



oneFlow™ Overview Guide

Version .90a

Overview Guide to operation of oneFlow

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SYSTEM REQUIREMENTS

HARDWARE

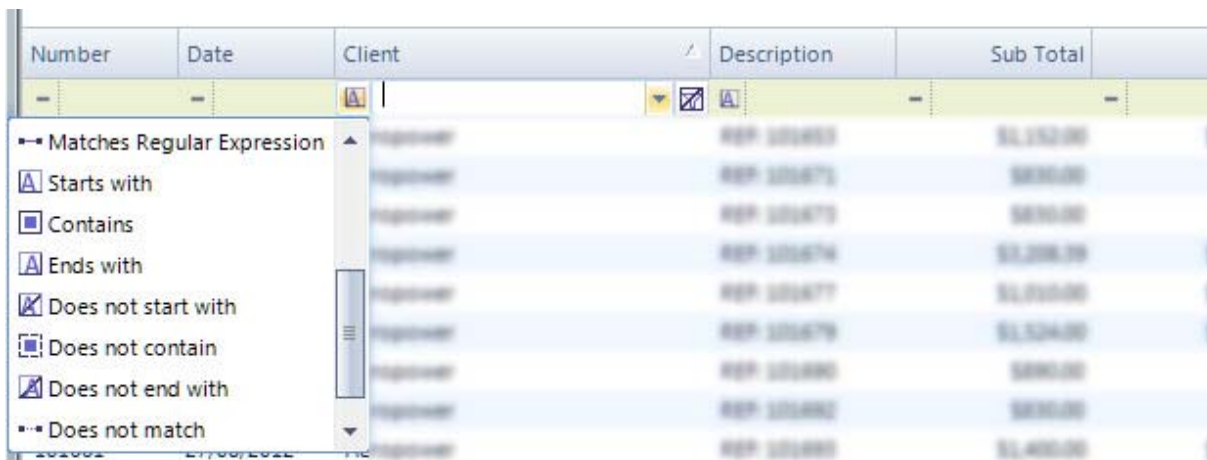
- Standard IBM Compatible
- 2GB of Ram
- 1Ghz CPU or higher

SOFTWARE

- Microsoft .Net 4.0 (free download)
- LocalDB (free download)
- Windows XP/Vista/7/8
- Microsoft Word 2003 or higher

USING FILTERS

Various management and sub lists in oneFlow™ provide the ability to filter data that is displayed.



The screenshot shows a table with columns: Number, Date, Client, Description, and Sub Total. A dropdown menu is open over the 'Client' column, listing various filter options. The table data is partially visible, showing rows with 'REP' descriptions and monetary values.

Number	Date	Client	Description	Sub Total
			REP 102453	\$1,152.00
			REP 102471	\$850.00
			REP 102473	\$850.00
			REP 102474	\$1,208.79
			REP 102477	\$1,050.00
			REP 102479	\$1,524.00
			REP 102480	\$850.00
			REP 102482	\$850.00
			REP 102483	\$1,400.00

The standard filters in most Management interfaces allows the entry to specify what to filter by. The symbol to the left of the text entry allows the matching type that occurs to the entry made. In some areas filters are made in a similar way after selecting the filter symbol on the column header.

Several options are available

- Starts with
- Contains
- Ends with
- Does not start with
- Does not contain
- Does not match
- Not like
- Equals
- Does not equal
- Less than
- Less than or equal
- Greater than
- Greater than or equal
- Like
- Matches regular expression

Multiple filters can be used in combination on the different columns available.

The drop down under the column header in the filter row for each column allows for the following additional filter options

Custom filters can be created by selecting the drop down in the filter row under the column header and selecting Custom.

Blanks Shows only rows that have no entry for the selected column

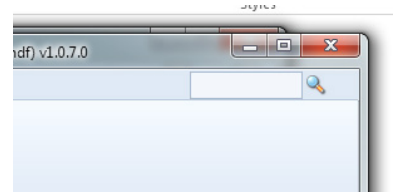
Non Blanks shows only rows that have entries for the selected column

Name from the list filters rows by the name selected

SEARCHING

oneFlow™ provides a fast way to search across Invoices, Purchases, Credits, Purchase Returns, Bills, Withdrawals and Deposits by entering in something significant to what is to be searched for.

Entering text in the search box which is in the top right corner of the display then selecting the search button which looks like a magnify glass opens a new window with the search results. Clicking on a search result opens the corresponding item.



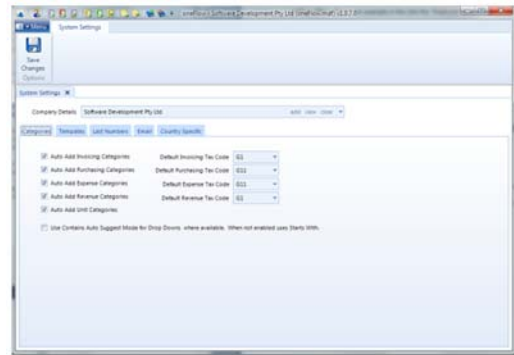
EXAMPLES

Searching for Peter will show results for any transaction that contains Peter in the name of the client or in the description or invoices or in the memo of a banking transaction.

Searching for 125.00 will show results for any transaction that matches the amount of 125.00

SYSTEM SETTINGS

The configuration of system wide settings for oneFlow™ is handled through system settings. Most settings are saved in the current users profile which makes it possible for different computer logins (users) to set different preferences if they wish.



OPTIONS

Company Details Sets the Client to use for the descriptions used on general reports. The Client would typically reflect the details of the company that the current data file is set to.

GENERAL

Auto Add Invoice Categories When checked a new Invoicing Category is added automatically when a category is entered that doesn't already exist.

Auto Add Purchase Categories When checked a new Purchasing Category is added automatically when a category is entered that doesn't already exist.

Auto Add Expense Categories When checked a new Expense Category is added automatically when a category is entered that doesn't already exist.

Auto Add Revenue Categories When checked a new Revenue Category is added automatically when a category is entered that doesn't already exist.

Auto Add Unit Categories When checked a new Unit Category is added automatically when a category is entered that doesn't already exist.

Use Contains Auto Suggest Mode For Drop Downs When checked drop downs will show items that match any part of what is entered rather than just what they start with. To select from the list the use of cursor down to select then tab is required or selection with a mouse or touch device. When unchecked the system will match to the list based on what the user has entered and automatically selecting the closest match.

Default Invoicing Tax Code On entering a new invoice detail line the selected Tax Code here is entered automatically.

Default Purchasing Tax Code On entering a new purchasing detail line the selected Tax Code here is entered automatically.

Default Expense Tax Code On entering a new expense detail line the selected Tax Code here is entered automatically.

Default Income Tax Code On entering a new revenue detail line the selected Tax Code here is entered automatically.

Minimum Time Log Entry Block Size allows the entering of a minimum block size, in minutes, for charge purposes when using Time Log Entries.

TEMPLATES

Templates Location Shows the location where the default Microsoft Word templates are stored. By default this will be the Users Documents folder on the computer.

Default Invoice Template The default Invoice Template to use on creating a new Invoice.

Default Credit Template The default Credit Template to use on creating a new Credit.

Default Purchase Template The default Purchase Template to use on creating a new Purchase.

LAST NUMBERS

The system automatically creates the next application number for an Invoice, Credit, Purchase or Purchase return by selecting the last number plus one. The user may override the last number used to start from a particular value.

Last Invoice Number Shows the last Invoice Number used.

Last Credit Number Shows the last Credit Number used.

Last Purchase Number Shows the last Purchase Number used.

Last Purchase Return Number Shows the last Purchase Return Number used.

EMAIL

The email settings allows for the configuration of a mail server to send Invoices or Purchases directly by email.

SMTP Server Name The name of the SMTP server to send the email via.

Use SSL Whether or not to use SSL

Port The port of the mail server. This will automatically default to the normal port for email.

Username The username to use to log into the mail server. This is typically the same as the ISP login for the connection to the Internet.

Password The password to use to log into the mail server. This is typically the same as the ISP password for the connection to the Internet.

Default From Address The default "From Address" to use on emails automatically created. If a user receiving an email created by oneFlow™ replies to it, this is the address it would be sent to.

Default Email Body Allows the entering of default text to show in the body of the email. Merge fields are available to be used in this text to them replaced with the corresponding values.

- {ClientContactName} Is replaced by the current objects Client selected name.
- {ArticleDescription} Is replaced by the current objects name. I.E. Invoice or Purchase.

COUNTRY SPECIFIC

Different countries have different labels for State, Suburb and Postcode. They can be redefined through the settings offered here. For example in the USA the "Postcode" would typically be "Zip code".

State Label Allows the changing of the word State used in addresses.

Suburb Label Allows the changing of the Word Suburb used in addresses.

Postcode Label Allows the changing of the Postcode used in addresses.

Generate Australian Post Codes Generates default Australian Postcodes for all known States and Suburbs.

Generate Australian (GST) Tax Codes Generates default Australian Tax Codes for GST reporting.

DASHBOARD

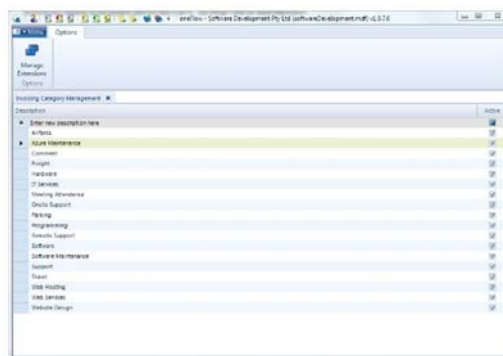
Allows the selecting of what Widget Tool or Graph to display in the corresponding Dashboard position.

ADMINISTRATION

CATEGORY MANAGEMENT

Category Management is broken into 4 different sections Invoicing, Purchasing, Income and Expense. The options in each Category Management screen are the same for each section but settings made only apply to that section.

Each section allows the entry of a list of Categories and a check box to make them active. When they are not active they will no longer show in the drop downs but they will be available for report filters and other purposes.



The sections of the Categories define how they appear on the Profit and Loss Report. When deciding on your Categories and in using oneFlow™ consider the following.

Purchasing Categories used on Purchases show as “Cost of Goods Sold”.

Invoicing Categories used on Invoices show as “Sales”.

Expense Categories used on Bills and Withdrawals show as “Expenses”.

Income Categories used on Deposits show as “Income”.

Categories can be excluded on certain reports such as the Profit & Loss where the user doesn't want a particular Category to appear.

MANAGE EXTENSIONS

Manage Extensions allows the adding of multiple descriptions that automatically populate the Description drop down for the selected Category in the corresponding details section of an Invoice, Purchase, Credit, Purchase Return or banking.

Description Sets the default description to be used. Merge Fields can be used in these descriptions to be automatically replaced by the dynamic data the field is set to. See Merge Fields for more information.

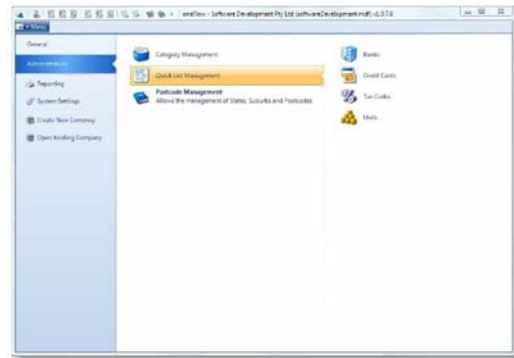
Price Sets the default price for the Description entered.

Unit Sets the default Unit for the Description entered.

Tax Code Sets the default Tax Code for the Description entered.

QUICK LIST MANAGEMENT

Quick lists are drop down lists that can be populated with pre-selections. The entries that show can be added, deleted or modified through the Quick List Management.



AVAILABLE LISTS

BANKS

Allows the setup of banks that show when processing deposits made by cheques.

CREDIT CARDS

Allows the setup of credit cards that show when processing deposits made by credit cards.

TAX CODES

Allows the setup of Tax Codes specific to the Tax requirements of where oneFlow™ is being used.

Code The code to use to signify the Tax Code.

Rate The percentage rate of the tax to be applied. Entered as a decimal value. I.E. .10 is 10%.

