

Mac-NeKo

Lin-NeKo

Win-NeKo

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1 Introduction

Many users of "Mac-HaBu", "Win-HaBu" and "Lin-HaBu" asked us for a program to write invoices for **services of a rental object** (Apartments, Offices ...). It seems that there is no application for this job, which works as flexible as our programs (e.g. cross platform). This was the reason; we decided to develop a new application.

"Mac-NeKo", "Win-NeKo" and "Lin-NeKo" are developed as independent applications. They can be used for rental objects. But they also work for objects, where only the service must be paid. Who need also an accounting program, can use our **accounting program**. Between both programs exists an interface, which makes it easy to transfer data.

During the development, we used the concepts of our accounting program. Beside the simple and intuitive operation, a high flexibility is extremely important. Older objects, different contracts or additional changes can make the calculation very complex. Therefore, a program must be **flexible and expandable**, also during the live cycle.

With the existing examples and the wizard you are able to install it very easy. Nevertheless, you are able to expand the calculations for more complex objects. With this feature, you are able to create invoices for almost all objects.

Through the high scalability (calculations, accounts...) an optimal protection of your investment is guaranteed. Of course, we also offer updates (usually free) regularly with new features.

Manfred Richter

Author

2 Basics

According to the invoicing object, the setup can be more or less complex. For most standard-cases, examples with essential information exist. Additionally, you can use the wizard to setup your object. Afterwards, you are able to add or correct these entries with the menu-points. For understanding, a short overview of the elements is shown in the next chapters.

2.1 Elements

For the setup, different elements must be entered. The following image shows the connection between these elements:

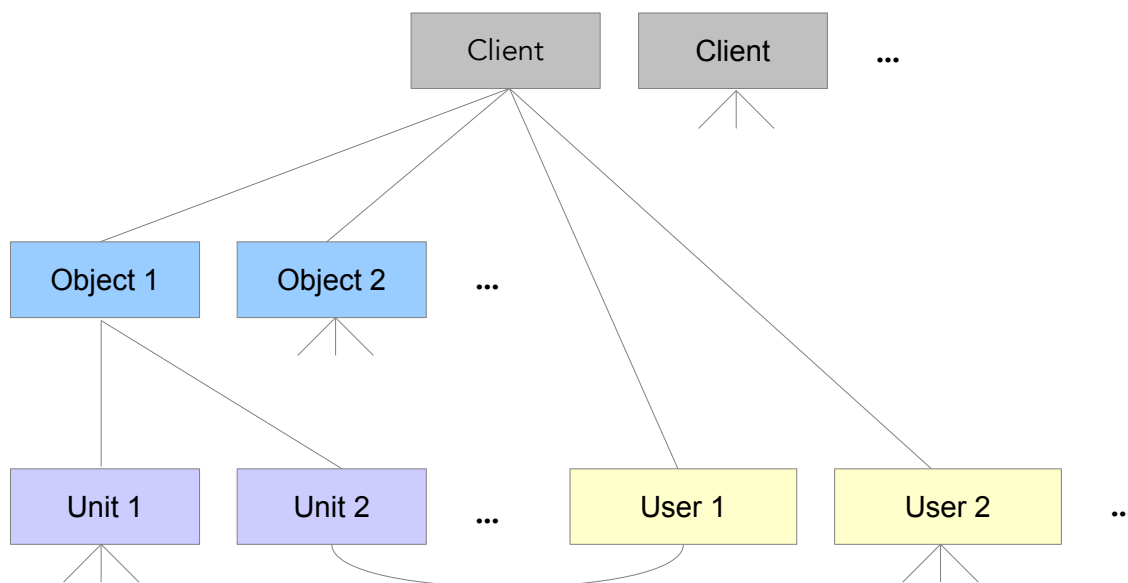


Image 1: Elements

At least one client is on the topmost level. Clients are among each other independent. In this program, almost all preferences are independent for each client. Only some basic settings (e.g. backup) are for all clients valid. If you create invoices for different owners (not in the same object), these can be separated over clients, for example.

The administration of clients is not in the bronze version available (see chapter 10).

On the left side, the elements are shown. Two levels are used for it. The different objects, like buildings, are on the upper one. The second level indicates the individual units, like apartments or offices. According to the type of the building, different structures can be entered.

For the calculation of the invoices, the information of the users (tenant, owners) must be entered, too. These and units are joined, as shown in the image. With this connection, also the period is stored. Several users may be joined to one unit over the time. But also the reverse case that several units are allocated to one a user is possible. Especially for offices this situation is usual.

If you use the accounting a personal-account is used for a user.

The accounting is only in the gold and platin version available (see chapter 10).

With the report "Structure of objects" (see chapters 6.4.14), you get an overview of the object.

2.2 Calculations

The necessary calculations for the invoices are user-defined in this program. The necessary data for the calculation are stored with above elements (object, unit and user). For each element, an unlimited number of sources can be entered. Every calculation is named by a unique value. Following sources are available:

- **Constants**

Hereby fix values, like the size of a floor are stored. Constants don't change over the life-cycle.

- **Texts**
Texts are not used for the calculation. It can be used in the description.
- **Costs**
This source stores the costs entered over a year. Depending on the type these are stored with the object, the unit or the user.
- **Counter**
Counters behave like costs, but the value is counted by every input. This type is used for the water-consumption, for example.
- **Prepayment**
If advance payment is agreed, it must be considered, while calculation the invoice.

For the invoice, so-called distribution keys must be defined. Such a key corresponds to a line of the invoice. Above sources are used for the definition and are combined with a formula. The following picture shows the connection between these elements:

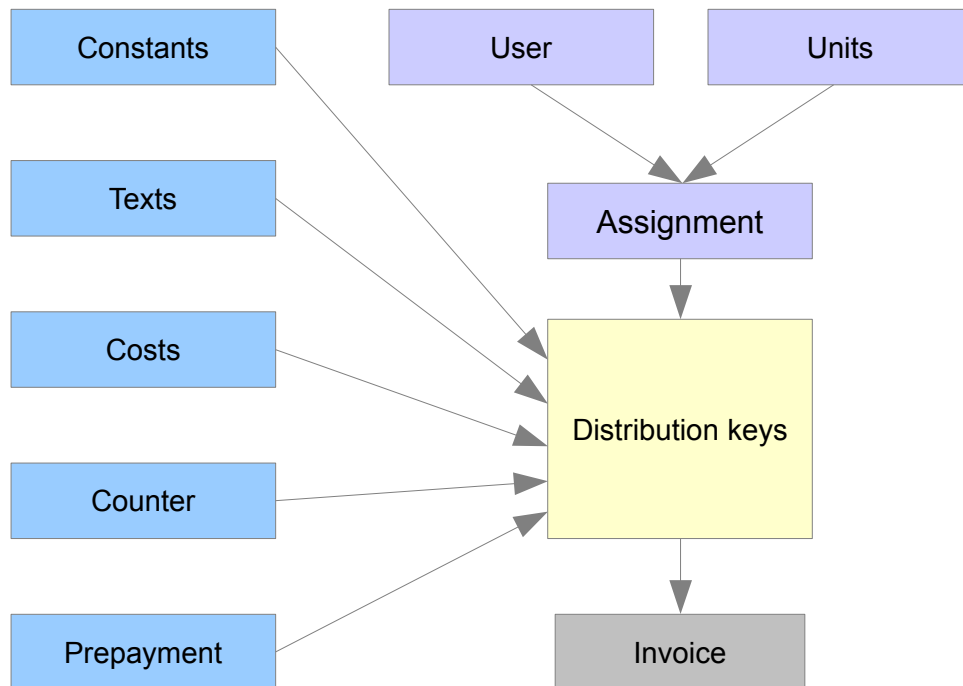


Image 2: Distribution keys

A central role plays the distribution keys. All inputs are joined by formulas with these distribution keys. These formulas are user-definable, which gives a maximum of flexibility. The information of the period comes from the assignment. This is calculated by the system, automatic. Texts are not entered in formulas; they are used for a describing text.

The examples contain predefined sources and distribution-keys. If necessary, this can be expanded easily.

2.3 Entries

Over the year, all costs and prepayments are entered. There are special dialogs for each type of source. In the gold and platin versions, also the accounting relevant information can be entered (e.g. accounts). This has the advantage that the data can be transferred without re-entry into the accounting system.

2.4 Invoicing

In the normal case, the invoices for all users are created annually. But an additional invoice may be necessary, for example with a user-change. Both cases are realized with unique dialog. This gives the possibility to correct individual invoice, also if they are created by a mass generation (annually).

3 Notes

3.1 General notes

With usage of "Mac-NeKo", "Win-NeKo" or "Lin-NeKo", you accept the following conditions. This applies to the unregistered version, too.

- With payment of the registration fee, you get the right to use this program for an unlimited time.
- You may use "Mac-NeKo", "Win-NeKo" and "Lin-NeKo" on different computers. But only one person is allowed to work with it at the same time.
- You are allowed to give the program to another person. But you have to give this person the original files, like we provide on our [web-server](#).
- You are not allowed to give the registered version to another person.
- Changes at the files (program, help texts, user guide...) are not allowed. The original programs are allowed to change the data, only.
- The user guide is exclusive for the usage of "Mac-NeKo", "Win-NeKo" and "Lin-NeKo". Any other usage is forbidden.
- Leasing, Renting or something else like this is forbidden.
- Earlier license agreements are invalid with the release of this version.
- The registration information is to be protected against the access through other persons.
- **The MC Richter GbR is not responsible for damages, which results direct or indirect from the usage of this software. This applies also to the statements made in the user guide.**

3.2 Content of this user guide

For an easy introduction, this user guide is split into several chapters.

- **Introduction (Chapter 1)**
This chapter describes the aim of this program.
- **Basics (Chapter 2)**
Here, the idea behind this program is explained.
- **Notes (Chapter 3)**
Here, you find some important information about this user guide and the program.
- **Installation (Chapter 4)**
Here, we start the installation.
- **First steps (Chapter 5)**
Here, we setup this program.
- **All menus (Chapter 6)**
Here, you find for each menu point the corresponding description.
- **Files (Chapter 8)**
Here, you find information about all files of this program.
- **Carefree (Chapter 7)**
With these packages, we support you during the first steps (German only).
- **Versions (Chapter 9)**
With every version, new functions are implemented.
- **Payment / Registration (Chapter 10)**
If you want to register this program, you find the necessary information, here.

3.3 About this user guide

This program is available for OS X, Windows and Linux. For Macintosh computer the program name is "Mac-NeKo". For Windows users, the program "Win-NeKo" is available. Linux users start the program "Lin-NeKo". All programs work in the same way. If there are differences, you find a description on the corresponding page in this user guide. All images in this user guide were made with the latest version of OS X.

On the other operating systems they differ only insignificantly. All major changes since the last version of this user guide are marked. Important information is highlighted in gray.

This user guide is available as a PDF, as well as an online help. Both variations contain the same contents, nevertheless, are adapted to the representation form. All major changes since the last version of this user guide are marked (PDF only).

With the description of the functions, a rental-object is assumed. As far as nothing else is noted, the described function can be used also for other objects. In this user guide we use the item "user" for a tenant and an owner.

4 Installation

4.1 Requirements

"Mac-NeKo" is available on Macintosh computers, "Win-NeKo" on Windows computers and "Lin-NeKo" on Linux systems. Depending upon the used version, the minimum requirements are:

- **Macintosh:**
 - Intel based Macintosh
 - OS X 10.6
 - 2 GB main memory
 - 1 GB free space on hard disk
- **Windows:**
 - Windows XP
 - 2 GB main memory
 - 1 GB free space on hard disk
- **Linux:**
 - Officially supported distributions:
 - Ubuntu 6.10 or later
 - SUSE Linux Enterprise Desktop 10
 - Red Hat Enterprise Linux 5
 - GTK+ 2.8 (or newer)
 - glibc-2.4
 - CUPS (Common UNIX Printing System)
 - libstdc++.so.6
 - To use it with a 64-bit Linux, the "ia32-libs package" must be installed.
 - 2 GB main memory
 - 1 GB free space on hard disk

Because there are many calculations, the processor speed is very important. One must remember that every open report must be recalculated when you enter new values. Therefore, on slow systems, one should open only the most important reports.

The processor speed and the disk space are only approximate values. The necessary disk space depends upon the number of clients, objects and periods. More entries and clients need more space on the disk.

The listed operating systems are minimum requirements. Normally "Mac-NeKo" ("Win-NeKo", "Lin-NeKo") works on all actual operating systems. Unfortunately it is not possible to test all configurations. This applies especially to the different Linux distributions. If you have any problems, please contact me. I will solve the problem as soon as possible. Since we also work with this program, I will adapt it to new versions of the operating system as soon as possible.

4.2 First Installation

If you read this user guide, you already unpacked "Mac-NeKo" ("Lin-NeKo") or used the installer for "Win-NeKo". On Macintosh computers, you can create now an alias (Linux: Link) of the program on your desktop or any other place you want. This gives you a faster access to the application. On Windows the installer created a directory with all necessary files on your hard disk. The further steps are described in chapter 5.

The package contains the English and the German version.

During startup of the program, the correct language resources are loaded (German or English).

If you use **Ubuntu**, you can load "Lin-NeKo" from the software center. The advantage is, that the program will be automatically installed.

4.3 Usage on several computers

The standard installation is for one desktop computer. Nevertheless there are two different ways to use it on several computers. With the usage of a database-server, several users can access the data at the same time. This is not possible by using the semaphore. Here, only one person can use the data at the same time. On the other side nobody must administers the database-server.

4.3.1 Database-Server

You can use a database-server instead of a local file. With the help of this server, several installations of this program can use the database.

Today we support "[cubeSQL](#)" and "[PostgreSQL](#)". The cubeSQL Server has the advantage that the same file can be used for the local installation. On the other hand PostgreSQL can be used free of charge.

At the moment, the cubeSQL can be used with up to 3 connections free of charge. (12.2013). You find more information on the homepage of [cubeSQL](#).

If the server is not yet installed, it must be installed and configured. Please use the instruction included with the server. We need an own database on the server for "Mac-NeKo" ("Win-NeKo", "Lin-NeKo"). Please create one. This program will create the necessary tables and indexes. Furthermore, an independent user must be created for each installation of this program. Otherwise data may be lost.

After the server was installed, this program must be informed that it should access the server. If this program was used with the local database before, you must open the preferences. Here, you switch to the card "Clients". Within this card you must select the database type, first. Because the database doesn't yet contain any tables, you must create with "New" the tables and indexes. If no local database exists, select the database type within the startup dialog (see chapters 5.2) and press the Button "New." In both cases, you get the following dialog:



Image 3: Server data

The Buttons has the following meaning:

- **Name**
Name of the database.
- **Host**
TCP/IP address of the database-server.
- **Port**
At the SQL server entered port (REAL Server: 4430 / PostgreSQL: 5432).
- **User**
At the SQL server for the database entered username.
- **Password**
For above user at the SQL server entered password.

After entering the data and pressing "OK" the connection to the server will be established. If you selected "New", all tables and indexes will be created, now. After that, you can enter and modify data with this program, as usual.

Only experienced users should use this concept.

The integrated functions for backup can't be used. The backup must be done by the database-server.

For each instance of this program an own user must exist on the database-server. If two instances use the same user, you may lose data.

Two persons must not edit the same entry at the same time.

With a change from PostgreSQL to a local database, the data can be copied to the local database. When using cubeSQL, the file from the server can be used local – without conversation.

4.3.2 Semaphore

With this procedure, the database file must be synchronized between all included computers. The synchronization can be done by an external program – or direct with this program. The advantage of this concept is that you don't need a special database server.

To avoid the usage by two persons at the same time, so called semaphore are implemented. For the usage, a file server, which can be accessed by all involved computers, is necessary. This file server can be used to synchronize the database file, too. Alternatively, you can use external programs ([Synchronize](#), rsync...) to synchronize the database file.

For the configuration, the text file

- Mac-NeKo (Sema).txt Macintosh
- Win-NeKo (Sema).txt Windows
- Lin-NeKo (Sema).txt Linux

must exist on every computer, which is included in this concept. This file must be in the same folder as the program. The file must include the following lines:

- Volume Name
- User Name
- User Password
- Complete path of semaphore file
- Complete path of database file on the server

If the first three lines are not empty, an Apple Share Server (AFP) will be mounted and unmounted. This works only with OS X, because the UNIX command "mount_afp" is used. For the activation, the volume name, username and the password from the file will be passed to the command. Should no server be activated, the first three lines must be empty. The fourth line contains the name and complete path of the semaphore-file on the server. If the fifth line is not empty, this program synchronizes the database file with the given file on the server.

The file "Mac-NeKo (Sema).txt" (Macintosh) may have, the following content:

```
192.168.1.1/BackupServer
Manfred Richter
Passwort
Richters Server:MacNeKoSema
Richters Server:Objects.rsd
```

By every start and end of the program the semaphore-file is examined and written with actual values. By this, it can be guaranteed that always the actual version of the database will be used. If the fifth line (path of database file on the server) is used, this program compares the local and server database file by every program start. If the server version is newer, it will be copied to the local database. When quitting this program, the database file is copied to the server, again. The result is that there is always the latest version on the server.

Only experienced users should use this concept.

The activation and deactivation works only with Apple Share Servers (AFP) under OS X.

Even if a server was already activated, it will be deactivated.

If the file server is not available, you can work with this program, too. In this case, you must check that no other person works with this program and that the database is up to date.

4.4 Update

If an Internet connection is active, a check for new versions will be done during the start of this program. This check can be switched on and off in the preferences at any time. In certain network configurations there may be problems with the automatic check. In these cases, you get an error message. If you can't change the network configuration, you must deactivate the automatic update in the preferences.

If a newer version is available, the following dialog will appear:



Image 4: New version available

The Buttons has the following meaning:

- **Deactivate**
The automatic check for updates will be permanently deactivated. You can activate it in the preferences (see chapter 6.2.20) again.
- **Later**
The download will not start. You see this dialog during the next start of the program again.
- **Load**
The current version is copied onto the hard disk. Afterwards, you must unpack and install it.
- **Install**
The necessary files are loaded into an invisible folder. If you use Windows, the Setup¹ program will be started. With OS X all necessary files are updated by "Mac-NeKo" itself.

The update with "Install" is the easiest and most sure way to get the latest version. Unfortunately, this doesn't work with Linux. Even if you want to update several installations, it may be better to download the archive. The loaded file is the same as on CD, [homepage](#) or other media. After unpacking it, you must replace the files. But be sure not to replace your database file (e.g. "Objects.rsd"). During the next program start the database will be updated. A fallback to an older version is not possible.

When using a database-server, the updates are not installed automatically. These must be installed by an administrator at all workstations.

Make a backup of your existing database, before you update to a newer version. Only with this backup it is possible to fall back to the old version.

The database should not be in the same folder as the program files.

If this program was installed on several computers, all installations must be replaced with the new version. "Mac-NeKo" ("Win-NeKo", "Lin-NeKo") converts the database from an old format automatically into the new format. An old program version can't read the converted database any longer.

4.5 Upgrade to Silver-, Gold- or Platin-Version

If you are a registered user (bronze, silver or gold) and wants to use additional features (silver, gold or platin), you must enter a new registration code. How you receive this, is described in chapter 10. Afterwards, you open the registration dialog in the "Mac-NeKo"-menu (Windows: "?" / Linux: "Help"). Here, you enter the information from the registration letter. Afterwards, all functions of the silver, gold or platin version are available.

¹ The setup program updates all necessary files. Existing files, which were changed, are not overwritten. Nevertheless, it is a good idea to backup all files before you start the update.

5 First steps

In chapter 4 we installed "Mac-NeKo" ("Win-NeKo", "Lin-NeKo"). Now we must create a client. Afterwards we enter the first data.

5.1 Usage

Although this program is available for the major three operating systems, it supports specific features of each operating system. In addition, there are some features in this program, which make the work easier.

5.1.1 Dialogs

In many dialogs there is additional input support. This was done especially for users, who enter many data. In most dialogs (e.g. master data) you can use the "Return" key to jump to the next field. If the cursor is in the last field of a dialog the "Return" key works as usual. It confirms the input, now. Another special feature is that the dialog does not close after the confirmation. Thus, you can enter many inputs successively – without reopening the dialog.

Fields with a red background are mandatory fields and must be filled correct. If a field does not get white after entering data, the input is not correct and must be corrected. You can enter some fields only, if other fields have some settings (e.g. tax key). This is explained for each dialog in detail.

With the input of values, there are many other possibilities:

- With the input of a date, a comma instead of the point can be entered. Beside the manual input, you can select the date with the help of a popup-dialog. Therefore, you click the calendar symbol on the right side the input field. Then a dialog opens, in which you can select the date with the mouse.
- A date can be entered incompletely. This program adds the further data automatically while leaving the field. The current day is used as basis. If only the day was entered, for example, the current month and year are added automatically.
- In date fields, you can switch to the next or previous date by pressing an arrow key (up or down) and the command key (Windows / Linux: Control).
- With numeric fields (e.g. number), you can decrease and increase the value by pressing an arrow key (up or down) and the command key (Windows / Linux: Control).
- With the input of values (account, tax key...), you can select these also with the help of the popup-menu on the right side of it. The popup-menu shows all available values.
- While entering accounts, you don't need to enter the leading zero. This works also while importing data (e.g. Excel).
- Nevertheless, in many cases the list becomes very large. Therefore, you can enter the beginning of the number (e.g. account) or the describing text in the field. The popup-menu jumps to the value or shows only values, which contain the entered text.
- If you do not want to enter tax keys or cost centers, you can switch them in the preferences (see chapter 6.2.20) off. This simplifies the input of data, because the field is no longer available. The fields are also disabled, if no tax key or cost center exists.
- With fields, which contain values (number, amount...) a formula (e.g. $12 + 5$) may be entered. You see such a formula by the yellow background of the field. The result is calculated when you leave the field. To change the value, you can go back to the field. Then, you edit the formula, again.
- With fields, in which frequently the same texts are entered (e.g.: country), exists right apart from the text field a popup-menu. With this, you can administer and insert these frequently used texts. For the administration exists the entry "Change menu". After selection, a window shows all stored texts. These can be administered with the three Buttons at the lower part. With "Insert" a new, empty entry will be added. You write the desired value afterward directly into the list. To change an existing entry, press the Button "Change" or double click on the appropriate line. Afterwards, you can change the value in the list. For removing a value, press the Button "Delete". With "OK", you close the window.

A change of the standard texts has no effect on already stored entries.

- In some fields, you can format the entered text. This works like in most word processors.
- If a standard-entry (e.g. distribution key) with the same text was saved before, the menu point "Add" will replace the stored value.

5.1.2 Lists

Most users want to see her result in lists. Because of this, this program creates many different lists. These lists are shown on the screen. By changes (e.g. enter) they are automatically updated.

By the first opening of the list, you see all columns of the list. If you don't need some columns, you can hide them with the menu point "Columns" (OS X: Apple menu, Windows / Linux: Edit). The width of each column can be changed by a click in the title line, between two columns. The list is sorted by click on a column title.

Some columns can't be hided, because they contain important information.

It is not possible to sort very complex lists.

Most lists contain a Button to update the list. This gets active, as soon as the conditions are changed (e.g. period). The list is recalculated by a click on this Button. If the list is closed, the above conditions are stored. According to the preferences (see chapter 6.2.20), the next opening of the list enters these values again and the list is calculated immediately.

All lists contain a Button for closing the window. Of course the usual functions to close a window are available, too. In addition, in many lists are Buttons with additional functions. For example, you can enter new data with the Button "Insert". Also a double click on a list element gives you an action in most lists. In the master data this is normally the changing of the concerning entry. In the reports it is mostly the same function as the Button in the lower left corner of the dialog.

You are able to mark several lines in most lists. For this, the functions of the operating system are available. Functions like changing or copying of data are however only possible if exactly one element is marked.

You can print (see chapter 6.1.7) and export (see chapter 6.1.12) all lists. For printing or exporting, the list must be open. In some lists (master data, journal) new values can also become imported (see chapter 6.1.13).

5.1.3 Documents

With some elements, you are able to attach documents. The following document types are available:

- **URL**
With this type a URL of a web page is stored. Beside the real URL a describing text can be entered.
- **File**
Like an URL a link to a local file is added here. In the database only the link is stored, so the original file must exist furthermore. You must not move or rename the original file.
- **Notice**
Here, you add a notice. Notices are stored in the database.

The values shown in the list ("Title", "Text") can be edited by a click on the corresponding value. To view the stored information, press the Button "Open". According to the type of the information different actions are necessary:

- **URL**
An URL is shown in the default browser.
- **File**
A file will be opened by the program, associated in the operating system.
- **Notice**
The notice will be shown in the same dialog, you used for entering it. All values of it can be changed.

All elements can be added by Drag'n Drop, too. While adding text, the application recognizes URLs and adds the text as an URL, if it is one. Otherwise it adds a notice. Finally, every element can be removed from the list with the Button "Delete".

5.2 Starting the program

Depending on the operation system, we have to start one of the following programs:

- Macintosh: Mac-NeKo X.app
- Windows: Win-NeKo.exe
- Linux: Lin-NeKo.app

5.2.1 Create database

This program stores all data in a single database. The location will be stored in a so-called preference file. If the database can't be opened by the value in the preference file, the following dialog appears:



Image 5: Choose database

The Buttons has the following meaning:

- **Database type**
You can store all data in a local file or on a database-server. Normally, you should use a local file, so you don't need an additional server.
- **Quit**
"Mac-NeKo" ("Win-NeKo", "Lin-NeKo") will be terminated immediately. This function is useful, if the database is not available for a short time. As soon as the problem (for example a deactivated server) is fixed, the program can be started again.
- **New**
After choosing a file with the files dialog, a new database will be created. A suggestion for the database is "Objects.rsd". But all other valid file names can be used, too. During the **first start** of this program, you must select this option.
- **Open**
If the database was moved or renamed, this program can't find it any more. If the preference file was not found, this dialog will appear, too. With this Button, you choose the actual database. The new access path is stored in the preference file.

Special characters should not be used in the file name and path. Each operating system has different restrictions about special characters.

If you select a database-server, you get no file selection dialog. Instead, you get a dialog, where you must enter the connection parameters of your database-server. The usage of a database-server is described in chapter 4.3.

If you use Linux the dialogs may be shown not good. Therefore, a wizard starts after the creation of the database. With it, you can optimize the layout. Of course, you can correct the settings in the preferences (see chapter 6.2.20) at every time.

5.2.2 Installation wizard

After creating the database, the wizard starts.

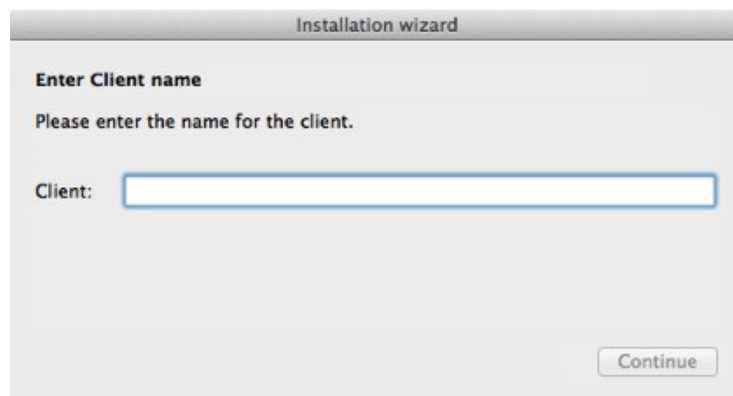


Image 6: Client

Here, you enter the client's name and press "Continue." Following dialog appears:

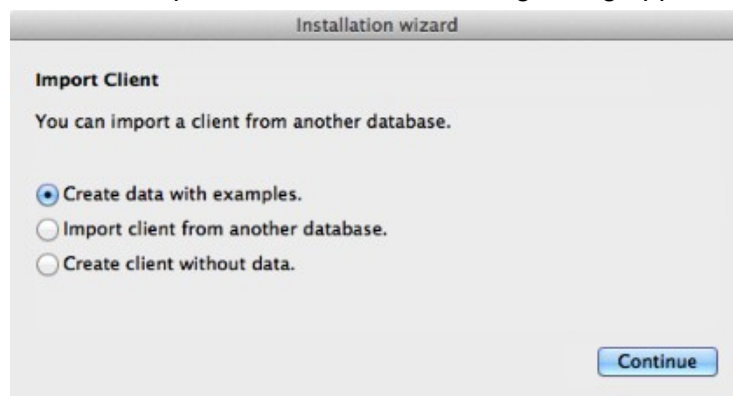


Image 7: Import Client

If you start, you should select "Create data with examples", so you can select from different examples. Afterwards, you can use the wizard to adapt it.

