

zero-Accounting

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Manual

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<b>1</b>	<b>Overview</b>	<b>7</b>
<b>2</b>	<b>Installation</b>	<b>9</b>
<b>3</b>	<b>The user interface</b>	<b>13</b>
3.1	Main window . . . . .	13
3.2	Information windows . . . . .	13
3.3	Project tree . . . . .	17
3.3.1	New entries . . . . .	18
3.3.2	Delete entries . . . . .	18
3.3.3	Move entries . . . . .	19
3.3.4	Copy information to other applications . . . . .	19
3.3.5	Entries search . . . . .	19
3.4	Formulars . . . . .	19
3.5	First steps . . . . .	20
3.5.1	Create a new project . . . . .	20
3.5.2	Revise chart of accounts . . . . .	20
3.5.3	Create folder for receipts . . . . .	21
3.5.3.1	The name of the directory . . . . .	22
3.5.4	Create booking group . . . . .	22
3.5.5	Opening Entries . . . . .	22
3.5.6	Set parameters . . . . .	23
3.6	Special input . . . . .	24
3.6.1	Enter a date . . . . .	24
3.6.2	Enter an amount . . . . .	24
<b>4</b>	<b>Project file</b>	<b>25</b>
4.1	Project Settings . . . . .	25
4.2	Accounts folder . . . . .	26
4.2.1	Project tree entry „Account“ . . . . .	26
4.2.2	Reports . . . . .	27
4.2.2.1	Report: Overview chart of accounts . . . . .	27
4.2.2.2	Report: Accounts Used . . . . .	27
4.2.2.3	Report: Balance List . . . . .	28
4.3	Bookings folder . . . . .	28
4.4	Reports . . . . .	29
4.5	Template . . . . .	29
4.5.1	Booking with account balances . . . . .	30
4.6	Classification . . . . .	30
<b>5</b>	<b>Receipts</b>	<b>33</b>
5.1	Scan receipts . . . . .	33

5.2	Show receipts . . . . .	34
5.2.1	Show „Unassigned documents“ . . . . .	34
<b>6</b>	<b>Booking</b>	<b>35</b>
6.1	To create a new booking . . . . .	35
6.1.1	Creation of booking group . . . . .	35
6.1.2	Create a new booking . . . . .	35
6.1.3	Booking with templates . . . . .	37
6.1.3.1	Set up templates. . . . .	37
6.1.3.2	Use a template . . . . .	37
6.2	Recommended procedure for booking . . . . .	37
6.2.1	Preparation for Booking . . . . .	37
6.2.2	Execution of a booking . . . . .	38
6.2.3	Check . . . . .	38
6.2.4	Accepting a booking. . . . .	38
6.3	Additional function . . . . .	39
6.3.1	Taking over document number from document filenames . . . . .	39
6.4	Shortcuts . . . . .	39
<b>7</b>	<b>Balance sheet</b>	<b>41</b>
7.1	Creating a balance sheet . . . . .	41
<b>8</b>	<b>Special bookings</b>	<b>43</b>
8.1	Booking of sales tax . . . . .	43
8.1.1	Taxable person liable for tax payment at the time of supply . . . . .	43
8.1.2	taxable person liable for tax payment at the time of receipt . . . . .	45
8.2	Input Tax . . . . .	47
8.3	Granted discount . . . . .	47
8.4	Booking an invoice with multiple items. . . . .	49
<b>9</b>	<b>Advanced functions for booking</b>	<b>51</b>
9.1	Subordinate bookings . . . . .	51
9.1.1	Copy data from parent booking . . . . .	51
9.1.2	The symbol '\$\$' in a booking text. . . . .	52
9.2	Booking as a cancellation booking. . . . .	52
9.3	Batch booking . . . . .	53
9.3.1	What is a booking stack? . . . . .	53
9.3.2	Procedure for using booking stacks . . . . .	54
9.3.3	Editing transactions of an old journal entry . . . . .	55
9.4	Rules . . . . .	56
9.4.1	Rules for booking groups. . . . .	56
9.4.1.1	Rule folder for booking groups . . . . .	56
9.4.1.2	Restricted date range. . . . .	56
9.4.1.3	Exclude account . . . . .	57
9.4.1.4	Take over debit/credit account . . . . .	57

9.4.2	Rules for accounts . . . . .	58
9.4.2.1	Folder rule account . . . . .	58
9.4.2.2	If used as debit account... . . . .	58
9.4.2.3	If used as credit account . . . . .	58
9.4.2.4	If used as split account... . . . .	58
9.5	Formula . . . . .	59
9.5.1	Special characters . . . . .	59
9.5.1.1	B . . . . .	59
9.5.1.2	Sum . . . . .	60
9.5.1.3	SumH . . . . .	60
9.5.1.4	SumS . . . . .	60
9.5.1.5	\$ . . . . .	60
9.5.1.6	Rounding up and down . . . . .	60
<b>10</b>	<b>Docking windows</b>	<b>63</b>
10.1	Account Info . . . . .	63
10.2	Transaction-dependent accounts . . . . .	63
10.3	Template . . . . .	63
10.3.1	Work effectively with the template window . . . . .	63
10.4	Open items . . . . .	64
10.5	Document view . . . . .	64
10.5.1	Markups in the document view . . . . .	64
10.6	Document list . . . . .	65
10.7	Overview Accounts . . . . .	65
10.8	Overview Bookings . . . . .	66
10.9	Bookings to account . . . . .	67
10.10	Messages . . . . .	68
10.11	Monthly overview . . . . .	68
10.12	Chart . . . . .	68
10.12.1	Compare charts . . . . .	69
10.13	Automatically refresh information window . . . . .	69
<b>11</b>	<b>Create reports</b>	<b>71</b>
11.1	Create a new report . . . . .	71
11.2	Account evaluation . . . . .	71
11.3	Account Total . . . . .	73
11.4	Report text . . . . .	74
11.4.1	Formula of the reports . . . . .	74
11.4.2	Example . . . . .	74
11.4.3	Account balances within a formula . . . . .	74
11.4.4	Format inputs . . . . .	75
11.5	Journal / Bookings on one account . . . . .	75
11.5.1	Account Journal . . . . .	75
11.6	Additional information in reports . . . . .	77
11.6.1	Header/Footer . . . . .	77

11.6.2 Information from the classification . . . . .	77
11.6.2.1 Example . . . . .	78
11.7 Preview . . . . .	78
11.8 Report of the accounts of the chart of accounts . . . . .	79
11.9 Print preview . . . . .	79
11.10 Additional reports . . . . .	79
11.10.1 Save all bank statements as a text file . . . . .	79
<b>12 Estimate</b>	<b>81</b>
12.1 . . . . .	81
12.2 Estimate bookings . . . . .	82
12.3 Tweaking . . . . .	82
12.3.1 Carry over value from previous year . . . . .	82
12.3.2 Value from the last booking month . . . . .	82
12.3.3 Use a fixed value . . . . .	82
12.3.4 trend . . . . .	83
<b>13 Export and import</b>	<b>85</b>
13.1 Export bookings . . . . .	85
13.1.1 Export . . . . .	85
13.1.2 Editing Export Fields . . . . .	85
13.1.3 Filter bookings . . . . .	85
13.2 Import bookings . . . . .	86
13.3 Chart of accounts . . . . .	86
13.4 Transfer to DATEV-kanzlei-Rechnungswesen pro . . . . .	86
13.4.1 Export settings . . . . .	86
13.4.2 Data transfer . . . . .	87
<b>14 Storage format XML or binary</b>	<b>95</b>

Bookkeeping is meant to provide a quick overview of the financial situation. However, there are different perspectives on the financial situation. Bookkeeping is often done by a tax consultant who looks at the financial situation from a tax perspective. They typically use a DATEV chart of accounts and focus on tax-related aspects. This is certainly an important function since tax laws are complex and constantly changing. There is always a certain degree of interpretation involved in financial flows, which can only be optimally assessed by an expert, i.e., a tax consultant.

A business owner who maintains accounting records wants to ask other questions related to accounting, such as:

- What are the costs caused through?
- Which division yields most profit?
- Which customer brings about most sales volume?
- Which customer has still liabilities and how much are these?

The zero accounting system has been developed from the user's perspective rather than that of a tax consultant. Of course, all aspects of proper accounting are taken into account, but the emphasis is on simple, efficient operation and quick overview creation. The bookings can be exported for the tax consultant, who can then import the entire bookkeeping quickly into his DATEV system and provide proper advice. Thus, zero accounting combines the advantages of individual bookkeeping with those of the DATEV system.

The chart of accounts can be customized as needed. You can expand it at any time, even if there have already been bookings. The chart of accounts is structured hierarchically. Some chart of accounts are preinstalled when the program is installed, and you can use them as a „starting chart of accounts“.

Here you will learn how to use the program. You can read the basics of accounting in an additional textbook. The operation of individual program functions is similar throughout the program. Once you understand the principle, operating other parts of the program should not be a problem.

The most important bookings are stored as templates. These templates can be used for new bookings. You don't have to think about how to create a similar booking.

The accounting is executed as a double-entry accounting. Every payment process is booked in two accounts.

The user interface is the same which is used also at the GRIPS-ToDo-project-management. If you have already worked with this program, then you will not have any problems with the operation of the accounting.



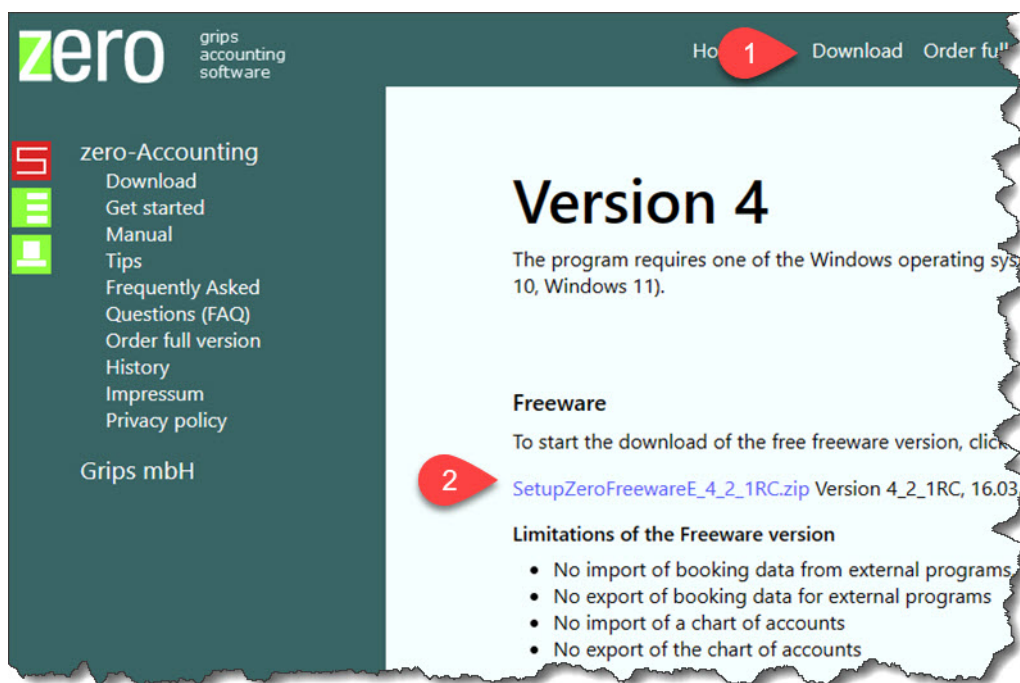


The program exists into two different versions. A cost-free freeware version and a complete version with costs. The complete version offers some more functions. However, the freeware is also a „full-function“ program which contains no restrictions regarding number of bookings.

For the complete version, you get a separate link according to the registration which you can use for the download.

To download the free version of zero-Accounting, please visit the website „<http://www.zero-buchhaltung.com>“.

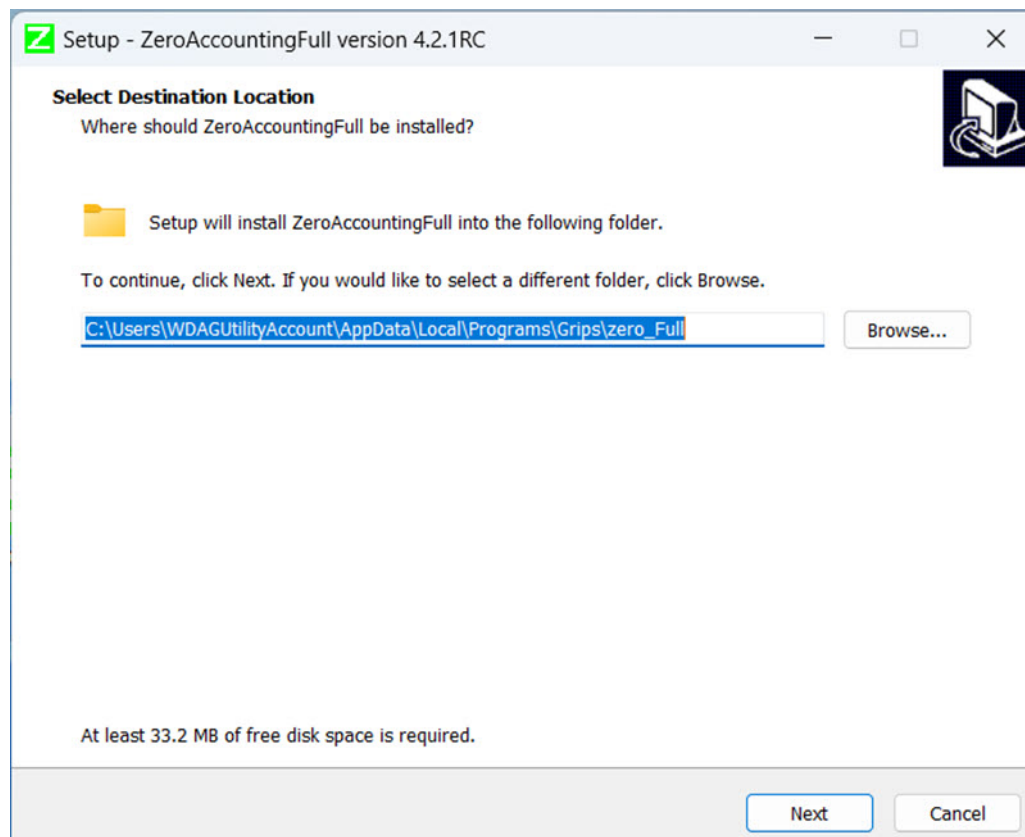
Select the „Download“ link (1) and then click on the link for the current installation program (2).



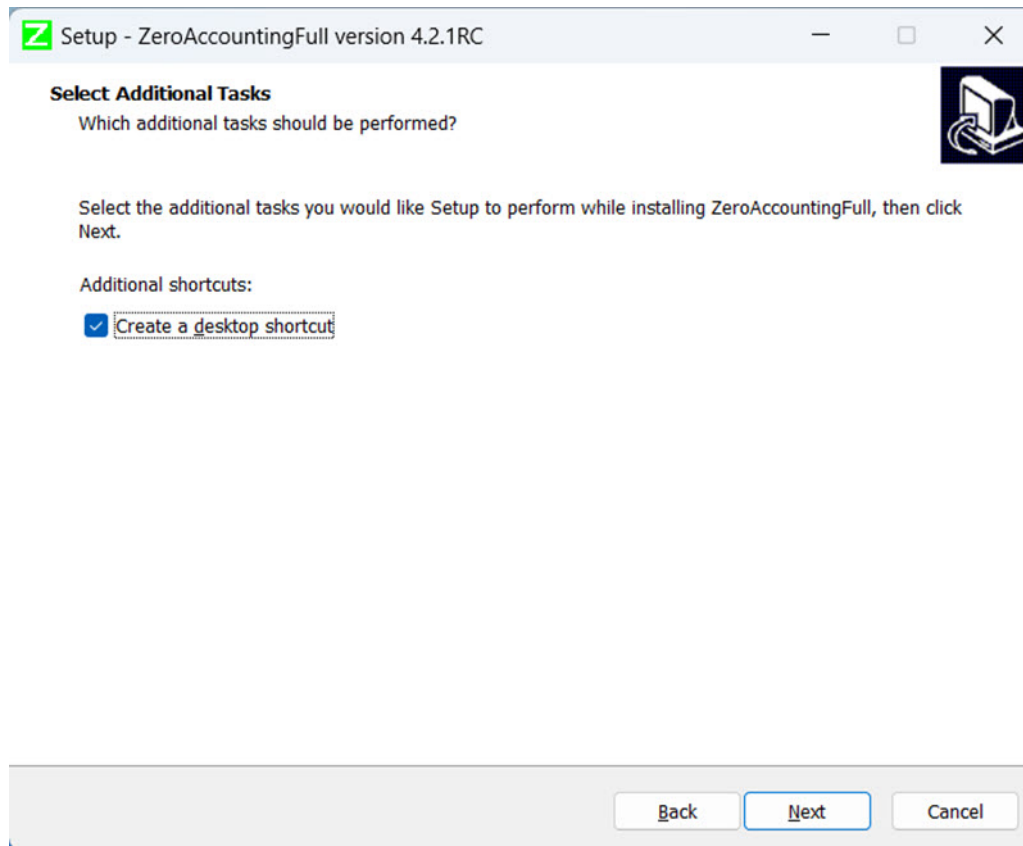
The program is transmitted as a zip file. Depending on the browser you're using, a different dialog box may open. Choose „Open zip file“. Inside the zip file, you'll find the installation program „SetupZeroFreeware.exe“. Choose an action you want to execute. To install the program, choose „Run“ or „Open“.

The operating system may warn you to install the program. You must agree to the installation.

You must select a folder in whom the program is installed. The program suggests the program folder with the subfolder „Grips“ and „zero“. You can change the folder if this is necessary. Use the button „Install“.

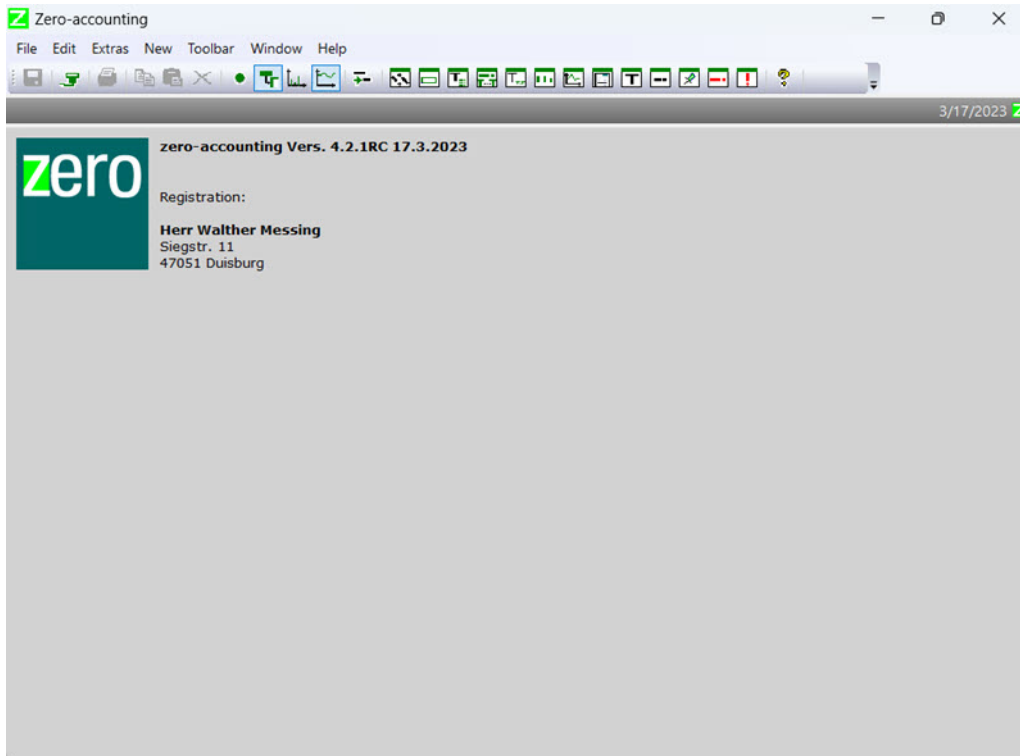


During installation, you have the option to create a desktop icon for quick access to the accounting software. Additionally, the setup program will automatically create a start menu entry for the software.



After that the program is installed. You can start the program with the entry in the start menu or with the icon on the desktop.





### 3.1 Main window

The program has a user-friendly interface that is designed for efficient work. There are only a few controls that are used consistently throughout the program.

The program interface consists of a title bar at the top, which displays the project name when a project is open. Below that are the menu and toolbars. The workspace displays the current version number, creation date, and name of the registered user.

### 3.2 Information windows

The information windows display information from the project tree. They are used to provide a better overview or to navigate quickly. Data maintenance and entry is done through the project tree and the form.

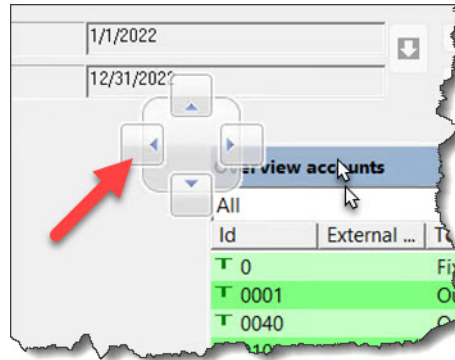
The information windows can be placed in different places on the screen.

Work in the program is simplified by the information windows fundamentally, it is actually only really effective with the information windows.

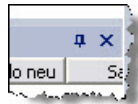
To change the position of an information window: Click on the title bar of the information window and hold down the mouse button. Move the mouse to move the window. If the information window is anchored, you can release it by double-clicking on the title bar. To anchor a free information window, double-click on the title bar.

