

# AdmiCash Update 7.55

Our debtor customers have expressed their thoughts and wishes to us, so that we can now present you the update 7.55, which includes the following new functions and improvements:

- **Print and view documents**

Up to now, invoices, which had been paid, could not be displayed or printed anymore. The update 7.55 provides the two according menu positions.

- **Text fields**

When setting up forms free text fields can now be inserted and complied with a default text. The real text is to be entered into the field as you create the document in AdmiCash.

*Example:* Default text „Project number“ or „Cost center“ and real text the according project number or cost center.

- **Address field**

Sometimes a second address is to be added beside the customer address, for example when the delivery address is different to the invoice one. In this case an address field containing the delivery address can be inserted into the concerned invoice.

- **New variables**

New variables are available for customer specifications (phone, fax, etc.).

- **New functions for articles:**

- **Storage of sample articles:** Sample articles you set up in AdmiForm are now stored and can be used for the setup of all forms.
- **Article decimals:** Articles can now be set with 0 to 4 decimals.
- **Cost centres for articles:** A cost center can be assigned to every article.
- **Do not print price per unit:** This option allows you to only print the total price, not every unit's one, which is helpful when using articles containing a package price like order fee, postage or extra charge for small quantities.

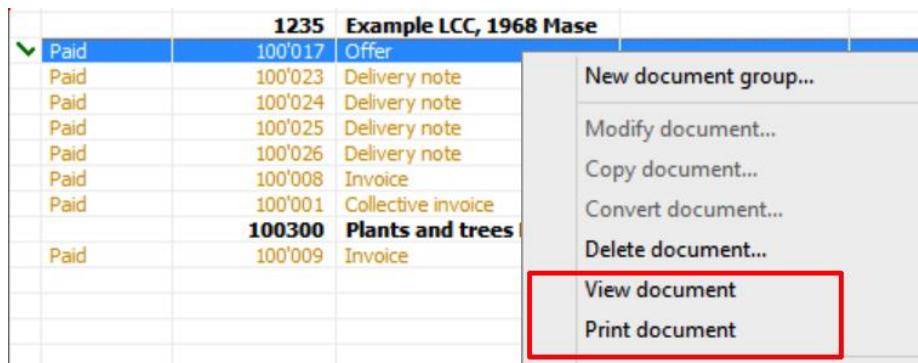
- **New print options for lists**

The update allows you to print different lists like „All pending debtors per date“ (Invoices) or „Work in progress per date“ (Delivery notes) with or without details at the end of the year.

The following document is meant to explain each of the update's extensions in two steps. First, the form setup with AdmiForm and second, the practical use with AdmiCash.

## Print and view documents

Invoices, which had already been paid, could not be printed or viewed anymore up to now. The update 7.55 provides the according two menu positions:

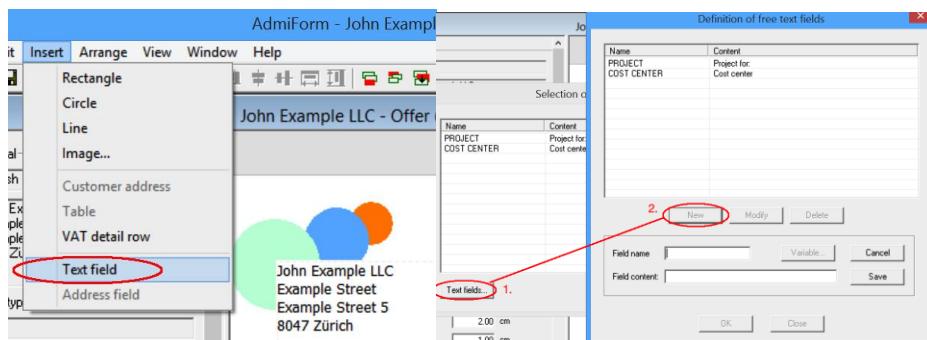


## Text fields

The option **Text fields** is now available for the form setup in **AdmiForm**. These fields are freely formattable and can be complied with any default text and variables.

Insert a text field as follows in **AdmiForm**:

Open the menu **Insert – Text field**.



