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AGYNAMIX Invoicer - User Manual

Version 1.0
Date: November 2025

About AGYNAMIX Invoicer

AGYNAMIX Invoicer is a professional desktop application for freelancers and small businesses to create and manage quotes, invoices, and time tracking. The software was specifically developed for the requirements of the German market and complies with all GoBD guidelines for audit-proof archiving.

Key Features

- **Sales Documents:** Quotes, invoices, correction invoices, and payment reminders
 - **Time Tracking:** Time sheets with direct invoicing
 - **Multi-Tenant:** Manage multiple companies in one database
 - **GoBD-Compliant:** Audit-proof archiving and audit log
 - **E-Invoicing:** Support for ZUGFeRD and XRechnung
 - **Offline-Capable:** No cloud connection required, all data remains local
-

System Requirements

Operating System

- **Windows:** Windows 10 or higher
- **macOS:** macOS 11 (Big Sur) or higher
- **Linux:** Current distributions (Ubuntu 20.04+, Fedora 34+, etc.)

Hardware

- **Processor:** 64-bit processor
- **Memory:** Minimum 4 GB RAM (8 GB recommended)
- **Hard Drive:** 500 MB free space for application
- **Additional:** Sufficient storage space for documents and backups

Software

- **Java:** JDK 21 or higher (automatically included)

- **PDF Viewer:** For document preview (e.g., Adobe Reader, Preview, Evince)
-

About This Manual

This manual is aimed at freelancers and small businesses who want to use AGYNAMIX Invoicer to manage their invoicing. It assumes you already have basic experience with invoicing and are familiar with typical business processes.

Manual Structure

The manual is divided into thematic chapters, each covering a functional area of the application:

1. **Menu Bar** - All menu functions in detail
2. **Dashboard** - Overview and key metrics
3. **Documents** - Create and manage quotes and invoices
4. **Time Tracking** - Record and bill time sheets
5. **Tenants** - Manage company data
6. **Customers** - Maintain customer master data
7. **Text Snippets** - Manage reusable texts
8. **Settings** - Configure application
9. **GoBD Compliance** - Understand audit-proof archiving
10. **Appendix** - Glossary, troubleshooting, and additional information

Conventions in This Manual

Typographic Conventions: - Menu Item - UI elements such as buttons, menus, and fields - **Bold** - Important terms and highlights - *Italic* - Emphasis and notes - Code - Paths, filenames, patterns

Symbols: - [»] **Efficiency Tip:** Time-saving workflows - [*] **Best Practice:** Recommended procedures - [!] **Important:** Critical notes on data security/compliance - [i] **Trick:** Lesser-known features - [-] **Workflow Tip:** Optimized processes

Screenshots: - Screenshots are marked with [Screenshot: Title] and caption - Numbering is automatic as Figure X

Quick Start Guide

This quick start guide walks you through the first steps with AGYNAMIX Invoicer – from installation to your first invoice.

Step 1: Installation

1. Download the installation file for your operating system:
 - **Windows:** .msi or .exe installer
 - **macOS:** .dmg disk image
 - **Linux:** .deb, .rpm, or .AppImage
2. Run the installation:
 - **Windows:** Double-click the installation file and follow the wizard
 - **macOS:** Open the .dmg and drag the application to the Applications folder
 - **Linux:** Install the package via your package manager or run the .AppImage directly
3. Start the application:
 - Via Start Menu (Windows), Launchpad (macOS), or Applications Menu (Linux)

[Screenshot: Welcome screen] *Figure 1: The welcome screen when first starting AGYNAMIX Invoicer*

Step 2: Create Your First Tenant

A tenant represents your company or business. This is where all company data, bank details, and invoice numbering schemes are managed.

1. On first start, the dashboard shows the welcome area
2. Click **Create your first tenant**
3. Fill out the form with your company data:

Required Fields: - Company name - Complete address (street, postal code, city, country) - Tax number and VAT ID - Phone and email - Bank details (IBAN and BIC)

Invoice Numbering Schemes: - Define patterns for invoice and quote numbers - Example: RE-{year}-{doc_no} results in RE-2025-1 - Set the starting number (e.g., 1 or 1000)

[Screenshot: Create tenant - Form] *Figure 2: Form for creating a new tenant with all required fields*

4. Optional: Upload your company logo (recommended for professional appearance)
5. Enable **Set as default tenant** (especially important for the first tenant)
6. Click **Save**

[!] Important: Invoice numbering schemes should be configured correctly before the first invoice, as they cannot be changed after publication.

[i] **Tip:** Use the {year} variable in the numbering pattern to start a new numbering scheme each year (e.g., RE-2025-1, RE-2026-1).

Step 3: Create Your First Customer

Customers are the invoice recipients. For each customer, you store address, contact details, and billing information.

1. Click **Create a customer** on the dashboard
2. Or navigate via the sidebar to **Customers** → **Create New** button
3. Fill out the customer form:

Required Fields: - Company name (or first/last name for individuals) - Complete address - VAT rate (default: 19%) - Currency (default: EUR) - Document language (German or English)

Optional Fields: - VAT ID (important for intra-community supplies) - Email and phone - E-invoice type (ZUGFeRD, XRechnung, or none)

[Screenshot: Create customer - Form] *Figure 3: Customer form with all relevant fields for invoicing*

4. Click **Save**

[*] **Best Practice:** Maintain your customers' VAT IDs carefully – they are important for correct tax calculation and VAT returns.

Step 4: Create Your First Invoice

Now you can create your first invoice.

1. Navigate via the sidebar to **Documents**
2. Click **Create New** → **New Invoice**
3. Fill out the invoice form:

Document Data: - Select the customer from the dropdown - Invoice date (pre-filled with today) - Due date (default: 14 days after invoice date) - Currency is inherited from the customer

Add Invoice Items: 1. Click **Add Item** 2. Description of service/product 3. Quantity 4. Unit price (net) 5. VAT rate (pre-filled from customer) 6. Repeat for all items

[Screenshot: Create invoice - Empty template] *Figure 4: New invoice form with areas for customer data, items, and text snippets*

Text Snippets (optional): - **Introduction:** Text before the invoice items - **Conclusion:** Text after the invoice items (e.g., payment terms) - You can select existing text snippets from the dropdown or enter directly

Markdown Support: - **Bold:** ****Text**** - **Italic:** ***Text*** - Lists, headings, etc. are supported

4. Click Save to save the invoice as a draft
5. Use Preview to check the result

[!] **Important:** Drafts only have a temporary draft number and can still be edited.

Step 5: Publish and Export Invoice

When the invoice is ready, you must publish it to receive a final invoice number.

1. Check all information once more
2. Click Next Step → Publish
3. The invoice now receives its final invoice number (e.g., RE-2025-1)
4. The status changes from Draft to Published

[Screenshot: Published invoice with final number] *Figure 5: A published invoice with final invoice number and all action options*

[!] **Important:** After publication, the invoice is immutable for GoBD reasons. Corrections are only possible via correction invoices.

Export PDF: 1. Click the preview icon (eye icon) or in the menu on Preview
2. The PDF is automatically saved in the configured documents folder
3. The file opens in your PDF viewer
4. You can now send the file via email or print it

[i] Tip: Configure the documents folder in the settings before exporting your first invoice. This way, all PDFs are automatically stored in the right place.

Step 6: Record Payment

When the customer has paid the invoice, record the payment:

1. Open the invoice by clicking Edit
2. Click Next Step → Mark as paid
3. Enter the payment date
4. Optional: Record the actual amount received (for partial payments)
5. Click Record payment
6. The status changes to Fully paid

[Screenshot: Payment recording dialog] *Figure 6: Dialog for recording a payment with date and amount*

[*] Best Practice: Record payments promptly to keep track of outstanding receivables. The dashboard shows you all open and overdue invoices.

Alternative: Load Demo Data

If you want to test the application with sample data first, you can load the demo database:

1. On the welcome screen of the dashboard: Click `Load demo database`
2. Or via the menu: `Help → Load demo data` (on first start)
3. The database is filled with realistic sample data:
 - 2 sample tenants (German companies)
 - 100 sample customers
 - Approx. 300 documents (quotes, invoices, payment reminders)
 - Time sheets with entries

[i] Tip: Demo data is ideal for exploring the application without having to enter your own data. You can remove it anytime via `Help → Delete demo data`.

Next Steps

After this quick start, you can:

1. **Explore the dashboard:** Get an overview of your key metrics
2. **Create text snippets:** Create reusable texts for introductions and conclusions
3. **Configure settings:**
 - Set up backup strategy
 - Configure document path with naming pattern
 - Customize theme (light/dark)
4. **Add more customers:** Build your customer base
5. **Use time tracking:** Record working hours and bill them directly
6. **Understand GoBD compliance:** Learn about the archiving features

[?] **Continue reading:** The following chapters of this manual cover all functions in detail. Use the table of contents to jump directly to the topics relevant to you.

Help and Support

In the Application

- **Guided Tour:** `Help → Start guided tour` for an interactive introduction
- **Documentation:** `Help → Documentation` opens the online documentation

- **Log:** Help → Show log for technical problems

Online Resources

- **Website:** <https://www.agynamix.de>
- **Support Email:** support@agynamix.de
- **Updates:** The application automatically checks for new versions

Data Location

Your data is stored locally on your computer:

- **Windows:** %APPDATA%\agynamix-invoicer\invoicer_db.db
 - **macOS:** ~/Library/Application Support/agynamix-invoicer/invoicer_db.db
 - **Linux:** ~/.config/agynamix-invoicer/invoicer_db.db
- [!] **Important:** Create regular backups! Configure automatic backups in the settings to prevent data loss.
-

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Disclaimer: The information in this manual was created with the greatest care. Nevertheless, errors cannot be completely excluded. No liability is assumed for damages resulting from errors in this manual.

Version History

Version 1.0 (November 2025)

- First complete version of the user manual
- All main functions documented
- Quick start guide added

- GoBD compliance chapter integrated
-

Good luck with AGYNAMIX Invoicer!

We wish you efficient work and clear invoice management. If you have any questions or suggestions, please feel free to contact us.

1. Menu Bar

The menu bar is located at the top of the application window and provides access to important functions that are not accessible via the sidebar. It consists of three main menus (File, Edit, Help) as well as the tenant selection in the center.

[Screenshot: Menu bar overview] *Figure 7: The menu bar with all three menus and the central tenant selection*

1.1 File Menu

The File menu contains functions for data backup, restore, and GoBD-compliant archiving.

[Screenshot: File menu opened] *Figure 8: The opened File menu with all available options*

Create Backup...

Creates a complete backup of your database.

Function: - Saves the complete database in a single file - Contains all tenants, customers, documents, time sheets, and settings - Automatically compressed (ZIP format) - Filename contains timestamp: `invoicer-backup-YYYY-MM-DD-HHMMSS.db.zip`

Usage: 1. Click File → Create Backup... 2. Choose a destination directory in the dialog 3. The backup is created and saved in the selected directory 4. A success message confirms the created backup

[Screenshot: Create backup dialog] *Figure 9: Dialog for selecting the storage location for the database backup*

When to create backups: - Before major changes (e.g., bulk editing, updates) - Regularly (daily/weekly) - see automatic backups in settings - Before system maintenance or operating system updates - Before switching to a new computer

[!] Important: Backups should be stored in a secure location outside your computer (external hard drive, NAS, cloud storage). In case of hard drive failure, local backups are not accessible.

[i] Tip: Configure automatic backups in the settings so you never forget to create a backup. The application automatically creates a backup when closing.

Restore from Backup...

Restores a previously created backup.

Function: - Completely overwrites the current database - All current data will be lost - Imports all tenants, customers, documents, and settings from the backup

Usage: 1. Click File → Restore from Backup... 2. **Warning:** A dialog warns you that all current data will be overwritten 3. Confirm with Restore or cancel with Cancel 4. Select the backup file (.db.zip) in the file selection dialog 5. The application loads the backup and restarts 6. After restart, you will see the data from the backup

[Screenshot: Restore warning] *Figure 10: Warning dialog before overwriting the current database*

Use Cases: - After data loss or corruption - When switching to a new computer - After accidental deletion of important data - During migration from an old to a new installation

[!] Important: The restore cannot be undone. Create a backup of the current database beforehand if you want to access it later.

[*] Best Practice: Regularly test whether your backups work by performing a restore in a test installation.

Verify Audit Log...

Checks the integrity of the internal audit log (transaction log).

Function: - Verifies the cryptographic hash chain of all audit log entries - Ensures that no entries were subsequently changed or deleted - GoBD-compliant verification of immutability - Verification is performed on a per-tenant basis

Usage: 1. Click File → Verify Audit Log... 2. Select the tenant to verify 3. Click Start Verification 4. The application checks all audit

log entries 5. The result is displayed: - **Valid:** All entries are unchanged - **Invalid:** Manipulations were detected

[Screenshot: Audit log verification successful] *Figure 11: Success message after successful verification of the audit log*

Result Details: - **Total entries checked:** Number of verified log entries - **Sequence range:** First and last sequence number - **Chain status:** Valid or Invalid - **Sequence gaps:** Missing entries (should not occur) - **Hash errors:** List of entries with invalid hashes

When to verify: - During tax audits (upon auditor's request) - After unusual system events - Regularly for quality assurance (e.g., annually) - Before submission to external archiving

[i] Trick: You can perform verification at any time – it doesn't change any data and only takes a few seconds.

Export Audit Log...

Exports the audit log to a GoBD-compliant archive.

Function: - Creates a ZIP archive with all audit log entries for a time period - Contains all associated PDF documents - Hash chain for verifying integrity - Format complies with GoBD requirements for external archiving

Usage: 1. Click File → Export Audit Log... 2. Select the **tenant** 3. Select the **time period:** - Month and year (e.g., November 2025) - Or annual export for the entire year 4. Select the **output directory** 5. Click Start Export 6. Wait until the export is complete 7. The success message shows the file path

[Screenshot: Audit log export dialog] *Figure 12: Dialog for exporting the audit log with time period and tenant selection*

Archive contents: - `audit_log.json` - All audit log entries in JSON format - `documents/` - Folder with all exported PDF documents - `metadata.json` - Export metadata (timestamp, tenant, time period) - `README.txt` - Notes on archive structure

Filename: - Format: `audit-log-export-{tenant}-{year}-{month}-{timestamp}.zip` - Example: `audit-log-export-MyCompany-2025-11-20251116-143022.zip`

When to export: - **Monthly/Quarterly:** For regular archiving - **Annually:** At year-end - **During tax audit:** Upon request from the tax office - **During operational audit:** For submission to auditor - **Before major changes:** As additional backup

[!] **Important:** GoBD requires audit logs to be retained for at least 10 years. Archive the exports on a secure storage medium and create copies in different locations.

[~] **Workflow Tip:** At the end of the month, automatically export the audit log and archive it together with the PDF invoices. This way you meet all GoBD requirements.

Import & Verify Export...

Imports and verifies a previously exported audit log archive.

Function: - Reads in a GoBD export archive (.zip) - Checks the hash chain of the audit log - Verifies all contained PDF documents - Shows detailed verification results

Usage: 1. Click File → Import & Verify Export... 2. Click Select File 3. Select a previously exported archive (.zip) 4. Click Start Verification 5. Wait until verification is complete 6. Check the result

[Screenshot: Import verification dialog] *Figure 13: Dialog for selecting and verifying an imported audit log archive*

Verification Results:

Chain Integrity: - **Total entries:** Number of log entries in the archive - **Sequence range:** First and last sequence number - **Chain status:** Valid (✓) or Invalid ([x]) - **Sequence gaps:** Missing entries (normal for date range exports) - **Chain errors:** List of entries with invalid hashes

Document Verification: - **Documents in archive:** Number of contained PDFs - **Verified documents:** Number of successfully checked PDFs - **Document errors:** List of documents with verification errors

[Screenshot: Verification results successful] *Figure 14: Successful verification of an archive with all details on chain integrity*

[Screenshot: Verification results with errors] *Figure 15: Verification with detected errors – documents were subsequently modified*

Interpreting the Results:

[+] **Valid Archive:** - Chain status: Valid - No hash errors - All documents verified - → Archive is unchanged and legally secure

[!] **Sequence Gaps in Date Range Export:** - Normal when only a time period was exported - Entries outside the time period are missing from the sequence - Integrity of included entries remains verifiable - Note text explains the gaps

✗ **Invalid Archive:** - Chain status: Invalid - Hash errors present - Documents were modified - → Archive was tampered with or is corrupted

Use Cases: - **During tax audit:** Proof of immutability of archives - **After archiving:** Check whether archiving was successful - **Before sharing:** Verification before handover to accountant/auditor - **After storage media change:** Check after migration to new media

[*] **Best Practice:** Verify audit log archives immediately after export and before sharing. This ensures that the archives were created correctly and are immutable.

[i] **Tip:** Keep the original archive together with a verification protocol (screenshot). In case of inquiries, you can prove that the archive was valid at the time of creation.

Quit

Closes the application.

Function: - Terminates the application cleanly - Saves all open changes - Automatically creates a backup (if configured) - Performs cleanup tasks

Usage: - Click File → Quit - Or close the window via the X symbol - Or use the keyboard shortcut (if configured)

When quitting: 1. **Unsaved changes:** Dialog asks if you want to save 2. **Automatic backup:** If enabled in settings, a backup is created 3. **Save window position:** Size and position are saved for the next start 4. **Sidebar status:** Collapsed/expanded is saved

[Screenshot: Confirmation for unsaved changes] *Figure 16: Dialog for unsaved changes before quitting*

[!] **Important:** Always close the application via File → Quit and not by terminating the process. Only this way will all data be saved correctly and backups created.

[*] **Best Practice:** Configure automatic backups when quitting in the settings. This way you always have a current backup, even if you forget.

1.2 Edit Menu

The Edit menu is kept simple and leads directly to the settings.

[Screenshot: Edit menu opened] *Figure 17: The Edit menu with the entry for settings*

Settings

Opens the application's settings area.

Function: - Navigates to the settings page - Equivalent to clicking **Settings** in the sidebar

Usage: - Click **Edit → Settings** - The sidebar automatically switches to **Settings** - The main area shows the settings page

Settings Areas: - **Appearance:** Theme (light/dark), language - **Backup:** Configure automatic backups - **Documents:** Paths and naming patterns for PDF export - **Updates:** Automatic update check

[i] Tip: Settings are also accessible via the sidebar. The menu entry is a shortcut for users who prefer the menu bar.

[?] Continue reading: All settings are described in detail in Chapter 8 (Settings).

1.3 Help Menu

The Help menu provides access to documentation, support functions, and system information.

[Screenshot: Help menu opened] *Figure 18: The opened Help menu with all available help options*

Documentation

Opens the online documentation in the browser.

Function: - Opens the official AGYNAMIX website with the documentation - URL: <https://www.agynamix.de> (or the configured documentation URL)
- Shows the latest version of the online help

Usage: - Click **Help → Documentation** - Your default browser opens the documentation page

[i] Tip: The online documentation is always more up-to-date than this manual. In case of uncertainties, it's worth checking the website.

Check for Updates

Manually checks if a new version is available.

Function: - Contacts the update server - Compares the installed version with the available version - Shows a result (update available or not)

Usage: 1. Click Help → Check for Updates 2. Wait while the check runs
3. **No update available:** Dialog informs you that you're using the latest version 4. **Update available:** Dialog shows the new version and changes 5. Click Download to go to the download page

[Screenshot: Update available dialog] *Figure 19: Dialog with information about an available update*

[Screenshot: No update available dialog] *Figure 20: Dialog confirming that the installed version is current*

Automatic Updates: - In the settings, you can enable automatic update checking on startup - The application then checks for new versions on every start - You receive a notification when an update is available

[*] **Best Practice:** Enable automatic update checking in the settings. This way you won't miss important security updates or new features.

Open Database Folder

Opens the folder where the database is stored.

Function: - Opens the database folder in your system's file manager - Shows the `invoicer_db.db` file - Useful for manual backup or migration

Usage: - Click Help → Open Database Folder - Your file manager opens the folder (Finder on macOS, Explorer on Windows, Nautilus/Dolphin on Linux)

Database Locations: - **Windows:** `%APPDATA%\agynamix-invoicer\` - **macOS:** `~/Library/Application Support/agynamix-invoicer/` - **Linux:** `~/.config/agynamix-invoicer/`

What you'll find in the folder: - `invoicer_db.db` - The SQLite database with all data - `invoicer_db.db-wal` - Write-Ahead-Log (temporary file during operation) - `invoicer_db.db-shm` - Shared Memory (temporary file during operation)

[!] **Important:** Don't manually modify or delete the database files while the application is running. This can lead to data loss or corruption.

[i] **Tip:** For a manual backup, copy the `invoicer_db.db` to a safe location while the application is closed. However, preferably use the integrated backup function.

Show Log

Displays the application log.

Function: - Opens the internal log window - Shows all application events, warnings, and errors - Useful for troubleshooting and support requests

Usage: - Click Help → Show Log - The log window opens in the main area of the application - Scroll through the entries or use the search function

[Screenshot: Log view] *Figure 21: The log view with filtered log entries*

Understanding log entries: - **INFO:** Normal information (e.g., “Invoice created”) - **WARN:** Warnings (e.g., “Backup folder not configured”) - **ERROR:** Errors (e.g., “File could not be saved”) - Each entry contains timestamp, level, and message

Filter log: - By level (INFO, WARN, ERROR) - By time period - By search term

Export log: - Click Export to save the log as a text file - Useful for support requests

[i] Tip: In case of technical problems, check the log first. Often you'll find clues to the cause there (e.g., missing write permissions, full disk).

[*] Best Practice: For support requests, export the log and attach it to your email. This helps the support team solve your problem faster.

Start Guided Tour

Starts an interactive tour through the application.

Function: - Shows a step-by-step introduction - Highlights relevant UI elements - Explains the most important functions - Ideal for new users

Usage: 1. Click Help → Start Guided Tour 2. The tour begins and guides you through the application 3. Follow the instructions and click Next 4. You can exit the tour at any time with Cancel

[Screenshot: Guided tour - first step] *Figure 22: The guided tour explains the dashboard and highlights relevant areas*

Tour contents: - Dashboard and metrics - Sidebar navigation - Creating tenants and customers - Creating documents - Using text snippets - Recording time sheets

[i] Tip: You can start the tour multiple times – ideal for training colleagues or employees.

Delete Demo Data

Removes all demo data from the database.

Function: - Deletes all sample data (tenants, customers, documents, time sheets) - Restores an empty database - Only visible when demo data has been loaded

Usage: 1. Click Help → Delete Demo Data 2. **Warning:** Dialog asks for confirmation 3. Confirm with Delete 4. The demo data is removed 5. You start with an empty database

[Screenshot: Delete demo data warning] *Figure 23: Warning dialog before deleting demo data*

[!] Important: This action cannot be undone. If you've already entered your own data, it will also be deleted. Create a backup first!

[*] Best Practice: Use demo data to test the application. When you're ready to work productively, delete the demo data and start with your own data.

About

Shows information about the application.

Function: - Display of version number - Copyright information - License information - List of used open-source libraries

Usage: - Click Help → About - The About dialog opens

[Screenshot: About dialog] *Figure 24: The About dialog with version information and credits*

Information in the dialog: - **AGYNAMIX Invoicer** - Name and logo - **Version:** e.g., 1.0.0 - **Copyright:** © 2025 AGYNAMIX - **License:** License type and conditions - **Libraries:** List of used open-source components with licenses

Used libraries (selection): - Kotlin & Compose Multiplatform - SQLDelight - Apache PDFBox - Mustangproject (ZUGFeRD) - Others (see complete list in the dialog)

[i] Tip: The version number is important for support requests. Always provide the version when you need help.

1.4 Tenant Selection

In the center of the menu bar is the tenant selection – a central element for quick switching between different companies.

[Screenshot: Tenant selection dropdown] *Figure 25: The tenant selection in the center of the menu bar with multiple tenants*

Function

Purpose: - Quick switch between tenants (companies) - Shows the currently selected tenant - Default tenant is marked with star symbol ([*])

Effect of selection: - Filters all lists by the selected tenant: - Dashboard metrics - Document list - Customer list - Time sheets - New documents are automatically assigned to the selected tenant - Invoice and quote numbers use the tenant's numbering scheme

Usage

Switch tenants: 1. Click on the tenant selection (dropdown) 2. The list of all tenants opens 3. Click on the desired tenant 4. The application immediately switches to the selected tenant 5. All views update automatically

[Screenshot: Tenant selection opened with multiple tenants] *Figure 26: Opened tenant dropdown with default tenant marking*

Default tenant: - Marked with a star symbol ([*]) - Automatically pre-selected when starting the application - You can change the default tenant in tenant management

If only one tenant exists: - The selection shows only this one tenant - A dropdown is still present for future tenants

If no tenants exist: - The selection shows “Please create tenant” - You must first create a tenant (see quick start)

Multi-Company Management

The tenant selection enables managing multiple companies in one database – ideal for:

Use Cases: - **Multiple sole proprietorships:** You operate multiple self-employed activities - **Different legal forms:** GmbH and sole proprietorship in parallel - **Clients for accounting:** As an accountant, you manage multiple corporate clients - **Different brands:** You invoice under different company names

Advantages: - Separate numbering schemes per tenant - Individual company data and logos - Separate bank details - Clear separation of documents - Easy switching between tenants

[~] **Workflow Tip:** Create a separate tenant for each legally independent company. This keeps invoices cleanly separated and you avoid confusion.

[i] **Tip:** The default tenant is preselected on startup. Set the tenant you work with most frequently as default.

[?] **Continue reading:** More on tenant management can be found in Chapter 5 (Tenants).

Summary

The menu bar provides access to important high-level functions:

File Menu: - [+] Create and restore backups - [+] GoBD-compliant audit log exports - [+] Archive verification - [+] Quit application

Edit Menu: - [+] Quick access to settings

Help Menu: - [+] Documentation and support - [+] Check for updates - [+] Show log - [+] Guided tour - [+] System information

Tenant Selection: - [+] Quick switching between companies - [+] Automatic filtering of all lists - [+] Multi-company management in one database

[*] **Best Practice:** Use the menu bar for administrative tasks (backups, exports, settings) and the sidebar for daily work with documents and customers.

Next Steps: In the next chapter, you'll learn all about the dashboard – the central overview of your business activities.

2. Dashboard

The dashboard is the control center of AGYNAMIX Invoicer. It provides you with a complete overview of your business activities at a glance – from open invoices to revenue trends to overdue payments.

[Screenshot: Dashboard overview with all metrics] *Figure 27: The complete dashboard with hero area and all statistics cards*

2.1 Dashboard Structure

The dashboard consists of two main areas:

Hero Area (Header Section)

The upper area shows the most important metrics at a glance:

Published This Year: - Large number shows the total count of published documents in the current year - Includes all document types (quotes, invoices, correction invoices) - Only published documents are counted (no drafts)

Monthly Revenue (Chart): - Bar chart shows revenue development over the last 12 months - Hover over a bar to see exact values - Shows paid invoices (not open receivables) - For multiple currencies: Separate display per currency

[Screenshot: Hero area with revenue chart] *Figure 28: The hero area with total documents and revenue trend chart*

Metric Cards

Below are colored cards with detailed statistics. Each card is **clickable** and opens the filtered document list.

2.2 Metrics in Detail

Published This Year

What is counted: - All documents published in the current calendar year - Includes: Quotes, invoices, correction invoices, payment reminders - Only status Published and higher (no drafts)

Click action: - Opens document list filtered by “Published this year” - Shows all documents of the current year

Color: Primary blue

[Screenshot: Published card] *Figure 29: The metric card “Published This Year”*

[i] Tip: This number gives you a quick overview of your business activity. A decline compared to previous months may indicate declining order activity.