UNITS

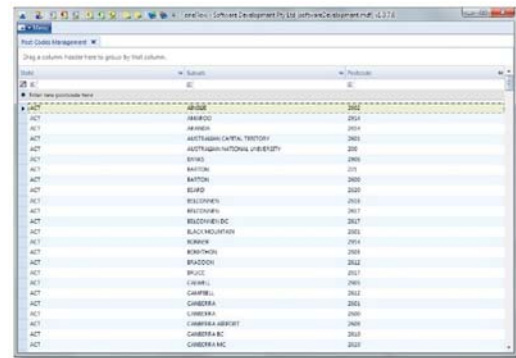
Allows the setup of units used in Invoicing and Purchasing. EG: each, hour, day, metre etc.

POST CODE MANAGEMENT

Post Code Management allows the setting up of pre entered Post Codes for the country that oneFlow™ is used in.

The words used to describe Suburb, State and Postcode can be changed in System Settings to reflect what the corresponding entries are called in different countries. For example in the USA they may be set to City, Province and Zip Code.

If a Post Code is not recognised after entering it during adding a client or in another address entry screen and a valid Suburb and is set it is automatically added to this list.



Postcode	Suburb
2014	BRAND
2015	BRAND
2016	BRAND
2017	BRAND
2018	BRAND
2019	BRAND
2020	BRAND
2021	BRAND
2022	BRAND
2023	BRAND
2024	BRAND
2025	BRAND
2026	BRAND
2027	BRAND
2028	BRAND
2029	BRAND
2030	BRAND
2031	BRAND
2032	BRAND
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2087	BRAND
2088	BRAND
2089	BRAND
2090	BRAND
2091	BRAND
2092	BRAND
2093	BRAND
2094	BRAND
2095	BRAND
2096	BRAND
2097	BRAND
2098	BRAND
2099	BRAND
2100	BRAND

Tip

System Settings allows the automatic loading of all Australian Post Codes.

CLIENT MANAGEMENT

Client management allows the central management of Clients within oneFlow™. oneFlow™ does not section Clients into Purchases, Suppliers or just a card entry. A client could be any one or all three.

FEATURES

Add Client adds a new client.

Edit Client edits an existing client from the list.

Delete Client deletes an existing client. Note a client may not be deleted if it is associated with a transaction.

Refresh allows the refreshing of the list. On a single user system this is not required as the list dynamically refreshes.

Save Layout saves the current layout of the Client Management grid including which columns have been enabled or disabled.

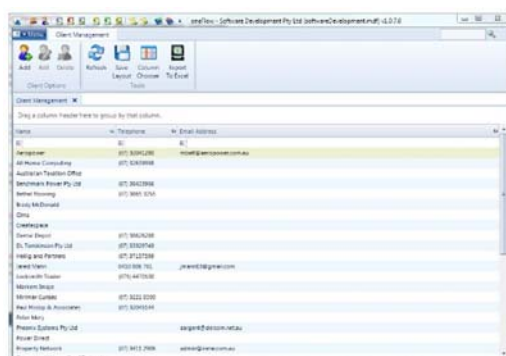
Column Chooser allows the selection of what columns to show in the Client Management grid.

Export to Excel saves the content of the Client Management grid as a Microsoft Excel file.

Filter Row allows the filtering of the rows displayed.

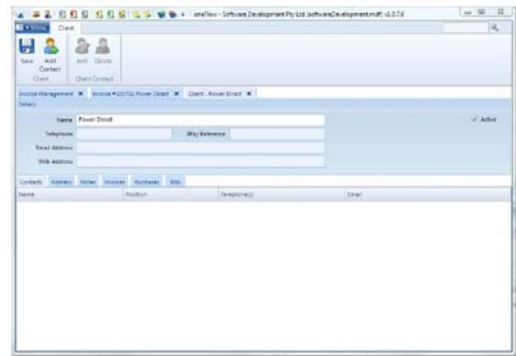
Column Grouping allows the grouping of fields by dragging one or more columns into the grouping area.

Double Clicking on a Client in the Grid will open it.



CLIENT

The Client interface allows the managing and review of specific Client related information



FEATURES

Save saves the changes made to the Invoice.

Add Contact adds a contact to the Client.

Edit Contact edits the selected Contact from the Contacts list.

Delete Contact deletes the selected Contact from the Contacts list.

Name the name of the client

Telephone the telephone number of the client.

Email Address the Email Address of the client. Used by the email function in invoicing and purchasing as the email address to use if there is not a contact specific email available.

Web Address the Web Address of the client.

Add

TABS

CONTACTS

A list of contacts associated with the client. The Add contact button can be used at the top of the Client interface or by right clicking the contact list to add a new contact. Editing or deleting a contact can be achieved by highlight the contact and right clicking to use the shortcut menu or by selecting the appropriate action in the ribbon bar.

A client can be associated with one or more Contacts. These contacts are then displayed automatically in a Contact list in areas where a Contact selection available after selecting the Client.

ADDRESS

The physical and postal address of the Client.

NOTES

Notes about a particular client for internal use.

INVOICES

Show Invoices and related transactions made to this Client. Double clicking on a transaction opens it.

PURCHASES

Shows Purchases and related transactions made to this Client. Double clicking on a transaction opens it.

BILLS

Shows Bills and related transactions made to this Client. Double clicking on a transaction opens it.

CONTACT

The Contact screens allows for the view, editing and adding of specific Contact details assigned to a Client.

FEATURES

Save saves the changes made to the Invoice.

First Name the first name of the contact.

Last Name the last name of the contact.

Position the position of the contact within the Client the contact is assigned to. I.E. Accounts Manager, Director etc.

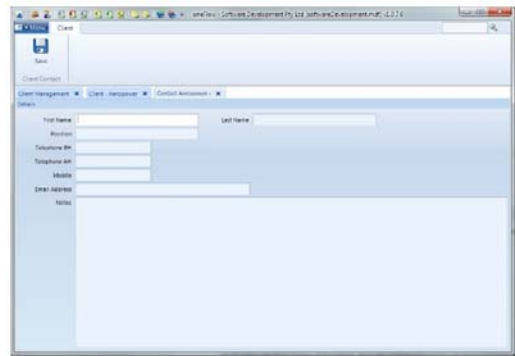
Telephone BH the business hours telephone number for the contact.

Telephone AH the afterhours telephone number of the contact.

Mobile the mobile number of the contact.

Email Address the Email Address of the contact. When the Contact is assigned to a Purchase or Invoice and Email is selected and an Email Address is available here it becomes the default To Address on the email.

Notes internal notes about the contact.



INVOICE MANAGEMENT

The Invoice Management screen allows the managing of Invoices in oneFlow™.

FEATURES

Add Invoice allows the adding of a new Invoice.

Edit allows the editing of the selected Invoice from the Invoice Grid.

Delete allows the deleting of the selected Invoice from the Invoice Grid.

Print allows the printing of the selected Invoice from the Invoice Grid.

- To Printer prints the Invoice directly to the current systems default printer.
- To Screen creates the Invoice and opens it in Microsoft Word.
- To PDF creates the Invoice and converts it to a PDF file.

Email creates a PDF of the selected Invoice from the Invoice Grid and opens the Email screen up addressed to the Invoice Client / Contact with the default body text filled out ready to send.

Merge Allows the merging of two invoices into one. The second invoice selected will be merged into the first. To select multiple invoices hold down the CTRL.

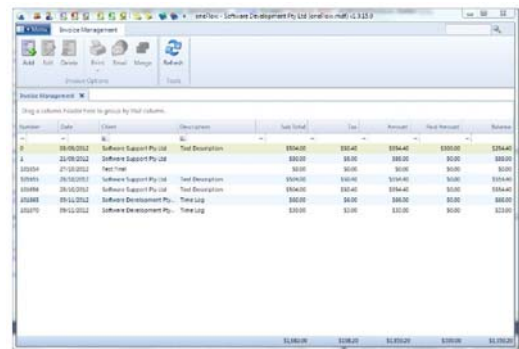
Refresh allows the refreshing of the Invoices displayed in the Invoice grid. Not required when oneFlow™ is used in a single user environment.

Filter Row allows the filtering of the rows displayed.

Column Grouping allows the grouping of fields by dragging one or more columns into the grouping area.

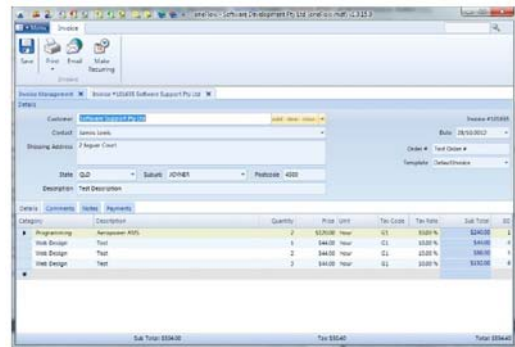
Double Clicking on a Invoice in the Grid will open it.

Multiple Row Selection some features such as printing of the Invoice Management Interface allow the use of selecting multiple rows at once by using the CTRL key and clicking or by selecting a range by using the SHIFT key and selecting the first row then the last row.



INVOICE

The Invoice detail screen allows the adding or reviewing of an invoice and associated details. Invoices can be modified at any time including the detail section. The price cannot be lowered to less than payments already applied to an invoice.



FEATURES

Save saves the changes made to the Invoice.

Print allows the printing of the selected invoice from the Invoice Grid.

- To Printer prints the invoice directly to the current systems default printer.
- To Screen creates the invoice and opens it in Microsoft Word.
- To PDF creates the invoice and converts it to a PDF file.

Email creates a PDF of the selected Invoice from the Invoice Grid and opens the Email screen up addressed to the Invoice Client / Contact with the default body text filled out ready to send.

Make Recurring creates a Recurring Invoice from the selected Invoice and opens it for review.

Customer the customer the Invoice is to. The add, view and clear button can be used to quickly jump to the Client information screen.

Contact the contact from the selected Customer to use.

Shipping Address the shipping address to use on the Invoice.

Description the description of the Invoice. While option it is useful when reviewing Invoices through the Invoice Management for a quick reference to what the Invoice is for.

Date the date of the Invoice.

Order # the Order number for the Invoice.

Template the Word Template to use for this invoice. An Invoice may be assigned to a particular template in preference to the default.

TABS

DETAILS

The Details allows the entry and review of the detail lines on the Invoice.

Category the category to assign the detail line to.

Description the description of the invoice detail line entry. If Extended Categories have been assigned they show in the Drop List on this field after a Category has been selected.

Quantity the quantity to invoice.

Price the price per unit of the detail line.

Tip - Maths

It is possible to use Maths in the price field. For example entering in 2 * 2 and pressing Tab will result in the answer 4 being entered into the Price field. The user may also suffix a price by the letter i which will automatically enter the price in excluding the Tax Rate selected.

Unit the unit type.

Tax Code the Tax Code to assign to the detail line.

Tax Rate the Tax Rate to apply to the Price on the detail line.

Sub Total the Sub Total of the Detail Line.

SO The Sort Order of the Detail Sections.

Tip - Memorise

To have an Automatic Extended Category Description added that matches the current detail line. After entering it, right click on the line and select "Memorise". A Extended Category Description is then automatically created based on the current Detail Description, Quantity, Price, Tax Code and Tax Rate for the selected Category.

COMMENTS

The comments about the Invoice. This can be useful for inclusion on the Invoice to the Client.

NOTES

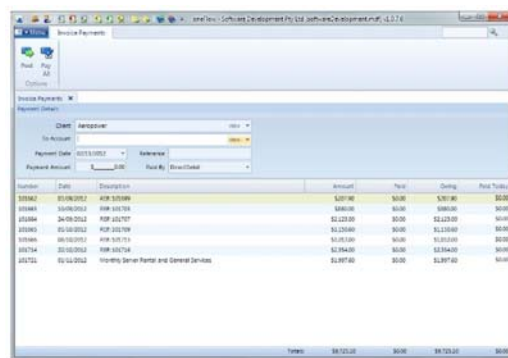
A place for internal notes about an Invoice.

PAYMENTS

A list of payments applied to the Invoice. Double clicking on a Payment in the Payments List opens it in Banking for review.

