

# INTRODUCTION

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**ProStock prints all its documents using “Custom Forms”.**

ProStock's Custom forms feature allows you to customize delivery memos, invoices, checks, purchase orders, statements, labels, reports, ledgers, and listings. Almost all the output of ProStock is printed through custom forms. ProStock provides you with default custom forms for every printout and report.

You may leave these as they are, or redesign them to fit your own needs. Create as many forms as you wish, utilizing text, graphics, and keywords. ProStock then uses the forms to print all your output. Forms may be as simple or complex as you wish. You may create...

- Horizontal rules
- Vertical rules
- Boxes
- Fancy fonts

...or anything that your printer supports. With the Custom forms feature, ProStock can also fill out preprinted forms.

## True Type Fonts

Please note: Although ProStock supports the Windows Print Manager, use of Windows fonts, such as True Type fonts, is not supported at this time. Printer fonts are supported through use of control codes (described below).

On the other hand, all Windows fonts are supported in the Crystal Reports module of ProStock -- in reports, ledgers, and any other documents that can be produced by Crystal Reports (see the section on *Crystal Reports*).

**Click *Utilities/Custom Forms...* then retrieve a memo form.**

We recommend that while you read this section, you go into the default editor (Windows Notepad) by clicking on the *Utilities Menu, Custom Forms* choice, *Delivery Memo*. ProStock will list the existing delivery memo forms. Double-click the mouse on **memo1.psf**. This brings the form called MEMO1.PSF into the Windows Notepad.

### **Creating Custom Forms**

To produce custom forms, use the Custom Forms menu choice. This automatically loads the Windows Notepad. If you edit custom forms in another editor, be sure to save whatever changes you've made in simple DOS Text or ASCII format (the Windows Notepad automatically does this). ProStock must be able to read this format, so if you use a word processor, the word processor must save it as an ASCII file. Most word processors can do this (for instance, in WordStar open the form file in "Nondocument" mode; in WordPerfect, save the file using the "Text " mode).

Once the forms are created, the text-editor's job is done, and ProStock takes over, using the form as a style-sheet to produce your documents. You may change the form at any time (using the editor), and create new forms as well. At the end of this section, we have provided a number of sample custom forms, and representative printouts. These are followed by a complete list of Custom Form Keywords. Take a moment to look at these sample forms now, and then refer back to them while reading this section.

# FORM ELEMENTS

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**The four elements of a form are *text*, *keywords*, *graphics* and *control codes*.**

A custom form contains *text*, *keywords*, possibly *graphics*, and possibly *control codes* (used to produce different type styles and point sizes).

**Text...**

*Text* is any combination of letters, numbers, or other characters that you want ALWAYS printed on the document. ProStock will reproduce whatever text you type onto the form in exactly the place you typed it. For instance, if you want the word **INVOICE** to always appear in the top right-hand corner of your invoices, type the word **INVOICE** in the top right-hand corner of the form. If you want the words **BILL TO:** to appear just above the customer's name, type **BILL TO:** just above where you are going to put the customer-name keyword.

*Text* may be as simple or complicated as you like, and it may appear anywhere on the form. The only illegal text character in a ProStock form is the left brace "{".

**Keywords...**

*Keywords* in a custom form are all-caps words surrounded by braces "{ }". An example would be {**DATE1**}: when ProStock sees this keyword on an invoice form, it prints the **invoice date** (starting where the "{" is). There is a keyword for every piece of data in the ProStock data base, from *customer name* to *invoice total* to *check amount*. Wherever you want a piece of data to be printed, put a keyword on the form.

The amount of space a keyword takes up on the form, may not be the same amount of space the information that the keyword represents takes up on the printout. For example, the keyword for your client-company's name is {**CLNAME**}. This takes up eight spaces on the form. However, the client-company name itself may be up to 40 spaces long, and will take up 40 spaces on the document.

**Graphics...**

*Graphics* are a special case of text. If you have a word processor and printer that support graphics, you may draw vertical or horizontal rules, boxes, hearts, diamonds, or anything else you may desire. Graphics are printed on the invoice exactly as any other text. Graphics are difficult to reproduce in the Windows Notepad, so if you want to use lines and boxes, you should use a word processor that has a line-drawing feature.

Note: Many word processors, especially the less expensive ones, don't have the ability to draw boxes and lines (or more inventive graphics). Windows Notepad cannot draw graphic lines.

### Drawing boxes...

When drawing boxes around keywords, it is very important to be aware of the character length that each keyword actually represents. You must make the boxes long enough so that the invoice information fits inside. Any text, be it text or graphics that follows a keyword on a line must leave room for the character length of that keyword.

### Control Codes...

*Control codes* are sequences of nonprinting characters that the printer uses to change fonts and type styles. If you don't put any control codes in your forms ProStock will print the document in normal type. However, if you want to put fancy type (italics, double-width, etc.) anywhere on the document, you must put the control code keywords, or actually type in the control codes for your printer.