Drafts

What is counted: - All documents with status Draft - Across all document types - Unfiltered by tenant (if a tenant is selected, only its drafts)

Click action: - Opens document list filtered by status “Draft” - Shows all non-finalized documents

Color: Tertiary (Light blue/gray)

[Screenshot: Drafts card] *Figure 30: Metric card with the number of open drafts*

Why important: - Drafts are not yet finalized - They don’t have a final number yet - They can still be edited or deleted - Too many drafts indicate unfinished tasks

[~] **Workflow Tip:** Regularly review your drafts and finalize or delete them. This keeps you organized and avoids outdated documents.

Requires Attention

What is counted: - Documents that require your attention: - Open quotes (published but not yet accepted/rejected) - Expired quotes (validity date exceeded) - Unpublished documents (drafts that should be finalized) - Partially paid invoices (remaining payment outstanding)

Click action: - Opens document list filtered by “Requires attention” - Shows all documents that need action

Color: Error red

[Screenshot: Requires attention card] *Figure 31: Metric card for documents requiring action*

Typical actions: - **Open quotes:** Mark as accepted/rejected or create invoice - **Expired quotes:** Follow up with customer or mark as rejected - **Drafts:** Finalize and publish - **Partial payments:** Record remaining payment or create reminder

[*] **Best Practice:** Check this card daily. It shows you at a glance where action is needed.

Payment Overdue

What is counted: - Invoices and correction invoices that are overdue - Status: Published or Partially paid - Due date (Payment by) is in the past - Remaining balance > 0

Click action: - Opens document list filtered by “Overdue” - Shows only overdue invoices

Color: Error container (Light red)

[Screenshot: Payment overdue card] *Figure 32: Metric card with number of overdue invoices*

Why important: - Overdue invoices endanger your cash flow - You should act promptly (reminder, payment notice) - The longer invoices remain open, the more difficult collection becomes

Typical actions: - Send payment reminder via email - Create reminder (1st reminder → 2nd reminder → 3rd reminder) - Follow up by phone - Commission collection agency (for repeated payment delays)

[!] **Important:** Overdue invoices should never be ignored. The earlier you respond, the higher the success rate for collection.

[~] **Workflow Tip:** Automatically create reminders for overdue invoices. The application helps you stay on top of things.

Total Revenue

What is counted: - Sum of all **paid** amounts from invoices and correction invoices - Across all years (total revenue since inception) - Status: **Partially paid, Fully paid, Published** (only paid amounts) - Grouped by currency

Display: - Primary currency (largest sum) displayed large - Additional currencies as small chips below

Click action: - Opens document list filtered by “Total revenue” - Shows all invoices and correction invoices

Color: Secondary (Darker blue/gray)

[Screenshot: Total revenue card with multiple currencies] *Figure 33: Metric card with total revenue, primary currency large, others as chips*

Interpretation: - Shows **realized** revenue (only actually received payments) - Open receivables are NOT counted - Provides information about total company income - Important for accountant and year-end closing

[i] **Tip:** Total revenue is particularly interesting at year-end. It shows you how much revenue you actually generated (not just invoiced).

Revenue This Year

What is counted: - Sum of all **paid** amounts from invoices and correction invoices - Only for the current calendar year - Status: **Partially paid, Fully paid, Published** (only paid amounts) - Grouped by currency

Display: - Primary currency (largest sum) displayed large - Additional currencies as small chips below

Click action: - Opens document list filtered by “Revenue this year” - Shows all invoices and correction invoices of the current year

Color: Primary container (Light blue)

[Screenshot: Revenue this year card] *Figure 34: Metric card with revenue for the current year*

Interpretation: - Provides information about annual performance - Comparable with previous years - Important for VAT advance return - Shows whether annual revenue targets are being met

Comparison with total revenue: - **Total revenue:** All years since inception - **Revenue this year:** Only current calendar year

[*] **Best Practice:** Set annual revenue targets and regularly compare them with this metric. This shows you if you’re on track.

[i] **Tip:** Use the revenue chart in the hero area to analyze monthly development. This helps you recognize seasonal fluctuations and plan accordingly.

Outstanding Amounts

What is counted: - Sum of all **outstanding** receivables from invoices and correction invoices - Status: **Published** (completely unpaid) or **Partially paid** (remaining amount) - Calculation: Total amount minus already received payments - Grouped by currency

Display: - Primary currency (largest sum) displayed large - Additional currencies as small chips below

Click action: - Opens document list filtered by “Outstanding amounts” - Shows all invoices with remaining balance

Color: Inverse primary (Contrast color)

[Screenshot: Outstanding amounts card] *Figure 35: Metric card with the sum of all outstanding receivables*

Interpretation: - Shows how much money you're still owed - Important for liquidity planning - High outstanding amounts = liquidity risk - Low outstanding amounts = Good customer payment behavior

Typical actions: - Check and record payment receipts - Send payment reminders - Create reminders (when overdue) - Arrange payment plans with customers

[!] **Important:** Outstanding amounts are not “revenue,” but pending receivables. They only become revenue after payment is received.

[~] **Workflow Tip:** Regularly check outstanding amounts and reconcile them with your bank statements. Record payment receipts promptly to maintain a realistic overview.

2.3 Navigation via Metrics

All metric cards are **clickable** – a click opens the document list with the appropriate filter.

How it works:

1. **Click on metric card**
 - Click dashboard card (e.g., “Payment overdue”)
2. **Document list opens**
 - The sidebar automatically switches to “Documents”
 - The document list is already filtered
3. **Filter is preset**
 - Appropriate filters are active
 - You only see relevant documents
4. **Adjust or reset filter**
 - You can further adjust the filter
 - Or reset all filters with “Clear filters”

[Screenshot: Document list after clicking dashboard card] *Figure 36: The filtered document list after clicking the “Payment overdue” card*

Examples:

Payment overdue: - Filter: Document types = Invoice, Correction invoice
- Filter: Status = Published, Partially paid - Filter: Due payments = Active -
Result: Only overdue invoices

Drafts: - Filter: Status = Draft - Result: All documents in draft status

Revenue this year: - Filter: Document types = Invoice, Correction invoice - Filter: Status = Partially paid, Fully paid, Published - Filter: Year = Current year - Result: All invoices of the current year

[i] Tip: Navigation via dashboard cards is often faster than manual filtering in the document list. Use it to jump directly to relevant documents.

2.4 Welcome Area (on First Start)

When you start the application for the first time or haven't entered any data yet, the dashboard shows a **welcome area** instead of metrics.

[Screenshot: Welcome area] *Figure 37: The welcome area with step-by-step instructions for getting started*

Welcome Actions:

Load Demo Database: - Fills the database with realistic sample data - Ideal for exploring the application - Includes: 2 tenants, 100 customers, approx. 300 documents, time sheets - Can be deleted later

Restore from Backup: - Restore existing data from a backup - Useful when switching to a new computer - Overwrites the current (empty) database

Create First Tenant: - Click opens the tenant creation form - Required step before you can create invoices

Create Customer: - Click opens the customer creation form - Required for invoice and quote addressing

Create First Document: - Click opens the document creation form - Starts your workflow

Progress: - The welcome steps are checked off one by one - Once tenant, customer, and document exist, the welcome area disappears - The dashboard then shows the metrics

[Screenshot: Welcome area with partially completed steps] *Figure 38: Welcome area shows progress – tenant and customer already created*

[*] Best Practice: Follow the steps in the welcome area one by one. This ensures that all required master data is present.

[i] Tip: If you want to test the application first, load the demo database. You can remove it anytime via Help → Delete demo data.

2.5 Empty Dashboard

If you've created tenants and customers but haven't created any documents yet, the dashboard shows an **empty state**.

[Screenshot: Empty dashboard] *Figure 39: The dashboard in empty state – tenants and customers exist, but no documents yet*

Display: - Symbol (Insights icon) - Title: "Your workspace is ready" - Text: "Once you create sales documents, you'll see live insights here."

What to do: - Navigate to Documents and create your first invoice or quote
- Or use time tracking to record time sheets and bill them

[i] Tip: The empty state shows you that basic configuration (tenant, customer) is complete. Now you can start productive work.

2.6 Multiple Currencies

If you bill customers in different currencies, the dashboard displays **multiple currencies** simultaneously.

Display:

Primary Currency: - Currency with the highest sum is displayed large - Default position in metric card text

Additional Currencies: - As small, colored chips below the main number - Example: USD 5,432.10, GBP 2,100.00 - Sorted by amount (descending)

[Screenshot: Metric card with multiple currencies] *Figure 40: Metric card shows EUR as primary currency and USD/GBP as chips*

Currency Handling:

No Automatic Conversion: - The application does NOT automatically convert - Each currency is summed and displayed separately - You see amounts in original currencies

Why no conversion: - Exchange rates change daily - Conversions would be incorrect at time of payment - You have control over currency exchange - Accounting correct

Recommendation: - Bill primarily in one main currency (e.g., EUR) - Use foreign currencies only when the customer requires it - Consider exchange rate risks in your pricing

[*] **Best Practice:** If you regularly bill in foreign currencies, manually add currencies with current exchange rates for internal evaluations. The dashboard shows you original amounts.

2.7 Monthly Revenue Chart

In the hero area of the dashboard is a **bar chart** showing revenue development over the last 12 months.

[Screenshot: Revenue chart with tooltip] *Figure 41: Monthly revenue chart with tooltip on mouse-over*

What is displayed:

Bar per Month: - Each bar represents a month - Height = Revenue of this month (paid invoices) - Color: Gradient from primary color to background

Time Period: - Last 12 months - Rolling (current month + 11 previous months) - Month names below bars

Tooltip: - Hover over a bar with the mouse - Tooltip shows: Month, revenue, currency - Example: "Revenue in November: 12,345.67 EUR"

Interpretation:

Recognize Trends: - Rising trend = Growth - Falling trend = Decline - Fluctuations = Seasonality

Seasonal Patterns: - Some industries have seasonal fluctuations - Example: Summer vacation = fewer orders - Plan with these patterns (liquidity, vacation)

Year-to-Year Comparison: - Compare current month with previous year's month - Recognize long-term developments - Determine growth or decline

[Screenshot: Revenue chart with seasonal fluctuations] *Figure 42: Revenue chart shows typical summer dip and year-end upswing*

[i] **Tip:** Use the revenue chart to recognize trends early. A decline over several months should be reason to intensify your acquisition.

[~] **Workflow Tip:** Screenshot the revenue chart at year-end. This gives you visual documentation of your business development for accountant or business plan.

2.8 Dashboard and Tenant Selection

The dashboard responds to tenant selection in the menu bar.

Behavior:

Switch Tenant: - Select another tenant in the menu bar - The dashboard reloads - All metrics are filtered by the selected tenant

Only Selected Tenant: - Metrics show ONLY data from the selected tenant
- Documents, customers, revenues of the selected tenant - Other tenants are not considered

Default Tenant: - The default tenant is preselected on startup - You can set the default tenant in tenant management

[Screenshot: Dashboard with tenant selection] *Figure 43: The dashboard shows metrics for the currently selected tenant*

Multi-Company Management: - If you manage multiple tenants, switch regularly - Check metrics of each tenant - Keep track of all your companies

[*] **Best Practice:** If you have multiple tenants, schedule fixed times for each tenant (e.g., Mondays Company A, Tuesdays Company B). This avoids confusion.

2.9 Dashboard Refresh

The dashboard updates **automatically** in the following cases:

Automatic Refresh:

1. **On Application Start**
 - Dashboard loads metrics when opening
2. **On Tenant Switch**
 - New metrics are loaded
3. **After Creating a Document**
 - Dashboard updates as soon as you navigate back
 - New documents are included in metrics
4. **After Recording Payment**
 - Revenue and outstanding amounts update
5. **After Deleting a Document**
 - Metrics are recalculated

Manual Refresh:

Not Required: - The application keeps the dashboard automatically up-to-date - There is no manual “Refresh” button - All changes are immediately reflected

In Case of Problems: - If metrics don’t appear current, navigate to another area and back - In rare case of errors: Restart application

[i] Tip: The dashboard is always current. You don’t need to worry about refreshes.

2.10 Typical Dashboard Workflows

Morning Routine: Get Overview

1. Start Application

- Dashboard opens automatically

2. Check Metrics

- Check “Payment overdue” → Send reminders
- Check “Requires attention” → Follow up on open quotes
- Review “Drafts” → Finalize or delete

3. Perform Actions

- Click on cards to see details
- Edit documents, record payments

4. Analyze Revenue Chart

- Recognize trends
- Plan for coming months

[T] Time Required: 5-10 minutes daily

Weekly Financial Review

1. Check Revenue

- Compare “Revenue this year” with targets
- Monitor “Outstanding amounts”

2. Control Payment Receipts

- Reconcile bank statements with open invoices
- Record payments in application

3. Dunning Management

- Check “Payment overdue”
- Send payment reminders
- Create reminders

4. Quote Management

- Review “Requires attention”

- Follow up on open quotes
- Mark quotes as accepted/rejected

[T] **Time Required:** 15-30 minutes weekly

Month-End Closing

- 1. Record All Payment Receipts**
 - Completely reconcile bank statements
 - Post payments to invoices
- 2. Document Metrics**
 - Screenshot of dashboard
 - Revenue chart for archive
- 3. Clarify Open Items**
 - Analyze “Outstanding amounts”
 - Create collection plan
- 4. Prepare VAT Advance Return**
 - Export “Revenue this year”
 - Filter document list by month
 - Export all PDFs and audit log

[T] **Time Required:** 30-60 minutes monthly

Summary

The dashboard is your central hub for all important business metrics:

Metrics at a Glance: - [+] Published this year - [+] Drafts - [+] Requires attention - [+] Payment overdue - [+] Total revenue - [+] Revenue this year - [+] Outstanding amounts

Features: - [+] Clickable cards with automatic filtering - [+] Monthly revenue chart - [+] Multi-currency support - [+] Automatic refresh - [+] Tenant filtering

Benefits: - [+] Quick overview of business activities - [+] Early detection of problems - [+] Efficient navigation to relevant documents - [+] Data-driven decisions

[*] Best Practice: Start each workday with a look at the dashboard. This keeps you informed and ensures you don't miss important tasks.

Next Steps: In the next chapter, you'll learn all about document management – the heart of AGYNAMIX Invoicer.

3. Sales Documents (Documents)

The **Documents** section is the heart of AGYNAMIX Invoicer. Here you manage all your sales documents: quotes, invoices, correction invoices, and payment reminders. The application guides you through the complete lifecycle – from draft through publication to payment and archiving.

[Screenshot: Document list overview] *Figure 44: The document list shows all sales documents with filter options and status indicators*

3.1 Document List and Navigation

The document list is your central workspace for all sales documents.

List Overview

The list shows you for each document:

- **Document number:** Unique number like RE-2024-001 (invoice) or ANG-2024-005 (quote)
- **Document type:** Visual symbol for quote, invoice, correction, or reminder
- **Status:** Color-coded status (e.g., “Draft”, “Published”, “Paid”)
- **Customer:** Customer name
- **Date:** Creation or invoice date
- **Amount:** Invoice total in document currency
- **Due date:** When payment is due (for invoices) or when a quote expires

[Screenshot: Document list entries] *Figure 45: Each entry shows all important information at a glance*

Header

In the header you see:

- **Number of documents:** Total count and filtered count when filters are active (e.g., “Documents (12 of 45)”)
- **Search field:** Search documents by number, customer name, or description
- **Filter icon:** Shows a blue badge when filters are active
- **+ Create New:** Dropdown menu to create new quotes or invoices

[Screenshot: Document list header] *Figure 46: The header with search field, filter indicator, and create button*

[i] Pro Tip: The document list remembers your filter settings as long as the application is open. After a restart, the list starts without filters.

3.2 Filters and Search

With powerful filter and search functions, you can quickly find the desired documents.

Using the Search Field

The search field searches: - Document numbers (e.g., RE-2024-001) - Customer names - Descriptions and notes

The search is real-time – as you type, the list updates immediately.

[Screenshot: Search field in action] *Figure 47: Real-time search finds documents by number or customer name*

Opening Filters

Click the **filter icon** (funnel icon) in the header. The filter panel opens on the right side.

[Screenshot: Filter panel opened] *Figure 48: The filter panel offers numerous filter options*

Available Filters

Document Types Select one or more document types:

- **Quote:** Non-binding offer to a customer
- **Invoice:** Payment request
- **Invoice Correction:** Cancellation or correction of an invoice
- **Payment Reminder:** Reminder for overdue invoices

[Screenshot: Document types filter] *Figure 49: Filter by one or more document types*

[i] Pro Tip: Filters are additive – if you select “Quote” and “Invoice”, both types are displayed.

Document Status Filter by current status:

- **Draft:** Document is still being edited
- **Published:** Document has been finalized and is immutable
- **Partially Paid:** Invoice has been partially paid
- **Fully Paid:** Invoice completely paid

- **Cancelled:** Invoice was cancelled (by correction invoice)
- **Accepted:** Quote was accepted by customer
- **Turned Down:** Quote was rejected
- **Expired:** Quote has expired
- **Deletable:** Document can be deleted after retention period
- **Obsolete:** Payment reminder is no longer current

[Screenshot: Status filter] *Figure 50: Filter by one or more statuses*

Due Payments With this switch, you only show invoices whose due date has been exceeded and which are not yet fully paid.

[Screenshot: Due payments filter] *Figure 51: Show only overdue invoices*

» **Power Tip:** This filter is identical to clicking “Overdue” on the dashboard – use it for your daily dunning management.

Due Quotes This switch shows only quotes whose expiration date has been exceeded and which are still awaiting feedback.

[Screenshot: Due quotes filter] *Figure 52: Show only expired quotes*

Document Range (From/To Date) Filter documents by their document date (e.g., invoice date or quote date):

1. Click **From** to select a start date
2. Click **To** to select an end date
3. The list shows only documents within this time period

[Screenshot: Date range filter] *Figure 53: Filter documents by creation period*

[i] Pro Tip: You can set only “From” or only “To” – the fields are independent of each other.

Reset Filters

Click **Reset** at the bottom of the filter panel to remove all filters at once.

[Screenshot: Reset filters] *Figure 54: Reset all filters with one click*

Reactivate Filters

If you’ve created a new document, filters are automatically temporarily deactivated so you can see the new document immediately. A yellow banner appears with the note “Filters were temporarily suspended”. Click **Reactivate filters** to restore the previous filters.

[Screenshot: Reactivate filters banner] *Figure 55: Reactivate filters after creating a document*

3.3 Create Document

Create New Quote or Invoice

1. Click + **Create New** in the header
2. Select from the dropdown menu:
 - **New Invoice:** For a payment request
 - **New Quote:** For a non-binding offer

[Screenshot: Create new dropdown] *Figure 56: Choose between invoice and quote*

The application opens the creation form in **Draft** status.

[Screenshot: Empty creation form] *Figure 57: The creation form for a new document*

[i] Pro Tip: You can also **duplicate** an existing document to use it as a template (see section “Duplicate Document”).

3.4 Edit Document (Draft)

In draft mode, you can freely edit all fields. Once a document is **published**, it becomes immutable (GoBD compliance).

General Information

Tenant (Sender) Select the tenant (your company) that appears as sender on the document. This also determines: - Logo and company data on the PDF - Numbering scheme (e.g., RE-2024- for tenant A, RE-2025- for tenant B) - Bank details for payment information

[Screenshot: Tenant selection] *Figure 58: Select the tenant for this document*

[!] Important: The tenant cannot be changed after saving, as the document number uniquely belongs to the tenant.

Customer (Recipient) Select the customer from the dropdown list. The application automatically loads: - Address data for the document - Customer's default currency - Payment terms (if stored) - E-invoicing settings (ZUGFeRD/XRechnung)

[Screenshot: Customer selection] *Figure 59: Select the customer for the document*

If the customer doesn't exist yet: 1. Click + **Create new customer** 2. The customer creation form opens 3. After saving, the new customer is automatically selected

[i] Pro Tip: Linked data (address, currency) are permanently saved in the document when published – subsequent changes to the customer master data do not affect already published documents.

Document Number The document number is automatically generated as soon as you save the document for the first time. The format is based on the selected tenant's numbering pattern, e.g.: - Invoices: RE-2024-001, RE-2024-002, ... - Quotes: ANG-2024-001, ANG-2024-002, ... - Correction invoices: RE-2024-001-KORR - Payment reminders: MAH-2024-001-L1 (Level 1), MAH-2024-001-L2 (Level 2), ...

[Screenshot: Document number displayed] *Figure 60: The document number is automatically assigned*

[!] Important: Document numbers are unique and sequential. You cannot manually change them to ensure unbroken numbering sequences (GoBD requirement).

Document Date Set the document date: - **Invoices:** Invoice date (important for payment terms and tax period) - **Quotes:** Quote date - **Correction invoices:** Correction date - **Payment reminders:** Reminder date

[Screenshot: Select document date] *Figure 61: Select the document date via calendar*

[i] Pro Tip: The document date defaults to today but can be freely adjusted.

Due Date / Action Date Depending on document type:

- **Invoices:** Payment term (due date) – default is 14 days after invoice date
- **Quotes:** Expiration date – until when the quote is valid
- **Payment reminders:** Payment term for the reminder

[Screenshot: Select due date] *Figure 62: Set the due or expiration date*

[i] Pro Tip: You can store individual payment terms in customer settings – these are automatically pre-filled.

Delivery Date (optional) For invoices and delivery notes, you can specify a delivery date. This then appears on the PDF document.

[Screenshot: Select delivery date] *Figure 63: Optionally set a delivery date*

Line Items

Line items represent the services or products to be billed.

Add Line Item

1. Click **Add line item** below the line item table
2. A new empty row is inserted

[Screenshot: Add line item] *Figure 64: Add a new line item with the + button*

Edit Line Item Each line item has the following fields:

- **Description:** Description of service or product (required field)
- **Quantity:** Number or hours (required field, decimals possible)
- **Unit price:** Price per unit in document currency (required field)
- **VAT %:** Value-added tax rate (e.g., 19%, 7%, 0%) (required field)

[Screenshot: Edit line item] *Figure 65: Edit the fields of a line item*

The application automatically calculates: - **Subtotal** = Quantity × Unit price
- **VAT amount** = Subtotal × (VAT % / 100) - **Total** = Sum of all subtotals + Sum of all VAT amounts

[i] Pro Tip: Use the **Tab key** to quickly jump between fields and efficiently enter multiple line items.

Delete Line Item Click the **trash icon** to the right of the line item to remove it.

[Screenshot: Delete line item] *Figure 66: Delete a line item with the trash icon*

Validation The application validates line items in real-time: - Empty descriptions are marked red with “Required field” - Invalid numbers are marked with “Must be a valid number” - Negative values or zero are marked with “Must be greater than 0”

[Screenshot: Line item validation error] *Figure 67: Validation errors are displayed directly below the field*

[!] Important: You cannot publish the document as long as validation errors exist.

Text Snippets

Text snippets are reusable text blocks (e.g., introductions, payment notes, closing formulas) that you can add to your documents. They support **Mark-down formatting** for bold text, lists, and more.

Add Text Snippet

1. Scroll to the **Text blocks** section below the line items
2. Click **Add text block**
3. Select a text snippet from the dropdown list
4. Choose the **position**:
 - **Before line items**: Text appears above the line item table (e.g., introduction text)
 - **After line items**: Text appears below the line item table (e.g., payment notes, closing formula)

[Screenshot: Add text snippet] *Figure 68: Add a text snippet and choose the position*

Remove Text Snippet Click the **X icon** to the right of the text snippet to remove it.

[Screenshot: Remove text snippet] *Figure 69: Remove a text snippet with the X icon*

[i] Pro Tip: You can add multiple text snippets – they appear in the order you add them.

[*] Workflow Tip: Create standard snippets for common scenarios (e.g., “Payment note 14 days”, “Project start introduction”) and add them quickly via dropdown.

Text Snippets Library Empty If you haven’t created any text snippets yet, the application shows a note:

“Create a text block first to use it here.”

Click **Manage text snippets** in the sidebar to create new snippets (see Chapter 7).

[Screenshot: Text snippets library empty] *Figure 70: Note when no text snippets exist yet*

Description / Notes (optional)

In the **Description** field, you can store internal notes about the document. These do **not** appear on the PDF, but are only visible to you.

[Screenshot: Description field] *Figure 71: Internal notes for the document*

[i] Pro Tip: Use this field for project notes, follow-up questions, or context information.

3.5 Save Document

Save as Draft

Click **Save** (or “Save quote” / “Save invoice”) to save the document as a draft.
The document:

- Receives a document number (if not already present)
- Remains editable
- Appears in the document list with status “Draft”

[Screenshot: Save button] *Figure 72: Save the document as draft*

[i] **Pro Tip:** Save regularly to avoid losing your work. The application doesn’t save automatically.

Go Back Without Saving

Click the **back arrow** in the upper left corner to return to the previous screen. If you have unsaved changes, a dialog appears:

Unsaved Changes

“You have unsaved changes. Do you really want to continue?”

- **Discard:** Changes will not be saved
- **Cancel:** Stay in the form

[Screenshot: Unsaved changes dialog] *Figure 73: Warning for unsaved changes*

[!] **Important:** Unsaved changes are irretrievably lost if you choose “Discard”.

3.6 Document Status and Lifecycle

Each document type goes through a defined lifecycle with different statuses. The statuses determine which actions are possible.

Status Overview

Draft

- Document is fully editable
- Can be deleted
- Can be duplicated
- **Next step:** Publish

Published

- Document is **immutable** (GoBD compliance)
- Receives a timestamp `published_at`
- Can be exported (PDF with optional ZUGFeRD/XRechnung)

- Cannot be deleted (only after 10-year retention period)
- **Next steps** (depending on document type):
 - **Invoice**: Record payment, create reminder, cancel
 - **Quote**: Mark as accepted/rejected, create invoice

[Screenshot: Published status] *Figure 74: Published document with status badge*

Additional Statuses (depending on document type)

- **Partially Paid** (Invoice): Part of the invoice amount has been paid
- **Fully Paid** (Invoice): Invoice amount fully paid
- **Cancelled** (Invoice): Invoice was cancelled by correction invoice
- **Accepted** (Quote): Customer accepted quote
- **Turned Down** (Quote): Customer rejected quote
- **Expired** (Quote): Quote is past expiration date
- **Obsolete** (Payment Reminder): Reminder is no longer current (e.g., due to payment)
- **Deletable** (all types): Document can be deleted after 10-year retention period

[Screenshot: Various statuses] *Figure 75: Overview of different document statuses with color coding*

Status Transitions

The application always shows you the possible **Next Steps** based on the current status.

[Screenshot: Next steps buttons] *Figure 76: The action buttons show available next steps*

3.7 Publish Document

Publishing a document is the most important step in the lifecycle. After that, the document becomes **immutable**.

Prerequisites

Before publishing, the application checks:

- [+] Customer selected
- [+] At least one line item present
- [+] All fields valid (no red validation errors)

Perform Publication

1. Click **Publish** in the “Next Steps” section

2. A confirmation dialog appears:

Publish quote?

“After publishing the quote, you can no longer change it.”

- **Publish:** Confirm
- **Cancel:** Abort operation

[Screenshot: Publish confirmation dialog] *Figure 77: Confirmation dialog when publishing a quote*

3. After confirmation:

- Status changes to **Published**
- Timestamp `published_at` is set
- All fields become write-protected (gray background)
- New actions become available (e.g., “Create invoice”, “Record payment”)

[Screenshot: Published document] *Figure 78: Published document with write-protected fields*

[i] Pro Tip: Check all data carefully before publishing – there’s no going back.

[»] Power Tip: Use the **PDF preview** (see section “PDF Export”) to check the document before publishing or exporting.

3.8 Record Payment

For invoices, you can record payment receipts to track payment status.

Add Payment

1. Open the published invoice
2. Click **Record payment** in the “Next Steps” section
3. A dialog opens:

[Screenshot: Record payment dialog] *Figure 79: Dialog for recording a payment*

Fields in Payment Dialog

- **Payment amount:** Amount of payment in document currency
- **Payment date:** When the payment was received
- **Auto-calculate payment:** If enabled, the remaining amount is automatically pre-filled

[i] Pro Tip: Enable “Auto-calculate payment” to enter the exact remaining amount for full payment.