When moving the information window over the program window or another information window, symbols appear. These are used to anchor the information window within

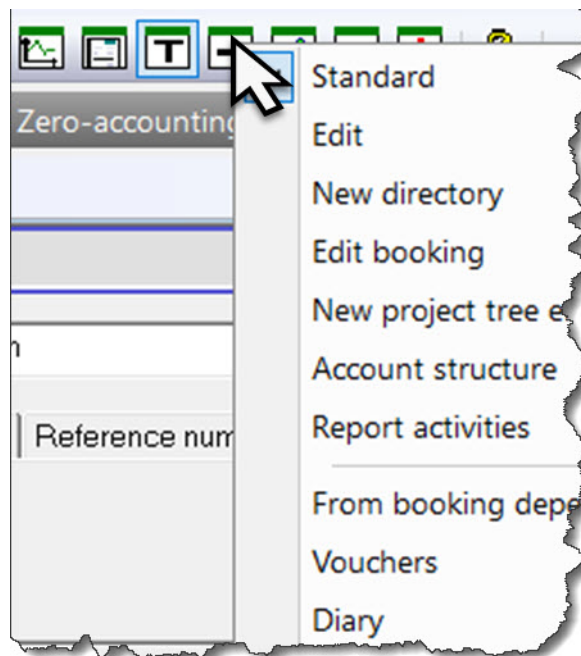
this window. Move the mouse cursor to a symbol and release the mouse button to anchor the information window in the corresponding position.



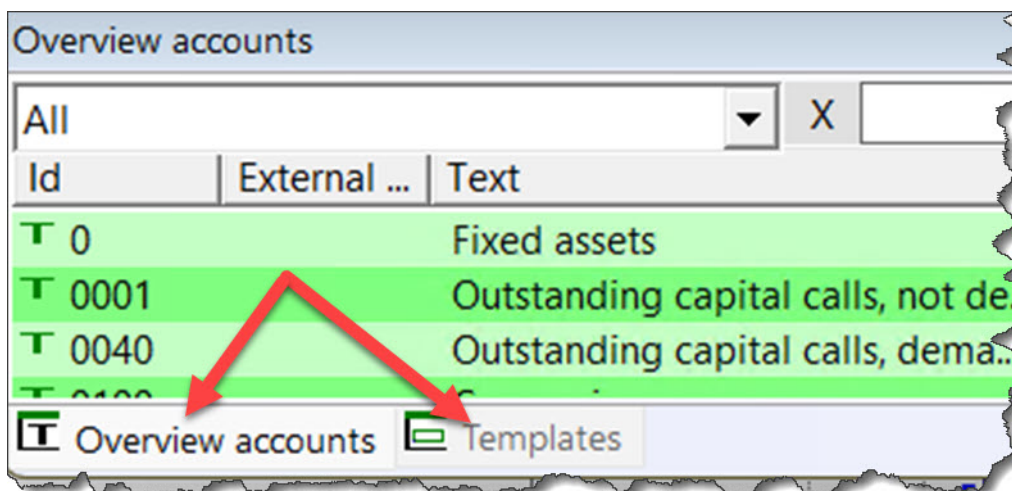
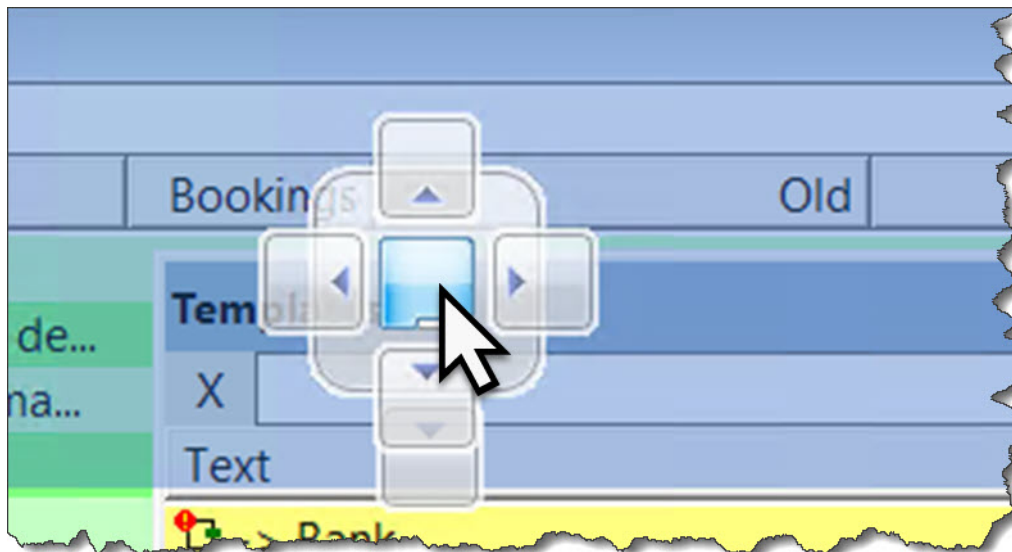
You can close the information window by clicking on the small cross or by using the „window“ function in the menu.



You can open a list of the information windows with the right mouse button on menu or tool bar from which you can choose a window.



Information windows can be stacked on top of each other. Tabs are displayed at the bottom to switch between the windows. When you move an information window over another information window, a stacking icon is displayed. Release the mouse button on this icon to stack the information windows.



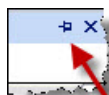
If you have placed the information window on the edge of the program window, you can also minimize the window. Clicking on the tab will reopen the information window.

With the button in the info bar of the window you can switch on this behavior.

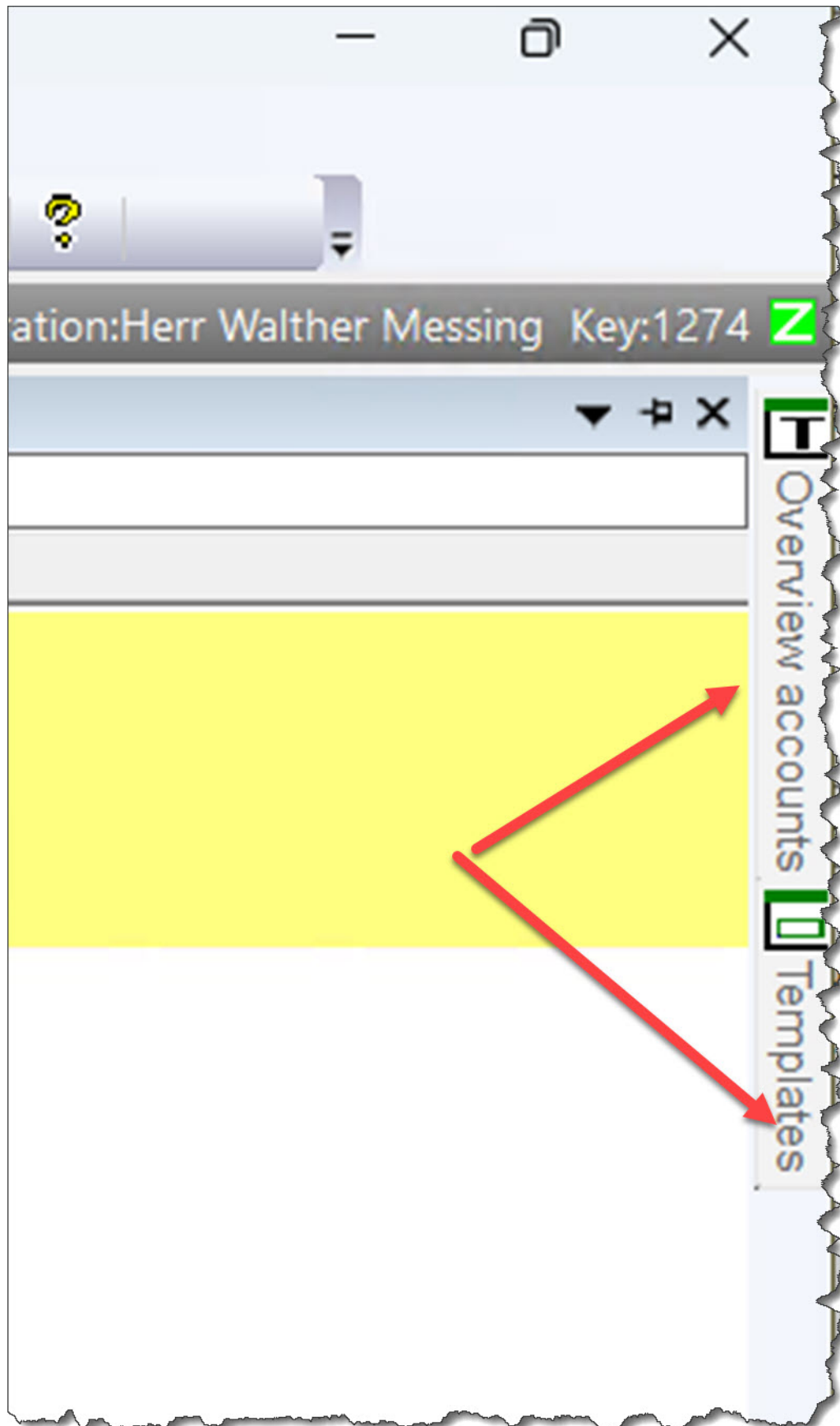
Fixed information window:



Not fixed information window:

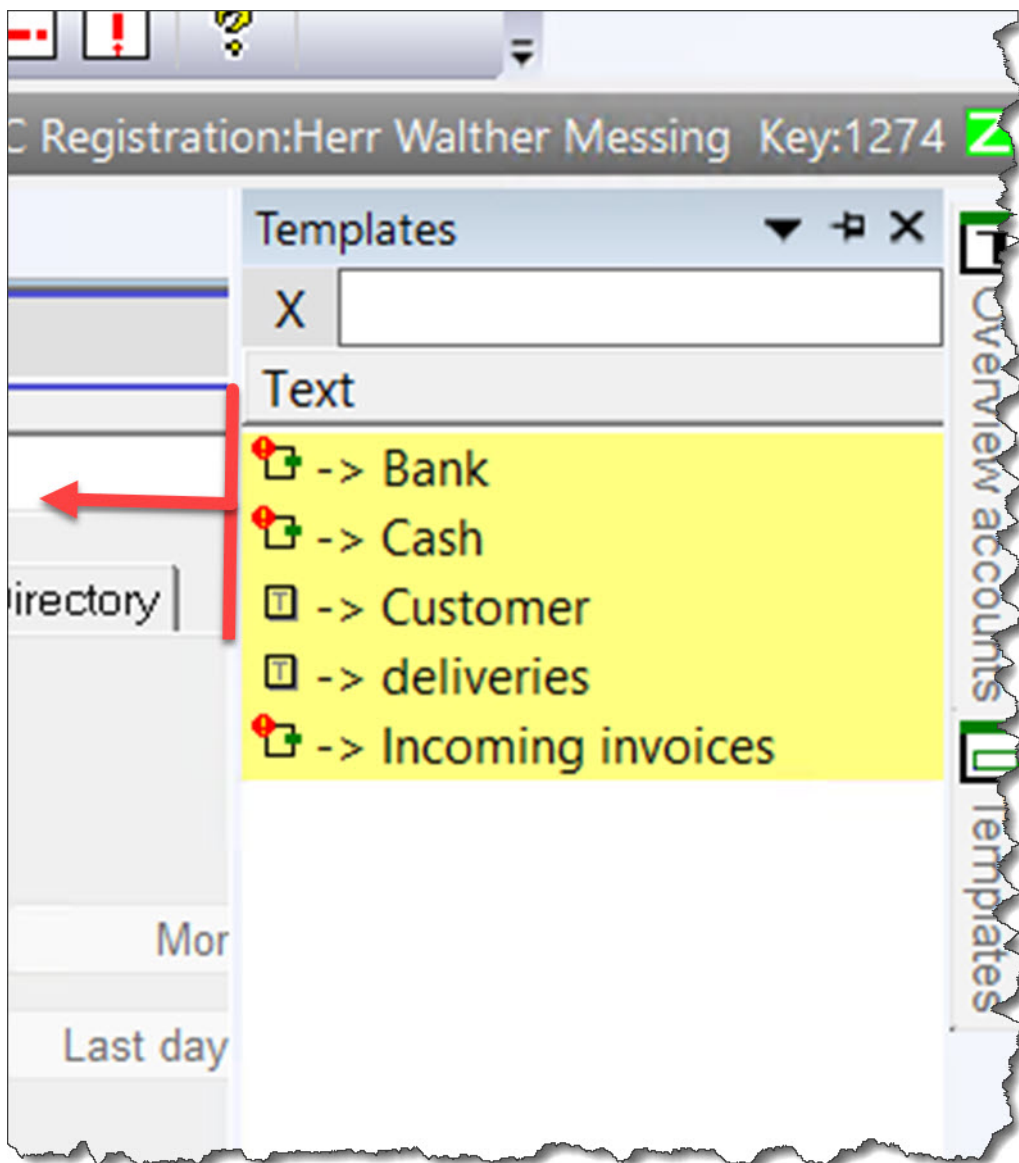


Icon for restoring the information window:



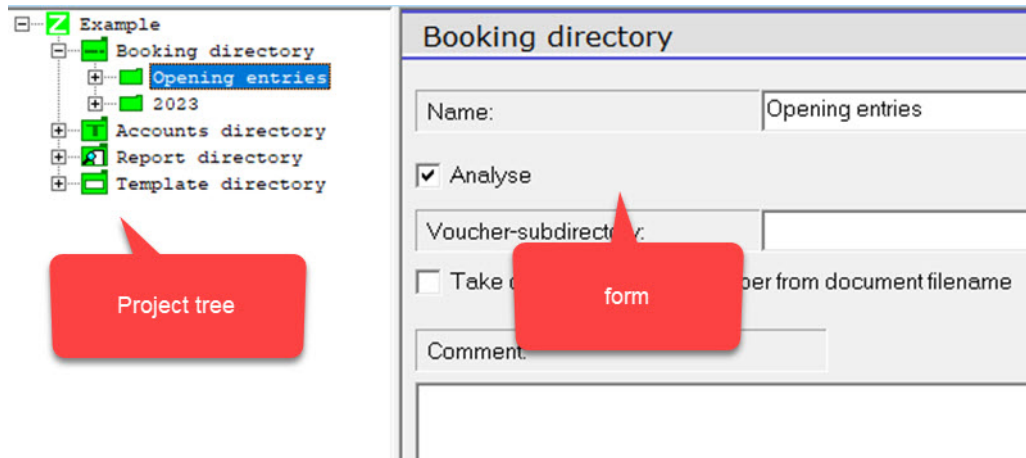


With a click on the icons you can open the information window. The window closes automatically again as soon as you work in another area of the program.



### 3.3 Project tree

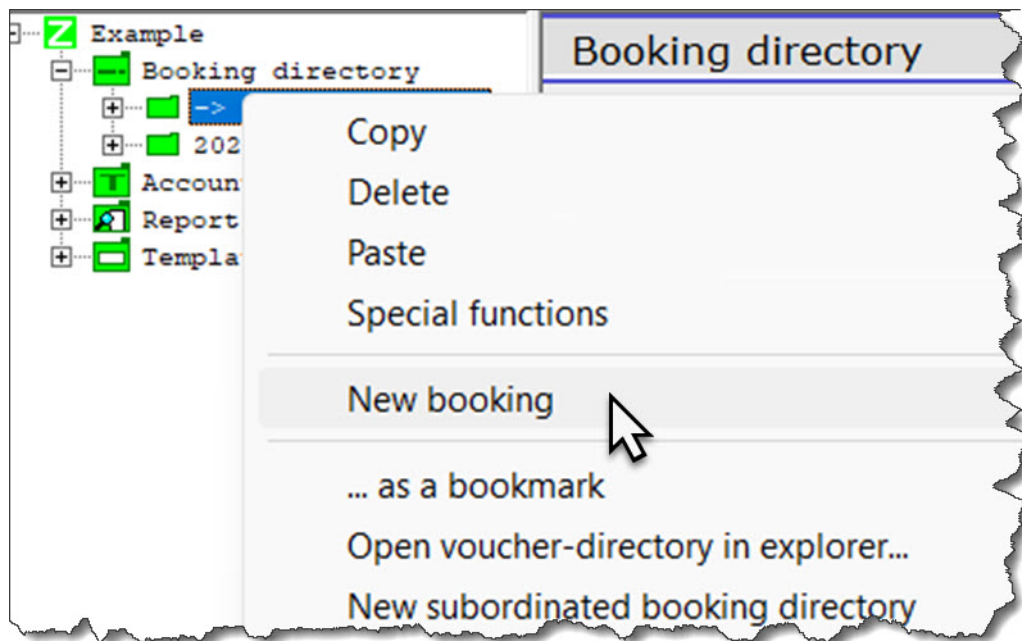
When you open an existing project using File/Open or create a new project with File/New, it will be displayed in the working area of the window. The project tree is situated on the left side of the window. One entry is always selected in the project tree. Each entry has a corresponding form that opens on the right side of the window when you select the entry. This is where you can make any necessary changes



### 3.3.1 New entries

If you want to add new entries to the project tree, you need to select a parent project tree entry. Open the context menu for this entry with the right mouse button and select a function. For example, to enter a new booking group, select the „Booking Folders“ entry and right-click on it.

When you open the context menu and select „New Booking Group“, a new entry is created in the project tree that you can edit immediately. The program always works similarly, so you can work in a similar way throughout the project. The entries in the context menu depend on the selected entry.



### 3.3.2 Delete entries

To delete an entry, select it and choose „Delete“ with the right mouse button. You still have to confirm the subsequent security question with „Yes“.

### 3.3.3 Move entries

To move a project tree entry from one position to another, select it and click with the left mouse button on the entry. Then move the mouse cursor to the position where you want to place the entry and release the mouse button. The entry is then moved. However, you can only move an entry to a position that can accommodate it. If the position is not suitable, the mouse cursor changes to a dashed circle.

### 3.3.4 Copy information to other applications

To process data in another application, simply drag and drop the project tree entry into that application. To do this, open the other application such as Word or Excel and position it next to the accounting application. Click and hold the left mouse button on the entry and drag it into the other application. Release the mouse button when the entry is in the desired location.

Alternatively, you can copy the data from the entry's context menu to your clipboard and choose „Edit/Paste“ in the other application.

### 3.3.5 Entries search

The project tree can grow quite large, making it cumbersome to navigate by expanding and scrolling. Instead, it's more efficient to use the information windows, which present entries in an alternate format. For instance, booking entries are shown in the booking information window, organized by date. To edit an entry, double-click on it within the information window. It will be highlighted in the project tree, and the relevant form will appear. Additionally, the information window can be used to search for a specific account. Simply open the account information window, type the first letter of the name in the search box, and double-click to choose it. This method enables swift navigation through the data.

Further information on the individual information windows can be found in the „Information windows“ chapter.

## 3.4 Formulars

A data entry form is consistently shown to the right of the project tree, containing information from the selected project tree item. When you choose another item in the project tree or carry out an action that necessitates current data, such as saving or refreshing information windows, the data is automatically transferred to the project. Typically, this process requires no additional concern on your part.

If not all information can be displayed on the screen, scrollbars will appear on the right or bottom of the window, allowing you to scroll through the window content.

The advantage of the project tree and form concept is the flat, clear user interface, in which no information is obscured by dialog boxes.

## 3.5 First steps

When you start the program, no project is open. You need to set up the program first. The necessary steps are briefly described below, but more detailed instructions can be found on the detailed pages of the manual.

### 3.5.1 Create a new project

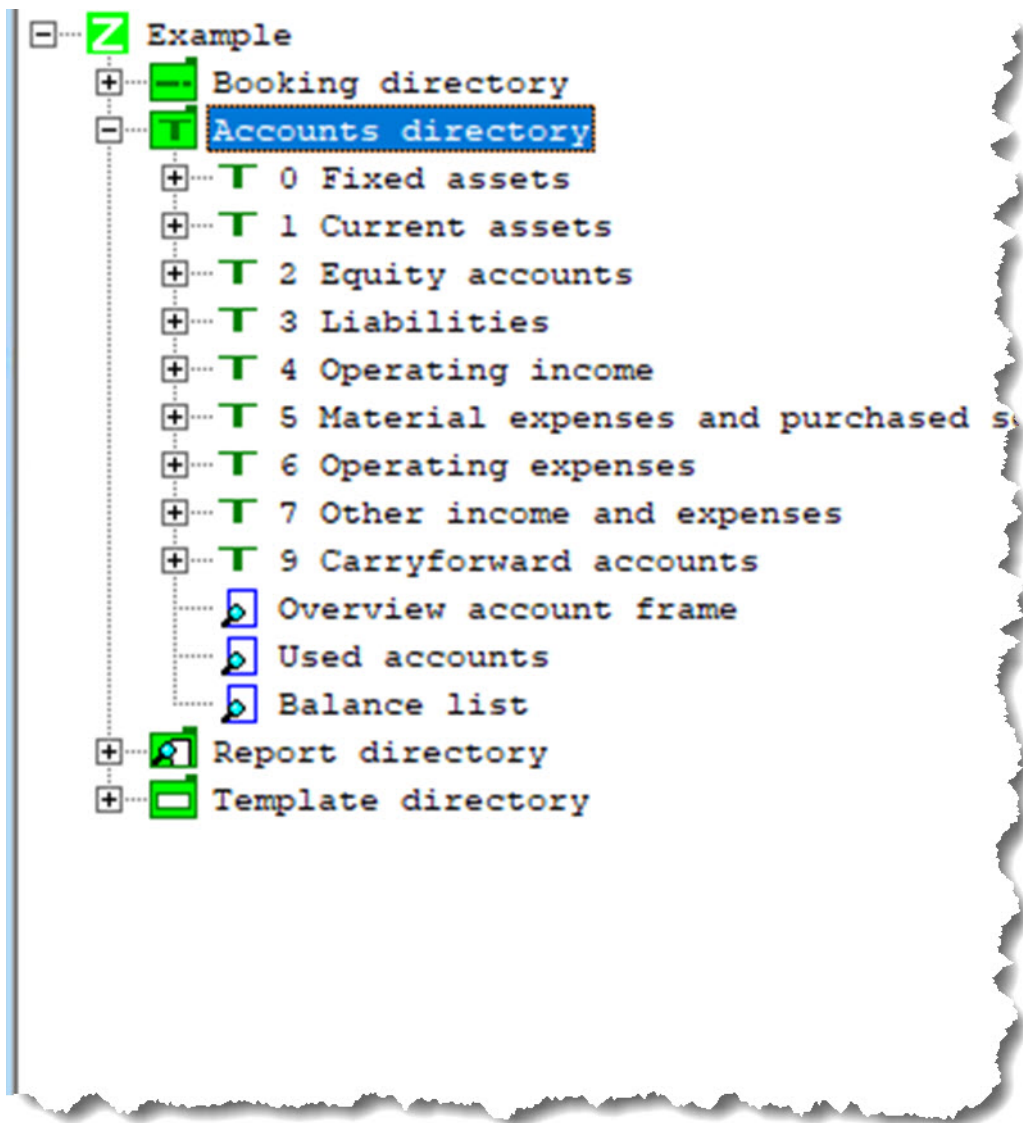
Before beginning your bookkeeping tasks, you must first create a „project“ to store all your financial data. Each project has a unique file associated with it. It's advised to utilize a template rather than setting up everything from scratch. Various templates are available, each differing based on the account structure they employ.