The code for two special fonts are included as standard keywords in ProStock's custom forms -- bold type and condensed type. These control code keywords are always two characters surrounded by braces:

```
{BN}: Turn bold print on  
{BF}: Turn bold print off  
{SM}: Turn condensed type on  
{NM}: Return to normal sized type
```

Other control codes are a complicated and advanced feature of Custom forms. Therefore, we have put the detailed instructions for their use into the final part of this section.

## **Keywords**

Each keyword in a form represents a piece of information on the document. There is a specific keyword for each piece of data in the ProStock data base. Place a keyword in the form exactly where the corresponding information will be printed on the document. Keywords for repeating items on a form need only be placed on the form one time; they are then printed one after another on the document. For example, the keywords for printing other charges on an invoice are only placed on the form once. The form then repeats the billing items line as many times as there are billing lines on the invoice. The same is true for images on delivery memos, check advice, statement items, and lines on reports.

Keywords vary from two to eight characters on the form: an opening brace ("{" followed by the all-caps keyword followed by a closing brace ("}"). For example, the keyword to make the invoice total print is {INVTOT}; the keyword to make the invoice rights print on the invoice is {RIGHTS}; etc. The information represented by the keyword begins printing on the document where you have placed the opening brace on the form.

## **Keyword length vs. Field length**

Although each keyword is a certain length, the associated information on the printed document may be longer or shorter. With several exceptions, this character length for every keyword is fixed. For instance, every dollar amount takes up 12 spaces on the document (and is right-justified in the field); the customer name uses 40 spaces; and so on. The letterhead information uses exactly as many spaces as there are letters in the name, address, etc. -- and so is variable in length. Keep in mind the character lengths when designing your forms.

## How to mess up a form!

If you don't leave enough room between keywords for the field's actual length, your printer will shove the second printed field down to the following line. This will make your document look strange, and will also throw off ProStock's line count as it fills up the page.

For example, let's say that a form prints the price and extension of a billing item. Since each dollar-amount keyword takes up twelve spaces, you must leave twelve spaces between the keywords. If you don't, here's how it will look:

Form:

```
{QTY} {ITEM}           {PRICE}   {AMOUNT}
```

Resulting print-out:

```
25   Widgets           2.00
                                     50.00
```

**PRICE** is right justified in a twelve-character field, so it prints to the right of where you expect it to. **AMOUNT** is also right-justified, but ProStock is trying to start printing it right on top of the final "0" of the "2.00", so the printer shoves it down to the next line. To solve this problem, move the keyword **AMOUNT** over to the right by one or two spaces.

# CREATING A FORM

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**Start each form by defining the *Page Length, Page Break, and Page Width.***

Keywords are placed on the form surrounded by braces and spelled in all capital letters. There are three keywords that must begin every form. They are the keywords that define the page length, page width, and page break (the point at which ProStock will continue printing on the next page).

These keywords **must** be the first line of every form you design, and they must be all the way to left on the form.

**{ PGLLEN } =xx ; { PGBRK } =xx ; { PGWTH } =xx**

The "xx" represents the appropriate numbers. The information must be typed onto the FIRST line of the form in EXACTLY the order above and must start at the far left side of the page. Each number must be two digits or three digits.

**Page Length...**

*Page length* {PGLLEN} is the number of printed lines on the page. For most documents (invoices, memos, reports) this number will be 66 (six lines per inch on 11-inch paper) for dot matrix printers, and 60 for laser printers. If you are using shorter or longer forms, or if you want your printer to print at eight lines per inch, then the {PGLLEN} will be a different number. Checks and statements will be shorter most of the time.

## **Laser Printer Page Length**

Laser printers are preset at 60 lines long, so set PGLLEN at 60 if you are printing on a laser printer.

Compute the page-length number by measuring the length of your paper, and multiplying it by the number of lines per inch that your printer prints (usually six).

## Page Break...

*Page break* {**PGBRK**} is the line number at which ProStock will move on to the next page (page two of the document). This even applies to forms that never go to a second page. ProStock can print as many pages as a report needs.

On an delivery memo form, if you set the page break at 58 lines, ProStock will print the body of the memo until it has printed 58 lines; then it will break to page two, reprint the memo header, and continue with the rest of the form. If you print two copies of a document, ProStock will print all pages of copy one, then go on to print all pages of copy two.

## Page Width...

*Page width* {**PGWTH**} is the number of characters across a line that you want ProStock to print. Normally, this number is 80 (80 characters in Pica print takes up eight inches, leaving a quarter-inch on each side of the paper). The number you use could be less if you have narrow paper, or if you have graphic designs on your stationary that run along the sides of the paper. The number would be more if you are using a printer that prints in Elite, Condensed, or Proportional typefaces (proportional type can fit more characters on a line than can normal type). If you have condensed text anywhere on a form, you should set the PGWTH to 128. Forms that print bar-codes should also use a page width of 128.

## Start all forms with this type of line:

A typical form first line might look like this:

```
PGLLEN}=66 ; { PGBRK }=54 ; { PGWTH }=80
```

### **Every form must begin with this definition line!**

The page length of 66 is standard for a dot matrix printer. Most laser printers require a page length of 60. The keywords begin at the far left, and must be in the exact order and format as the typical form above.