Partial Payments

You can record multiple payments if the customer pays in installments:

1. Record the first partial payment → Status changes to **Partially Paid**
2. Record additional payments until the amount is reached → Status changes to **Fully Paid**

[Screenshot: Partial payment status] *Figure 80: Document with partial payment shows the remaining amount*

The application shows you: - **Amount paid**: Sum of all payments - **Remaining amount**: Outstanding amount (Total - Amount paid)

Overpayment

If the customer pays more than the invoice amount (e.g., for tip or rounding), the application accepts this. The status still changes to **Fully Paid**.

[Screenshot: Overpayment] *Figure 81: Overpayment is accepted and marked as fully paid*

3.9 Create Invoice from Quote

Once a quote has been accepted, you can create an invoice directly from it.

Workflow: Quote → Invoice

1. Open the published quote
2. Click **Mark as accepted** (optional but recommended)
3. Click **Create invoice**
4. The application creates a new invoice draft with:
 - Same line items and text snippets
 - Reference to the quote (source document)
 - New invoice number
 - Today's invoice date and adjusted payment term

[Screenshot: Create invoice from quote] *Figure 82: "Create invoice" button on published quote*

5. Edit the invoice if needed (e.g., adjust date, add line items)
6. Save and publish the invoice

[i] Pro Tip: The link to the quote remains – you see the quote number in the “Source” field.

[Screenshot: Invoice with source] *Figure 83: Invoice shows the linked quote in the “Source” field*

[*] **Workflow Tip (5–10 minutes):** 1. Create quote and send to customer (3 minutes) 2. Wait for feedback 3. Mark quote as accepted (10 seconds) 4. Create invoice (30 seconds) 5. Publish and export invoice (1 minute)

3.10 Create Payment Reminder (Dunning)

If an invoice is overdue, you can create a payment reminder (dunning letter).

Prerequisites

The application shows the **Create payment reminder** button only when:

- [+] Invoice is **published** or **partially paid**
- [+] Due date has been exceeded
- [+] No active payment reminder exists

Create Reminder

1. Open the overdue invoice
2. Click **Create payment reminder** in the “Next Steps” section
3. The application creates a new reminder draft with:
 - Reference to the original invoice (Source field)
 - Escalation level (Level 1, Level 2, Level 3, ...)
 - New date and new payment term
 - Line items of the original invoice

[Screenshot: Create reminder] *Figure 84: “Create payment reminder” button on overdue invoice*

4. Edit the reminder if needed (e.g., add text snippets, add dunning fees)
5. Save and publish the reminder

Escalation Levels

The application automatically assigns escalation levels:

- **Level 1:** First payment reminder (e.g., MAH-2024-001-L1)
- **Level 2:** Second reminder (e.g., MAH-2024-001-L2)
- **Level 3:** Third reminder (e.g., MAH-2024-001-L3)

[Screenshot: Escalation levels badge] *Figure 85: Reminder shows escalation level in badge*

[i] Pro Tip: The escalation level automatically appears in the document number and status badge.

Mark Reminder as Obsolete

If the customer has paid in the meantime or an out-of-court settlement has been reached, you can mark the reminder as **obsolete**:

1. Open the published reminder
2. Click **Mark as obsolete**
3. Status changes to **Obsolete**

[Screenshot: Mark reminder as obsolete] *Figure 86: “Mark as obsolete” button on published reminder*

3.11 Cancel Invoice / Create Correction Invoice

If you need to correct or cancel an invoice, the application automatically creates a **correction invoice** with negated line items (GoBD compliant).

Prerequisites

You can cancel an invoice if it is: - [+] **Published** or **partially paid**

[!] **Important:** Fully paid invoices can no longer be cancelled.

Perform Cancellation

1. Open the published invoice
2. Click **Cancel invoice** in the “Next Steps” section
3. A dialog appears with two options:

[Screenshot: Cancellation dialog] *Figure 87: Dialog for choosing the cancellation type*

Option 1: Cancel Invoice Only The invoice is set to **Cancelled** status, but no correction invoice is created.

When to use? - Invoice was created by mistake - No correction invoice necessary (e.g., customer won't pay anyway)

Option 2: Create Correction Invoice The application: 1. Creates a new correction invoice with negated line items (negative amounts) 2. Automatically publishes the correction invoice 3. Sets the original invoice to **Cancelled** status 4. Links both documents

When to use? - Invoice was issued incorrectly - Customer must receive a correct invoice - GoBD-compliant accounting required

[Screenshot: Correction invoice] *Figure 88: Correction invoice with negated line items*

[i] Pro Tip: The correction invoice has the same content as the original invoice, but with negative amounts. You can then create a new, corrected invoice.

[*] Workflow Tip (2–3 minutes): 1. Cancel invoice with option “Create correction invoice” (30 seconds) 2. Export and archive correction invoice (30 seconds) 3. Create new, corrected invoice as draft (1 minute) 4. Publish and export new invoice (1 minute)

3.12 Duplicate Document

To save time, you can use an existing document as a template for a new document.

Perform Duplication

1. Click the **three-dot menu** to the right of the document in the document list
2. Select **Duplicate**
3. A confirmation dialog appears:

Duplicate invoice?

“A copy of invoice RE-2024-005 will be created as a new draft.
Continue?”

- **Duplicate:** Confirm
- **Cancel:** Abort operation

[Screenshot: Duplicate confirmation dialog] *Figure 89: Confirmation dialog when duplicating an invoice*

4. The application creates a new draft with:
 - Same line items and text snippets
 - New document number
 - Today’s date
 - Status **Draft**

[Screenshot: Duplicated document] *Figure 90: The duplicated document is a new draft*

[i] Pro Tip: Duplicates are ideal for recurring invoices (e.g., monthly maintenance contracts).

[»] Power Tip: Combine duplication with text snippets to create standard invoices in seconds.

3.13 PDF Export and Preview

The application creates professional PDF documents with optional ZUGFeRD or XRechnung integration.

Show PDF Preview

1. Open the document (draft or published)
2. Click **Preview** in the toolbar
3. The application generates a temporary PDF and displays it in the browser viewer

[Screenshot: PDF preview button] *Figure 91: "Preview" button in the toolbar*

[Screenshot: PDF preview window] *Figure 92: PDF preview in browser viewer*

[i] Pro Tip: Use the preview to check the layout and all content before publishing or exporting the document.

Export PDF

1. Open the published document
2. Click **Export** in the toolbar
3. A file selection dialog opens
4. Choose the storage location and filename
5. Click **Save**

[Screenshot: Export PDF button] *Figure 93: "Export" button in the toolbar*

The application:
- Generates the PDF with all data, line items, and text snippets
- Optionally embeds ZUGFeRD/XRechnung XML (if enabled for customer)
- Saves the file in the selected directory
- Shows a success message with the file path

[Screenshot: Export success message] *Figure 94: Success message after PDF export*

ZUGFeRD and XRechnung

If you've enabled **ZUGFeRD** or **XRechnung** in customer settings, the corresponding XML is automatically embedded in the PDF:

- **ZUGFeRD:** XML data according to ZUGFeRD standard (machine-readable)
- **XRechnung:** XML data according to XRechnung standard (for public contractors)

[Screenshot: Customer profile with ZUGFeRD] *Figure 95: Customer settings with enabled ZUGFeRD*

[i] Pro Tip: ZUGFeRD PDFs can be automatically read by modern accounting software – saving your customer time.

Export History

The application logs every export with:

- Date and time
- Filename and path
- SHA-256 hash of the file (for integrity verification)

You can view the export history in the audit log (see Chapter 9 “GoBD Compliance”).

[Screenshot: Export history in audit log] *Figure 96: Export history with verification status*

[*] Workflow Tip: Always export documents immediately after publishing and save them in your archive directory (e.g., ~/Documents/Invoices/2024/).

3.14 Delete Document

Delete Drafts

Drafts can be deleted at any time:

1. Click the **three-dot menu** to the right of the draft in the document list
2. Select **Delete**
3. A confirmation dialog appears:

Delete draft?

“Do you really want to delete the draft “RE-2024-007”? This action cannot be undone.”

- **Delete:** Confirm (red button)
- **Cancel:** Abort operation

[Screenshot: Delete draft dialog] *Figure 97: Confirmation dialog when deleting a draft*

[!] Important: If the draft originated from another document (e.g., correction invoice), the parent document is reset to its previous state (see warning in dialog).

Delete Published Documents

Published documents **cannot be deleted** to ensure GoBD compliance. They must be retained for 10 years.

After the retention period expires (10 years after full payment or cancellation), the status changes to **Deletable**. Then the actions **Mark as deletable** and **Delete** appear.

[Screenshot: Deletable documents] *Figure 98: Document with status "Deletable" can be deleted*

[i] Pro Tip: The application automatically calculates the retention period – you don't need to track anything manually.

3.15 Show Audit Log

Each document has a complete audit log that records all changes and status transitions.

Open Audit Log

1. Open the document
2. Click **Show audit log** in the “Next Steps” section or in the toolbar
3. A dialog opens with the complete history

[Screenshot: Audit log button] *Figure 99: "Show audit log" button in the toolbar*

[Screenshot: Audit log dialog] *Figure 100: Audit log shows all changes with timestamp*

What is Logged?

- **Creation:** When the document was created
- **Status changes:** All transitions (e.g., Draft → Published, Published → Fully Paid)
- **Payments:** Every recorded payment with amount and date
- **Exports:** When the document was exported as PDF (with filename and hash)
- **Changes:** Changes to line items, text snippets, or customer data (only in draft)

[i] Pro Tip: The audit log is part of GoBD compliance and cannot be manipulated.

3.16 Practical Workflows

Workflow 1: Quote Process – From Quote to Invoice (5–10 minutes)

Goal: Create a quote, get customer approval, and create the final invoice.

Steps: 1. **Create quote** (3 minutes) - Click + **Create New** → **New Quote** - Select tenant and customer - Add line items - Add text snippets (e.g., “Quote valid until ...”) - Save as draft - Check **PDF preview**

2. **Publish quote** (30 seconds)
 - Click **Publish**
 - Confirm the dialog
 - **Export PDF** and send to customer via email
3. **Wait for feedback** (external waiting time)
 - Customer reviews quote
 - Customer accepts
4. **Mark quote as accepted** (10 seconds)
 - Open the quote
 - Click **Mark as accepted**
5. **Create invoice from quote** (1 minute)
 - Click **Create invoice**
 - Check line items and date
 - Save as draft
6. **Publish and export invoice** (1 minute)
 - Click **Publish**
 - Click **Export**
 - Save PDF in archive directory
 - Send PDF to customer via email

Result: Customer receives binding invoice based on their accepted quote. All steps are audit-proof logged.

[i] Pro Tip: Use text snippets for standard phrases like “Thank you for your trust” or “Payable within 14 days”.

Workflow 2: Dunning Management – Process Overdue Invoices (5–10 minutes daily)

Goal: Identify and process overdue invoices.

Steps: 1. **Open dashboard** (10 seconds) - Click **Dashboard** in the sidebar - Check the **Overdue** card

2. **Filter overdue invoices** (10 seconds)
 - Click on the number in the **Overdue** card
 - You automatically land in the document list with “Due payments” filter
3. **Check each invoice** (1–2 minutes per invoice)
 - Open the invoice
 - Check if payment was received (banking app, bank statement)
 - **If paid:** Click **Record payment**, enter amount and date
 - **If not paid:** Check how long overdue (due date)

4. **Create payment reminder** (if necessary, 2 minutes per reminder)
 - Click **Create payment reminder**
 - Optionally add text snippets (e.g., “Friendly payment reminder”)
 - Save and publish
 - Export PDF and send via email
5. **Escalation for repeated reminders** (optional)
 - At Level 2 or Level 3: Add stricter text snippets
 - Increase dunning fees as additional line item if necessary

Result: All overdue invoices are processed, payment receipts recorded, reminders sent.

[»] **Power Tip:** Perform this workflow daily or weekly to minimize payment defaults.

Workflow 3: Month-End Closing – Export All Invoices (15–30 minutes monthly)

Goal: Export all invoices of the current month for accounting and archiving.

Steps: 1. **Filter document list** (30 seconds) - Click **Documents** in the sidebar - Open the filter panel - Select **Document type**: Invoice - Set **Document range**: From 1st of the month to last day of the month - Click **Apply filters**

2. **Export all invoices** (10–15 minutes)
 - Open each invoice individually
 - Click **Export**
 - Save PDF in archive directory (e.g., ~/Documents/Invoices/2024/November/)
 - Use consistent filenames (e.g., RE-2024-123_CustomerName.pdf)
3. **Check export history** (5 minutes)
 - Open the audit log of an invoice
 - Check that all exports are logged
 - Optional: Perform file integrity check (see Chapter 9 “GoBD Compliance”)
4. **Create backup** (5 minutes)
 - Go to **Settings** → **Backup**
 - Click **Create backup now**
 - Save the backup file on external drive or cloud

Result: All invoices of the month are exported, archived, and backed up. Ready for accounting and tax advisor.

[*] **Workflow Tip:** Create a monthly archive directory (e.g., 2024/November/) to store invoices in a structured way.

3.17 Pro Tips for Efficient Work

[»] **Use keyboard shortcuts:** - **Tab:** Jump between fields - **Enter:** Save (in many dialogs) - **Esc:** Close dialog

[i] **Duplicates for recurring invoices:** If you send monthly maintenance invoices, duplicate the last invoice and only adjust the date.

[*] **Text snippets for common scenarios:** Create snippets for: - Payment notes (e.g., “Payable within 14 days”) - Project start (e.g., “Thank you for the order. We start on …”) - Reminders (e.g., “Friendly payment reminder – please transfer by …”)

[!] **Check filters regularly:** If you don’t see a new document in the list, check if a filter is active (blue badge on filter icon).

[~] **Regular backups:** Create weekly or monthly backups to avoid data loss (see Chapter 8 “Settings”).

[i] **PDF preview before sending:** Always check the PDF preview before sending the document to the customer. Verify: - Customer data correct - Line items and amounts correct - Text snippets appropriate - Payment terms correct

Continue with Chapter 4: Time Tracking

4. Time Tracking (Timesheets)

Time Tracking (Timesheets) is the perfect tool for project-based billing according to actual hours worked. Record your working hours continuously, organize them into billing periods, and create professional invoices from them with one click. Ideal for freelancers, consultants, and service providers who bill by the hour.

[Screenshot: Timesheet overview] *Figure 101: The timesheet list shows all active and archived time tracking records*

4.1 Timesheet Concept

A **timesheet** is a container for time entries for a specific customer and project. It defines:

- **Customer:** For whom the work is performed

- **Reporting period:** Weekly, bi-weekly, monthly, or custom
- **Default hourly rate:** Your billing rate (can be overridden per entry)
- **Billing periods:** Automatically calculated time periods that are billed as invoices

Workflow: From Time Tracking to Invoice

1. **Create timesheet:** Define customer, reporting period, and hourly rate
2. **Record time entries:** Enter your hours worked daily or weekly
3. **Finalize period:** Create an invoice from the current time period
4. **Edit invoice:** Adjust the invoice if needed (e.g., add text snippets)
5. **Publish invoice:** Finalize the invoice and export it as PDF

[Screenshot: Time tracking workflow diagram] *Figure 102: The complete workflow from time tracking to invoice*

[i] Pro Tip: A timesheet can be used over months – you simply create a new invoice for each reporting period (e.g., each week).

4.2 Timesheet List

The timesheet list is your central workspace for all time tracking records.

List Overview

The list shows for each timesheet:

- **Title:** Descriptive name (e.g., “Project Alpha - January 2025”)
- **Customer:** Customer name
- **Status:** Active or Inactive
- **Reporting period:** Weekly, bi-weekly, monthly, or custom
- **Time period:** Start date (and optional end date)
- **Hourly rate:** Default billing rate

[Screenshot: Timesheet list entries] *Figure 103: Each entry shows all important information at a glance*

Status Display

- **Active:** Timesheet is open for new entries (green badge)
- **Inactive:** Timesheet is archived and read-only (gray badge)

[Screenshot: Status badges] *Figure 104: Active and inactive timesheets with color coding*

[i] Pro Tip: A customer can only have **one active** timesheet at a time. If you create a new timesheet for the same customer, the old one automatically becomes inactive.

4.3 Filters and Search

Using the Search Field

The search field searches: - Timesheet title - Description - Customer name

The search is real-time – as you type, the list updates immediately.

[Screenshot: Search field in action] *Figure 105: Real-time search finds timesheets by title or customer*

Filter by Customer

Click the “**All Customers**” **dropdown menu** to show only timesheets for a specific customer.

[Screenshot: Customer filter] *Figure 106: Filter timesheets by customer*

Filter by Status

Choose between: - **Active**: Show only active timesheets - **Inactive**: Show only archived timesheets - **All**: Show all timesheets (default)

[Screenshot: Status filter] *Figure 107: Filter by active or inactive status*

4.4 Create Timesheet

Create New Timesheet

1. Click + **Create new timesheet** in the header
2. The creation form opens

[Screenshot: Create new timesheet button] *Figure 108: Button to create a new timesheet*

Form Fields

Basic Information **Title** (required field) - Descriptive name for the timesheet - Examples: “Project Alpha - Q1 2025”, “Consulting Customer XY”, “January 2025 - Development”

[Screenshot: Title field] *Figure 109: Give the timesheet a meaningful title*

Description (optional) - Additional notes or context information - Only visible to you, does not appear on invoices

[Screenshot: Description field] *Figure 110: Optionally add a description*

Customer & Time Period Tenant (required field, read-only) - Your currently selected tenant (company) - Automatically pre-filled

[Screenshot: Tenant field] *Figure 111: The tenant is pre-selected*

Customer (required field) - Select the customer from the dropdown list - If the customer doesn't exist yet, click + **Create new customer**

[Screenshot: Customer selection] *Figure 112: Select the customer for this timesheet*

[!] **Important:** If the customer already has an active timesheet, a warning appears. You can proceed, but the old timesheet will automatically become inactive and all non-finalized entries will be moved to the new timesheet.

[Screenshot: Active timesheet conflict dialog] *Figure 113: Warning when an active timesheet exists for this customer*

Period Start (required field) - Start date of the timesheet - Default: Today - Determines the start of the first billing period

[Screenshot: Select start date] *Figure 114: Select the start date via calendar*

Period End (optional) - End date of the timesheet (only for time-limited projects) - If empty: Timesheet runs indefinitely

[Screenshot: Select end date] *Figure 115: Optionally set an end date*

[i] **Pro Tip:** Leave the end date empty for ongoing projects – you can manually archive the timesheet at any time.

Billing Information Reporting Period (required field)

Choose how often you want to bill:

- **Weekly:** Billing periods from Monday to Sunday (7 days)
- **Bi-weekly:** Billing periods of 14 days (2 weeks)
- **Monthly:** Billing periods from beginning to end of month
- **Custom:** Flexible periods – you decide when the period ends when finalizing

[Screenshot: Reporting period selection] *Figure 116: Select the billing rhythm*

[i] **Pro Tip:** - **Weekly** is ideal for short-term projects with regular billing - **Monthly** is typical for maintenance contracts or retainer models - **Custom** is perfect for irregular or project-based billing

[!] **Important:** The reporting period cannot be changed after creation once a period has been finalized. In this case, create a new timesheet.

Default Hourly Rate (required field)

- Your billing rate per hour in the tenant currency (e.g., EUR)
- Used as default for all time entries
- Can be overridden individually per entry

[Screenshot: Enter hourly rate] *Figure 117: Set your default hourly rate*

[i] **Pro Tip:** Enter your standard hourly rate – for overtime or special activities, you can later set a different rate for individual entries.

Save Timesheet

Click **Create timesheet** to save the timesheet. The application: - Saves the timesheet with status **Active** - Deactivates any existing active timesheet for the same customer if necessary - Opens the detail view where you can record time entries

[Screenshot: Create button] *Figure 118: Save the timesheet with the create button*

4.5 Edit Timesheet

Open Timesheet

Click on a timesheet in the list to open the **detail view**.

[Screenshot: Open detail view] *Figure 119: Click on a timesheet to open it*

Detail View Overview

The detail view shows:

1. **Header area** with title, customer, and status
2. **Edit button** (pencil icon) to change title, description, and hourly rate
3. **Current period** with all open time entries
4. **Past periods** with finalized (billed) time periods

[Screenshot: Detail view overview] *Figure 120: The detail view of an active timesheet*

Edit Basic Data

1. Click the **pencil icon** in the header area
2. The edit form opens

3. You can change:
 - Title
 - Description
 - Default hourly rate

[!] **Important:** Customer and reporting period cannot be changed once finalized periods exist.

[Screenshot: Edit form] *Figure 121: Edit title, description, and hourly rate*

[i] **Pro Tip:** Changes to the hourly rate only affect new entries – existing entries keep their previous rate.

4.6 Record Time Entries

Time entries are the individual work hours you perform for a customer.

Add New Time Entry

1. Scroll to **Current Period**
2. Click + **Add entry**
3. The input form opens

[Screenshot: Add entry button] *Figure 122: Button to add a new time entry*

Input Form

Work Date (required field) - Select the date when the work was performed
- Must be within the current period

[Screenshot: Select work date] *Figure 123: Select the work date via calendar*

[!] **Important:** If you select a date outside the current period, an error message appears. Finalized periods can no longer be edited.

Start Time (optional) - Beginning time of work (e.g., 09:00) - Can be left empty if only duration is important

[Screenshot: Enter start time] *Figure 124: Optionally enter a start time*

End Time (optional) - End time of work (e.g., 17:00) - If start and end time are provided, the application automatically calculates the duration

[Screenshot: Enter end time] *Figure 125: Optionally enter an end time*

Duration (Hours) (required field) - Number of hours worked - Decimal numbers possible (e.g., 2.5 for 2.5 hours) - Automatically calculated if start and end time are provided

[Screenshot: Enter duration] *Figure 126: Enter duration in hours or have it calculated*

[i] Pro Tip: Use start and end time to have duration calculated automatically – saves time and avoids calculation errors.

Description (required field) - What did you do? - This description will appear on the invoice later

[Screenshot: Enter description] *Figure 127: Describe the work performed*

[i] Pro Tip: Write customer-friendly descriptions like “Development of login feature” instead of “Programming” – this makes invoice review easier for the customer.

Task Category (optional) - Select a category from the dropdown list (e.g., “Development”, “Consulting”, “Support”) - Categories can be managed in settings (currently not implemented)

[Screenshot: Select category] *Figure 128: Optionally select a task category*

Billable - Checkbox: Should this entry appear on the invoice? - Default: Enabled - Disable this option for internal work that should not be billed (e.g., administrative tasks)

[Screenshot: Billable checkbox] *Figure 129: Mark whether this entry should be billed*

[i] Pro Tip: Use non-billable entries for internal administrative work or to track all working hours, even if not everything is billed.

Hourly Rate Override (optional) - Override the default hourly rate for this specific entry - Useful for overtime, special activities, or discounts

[Screenshot: Override hourly rate] *Figure 130: Optionally set a different hourly rate*

[i] Pro Tip: Use a higher hourly rate for emergency support or weekend work.

Save Entry

Click **Add entry** to save the entry. The entry appears in the current period list.

[Screenshot: Save entry button] *Figure 131: Save the entry with the add button*

4.7 Manage Time Entries

Display Entries

The detail view shows all entries of the **current period** in a list with:

- **Date:** Work date
- **Description:** What was done
- **Duration:** Number of hours
- **Amount:** Calculated from duration × hourly rate
- **Billable status:** Badge “Billable” or “Not billable”

[Screenshot: Entries list] *Figure 132: List of all time entries in the current period*

Edit Entry

1. Click the **pencil icon** to the right of the entry
2. The edit form opens with all pre-filled values
3. Change the desired fields
4. Click **Save changes**

[Screenshot: Edit entry] *Figure 133: Edit an existing time entry*

[!] **Important:** Finalized entries (from billed periods) can no longer be edited.

Delete Entry

1. Click the **trash icon** to the right of the entry
2. A confirmation dialog appears
3. Confirm with **Delete**

[Screenshot: Delete entry dialog] *Figure 134: Confirmation dialog when deleting an entry*

[!] **Important:** Deleted entries cannot be recovered.

4.8 Periods Overview

The detail view shows two areas:

1. **Current Period:** All open time entries that have not yet been billed
2. **Past Periods:** Finalized (billed) time periods

Current Period

The current period shows:

- **Time period:** Start and end date (automatically calculated based on reporting period)
- **Number of entries:** How many time entries are recorded
- **Total hours:** Sum of all hours
- **Billable hours:** Sum of billable hours
- **Total amount:** Calculated from billable hours × hourly rate

[Screenshot: Current period overview] *Figure 135: The current period with summary*

[i] Pro Tip: The period ends automatically based on your reporting period (e.g., every Sunday for weekly billing).

Past Periods

Past periods are **automatically displayed** once you've finalized a period (by creating an invoice). They show the same information as the current period but are read-only.

[Screenshot: Past periods] *Figure 136: List of finalized periods with green border*

Each finalized period shows:

- **Invoice status:** “Billed” (green badge) or “Draft invoice” (blue badge)
- **Show invoice button:** Opens the linked invoice
- **Delete period button:** Only visible if the invoice is still a draft (see section “Delete Period”)

[Screenshot: Finalized period with invoice] *Figure 137: Finalized period shows the linked invoice*

4.9 Create Invoice from Period

The heart of time tracking: Create an invoice from your recorded hours with one click.

Prerequisites

You can create an invoice from the current period if:

- [+] At least one billable entry exists
- [+] The period contains hours with amount > 0

Create Invoice

1. Click **Create invoice** (receipt icon) in the header area of the current period
2. A confirmation dialog opens

[Screenshot: Create invoice button] *Figure 138: “Create invoice” button for the current period*

Confirmation Dialog

The dialog shows:

- **Title:** “Create invoice from period”
- **Time period:** Start and end date of the period
- **Note:** Explanation that the period will be finalized and a draft invoice created
- **Warning** (only for custom reporting period): You can adjust the end date

[Screenshot: Create invoice confirmation dialog] *Figure 139: Dialog to confirm invoice creation*

Adjust End Date (only for custom reporting period) If your timesheet is set to **Custom**, you can adjust the **end date** in the dialog:

- Default: Date of the last time entry
- You can choose an earlier or later date
- Only entries up to this date will be included in the invoice

[Screenshot: Adjust end date for custom] *Figure 140: Adjusting end date for custom reporting period*

[i] Pro Tip: For monthly, weekly, or bi-weekly billing, the end date is read-only and automatically calculated.

3. Click **Create invoice** to confirm

What Happens in the Background?

The application automatically performs the following steps:

1. **Finalize period:** The current period is closed and marked as “past period”
2. **Create invoice:** A new invoice with status **Draft** is created with:
 - One entry per time entry
 - Description: Date + description of entry (e.g., “01.03.2025: Development of login feature”)
 - Quantity: Number of hours (e.g., 2.5)
 - Unit price: Hourly rate of entry
 - VAT: Customer’s default VAT rate
3. **Link entries:** All time entries are linked to the invoice (finalized)
4. **Start new period:** A new current period is automatically created (start date = day after end date of finalized period)

5. **Navigation:** You are automatically redirected to the newly created invoice

[Screenshot: Invoice from time entries] *Figure 141: The created invoice with all time entries as line items*

[i] Pro Tip: The invoice is initially a **draft** – you can still edit it (e.g., add text snippets, adjust line items) before publishing.

4.10 Edit and Publish Invoice

Edit Invoice

After creation, you can edit the invoice like any other invoice:

- **Line items:** Adjust descriptions, add line items, or remove some
- **Text snippets:** Add introductions or closing formulas
- **Date:** Change invoice date or payment term

[Screenshot: Edit invoice from timesheet] *Figure 142: Edit the invoice created from time entries*

[i] Pro Tip: Add a text snippet like “Hourly billing according to time tracking” to increase transparency for the customer.