The examples are only in German language available.

There is additional information about an element in the document tab (see chapter 5.1.3).

If you have a database with a client, you want to use, you should select the second option. Finally, you are able to create a database without data.

5.2.3 Registration

This program is distributed as Shareware. This has the advantage, that you can test the most features before paying. For the registration, you get a code via mail from MC Richter GbR. With the registration, you don't lose dates, you entered before. You find details about the registration in chapter 10. As long as you don't have such a mail, this dialog will appear during every start of the program.



Image 8: Enter registration

If you got the registration information, enter it in the two fields. Afterwards press the Button "Registration". After correct input (Capitalization), a message appears, which tell you that the registration was successful.

If you do not have the registration information, select "No registration". After that, a message appears that not all functions are available.

If you entered the registration, but get the message again during the next start, it was wrong. Please check that there is no error (Capitalization).

Because the registration code is stored in the database, it must be reentered if you create a new database. If this dialog appears after an update of the program, the database was probably moved. In addition, a new database was created (see chapter 5.2.1). Select in this case in the preferences the old database.

5.3 Preferences

The next step is to enter some important options for your first client. Later changes are possible, but for some options you lose the entered dates. You find a detailed description of each point in chapter 6.2.20. Here only the points, which are necessary before entering dates, are discussed.

5.3.1 General

You open the preferences with the menu point "Preferences..." from the "Mac-NeKo" menu (Windows: "Options" from "Edit" / Linux: "Preferences" from "Edit"). Some defaults refer to the complete program. Where it makes sense, the settings are client-specific. This offers you more flexibility to create different clients.

The administration of clients is not in the bronze version available (see chapter 10).

After the first start, you should enter the settings for the backup. These options apply to all clients. After creation of a new client, you must enter the following options:

- **The start of the fiscal year**

This program can be used, if the fiscal year does not correspond to the calendar year. With this setting you enter the beginning of the fiscal year. In Germany the fiscal year may deviate only from the calendar year, if the company is registered in the trade register. (§4a Abs1 Satz2 Nr.3 Satz1 EStG).

The accounting is only in the gold and platin version available (see chapter 10).

- **Decimal digits**

According to the currency, there are different digits. For the Euro there are two decimal digits.

5.3.2 User administration

If several persons should work with this program, it may be useful that not all can edit all clients. This is especially interesting if this program works with a database server. Nevertheless, you are not forced to enter user administrations. Without entries all users has full access to all dates.

The user administration must be setup only, if the access of single users should be limited.

All new users get full access to all clients.

For every person, who should work with this program an own user can be entered. For every user, a password must be assigned. The user can change this at any time (see chapter 6.2.19). The access (editor, reader) of a user can be administered for every client individually. An editor can change all dates of the client. This should be the normal access for a user. By contrast a reader can read the information, only. He can't change any dates. This type of user will ordinarily assign to persons who use the dates for further reports (e.g. accounting). However, it can also make sense to give a read-only access of other clients to editors – for example, if they need the results for their client. Normally, only one person should be an editor for a client. With this, one excludes that another person changes the dates of the client parallel. This could lead to chaos.

Beside the differentiation in "editor" and "read-only" there is the "administrator". An "administrator" can be setup regardless of the clients. Thus a reader can also be an administrator. Only the "administrator" can change the preferences (see chapter 6.2.20). He can also create new users and change the rights of the users.

At least one user must be an "administrators".

It is not necessary that the "administrator" have rights like an "editor".

For one client, you should assign only one person the rights of an "editor". With this, one excludes the concurrent usage of a client.

If a new client is created, all users get the rights as an "editor".

If no users are entered, there are no restrictions of the usage.

5.4 Master data

After the client was created and all options are entered, you must enter the first data. If you selected "Create data with examples" in the installation wizard, many dates are available. Because every building is something individual, an adaptation is always necessary.

In this program an accounting application is integrated. You can for each client to decide whether to use the accounts, or not. The program decides based on the existing of accounts, whether the function is enabled or not. If Accounts exist, they must be used in all corresponding dialogs.

The accounting is only in the gold and platin version available (see chapter 10).

Without accounts of these functions are not enabled in the Gold or Platinum version.

5.4.1 Account structure

The account structure is necessary if you want to use integrated accounting. As soon as entries are entered, it can be changed only with very much limitation. Therefore, it is important to create it very careful.

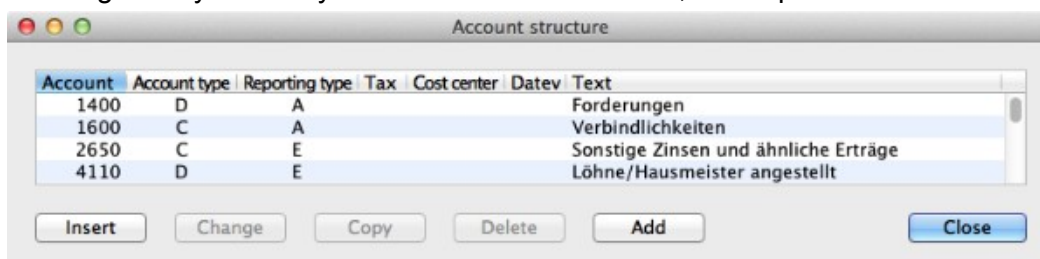


Image 9: Account structure

The example clients contain an accounting structure.

If there are entries with an account, the account can't be deleted any more – even if the entry was done a long time ago.

5.4.1.1 Insert

First, we want to show, how to enter new accounts. You can delete an account as long as it is not used (entries, tax key, cost centers...).

With "Insert" the following dialog opens:

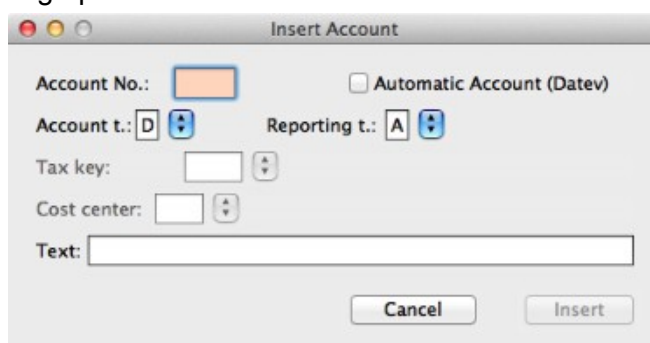


Image 10: Insert Account

First, you enter the account number. It must contain always 4-digits and must be unique. Only if you transfer your accounting with the Datev interface to a tax consultant, you must activate for some accounts the checkbox "Automatic account (Datev)". Please look to the accounting structure to see which accounts get this sign.

Then follow the specification of the account. Therefore the points "Account type" and "Reporting type" exist. For the selection of the above-mentioned accounts the following table should help you:

	Accounting type	Reporting type
Asset account / Debit account	Debit account (D)	Asset account (A)
Asset account / Credit account	Credit account (C)	Asset account (A)
Expense account / Debit account	Debit account (D)	Expense account (E)
Expense account / Credit account	Credit account (C)	Expense account (E)
Opening account	Opening account (O)	

Table 1: Accounting type / Reporting type

If you selected an expense account, you can enter a tax key and cost center. Tax keys must be created before. This can be done with the point "Tax key..." from "Master data". The entered tax key is suggested while entering. You can change it there, of course. If you like to work with cost centers, you can enter in the field "Cost center:" a defined cost center. This is suggested while entering. Of course, you can change this cost center while entering.

The fields "Tax key" and "Cost center" are only available, if in the master data corresponding values exists. Furthermore, the corresponding option must be activated in the preferences (see chapters 6.2.20).

In the last field, you should enter a text for the account.

5.4.1.2 Change

To change an account, you must select it in the account structure with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the account. The structure corresponds to the dialog to create a new account, but the account number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

5.4.1.3 Copy

If you want to create an account, which differs in only few points from an existing, this Button is helpful. Select the source account, first. Then press the Button "Copy". This opens the dialog to insert new accounts. But all values, as far as they make sense, are filled.

5.4.1.4 Delete

Finally, you can delete an existing account. Also for this, you must select an account, first. By pressing the Button "Delete" and confirmation of the hazard check the account will be deleted.

If an account is already in use, it can't be deleted any more. This is necessary to hold the dates consistent

5.4.1.5 Add

If the account structure is based on a standard account structure, provided by us (SKR03, SKR04...), one could add single accounts also with this function. We provide actual account structures on our server. After selecting "Add", this function loads a list with all account structures, provided by us. Here, you must select the one; your account structure is based on. After selecting the desired structure, all new accounts of the account structure are displayed. Here one can select one or several accounts with the mouse. After pressing "Choose", the selected accounts are taken over in your own account structure. Afterwards these can be used like manual inserted accounts.

To use this function, you need an online-connection to our server.

The account structures on our server are in German language.

5.4.2 Tax keys

To calculate the tax amount, this program uses tax keys. This concept is very flexible and easy to use. You open the list with the existing tax keys with the point "Tax keys..." from "Master data".

You need tax keys, if you create net-invoices.

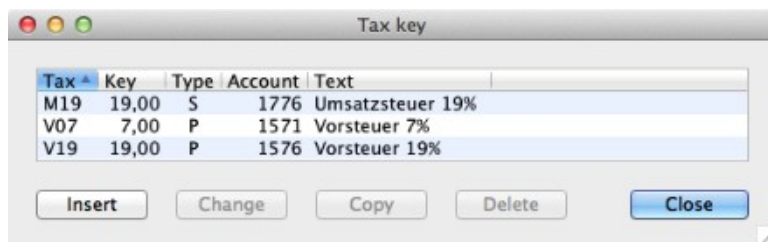


Image 11: Tax key

5.4.2.1 Insert

With "Insert" the following dialog opens:

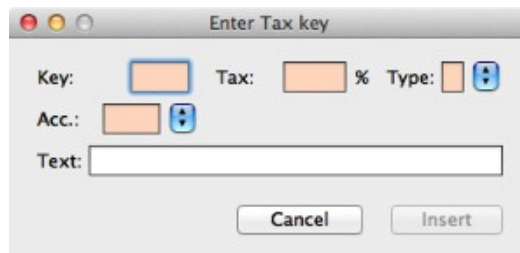


Image 12: Insert tax key

A tax key is identified with the first field ("Key"). This key must contain 3 or 4 digits. It should be well named, so that you can easily recognize the sense of this key. The next field ("Tax") contains the percent value of the tax. The account entered here must be used only for one tax key. With the field "Type" you distinguish between pretax and sales tax. With the last field ("Text") you enter a comment for the tax key. This appears, for example, while entering.

The account and the type are only required if the integrated accounting is used.

The account, entered for one tax key must not be used for another tax key.

If you enter a tax key while entering, two entries will be created. The first one contains the normal entry (net amount), as without tax key. Only the calculated tax amount was subtracted. With the second entry the tax amount, with the account from the linked tax key, is created. In the journal, you recognize this second entry by the text "Tax (X): " before the entry text. Here the sign X stands for the used tax key.

5.4.2.2 Change

To change a tax key, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the tax key. The structure corresponds to the dialog to create a new tax key, but the key can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

If the tax value changes, it is better to create a new tax key.

5.4.2.3 Copy

If you want to create a tax key, which differs in only few points from an existing, this Button is helpful. Select the source tax key, first. Then press the Button "Copy". This opens the dialog to insert new tax keys. But all values, as far as they make sense, are filled.

5.4.2.4 Delete

Finally, you can delete an existing tax key. Also for this, you must select a tax key, first. By pressing the Button "Delete" and confirmation of the hazard check the account will be deleted.

If a tax key is already in use, it can't be deleted any more. This is necessary to hold the dates consistent.

5.4.3 Recurring entries

With the function "recurring entries", you can administer recurring entries (credit, leasing...) easily. The saved information about recurring entries has no direct influence on your accounting. Always, the deadline is reached, the recurring entry will be executed. Therefore, recurring entries may be changed and deleted at any time.

The accounting is only in the gold and platin version available (see chapter 10).

Under "master data", you find the menu point "Recurring entries... ". After selection, you see a list with all entered recurring entries.

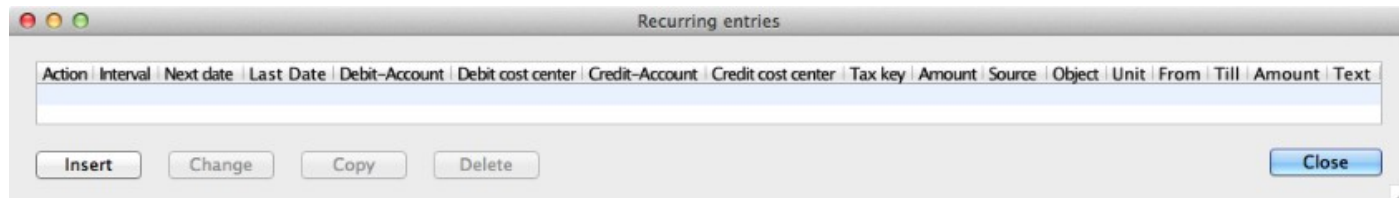


Image 13: Recurring entries

Recurring entries with a tax part are shown with two lines. This corresponds to the journal.

5.4.3.1 Insert

With "Insert" the following dialog opens:

Image 14: Insert Recurring entry

In the first field, you enter whether you get a hazard check, or not. The next field specifies the interval of this entry. Then there follows the entry of the next (first) date. If this recurring entry was not executed yet, you must enter the first date, here. If this date is reached and the entry was executed, you see in this field the next execution date. You can change this date, if you want.

If the entries should end by a certain date, you can enter this in the field "Last date:". If the field remains empty, the recurring entry will be done forever.

The next fields correspond to those of the entry dialog. These fields are explained in chapter 5.5. Only the entries are not executed immediately, but are entered for the later execution. After execution, the next date will be calculated. This depends on the entered interval. Because sources of the type counter contain a counter-value, these can't be entered, here. For all other sources, the start and end date will be calculated. Both dates are incremented independent from another by the given interval.

The fields "Tax key" and "Cost center" are only available, if in the master data are corresponding values exists. Furthermore, the corresponding option must be activated in the preferences (see chapters 6.2.20).

Recurring entries with tax are shown by two lines. This corresponds to the output in the journal.

With counters, a counter-value must be entered. Because of this, counters can't be entered with recurring entries.

Because the different months have a different number of days, it is not possible to calculate days after the 28th correct. For example if you start on January 31st. In February it will be the 28th. With this, it is not possible to calculate March 31st correct. To solve this problem, all days after 28th will be calculated as the last day in month.

5.4.3.2 Change

To change a recurring entry, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the recurring entry. The structure corresponds to the dialog to create a new recurring entry. The Button "Insert" was replaced with "Change" and closes the dialog.

5.4.3.3 Copy

If you want to create a recurring entry, which differs in only few points from an existing, this Button is helpful. Select the source recurring entry, first. Then press the Button "Copy". This opens the dialog to insert new recurring entries. But all values, as far as they make sense, are filled.

5.4.3.4 Delete

Finally, you can delete an existing recurring entry. Also for this, you must select a recurring entry, first. By pressing the Button "Delete" and confirmation of the hazard check the recurring entry will be deleted.

5.4.3.5 Execution

Recurring entries are checked while opening a client and are executed if necessary. According to the preferences, you get a hazard check, or the entry is automatically executed in the background. In certain cases it may be useful to start this check by hand – for example if you entered recurring entries whose start date is in the past. You start the manual checking (and execution) with the menu point "Execute recurring entry..." from "Edit".

5.4.4 Debit positions

Debit-positions behave very similarly to recurring-entries. Also here, recurring entries can be administered. There is only a restriction of the accounts to one debit and one revenue account. Debit-positions can be administered also with recurring-entries, but the separation into two lists gives a better overview.

The accounting is only in the gold and platin version available (see chapter 10).

Under "master data", you find the menu point "Debit positions... ". After selection, you see a list with all entered debit position.

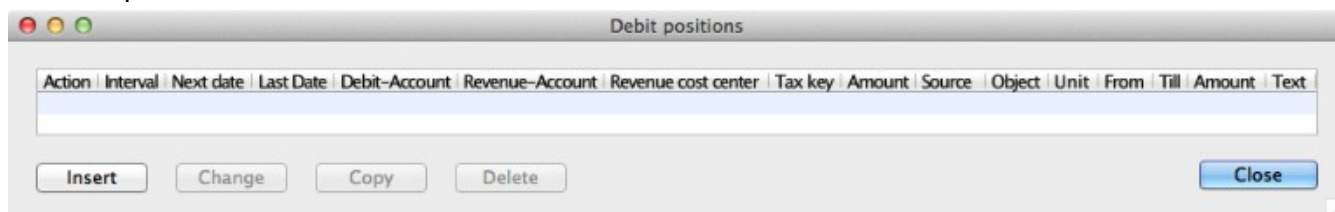


Image 15: Debit positions

Debit positions with a tax part are shown with two lines. This corresponds to the journal.

5.4.4.1 Insert

With "Insert" the following dialog opens:

The 'Insert Debit position' dialog box contains the following fields and controls:

- Action to do:** A dropdown menu with a blue arrow icon.
- Entry interval:** A dropdown menu with 'W' selected and a blue arrow icon.
- Next date:** A date field with a calendar icon.
- Last date:** A date field with a calendar icon.
- Debit-Account:** A dropdown menu with a blue arrow icon.
- Rev.-Acc.:** A dropdown menu with a blue arrow icon.
- Revenue cost c.:** A dropdown menu with a blue arrow icon.
- Tax key:** A dropdown menu with a blue arrow icon.
- Am.:** A text field followed by 'Eur'.
- Tax:** A text field followed by 'Eur'.
- Source:** A dropdown menu with a blue arrow icon.
- Object:** A dropdown menu with a blue arrow icon.
- Unit:** A dropdown menu with a blue arrow icon.
- Fr.:** A date field with a calendar icon.
- Date:** A date field with a calendar icon.
- Amnt.:** A text field.
- Text:** A large text area.
- Buttons:** 'Cancel' and 'Insert' buttons at the bottom right.

Image 16: Insert debit position

In the first field, you enter whether you get a hazard check, or not. The next field specifies the interval of this debit position. Then, there follows the entry of the next (first) date. If this debit position was not executed yet, you must enter the first date, here. If this date is reached and the debit position was executed, you see in this field the next execution date. You can change this date, if you want.

If the debit position should end by a certain date, you can enter this in the field "Last date:". If the field remains empty, the recurring entry will be done forever.

The next fields correspond to those of the entry dialog (see chapter 5.5), but you are only able to enter a debit- and a revenue-account. And the entries are not executed immediately, but are entered for the later execution. After execution, the next date will be calculated. This depends on the entered interval. Because sources of the type counter contain a counter-value, these can't be entered, here. For all other sources, the start and end date will be calculated. Both dates are incremented independent from another by the given interval.

The fields "Tax key" and "Cost center" are only available, if in the master data are corresponding values exists. Furthermore, the corresponding option must be activated in the preferences (see chapters 6.2.20).

Debit positions with tax are shown by two lines. This corresponds to the output in the journal.

With counters, a counter-value must be entered. Because of this, counters can't be entered with recurring entries.

Because the different months have a different number of days, it is not possible to calculate days after the 28th correct. For example if you start on January 31st. In February it will be the 28th. With this, it is not possible to calculate March 31st correct. To solve this problem, all days after 28th will be calculated as the last day in month.

5.4.4.2 Change

To change a debit-position, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the debit-position. The structure corresponds to the dialog to create a new debit-position. The Button "Insert" was replaced with "Change" and closes the dialog.

5.4.4.3 Copy

If you want to create a debit-position, which differs in only few points from an existing, this Button is helpful. Select the source recurring entry, first. Then press the Button "Copy". This opens the dialog to insert new debit-position. But all values, as far as they make sense, are filled.

5.4.4.4 Delete

Finally, you can delete an existing debit-position. Also for this, you must select a debit-position, first. By pressing the Button "Delete" and confirmation of the hazard check the debit-position will be deleted.

5.4.4.5 Execution

Debit-positions are checked while opening a client and are executed if necessary. According to the preferences, you get a hazard check, or the entry is automatically executed in the background. In certain cases it may be useful to start this check by hand – for example if you entered debit-position whose start date is in the past. You start the manual checking (and execution) with the menu point "Execute debit position..." from "Edit".

5.4.5 Personal-Accounts / User

For creating invoices the individual users (tenants, owners...) must be managed. This is done by this menu. If the integrated accounting is used, you are able to create personal accounts with this dialog, too. A personal-account corresponds to a user.

The accounting is only in the gold and platin version available (see chapter 10).

If you use the accountings and Online-Banking, you need for every partner a personal-account. Here the bank information of the partner is saved. With personal-accounts, you get a good overview about outstanding and open payments.

Under "Master data", you find the menu point "Users (Tenant, Owners)..." or "Personal-Accounts / User...". After selection, you see a list with all entered personal-accounts.

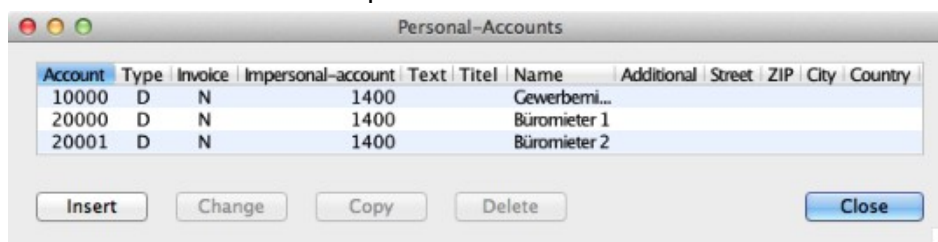


Image 17: Personal-Accounts / User

5.4.5.1 Insert

With "Insert" the following dialog opens:

Image 18: Insert Personal-Account / User

In the first field, you enter a unique number to the personal-account / user. If the integrated accounting is used, this is a personal-account. This number is always entered with five digits. By using the integrated accounting, you enter in the next field whether this is a customer (debtor) or supplier (creditor).

Users (tenant, owners) of a unit are debtors. Owner or renters are creditors.

In contrast to private-persons, most commercial users must show the taxes on her invoice. In these cases in the field, "Invoice" must be set to "Net".

If you use the integrated accounting, enter in the next field the corresponding impersonal-account (demands / liabilities). In the field "Text" you can enter a text, which describes the personal-account. It will be used, if you enter no address information.

The further entries are divided into several cards. On the left side of the first card, you enter at first the address of the person or company. This information is required for the invoice. Under OS X, you have the possibility to read the data from the address book. Only the addresses which contain the text, entered in the field "Name" are shown. After the selection of an address, the data are taken over into the dialog. Under Windows and Linux, you can read a vCard, instead.

On the right side, you see information for the Online-Banking. This program (only gold and platin version) executes the transactions not direct, but passes the information to "[MacGiro](#)", "[BankX](#)", "[hibiscus](#)" or "[Out-Bank](#)". These programs execute the transaction to the bank, independently. As an alternative, you can export the data into a DTAUS file. The information about your own account must be entered within the preferences (see chapter 5.8). Here we enter the necessary information about the account of the creditor or debtor. If a bank account should be associated to a personal-account / user, you must select the type of transaction with the popup-menu. If you don't want to use such transactions with this personal-account / user, you should select "No Online-Banking". Then this personal-account does not appear in the dialog for

Online-Banking (see chapter 6.1.11). The farther fields correspond to the fields in the Online-Banking program.

If you use [SEPA direct debit](#), a mandate reference is necessary. In addition, each transaction must be marked unique. For this, you enter a value in the field "Mandats-ID" on the right side. With each transaction, the value will be incremented. The other values on the right side are for the handover to an online banking program.

On the lower side some additional contact data (mail, phone...) can be stored. This information is not used in the program, however, can be used, for example, with further questions. If you like to control the reminders, you should enter the time in the days up to the next reminder step. The values are the basis for the reminder list (see chapter 6.4.15).

With the card "Units", you assign the personal-account / user to a unit. With "Insert", following dialog opens.

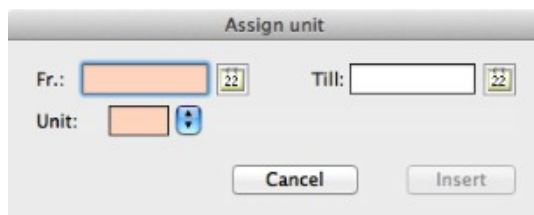

 A dialog box titled "Assign unit" with a light gray background. It contains three input fields: "Fr.:" (From), "Till:", and "Unit:". The "Fr.:" and "Till:" fields are orange with a small calendar icon to their right. The "Unit:" field is also orange with a dropdown arrow icon to its right. At the bottom of the dialog are two buttons: "Cancel" and "Insert".

Image 19: Assign unit

In every case, you must enter a start date ("From:") and the unit. The end-date is only necessary if the user already leaves. There must be no overlapping entries.

Alternatively, you can do this assignment over the unit list (see chapter 5.4.8).

In the following cards (without "Document"), you see the sources, as described in chapter 2. All sources which are allocated to a personal-account / user are listed here. For "Constants" and "Texts", the corresponding value must be entered here. One marks the cell with the value and enters the new value. Constants contain numerical values and can be used into the calculation of the distribution key (see chapter 5.4.15). With texts, one can customize (e.g. addresses) the printout individually.

If "Costs", "Counters" and "Prepayments" belong to an entry, they will be entered while entering (see chapter 5.5). If the values are independent from an entry, you must use special dialogs (see chapter 5.6).

With values, which were saved while entering, no change is possible. To correct, such values an additional entry is necessary.

With the last card, you attach documents to this personal-account / user. This is described in chapter 5.1.3. With "Insert", this entry is inserted. Now, you can enter further entries or finish the input with "Cancel".

5.4.5.2 Change

To change a personal-account / user, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the entry. The structure corresponds to the dialog to create a new account / user but the number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

5.4.5.3 Copy

If you want to create a personal-account / user, which differs in only few points from an existing, this Button is helpful. Select the source entry, first. Then press the Button "Copy". This opens the dialog to insert new accounts / user. But all values, as far as they make sense, are filled.

5.4.5.4 Delete

Finally, you can delete an existing entry. Also for this, you must select an account / user, first. By pressing the Button "Delete" and confirmation of the hazard check the entry will be deleted.

If an entry is already in use, it can't be deleted any more. This is necessary to hold the dates consistent.

5.4.5.5 Enter

If you use the integrated accounting, you can start to enter. You use personal-accounts like impersonal-accounts. The only difference is the number of digits. While entering, you can use only one personal-account for one entry. The second account must be an impersonal-account. With each entry, two actions will be done. In addition to the entries in the journal there are entries in the suitable personal-accounts.

5.4.5.6 Balance

If you have, for example, a customer's invoice as a demand entered and the invoice was paid, you must compensate both entries. On this occasion, you associate the payment to the open invoice amount. The menu point "Balance..." from "Edit" is used for this job. Here, you must specify the account number of the creditor or debtor, first. Then you see all open items for this personal-account, separated by debit and credit.

The accounting is only in the gold and platin version available (see chapter 10).

Account No.: 20000 Büromieter 1 [Update]

☐ Automatic balancing by reference number

Debit:

Reference number	Amount	Reference date	Text
8	1 800,00	31.12.2009	Nebenkostenvorauszahlung ...

0,00

Credit:

Reference number	Amount	Reference date	Text
------------------	--------	----------------	------

0,00

Difference: 0,00

[Balance] [Close]

Image 20: Balance

Now you can select all items, which belong together. You mark an item with a click on the corresponding line. If the sums on both lists are zero, you can balance the items with the Button "Balance". All selected entries get a unique number. You see this number in the report "Personal-Accounts". With it, you see always which items belong together. Beside the balance number also the balance date is saved. This corresponds to the latest date of the involved items.

The option "Automatic balancing by reference number" is useful for balancing invoices and similar entries. With activated option, this program searches the reference number within the text. If also the amount is the same, both entries will be marked. Now, you are able to balance both entries with one click. Afterwards, this program searches for the next entries.

If the item was created by an invoice, the state of the invoice will be automatically updated (see chapter 5.7).

You see the difference between balanced and not balanced entries, if you look to the reports "Personal-Accounts..." and "Open items...". The point "Personal-Accounts..." show all entries of the personal-account within the chosen period. "Open items..." shows only unbalanced items (also from the last periods). With the latter, you see all outstanding debts and all invoices, you still must pay.