## Add the "Pause" keyword to pause between pages.

If you are using cut-sheet paper on a dot-matrix printer, you will need ProStock to pause after each page to allow you to change paper. Placing the keyword {**PAUSE**} on the first line of each form tells ProStock to do this. Place the keyword {**PAUSE**} on the first line of any form that requires pausing for paper changes. The first line of a form with the PAUSE keyword might look like this:

```
{ PGLLEN }=66 ; { PGBRK }=58 ; { PGWTH }=128 ; { PAUSE }
```

## Placing Keywords on a Form

### **The Letterhead Example**

Determine whether you want ProStock to print your letterhead, or whether you are printing on preprinted letterhead stationary. If you want ProStock to print your letterhead, there are two ways to do this. Since, typically, your letterhead is something that doesn't change from document to document, you can type the actual words on the forms rather than the keywords. This is an example of *Text* that was described at the beginning of this section.

On the other hand, if you prefer to use letterhead keywords on your form, you may. Letterhead keywords are as follows:

```
{LTRH1} Your company name  
{LTRH2} An optional second line  
{LTRH3} Your company address  
{LTRH4} Your company city  
{LTRH5} Your state  
{LTRH6} Your zip code  
{LTRH7} Your phone number
```

ProStock allows seven lines for letterhead, but they don't have to follow the convention above. Any letterhead line can represent any piece of letterhead information. For example, the fourth letterhead line could be a combination of your city, state, and zip code.

### **Centering your letterhead...**

To center your letterhead at the top of the page, you must take into account each field's length, and compute where the keyword should be positioned on the forms in order to make the letterhead type out correctly positioned on the document. ProStock will not automatically center text.

### **Form vs. Printed Document:**

The following two forms produce the same invoice output:

#### Form #1:

```
{LTRH1}  
{LTRH3}  
{LTRH4} , {LTRH5} {LTRH6}
```

#### Form #2:

```
20/20 Software  
17 Center Drive  
Old Greenwich, Connecticut 06870-1446
```

Resulting output from Form #1 or Form #2:

20/20 Software  
17 Center Drive  
Old Greenwich, Connecticut 06870-1446

Any text that is the same (and in the same place) on all documents should be typed directly onto the form instead of using keywords.

**The Client Name  
and Address  
Example**

Keywords are placed on the form exactly where you want them to print on the document. To print the customer's name and address, the form might look like this:

Form

```
{BN}  
Bill To: {BF}  
{CLCNTC}  
{CLNAME}  
{CLADR1}  
^^{CLADR2}  
{CLCSTZP}
```

The resulting invoice output would look like this:

```
Bill To:  
Mr. James Fenimore Cooper  
International Business Machines  
44 Armonk Highway  
MailStop 44-B  
Armonk, NY 10345
```

Note that the keywords **{BN}** and **{BF}** turn bold printing on and off.

The double carats (^) in front of the **{CLADR2}** keyword tells ProStock to close up that line if there is no second address line. Note that this special code only works when there is nothing to the right of the keyword (you would not want to close up the line if there is more information to the right of the second address line).

**Printing Dates**

On the screen ProStock prints dates in the format mm-dd-yy (or whatever the country format is). On the custom forms however, dates may be printed in three different formats. There is a slightly different keyword for each form of date. Following is the list of keywords and formats:

```
{DATE1} 09-27-96
{DATE2} September 27, 1996
{DATE3} 27 September 1996
{DATE4} Today's date in the format (mm-dd-yy)
```

DATE1, DATE2, and DATE3, represent the date of an invoice, memo, check, commission, etc.; DATE4 represents the current date, no matter what the document.

### Repeating Items (Billing Lines, Images, etc.)

Some special rules and limitations apply for handling items that are printed in repeating loops on your forms. You may place these items anywhere on the document, but the individual lines are always printed out one after the next. That means that you cannot split up lists of images, invoice billing items, etc., and put some in one part of the document, and others in another part (except that **\*\*Shipping** can be segregated).

These repeating items are printed in what's called a loop. Each loop (images, billing items, or statement items) is marked by a beginning keyword, and an ending keyword. ProStock repeats the form lines between these two keywords over and over until all the items in that document have been printed. This leads to two rules about repeating items:

1. You must designate the start of repeating items by a beginning keyword, and
2. You must designate the end of repeating items by an ending keyword.

### Billing items on an invoice.

The following is an example of loop items, using billing items on an invoice form:

Form:

```
{BN}
REIMBURSABLE EXPENSES: {BF}
{BEGITEMS}
  {QTY} {ITEM} {AMOUNT}

{ENDITEMS}
-----
{XXX} Subtotal:{XXX} {SUBTOT}
```

## Resulting output:

```
REIMBURSABLE EXPENSES :
 2 Lost Images 3000.00

 1 Damaged Images 1500.00
-----
Subtotal: 4500.00
```

In the above example, there are a number of important elements to note:

(1) The keywords {BN} and {BF} are used to turn bold printing on and off (and if possible it's works best to put {BN} on its own line).