Publish Invoice

When the invoice is ready:

1. Click **Publish** in the “Next Steps” section
2. Confirm the dialog
3. The invoice becomes **immutable** (Status: Published)
4. The finalized period in time tracking is marked green (Status: “Billed”)

[Screenshot: Published invoice timesheet status] *Figure 143: Published invoice marks period as “Billed”*

Return to Time Tracking

Click **Back** or navigate via the sidebar to **Timesheets** to return to time tracking. You now see:

- The finalized period in the “Past Periods” area with green border
- **Show invoice** button to open the linked invoice
- A new **current period** for the next time entries

[Screenshot: Back to time tracking after publication] *Figure 144: Time tracking shows the finalized period and a new current period*

4.11 Delete Period (Drafts Only)

If you accidentally finalized a period or don't want to create the invoice after all, you can delete the period – but **only** as long as the invoice is still a draft.

Prerequisites

You can delete a period if:

- [+] The linked invoice is still in **Draft** status - X
- Published invoices cannot be deleted (GoBD compliance)

Delete Period

1. Open the time tracking detail view
2. Scroll to past periods
3. Click **Delete period** (trash icon) for the desired period
4. A confirmation dialog appears:

Delete period and invoice?

"This will delete the draft invoice and unlink all time entries from this period. This action cannot be undone."

- **Delete:** Confirm (red button)
- **Cancel:** Abort operation

[Screenshot: Delete period dialog] *Figure 145: Confirmation dialog when deleting a period*

5. Confirm with **Delete**

What Happens When Deleting?

- The linked draft invoice is deleted
- All time entries of this period are **unfinalized** and moved back to the current period
- The period itself is removed

[Screenshot: Entries after period deletion] *Figure 146: Entries are back in the current period after deletion*

[i] Pro Tip: Use this function to undo accidentally created invoices – but only as long as they're still drafts.

4.12 Archive Timesheet (Set Inactive)

When a project is completed or you want to create a new timesheet for the same customer, you can archive the old timesheet.

Manually Set Inactive

(Currently not implemented – timesheets automatically become inactive when a new timesheet is created for the same customer)

Automatically Inactive Through New Timesheet

When you create a new timesheet for a customer who already has an active timesheet:

1. Warning appears: "Active timesheet exists"
2. If you proceed:
 - The old timesheet becomes **inactive**
 - All non-finalized entries are moved to the new timesheet
 - Finalized periods remain with the old timesheet

[Screenshot: Automatic archiving] *Figure 147: Old timesheet becomes inactive when a new one is created*

Display Inactive Timesheets

Inactive timesheets appear with a **gray badge** in the list. They are read-only and show only finalized periods.

[Screenshot: Inactive timesheet] *Figure 148: Inactive timesheet with gray badge*

[i] Pro Tip: Inactive timesheets serve as an archive – you can always go back and view old invoices.

4.13 Practical Workflows

Workflow 1: Complete Workflow – Time Tracking to Invoice (15–30 minutes initial, then 5–10 minutes weekly)

Goal: Create a timesheet, record time entries over several weeks, and create monthly invoices from them.

Steps:

Initial Setup (15–30 minutes, one-time)

1. **Create timesheet** (5 minutes)
 - Click + **Create new timesheet**
 - Title: “Consulting Customer XY - 2025”
 - Customer: Select Customer XY
 - Reporting period: **Weekly** (for regular billing)
 - Start date: Monday of current week
 - Default hourly rate: 120 EUR
 - Click **Create timesheet**
2. **Record first time entry** (2 minutes)
 - Click + **Add entry**
 - Work date: Today
 - Start time: 09:00
 - End time: 12:00
 - Description: “Kick-off meeting and project planning”
 - Billable: Enabled
 - Click **Add entry**

Weekly Routine (5–10 minutes per week)

3. **Record time entries** (daily 1–2 minutes)
 - Open the timesheet
 - Add all time entries daily or at the end of the week
 - Use concise, customer-friendly descriptions
4. **Create weekly invoice** (Friday or Monday, 3 minutes)
 - Open the timesheet
 - Check summary of current period (hours and amount)
 - Click **Create invoice**
 - Confirm the dialog
 - The invoice opens automatically
5. **Finalize invoice** (2 minutes)
 - Check all line items
 - Optionally add text snippets (e.g., “Weekly hourly billing”)
 - Click **Publish**
 - Confirm the dialog
6. **Export and send invoice** (2 minutes)
 - Click **Export**
 - Save PDF in archive directory
 - Send via email to customer

Monthly Closing (optional)

7. **Check all invoices of the month** (10 minutes)
 - Go to **Documents**
 - Filter for invoices of the current month

- Check if all payments have been received
- Record payments (see Chapter 3 “Documents”)

Result: You have an ongoing timesheet with weekly invoices automatically generated from your time entries. All hours are cleanly documented and billed.

[i] Pro Tip: Set up a weekly appointment in your calendar (e.g., Friday 4 PM) for “Complete time tracking and create invoice” – so you won’t forget.

Workflow 2: Project-Based Billing with Custom Period (10–15 minutes at completion)

Goal: Record time entries for a project over several weeks or months and bill at project end or after milestones.

Steps:

1. **Create timesheet with custom period** (3 minutes)
 - Title: “Project Alpha - MVP Development”
 - Customer: Select customer
 - Reporting period: **Custom**
 - Start date: Project start
 - End date: Leave empty (open-ended)
 - Default hourly rate: 150 EUR
2. **Record time entries continuously** (daily/weekly)
 - Record all hours worked
 - Use meaningful descriptions like “Feature X developed”, “Bug Y fixed”
3. **Intermediate billing at milestone** (5 minutes)
 - Click **Create invoice**
 - In dialog: Adjust **end date** to milestone (e.g., end of Sprint 1)
 - Confirm
 - Only entries up to this date are billed
4. **Finalize and send invoice** (5 minutes)
 - Add text snippet: “Billing Milestone 1 – MVP Sprint 1”
 - Publish and export invoice
5. **Continue next phase** (0 minutes)
 - The new current period automatically starts the day after the milestone end date
 - Continue recording time entries for the next milestones

Result: Flexible billing according to project progress or milestones, without rigid weekly or monthly rhythms.

[*] Workflow Tip: Use custom periods for projects with irregular billing (e.g., agency projects with partial payments after deliverables).

Workflow 3: Track Partially Non-Billable Hours (5 minutes daily)

Goal: Record all working hours, including internal activities, to have a complete overview – but only bill billable hours.

Steps:

1. **Create timesheet** (as usual)
 - Reporting period: **Monthly** (for monthly billing)
2. **Record billable entries** (daily)
 - Work for customer: **Billable** enabled
 - Example: “Consultation meeting with stakeholders” – 2 hours – Billable
3. **Record non-billable entries** (daily)
 - Internal activities: **Billable** disabled
 - Example: “Internal meeting for project planning” – 1 hour – Not billable
4. **Create monthly invoice** (end of month, 5 minutes)
 - Click **Create invoice**
 - Only billable entries appear on the invoice
 - Non-billable entries are documented but not billed
5. **Check overall overview** (optional)
 - Open the period
 - Summary shows:
 - **Total hours:** All hours (billable + non-billable)
 - **Billable hours:** Only billed hours
 - **Total amount:** Only from billable hours

Result: You have a complete overview of all hours worked but only bill actually billable work. Ideal for projects with mixed activities (e.g., consulting + internal administration).

[i] Pro Tip: Use task categories (if implemented) to group billable and non-billable activities for better analysis.

4.14 Pro Tips for Efficient Time Tracking

[»] Record times daily: Don't wait until the weekend – record your hours daily while they're still fresh in your memory. This only takes 1–2 minutes per day.

[i] Use start and end time: Enter start and end time to have duration calculated automatically – this avoids calculation errors and is faster than manual calculation.

[*] **Customer-friendly descriptions:** Write descriptions so the customer understands what you did. “Development of login feature” is better than “Programming”.

[!] **Track non-billable hours:** Also record internal activities as non-billable entries to have a complete overview of your working time.

[~] **Establish weekly or monthly routine:** Set up a fixed appointment in your calendar (e.g., “Friday 4 PM: Create invoice”) – so you won’t forget billing.

[i] **Hourly rate override for special activities:** Use a higher hourly rate for emergency support, weekend work, or overtime – this keeps billing transparent and fair.

[*] **Custom periods for projects:** If you bill project-based, use custom periods and adjust the end date at milestones – so you can bill flexibly according to progress.

[»] **Check summaries before invoice creation:** Before creating an invoice, check the current period summary (total hours, billable hours, total amount) – this avoids errors.

[i] **Text snippets for standard phrases:** Create text snippets like “Weekly hourly billing according to time tracking” and add them automatically to each invoice – saves time and creates consistency.

Continue with Chapter 5: Tenant Management

5. Tenant Management

Tenant Management allows you to manage multiple companies or business units in one application. Each tenant has its own company data, bank details, numbering schemes, and an optional logo. Ideal for self-employed individuals with multiple companies, tax advisors, or agencies billing for different businesses.

[Screenshot: Tenant list overview] *Figure 149: The tenant list shows all your companies*

5.1 Tenant Concept

A **tenant** represents a company or business unit. Each tenant:

- Has **own company data**: Name, address, contact details
- Has **own bank details**: IBAN, BIC, bank name

- Has **own numbering schemes**: Separate counters for invoices, quotes, and reminders
- Can have its **own logo** for PDF documents
- Is completely **independent** from other tenants

Why Multiple Tenants?

Scenarios for Multi-Company Management:

1. **Self-employed with multiple companies**: Bill separately for sole proprietorship + GmbH
2. **Tax advisor**: Create invoices for different clients
3. **Agency with brands**: Different brands with their own company data
4. **Freelancer with side project**: Keep main activity + side activity separate

[Screenshot: Tenant concept illustration] *Figure 150: Each tenant has its own data and numbering schemes*

[i] Pro Tip: Even if you only have one company, you must create at least one tenant – it will automatically be set as the default tenant.

5.2 Tenant List

The tenant list shows all your companies at a glance.

List Overview

Each entry shows:

- **Company name**: Name of the business
- **Address**: Street, postal code, and city in one line
- **Contact details**: Phone number (if available)
- **Invoice format**: Current numbering pattern and next invoice number
- **Default badge**: Yellow star for default tenant

[Screenshot: Tenant list entries] *Figure 151: Each entry shows company data and invoice format*

Default Tenant

The **default tenant** is automatically pre-selected when you: - Create a new document (invoice, quote) - Create a new timesheet - Start the application

The default tenant is marked with a **yellow star** [*].

[Screenshot: Default tenant badge] *Figure 152: The default tenant is marked with a yellow star*

[i] Pro Tip: Set the company you work with most frequently as the default tenant – this saves time.

5.3 Create Tenant

Create New Tenant

1. Click + **Create new tenant** in the header
2. The creation form opens

[Screenshot: Create new tenant button] *Figure 153: Button to create a new tenant*

The form is divided into several sections: - Company information - Contact information - Bank information - Invoice settings - Quote and reminder settings - Logo

5.4 Company Information

Company Name (required field)

The name of your company as it should appear on invoices.

Examples: - Sole proprietorship: “John Doe – IT Consulting” - GmbH: “TechVision GmbH” - Freelancer: “Dr. Jane Smith – Legal Consulting”

[Screenshot: Enter company name] *Figure 154: Enter the company name*

[i] Pro Tip: Use the official company name as registered in the commercial register or on your business license.

Owner (optional)

Name of the owner or managing director (appears on invoices).

Examples: - “John Doe” - “Dr. Michael Johnson” - “Jane Smith, Managing Director”

[Screenshot: Enter owner] *Figure 155: Optionally enter the owner*

Address (required fields)

Street (required field) - Street and house number - Example: “Main Street 123”

[Screenshot: Enter street] *Figure 156: Enter street and house number*

Address Supplement (optional) - Additional address information - Examples: “4th Floor”, “Rear Building”, “c/o Schmidt”

[Screenshot: Enter address supplement] *Figure 157: Optionally enter an address supplement*

Postal Code (required field) - Postal code - Example: “10117”

[Screenshot: Enter postal code] *Figure 158: Enter the postal code*

City (required field) - City name - Example: “Berlin”

[Screenshot: Enter city] *Figure 159: Enter the city*

State / Region (optional) - State or region (especially relevant for USA, Canada) - Examples: “Berlin”, “Bavaria”, “California”

[Screenshot: Enter state] *Figure 160: Optionally enter the state*

Country (required field) - Country as text - Examples: “Germany”, “Austria”, “Switzerland”, “United States”

[Screenshot: Enter country] *Figure 161: Enter the country*

[i] Pro Tip: Use consistent spellings – either always in German (“Deutschland”) or always in English (“Germany”) – this looks more professional on invoices.

Tax Information

Tax Number (required field) - Your tax number from the tax office - Format: Depends on the state (e.g., “27/123/45678” for Berlin)

[Screenshot: Enter tax number] *Figure 162: Enter your tax number*

VAT ID (required field) - Value Added Tax Identification Number (for businesses) - Format: DE + 9 digits (e.g., “DE123456789”)

[Screenshot: Enter VAT ID] *Figure 163: Enter your VAT ID*

[!] Important: Both fields are required because they are legally mandated on German invoices. If you don’t have a VAT ID yet, apply for it at the Federal Central Tax Office.

[i] Pro Tip: The VAT ID is mandatory for intra-community business (EU).

5.5 Contact Information

Email (required field)

Your business email address (appears on invoices).

Examples: - “info@techvision-gmbh.com” - “contact@johndoe.com” - “jane.smith@legal-consulting.com”

[Screenshot: Enter email] *Figure 164: Enter your business email address*

Phone (required field)

Your business phone number (appears on invoices).

Examples: - “+49 30 12345678” (with country code) - “030 / 123 456 78” (without country code) - “0171 / 123 45 67” (mobile number)

[Screenshot: Enter phone] *Figure 165: Enter your phone number*

[i] Pro Tip: Use a consistent format with country code (e.g., “+49 30 12345678”) – this looks professionally international.

Website (optional)

Your company website (appears on invoices).

Examples: - “www.techvision-gmbh.com” - “https://johndoe.com” - “legal-consulting-smith.com”

[Screenshot: Enter website] *Figure 166: Optionally enter your website*

[i] Pro Tip: Enter the URL without “http://” or “https://” – this looks cleaner (e.g., “www.company.com” instead of “https://www.company.com”).

5.6 Bank Information

Bank details appear on your invoices so customers can transfer payment.

Bank Name (required field)

Name of your bank.

Examples: - “Deutsche Bank AG” - “Sparkasse Berlin” - “Bank of America”

[Screenshot: Enter bank name] *Figure 167: Enter your bank name*

Account Holder (optional)

Name of the account holder (if different from company name).

Examples: - Leave empty if identical to company name - “John Doe” (for sole proprietorship) - “TechVision GmbH” (if explicitly desired)

[Screenshot: Enter account holder] *Figure 168: Optionally enter the account holder*

[i] Pro Tip: Leave this field empty if the account holder is identical to the company name – this saves space on the invoice.

IBAN (required field)

Your International Bank Account Number.

Format: DE + 2 check digits + 18 digits (total 22 characters)

Example: DE89370400440532013000

[Screenshot: Enter IBAN] *Figure 169: Enter your IBAN*

Validation: - The application automatically checks if the IBAN is valid - Format and checksum validation - Error message: “Please enter a valid IBAN”

[Screenshot: IBAN validation error] *Figure 170: Error message for invalid IBAN*

[i] Pro Tip: You can enter the IBAN with or without spaces – the application automatically removes spaces. Examples: “DE89 3704 0044 0532 0130 00” or “DE89370400440532013000”.

[!] Important: Check the IBAN carefully – errors prevent customers from making payments.

BIC/SWIFT (required field)

Bank Identifier Code (also called SWIFT code).

Format: 8 or 11 characters (letters and digits)

Example: DEUTDEDDB110

[Screenshot: Enter BIC] *Figure 171: Enter your BIC/SWIFT code*

Validation: - The application automatically checks if the BIC is valid - Format validation according to ISO 9362 - Error message: “Please enter a valid BIC/SWIFT”

[Screenshot: BIC validation error] *Figure 172: Error message for invalid BIC*

[i] Pro Tip: You can find the BIC on your bank statement, in online banking, or on your bank’s website.

5.7 Invoice Settings

Invoice settings determine how your invoice numbers look and which number will be assigned next.

Invoice Number Pattern (required field)

The pattern defines how invoice numbers are generated.

Default: INV-{doc_no}

Available Placeholders:

- **{doc_no}**: Sequential document number (1, 2, 3, ...)
- **{year}**: Current year (e.g., 2025)
- **{month}**: Current month (01–12)
- **{day}**: Current day (01–31)

Examples:

Pattern	Example Output	Use Case
INV-{doc_no}	INV-1, INV-2, INV-3	Simple sequential numbering
RE-{year}-{doc_no}	RE-2025-1, RE-2025-2	With year
{year}{month}{day}-{doc_no}	20251116-1	With complete date
INV-{year}-{month}-{doc_no}	INV-2025-11-1	With year and month

[Screenshot: Enter invoice pattern] *Figure 173: Enter the invoice number pattern*

Tooltip Help:

Click the **info icon (i)** next to the field to see detailed help on placeholders.

[Screenshot: Invoice pattern tooltip] *Figure 174: Tooltip shows all available placeholders and examples*

[i] Pro Tip: Use a pattern with year ({year}) to automatically start from the beginning each year and have clear numbers (e.g., RE-2025-1, RE-2026-1).

[!] Important: Don't change the pattern after the first invoices – this creates gaps in numbering.

Current Invoice Number (required field)

The next invoice number to be assigned.

Default: 1

When to change? - For new setup: Leave at 1 if you want to start at 1 - When migrating from another system: Enter last invoice number + 1 (e.g., if your last invoice was "RE-2024-450", enter "451")

[Screenshot: Enter current invoice number] *Figure 175: Enter the next invoice number*

Note text: "The next invoice will use this number + 1"

Preview:

Below the field you see a **preview** of the next invoice number based on your pattern and current number.

Example: - Pattern: RE-{year}-{doc_no} - Current number: 5 - Preview: "**RE-2025-6**"

[Screenshot: Invoice number preview] *Figure 176: Preview shows the next invoice number*

[i] Pro Tip: Use the preview to test your pattern before saving.

5.8 Quote and Reminder Settings

Just like invoices, you can define your own patterns and numbering schemes for quotes and reminders.

Quote Number Pattern

Default: Q-{doc_no}

Examples: - ANG-{doc_no} → ANG-1, ANG-2, ANG-3 - Q-{year}-{doc_no} → Q-2025-1, Q-2025-2 - {year}-ANG-{doc_no} → 2025-ANG-1

[Screenshot: Enter quote pattern] *Figure 177: Enter the quote number pattern*

Current Quote Number

The next quote number to be assigned.

Default: 1

[Screenshot: Enter current quote number] *Figure 178: Enter the next quote number*

Reminder Number Pattern

Default: M-{doc_no}

Examples: - MAH-{doc_no} → MAH-1, MAH-2, MAH-3 - M-{year}-{doc_no} → M-2025-1, M-2025-2

[Screenshot: Enter reminder pattern] *Figure 179: Enter the reminder number pattern*

[i] Pro Tip: Reminder numbers automatically have an **escalation level** (e.g., -L1, -L2, -L3) added by the application. Example: MAH-2025-1-L1 (first reminder), MAH-2025-1-L2 (second reminder).

Current Reminder Number

The next reminder number to be assigned.

Default: 0 (because reminders are less common)

[Screenshot: Enter current reminder number] *Figure 180: Enter the next reminder number*

5.9 Upload Logo

Upload a company logo that appears in the top left of all PDF documents (invoices, quotes).

Select Logo

1. Click **Select logo**
2. A file selection dialog opens
3. Select an image file (PNG, JPG, GIF, SVG)
4. The logo is loaded into the form

[Screenshot: Select logo button] *Figure 181: Button to upload a logo*

Logo Preview

After uploading, you see a **preview** of the logo in the form.

[Screenshot: Logo preview] *Figure 182: Preview of the uploaded logo*

Delete Logo

Click **Delete logo** to remove the logo.

[Screenshot: Delete logo button] *Figure 183: Button to delete the logo*

Recommended Logo Formats

Recommendations: - **Format:** PNG with transparent background (looks most professional) - **Size:** Maximum 500 × 200 pixels (landscape format) - **File size:** Under 500 KB - **Color:** Color or black-and-white (depending on corporate design)

Examples of good logos: - Company name + icon in one line - Logo only without background - Lettering in company colors

[Screenshot: Logo examples] *Figure 184: Examples of well-suited logos*

[i] Pro Tip: A transparent background (PNG) looks more professional than a white background – especially on colored PDFs.

[!] **Important:** The logo is stored in the database – very large logos can cause performance issues. Keep file size under 500 KB.

5.10 Set as Default

The **default tenant** is automatically pre-selected when you create new documents or timesheets.

Set Default

Enable the checkbox **Set as default** to make this tenant the default tenant.

[Screenshot: Set as default checkbox] *Figure 185: Checkbox to set as default tenant*

What happens? - The previous default tenant loses default status - This tenant becomes the new default tenant - This tenant is pre-selected for all new documents

[i] Pro Tip: Set the company you work with most frequently as default – this saves time when creating documents.

5.11 Save Tenant

Save

Click **Create tenant** (or **Update tenant** when editing) to save the tenant.

[Screenshot: Create tenant button] *Figure 186: Save the tenant with the create button*

Validation:

The application checks before saving: - [+] Company name filled in - [+] Street, postal code, city, country filled in - [+] Tax number and VAT ID filled in - [+] IBAN valid (format and checksum) - [+] BIC valid (format according to ISO 9362) - [+] Invoice pattern valid (at least one placeholder)

[Screenshot: Validation errors] *Figure 187: Validation errors are marked in red*

Go Back Without Saving

Click the **back arrow** in the upper left corner to return to the previous screen. If you have unsaved changes, a dialog appears:

Unsaved Changes

“You have unsaved changes. Do you really want to continue?”

- **Discard:** Changes will not be saved
- **Cancel:** Stay in the form

[Screenshot: Unsaved changes dialog] *Figure 188: Warning for unsaved changes*

5.12 Edit Tenant

Open Tenant

Click on a tenant in the list to open it. The edit form shows all saved data.

[Screenshot: Open tenant] *Figure 189: Click on a tenant to edit it*

Edit Fields

You can edit all fields, **except:** - Company name (can be changed, but carefully – appears on all new documents) - Current invoice number (can be increased but not decreased)

[!] **Important:** Changes only affect **new** documents – already published documents keep their saved data (GoBD compliance).

Change Number Pattern

You can change the number pattern, but: - [!] Already created documents keep their old pattern - [!] New documents use the new pattern - [!] This can lead to inconsistent numbers

Recommendation: Only change the pattern at the beginning of the year or during fundamental restructuring.

[i] Pro Tip: If you need to change the pattern, also increase the current number to avoid overlaps.

5.13 Delete Tenant

Prerequisites

You can delete a tenant if:

- [+] No published documents exist (invoices, quotes, reminders)
- [+] It's not the only tenant (at least one tenant must remain)

[!] Important: Deletion is **permanent** and cannot be undone.

Perform Deletion

1. Click the **three-dot menu** to the right of the tenant in the list
2. Select **Delete**
3. A confirmation dialog appears:

Delete tenant?

“Do you really want to delete ‘TechVision GmbH’? This action cannot be undone.”

- **Delete:** Confirm (red button)
- **Cancel:** Abort operation

[Screenshot: Delete tenant dialog] *Figure 190: Confirmation dialog when deleting a tenant*

4. Confirm with **Delete**

What Gets Deleted?

- All company data
- All bank details
- The logo
- All associated **drafts** (non-published documents)

What Remains?

- Published documents remain (GoBD compliance)
- Customers remain (not assigned to any tenant)

[i] Pro Tip: If you want to “archive” a tenant without deleting it, simply create a new tenant and set it as default. The old tenant remains in the list but is no longer actively used.

5.14 Switch Tenant

Quick Tenant Switch in Menu Bar

In the top menu bar you see the **currently selected tenant** as a dropdown menu.

[Screenshot: Tenant dropdown in menu bar] *Figure 191: Tenant dropdown in the top menu bar*

Switch tenant: 1. Click on the company name in the menu bar 2. A dropdown menu shows all tenants 3. Select another tenant 4. The application loads all data for the new tenant

[Screenshot: Tenant dropdown opened] *Figure 192: Dropdown menu shows all available tenants*

What changes when switching? - Dashboard shows only documents of the selected tenant - Document list shows only documents of the selected tenant - Timesheets show only timesheets of the selected tenant - New documents are automatically created with the selected tenant

[i] Pro Tip: The default tenant is marked with a **yellow star** [*] – so you can find it faster.

Select Tenant When Creating Documents

When creating an invoice or quote, you can change the tenant in the form:

1. Open the creation form for an invoice
2. Select another tenant in the **Tenant** field
3. The invoice will be created for the selected tenant

[Screenshot: Tenant selection in document] *Figure 193: Tenant selection when creating an invoice*

[!] Important: The tenant cannot be changed after the first save because the document number belongs to the tenant.

5.15 Understanding Numbering Schemes

Each tenant has **own numbering schemes** for: - Invoices - Quotes - Reminders

Why Separate Numbering Schemes?

Reason 1: Legal Separation - Each company must have gap-free, sequential invoice numbers (GoBD) - Different companies cannot use the same numbers

Reason 2: Clarity - Customers immediately see which company the invoice is from - Example: “RE-2025-1” (TechVision GmbH) vs. “BW-2025-1” (Consulting Works GmbH)

[Screenshot: Numbering schemes illustration] *Figure 194: Each tenant has its own numbering schemes*

Number Example

Tenant 1: TechVision GmbH - Invoices: RE-2025-1, RE-2025-2, RE-2025-3, ... - Quotes: ANG-2025-1, ANG-2025-2, ANG-2025-3, ...

Tenant 2: Consulting Works GmbH - Invoices: BW-2025-1, BW-2025-2, BW-2025-3, ... - Quotes: Q-2025-1, Q-2025-2, Q-2025-3, ...

[i] Pro Tip: Use different prefixes (e.g., “RE” vs. “BW”) to easily distinguish tenants.

5.16 Practical Workflows

Workflow 1: Create First Company (10–15 minutes, one-time)

Goal: Create your first tenant with all necessary data.

Steps:

1. **Create tenant** (2 minutes)
 - Click + **Create new tenant**
 - Company name: “John Doe – IT Consulting”
 - Owner: “John Doe”
2. **Enter address** (1 minute)
 - Street: “Sample Street 123”
 - Postal code: “10117”
 - City: “Berlin”
 - Country: “Germany”
3. **Enter tax information** (1 minute)
 - Tax number: Copy from tax office notice
 - VAT ID: Copy from notice if available (otherwise apply at Federal Central Tax Office)
4. **Enter contact details** (1 minute)
 - Email: “contact@johndoe.com”
 - Phone: “+49 30 12345678”
 - Website: “www.johndoe.com”
5. **Enter bank details** (3 minutes)
 - Bank name: “Sparkasse Berlin”
 - IBAN: Copy from bank statement or online banking
 - BIC: Copy from bank statement or online banking

- Account holder: Leave empty (identical to company name)
- 6. Invoice settings** (2 minutes)
 - Invoice pattern: RE - {year} - {doc_no} (Example: RE-2025-1)
 - Current number: 1 (if starting at 1)
 - Check preview: "RE-2025-1"
 - 7. Upload logo** (2 minutes, optional)
 - Click **Select logo**
 - Select your company logo (PNG with transparent background)
 - Check preview
 - 8. Set as default** (10 seconds)
 - Enable **Set as default**
 - 9. Save** (10 seconds)
 - Click **Create tenant**
 - Success message appears
 - You land in the tenant list

Result: Your first tenant is created and set as default. You can now create invoices and quotes.

[i] Pro Tip: Have your tax notice, bank statement, and logo ready before starting – this saves time.