5.4.6 Cost center

With cost center (only gold and platin version), you divide existing accounts. In many companies, there are already costs center for different departments or projects. These can be taken over.

Under "Master data", you find the menu point "Cost centers...". After selection, you see a list with all entered cost centers.

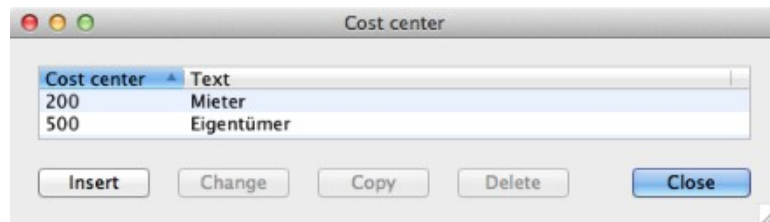


Image 21: Cost center

5.4.6.1 Insert

With "Insert" the following dialog opens:

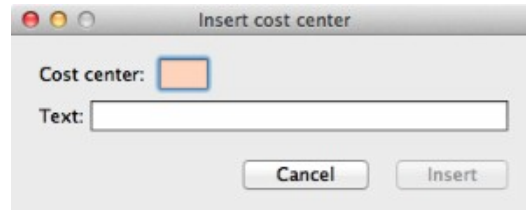


Image 22: Insert Cost center

Here, you enter the cost center with up to nine digits, first. You enter the number in the preferences (see chapters 6.2.20). The cost center must be unique. In the second field, you enter a describing text.

Define the number of digits before you enter the first cost center (see chapters 6.2.20). A later change is not possible.

The accounting is only in the gold and platinum version available (see chapter 10).

5.4.6.2 Change

To change a cost center, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the cost center. The structure corresponds to the dialog to create a new cost center, but the number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

5.4.6.3 Copy

If you want to create a cost center, which differs in only few points from an existing, this Button is helpful. Select the source cost center, first. Then press the Button "Copy". This opens the dialog to insert new cost center. But all values, as far as they make sense, are filled.

5.4.6.4 Delete

Finally, you can delete an existing cost center. Also for this, you must select a cost center, first. By pressing the Button "Delete" and confirmation of the hazard check the account will be deleted.

If a cost center is already in use, it can't be deleted any more. This is necessary to hold the dates consistent.

5.4.6.5 Entering with cost centers

After entering at least one cost center, you can use it. This is done in the entry dialog with the fields "Credit cost center" and "Debit cost center". Cost centers should be used only for result-effective accounts. The usage of this dialog is described in chapter 5.5 in detail. If these fields do not appear, you are switched them off in the preferences. If you use a cost center while entering, it is used for the account. If the field remains empty, no cost center is used for the account. If you use an account with cost center, all entries for this account should contain a cost center. Therefore it is a good idea to activate the point "Cost center obligatory" in the preferences. With activated option, you can't forget to enter a cost center. There are two additional reports, which include the information of cost center. On the remaining reports the use of cost centers has no effect.

5.4.7 Objects

Below a client, the object represents the highest level in the structure. In the normal case, it is a single building. However, it can represent also several buildings (campus). On the other side, it could be only one or several units within one or more buildings.

Under "Master data", you find the menu point "Objects... ". After selection, you see a list with all entered objects.

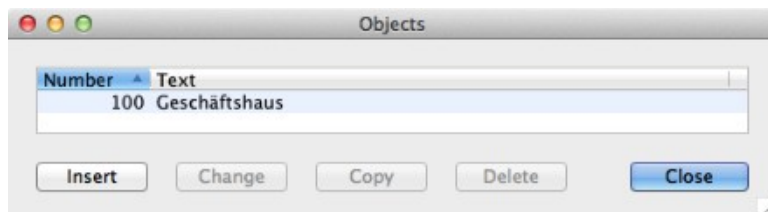


Image 23: Objects

5.4.7.1 Insert

With "Insert" the following dialog opens:

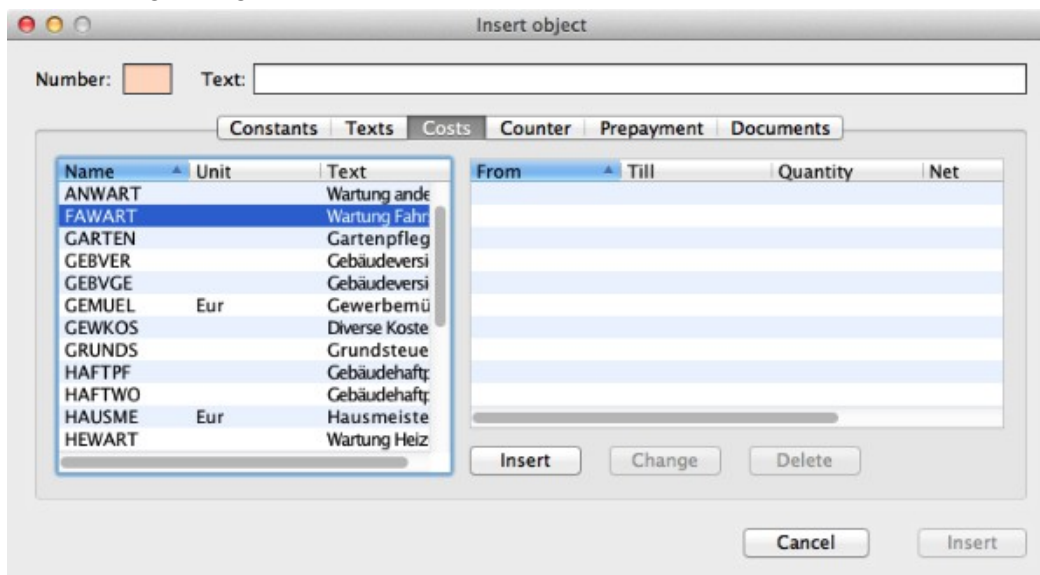


Image 24: Insert object

Objects are marked with a unique number. Especially if several objects are administered within a client, one should enter a describing "text" to define the object.

With the cards, the different sources are shown, which are joined to this object. The usage corresponds to the usage within personal-accounts / user. In chapters 5.4.9 till 5.4.13 the usage is described for every type in detail.

With the last card, documents can be joined to this object. This was explained in chapter 5.4.5 in detail.

5.4.7.2 Change

To change an object, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the object. The structure corresponds to the dialog to create a new object, but the object number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

5.4.7.3 Copy

If you want to create an object, which differs in only few points from an existing, this Button is helpful. Select the source object, first. Then press the Button "Copy". This opens the dialog to insert new objects. But all values, as far as they make sense, are filled.

5.4.7.4 Delete

Finally, you can delete an existing object. Also for this, you must select an object, first. By pressing the Button "Delete" and confirmation of the hazard check the object will be deleted.

If an object is already in use, it can't be deleted any more. This is necessary to hold the dates consistent.

5.4.8 Units

Units are elements within objects, where you can write invoices. In the normal case, it will be an apartment, an offices or a garage (of a house). Through the flexibility of this program can, you can invoice all elements. Under "Master data", you find the menu point "Units... ". After selection, you see a list with all entered units.

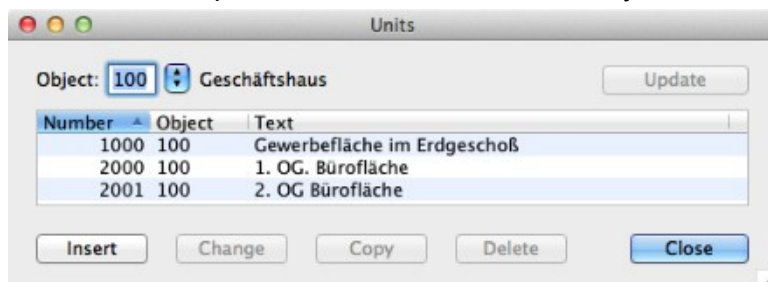


Image 25: Units

To not lose the overview with many elements, one can reduce the list by selecting one object.

5.4.8.1 Insert

With "Insert" the following dialog opens:

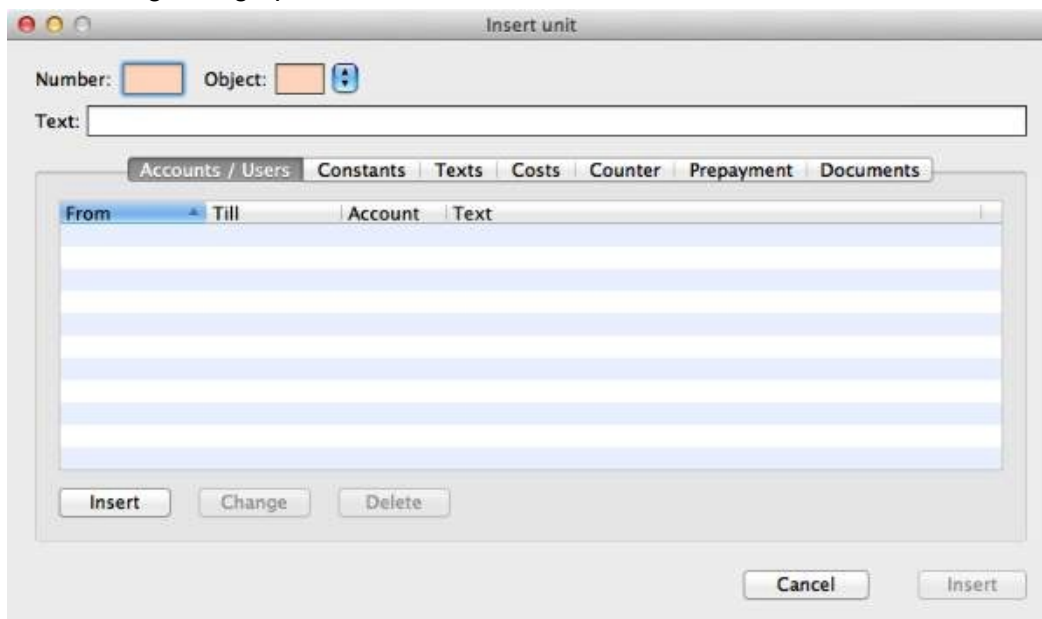


Image 26: Insert unit

First, one enters a unique number with four digits. With the next field, the unit will be joined to one object. And in the following field, one should describe the unit.

In the first card, you see all personal-accounts / user, which are allocated to this unit. With rental-objects, one gets a history of the tenants with this list. The assignment works like the assignment of a unit in the personal-accounts / user. Here, however, a personal-account / user is entered.

Depending on the actual situation the assignment can take place with personal-accounts / users or units.

If a unit is empty, an assignment nevertheless must take place. Only with an assignment, the costs can be distributed.

The further cards correspond to those with personal-accounts / user and objects.

5.4.8.2 Change

To change a unit, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the unit. The structure corresponds to the dialog to create a new unit, but the unit number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

5.4.8.3 Copy

If you want to create a unit, which differs in only few points from an existing, this Button is helpful. Select the source unit, first. Then press the Button "Copy". This opens the dialog to insert a new unit. But all values, as far as they make sense, are filled.

5.4.8.4 Delete

Finally, you can delete an existing unit. Also for this, you must select an object, first. By pressing the Button "Delete" and confirmation of the hazard check the unit will be deleted.

If a unit is deleted, before the invoice was created, you get wrong values.

It is a good idea, not to delete units. So you have always a history.

5.4.9 Constants

With constants, fix values for objects, units and personal-accounts / users are stored. These can be used for a distribution key. An example is the floor area. The total-area is entered in the objects. With the unit the individual value is stored. In the distribution key, costs can be based on the proportional floor area by a formula, now.

Under "Master data", you find the menu point "Constants... ". After selection, you see a list with all entered constants.

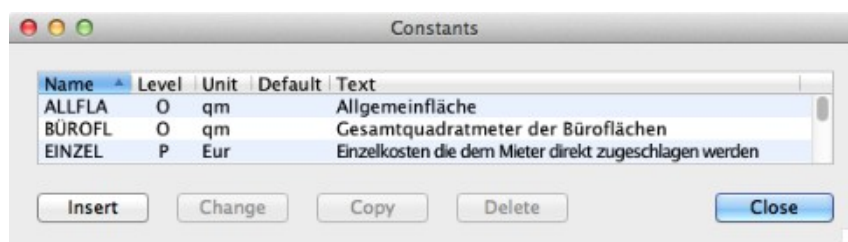


Image 27: Constants

5.4.9.1 Insert

With "Insert" the following dialog opens:

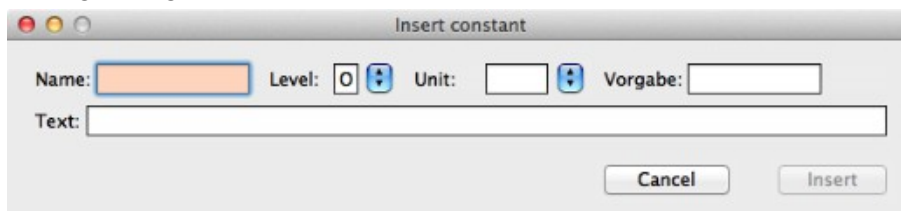


Image 28: Insert constant

All sources (constants, texts, costs...) of a client are marked with a unique name of six digits. Beside numbers, this can contain also letters. This name is required for the identification within the distribution keys.

A source is always assigned exactly to one level (object, unit or personal-account / user). For the correct input of the values, one should enter a unit. With the value in the field, "Default" you enter a default value for this constant. This value is applied automatically in all elements. It can be changed in the element later. For a better identification of the constants, one should enter a unique text.

Within objects, the managing of constants looks like the following dialog:

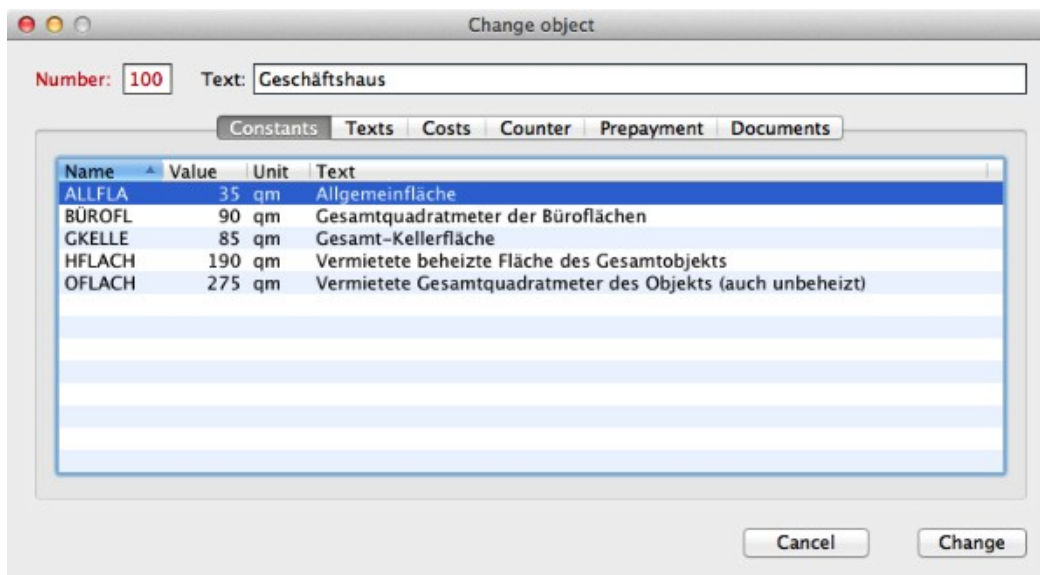


Image 29: Insert value for constant

All constants, which are allocated for the object (field: "Level") are listed here. You enter new values direct in the list.

A new constant must be filled on the corresponding level with values.

5.4.9.2 Change

To change a constant, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the constant. The structure corresponds to the dialog to create a new constant, but the constant number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

If you change the level, you delete all existing values for this constant.

When you change the default value, you are able to update this value in all elements. Only elements with the old value will be changed. Entries with other values remain unchanged.

5.4.9.3 Copy

If you want to create a constant, which differs in only few points from an existing, this Button is helpful. Select the source constant, first. Then press the Button "Copy". This opens the dialog to insert new constant. But all values, as far as they make sense, are filled.

5.4.9.4 Delete

Finally, you can delete an existing constant. Also for this, you must select a constant, first. By pressing the Button "Delete" and confirmation of the hazard check the constant will be deleted.

If a constant is deleted, all stored values will be deleted, too.

5.4.10 Texts

Texts behave like constants. Here, however, no values for the calculation are stored. They are rather used in the texts (distribution-keys, layout) to print individual values.

Under "Master data", you find the menu point "Texts... ". After selection, you see a list with all entered constants.

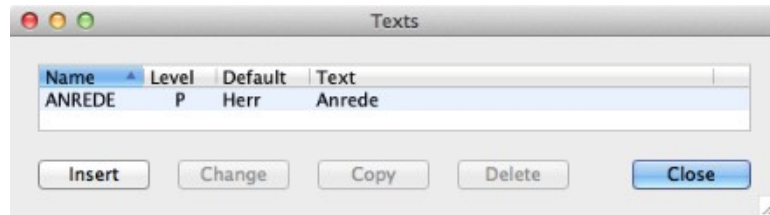


Image 30: Texts

5.4.10.1 Insert

With "Insert" the following dialog opens:

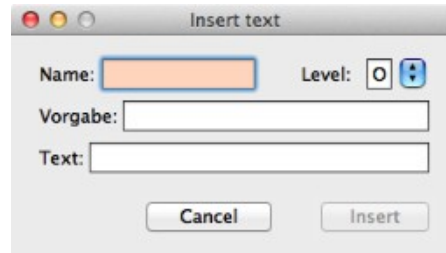


Image 31: Insert text

This dialog corresponds that to the input of constants. Because texts can be contain alphanumeric values and can't be used for calculation. A unit is not necessary.

A new text must be filled on the corresponding level with values.

5.4.10.2 Change

To change a text, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the text. The structure corresponds to the dialog to create a new text, but the text number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

If you change the level, you delete all existing values for this constant.

When you change the default value, you are able to update this value in all elements. Only elements with the old value will be changed. Entries with other values remain unchanged.

5.4.10.3 Copy

If you want to create a text, which differs in only few points from an existing, this Button is helpful. Select the source text, first. Then press the Button "Copy". This opens the dialog to insert new text. But all values, as far as they make sense, are filled.

5.4.10.4 Delete

Finally, you can delete an existing text. Also for this, you must select a text, first. By pressing the Button "Delete" and confirmation of the hazard check the text will be deleted.

If a text is deleted, all stored values will be deleted, too.

5.4.11 Costs

Hereby, the costs, which appear in the accounting period, are stored. Also the period, the volume and the amount are stored. These values are for a distribution necessary.

Under "Master data", you find the menu point "Costs... ". After selection, you see a list with all entered costs.

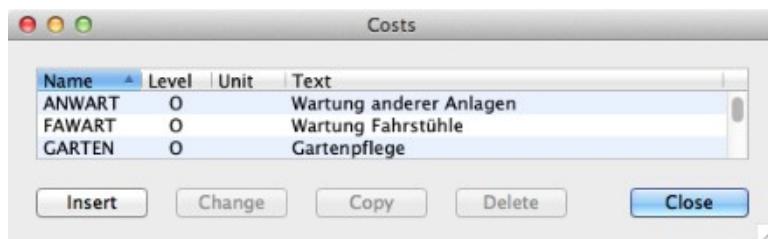


Image 32: Costs

5.4.11.1 Insert

With "Insert" the following dialog opens:

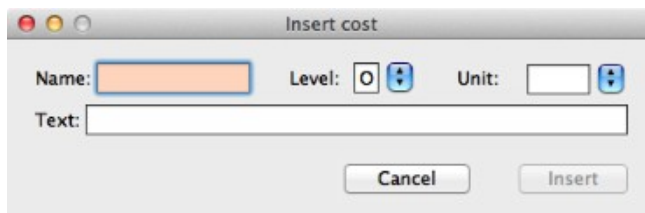


Image 33: Insert cost

This dialog corresponds to the input of constants. However, costs are not entered in the object, unit or personal-account / user. The input takes place directly when you enter the invoice (see chapter 5.5.1) or with a special dialog (see chapter 5.6.1).

5.4.11.2 Change

To change a cost, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the cost. The structure corresponds to the dialog to create a new cost, but the text number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

If you change the level, you delete all existing values for this cost.

5.4.11.3 Copy

If you want to create a cost, which differs in only few points from an existing, this Button is helpful. Select the source cost, first. Then press the Button "Copy". This opens the dialog to insert new costs. But all values, as far as they make sense, are filled.

5.4.11.4 Delete

Finally, you can delete an existing cost. Also for this, you must select a cost, first. By pressing the Button "Delete" and confirmation of the hazard check the cost will be deleted.

If a cost is deleted, all stored values will be deleted, too.

5.4.12 Counter

Counters work like costs. With these, however, no period is stored. Here a counter-value and a date are stored. The consumption results from the difference of two of succeeding entries. An example for a counter is the water-counter.

If you create a counter, you must enter a start-value. This is done by entering a counter-value (see chapter 5.6.2).

Under "Master data", you find the menu point "Counter... ". After selection, you see a list with all entered counters.

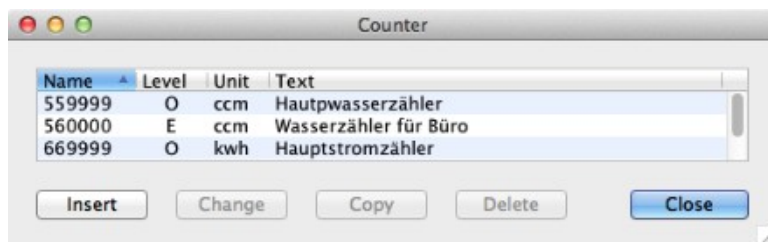


Image 34: Counter

5.4.12.1 Insert

With "Insert" the following dialog opens:

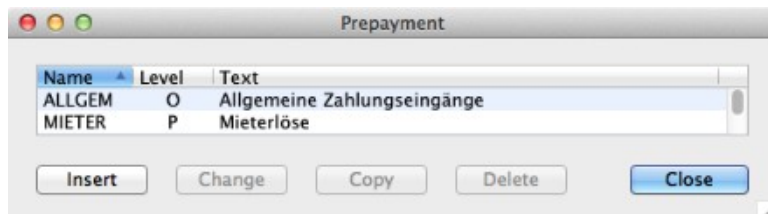


Image 35: Insert counter

This dialog corresponds to the input of costs. Here no period, but a date and a counter-value will be stored. The entering of counter values is described in chapter 5.6.2.

5.4.12.2 Change

To change a counter, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the counter. The structure corresponds to the dialog to create a new counter, but the text number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

If you change the level, you delete all existing values for this counter.

5.4.12.3 Copy

If you want to create a counter, which differs in only few points from an existing, this Button is helpful. Select the source counter, first. Then press the Button "Copy". This opens the dialog to insert new counters. But all values, as far as they make sense, are filled.

5.4.12.4 Delete

Finally, you can delete an existing counter. Also for this, you must select a counter, first. By pressing the Button "Delete" and confirmation of the hazard check the counter will be deleted.

If a counter is deleted, all stored values will be deleted, too.

5.4.13 Prepayment

This type is used for the calculation of payments during the period. The monthly payments are a good example for prepayments.

Under "Master data", you find the menu point "Prepayment... ". After selection, you see a list with all entered prepayments.

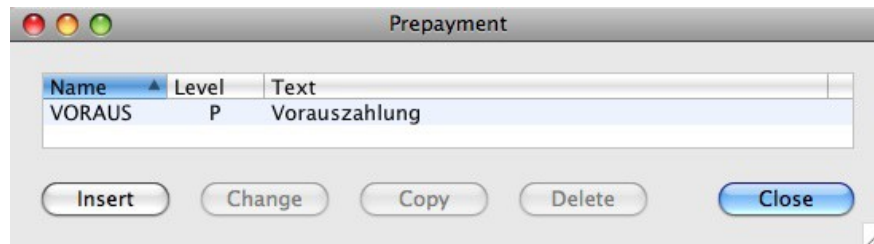


Image 36: Prepayment

5.4.13.1 Insert

With "Insert" the following dialog opens:

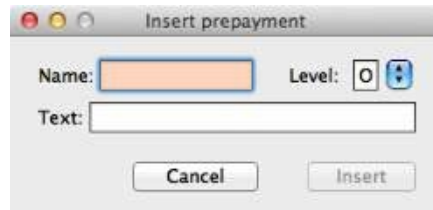


Image 37: Insert prepayment

Since no material values are entered with prepayments, the field "unit" is not available. The entering of prepayments is described in chapter 5.6.3.

Prepayments are revenues – no costs and are calculated accordingly.

5.4.13.2 Change

To change a prepayment, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the prepayment. The structure corresponds to the dialog to create a new prepayment, but the text number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

If you change the level, you delete all existing values for this prepayment.

5.4.13.3 Copy

If you want to create a prepayment, which differs in only few points from an existing, this Button is helpful. Select the source prepayment, first. Then press the Button "Copy". This opens the dialog to insert new prepayment. But all values, as far as they make sense, are filled.

5.4.13.4 Delete

Finally, you can delete an existing prepayment. Also for this, you must select a prepayment, first. By pressing the Button "Delete" and confirmation of the hazard check the prepayment will be deleted.

If a prepayment is deleted, all stored values will be deleted, too.

5.4.14 Functions

In the distribution keys (see chapter 5.4.15) formulas are used to calculate the values. For complex calculations, it may be useful to put parts into a function. Instead of entering the formula several times, you can use the function.

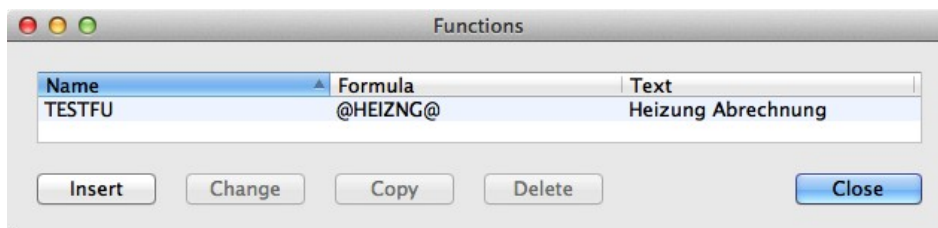


Image 38: Prepayment

5.4.14.1 Insert

With "Insert" the following dialog opens:

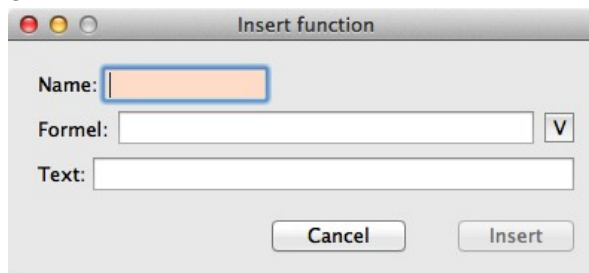


Image 39: Insert prepayment

In the first field, enter a unique name for this function. This name is used in the distribution keys to reference this function. In the next field, you enter the formula. For more information how formulas are entered refer to chapter 5.4.15. In the last field, you can enter a description for this function.

5.4.14.2 Change

To change a function, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the function. The structure corresponds to the dialog to create a new function, but the text number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

5.4.14.3 Copy

If you want to create a function, which differs in only few points from an existing, this Button is helpful. Select the source function, first. Then press the Button "Copy". This opens the dialog to insert new function. But all values, as far as they make sense, are filled.

5.4.14.4 Delete

Finally, you can delete an existing function. Also for this, you must select a prepayment, first. By pressing the Button "Delete" and confirmation of the hazard check the function will be deleted.

5.4.15 Distribution keys

Every invoice consists of at least one distribution key. One can compare this a little bit like an article on an invoice. The calculation uses the entered formulas and the sources (constants, costs, counters ...).

Under "Master data", you find the menu point "Distribution keys...". After selection, you see a list with all entered distribution keys.



Account (Net)	Tax (Net)	Account (Gross)	Text	Position (Total)	Position (Percent)	Decimal digits	Amount (Total)	Amount (Percent)	Comment
8411 M19		8110 001	Allgemeinstrom	@OFLACH@	@WFLACH@	2	@669999B@-...	@669999B@-...	Verteilt wird hier d...
8411 M19		8110 002	Allgemeinwasser	@OFLACH@	@WFLACH@	0	@559999B@-...	@559999B@-...	Verteilt wird hier d...
8411 M19		8110 003	Grundsteuer	@OFLACH@	@WFLACH@	0	@GRUNDS@	@GRUNDS@/@...	Verteilung der Kos...