(2) Loop items are begun by putting the keyword {BEGITEMS} (or {BEGIMAGES}) at the beginning of a line (and putting nothing else on that line).

(3) The billing line {QTY}...{AMOUNT} is only put on the form one time. ProStock repeats it as many times as there are billing items on the invoice.

(4) The extra line before the {ENDITEMS} results in one line after each billing line. This double-spaces the billing items (if desired).

(5) Loop items are ended by putting the keyword {ENDITEMS} (or {ENDIMAGES}) at the beginning of a line which is at the end of the loop. There must be nothing else on this line.

(6) The lines with {BEGITEMS} and {ENDITEMS} do not print.

(7) Enough space for the full item is left between the beginning brace of {ITEMS} and the beginning brace of {AMOUNT}. This is because the character length of {ITEM} is 30 characters (see list).

(8) Dollar amounts are right-justified in the 12-character field. Note on the example how the keyword is on the left of the underline, while the printed-out amount is on the right.

(9) The {XXX} keywords are necessary to signify the number of columns in the document for subtotaling. Notice that the {QTY}...{AMOUNT} line has three keywords (or columns). Therefore, the {SUBTOTAL} line must also have three keywords (two {XXX}'s and {SUBTOTAL}) (more on these XXX's in a minute).

If there are no loop items on a document (e.g., billing items on an invoice, or images on a delivery memo, etc.), then nothing between the beginning and end marks will print (and no lines are taken up on the document).

**The Subtotal and Placeholder Keywords**

The following keywords represent various totals, subtotals, and miscellaneous entries on invoices, delivery memos, statements, and reports, etc. All dollar amounts take up exactly twelve spaces on the document. Rates (tax and commission) are variable in length.

**SUBTOT**

`{SUBTOT}` Subtotal of items at any time

`{SUBTOT}` will print out a subtotal of all items that have been printed up to that point in a particular column. You may use `{SUBTOT}` as often in a form as you like. The dollar amount that it prints depends on where in the form you have placed the keyword (which column it is adding).

If a report has more than one column, use the column-holding keyword `{XXX}` to make sure that `{SUBTOT}` adds the correct column of numbers! For example:

```

{BEGITEMS}
{QTY}{IMAGE}      {PRICE} {AMOUNT}
{ENDITEMS}

{SUBTOT} {XXX}      {XXX}  {SUBTOT}

```

The above sample will print a loop of billing items on an invoice. Note the use of the column-holding keyword `{XXX}`, used to insure that ProStock adds the first and fourth column of items (quantity and dollar amounts, in this case).

A sample printout from the above custom form might look like this:

1	ANI 01 WL001 001	345.00	345.00
1	ANI 01 BW014 033	450.00	450.00
1	Lost Image	1500.00	1500.00
<hr/>			
3			2295.00

**Invoice  
keywords...**

TAX1AMT	Tax one on invoice
TAX1TOT	Taxable total for tax one on invoice
TAX2AMT	Tax two on invoice (G.S.T.)
TAX2TOT	Taxable total for tax two on invoice

**Sales tax**

**Other Invoice  
Keywords**

QUANT	Quantity
ITEM	Billing item (not images)
PRICE	Billing price (not images)
AMOUNT	Extended Amount
DSCNT	Discount on invoice
SHPAMT	Shipping or freight amount
SHPITM	Billing item defined with ""

These last two items will not be printed in the loop of billing items on an invoice. Place the keyword {SHPITM} or the text "Shipping" or "Freight" (or whatever) on the form, and follow it by the keyword {SHPAMT}.

INVTOT	Invoice total
INVTOTLESSTAX	Invoice total less sales tax
BALDUE	Balance due on invoice
PYMNT	Sum of payments on invoice

AGEDx	Aged balances on statements and invoice reports
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The "x" stands for a number between one and five

AGED1 stands for the 30 day balance; AGED2 for the 60 day balance; AGED3 the 90 day balance; etc.

COPNO	Printed copy number (invoices, memos, and reports)
PGNUM	Page number on multipage invoices and memos

## **Hiding Items that are Blank or Have a Zero Amount**

Every item that you place on the form will print on the document, whether the item has a zero amount or not. There is a way, however, to hide items that have no amount or are not filled in. Simply precede any text or keyword that you want hidden with the "carat" symbol (^). ProStock will not print the text and its associated keyword if the amount is zero or the item is not filled in.

You do not have to use this feature for regular or multiplied items, for statement items, and for check advice. For example: If you don't want to show a zero sales tax on an invoice; precede the word **Sales Tax:** with the up-carat (^):

`^Sales Tax: {TAX1AMT}`

In this example, the words **Sales Tax** and the amount will not print if the sales tax amount is zero. Anything before the text, or after the keyword, will print.

### **The Carat**

The carat is the symbol that is above the numeral "6" on the keyboard.