Open the input dialogue with the button [**Text fields...**] and activate the input fields with [**New**]. Enter a field name and, if necessary, a default text (Field content). Click on [**Save**] in order to save the text field.

You can set up any number of text fields. For each form you can freely choose amongst them and insert the chosen text field. When copying documents in **AdmiCash** (for example delivery note to invoice), the text field's content is passed on automatically, in case a text field with the same name is given.

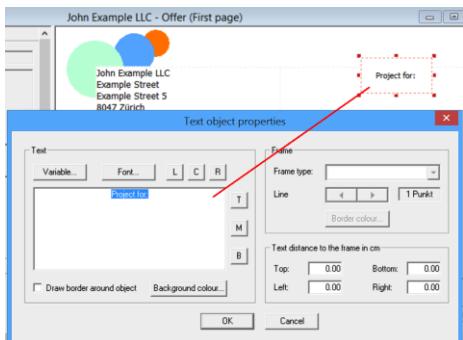
When the document is created in **AdmiCash** the default text can be replaced by (clicking on the field). Default text is „Project number“ or „Cost center“ and real text is the according project number or cost center.



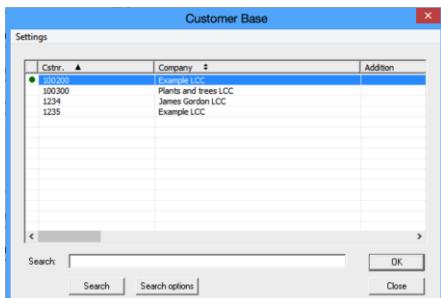
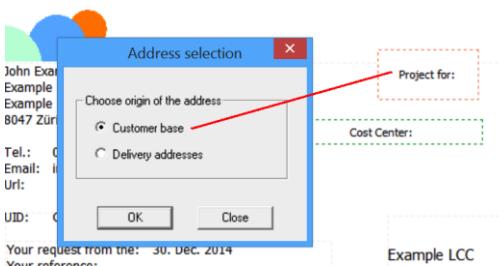
## Address fields

The new option address field, provided by AdmiForm, allows you to insert a second address, which is for example useful when the delivery address isn't the same as the invoice address

Address fields can be added with the same menu as text fields **Insert – Address field**. Double-click on the field to open the dialogue text object properties in order to format it.



When using the document in AdmiCash you can insert an address from the customer base or the existing delivery addresses. Click therefore on the field and choose the desired source in the dialog, as well as the according address in the next window.



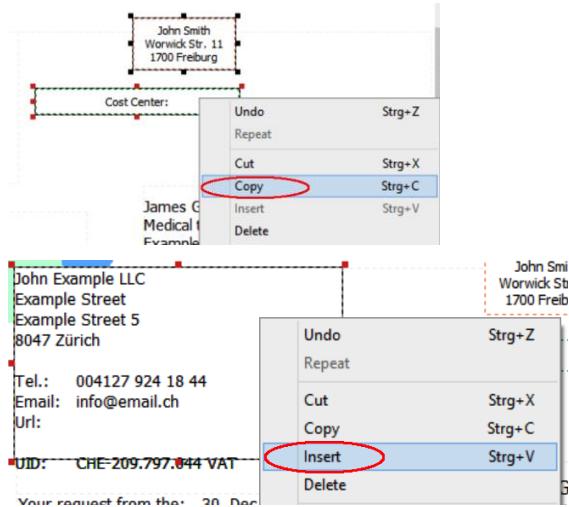
## Text and address field borders

In case you haven't individually defined the field's borders, AdmiCash marks address fields in **red** and text fields in **green** dotted lines. The coloured borders are intended to improve the field's visibility, but will not be printed.

## Copying text and address fields

Text and address fields can be copied freely between the document's pages, but also between different documents.

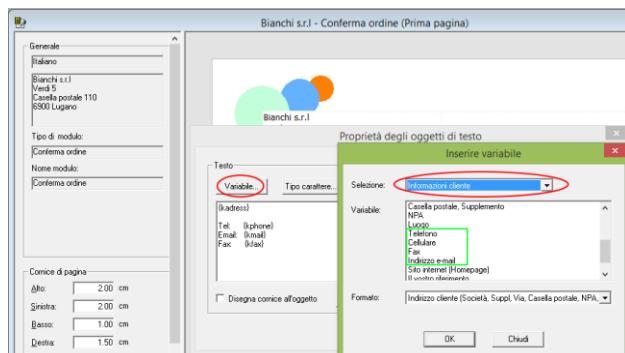
In order to do so, right-click on a field and choose **Copy** in the submenu (or keys **Ctrl+C**). Then open the target page or document and insert the field with the same menu, but the position **Insert** (**Ctrl+V**).