Image 40: Distribution keys

5.4.15.1 Insert

With "Insert" the following dialog opens:

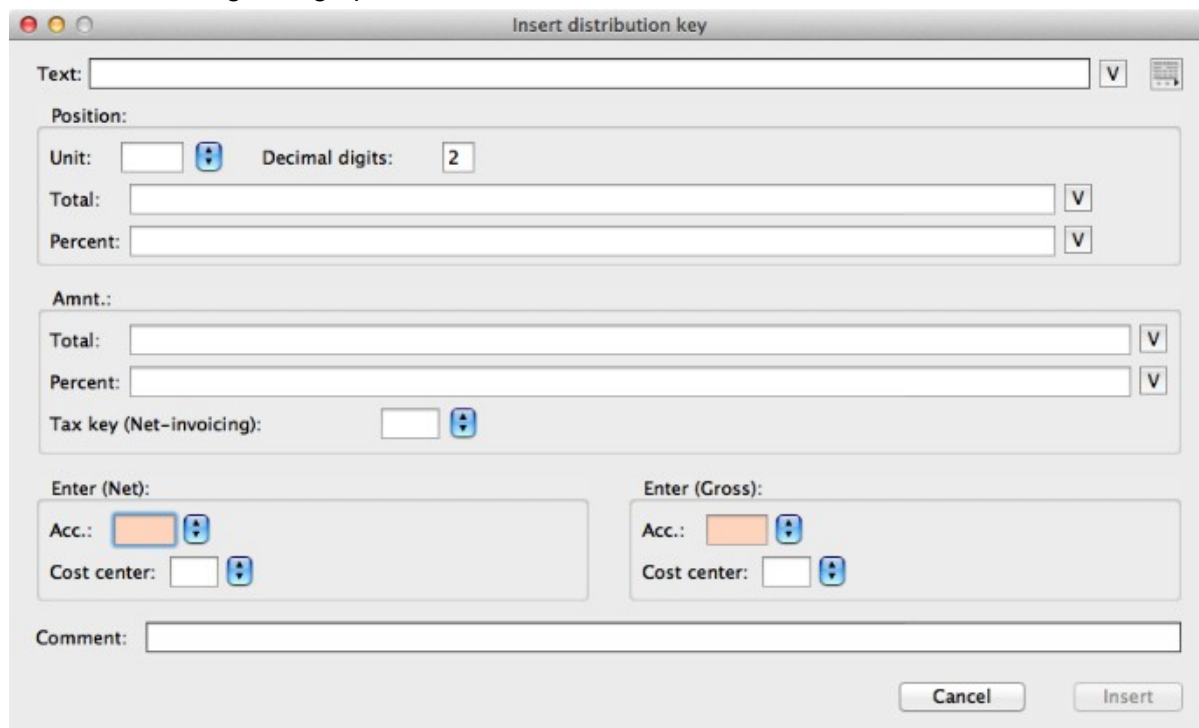


Image 41: Insert distribution key

To start quickly, you should create a client with examples (see chapter 5.2.2). Beside some example distribution keys there are also standard distribution keys. These can be used with the Button in the upper right corner. Select here a key and the field will be filled, automatic. You are able to store your own standard distribution keys, too.

For an easy creation of distribution keys, you should use standard distribution keys.

The included examples contain useful distribution keys.

The text of the field "Text" is passed to the invoice. Besides the entered text, also the above-defined sources can be used. If you press the Button on the right side of a field a list with all available variables appear. Select the wished one here, and this is entered automatically at the current position in the field.

For the value and the amount (total and percent), a formula is used. This can consist of the four basic arithmetic's, parentheses and above variables. Also a function to summarize values of one level is available. According to type of the user, a net or gross invoice must be created. This is entered in the personal-account / user (see chapters 5.4.5).

If you use the integrated accounting (only gold and platin version), two accounts must be entered. On the left side, there are the values for a net invoice. Because there are the taxes printed, you must enter a tax key. On the right side, the values for a gross invoice are shown. Here, no tax key is required. In both types, a cost center can be entered. If you don't require it, you can deactivate the input in the preferences (see chapters 6.2.20.2).

On the basis of the heating costs, a simple example should be shown here. The heating costs are entered to the variable "HEIZNG" (type: Costs). The calculation of the costs for the invoicing period is determined by the program automatically on the basis of the entered costs, the accounting period and the rental-duration. The heating costs are calculated in this example on the basis of the proportionate floor area.

In the field "Text" we enter a describing text, (e.g. "Your heating-costs"). In the field "Position (Total):" we enter the constant ("GSFLCH") for the floor area of the whole building (object). Corresponding to this, we enter in the field the floor area of the unit ("WHNFCH"). The sum of all floor areas must correspond to the total floor area. The sum of all heating costs was entered to the source "HEIZNG". Therefore, this variable must be entered in the field "Amount (Total):". We must calculate the share for the paying amount. The formula "@WHNFCH@ / @GSFLCH@ * @HEIZNG@" does this job for us. With these, all fields are filled:

Field	Content
Text:	Your heating-costs
Position (Total):	@GSFLCH@
Position (Percent):	@WHNFCH@
Amount (Total):	@HEIZNG@
Amount (Percent):	@WHNFCH@ / @GSFLCH@ * @HEIZNG@

Table 2: Example of a distribution key

Through the input of formulas, the units can change from the input to the output. Therefore, a unit must be entered for the position. The total and percentage value has always the same unit.

Instead of the constants "GSFLCH", we could have calculated also the total floor area with the function "Sum" In this case, we must write "Sum(@WHNFCH@)" instead of "@GSFLCH" in the formula.

For complex calculations, you can define parts of a formula with a function (see chapter 5.4.14). This allows you to reuse parts of a formula for different distribution keys. For example, define the total heating costs ("@HEIZGV@") with the formula "@HEIZNG@ + @HKVMIE@ + @SCHORN@". Instead of entering for each distribution key, the formula ("@HEIZGV@") can now be used.

5.4.15.2 Change

To change a distribution key, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the distribution key. The structure corresponds to the dialog to create a new distribution key, but the text number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

Changes of the distribution keys have influence on existing invoices.

5.4.15.3 Copy

If you want to create a distribution key, which differs in only few points from an existing, this Button is helpful. Select the source distribution key, first. Then press the Button "Copy". This opens the dialog to insert new distribution keys. But all values, as far as they make sense, are filled.

5.4.15.4 Delete

Finally, you can delete an existing distribution key. Also for this, you must select a distribution key, first. By pressing the Button "Delete" and confirmation of the hazard check the distribution key will be deleted.

5.5 Enter

All costs, counter and prepayments, which amounts used by the accounting must be entered with this dialog. All other services can be collected on special dialogs (see Section 5.6).

The accounting is only in the gold and platin version available (see chapter 10).

5.5.1 Enter

5.5.1.1 Basic entry

You open this dialog with the menu point "Enter..." from "Edit". Following dialog will open:

Image 42: Entry

Now you see all fields, which you can enter. According to the preferences (see chapter 6.2.20) not all fields can be filled. In many cases the work is easier by the disabling some fields. If you work, for example, without cost centers, you should disable in the preferences (see chapter 6.2.20) the corresponding fields. Then, you jump direct from the field "Debit account" to the field "Credit account".

In the upper part of the window, you see some information, like month, reference date and reference number. According to the preferences, you can enter values in these fields. The next field, in which data can be entered is the reference number. If you selected in the preferences that you want to enter them, you can enter up to 10 characters. If your reference number ends with a number, it will be incremented automatic. It is recommendable to note the reference number on the voucher. If you selected in the preferences that the document number should be automatically assigned, you can enter in this field nothing. In the next field you can enter the reference date.

On the top right corner, you see an icon of the program "MacGiro", "BankX" or "hibiscus". Also an icon for the input from a DTAUS file is available. This is used for the import of transaction from one of these programs. In chapter 5.8 the function of this interface is described in detail.

On the right side of above Button, you see the Button for standard entries. If you select "Add", all entries of this dialog are saved. If split or multi entries are active, the values from these are saved, too. The second function ("Delete...") opens a window with all stored standard entries. Here, you can delete the stored standard entries. By selection of an entry, the stored values are transmitted into the dialog. The date values will not be inserted, because they will change from day to day constantly. The reference number will only be inserted if in the preferences "Enter reference number automatic" is not active.

The Button with the paper clip serves for linking external files (e.g. scanned voucher). In the reports "Journal" and "One account", you can open the attachment.

In the next field, you must enter the debit account. As soon as the account number is correctly entered and the account exists, the account text appears on the right side. In addition to the numerical input of the account number, you can select it with the popup-menu on the right side of it. For impersonal and personal-accounts there are two separated popup-menus. With the left one you select an impersonal-account, with the right one a personal-account.

In the next field, you are able to enter the cost center. Because the cost center is not used in every accounting, you have the possibility to disable this field in the preferences (see chapter 6.2.20). If no cost centers exist in the master data, the input is automatically suppressed. You should enter the cost center, nevertheless, only with an expenses or profit accounts. With asset accounts or personal-accounts these make no sense and can lead to wrong calculations in the reports.

An entry consists always of a debit and a credit account. After entering the debit account, you must do this now for the credit account. The way is the same.

If you selected in the preferences "Administer tax keys" and in the master data tax keys exist, you can enter the tax key, now. If a tax key was entered for an account, it is automatically suggested. Now, you can change it. Because Datev determines the tax key automatically, you may get problems if you change the tax key.

Then follows the entry of the gross amount. While typing, the tax amount will be calculated and shown in the field "tax". You can change it, now. This is helpful for invoices with mixed tax rates. If you use the Datev interface, you must not change the tax value. How to create a tax key, is explained in chapter 5.4.2.

In most cases, an entry will have effects on the invoice. Therefore, the amount must be assigned to a source. In the field "Source:", you enter the name of one source (costs, counters, prepayments). You can also choose these with one of the popup-menus on the right side of the field. For every source-type, an independent popup-menu exists. After selecting a source, the underlying fields become active. According to the level of the source, "Object" and "Unit" gets active. If the source was assigned to personal-account, you must enter the personal account in the account field.

With input of a unit, you can input an object, too. This input reduces the popup-menu of the units to such, which exist in the chosen object.

If sources are entered, no split or multi entries are possible.

In the next line, you enter a period (costs) or a date (counters, prepayments). With costs, you must enter the amount, and with counters the counter value in the following line.

When entering, the values are stored in the journal and with each source. For a correction, you must enter a cancellation entry.

With the following text, you describe the entry. The last 30 texts are saved, automatic. You can select them with the left popup-menu. In addition, texts can be stored. For the definition and selection use the right popup-menu. With "Change menu", you open a dialog in which you administer the different texts. You can select an entered text afterward simply from the popup-menu.

Your entries are checked in the background. As soon as errors are recognized, the corresponding field gets a red background. In addition, a dialog with a detailed error description appears.

If some fields are used for the next entry, you can activate the checkbox on the left side. With activated checkbox the field will not be cleared while saving the entry.

You should activate the checkbox for the "tax key" only, if the tax key should be remembered independent of the accounts.

5.5.1.2 Split entry

With the above entries, always exact one debit and credit account was entered. Nevertheless, it can happen that you like to split an entry to different accounts. To do this, you must enter for a debit or credit account several accounts. With the Button ("Scissor") on the right side of an account, the dialog will be expanded. Depending on the account, you want to split, press the Button on the right side of the credit or debit account.

Image 43: Split entry

In the upper part one enters the account, the cost center, the net amount and the text. If you work with tax, you can enter the tax key either in the main account, or for a split account. If there was a text in the main dialog before you activated the splitting, this is taken over and a running number is attached. If all fields were filled, you can take over the entry with the Button "+" into the list in the lower part. The farther split entries are entered in the same way. In the lower end, you see the difference between the entered split entries and the value in the main dialog. If you want to remove a split entry from the list, you must mark it. Then, you remove it with the Button "-".

If a split entry was entered, no sources can be entered.

This program converts a split entry after executing into several single entries. The main entry, which was entered in the normal entry dialog, is executed like a standard entry. If a tax key was specified, a tax entry will be created. In the following, the split entries (from the list) are executed. Every single entry will be shown in the journal. The cancellation of entries doesn't cancel all entries automatic. It cancels only the marked one.

To not lose the overview, we recommend creating a special split account. This is a temporary account, which amount should be always zero. This account is an impersonal-account. In the main entry this account must be entered where you split the entry (press the Button). If you split in the debit, enter it for the debit account. For a split in the credit, enter it for the credit account. This split account will be used in the main and all split entries. If you look to all entries, the sum of the split account is zero.

If the amount of the split account is not zero, you must search, where the error comes from. Maybe, you cancelled an entry and forget the split entry.

You are able to enter the split account in the preferences (see chapter 6.2.20). The entered account will be inserted, automatically, when opening the split window.

If at least one split entry exist in the list, and if the sum of all entries is the same, the entry can be executed. With this, all single entries are created. In the journal this may look like the following list:

Month	Debit ...	Credit ...	Gross	Net	Reference n...	Date	Text
10	8888	0861	100,00	84,03	1	16.10.2012	Software
	1576	0861		15,97			Tax (V19): Software
10	5018	8888	50,00	50,00	1	16.10.2012	Software (1)
10	5019	8888	34,03	34,03	1	16.10.2012	Software (2)

Image 44: Journal with split entries

The first two lines correspond to the entry in the main dialog. Because the entry has a tax key, the entry exists of two lines. The first one contains the net amount, the second one the tax amount. Up to here, this looks like a standard entry. This entry was splitted in the credit. Therefore, the split account 8888 was entered in the credit.

In the list, two split entries were entered. Both were taken over with the Button "+" into the list. We see both entries in the next two lines. The split account was used for the debit account. The total amount for the split account is balanced.

For the account, you activated the splitting, a split account must be entered. This must always show a balance of 0.

While splitting the net amounts are entered. The sum of all net amounts must correspond with the gross amount (less tax amount) in the main dialog.

If you want to cancel such an entry, you must cancel all single entries.

5.5.1.3 Multi entries

With this option, you are able to create several entries for different personal-accounts at once. To enter you must push the Button with the summation sign. There is a Button for debit and credit accounts. After selecting, the dialogs shows a list with all personal-accounts. By clicking a line, the corresponding account will be selected. All other fields must be filled as usual. In contrast to a basic-entry, you create for each personal-account an own entry.

You can use multi account on debit or credit side, but not within one entry.

It is not possible to use split and multi entries at the same time.

5.5.2 Journal

You see all entries in the "Journal" under "Reports". If a tax key was entered, the amount of this entry is divided into two entries. The first one contains the amount decreased about the tax (Net); the second one contains the tax amount.

Month	Debit ...	Credit ...	Gross	Net	Reference n...	Date	Mac-HaBu	Source	Object	Unit	From	Till / Date	Amount	Text
10	4240	1370	929,40	781,01		16.10.2012								Heizkosten
	1576	1370		148,39										Tax (V19): Heizkosten
10	4809	1370	34,00	28,57		16.10.2012	HAUSME	100			01.09.2012	30.09.2012		Urlaubsvertretung
	1576	1370		5,43										Tax (V19): Urlaubsvertretung

Image 45: Journal

With "Hide cancelled entries", wrong entries and the matching cancel entries are not shown in the list. To fulfill the legal requirements (§239[3] HGB), a shortened list can't be exported. While printing, a watermark with a notice will be added.

With the Button "Attachment", you administer the attachments. Besides opening an existing attachment, you can assign a new one, change an existing or delete it.

In the database only the link is stored, so the original file must exist furthermore. You must not move or rename the original file.

With the Button of "Mac-HaBu" ("Win-HaBu", "Lin-HaBu"), you transfer entries to "Mac-HaBu", "Win-HaBu" or "Lin-HaBu". The accounting-program must be opened on the same workstation before you open the journal. For the transfer, you mark all entries in the journal. Already transferred entries get a sign in the column "Mac-HaBu" ("Win-HaBu", "Lin-HaBu") and can't be handed over again. Afterwards, you press above Button. A dialog with the transferred records opens in the accounting-program. These are analyzed there. If an account, personal-account or cost center doesn't exist, the corresponding cell will be marked green. During the import, these values are created. For some entries you may have to add values in the accounting program (e.g. Balance). If there is another error in the import the corresponding cell will be marked in red. You are able to correct the mistake or delete the corresponding line. Later you can enter the entry manually. Only if no errors exist, you are able to import them. After successful import all imported entries are marked in "Mac-NeKo" ("Win-NeKo", "Lin-NeKo").

The transfer with an automatic creation of master data is only with "Mac-HaBu" ("Win-HaBu", "Lin-HaBu") possible.

With other accounting-programs, the data can be handed over by the Datev interface.

5.5.3 Block accounting year

Under "Edit", you find the point "Block accounting year...".



Image 46: Block accounting year

With this point, you block the year before the entered date. This function can't be cancelled. Therefore, you should block only years, where you are sure that there are no more entries (also corrections). On the other side, you protect your accounting with this against unwished entries and changes. A good time for blocking the data is after you finished a year. However, this should be done after all closing entries are done.

5.6 Enter sources

Beside the entry of sources with the entry dialog, it is possible to enter sources independent from entries. These sources can be changed later, because there is no reference to an entry. However, already invoiced sources should not be changed.

If you don't use the integrated accounting (see chapter 5.5), you must enter all sources with the following dialogs.

5.6.1 Cost positions

Under "Edit", you find the menu point "Cost positions...". After selection, you see a list with all entered cost positions.

Cost positions

Fr.: 01 2012 Till: 12 2012 Update

Source:

Source	Object	Unit	Account	From	Till	Quantity	Net	Gross	Text
HAUSME	100			01.09.2012	30.09.2012		28,57	34,00	Hausmeister

Insert Change Copy Delete Close

Image 47: Cost positions

For a better overview, this list can be limited to a period or a source in the upper part.

Values, which were entered while entering, can't be changed. The lines are shown in gray. To the correct such values, you must enter a new value.

With "Insert" the following dialog opens:

Insert cost position

Source: Object: Unit: Acc.: Amnt.: Fr.: 01.01.2012 Till: 31.12.2012

Net: Eur Gross: Eur

Cancel Insert

Image 48: Insert cost position

Here, the source must be entered, first. Depending on the source, you must enter the values for the object, unit or personal-account / user. If you enter a unit, you can enter an object, too. This limits the entries in the popup-menu of units to this object. In the next field, the amount of this position is entered. Costs must always be assigned to a period. Only so, a distribution to several users is possible – if necessary. At last, you are able to enter an amount. Depending on the type of invoices (Net / Gross), you must enter the net- or gross-amount.

Alternative to the input with the menu-point "Cost positions", the costs can be administered within an object, unit or personal-account / user. The following example shows the list of the costs that are entered in an object:

Change object

Number: 100 Text: Geschäftshaus

Constants Texts Costs Counter Prepayment Documents

Name	Unit	Text	From	Till	Quantity	Net	Gross
ALLREI		Reinigung und Pflege der Allg...	01.01.2009	31.12.2009		1628,57	1 628,57

Insert Change Delete

Cancel Change

Image 49: Insert cost within an object

On the left side, you see all costs, which are defined for this level. If one selects one cost, all saved values on the right list are shown. For each entry, one sees the period (From / Till), the quantity and the amount (Net / Gross). For correction, enter new values – change or delete existing ones with the Buttons below the list.

For values, which were saved while entering, no change is possible. To correct, such values an additional entry is necessary.

5.6.2 Counter values

Counter values are administered similarly like cost positions. However, a date (usually the date the counter was read) is entered instead of a period. The amount then results from the difference of two consecutive counter values. If the real counter was reseted or replaced, you must set the checkbox "Initial value".

5.6.3 Prepayments

Also with prepayments, the individual payments must be entered. This works like cost positions, but no amount can be entered.

5.7 Create invoices

In this chapter, the creation of the invoices is explained. Beside the annual invoices, invoices can be created within the year.

5.7.1 Print layout

To create individual invoices, you must define a layout, first. In this program we included a small graphic editor for the definition of the layout. With the help of this editor, you don't need to learn a difficult page description language. Of course the editor can't replace a graphics program, like Photoshop. Nevertheless it has enough features for the creation of nearly all layouts. Because OS X, Windows and Linux differ in the printout and paper format, the layout must be defined for each operating system independent.

You open the editor with the menu point "Print layout..." from "Edit". Under OS X, you find this point under "Mac-NeKo". Then appears following dialog:

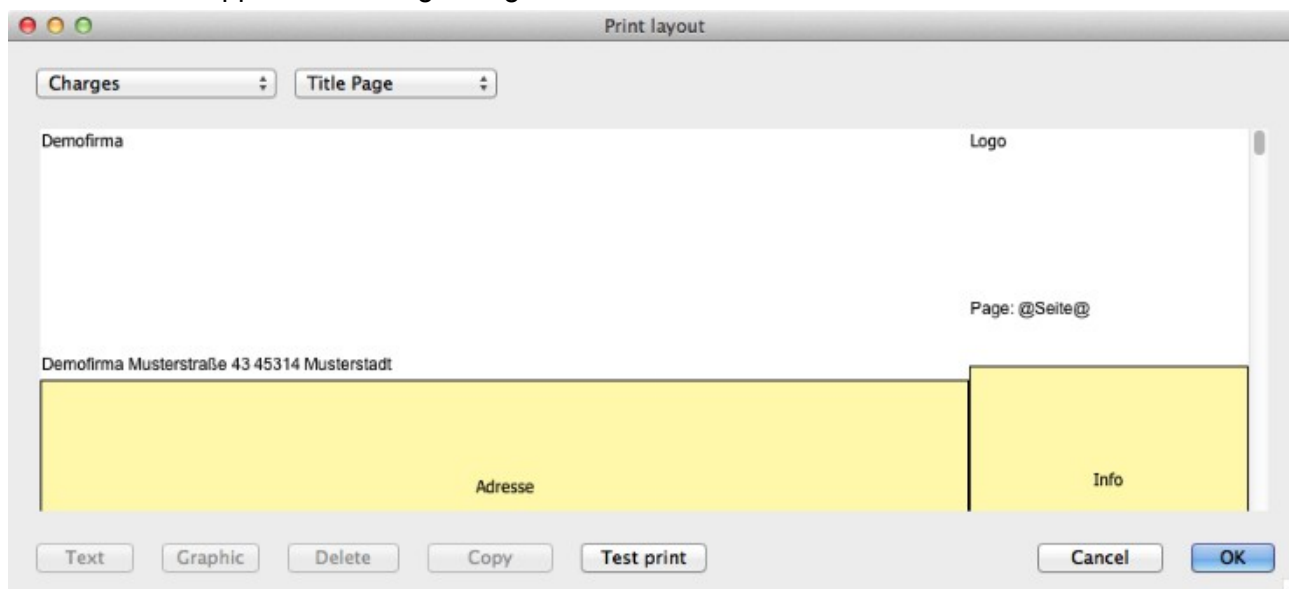


Image 50: Print layout

In the upper part, you can switch between the different outputs. There are always two views – one for the title page and one for the following pages. Unfortunately it is sometimes necessary that values must be entered twice – but this gives you more flexibility in the design. To minimize the work, you can copy elements from one part to another.

To prevent a double definition of the layouts, define one layout first. Afterwards, one can copy the elements of this layout into the other layouts. Only variables must be adapted.

The complete layout of a client can be exported (see chapter 6.1.12.2) into an XML file. In another client or operating system, it can be loaded again with the corresponding import-function (see chapter 6.1.13.2). When changing the operating system, you have to reassign the graphics.

The layout of a page contains several objects. You have to differentiate between objects with static (white) and dynamic (yellow) contents. Dynamic objects are filled while printing automatically with contents. Here only the size, position and font of the object can be changed.

To change an object, one must click on it, first. Selected objects get a blue border. One can move these, like in other programs, with pressed mouse Button. While moving, the object snaps to the position of other objects. You deactivate this feature with the control key. One changes the size by clicking on the small blue box in the right, lower corner. If the shift key is pressed, the ratio of height and width does not change. For your help while positioning the object, the actual position and size is shown in the lower end. For a fine positioning one can move the objects also with the cursor. As soon as a dynamic object (yellow) is selected, a floating palette with the attributes (size, color...) appears. Here, you can change the values. The name of the selected object is shown in the object with the selected font.

The dynamic fields (yellow) are filled with the following content:

- **Address**

Here the address from the personal-account / user is printed. The output follows the Standardization (DIN 5008/2005-05).

- **Info**

According to the preferences, information from the invoice is printed here. The entries for the Sales tax-ID are only displayed if the corresponding field is filled in the preferences.

- **Content**

This object contains the table with the distribution keys.

Also static objects (white) can be changed in the above way. In addition, the content must be entered. This can contain an editable text or a graphics. Every object displays a part of the invoice. It can be filled alternatively with text or graphics. For example, the first object serves typically for the own company address. To edit it, there are at the bottom of the dialog three Buttons – instead of the floating palette for dynamic (yellow) objects. These become active, as soon as a static object was selected by a click. The first one ("Text") stands for the entry of text. After clicking this Button following dialog opens:

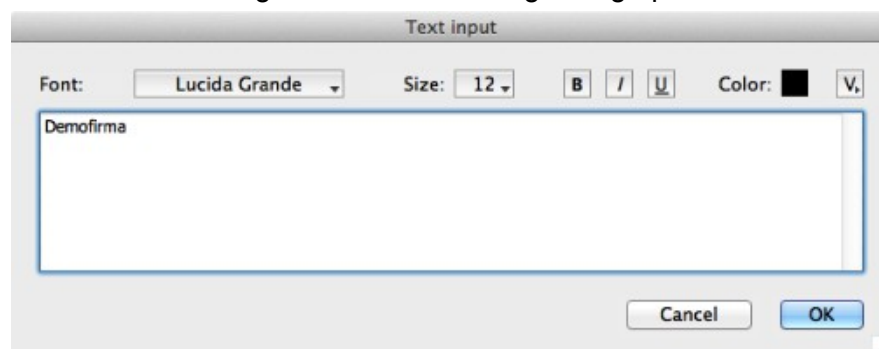


Image 51: Text input

Here, you can enter any text and format it with the functions in the upper part. To output values (e.g. number) on the invoice, one can define variables. Variables are delimited with the symbol "@" (e.g. "@AngNummer@"). The available variables can be inserted with the popup-menu on the top right corner.

Following variables are available:

Variable	Description
BisJahr	End of the period (year)
BisMonat	End of the period (month)
Brutto	Gross amount
BruttoAbs	Absolute gross amount
EinheitName	Name of the unit
EinheitNummer	Number of the unit

Variable	Description
Erstellt	Creation date
GuthabenNachforderung	Depending on the sign "Asset" or "Additional charge"
KundeAnrede	Title of the customer
KundeFax	Fax of the customer
KundeKontoBLZ	ABA of the account
KundeKontoInhaber	Owner of the account
KundeKontoNummer	Number of the account
KundeLand	Country of the customer
KundeMail	Mail-address of the customer
KundeMobil	Mobile number of the customer
KundeName	Customer name
KundeNummer	Customer number
KundeOrt	City of the customer
KundePLZ	Zip-code of the customer
KundeStrasse	Street of the customer
KundeTelefon	Telephone number of the customer
KundeText	Text-field of the customer
KundeWeb	Web-address of the customer
KundeZusatz	Additional address of the customer
MwSt	Tax amount
MwstAbs	Absolute tax amount
Netto	Net amount
NettoAbs	Absolute net amount
Nummer	Number
ObjektName	Name of the object
ObjektNummer	Number of the object
Seite	Page
Titel ²	Title of the document
UStID	Sales tax-ID
VonJahr	Start of the period (year)
VonMonat	Start of the period (month)

Table 3: Variables for the invoice

Just for date-variables it is interesting to change the output value by one or more days. For this, you can add a value after the name of the variable (e.g. @Erstellt – 5@).

For all variables with an amount, you can divide them in the part before and after the comma. For this, add the letter "V" or "N" to the variable (e.g. @NettoV@).

Because the values are entered while printing, the output on the printer might be different.

Beside variables from above table, also sources can be used.