There is no general answer to which account framework you should use. Ultimately, this is not crucial either, as you can adapt the account framework later to your individual needs.

1. Select File/New/Project.
2. Select a suitable preset project.
3. Save this project under a different name. (With File/Save as).
4. Check the currency you want. This is located in the „Parameters“ tab of the project (topmost project tree entry). The entry from Extra/Parameter/Currency Default is entered here as the default. You can also adjust the value later. The currency entered here refers to all bookings of the booking project. Different booking projects can also use different currencies.

### 3.5.2 Revise chart of accounts

You should customize the account framework that was set up in the default project to fit your individual needs. You can delete accounts that you don't need or create new accounts. It is recommended not to change the structure of the account framework, but rather to create sub-accounts at appropriate locations. For example, you can create folders for revenues from specific projects.



Setting up the account structure entirely from the start is not required. You can also add new accounts to the structure at any later point, should the need arise over time.

### 3.5.3 Create folder for receipts

To store receipts, you need to create a directory structure on your hard drive. Start by generating a main directory where all receipts will be saved. To keep this directory organized, build a substructure composed of additional directories. For example, make a directory for the current year and then create subdirectories for items such as invoices, bank statements, and more. You will transfer this directory structure to the bookkeeping software at a later phase.

c:\Accounting\2023\InVoice

c:\Accounting\2023\Bank

### 3.5.3.1 The name of the directory

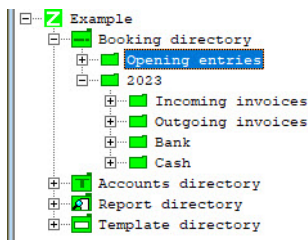
The name of the directory is assembled from several „parts.“ This makes it possible to operate the bookkeeping on multiple computers that have different root directories. This occurs, for example, if you transfer the data to a tax consultant or if you run the bookkeeping on a USB stick, which is recognized as a different drive on different computers.

- The first part of the file name is taken from the options, which is set at Extra/Parameter/Directory.
- This is done by copying the document subdirectory specified in the top-level project tree entry.
- Finally, the name of the document subdirectory from the booking group is appended.

This way, you get a path for the documents that can be used independently of the computer and can manage an unlimited number of different clients. Although this method may seem a bit complicated at first glance, the application is very flexible.

### 3.5.4 Create booking group

All transactions are saved in the „Bookings“ folder. It's recommended to create subfolders that mirror the directory structure of the receipts. Ideally, devise a logical structure before initiating bookkeeping and generate the directories on your hard drive first. Afterward, you can replicate this structure within the booking groups. For each booking group, designate the corresponding subdirectory.



### 3.5.5 Opening Entries

To begin, it is recommended to start with the opening bookings, where you post the balance carries. To create a new booking, select „New booking“ from the context menu of the booking group. For instance, for the balance carries of the bank, you would create the following booking:

The screenshot shows the 'Booking' window. On the left, a directory tree includes 'Example', 'Booking directory', 'Opening entries', '2022', 'Accounts directory', 'Report directory', and 'Template directory'. The 'Opening entries' list shows several dates (1/1/2022) with corresponding amounts and 'Ope' status. The main 'Booking' form has tabs for 'Data', 'Checking', and 'Comment'. The 'Data' tab is active. Fields include: 'Id' (9), 'Date' (1/1/2022), 'accounting text' (Opening entry for bank), 'Document number' (empty), 'Sum' (2383.65), 'Formular' (checkbox), 'Debit' (1800 Bank), 'Credit' (9000 Balance carryforward of accounts), 'Debit split' (0.00 %), and 'Credit split' (0.00 %). Red callouts 1-5 highlight these specific fields.

Make sure to record (1) the date, (2) a booking text, which should be „Opening booking“ or something similar for opening bookings, (3) the current balance of the bank account, (4) the account for the bank 1800, and (5) the account for the balance carries (9000).

Each account has a number, such as 1800, which depends on the used chart of accounts. If you don't know this number, you can enter „Bank“ in the credit field (1) and then use the arrow to the right of the input field (2) to get a list of all accounts that contain the term „Bank“.

The top screenshot shows the 'Debit' field with 'Bank' entered. A red callout 1 points to the field, and a red callout 2 points to the dropdown arrow. The 'Credit' field shows '9000 Balance carryforward of accounts'. Below are 'Debit split' and 'Credit split' fields, both set to 0.00 %. The 'Is open position' checkbox is unchecked.

The bottom screenshot shows the dropdown menu for the 'Debit' field open. It lists 'Bank' (selected), '1800 Bank', and '9000 Balance carryforward of accounts'. A red arrow points to '1800 Bank'.

In general, the opening balance is contained in the balance carried forward account once all the opening entries have been made. Similarly, when closing the accounting, you post the account balances of the G/L accounts to a closing balance sheet account.

### 3.5.6 Set parameters

Before you start working with the program, you need to make some settings in the parameters. The most important thing is to set the index for the documents. You can also

adjust the other setting options later.

## 3.6 Special input

### 3.6.1 Enter a date

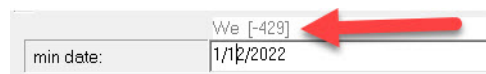
You can input a date at different points in the program. The input field accepts a date in the „normal“ format [Day].[Month].[Year]. You can omit the current year or the current year and month. For instance, typing „12“ will automatically add today's date and year. You can also input a relative time difference. For example, „-1“ stands for yesterday's date and „-7“ for the date one week ago.

If you press Space while entering a date field, the current date is entered in the field.

The down arrow key increments the tag by one if the input cursor is on the first two digits of the input field. Similarly, the „down arrow“ key increases the month by one when the cursor is on the digits of the month. The same applies to the year. The „arrow up“ button reduces the entry of the day, month or year.

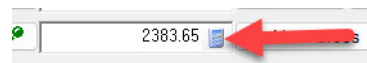
If you have a mouse with a scroll wheel, you can also use the scroll button to change the day/month/year when the mouse pointer is on the appropriate position in the input field.

While entering the date, the day of the week and the days that have already passed are also displayed in the input field.

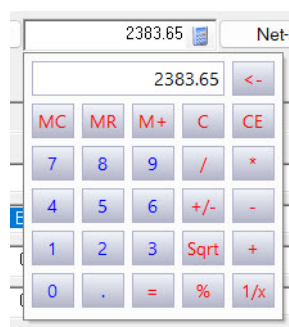


### 3.6.2 Enter an amount

An amount can be entered „normally“ as a number. The program does not differentiate between a period and a comma. Both are treated as separators for the decimal places. You can display a small calculator that you can use to perform simple calculations.



The result is transferred to the input field.





All project data (except for the receipts) are saved in a file with the „buc“ extension. You can treat this file normally, i. H. copy, delete, move, send by mail, etc. No database is used that you would have to install beforehand. If you have created a new project, you must give the project file a name once.

## 4.1 Project Settings

The screenshot shows the 'Project' settings window. On the left is a tree view with the following structure:

- Example
  - Booking directory
    - Opening entries
      - 1/1/2022 14,498.24
      - 1/1/2022 17.47
      - 1/2/2022 2,393.66
      - 1/1/2022 167.86
      - 1/1/2022 84,477.91
      - 1/1/2022 1,409.79
      - 1/1/2022 216.80
      - 1/1/2022 660.89
      - 1/1/2022 31.09
    - 2022
  - Accounts directory
  - Report directory
  - Template directory

The main window is titled 'Project' and contains the following fields:

- Name: Example
- Filters: Client dates | Tax office | Parameter | Reference numbers | Directory
- Name briefly:
- Name long:
- Enlarged client name:
- Zip code:
- City:
- Street:
- Kind of the company:

In the top project tree entry you can enter the basic data for operation. This is client data, data on the tax office, etc. There are several input fields available for this. You do not have to fill out all fields. These are not all reused and are for information only. However, if you want to pass on the accounting data, you should enter values here.

You can choose an area here to restrict the accounting view – for instance, only including transactions from January in the information windows and reports. Filters play a significant role in accounting functions. Besides time limitations, you can also filter by classification. For example, classifications can act as filters for a specific client, event, or project. (Further details on classification can be found in a separate chapter.)

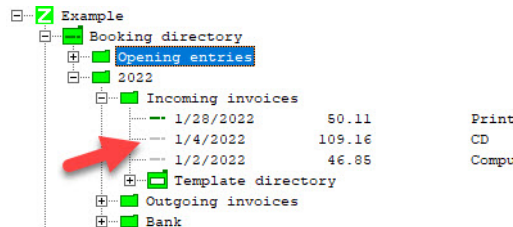
The screenshot shows the 'Project' settings window with the 'Filters' tab selected. The 'Date area' section is highlighted with a red box and contains the following fields:

- ☒ Date area
- min date: 1/1/2022
- max date: 12/31/2022
- Month +
- Last day in month

When you apply a filter, it will be displayed in the upper section of the program window.



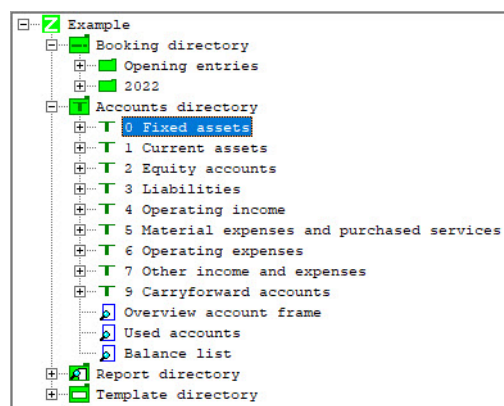
Bookings that do not match the set filter are displayed „grey“ in the project tree.



## 4.2 Accounts folder

The „Accounts folder“ holds the account framework for the program. You can edit it, remove unnecessary parts, and add new accounts. You can place multiple account definitions directly beneath the „Accounts folder“ entry in the project tree. Under each account definition, you can insert a subordinate account definition, and so on, to create a comprehensive chart of accounts. The structure of the chart of accounts is crucial for the bookkeeping functionality.

The chart of accounts structure is not predetermined. There are numerous pre-defined charts of accounts (e.g., EKR, IKR, various DATEV charts of accounts). Don't let this overwhelm you, as you will need to customize these to work properly. For later data export to your tax advisor, transactions can be adjusted to fit a different chart of accounts.



### 4.2.1 Project tree entry „Account“

The Account project tree entry contains several input fields. The „ID“ input field contains the account number that is used to post to the account. An account framework may contain accounts that are not posted directly to, but are only created for structuring. Below

the project tree entry for an account, further accounts can be created that record bookings. Accounts for structuring should not be given an ID. The range of assigned account numbers results automatically from the subordinate accounts. Accounts without an ID are not offered for selection as a debit or credit account when booking.

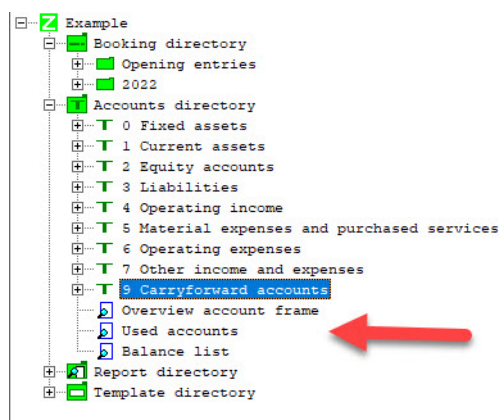
The „Description“ of the account should always be assigned.

The „Number of bookings“ field is for information only and is filled in automatically by the program. All bookings that have a reference to this account are counted for this.

The „Comment“ is an optional input. Here you can store additional information about the account. The comment has no effect on the functionality.

## 4.2.2 Reports

Within the „Accounts folder“ you will be offered several predefined reports.



### 4.2.2.1 Report: Overview chart of accounts

This report lists all accounts of the recorded chart of accounts in tabular form. All accounts are listed, regardless of whether they are used or not.

- : Account number
- : Account designation

### 4.2.2.2 Report: Accounts Used

This report lists the accounts used. i.e. the accounts containing bookings are listed. Only those accounts are listed that were booked directly. Bookings to child accounts do not cause the account to be listed.

The following information is output for each account:

- : Account number
- **External ID:** Number used when exporting the account.
- **Text:** Account designation

- **bookings:** The number of transactions on an account represents only those directly posted to the account, not those affecting sub-transactions. This provides a quick overview of the accounts that have been actually used. The filter applied to the top project tree entry is taken into consideration.

#### 4.2.2.3 Report: Balance List

This report shows the old balance, new balance and movements on an account. The filter set in the top project tree entry is taken into account.

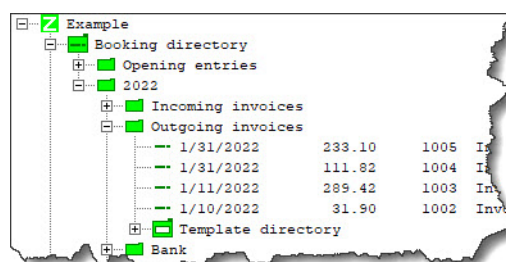
The following information is output for each account:

- **Id:** Account number
- **Account designation:**
- **balance old:**
- **Debit:**
- **Credit:**
- **Debit new:**
- **Changes:**

The Balance List report does not include all accounts. Accounts with no bookings in the current period or before are excluded. Additionally, you can choose to hide accounts with a zero balance by enabling the option „Do not list the account in the balance list report if there is no movement in the period under consideration“ under Extra/Parameters/Balance list.

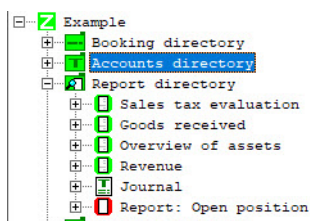
### 4.3 Bookings folder

All bookings are stored in the „Bookings folder“. You can structure the data within the folder as you wish. There are many strategies you can use to organize these. So you can e.g. B. Group the data by year. (Of course, it is also possible to create a new file for each year, then the files will not be so large and can be sent more efficiently, e.g. by e-mail.) A subdivision of the documents according to „types“ also makes sense. In this way you can combine all bank documents into one booking group, all invoices, etc.



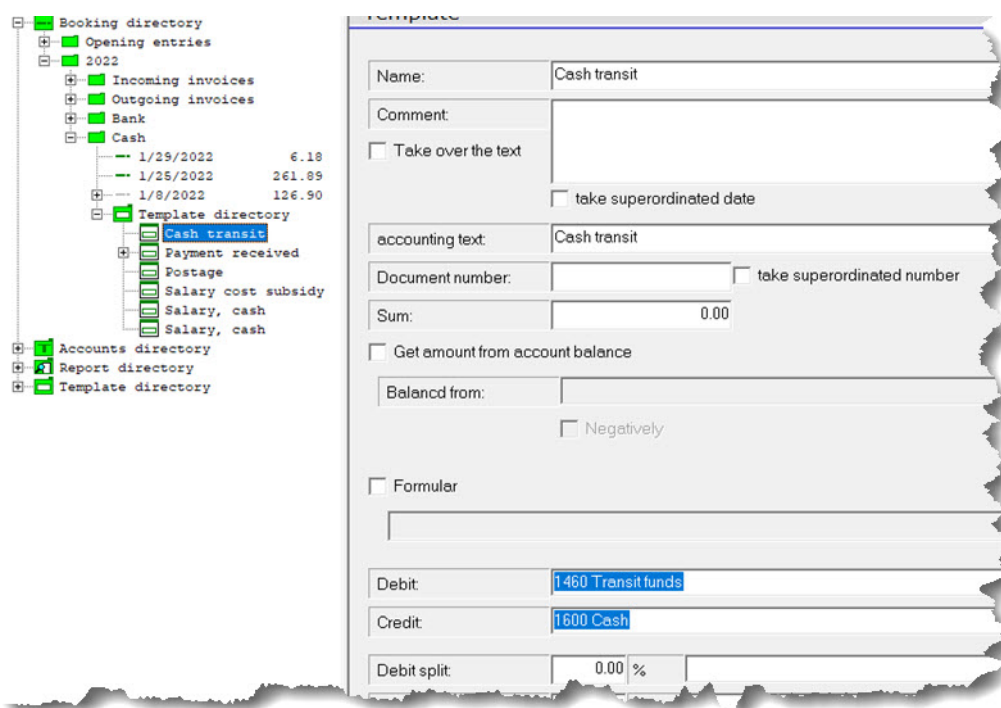
## 4.4 Reports

There are many types of accounting reports. For example, a balance sheet, profit-loss account, customer evaluation, etc. These are stored together in the Reports folder. You only have to create a definition of a report. When a report is displayed, it is recalculated and is therefore always up to date. The reports are stored one below the other in the folder. The data that is taken into account for the creation of a report can be limited in the top project tree entry under „Area selection“. This selection applies to all reports. You can always adapt this selection to your current analysis needs.

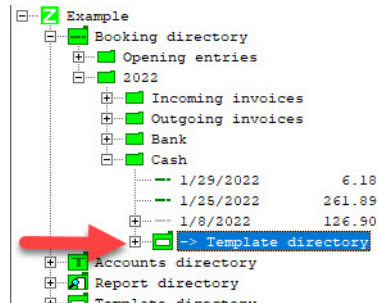


## 4.5 Template

The templates are used to quickly capture recurring bookings. Data is specified in a templates. The ready-made bookings are stored in the „Template folder“. No further structuring is provided here either. All templates are saved one below the other in this folder and together with the project. If you are working on several projects at the same time, you must create separate templates for each project or copy the templates from one project to another. It also makes sense to tie the templates to a project. Each project has its own tasks, which are represented by its own templates. This keeps the number of templates clear.



The „Template folder“ that you create at the top level of the project tree is accessible to all booking groups. You can also create a template folder under a specific booking group. This allows you to select only templates within an „Invoices“ booking group that are related to invoices, helping to keep your templates organized and easy to find



#### 4.5.1 Booking with account balances

You can enter the amount for a booking as a numerical value and this amount will be applied to a new booking. Alternatively, you can have the amount determined from the balance of a specified account. This is useful for quickly creating closing entries. For example, if you want to close a bank account at the end of the year, you can determine its balance from the current booking data. The date and classification filters that you set up in the top project tree entry are taken into account.

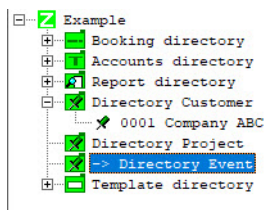
## 4.6 Classification

Classifications allow you to view your accounting from a specific perspective. For example, you can set up each customer as a classification. You can then instruct the program to only consider bookings related to that customer. This also applies to reports. You can quickly see what transactions have occurred on the bank account for that customer or display reports on the revenue related to that customer. While this can also be achieved by cleverly organizing your chart of accounts, it requires much more administrative effort. When booking, you simply indicate which classification the booking is for and that's it – no new reports or sub-accounts needed. Classifications can also be arranged hierarchically like a chart of accounts to make creating overviews even easier. For example, you could group all project classifications into a project group, allowing you to quickly create reports for all projects in addition to individual project reports.

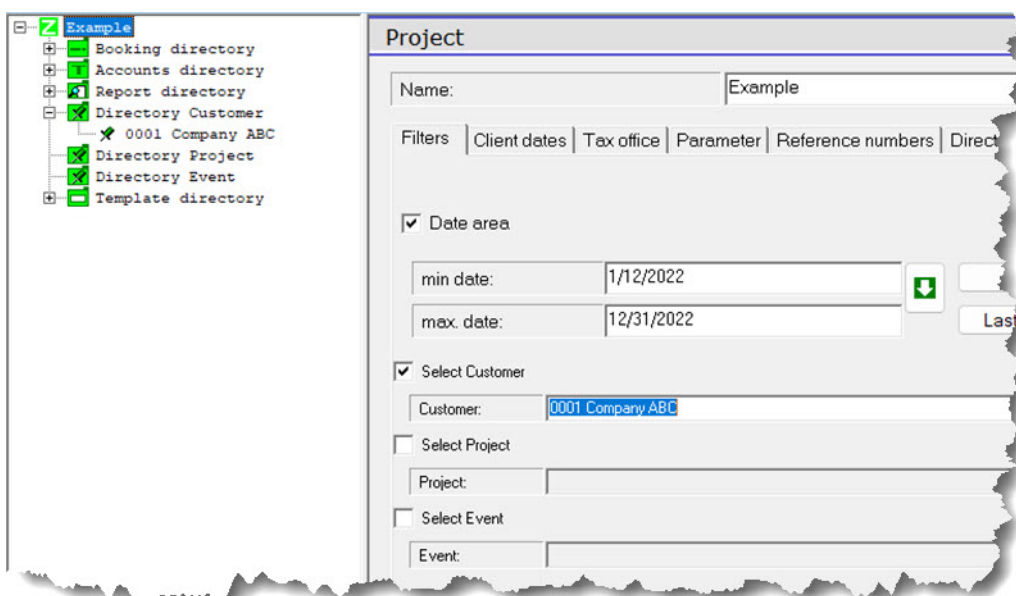
*Classifications allow you to view your accounting from a specific perspective. For example, you can set up each customer as a classification. You can then instruct the program to only consider bookings related to that customer. This also applies to reports. You can quickly see what transactions have occurred on the bank account for that customer or display reports on the revenue related to that customer. While this can also be achieved by cleverly organizing your chart of accounts, it requires much more administrative effort. When booking, you simply indicate which classification the booking is for and that's*

it – no new reports or sub-accounts needed. Classifications can also be arranged hierarchically like a chart of accounts to make creating overviews even easier. For example, you could group all project classifications into a project group, allowing you to quickly create reports for all projects in addition to individual project reports.

The number of possible classifications is limited to 16 types. However, this is already a very large number of possibilities. For example, you can create a classification for customers, one for projects and one for events.



Once you have done this, three additional Filters are available in the top project tree entry.



You can assign a booking to a classification.

Example

Booking directory

Opening entries

2022

Incoming invoices

Outgoing invoices

Bank

Cash

1/29/20226.18Postar

1/25/2022261.89Salary

1/9/2022126.90Paymer

Template directory

Accounts directory

Report directory

Directory Customer

Directory Project

Directory Event

Template directory

Booking

DataCheckingComment

Id:

43

Date:

1/25/2022

+

-

M+

=

accounting text:

Salary, cash

Document number:

New no.