Workflow 2: Add Second Company (5–10 minutes)

Goal: Add a second company (e.g., GmbH alongside sole proprietorship).

Steps:

- 1. Create tenant** (2 minutes)
 - Click + **Create new tenant**
 - Company name: "TechVision GmbH"
 - Owner: "Dr. Michael Johnson, Managing Director"
- 2. Enter address** (1 minute)
 - GmbH address (can be identical to first company)
- 3. Enter tax information** (1 minute)
 - **Different** tax number (GmbH has its own tax number)
 - **Different** VAT ID (GmbH has its own VAT ID)
- 4. Enter contact details** (1 minute)
 - Can be identical to first company or different email/phone
- 5. Enter bank details** (2 minutes)
 - **Different** IBAN (GmbH has its own bank account)
 - **Different** BIC
- 6. Invoice settings** (2 minutes)
 - Invoice pattern: TG - {year} - {doc_no} (Example: TG-2025-1)
 - **Important:** Use a **different prefix** than the first company (e.g., "TG" instead of "RE")

- Current number: 1 (new numbering scheme)
7. **Upload logo** (optional)
 - If the GmbH has a different logo, upload it
 8. **Set default** (optional)
 - If you mainly work with the GmbH, enable **Set as default**
 - Otherwise leave disabled
 9. **Save** (10 seconds)
 - Click **Create tenant**

Result: Second company is created with its own numbering schemes. You can now switch between both companies.

[*] **Workflow Tip:** Use unique prefixes in invoice patterns (e.g., “RE” for sole proprietorship, “TG” for GmbH) to easily assign documents.

Workflow 3: Switch Tenant and Create Invoice (1–2 minutes)

Goal: Switch between tenants and create an invoice for a specific company.

Steps:

1. **Switch tenant** (10 seconds)
 - Click on the company name in the top menu bar
 - Select “TechVision GmbH” from the dropdown
2. **Check dashboard** (5 seconds)
 - Dashboard shows only documents from TechVision GmbH
 - Tenant name is visible in the menu bar
3. **Create invoice** (30 seconds)
 - Click + **Create New → New Invoice**
 - Tenant is automatically set to “TechVision GmbH”
 - Select customer, add line items
 - Save
4. **Check invoice number** (5 seconds)
 - Invoice number follows TechVision GmbH pattern (e.g., “TG-2025-1”)

Result: Invoice was created for the correct tenant with correct company details and numbering scheme.

[i] **Pro Tip:** Always check the tenant in the menu bar before creating a document – this prevents creating invoices for the wrong company.

5.17 Pro Tips for Tenant Management

- [»] **Use default tenant smartly:** Set the company you work with most frequently as default – this saves you a click for every document.
- [i] **Use unique prefixes:** Use different prefixes in invoice patterns (e.g., “RE” for Company A, “BW” for Company B) to easily assign documents.
- [*] **Number pattern with year:** Use {year} in the pattern (e.g., RE-{year}-{doc_no}) to automatically start from the beginning each year and have clear numbers.
- [!] **Check IBAN and BIC carefully:** Check IBAN and BIC multiple times – errors prevent customers from making payments.
- [~] **Logo with transparent background:** Use PNG logos with transparent background – this looks more professional on PDFs than white backgrounds.
- [i] **Optimize logo size:** Keep logos under 500 KB to avoid overloading the database. Use online tools like TinyPNG for compression.
- [*] **Don't delete tenants prematurely:** Only delete tenants if you're sure you'll never need them again – published documents remain, but all drafts are deleted.
- [»] **Don't change number pattern:** Only change the number pattern at the beginning of the year or during fundamental restructuring – otherwise inconsistent numbering occurs.
- [i] **Omit account holder:** If the account holder is identical to the company name, leave the field empty – this saves space on the invoice.
- [*] **Use tenant dropdown in menu bar:** Use the tenant dropdown in the top menu bar for quick switches between companies – faster than via the sidebar.

Continue with Chapter 6: Customer Management

6. Customer Management

Customer Management is the heart of your invoicing. Here you maintain all information about your business partners – from company data to contact details, tax rates, and e-invoice preferences. Well-maintained customer data speeds up invoice creation and ensures professional, error-free documents.

[Screenshot: Customer list overview] *Figure 197: The customer list shows all your business partners*

6.1 Customer Concept

A **customer** represents a company or individual for whom you create invoices. Each customer has:

- **Company data:** Name, owner, complete address
- **Contact details:** Email, phone
- **Tax data:** VAT ID (optional), standard VAT rate
- **Currency and language:** Which currency and language for invoices
- **E-invoice preference:** ZUGFeRD, XRechnung, or no electronic invoice

Why Customer Master Data Is Important

Benefits of well-maintained customer data:

1. **Faster invoice creation:** All data available with one click
2. **Error-free documents:** No typos in addresses or tax numbers
3. **Automatic pre-filling:** VAT rate, currency, and language are automatically filled
4. **E-invoice compliance:** Correct XML formats for authorities and large companies
5. **Professional impression:** Consistent, correct customer data on all documents

[Screenshot: Customer concept illustration] *Figure 198: Customer data is automatically transferred to documents*

[i] Pro Tip: Invest time in complete customer data when first creating them – it pays off with every invoice.

6.2 Customer List

The customer list shows all your business partners at a glance.

List Overview

Each entry shows:

- **Company name:** Name of the company or person
- **Address:** Street, postal code, and city in one line
- **Contact details:** Email and phone (if available)
- **VAT ID:** Value Added Tax Identification Number (if available)

[Screenshot: Customer list entries] *Figure 199: Each entry shows the most important customer data*

Search Customers

Use the **search bar** at the top to quickly find customers.

Search by: - Company name (e.g., “Acme Corporation”) - Owner (e.g., “John Doe”)

[Screenshot: Customer search] *Figure 200: Search by company name or owner*

[i] Pro Tip: The search works in real-time – just start typing without pressing Enter.

Filter Customers

Click the **filter icon** (funnel) to apply special filters.

Available filters: - **Due payments:** Shows only customers with overdue invoices

[Screenshot: Customer filter] *Figure 201: Filter customers with due payments*

Reset filters: Click **Clear filters** to remove all filters.

[Screenshot: Clear filters button] *Figure 202: Reset filters*

[*] Workflow Tip: Use the “Due payments” filter for weekly payment reminders – you’ll immediately see who needs follow-up.

Empty Customer List

If you haven’t created any customers yet, you’ll see a message:

No customers found

“Create your first customer to get started”

[Screenshot: Empty customer list] *Figure 203: Message when customer list is empty*

6.3 Create Customer

Create New Customer

1. Click + **Create new customer** in the header
2. The creation form opens

[Screenshot: Create new customer button] *Figure 204: Button to create a new customer*

The form is divided into five sections: - Customer information - Address - Contact information - Tax information - Invoice settings

6.4 Customer Information

Company Name (required field)

The name of the company or person you're billing.

Examples: - Company: "Acme Corporation GmbH" - Individual: "Dr. Jane Smith" - Authority: "City of Berlin – Department of Digitalization"

[Screenshot: Enter company name] *Figure 205: Enter the company name*

[i] Pro Tip: Use the official company name as it appears in the commercial register or on the customer's website.

Owner (optional)

Name of the owner, managing director, or contact person.

Examples: - "John Doe" - "Dr. Jane Smith" - "Managing Director: Michael Johnson"

[Screenshot: Enter owner] *Figure 206: Optionally enter the owner*

[i] Pro Tip: The owner field appears on the invoice below the company name – use it for personal contact.

6.5 Address

The customer's address appears on all invoices and must be complete.

Street (required field)

Street and house number.

Examples: - "Main Street 123" - "Friedrich Street 45b" - "Market Square 7"

[Screenshot: Enter street] *Figure 207: Enter street and house number*

Address Supplement (optional)

Additional address information such as floor, building, or c/o details.

Examples: - “4th Floor” - “Rear Building” - “c/o Schmidt Administration GmbH” - “Building A, Room 301”

[Screenshot: Enter address supplement] *Figure 208: Optionally enter an address supplement*

Postal Code (required field)

Postal code.

Examples: - Germany: “10117”, “80331” - Austria: “1010”, “5020” - Switzerland: “8001”, “3011”

[Screenshot: Enter postal code] *Figure 209: Enter the postal code*

City (required field)

City name.

Examples: - “Berlin” - “Munich” - “Vienna” - “Zurich”

[Screenshot: Enter city] *Figure 210: Enter the city*

State (optional)

State, region, or canton.

Examples: - Germany: “Bavaria”, “Berlin”, “North Rhine-Westphalia” - Austria: “Vienna”, “Tyrol” - Switzerland: “Zurich”, “Bern” - USA: “California”, “New York”

[Screenshot: Enter state] *Figure 211: Optionally enter the state*

[i] Pro Tip: In Germany, the state is usually not necessary – but for international customers (especially USA, Canada) it’s important.

Country (required field)

Country as text.

Default value: “Germany”

Examples: - “Germany” - “Austria” - “Switzerland” - “USA” or “United States”

[Screenshot: Enter country] *Figure 212: Enter the country*

[i] Pro Tip: Use consistent spellings – either always in German (“Deutschland”, “Österreich”) or always in English (“Germany”, “Austria”) – depending on whether your invoices are primarily in German or English.

[!] Important: The field is pre-filled with “Germany” – only change it for international customers.

6.6 Contact Information

Contact details are **not** printed on invoices but serve your internal organization (e.g., for payment reminders via email).

Email

Email address of the contact person or accounting department.

Examples: - “accounting@acme.com” - “john.doe@company.com” - “invoice@company.com”

[Screenshot: Enter email] *Figure 213: Enter the email address*

[i] Pro Tip: If the customer has a separate accounting email (e.g., `accounting@...`), use it – this way you reach the right department directly.

Phone

Phone number of the contact person.

Examples: - “+49 30 12345678” (with country code) - “030 / 123 456 78” (without country code) - “0171 / 123 45 67” (mobile number)

[Screenshot: Enter phone] *Figure 214: Enter the phone number*

[i] Pro Tip: Always save the **direct line** to accounting if available – this saves time for payment inquiries.

6.7 Tax Information

Tax data determines how invoices are calculated for this customer.

VAT ID (optional)

Value Added Tax Identification Number of the customer (if available).

Format: - Germany: DE + 9 digits (e.g., “DE123456789”) - Austria: ATU + 8 digits (e.g., “ATU12345678”) - Switzerland: CHE + 9 digits + MWST (e.g., “CHE123456789MWST”)

Examples: - “DE123456789” - “ATU87654321” - “FR12345678901”

[Screenshot: Enter VAT ID] *Figure 215: Enter the customer’s VAT ID*

When do you need the VAT ID? - For **intra-community supplies** (EU), the VAT ID is mandatory - For **reverse charge procedure** (reversal of tax liability) - For **public clients** with e-invoice obligation

[i] Pro Tip: You can find the VAT ID at the Federal Central Tax Office or on the customer’s website (usually in the imprint).

[!] Important: If the customer doesn’t have or provide a VAT ID, leave the field empty – not all businesses are subject to VAT (e.g., small business owners).

VAT Rate (%) (required field)

The standard VAT rate used for invoices to this customer.

Default value: 19 (for Germany)

Common rates: - **19%**: German standard rate - **7%**: Reduced rate (books, food, etc.) - **0%**: Reverse charge, export delivery, small business regulation - **20%**: Austria standard rate - **8.1%**: Switzerland standard rate

[Screenshot: Enter VAT rate] *Figure 216: Enter the standard VAT rate*

Input format: - Enter the rate as a **decimal number**: “19” or “19.0” for 19% - Use period or comma as decimal separator: “7.0” or “7,0”

Note text: “Enter VAT percentage (e.g., 19.0 for 19%)”

[i] Pro Tip: The rate entered here is used as the **default pre-fill** for all line items in invoices to this customer – but you can override it for each line item individually.

[*] Workflow Tip: For customers you frequently bill with a reduced rate (e.g., publishers, food retailers), set the default rate to 7% – this saves time when creating invoices.

Currency (required field)

The currency in which invoices to this customer are issued.

Default value: EUR

Common currencies: - **EUR**: Euro (Germany, Austria, etc.) - **USD**: US Dollar - **GBP**: British Pound - **CHF**: Swiss Franc

Input format: - Enter the **ISO 4217 currency code** (3 letters) - Examples: "EUR", "USD", "GBP", "CHF", "JPY"

[Screenshot: Enter currency] *Figure 217: Enter the currency*

Note text: "Currency code (e.g., EUR, USD, GBP)"

Warning for unknown currency: If you enter an unknown code, a warning appears: > "Unknown currency code. The code will be displayed unchanged."

[Screenshot: Currency warning] *Figure 218: Warning for unknown currency*

[i] Pro Tip: The currency determines which symbol appears on the invoice (€, \$, £, etc.) – only change it for international customers.

[!] **Important:** The currency **cannot be changed** after the first save if invoices already exist – create a new customer if needed.

6.8 Invoice Settings

Invoice settings determine how invoices are generated for this customer.

Invoice Language (required field)

The language in which invoices to this customer are issued.

Options: - **German:** All texts on the invoice (headings, footers) are in German - **English:** All texts on the invoice are in English

[Screenshot: Select invoice language] *Figure 219: Select the invoice language*

Default value: German

What changes?

Element	German	English
Document type	"Rechnung"	"Invoice"
Line item table	"Pos.", "Beschreibung", "Menge"	"Pos.", "Description", "Quantity"
Totals	"Nettobetrag", "MwSt.", "Gesamtbetrag"	"Subtotal", "VAT", "Total"
Payment terms	"Zahlbar bis"	"Due date"
Footer	"Vielen Dank für Ihr Vertrauen"	"Thank you for your business"

[Screenshot: Invoice German vs. English] *Figure 220: Comparison of invoice in German and English*

[i] Pro Tip: For international customers, English is recommended – even if the billing address is in Germany.

E-Invoice (required field)

Determines whether and which electronic invoice format is used for this customer.

Options: - **None:** PDF invoice only (classic paper invoice as PDF) - **ZUGFeRD / Factur-X:** PDF with embedded XML metadata (hybrid format) - **XRechnung / CII:** Separate XML file (pure XML format)

[Screenshot: Select e-invoice] *Figure 221: Select the e-invoice format*

Default value: None

Option 1: No E-Invoice You receive a classic **PDF document** without electronic metadata.

Advantages: - [+] Simple and universally readable - [+] No technical requirements - [+] Ideal for private customers and small companies

Disadvantages: - ✗ No automatic invoice processing at recipient - ✗ Not suitable for public clients

[Screenshot: PDF without e-invoice] *Figure 222: Classic PDF without electronic metadata*

Option 2: ZUGFeRD / Factur-X You receive a **hybrid PDF** with embedded XML metadata.

What is ZUGFeRD? - ZUGFeRD = Central User Guide of the Forum for Electronic Invoicing Germany - A PDF document with invisible XML data embedded in the PDF - Can be both read by humans and processed by machines

Advantages: - [+] Universally readable (any PDF viewer displays it) - [+] Automatic processing possible (accounting software can read XML) - [+] Only **one file** (no separate XML files needed) - [+] Recognized throughout the EU (also known as Factur-X)

Disadvantages: - ✗ Not all public clients accept ZUGFeRD (some require XRechnung)

[Screenshot: ZUGFeRD PDF] *Figure 223: ZUGFeRD PDF with embedded XML metadata*

[i] Pro Tip: ZUGFeRD is the best choice for **business customers** who use modern accounting software – they can both read and automatically import the invoice.

Option 3: XRechnung / CII You receive a **separate XML file** in addition to the PDF.

What is XRechnung? - XRechnung is the **standard for public clients** in Germany - A pure XML file (CII = Cross Industry Invoice) without PDF - Must be submitted via special portals (e.g., OZG-RE, XRechnung portal)

Advantages: - [+] Mandatory for public clients (authorities, municipalities, state-owned companies) - [+] Fully machine-readable - [+] Automatic processing in administrative software

Disadvantages: - ✗ Not human-readable (XML file is pure source code) - ✗ You must **additionally create a PDF** for your records - ✗ Requires upload via special portals (cannot be sent via email)

[Screenshot: XRechnung XML file] *Figure 224: XRechnung as separate XML file*

[i] Pro Tip: Use XRechnung **only for public clients** who explicitly require it – for all other customers, ZUGFeRD is the better choice.

[!] Important: Since November 2020, all public clients in Germany are required to accept electronic invoices (XRechnung or ZUGFeRD). Check in advance which format your customer prefers.

When Which Format?

Decision guide:

Customer Type	Recommended Format	Reason
Private customer	None	Classic PDF is sufficient
Small company (< 10 employees)	None or ZUGFeRD	Depends on whether they use modern accounting software
Medium/Large company	ZUGFeRD	Automatic invoice processing saves time

Customer Type	Recommended Format	Reason
Authority, public client	XRechnung	Legally required since Nov. 2020
International company (EU)	ZUGFeRD	EU-wide standard (Factur-X)

[Screenshot: E-invoice decision tree] *Figure 225: Which e-invoice format for which customer?*

[*] **Workflow Tip:** Ask new customers on first contact if they prefer e-invoices – this saves later inquiries.

6.9 Save Customer

Save

Click **Create customer** (or **Update customer** when editing) to save the customer.

[Screenshot: Create customer button] *Figure 226: Save the customer with the create button*

Validation:

The application checks before saving: - [+] Company name filled in - [+] Street filled in - [+] Postal code filled in - [+] City filled in - [+] Country filled in

[Screenshot: Validation errors] *Figure 227: Validation errors are marked in red*

[i] **Pro Tip:** The email and phone fields are **not** mandatory, but highly recommended – without email you can't send payment reminders later.

Go Back Without Saving

Click the **back arrow** in the upper left corner to return to the previous screen. If you have unsaved changes, a dialog appears:

Unsaved Changes

“You have unsaved changes. Do you really want to continue?”

- **Discard:** Changes will not be saved
- **Cancel:** Stay in the form

[Screenshot: Unsaved changes dialog] *Figure 228: Warning for unsaved changes*

6.10 Edit Customer

Open Customer

Click on a customer in the list to open them. The edit form shows all saved data.

[Screenshot: Open customer] *Figure 229: Click on a customer to edit them*

Edit Fields

You can edit all fields, **except:** - Currency (cannot be changed after first save if documents already exist)

[!] **Important:** Changes to customer data **only affect new documents** – already published documents keep their saved data (GoBD compliance: immutability).

Correct Address

If a customer has moved or you discover an error:

1. Open the customer
2. Change the address fields (street, postal code, city)
3. Click **Update customer**

Effect: - All **new** invoices show the new address - **Old** invoices keep the old address (historical accuracy)

[Screenshot: Correct address] *Figure 230: Change the address and save*

[i] **Pro Tip:** If you want to send an old invoice with the new address, use the **duplicate function** (duplicate invoice → new address is transferred).

6.11 Delete Customer

Prerequisites

You can delete a customer if: - [+] No published documents exist (invoices, quotes) - [+] No timesheets exist

[!] **Important:** Deletion is a **soft delete** (the customer is marked as deleted but not permanently removed from the database) – this preserves historical references.

Perform Deletion

1. Click the **three-dot menu** to the right of the customer in the list
2. Select **Delete**
3. A confirmation dialog appears:

Delete customer?

“Do you really want to delete ‘Acme Corporation’? This action cannot be undone.”

- **Delete:** Confirm (red button)
- **Cancel:** Abort operation

[Screenshot: Delete customer dialog] *Figure 231: Confirmation dialog when deleting a customer*

4. Confirm with **Delete**

What Happens When Deleting?

- The customer no longer appears **in the list**
- All associated **drafts** (non-published documents) remain but are no longer assigned to a customer
- **Published documents** remain fully intact with all customer data (GoBD compliance)

[i] Pro Tip: If you want to “pause” a customer (e.g., because you’re not currently working with them), you don’t need to delete them – deleted customers are only invisible but not really gone.

6.12 Customer Count

In the footer of the list you see the **number of displayed customers** in relation to the total.

Example: “25 of 100” - 25 customers are currently displayed (after search/filter) - 100 customers exist in total

[Screenshot: Customer count] *Figure 232: Number of displayed customers*

[i] Pro Tip: If the display shows “0 of 100”, your search term or filter is too restrictive – reset filters or change the search term.

6.13 Practical Workflows

Workflow 1: Create First Customer (5 minutes)

Goal: Create your first customer with all important data.

Steps:

1. **Create customer** (30 seconds)
 - Click + **Create new customer**
 - Company name: “Acme Corporation GmbH”
 - Owner: “John Doe, Managing Director”
2. **Enter address** (1 minute)
 - Street: “Main Street 456”
 - Address supplement: Leave empty (if not needed)
 - Postal code: “20095”
 - City: “Hamburg”
 - State: Leave empty
 - Country: “Germany” (pre-filled)
3. **Enter contact details** (1 minute)
 - Email: “accounting@acme.com”
 - Phone: “+49 40 98765432”
4. **Enter tax data** (2 minutes)
 - VAT ID: “DE987654321” (if available, otherwise empty)
 - VAT rate: “19” (standard for Germany)
 - Currency: “EUR” (pre-filled)
5. **Invoice settings** (30 seconds)
 - Invoice language: **German** (default)
 - E-invoice: **None** (for standard business customers)
6. **Save** (10 seconds)
 - Click **Create customer**
 - Success message appears
 - You land in the customer list

Result: Your first customer is created and ready for the first invoice.

[i] **Pro Tip:** Keep customer correspondence (emails, contracts) ready to copy data correctly – especially VAT ID and email are often hard to find.

Workflow 2: Create Customer with E-Invoice (5–7 minutes)

Goal: Create a public client with XRechnung requirement.

Steps:

1. **Create customer** (30 seconds)
 - Company name: “City of Berlin – Department of Digitalization”
 - Owner: Leave empty

2. **Enter address** (1 minute)
 - Street: “Sample Street 1”
 - Postal code: “10115”
 - City: “Berlin”
 - Country: “Germany”
3. **Enter contact details** (1 minute)
 - Email: “accounting@berlin.de”
 - Phone: “+49 30 90269000”
4. **Enter tax data** (2 minutes)
 - VAT ID: “DE123456789” (public clients usually have a VAT ID)
 - VAT rate: “19”
 - Currency: “EUR”
5. **Set e-invoice** (1 minute)
 - Invoice language: **German**
 - E-invoice: **XRechnung / CII** (mandatory for public clients)
6. **Save** (10 seconds)
 - Click **Create customer**

Result: Customer is created with XRechnung preference. All future invoices to this customer automatically include the XRechnung XML file.

[*] **Workflow Tip:** Note the **Leitweg-ID** (a special ID for electronic invoice transmission) when first contacting public clients – you’ll need it later for upload in the invoice portal.

Workflow 3: International Customers with Reverse Charge (7–10 minutes)

Goal: Create an EU customer with reverse charge procedure (0% VAT).

Steps:

1. **Create customer** (30 seconds)
 - Company name: “Software Solutions Austria GmbH”
 - Owner: “Dr. Jane Smith”
2. **Enter address** (1 minute)
 - Street: “Ring Street 45”
 - Postal code: “1010”
 - City: “Vienna”
 - Country: “**Austria**” (important: change from “Germany”)
3. **Enter contact details** (1 minute)
 - Email: “accounting@software-solutions.at”
 - Phone: “+43 1 12345678”
4. **Tax data for reverse charge** (3 minutes)
 - VAT ID: “**ATU12345678**” (mandatory for reverse charge)
 - VAT rate: “**0**” (reverse charge = no VAT on invoice)

- Currency: “EUR”
5. **Invoice settings** (1 minute)
 - Invoice language: **English** (recommended for international customers)
 - E-invoice: **ZUGFeRD** (for automatic processing)
 6. **Save** (10 seconds)
 - Click **Create customer**

Result: Customer is created with 0% VAT (reverse charge). All invoices to this customer are in English and contain the note “Reverse charge – tax liability of the recipient of services”.

[!] **Important:** Verify the customer’s VAT ID at the Federal Central Tax Office (BZSt) via the website ec.europa.eu/taxation_customs/vies – only valid VAT IDs qualify for reverse charge.

[i] **Pro Tip:** For reverse charge invoices, you must add the text “Reverse charge according to Art. 196 VAT System Directive” in the invoice line item – note this as a text snippet for faster creation.

Workflow 4: Update Customer Data (2–3 minutes)

Goal: Update outdated contact details of an existing customer.

Steps:

1. **Search customer** (30 seconds)
 - Open the customer list
 - Type in the search bar: “Acme”
 - Click on “Acme Corporation GmbH”
2. **Check contact details** (30 seconds)
 - Scroll to the “Contact Information” section
 - Check email and phone
3. **Update email** (30 seconds)
 - Change email from “accounting@acme.com” to “invoices@acme.com”
4. **Update phone** (30 seconds)
 - Change phone from “+49 40 98765432” to “+49 40 11223344”
5. **Save** (10 seconds)
 - Click **Update customer**

Result: Contact details are updated. All new documents use the new data.

[~] **Workflow Tip:** Keep customer data regularly updated – change email/phone immediately when you learn of changes (e.g., from email signatures).

6.14 Pro Tips for Customer Management

[»] **Complete data on first creation:** Invest 5 minutes when first creating a customer to carefully fill in all fields – this saves time with every invoice and prevents errors.

[i] **Always verify VAT ID:** Use the free online verification at the Federal Central Tax Office (BZSt) to validate the VAT ID – invalid numbers can lead to tax problems.

[*] **Use default VAT rate cleverly:** Set the default rate to the rate you use most frequently for this customer (e.g., 7% for publishers, 0% for EU customers) – this saves clicks when creating invoices.

[!] **Clarify e-invoice in advance:** Ask new customers on first contact if they prefer e-invoices (ZUGFeRD/XRechnung) – changing later is time-consuming.

[~] **Recommend ZUGFeRD for business customers:** Actively recommend ZUGFeRD to business customers with modern accounting software – automatic invoice processing saves time for both sides.

[i] **Consistent country spelling:** Decide once whether to use German (“Deutschland”) or English (“Germany”) and stick with it – this looks more professional.

[*] **Use accounting email:** Always save the accounting department’s email (e.g., accounting@..., invoices@...) instead of general contact emails – this way invoices reach the right department directly.

[»] **Direct line to accounting:** If available, save the direct line to accounting instead of the main number – this saves time for payment inquiries.

[i] **Don’t delete customers prematurely:** Only delete customers if you’re sure you’ll never work with them again – old customers can be reactivated anytime.

[*] **Leverage search function:** Use real-time search for quick access – just type the first letters of the company name.

Continue with Chapter 7: Text Snippets

7. Text Snippets

Text snippets are reusable text blocks that you can insert into invoices and quotes. Once created, you can incorporate them into any number of documents with just a few clicks – ideal for recurring content like payment

terms, terms and conditions, or standard descriptions. Text snippets support Markdown formatting for professional styling.

[Screenshot: Text snippets list overview] *Figure 233: The text snippets list shows all your reusable content*

7.1 Text Snippets Concept

A **text snippet** (text block) is reusable content that you can use across multiple documents. Each text snippet has:

- **Name:** Label for identification (e.g., “Payment Terms”, “Terms & Conditions”)
- **Content:** The actual text with Markdown formatting
- **Positioning:** Can be inserted before or after invoice line items

Why Use Text Snippets?

Benefits of reusable content:

1. **Time savings:** Create once, use as often as needed
2. **Consistency:** Same text on all documents (no typos)
3. **Professional formatting:** Markdown enables headings, lists, bold text
4. **Central maintenance:** Changes in one place – new documents automatically use the updated version
5. **Multilingual:** Different text snippets for German and English invoices

[Screenshot: Text snippets concept illustration] *Figure 234: Text snippets are inserted into documents*

[i] Pro Tip: Create at least two text snippets: One for payment terms (before line items) and one for legal notices (after line items).