In addition, following functions are available:

- #Positive(<Variable>;<Parameter True>;<Parameter Wrong>)#
- #Exists(<Variable>;<Parameter True>;<Parameter Wrong>)#

We use a syntax, used by spreadsheets. Functions must be surrounded by the sign "#". The parameter <Variable> should contain an existing variable. The function "Positive" tests this variable for a positive value³. The function "Exists" checks if the variable contains a character. If the condition is true, the text from "Parameter True" will replace the complete function. If the condition is wrong, "Parameter False" will be used. Both parameters can contain variables and functions. For demonstration, two examples should follow here:

```
#Positive(@Brutto@;Asset;Additional charge)#
```

² Here stand "invoice" or the number of the reminder level.

³ The value "0" is a positive value

In this case, the variable "Brutto" decides. If it is positive or zero, the text "Asset" will be used – instead of the complete function. With a negative value in accordance the text "Additional charge" will be printed. The following example shows how to output a text depending on the existence a value:

```
#Exists(@KundeKontoNummer@;Bankverbindung:@KundeKontoBLZ@, @KundeKontoNummer@;)#
```

Here the account-information is only printed if an account number was entered.

Static objects may contain also a graphic. With the Button "Graphic", you open a dialog for the selection of the image. Graphics of the type JPEG, Picture and Bitmap can be selected. The graphics are not imported, but only a link to the picture is stored.

If a picture is used, the original must not be deleted or moved. It is a good idea to create a folder for all pictures used by this program.

After loading the picture, it will be scaled to fit into the size. Thereby, the object size may get smaller, because the ratio of the loaded picture is taken into consideration. Afterwards, you can change the picture with the functions described. Of course the native resolution is used for printing.

In most cases one will use for all documents a similar layout. To avoid a double definition, the contents of an object can be copied into another document. With the Button "Copy", you open a dialog in which you select the destination documents. Because not all objects exist in all documents, one can select not all documents. After the copy an adaptation of the variables is necessary.

With the Button "Delete" the contents (graphic or text) of an object is cleared. The object itself can't be deleted, but will not be printed if it is empty.

Objects can't be deleted nor added. If an object is not required, it can be cleared with "Delete".

The object "Addition" (below "Contents") has a special behavior. This object is always printed after the object "Contents". Therefore, it automatically has the width of the object "Contents". If there are several pages it is printed only on the last page. On the previous pages the available space is used for the object "Contents".

Normally the contents of the object "Addition" on the title page and following pages should be the same.

The graphic editor offers an easy way to create a page. Nevertheless, it may be possible that the printout is a little bit different. To control the actual page, you can print it with the Button "Test print". With this, no variables are replaced and the dynamic objects (yellow) are printed gray.

5.7.2 Invoices

After calling the menu point "Invoices" from "Edit" a window with all entered invoices opens.

Number	State	Object	Unit	Customer	Name	From ...	From ...	Till ...	Till ...	Created	Acc...	Acc...	Tax	Net	Gross
0001003	C	100	1000	10000	Gewerbemieter 1	01	2011	12	2012	16.10.2012	10	2012	237,50	1 249,99	1 487,49
0001004	C	100	2000	20000	Büromieter 1	01	2011	12	2012	16.10.2012	10	2012	100,82	530,61	631,43
0001005	C	100	2001	20001	Büromieter 2	01	2011	12	2012	16.10.2012	10	2012	107,64	566,52	674,16
Sum:													445,96	2 793,08	3 239,04

Image 52: Invoices

You are able to reduce the output to a period or Stati. For example if you want to see all not printed invoices.

For the first invoice, it is a good idea to use "Insert" instead of "Create". This creates only one invoice, which is easier to be checked and corrected.

5.7.2.1 Insert

With "Insert" the following dialog opens:

Insert Invoice

Number: 0001006 Creat.: 16.10.2012 Accounting: 10 . 2012

Fr.: 01 2011 Till: 12 2011 State: C

Object: Unit: Acc.:

Address:

Title: Name: Add.: Street: Zip/City: Country:

No.	Text	Position (T...	Position (Pe...	VAT	Amount (T...	Amount (Pe...

Update

Comment:

Print Enter Cancellation Cancel Insert

Image 53: Insert invoice

With this dialog, you create an invoice for one unit and personal-account / user. To create several invoices at one time, there is the point "Create" (see chapter 6.2.14.1). At first, it should be shown how to create a single invoice.

Every invoice gets a unique number. With the first invoice, this program suggests "1000". However, you can enter also another number. All following invoices get a continuous number. The creation date is filled with the current date. You can change it here. The accounting month and – year is important for the accounting of this invoice.

On the basis of the invoicing period ("From" / "Till") and the period in the personal-accounts / user, the calculation of the individual values takes place. In the field "State" the current state of the invoice is shown. In the normal case, you don't have to change this. Exceptions are the reminder states. These one must be entered always manually.

With the following three lines, you define for who this invoice is. The object doesn't need to be filled. If it is filled, it restricts the number of the entries in the popup menu of the unit. In the field "Unit", you must enter the unit to be invoices. Also the account must be entered. As soon as a valid personal-account / user is entered, the address is shown. You can only change the address in the personal-account / user. With printing the invoice the address is written and can't be changed any more.

Since a personal-account / user can have assigned to several units, both information must be entered.

After above inputs are complete, press the Button "Update." All distribution keys of this unit and personal-account / user appear in the list. Also, the positions and amounts will be shown. If an error occurs while calculation the values a message is shown in the corresponding cell. In the field, "Comment" internal information can be stored. This is not printed.

The just created invoice can be printed, entered (only gold and platin version) and stored.

5.7.2.2 Create

For greater objects it is not possible to create each invoice manually. Therefore this function exists. After pressing "Create" the following dialog opens:

The screenshot shows a 'Create Invoices' dialog box with the following fields and values:

- Number: 0001006
- Creat.: 16.10.2012
- Accounting: 10 . 2012
- Fr.: 01 2011
- Till: 12 2011
- Object: (empty)
- Comment: (empty)

Buttons: Cancel, Create

Image 54: Create invoice

This dialog looks like the upper one. Only the fields for the unit and the personal-account / user don't exist. Also here, one enters, like a single invoice all data. However, the field "Object" has another meaning. Here, you can limit the creation to one object. If it is not filled the invoices for all objects of the client will be created.

With "Create", invoices for all users of the object or clients are created. After generation, these appear in the list (see chapter 5.7.2). You are able to work with them like manually created.

5.7.2.3 Calculate

If, for example, a distribution key was changed, all invoices must be recalculated. According to the complexity of the invoice, this may take a while. Therefore, all concerned invoices are shown red after a change of the input values. With the Button of "Calculate", these are recalculated.

This has no influence on already on entered invoices.

5.7.2.4 Change

To change an invoice, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the invoice. The structure corresponds to the dialog to create a new invoice, but the invoice number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

For entered invoices only the field "Comment" can be changed.

5.7.2.5 Copy

If you want to create an invoice, which differs in only few points from an existing, this Button is helpful. Select the source invoice, first. Then press the Button "Copy". This opens the dialog to insert new invoices. But all values, as far as they make sense, are filled.

5.7.2.6 Delete

Finally, you can delete an existing invoice. Also for this, you must select an invoice, first. By pressing the Button "Delete" and confirmation of the hazard check the invoice will be deleted.

Already printed invoices can't be deleted any more.

5.7.2.7 Print

If you want to print several invoices, you mark these in the list and press this Button. As a result, all chosen invoices are printed.

5.7.2.8 Enter

Like printing, the marked invoices are entered (only gold and platin version) here. Specifically with the annual creating of invoices the functions "Create", "Print" and "Enter" are very helpfully. One creates all invoices for the invoicing object (or clients) with "Create." After a control of the data, one prints these with "Print." If this step was successful, one will transfer the invoices with "Enter" into the accounting.

5.8 Online-Banking

With this program (only gold and platin version), you are able to execute transaction "online". Because every bank uses other interfaces, this function was realized together with "MacGiro", "Bank X", "[OutBank](#)" and "hibiscus". These programs offer for all banks interfaces, which are always up to date. For more information about these programs look into the user guide of them, please. All three programs are only in German language available. So it makes no sense to describe them here. So look into the German version of this user guide for more details. Nevertheless, you can use all three programs together with the English version of this program

The supported online-banking programs are only in German language available. So it makes no sense to describe them here. Please look into the German version of this user guide for details.

You can use the online-banking programs in the English version of this program, too.

You can use a DTAUS-file, too.

6 All menus

6.1 File

6.1.1 New Client...

With this menu point (not bronze version), you create a new client. The following ways are possible:

- An empty client
- Copy a client from the actual database.
- Create a client with examples.
- Copy a client from another database.

With the last three points, you can decide whether only the master data (user, tax keys...), or all data of the source client are taken over.

The bronze version can only handle one client. Therefore, this point is not available.

If users exist, only an administrator can create new clients.

The fields have the following meaning:

- **Client**
Here, you enter the name of the new client. This name must be unique.
- **Import**
Here, you select, which data from the source are imported.
- **Source**
You can import data from a client of the actual or any other database.
 - For copying data from the actual database chose "Data from actual database". Afterwards, you select with the popup-menu the client.
 - You are able to create a new client with many examples. There exist many examples for different types of objects. After selection, a wizard starts. With this, you are able to enter the basic elements of your object. This is a good starting point for your own client.
 - If you have another database as source, the database must be selected, first. This takes place with the Button "...". As soon as you select a database, the database name is shown instead of "...". Then, you select the source client. If you created user, you must enter the user name and password.

6.1.2 Change Period / Client

With this menu point, you switch to another client (not bronze version) or period. With the change of the period to the following one, the values of the impersonal-accounts are checked. Also recurring entries and debit positions are checked. Therefore, the change can take some time.

The bronze version can only handle one client. Therefore, you can only change the period.

You can open this dialog by a click on the icon "Client" in the status window, too.

If your fiscal year is not the calendar year, (only annual entries) the period applies to two calendar years. Therefore, both calendar years of the fiscal year are shown in the status window.

6.1.3 Period back

With this menu point, you switch to the previous period.

6.1.4 Period forward

With this menu point, you switch to the following period. You can switch up to actual calendar year, only. This is the period, which is opened after starting this program. If you like to open a future period, you must select it with the menu point "Change Period / client...".

6.1.5 Close

With this menu point, you close a window, which has a close box.

6.1.6 Page setup

Here, you open the dialog for changing the paper format. The appearance differs, depending upon printer model and operating system.

Linux integrates the functions of the page setup in the printer dialog. Therefore, this point is not available.

6.1.7 Print

You print all lists with this menu point. Before printing, you have to open the list. The column size of the printed list depends on the column size on the monitor.

If not all columns are visible, you should use the landscape format or a smaller size of the font (see chapter 6.2.20).

In some lists, you can suppress cancellation entries. To fulfill the legal requirements (§239 [3] HGB), a watermark with a notice will be added.

If you activate the option "Redirect print output to a PDF file" in the preferences (see chapter 6.2.20) all printouts will be redirected into a PDF file.

On some Linux systems the printout may be bad. The problem comes from a problem in the used framework. With this option or "Direct usage of CUPS for printing (Linux only)" the problem can be solved.

6.1.8 Backup

All data are stored in a central database. To avoid a lost of these data, you should backup this file (e.g. "Objects.rsd") in regular intervals.

Never use the same physical media (e.g. internal hard disk) as a target for the backup. If this media is defect the backup will be lost, too.

If you use a database-server, this backup-function doesn't work. Please use the backup-function of the database-server, instead.

You can use existing tools (e.g. TimeMachine) to backup your data, or let this do by "Mac-NeKo" ("Win-NeKo", "Lin-NeKo"). In the preferences (see chapter 6.2.20), you can select the interval for the backup. With this menu point, you start the backup manually. The times given in the preferences are updated.

6.1.9 Restore Client

With this function, you restore a single client from a backup. All data of the chosen backup will be restored. All entries since this backup was created are lost. The data for other clients are not changed. To load all data correct, this program quits itself after restoring

If there are problems with the database, you should create a new database.

If you created user, this function is only available for administrators.

This function is not available if you use a database server.

6.1.10 Reorganize

To get a quick access to all data, many results are internally stored. This program updates the tables by every change (e.g. enter) automatically. Normally there is no necessity to rebuild these tables. But if you get values, which can't be correct it is a good idea to rebuild the tables with this function.

In addition, a logical test of the database will be done and not more required space is released. If many records (e.g. client) were deleted before, the database file can be reduced with it.

While reorganizing, all records must be read. In addition, most values are recalculated. Therefore, this function can take up several minutes. The time depends on the used computer and the number of entries.

While reorganizing, also the dates to speed up the calculation of reports are deleted. The next reports may need a little bit more time for the calculation.

The recalculation of the internal values is done for the actual client, only.

6.1.11 Online-Banking

With this function, you transmit the data to "MacGiro", "Bank X", "hibiscus" or a DTAUS file. You find a detailed description in chapter 5.8.

The accounting is only in the gold and platin version available (see chapter 10).

6.1.12 Export

All lists and reports can be exported into a file (HTML, XML, text or PDF), an Excel-sheet or the clipboard. Only the columns of the actual list will be exported. Depending on the preferences (see chapter 6.2.20), a title will be exported. With some lists it is possible to limit the export (not PDF) to the selected lines.

In the unregistered version maximum 10 entries are exported.

Exported files may differ from files, which can be imported.

In some lists, you can suppress cancellation entries. To fulfill the legal requirements (§239 [3] HGB), a so shortened list can't be exported (also PDF). To export this list, you must enable these entries, again.

6.1.12.1 Text

With this point, you export the list into a file. After opening, you must select the target file with the standard file dialog. After confirmation, the selected list will be exported. For the separation of the columns the character, defined in the preferences (see chapter 6.2.20), will be used.

6.1.12.2 XML

Like the export into a plain text file, you can export all lists into an XML file. Nevertheless, the single values are stored not in list form, but as XML elements. Another program, with an XML-Interpreter, can import these data. Beside the list values, additional information (column titles, client...) can be stored.

The XML file divides itself into parts with the prolog and the list. The prolog part contains information like client and period. The list area contains the information from the list. The tag name of each column corresponds to the column title in the dialog.

You can use this point from the print layout (see chapter 5.7.1). This call generates no list, but a special file with the layout definition. An import is only within the print-layout possible. With this function, an existing layout can be copied into another client. Also for the switch to another operating system this is helpful.

Because tag names must not contain special characters these are suppressed.

An exported file could look, for example, as follows:

```
<?xml version="1.0" encoding="UTF-8" ?>
<Mac-NeKo>
  <Prolog>
    <Listenname>Kostenstellen</Listenname>
    <Mandant>Beispielmandant</Mandant>
    <Buchungsjahr>2006</Buchungsjahr>
  </Prolog>
  <Liste>
    <Zeile>
      <Kostenstelle>428</Kostenstelle>
      <Text>Vertrieb</Text>
    </Zeile>
    <Zeile>
      <Kostenstelle>458</Kostenstelle>
      <Text>Buchhaltung</Text>
    </Zeile>
  </Liste>
</Mac-NeKo>
```

Also with master data the accounting year is exported.

6.1.12.3 HTML

As in a text file, the data can be exported into an HTML-File. The dates of the active list are written in an HTML table. It can be published, perhaps with a simple modification, on a web server.

6.1.12.4 PDF

With this menu point the active list is exported into a PDF file. After selection of this function, a dialog appears where you enter the necessary parameters (paper size, orientation, font, size ...). The appearance may differ from a direct print out.

On some Linux systems the printout may be bad. The problem comes from a problem in the used framework, which we can't solve. With the option to print into a PDF file this problem is solved.

Only the fonts from the PDF dialog can be used.

With activated option "Redirect print output to a PDF file" (see chapter 6.2.20) this function will be used for all prints.

6.1.12.5 Excel

With this function, the active list will hand over to "Excel". The values of the appropriate list will be entered thereby directly into a new sheet. For the usage of this function, "Excel" must be installed on the computer. Under Windows the OLE interface is used for the communication with Excel. On the Macintosh AppleEvents are used.

With the first call of the function, you may get a list with different applications (only Macintosh). In this case the Macintosh could not find "Excel". Please select in this list your current installation of "Excel". With the second call of the function this list doesn't appear any more.

This function is not available under Linux.

6.1.12.6 Clipboard

With this function the active list will be copied into the clipboard. Most spreadsheet application can insert the clipboard into an open table.

After exporting the values in this program, you must insert them in the spreadsheet application.

You can use other applications, too.

6.1.12.7 Datev

This point exports the entries to an accounting program, which is compatible to Datev.

The Datev interface is available in Germany and Austria, only. So it makes no sense to describe it here. Please look into the German version of this user guide for more details.

The accounting is only in the gold and platin version available (see chapter 10).

You can use the interface in the English version of this program, too.

6.1.13 Import

Data can be imported from a file (text, XML or Datev) or an open "Excel" sheet. From most spreadsheet applications, you can transfer the values via the clipboard, too. Normally, the import has the same format as the corresponding list. But hidden columns are imported, too. So it is a good idea to export the list, first. Then you have an example.

An exception is the import of entries (only gold and platin version). Also here, a line in the import corresponds to a line in the journal. But if you import personal-accounts, an open item will be created. If you import entries with tax, you must import two lines. The first line contains the net amount, the second one the tax amount. This corresponds exactly to the representation in the journal. Alternatively the tax key can be entered in an additional column. Then no net amount and no tax line must be imported. With the import, the tax entry is automatically created, according to the given tax key.

This program checks the file to be imported for known errors. Nevertheless, it is not possible to exclude all possible errors of an import file. Therefore, you should create a backup before.

Often the errors do not appear in the first lines. Check, therefore the complete list.
If no list is open, you must select the list to be imported in a dialog.

6.1.13.1 Text

With this menu point dates from an external text files are imported into the actual client. All data type (account, tax keys...) is imported apart of each other. As soon as a list with master data, the cashbook or the journal is open, you can activate this menu point.

After selecting, you see the following dialog:

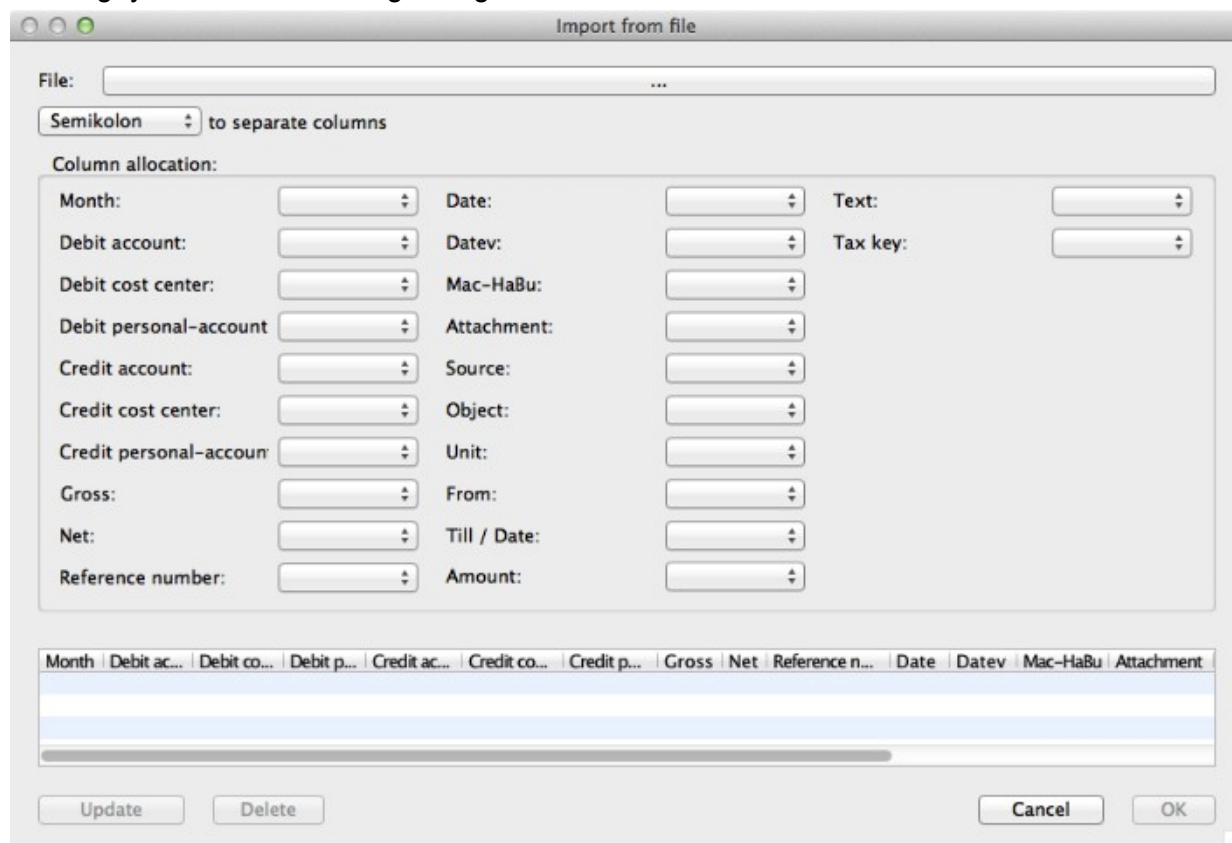


Image 55: Import from file

The elements have the following meaning:

- **File**
First, you must select the import file with the Button "File". This can be each text file with appropriate values. After selection of the file, the file name appears instead of "..." in the Button. While opening the file, a preview will be created. In most cases, you will see fields with a red background. This is a sign, that there is an error in the import file or the allocation. In the next step, you must change the value in the import file or the allocation. Only if there are no fields with a red background, you can import the file.
- **...usage for separation of columns**
With this popup-menu, you select the separator between the columns of the import file. After a change of the separator, you must refresh the preview with the Button "Update".
- **List**
To correct a cell, click twice on the cell. Now, you are able to change the value.
- **Column allocation**
Within this area, all columns of the list are shown. With the popup-menu right from each column title, you select the column in the import file.
- **Update**
You can correct and store the import file again with another program, while this dialog is open. To update such changes in the preview, this Button must be pressed. This function is very helpful to eliminate errors in the import file.

- **Delete**

With this Button, you delete a line from the preview. This line will not be imported any more. But the file will not be changed. Therefore the line appears again, if you press the Button "Update".

- **OK**

You can start an import only, if there are no errors in the preview. The import can't be cancelled. The imported dates appear in the current list.

6.1.13.2 XML

This import works like the import from a text file. Nevertheless, the data must be in the XML format, defined by this program (see chapter 6.1.12.2). Dates from the part "Prolog" are not used.

By calling this function, a dialog, similarly to import text files opens. The popup-menus to set the columns are not available. For the allocation of the columns, the tags are used. The farther processing works in the same way as described in chapter 6.1.13.1

If the dialog to enter the print layout is open (see chapter 5.7.1), no import-dialog is shown. In this case, the selected XML file must exported by this program. This replaces the actual layout.

6.1.13.3 Excel

The import from Excel is similar to the import from a file. But the data to import must be in an open Excel sheet, instead of a text file. The data will be read until the first line without values. With the call of this function a dialog opens, similar to the import from a file. Only the Button for the selection of a file and the popup-menu for the selection of the column separator are not available. The further treatment is the same as with the import from a file (see chapter 6.1.13.1). Under Windows the OLE interface is used for the communication with Excel. On the Macintosh, AppleEvents are used.

With the first call of the function, you may get a list with different applications (only Macintosh). In this case the Macintosh could not find "Excel". Please select in this list your current installation of "Excel". With the second call of the function this list doesn't appear any more.

This function is not available under Linux.

6.1.13.4 Clipboard

If you use another spreadsheet application then Excel, you can use the clipboard to import values into this program. Therefore, you mark the area, you want to import in the spreadsheet application, first. Then, you copy the selection into the clipboard. After that, you start this menu point. While opening, the clipboard will be analyzed and inserted into the list. With "Update" this step will be done, again. The further operation does not differ from the import from Excel (see chapter 6.1.13.1).

The values must be available in the clipboard, before you start this function.

6.1.13.5 Datev

This point imports the entries from another accounting program, which is compatible with Datev.

The Datev interface is available in Germany and Austria, only. So it makes no sense to describe it here. Please look into the German version of this user guide for more details.

The accounting is only in the gold and platin version available (see chapter 10).

You can use the interface in the English version of this program, too.

6.1.14 Quit

Hereby, you quit the program. All changes will be saved automatically. If you activated an automatic backup, the program checks, if it is to be done now.

6.2 Edit

6.2.1 Undo

With this function, you can undo existing entries. With it, some corrections of the entries are possible. Of course, you can also cancel the entries (see chapter 6.2.9). Because the dates are stored permanently by closing the program, the rules for accounting according to §239[3] HGB are fulfilled.

Besides the closing of the program, there are the other actions, which store the entries permanently:

- Change to another accounting period
- Opening of another client
- Changing master data (accounts, recurring entries, debit positions...)
- Printing lists
- Removing of entries
- Execution of recurring entries
- Execution of debit positions
- Balancing
- Export of lists
- Import of data
- Enter from invoice dialog
- Quitting this program
- Cancellation of an entry

In the journal, you see all undoable entries by a blue color.

6.2.2 Cut

This point is in all dialogs active. You can copy and delete the selected text into the clipboard.

6.2.3 Copy

This point is in all dialogs active. You can copy the selected text into the clipboard. In lists the selected line is copied into the clipboard. Tabulator separates the columns.

6.2.4 Paste

This point is in all dialogs active. If there is a text in the clipboard, it is copied into the text field.

6.2.5 Delete

In some lists, there is a Button "Delete". If it is active, you can delete the selected data alternatively with this point.

6.2.6 Find

In the main list and reports, you can search for text. The dialog looks as follows:

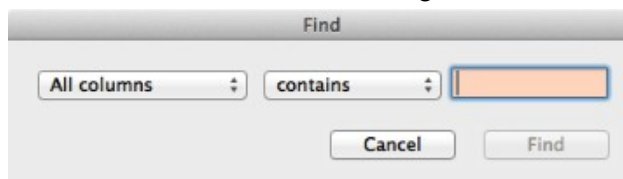


Image 56: Find

With the left popup-menu, you select the column, in which you want to search. With invoices, you can search for distribution keys, too. If you like to search in all columns of the list, you must select the first entry ("All columns"). With the middle selection, you specify the search type. There are the following options:

- Contains

- Is like
- Starts with
- Ends with

Comparing both texts does the search. Also numbers are interpreted as text. In the text field, you enter the searched text. With "Find" the search starts in the first line of the list. If in the active list an element can be selected, and the search is successful, the result is selected. If no element can be selected in the list, the appropriate line will be displayed, without selecting it.

6.2.7 Find again

With this function, you can search for the next line in the list. Before you can use this function, you have to use the menu point "Find", to find the first line. If this function reaches the end of the list, you will hear an alert sound. The next call starts at the top of the list, again.

6.2.8 Enter

6.2.8.1 Basic entry

With this dialog, you create new entries. In chapter 5.5 this window was described in detail. According to the preferences (see chapter 6.2.20) not all fields can be used. In many cases the job is easier by the suppression of some fields. If you work, for example, without cost centers, you should suppress them in the preferences (see chapter 6.2.20). Then, you jump directly from the field "Debit account" into the field "Credit-Account".

The accounting is only in the gold and platin version available (see chapter 10).

The dialog to enter looks as follows:

Image 57: Enter

The fields have the following meaning:

- **Accounting month**
The month is used by most reports.
- **Reference No.**
Depending upon the preferences, you can enter one up to 10 characters for the reference number. If the reference number ends with a number it will be increased automatically for the next entry. If you selected "Enter reference number automatic" in the preferences, there is no input possible.

- **Bank X / MacGiro / hibiscus / OutBank / DTAUS symbol**

With this Button, you read transactions from Bank X, MacGiro, hibiscus or a DTAUS file. You find a detailed description in chapter 5.8.

- **Standard entry**

With this Button, you store standard entries. These can be inserted at any time into the entry dialog, again. There are three functions for the administration available.

- **Add**

All entries of the entry dialog are stored. If the splitting or multi entries is active, these entries are stored, too.

- **Delete...**

With activation of this function, a new window opens. Here, you see all stored standard entries. With marking a standard entry and pressing "Delete" it will be removed. This has no influence on already created entries.

- **Insert**

Below the above both functions in the popup-menu, you see all stored standard entries. You see here the text of the field "Text". You use one of these entries by selecting it. The values of the accounting month and the reference date will not insert. If you don't like to insert the reference number, you must deactivate "Enter reference number automatic" in the preferences.

- **Reference date**

Depending upon the preferences, you can enter the reference dates.