INVOICE PAYMENTS

The Invoice Payments screen allows the allocation of a payment received by a client to a single or multiple Invoices. If a Payment is made without allocating the full amount of the Payment received a Credit is automatically created for the amount not assigned.



FEATURES

Post posts the payment based on the entries made. A deposit is automatically created along with Payment Assignments being made to the Invoices Selected and a Credit being created if applicable.

Pay All automatically fills in the Payment amount to the total of all outstanding Invoices for the Selected Client. The Paid amount on each individual Invoice is also set to the amount owing of the Invoice.

Customer allows the selection of the Customer who the payment is from. Unpaid Invoices are then displayed in the Invoice Payment Grid allowing for allocation of the Payment against those Invoices.

To Account allows the selection of which Bank Account the payment will be received into.

Payment Date allows the selection of the date the payment was received.

Reference allows the entry of a Reference for the transaction.

Payment Amount allows the entry of the Payment Amount received by the client.

Paid By allows the selection of how the Client Paid. Depending on what is selected here additional fields become available for further details such as Credit Card and Cheque Details.

PAYMENT GRID

Paid Today allows the entry of how much of the Total Payment to assign to an individual Invoice. The system will automatically allocate the full amount when clicking on a zero amount up to the value of the Invoice and the remaining balance available based on the Total Payment amount entered.

CREDIT MANAGEMENT

The Credit Management screen allows the managing of Credits in oneFlow™.

FEATURES

Add Credit allows the adding of a new Credit.

Edit allows the editing of the selected Credit from the Credit Grid.

Delete allows the deleting of the selected Credit from the Credit Grid.

Print allows the printing of the selected Credit from the Credit Grid.

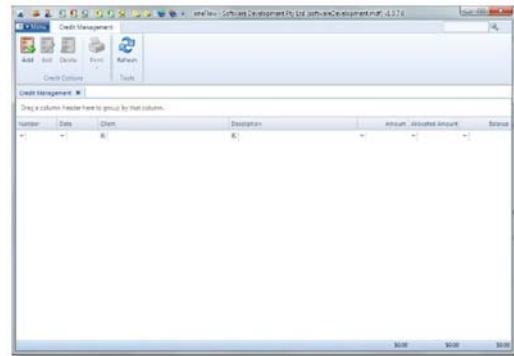
- To Printer prints the Credit directly to the current systems default printer.
- To Screen creates the Credit and opens it in Microsoft Word.
- To PDF creates the Credit and converts it to a PDF file.

Refresh allows the refreshing of the Credits displayed in the Credit grid. Not required when oneFlow™ is used in a single user environment.

Filter Row allows the filtering of the rows displayed.

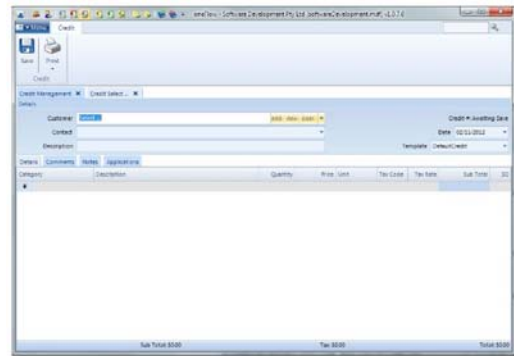
Column Grouping allows the grouping of fields by dragging one or more columns into the grouping area.

Double Clicking on a Credit in the Grid will open it.



CREDIT

The Credit detail screen allows the adding or reviewing of a Credit and associated details. Credits can be modified at any time including the detail section. The price cannot be lowered to less than payments already applied to a Credit.



FEATURES

Save saves the changes made to the Credit.

Print allows the printing of the selected Credit from the Credit Grid.

- To Printer prints the Credit directly to the current systems default printer.
- To Screen creates the Credit and opens it in Microsoft Word.
- To PDF creates the Credit and converts it to a PDF file.

Customer the customer the Credit is to. The add, view and clear button can be used to quickly jump to the Client information screen.

Contact the contact from the selected Customer to use.

Description the description of the Credit. While option it is useful when reviewing Credits through the Credit Management for a quick reference to what the Credit is for.

Date the date of the Credit.

Template the Word Template to use for this Credit. A Credit may be assigned to a particular template in preference to the default.

TABS

DETAILS

The Details allows the entry and review of the detail lines on the Credit.

Category the category to assign the detail line to.

Description the description of the Credit detail line entry. If Extended Categories have been assigned they show in the Drop List on this field after a Category has been selected.

Quantity the quantity to Credit.

Price the price per unit of the detail line.

Tip - Maths

It is possible to use Maths in the price field. For example entering in 2 * 2 and pressing Tab will result in the answer 4 being entered into the Price field. The user may also suffix a price by the letter i which will automatically enter the price in excluding the Tax Rate selected.

Unit the unit type.

Tax Code the Tax Code to assign to the detail line.

Tax Rate the Tax Rate to apply to the Price on the detail line.

Sub Total the Sub Total of the Detail Line.

SO The Sort Order of the Detail Sections.

Tip - Memorise

To have an Automatic Extended Category Description added that matches the current detail line. After entering it, right click on the line and select "Memorise". An Extended Category Description is then automatically created based on the current Detail Description, Quantity, Price, Tax Code and Tax Rate for the selected Category.

COMMENTS

The comments about the Credit. This can be useful for inclusion on the Credit to the Client.

NOTES

A place for internal notes about a Credit.

APPLICATIONS

A list of Invoices the Credit balance has been applied to. Double clicking on an Assignment in the Assignment List opens the Invoice for review.

CREDIT APPLICATIONS

The Credit Application screen allows the allocation of a Credit created for a client to a single or multiple Invoices.

FEATURES

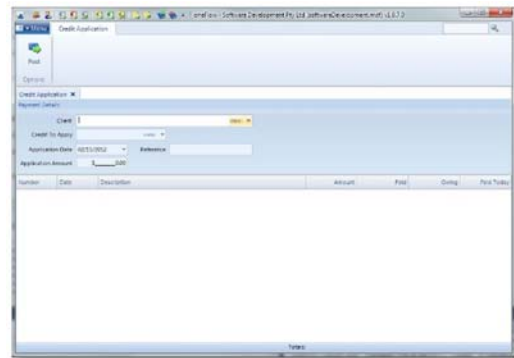
Post posts the allocation based on the entries made.

Customer allows the selection of the Customer who has Credits to be applied. Unpaid Invoices are then displayed in the Invoice Payment Grid allowing for allocation of the Credit against those Invoices.

Application Date allows the selection of the date the Credit Application is to be made.

Reference allows the entry of a Reference for the transaction.

Application Amount allows the entry of the amount of the Credit to use to apply against outstanding Invoices.

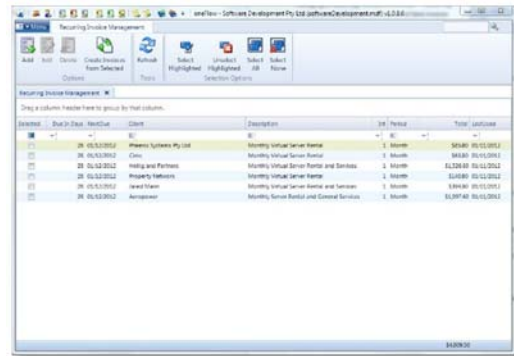


PAYMENT GRID

Paid Today allows the entry of how much of the Total Payment to assign to an individual Invoice. The system will automatically allocate the full amount when clicking on a zero amount up to the value of the Invoice and the remaining balance available based on the Total Payment amount entered.

RECURRING INVOICE MANAGEMENT

The Recurring Invoice Management screen allows the managing of Recurring Invoices in oneFlow™. Recurring invoices are used where a user wishes to have invoices automatically generated at specific intervals. I.E. Daily, Weekly, Monthly or Yearly. It is also possible to have an invoice automatically generated every 2nd day, or every 2nd month.



FEATURES

Add Recurring Invoice allows the adding of a new Invoice.

Edit allows the editing of the selected Recurring Invoice from the Recurring Invoice grid.

Delete allows the deleting of the selected Recurring Invoice from the Recurring Invoice grid.

Create Invoice from Selected creates invoices for rows that are selected. Selected rows are signified by having a check mark in the Selected column. The Next Due is automatically updated based on Interval and Period the Recurring Invoice is set to.

Refresh allows the refreshing of the Recurring Invoices displayed in the Recurring Invoice grid. Not required when oneFlow™ is used in a single user environment.

Select Highlighted selects the rows that are currently highlighted in the Recurring Invoice grid.

Tip – Multi Select

To highlight multiple rows hold the ctrl key while clicking rows. To highlight a range of rows click the first row, hold the shift key and click the last row to have all rows in-between highlighted.

Unselect Highlighted selects the rows that are currently highlighted.

Select All selects all the rows.

Unselect All deselects all the rows.

Filter Row allows the filtering of the rows displayed.

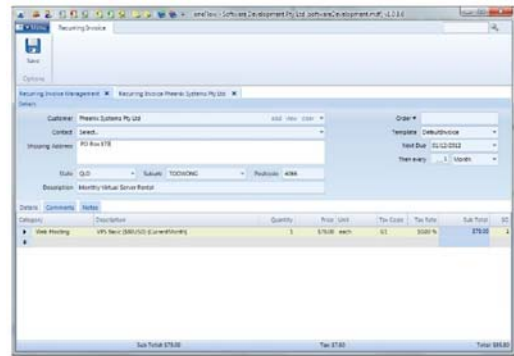
Column Grouping allows the grouping of fields by dragging one or more columns into the grouping area.

Double Clicking on a Recurring Invoice in the Grid will open it.

RECURRING INVOICE

The Recurring Invoice screen allows the adding or reviewing of an Recurring Invoice and associated details. Recurring Invoices can be modified at any time including the detail section.

Recurring Invoices support the use of Merge Fields in the Recurring Details Description column. Merge fields are used to replace fields such as {CurrentMonth} with the current months name.



FEATURES

Save saves the changes made to the Recurring Invoice.

Customer the customer the Recurring Invoice is to. The add, view and clear button can be used to quickly jump to the Client information screen.

Contact the contact from the selected Customer to use.

Shipping Address the shipping address to use on the Recurring Invoice.

Description the description of the Recurring Invoice. While option it is useful when reviewing Invoices through the Recurring Invoice Management for a quick reference to what the Invoice is for.

Order # the Order number for the Invoice.

Template the Word Template to use for this invoice. An Invoice may be assigned to a particular template in preference to the default.

Next Due the next date the Recurring Invoice is due to be created as an Invoice.

Then Every the interval used for determining the time span to add to the Next Due date when a Recurring Invoice is used. For example setting the interval to 1 week will add a week to the Next Due Date on creating and Invoice for the Recurring Invoice using the Recurring Invoice Management interface.

TABS

DETAILS

The Details allows the entry and review of the detail lines on the Invoice.

Category the category to assign the detail line to.

Description the description of the invoice detail line entry. If Extended Categories have been assigned they show in the Drop List on this field after a Category has been selected.

Quantity the quantity to invoice.

Price the price per unit of the detail line.

Tip - Maths

It is possible to use Maths in the price field. For example entering in $2 * 2$ and pressing Tab will result in the answer 4 being entered into the Price field. The user may also suffix a price by the letter i which will automatically enter the price in excluding the Tax Rate selected.

Unit the unit type.

Tax Code the Tax Code to assign to the detail line.

Tax Rate the Tax Rate to apply to the Price on the detail line.

Sub Total the Sub Total of the Detail Line.

SO The Sort Order of the Detail Sections.

Tip - Memorise

To have an Automatic Extended Category Description added that matches the current detail line. After entering it, right click on the line and select "Memorise". A Extended Category Description is then automatically created based on the current Detail Description, Quantity, Price, Tax Code and Tax Rate for the selected Category.

COMMENTS

The comments about the Recurring Invoice.

NOTES

A place for internal notes about an Recurring Invoice. Note these notes are transferred to the Invoice on use of the Recurring Invoice.

PURCHASE MANAGEMENT

The Purchase Management screen allows the managing of Purchases in oneFlow™.

FEATURES

Add Purchase allows the adding of a new Purchase.

