



## **HLMS FORMS**

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The appendix contains information on all of the forms included with HLMS.

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## FORMS OVERVIEW

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HLMS uses a special group of files called Forms to enable HLMS users to customise all printed output. Forms may be edited through the *Edit Forms Specifications* outlined in Section 3. The purpose of this section is to list all of the available forms, and to detail the information that can be placed in them.

Note: If you do not use ANY of these forms, you may simply delete or rename for HLMS to bypass the printing routine.

## COMPLETE LIST OF FORMS

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### ACCOUNT LISTING

**Filename:** ACCOUNT.DBF  
**Description:** Prints the Complete Account Listing  
**Called From:** PRINT; 2. Print Databases; 2 Print Account List  
**Type:** Report  
**Uses:** ACCOUNTS

### APPEND NOTICE

**Filename:** APPEND.DBF  
**Description:** Prints a Notice whenever a Composer, Work, Set or Account is Added OR Edited  
**Called From:** EDIT/NEW (Options 1-4)  
**Type:** Single-page Report  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT  
**Notes:** The same for is used for when editing a set or adding a new set.

### APPLICATION FORM

**Filename:** APFORM.DBF  
**Description:** A complete printout of an entered order or direct charge  
**Called From:** ORDER (All Options)/INVOICE; 3.Direct Charge  
**Type:** Single-page Report  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT

### COMPLETE PIECE LISTING

**Filename:** LIST.DBF  
**Description:** Prints a Complete List of all Entered Composers, Works and Sets  
**Called From:** PRINT; 2. Print Databases; 1. Print ALL Works  
**Type:** Report  
**Uses:** COMPOSER;WORKS;SET

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## COMPLETE STATEMENT

**Filename:** COMPSTAT.DBF  
**Description:** Prints a Complete List of all Transactions for a period from History  
**Called From:** STATEMENTS; 5. Publisher Statements  
**Type:** Report  
**Uses:** HISTORY

## CREDIT NOTES

**Filename:** CREDIT.DBF  
**Description:** Prints whenever a Credit is issued  
**Called From:** INVOICE; 2. Credit Notes  
**Type:** Report  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT  
**Notes:** Is usually a single page report unless the multi-transaction invoice option is selected

## DELETION NOTICE

**Filename:** DELETE.DBF  
**Description:** Prints a Notice whenever a Composer, Work or Set is Deleted  
**Called From:** DELETE (Aall Options)  
**Type:** Single-Page Report  
**Uses:** COMPOSER;WORKS;SET;ACCOUNT;REPORT

## FEES LIST

**Filename:** PRTFEES.DBF  
**Description:** Prints a fee table  
**Called From:** PRINT; 2. Print Databases; 3. Print Fees  
**Type:** Single-Page Report  
**Uses:** FEES  
**Notes:** This form cannot be edited

## HIRE CONTRACT

**Filename:** HCONT.DBF  
**Description:** Printed whenever parts are sent to a customer  
**Called From:** HIRE (All Options)  
**Type:** Single-Page Report  
**Uses:** COMPOSER;WORKS;SET;ACCOUNT;REPORT

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## HISTORY LIST

**Filename:** PRTHIST.DBF  
**Description:** Prints records direct from History  
**Called From:** STATEMENTS; 3. History  
**Type:** Report  
**Uses:** HISTORY

## INVOICE

**Filename:** INV.DBF  
**Description:** Prints whenever an Invoice is issued  
**Called From:** INVOICE; 1. Invoices  
**Type:** Report  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT  
**Notes:** Is usually a single page report unless the multi-transaction invoice option is selected

## LABELS (SET)

**Filename:** LABELSET.DBF  
**Description:** Prints whenever Set Labels have been saved  
**Called From:** PRINT; 1. Print Labels  
**Type:** Report  
**Uses:** COMPOSER;WORKS;SET

## LABELS (INVOICE ADDRESS)

**Filename:** LABELINV.DBF  
**Description:** Prints whenever Invoice Address labels have been saved  
**Called From:** PRINT; 1. Print Labels  
**Type:** Report  
**Uses:** ACCOUNT