- **Attachment**

The Button with the paper clip serves for linking external files (e.g. scanned voucher). In the reports "Journal" and "One account" you can open the attachment.

In the database only the link is stored, so the original file must exist furthermore. You must not move or rename the original file.

- **Debit-Account**

Here, you enter the debit account. The account number must consist of 5 digits for personal-accounts and four digits for impersonal-accounts. If the account number is correct, you see the text right of it. If you don't know the accounts, you can select it with one of the two popup-menus. The left popup-menu shows all impersonal-accounts – the right one all personal-accounts.

- **Debit-Cost Center**

If you book with cost centers, you can enter the debit cost center, here. If you entered a cost center in the account, it will be entered, automatic. You can change it now.

- **Credit-Account**

Here, you enter the credit account. The input is like the input of the debit account. Debit and credit account must be different.

- **Credit-Cost Center**

Like the Debit cost center, you enter the credit cost center here.

- **Tax key**

Here, you can enter a tax key. It must be created before (see chapter 5.4.2). If there is a tax key stored with the account, it will be entered, automatic. You can change it now. As a check, the entered text of the tax key appears right beside the key. If a tax key is entered, two entries (net / tax) are done.

- **Amount**

Here, you enter the amount. For example in Euro and Cent or only in Cent. If a tax key was assigned, the tax amount is calculated and shown on the right side of the amount.

- **Tax**

In this field, you see the calculated tax amount. You can enter another value here. This is for example useful with mixed invoices. If you want to use the Datev interface, don't change this value.

- **Sources**

If the entered values are important for the invoice, you must enter a source (cost, counter and prepayment) in this field. The function of sources was declared in chapter 5.6 in detail. For each of the three sources, a pop-menu exists.

- **Object**
According to the source it must be assigned to an object, unit or personal-account. The assignment to a personal-account takes place over the account field. An object is assigned here.
- **Unit**
If the source is assigned to a unit, it must be entered here. If an object was selected before, only units of the selected object are shown in the popup-menu.
- **From**
With costs and prepayments, you enter the start date, here.
- **Till / Date**
Depending on the source-type, the last date (costs, prepayments) or the date of reading the values (counters) is entered here.
- **Amount / Counter**
Here, you enter the amount.

The consumption for counters is determined from the difference of two succeeding values. Please enter an initial value when you create a counter.

- **Text**
Here, you have the possibility to enter a description. The last 30 descriptions are stored automatically. With the help of the left popup-menu on the right side of the text field, you can select a stored text. In addition, you administer texts with the right popup-menu.
- **Remember field**
If you want to enter several similar entries, you can activate the checkboxes on the left side. With activated checkbox the contents of the field in the line will not be cleared, while creating the entry.

If there is a tax key, you must enter the gross amount in the field "Amount".

Your inputs are checked permanently in the background. As soon as an error is recognized, the suitable field gets a red background. In addition, a dialog with a detailed description appears. Also mandatory fields have a red background until they get a correct value.

6.2.8.2 Split entry

After pressing the Button with the scissors on the right side of the account, the dialogs shows some additional elements. Here, you enter the data for the split entry. You find more details in chapter 5.5.1.2.

If an entry is joined with a source, you can't enter a split entry.

The fields have the following meaning:

- **Debit-Account / Credit-Account**
Depending upon splitting, a debit or credit account is entered here. The account number must contain 5 digits for personal-accounts or 4 digits for impersonal-accounts. If the account number is correct, you see the text on the right of it. If you don't know the accounts, you can select it with one of the two popup-menus. The left popup-menu shows all impersonal-accounts – the right one all personal-accounts.
- **Debit-Cost Center: / Credit – Cost Center**
If you work with cost centers, you can enter the cost center here.
- **Tax key**
If the split entries must be entered with different tax keys, you can enter these here. In this case no tax key can be entered in the main dialog. If there is a tax key in the main dialog, no one can be entered here.
- **Amount**
Here, you enter the amount.
- **Tax**
In this field, you see the calculated tax amount. You can enter another value here. If you want to use the Datev interface, don't change this value.
- **Text**
Here, you have the possibility to enter a description. If there was a text in the main entry, it is taken over and gets an additional running number. This serial number is counted up for the next entries, automatic.

- **+**
With this Button, the data from the fields are transferred to the list. Only data from the list are entered. The split is complete, as soon as the control sum is zero.
- **-**
With this Button, you remove a line from the list.

6.2.8.3 Multi entries

With this option, you are able to create several entries for different personal-accounts at once. To enter, you must push the Button with the summation sign. There is a Button for debit and credit accounts. With the help of the list, you select the personal-accounts, you want to use. By clicking a line, the corresponding account will be selected. All other fields must be filled as usual. In contrast to a basic-entry, you create for each personal-account an own entry.

You can use multi account on debit or credit side, but not within one entry.

It is not possible to use split and multi entries at the same time.

6.2.9 Cancellation

With this menu point, you cancel an existing entry. Therefore, you must enter first the reference number. Alternatively, you can select a reference number from the popup-menu. With "Cancellation" the cancellation entry is created.

If you like to cancel an already cancelled entry, you must cancel the cancellation entry. You are able to cancel an entry as often as you want. In addition, you must always cancel last cancellation entry. The tax part of an entry can't be cancelled individually. It is automatically co cancelled with the real entry.

If you used one reference number for several entries, you must cancel this entry in the journal. You open the journal, mark the entry and cancel it with Button "Cancellation".

If the entry was associated with a source, a new value for the source will be created. This value gets a negative sign.

The accounting is only in the gold and platin version available (see chapter 10).

6.2.10 Balance

With this point, you balance personal-accounts.

Image 58: Balance

The accounting is only in the gold and platin version available (see chapter 10).

The fields have the following meaning:

- **Account No.:**
Here, you enter the account number of the creditor or debtor. Afterwards, you see all open items of this account.
- **Automatic balancing by reference number**
This option is useful for balancing invoices and similar entries. With activated option, this program searches the reference number within the text. If also the amount is the same, both entries will be

marked. Now, you are able to balance both entries with one click. Afterwards, this program searches for the next entries.

- **Debit- / Credit-List**

In both lists you see all open items for this supplier or customer, separated by debit and credits. Now, you can mark all items, which belong together by a click on the suitable line. You can mark many items in each list. You see the difference (balance sum) in the lower part of the dialog.

- **Balance**

If the difference is zero, and at least two items are marked, you are able to balance these items. Besides, all selected items get a unique balance number. This number is also shown in the report "Personal-Accounts". With it, you can always see which items belong together. Beside the balance number the balance date is stored. It corresponds to the latest document date of the included items. If you created this open item by entering within the invoice dialog (see chapter 5.7), the status of this invoice is set to "Balanced".

In most cases a balance contains invoices and payments. If there is a discount or you didn't pay the full amount, you must create an additional entry, first. This entry contains the reduced amount.

6.2.11 Cost positions

With this function, you enter cost position, which are independent from an entry (see chapter 6.2.8). After selection, you see a list with all entered cost positions. For a better overview, this list can be limited to a period or a source in the upper part.

In this list you see also cost, which are entered (see chapters 6.2.8). These lines are shown in gray and can't be changed.

6.2.11.1 Insert

After pressing "Insert", the dialog to input new cost positions opens. The fields have the following meaning:

- **Source**
Here you enter the name of the source.
- **Object**
Depending on the source-type, the source was assigned to an object, a unit or a personal-account / user. If the source is assigned to an object, the object must be entered here.
- **Unit**
If the source belongs to a unit, it must be entered here. If you administer many objects, it may be useful to enter the object, first. Then, you see only units of the chosen object in the popup-menu.
- **Account / User**
With the assignment to a personal-account / user, it must be entered here.
- **From / Till**
Here, you enter the period. These values are important for a distribution of the costs.
- **Amount**
If there is also an amount, it must be entered here.
- **Net / Gross**
Depending of the type of invoices, you enter the net or gross amount.

The fields "Net" and "Gross" are only available, if there are users of this type of invoice.

6.2.11.2 Change

To change a cost position, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the cost position. The structure corresponds to the dialog to create a new cost position. The Button "Insert" was replaced with "Change" and closes the dialog.

Values, which were entered while entering, can't be changed. The lines are shown in gray. To the correct such values, you must enter a new value.

6.2.11.3 Copy

If you want to create a cost position, which differs in only few points from an existing, this Button is helpful. Select the source cost position, first. Then press the Button "Copy". This opens the dialog to insert new cost positions. But all values, as far as they make sense, are filled.

6.2.11.4 Delete

Finally, you can delete an existing cost position. Also for this, you must select a cost position, first. By pressing the Button "Delete" and confirmation of the hazard check the cost position will be deleted.

Values, which were entered while entering, can't be deleted. The lines are shown in gray. To the correct such values, you must enter a new value.

6.2.12 Counter values

Like the cost position, you enter counter values, here. After selection, you see a list with all entered counter values. For a better overview, this list can be limited to a period or a source in the upper part.

6.2.12.1 Insert

After pressing "Insert", the dialog to input new counter values opens. The fields have the following meaning:

- **Source**
Here you enter the name of the source.
- **Object**
Depending on the source-type, the source was assigned to an object, a unit or a personal-account / user. If the source is assigned to an object, the object must be entered here.
- **Unit**
If the source was assigned to a unit, it must be entered here. If you administer many objects, it may be useful to enter the object, first. Then, you see only units of the chosen object in the popup-menu.
- **Account / User**
With the assignment to a personal-account / user, it must be entered here.
- **Date**
Here, the date of the counter values must be entered. Normally this is the date, the counter war read.
- **Count**
Here you enter the counter value.
- **Initial value**
When a counter is replaced or reseted, this option must be set. In the field "Count", the current value must be entered.
- **Net / Gross**
Depending of the type of invoices, you enter the net or gross amount.

The fields "Net" and "Gross" are only available, if there are users of this type of invoice.

6.2.12.2 Change

To change a counter value, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the counter value. The structure corresponds to the dialog to create a new counter value. The Button "Insert" was replaced with "Change" and closes the dialog.

Values, which were entered while entering, can't be changed. The lines are shown in gray. To the correct such values, you must enter a new value.

6.2.12.3 Copy

If you want to create a counter value, which differs in only few points from an existing, this Button is helpful. Select the source counter value, first. Then press the Button "Copy". This opens the dialog to insert new counter values. But all values, as far as they make sense, are filled.

6.2.12.4 Delete

Finally, you can delete an existing counter value. Also for this, you must select a counter value, first. By pressing the Button "Delete" and confirmation of the hazard check the counter value will be deleted.

Values, which were entered while entering, can't be deleted. The lines are shown in gray. To the correct such values, you must enter a new value.

6.2.13 Prepayments

With this function, prepayments are administered. This usage corresponds to the input of cost positions. But no amount can be entered. After selection, you see a list with all entered prepayments. For a better overview, this list can be limited to a period or a source in the upper part.

6.2.13.1 Insert

After pressing "Insert", the dialog to input new prepayments open. The fields have the following meaning:

- **Source**
Here you enter the name of the source.
- **Object**
Depending on the source-type, the source was assigned to an object, a unit or a personal-account / user. If the source is assigned to an object, the object must be entered here.
- **Unit**
If the source was assigned to a unit, it must be entered here. If you administer many objects, it may be useful to enter the object, first. Then, you see only units of the chosen object in the popup-menu.
- **Account / User**
With the assignment to a personal-account / user, it must be entered here.
- **From / Till**
Here, you enter the period. These values are important for a distribution of the prepayment.
- **Net / Gross**
Depending of the type of invoices, you enter the net or gross amount.

The fields "Net" and "Gross" are only available, if there are users of this type of invoice.

6.2.13.2 Change

To change a prepayment, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the prepayment. The structure corresponds to the dialog to create a new prepayment. The Button "Insert" was replaced with "Change" and closes the dialog.

Values, which were entered while entering, can't be changed. The lines are shown in gray. To the correct such values, you must enter a new value.

6.2.13.3 Copy

If you want to create a prepayment, which differs in only few points from an existing, this Button is helpful. Select the source prepayment, first. Then press the Button "Copy". This opens the dialog to insert new prepayments. But all values, as far as they make sense, are filled.

6.2.13.4 Delete

Finally, you can delete an existing prepayment. Also for this, you must select a prepayment, first. By pressing the Button "Delete" and confirmation of the hazard check the prepayment will be deleted.

Values, which were entered while entering, can't be deleted. The lines are shown in gray. To the correct such values, you must enter a new value.

6.2.14 Invoices

This point is used for the managing of invoices. As long as an invoice was not entered, it is possible to change it. Beside single-invoices, also annual invoices for a whole object or client are possible. For this, you must use the function "Create", "Print" and "Enter".

For the first creation of an invoice, you should use the function "Insert". With this you see all distribution keys and the results of the calculation. And if there are errors they will be shown, too.

6.2.14.1 Create

This point should be chosen, if for an object or clients all invoices of a period must be created. These can be controlled with the Button "Change". They are printed with "Print" afterwards and entered with "Enter". For single-invoices, the point "Insert" is available

With "Insert" the following dialog opens:

- **Number**

Here, you enter a unique number for the invoice. This program suggests automatically the next, free number. If you want to start invoices with a certain number (e.g. 1000), you can enter it with the first invoice. The following invoices are counted up (1001, 1002...).

While entering (only gold and platin version), the number is used as reference number. Thereby it may occur that it overlaps the reference numbers of the manual entries. You can prevent this, by using less digits for the invoice number than for the reference number.

- **Creation**

Here, you enter the creation date. This program enters automatic the actual date.

- **Accounting**

Sometimes you wish that the entry (only gold and platin version) contain another month then the invoice. For such entries, you can enter the accounting date, here. When leaving the field "Created" the date of creation is entered automatically.

- **From / Till**

Here, you enter the period of the invoice. In normal cases this should be the last calendar year. However, you can enter also another period. The period is used for the calculation of the values of the distribution keys. Therefore, there must be neither overlaps nor gaps in the periods.

- **Object**

If the invoices should be created only for one object, the concerned object must be entered here. If the field remains empty, the invoices will be created for all objects of the client.

- **Comment**

This field is for internal notes.

- **Create**

With this Button, you start the creation of the invoices.

6.2.14.2 Calculate

If master data or sources were changed, the concerned invoices must be recalculated. With this Button, all concerned invoices are created, again.

Already entered invoices will not be recalculated.

6.2.14.3 Insert

This function is useful if only one invoice must be created. Also for the first creation of invoices for a new object this function is god. Here, you see better the results of the distribution keys.

With "Insert" the following dialog opens:

- **Number**

Here, you enter a unique number for the invoice. This program suggests automatically the next, free number. If you want to start invoices with a certain number (e.g. 1000), you can enter it with the first invoice. The following invoices are counted up (1001, 1002...).

While entering (only gold and platin version), the number is used as reference number. Thereby it may occur that it overlaps the reference numbers of the manual entries. You can prevent this, by using less digits for the invoice number than for the reference number.

- **Creation**

Here, you enter the creation date. This program enters automatic the actual date.

For the three reminder states, an individual date is stored.

- **Accounting**

Sometimes you wish that the entry (only gold and platin version) contain another month then the invoice. For such entries, you can enter the accounting date, here. When leaving the field "Created" the date of creation is entered automatically.

- **From / Till**

Here, you enter the period of the invoice. In normal cases this should be the last calendar year. However, you can enter also another period. The period is used for the calculation of the values of the distribution keys. Therefore, there must be neither overlaps nor gaps in the periods.

- **State**

Here, you see the actual state of the invoice. Under normal conditions it should not be changed. This program changes the state if necessary (printing, enter...), automatic. Only the states for reminding must be set manually.

- **Object**

If you are able to enter an object, only units of the selected object are shown in the popup-menu.

- **Unit**

Here, you enter the invoicing unit.

- **Account / User**

In this field, the number of the user is entered. Together with the unit, this is used for the identification of the invoicing period. The user's address is read from the personal-account / user and is shown here. If you want to update the address, you must do this within the master data. After printing the invoice the address can't be changed any more.

- **Update**

As soon as all above fields are filled, this Button can be pressed. It starts the calculation of the distribution keys. You see the result in the list above this Button. Here, you have the possibility to check the individual results. If a formula can't be calculated, the error reason is shown in the cell. All invoices with errors get in the list of invoices the state "Error".

- **Comment**

This field is for internal notes.

In addition to the standard Buttons, the following functions exist:

- **Print**

With this Button the current invoice is printed. You can also use the menu to print it. After printing, the state changes to "Printed".

Alternatively, with the menu point "Export – PDF" a PDF file can be created.

- **Enter**

Here, the invoice is entered (only gold and platin version).

- **Cancellation**

Hereby an already executed invoice will be cancelled(only gold and platin version). The state is set to "Cancelled". If there are articles of the type "goods", the stock will be recalculated.

6.2.14.4 Change

To change an invoice, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the invoice. The

structure corresponds to the dialog to create a new invoice, but the invoice number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

6.2.14.5 Copy

If you want to create an invoice, which differs in only few points from an existing, this Button is helpful. Select the source invoice first. Then press the Button "Copy". This opens the dialog to insert a new invoice. But all values, as far as they make sense, are filled.

6.2.14.6 Delete

Finally, you can delete an existing invoice. Also for this, you must select an invoice, first. By pressing the Button "Delete" and confirmation of the hazard check the invoice will be deleted.

6.2.14.7 Print

If several invoices should be printed at the same time, this point is helpful. One can limit the list by the criteria in the upper part of the dialog. Afterwards mark all invoices, which you want to print and press the Button "Print". As a result, all marked invoices are printed.

6.2.14.8 Enter

After the invoices are printed, you can enter them with this Button. Before entering, one should check the printouts to recognize about possible misprints.

The accounting is only in the gold and platin version available (see chapter 10).

6.2.15 Block accounting year

With this point, you block years. You can't undo this function. Therefore, you should block only years, where you are sure that there are no outstanding entries. On the other side, you protect your accounting with it against the inadvertent input.

The accounting is only in the gold and platin version available (see chapter 10).

6.2.16 Remove entries

This program stores all information, also the entries, in a database. To clear the database old periods can be removed with this function.

The accounting is only in the gold and platin version available (see chapter 10).

This function can be used, for example to clear the account structure. Therefore the old periods are removed. Besides, all entries are deleted up to the entered year. In the next step, you are able to delete all unused accounts.

Accounts are not used only for entries. Also tax keys, recurring entries, asset... contain accounts.

The removed periods are deleted undoable. Therefore, a copy of the client is created before removing. The copied client gets the ending " - Backup". After you created a backup, you can delete this client.

With this function, you get no acceleration, because all algorithms are optimized (Caching, Indexing...).

Deleted periods can't be restored.

6.2.17 Execute recurring entries

Recurring entries are checked while opening a client and are executed if necessary. Depending on the item, you get a hazard check or the entry will be created direct. In some cases it may be useful to start the check by hand – for example if you entered recurring entries whose start date is in the past.

The accounting is only in the gold and platin version available (see chapter 10).

6.2.18 Execute debit positions

Like recurring entries, also debit positions are checked while opening a client and are executed if necessary. Depending on the item, you get a hazard check or the entry will be created direct. In some cases it may be useful to start the check by hand – for example if you entered debit positions whose start date is in the past.

The accounting is only in the gold and platin version available (see chapter 10).

6.2.19 Change Password

With this program, you are able to create several users (see chapter 5.3.2). With the creation of a new user, the administrator created for this user a password. Each user can change its own password with this point. He must enter his old password. Then he enters and confirms the new password.

Under OS X, you find this menu point under the menu "Mac-NeKo", above the preferences.

The password distinct between capital and small letters.

The passwords are stored uncoded in the database. In normal cases this is no problem. Nevertheless, this does not protect against the access of unjustified persons (hacker).

Under OS X the password can be stored in the central key chain. To store the password in the key chain, you must activate the checkbox "Save password to key chain". Then, the entered password is stored in the key chain and is entered by the next program start automatically in the dialog. If you change the password in "Mac-NeKo", the key chain is not automatically updated. Then, you get an error message because the password is wrong. "Mac-NeKo" can't change or delete a password in the key chain. The program "Key chain" must do this.

"Mac-NeKo" can't change the password stored in the key chain. If the password is changed in the program, the password stored in the key chain must be deleted by hand.

6.2.20 Preferences

Before you start working, you must adjust the preferences. Some points can't be changed without a loss of data. You open the preferences with the menu point "Preferences" from the menu "Mac-NeKo". Under Windows and Linux, you find this point ("Options") under "Edit".

This program can administer a boundless number of clients. So far as possibly, the following settings are stored on client base. While opening this dialog, you manage therefore only the settings for the active client.

The preferences are stored, as far as possibly, on a client base. Therefore, changes in the preferences have only influences on the active client. Only settings, which concern the whole program (standard client, backup...), are used for all clients.

The preferences are divided into several parts.

6.2.20.1 Common

Here, you find general settings for this program:

- **Remember open windows**

If this point is active, all windows, which were open during the last usage, are opened again.

- **Search for updates automatic**

With activated option, the program checks for updates during the startup. These can be loaded to the hard disk and installed (see chapter 4.4), automatically. The check takes only place when an Internet connection is active. With some network configurations it is not possible to connect to our server (www.mcrichter.de). Here, you get an error message. Please deactivate the check in these cases.

- **Standard client**

If you always work with the same client, you can select it here. During the start of the program it will be opened, automatic.

If there is exact one client, this one will open automatic.

The administration of clients is not in the bronze version available (see chapter 10).

- **Backup**

All data are stored in a central database. To avoid a lost, you should backup this file (e.g. "Object-s.rsd") in regular intervals. For this job, you can use either existing tools (e.g. TimeMachine), or the integrated function. If you already use a regular backup, you do not need this function. You can choose "never" in the popup-menu.

If you do no regular backup, or wants to backup the database additionally, select the desired period here. Which period you select, depends on the number of new or changed entries. The backup is started when the program quits and the selected period is reached. If you don't like to select the destination folder every time, you can select here a folder. This program will copy the database file in this folder by every backup. To the database filename the date and time are added. In this area, you enter the maximal number of backup files in the backup folder, too. Before backing up, old files are deleted. So only the entered numbers are in this folder after the backup.

If the hard disk is broken, you must first install this program on a new hard disk (see chapter 4.2) from the program disk (Archive, Web...). Afterwards, you copy the backup to the original place. In the name of the file, you should remove the date. With the program start, you are asked for a database file. Select now the restored file. Or select the database from the preferences (see chapter 6.2.20.6).

The target for the backup must be another physical media.

If you use a database-server, this backup-function doesn't work. Please use the backup-function of the database-server, instead.

- **Start of the accounting year**

With this field, you select the start of the fiscal year. This is necessary, if your fiscal year does not start on January first. At the first of the entered month all expense accounts are set to zero. In normal cases a fiscal year start on January first. This program doesn't avoid you from changing the start later, but this leads to inconsistencies of the database.

If your accounting period start not on January, two years are shown in the status bar.

Please enter the start before you enter data for a client. A later change is not possible, any more.

The accounting is only in the gold and platin version available (see chapter 10).

- **Currency**

With these fields, you enter the currency symbols and the separators. These are used in different places in the program. For each currency symbol, you can enter up to three characters. The choice of the characters does not affect the function of the program. However the currency symbol is used for the export to "MacGiro". Here, you also specify the decimal digits of the currency. In all countries with Euro this are 2 decimal digits. For other currencies, there may be another value.

The number of the decimal digits must be entered before the first entry exists. A later change of this value destroys all amounts.

Neither the point nor the comma can be used as a thousand mark note separator. Also it must not be identical with the normal separator. This restriction is necessary to be able to enter amounts correctly.

The thousand-mark note separator is not shown in input fields.

- **Date**

Here, you enter the format for date fields.

- **Address Book (OS X)**

With this option, you define the order of first and last name, when reading from address book.

6.2.20.2 Behavior

Some of the following options are only for the integrated accounting.

The accounting is only in the gold and platin version available (see chapter 10).

- **Enter reference date automatic**

With this option, you decide whether the reference dates are entered automatically. If this field is marked, the current date is used.

- **Enter reference number automatic**

If you want to enter the reference number manually, this option is to be marked. Now, you can enter

a reference number with up to 10 digits (number or characters). If your reference number ends with a number, it will be incremented automatic. If you use the automatic reference number, each entry gets a unique number.

- **Administer tax keys**

If you must pay VAT, you should activate this point. It allows you to enter a tax key with information about the tax entry. If you do not use tax keys, don't activate this field. This accelerates the entry.

- **Administer cost center**

Similarly to tax keys, you don't need to administer cost centers. Only, if you use cost centers, you should activate this point. With not activated field, the fields in the appropriate dialogs are dimmed.

- **Cost center obligatory**

If you work with cost centers, all expense accounts should be cost center dependent. Accordingly cost centers must be used for all entries with expense accounts. With activated option, you must enter a cost center.

- **Digits**

Here, you define the number of digits for cost center. This must be done before you enter the first cost center. A later change to fewer digits is not possible.

- **Calculate reports with previous values immediately**

In most reports, you can specify the output. For example, you can enter in most reports the period. If you open a report and this point is active the results will be calculated immediately.

- **Split account**

If an invoice consists of articles with different accounts, a split entry is necessary. Therefore a temporary account is necessary. Here, you select this temporary account. The entered account here is also suggested with a split entry in the entry dialog. Here it can be changed, if required.

- **Show Helptags**

If the mouse pointer is on a field; you see after a short time some additional help (helptag). Experienced users don't need this help and can deactivate it, here.

- **Redirect print output to a PDF file**

With activated option, all printouts will be redirected to a PDF-file. You enter in a special dialog all necessary parameter (paper size, orientation, font, size...). Because of this, the output may differ from a direct printout.

On some Linux systems the printout may be bad. The problem comes from a problem in the used framework, which we can't solve. With the option to print into a PDF file this problem is solved.

Only the fonts from the PDF dialog can be used.

Beside the permanent output into a PDF file, you are able to export most outputs with an export function (see chapter 6.1.12.4).

- **Direct usage of CUPS for printing (Linux only)**

Above mentioned problems with printing under Linux could be solved with this option, too. The advantage of this option is that no external application is necessary. With activated option an image file will be written and printed with the help of the command "lpr". Instead of the standard printer dialog an optimized printer dialog will be shown. In this, you can enter the paper format and resolution. The resulting values of the border and dimension are shown in the dialog and can be changed. In the last two fields, you see the commands to print the image and remove it after printing. In both commands the value "^1" stands for the paper format and "^2" for the path of the image. Maybe, you want to change the command for some special purposes (e.g. printer). All values are stored, so you don't need to change it the next time.

6.2.20.3 Output

- **Font / Size (Monitor)**

With these two popup-menus you set the font and size for the lists. In the popup-menu "Font" all existing fonts from the system are shown. The font "System" stands thereby for the font of the operating system.

- **Colored background lines**

If this option is selected, each second line in the lists gets a colored background. You define the color with a click on the colored box. The color of the box will be used for the background. Depend-

ing upon the operating system, a window opens for the selection of the color. To save costs, the colored background will not be printed.

- **Font / Size (Printer)**

With these two popup-menus, you set the font and size for the printout. In the popup-menu "Font" all existing fonts from the system are shown.

- **Dialogs (Linux)**

With the different Linux distributions the fonts and sizes vary very much. In addition, there are different GUIs (Gnome, KDE), which displays the controls (Button, popup-menus...) differently. To give you the best representation for all distributions and GUI, the appearance can be entered here. With the first two popup-menus, you select the font and size for all texts (except lists). With "Text field" the height of the input fields is entered. In the same way, you enter with "Controls" the height of all Buttons and popup-menus.

The settings are taken over after opening a window, only.

During the first start of Lin-NeKo, a wizard guides you through these steps.

- **Separation for export**

Here, you enter the character to separate the columns in an export file.

- **Export title**

With activated option, an extra line will be exported. This line contains the titles of the columns.

- **Tax number / Sales tax ID**

If these values are entered, you see in the object "Info" (see chapter 5.7.1) a line with the tax number and the tax ID. If one field is empty, the corresponding line will not be print.

6.2.20.4 Banking

This program implements no interface for Online-Banking. Instead, it supports "MacGiro", "Bank X", "[OutBank](#)" and "hibiscus". Their authors support all these programs, so they are always up to date. For most other programs a file can be used in the DTAUS format.

The accounting is only in the gold and platin version available (see chapter 10).

For the communication with one of these programs, some parameters are necessary. You find a detailed description of the functions in chapter 5.8.