Edit allows the editing of the selected Purchase from the Purchase Grid.

Delete allows the deleting of the selected Purchase from the Purchase Grid.

Print allows the printing of the selected Purchase from the Purchase Grid.

- To Printer prints the Purchase directly to the current systems default printer.
- To Screen creates the Purchase and opens it in Microsoft Word.
- To PDF creates the Purchase and converts it to a PDF file.

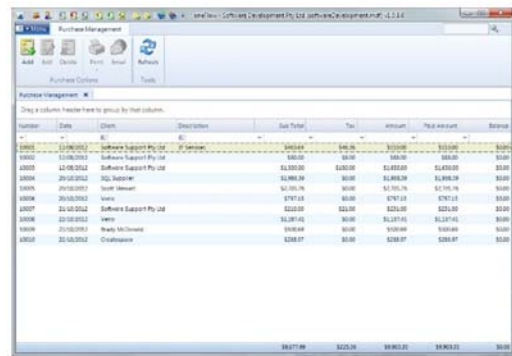
Email creates a PDF of the selected Purchase from the Purchase Grid and opens the Email screen up addressed to the Purchase Client / Contact with the default body text filled out ready to send.

Refresh allows the refreshing of the Purchases displayed in the Purchase grid. Not required when oneFlow™ is used in a single user environment.

Filter Row allows the filtering of the rows displayed.

Column Grouping allows the grouping of fields by dragging one or more columns into the grouping area.

Double Clicking on a Purchase in the Grid will open it.

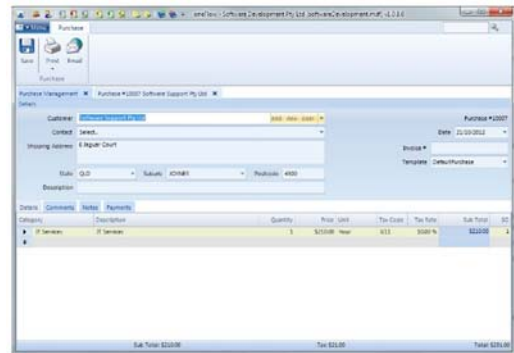


The screenshot displays the 'Purchase Management' window. At the top, there are navigation buttons: 'Add', 'Edit', 'Print', 'Email', and 'Refresh'. Below these is a 'Purchase Grid' with a table of purchase records. The table has columns for 'Number', 'Date', 'Client', 'Description', 'Sub Total', 'Tax', 'Amount', 'Net amount', and 'Balance'. The data rows include various purchase entries with their respective dates, descriptions, and financial values.

Number	Date	Client	Description	Sub Total	Tax	Amount	Net amount	Balance
10001	11/06/2012	Software Support Pty Ltd	IT Services	100.00	0.00	100.00	100.00	100.00
10002	11/06/2012	Software Support Pty Ltd	IT Services	100.00	0.00	100.00	100.00	100.00
10003	11/06/2012	Software Support Pty Ltd	IT Services	100.00	0.00	100.00	100.00	100.00
10004	20/10/2012	SQL Database	SQL Database	10,000.00	0.00	10,000.00	10,000.00	10,000.00
10005	20/10/2012	SQL Database	SQL Database	10,000.00	0.00	10,000.00	10,000.00	10,000.00
10006	20/10/2012	SQL Database	SQL Database	10,000.00	0.00	10,000.00	10,000.00	10,000.00
10007	20/10/2012	Software Support Pty Ltd	IT Services	100.00	0.00	100.00	100.00	100.00
10008	20/10/2012	Web	Web	100.00	0.00	100.00	100.00	100.00
10009	20/10/2012	Web	Web	100.00	0.00	100.00	100.00	100.00
10010	20/10/2012	Web	Web	100.00	0.00	100.00	100.00	100.00
10011	20/10/2012	Web	Web	100.00	0.00	100.00	100.00	100.00

PURCHASE

The Purchase detail screen allows the adding or reviewing of an Purchase and associated details. Purchases can be modified at any time including the detail section. The price cannot be lowered to less than payments already applied to an Purchase.



FEATURES

Save saves the changes made to the Purchase.

Print allows the printing of the selected Purchase from the Purchase Grid.

- To Printer prints the Purchase directly to the current systems default printer.
- To Screen creates the Purchase and opens it in Microsoft Word.
- To PDF creates the Purchase and converts it to a PDF file.

Email creates a PDF of the selected Purchase from the Purchase Grid and opens the Email screen up addressed to the Purchase Client / Contact with the default body text filled out ready to send.

Supplier the supplier the Purchase is to. The add, view and clear button can be used to quickly jump to the Client information screen.

Contact the contact from the selected Supplier to use.

Shipping Address the shipping address to use on the Purchase.

Description the description of the Purchase. While optional it is useful when reviewing Purchases through the Purchase Management for a quick reference to what the Purchase is for.

Date the date of the Purchase.

Invoice # the Invoice Number received from the Supplier for this Purchase.

Template the Word Template to use for this Purchase. An Purchase may be assigned to a particular template in preference to the default.

TABS

DETAILS

The Details allows the entry and review of the detail lines on the Purchase.

Category the category to assign the detail line to.

Description the description of the Purchase detail line entry. If Extended Categories have been assigned they show in the Drop List on this field after a Category has been selected.

Quantity the quantity to Purchase.

Price the price per unit of the detail line.

Tip - Maths

It is possible to use Maths in the price field. For example entering in 2 * 2 and pressing Tab will result in the answer 4 being entered into the Price field. The user may also suffix a price by the letter i which will automatically enter the price in excluding the Tax Rate selected.

Unit the unit type.

Tax Code the Tax Code to assign to the detail line.

Tax Rate the Tax Rate to apply to the Price on the detail line.

Sub Total the Sub Total of the Detail Line.

SO The Sort Order of the Detail Sections.

Tip - Memorise

To have an Automatic Extended Category Description added that matches the current detail line. After entering it, right click on the line and select "Memorise". A Extended Category Description is then automatically created based on the current Detail Description, Quantity, Price, Tax Code and Tax Rate for the selected Category.

COMMENTS

The comments about the Purchase. This can be useful for inclusion on the Purchase to the Client.

NOTES

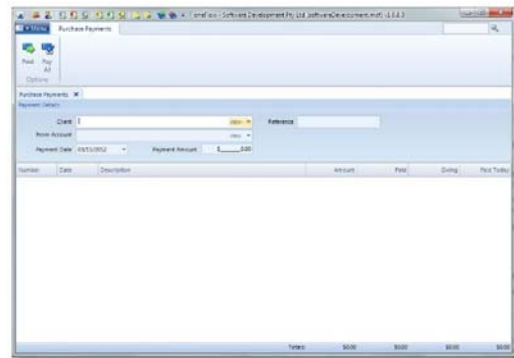
A place for internal notes about an Purchase.

PAYMENTS

A list of payments applied to the Purchase. Double clicking on a Payment in the Payments List opens it in Banking for review.

PURCHASE PAYMENTS

The Purchase Payments screen allows the allocation of a payment received by a client to a single or multiple Purchases. If a Payment is made without allocating the full amount of the Payment received a Credit is automatically created for the amount not assigned.



FEATURES

Post posts the payment based on the entries made. A withdrawal is automatically created along with Payment Assignments being made to the Purchases Selected.

Pay All automatically fills in the Payment amount to the total of all outstanding Purchases for the Selected Client. The Paid amount on each individual Purchase is also set to the amount owing of the Purchase.

Supplier allows the selection of the Supplier who the payment is to. Unpaid Purchases are then displayed in the Purchase Payment Grid allowing for allocation of the Payment against those Purchases.

From Account allows the selection of which Bank Account the payment will be taken from.

Payment Date allows the selection of the date the payment was received.

Reference allows the entry of a Reference for the transaction.

Payment Amount allows the entry of the Payment Amount received by the client.

PAYMENT GRID

Paid Today allows the entry of how much of the Total Payment to assign to an individual Purchase. The system will automatically allocate the full amount when clicking on a zero amount up to the value of the Purchase and the remaining balance available based on the Total Payment amount entered.

PURCHASE RETURN MANAGEMENT

The Purchase Return Management screen allows the managing of Purchase Returns in oneFlow™.

FEATURES

Add allows the adding of a new Purchase Return.

Edit allows the editing of the selected Purchase Return from the Purchase Return Grid.

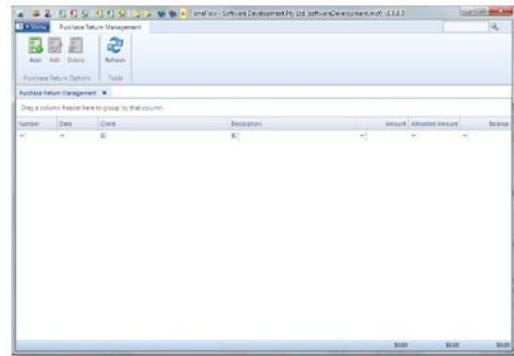
Delete allows the deleting of the selected Purchase Return from the Purchase Return Grid.

Refresh allows the refreshing of the Purchase Returns displayed in the Purchase Return grid. Not required when oneFlow™ is used in a single user environment.

Filter Row allows the filtering of the rows displayed.

Column Grouping allows the grouping of fields by dragging one or more columns into the grouping area.

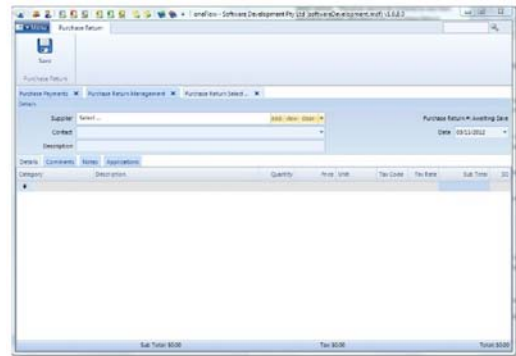
Double Clicking on a Purchase Return in the Grid will open it.



PURCHASE RETURN

The Purchase Return detail screen allows the adding or reviewing of an Purchase Return and associated details. Purchase Returns can be modified at any time including the detail section. The price cannot be lowered to less than payments already allocated from a Purchase Return.

Purchase Returns are made for goods returned to a Supplier.



FEATURES

Save saves the changes made to the Purchase Return.

Supplier the supplier the Purchase Return is to. The add, view and clear button can be used to quickly jump to the Client information screen.

Contact the contact from the selected Supplier to use.

Description the description of the Purchase Return. While optional it is useful when reviewing Purchase Returns through the Purchase Return Management for a quick reference to what the Purchase Return is for.

Date the date of the Purchase Return.

TABS

DETAILS

The Details allows the entry and review of the detail lines on the Purchase Return.

Category the category to assign the detail line to.

Description the description of the Purchase Return detail line entry. If Extended Categories have been assigned they show in the Drop List on this field after a Category has been selected.

Quantity the quantity to Purchase Return.

Price the price per unit of the detail line.

Tip - Maths

It is possible to use Maths in the price field. For example entering in $2 * 2$ and pressing Tab will result in the answer 4 being entered into the Price field. The user may also suffix a price by the letter i which will automatically enter the price in excluding the Tax Rate selected.

Unit the unit type.

Tax Code the Tax Code to assign to the detail line.

Tax Rate the Tax Rate to apply to the Price on the detail line.

Sub Total the Sub Total of the Detail Line.

SO The Sort Order of the Detail Sections.

Tip - Memorise

To have an Automatic Extended Category Description added that matches the current detail line. After entering it, right click on the line and select "Memorise". A Extended Category Description is then automatically created based on the current Detail Description, Quantity, Price, Tax Code and Tax Rate for the selected Category.

COMMENTS

The comments about the Purchase Return. This can be useful for inclusion on the Purchase Return to the Client.

NOTES

A place for internal notes about an Purchase Return.

APPLICATIONS

A list of allocations to Purchases that this Purchase Return has been applied to.

PURCHASE RETURN APPLICATIONS

The Purchase Return Application screen allows the allocation of a Purchase Return created for a client to a single or multiple Invoices.