If you want the item to be hidden, **and the line to close up as well**, put a double-carat (^ ^) in front of the item. There should be nothing before or after the text/keyword sequence, or else it might disappear as well. You may hide a complete line by beginning it with a double carat (^ ^). If the next keyword after the double carat is blank or a zero, the entire line will not print.

## **Line placement**

Specify the exact line at which text, graphics, or document items will appear by using a special keyword to tell ProStock to advance to that line. This allows you to use the custom forms feature to fill in preexisting forms, or to have standardized invoice, memo, or statement forms of your own (ones that always print the totals, for instance, in the same place, no matter how many billing items you have).

To force a form line to print at a particular document line, start the form line with the number of the document line at which you want to print. This number must be surrounded by braces (" { }").

For example, if you want the first Subtotal line to print on the invoice at line #54, you should start that line with the following:

```
{54}
```

When you use a forced line marker, all text and/or keywords will print four spaces left of where you put them on the form (the number "forces" the line four spaces to the right). The forced-line marker **MUST** be at the far left-hand column.

The line preceding a forced line must contain only text, no keywords! Usually, it is a blank line. When ProStock sees a forced line, it will fill in the document up to that line with whatever was on the preceding line. Therefore, the preceding line cannot have keywords on it. In most cases, the preceding line will be blank, but it may also have graphics on it. Here is an example of the latter:

Form:

```
{BEGITEMS}
| {ITEM}           | {AMOUNT} |
{ENDITEMS}
|                 |         |
{50}|  Subtotal=  | {SUBTOT} |
-----
```

Resulting output:

```
| Telephone expenses | $ 37.77 |
| Federal Express   | $ 33.00 |
| Meals (Restaurant) | $234.89 |
|                   |         |
| Subtotal=         | $305.66 |
-----
```

Notice how ProStock repeats the line preceding the forced line until it has reached line 50 of the invoice; and also how the forced-line marker **{50}** pushes the text over four spaces, but it prints out correctly on the invoice.

If the forced-line number is less than the current line that ProStock is printing, it will force a page break, and ProStock will put the text that follows onto that line in the next page. In this case, ProStock will not reprint the header on the new page.

For example, if you want to force a page break you may start a line with the keyword **{01}**. This will force whatever follows to start at line number one of the next page.

## **Saving and Installing Forms**

You have now seen the broad range, for text, graphics, and keywords, that the Custom forms feature has available. The possibilities for creating custom-designed documents are almost limitless. You are bound only by your own creativity, your word-processor, and your printer. At this point review the sample forms and their corresponding invoices for the various components that have been described above.

Forms must be saved in the Server PSAGENCY directory. If you are working on a custom form in a word processor or other editor, be sure to save it in the PSAGENCY directory.

ProStock uses a particular convention for naming custom forms, and it is very important that you follow this convention when creating new forms. All forms end with the letters **PSF (ProStock Form)**.

- All forms that print client lists, mailing labels, rolodex cards, etc., start with the letters **CLI** (for example, **clilist1.psf**, **climail1.psf**, **clirol2.psf**, etc.). The client statement form is called **childgr1.psf**. By selecting this form when listing clients, ProStock automatically knows that you are going to print statements.
- All forms that print vendor lists, mailing labels, rolodex cards, etc., start with the letters **VEN** (for example, **venlist1.psf**, **venmail1.psf**, **venrol2.psf**, etc.). This includes vendors, photographers, and employees. The photographer statement form is called **venldgr1.psf** (this is different from the *photographer commission report* -- called **comm1.psf**).
- All forms that print invoices and invoice ledgers start with the letters **INV** (for example, **inv1.psf**, **invlist1.psf**, **invaged1.psf**, etc.).
- Memo forms start with the letters **MEM** (for example, **memo1.psf**, **memlist1.psf**, **memrem1.psf**, etc.). The courier form is called **memcour1.psf**.
- Checks and checkbook ledgers start with the letters **CHK**.
- Payables and payable reports start with the letters **PAY**.
- Commission reports start with **COMM**.
- Usage reports start with **USE**.
- Slide label forms have a somewhat more complex format. All slide labels, as well as image listing reports, start with the letters **IMG**. Caption forms add the letters **CAPS**, and bar-code forms use the letters **BC** next. 35mm labels bar-code labels have the numbers “**35**” in them, and large-format bar-code labels have the letters “**If**” in them. Finally, the form is numbered. Here are some examples of slide label custom forms:
  - **imgcaps1.psf**      first caption form
  - **imgbc352.psf**      second bar code form for 35mm slides
  - **imgbclf0.psf**      default bar-code form for large format labels

Once you are satisfied with a particular design for you standard form, such as invoice, delivery memo, check, etc. -- rename that form using the number zero in the form name. For instance, your standard invoice custom form should be named **inv0.psf**; your standard memo form should be **memo0.psf**, etc. This will make these forms “bubble” to the top of the Print dialog box, and so ProStock will always default to these forms.

If you use the wrong leading letters, or fail to use the **PSF** extension, ProStock will not recognize the form in order to display it as a print-choice.