Last no.

Sum:

261.89

Net>Gross

Formular

Debit:

6000 Wages and salaries

Credit:

1500 Cash

Debit split:

0.00 %

Credit split:

0.00 %

Is open position

Voucher:

Currently

Customer:

0001 Company ABC

Project:

Event:



The program offers an electronic receipt management system that allows you to easily link receipts to your bookings. Without this feature, you would have to manually keep track of your receipts by organizing them in a folder and referencing them by number when making entries. This can be tedious and disorganized, especially as receipts vary in size and quality. With receipt management, you can simply click on a booking to view the corresponding receipt in an information window. Of course, you still need to have the receipts as files, but the convenience of the system is worth the effort. However, it is also possible to manage receipts independently and enter bookings separately. The following assumes that you have scanned your receipts.

## 5.1 Scan receipts

Before you begin booking, it is recommended that you gather all receipts and make them available to the computer by scanning each receipt and saving it as a file. This file can be saved in various formats such as bitmap (JPEG, GIF, BMP) or a PDF or Word document. The program can display these files in a separate „Document View“ information window to avoid the hassle of searching for receipts later. Scanning receipts before booking them can simplify the process, but it can also be done at a later stage.

To scan receipts directly with the accounting program, you need to first select the booking group that corresponds to the document or where bookings for the document will be made. Then, click on the Scan button from the toolbar.



You can scan receipts directly within the accounting program by selecting the relevant booking group and clicking on the „Scan“ button on the toolbar, or by selecting „File/Scan“ or pressing the „F5“ key. The program automatically creates an image file in the appropriate folder, so there is no need to worry about numbering or naming the file.

It is possible to use an external program for scanning, which is usually provided by scanners. It is important to avoid scanning entire DIN A4 pages if only a small document is needed. Scanner programs allow for selecting different resolutions and sections. Receipts may not always be of good quality, with faded printouts or creases that make them difficult to read with a simple black and white resolution. It is recommended to practice scanning a few times.

It is recommended to maintain a specific order while saving the data of the receipts to keep the generated data clear. To illustrate, creating a separate folder for the receipts for each bank is advisable. Additionally, organizing the documents based on their origin can also be beneficial. However, you have the freedom to create a different structure for your data. For the purpose of this guide, let us assume that you create the following structure in a designated document directory:

- register of receipts

For example:

- c:\textbackslashAccounting\textbackslash
- c:\textbackslashAccounting\textbackslashBank
- c:\textbackslashAccounting\textbackslashInvoices

To maintain consistency, it is recommended to store the bookings following the same structure. To achieve this, create the corresponding booking groups. It's important to note that files that are not receipts should not be in this directory. The accounting program ensures that all documents in the directory are posted. A separate information window is available to display the documents for which there is no booking yet.

## 5.2 Show receipts

To display the receipts, you need to set the directory for the bookings in the parameters. To do this, go to the „Extra/Parameters“ menu and select the „Directories“ tab. In the „Receipt directory“ field, enter the directory. Note that in the parameters, you only need to enter the origin directory. The structure underlying the booking groups determines the actual structure of the receipts directory.

As previously mentioned, the receipts are displayed in an information window which can be opened by selecting the „Window/Document view“ menu item. Once opened, you can adjust the size of the window to your liking using the mouse.

A window called „Document list“ displays the file names of the documents along with the number of times each document has been considered in a booking. (Note that one document may lead to multiple bookings, such as a bank statement.)

To access the Document List, go to „Window/Document List“. From there, you can click on a file name to open the corresponding document in the Document View information window. This makes it easy to switch between documents quickly.

### 5.2.1 Show „Unassigned documents“

To display only the documents for which no booking exists, select the option for „Hide documents with booking“ in the „Parameters“ window. Alternatively, choose the option to display all documents.

Making a booking is a straightforward process. „Correct booking“ means selecting the appropriate booking transactions. In some cases, recording a transaction as a single booking is insufficient. For example, when receiving a payment with a cash discount, two bookings must be made to fully and accurately record the transaction.

Formuliere neu in lesbares Englisch (vermeide die Redewendung „You can“): For some bookings, it is not easy to see which debit and credit accounts to use. Occasionally, for someone who is not a bookkeeper, intuition fails and the amounts on, for example, income accounts appear too large or too small. Fortunately, you can use pre-prepared bookings that already contain the correct movements, so you only have to change the amount and text. These are located in the „templates“.

Expanding the templates and the chart of accounts is a significant advantage that allows you to customize the accounting to your needs. However, it's recommended to take a look at working with „classification“ before expanding. This allows you to view the accounting from certain perspectives, such as only for a particular project.

This section provides a general overview of the booking process. The specific accounts to be used depend on the chosen chart of accounts, which vary between different accounting systems. Therefore, the accounts will be described generally without referring to specific account numbers. Later on, specific examples of bookings will be provided in a separate chapter.

## 6.1 To create a new booking

It is possible to manually enter all the data for each booking, but it can be time-consuming and repetitive. To save time, you can create templates for recurring types of bookings. However, let's first explain how to enter a booking without using a template.

### 6.1.1 Creation of booking group

The bookings are stored in the project tree under the „bookings“ folder. To have a more organized view, you can group bookings together. Thus, it is recommended to create a group under the „bookings“ folder before starting to book. The structure of the booking groups should be the same as the structure of the directories for the documents.

Begin by creating a booking group for each source of documents, such as a folder for bank transactions or invoices.

### 6.1.2 Create a new booking

To add a new booking, right-click on the entry in the project tree where you want to add it, and select „New Booking“ from the context menu. Fill in the necessary information for the booking, such as the date, description, and amount. Then, select the appropriate debit and credit accounts from the drop-down menus. If necessary, use the „Debit Split“ input field to split the amount across multiple accounts, such as for value-added tax

invoices. Finally, select the account to which the split amount should be booked, such as a sales tax account.

There are several ways to select the account:

- **Entering the complete account description.:** You can enter the complete account description, for example, „1800 Bank“. This is practical when working with texts from the clipboard.
- **Entering the account number.:** You simply enter the complete account number, for example, „1800“. The program then automatically adds the missing account name. This becomes visible when you select another entry in the project tree and then return to the booking.
- **Entering a search term.:** If you don't know the account number, which is no shame given the many possible accounts, you can enter a search term in the account input field. For example, if you enter „input tax“, the selection box is filled with the accounts that contain the search term. However, the selection box is initially closed. You open the selection box with the button to the right of the input field. The selection box then unfolds, and you can select the desired account. Alternatively, you can save yourself the folding out of the selection list and use the „down arrow“ key to navigate through the selection box. The input field is filled with the found account description. If there are several options, the next option is displayed with the next „down arrow“ key, and the search term remains relevant for the selection. The function is easy to use, the description just looks complicated – try the function in the program.

The use of percentages for splitting bookings is not entirely precise as it assumes that the invoice includes a gross amount consisting of the net amount plus the specified percentage. For instance, if you enter an invoice for 119 euros, the debit account will be charged 100 euros, and the debit-split account will be charged 19 euros, instead of 18.56 euros, which corresponds to 19 percent of 119.00 euros.

To split the credit amount across two accounts, use the „Credit split“ field and the credit split account. The process is the same as with the debit amount.

When booking invoices, you have the option to mark „open items“ in an additional input field. An information window will display the open items separately so that you can always keep track of unpaid invoices.

You have the option to specify the document if it is saved as a file on your computer. However, it is best practice to capture the document before executing the booking to ensure that it is automatically assigned to the booking and prevent any potential errors. Further details on this will be provided in a separate section.

To assign additional documents for a transaction, create a sub-entry in the project tree for the transaction and name it accordingly. Open the context menu for the transaction and select „New document reference“. Here you can specify the document name, path, and filename.

### 6.1.3 Booking with templates

Creating templates for bookings can optimize the workflow and reduce mistakes in data entry. Templates pre-fill the most important input fields for similar bookings, making data entry faster and easier. This is particularly helpful for those who are not experienced in booking.

#### 6.1.3.1 Set up templates.

To create a collection of templates, you can use existing bookings. Select the desired booking and choose the „Booking as template“ option from the booking’s context menu. This will create a new project tree item below the „Template Folder“ folder, filled in with the most important data. The booking text is used as the name of the template, which can be overwritten if necessary.

It is advisable to create a set of templates before entering a larger number of bookings. The templates do not have to match the exact details of the final booking, as they can be modified as needed. In fact, some bookings may require modifications even when based on a template.

For example, when booking a rent payment, all input fields – including the amount – can be pre-filled. At the beginning of the month, you can directly record this booking by double-clicking on the corresponding template booking without having to make any further inputs.

Other bookings, such as recording invoices, need to be more flexible. For example, it is not possible to predefine the amount of the invoice. Instead, you should enter zero as the amount so that it is immediately clear that further input is required. However, you can predefine the distribution to the revenue and sales tax accounts.

#### 6.1.3.2 Use a template

To use a template to record a transaction, first open the „Templates“ information window and position it next to the project tree. Then, select the booking group in the project tree where the transaction should be recorded. Next, select the appropriate template from the information window and confirm the input with the enter key. Alternatively, you can execute the booking with a double-click of the mouse if you have enabled the „double-click on template creates booking“ option in the parameters. Note that this option deviates from the normal application’s operating concept where double-clicking on the corresponding project tree entry navigates to it.

## 6.2 Recommended procedure for booking

So far, the individual steps for recording bookings have been explained. A procedure is recommended that allows for a quick recording of bookings.

### 6.2.1 Preparation for Booking

- Scan all receipts required for the bookings.

- Open the „Document List“ information window.
- Open the „Templates“ information window.
- Open the „Document view“ information window.

Arrange the windows in a clear way that depends on your screen resolution, to display all information.

### 6.2.2 Execution of a booking

To enter the transactions, follow these steps:

- Select the booking group within the project tree where the next booking should be made.
- Select the first file name in the „recipe list“ information window. The corresponding document will be displayed in the „Dokumentenansicht“ information window.
- Select the appropriate template booking in the „Templates“ information window and confirm it by pressing the Enter key or by double-clicking with the mouse. A new booking is then created in the project tree with fields pre-filled. The document name of the last selected document is already entered in the document field, and the date field is pre-filled with the date of the last booking. You can adjust the date using the buttons to the right of the field.
- Now fill in the remaining fields for the booking.
- Repeat these steps for all documents that have not been booked yet.

### 6.2.3 Check

After entering the booking, it's important to check it for errors that can affect the balances of the accounts. You can make the process of checking the accounting easier by marking the bookings as „checked“. These bookings will then be displayed in the project tree with a small checkmark in the booking icon.

To mark a booking as verified, select it in the project tree and press the F7 key. For marking all bookings in a group, select the group and press F7 or use the „Edit/Booking(s) verified“ menu item.

To remove the „checked“ label, go to the „Checking“ tab in the booking dialog and uncheck the checkbox next to the „checked“ field.

### 6.2.4 Accepting a booking.

To prevent accidental changes to bookings, you can choose to „accept“ them. This will deactivate the input fields of the booking and prevent it from being deleted.

Accept a booking by selecting it in the project tree and pressing the F8 key or selecting the „Edit/Accept Booking(s)“ menu item.

If you have selected a group of bookings, all bookings in the group will be accepted.

## 6.3 Additional function

### 6.3.1 Taking over document number from document filenames

This switch in the „Booking folder“ project tree entry allows you to evaluate the filename of a document and assign a document number.

Procedure or Approach

- Open the information window „Documents“.
- Open information window „Document view“.
- Open the „Template“ information window.

electing a booking folder displays the associated documents in the „Documents“ information window. Clicking on an entry in the window displays the corresponding document in the document view.

When selecting a template booking from the „Template“ information window, a new entry for a booking in the booking group is created. If „Take document number from document filename“ is selected, the program checks if there is a sequence of digits in the filename and transfers it to the document number input field. For instance, in „Invoice\_1234.pdf“, 1234 is taken as the document number.

## 6.4 Shortcuts

Here are some shortcut keys that can speed up the booking process:



#### Tipp

Using the shortcut keys „ctrl+F“ and „ctrl+D“ can speed up the booking process if your documents are sorted by date. Start by selecting a suitable template from the „Template“ window, adjust the date if necessary with „ctrl+F“, and then move to the amount field with „ctrl+D“. This shortcut also works for sub-bookings. Preparing template bookings in advance can help you quickly enter the correct amounts without constantly switching between project tree entries with the mouse.





The purpose of a balance sheet is to give an overview of a company's financial position. However, it only provides a general overview. Here is an example of a balance sheet structure:

A: Fixed assets	A: Equity
- Land/buildings	B: Liabilities
- Fleet	
- Operating and business equipment	
B: Current assets	
- Inventory	
- Receivables	
- Liquid assets	

Understanding a balance sheet is essential to comprehend accounting. The left side of a balance sheet displays the assets, which are listed in order of their liquidity. The most liquid assets are at the bottom, with cash being the last. On the right side, the liabilities and equity, which represent how the assets were financed, are shown. The sum of the values of the assets must equal the sum of the values of the liabilities and equity.

Two types of balance sheets are created – the opening balance sheet and the closing balance sheet. The difference between the two balance sheets determines the profit or loss for the period being considered.

### 7.1 Creating a balance sheet

An „opening balance sheet account“ and a „closing balance sheet account“ are created for a balance sheet. These accounts are usually located at the end of the chart of accounts.

The „opening balance sheet account“ and „closing balance sheet account“ can be used like any other account. You can debit or credit them in a booking. For instance, to book the opening balance of a bank account, you would debit the bank account and credit the opening balance sheet account.

You can follow a similar process when creating the closing entries. For the closing entry of the bank account, the closing account is shown on the debit side and the bank account on the credit side, with the amount being the current balance of the bank ac-

count. If you use template bookings, you can determine the current balance of the bank account directly from the bookings.

During the closure process, additional entries are made that account for the depreciation of equipment or vehicles, among other things.

Balance sheets are crucial in bookkeeping, but not always necessary for gaining an overview. They are mostly important for external presentations. However, it's important to note that adding closing or opening entries can result in misleading amounts on individual accounts if the period considered is different from the period covered by the balance sheet. To avoid this, it is recommended to store the closing and opening entries separately in a folder that can be excluded from evaluation by deactivating the „evaluate“ switch for the booking group.

In this section, we will discuss common booking processes to provide examples of the techniques used and explain them in principle. It is important to understand the principles behind the bookings, even though the bookings are prepared in templates for ease of use. However, you cannot always adopt the provided bookings, as certain bookings must be carried out differently based on how your business is structured. For instance, booking VAT only makes sense if you are subject to VAT. If unsure, it is important to clarify before booking.

### 8.1 Booking of sales tax

When issuing invoices and being subject to VAT, it is necessary to separately record and book the VAT. It should be noted whether the VAT needs to be paid to the tax office when the invoice is issued (accrual basis) or only when the payment has been received (cash basis). This cannot be chosen arbitrarily and must be agreed upon with the tax office.

#### 8.1.1 Taxable person liable for tax payment at the time of supply

Taxation based on agreed consideration: When invoicing under this type of taxation, value-added tax (VAT) is due upon the provision of the service, typically when the invoice is issued. To book the invoice, divide the invoice amount into the net amount and the VAT to be paid. Depending on the service, there is a differentiation between 7% or 19% VAT. Enter the gross amount in the booking input field. Use a revenue account as the credit account and an accounts receivable account as the debit account. Specify the tax account and tax rate in the credit split account input field to split the credit booking. The net amount appears in the revenue account.

Example:

Amount: 119.00 euros ,  
Debit account: "Accounts\_receivable" ,  
Credit account: "Revenue" ,  
Credit split account (19%): "VAT\_19%" .

<div>Invoice</div> <div>119,00 €</div>	Accounts Receivable		Revenue	
	Debit	Credit	Debit	Credit
	119,00			100,00
	Bank		VAT 19%	
	Debit	Credit	Debit	Credit
				19,00

Credit note booking:

Amount: 119.00 EUR  
 Debit account: "Bank"  
 Credit account: "Accounts Receivable"

<div>Credit note</div> <div>119,00 €</div>	Accounts Receivable		Revenue	
	Debit	Credit	Debit	Credit
	119,00	119,00		100,00
	Bank		VAT 19%	
	Debit	Credit	Debit	Credit
	119,00			19,00

### 8.1.2 taxable person liable for tax payment at the time of receipt

When VAT is collected after payment for the service, it is booked the same way as for a Taxable person liable for tax payment at the time of supply, but using the „Sales tax not due“ account as the credit split account. After receiving payment, an additional transfer from „Sales tax not due“ to „Sales tax due“ must be executed. To automate this process, you can create a „percentage transfer“ below the booking for the credit note. Create an appropriate „credit note booking“ as a template to avoid having to enter the information every time.

Example:

Let's go over the booking process with an example. We'll start with issuing an invoice, and then we'll book a credit note.

Booking invoice:

Amount: 119.00 Euro ,  
Debit account: "Receivables" ,  
Credit account: "Revenue" ,  
Credit split account (19%): "Sales\_tax\_not\_due" .

Invoice

119,00 €

Accounts Receivable

Debit	Credit
119,00	

Revenue

Debit	Credit
	100,00

VAT not due 19%

Debit	Credit
	19,00

VAT 19%

Debit	Credit
-------	--------

Bank

Debit	Credit
-------	--------

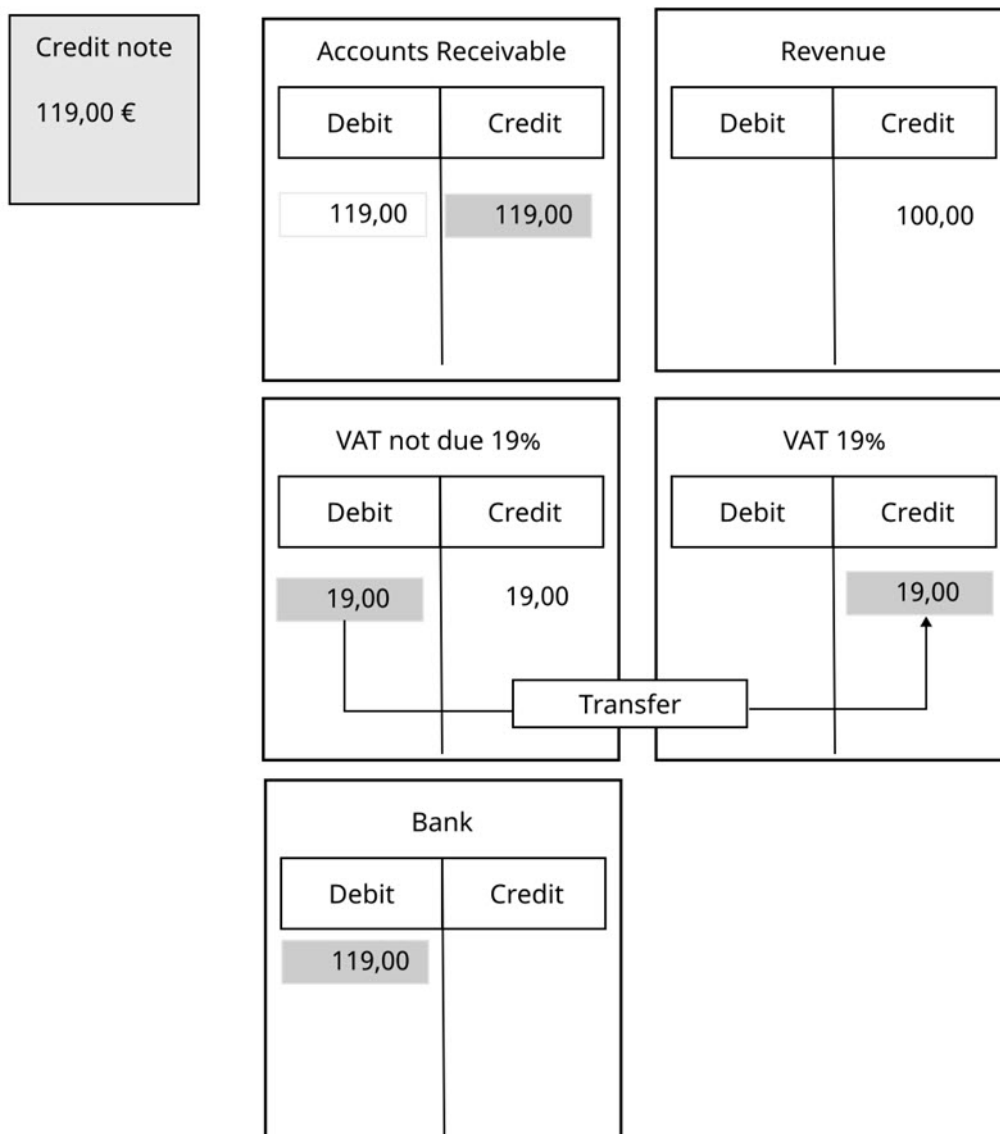
A transfer from „No VAT due 19%“ to „VAT 19%“ is required for the credit note, followed by balancing the „No VAT due 19%“ account with the „Accounts Receivable“ account.

#### Booking Credit Note

Amount: 119.00 euros ,  
 Debit account: "Bank" ,  
 Credit account: "Accounts\_Receivable"

+ Transfer

Amount: 19%  
 Debit account: "no\_VAT\_due\_19%" ,  
 Credit account: "VAT\_19%"



## 8.2 Input Tax

When booking an incoming invoice, you can determine the deductible input tax by creating a split booking on the debit side. Enter the gross amount of the invoice as the booking amount and specify the input tax account as the debit split account along with the corresponding percentage.

## 8.3 Granted discount

When a discount is deducted from an outgoing invoice, two bookings must be made to correct the invoice and sales tax booking upon receiving payment. First, book the received amount as a normal receipt. Then, for the second booking, enter the discount amount and choose „granted discounts“ as the debit account and the „accounts receivable“ as the credit account. For the split debit account, specify the sales tax account with

the corresponding sales tax rate to reduce the claims of the tax office. It's recommended to create a pre-prepared template for discounts.

Example for a cash-basis taxpayer:

The diagram illustrates the accounting flow for a 119€ invoice. It consists of four T-accounts arranged in a 2x2 grid:

- Invoice:** A single entry of 119,00 € on the debit side.
- Accounts Receivable:** A debit entry of 119,00 € from the Invoice account and a credit entry of 100,00 € to the Revenue account.
- Revenue:** A credit entry of 100,00 € from the Accounts Receivable account and a debit entry of 19,00 € to the VAT 19% account.
- VAT 19%:** A debit entry of 19,00 € from the Revenue account.
- Bank:** This T-account is empty, indicating no transaction in this specific scenario.