FEATURES

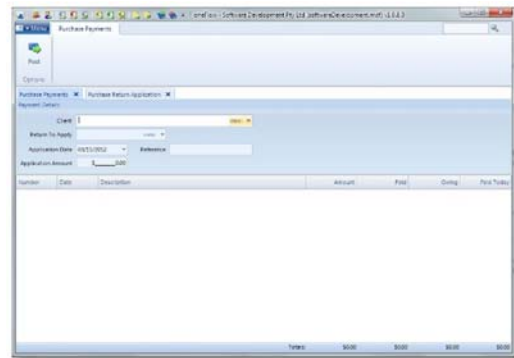
Post posts the allocation based on the entries made.

Supplier allows the selection of the Supplier who has Unallocated Purchase Returns. Unpaid Purchases are then displayed in the Purchase Payment Grid allowing for allocation of the Purchase Return against those Purchases.

Application Date allows the selection of the date the Allocation is to be made.

Reference allows the entry of a Reference for the transaction.

Application Amount allows the entry of the amount of the Purchase Return to use to apply against outstanding Purchases.



PAYMENT GRID

Paid Today allows the entry of how much of the Total Payment to assign to an individual Purchases. The system will automatically allocate the full amount when clicking on a zero amount up to the value of the Purchase and the remaining balance available based on the Total Payment amount entered.

BILL MANAGEMENT

The Bill Management screen allows the managing of Bills in oneFlow™.

FEATURES

Add Bill allows the adding of a new Bill.

Edit allows the editing of the selected Bill from the Bill Grid.

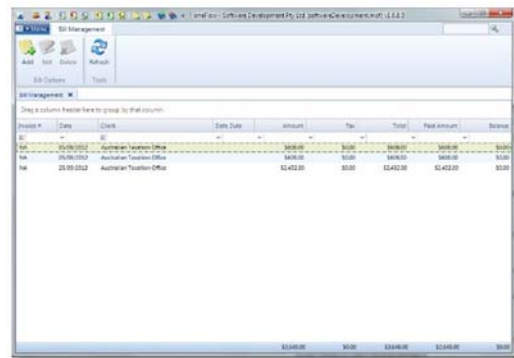
Delete allows the deleting of the selected Bill from the Bill Grid.

Refresh allows the refreshing of the Bills displayed in the Bill grid. Not required when oneFlow™ is used in a single user environment.

Filter Row allows the filtering of the rows displayed.

Column Grouping allows the grouping of fields by dragging one or more columns into the grouping area.

Double Clicking on a Bill in the Grid will open it.

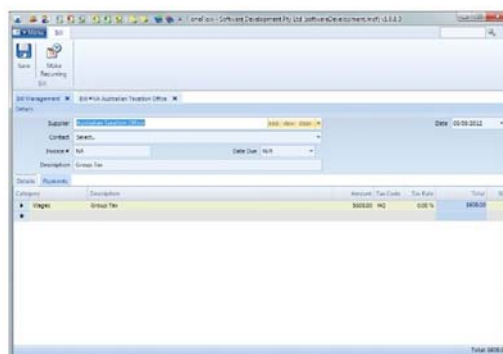


Invoice #	Date	Description	Daily Rate	Amount	Tax	Total	Paid amount	Balance
01	02/09/2012	Australian Taxation Office		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02	25/09/2012	Australian Taxation Office		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03	25/09/2012	Australian Taxation Office		\$2,452.00	\$0.00	\$2,452.00	\$2,452.00	\$0.00
			\$2,452.00	\$0.00	\$2,452.00	\$2,452.00	\$0.00	

BILL

The Bill detail screen allows the adding or reviewing of an Bill and associated details. Bills can be modified at any time including the detail section. The price cannot be lowered to less than payments already applied to an Bill.

Bill's are Invoices received from suppliers such as Utility Invoices for Electricity, Water and Telephone.



FEATURES

Save saves the changes made to the Bill.

Make Recurring creates a Recurring Bill from the selected Bill and opens it for review.

Supplier the supplier the Bill is from. The add, view and clear button can be used to quickly jump to the Client information screen.

Contact the contact from the selected Supplier to use.

Invoice # the Invoice number on the Bill from the Supplier.

Date Due the due date of the Bill.

Description the description of the Bill. While optional it is useful when reviewing Bills through the Bill Management for a quick reference to what the Bill is for.

Date the date of the Bill.

TABS

DETAILS

The Details allows the entry and review of the detail lines on the Bill.

Category the category to assign the detail line to.

Description the description of the Bill detail line entry. If Extended Categories have been assigned they show in the Drop List on this field after a Category has been selected.

Quantity the quantity to Bill.

Amount the amount of the item on the bill.

Tip - Maths

It is possible to use Maths in the price field. For example entering in 2 * 2 and pressing Tab will result in the answer 4 being entered into the Price field. The user may also suffix a price by the letter i which will automatically enter the price in excluding the Tax Rate selected.

Tax Code the Tax Code to assign to the detail line.

Tax Rate the Tax Rate to apply to the Price on the detail line.

Total the Total of the Detail Line.

SO The Sort Order of the Detail Sections.

Tip - Memorise

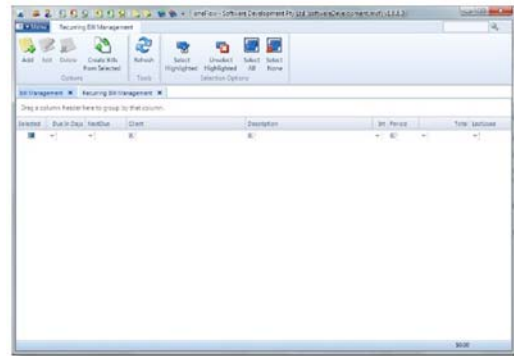
To have an Automatic Extended Category Description added that matches the current detail line. After entering it, right click on the line and select "Memorise". A Extended Category Description is then automatically created based on the current Detail Description, Quantity, Price, Tax Code and Tax Rate for the selected Category.

PAYMENTS

A list of payments applied to the Bill. Double clicking on a Payment in the Payments List opens it in Banking for review.

RECURRING BILL MANAGEMENT

The Recurring Bill Management screen allows the managing of Recurring Bills in oneFlow™. Recurring Bills are used where a user wishes to have Bills automatically generated at specific intervals. I.E. Daily, Weekly, Monthly or Yearly. It is also possible to have an Bill automatically generated every 2nd day, or every 2nd month.



FEATURES

Add allows the adding of a new Recurring Bill.

Edit allows the editing of the selected Recurring Bill from the Recurring Bill grid.

Delete allows the deleting of the selected Recurring Bill from the Recurring Bill grid.

Create Bill from Selected creates Bills for rows that are selected. Selected rows are signified by having a check mark in the Selected column. The Next Due is automatically updated based on Interval and Period the Recurring Bill is set to.

Refresh allows the refreshing of the Recurring Bills displayed in the Recurring Bill grid. Not required when oneFlow™ is used in a single user environment.

Select Highlighted selects the rows that are currently highlighted in the Recurring Bill grid.

Tip – Multi Select

To highlight multiple rows hold the ctrl key while clicking rows. To highlight a range of rows click the first row, hold the shift key and click the last row to have all rows in-between highlighted.

Unselect Highlighted selects the rows that are currently highlighted.

Select All selects all the rows.

Unselect All deselects all the rows.

Filter Row allows the filtering of the rows displayed.

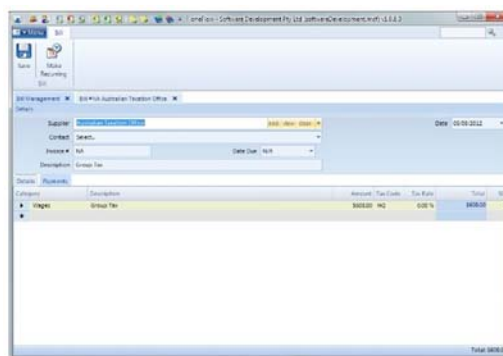
Column Grouping allows the grouping of fields by dragging one or more columns into the grouping area.

Double Clicking on a Recurring Bill in the Grid will open it.

RECURRING BILL

The Recurring Bill detail screen allows the adding or reviewing of an Recurring Bill and associated details.

Recurring Bill's are Invoices received from suppliers such as Utility Invoices for Electricity, Water and Telephone. A typical use for a Recurring Bill may be Tax Office Payments.



FEATURES

Save saves the changes made to the Recurring Bill.

Supplier the supplier the Recurring Bill is from. The add, view and clear button can be used to quickly jump to the Client information screen.

Contact the contact from the selected Supplier to use.

Date Due the due date of the Recurring Bill.

Description the description of the Recurring Bill. While optional it is useful when reviewing Recurring Bills through the Recurring Bill Management for a quick reference to what the Recurring Bill is for.

Next Due the next date the Recurring Bill is due to be created as an Bill.

Then Every the interval used for determining the time span to add to the Next Due date when a Recurring Bill is used. For example setting the interval to 1 week will add a week to the Next Due Date on creating and Bill for the Recurring Bill using the Recurring Bill Management interface.

TABS

DETAILS

The Details allows the entry and review of the detail lines on the Recurring Bill.

Category the category to assign the detail line to.

Description the description of the Recurring Bill detail line entry. If Extended Categories have been assigned they show in the Drop List on this field after a Category has been selected.

Quantity the quantity to Recurring Bill.

Amount the amount of the item on the Recurring Bill.

BANKING ACCOUNT MANAGEMENT

The Banking Account Management screen allows the managing of various types of Bank Accounts in oneFlow™.

FEATURES

Add Bank Account allows the adding of a new Bank. Bank accounts are accounts such as Cheque Accounts, Debit Cards and Savings Accounts.

Add Credit Card allows the adding of a new Credit Card Banking account. Such as Visa, MasterCard, Amex etc.

Edit allows the editing of the selected Banking Account from the Banking Accounts Grid.

Delete allows the deleting of the selected Banking Account from the Banking Accounts Grid.

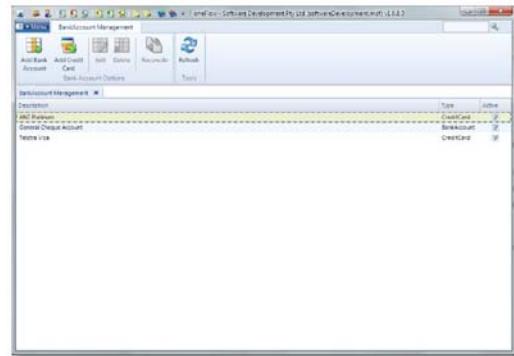
Refresh allows the refreshing of the Banking Accounts displayed in the Banking Accounts grid. Not required when oneFlow™ is used in a single user environment.

Reconcile opens the Banking Account Reconciliation interface for the selected Banking Account.

Filter Row allows the filtering of the rows displayed.

Column Grouping allows the grouping of fields by dragging one or more columns into the grouping area.

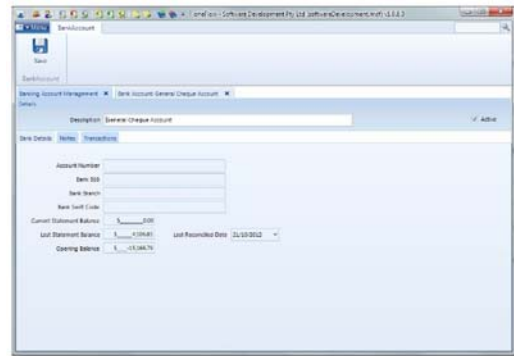
Double Clicking on a Banking Account in the Grid will open it.



BANK ACCOUNT

The Bank Account detail screen allows the adding or reviewing of an Bank Accounts and associated details including transactions.

Bank Accounts are used to process payments or deposits into throughout oneFlow™.



FEATURES

Save saves the changes made to the Bank Account.

Description the name and or description of the Bank Account.

Active signifies the Bank Account is Active. When not enabled the Bank Account will no longer show in Drop Downs for new transactions however it will still appear in review screens.

TABS

DETAILS

The Details allows the review of specific details pertaining to the Bank Account. All Details are optional but are useful for reference purposes.

Account Number the Account number of the Bank Account.

Bank BSB the BSB number of the Bank Account.

Bank Branch the Bank Branch name of the Bank Account.

Bank Swift Code the international SWIFT code of the Bank Account. Swift Codes are used for international transactions between banks.

