

Gnuaccounting

Manual

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Call for translators

The software and this manual have been written by Germans, but the primary language is supposed to be English. Please help us and send me a mail (jstaerk@usegroup.de) should you encounter any word or sentence that sounds strange or does not make any sense.

In particular, please also let me know if you can provide sources and guidance for an English accounting frame: The currently only accounting frame is the German SKR03.

1 Requirements, installation and start

1.1 System requirements

The Java Runtime Environment and OpenOffice are required to run Gnuaccounting.

System requirements:

- Windows 7 32-Bit or a 32- or 64 bit Linux with the KDE window manager. Gnuaccounting will run on Windows Vista 32-Bit and Windows XP 32-Bit systems but they are not officially supported.
- 1GB of RAM,
- 1.3 Ghz CPU,
- A screen resolution of at least 1024x768 pixels

1.2 Installation

1.3 In Windows

1.3.1 With the installer package

Run the installer.

Starten Sie den Installer. To access the default installation folder in the „programme files“ directory it will ask for Administrator privileges. You can change the installation folder in the first step of the installation,

You can then run Gnuaccounting via Start|All programmes|gnuaccounting|gnuaccounting

1.3.2 With the Zip-file

Right-click the Zip-file and select „extract“. Starten gnuaccounting.bat in the extracted folder. Default MS Windows File Explorer settings will label .bat files as „MS Windows batch file“.

1.3.3 In 64bit Windows

This is only problematic if a 64-bit Java Virtual Machine is set as default. You will recognize it when nothing happens after starting gnuaccounting.bat respectively clicking on the

gnuaccounting icon.

Please check by

- opening a command prompt (Windows-Icon "cmd<Return>" in the input field)
- invoke „java -version“

Sample output:

```
java version "1.6.0_24"  
Java(TM) SE Runtime Environment (build 1.6.0_24-b07)  
Java HotSpot(TM) 64-Bit Server VM (build 19.1-b02, mixed mode)
```

If the output contains, like in this case, „64-Bit“ , install and use Gnuaccounting portable, Java portable from <http://portableapps.com/> or a separate 32-Bit („Windows x86“) virtual machine („JRE“), e.g. Java-SE-7 JRE from <http://www.oracle.com/technetwork/java/javase/downloads/index.html>

Afterwards please adjust gnuaccounting.bat accordingly.

Procedure:

- left-click on All Programs|Accessories and right-click on notepad.
- Execute as administrator
- Open gnuaccounting.bat in the editor, e.g. C:\Program Files (x86)\gnuaccounting\gnuaccounting.bat
- replace javaw by the path to your javaw.exe of the 32-bit-Installation in quotes, e.g.
"C:\Program Files (x86)\Java\jdk1.7.0\bin\javaw.exe" -Djava.library...
- restart gnuaccounting.bat

1.3.4 The portable version for USB-Sticks

Portable software does not need to be installed on the target system and if run from a USB stick does not leave any traces like files or registry entries on the system it was executed on.

To install gnuaccounting on a USB stick you will need a portable Java (http://portableapps.com/apps/utilities/java_portable) and a portable OpenOffice.org (http://portableapps.com/apps/office/openoffice_portable).

Gnuaccounting Portable requires the following directory structure:

Common parent directory, e.g. drive letter of the USB stick

- gnuaccounting
- Java

- OpenOfficePortable
- PortableGit (optional)

Install portable Java and portable OpenOffice.org into the same parent directory. The installation of portable Java will require an online connection. Extract Gnuaccounting from the ZIP-file and move the extracted Gnuaccounting folder below the parent directory as well.

When you start gnuaccountingPortable.bat in the Gnuaccounting folder, Gnuaccounting will use the current (gnuaccounting) Folder to save files. You can now move the three directories anywhere, gnuaccountingPortable.bat should always start.

If you want you can save the history of your accounting data in a version control system like Git. In this case your accounting data will be checked in whenever you close gnuaccounting, enabling you to later retrieve the version of an arbitrary date.

Download Git portable for MS Windows from <http://www.git-scm.org/> , usually in the „7z“ file format. Extract this file e.g. with 7-zip from <http://www.7-zip.org> or <http://www.portableapps.com/7-zip> into the directory PortableGit.