## Variables for customer information

Variables like 'phone, mobile, fax and email address' are now available for customer information in AdmiForm.

Double-click on the target object and open the selection dialog with the button **Variables**. Choose there the desired variable from the **Customer information** list.

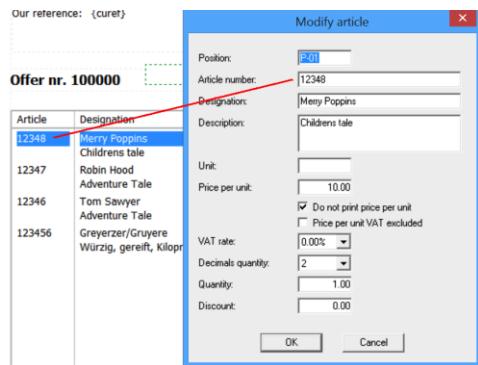


## New functions for articles

The Update 7.55 offers several new functions for the setup and use of articles:

- **Storage of sample articles:** Sample articles you set up in AdmiForm are now stored and can be used for the setup of all forms.
- **Article decimals:** Articles can now be set with 0 to 4 decimals.
- **Cost centres for articles:** A cost center can be assigned to every article.
- **Do not print price per unit:** This option allows you to only print the total price, not every unit's one, which is helpful when using articles containing a package price like order fee, postage or extra charge for small quantities.

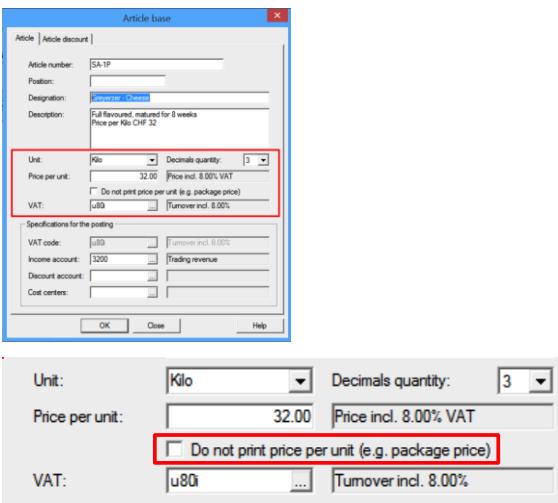
In AdmiForm the according dialog can be opened by clicking on the article marked in blue:



The options **decimals** and **Do not print price per unit** allow you to freely set up your sample articles. All settings made here will be saved and the sample articles remain available for the setup of other forms.