Current Statement Balance the current statement balance of the Bank Account. Used in Bank Reconciliation.

Last Statement Balance the balance of the Bank Account last time it was reconciled.

Last Reconciled Date the date the Bank Account was last reconciled in oneFlow™

Opening Balance the Opening Balance of the bank account. When oneFlow™ is first used it may be possible that this is not zero as not all transactions from a previous method of accounting are transferred to oneFlow™.

NOTES

Internal notes about this Bank Account.

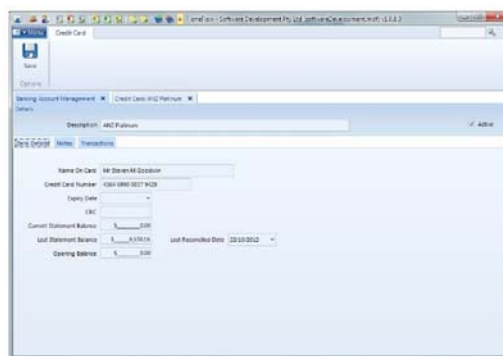
TRANSACTIONS

A list of transactions in statement format that have occurred on this Bank Account. Double clicking on a transaction will open the corresponding transaction.

CREDIT CARD

The Credit Card detail screen allows the adding or reviewing of a Credit Cards and associated details including transactions.

Credit Cards are used to process payments or deposits into throughout oneFlow™.



FEATURES

Save saves the changes made to the Bank Account.

Description the name and or description of the Bank Account.

Active signifies the Bank Account is Active. When not enabled the Bank Account will no longer show in Drop Downs for new transactions however it will still appear in review screens.

TABS

DETAILS

The Details allows the review of specific details pertaining to the Credit Card. All Details are optional but are useful for reference purposes.

Name On Card the name on the Credit Card.

Credit Card Number the number on the Credit Card.

Expiry Date the Expiry Date of the Credit Card.

CRC the CRC code of the credit card. The number on the back near the signature bar.

Current Statement Balance the current statement balance of the Credit Card. Used in Credit Card Reconciliation.

Last Statement Balance the balance of the Credit Card last time it was reconciled.

Last Reconciled Date the date the Credit Card was last reconciled in oneFlow™

Opening Balance the Opening Balance of the Credit Card. When oneFlow™ is first used it may be possible that this is not zero as not all transactions from a previous method of accounting are transferred to oneFlow™.

NOTES

Internal notes about this Credit Card.

TRANSACTIONS

A list of transactions in statement format that have occurred on this Credit Card. Double clicking on a transaction will open the corresponding transaction.

BANK RECONCILIATION

The Bank Reconciliation interface allows the reconciling of a Banking Account to a bank statement from a bank.

FEATURES

Post posts the reconciliation updating all accounts that have been cleared to reconciled. The out of balance must be zero to be able to Post the reconciliation.

Save Changes allows the saving of the changes made to the current Bank Reconciliation for continuing at a later time.

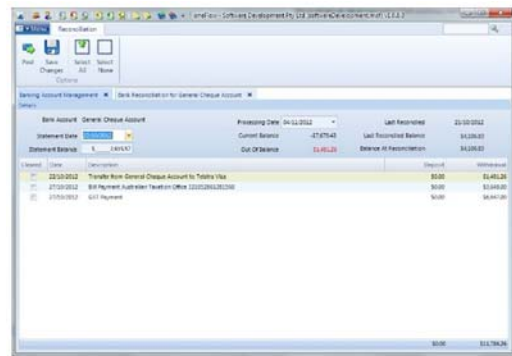
Select All clears all the transactions in the Bank Reconciliation Grid.

Select None unselects the Clear flag from all transactions in the Bank Reconciliation Grid.

Statement Date the date of the statement.

Statement Balance the closing balance of the statement a reconciliation is being made against.

Processing Date the date the reconciliation is being done.



DEPOSIT

Make a Deposit / Deposit interface allows the entry or review of a Deposit.

FEATURES

Post posts the deposit.

Save Changes allows the saving of the changes made to the current Deposit. Only available on reviewing an existing Deposit.

Deposit Date the date the Deposit was made.

Reference a reference allocated to the Deposit.

Client an optional association of a Client the Deposit was received from.

Paid By how the deposit was made. Depending on the selection additional fields will become available to provide further details on the Deposit.

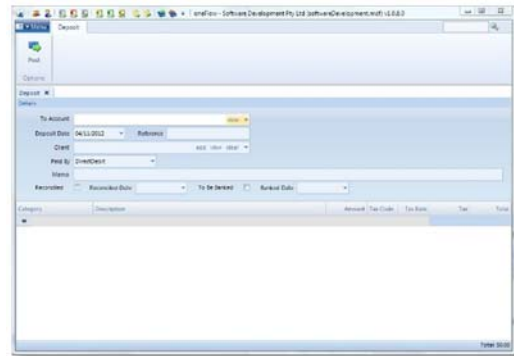
Memo a description of the Deposit.

Reconciled checked if the deposit has been Reconciled using Bank Reconciliation.

Reconciled Date the date the deposit was reconciled.

To Be Banked If the deposit is to be banked. For cheques and cash yet to actually be taken to the bank.

Banked Date the date the deposit was banked.



DETAILS

Category the category assigned to the Deposit detail line. I.E. Commissions, Discounts etc.

Description a description about the deposit detail line. I.E. on receiving a commission the description might be what the commission was for.

Amount the amount of the Deposit for the Category selected.

Tax Code the Tax Code to associated with the Deposit line.

Tax Rate the Tax Rate for the Deposit line.

WITHDRAWAL

Make a Withdrawal / Withdrawal interface allows the entry or review of a Withdrawal.

FEATURES

Post posts the Withdrawal.

Save Changes allows the saving of the changes made to the current Withdrawal. Only available on reviewing an existing Withdrawal.

Withdrawal Date the date the Withdrawal was made.

Reference a reference allocated to the Withdrawal.

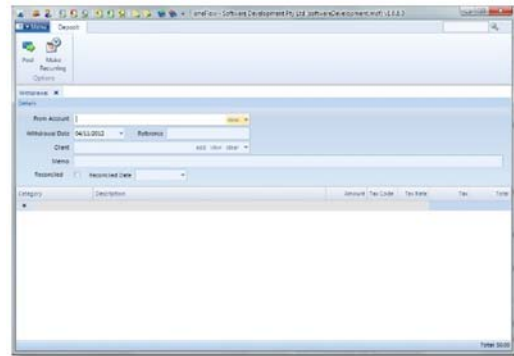
Client an optional association of a Client the Withdrawal was received from.

Memo a description of the Withdrawal.

Reconciled checked if the Withdrawal has been Reconciled using Bank Reconciliation.

Reconciled Date the date the Withdrawal was reconciled.

Make Recurring creates a new Recurring Withdrawal based on the current Withdrawal.



DETAILS

Category the category assigned to the Withdrawal detail line.

Description a description about the Withdrawal detail line.

Amount the amount of the Withdrawal for the Category selected.

Tax Code the Tax Code to associated with the Withdrawal line.

Tax Rate the Tax Rate for the Withdrawal line.

BANKING - TRANSFER

The Banking Transfer interface allows for the transfer of funds from one Banking Account to another. A Deposit and Withdrawal is automatically created.

FEATURES

Post posts the transfer automatically creating a corresponding Deposit and Withdrawal.

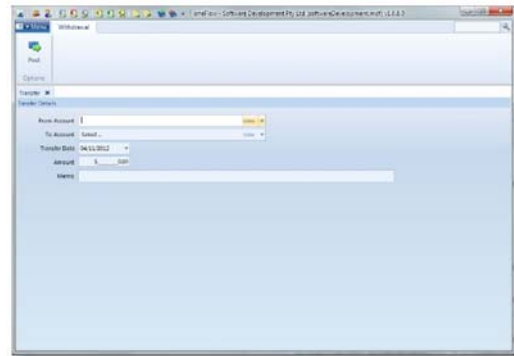
From Account the banking Account to take money from.

To Account the banking Account to put money into.

Transfer Date the date the Transfer was made.

Amount the amount of the Transfer.

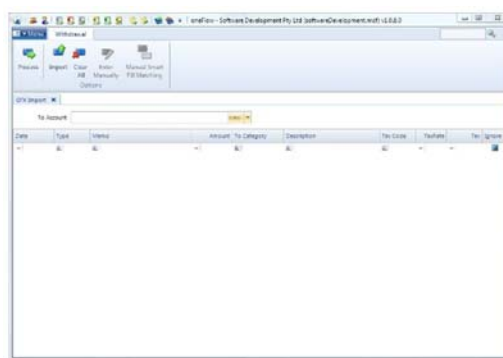
Memo a description of the Transfer.



OFX IMPORT

The OFX Import allows importation of a statement of transactions created by online banking sources. Using OFX import can be a quick way to have Deposits and Withdrawals automatically created in oneFlow™ directly from a bank statement.

The OFX Import has a smart memory system to remember what types of transactions go to what Categories based on previous selections. This makes it extremely quick to process subsequent transfers.



OFX Import is very useful for processing Credit Card or similar types of statements where entries are typically made from a statement.

FEATURES

Process processes all completed rows not marked to ignore in the Grid created by the import.

Import imports an OFX file into the currently selected Banking Account.

Clear All clears all rows of the OFX Import grid. Typically only used to clear Ignored transactions after processing.

Enter Manually is available on highlighting an entry. On selecting a Deposit or Withdrawal is automatically created for manual processing and the current row is marked to Ignore. This is typically used when a single Category would not suffice in processing the transaction on the statement.

Manual Smart Fill matching on selecting a prompt is offered allowing an entry of a word or phrase. All memos partially matching the word or phrase on rows other than the selected are set to the same To Category and Description of the current row. This is useful when the Memo varies for the same type of transaction causing the automatic Smart Fill to fail.

DETAILS

Date the date the transaction occurred on the statement

Type the type of the transaction on the statement. It will either be a deposit or withdrawal.

Memo the memo that is taken from the statement.

To Category allows the allocation of a Category to process the statement line into.

Description allows for the entry of a Description describing the transaction and what it was for.

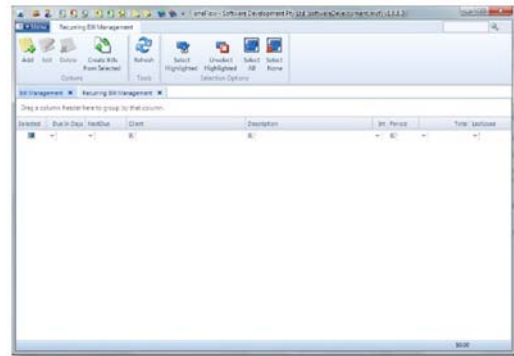
Tax Code allows the allocation of a Tax Code to the transaction if applicable.

Tax Rate allows the allocation of a Tax Rate to the transaction if applicable.

Ignore if checked the transaction will not be processed when Process is selected.

RECURRING WITHDRAWAL MANAGEMENT

The Recurring Withdrawal Management screen allows the managing of Recurring Withdrawals in oneFlow™. Recurring Withdrawals are used where a user wishes to have Withdrawals automatically generated at specific intervals. I.E. Daily, Weekly, Monthly or Yearly. It is also possible to have an Withdrawal automatically generated every 2nd day, or every 2nd month.



FEATURES

Add allows the adding of a new Recurring Withdrawal.

Edit allows the editing of the selected Recurring Withdrawal from the Recurring Withdrawal grid.

Delete allows the deleting of the selected Recurring Withdrawal from the Recurring Withdrawal grid.

Create Withdrawal from Selected creates Withdrawals for rows that are selected. Selected rows are signified by having a check mark in the Selected column. The Next Due is automatically updated based on Interval and Period the Recurring Withdrawal is set to. Withdrawals are not automatically saved, manual intervention is still involved in Posting each Withdrawal created.

Refresh allows the refreshing of the Recurring Withdrawals displayed in the Recurring Withdrawal grid. Not required when oneFlow™ is used in a single user environment.

Select Highlighted selects the rows that are currently highlighted in the Recurring Withdrawal grid.