## LABELS (DISPATCH ADDRESS)

**Filename:** LABELDIS.DBF  
**Description:** Prints whenever Disptach Address labels have been saved  
**Called From:** PRINT; 1. Print Labels  
**Type:** Report  
**Uses:** ACCOUNT

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## LATE FEE (UNDEFINED)

**Filename:** LTBO.DBF  
**Description:** Prints a Late Fee letter for any undefined Special Fee Structure  
**Called From:** PRINT; 4. Print Late Fee Letters  
**Type:** Letter  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT

## LATE RETURN LETTER

**Filename:** LTRET.DBF  
**Description:** Prints a Late Return Letter to all overdue Customers  
**Called From:** PRINT; 3. Print Late Return Letters  
**Type:** Letter  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT  
**Notes:** The Late Return Letter Date field can be used on this form to indicate if a letter for the same works has already been sent.

## LATE PAYMENT LIST

**Filename:** LATEPAY.DBF  
**Description:** Prints a Late Payment letter for any customer that is overdue for payment  
**Called From:** INVOICE; 2. List Outstanding Payments  
**Type:** Letter/Report  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT  
**Notes:** Only available if the Late Payment Facility is used.

## MISSING PARTS LETTER

**Filename:** MPARTS.DBF  
**Description:** Prints a Letter advising a customer of Missing Parts when the materials are returned.  
**Called From:** RETURN (All options)  
**Type:** Letter  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT

## MONTHLY INVOICE

**Filename:** MONTH.DBF  
**Description:** A statement of invoices and credits in a selected month.  
**Called From:** STATEMENTS; 2. Monthly Account Statements  
**Type:** Report  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT

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## NEW SET ORDER

**Filename:** SETORD.DBF  
**Description:** Prints a Letter to a Publisher or Supplier when New Parts are Ordered  
**Called From:** ORDER; 3. Order New Set  
**Type:** Letter  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT; PUBLISHER

## ORDER CONFIRMATION

**Filename:** CONFIRM.DBF  
**Description:** Prints a Confirmation letter to a Customer when an order is placed and fees entered.  
**Called From:** ORDER (All)  
**Type:** Letter  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT

## PERFORMANCE STATEMENT

**Filename:** PERFSTAT.DBF  
**Description:** Prints a list of Performances with specified criteria.  
**Called From:** STATEMENTS 1. Performance Statements  
**Type:** Report  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT

## PUBLISHER LIST

**Filename:** P RTPUB.DBF  
**Description:** Prints a list of entered publishers  
**Called From:** PRINT; 2. Print Databases; 4. Print Publisher List  
**Type:** Report  
**Uses:** PUBLISHER

## PUBLISHER STATEMENT

**Filename:** PUBSTAT.DBF  
**Description:** Prints a statement of History Transactions broken down by Composer or Publisher  
**Called From:** STATEMENTS; 5. Publisher Statements  
**Type:** Report  
**Uses:** HISTORY

## QUOTE

**Filename:** QUOTE.DBF  
**Description:** Prints a Quote  
**Called From:** ORDER; 5. Enter Quote  
**Type:** Letter  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT

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## REPORT DATABASE

**Filename:** PRTREP.DBF  
**Description:** Prints a Report of Transactions  
**Called From:** PRINT; 2. Print Databases; 5. Print Report Database  
**Type:** Report  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT

## SPECIAL FEE #1-4

**Filename:** SPFEE1-4.DBF  
**Description:** Prints a Late Fee letter for defined Special Fee #1-4  
**Called From:** PRINT; 4. Print Late Fee Letters  
**Type:** Letter  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT

## TEST PRINT

**Filename:** PRINTEST.DBF  
**Description:** Prints a Test Page to demonstrate the Printers Capabilities  
**Called From:** MAINTAIN; 4. Printer Settings  
**Type:** Letter  
**Uses:** None

## WORKS DUE TO BE SENT

**Filename:** DUESENT.DBF  
**Description:** Prints a lists of Transactions when required  
**Called From:** Various  
**Type:** Report  
**Uses:** COMPOSER;WORKS;SET;ACCOUNTS;REPORT  
**Notes:** This form is used WHENEVER a "Print List of Transactions" option is given such as in the Works Due to be Sent dialog.