### **Editing and Saving a Form**

Forms are created on a text editor or word processor of your choice. The default text editor for ProStock is the Windows Notepad. To work on a form, click the mouse on the *Utilities* menu, *Custom Forms* selection. Choose the form-type you wish to work on, then select the particular form. ProStock will load the Notepad, and the form will be in it.

You may create a new form, using an existing form as a template: Retrieve the existing form, make any changes you want, then save the form using the *Save As...* option. Give the form a different name.

# LIST OF KEYWORDS

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Following is a complete list of keywords. We have also provided some sample Custom Forms after the list of keywords. Please note that these are only a few of the forms that we provide, and a tiny percentage of the limitless number of forms that you could design.

Field lengths indicate the maximum amount of room an item can take on a document. ProStock truncates trailing spaces from each item, so items will rarely take their maximum space. For example, although the *client company name* shows a maximum length of 40 characters, if all your client companies have names that are 30 characters or less, you need only leave 30 spaces on the form.

## **Client and Vendor Codes (Vendors include Photographers and Salespersons)**

Keyword	Field Length	Data Base Field
CLID	9 Characters	Client Id Number
VNID	6 Characters	Vendor Id Number
CLNAME	40 Characters	Client Company Name
VNNAME	40 Characters	Vendor/Photog/Emp. Company Name
CLDATE	Variable (min. 8)	Client Date of Entry
VNDATE	Variable (min. 8)	Vendor Date of Entry
CLCNTC	36 Characters	Full Client Contact Name
VNCNTC	36 Characters	Full Vendor Contact Name
CLCNTDT	Variable (min. 8)	Last Date of Client Contact
VNCNTDT	Variable (min. 8)	Last Date of Vendor Contact or Review
CLCNTC1	15 Characters	Client First Name
VNCNTC1	15 Characters	Vendor First Name
CI	1 Character	Client Middle Initial
VI	1 Character	Vendor Middle Initial
CLCNTC3	20 Characters	Client Last Name
VNCNTC3	20 Characters	Vendor Last Name
TITLE	25 Characters	Client title
MR	3 Characters	Client salute
CLADR1	40 Characters	Client First Address Line
CLADR2	40 Characters	Client Second Address Line
CLCITY	20 Characters	Client City
CS	2 Characters	Client State
CLZIP	10 Characters	Client Zip+4 Code
CLCSTZP	34 Characters	Client City, ST Zip+4
CLCNTRY	15 Characters	Client Country
CLPHONE	12 Characters	Client Telephone
CLFAXNO	12 Characters	Client Fax
VNADR1	40 Characters	Vendor First Address Line
VNADR2	40 Characters	Vendor Second Address Line
VNCITY	20 Characters	Vendor City
VS	2 Characters	Vendor State
VNZIP	10 Characters	Vendor Zip+4
VNCSTZP	34 Characters	Vendor City, ST Zip+4
VNCNTRY	15 Characters	Vendor Country
VNPHONE	12 Characters	Vendor Telephone
VNFAXNO	12 Characters	Vendor Fax

VNACCTNO	12 Characters	Your acct # with Vendor
SORT1	15 Characters	Client or Vendor Sort Code
SORT2	15 Characters	Client Sort Code Two
XTRA1	24 Characters	Client First Extra Line or Vendor Tax Id
XTRA2	24 Characters	Client Second Extra Line
XTRA3	24 Characters	Client Third Extra Line
NOTES	60 Char. per line	Client or Vendor Notes
ACCTT	12 Characters	Client or Vendor Account Total Billed
ACCPD	12 Characters	Client or Vendor Account Total Paid
ACCCR	12 Characters	Client or Vendor Credits
ACCBL	12 Characters	Client or Vendor Account Balance
ACCFWD	12 Characters	Client or Vendor Balance Forward
ACCINTR	12 Characters	Client Interest Due

## **Special Photographer Codes**

Keyword	Field Length	Data Base Field
SUBDT	8 Characters	Date of Photographer's Submission
RECD	2-4 Characters	Number of Images Received
ACPT	2-4 Characters	Number of Images Accepted
RETD	2-4 Characters	Number of Images Returned to Photographer
TSB	2-4 Characters	Total # Images Submitted
TAC	2-4 Characters	Total # Images Accepted
TRJ	2-4 Characters	Total # Images Rejected

## **Control Codes**

Keyword	Field Length	Function
BN	None	Bold On
BF	None	Bold Off
NM	None	Normal Type
SM	None	Condensed Type
PGLN	None	Page Length of Form
PGBRK	None	Page Break for second page
PGWTH	None	Page Width of Form
PAUSE	None	Pause between sheets of paper