Tip – Multi Select

To highlight multiple rows hold the ctrl key while clicking rows. To highlight a range of rows click the first row, hold the shift key and click the last row to have all rows in-between highlighted.

Unselect Highlighted selects the rows that are currently highlighted.

Select All selects all the rows.

Unselect All deselects all the rows.

Filter Row allows the filtering of the rows displayed.

Column Grouping allows the grouping of fields by dragging one or more columns into the grouping area.

Double Clicking on a Recurring Withdrawal in the Grid will open it.

RECURRING WITHDRAWAL

Make a Recurring Withdrawal / Recurring Withdrawal interface allows the entry or review of a Recurring Withdrawal.

FEATURES

Post posts the Recurring Withdrawal.

Save Changes allows the saving of the changes made to the current Recurring Withdrawal. Only available on reviewing an existing Recurring Withdrawal.

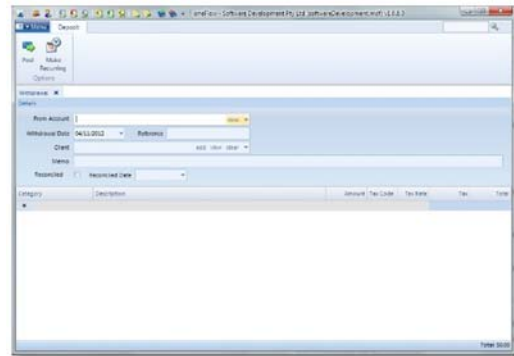
Reference a reference allocated to the Recurring Withdrawal.

Client an optional association of a Client the Recurring Withdrawal was received from.

Memo a description of the Recurring Withdrawal.

Next Due the next date the Recurring Bill is due to be created as an Withdrawal.

Then Every the interval used for determining the time span to add to the Next Due date when a Recurring Withdrawal is used. For example setting the interval to 1 week will add a week to the Next Due Date on creating a Withdrawal for the Recurring Withdrawal using the Recurring Withdrawal Management interface.



DETAILS

Category the category assigned to the Withdrawal detail line.

Description a description about the Withdrawal detail line.

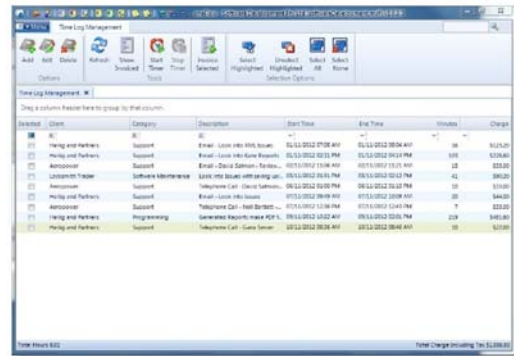
Amount the amount of the Withdrawal for the Category selected.

Tax Code the Tax Code to associated with the Withdrawal line.

Tax Rate the Tax Rate for the Withdrawal line.

TIME LOG MANAGEMENT

The Time Log Management allows the adding, editing, deleting, creation of invoices from Time Log Entries, and starting and stopping timers for Jobs in progress in oneFlow™.



FEATURES

Add allows the adding of a new Time Log Entry.

Edit allows the editing of the selected Time Log Entry.

Delete allows the deleting of the selected Time Log Entry.

Refresh allows the refreshing of the Time Log Entries displayed in the Time Log grid. Not required when oneFlow™ is used in a single user environment.

Show Invoiced toggles whether Time Log entries that have been invoiced are viewable in the Time Log grid.

Start Timer allows the starting of a Timer for the currently selected Time Log Entry. Time Log Entries with timers running are highlighted in green. When a timer is running the End Time of the Time Log Entry is updated to the Current Date and Time every minute.

Stop Timer stops the Timer for the current selected Time Log Entry.

Invoice Selected creates invoices for each Time Log Entry where the Selected field is checked. Time Log Entries for the same Client are combined onto a single Invoice for that Client.

Select Highlighted selects the rows that are currently highlighted in the Recurring Withdrawal grid.

Tip – Multi Select

To highlight multiple rows hold the ctrl key while clicking rows. To highlight a range of rows click the first row, hold the shift key and click the last row to have all rows in-between highlighted.

Unselect Highlighted selects the rows that are currently highlighted.

Select All selects all the rows.

Unselect All deselects all the rows.

Filter Row allows the filtering of the rows displayed.

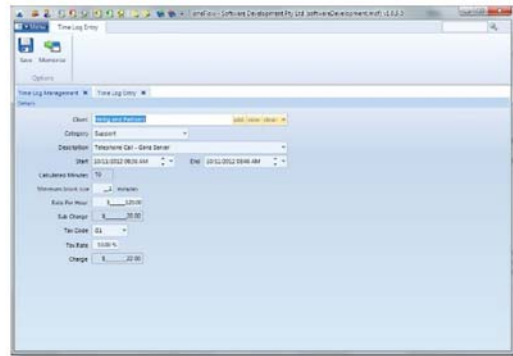
Column Grouping allows the grouping of fields by dragging one or more columns into the grouping area.

Double Clicking on a Bill in the Grid will open it.

TIME LOG ENTRY

Time Log Entries are created when a user wishes to record time spent working with a particular client. For example it is possible to track time emailing, telephone calls, working on a particular project and so on. The Time Log Entries can then be combined into a single invoice for a user selected time period i.e. for daily, weekly or monthly invoicing.

If the Time Management screen is open and a new Time Log Entry is made with the Start and End time being the same, the timer will automatically start on saving the entry.



FEATURES

Save saves the Time Log Entry.

Memorise becomes available once a Category and Description is entered. Allows the saving of the entry along with the currently selected Tax Code, Tax Rate and Rate per Hour into an Extended Smart Category entry.

DETAILS

Client the Client the Time Log Entry is for.

Category the category assigned to the Time Log Entry.

Description a description for the Time Log Entry.

Start The date and time the Time Log Entry starts.

End The date and time the Time Log Entry ends.

Calculated Minutes the difference in minute between the start and end time.

Minimum Block Size allows the minimum block size to use for calculating the charge. For example if this is set to 15 minutes then if only 4 minutes has been used, 15 minutes is still used to calculate the charge. If 19 minutes had passed, 30 minutes would be used to calculate the charge.

Rate Per Hour the rate per hour excluding tax to charge.

Sub Charge the calculated charge excluding tax.

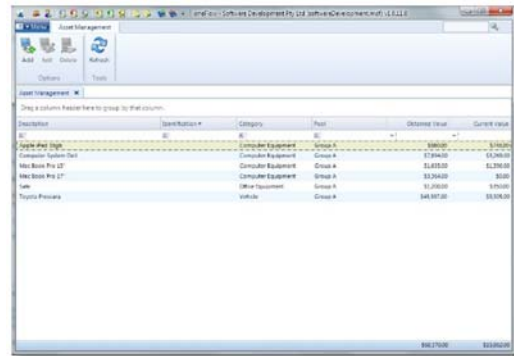
Tax Code the Tax Code for the Time Log Entry.

Tax Rate the Tax Rate for the Time Log Entry.

Charge The calculated charge including tax.

ASSET MANAGEMENT

The Asset Management interface allows the adding of Assets for tracking the Obtained Value, Current Value and Disposed Value in oneFlow™. Asset Management is useful for small business and home users alike. For home users it can help with working out the correct Contents insurance required. With small business it can help with keep a track of Assets for depreciation and insurance requirements.



Description	Category	Post	Obtained Value	Current Value
Apple iPad 2 (1st)	Computer Equipment	Group A	\$1,000.00	\$1,000.00
Computer System Test	Computer Equipment	Group A	\$1,200.00	\$1,200.00
Mac Book Pro 15"	Computer Equipment	Group A	\$1,875.00	\$1,700.00
Mac Book Pro 17"	Computer Equipment	Group A	\$2,300.00	\$0.00
Van	Other Equipment	Group A	\$1,200.00	\$1,000.00
Toyota Prius	Vehicle	Group A	\$48,000.00	\$3,000.00

FEATURES

Add allows the adding of a new Asset.

Edit allows the editing of the selected Asset.

Delete allows the deleting of the selected Asset.

Refresh allows the refreshing of the Asset Entries displayed in the Asset grid. Not required when oneFlow™ is used in a single user environment.

Filter Row allows the filtering of the rows displayed.

Column Grouping allows the grouping of fields by dragging one or more columns into the grouping area.

Double Clicking on a Bill in the Grid will open it.

ASSET

The Asset interface allows the recording and editing of Asset Details.

FEATURES

Save saves the Asset.

DETAILS

Description the description of the asset.

Category the category assigned to the asset. A category may be Office Equipment, Electronics, and Furniture etc.

Pool Assets can be pooled into a larger group useful for depreciation pools or for home asset recording a pool could be the location (room) the asset is in.

Obtained On the date the Asset was obtained.

Obtained From An optional client who the asset was obtained from.

Identification # a serial number, VIN, Barcode or any identifying number of the asset.

Obtained Value The value of the asset when it was obtained.

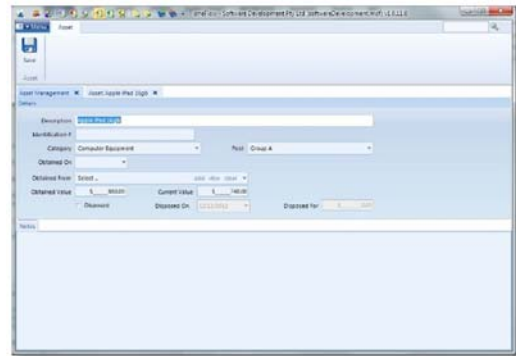
Current Value the current value of the asset.

Disposed indicates whether the asset has been disposed.

Disposed On the date the asset was disposed.

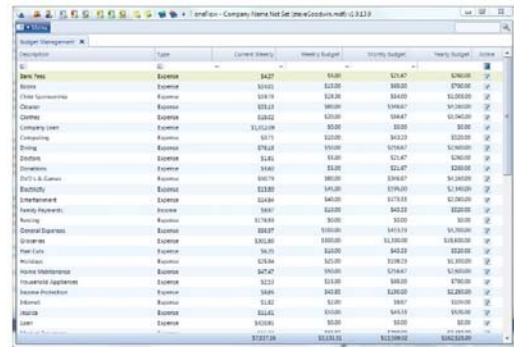
Disposed For the amount the asset was disposed for (i.e. sold value).

Notes Internal notes about the asset.



BUDGET MANAGEMENT

The Budget Management interface allows allocating of a Budget amount to individual Categories. Budgets are shown on the Category Summary Report By Month and in various Dashboard Graphs to allow for comparisons.



Description	Type	Current Week	Weekly Budget	Monthly Budget	Yearly Budget	Control
Bank Fees	Expense	\$427	\$1.00	\$1.07	\$3.68	☺
Bank	Expense	\$481	\$2.00	\$6.00	\$72.00	☺
Bank Statement	Expense	\$19.19	\$2.00	\$6.00	\$72.00	☺
Charter	Expense	\$51.17	\$6.00	\$18.00	\$216.00	☺
Coffee	Expense	\$22.22	\$2.00	\$6.07	\$72.84	☺
Company Car	Expense	\$1,124.08	\$0.00	\$0.00	\$0.00	☺
Company	Expense	\$3.75	\$2.00	\$6.23	\$74.76	☺
Drug	Expense	\$74.67	\$1.00	\$3.00	\$36.00	☺
Drinks	Expense	\$1.81	\$1.00	\$3.07	\$36.84	☺
Homeless	Expense	\$4.60	\$1.00	\$3.07	\$36.84	☺
Hotel & Lodging	Expense	\$45.79	\$6.00	\$18.00	\$216.00	☺
Electricity	Expense	\$13.80	\$4.00	\$12.00	\$144.00	☺
Entertainment	Expense	\$4.94	\$4.00	\$12.00	\$144.00	☺
Food & Beverage	Expense	\$4.67	\$2.00	\$6.00	\$72.00	☺
Food	Expense	\$17.84	\$1.00	\$3.00	\$36.00	☺
General Expenses	Expense	\$82.97	\$10.00	\$30.00	\$360.00	☺
Gasoline	Expense	\$35.80	\$10.00	\$30.00	\$360.00	☺
Gas	Expense	\$4.05	\$2.00	\$6.00	\$72.00	☺
Health	Expense	\$2.04	\$2.00	\$6.00	\$72.00	☺
Home Maintenance	Expense	\$47.47	\$1.00	\$3.00	\$36.00	☺
Household Appliances	Expense	\$2.23	\$1.00	\$3.00	\$36.00	☺
Insurance	Expense	\$2.04	\$2.00	\$6.00	\$72.00	☺
Interest	Expense	\$1.82	\$1.00	\$3.00	\$36.00	☺
Interest	Expense	\$1.45	\$1.00	\$3.00	\$36.00	☺
Internet	Expense	\$14.05	\$1.00	\$3.00	\$36.00	☺
Total		\$1,221.34	\$131.00	\$393.00	\$4,716.00	

FEATURES

Filter Row allows the filtering of the rows displayed.