Invoice	
Debit	119,00 €

Accounts Receivable	
Debit	119,00
Credit	100,00

Revenue	
Debit	
Credit	100,00

Bank	
Debit	
Credit	

VAT 19%	
Debit	
Credit	19,00

<div style="border: 1px solid black; padding: 5px;">Invoice 119.00 €  minus 2% discount</div>	<table style="width: 100%; border-collapse: collapse;"><tr><th colspan="2" style="text-align: center; padding: 5px;">Accounts Receivable</th></tr><tr><th style="width: 50%; padding: 5px;">Debit</th><th style="width: 50%; padding: 5px;">Credit</th></tr><tr><td style="text-align: center; padding: 10px;">119.00</td><td style="text-align: center; padding: 10px;">116.62</td></tr></table>	Accounts Receivable		Debit	Credit	119.00	116.62	<table style="width: 100%; border-collapse: collapse;"><tr><th colspan="2" style="text-align: center; padding: 5px;">Revenue</th></tr><tr><th style="width: 50%; padding: 5px;">Debit</th><th style="width: 50%; padding: 5px;">Credit</th></tr><tr><td style="padding: 10px;"></td><td style="text-align: center; padding: 10px;">100.00</td></tr></table>	Revenue		Debit	Credit		100.00
Accounts Receivable														
Debit	Credit													
119.00	116.62													
Revenue														
Debit	Credit													
	100.00													
	<table style="width: 100%; border-collapse: collapse;"><tr><th colspan="2" style="text-align: center; padding: 5px;">Bank</th></tr><tr><th style="width: 50%; padding: 5px;">Debit</th><th style="width: 50%; padding: 5px;">Credit</th></tr><tr><td style="text-align: center; padding: 10px;">116.62</td><td style="padding: 10px;"></td></tr></table>	Bank		Debit	Credit	116.62		<table style="width: 100%; border-collapse: collapse;"><tr><th colspan="2" style="text-align: center; padding: 5px;">VAT 19%</th></tr><tr><th style="width: 50%; padding: 5px;">Debit</th><th style="width: 50%; padding: 5px;">Credit</th></tr><tr><td style="padding: 10px;"></td><td style="text-align: center; padding: 10px;">19.00</td></tr></table>	VAT 19%		Debit	Credit		19.00
Bank														
Debit	Credit													
116.62														
VAT 19%														
Debit	Credit													
	19.00													



## 8.4 Booking an invoice with multiple items.

After the credit note has been booked, the accounts receivable account still has an outstanding amount of 2.38 euros. Additionally, the VAT amount shown is too high because a smaller amount has been received. To correct this, a second booking is required to balance the accounts:

discount  
2.38 €

Accounts Receivable	
Debit	Credit
119.00	116.62 2.38

Revenue	
Debit	Credit
	100.00

Bank	
Debit	Credit
116.62	

VAT 19%	
Debit	Credit
0.38	19.00

VAT not due 19%	
Debit	Credit
2,00	

## 8.4 Booking an invoice with multiple items.

If you receive a joint invoice for two items with different deductible input taxes, you need to create a split booking when booking the incoming invoice. Enter the gross amount of the invoice as the booking amount. Then, specify the input tax account for each item with the corresponding percentage as the debit split account.

You have to book both items separately, but for better overview, you may want to display the total amount of the invoice. To achieve this, you can structure the booking as follows:

Create a parent booking with the formula „sum“ to include all individual items, and then enter each item separately as sub-bookings under the parent booking.

The parent booking does not affect the accounting system, but only serves to indicate that the subordinated bookings belong to the same invoice and to display the total amount in the project tree.

The screenshot shows the 'Booking' dialog box with the following details:

- Id:** 119
- Date:** 1/25/2022
- accounting text:** Purchase from ABC
- Document number:** (empty)
- Sum:** 0.00
- Formula:** sum
- Debit:** (empty)
- Credit:** (empty)
- Debit split:** 0.00 %
- Credit split:** 0.00 %

The subordinate bookings are regular bookings.

The screenshot shows the 'Booking' dialog box with the following details for a subordinate booking:

- Id:** 121
- Date:** \$\$
- accounting text:** \$\$A
- Document number:** (empty)
- Sum:** 1222.00
- Formula:** (empty)
- Debit:** 6850 Other operating expenses
- Credit:** 3300 Liabilities from deliveries and services
- Debit split:** 19.00 %
- Credit split:** 0.00 %

The following functions enhance the capabilities of bookkeeping but are not essential for its use. The aforementioned functions are usually enough for most scenarios.

### 9.1 Subordinate bookings

Subordinate bookings provide an alternative method of structuring your accounting and can help improve clarity in your work.

By using a subordinate booking, you can group multiple bookings related to a single invoice under a single entry, allowing for clearer organization of accounting information.

The project tree entry for the invoice is not a booking, but you can use a formula to calculate the sums of the subordinate bookings to have a way to check for accuracy.

You can set a booking with sub-bookings as a template. This allows you to import a whole group of bookings into your accounting system with just one click.

There are various methods to create sub-entries in the project tree:

- To create a sub-entry in the project tree, you can open the context menu of a booking and select „new subordinate booking“. Then, a new entry will be created that is a child of the current entry and can be managed like a regular booking.
- To create subordinate bookings, use the menu item „Extra/Enter Subordinate Bookings“ or press the F6 key. When you enter a booking with the „Template“ information window, the newly created booking will be subordinate to the current booking. This also applies to subsequent bookings recorded with the „Template“ information window. The state „Enter Subordinate Bookings“ is ended when you select another booking or the menu item „Enter Subordinate Bookings“ again.
- When you save a booking that includes subordinate bookings as a template, those subordinate bookings will also be saved as new bookings when you use the template to enter the booking again. This enables you to save a group of bookings as a template.

If you want to use a booking with subordinate bookings solely to structure your project tree, you can leave the input for debit and credit accounts blank. This kind of booking will not be listed in any account.

#### 9.1.1 Copy data from parent booking

When working on a subordinate booking, it is often useful to transfer data from the parent booking. This includes:

- Booking date (1)
- Booking text (2)
- Document number (3)

For the following data, there are option fields available to transfer them:

The screenshot shows a booking form with the following fields and options:

- Id:** 121
- Date:** \$\$
- accounting text:** \$\$
- ☒ **Take over the text** (highlighted with red circle 2)
- Document number:** \$\$
- Sum:** 1222.00
- ☐ **Formular**
- From inheritance** checkbox (highlighted with red circle 1)
- New no.** and **Last no.** fields
- From inherited** checkbox (highlighted with red circle 3)
- Net->Gross** button

### 9.1.2 The symbol '\$\$' in a booking text.

By using the characters „\$\$“ in the booking text of a subordinate booking, you can replace them with the booking text of the superior booking. This is useful when using templates, as you can easily change multiple booking texts by editing the booking text of the superior booking.

The „\$\$“ booking text serves the same purpose as the „takeover text“ option. However, it allows you to add additional text to extend the text of the parent booking.

Example:

In the superior booking, the booking text is:

Invoice CD delivery Mustermann

You can add the word 'discount' in the booking text of the subordinate booking to clarify that it is related to a discount for the invoice.

\$\$ discount

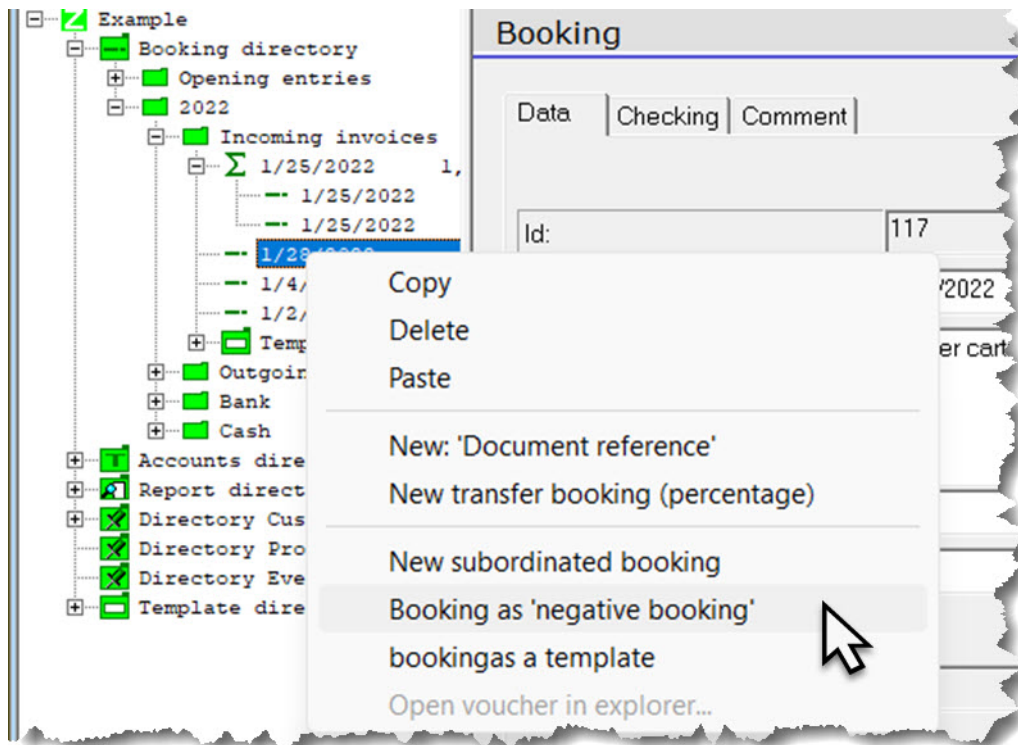
Then the subordinate booking will receive the booking text:

Invoice CD delivery Mustermann discount

## 9.2 Booking as a cancellation booking.

To correct an incorrect booking, you can create a cancellation booking where the debit and credit accounts are reversed. This is necessary, for example, if you have issued an invoice that remains unpaid and causes an incorrect increase in revenue.

To avoid re-entering all the information, you can use the clipboard to copy the booking you want to cancel and paste it into the corresponding booking group. Then, select the copied booking in the project tree and choose „Booking as cancellation booking“ from the context menu to create a cancellation booking.



The booking's debit and credit accounts are reversed as a result.

Debit:	1200 Receivables from deliveries and services		
Credit:	4410 Revenue 19% sales tax		
Debit split:	0.00	%	
Credit split:	19.00	%	3816 Unmatured sales tax 19%

When canceling a booking with subordinate bookings, those bookings will also be canceled.

When reversing a transaction, the name of the transaction is changed to include the word „Reversal“ at the beginning.

After reversing a booking, you can modify the date and description of the cancelled booking.

## 9.3 Batch booking

### 9.3.1 What is a booking stack?

A booking stack is a collection of bookings that are entered and reviewed together. There is no limit to the number of bookings or the booking period. During the review of bookings in a stack, the data can be edited, or bookings can be deleted. Once the review is complete, the stack can be „closed“, which means the bookings cannot be changed or deleted anymore.

Using accounting stacks is a simple way to document the history of booking processes in compliance with the „Principles of Proper Accounting“ (GoB). However, more

working methods must be observed for proper bookkeeping. No software can replace GoB-compliant working methods, even though it is often advertised. For more information, you can search for „Principles for Proper Keeping and Storage of Books [www.bundesfinanzministerium.de](http://www.bundesfinanzministerium.de)“ on Google. This website offers a current PDF document from the Federal Ministry of Finance, which deals with the topic in an understandable way.

When using booking stacks, the regular zero accounting workflow remains unchanged. You book as usual, and after verification, you create a new booking stack which automatically closes the previous one. Once you start using booking stacks, you must always work with them and cannot delete them.

### 9.3.2 Procedure for using booking stacks

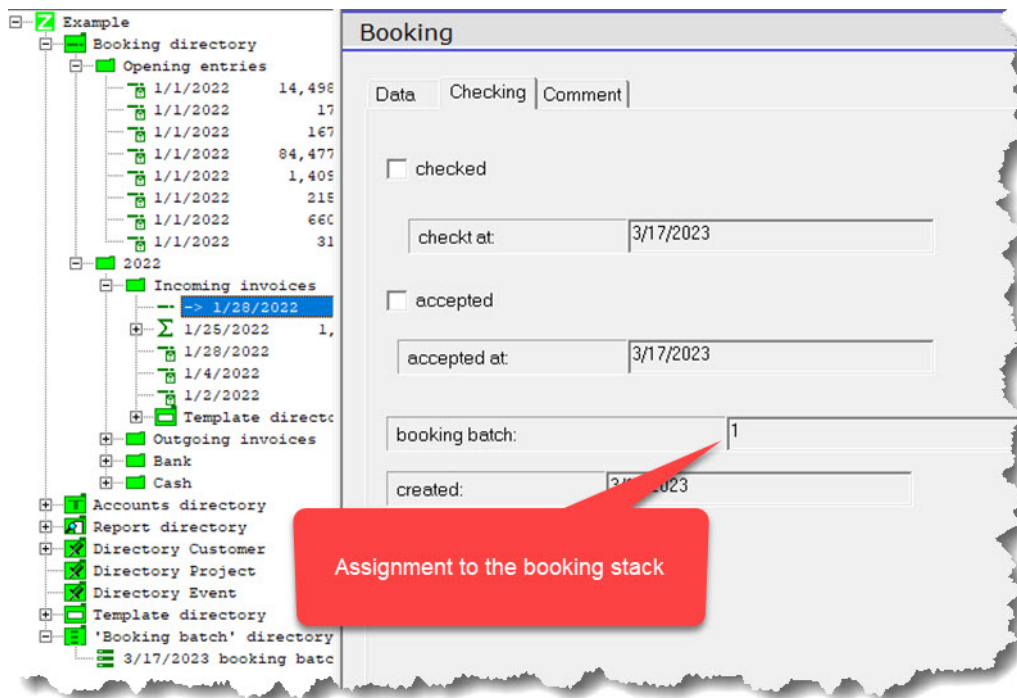
To begin working with booking stacks, go to the „Project“ section in the top project tree and select „New: Booking Stack Folder“. This creates a new entry called „Booking Stack Folder“ which includes a switch to „Start new booking stack“ in the form area.

When you start a new booking stack, a project tree entry is created for it, which can be further described with a label if desired. The key aspect of this entry is the automatically assigned „ID“, which identifies the booking stack. All subsequent bookings will reference this booking stack using the ID.

The screenshot shows a software interface with a project tree on the left and a form titled "booking batch" on the right. The project tree includes folders like "Booking directory", "Accounts directory", "Report directory", "Directory Customer", "Directory Project", "Directory Event", "Template directory", and "'Booking batch' directory". The "booking batch" form contains the following fields:

- Name: booking batch
- Data: (empty)
- Date: 3/17/2023
- ☐ closed
- closing date: 3/17/2023
- Id: 1

A red callout box points to the "Id" field, containing the text: "Identification ID of the booking batch".



After you have prepared to work with booking stacks:

- Record bookings as described in the previous chapters.
- Check and correct the new bookings as described in the previous chapters.
- Rename the current batch of bookings if necessary.
- Select the „Start New Accounting Stack“ button in the „Accounting Stack Folder“ to close the current accounting stack.

### 9.3.3 Editing transactions of an old journal entry

To modify entries in an old journal stack, you can create a new reversal entry to cancel the old entry, and then create a corrected entry to replace it. This can be done quickly by copying the old entry, marking it as a reversal entry, and then modifying the copy to create the corrected entry.

- by copying the entry you want to correct into the clipboard using „Copy“
- and then paste it as a new entry by using „Paste“.
- Select „Booking as cancellation entry“ from the context menu of the inserted entry.
- Then select „Paste“ again to re-enter the booking.
- You can then edit this new copy of the original booking.

You now have three bookings, out of which two cancel each other out. The cancellation booking and the corrected booking belong to the current booking stack.

## 9.4 Rules

Verification of accounting data is a time-consuming task and mistakes can easily occur while booking, resulting in incorrect account balances or deviations in sales tax revenue. Zero accounting can detect certain errors. It is important to follow established accounting rules, which can be determined by the user.

The booking groups do not affect the evaluation of the bookings, but rather serve to structure the accounting.

Creating a booking group specifically for bank account-related transactions is recommended. This helps to ensure that no other unrelated transactions are accidentally included in this group. Zero-accounting can be used to enforce this by creating a rule that requires either the debit or credit account to include the bank account in question. Instructions on how to create such a rule are described below.

In addition to rules for booking groups, you can also establish rules that affect accounts.

In addition to rules for booking groups, you can also establish rules that apply to specific accounts. For instance, you can create a rule that requires a split booking with 19% VAT for fuel purchases, and you can even set it up to automatically add the split booking.

### 9.4.1 Rules for booking groups.

#### 9.4.1.1 Rule folder for booking groups

To establish a rule for a booking group, start by creating a folder for the rules. Select the booking group and then choose „New Folder Rule Booking Group“ from the project tree entry's context menu.

The rules created in the rule folder apply to all bookings in the booking group, including subordinate booking groups. Thus, structuring the booking groups allows for useful areas of rules. For example, a booking group for bank transactions may consist of the „bank folder“ and subordinate booking groups for different booking months. In the „bank folder,“ a rule folder can be created to ensure the use of the bank account. In the booking groups for the booking folders, rules can be created for compliance with the date range, providing good control against input errors.

#### 9.4.1.2 Restricted date range.

Create a „Restricted date range“ rule to prevent entries outside the specified date range within the booking folder. This rule only monitors the date range and displays a message if an invalid date is entered. Automatic assignment of a date is not performed.

To create a „Restricted date range“ rule, you need to specify a minimum and maximum date in the project tree entry.

Invalid dates entered will be marked with a red icon in the project tree, and a corresponding message will appear in the booking form.



### 9.4.1.3 Exclude account

The „Exclude Account“ rule can be used to flag certain accounts as forbidden within a booking group. For instance, in a debtor/creditor accounting system, you can exclude revenue accounts and their sub-accounts from being used for booking transactions related to a bank account.

A red icon is displayed in the project tree and a message is shown in the form if a „forbidden“ account is used in the booking.

### 9.4.1.4 Take over debit/credit account

The „Take over debit/credit account“ rule can automatically assign accounts as debit or credit accounts. This rule is helpful when booking bank accounts, and you can leave the bank account field empty, and the rule will fill it in automatically. However, automatic assignment is optional, and you can also set up the rule to ensure that either the debit or credit account matches the bank account, eliminating a potential source of errors.

The rule can also be used for automated processes, in addition to verifying the input.

- Import of data
- Faster Input
- Shared templates for different banks.

If you activate the „Automatic takeover“ option, the rule will automatically use the specified account if no entry was made for debit or credit during booking. The automatic insertion is triggered by either selecting the menu item „Edit/Apply rule“ or by changing the project tree entry if the option „Extra/Parameter/Edit/Apply rule automatically“ is enabled.

The „Use for verification“ option will display an error message if neither the debit nor credit account matches either of the two specifications.

Enabling the „Allow sub-accounts“ option allows for a slight modification of the criteria for recognizing an allowed account. When this option is turned on, not only the specified account but also its sub-accounts are permitted. This provides the ability to specify a general parent debtor account as a credit account, while also allowing for a specific debtor account located under the general debtor account to be specified during actual booking.

If the rule detects an incorrect account assignment in a booking, the booking form highlights it in red, and the project tree marks it with a red icon while showing an error message.

## 9.4.2 Rules for accounts

### 9.4.2.1 Folder rule account

To start creating rules for an account, select the account in the project tree and choose „New rule folder“ from the context menu. This will create a new folder where you can add rules via its context menu.

The rules within a folder are applied to the account where the folder is located, as well as to all its sub-accounts.

### 9.4.2.2 If used as debit account...

The rule „If used as debit account...“ can be used to check the accounts that are used in connection with this account.

If used as a debit account	
Debit-Split:	4410 Revenue 19% sales tax
Debit-Split %:	19.00
Credit:	
Credit-Split:	
Credit-Split %:	0.00

If a revenue account for sales subject to 19% VAT exists, you can use a rule to automatically add a split booking for the 19% VAT. The rule can be used for automation, but if entries already exist in the corresponding fields (split accounts or credit account), they will be tested for validity based on the rule. The rule checks the accounts for which entries were made, and empty entries are ignored.

If a transaction does not comply with the specified rule, a corresponding message is displayed in the transaction form, and the transaction is marked in red in the project tree.

### 9.4.2.3 If used as credit account

This rule is similar to the „If used as debit account“ rule explained earlier, but it is enforced when the account is utilized as a credit account during a booking.

### 9.4.2.4 If used as split account...

The „When used as split account...“ rule verifies if the accurate percentage has been entered. This rule is commonly used to cross-check the percentage in sales and input tax bookings.

If used as a split account	
Percentage:	7.00

Entering an incorrect percentage will cause the project tree to highlight the transaction in red, and a message will be displayed in the booking form.

## 9.5 Formula

Using formulas can simplify number-related tasks by enabling automatic calculations when combined with subordinate bookings. The booking's position in the project tree is utilized for this purpose, allowing you to utilize amounts from either parent or child bookings to determine the amount of a particular booking.

The outcome of a formula can be viewed in the project tree, enabling you to promptly assess the efficacy of the formula.

Bookings that incorporate formulas are considered standard bookings and are processed in reports and exports identically to other bookings, with the exception of the calculated amounts.

To include a formula, you must enter it directly into the booking form, rather than utilizing a generic formula. To prevent repeatedly creating the same formula, you may enter it into a template form. When you apply the template booking, the formula is automatically transferred to the current booking.

Basic arithmetic operations can be used in formulas, which are typically employed to calculate differences or to multiply a factor with an amount. Due to the necessity of maintaining clear accounting, formulas are typically kept concise.

Special characters can be utilized in formulas to factor in the amounts of either subordinate or superordinate bookings. Further explanations regarding their usage are provided below.

The efficacy of your formula can be readily assessed by navigating to the corresponding project tree entry, which displays the calculated amounts resulting from the booking. After successfully inputting the formulas, you may create a reusable template to streamline the process.

### 9.5.1 Special characters

#### 9.5.1.1 B

Incorporating the letter „B“ in your formula will insert the booking amount specified in the „Amount“ field. For instance, suppose you enter an amount in foreign currency dollars.