## **General Keywords**

Keyword	Field Length	Data Base Field
LTRH1	Variable (Max. 40)	First line of letterhead
LTRH2	Variable (Max. 40)	Second line of letterhead
LTRH3	Variable (Max. 40)	Third line of letterhead
LTRH4	Variable (Max. 40)	Fourth line of letterhead
LTRH5	Variable (Max. 40)	Fifth line of letterhead
LTRH6	Variable (Max. 40)	Sixth line of letterhead
LTRH7	Variable (Max. 40)	Seventh line of letterhead
DATE4	Variable (Min. 8)	Today's date
PGNUM	Variable	Page number of document
COPNO	Variable	Copy number of document
SUBTOT	12 Characters	Subtotal for a column
RANGE1	Variable	Top range for report
RANGE2	Variable	Bottom range for report
XXX	None	Column place holder for subtotals
USERNAME	Variable	Name of Logged in User
NOTES	60 Char. per Line	Notes

## Image Keywords

Keyword	Field Length	Data Base Field
IMGID	Length of image id	Image ID code
IMGIDX4	Full width	Four Image IDs across(for delivery memos)
DSCPT	30 Characters	Image description (category/subcategory)
C	3 Characters	(c)
c	1 Character	©
CDAT	4 Characters	Copyright date(year)
IMGDT	Variable(Min. 8)	Image date
FOTOG	40 Characters	Photographer
CID	4 Characters	Category Id
CATNAME	10 Characters	Category Name
SUBID	3 Characters	SubCategory Id
SUBNAME	20 Characters	SubCategory Name
DPS	3 Characters	No. of Dupes of image
DPSOUT	3 Characters	No. of Dupes Out
IMGXTRA	15 Characters	Extra field on Image Entry Screen
LOC	6 Characters	Image location
CAP1	30 or 60 Characters	Caption line 1
CAP2	30 or 60 Characters	Caption line 2
CAP3	30 or 60 Characters	Caption line 3
CAP4	60 Characters	Caption line 4
CAP5	60 Characters	Caption line 5
CAP6	60 Characters	Caption line 6
R	2 Characters	"MR" (Model Released)
COPYRIGHT	48 Characters	19xx, John Smith Photography
FORMAT	15 Characters	Image format
ORIENT	15 Characters	Image Orientation
CTLG	3 Characters	Catalogue picture (Yes or No)
DIGPIC	Width of Picture	Digitized image printed on invoice: DIGPIC1 = 1 inch by 1 inch; DIGPIC2 = 2 inches by 2 inches; etc.
TNFILE	30 Characters	Name of thumbnail file
HIRESFILE	30 Characters	Name of high res file
BC39LSR	4 inches	Full ID bar code on laserjet
BC39LSR1	2 inches	First half of id bar code on laserjet
BC39LSR2	2 inches	Second half of id bar code on laserjet
BC39DOT	4 inches	Full id bar code on dot matrix
BC39DOT1	2 inches	First half of bar code on dot matrix
BC39DOT2	2 inches	Second half of id bar code on dot matrix

## Memo and Invoice Codes

Keyword	Field Length	Data Base Field
HLBL1	15 Characters	Invoice or memo header label 1
HLBL2	15 Characters	Invoice or memo header label 2
HLBL3	15 Characters	Invoice or memo header label 3
HLBL4	15 Characters	Invoice or memo header label 4
HLBL5	15 Characters	Invoice or memo header label 5
HLBL6	15 Characters	Invoice or memo header label 6
HITM1	Variable(Min. 8)	Invoice or memo header item 1
HITM2	6 Characters	Invoice or memo header item 2
HITM3	20 Characters	Invoice or memo header item 3
HITM4	20 Characters	Invoice or memo header item 4
HITM5	20 Characters	Invoice or memo header item 5
HITM6	20 Characters	Invoice or memo header item 6
INVNO	6 Characters	Invoice number
MEMNO	6 Characters	Memo number
MEMINV	6 Characters	Memo that this invoice was converted from
SUBTOT	12 Characters	Subtotal of column
TAX1AMT	12 Characters	Sales Tax 1 tax amount

TAX2AMT	12 Characters	Sales Tax 2 tax amount
INTR	12 Characters	Invoice interest
INVTOT	12 Characters	Invoice total
PAID	12 Characters	Amount paid
PYMNT	12 Characters	Amount paid
BALDUE	12 Characters	Balance due
IMGFEES	12 Characters	Total of Image Fees
OTHERCHGS	12 Characters	Total of Other Charges
TOTLESSTAX	12 Characters	Invoice total less sales tax
QUANT	5 Characters	Quantity
ITEM	30 Characters	Billing item (not images)
PRICE	12 Characters	Bill price (not images)
AMOUNT	12 Characters	Amount for billing items or images
SHPI TM	30 Characters	Title for shipping item (e.g. "***Freight")
SHPAMT	12 Characters	Shipping or freight amount
AGED1	12 Characters	0-30 Day Aging
AGED2	12 Characters	31-60 Day Aging
AGED3	12 Characters	61-90 Day Aging
AGED4	12 Characters	90-120 Day Aging
AGED5	12 Characters	121+ Days Aging
SIZE	15 Characters	Size of placement
SZ	2 Characters	Size code of placement
PLACE	15 Characters	Position of placement
PL	2 Characters	Position code of placement
INS	4 Characters	Number of inserts
CIRC	8 Characters	Circulation
LENGTH	8 Characters	Length of License
CT	2 Characters	Client type code
MA	2 Characters	Market area code
MT	2 Characters	Market type code
MG	2 Characters	Market group code
MC	2 Characters	Market code
SP	2 Characters	Special consideration code
STDATE	Variable (Min. 8)	Start date of License
ENDATE	Variable (Min. 8)	End date of License
COMMDATE	Variable (Min. 8)	Commission Date
COMMTOT	12 Characters	Commission total fee base
CHARGEBACKS	60 Characters	Summary of Chargebacks
RIGHTS	Variable (60 per line)	Invoice rights