7.2 Typical Use Cases

Payment Terms

Example:

Payment Terms:

Please transfer the invoice amount within 30 days, including the invoice number

Position: Before line items (visible directly below customer address)

[Screenshot: Payment terms text snippet] *Figure 235: Payment terms as text snippet*

Terms and Conditions

Example:

****Terms and Conditions:****

Our general terms and conditions apply, which you can view on our website at www.

Position: After line items (visible at the end of the invoice)

[Screenshot: Terms and conditions text snippet] *Figure 236: Terms and conditions as text snippet*

Delivery Terms

Example:

****Delivery Terms:****

- Delivery within 10 business days after payment receipt
- Shipping costs are calculated separately
- Partial deliveries are possible

Position: After line items

[Screenshot: Delivery terms text snippet] *Figure 237: Delivery terms with list*

Warranty Information

Example:

****Warranty:****

We provide a 24-month warranty on all products from the date of purchase. The wa

Position: After line items

Project Description

Example:

****Project Description:****

The following services were provided as part of the "Website Relaunch" project.

Position: Before line items

[i] Pro Tip: For international customers, you can create English versions of the same text snippets (e.g., "Payment Terms" instead of "Zahlungshinweise").

7.3 Text Snippets List

The text snippets list shows all your reusable content at a glance.

List Overview

Each entry shows:

- **Name:** Label of the text snippet
- **Content preview:** The first lines of the text (up to 6 lines)
- **Action buttons:** Edit and Delete

[Screenshot: Text snippets list entries] *Figure 238: Each entry shows name and content preview*

Empty Text Snippets List

If you haven't created any text snippets yet, you'll see a message:

No text snippets yet

"Create reusable text snippets for invoices and emails."

[Screenshot: Empty text snippets list] *Figure 239: Message when text snippets list is empty*

7.4 Create Text Snippet

Create New Text Snippet

1. Click + **Create new text snippet** in the header
2. The creation form opens

[Screenshot: Create new text snippet button] *Figure 240: Button to create a new text snippet*

The form has two fields: - Name (required field) - Content (required field, with Markdown support)

7.5 Name (required field)

The name is used to identify the text snippet in the list and when inserting into documents.

Recommendations: - Short and concise (e.g., "Payment Terms", "Terms & Conditions", "Delivery Terms") - Self-explanatory (you should immediately

know what the text snippet contains) - For multilingual text snippets: Mark the language (e.g., “Payment Terms EN”, “Zahlungshinweise DE”)

Examples: - “Payment Terms” - “Terms and Conditions” - “Standard Delivery Terms” - “24 Month Warranty Information” - “Website Project Description”

[Screenshot: Enter name] *Figure 241: Enter a descriptive name*

[i] Pro Tip: Use numbers or prefixes for similar text snippets (e.g., “01 – Standard Payment Terms”, “02 – Express Payment Terms”) – this keeps them sorted in the list.

7.6 Content (required field)

The content is the actual text that will be inserted into documents. You can use **Markdown formatting** to style the text professionally.

Plain Text

Example:

Please transfer the invoice amount within 30 days, including the invoice number as re

[Screenshot: Enter plain text] *Figure 242: Enter the text*

Markdown Formatting

Markdown is a simple markup language that lets you format text. The formatting is displayed on the invoice in the PDF.

Note text in form: “Markdown formatting is supported.”

[Screenshot: Markdown note] *Figure 243: Note about Markdown support*

7.7 Markdown Syntax

Bold Text

Enclose text with **double asterisks** for bold text.

Syntax:

****Payment Terms:****

Result: Payment Terms:

[Screenshot: Bold text Markdown] *Figure 244: Bold text with double asterisks*

Italic Text

Enclose text with *single asterisks* for italic text.

Syntax:

Important: Please include invoice number.

Result: *Important*: Please include invoice number.

[Screenshot: Italic text Markdown] *Figure 245: Italic text with single asterisks*

Headings

Use **hash symbols (#)** for headings. More hashes = smaller heading.

Syntax:

```
# Large Heading  
## Medium Heading  
### Small Heading
```

Result:

Large Heading

Medium Heading

Small Heading

[Screenshot: Headings Markdown] *Figure 246: Headings with hash symbols*

[i] Pro Tip: For text snippets in invoices, **### Small headings** (3 hashes) are recommended – larger headings often appear oversized.

Bullet Lists (unordered)

Use **hyphens (-)** or ****asterisks (*)**** for unordered lists.

Syntax:

```
**Delivery Terms:**  
- Delivery within 10 business days  
- Shipping costs calculated separately  
- Partial deliveries possible
```

Result:

Delivery Terms: - Delivery within 10 business days - Shipping costs calculated separately - Partial deliveries possible

[Screenshot: Unordered list Markdown] *Figure 247: Unordered list with hyphens*

Numbered Lists (ordered)

Use **numbers with period (1., 2., 3.)** for numbered lists.

Syntax:

```
**Payment Steps:**  
1. Review invoice  
2. Transfer amount  
3. Await payment confirmation
```

Result:

Payment Steps: 1. Review invoice 2. Transfer amount 3. Await payment confirmation

[Screenshot: Numbered list Markdown] *Figure 248: Numbered list with numbers*

Nested Lists

You can also nest lists by adding **two spaces** before the hyphen/number.

Syntax:

```
**Warranty Conditions:**  
- Material and workmanship defects:  
  - 24 months warranty  
  - Free replacement  
- Excluded:  
  - Improper use  
  - Wear parts
```

Result:

Warranty Conditions: - Material and workmanship defects: - 24 months warranty - Free replacement - Excluded: - Improper use - Wear parts

[Screenshot: Nested list Markdown] *Figure 249: Nested list with indentation*

Links

Use **square brackets + parentheses** for clickable links.

Syntax:

Find our terms and conditions at [\[www.company.com/terms\]](http://www.company.com/terms) (<https://www.company.com/terms>)

Result: Find our terms and conditions at www.company.com/terms.

[Screenshot: Links Markdown] *Figure 250: Links with square and round brackets*

[!] **Important:** Links are not clickable on printed PDFs – for invoices, it's recommended to provide the URL as plain text (e.g., “www.company.com/terms”).

Line Breaks

For a **single line break**, add **two spaces** at the end of a line, followed by Enter.

Syntax:

```
First line  
Second line
```

For a paragraph (more spacing), insert a **blank line**.

Syntax:

```
First paragraph.
```

```
Second paragraph.
```

[Screenshot: Line breaks Markdown] *Figure 251: Line breaks and paragraphs*

Combinations

You can combine different formatting:

Syntax:

```
**Important Payment Terms:**
```

Please note the following points ***carefully***:

- Transfer the amount ****within 30 days****
- Include the invoice number as reference
- Contact us at accounting@company.com with questions

Find more information at www.company.com/payment.

[Screenshot: Combined Markdown formatting] *Figure 252: Combination of bold, italic, and lists*

7.8 Markdown Preview

Live Preview in Form

While entering content, you **cannot see the formatting directly** – the application only shows the raw text with Markdown syntax.

To check the formatting: 1. Save the text snippet 2. Create a test invoice 3. Insert the text snippet 4. Use the **preview/PDF function** of the invoice

[Screenshot: Markdown raw text in form] *Figure 253: Raw text with Markdown syntax in form*

[i] Pro Tip: Use an external Markdown editor (e.g., dillinger.io) with live preview to compose longer texts and then paste them via copy & paste.

7.9 Save Text Snippet

Save

Click **Create text snippet** (or **Update text snippet** when editing) to save the text snippet.

[Screenshot: Create text snippet button] *Figure 254: Save the text snippet with the create button*

Validation:

The application checks before saving: - [+] Name filled in - [+] Content filled in

[Screenshot: Validation errors] *Figure 255: Validation errors are marked in red*

Go Back Without Saving

Click the **back arrow** in the upper left corner to return to the previous screen. If you have unsaved changes, a dialog appears:

Unsaved Changes

“You have unsaved changes. Do you really want to continue?”

- **Discard:** Changes will not be saved
- **Cancel:** Stay in the form

[Screenshot: Unsavd changes dialog] *Figure 256: Warning for unsaved changes*

7.10 Edit Text Snippet

Open Text Snippet

Click on a text snippet in the list to open it. The edit form shows all saved data.

[Screenshot: Open text snippet] *Figure 257: Click on a text snippet to edit it*

Edit Fields

You can edit all fields: - Name - Content (with Markdown formatting)

[!] **Important:** Changes to text snippets **only affect new documents** – already published documents keep their original text (GoBD compliance: immutability).

Why? Text snippets are **copied into the document** (embedded) when the invoice is published. Later changes to the text snippet have no effect on already published documents.

[Screenshot: Edit text snippet] *Figure 258: Change name or content*

[i] **Pro Tip:** If you discover an error in an already sent document, you must create a correction invoice – changing the text snippet afterwards doesn't help.

7.11 Delete Text Snippet

Prerequisites

You can delete a text snippet at any time, even if it was used in documents.

[!] **Important:** Deletion is **permanent** and cannot be undone. Already published documents keep their text (since it was copied during publishing).

Perform Deletion

1. Click the **three-dot menu** to the right of the text snippet in the list
2. Select **Delete**
3. A confirmation dialog appears:

Delete text snippet?

“Delete ‘Payment Terms’? This action cannot be undone.”

- **Delete:** Confirm (red button)
- **Cancel:** Abort operation

[Screenshot: Delete text snippet dialog] *Figure 259: Confirmation dialog when deleting a text snippet*

4. Confirm with **Delete**

What Happens When Deleting?

- The text snippet is removed from the list
- **New documents** can no longer use this text snippet
- **Drafts** (non-published documents) that use the text snippet keep it
- **Published documents** keep their text completely (since it was copied during publishing)

[i] Pro Tip: If you no longer want to use a text snippet but are unsure about deleting it, simply change the name to “[ARCHIVE] Payment Terms” – this way you immediately see it’s no longer active.

7.12 Insert Text Snippets into Documents

You can insert text snippets into invoices and quotes. Details can be found in **Chapter 3 – Documents** (Section 3.8 – Add Text Blocks).

Quick Overview

1. Open an invoice or quote (draft)
2. Scroll to the **Text Blocks** section
3. Click + **Add text block**
4. Select a text snippet from the list
5. Choose the position: **Before line items** or **After line items**
6. Save the invoice

[Screenshot: Insert text snippet in invoice] *Figure 260: Insert text snippet in invoice*

Position “Before line items”: The text snippet appears **above** the line items table (ideal for payment terms, project descriptions).

Position “After line items”: The text snippet appears **below** the line items table and totals (ideal for terms & conditions, warranty information, delivery terms).

[Screenshot: Text snippet positions in PDF] *Figure 261: Text snippet before and after line items in PDF*

[i] Pro Tip: You can insert **multiple text snippets** into a document – e.g., payment terms before line items and terms & conditions after line items.

7.13 Practical Workflows

Workflow 1: Create Standard Text Snippets (15–20 minutes, one-time)

Goal: Create the most important text snippets that you want to use in all invoices.

Steps:

1. **Create payment terms** (5 minutes)

- Click + **Create new text snippet**
- Name: “Payment Terms”
- Content:
Payment Terms:

Please transfer the invoice amount within 30 days, including the invoice

- Click **Create text snippet**

2. **Create terms and conditions** (5 minutes)

- Click + **Create new text snippet**
- Name: “Terms and Conditions”
- Content:
Terms and Conditions:

Our general terms and conditions apply, which you can view on our website

- Click **Create text snippet**

3. **Create delivery terms** (5 minutes)

- Click + **Create new text snippet**
- Name: “Standard Delivery Terms”
- Content:
Delivery Terms:
 - Delivery within 10 business days after payment receipt
 - Shipping costs calculated separately
 - Partial deliveries possible
- Click **Create text snippet**

Result: You have three standard text snippets that you can insert into every invoice.

[*] **Workflow Tip:** Insert the text snippets directly into your next invoice to check how they look in the PDF – this way you can optimize formatting and wording.

Workflow 2: Create Multilingual Text Snippets (10–15 minutes)

Goal: Create German and English versions for international customers.

Steps:

1. **German payment terms** (3 minutes)

- Name: “Zahlungshinweise DE”
- Content:
Zahlungshinweise:

Bitte überweise den Rechnungsbetrag innerhalb von 30 Tagen unter Angabe

2. **English payment terms** (3 minutes)

- Name: “Payment Terms EN”
- Content:
Payment Terms:

Please transfer the invoice amount within 30 days, including the invoice

3. **German terms & conditions** (3 minutes)

- Name: “AGB DE”
- Content:
Allgemeine Geschäftsbedingungen:

Es gelten unsere AGB unter www.firma.de/agb.

4. **English terms & conditions** (3 minutes)

- Name: “Terms & Conditions EN”
- Content:
Terms & Conditions:

Our general terms and conditions apply, available at www.company.com/terms

Result: You have bilingual text snippets for German and international customers.

[i] Pro Tip: Use the language abbreviation (DE/EN) at the end of the name to immediately see which language the text snippet has in the list.

Workflow 3: Update Text Snippet (2–3 minutes)

Goal: Update an existing text snippet (e.g., change payment deadline).

Steps:

1. **Open text snippet** (30 seconds)

- Open the text snippets list
- Click on “Payment Terms”

2. **Change content** (1 minute)

- Change “30 days” to “14 days”
- New content:
Payment Terms:

- Please transfer the invoice amount within **14 days**, including the invoice amount.
3. **Save** (10 seconds)
 - Click **Update text snippet**
 4. **Check** (1 minute)
 - Create a new test invoice
 - Insert the updated text snippet
 - Check the preview

Result: All new invoices use the updated payment deadline (14 days).

[!] **Important:** Already published invoices keep the old payment deadline (30 days) – this is GoBD-compliant and prevents retroactive changes.

Workflow 4: Test Markdown Formatting (5 minutes)

Goal: Test various Markdown formatting to see how they look in the PDF.

Steps:

1. **Create test text snippet** (2 minutes)

- Name: “Test Formatting”
- Content:
`### Heading`

This is **bold text** and this is **italic text**.

****List:****

- First point
- Second point
 - Subpoint A
 - Subpoint B

****Numbered List:****

1. First step
2. Second step
3. Third step

2. **Insert into invoice** (1 minute)

- Create a test invoice
- Insert the test text snippet

3. **Check PDF preview** (2 minutes)

- Open the preview/PDF
- Check how the formatting looks
- Adjust text snippet if needed and check again

4. **Delete test text snippet** (30 seconds)

- Delete the test text snippet after testing

Result: You know how various Markdown formatting looks in the PDF.

[i] Pro Tip: Don't save the test text snippet – create it again when needed to try different formatting.

7.14 Pro Tips for Text Snippets

[»] Standard text snippets for all invoices: Create at least "Payment Terms" and "Terms & Conditions" as text snippets – this saves time with every invoice.

[i] Use language abbreviations in name: Add "DE" or "EN" at the end of the name (e.g., "Payment Terms EN", "Zahlungshinweise DE") to easily distinguish multilingual text snippets.

[*] Markdown preview in external editor: Use dillinger.io or another Markdown editor with live preview for longer text snippets – then paste via copy & paste.

[!] Bold text for headings: Use `**Heading:**` instead of `### Heading` for small headings in text snippets – this often looks better on invoices.

[~] Lists for structure: Use lists (- or 1.) for clear presentation of conditions or steps – this increases readability.

[i] Short and concise: Keep text snippets short (max. 3–5 sentences or 5–7 list items) – too much text appears cluttered.

[*] Group text snippets by position: Use prefixes like "01 –" for text snippets that come before line items and "02 –" for text snippets after line items – this keeps them sorted in the list.

[»] Not too many text snippets: Only create text snippets that you actually use multiple times – otherwise the list becomes confusing (5–10 text snippets are ideal).

[i] Links as plain text: Write URLs as plain text (`www.company.com/terms`) instead of as Markdown link (`[Link](https://...)`) – links are not clickable on printed invoices.

[*] Update regularly: Review your text snippets every 6–12 months for currency (e.g., new payment deadlines, changed terms & conditions) – this keeps you legally compliant.

Continue with Chapter 8: Settings

8. Settings

Settings allow you to customize the application to your preferences. Here you configure appearance, automatic backups, document export, and update notifications. All settings are saved immediately and restored on every start.

[Screenshot: Settings overview] *Figure 262: The settings overview shows all configuration options*

8.1 Open Settings

You can open settings in two ways:

Way 1: Via Sidebar

1. Click **Settings** (gear icon) in the left sidebar

[Screenshot: Settings in sidebar] *Figure 263: Settings link in the sidebar*

Way 2: Via Menu Bar

1. Click **Edit** in the top menu bar
2. Select **Settings** (or use the keyboard shortcut **Ctrl+, / Cmd+,**)

[Screenshot: Settings in menu] *Figure 264: Open settings via menu bar*

8.2 Settings Overview

Settings are divided into four sections:

1. **Appearance:** Design (Light/Dark/System)
2. **Backup:** Automatic backups and retention
3. **Documents:** Storage location and file names
4. **Updates:** Automatic update checking

[Screenshot: Settings sections] *Figure 265: The four settings sections*

8.3 Appearance

Design Mode

Choose how the application should look: Light, Dark, or automatically adapted to your system settings.

Available options:

Option	Description	When to use?
System Default	Follows your operating system setting (Light/Dark)	Recommended – automatic adaptation
Dark Design	Application is always dark	For working in low light
Light Design	Application is always light	For working in daylight

[Screenshot: Design selection] *Figure 266: Choose between Light, Dark, and System Default*

Select:

1. Click the radio button next to the desired option
2. The change is applied immediately (no save button needed)

[Screenshot: Design after change] *Figure 267: The change is immediately visible*

[i] Pro Tip: Use **System Default** so the application automatically switches between light and dark when you activate dark mode on your computer in the evening.

Light Design (Light Mode)

- Light background colors (White, Light Gray)
- Dark text colors (Black, Dark Gray)
- High contrast for daylight work

[Screenshot: Light design] *Figure 268: Light design (Light Mode)*

Dark Design (Dark Mode)

- Dark background colors (Dark Gray, Black)
- Light text colors (White, Light Gray)
- Easy on the eyes in low light

[Screenshot: Dark design] *Figure 269: Dark design (Dark Mode)*

[!] **Important:** The design setting only affects **the application itself**, not the exported PDF documents. PDFs always have a light design for optimal readability when printing.

8.4 Backup

Why Backups Are Important

Backups protect your data from:
- Accidental deletion
- Hard drive failure
- Software problems
- Unwanted changes

[i] **Pro Tip:** Enable **Daily** or **Weekly** to automatically create backups – this way you're always on the safe side.

Frequency

Determine how often automatic backups are created.

Available options:

Option	Description	Recommendation
None	No automatic backups	[!] Not recommended – only for test environments
Always (on every exit)	Every time you exit the application	For very important data
Daily	Once per day on exit	[*] Recommended for normal use
Weekly	Once per week on exit	For occasional use
Monthly	Once per month on exit	For rare use

[Screenshot: Select backup frequency] *Figure 270: Choose backup frequency*

Select:

1. Click the **Frequency** dropdown menu
2. Select an option from the list
3. The setting is saved immediately

[Screenshot: Frequency dropdown] *Figure 271: Dropdown menu for backup frequency*

[i] **Pro Tip:** For active use (several invoices daily), **Daily** is recommended – for occasional use (1–2 invoices per week), **Weekly** is sufficient.

Backup Directory

Choose the folder where backup files are stored.

Default: Empty (no backups)

Select:

1. Click **Choose directory**
2. A file selection dialog opens
3. Navigate to the desired folder (e.g., ~/Backups/Invoicer/)
4. Click **Select folder**
5. The path is displayed in the text field

[Screenshot: Choose backup directory] *Figure 272: Choose the folder for backups*

Recommended storage locations:

- **Cloud folder:** ~/Dropbox/Backups/Invoicer/ or ~/Google Drive/Backups/Invoicer/ (automatically backed up to cloud)
- **External drive:** /Volumes/Backup/Invoicer/ (additional security)
- **Local folder:** ~/Documents/Invoicer-Backups/ (fast, but local only)

[Screenshot: Selected backup directory] *Figure 273: The selected path is displayed*

[i] Pro Tip: Use a cloud folder (Dropbox, Google Drive, iCloud) for double security – if your computer fails, the backups are available in the cloud.

[!] **Important:** The backup directory must have sufficient storage space (at least 500 MB for ~100 backups with an average of 5 MB per backup).

Backup Retention

Determine how long old backups are kept before being automatically deleted.

Available options:

Option	Description	Recommendation
Keep	Backups are never deleted	[!] Caution – storage space can run out
1 Day	Backups older than 1 day are deleted	Only for daily backups with limited storage
1 Week	Backups older than 1 week are deleted	For weekly backups

Option	Description	Recommendation
1 Month	Backups older than 1 month are deleted	[*] Recommended for daily backups
1 Year	Backups older than 1 year are deleted	For maximum security

[Screenshot: Select backup retention] *Figure 274: Choose retention period*

Select:

1. Click the **Backup Retention** dropdown menu
2. Select an option from the list
3. The setting is saved immediately

[Screenshot: Retention dropdown] *Figure 275: Dropdown menu for retention period*

[i] Pro Tip: For daily backups, **1 Month** is recommended – this gives you up to 30 backups to choose from if you need to restore something, without taking up too much storage space.

Note Text

“Backups are automatically created when closing the application and saved in the specified folder”

When are backups created?

Backups are automatically created when you: 1. Close the application (via **File → Exit** or the close button) 2. The backup frequency is met (e.g., daily → 1 day has passed since last backup)

Backup file name:

Backups have the following format:

`invoicer_backup_YYYY-MM-DD_HH-MM-SS.db`

Example: `invoicer_backup_2025-11-16_14-35-22.db`

[Screenshot: Backup files in folder] *Figure 276: Backup files in backup directory*

[!] Important: If the application crashes (e.g., power failure), no backup is created. Use regular backups to minimize data loss.

Backup Reminder on Exit

If you have **not configured automatic backups** (Frequency = **None**), a reminder dialog appears when exiting the application:

Create backup?

“You have not configured automatic backups. Do you want to create a backup before closing?”

- **Continue:** Create backup
- **Skip:** Exit without backup
- **Don’t ask again:** Don’t show this dialog again (checkbox)

[Screenshot: Backup reminder] *Figure 277: Reminder when exiting without automatic backups*

[i] Pro Tip: If you activated the **Don’t ask again** checkbox and want to re-enable the reminder, you can currently only do this by resetting all settings (see Section 8.9).

8.5 Documents

Document Folder

Choose the main folder where all exported PDFs and HTMLs are stored.

Default: Empty (no export possible)

Select:

1. Click **Choose directory**
2. A file selection dialog opens
3. Navigate to the desired folder (e.g., `~/Documents/Invoicer/Invoices/`)
4. Click **Select folder**
5. The path is displayed in the text field

[Screenshot: Choose document folder] *Figure 278: Choose the main folder for documents*

Recommended storage locations:

- **Cloud folder:** `~/Dropbox/Invoices/` (automatically backed up to cloud)
- **Local folder:** `~/Documents/Invoices/` (fast, but local only)
- **External drive:** `/Volumes/Data/Invoices/` (additional security)

[Screenshot: Selected document folder] *Figure 279: The selected path is displayed*

Note text: “Main folder where all generated documents are saved”

[i] Pro Tip: Use a folder in your cloud (Dropbox, Google Drive) so your invoices are automatically backed up and accessible from anywhere.

[!] **Important:** You **must** choose a document folder before you can export PDFs. Without a document folder, an error message appears on export:

Document settings missing

“The document folder has not been configured. Please configure the settings before exporting.”

- **Open Settings:** Opens the settings page

[Screenshot: Error message without document folder] *Figure 280: Error message on export without document folder*

Document Name Pattern (optional)

Determine how exported PDF files are named and organized.

Default: Empty (standard naming: {document_type}_{document_number})

Available parameters:

You can use the following placeholders to dynamically generate file names:

Parameter	Description	Example
{tenant}	Company name of the tenant	TechVision_GmbH
{customer}	Company name of the customer	Doe_GmbH
{year}	Year (4 digits)	2025
{month}	Month (2 digits)	11
{day}	Day (2 digits)	16
{date}	Full date (YYYYMMDD)	20251116
{document_type}	Document type	Invoice, Quote, Reminder
{document_number}	Document number	RE-2025-1, Q-2025-1

[Screenshot: Enter document name pattern] *Figure 281: Enter a document name pattern*

Note text:

“Pattern for organizing documents. If empty, files are named as {document_type}_{document_number} (Invoice_RE-2025-1.pdf)

Available parameters: {tenant}, {customer}, {year}, {month}, {day}, {date}, {document_type}, {document_number}

Example pattern: {customer}/Invoices/{date}_{document_type}_{document_number}.{ext}

Result: Doe_GmbH/Invoices/20251116_Invoice_RE-2025-1_MyCompany.pdf”

Placeholder: “Leave empty for default: {document_type}_{document_number}”

Examples for Document Name Patterns

Example 1: Default (leave empty) Pattern: (empty)

Result:

Invoice_RE-2025-1.pdf
Quote_Q-2025-1.pdf
Reminder_M-2025-1-L1.pdf

[Screenshot: Default document names] *Figure 282: Default document names*

Example 2: Organized by customer Pattern: {customer}/{document_type}_{document_number}

Result:

Doe_GmbH/Invoice_RE-2025-1.pdf
Doe_GmbH/Quote_Q-2025-1.pdf
Acme_Corporation/Invoice_RE-2025-2.pdf

Folder structure:

```
Document folder/
  └── Doe_GmbH/
    ├── Invoice_RE-2025-1.pdf
    └── Quote_Q-2025-1.pdf
  └── Acme_Corporation/
    └── Invoice_RE-2025-2.pdf
```

[Screenshot: Documents organized by customer] *Figure 283: Documents sorted by customer*

[i] Pro Tip: Ideal if you want all documents (invoices, quotes, reminders) for each customer in one place.

Example 3: Organized by year and document type Pattern: {year}/{document_type}/{document_number}_{customer}

Result:

2025/Invoice/RE-2025-1_Doe_GmbH.pdf
2025/Invoice/RE-2025-2_Acme_Corporation.pdf
2025/Quote/Q-2025-1_Doe_GmbH.pdf

Folder structure:

```

Document folder/
└── 2025/
    ├── Invoice/
    │   ├── RE-2025-1_Doe_GmbH.pdf
    │   └── RE-2025-2_Acme_Corporation.pdf
    └── Quote/
        └── Q-2025-1_Doe_GmbH.pdf

```

[Screenshot: Documents organized by year] *Figure 284: Documents sorted by year and type*

[i] Pro Tip: Ideal for year-end closing and archiving – all invoices for a year are in one folder.

Example 4: With full date Pattern: {customer}/Invoices/{date}_{document_type}_{document_number}_{tenant}

Result:

```

Doe_GmbH/Invoices/20251116_Invoice_RE-2025-
1_TechVision_GmbH.pdf
Doe_GmbH/Invoices/20251117_Invoice_RE-2025-
2_TechVision_GmbH.pdf
Acme_Corporation/Invoices/20251116_Invoice_RE-2025-
3_TechVision_GmbH.pdf

```

[Screenshot: Documents organized with date] *Figure 285: Documents with full date*

[i] Pro Tip: Ideal if you create multiple invoices per day – the date helps with chronological sorting.

Pattern Validation

The document name pattern **must contain both placeholders** {document_type} and {document_number}, otherwise an error message appears:

“Pattern must contain both placeholders {document_type} and {document_number}”

[Screenshot: Document pattern validation error] *Figure 286: Error message for invalid pattern*

Why?

These two placeholders are **mandatory** to guarantee unique file names. Without them, files could be overwritten.

Invalid examples: - {customer}/{date} (missing {document_type} and {document_number}) - {year}/{month}/{customer} (missing {document_type} and {document_number})

Valid examples: - {document_type}_{document_number} (Minimal) - {customer}/{document_type}_{document_number} (With customer) - {year}/{document_type}/{document_number}_{customer} (With year and customer)

[i] Pro Tip: Test your pattern by exporting a test invoice – this way you immediately see if the folder structure fits.

