, simply press Enter.

Print Invoices

This option allows you to print either an invoice for a single order, or all orders that have yet to be invoiced. The default is to print all invoices that have yet to be invoiced. If you choose to print an invoice for a selected order, a list of invoices will be displayed for you to choose from. The customer name, order number, order date, and whether or not the order has been invoiced will be displayed. To print an invoice for an order, locate the order, then click on the gray box to the left of the order. The box will turn a darker gray, and a white arrow head will appear pointing toward the Customer name for the order. Click on Preview to view the invoice on the screen, or print to print it to your printer.

Alternately, you can move the cursor to the Order No. field of the order and single click to preview the invoice on the screen, and double-click to print it to your printer. Click on Cancel to exit without printing an invoice.

If you preview an invoice, click on the Close icon to return to the Main Menu. If you choose to print an invoice, you will be returned automatically to the Main Menu once the invoice has been sent to the printer.

Reports Menu

This option will display the Reports Menu. Choose the option by clicking on the **Reports Menu** button, or pressing Alt-M. The following is a description of the available reports:

Customer List

This prints a list of all your customers. The list will print the Customer Name, Address, Phone Number, License, and Customer ID number. Click on Preview to print the list to the screen. Click on Print to print the list to the printer. Click on Cancel to exit without printing the list. If you preview the list, click on the Close icon to return to the Report Menu. If you choose to print the list, you will be returned automatically to the Reports Menu once the list has been sent to the printer.

Products List

This prints a list of all your products. The list will print the Product ID, Product Name, and Unit Price. Click on Preview to print the list to the screen. Click on Print to print the list to the printer. Click on Cancel to exit without printing the list. If you preview the list, click on the Close icon to return to the Report Menu. If you choose to print the list, you will be returned automatically to the Reports Menu once the list has been sent to the printer.

Suppliers List

This prints a list of all your suppliers. The list will print all the information for each supplier. Click on Preview to print the list to the screen. Click on Print to print the list to the printer. Click on Cancel to exit without printing the list. If you preview the list, click on the Close icon to return to the Report Menu. If you choose to print the list, you will be returned automatically to the Reports Menu once the list has been sent to the printer.

Payment Types List

This prints a list of all your payment types. The list will print the Payment Type name. Click on Preview to print the list to the screen. Click on Print to print the list to the printer. Click on Cancel to exit without printing the list. If you preview the list, click on the Close icon to return to the Report Menu. If you choose to print the list, you will be returned automatically to the Reports Menu once the list has been sent to the printer.

Order Balances

This report prints a list of all orders where the balance due is greater than zero. This allows you to keep track of and follow up on unpaid balances. The report will print the customer name, customer phone number, order number, project, date the customer was notified their project was ready, the total amount of the order, the storage charges amount, and the amount still due on the order. If you preview the report, click on the Close icon to return to the Report Menu. If you choose to print the report, you will be returned automatically to the Reports Menu once the report has been sent to the printer.

Open Orders

This report prints a list of all orders that have been invoiced and for which the customer has been notified that their project is completed. The report will print the customer name, customer phone number, order number, project, and the order date. If you preview the report, click on the Close icon to return to the Report Menu. If you choose to print the report, you will be returned automatically to the Reports Menu once the report has been sent to the printer.

Storage Charges

This report lists all the storage charges that have been assessed. The report will print the customer name, order number, project, the amount of the storage charge, and the date a storage charge was last assessed. If you preview the report, click on the Close icon to return to the Report Menu. If you choose to print the report, you will be returned automatically to the Reports Menu once the report has been sent to the printer.

Product Sales

This reports list the sales for all products between two delivery dates. When you choose this report, you must enter a beginning and ending delivery date. The report prints the product name, the number of the product that shipped, the total dollar sales for the product, and the sales for the product as a percentage of the total sales for the period for which the report was printed. Sales do NOT include storage charges or shipping charges. If you preview the report, click on the Close icon to return to the Report Menu. If you choose to print the report, you will be returned automatically to the Reports Menu once the report has been sent to the printer.

Deposit Report

This report prints the deposits received between two order dates. When you choose this report, you must enter the beginning order date and ending order date for the date range for which to print the report. The report will print the customer name, order number, project number, order date, deposit date, and deposit amount for every order falling in the order date range. The total amount of the deposit will also be printed. If you preview the report, click on the Close icon to return to the Report Menu. If you choose to print the report, you will be returned automatically to the Reports Menu once the report has been sent to the printer.

Sales Tax

This report prints the sales tax charged between two payment dates. When you choose this report, you must enter a beginning and ending payment date to indicate the period for which sales tax was collected and must be paid. The report will print the total sales, total taxable sales, and total sales tax charged for the entered period. If you preview the report, click on the Close icon to return to the Report Menu. If you choose to print the report, you will be returned automatically to the Reports Menu once the report has been sent to the printer.

DNR Report

Most state DNR's periodically require you to provide basic customer information, including their license number, for ongoing projects. This report will give you just that information. The report will print the customer name, license number, order number, project number, address, and phone number. If you preview the report, click on the Close icon to return to the Report Menu. If you choose to print the report, you will be returned automatically to the Reports Menu once the report has been sent to the printer.

Main Menu

This option returns you to the Main Menu.

Customer Labels

This option prints standard Avery labels of various sizes containing your customer's names and addresses. For each label type, you may choose to print labels for all customers, for customers with the "Labels" check box marked, or all customers within a specific class. If you choose the last option, you will be asked to enter a one- or two-character class code. Labels will then be printed only for customers with the code your entered in their "Class" field.

3-Across (5660)

This option prints customer labels on Avery 5660 labels (3 across, 1" X 2 13/16"). These labels must be printed using a laser or Inkjet printer.

3-Across (5160)

This option prints customer labels on Avery 5160 labels (3 across, 1" X 2 9/8"). These labels must be printed using a laser or Inkjet printer.

2-Across (5161)

This option prints customer labels on Avery 5161 labels (2 across, 1" X 4"). These labels must be printed using a laser or Inkjet printer.

1-Up (4145)

This option prints customer labels on Avery 4145 labels (1 up, 15/16" X 3 1/2"). These labels must be printed using a dot matrix printer.

Suppliers Labels

This option prints standard Avery labels of various sizes containing your supplier's names and addresses. For each label type, you may choose to print labels for all suppliers, for suppliers with the "Labels" check box marked, or all suppliers within a specific class. If you choose the last option, you will be asked to enter a one- or two-character class code. Labels will then be printed only for suppliers with the code your entered in their "Class" field.

3-Across (5660)

This option prints customer labels on Avery 5660 labels (3 across, 1" X 2 13/16"). These labels must be printed using a laser or Inkjet printer.

3-Across (5160)

This option prints customer labels on Avery 5160 labels (3 across, 1" X 2 9/8"). These labels must be printed using a laser or Inkjet printer.

2-Across (5161)

This option prints customer labels on Avery 5161 labels (2 across, 1" X 4"). These labels must be printed using a laser or Inkjet printer.

1-Up (4145)

This option prints customer labels on Avery 4145 labels (1 up, 15/16" X 3 1/2"). These labels must be printed using a dot matrix printer.

Quit

This option will exit both the Taxidermy Shop and Microsoft Access.