*Example: You enter an amount in a foreign currency dollars. You enter the amount of 10 dollars in the „Amount“ input field. Then you select the formula switch and enter „B/1.10“ as the formula to convert the booking amount to euros. In the accounting, the booking amount of 10 will not be output, but 9.09 will be displayed.*

### 9.5.1.2 Sum

The SUM symbol in a formula totals all amounts of subordinate bookings, regardless of whether they are booked on the debit or credit side.

Example:

*You enter an invoice with several items. Enter the following formula: SUM. Do not make any entries as the debit or credit account. Therefore, this booking will not be considered in the accounting. Enter the following bookings as subordinate bookings of this booking. When you enter individual bookings, the total amount of the bookings will be immediately visible in the project tree. You can use this numerical value as a control for your entries.*

When booking A has a subordinate booking B, which, in turn, has its own subordinate bookings, two different scenarios may arise:

- If no debit or credit account is designated for subordinate booking B, the amount associated with booking B is disregarded. Any calculated amount is purely informative and will have no impact on the accounting process.
- If both a debit and a credit account are indicated in subordinate booking B, the amount associated with booking B is also incorporated into the sum, as it is considered a legitimate booking. Furthermore, any subordinate bookings of B are added to the sum as well. It is essential to exercise caution to avoid double-counting bookings.

### 9.5.1.3 SumH

The „SumH“ function in a formula calculates the sum of amounts associated with subordinate bookings, taking into account whether the amounts are debited or credited. Specifically, only amounts that affect the designated credit account are included in the calculation.

### 9.5.1.4 SumS

Similar to „SumH,“ the „SumS“ function considers the debited account, but instead focuses on amounts related to the designated debit .

### 9.5.1.5 \$

The „\$“ symbol is employed in subordinate bookings to reference the booking amount of the parent booking.

### 9.5.1.6 Rounding up and down

With the round function, numerical values can be rounded up or down. Examples:

`round(0,1)`

rounded to zero.

$\text{round}(0,6)$

is rounded to the value one.

In Switzerland, it is a common accounting practice to round amounts up or down to the nearest 0.05 centimes, 0.02 or 0.03 to 0.5, etc. This can be accomplished using the following formula:

$\text{round}(B/20)*20$



### 10.1 Account Info

The „Account Info“ window furnishes a comprehensive summary of all transactions associated with a given account. The displayed account corresponds to the one selected in the project tree, accessible via the „Accounts“ folder. Upon selecting an account, its related transactions are immediately populated in the information window. If the account has any subordinate accounts, the transactions of these accounts will also be visible. The initial line of the window depicts the total of all transactions, encompassing both credit and debit amounts. Moreover, the balance is prominently featured as well.

The current balance of the account is exhibited alongside each booking, facilitating comparison with bank statements, particularly for bank accounts.

Upon selecting an account in the „Cost balance info“ window, the corresponding account will be presented in the same window.

### 10.2 Transaction-dependent accounts

The „Transaction-dependent accounts“ window exhibits the current balances of accounts impacted by the presently selected booking. This window will display at least two accounts, but the number may vary depending on whether split accounts or additional transfers have been designated. For each account, two balances are presented: one at the time of the booking, and the current balance. Double-clicking on a line in the information window will populate the „Account Info“ window with relevant bookings for the designated account.

### 10.3 Template

The „Template“ window showcases the bookings stored in the „Template“ folder. By selecting a booking in the window and pressing the enter key, you can copy it to the Bookings folder. To do so, you must first select either the Bookings folder or an entry within it. Only access the „Template“ window when creating new bookings.

#### 10.3.1 Work effectively with the template window

To utilize the Template window with keyboard commands, adhere to the following steps:

- Select a booking group in the project tree.
- Press „F4“ to access the search field in the „Template“ window.
- Enter a search term to find the matching template transactions.
- The list is automatically adjusted.
- Use the arrow-down key to select the desired template booking.

- Translate: Drucken Sie die Eingabetaste, um die Vorlagenbuchung zu übernehmen. Wenn sich der gewünschte Eintrag in der ersten Zeile der Liste befindet, können Sie direkt die Eingabetaste verwenden.

## 10.4 Open items

The purpose of this window is to provide a swift summary of outstanding invoices. By double-clicking on a particular entry, you can promptly navigate to the booking associated with the outstanding invoice. Upon settling an outstanding invoice, you may reset the switch for „open items“ within this window. This action will remove the booking from the „open items“ window. Essentially, this information is intended solely for expediting booking searches.

## 10.5 Document view

Formuliere neu in lesbares Englisch (vermeide wenn möglich die Redewendungen „You can“ und „it is recommended“ und „also“): This window displays the documents. Documents can be stored in different formats. These are pixel-oriented formats such as JPEG, GIF, BMP, TIF, but also other documents such as PDF, Word files, etc. Some formats require appropriate viewing programs to be installed. For example, to display Word documents, you must have MS Word installed.

The window content is updated automatically, such as when a booking is selected, and the associated document is displayed. Whenever the selection is changed within the project tree, the document window moves along correspondingly. Loading time may vary depending on the document type. If a document overview is unnecessary, the window can be hidden.

This window is highly useful when generating new transactions.

### 10.5.1 Markups in the document view

When a document is scanned using a scanner, it is saved as an image file in the designated document directory. For instance, scanning a bank statement would result in multiple transactions, with each transaction corresponding to a specific line within the document.

To select a region of the scanned document, hover the mouse over the top left corner of the region, press the Ctrl key and the left mouse button. While holding down the left mouse button, move the mouse to the bottom right corner of the area. Release the left mouse button and Ctrl key. The area is then framed, and you can enter descriptive text to further specify this area.

You can mark multiple areas within a document, and for each marked area, a separate entry is created in the project tree below the corresponding booking or document reference.

*( Marking only works with images of type jpeg or tiff. Other file formats such as PDF or Word documents use their own viewers that do not allow marking. )*



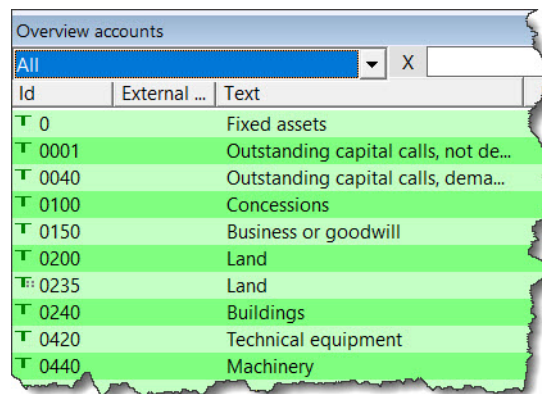
## 10.6 Document list

The „Document list“ is a unique window that shows the files stored in a specific folder on your computer's hard drive. This folder is used to store document files, and you can specify its location in the parameters menu (Extras/Parameters/Directory/Document directory).

In the parameters, you can also choose whether to display all documents or only the ones that haven't been processed in a booking yet. This helps you quickly identify the documents that still need to be booked.

## 10.7 Overview Accounts

The „Account Overview“ window shows a list of all accounts under the „Accounts“ folder. The top row of this window contains a search field. By typing in a search term in this field, only the accounts containing that term will be displayed in the list below. For instance, if you want to find an account related to „tax,“ type „tax“ in the search field, and the relevant accounts will be displayed. Double-clicking a row will quickly take you to the corresponding project tree entry.



Overview accounts		
All X		
Id	External ...	Text
T 0		Fixed assets
T 0001		Outstanding capital calls, not de...
T 0040		Outstanding capital calls, dema...
T 0100		Concessions
T 0150		Business or goodwill
T 0200		Land
T 0235		Land
T 0240		Buildings
T 0420		Technical equipment
T 0440		Machinery

The following fields are displayed:

- **ID:** Account number
- **External ID:** Number used when exporting the account.
- **Text:** Account designation
- **Bookings:** Number of bookings on the account. Only bookings that are directly posted to the account are counted – not bookings that affect subordinate accounts. This gives you a quick overview of the accounts that were actually used. The filter of the top project tree entry is taken into account.

The selection box provides the following options to choose from:

- **All:** If you want to see all accounts that match the search term.
- **Only with bookings:** Only accounts that actually contain transactions are displayed.

## 10.8 Overview Bookings

This window presents all bookings, regardless of the group they belong to. Similar to the „Account Overview,“ there is a search field for entering search terms. When you input a search term, only bookings whose booking text includes the term will be displayed. This feature enables you to quickly search through all bookings. Double-clicking on a booking in the list will immediately take you to the corresponding project tree entry.

Overview bookings							
All		X					
Date	Id	Text	Amount	Debit	Credit	State	Directory
1/8/2022		Payment received from Heinzema...	126.90	1600 C...	1200 R...		2022/Cash
1/25/20...		Salary, cash	261.89	6000 ...	1600 C...		2022/Cash
1/29/20...		Postage	6.18	6800 P...	1600 C...		2022/Cash
1/2/2022		Private deposit	304.22	1800 B...	2180 P...		2022/Bank

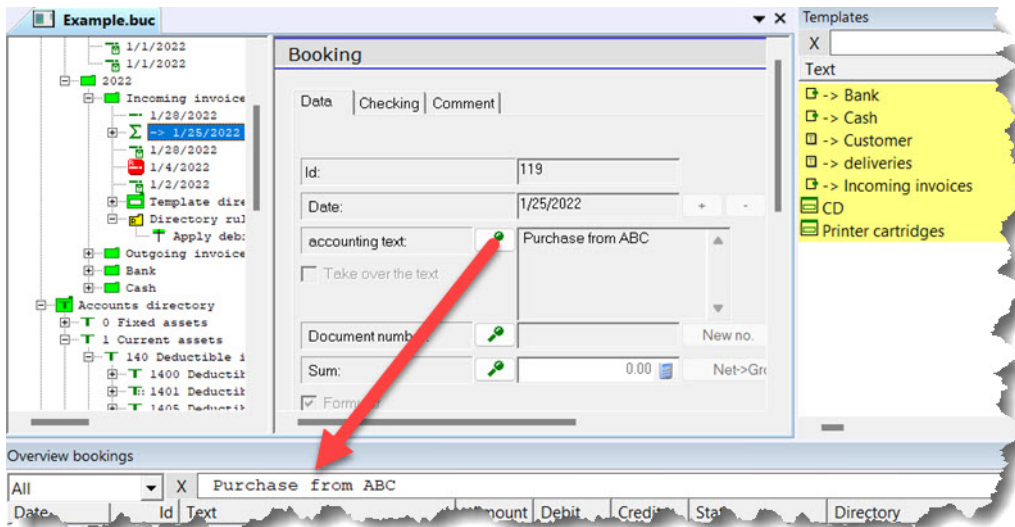
The column labeled „Status“ indicates whether an entry has been verified or accepted. The letter „T“ stands for a verified entry, while the letter „A“ stands for an accepted entry. Both letters can be displayed simultaneously.

When you select the option in the upper-left corner of the information window, you will be able to choose from the following items:

- **All:** All bookings are listed in the list.
- **Not tested:** This lists only the bookings that are not marked as verified.
- **Not accepted:** In this selection, only those transactions that have not yet „accepted“ status are included in the list.

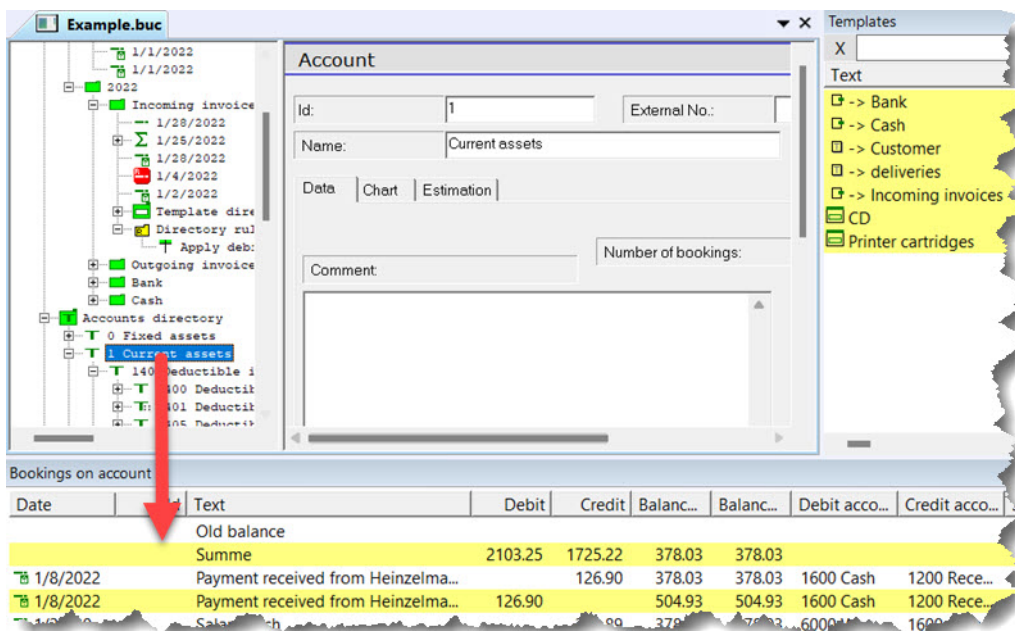
This feature allows you to easily locate unchecked or unaccepted bookings, even if they are scattered across different folders in the project tree.

When entering a booking, it is common to need to find other bookings with the same document number, booking text, or amount. To avoid the need to type identical descriptions, there are three switches in the booking dialog that transfer the text from the adjacent input field to the input field of the „Booking Overview“ information window and automatically start a search. This way, you can quickly find all bookings related to a certain description, such as all bookings for gas, with just one mouse click.



## 10.9 Bookings to account

This information window displays all transactions related to a specific account selected in the project tree. The listed transactions are immediately shown in the window once the account is selected, while considering the set filter.



This window shows all transactions related to a specific account. Once you select an account in the project tree, all its transactions are immediately displayed in this information window, taking the set filter into account. The window is also automatically updated when you select the account in other information windows, such as the „accounts dependent on booking“ window. Double-clicking a row in this window directly displays all bookings of the corresponding account, without the need to select it in the project tree first.

Date	Id	Text	Debit	Credit	Balance	Balanc...	Balanc...	
1/28/2022	5400	Goods received, input tax at 19%	0.00		91.73	91.73	91.73	
1/28/2022	3300	Liabilities from deliveries and servi...		0.00	-1,378...	-1,378...	-1,378...	
1/28/2022	1406	Deductible input tax 19%	0.00		313.88	317.87	313.88	

Date	Id	Text	Debit	Credit	Balanc...	Balanc...	Debit acco...	Credit acco...
		Old balance			91.73	73	91.73	

In the „Extra/Parameter/General“ section, there is an option titled „Account only up to the date of the selected booking.“ Enabling this option hides any bookings that are newer than the selected booking in the „Bookings on Account“ window. This helps in better managing accounting as it allows for easier navigation through the information window. It is important to note that this switch does not impact any other information windows.

## 10.10 Messages

This information window is designed to display messages related to incorrect bookings.

## 10.11 Monthly overview

The monthly overview information window provides a summarized view of all transactions in an account for each month within a specified date range. It displays the debit/credit amounts and balance in a table format, along with the total sum and average balance.

To view the monthly overview, simply select the 'Monthly Overview' information window and choose the desired time range. The window will display a summary of all transactions for each month within that range, including the debit/credit and balance in a table. When you select an account in the project tree, the 'Monthly Overview' window will automatically update with the relevant information.

The monthly overview presents the balances for each month in a row. The balance is colored green if it's positive and red if it's negative, and the color's intensity corresponds to the amount of the balance. This makes it easy to spot unusual months for a quick review.

## 10.12 Chart

The 'Graphic' information window presents the same information as the 'Monthly Overview' information window but in a graphical format instead of a table. You can access the 'Graphic' information window by selecting 'Window' from the main menu.

To set the date range to be displayed in the 'Graphic' information window, select the top project tree entry and specify the desired area.

The graph is generated by selecting an account in the project tree.

You have two display options in the graph: monthly balance and total balance. The monthly balance option shows how much was added to the account each month in the form of a curve. The total balance option shows the overall balance of the account. You can also choose to display both curves simultaneously. To set the curves, use the options 'Extra/Graphic: Monthly balance' or 'Extra/Graphic: Total balance'.

### 10.12.1 Compare charts

Comparing the curves of different accounts is also useful as it allows you to see the relationships between the balances of different accounts. For instance, you can compare the curve of the 'Expenses' account with that of the 'Revenues' account to analyze the trend of costs.

To keep a comparison curve visible on the graph, select the relevant account in the project tree and go to the 'Graph' tab. Check the 'Display in graph' option, and the account will be added to the displayed accounts in the graph. You can add as many accounts as you want to the same graph. The 'negative' option within the 'Graph' tab of the account shows the account balance with the sign reversed. This option is helpful depending on whether the account is an asset or a liability account.

You can easily remove all additional accounts from the graph without having to manually search through the project tree by using the 'Extra/Graphics: No additional curves' menu item.

## 10.13 Automatically refresh information window

By default, the information windows are updated whenever a change is made to the project tree entry, ensuring that they always contain up-to-date data. However, if you are working with large amounts of data or documents, updating the information windows can take some time and become a nuisance when quickly browsing through the project tree. To prevent automatic updating, you can disable it in the settings under 'Extra/Refresh Information Windows'. The switch next to this menu entry will be toggled when the option is turned on. You can change the current setting by selecting this menu item.

When automatic updates are disabled, you will need to manually refresh the information windows by selecting the „Refresh“ option from the menu.



Generating reports is a crucial aspect of accounting. Although the account list can provide valuable information, reports are needed to further summarize account balances. This is essential for creating a balance sheet, income statement, or performing other related tasks.

Reports are used to aggregate account balances by adding up the debit and credit sides of account transactions. The date range can be specified in the top project tree entry to filter transactions by date or classification, and only selected transactions will be considered in the report. If no date range is specified, all transactions will be included in the report. Reports are essential for creating balance sheets, income statements, and other similar tasks in accounting.

## 11.1 Create a new report

The folder where all reports are located is called the „Reports folder“. It can be found under the top-level project tree entry. If the folder does not exist yet, you can create it by selecting the „New: Report Folder“ option in the top-level project tree entry.

To create a new report, you should select the „Reports folder“ located under the top-level project tree entry and then choose the „New report“ option from the context menu. Once created, the report will be empty, and you can give it a name. The data that you want to include in the report is determined by the sub-project tree entries. You can add them to the report using the context menu.



### Tipp

To group your reports or use different headers and footers, you can create multiple „Report Folder“ entries. You can assign a name to each „Report Folder“ in addition to the label to quickly distinguish between them in the project tree.

## 11.2 Account evaluation

This project tree entry enables you to generate a balance report for one or multiple accounts, depending on whether the account has subordinate accounts. Once you select the account, you have various options that can affect the evaluation.

By default, the balance is shown as the difference between the debit and credit. However, you can choose to display the balance as the difference between credit and debit by selecting the „negative“ option.

If the account has sub-accounts, you can choose to display them individually by selecting the „Display sub-accounts“ option. You can also choose whether or not to further break down the sub-accounts by selecting the „no summary accounts“ option if you don't want sub-accounts to be summarized if they themselves consist of sub-accounts.

Example:

For instance, suppose you need to obtain an overview of your revenues. You can achieve this by creating a report. Let's imagine you work with various projects, and all

the revenues for these projects are booked under the revenue account. To enhance the clarity of the report, you have established the following account structure in the chart of accounts:

```
Revenue\Project A
Revenue\Project B
Revenue\Customer A\Project C
Revenue\Customer A\Project D
```

To evaluate the revenues of different projects, you can create a report named „Income from projects“ and add an account evaluation project tree entry. Select the „Income“ account for the evaluation. If you do not select any options such as „output sub-accounts“ or „no summary accounts“, the report will display only the total amount.

Account	Denomination	Euro	Euro
	Income		4000,00

If you select the option „Output sub-accounts,“ the report will be further broken down into individual accounts:

Account	Denomination	Euro	Euro
	Income		
5001	Project A	1000.00	
5002	Project B	1000.00	
501	Customer A	2000,00	4000,00

This is due to the hierarchical structure of the chart of accounts. The „Customer“ account is classified as a summary account because it has sub-accounts. Direct transactions are not posted to a summary account; instead, they are posted to its sub-accounts. In the report, the transactions of the sub-accounts are attributed to the parent summary account.

When the option „output subordinate accounts“ is selected, you also have the choice to display accounts that have no bookings or do not have a balance.

- **Spend accounts without booking:** All accounts are issued, even on which there are no bookings at all. The balances of the empty accounts are then zero.
- **Spend accounts with zero balance:** If you select this option, then the accounts that have a zero balance will also be spent. Unlike the option „Issue accounts without booking“, balanced accounts are issued here. This option has no effect if you selected „Spend accounts without bookings“.

If you want a more detailed breakdown of the projects, you can choose the „no summary accounts“ option. This will provide a more detailed report with individual sub-accounts and their balances.

Account	Denomination	Euro	Euro
	Income		
5001	Project A	1000.00	
5002	Project B	1000.00	
5010	Project C	1000.00	
5011	Project D	1000,00	4000,00



Defining the chart of accounts can simplify the process of creating reports, as it can already pre-structure the evaluation. It is advisable to create the chart of accounts accordingly to ensure that reports are straightforward and easy to generate.

You can use the „Use factor“ switch to apply a numerical value to multiply the account evaluation. This function allows you to perform calculations such as computing shares or converting values from gross to net.

## 11.3 Account Total

A different method to calculate account balances is by using an „Account Sum“ project tree entry. This is used to calculate the sum or difference of multiple account balances. For instance, to determine profit, you need to compare expenses with revenues. You can achieve this by adding an „Account Sum“ entry under the report and giving it a label such as „Profit.“ Then, under this project tree entry, you can add either an „Account Evaluation“ project tree entry that outputs the balance of a particular account or another „Account Sum“ entry.