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## FORMAT CODES

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### WHAT ARE FORMAT CODES?

Format Codes are used by forms to print information from your HLMS data. They are also used for exporting to other systems.

Format Codes are of several main types:

- C Character
- D Date
- N Numeric (the size includes and decimal places)
- P Special
- M Multi-line Character
- L Logical (Yes/No)
- \$ Currency

### COMPLETE LIST OF FORMAT CODES

#### Special Codes

#64	Company (Yours)	35
#145	Currency	1
#51	Date (Today)	10
#47	Day of Month	2
#131	Day of Week	9
#63	Hire Librarian Name	30
#132	Month (Name)	9
#16	Month (Number)	2
#174	Page Header (Form)	40
#176	Page Number (Form)	3
#1	Printer Code	1
#133	Year	4
#100	Your Name	20

#### COMPOSER

#111	Composer Born	4
#45	Composer Code	4
#19	Composer Copyright	1
#112	Composer Died	4
#60	Composer First Name	25
#177	Composer H/F %	6
#127	Composer Initial	1
#178	Composer P/F %	6
#97	Composer Surname	25
#113	Region 1	30
#114	Region 2	30

#### WORK

#190	Composition Date	15
#116	Copyright Status	1
#52	Description	0
#54	Duration	3

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#55	Editor Name	25
#115	Master Location	15
#8	Opus Number	15
#183	Orchestration (Client)	0
#74	Orchestration (Complete)	0
#91	Publisher Code	3
#98	Subtitle	35
#99	Title	35
#109	Work Number	6
#185	Works HF %	6
#186	Works PF %	6
<b>SET</b>		
#25	As Scored #	4
#39	Choral Scores Alto #	5
#41	Choral Scores Bass #	5
#42	Choral Scores Ch. #	5
#38	Choral Scores Sop. #	5
#40	Choral Scores Ten. #	5
#117	Condition of Parts	15
#37	Double Bass #	4
#56	Full Scores #	4
#129	Is Missing Parts?	1
#130	Is Parts Sent?	1
#67	Language	3
#70	Location	15
#71	Miniature Scores #	4
#73	Missing Parts List	0
#75	Ordered (Date)	10
#221	Original Set	4
#43	Other Inst 1	30
#79	Other Inst 1 #	4
#11	Other Inst 1&#	35
#2	Other Inst 2	30
#3	Other Inst 2 #	4
#12	Other Inst 2&#	35
#4	Other Inst 3	30
#5	Other Inst 3 #	4
#13	Other Inst 3&#	35
#6	Other Inst 4	30
#7	Other Inst 4 #	4
#14	Other Inst 4&#	35
#128	Parts Sent	0
#189	Set Details	25
#95	Set Number	4
#105	Viola #	4
#103	Violin 1 #	4
#104	Violin 2 #	4
#106	Violincello #	4
#102	Vocal Scores #	5
#108	Wind Sets #	4

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**ACCOUNT**

#201	Account Active	10
#30	Account Address1	30
#31	Account Address2	30
#32	Account City	30
#10	Account Comp or Name	30
#29	Account Company	30
#35	Account Country	30
#9	Account Cty&St&Pcd	49
#20	Account Dispatch	30
#27	Account Name	30
#182	Account Notes	0
#26	Account Number	8
#28	Account Position	30
#34	Account Postcode	10
#22	Account Prepayment	1
#188	Account Reference	8
#187	Account Salutation	30
#33	Account State	7
#180	Account Taxable	1
#44	Charge Code	2
#220	Clients Spare Field	30
#58	Fax Number	10
#199	PAdd or Country	30
#196	PAdd or Position	30
#197	PAdd or Post Code	10
#198	PAdd or State	7
#191	PAdd1 or Name	35
#192	PAdd2 or Company	35
#193	PAdd3 or Address1	35
#194	PAdd4 or Address2	35
#195	PAdd5 or City	35
#36	Phone Area Code	10
#84	Phone Number	10
#86	Postal Address 1	35
#87	Postal Address 2	35
#88	Postal Address 3	35
#89	Postal Address 4	35
#90	Postal Address 5	35