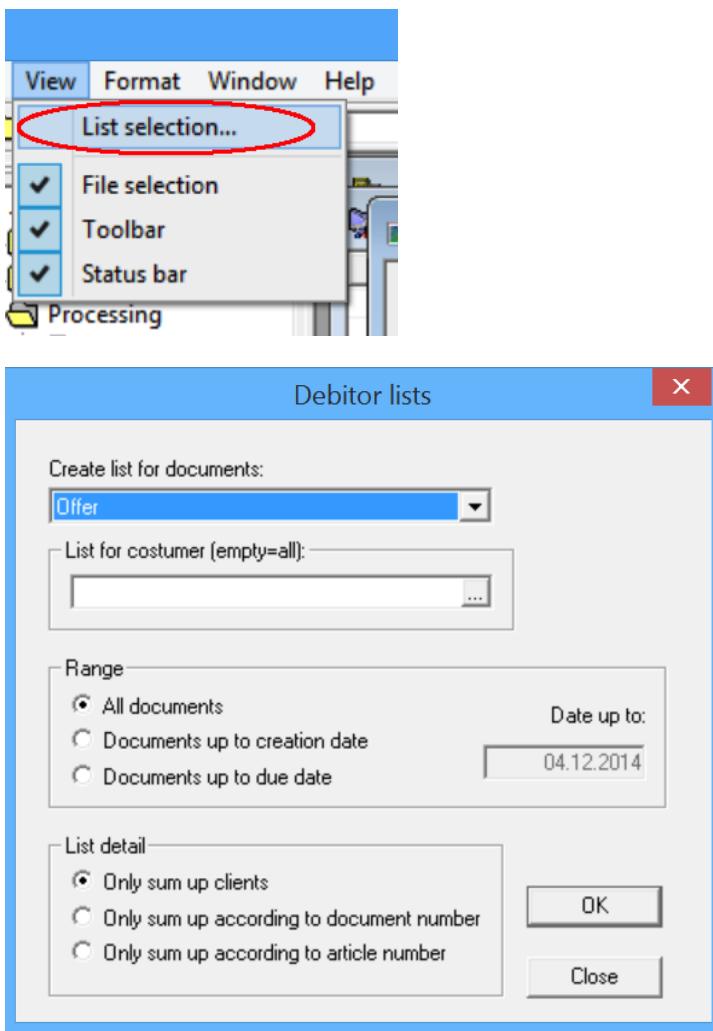
Choose the menu **Master data – Article base** in AdmiCash to use the new functions here. Click on one article from the list in order to open the dialog **Article base** and use the options **Decimals**, **Cost Centers** and **'Do not print price per unit'** to establish your personal articles.

Example: If you have chosen 3 decimals for the article Greyerzer – Cheese, you can enter the exact amount of sold cheese (E.g 0,125 kg) as you create the invoice.



## New print options for lists

The update allows you to print different lists like „All pending debtors per date“ (Invoices) or „Work in progress per date“ (Delivery notes) with or without details at the end of the year.



The lists are prepared in a way that a document group's last document is shown. *E.g.* if an invoice has been created based on a delivery note, the last document of the group is therefore the invoice. The delivery note will not be shown in the list „Delivery notes“.

## Explanation for the status „Processed“

Suppose, you have an invoice and already have created a reminder based on the first one. Now you don't know, whether the customer pays the invoice or the reminder first. In case the payment is made for the reminder, the invoice's status automatically changes to „Processed“, even though the invoice is not entered.

The same applies, if the invoice is paid first. This ensures that no double accounting can be made. You should always create a new partial invoice, instead of copying a given one. Otherwise all partial invoice's statuses change to „Processed“ as soon as one of them has been paid.

The column „Origin“ shows a document's provenance. AdmiCash treats this document path backwards. Documents which aren't part of it are omitted.

Documents							
Status	Number	Client	Origin	Amount	Created	Contact	
	12347	Hubert Hugentobler, 8800 ...					
Printed	100'014	Invoice		50.00	15.01.2015	15.01.2015	
Printed	100'015	Invoice	Invoice 100'014	50.00	15.01.2015	15.01.2015	
	123458	Bücherwelt, 4009 Basel					
Printed	100'016	Invoice		44.00	15.01.2015	15.01.2015	
Printed	100'017	Invoice		280.00	15.01.2015	15.01.2015	

The example below illustrates what is explained above: Hubert Hugentobler copied the invoice 100'015 from the invoice 100'014, which is why the second one's status changes to „Processed“ as soon as the payment of invoice 100'015 is received. Bücherwelt's invoices 100'016 and 100'017 have been created separately, which is why only the status of 100'017 changes to ,Paid‘, whereas 100'016 remains „Printed“.

Documents							
Status	Number	Client	Origin	Amount	Created	Contact	
	12347	Hubert Hugentobler, 8800 ...					
Processed Paid	100'014	Invoice		50.00	15.01.2015	15.01.2015	
	100'015	Invoice	Invoice 100'014	50.00	15.01.2015	15.01.2015	
	123458	Bücherwelt, 4009 Basel					
Printed Paid	100'016	Invoice		44.00	15.01.2015	15.01.2015	
	100'017	Invoice		280.00	15.01.2015	15.01.2015	

The **Update 7.55** can be downloaded on our homepage in the [Download](#) section

We thank you for interest and wish you success in working with the new Debitor version of AdmiCash.

Kind regards

AdmiCash GmbH