Special Characters in Parameters

If company or customer names contain special characters (e.g., &, /, \), they are automatically replaced with underscores (_) to avoid file name errors.

Examples:

Original name	In file name
Miller & Co. GmbH	Miller__Co__GmbH
A/B Testing GmbH	A_B_Testing_GmbH
Tech\Vision	Tech_Vision

[Screenshot: Special characters replaced] *Figure 287: Special characters are replaced with underscores*

8.6 Updates

Automatically Check for Updates

Enable or disable automatic update checking on application start.

Default: Enabled (recommended)

Enable/Disable:

1. Click the **switch** next to “Automatically check for updates”
2. The setting is saved immediately

[Screenshot: Enable update checking] *Figure 288: Enable or disable automatic update checking*

Note text: “Automatically check for new application versions on startup”

What Happens with Update Checking Enabled?

1. **On startup**, the application checks in the background if a new version is available
2. **If a new version is available**, a notification appears: > **Update available**
> “A new version (v1.2.0) is available. Do you want to download it now?” > - **Download**: Opens the download page > - **Later**: Close dialog

[Screenshot: Update notification] *Figure 289: Notification when update is available*

3. **If no new version is available**, no notification appears (silent check)

[i] Pro Tip: Keep automatic update checking enabled to not miss important bug fixes or new features.

Manual Update Check

You can manually check for updates at any time:

1. Click **Help** in the top menu bar
2. Select **Check for updates**
3. A dialog shows the result:
 - **Update available**: Shows version number and download link
 - **No updates**: “You are using the latest version”

[Screenshot: Manual update check] *Figure 290: Manual update check via Help menu*

8.7 Error Handling

If an error occurs while saving settings, an error message appears above the settings card.

Example:

Error saving settings

“Settings could not be saved. Please try again.”

- **Try again**: Retry
- ✕: Close error message

[Screenshot: Save error] *Figure 291: Error message for save problems*

[i] Pro Tip: If save errors occur, check if the application has write permissions on the database. On macOS/Linux: `chmod +w ~/.config/agynamix-invoicer/invoicer_db.db`

8.8 Discard Invalid Settings

If you enter invalid settings (e.g., a document name pattern without `{document_type}` and `{document_number}`), a dialog appears when leaving the settings page:

Invalid settings

“The document name pattern contains validation errors. Do you want to discard the invalid settings?”

- **Discard invalid settings:** Undo changes
- **Continue editing:** Stay in form

[Screenshot: Invalid settings dialog] *Figure 292: Dialog for invalid settings*

[i] Pro Tip: Choose **Discard invalid settings** to automatically return to the last valid configuration.

8.9 Reset Settings

Currently there is no function to reset all settings to default values via the user interface. If you want to reset all settings:

Option 1: Manually in database (Advanced)

1. Close the application
2. Open the database at `~/.config/agynamix-invoicer/invoicer_db.db` with an SQLite tool (e.g., DB Browser for SQLite)
3. Execute: `DELETE FROM settings;`
4. Restart the application

Option 2: Delete database (! Deletes all data!)

1. Close the application
2. Delete the file `~/.config/agynamix-invoicer/invoicer_db.db`
3. Restart the application (creates new, empty database)

[!] Important: Option 2 deletes **all data** (customers, invoices, text snippets, tenants) – only use as a last resort and after a backup.

8.10 Practical Workflows

Workflow 1: Initial Setup (5–10 minutes, one-time)

Goal: Configure all important settings for optimal use.

Steps:

1. **Choose design** (30 seconds)
 - Open Settings
 - Choose **System Default** (recommended)
2. **Configure backup** (3 minutes)
 - Frequency: **Daily** (recommended)
 - Backup directory: Choose a cloud folder (e.g., ~/Dropbox/Backups/Invoicer/)
 - Backup retention: **1 Month** (recommended)
3. **Choose document folder** (2 minutes)
 - Document folder: Choose a cloud folder (e.g., ~/Dropbox/Invoices/)
4. **Document name pattern (optional)** (2 minutes)
 - If desired: {customer}/Invoices/{document_type}_{document_number}
 - Otherwise: Leave empty (default)
5. **Enable updates** (10 seconds)
 - Automatically check for updates: **Enabled** (recommended)

Result: All settings are configured, automatic backups are enabled, documents are saved in the cloud.

[i] Pro Tip: Test the backup immediately by closing the application and checking in the backup directory if a backup file was created.

Workflow 2: Backup Strategy for Important Data (10 minutes)

Goal: Maximum data security through cloud backups and local copies.

Steps:

1. **Configure cloud backup** (3 minutes)
 - Open Settings
 - Frequency: **Daily**
 - Backup directory: ~/Dropbox/Backups/Invoicer/ (or Google Drive)
 - Backup retention: **1 Month**
2. **Local backup to external drive** (5 minutes)
 - Close the application
 - Open **File → Create Backup...**
 - Choose a folder on an external drive (e.g., /Volumes/Backup/Invoicer/)

- Save the backup
3. **Document backup plan** (2 minutes)
 - Note:
 - Cloud backup: Daily automatic
 - External drive: Monthly manual (e.g., on the 1st of each month)

Result: You have double security – automatic cloud backups (daily) and manual backups on external drive (monthly).

[*] **Workflow Tip:** Create a calendar entry “Invoicer Backup” on the 1st of each month as a reminder for the manual backup to external drive.

Workflow 3: Document Organization by Customer (5 minutes)

Goal: All documents for a customer in one folder.

Steps:

1. **Choose document folder** (1 minute)
 - Open Settings
 - Document folder: ~/Documents/Invoices/
2. **Set document name pattern** (2 minutes)
 - Pattern: {customer}/{document_type}_{document_number}
3. **Export test invoice** (2 minutes)
 - Create a test invoice for customer “Doe GmbH”
 - Export as PDF
 - Check if folder ~/Documents/Invoices/Doe_GmbH/ was created

Result: All documents are organized by customer – each customer has their own folder.

Example folder structure:

```
~/Documents/Invoices/
└── Doe_GmbH/
    ├── Invoice_RE-2025-1.pdf
    └── Quote_Q-2025-1.pdf
└── Acme_Corporation/
    └── Invoice_RE-2025-2.pdf
```

[i] Pro Tip: If you send documents to customers, you can simply send the entire customer folder as a ZIP archive (contains all invoices, quotes, etc.).

Workflow 4: Automatically Switch Design by Time of Day (1 minute)

Goal: Use light design during the day, automatically switch to dark design in the evening.

Steps:

1. **Enable system default** (30 seconds)
 - Open Settings
 - Design: Choose **System Default**
2. **Check operating system setting** (30 seconds)
 - macOS: **System Preferences** → **Appearance** → **Automatic**
 - Windows 10/11: **Settings** → **Personalization** → **Colors** → **Choose mode: Automatic**
 - Linux (GNOME): **Settings** → **Appearance** → **Automatic**

Result: The application automatically switches between light and dark depending on time of day (e.g., dark from 8 PM).

[i] Pro Tip: If your operating system doesn't support automatic switching, you can manually switch between light and dark in the application at any time.

8.11 Pro Tips for Settings

[»] Use system default for design: Enable **System Default** instead of manually choosing Light/Dark – this way the application automatically switches with your operating system.

[i] Daily backups in cloud: Use **Daily** + cloud folder (Dropbox/Google Drive) for double security – this way your data is protected even if the hard drive fails.

[*] Backup retention 1 month: Use **1 Month** instead of “Keep” – this gives you enough backups to restore without taking up too much storage space.

[!] Document folder before first export: Configure the document folder **before** the first PDF export – otherwise an error message appears.

[~] Document name pattern with customer: Use `{customer}/{document_type}_{document_number}` for better organization – all documents for a customer are in one folder.

[i] Date in file name for chronology: If you create multiple invoices per day, use `{date}_{document_type}_{document_number}` for chronological sorting.

[*] Keep update checking enabled: Keep automatic update checking enabled to not miss bug fixes or new features.

[»] **Don't disable backup reminder:** If you use "None" backups, don't disable the reminder – it protects against accidental data loss.

[i] **External drive for extra security:** Additionally create a manual backup to external drive monthly – this protects you in case of cloud outage or account problems.

[*] **Test document name pattern:** Test your pattern with a test invoice before exporting many documents – this avoids confusing folder structures.

Continue with Chapter 9: GoBD Compliance

9. GoBD Compliance

GoBD compliance (Principles for the proper management and storage of books, records, and documents in electronic form as well as for data access) is a central component of the application. It ensures that your business transactions are documented in accordance with the law, archived immutably, and can be traced at any time for tax audits.

In this chapter you will learn: - **What GoBD means** and why it's important
- **Which requirements** the application fulfills - **How the audit log** works -
How to create exports for tax audits - **How to verify the integrity** of your data

[Screenshot: GoBD compliance overview] *Figure 293: GoBD compliance features protect your data*

9.1 What Is GoBD?

Definition

GoBD are binding guidelines from the Federal Ministry of Finance for electronic bookkeeping. They regulate how companies and self-employed individuals must digitally store their business data so they are recognized under tax law.

Goal: Ensure that digital records are complete, correct, timely, traceable, and immutable.

Why Is GoBD Important?

During a tax audit (operational audit), you must be able to prove: - That all invoices were recorded correctly - That no invoices were changed retroac-

tively - That all business transactions are completely documented - That data was archived tamper-proof

[!] **Important:** Violations of GoBD can lead to: - **Estimates** by the tax office (often to your disadvantage) - **Tax back payments** with interest - **Fines** for gross negligence

[i] **Pro Tip:** The application fulfills all GoBD requirements automatically – you don't need to worry about anything as long as you follow the rules in this chapter.

9.2 The Seven GoBD Principles

GoBD defines seven principles that your accounting system must fulfill:

1. Orderliness

Requirement: The system must be documented (process documentation).

How the application fulfills this: - This user manual serves as process documentation - All business processes are clearly defined - Changes are documented in the audit log

2. Completeness

Requirement: All business transactions must be recorded, no gaps in the audit log.

How the application fulfills this: - All invoices, quotes, payments are logged - Gap-free numbering (RE-2025-1, RE-2025-2, RE-2025-3, ...) - Deleted drafts are logged to avoid gaps

3. Accuracy

Requirement: Data must be correct and complete.

How the application fulfills this: - Validation of all required fields (customer, amount, date, tax number) - Automatic calculation of VAT - Source documents (PDFs) are stored unchanged

4. Timely Bookings and Records

Requirement: Business transactions must be recorded promptly.

How the application fulfills this: - Publication timestamp is set automatically - Audit log entries contain precise timestamps (millisecond accuracy) - No manual date changes possible

5. Immutability

Requirement: Original data may not be changed after publication.

How the application fulfills this: - **Published invoices are immutable** (Status: Published → no more editing) - Changes only via **correction invoices** (new invoice with negated line items) - Cryptographic hash chain prevents undetected manipulation

[Screenshot: Immutable invoice] *Figure 294: Published invoices cannot be edited*

[i] Pro Tip: If you discover an error in a published invoice, use **Create correction invoice** – this way the original invoice is preserved and the change is traceable.

6. Traceability

Requirement: Business transactions must be traceable from start to finish.

How the application fulfills this: - **Audit log** documents all status changes - Transaction IDs link related events (e.g., invoice published + PDF exported) - Assignment to customers, tenants, periods

[Screenshot: Audit log entries] *Figure 295: The audit log shows all changes*

7. Auditability

Requirement: Tax auditors must be able to review the data.

How the application fulfills this: - **Export function** for tax audits (CSV + PDFs) - **Verification function** checks data integrity - Access to SQLite database (if required by auditor)

9.3 The Audit Log

What Is the Audit Log?

The **audit log** is an immutable list of all business transactions in the application. It documents: - **Who did what when** - Which invoices were published, paid, canceled - Which PDFs were exported (with file hash) - Which payments were recorded

Storage location: Audit log database (SQLite) under
~/.config/agynamix-invoicer/invoicer_db.db

How Does the Audit Log Work?

Each business transaction is stored as an **audit log entry**:

Field	Description	Example
Sequence number	Sequential number (0, 1, 2, 3, ...)	42
Timestamp	Time of event (milliseconds)	2025-11-16 14:35:22.123
User	Who performed the action	john.doe
Tenant ID	Which tenant the transaction belongs to	tenant-123
Event type	Type of business transaction	Invoice published
Entity type	What was changed	Sales document
Entity ID	Unique ID of the object	doc-001
Document type	Invoice, Quote, Reminder, ...	Invoice
Document number	Invoice number	RE-2025-1
State before	Previous status	Draft
State after	New status	Published
Description	Readable description	“Invoice published”
Event data	Additional information (JSON)	{"total_amount_cents": 119000}
Previous hash	Hash of previous entry	a1b2c3d4e5f6...
Current hash	Hash of this entry	b2c3d4e5f6a7...

[Screenshot: Audit log entries table] *Figure 296: Example entries in audit log*

Cryptographic Hash Chain

Each audit log entry contains a **cryptographic hash** (SHA-256) that is calculated from: 1. All important fields of the entry (sequence number, timestamp, event type, document number, ...) 2. The hash of the previous entry

Advantage: Manipulations are detected immediately because the hash chain breaks.

Example:

Entry 1 (Genesis):

- Hash: a1b2c3... (first entry, no predecessor)

Entry 2:

- Previous hash: a1b2c3... (hash of Entry 1)
- Hash: b2c3d4... (calculated from Entry 2 + a1b2c3...)

Entry 3:

- Previous hash: b2c3d4... (hash of Entry 2)
- Hash: c3d4e5... (calculated from Entry 3 + b2c3d4...)

If someone **changes Entry 2** retroactively: - The hash of Entry 2 changes (e.g., from b2c3d4... to x9y8z7...) - Entry 3 expects b2c3d4... as previous hash - Verification fails: **Manipulation detected!**

[Screenshot: Hash chain visualization] *Figure 297: The hash chain protects against manipulation*

[i] Pro Tip: The hash chain works like a blockchain – any change to an earlier entry breaks the entire chain.

What Is Logged?

[+] **Always logged (business transactions):** - Invoice published (Draft → Published) - Invoice sent (Published → Sent) - Payment recorded (partial or complete) - Invoice canceled - PDF/XML exported (with file hash) - Correction invoice created and published - Quote accepted/rejected - Reminder sent - Timesheet invoiced - Draft deleted (for gap-free chain)

✗ **Never logged (internal operations):** - Draft created - Draft saved (while status = Draft) - User interface interactions - Read operations (queries)

Why are drafts not logged?

GoBD principle: Only log **business transactions**.

- **Draft = preparation:** Drafts are internal work, not business transactions
- **No tax obligation:** Drafts create no tax-relevant obligations
- **Frequent changes:** Drafts are often saved – logging every save would be noise
- **Publication = transaction starts:** Only with publication does the business transaction begin

Exception: Draft deletion **is logged** to avoid gaps in the chain.

XRechnung Export: Two Separate Entries

If you export an invoice as **XRechnung** (e-invoice), **two separate audit log entries** are created:

1. **DOCUMENT_EXPORTED_PDF:** For the PDF file with its own hash
2. **DOCUMENT_EXPORTED_XML:** For the XML file with its own hash

Why two entries? - Each file is an independent artifact - Each file needs its own hash for integrity check - Completeness: Both files are explicitly tracked

Example: Export of invoice RE-2025-42 with XRechnung:

Sequence 1234: DOCUMENT_EXPORTED_PDF	-	RE-2025-
42.pdf (Hash: a1b2c3...)		
Sequence 1235: DOCUMENT_EXPORTED_XML	-	RE-2025-
42.xml (Hash: d4e5f6...)		

9.4 View Audit Log

Display Audit Log for a Document

Each published invoice, quote, or reminder has its own **audit log**.

Access:

1. Open the document list (**Documents** in sidebar)
2. Select a published document
3. Click **Audit log** (or the corresponding icon)

[Screenshot: Audit log button] *Figure 298: Open the audit log of a document*

Display:

The audit log shows all events for this document in chronological order: - **Sequence number**: Sequential number in the entire chain - **Timestamp**: When the event occurred - **User**: Who performed the action - **Event type**: Type of business transaction - **Description**: Readable description - **State before/after**: Status transitions

[Screenshot: Audit log dialog] *Figure 299: Audit log of a document*

[i] Pro Tip: If you see multiple events for a document (e.g., publication, payment, export), they are linked via the **transaction ID**.

Export Complete Audit Log

For tax audits, you can export the complete audit log of all tenants.

See Section 9.5: Export for tax audits

9.5 Export for Tax Audits

Why an Export?

During an operational audit, you must grant the tax auditor access to your business data. With the export function, you create a **GoBD-compliant archive** that contains: - All audit log entries (CSV format) - All exported

PDFs and XMLs - Verification data (JSON) for integrity check - Instructions for the auditor (README.txt)

Create Export

Steps:

1. Click **File** in the top menu bar
2. Select **Export audit log...**

[Screenshot: Menu export audit log] *Figure 300: Export audit log via File menu*

3. A dialog opens: **Export audit log**

[Screenshot: Export dialog] *Figure 301: Export dialog for audit log*

4. **Select tenant** (if you use multiple tenants)
 - Dropdown menu shows all tenants
 - Select the tenant you want to export
5. **Select period**
 - **From:** Start date (e.g., 01/01/2025)
 - **To:** End date (e.g., 12/31/2025)
 - Only audit log entries in this period are exported
6. **Choose storage location**
 - Click **Choose directory**
 - Select a folder (e.g., ~/Documents/Tax-Audit/2025/)
 - The export is saved as a ZIP file
7. **Start export**
 - Click **Export**
 - A progress bar shows export status

[Screenshot: Export progress] *Figure 302: Export progress indicator*

8. **Export completed**
 - A success message appears
 - The ZIP file was saved in the selected folder

[Screenshot: Export successful] *Figure 303: Export completed successfully*

[i] Pro Tip: Create **monthly exports** for your accounting – this way you always have an archive ready.

Export Package Structure

The exported ZIP file has the following structure:

```
gobd_export_MyCompany_202511.zip
├── README.txt          # Instructions for auditor (German)
├── audit_log_202511.csv # All audit log entries (CSV)
└── audit_log_202511_verification.json # Verification data (JSON)
```

```

└── documents/                               # All exported documents
    ├── invoices/
    │   ├── RE-2025-1.pdf
    │   ├── RE-2025-1.xml                      # If XRechnung
    │   └── RE-2025-2.pdf
    ├── quotes/
    │   └── Q-2025-1.pdf
    ├── corrections/
    │   └── CORR-2025-1.pdf
    └── reminders/
        └── M-2025-1-L1.pdf

```

[Screenshot: Unpacked export package] *Figure 304: Contents of export package*

CSV Format

The file `audit_log_202511.csv` contains all audit log entries in CSV format (UTF-8 with BOM, separator: semicolon):

Columns: - `sequence_number`: Sequence number - `timestamp`: Timestamp (epoch milliseconds) - `created_by`: User - `tenant_id`: Tenant ID - `event_type`: Event type - `entity_type`: Entity type - `entity_id`: Entity ID - `transaction_id`: Transaction ID (groups related events) - `document_type`: Document type - `document_number`: Document number - `state_before`: Status before - `state_after`: Status after - `description`: Description - `event_data_json`: Event data (JSON) - `previous_hash`: Hash of previous entry - `current_hash`: Hash of this entry

Example row:

1,1698753600000,john.doe,tenant-123,DOCUMENT_PUBLISHED,SALES_DOCUMENT,doc-001,tx

[i] Pro Tip: The CSV file can be opened with Excel, LibreOffice Calc, or specialized audit software.

Verification JSON

The file `audit_log_202511_verification.json` contains metadata for integrity check:

Contents: - **Export metadata:** Date, tenant, user - **Hash chain info:** First hash, last hash - **Document hashes:** SHA-256 hashes of all PDFs/XMLs - **Statistics:** Number of invoices, payments, corrections

Example:

```
{
  "export_metadata": {
    "export_date": "2025-11-16T14:35:22Z",
    "tenant_name": "MyCompany GmbH",
    "exported_by": "john.doe",
    "date_range": {
      "from": "2025-11-01",
      "to": "2025-11-30"
    }
  },
  "chain_integrity": {
    "first_entry_hash": "a1b2c3d4e5f6...",
    "last_entry_hash": "x9y8z7w6v5u4...",
    "total_entries": 1234
  },
  "document_hashes": {
    "RE-2025-1.pdf": "d4e5f6a7b8c9...",
    "RE-2025-1.xml": "e5f6a7b8c9d0...",
    "Q-2025-1.pdf": "f6a7b8c9d0e1..."
  },
  "statistics": {
    "invoices": 42,
    "quotes": 12,
    "payments": 38,
    "corrections": 2
  }
}
```

README for Auditors

The file README.txt contains German instructions for tax auditors:

Contents: - What is contained in this archive - How to read the CSV file - How to verify the hash chain - Contact information for inquiries

[i] Pro Tip: If the auditor has questions, refer them to this user manual (Chapter 9).

9.6 Verify Audit Log

Why Verify?

Verification checks the integrity of the hash chain and ensures that: - No audit log entries were changed retroactively - No entries were deleted - Sequence numbers are gap-free - All hashes are calculated correctly

When to verify? - Before an export for tax audits - Regularly (e.g., monthly) for quality assurance - If you suspect manipulation

Verify Complete Chain

Steps:

1. Click **File** in the top menu bar
2. Select **Verify audit log**

[Screenshot: Menu verify audit log] *Figure 305: Verify audit log via File menu*

3. A dialog opens: **Verify audit log**

[Screenshot: Verification dialog] *Figure 306: Verification dialog*

4. **Select verification mode**
 - **Complete chain:** All entries (recommended)
 - **Date range:** Only entries in a specific period
 - **Sequence range:** Only entries with specific sequence numbers
5. **Start verification**
 - Click **Start verification**
 - A progress bar shows verification status

[Screenshot: Verification progress] *Figure 307: Verification running*

6. **Check result**
 - **Success:** All hashes match, no manipulation detected
 - **Failed:** Hash chain is broken, manipulation detected

[Screenshot: Verification successful] *Figure 308: Verification successful – no manipulation*

[Screenshot: Verification failed] *Figure 309: Verification failed – manipulation detected*

[i] Pro Tip: If verification fails, contact support immediately – a broken hash chain indicates database corruption or manipulation.

Verify Export Archive

You can also verify an already exported archive (ZIP file).

Steps:

1. Click **File** in the top menu bar
2. Select **Verify export archive...**

[Screenshot: Menu verify export archive] *Figure 310: Verify export archive via File menu*

3. A dialog opens: **Verify export archive**

[Screenshot: Export verification dialog] *Figure 311: Select an export archive*

4. Select ZIP file

- Click **Choose file**
- Select an exported ZIP file (e.g., gobd_export_MyCompany_202511.zip)

5. Start verification

- Click **Start verification**
- The application:
 - Unpacks the archive temporarily
 - Reads audit_log_202511.csv
 - Reads audit_log_202511_verification.json
 - Checks all hashes
 - Checks document hashes (PDFs/XMLs)

[Screenshot: Export verification running] *Figure 312: Verification of export archive*

6. Check result

- **Success:** Archive is intact, no manipulation
- **Failed:** Archive was modified or is damaged

[Screenshot: Export verification successful] *Figure 313: Export archive is intact*

[i] Pro Tip: Verify export archives **before handing over to tax auditors** to ensure they are complete and unchanged.

9.7 Immutability: Why Invoices Cannot Be Edited

The Problem: Retroactive Changes

Imagine: - You publish an invoice: RE-2025-1 for €1,190.00 (incl. VAT) - Your customer pays the invoice - Later you change the amount to €990.00 (to save taxes) - The tax office doesn't detect the manipulation

Result: Tax evasion, fines, possibly imprisonment.

The Solution: Immutability

The application prevents retroactive changes through:

1. **Status-based lock:** Published invoices (status ≠ Draft) cannot be edited
2. **Audit log:** All changes are logged
3. **Hash chain:** Manipulations break the cryptographic chain
4. **Correction invoices:** Changes only via new correction invoices

[Screenshot: Invoice not editable] *Figure 314: Published invoice cannot be edited*

Create Correction Invoice

If you need to correct a published invoice:

Steps:

1. Open the invoice
2. Click **Actions → Create correction invoice**
3. A new invoice is created with:
 - Negated line items (cancels original invoice)
 - New document number (e.g., CORR-2025-1)
 - Reference to original invoice
4. Publish the correction invoice
5. **Result:** Original invoice remains preserved, change is traceable

[Screenshot: Correction invoice] *Figure 315: Correction invoice with negated line items*

[i] Pro Tip: Correction invoices are GoBD-compliant because they don't change the original invoice but create a new invoice with reference.

See Section 3.11: Create correction invoice (complete instructions)

9.8 Sequential Numbering

Why Gap-Free Numbering?

GoBD requires **gap-free, sequential numbers** for invoices so the tax office can detect if invoices were hidden.

Example (GoBD-compliant):

RE-2025-1
RE-2025-2
RE-2025-3
RE-2025-4

Example (NOT GoBD-compliant):

RE-2025-1
RE-2025-2
RE-2025-4 ← Gap! Where is RE-2025-3?
RE-2025-5

How the Application Ensures This

1. **Automatic numbering:** Invoice numbers are automatically assigned on publication (based on tenant's number pattern)
2. **No manual numbers:** You cannot manually change invoice numbers
3. **Tenant-specific sequences:** Each tenant has its own number ranges (MyCompany: RE-2025-1, YourCompany: RE-2025-1)
4. **Audit log:** Deleted drafts are logged to document gaps

Avoid Gaps

Scenario: You create a draft RE-2025-3, delete it, and create a new draft.

What happens? - Drafts have **no invoice numbers**, only temporary IDs (e.g., Draft-UUID-123) - Only on **publication** is an invoice number assigned - If you delete a draft, no gap is created

Result: Gap-free numbering guaranteed.

[i] Pro Tip: If you accidentally publish an invoice you don't need, use **Cancel** – this way the number remains (as canceled) but no gap is created.

9.9 Retention Obligation

10-Year Rule

GoBD requires **10 years retention period** for tax-relevant documents (§ 147 Abs. 3 AO): - Start: End of the calendar year in which the invoice was created - Example: Invoice from 11/16/2025 → Retention period until 12/31/2035

Affected: - Invoices (issued and received) - Receipts (receipts, delivery notes) - Booking documents - Audit logs

How the Application Supports This

1. **Automatic calculation:** Retention period is calculated on publication
2. **Delete prevented:** Documents cannot be deleted while retention period is active
3. **Soft delete:** If you want to delete a document, it's only marked as "deleted" but not physically removed
4. **Export archive:** Monthly exports secure data long-term

[Screenshot: Display retention period] *Figure 316: Retention period of an invoice*

Archiving Strategy

Recommended approach:

1. **Monthly exports:** Create a GoBD export archive every month (see Section 9.5)
2. **WORM storage:** Store archives on **Write Once Read Many** media:
 - External hard drive (mount read-only)
 - Cloud storage with Object Lock (AWS S3 Glacier, Google Cloud Archival Storage)
 - DVD-R/Blu-ray (only for small archives)
3. **Verify:** Check annually if archives are still readable and intact
4. **Backup-backup:** Keep second copy at different location (fire protection)

[i] Pro Tip: Use cloud storage with 10-year retention guarantee (e.g., AWS S3 Glacier Deep Archive) – this way you're protected even with hard drive failure.

9.10 Data Access for Tax Auditors (Z1, Z2, Z3)

The Three Access Levels

The tax office can require different access options during an operational audit:

Access Level	Description	What you must provide
Z1	Direct access – Auditor works directly in your system	Read access to database or application
Z2	Mediated access – You export filtered data for auditor	GoBD export for specific period (see Section 9.5)
Z3	Data remote transmission – Complete database export	Complete export of all data (not just a period)

In practice: - **Z2 is most common:** You export data for the year being audited - **Z1 is rarer:** Only for complex audits or suspicion of manipulation - **Z3 is very rare:** Only for very large companies or forensic audits

Z1: Direct Access

What you must do:

1. **Create database copy:**
 - Close the application
 - Copy the file `~/config/agynamix-invoicer/invoicer_db.db`
 - Hand over the copy to the auditor (e.g., on USB stick)
2. **Auditor opens database:**
 - With SQLite browser (e.g., DB Browser for SQLite)
 - Or with specialized audit software (IDEA, ACL Analytics)

[i] Pro Tip: Create a backup before handover – this way you have a copy in case the database is damaged.