We will continue with the example of calculating profit. The operating expenses and other expenses are separately recorded in the chart of accounts, and they must be combined to calculate the total expenses. To do this, we add a new project tree item named „Account Sum“ under the „Profit“ entry and name it „Expenses“. We do the same for the revenues, and finally, we get the following structure for the report:

```
[Account Total] Profit
  [Account Total] Income
    [Account Evaluation] 5 Earnings
  [Account Total] Expenditures
    [Account evaluation - ] 6 Operational expenses
    [Account Evaluation - ] 7 more Aufw.
```

For the project tree entries „operating expenses“ and „other expenses“, we need to select the „negative“ option because they should be subtracted from the profit. Then, we obtain the following report:

Account	Denomination	Euro	Euro
	Profit		
	Income		
	Income	4000,00	4000,00
	Expenditures		
	further expenses	0,00	
	Operating expenses	-2000,00	-2000,00
	Total profit		2000,00

By selecting the „show subaccounts“ and „no total accounts“ options in the „account evaluation“ project tree entries, we can further break down the report. This results in the following report:

Account	Denomination	Euro	Euro
	Profit		
	Income		
5001	Project A	1000.00	
5002	Project B	1000.00	

```

5010    Project C 1000.00
5011    Project D 1000,00 4000,00

Expenditures
6300    Salaries -2000,00 -2000,00

Total profit      2000,00

```

When generating reports, only transactions that match the specified classification and date range are taken into account. These can be set in the top-level project tree entry.

## 11.4 Report text

To include additional information in a report, you can add a report text by right-clicking on the „Report“ project tree entry and selecting „New Text in Report“ from the context menu. The first line of the text will be used as a heading in the report, providing an additional level of organization. You can add account evaluations or account sums under the „Report Text“ project tree entry by using the context menu. These evaluations will be listed below the text in the report. If you use multiple text entries in a report, you can create separate evaluations within the same report.

### 11.4.1 Formula of the reports

To perform simple calculations with account balances, you can use formulas within a report text by enclosing them in '\$' characters.

### 11.4.2 Example

The fields are to be calculated that must be entered when submitting a sales tax return to Elster. Here, the simple case is assumed that only 7% and 19% sales tax and input tax are used.

Input:

Page 3

```

1: Field 20 Revenues 19%: $-{4410}:12:2$ ->$-{3806}:12:2$
2: Field 21 Revenue 7%: $-{4300}:12:2$ ->$-{3801}:12:2$

```

Page 5:

```

3: Field 55 Input tax: ${1401}+{1406}:13:2$

```

Calculated:

```

Field 62 Remaining value: $-({1401}+{1406}+{3806}+{3801}):7:2$

```

In the report, the text is displayed and the numerical value is calculated for the formula specifications within the \$ symbols when the report is created. In doing so:

### 11.4.3 Account balances within a formula

If the account balance is to be calculated as a numerical value within a formula, the account number is to be specified within curly braces.

```

{[Account number]}

```

Please provide the account number and not the account name.

#### 11.4.4 Format inputs

You can specify the field width and number of decimal places for formatting. To do so, use the following syntax:

```
$[Formula]:[Field width]:[Number of decimal places]$
```

The format inputs are optional. If the number of decimal places is not specified, two decimal places will be used. If the field width is not specified, then twelve characters will be displayed.

### 11.5 Journal / Bookings on one account

To get an overview of bookings on a specific account or all bookings, you can create a special report. To do this, select the „Report Folder“ and choose „New Account Journal“ from the context menu. Then a new entry will be inserted in the project tree. In the top input line, you can enter a label that will be used to name the report. If you do not enter a value, the report will be named automatically – either after the account or generally as a journal. Below that is a checkbox that you can use to print bookings for a specific account. If you mark this switch, the selection field below it will become active. Select the account you want to use for the report.

To display or print the report, select the „Report Preview“ project tree entry below. Then the report will be displayed on the right-hand side. To print the report, use „File/Print“ or „File/Print Preview“.

If you only want to create a subset of data, such as transactions for a specific classification or time range, enter this information in the top project tree item under the „Selection range“ tab.

#### 11.5.1 Account Journal

The project tree entry „Konto-Journal“ allows you to create a statement of account for a specific account by selecting the account in a drop-down box, using the „nur f"ur Konto“ (only for account) switch.

There are several options available to influence the appearance of the area:

##### **"Show Start/End Balance":**

With this option, you indicate whether you want to include the initial balance of the account in the report. If you activate the option, the program expects you to set a date range in the top project tree entry before creating the report. If you do not do this, an error message will appear when you create the report.

Report without initial balance:

Cashbook

=====

min. date 01.06.2012

max. date 31.07.2012

Date	No.	Text	Debit	Credit	Balance	Debit—Account	Credit—
Account							
02.06.2012	1	petrol		44,10	−44,10	6500	1600
16.06.2012	2	postage		10,00	−54,10	6800	1600
17.06.2012	3	Payment					
		entrance Muller	119,00		64,90	1600	10247
18.06.2012	4	Petrol		80,00	−15,10	6500	1600
		Total	119,00	134,10	−15,10		

Report with beginning balance:

Cashbook

=====

min. date 01.06.2012

max. date 31.07.2012

Date	No.	Text	Debit	Credit	Balance	Debit—Account	Credit—
Account							
01.06.2012		Startingbalance			90.00		
02.06.2012	1	petrol		44,10	45,90	6500	1600
16.06.2012	2	postage		10,00	35,90	6800	1600
17.06.2012	3	Payment					
		entrance Muller	119,00		154,90	1600	10247
18.06.2012	4	Petrol		80,00	74,90	6500	1600
		Total	119,00	134,10	74,90		

"Don't show debit and credit":

For an accountant, the reports shown above, which display debit and credit entries, are easy to read. However, it is not always desired to break down the output by debit and credit entries. The report looks simpler if you activate the „Do not display debit and credit entries“ option. Then the credit amounts are displayed as negative.

Cash book

min. date 01.06.2012

max. date 31.07.2012

Date	No.	Text	Amount	Balance
01.06.2012		Initial balance		90.00
02.06.2012	1	Gas	−44.10	45.90
16.06.2012	2	Postage	−10.00	35.90
17.06.2012	3	Payment received Muller	119.00	154.90
18.06.2012	4	Gas	−80.00	74.90

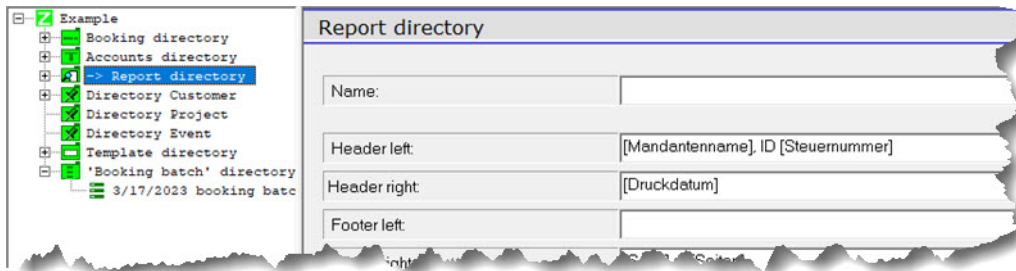
Negative:

If the debit/credit information is missing in the report, it is possible that values are displayed with incorrect signs. This depends on whether you are evaluating a liability or an asset account. With the „Negative“ option, all expenses are calculated with negated values.

## 11.6 Additional information in reports

### 11.6.1 Header/Footer

In the header or footer of the report, you can output additional data that is taken from the top project tree entry. These are then visible on the printout. The fields that should be additionally output on the report can be set in the „Report folder“ project tree entry. Here you have four input options: Header left, Header right, Footer left, Footer right. You can enter fixed text or field names that stand for data from the top project tree entry.



Possible fields:

- [max. Datum]
- [min. Datum]
- [Bezeichnung]
- [Umsatzsteuer-ID Nummer]
- [Umsatzsteuer ID Land]
- [Steuernummer]
- [Finanzamtbezeichnung]
- [Nummer]
- [Buchungs ID]
- [naechste Belegnummer]
- [Gesellschaftsform]
- [Art des Unternehmens]
- [Strasse]
- [Ort]
- [PLZ]
- [erweiterter Mandantenname]
- [Name lang]
- [Name kurz]
- [Programmversion]
- [Waehrung]
- [Kommentar]
- [Beleg-Unterverzeichnis]

### 11.6.2 Information from the classification

If you work with classifications, you have the option of outputting informative text regarding a classification on the report. The text is entered in the classification itself. This can be, for example, the address of a customer or a description of a project.

## 11.6.2.1 Example

You create a classification called „Customers“. In the customer record, you include the address and customer number in the comment field. You select the option „Display comment in reports“.

If you set an appropriate filter for this customer in the top-level project tree entry, the customer's address will be displayed in the report.

## 11.7 Preview

## 11.8 Report of the accounts of the chart of accounts

You can adjust the font size in which the report is displayed in the preview using two switches.



Displays an enlarged font in the preview on the screen. The font for printing output is not changed.



Reduces the font size in the preview on the screen. The font for printing on the printer is not changed.



Copies the entire report to the clipboard.

## 11.8 Report of the accounts of the chart of accounts

You can print an overview of the accounts used in the chart of accounts. In the „Accounts folder“ there is a project tree entry „Report Preview“ for this purpose. Open the „Accounts folder“ and select the bottom project tree entry „Report Preview“. A report with the accounts is then created on the right-hand side. You can print this report on the printer using „File/Print“.

## 11.9 Print preview

If you have selected the „Report Preview“ entry in the project tree, you can then select the „File/Print Preview“ menu item from the main menu. Then the report is displayed on the screen in the form it would be output on the printer.



### Tipp

You can exit the print preview by pressing the „ESC“ key and return to the project tree.

## 11.10 Additional reports

### 11.10.1 Save all bank statements as a text file

A bank statement is a report that shows the transactions of an account for a certain period. It is located in the project tree under the respective account. To have all bank statements in one document, you can use two options in the context menu of the Accounts folder. These are:

Save all account statements as a text file: This option creates a simple text file with all account statements that you can print out. Choose a fixed-width character set for this purpose.

Save all account statements as LaTeX file: This option creates a LaTeX file with all account statements that are formatted.

Latex is a software package based on TeX that provides high-quality rendering of text and formulas. Latex uses a source document that, when compiled, is displayed as a PDF. Latex is ideal for technical and scientific documents.

MiKTeX is a distribution that makes LaTeX easy to use. With MiKTeX, you have a user-friendly distribution that allows you to directly use the generated text as the source. The functionality of LaTeX will not be explained further here.



## 12.1

So far, accounting has been used to document actual financial movements. With the „Estimate“ function, a different goal is pursued. Better predictions for future financial situations can be made based on the data already recorded. Of course, this is only possible to a limited extent, as it is always determined by external circumstances. In the following, I will describe the methods used for estimation. You should carefully consider whether this makes sense for your application.

An application for estimates is, for example, a liquidity plan. A liquidity plan is intended to document the solvency of a business. Being liquid means being able to provide financial resources for rents, installments, wages, supplier liabilities, and the like. Being illiquid is not a good state for a company. If your company works seasonally, it is not easy to estimate liquidity. However, accounting provides a good basis for solid calculation. Other applications include determining expected profits, investment planning, etc.

In accounting, you have already booked all financial transactions. A existing database (the already booked transactions) is a prerequisite for an estimate. For an estimate, the data for a year should already be recorded. From the analysis of the existing data, a detailed forecast can be created. For each existing account, the turnover is determined for each month in the estimated period. The turnovers are summarized on a monthly basis. Then a booking is generated that books this amount to the account.

This also takes into account trends that indicate whether the situation in certain areas is improving or deteriorating. For this purpose, a period of the previous year is compared with the period of the current year, and it is determined whether there is an upward or downward trend.

This way, you can incorporate seasonal profits/costs into your estimate.

Imagine specific reports that answer all questions related to the estimation.

The estimation provides you with a month-by-month analysis. In the case of the liquidity plan, you can see from the change in current assets how much financial resources are needed for each month of the estimated period. From this, you can easily determine how much money needs to be held back to be liquid at all times.

If the current assets should always be positive, you can determine how much money needs to be reserved in the previous month by working backwards within the monthly overview. Then you look at the previous month and proceed in the same way. If the current asset numbers are always positive, you will not have any liquidity problems.

The estimation has nothing to do with proper accounting. You should have the bookings for estimation generated in a separate booking group. To do this, first create an empty booking group, then select „Special functions/Estimate bookings“ from the context menu. The program then generates new bookings within this booking group. If there are already entries in this booking group, the function is canceled.

There must not be any bookings within the estimated period. If the program finds any bookings for this period, the function will be aborted.

Once you have evaluated the estimate, you should delete the booking group for the

estimate bookings.

## 12.2 Estimate bookings

- Create an account with the account number „9999“. This will be used as the contra account for the estimated bookings.
- Create a new booking group. Name it „Estimation“, for example.
- I’m sorry, but November only has 30 days. Therefore, if you have booked until the end of November, you should set the max. date to 30.11.
- Then select from the context menu of the booking group the menu item: Estimate bookings.
- A dialog appears that confirms the date range for the estimate. Confirm the dialog by clicking the „Ok“ button.

Subsequently, the existing bookings are analyzed. For each account that does not contain any sub-accounts, an extrapolation is created. There are different strategies for this, which are described below.

The booking folder is filled with bookings that include the analyzed account on the debit side and the account „9999“ on the credit side.

## 12.3 Tweaking

By default, a trend analysis is performed for an account as shown below. In this process, data from the previous year is compared with data from the current year to determine a trend. This is useful for dynamic expenses, such as fuel costs. However, you can also customize the strategy. To do this, there are settings available for each account under the „Estimation“ tab.

### 12.3.1 Carry over value from previous year

Here, for an account, the balance for the same month of the previous year is determined. This is also used for the month in the estimated period.

### 12.3.2 Value from the last booking month

This option uses the balance of the last booked month for each booking month in the estimation period.

### 12.3.3 Use a fixed value

With this option, a fixed predefined value is always used without taking into account the data from the previous year. It is useful, for example, for monthly loan repayments.

#### 12.3.4 trend

The trend analysis takes into account the development of the monthly balances of an account. If the turnover of an account has increased in the last year, the program calculates a trend from the available values. If you have increased turnover by 10% last year, the program assumes that you will achieve this again in the following year – i.e. increase turnover by 10% again. If the turnover has fallen, further falling is assumed in the following year.

You can adjust the trend analysis separately for each account. To do this, select the account in the project tree and then choose the 'Estimate' tab in the form. For the method, select the 'Trend' option.

Here you have two configuration options:

- **Reference month:** Specify the number of months to look into the past to determine the trend. Normally, a twelve should be entered here. This means that you want to use the same month in the previous year for the comparison calculation.
- **Comparison period (months):** Enter a number of months for which an average value is determined for the trend analysis. If you enter a three here, the last three months are taken into account with the three months of the previous year.



The data from the accounting program can be reconciled with other programs. Import and export of data is done with text files. The structure of the text file is configurable to a large extent. A record is always in one line and the respective data values are separated by a delimiter. A text line can also be used as a header line. The delimiter must be either a semicolon or a tabulator. This format is understood by most programs.

With the project tree entry „Import“, you define the import structure once. This definition remains as an entry within the project.

If you only want to transfer a single project tree entry to a word processor or spreadsheet program, you can also do this via the clipboard or drag drop.

### 13.1 Export bookings

#### 13.1.1 Export

To export bookings, select the „Export“ option from the context menu of the project tree entry „Booking group“.

A structure is created that contains all possible export fields. You can edit them as you like. First, you need to make some settings in the project tree entry „Export“.

Enter a filename for the export file. Afterwards, you can specify the export format:

- Separator,
- whether a header should be created,
- whether the export should take place each time the project file is saved,
- whether a program should be started after export.

#### 13.1.2 Editing Export Fields

You have the option to change the order of the individual export fields. You move them to the desired position using the mouse. If you don't want to export a data field, then you mark it and unset the „export“ switch. This is also a bit faster if you double-click on the entry in the project tree. Alternatively, you can also delete the entire entry. Normally, the field name specified under „Name“ is output in the header line. However, you can overwrite this with a different name by entering the new name under „Export name“.

The project tree entry „Export“ also allows you to add a new export field. However, this only makes sense if you have previously deleted an entry from the export fields or if you want to export an export field twice.

#### 13.1.3 Filter bookings

You can also export a partial data set of the bookings. For this purpose, conditions can be specified below the export fields.

## 13.2 Import bookings

Create a new project tree item „Import“ below the project tree item „Booking Group“ by selecting „New Import“ from the context menu of the „Booking Group“ item.

Enter the filename of the file to be imported here.

Select the delimiter, determine whether the file has a header row. You can also automatically call a program beforehand. Then you need to determine the data fields that should be imported.

To do this, select the corresponding project tree entry. If the text file has a header, you can select the column name in the combobox and automatically determine the column in the text file. Otherwise, you will be shown the data from the first record there – as sample data.

Important for the import is the entry „Column in text file“. You start the import by selecting „Import“ from the context menu of the „Import“ project tree entry or by opening the project file and specifying the option „always import when opening the project“. The new booking data is always appended directly below the „Booking Group“ project tree entry.

In „Extra/Parameters/Export/Import“ you can set whether a message window should be displayed after the import. The following options are available:

- **No message:**
- **Only if data has been imported:**
- **Always issue a message.:**

Translation: The settings for the message window apply to all imports.

## 13.3 Chart of accounts

The export/import of account definitions works in the same way as for bookings. You can add the export/import below a project tree entry „Accounts Folder“.

## 13.4 Transfer to DATEV-kanzlei-Rechnungswesen pro

With this short guide, the transfer of data from Zero-Buchhaltung to the DATEV system (Kanzlei-Rechnungswesen pro) should be described.

### 13.4.1 Export settings

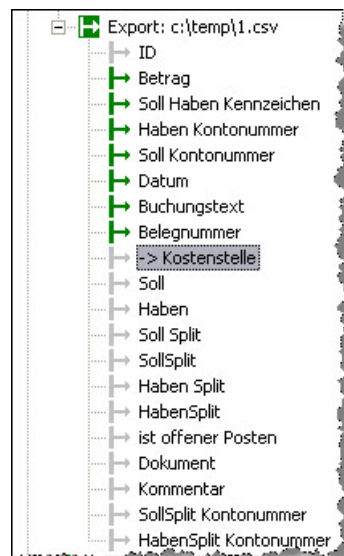
First, the data from Zero-Buchhaltung must be exported to be imported into the DATEV system (Kanzlei-Rechnungswesen pro).

To do this, first select the booking group containing the bookings to be transferred. The fields

- **Amount:**
- **Debit/Credit indicators:**

- Credit account number:
- debit account number:
- Date:
- Text:
- Document:

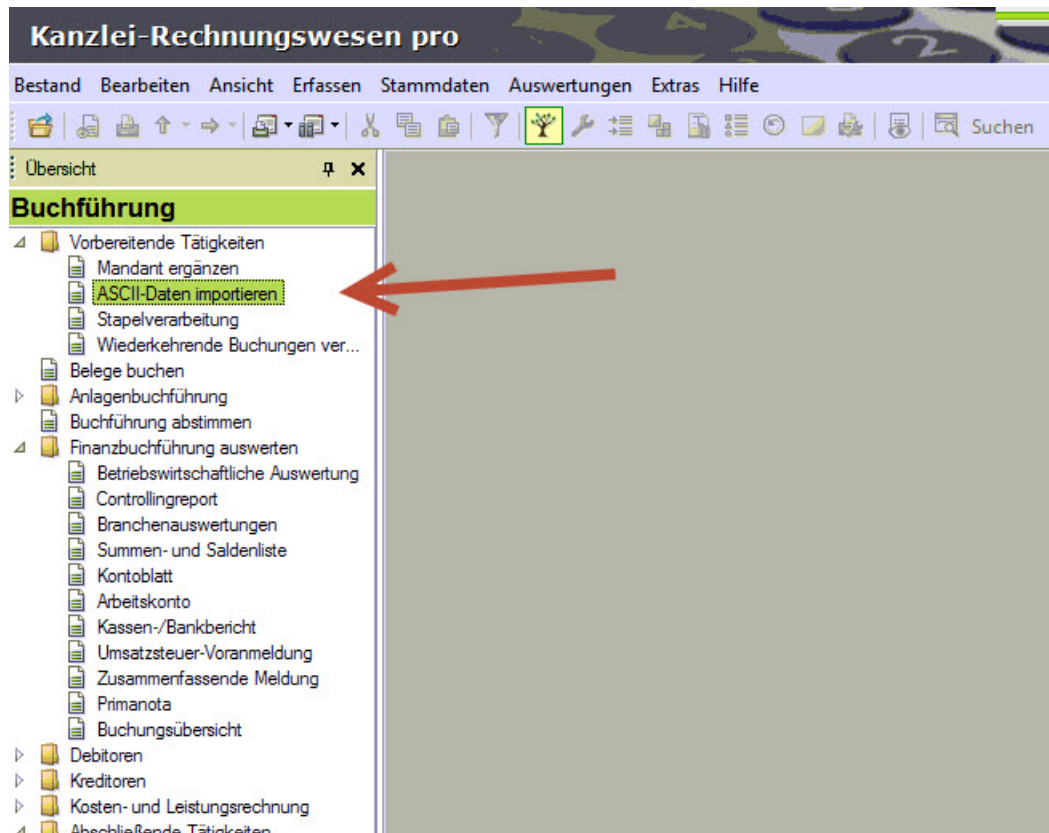
The debit and credit account numbers should be exported. The order specified during export must be matched in the DATEV system. When creating a new export in zero-Buchhaltung, the fields are already pre-populated, so you only need to assign a name for the export file.



The context menu of the „Export“ entry has a menu item „Exportieren“. The export is carried out when you select the menu item. The filter of the top project tree entry is taken into account, in which you can choose a viewing period and a classification.