## Delivery Memo Keywords

Keyword	Field Length	Data Base Field
RSRCH	40 Characters	Researcher or salesperson name
RSRCHFEE	12 Characters	Research Fee
USAGE	30 Characters	Memo or invoice image usage
SBJCT	30 Characters	Memo or invoice image subject
INVMEM	6 Characters	Invoice number for converted memo
SENT	4 Characters	Number of transparencies sent (memo)
HELD	4 Characters	Number of transparencies currently held
IN	4 Characters	Number of transparencies still out
DTRTN	4 Characters	Date image was returned (Photo History)
#	2-4 Characters	Number in list of images on memo
ORIGS	4 Characters	Number of originals sent
#WRDS	Variable	Number of images sent in words
DUPES	4 Characters	Number of dupes sent
DDATE	Variable (Min. 8)	Due date of memo (or commission)
SHIP1	40 Characters	Ship-to company
SHIP2	40 Characters	Ship-to contact
SHIP3	40 Characters	Ship-to address line 1
SHIP4	40 Characters	Ship-to address line 2
SHIP5	40 Characters	Ship-to city, state, zip

## Commission Report Keywords

Keyword	Field Length	Data Base Field
CRT	4 Characters	Commission rate
FEE	12 Characters	Image Fee(unconverted amount)
XRT	6 Characters	Foreign exchange rate
\$	1-4 Characters	Foreign currency symbol
CVTAMT	12 Characters	Usage fee (converted amount)
UNCVTAMT	12 Characters	Usage fee (unconverted amount)
CMAMT	12 Characters	Commission amount (CVTAMT * XRT)
DDATE	Variable (Min. 8)	Due date of commission

## Check Keywords

Keyword	Field Length	Data Base Field
DATE1	8 Characters	Check date
CHKNO	6 Characters	Check Number
CHKMEMO	30 Characters	Check Memo
CHKAMT	12 Characters	Check Amount
DEPAMT	12 Characters	Deposit Amount
\$WRDS	Variable	Check amount written in words
<u>Advice section of check</u>		
DATE1	8 Characters	Invoice date for advice
REFNO	6 Characters	Invoice number for advice
DESC	30 Characters	Invoice description for advice
INVTOT	12 Characters	Invoice total for advice
PYMNT	12 Characters	Amount of this payment
BALDUE	12 Characters	Balance due on this invoice

Sample Invoice



20/20 photos

Acme Insurance

Rachel Robertson, Photo Editor
44 Wayans Way
New York, NY 10012

Client #: ACME-01
Tel: 212-555-1212
PO#: AI02030405

Invoice

Number
180031

Date: 10-29-99

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SUMMARY OF CHARGES



Image No.: AMU 01 DR001 006

Description: Dinosaur park and tourists; Palm Springs, CA
Copyright 1999, 20/20 Photos\Don Resnick

Size: 1/2 Page Place: Inside

Use: Corporate brochure

Price: \$450.00

Props

Price: \$350.00

Models

Price: \$750.00

SUBTOTAL \$225.00

Sales Tax \$58.50

Payments \$508.50

BALANCE DUE \$1100.00

Questions?

Contact: Mary Smithsonian

Tel: (203) 555-1701

**Royalty check with Commission Report attached as Check Stub**

**Acme Picture Agency**  
 44 West 44<sup>th</sup> Street  
 New York, NY 10001

**Date**  
 04-15-00

**Check No**  
 1743

**Pay** \*\*\*Four hundred fifty and 00/100 Dollars\*\*\*

**Amount**  
**450.00**

**To** Joan Jett  
 JJBH Photography  
 1010 SW 70<sup>th</sup> Ave  
 Suite 110  
 Miami, FL 33150

**Memo** First Quarter Royalties, 2000

Will J. Robison, President

**COMMISSION STATEMENT**

**For the period of:** January 1-April 1, 2000

Image ID	Description	Client	Invoice	Date Paid	Fee	Rate	Commission
ANI01 JJ001 001	Deer in forest	Time Magazine	195952	01-22-00	\$400.00	50%	\$200.00
BCH01 JJ023 002	Couple on beach	Cosmopolitan	200011	01-22-00	\$400.00	50%	\$200.00
BCH01 JJ023 002	Couple on beach	BBDO Advtg.	200021	02-28-00	\$100.00	50%	\$50.00
<b>TOTALS</b>					<b>\$900.00</b>		<b>\$450.00</b>

Paid \$450.00

Date 4-15-00

Check No. 1743