

Custom Forms Introduction

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.

- Horizontal rules
- Vertical rules
- Boxes
- Fancy fonts

or anything else that your printer supports.

Forms may be as simple or complex as you wish.

True Type Fonts

ProStock supports the use of Screens fonts, such as True Type fonts, if you check the "Use Windows driver" box on the print dialog screen. If unchecked, printer fonts are supported through use of control codes.

All Screens 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*).

Retrieve a memo form.

Let's open up the code for a custom form to see where all the magic happens!

On ProStock's Main Menu, click *Utilities/Custom Forms/Delivery Memos*

Then select the first Memo form available [memo1.psf] and click OK.

Form Fields

What you'll find is a notepad document full of text and **Form Fields**—words in all CAPS that are surrounded by braces...er, **{BRACES!}**.

These Keywords tell ProStock which fields to print on any Custom Forms. For example, when you find the Form Fields **{CLNAME}** you know that this is the spot on a form where ProStock will print the Client's **Company Name**.

There are many Form Fields - some that simply print a specific field like {CLNAME} and some that tell ProStock to make the font larger {LG} or smaller {SM} or bold {B} or italic {I}.

On the following pages you'll find a list of all the Form Fields available, as well as the functions and characteristics of each. Use these as a reference for creating, updating, and understanding Custom Forms.

Samples

We've also included some sample Delivery Memos, Invoices, Commission Reports and Client Statements so you can see some of the things Custom Forms are capable of!

List of Form Fields

Following is a complete list of Form Fields.

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.

Clients and Vendors

(Vendors include Photographers and Salespersons)

Form field	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
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 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 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) Photographers

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

Controls

Form field	Field Length	Function
B	None	Bold On
/B	None	Bold Off
I	None	Italic On
/I	None	Italic Off
U	None	Underline On
/U	None	Underline Off
XS	None	8pt Type
SM	None	10pt Type
NM	None	12pt Type
LG	None	14pt Type
XL	None	18pt 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
LPI	None	Lines per inch

General

Form field	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 placeholder for subtotals
USERNAME	Variable	Name of Logged in User
NOTES	60 Char. per Line	Notes

Images

Form field	Field Length	Data Base Field
IMGID	Length of Image id	Image ID code
IMGIDX4	Full width	4 Image Ids across
DSCPT	30 Characters	Description (category/subcategory)
C	3 Characters	(c)
c	1 Character	<input type="checkbox"/>
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
SOURCE	15 Characters	Source field on Image Entry Screen
IMGXTRAx	15 Characters	Extra field (xx=# in list)
CATALOGxx	15 Characters	Catalog field (xx=# in list)
MODELxx	15 Characters	Models (xx=# in list)

LOCAT	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)
MODRELNUM	15 Characters	Model Release Number
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 DIGPIC1 = 1 inch by 1 inch;	Digitized Image printed on Invoice: DIGPIC2 = 2 inches by 2 inches Image, logo, or design (by name)
DIGPIC=	Width of Picture	
TNFILE	30 Characters	Name of thumbnail file
HIRESFILE	30 Characters	Name of high res file
BC39LSR	4 inches	Full ID bar code on LaserJet
BC39LSRT	Variable	Truncated bar code
BC39LSR1	2 inches	1st half of id bar code on LaserJet
BC39LSR2	2 inches	2nd half of id bar code on LaserJet
Note: You cannot use these bar code form fields with the Windows driver		
BC39DOT	4 inches	Full id bar code on dot matrix
BC39DOTT	Variable	Truncated bar code
BC39DOT1	2 inches	1st half of bar code on dot matrix
BC39DOT2	2 inches	2nd half of bar code on dot matrix
Note: You cannot use these bar code form fields with the Windows driver		

Memos and Invoices

Form field	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
INVMEM	6 Characters	Memo that produced this Invoice

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
SHFITM	30 Characters	Title for shipping item
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