### 13.4.2 Data transfer

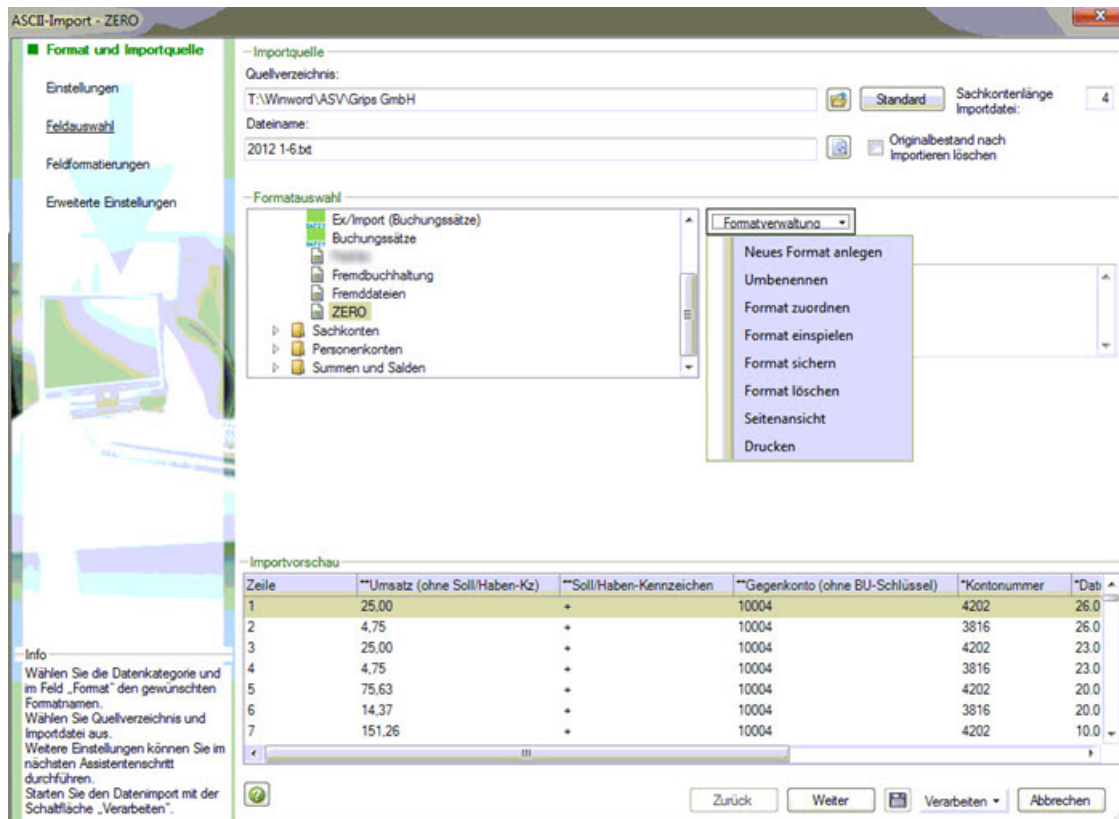
To define a corresponding ASCII import in the program Datev-Rechnungswesen pro, select the entry „Import ASCII data“ in the project space of Datev-Rechnungswesen pro.



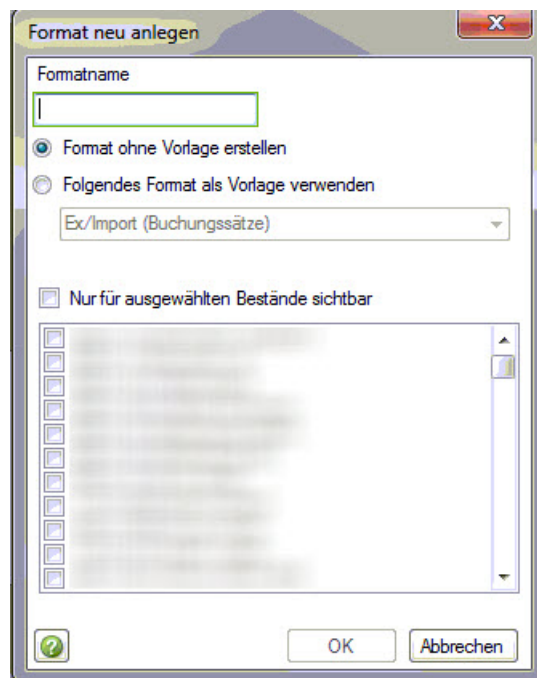
A window will open where you can enter the details for the new import. On the right-hand side, there is a switch called „Format Management“. Expand it with the arrow symbol and select the menu item „Create new format“.



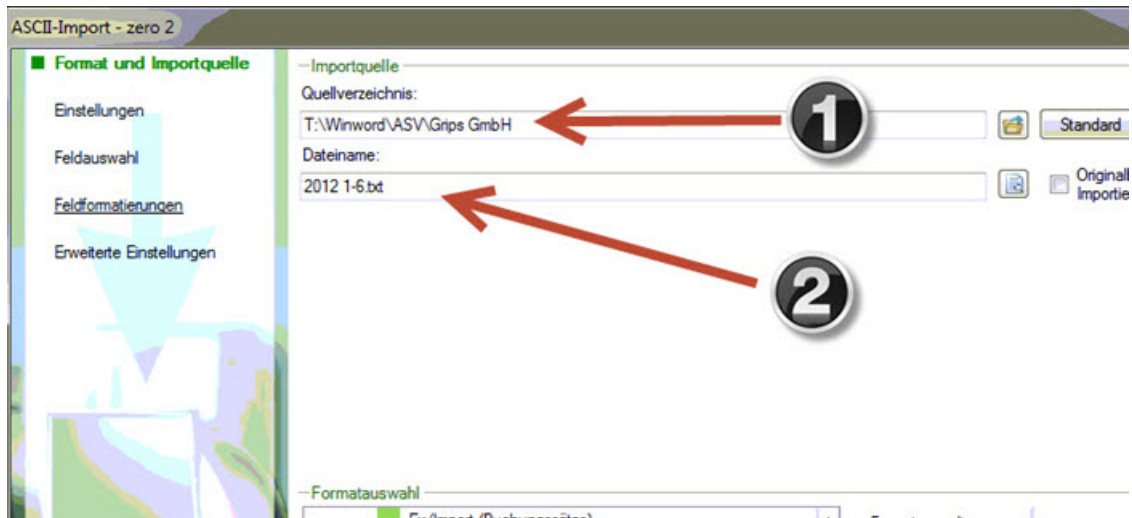
## 13.4 Transfer to DATEV-kanzlei-Rechnungswesen pro



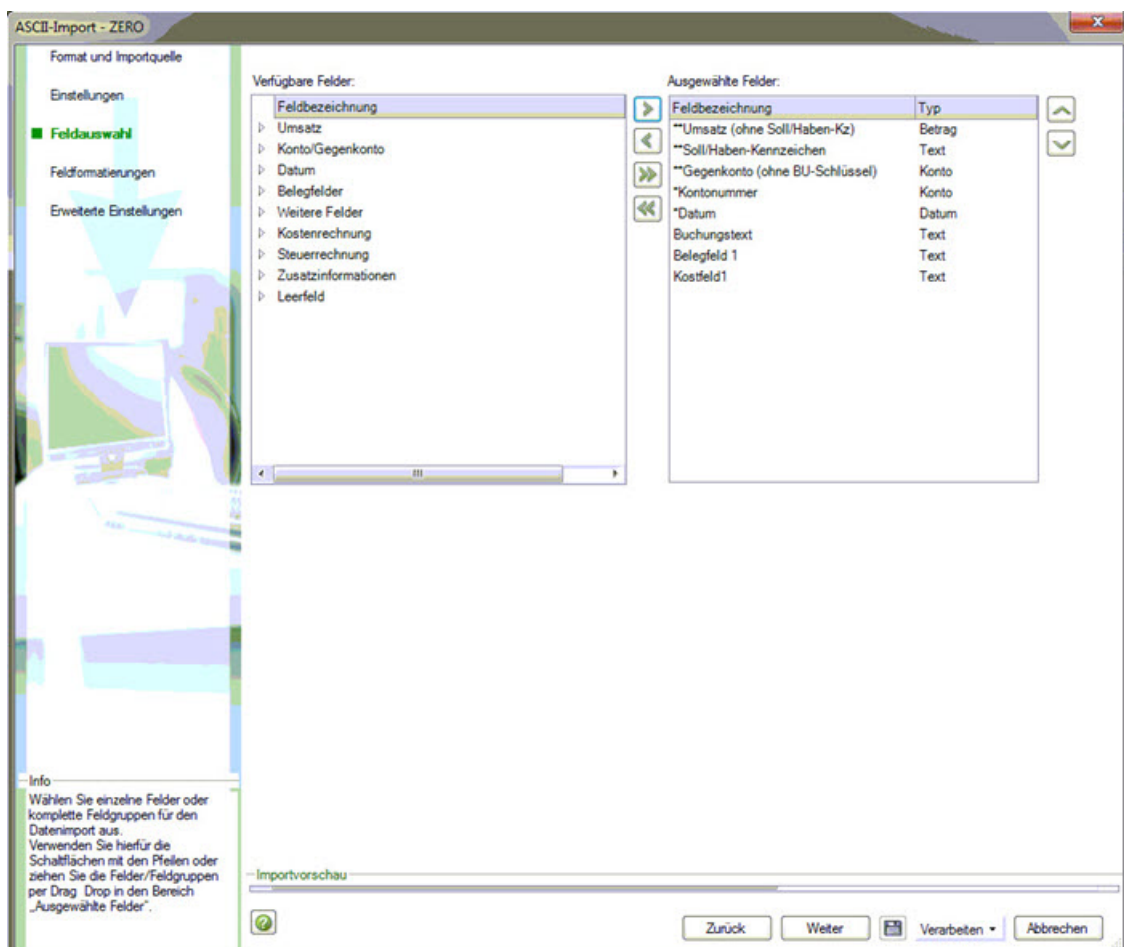
First, you need to give a name for the format definition. For example, the name „zero“. Datev-Rechnungswesen pro saves the following format definition under this name. If you need to import ASCII data from zero-Buchhaltung again at a later point in time, you can use the format definition „zero“ without having to create it again. The following entries are therefore only necessary once.



In the input fields „Source directory“ and „File name“, specify the file that was created by the zero-Buchhaltung program during export. You must specify the path and file name separately.



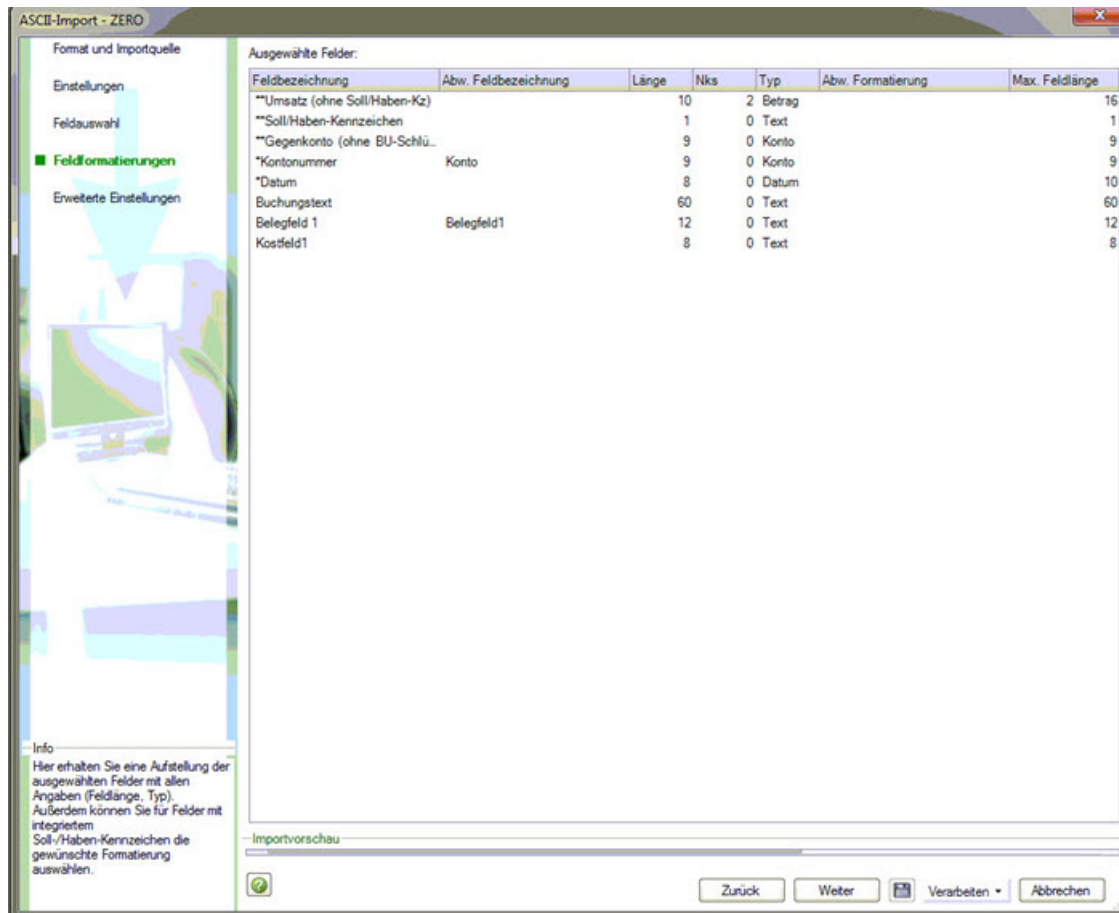
The fields for the import must then be specified. To do this, use the following dialog:



Here, use the „>“ button to transfer the corresponding fields to the right side of the

## 13.4 Transfer to DATEV-kanzlei-Rechnungswesen pro

dialog. The order is important and must exactly match the order of the export from zero-Buchhaltung.



Below you can see the format description again:

Formatbeschreibung für: ASCII-Import  
 Datenkategorie: Bisherige Rechnungswesen-Formate  
 Buchungssätze

**Allgemeine Einstellungen des Formats**

Formatname: ZERO  
 Dieses Format wurde trafirt

**Allgemeine Formatierungen**

Trennzeichen Tausenderstellen: <Kein Zeichen>  
 Trennzeichen Nachkommastellen: , (Komma)  
 Vorzeichen/Betragskennzeichen: +/- vor dem Betrag  
 Datumsformat: T T . M M . J J J J

**CSV-Einstellungen**

Importdatei enthält Informationen zur Importautomatisierung: N  
 Importdatei enthält Überschriftszeile: N  
 Ausrichtung: typabhängig  
 Zeichensatz: ASCII  
 Anlageart: Individuelles Format  
 Satzaufbau: variabel  
 Import ab Zeile: 1  
 Import bis Zeile:  
 Trennzeichen Felder: ; (Semikolon)  
 Trennzeichen am Datensatzende: Nein  
 Zeichen um Textfelder: <Kein Zeichen>

Feldgruppe		Hinweis	Muss- feld	Typ	Länge	Max. Länge
Nr	Feldbezeichnung					
Alternative Feldbezeichnung						
Umsatz						
1	**Umsatz (ohne Soll/Haben-Kz)		Ja	Betrag	10,2	16
2	**Soll/Haben-Kennzeichen		Ja	Text	1	1
Konto/Gegenkonto						
3	**Gegenkonto (ohne BU-Schlüssel)		Ja	Konto	9	9
4	*Kontonummer Konto		Ja	Konto	9	9
Datum						
5	*Datum		Ja	Datum	8	10
Weitere Felder						
6	Buchungstext		Nein	Text	60	60
Belegfelder						
7	Belegfeld 1 Belegfeld1		Nein	Text	12	12
Kostenrechnung						
8	Kostfeld1		Nein	Text	8	8

To execute the import, then select the „Process“ switch.

## 13.4 Transfer to DATEV-kanzlei-Rechnungswesen pro

ASCII-Import - ZERO

**Format und Importquelle**

Einstellungen

Feldauswahl

Feldformatierungen

Erweiterte Einstellungen

Info

Wählen Sie die Datenkategorie und im Feld „Format“ den gewünschten Formatnamen.

Wählen Sie Quellverzeichnis und Importdatei aus.

Weitere Einstellungen können Sie im nächsten Assistentenschritt durchführen.

Starten Sie den Datenimport mit der Schaltfläche „Verarbeiten“.

Importquelle

Quellverzeichnis: T:\Winword\ASV\Grips GmbH

Dateiname: 2012 1-6 bd

Standard

Sachkontenlänge: 4

Importdatei:

Originalbestand nach Importieren löschen

Formatauswahl

Stammdaten

Bisherige Rechnungswesen-Formate

Buchungssätze

Ex/Import (Buchungssätze)

Buchungssätze

Fremdbuchhaltung

Fremddateien

ZERO

Formatverwaltung

Formatinformation:

Dieses Format wurde traflet

Importvorschau

Zeile	**Umsatz (ohne Soll/Haben-Kz)	**Soll/Haben-Kennzeichen	**Gegenkonto (ohne BU-Schlüssel)	*Kontonummer	*Datum
1	25,00	+	10004	4202	26.0
2	4,75	+	10004	3816	26.0
3	25,00	+	10004	4202	23.0
4	4,75	+	10004	3816	23.0
5	75,63	+	10004	4202	20.0
6	14,37	+	10004	3816	20.0
7	151,26	+	10004	4202	10.0

Zurück Weiter Verarbeiten Abbrechen



## 14 STORAGE FORMAT XML OR BINARY

The zero accounting system offers two different storage options. The method of operation resulting from the different storage types is the same for the user. The files used by the zero accounting system to store data differ in format and file extension depending on the storage format. The selection of the storage format is a purely technical issue and is only of interest to a small group of users.

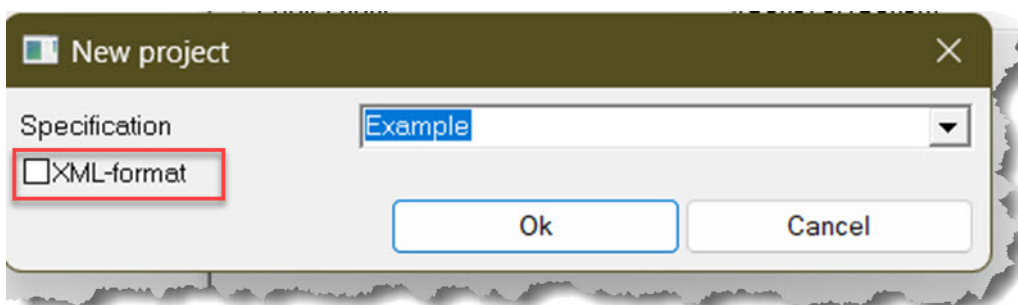
The first option is the binary storage format (buc-file). The advantage of this format is that it can be processed quickly and the data cannot be manipulated. When a new program version is released, the data is automatically converted without the user noticing. This means that files created with a newer program version cannot be opened with an older program version.

The zero accounting software offers two different storage options. The way of working resulting from the different storage methods is the same for the user. The files used by the zero accounting software to store data differ in format and file extension. The choice of storage format is a purely technical issue of interest to only a small group of users.

Firstly, there is the binary storage format (buc file). The advantage of this format is that it can be processed quickly, and the data cannot be manipulated. When a new program version is released, the data is automatically converted, and the user does not notice anything. This means that files created with a newer program version cannot be opened with an older program version.

Secondly, an XML format is offered as a storage format. Files saved in this format have the extension „xbuc“. The XML format is a text format, and the files can be opened in a text editor. There are also editors specifically designed for editing XML files that handle the hierarchy of data within the XML file. The XML format is a standardized format, and the advantage of this format is that it can be read by other programs. XML files are not converted when upgrading the zero accounting software, so it is also possible to open files from newer program versions with an older version. However, this may lead to information loss if additional program functions have been added in the newer program version. The processing of the XML format takes longer than that of the binary format. Loading the file may take longer, especially for large data sets.

When creating a new zero-accounting file, you can choose the storage format used. Here, you can select the xbuc format (XML) or the buc format (binary) with the „XML format“ switch.



It is also possible to change the storage format afterwards. To do this, select „Convert

to XML 'xbuc format'" or „Convert to binary 'buc format'" from the „Extra“ menu.



#### Hinweis

Editing the XML file is possible in principle. However, there are some things to keep in mind. Within the file, references are made to other entries in the XML file. For this purpose, unique numbers (IDs) are used. Therefore, it is necessary to assign a unique ID to each entry within the file. The program of course automatically ensures unique IDs when creating new entries. However, if you edit the file yourself (with a text or XML editor or with an external program), you must ensure unique IDs yourself.



- \$, 60
- \$\$, 52
- Account, 26
- Account evaluation, 71
- account number, 26
- Account Total, 73
- Accounts folder, 26
- Accounts Receivable, 46
- Accounts Used, 27
- Allow sub-accounts, 57
- amount, 24
- Apply rule automatically, 57
- Automatic takeover, 57
- B, 59
- Balance List, 28
- basic data, 25
- Booking as template, 37
- booking group, 35
- Booking with account balances, 30
- Bookings folder, 28
- Bookings on one account, 75
- buc, 25
- buc file, 95
- Chart of accounts, 86
- Check, 38
- checked, 38
- Classification, 30
- classification, 77
- Comment, 27
- Copy information to other applications, 19
- Create booking group, 22
- Create folder for receipts, 21
- Creating a balance sheet, 41
- Credit split, 36
- currency, 20
- DATEV-kanzlei-Rechnungswesen pro , 86
- day of the week, 24
- Delete entries, 18
- Description, 27
- discount, 47
- Document list, 34
- document subdirectory, 22
- Document view, 38
- Dokumentenansicht, 38
- Download, 9
- Enter a date, 24
- Estimate bookings, 82
- Execution of a booking, 38
- Export, 85
- Export bookings, 85
- F7, 38
- file, 25
- File/New/Project, 20
- Filters, 31
- fixed value, 82
- Folder rule account, 58
- Formula, 59
- Header/Footer, 77
- Hide documents with booking, 34
- ID, 26
- If used as debit account..., 58
- import, 85
- Import bookings, 86
- Input Tax, 47
- Journal, 75
- liquidity plan, 81
- month-by-month analysis, 81
- Move entries, 19
- New Account Journal, 75
- New document reference, 36
- New entries, 18
- New Folder Rule Booking Group, 56
- new project, 20
- No VAT due 19%, 46

- number, 24
- Number of bookings, 27
- of the chart of accounts, 79
- Opening Entries, 22
- origin directory, 34
- Overview chart of accounts, 27
- path, 22
- predefined reports, 27
- Preparation for Booking, 37
- preset project, 20
- previous year, 82
- procedure for booking, 37
- project, 20
- Project Settings, 25
- Receipt directory, 34
- recipe list, 38
- recurring bookings, 29
- Report, 27
- report, 71
- Report text, 74
- Reports, 29
- Reports folder, 71
- Revise chart of accounts, 20
- Rules, 56
- Rules for accounts, 58
- Rules for booking groups., 56
- sales tax, 43
- Save, 20
- Scan, 33
- scroll wheel, 24
- search, 19
- Selection range, 75
- Set parameters, 23
- settings, 23
- Show receipts, 34
- Space, 24
- Special characters, 59
- Sum, 60
- SumH, 60
- SumS, 60
- Take over debit/credit account, 57

- Template, 29
- Template folder, 29
- Templates, 38
- templates, 29, 35, 37
- the last booking month, 82
- trend, 83
- Unassigned documents, 34
- Use for verification, 57
- user interface, 13
- VAT 19%, 46
- xbuc, 95
- XML, 95
- XML format, 95