Current Weekly Budget is the estimated current weekly amount in this category based on a twelve month period of current figures.

Weekly Budget allows the entering of an amount based on a weekly budget. The monthly and yearly will be automatically calculated.

Monthly Budget allows the entering of an amount based on a monthly budget. The weekly and yearly will be automatically calculated.

Yearly Budget allows the entering of an amount based on a yearly budget. The weekly and monthly will be automatically calculated.

DASHBOARD

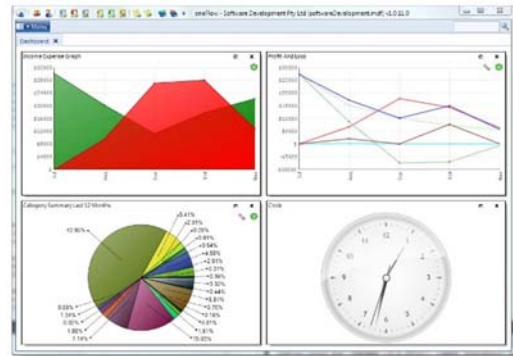
The Dashboard can be configured in System Settings to show up to six individual widgets. A widget can be a tool like a clock, calculator or one of several graphs.

GRAPHS & WIDGETS

GRAPHS

Each graph has a button in the top right hand corner to refresh the data and some have a secondary button to configure options for the graph.

- Cashflow
- Category Summary Pie Chart
- Income and Expense
- Income and Expense Averages
- Income and Expense with Budgets
- Profit and Loss
- Transactions



TOOLS

- Calculator
- Clock
- News

REPORTING

AGED PAYABLES

Reports on who money is owed to and aged accordingly to the period selected.

OPTIONS

- **Period** the aging period the report should be divided into. Options are 7 or 30 days.
- **To Date** the date the report should be printed for. Transactions after this date are not included in the totals.

AGED RECEIVABLES

Reports on who owes money and aged accordingly to the period selected.

OPTIONS

- **Period** the aging period the report should be divided into. Options are 7 or 30 days.
- **To Date** the date the report should be printed for. Transactions after this date are not included in the totals.

ASSETS

Reports on assets by Pool and Category.

OPTIONS

- **Include Disposed** when enabled disposed assets are included in the report.

BANK ACCOUNT STATEMENTS

Prints a bank statement based on the account selected for the period specified

OPTIONS

- **For Bank Account** the banking account to print a statement for.
- **From Date** the date to print the statement from.
- **To Date** the date to print the statement to.

BANKING ACCOUNTS LIST

Reports on the Banking Accounts in the system and there balance based on the balance of the account at the To Date selected.

OPTIONS

- **Active** Only when checked only Active accounts are reported on.

- **To Date** the date to calculate balances to.

BANKING TRANSACTIONS

Reports on transactions that have occurred on the selected banking account for the date range specified. Not Deposits and Withdrawals created as a result of Payments are not included in this report.

OPTIONS

- For Bank Account the banking account to report on.
- From Date the date to report from.
- To Date the date to report to.

BILL SUMMARY

Reports on Bills in oneFlow™ for the selected client(s) between the selected date range.

OPTIONS

- **Include Zero Balances** when checked includes Bills with no money owing, otherwise the report only includes Bills where money is owing.
- **For Client** the client to report on or “All Clients”.
- **From Date** the date to report from.
- **To Date** the date to report to.

BILL SUMMARY BY SUPPLIER

Reports on Bills in oneFlow™ grouped by the Supplier for the selected client(s) between the selected date range.

OPTIONS

- **Include Zero Balances** when checked includes Bills with no money owing, otherwise the report only includes Bills where money is owing.
- **For Client** the client to report on or “All Clients”.
- **From Date** the date to report from.
- **To Date** the date to report to.

BILLS DUE

Reports on bills due within a certain date.

OPTIONS

- **Due within 7 days of** the date the bills are due within.
- **For Client** the Client or All Clients to report on.

CATEGORY DETAIL

Reports on all transactions grouped by category within a date range for particular Categories.

OPTIONS

- **From Date** the date to report from.
- **To Date** the date to report to.
- **Select Categories to Exclude from Report** opens an interface allowing selection of Categories to exclude from the report.

CATEGORY SUMMARY

Reports on Category totals based on options selected for a particular date range.

OPTIONS

- **By Month** when checked reports in a month by month matrix format. Useful for month by month analysis. By month also shows weekly and monthly averages based on the data selected.
- **Combine Categories** when checked Categories of the same name across sections are grouped together with expenses being taken away from income and purchases being taken away from sales.
- **From Date** the date to report from.
- **To Date** the date to report to.
- **Select Categories to Exclude from Report** opens an interface allowing selection of Categories to exclude from the report.

CUSTOMER STATEMENT

Produces a Customer Statement for the Client(s) selected for a specified aging period between certain dates.

OPTIONS

- **For Client** the client or “All Clients” to produce a statement for.
- **Period** the aging period the statement should be done by.
- **From Date** the date from the statement should start.
- **To Date** the date to the statement should go to.

INVOICE SUMMARY

Products a summary of Invoice’s for a client or All clients within a specified date range.

OPTIONS

- **Include Zero Balances** when checked includes Invoices with no money owing, otherwise the report only includes Invoices where money is owing.
- **For Client** the client to report on or “All Clients”.
- **From Date** the date to report from.
- **To Date** the date to report to.

INVOICE SUMMARY BY CUSTOMER

Reports on Invoices grouped by Customer(s) for a specified date range.

OPTIONS

- **Include Zero Balances** when checked includes Invoices with no money owing, otherwise the report only includes Invoices where money is owing.
- **For Client** the client to report on or “All Clients”.
- **From Date** the date to report from.
- **To Date** the date to report to.

PROFIT AND LOSS

Produces a Profit & Loss statement for the chosen date range with the option to exclude certain categories.

OPTIONS

- **From Date** the date from to produce the statement for.
- **To Date** the date up to produce the statement for.
- **Select Categories to Exclude from Report** opens an interface allowing selection of Categories to exclude from the report.

PURCHASE SUMMARY

Produces a summary of Purchases for a client or All Clients up to a certain date.

OPTIONS

- **Include Zero Balances** when checked includes Purchases with no money owing, otherwise the report only includes Purchases where money is owing.
- **For Client** the client to report on or “All Clients”.
- **From Date** the date to report from.
- **To Date** the date to report to.

PURCHASE SUMMARY BY SUPPLIER

Reports on purchases within a certain date range grouped by supplier.

OPTIONS

- **Include Zero Balances** when checked includes Purchases with no money owing, otherwise the report only includes Purchases where money is owing.
- **For Client** the client to report on or “All Clients”.
- **From Date** the date to report from.
- **To Date** the date to report to.

TAX COLLECTED

Reports on Tax Collected for a given date range grouped by the Tax Code.

OPTIONS

- **From Date** the start date the report should run from.
- **To Date** the end date the report should run to.

TAX COLLECTED BY PAID

Reports on Tax Collected where payments have been received on the transactions involved within a certain date range.

OPTIONS

- **From Date** the start date the report should run from.
- **To Date** the end date the report should run to.

TIME LOG

Reports on Time Log Entries for a specified period by client

OPTIONS

- **From Date** the start date the report should run from.
- **To Date** the end date the report should run to.
- **For Client** the client to report on or "All Clients".

COMMAND LINE ARGUMENTS

It is possible to specify a command line Argument to the start-up of oneFlow™ providing the full path to the company file to open. This allows for multiple companies to be opened simultaneously by creating multiple shortcuts to oneFlow™. Ensure the path is enclosed in quotes if it includes spaces.

MERGE FIELDS

Merge fields allow you to dynamically insert keywords into saved descriptions in Extended Categories or in Recurring invoices.

All date results are based on the current system date.

- {CurrentMonth} - Inserts the current months name
- {Today} - Inserts the current date in the format defined in regional settings of the computer
- {CurrentDay} - Inserts the current numerical day of the month
- {CurrentYear} - Inserts the current numerical year
- {NextYear} - Inserts next year's numerical year
- {CurrentTime} - Inserts the current time
- {NextMonth} - Inserts next month's name
- {Tomorrow} - Inserts tomorrows date in the format defined in regional settings of the computer
- {Yesterday} - Inserts yesterday's date in the format defined in regional settings of the computer

CLIENT

- ClientID
- ClientName
- ClientTelephone
- ClientEmailAddress
- ClientWebAddress
- ClientAddress
- ClientState
- ClientSuburb
- ClientPostCode
- ClientPostalAddress
- ClientPostalState
- ClientPostalSuburb
- ClientPostalPostCode
- ClientNotes
- ClientActive
- ClientBPayReference
- ClientIsNew
- ClientDisplayAddress
- ClientPostalDisplayAddress
- Client Contact
- ClientContactID
- ClientContactFirstName
- ClientContactLastName
- ClientContactPosition
- ClientContactTelephoneBH
- ClientContactTelephoneAH
- ClientContactTelephoneMobile
- ClientContactEmailAddress
- ClientContactNotes
- ClientContactClientLink
- ClientContactClient
- ClientContactDisplayName
- ClientContactPhoneNumbers

INVOICE

- InvoiceNumber
- InvoiceDescription
- InvoiceTemplate
- InvoiceShippingAddress
- InvoiceShippingState
- InvoiceShippingSuburb
- InvoiceShippingPostCode
- InvoiceNotes
- InvoiceComments
- InvoiceOrderNumber
- InvoiceClientContactLink
- InvoiceClientContact
- InvoiceShippingDisplayAddress
- InvoiceDetails
- InvoiceClientLink
- InvoiceClient
- InvoiceID
- InvoicesNew
- InvoiceDate
- InvoiceType
- InvoiceTaxAmount
- InvoiceSubTotal
- InvoiceTotal

CREDIT

- CreditNumber
- CreditDescription
- CreditTemplate
- CreditNotes
- CreditComments
- CreditClientContactLink
- CreditClientContact
- CreditDepositLink
- CreditIsOverPayment
- CreditDetails
- CreditClientLink
- CreditClient
- CreditID
- CreditIsNew
- CreditDate
- CreditType
- CreditTaxAmount
- CreditSubTotal
- CreditTotal

PURCHASE RETURN

- Purchase ReturnNumber
- Purchase ReturnDescription
- Purchase ReturnTemplate
- Purchase ReturnShippingAddress
- Purchase ReturnShippingState
- Purchase ReturnShippingSuburb
- Purchase ReturnShippingPostCode
- Purchase ReturnNotes
- Purchase ReturnComments
- Purchase ReturnClientContactLink
- Purchase ReturnInvoiceNumber
- Purchase ReturnClientContact
- Purchase ReturnShippingDisplayAddress
- Purchase ReturnDetails
- Purchase ReturnClientLink
- Purchase ReturnClient
- Purchase ReturnID
- Purchase ReturnIsNew
- Purchase ReturnDate
- Purchase ReturnType
- Purchase ReturnTaxAmount
- Purchase ReturnSubTotal
- Purchase ReturnTotal

DETAIL SECTIONS OF INVOICES, PURCHASES AND CREDITS

For the detail section of Invoices, Purchases and Credits the following fields can be used in the table layout. There is no need to insert them as bookmarks, just the words.

- Category
- Quantity
- Description
- Amount
- NetPrice
- Unit
- Tax
- SubTax
- SubTotal
- TaxRate
- Total