Memos

Form field	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
MEMINV	6 Characters	Invoice number for converted memo
SENT	4 Characters	# of transparencies sent (memo)
HELD	4 Characters	# of transparencies currently held
IN	4 Characters	# of transparencies still out
DTRTN	4 Characters	Date Image was returned (History)
#	2-4 Characters	# in list of Images on memo
ORIGS	4 Characters	# of originals sent
#WRDS	Variable	# of Images sent in words
DUPES	4 Characters	# 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 Reports

Form field	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
COMMGRAND	12 Characters	Total Commission for report
COMMPAID	12 Characters	Commission paid on report
COMMBAL	12 Characters	Commission unpaid on report
COMMLESSTAX	12 Characters	Total Commission minus VAT
COMMVAT	12 Characters	V.A.T. paid to Photographer
PAYITM45	30 Characters	Comment field (e.g. "V.A.T.")

Checks

Form field	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

Advice section of check

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

Notes:

Sample Forms

On the following pages you'll find some samples of just what custom forms are capable of!

1. Delivery Memo

Incorporates company logo in form, lists Images in four space-saving columns, includes relevant information about the client and this particular job, references salesperson/contact information, and terms and conditions.

2. Invoice

Incorporates company logo in form, prints a thumbnail beside each image for direct reference of usage, prints rights and usage specifics, tracks any payments made or interest due.

3. Royalty check with Commission Report attached as Check Stub

Prints check information to fit pre-designed check forms, prints payee information to fit inside window envelope, summarizes period's activity on the check stub, includes client and invoice information for each sale, as reference.

Sample Delivery Memo



20/20 photos

Acme Insurance

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

Client #: ACME-01
Tel: (212) 455-4545
PO#: AI02030405

Delivery Memo

Number 980012 Date: 10-29-99

Page 1

You are receiving the following photographs as per our 1999 terms and conditions enclosed. Please make the initial selection by 11-12-99.

Subject: Amusements: Circus

Proposed Usage: Corporate brochure

IMAGE NUMBERS

AMU 01 DR001+001	AMU 01 DR001+002	AMU 02 DR001+001	AMU 02 DR001+002
AMU 02 DR001+003	AMU 02 DR002+001	AMU 02 DR002+002	

Originals: 0 Dupes: 7

Total sent: 7

Regarding this submission, please call (203) 316-5500 and ask for your account representative, Mary Smithsonian. A service charge will be made if none of the photographs on this delivery memo are used.



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

Page 1

RIGHTS GRANTED:

For the one-time non-exclusive, North-American English language reproduction rights to the photograph(s) listed below, solely for the uses and specifications indicated, and limited to the individual edition, volume, series, show, event, or the like contemplated for this specific transaction (unless otherwise indicated in writing).

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: ½ Page **Place:** Inside

Use: Corporate brochure

Price: \$450.00

Props

Price: \$350.00

Models

Price: \$750.00

SUBTOTAL **\$225.00**

Sales Tax \$58.50

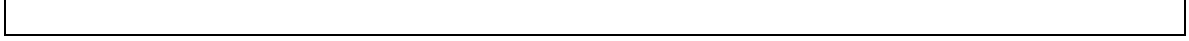
Payments \$508.50

BALANCE DUE **\$1100.00**

Questions?

Contact: Mary Smithsonian

Tel: (203) 555-1701



Royalty check with Commission Report attached as Check Stub

<p>Acme Picture Agency 44 West 44th Street New York, NY 10001</p>	<p>Date 04-15-00</p>	<p>Check No 1743</p>
<p>Pay ***Four hundred fifty and 00/100 Dollars***</p>	<p>Amount 450.00</p>	
<p>To Joan Jett JJBH Photography 1010 SW 70th Ave Suite 110 Miami, FL 33150</p>		
<p>Memo First Quarter Royalties, 2000</p>	<p>Will J. Robison, President</p>	

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
TOTALS					\$900.00		\$450.00

Paid \$450.00

Date 4-15-00

Check
No. 1743