- **Own Account**

This and the following three fields correspond to the respective fields in "MacGiro", "Bank X", "[OutBank](#)" and "hibiscus". The information in these fields is necessary for the interfacing with these programs. You find more information about these fields in the user guide. In all online-banking programs, you can enter several own accounts. Here, you enter the own account, which should be used.

- **ABA**

Here, you enter the bank code number (ABA) or clearing number (Switzerland) of the own account.

- **Number**

The transactions use this account.

- **Owner**

Here, you enter the owner of the account. This must be the same as in "MacGiro", "Bank X", "[OutBank](#)" or "hibiscus".

- **Import**

- **Program**

This program is compatible with "MacGiro", "Bank X", "[OutBank](#)" and "hibiscus". Here, you have to enter, which program you use.

- **Version**

If you use MacGiro, you must enter the version, too.

- **Transfer**

With "MacGiro", only the transactions of the last synchronization with the bank are listed. If you need older transaction, you can use an XML-file.

- **IP address**
If "hibiscus" runs on another computer, you must enter the IP address in this field. For a local installation, enter "127.0.0.1".
- **Port**
If the port 8080 is used by another server, you can change it. But change it also within "hibiscus".
- **Reset learned entries**
You can import transactions (see chapter 5.8) from "Bank X" ("MacGiro", "[OutBank](#)", "hibiscus"). During each import, information about the transaction is stored. If there are errors in the suggestion during the import you can reset the suggestions, here.
- **Export**
 - **Program**
This program is compatible with "MacGiro", "Bank X", "[OutBank](#)" and "hibiscus". Here, you have to enter, which program you use.
 - **Version**
If you use MacGiro, you must enter the version, too.
 - **Execution**
Transactions can be provided with an execution date. This is entered during the delivery. In this field, you enter a suggestion date. If you want to execute payments for example always on Mondays in "MacGiro", "Bank X", "[OutBank](#)" or "hibiscus", select "Monday". During the delivery the next Monday is suggested then.
 - **Transfer**
For the data exchange with "MacGiro", you can use a file or AppleEvents. The latter is more elegant, since the data appear immediately in "MacGiro". It is necessary that "MacGiro" is open at the same time. If this is not possible, you must use the export to a file. "Mac-NeKo" creates a file, which can be read by "MacGiro".
 - **IP address**
If "hibiscus" runs on another computer, you must enter the IP address in this field. For a local installation, enter "127.0.0.1".
 - **Port**
If the port 8080 is used by another server, you can change it. But change it also within "hibiscus".
 - **[Creditor ID](#)**
For SEPA direct debits a creditor ID is necessary. When using the "hibiscus" it must be entered here. The other programs save it in their account settings.
 - **Output**
"MacGiro" can execute different transaction types. These are specified in "MacGiro" when entering a new transaction. Since "Mac-NeKo" enters this transaction, you must specify the transaction type here. They can be changed in "MacGiro", later.
 - **Country**
With the export to a DTAUS-file, two different formats can be used (see chapter 5.8).

6.2.20.5 User

In this area the users are administered. You find more information in chapter 5.3.2.

6.2.20.6 Clients

This program can administer a boundless number of clients. All actions, which you use often, can be executed direct from the menu. Here some additional functions are available. Please make a backup before you change something in this menu.

- **Database**
In this area, the current database is shown. You are able to create a new database or switch to another one. This may be necessary if you introduce a database-server (see chapter 4.3.1)
- **Database type**
The current database type is shown when opening this dialog. For a local database, you see the actual path of the database. For a database-server, you see the connection parameter.

- **New**

For a local database, this function creates the database file. For a database on a server (see chapter 4.3.1) it creates the necessary tables.

- **Open**

With this function, you can choose another database.

The selected database will be used for future starts of this program, automatic.

After creating a new database, you must restart this program. This is necessary to load all preferences of the new database.

To create a new client, you don't need a new database. Several clients can be stored in one database.

The administration of clients is not in the bronze version available (see chapter 10).

- **Clients**

In this list, you see all entered clients of the current database. The active client is displayed in bold. It can't be modified.

- **Insert**

Here, you enter a new client. The dialog is the same as the dialog, you open with "New client" from the menu. You find a detailed description in chapter 6.1.1.

- **Change**

With this point, you change the name of the client, selected in the list. In the following dialog you enter the new name. After that, all data of the client will be changed to the new name. This action can take some time, because all entries must be updated to the new name.

- **Delete**

After a hazard check, all data of the selected client are deleted.

6.2.21 Print layout

With the print layout, you define the layout for invoices. In chapter 5.7.1 the definition of the layout is described in detail.

6.2.22 Columns

This program shows a lot of information in the form of lists. Not all users need all information (tax, cost center...). Therefore, single columns can be hidden. All column titles of a list are shown with the menu point "Columns". In this window all available columns are shown. With a click on a line, you hide a column, which was visible – and vice versa. Some columns can't be faded out for technical reasons and are shown in shown light gray.

Under OS X this menu point is in the apple menu.

6.3 Master data

6.3.1 Account structure

The account structure is necessary for the integrated accounting. As soon as entries were entered, it can be changed only with very much limitation. Therefore, it should be created with special care.

The creation of accounts decides on the use of the integrated accounting. Exists at least one account, the integrated accounting is active. In all dialogs with accounts, you must enter an account. Without accounting these fields are grayed out.

The accounting is only in the gold and platin version available (see chapter 10).

6.3.1.1 Insert

After pressing "Insert", the dialog to input new accounts opens. The fields have the following meaning:

- **Account No.**

This is the number of the new account. This number must contain four digits (0000 – 9999) and must be unique.

- **Account type**
You can enter the account type with the popup-menu or the keyboard.
- **Reporting type**
You can enter the report type with the popup-menu or the keyboard.
- **Tax key**
Here, you can enter a tax key for the account. The tax key must be available. It is also possible to choose a tax key with the popup-menu. If you select this account while entering, the tax key will be suggested. Of course, you can change the tax key.
- **Cost center**
If you select this account while entering, this cost center will be proposed. This is helpful, if you use this account most times together with one cost center.
- **Text**
Here, you have the possibility to enter a description. This text appears in all reports.

6.3.1.2 Change

To change an account, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the account. The structure corresponds to the dialog to create a new account, but the account number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

6.3.1.3 Copy

If you want to create an account, which differs in only few points from an existing, this Button is helpful. Select the source account, first. Then press the Button "Copy". This opens the dialog to insert new account. But all values, as far as they make sense, are filled.

6.3.1.4 Delete

Finally, you can delete an existing account. Also for this, you must select an account, first. By pressing the Button "Delete" and confirmation of the hazard check the account will be deleted.

If an account is already in use, it can't be deleted any more. This is necessary to keep the dates consistent.

6.3.1.5 Add

If the account structure is based on a standard account structure, provided by us (SKR03, SKR04...), one could add single accounts also with this function. We provide actual account structures on our server. After selecting "Add", this function loads a list with all account structures, provided by us. Here, you must select the one, your account structure is based on. After selecting the desired structure, all new accounts of the account structure are displayed. Here one can select one or several accounts with the mouse. After pressing "Choose", the selected accounts are taken over in your own account structure. Afterwards these can be used like inserted accounts.

To use this function, you need an online-connection to our server.

6.3.2 Tax key

Tax keys are only interesting, if you create invoices with tax or net invoices.

Tax keys are not only used for the integrated accounting. Also mixed invoices (net / gross) will need at least one tax key.

6.3.2.1 Insert

After pressing "Insert", the dialog to input new tax keys opens. The fields have the following meaning:

- **Key**
This field is necessary to identify a tax key. With the information of this field the tax entry will be created. You can enter three or four digits for the key.

- **Tax**

Here, you enter the tax rate, which is calculated automatically from the gross amount and booked to separate account.

- **Type**

With this field, you decide whether this tax key represents a pretax or a sales tax. You need this for the accounting. You get pretax, if you buy something. And if you sell something, you pay sales tax.

- **Account**

On this account the tax part of the amount is booked. There must be one account for each tax key.

The account, entered for one tax key must not be used for another tax key.

The account is only necessary if you use the integrated accounting.

- **Text**

Here, you have the possibility to enter a description. This text appears while entering – after you entered the tax key.

6.3.2.2 Change

To change a tax key, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the tax key. The structure corresponds to the dialog to create a new tax key, but the account number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

If a tax key is already in use, a change (except text) can produce wrong reports. In these cases (e.g. change of the tax) a new key should be created.

6.3.2.3 Copy

If you want to create a tax key, which differs in only few points from an existing, this Button is helpful. Select the source tax key, first. Then press the Button "Copy". This opens the dialog to insert new tax key. But all values, as far as they make sense, are filled.

6.3.2.4 Delete

Finally, you can delete an existing tax key. Also for this, you must select a tax key, first. By pressing the Button "Delete" and confirmation of the hazard check the tax key will be deleted.

If a tax key is already in use, it can't be deleted any more. This is necessary to keep the dates consistent.

6.3.3 Recurring entries

With this function, recurring entries (rent, leasing...) can be managed easily. The stored information has no direct influence. Only if the recurring entries are executed, the entries will be created within the accounting. Therefore, recurring entries can be changed and deleted at any time. On already executed entries such changes have no influence.

The fields "Tax key" and "Cost center" are only available, if in the master data are corresponding values exists. Furthermore, the corresponding option must be activated in the preferences (see chapters 6.2.20).

Recurring entries with a tax part contains two lines. This corresponds to the representation in the journal.

With counters, a counter value must be entered. This value is normally not available, when entering recurring entries. So it is not possible to enter counters here. Maybe, such entries can be read from an import-data file.

Because the different months have a different number of days, it is not possible to calculate days after the 28th correct. For example if you start on January 31st. In February it will be the 28th. With this, it is not possible to calculate March 31st correct. To solve this problem, all days after 28th will be calculated as the last day in month.

The accounting is only in the gold and platin version available (see chapter 10).

6.3.3.1 Insert

After pressing "Insert", the dialog to input new recurring entries opens. The fields have the following meaning:

- **Action to do**
If you enter "Warn", you see a dialog at the next time, this entry must be entered. The check will be done when you open a client or the program. In the dialog, you can choose, if you want to execute the entry – or not. If you select "Enter" the entry will be executed without a warning.
- **Entry interval**
Here, you enter the interval for the entries.
- **Next date**
At this date the entry will be executed the next time. You can change this date at any time. After execution of an entry the next date is calculated and displayed.
- **Last date**
If a date is entered here, starting from this date no more entries are executed.
- **Debit-Account**
Here, you enter, like in the normal enter dialog, the debit account. The account number must be with 5 digits for personal-accounts or with four digits for impersonal-accounts. When entering a correct account, you see the text of the account on the right side.
- **Debit cost center**
If you book with cost centers, you can enter the debit cost center here. If you entered a cost center in the account, it will be entered, automatic. You can change it now.
- **Credit-Account**
Here, you enter the credit account. The account number must be with 5 digits for personal-accounts or with four digits for impersonal-accounts. When entering a correct account, you see the text of the account on the right side.
- **Credit cost center**
If you book with cost centers, you can enter the credit cost center here. If you entered a cost center in the account, it will be entered, automatic. You can change it now.
- **Tax key**
Here, you can enter a tax key. It must be available when selecting it. You don't need special tax keys for the recurring entries.
- **Amount**
Here, you enter the amount in Euro and Cent or in Cent, depending upon preferences. Also negative values can be entered. If a tax key was assigned, the tax portion is calculated immediately and shown in the field "Tax:" right apart from the amount.
- **Tax**
In this field, you see the calculated tax amount. You can enter another value here. This is for example useful with mixed invoices. If you want to use the Datev interface, don't change this value.
- **Source**
If the entered values should be on the invoice, you must enter the source name in this field. The usage of sources was described in chapter 5.6. For both source types an own popup-menu exists.
- **Object**
Depending on the source the entry must be assigned to an object, a source or a personal-account. If the source was assigned to an object, the object must be entered here.
- **Unit**
If the source was assigned to a unit, it must be entered here. If you administer many objects, it may be useful to enter the object, first. Then, you see only units of the chosen object in the popup-menu.
- **From / Till**
Here, you enter the period for the source. These values are important for a distribution of the costs. At a repetition, both dates are increased about the given interval (week, month, year...). The period therefore doesn't need to correspond to the entry-interval.
- **Amount**
For costs, you can enter the amount, here.

- **Text**

Here, you have the possibility to enter a description. This text appears after execution in all reports.

6.3.3.2 Change

To change a recurring entry, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the recurring entry. The structure corresponds to the dialog to create a new recurring entry. The Button "Insert" was replaced with "Change" and closes the dialog.

6.3.3.3 Copy

If you want to create a recurring entry, which differs in only few points from an existing, this Button is helpful. Select the source recurring entry, first. Then press the Button "Copy". This opens the dialog to insert new recurring entries. But all values, as far as they make sense, are filled.

6.3.3.4 Delete

Finally, you can delete an existing recurring entry. Also for this, you must select a recurring entry, first. By pressing the Button "Delete" and confirmation of the hazard check the recurring entry will be deleted. Also already executed recurring entries can be deleted. The already executed recurring entries are not influenced by this and remain in the accounting.

6.3.4 Debit positions

Debit positions works like recurring entries. But you can enter a debit and revenue account. Theoretical, you can use recurring entries for these entries, too. But the usage of two independent lists gives a better overview.

Debit position with a tax part contains two lines. This corresponds to the representation in the journal.

The fields "Tax key" and "Cost center" are only available, if in the master data are corresponding values exists. Furthermore, the corresponding option must be activated in the preferences (see chapters 6.2.20).

With counters, a counter value must be entered. This value is normally not available, when entering debit positions. So it is not possible to enter counters here. Maybe, such entries can be read from an import-data file.

Because the different months have a different number of days, it is not possible to calculate days after the 28th correct. For example if you start on January 31st. In February it will be the 28th. With this, it is not possible to calculate March 31st correct. To solve this problem, all days after 28th will be calculated as the last day in month.

The accounting is only in the gold and platin version available (see chapter 10).

6.3.4.1 Insert

After pressing "Insert", the dialog to input new debit positions opens. The fields have the following meaning:

- **Action to do**

If you enter "Warn", you see a dialog at the next time, this entry must be entered. The check will be done when you open a client or the program. In the dialog, you can choose, if you want to execute the entry – or not. If you select "Enter" the entry will be executed without a warning.

- **Entry interval**

Here, you enter the interval for the entries.

- **Next date**

At this date the entry will be executed the next time. You can change this date at any time. After execution of an entry the next date is calculated and displayed.

- **Last date**

If a date is entered here, starting from this date no more entries are executed.

- **Debit-Account**

Here, you enter, like in the normal enter dialog, the debit account. The account number must be a

personal-account. When entering a correct account, you see the text of the account on the right side.

- **Revenue-Account**

Here, you enter the revenue account. The account must be an impersonal account. When entering a correct account, you see the text of the account on the right side.

- **Revenue cost center**

If you book with cost centers, you can enter the revenue cost center here. If you entered a cost center in the account, it will be entered, automatic. You can change it now.

- **Tax key**

Here, you can enter a tax key. It must be available when selecting it. You don't need special tax keys for the debit positions.

- **Amount**

Here, you enter the amount in Euro and Cent or in Cent, depending upon preferences. Also negative values can be entered. If a tax key was assigned, the tax portion is calculated immediately and shown in the field "Tax:" right apart from the amount.

- **Tax**

In this field, you see the calculated tax amount. You can enter another value here. This is for example useful with mixed invoices. If you want to use the Datev interface, don't change this value.

- **Source**

If the entered values should be on the invoice, you must enter the source name in this field. The usage of sources was described in chapter 5.6. For both source types an own popup-menu exists.

- **Object**

Depending on the source the entry must be assigned to an object, a source or a personal-account. If the source was assigned to an object, the object must be entered here.

- **Unit**

If the source was assigned to a unit, it must be entered here. If you administer many objects, it may be useful to enter the object, first. Then, you see only units of the chosen object in the popup-menu.

- **From / Till**

Here, you enter the period for the source. These values are important for a distribution of the costs. At a repetition, both dates are increased about the given interval (week, month, year...). The period therefore doesn't need to correspond to the entry-interval.

- **Amount**

For costs, you can enter the amount, here.

- **Text**

Here, you have the possibility to enter a description. This text appears after execution in all reports.

6.3.4.2 Change

To change a debit position, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the debit position. The structure corresponds to the dialog to create a new debit position. The Button "Insert" was replaced with "Change" and closes the dialog.

6.3.4.3 Copy

If you want to create a debit position, which differs in only few points from an existing, this Button is helpful. Select the source debit position, first. Then press the Button "Copy". This opens the dialog to insert new debit positions. But all values, as far as they make sense, are filled.

6.3.4.4 Delete

Finally, you can delete an existing debit position. Also for this, you must select a debit position, first. By pressing the Button "Delete" and confirmation of the hazard check the debit position will be deleted. Also already executed debit position can be deleted. The already executed debit positions are not influenced by this and remain in the accounting.

6.3.5 Personal-Accounts / User

For invoices, the individual users (tenants, owners...) must be managed. This is done by this point. If the integrated accounting (only gold and platin version) is used, a user corresponds to a personal-account.

If you want to use Online-Banking, you must create for each partner one personal-account. Here the bank information of the partner is stored. Also for the invoices at least one personal-account is necessary.

6.3.5.1 Insert

After pressing "Insert", the dialog to input new personal-accounts / user opens. The fields have the following meaning:

- **Account / User**

Here, you enter a unique number for the personal-account or user. The number must be entered with five digits und must be unique, always. If you use the integrated accounting it is recommendable to begin all customer accounts with the same set of numbers and the suppliers' accounts accordingly with another (e.g. 50000 – 69999 for customers and 70000 – 99999 for suppliers).

- **Type**

If you use the integrated accounting, you can create personal-accounts for customers (debtors) and supplier (creditor). Here, you specify the type of account.

- **Invoice**

There exist net and gross invoices. With a net invoice the tax is shown. Usually, this type is the invoice for commercial users. For private users, a gross invoice is normally created.

- **Account**

For customers (debtors), you enter a debtor account. For supplier (creditors), you enter a creditor account. This account must be an impersonal-account (with four digits). Without accounting, you can't enter a value.

- **Text**

If no address-information (see below) is available, this text is shown.

- **General**

- **Address**

In the following field, you enter the address of the user.

- **Title**

If you like to use a title for the business partner, you can enter it here. For simplification of the input, you can store the most frequent titles in the popup-menu, on the right side of the field.

- **Name**

Here, you enter the name of the customer or supplier. You need this and the following address field to create invoices. Under OS X, you can import an address from the address book. If you use Windows or Linux, you can read a business card (vCard, vcf). In both cases the following fields are filled with the selected values.

- **Additional**

Here, you enter additional information for the name.

- **Street**

In this field, you enter the street name of the debtor or creditor.

- **Zip**

In this field, you enter the zip code. There is no check if it is a valid zip code.

- **City**

Here, you enter the city of the customer (supplier).

- **Country**

If the customer is in another country, you must enter the country name, here. You can store often-used countries with the popup-menu right beside the input field.

- **Online-Banking**

With this popup-menu, you control whether this account is used for online-banking – or not. Only with activated option, entries will be transmitted to an online-banking program.

Online-Banking is only in the gold and platin version available (see chapter 10).

The following fields can be printed on an invoice by using variables.

- **Foreign Account**
If you like to use "MacGiro", "Bank X" or "hibiscus", the following information is necessary. All fields in this program have equivalent fields in "MacGiro", "Bank X" and "hibiscus". This field corresponds to the name of the foreign account in the appropriate online-banking program.
- **Owner**
This field corresponds to the field debtor in the online-banking program.
- **ABA**
This is the bank code number of the debtor or the receiver. A check of this value takes place by "MacGiro", "Bank X" or "hibiscus", because all bank code numbers are stored here.
- **Account no.**
Here, you enter the account number of the debtor or creditor.
- **Mandats-ID**
If you use SEPA direct debit, a mandate reference is necessary. In addition, each transaction must be marked unique. For this, you enter a value in the field "Mandats-ID". With each transaction the value will be incremented.
- **Creation date**
Here, you enter when above ID was created. Also this value can be printed with a variable.
- **Type**
Here you enter the type of debit. If this is the first direct debit, select "First debit". After a transfer to an online-banking program the value changes to "Recurring debit", automatically. The other values must be selected manually. The type can be printed via a variable.
- **Contact**
 - **Telephone**
For internal usage, you can enter a telephone number.
 - **Mobile**
Like the telephone number, you can enter a mobile phone number, too.
 - **Fax**
Here, you can enter a fax number.
 - **Mail**
If you know a mail address, you can enter it, here. The Button on the right side of this field starts your mail program and opens a new mail with the address of this field.
 - **WWW**
If the customer (or supplier) has a web page, you can enter it, here. The Button on the right side of this field starts your web browser with the page of this field.
- **Reminder**
In these fields, the time up to the next reminder step is stored. These times are the basis for the reminder list (see chapter 6.4.15).
- **Units**
With this card, you join this personal-account / user to a unit. You find more details in chapter 5.4.5.
- **Constants**
If constants are defined on the level personal-account / user, the value must be entered here.
- **Texts**
Similar to constants, the contents of the defined texts must be administered here.
- **Costs**
If there are costs, which are defined on the level "personal-account", you see them in this card. You see all already stored values after selection of one cost. Normally, these are entered when entering. Here or with a special dialog (see chapter 6.2.11), additional values can be entered.

Values, which are stored by entering can't be changed.

- **Counter**
Like costs, counters are shown in this card.
- **Prepayment**
Here, the entered prepayments for this personal-account / user are shown.

- **Documents**

With this card, you attach additional documents to this personal-account / user. The function is explained in chapter 5.4.5 in detail.

If you attach a file, only a link to the file is stored in the database, so the original file must exist furthermore. You must not move or rename the original file.

6.3.5.2 Change

To change a personal-account / user, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing it. The structure corresponds to the dialog to create a new one, but the number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

A change of the address information in a personal-account / user has no effect on printed invoices.

6.3.5.3 Copy

If you want to create a personal-account / user, which differs in only few points from an existing, this Button is helpful. Select the source, first. Then press the Button "Copy". This opens the dialog to insert a new entry. But all values, as far as they make sense, are filled.

6.3.5.4 Delete

Finally, you can delete an existing personal-account / user. Also for this, you must select an entry, first. By pressing the Button "Delete" and confirmation of the hazard check it will be deleted.

If a personal-account / user is used, it can't be deleted any more.

6.3.6 Cost center

Cost centers divide existing accounts. You get better information of your company with them. One could reach this also with the creation of new accounts, but cost center has some advantages.

The accounting is only in the gold and platin version available (see chapter 10).

6.3.6.1 Insert

After pressing "Insert", the dialog to input new cost center opens. The fields have the following meaning:

- **Cost center**

Here, you enter the cost center. You must define the digit-number in the preferences (see chapters 6.2.20) before. A later change is not possible.

- **Text**

Here, you have the possibility to enter a description.

6.3.6.2 Change

To change a cost center, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the cost center. The structure corresponds to the dialog to create a new cost center, but the number can't be changed. The Button "Insert" was replaced with "Change" and closes the dialog.

6.3.6.3 Copy

If you want to create a cost center, which differs in only few points from an existing, this Button is helpful. Select the source cost center, first. Then press the Button "Copy". This opens the dialog to insert new cost center. But all values, as far as they make sense, are filled.

6.3.6.4 Delete

Finally, you can delete an existing cost center. Also for this, you must select a cost center, first. By pressing the Button "Delete" and confirmation of the hazard check the cost center will be deleted.

If an entry with this cost center was already executed, it can't be deleted any more.

6.3.7 Objects

The object represents the highest level in the structure. In the normal case, this is a house. However, it can include also several buildings (campus). On the other side, it could be also one single unit.

6.3.7.1 Insert

After pressing "Insert", the dialog to input new objects open. The fields have the following meaning:

- **Number**
Objects are marked with a unique number.
- **Text**
Especially if several objects are managed within a client, one should enter a describing "text".
- **Constants**
If constants are defined on the level "object", the value of this constant must be entered here.
- **Texts**
Similar to constants, the contents of the defined texts must be administered here.
- **Costs**
If there are costs, which are defined on the level "object", you see them in this card. You see all already stored values after selection of one cost. Normally, these are entered when entering or with a special dialog (see chapter 6.2.11).

Values, which are stored by entering can't be changed.

- **Counter**
Like costs, counters are shown in this card. Also they can be corrected here.
- **Prepayment**
Here, the entered prepayments for this personal-account / user are shown. Also these can be corrected with the Buttons below the list.
- **Documents**
With this card, you attach additional documents to this offer. The function is explained in chapter 5.4.5 in detail.

If you attach a file, only a link to the file is stored in the database, so the original file must exist furthermore. You must not move or rename the original file.

6.3.7.2 Change

To change an object, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the object. The structure corresponds to the dialog to create a new object. The Button "Insert" was replaced with "Change" and closes the dialog.

6.3.7.3 Copy

If you want to create an object, which differs in only few points from an existing, this Button is helpful. Select the source object, first. Then press the Button "Copy". This opens the dialog to insert new objects. But all values, as far as they make sense, are filled.

With the Copy of an object, the attached units will not be copied.

6.3.7.4 Delete

Finally, you can delete an existing object. Also for this, you must select an object, first. By pressing the Button "Delete" and confirmation of the hazard check the object will be deleted.

If already a unit was assigned to an object, it can't be deleted no more.

6.3.8 Units

Units are the invoicing elements within an object. In the normal case, it will be an apartment, office or garage (of a house). Through the flexibility of this program, you are able to invoice nearly all elements.

In the list, the output can be limited to an object. This is helpful if several objects exist and one wants to work with only one object.

6.3.8.1 Insert

After pressing "Insert", the dialog to input new units open. The fields have the following meaning:

- **Number**
Units are marked with a unique number.
- **Object**
Every unit must be assigned exactly to one object.
- **Text**
In this field, one should describe the unit so that one can identify it.
- **Accounts / User**
In this card, you see all personal-accounts / user, which are joined to this unit. The assignment works like the assignment in personal-accounts / user, but here a personal-account / user must be selected.

Depending on the action, you are doing, the joining can be done in personal-account / user or units.

If a unit is empty, an assignment nevertheless must take place. In most case, you should assign it to the owner. Normally he must pay for all costs during this period.

- **Constants**
If constants are defined on the level "unit", the value of this constant must be entered here.
- **Texts**
Similar to constants, the contents of the defined texts must be administered here.
- **Costs**
If there are costs, which are defined on the level "unit", you see them in this card. You see all already stored values after selection of one cost. Normally, these are entered when entering or with a special dialog (see chapter 6.2.11).

Values, which are stored by entering can't be changed.

- **Counter**
Like costs, counters are shown in this card. Also they can be corrected here.
- **Prepayment**
Here, the entered prepayments for this personal-account / user are shown. Also these can be corrected with the Buttons below the list.
- **Documents**
With this card, you attach additional documents to this offer. The function is explained in chapter 5.4.5 in detail.

If you attach a file, only a link to the file is stored in the database, so the original file must exist furthermore. You must not move or rename the original file.

6.3.8.2 Change

To change a unit, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the unit. The structure corresponds to the dialog to create a new unit. The Button "Insert" was replaced with "Change" and closes the dialog.

6.3.8.3 Copy

If you want to create a unit, which differs in only few points from an existing, this Button is helpful. Select the source unit, first. Then press the Button "Copy". This opens the dialog to insert new units. But all values, as far as they make sense, are filled.

With the Copy of a unit, the attached personal-accounts / user will not be copied.

6.3.8.4 Delete

Finally, you can delete an existing unit. Also for this, you must select a unit, first. By pressing the Button "Delete" and confirmation of the hazard check the unit will be deleted.

6.3.9 Constants

With constants, fix values for objects, units and personal-accounts / users are stored. These can be used for distribution keys. An example is the proportional floor area. The total-surface is entered in the object. The individual size in the unit. In the distribution key, a formula with both constants can be used.

6.3.9.1 Insert

After pressing "Insert", the dialog to input new constants open. The fields have the following meaning:

- **Name**
All sources (constants, texts, costs...) of a client are labeled with a six-digit unique name. Beside numbers, this can contain also letters. This name is required for the identification while printing and within the distribution keys.
- **Level**
A constant is always assigned exactly to one level (object, unit and personal-account / user). It appears in this level in the corresponding card. There, the value of this constant is administered.
- **Unit**
The here-entered text is shown while entering the value.
- **Default**
This is the default value. You should change it in the corresponding elements.
- **Text**
In this field, one should describe the constant.