Z2: Export Filtered Data

What you must do:

1. Create a GoBD export for the period being audited (see Section 9.5)
2. Hand over the ZIP file to the auditor (e.g., on USB stick or via cloud link)
3. The auditor opens the CSV file with Excel/LibreOffice or specialized software

Advantages: - You retain control over your data (auditor has no access to entire database) - Auditor can analyze data but not change it - Export is portable and universally readable

Z3: Complete Export

What you must do:

1. Create a GoBD export for **all periods** (not just one year)
2. Hand over the ZIP file to the auditor

Note: Z3 exports are currently still in development. For now, simply create multiple Z2 exports for all relevant years.

9.11 Frequently Asked Questions (FAQ)

Question 1: Can I change a published invoice?

Answer: No, that's not GoBD-compliant. Use a **correction invoice** instead (see Section 9.7).

Question 2: What happens if I delete the audit log?

Answer: The audit log is stored in the database and cannot be deleted via the user interface. If you manually change the database (e.g., with SQLite browser), you break GoBD compliance and risk tax back payments.

Question 3: Do I have to create an archive every month?

Answer: It's **recommended** but not mandatory. For GoBD compliance, it's sufficient if you can create an archive during a tax audit. But monthly archives are a good backup strategy.

Question 4: What if verification fails?

Answer: If the hash chain is broken, this indicates: - **Database corruption** (e.g., from hard drive error) - **Manual changes** to the database (not via the application)

Solution: Restore the database from a backup and contact support.

Question 5: Can I delete drafts without violating GoBD compliance?

Answer: Yes, deleting drafts is GoBD-compliant because: - Drafts are not business transactions - Drafts don't have invoice numbers - The deletion is logged (for traceability)

Question 6: What if I discover an error in an invoice after 10 years?

Answer: After the retention period expires (10 years), you can delete documents. If you discover an error, you cannot change the invoice anymore – but the tax period has expired, so no problem.

Question 7: Do I have to print the audit log for the tax auditor?

Answer: No, the **digital form** (CSV + ZIP archive) is sufficient. The auditor analyzes the data digitally with specialized software.

Question 8: What if my computer crashes and the database is damaged?

Answer: That's why regular backups are important: - **Automatic backups:** Configure daily backups in settings (see Chapter 8) - **Monthly exports:** Create GoBD exports and store them externally - **Cloud backup:** Use cloud storage for double security

If the database is damaged, restore it from the most recent backup.

9.12 Practical Workflows

Workflow 1: Create Monthly Export for Accounting (10 minutes)

Goal: Create a GoBD export archive every month for your accounting.

Steps:

1. **Choose timing** (5 minutes at beginning of month)
 - E.g., on the 1st of each month for previous month
2. **Create export** (3 minutes)
 - Open **File → Export audit log...**
 - Select tenant
 - Period: 1st to last day of previous month (e.g., 11/01/2025 to 11/30/2025)
 - Storage location: ~/Documents/GoBD-Exports/2025/
 - Click **Export**
3. **Secure archive** (2 minutes)
 - Copy ZIP file to your cloud folder (Dropbox, Google Drive)
 - Optional: Copy to external hard drive

Result: You have a complete archive for the month that you can use anytime for tax audits.

[*] **Workflow Tip:** Create a calendar entry “Create GoBD export” on the 1st of each month as a reminder.

Workflow 2: Before Tax Audit: Prepare Data (30 minutes)

Goal: Prepare all data for an upcoming operational audit.

Steps:

1. **Clarify audit period** (2 minutes)
 - The auditor specifies the period (e.g., 01/01/2023 to 12/31/2025)
2. **Verify audit log** (5 minutes)
 - Open **File → Verify audit log**
 - Select **Complete chain**
 - Click **Start verification**
 - Check result: **Success** (if failed, contact support)
3. **Create export for audit period** (10 minutes)
 - If period spans multiple years, create one export per year:
 - 01/01/2023 to 12/31/2023 → gobd_export_MyCompany_2023.zip
 - 01/01/2024 to 12/31/2024 → gobd_export_MyCompany_2024.zip

- 01/01/2025 to 12/31/2025 →
 - gobd_export_MyCompany_2025.zip
 - Storage location: ~/Documents/Tax-Audit-2025/
- Verify exports** (10 minutes)
 - Open **File** → **Verify export archive...**
 - Select all ZIP files one by one
 - Click **Start verification**
 - Check result: **Success**
 - Hand over data** (3 minutes)
 - Copy all ZIP files to USB stick for auditor
 - Or: Provide cloud link (e.g., Dropbox share)

Result: You have prepared and verified all data for tax audit – ready for handover.

[i] Pro Tip: If auditor requires Z1 access (direct database), first create a complete backup of the database.

Workflow 3: Regular Verification (Quarterly, 15 minutes)

Goal: Check the integrity of your audit log quarterly (preventive).

Steps:

- Choose timing** (e.g., end of each quarter)
 - March 31, June 30, September 30, December 31
- Complete verification** (10 minutes)
 - Open **File** → **Verify audit log**
 - Select **Complete chain**
 - Click **Start verification**
 - Wait for result (can take several minutes with many entries)
- Document result** (5 minutes)
 - If **Success**: Note date and result (e.g., in notes app)
 - If **Failed**: Contact support immediately and create backup

Result: You ensure that your data is always intact and no manipulations exist.

[*] Workflow Tip: Create a calendar entry “Verify audit log” on the last day of each quarter.

9.13 Pro Tips for GoBD Compliance

[»] Monthly exports: Create a GoBD export archive every month and store it in the cloud – this way you always have an archive ready and are prepared

for tax audits.

[i] **Correction invoices instead of changes:** If you discover an error in a published invoice, use **Create correction invoice** – this way original invoice and change remain traceable.

[*] **Verification before export:** Verify the audit log **before** each export for tax audits – this ensures no manipulations exist.

[!] **No manual database changes:** Never change the database manually (e.g., with SQLite browser) – this breaks the hash chain and violates GoBD compliance.

[~] **Enable automatic backups:** Configure daily backups in settings (see Chapter 8) – this protects you from data loss.

[i] **Don't publish drafts before they're ready:** Only publish invoices when all data is correct – retroactive changes are not possible.

[*] **WORM storage for archives:** Store GoBD export archives on **Write Once Read Many** media (external hard drive, cloud with Object Lock) – this protects them from accidental deletion.

[»] **Quarterly verification:** Verify the audit log quarterly (every 3 months) – this helps you detect problems early.

[i] **Include README for auditors:** ZIP exports automatically contain a README.txt for tax auditors – you don't need to explain anything extra.

[*] **Backup-backup:** Keep second copy of your GoBD exports at different location (e.g., external hard drive at friends/family) – fire protection!

Continue with Chapter 10: Appendix

10. Appendix

This appendix contains additional information to help you with daily work in the application.

10.1 Glossary

A

Audit Log

Immutable list of all business transactions. Documents Who, What, When. Uses cryptographic hash chain. See Chapter 9.3 (The Audit Log).

Auditability

GoBD principle: Tax auditors must be able to review the data. See Chapter 9.2 (The Seven GoBD Principles).

B

Backup

Backup copy of the database. Can be created automatically (daily, weekly, monthly) or manually. See Chapter 8.4 (Backup).

BIC (Bank Identifier Code)

International bank identifier code (ISO 9362). Also called SWIFT code. Required for international payments.

C

Correction Invoice

Invoice with negated line items that corrects an erroneous invoice. Fulfills GoBD requirement of immutability.

CSV (Comma-Separated Values)

Text format for tabular data. Used for GoBD exports (separator: semicolon, encoding: UTF-8 with BOM).

Customer

Business partner to whom you issue invoices or quotes. Can have multiple addresses (billing address, delivery address).

D

Database

SQLite database that stores all business data. Storage location: `~/.config/agynamix-invoicer/invoicer_db.db` (Linux/macOS) or `%APPDATA%\agynamix-invoicer\invoicer_db.db` (Windows).

Delivery Note

Document that confirms delivery of goods. No payment request.

Demo Database

Prefabricated database with sample data for tests and screenshots. Can be removed via **Help → Delete demo data**.

Document Status

Current status of a document (Draft, Published, Sent, Partially paid, Fully paid, Canceled, Deletable). See Chapter 3.5 (Understanding document status).

Draft

Preliminary version of a document that can still be edited. Not recorded in

audit log (except deletion). Only receives document number upon publication.

E

E-Invoice (Electronic Invoice)

Invoice in structured format (XRechnung or ZUGFeRD) that can be processed by machine. Mandatory from 2025 for B2G invoices, from 2027/2028 for B2B invoices.

G

GoBD (Principles for the proper management and storage of books, records, and documents in electronic form as well as for data access)

Guidelines from the Federal Ministry of Finance for electronic bookkeeping. See Chapter 9 (GoBD Compliance).

H

Hash (Cryptographic Hash)

Unique checksum (SHA-256) of an audit log entry. Used for hash chain to detect manipulation.

Hash Chain

Linking of audit log entries through cryptographic hashes. Each entry contains the hash of the previous entry. Manipulation breaks the chain.

I

IBAN (International Bank Account Number)

International bank account number (ISO 13616). Required for SEPA payments in Europe.

Immutability

GoBD principle: Published invoices may no longer be changed. Changes only via correction invoices.

Invoice

Payment request to a customer. Must contain certain mandatory information according to § 14 UStG (invoice number, tax number, VAT amount, etc.).

M

Markdown

Simple markup language for formatted texts (bold, italic, lists, etc.). Used in text blocks. See Chapter 7.6 (Markdown syntax).

N

Number Pattern

Template for document numbers (e.g., RE-`{year}`-`{doc_no}`). Uses placeholders like `{year}`, `{month}`, `{doc_no}`. See Chapter 5.7 (Understanding number patterns).

O

Operational Audit

Tax audit by the tax office. Can require Z1, Z2, or Z3 access to your data. See Chapter 9.10 (Data access for tax auditors).

Order Confirmation

Confirmation of an order placed by the customer. Sent before service delivery.

P

Payment Reminder

Payment reminder for overdue invoices. Can be multi-level (level 1, 2, 3 with increasing reminder fees).

Payment Term

Period within which an invoice must be paid (e.g., 14 days, 30 days). After expiration, the invoice is overdue.

PDF (Portable Document Format)

Standard format for exported invoices. Can be combined with XRechnung (XML) for e-invoices.

Publish

Transfer document from Draft status to Published status. From this point on, the document is immutable and receives a document number.

Q

Quote

Non-binding offer to a customer that can later be converted into an invoice. Quotes have no tax relevance until they are accepted.

R

Retention Obligation

Legal obligation to keep business documents for at least 10 years (§ 147 Abs. 3 AO). Start: End of the calendar year in which the document was created.

Reverse Charge

Reverse charge procedure (§ 13b UStG). Customer pays VAT instead of supplier. Requires VAT ID from both parties.

S**Sequence Number**

Sequential number in audit log (0, 1, 2, 3, ...). Guarantees gap-free chain.

SQLite

Embedded database engine. Stores all data in a single file (`invoicer_db.db`).

T**Tenant**

Legally independent company or business unit. Enables multi-company management in one application. Each tenant has its own invoice number ranges.

Text Block

Reusable text section for invoices (e.g., introduction, closing phrase, payment terms). Supports Markdown.

Timesheet

Recording of worked hours for billing. Can be converted into invoice.

Transaction

Tax-relevant event (e.g., publish invoice, record payment). Documented in audit log.

V**VAT ID (Value Added Tax Identification Number)**

Europe-wide unique number for companies (e.g., DE123456789). Required for reverse charge procedure (§ 13b UStG).

Verification

Check of hash chain in audit log to detect manipulation. See Chapter 9.6 (Verify audit log).

X**XRechnung**

German standard for structured e-invoices (XML format). Mandatory from 2025 for invoices to public clients. See Chapter 6.8 (E-Invoices (ZUGFeRD & XRechnung)).

Z

Z1, Z2, Z3 (Data Access)

Three access levels for tax audits. Z1 = direct access to database, Z2 = filtered export, Z3 = complete export. See Chapter 9.10 (Data access for tax auditors).

ZUGFeRD (Central User Guide of the Forum for Electronic Invoicing Germany)

Hybrid format: PDF with embedded XML. Can be read by both humans (PDF) and machines (XML). See Chapter 6.8 (E-Invoices (ZUGFeRD & XRechnung)).

10.2 Keyboard Shortcuts

Global Keyboard Shortcuts

Keyboard Shortcut	Action	Available in
Ctrl+, (Windows/Linux) Cmd+, (macOS)	Open settings	Everywhere
Ctrl+N (Windows/Linux) Cmd+N (macOS)	Create new document	Document list
Ctrl+S (Windows/Linux) Cmd+S (macOS)	Save document	Document editor
Ctrl+W (Windows/Linux) Cmd+W (macOS)	Close current window	Dialog/window
Ctrl+Q (Windows/Linux) Cmd+Q (macOS)	Quit application	Everywhere
Esc	Close dialog	Dialogs

Menu Keyboard Shortcuts

Keyboard Shortcut	Action	Menu
Ctrl+B (Windows/Linux) Cmd+B (macOS)	Create backup	File
Ctrl+R (Windows/Linux) Cmd+R (macOS)	Restore from backup	File
F1	Open documentation	Help

Keyboard Shortcut	Action	Menu
Ctrl+U (Windows/Linux) Cmd+U (macOS)	Check for updates	Help

Document Editor

Keyboard Shortcut	Action	Context
Tab	Jump to next field	Form
Shift+Tab	Jump to previous field	Form
Ctrl+Enter (Windows/Linux) Cmd+Enter (macOS)	Save document	Form
Ctrl+P (Windows/Linux) Cmd+P (macOS)	Open PDF preview	Document

Markdown Editor (Text Blocks)

Keyboard Shortcut	Action	Result
Ctrl+B (Windows/Linux) Cmd+B (macOS)	Format bold	**Text**
Ctrl+I (Windows/Linux) Cmd+I (macOS)	Format italic	*Text*
Ctrl+K (Windows/Linux) Cmd+K (macOS)	Insert link	[Text] (URL)

[i] Pro Tip: Hover over buttons to see tooltips with keyboard shortcuts.

10.3 Troubleshooting

Problem 1: Application Won't Start

Symptoms: - Application doesn't open on double-click - Error message: "Java not found"

Possible Causes: 1. Java 21 or higher is not installed 2. Wrong Java version (e.g., Java 11)

Solution:

1. **Check Java version:**

```
java -version
```

Expected output: openjdk version "21.x.x"

2. **Install Java 21:**

- **Windows:** Download Adoptium JDK 21
- **macOS:** brew install openjdk@21
- **Linux:** sudo apt install openjdk-21-jdk (Debian/Ubuntu)

3. **Restart application**

Problem 2: Database Locked

Symptoms: - Error message: “Database is locked” - Application freezes when saving

Possible Causes: 1. Application is already running in background 2. Crash without clean exit (lock file remains)

Solution:

1. **Check if application is running:**

```
# Linux/macOS
ps aux | grep -i invoicer | grep -v grep

# Windows (PowerShell)
Get-Process | Where-Object {$_.ProcessName -like "*invoicer*"}  
}
```

2. **Terminate process:**

```
# Linux/macOS
pkill -f "com.agynamix.invoicer.MainKt"

# Windows (PowerShell)
Stop-Process -Name "AGYNAMIX_Invoicer" -Force
```

3. **Manually delete lock file** (if process is not running):

```
# Linux/macOS
rm ~/.config/agynamix-invoicer/invoicer_db.db-journal
rm ~/.config/agynamix-invoicer/invoicer_db.db-wal
rm ~/.config/agynamix-invoicer/invoicer_db.db-shm

# Windows
del %APPDATA%\agynamix-invoicer\invoicer_db.db-journal
del %APPDATA%\agynamix-invoicer\invoicer_db.db-wal
del %APPDATA%\agynamix-invoicer\invoicer_db.db-shm
```

4. Restart application

[!] **Important:** Only delete lock files if the application is really not running
– otherwise you risk data loss.

Problem 3: PDF Export Fails

Symptoms: - Error message: “Document folder not configured” - PDF is not created

Possible Causes: 1. Document folder is not configured in settings 2. Document folder doesn’t exist (was deleted) 3. No write permissions on document folder

Solution:

1. Configure document folder:

- Open **Settings** (Ctrl+, / Cmd+,)
- Scroll to **Documents**
- Click **Choose directory** next to **Document folder**
- Select a folder (e.g., ~/Documents/Invoices/)
- Click **Select folder**

2. Check write permissions:

```
# Linux/macOS
ls -ld ~/Documents/Invoices/
# Expected output: drwxr-xr-x (first 10 characters)

# If no write permissions:
chmod +w ~/Documents/Invoices/
```

3. Export again

Problem 4: XRechnung Validation Fails

Symptoms: - Error message: “XRechnung validation failed” - Customer cannot process XML

Possible Causes: 1. Required fields missing (e.g., customer VAT ID) 2. IBAN/BIC invalid 3. Tax rate not specified

Solution:

1. Check customer data:

- Open **Customers** → Select customer
- Check **Billing data**:

- **VAT ID:** Must be filled (e.g., DE123456789)
 - **Currency:** Must be valid (EUR, USD, CHF)
 - **Default tax rate:** Must be set (19% or 7%)
2. **Check tenant bank details:**
 - Open **Tenants** → Select tenant
 - Check **Bank connection:**
 - **IBAN:** Must be valid (e.g., DE89370400440532013000)
 - **BIC:** Must be valid (e.g., COBADEFFXXX)
 3. **Export invoice again** with XRechnung option

[i] Pro Tip: Use the KoSIT XRechnung Validator online to check XML files.

Problem 5: Verification Fails (Hash Chain Broken)

Symptoms: - Error message: “Hash chain is broken” - Verification failed at sequence number X

Possible Causes: 1. Database corruption (e.g., from hard drive error) 2. Manual changes to database (e.g., with SQLite browser) 3. Crash during audit log write operation

Solution:

1. **Restore backup:**
 - Open **File** → **Restore from backup...**
 - Select newest intact backup (before the problem)
 - Click **Restore**
2. **If no backup available:**
 - Contact support (see Section 10.5)
 - Send the following information:
 - Error message (screenshot)
 - Sequence number where error occurred
 - Database file (if possible)

[!] Important: A broken hash chain is a serious problem – it indicates database corruption or manipulation.

Problem 6: Payment Reminder Cannot Be Created

Symptoms: - Button **Create reminder** is grayed out - Error message: “Invoice must be published and overdue”

Possible Causes: 1. Invoice is still draft (not published) 2. Invoice is not yet due (payment term not expired) 3. Invoice is already fully paid

Solution:

1. **Check invoice status:**
 - Open the invoice
 - Check status: Must be **Published** or **Sent**
2. **Check due date:**
 - Check **Payment term**: E.g., 14 days after invoice date
 - Check current date: Must be after payment term
3. **Check payment status:**
 - Check **Payment status**: Must be **Unpaid** or **Partially paid**
 - If fully paid: Reminder not possible

Example: - Invoice from 11/01/2025, payment term 14 days - Due date: 11/15/2025 - Reminder possible from 11/16/2025

Problem 7: Demo Data Cannot Be Deleted

Symptoms: - Error message: "Demo data could not be deleted" - Menu item **Help → Delete demo data** is grayed out

Possible Causes: 1. No demo data available (database was created manually) 2. Database contains production data

Solution:

1. **Check if demo database is loaded:**
 - Open **Help → About**
 - If demo database: Notice appears
2. **Manual deletion** (if necessary):
 - Close the application
 - Delete the database:
`# Linux/macOS
rm ~/.config/agynamix-invoicer/invoicer_db.db`
 - Restart the application (creates empty database)
`# Windows
del %APPDATA%\agynamix-invoicer\invoicer_db.db`

[!] **Important:** Manual deletion removes **all data** – only use it if you're sure.

Problem 8: Application Is Very Slow

Symptoms: - Document list loads slowly - Search takes several seconds - UI freezes

Possible Causes: 1. Database is very large (>100,000 documents) 2. Database is on slow hard drive (network drive, USB) 3. Too little RAM (< 4 GB)

Solution:

1. Check database size:

```
# Linux/macOS
ls -lh ~/.config/agynamix-invoicer/invoicer_db.db

# Windows (PowerShell)
Get-Item $env:APPDATA\agynamix-invoicer\invoicer_db.db | Select-Object Length
```

2. Move database to local SSD (if on network drive):

- Close the application
- Copy `invoicer_db.db` to local SSD
- Restart the application

3. Archive old documents:

- Create GoBD export for old years (see Chapter 9.5)
- Delete old documents (if retention period expired)

4. Allocate more RAM (if possible):

- Close other applications
 - Upgrade to at least 8 GB RAM
-

10.4 Technical Information

System Requirements

Minimum: - **Operating System:** Windows 10, macOS 11 Big Sur, Linux (Ubuntu 20.04 or newer) - **Java:** OpenJDK 21 or higher - **RAM:** 4 GB - **Hard Drive:** 500 MB free space - **Screen Resolution:** 1280x720 pixels

Recommended: - **Operating System:** Windows 11, macOS 13 Ventura, Linux (Ubuntu 22.04 or newer) - **Java:** OpenJDK 21 (LTS) - **RAM:** 8 GB or more - **Hard Drive:** 2 GB free space (incl. backups and exports) - **Screen Resolution:** 1920x1080 pixels or higher

Database Storage Location

The SQLite database is automatically created in the user directory:

Linux:

`$HOME/.config/agynamix-invoicer/invoicer_db.db`

macOS:

`~/Library/Application
invoicer/invoicer_db.db`

`Support/agynamix-`

Windows:

%APPDATA%\agynamix-invoicer\invoicer_db.db

Additional files (temporary): - invoicer_db.db-journal: Transaction journal (only during write operations) - invoicer_db.db-wal: Write-Ahead Log (performance optimization) - invoicer_db.db-shm: Shared Memory (performance optimization)

[i] Pro Tip: To back up the database, only copy `invoicer_db.db` – temporary files are automatically recreated.

Open Database Folder

Via the application: 1. Click **Help** in the menu bar 2. Select **Open database folder** 3. The folder opens in file manager

Manually:

Linux/macOS:

```
cd ~/.config/agynamix-invoicer/  
# or for macOS:  
cd ~/Library/Application\ Support/agynamix-invoicer/
```

Windows (PowerShell):

```
cd $env:APPDATA\agynamix-invoicer\
```

Log File (Debug Information)

The log file can be helpful in case of problems:

Display log file: 1. Click **Help** in the menu bar 2. Select **Show log** 3. The log file opens in a text editor

Log storage location:

Linux:

\$HOME/.config/agynamix-invoicer/logs/app.log

macOS:

~/Library/Application invoicer/logs/app.log	Support/agynamix-
------------------------------------------------	-------------------

Windows:

%APPDATA%\agynamix-invoicer\logs\app.log

Example log entry:

```

2025-11-16 14:35:22 INFO [main] c.a.i.MainKt -
Starting Agynamix Invoicer v0.1.0
2025-11-16 14:35:23 INFO [main] c.a.i.db.DatabaseManager -
Database initialized successfully
2025-11-16 14:35:25 ERROR [main] c.a.i.ui.MainScreen -
Failed to load tenants: Database locked

```

[i] Pro Tip: Include the log file with support requests – it helps with error diagnosis.

Technologies Used

The application uses the following open-source libraries:

Library	Version	License	Purpose
Apache PDFBox	3.0.6	Apache License 2.0	PDF creation and manipulation
Flexmark	0.64.8	BSD 2-Clause	Markdown processing
FlatLaf	3.6.2	Apache License 2.0	Modern Swing look-and-feel
Flying Saucer	10.0.0	LGPL 2.1+	HTML-to-PDF rendering
JavaFX	21.0.1	GPLv2 with Classpath Exception	HTML preview
Jetpack Compose Koin	1.9.0	Apache License 2.0	UI framework
Kotlin	4.1.1	Apache License 2.0	Dependency injection
Kotlinx Serialization	2.1.0	Apache License 2.0	Programming language
Logback	1.8.0	Apache License 2.0	JSON serialization
Mustangproject	1.5.16	EPL 1.0 / LGPL 2.1	Logging framework
Pebble Templates	3.3.3	Apache License 2.0	ZUGFeRD/XRechnung creation
SQLDelight	3.2.4	BSD 3-Clause	Template engine
SQLite JDBC	2.1.0	Apache License 2.0	Type-safe Kotlin SQL
	3.50.3.0	Apache License 2.0	SQLite driver

Library	Version	License	Purpose
unDraw	2025	unDraw License	Open-source illustrations

Complete licenses: - Open **Help → About** in the application - Click **Show licenses**

Version Information

Version: 0.1.0 (Beta)

Build Date: November 16, 2025

Git Commit: [Commit hash]

Display version information: 1. Click **Help** in the menu bar 2. Select **About** 3. Version information appears in dialog

10.5 License and Copyright

License

AGYNAMIX Invoicer is proprietary software.

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09380 Thalheim
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Full License

The complete license agreement can be found at:
- **German:** src/main/resources/legal/LICENSE_DE.txt - **English:** src/main/resources/legal/LICENSE_EN.txt

Or in the application: 1. Click **Help** in the menu bar 2. Select **About** 3. Click **Show license**

10.6 Support and Contact

Online Documentation

Website: <https://invoicer.agynamix.de>

On the website you will find:
- Complete user manual (PDF download)
- Video tutorials (planned) - FAQ (frequently asked questions) - Release notes (version notes)

Support Contact

Email: support@agynamix.de

Response Time: Weekdays within 24 hours

When contacting support, please provide: - **Version number** (see **Help → About**) - **Operating system** (Windows, macOS, Linux with version) - **Error description** (step-by-step, what you did) - **Error message** (screenshot or exact wording) - **Log file** (if relevant, see Section 10.4)

Updates

Automatic update check: - Open **Settings** (Ctrl+, / Cmd+,) - Enable **Automatically check for updates** under **Updates**

Manual update check: 1. Click **Help** in the menu bar 2. Select **Check for updates** 3. If update available: Dialog with download link appears

Update interval: New versions are released approximately every 2–4 weeks (beta phase), later quarterly.

Community

Planned (in the future): - **Forum:** Community forum for questions and exchange - **Blog:** Tips, tricks, and best practices - **Newsletter:** Monthly newsletter with new features

10.7 About This Documentation

Version

Documentation version: 1.0

Date: November 16, 2025

Application version: 0.1.0 (Beta)

Authors

This documentation was created by: - **AGYNAMIX Torsten Uhlmann**
(Main author)

Feedback

If you find errors in this documentation or have suggestions for improvement, please contact us:

Email: documentation@agynamix.de

Subject: "User Manual Feedback v1.0"

Please specify: - **Chapter:** Which chapter does your feedback concern? (e.g., "Chapter 3.7") - **Page/Section:** Where exactly is the problem? (e.g., "Workflow 2: Create invoice") - **Error type:** Spelling error, unclear wording, missing information, wrong screenshot? - **Improvement suggestion:** How should it be better worded?

[i] Pro Tip: Screenshots with markings help us understand your feedback faster.

Change History

Version 1.0 (November 16, 2025): - First complete release - All 11 chapters completed - 316 figures (placeholders for screenshots) - Glossary with 40+ terms - 8 common problems with solutions

End of Documentation

Thank you for using **AGYNAMIX Invoicer!** We hope this documentation helps you with your daily work. If you have questions, don't hesitate to contact us.

Good luck with your invoicing! [>]