**REPORT**

#213	Add. Parts Master Trans	6
#61	Charge Field 1 (HF)	12
#208	Charge Field 1 Name	20
#107	Charge Field 2 (HFVS)	12
#209	Charge Field 2 Name	20
#59	Charge Field 3 (COMM)	12
#210	Charge Field 3 Name	20
#85	Charge Field 4 (POST)	12
#211	Charge Field 4 Name	20
#46	Charge Field 5 (COUR)	12
#200	Charge Field 5 Name	20

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#48	Credit Number	7
#49	Date First	10
#50	Date Last	10
#143	Date Paid	10
#53	Dispatch Method	30
#205	Fax/Phone Total	12
#57	Forward Order Number	6
#204	Freight Total	12
#62	Hire Contract Number	7
#202	Hire Total	12
#66	Invoice Date	10
#212	Invoice Item No.	2
#65	Invoice Number	7
#17	Invoice Total	12
#18	Invoice or Credit No.	7
#68	Late Return Date	10
#72	Missing Parts Number	6
#76	Order Number	20
#206	Other Total	12
#203	P/F Total	12
#23	Perf Detail (All)	0
#24	Perf Detail (Office)	0
#83	Perf Details (Customer)	0
#82	Performances	3
#15	Quote Expiry Date	10
#21	Report Edit Date	10
#93	Required Date	10
#94	Returned Date	10
#96	Sent Date	10
#80	Special Fee	12
#207	Special Fee Description	20
#81	Special Fee Detail	36
#110	Special Fee Type	2
#140	Tax Calculation	12
#179	Tax Percentage	5
#101	Transaction Number	6
#78	User-Def Fee	12
#77	User-Def Fee Description	20
#69	User-Def Fee Type	2
<b>PUBLISHER</b>		
#119	Publisher->Address 1	30
#120	Publisher->Address 2	30
#121	Publisher->City	20
#146	Publisher->Code	3
#92	Publisher->Company	35
#118	Publisher->Contact	30
#124	Publisher->Country	20
#125	Publisher->H/F %	6
#126	Publisher->P/F %	6
#123	Publisher->Postcode	10
#122	Publisher->State	3

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<b>FEES</b>		
#136	Fees < # Instruments	2
#137	Fees < %	5
#138	Fees << # Instruments	2
#139	Fees << %	5
#134	Fees Category	40
#144	Fees Charge Code	2
#141	Fees Non-Copyright %	5
#135	Fees Over 80'	12
#142	Fees Repeat %	5
<b>STATEMENT/HISTORY</b>		
#153	Statement Account Name	30
#167	Statement Commission	12
#154	Statement Company	30
#148	Statement Composer	28
#175	Statement Composer Code	4
#163	Statement Courier Fees	12
#170	Statement Credit Number	7
#156	Statement Date First	10
#157	Statement Date Last	10
#184	Statement Date Paid	10
#151	Statement Editor	25
#162	Statement Fax/Ph Fees	12
#217	Statement Fax/Phone Total	12
#216	Statement Freight Total	12
#172	Statement Hire %	6
#158	Statement Hire Fees	12
#214	Statement Hire Total	12
#161	Statement Hire Vocal Fees	12
#171	Statement Invoice Date	10
#169	Statement Invoice No.	7
#165	Statement Other Desc.	25
#166	Statement Other Fees	12
#218	Statement Other Total	12
#215	Statement P/F Total	12
#173	Statement Perf %	6
#168	Statement Perf Details	0
#160	Statement Perf Fee Details	36
#159	Statement Perf Fees	12
#155	Statement Perfs #	3
#164	Statement Post Fees	12
#152	Statement Publisher	3
#150	Statement Subtitle	35
#181	Statement Tax %	5
#149	Statement Title	35
#147	Statement Transno	6