A new constant must be filled on the corresponding level with values.

6.3.9.2 Change

To change a constant, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the constant. The structure corresponds to the dialog to create a new constant. The Button "Insert" was replaced with "Change" and closes the dialog.

If you change the level, you delete all existing values for this constant.

When you change the default value, you are able to update this value in all elements. Only elements with the old value will be changed. Entries with other values remain unchanged.

6.3.9.3 Copy

If you want to create a constant, which differs in only few points from an existing, this Button is helpful. Select the source constant, first. Then press the Button "Copy". This opens the dialog to insert new constants. But all values, as far as they make sense, are filled.

A new constant must be filled on the corresponding level with values.

6.3.9.4 Delete

Finally, you can delete an existing constant. Also for this, you must select a constant, first. By pressing the Button "Delete" and confirmation of the hazard check the constant will be deleted.

If a constant is deleted, all stored values will be deleted, too.

6.3.10 Texts

Texts work like constants. Here, however, no values for the calculation are stored. They are rather used in texts (distribution keys, layout) to print individual values.

6.3.10.1 Insert

After pressing "Insert", the dialog to input new texts open. The fields have the following meaning:

- **Name**
All sources (constants, texts, costs...) of a client are labeled with a six-digit unique name. Beside numbers, this can contain also letters. This name is required for the identification while printing and within the distribution keys.
- **Level**
A text is always assigned exactly to one level (object, unit and personal-account / user). It appears in this level in the corresponding card. There, the value of this text is administered.
- **Default**
This is the default value. You should change it in the corresponding elements.
- **Text**
In this field, one should describe the text.

A new text must be filled on the corresponding level with values.

6.3.10.2 Change

To change a text, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the text. The structure corresponds to the dialog to create a new text. The Button "Insert" was replaced with "Change" and closes the dialog.

If you change the level, you delete all existing values for this constant.

When you change the default value, you are able to update this value in all elements. Only elements with the old value will be changed. Entries with other values remain unchanged.

6.3.10.3 Copy

If you want to create a text, which differs in only few points from an existing, this Button is helpful. Select the source text, first. Then press the Button "Copy". This opens the dialog to insert new texts. But all values, as far as they make sense, are filled.

A new text must be filled on the corresponding level with values.

6.3.10.4 Delete

Finally, you can delete an existing text. Also for this, you must select a text, first. By pressing the Button "Delete" and confirmation of the hazard check the text will be deleted.

If a text is deleted, all stored values will be deleted, too.

6.3.11 Costs

Hereby, the costs within the accounting period are stored. Also a period, the volume and the amount are stored. With this information an exact distribution of the costs to the users is possible.

6.3.11.1 Insert

After pressing "Insert", the dialog to input new costs opens. The fields have the following meaning:

- **Name**
All sources (constants, texts, costs...) of a client are labeled with a six-digit unique name. Beside numbers, this can contain also letters. This name is required for the identification while entering and within the distribution keys.

- **Level**

A cost is always assigned exactly to one level (object, unit and personal-account / user). It appears in this level in the corresponding card. Cost values are stored while entering and can be corrected here.

- **Unit**

The here-entered text is shown while entering the value.

- **Text**

In this field, one should describe the cost.

6.3.11.2 Change

To change a cost, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the cost. The structure corresponds to the dialog to create a new cost. The Button "Insert" was replaced with "Change" and closes the dialog.

If you change the level, you delete all existing values for this cost.

6.3.11.3 Copy

If you want to create a cost, which differs in only few points from an existing, this Button is helpful. Select the source cost, first. Then press the Button "Copy". This opens the dialog to insert new costs. But all values, as far as they make sense, are filled.

6.3.11.4 Delete

Finally, you can delete an existing cost. Also for this, you must select a cost, first. By pressing the Button "Delete" and confirmation of the hazard check the cost will be deleted.

If a cost is deleted, all stored values will be deleted, too.

6.3.12 Counter

Counters behave like costs. With these not a period and amount is stored. Here a date and an amount are used. The consumption results from to succeeding entries. An example for a counter is the water-counter.

6.3.12.1 Insert

After pressing "Insert", the dialog to input new counter opens. The fields have the following meaning:

- **Name**

All sources (constants, texts, costs...) of a client are labeled with a six-digit unique name. Beside numbers, this can contain also letters. This name is required for the identification while entering and within the distribution keys.

- **Level**

A counter is always assigned exactly to one level (object, unit and personal-account / user). It appears in this level in the corresponding card. Counter values are stored while entering and can be corrected in this card.

- **Unit**

The here-entered text is shown while entering the value.

- **Text**

In this field, one should describe the counter.

6.3.12.2 Change

To change a counter, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the counter. The structure corresponds to the dialog to create a new counter. The Button "Insert" was replaced with "Change" and closes the dialog.

If you change the level, you delete all existing values for this counter.

6.3.12.3 Copy

If you want to create a counter, which differs in only few points from an existing, this Button is helpful. Select the source counter, first. Then press the Button "Copy". This opens the dialog to insert new counters. But all values, as far as they make sense, are filled.

6.3.12.4 Delete

Finally, you can delete an existing counter. Also for this, you must select a counter, first. By pressing the Button "Delete" and confirmation of the hazard check the counter will be deleted.

If a counter is deleted, all stored values will be deleted, too.

6.3.13 Prepayment

This source-type is used for saving of prepayments. In contrast to the above ones, only an amount and a date are stored here. The monthly partial payments are a good example for prepayments.

6.3.13.1 Insert

After pressing "Insert", the dialog to input new prepayments open. The fields have the following meaning:

- **Name**
All sources (constants, texts, costs...) of a client are labeled with a six-digit unique name. Beside numbers, this can contain also letters. This name is required for the identification while entering and within the distribution keys.
- **Level**
A prepayment is always assigned exactly to one level (object, unit and personal-account / user). It appears in this level in the corresponding card. Prepayments values are stored while entering and can be corrected in this card.
- **Text**
In this field, one should describe the prepayment.

Prepayments are revenues – no costs and are calculated accordingly.

6.3.13.2 Change

To change a prepayment, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the prepayment. The structure corresponds to the dialog to create a new prepayment. The Button "Insert" was replaced with "Change" and closes the dialog.

If you change the level, you delete all existing values for this prepayment.

6.3.13.3 Copy

If you want to create a prepayment, which differs in only few points from an existing, this Button is helpful. Select the source prepayment, first. Then press the Button "Copy". This opens the dialog to insert new prepayments. But all values, as far as they make sense, are filled.

6.3.13.4 Delete

Finally, you can delete an existing prepayment. Also for this, you must select a prepayment, first. By pressing the Button "Delete" and confirmation of the hazard check the prepayment will be deleted.

If a prepayment is deleted, all stored values will be deleted, too.

6.3.14 Functions

In the distribution keys (see chapter 6.3.15) formulas are used to calculate the values. For complex calculations, it may be useful to put parts into a function. Instead of entering the formula several times, you can use the function.

6.3.14.1 Insert

After pressing "Insert", the dialog to input new functions open. The fields have the following meaning:

- **Name**
All sources (constants, texts, costs...) of a client are labeled with a six-digit unique name. Beside numbers, this can contain also letters. This name is required for the identification while using the distribution keys.
- **Formula**
Here you enter the formula. The structure corresponds to a formula within distribution keys.
- **Text**
In this field, one should describe the function.

6.3.14.2 Change

To change a function, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the function. The structure corresponds to the dialog to create a new function. The Button "Insert" was replaced with "Change" and closes the dialog.

6.3.14.3 Copy

If you want to create a function, which differs in only few points from an existing, this Button is helpful. Select the source function, first. Then press the Button "Copy". This opens the dialog to insert new function. But all values, as far as they make sense, are filled.

6.3.14.4 Delete

Finally, you can delete an existing function. Also for this, you must select a function, first. By pressing the Button "Delete" and confirmation of the hazard check the function will be deleted.

6.3.15 Distribution keys

Every invoice must contain at least one distribution key. One can compare this a little bit with an article on an invoice. For the calculation, a formula and above sources (constants, costs, counters...) are used. Also some additional information must be saved. The definition of distribution keys is described in chapter 5.4.15 in detail.

6.3.15.1 Insert

After pressing "Insert", the dialog to input new distribution keys opens. The fields have the following meaning:

- **Text**
This text is printed in the invoice for this distribution key. For individualization, variables can be integrated into the text. These includes of the above-defined sources. All available variables are shown with the popup menu on the right side. After selection of a variable, it is inserted into the text.
- **Standard distribution keys**
With this Button, you store standard distribution keys. These can be inserted at any time into the dialog, again. There are three functions for the administration available.

For an easy creation of distribution keys, you should use standard distribution keys.

The included examples contain useful distribution keys.

- **Add**
All entries of the dialog are stored.
- **Delete...**
With activation of this function, a new window opens. Here, you see all stored distribution keys. With marking a standard distribution key and pressing "Delete" it will be removed.

- **Insert**
Below the above both functions in the popup-menu, you see all stored standard distribution keys. You see here the text of the field "Comment". You use one of these keys by selecting it.
- **Position**
 - **Unit**
With the calculation, the unit may change from the source one. Therefore, you must enter here a unit for the output on the invoice.
 - **Decimal digits**
With this field, you enter the number of digital digits on the invoice.
 - **Total**
Here, the total of the invoicing source is calculated. For this, you can enter a formula and all defined sources.
 - **Percent**
In contrast to above line, the volume, that the user of the unit used, becomes calculated here.
- **Amount**
 - **Amount (Total)**
Here, the calculation of the total price takes place.
 - **Amount (Percent)**
In this line, the paying amount is calculated.
 - **Tax key (net invoice)**
For net invoices, a tax key must be entered. Depending on the setting in the personal-account / user a net or gross invoice will be created.
- **Enter (Net) / Enter (Gross)**
Depending on the personal-account / user (see chapter 6.3.5), a net or gross invoice must be created. Because one distribution key can be used for both types, you must enter the accounts twice (only gold and platin version).
- **Comment**
Here, internal notes about this distribution key can be saved.

6.3.15.2 Change

To change a distribution key, you must select it in the list with the mouse. Then the Button "Change" gets active. By pressing this Button or a double click on a line in the list, the dialog opens for changing the distribution key. The structure corresponds to the dialog to create a new distribution key. The Button "Insert" was replaced with "Change" and closes the dialog.

6.3.15.3 Copy

If you want to create a distribution key, which differs in only few points from an existing, this Button is helpful. Select the source distribution key, first. Then press the Button "Copy". This opens the dialog to insert new distribution key. But all values, as far as they make sense, are filled.

6.3.15.4 Delete

Finally, you can delete an existing distribution key. Also for this, you must select a distribution key, first. By pressing the Button "Delete" and confirmation of the hazard check the distribution key will be deleted.

6.4 Reports

Under "Reports", you find many ways to show your data. Depending on the chosen report, different calculations must be done. If you want to work, while the calculation is done, you can use background processes. Because the management of background processes needs, nevertheless, additional time, the creation lasts all together slightly longer. You can switch the usage on and switch off in the preferences (see chapter 6.2.20). If several lists are open, all reports must be updated. With activated background processes, you are able to work on, while the computer updates the reports.

The representation of the lists can be adapted individually. In the preferences (see chapter 6.2.20) under "Output" are various settings. For example, you can set the font and size for the lists on the screen and printer. And you can hide columns without interesting information for you.

For the acceleration of the output a self-learning algorithm is used. It learns with every calculated report. Changes of the data (e.g. entries) force a partial relearning. By reorganizing the data (see chapter 6.1.9) this algorithm will be reseted. The next calculation of reports lasts a little bit longer.

6.4.1 Journal

In this window, you see all entries (only gold and platin version) of the actual client. The entries are shown in the same order, as you entered them. If a tax key was entered with an entry, two lines are shown. The first line contains the net entry, the second one the tax entry. To recognize cancelled entries, they get the word "Cancellation:" before the original text. The remaining columns correspond to those in the entry dialog.

The accounting is only in the gold and platin version available (see chapter 10).

Entries shown in blue can be deleted with the menu point "Undo". You delete always the last entry. Maybe it is easier to create a cancellation entry (see chapter 6.2.9).

In the upper part of the list, you enter the period, which should be shown. The start time can be before the actual period. In this case, the entries before the actual period are shown in gray and can't be cancelled.

With the setting "Hide cancelled entries", you can suppress all cancelled entries in the list. The list thereby becomes, especially with many corrections, more clear. The hiding works only, if you cancel all entries with the functions of this program. If you created a cancellation entry by hand, this is not recognized by the program. Also with imported entries it is not possible to hide cancelled entries correct. To fulfill the legal requirements (§239 [3] HGB), a shortened list can't be exported (also PDF). While printing, a watermark with a notice will be added.

6.4.2 One account

Here, you create a list with all entries (only gold and platin version) of a single account in the chosen period. In the field "Old:", you see the amount in the beginning and in the field "New:" at the end of the period. Because you see not always that the entry has a tax part, the column "Tax" exists.

The accounting is only in the gold and platin version available (see chapter 10).

In the upper part of the list you enter the period, which should be shown. With the setting "Hide cancelled entries", you can suppress all cancelled entries in the list. The list thereby becomes, especially with many corrections, more clear. The hiding works only, if you cancel all entries with the functions of this program. If you created a cancellation entry by hand, this is not recognized by the program as a cancellation entry. Also with imported entries it is not possible to hide cancelled entries correct. To fulfill the legal requirements (§239 [3] HGB), a shortened list can't be exported (also PDF). While printing, a watermark with a notice will be added.

6.4.3 Account overview

In the account overview, you see all accounts and the matching entries.

The accounting is only in the gold and platin version available (see chapter 10).

With the setting "Hide cancelled entries", you can suppress all cancelled entries in the list. The list thereby becomes, especially with many corrections, more clear. The hiding works only, if you cancel all entries with the functions of this program. If you created a cancellation entry by hand, this is not recognized by the program as a cancellation entry. Also with imported entries it is not possible to hide cancelled correct. To fulfill the legal requirements (§239 [3] HGB), a shortened list can't be exported (also PDF). While printing, a watermark with a notice will be added.

In the lower part of the dialog, there are two Buttons with additional functions. With these, you can fade in all entries ("+"), or fade them out ("-").

6.4.4 Costs

Use this list to get a quick overview of all costs in the selected period. Bold lines show the cost position, the period, the quantity and amount. The period covers the whole period of all entries. The quantity and amount is the sum of the entries.

In the lower part of the dialog, there are two Buttons with additional functions. With these, you can fade in all entries ("+"), or fade them out ("-").

6.4.5 Counter

Use this list to get a quick overview of all the counters in the selected period. Bold lines show the counter position, the date, state and amount. The date is the last entry for the corresponding counter. The state is the largest value and the amount is the sum of entries.

In the lower part of the dialog, there are two Buttons with additional functions. With these, you can fade in all entries ("+"), or fade them out ("-").

6.4.6 Prepayments

Use this list to get a quick overview of all prepayments in the selected period. Bold lines show the prepayments, the period and amount. The period covers the whole period of all entries. The amount is the sum of the entries.

In the lower part of the dialog, there are two Buttons with additional functions. With these, you can fade in all entries ("+"), or fade them out ("-").

6.4.7 Profit + Loss

"Profit + loss" shows the balances of all profit and loss accounts, without the entries, in the selected period. All accounts, which were not used in the selected period, are not shown in this report. At the end of the list, you see a calculation of the profit or loss in the selected period. If available, the results of the previous year are shown, in an own column.

The accounting is only in the gold and platin version available (see chapter 10).

6.4.8 Balance list

This report creates a balance list of all impersonal-accounts. In the column "Old", you see the amount at the beginning, in "New" the amount at the end of the period. The columns "Debit" and "Credit" shows the actual amounts of the selected period. Only accounts, which contain in at least one column a value unequal to zero are shown.

The accounting is only in the gold and platin version available (see chapter 10).

6.4.9 Personal-Accounts

This report shows all entries (items) for the given personal-account in the selected period.

The accounting is only in the gold and platin version available (see chapter 10).

6.4.10 Open items

In this report all unpaid invoices are shown. In the column "Age", you see the difference (days) between reference date and actual date. If, for an item an online-banking was done, you see it in the column "Online".

The accounting is only in the gold and platin version available (see chapter 10).

6.4.11 Open item sheet

This report shows all unpaid invoices of the selected personal-accounts and period.

The accounting is only in the gold and platin version available (see chapter 10).

6.4.12 Cost center

Here, you see all entries of an account and a cost center in the actual period. This report can be done only for revenue and expense accounts.

The accounting is only in the gold and platin version available (see chapter 10).

6.4.13 Cost center

These reports show an overview of accounts and cost centers.

The accounting is only in the gold and platin version available (see chapter 10).

6.4.13.1 By Accounts

This report sorts the list by accounts. For every account and cost centers the amounts are shown.

6.4.13.2 By Cost center

This report sorts the list by cost center. For every account and cost centers the amounts are shown.

6.4.14 Structure of objects

This list gives an overview over all objects and users during a certain period. This list is a good starting point to check the actual situation within an object. To change values, you can select an entry and start the corresponding changing dialog.

6.4.15 Reminder list

This list shows all invoices where the date of payment is over. The base for this list is the change date of the reminder state. The duration of each period comes from the used personal-account / user. In the upper area, you can select a period and the reminder states you want to see.

You see in the reminder list only the invoices, which are created from the invoice.

If you want to print a reminder, you must set the state within the invoice to it.

6.5 Window

In this menu point, you see all open windows. You can simply select one from this menu. This is very helpful if many windows are open. In addition, you find the standard functions of the operating system for the management (Minimize, maximizing, arranging ...) of windows.

6.6 Status window

During the program start, the status window is automatically opened. It always shows you the actual client and period. With divergent accounting period, the period extends two years. Therefore, both years are shown.

In addition, different Buttons are available, here. With it, you can start important functions (change client / period, enter...) fast. You see the function of each Button, if you remain some seconds with the cursor over the Button. Not always make all Buttons sense. In this case, you can hide single Buttons. To do this, you click with the right mouse key (OS X: Ctrl click) on an active Button or on the text area. Then a context menu opens. Here, you can fade each Button in and out.

Because the status window is always active, there is no menu entry.

If you switch to another program, the status window disappears. After change to "Mac-NeKo" ("Win-NeKo") it becomes active again.

Under Linux the status window remains always active and contains the menu.

Single Buttons can be faded in and out with the context menu.

6.7 Other

Depending upon the operating system, you find the following menu points in:

- "Mac-NeKo"-Menu (OS X)
- Help (OS X / Linux)
- "?"-Menu (Windows)

Not all menus are on all operating systems available.

6.7.1 About Mac-NeKo / Win-NeKo / Lin-NeKo

This point opens a dialog with the following information:

- Version number
- With unregistered version, the remaining time for testing the program.
- With registered version, the name, to which the program is registered.

6.7.2 Registration

In this dialog, you enter the registration information. After payment, you get a Mail, which contains two values (see chapter 10). You must enter these two values in this dialog. For details see chapter 5.2.3.

Please check that there is no error (Capitalization).

6.7.3 Change Password

You find more information about the management of passwords in chapter 5.3.2.

6.7.4 Mac-NeKo / Win-NeKo / Lin-NeKo Help

With the point ("Help"), you start the online manual. This contains the complete manual, like the one in the Adobe Acrobat file (PDF) format.

6.7.5 MC Richter GbR on the Web

Hereby, you start the standard web browser with the web page of [MC Richter GbR](#). There, you find more information about "Mac-NeKo", "Win-NeKo", "Lin-NeKo" and the other products [MC Richter GbR](#).

6.7.6 Mail to MC Richter GbR

With this point, you open a new [mail](#) to MC Richter GbR in your standard mail program.

6.7.7 Forum of MC Richter GbR

In this [forum](#), you find additional information about our products. It is only in German language available.

6.7.8 Mac-NeKo / Win-NeKo / Lin-NeKo on the Web

Here, you start the standard web browser with the web page of "Mac-NeKo" ("Win-NeKo", "Lin-NeKo"). There, you find more information about "Mac-NeKo", "Win-NeKo", "Lin-NeKo" and the other products of [MC Richter GbR](#).

6.7.9 Info about Payment

With this menu item, you go to our website with current information for payment.

6.7.10 Check for Updates

If you deactivated the automatic update, you can start it here by hand.

7 Carefree

Just for beginners the subject of this program is often very difficult. This program offers you very much support. Nevertheless, these electronic assistants can't replace a personal support. You find more information about our carefree service on our [homepage](#).

This service is only in German language available.

8 Files

This program is available for OS X, Windows and Linux. Resulting from this, not all of the following files are necessary. Some files, like the user guide, are in German and English language available.

- **Mac-NeKo X.app / Win-NeKo.exe / Lin-NeKo.app**
This file contains the program for the corresponding operation system.
- **Win-NeKo Libs / Lin-NeKo.app Libs**
This folder contains additional libraries for "Win-NeKo" and "Lin-NeKo".
- **Resources**
This folder contains language information for "Win-NeKo" and "Lin-NeKo".
- **User guide.pdf / Handbuch.pdf**
This file contains the user guide as Adobe Portable Document File (PDF). It can be read and printed for example with the program "Adobe Acrobat Reader". It is not necessary for the program execution.
- **Objects.rsd / Objekte.rsd**
This is the name of the database, which is suggested in the file dialog. You can move this file into every other folder. After moving the file and starting the program, you are asked for the current folder. The same applies, if you change the name of the database.

If you use "Mac-NeKo", "Win-NeKo" or "Lin-NeKo" on different computers, you must copy this file to the other computer. Please pay attention to use always the actual version of the file.

The database can be used by "Mac-NeKo", "Win-NeKo" and "Lin-NeKo" without conversation.

- **Mac-NeKo (Pref.) / Win-NeKo.ini / Lin-NeKo.ini**
The file "Mac-NeKo (Pref.)" is used by OS X. It is placed in the so-called Preference folder. Alternatively it can be put into the program folder. On Windows it ("Win-NeKo.ini") is placed in the Windows directory, or in the user directory. This depends on the used version of the operating system. Linux stores this file ("Lin-NeKo.ini") in the user directory. If the file was deleted, you are asked, during the next program start, for the path of the database file. Thereby no data are lost.
- **MacNeKoLog.txt / WinNeKoLog.txt / LinNeKoLog.txt**
This file is created during each program start in the same folder as "Mac-NeKo (Pref.)" / "Win-NeKo.ini" / "Lin-NeKo.ini". It contains information for debugging and will be recreated by every program start. If an error occurs, I can read important information from this file. This information is stored by system-tools, too.
- **Mac-NeKo (Sema).txt / Win-NeKo (Sema).txt / Lin-NeKo (Sema).txt**
This file is only necessary, if you use this program on several computers. You find more information in chapter 4.3.2.
- **Help.vv / Hilfe.vv**
This file contains the online manual. If the file doesn't exist, this manual can't be used

9 Versions

In the last versions the following important functions were implemented:

- **Version 0.9**
 - **Beta version**
First, official beta version
- **Version 0.9.1**
 - **Costs, Counter, Prepayments**
There are new reports for costs, counter and prepayments.
 - **Wizard**
With a new wizard you are able to enter the basic elements of your object.
 - **Export and import of the layout**
The layout can be exported and imported, now. This gives you the chance to copy the layout to another client or operating system.
 - **Printing from Linux**
The error in the libraries to print from Linux was corrected by the producer. Consequently, the standard-functions can now be used for printing also under Linux. However, the integrated alternatives (CUPS, PDF) still remain available.
- **Version 0.9.2**
 - **Cost center reports with amount of last year**
In the report of cost center, the amounts of the last year are shown – if available.
 - **Error-logging additionally with system-tools**
Additionally of logging errors into an independent file, these are stored with the system-tools.
 - **Cost center with up to 9 digits**
Cost center can now be up to 9 digits.
 - **Accounts without leading zeros**
While entering or importing (e.g. Excel) accounts, you don't need to enter a leading zero.
 - **Adaption to Ubuntu 11.04 and similar distributions**
For the correct display in Ubuntu 11.04 with Unity or Gnome 3, adaptations were necessary.
 - **Entry of date without a point**
The date can be entered in the form <ttmmjjjj>.
- **Version 12**
 - **First official version**
After one year of beta, this is the first official version.
- **Version 12.1**
 - **Additional variables and functions**
The available variables (e.g. object) while printing has been enhanced. Also functions can be used.
 - **Interface to hibiscus improved**
Hibiscus can now run on a second computer. Also, the port can be changed. For example if a web-server is running
 - **Output of invoices optimized**
To view the bills now no longer the creation date, but the billing period is used.
 - **Mixed objects**
For invoicing of mixed objects, you must enter the net and gross amount.
- **Version 13**
 - **Signature**
Mac HaBu has a signature. So that it can be started without using the context menu.
 - **Optimizing of versions**
We devised this application into four versions. This gives more flexibility for registration.
- **Version 13.1**
 - **Cell correction while importing**
If there are wrong values in the import, you are able to correct them.

- **Cocoa**

"Mac-NeKo" is now a Cocoa application. This gives you some additional features.

- **Drawer**

Because Cocoa does not support Drawer, all such dialogs have been changed. For details, see the corresponding function.

- **Version 14**

- **SEPA**

Die interface to the online-banking programs was adapted to SEPA.

- **SEPA-Debit**

To enter a SEPA direct debit, some additional information are necessary. These can now be managed in the personal account of the customer.

- **Functions**

To simplify the calculations, functions can be used.

- **Reset Counter**

E.g. heating counter must be reseted every year. With this new option, you are able to reset a counter in this program.

10 Payment / Registration

This software is Shareware. It may be copied and used by everyone. However, copy always the original version, together with this user guide.

You can use this program 60 days without registration. Without registration the access to the database is locked after this period. Only with the registration, the access will be unlocked. Thereby no data are lost. The registration allows you to use "Mac-NeKo", "Win-NeKo" and "Lin-NeKo" for an unlimited time on all operating systems. During the test phase, you can use the complete program, without to the export functions. These are limited to about 10 entries.

10.1 Prices

This program is offered in several versions. The reason is that nobody should pay for functions he does not need. The following table shows the differences:

Function	Bronze	Silver	Gold	Platin
Several objects	X	X	X	X
Several units	X	X	X	X
Several users	X	X	X	X
Several clients		X	X	X
Accounting			X	X
Database-server				X
Price (including VAT)	20,00 €	40,00 €	80,00 €	150,00 €

Table 4: Versions

If you switch to another operating system, no new registration is necessary.

The costs for the database-server are not included in the registration. Please read the notes in the chapter 4.3.1.

The license for the database-server includes the local version.

With a database-server, a mixed usage of the clients is possible.

With **Upgrades** in a higher category the following prices are valid:

- 30 Euro (incl. VAT) for the upgrade of bronze on silver.
- 50 Euro (incl. VAT) for the upgrade of silver on gold.
- 70 Euro (incl. VAT) for the upgrade of bronze on gold.
- 140 Euro (incl. VAT) for the upgrade of bronze on platin.
- 120 Euro (incl. VAT) for the upgrade of silver on platin.
- 80 Euro (incl. VAT) for the upgrade of gold on platin.

Up to few exceptions, all updates from older versions are free.

10.2 Payment

You can pay the registration fee with the shop from Kagi:

http://store.kagi.com/cgi-bin/store.cgi?storeID=C7_LIVE&&lang=en

or with a bank transfer to our account:

Volksbank Darmstadt Kreis Bergstraße eG
 Inhaber: Claudia und Manfred Richter
 Konto-Nr.: 51116704
 BLZ: 508 900 00
 BIC: GENODEF1VBD
 IBAN: DE58508900000051116704
 Ort: 64283 Darmstadt

After reception of the money, I send you a mail (or letter) with the code for the registration.

The description on a bank transfer is often truncated. Address information, written there, is often incomplete.

Please note, that I don't make this job as a full-time job. Normally the registration should be within some days in your mailbox. Due to temporal bottlenecks (travel, vacation...) of mine it may take sometimes a little bit longer.

10.3 Contact

If you have suggestions for this program, any errors found or other questions, please contact us.

Our address:

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Manfred und Claudia Richter
Wilhelmstraße 189c
D-64625 Bensheim
- Germany –
Phone: +49(6251)1039967
Fax: +49(1803)622229 10328 (0,09 €/Min, Stand 20.09.2011)
E-Mail: info@mcrichter.de
WWW: <http://www.mcrichter.de>