Gnuaccounting will initialize the new Git-repository automatically when you start Gnuaccounting portable for the first time. New versions will be added to the repository whenever gnuaccountingPortable.bat is closed.

1.4 In Linux

E.g. in Kubuntu 10.10.

Open a terminal, extract the Zip file and start gnuaccounting.sh

```
unzip gnuaccounting0.8.0.zip
cd gnuaccounting
chmod a+x gnuaccounting.sh
./gnuaccounting.sh
```

Some linux distributions require the installation of a additional „officebean“ package, e.g. SuSE:

```
sudo yast2 -i OpenOffice_org-officebean
```

Experimental:

„Lumnis“ offers a Open Build Service repository for gnuaccounting. Some functionality may not work there:

```
sudo zypper ar ↵
http://download.opensuse.org/repositories/home:/lumnis/openSUSE\_11.4/ ↵
lumnis
sudo zypper mr -r lumnis
sudo zypper in gnuaccounting
gnuaccounting
```

This should install and start Gnuaccounting from his repository.

2 Set-up and settings

2.1 Set-up tasks

The installation will provide you with sample customers, products, templates and taxes you are required to replace. The number in brackets of the caption of the „to do“ button on the main window will let you know how many tasks are still open.

Click the „to do“ button and follow the links to the tasks. Alternatively you could

- manage customers by clicking the „Business contacts“ button of the main window. At least replace the name of „sample customer“ with a real customer.
- manage products by clicking on the „Products“ button of the main window. Change at least the product name „sample product“
- manage tax rates via the main menu Administration|Taxes. Please change at least the name of „sample tax“
- manage templates. Use the main menu's Administration|Templates and change anything, e.g. by removing the „this is a sample template“ paragraph and click save. Use the select box to switch to another template and repeat the process.

2.2 Numbers and formats

All incoming and outgoing documents have to be numbered sequentially. To change the format of those numbers access Administration|Numbers and Formats. Index is the next sequential number to assign to a document. You can e.g. set a different value when migrating from another software where some numbered documents have already been sent.

The index is increased by one per transaction of this type and shows on the document where the placeholder `<number:value/>` shows in the template.

- The format string determines the file name of the transactions and shows where the template indicates `<TRANSACTION:NUMBER>` i
- The prefix determines the filename of the template. If the prefix of a transaction is amended the template file will be renamed as well, so the prefix has to be unique.

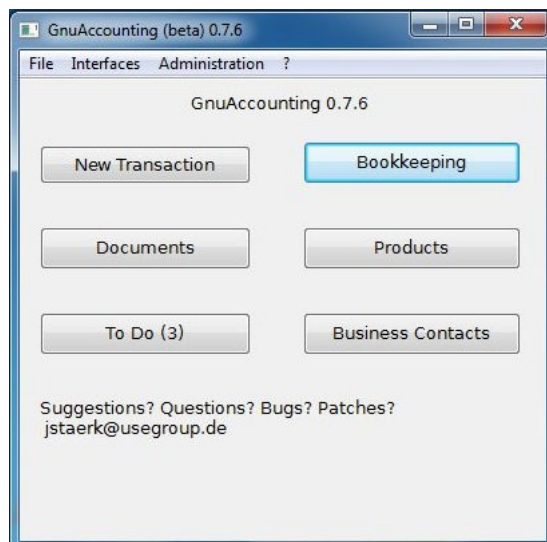


Illustration 1: The main window

2.2.1 A sample format-string

IN-<number:year/><number:month/><number:dayofmonth/>/<number:value/>

e.g. results in IN-20100430/15 if the fifteenth invoice is created on 30th of April 2010.

2.2.2 Other formats

The formats for numbers, currencies and languages are imported from the system: In Linux the locale settings, in Windows System|Time and language settings|Formats.

Prefixes and sample values are created with the system language when Gnuaccounting is started for the first time.

2.2.3 How to swap prefixes

If you accidentally started Gnuaccounting on a german system for the first time and you want to migrate to an english translation the easiest way would be to delete your ~/.gnuaccounting directory (see deinstallation).

To prevent data loss you would not delete ~/.gnuaccounting but if adjust the prefix of the german transaction type Invoice („Rechnung“, RE) before you can change the prefix of reminder (Mahnung, MA) to RE for reminder.

Since transactions are usually subject to a certain workflow you can not create or delete transaction types.

2.2.4 Outgoing receipts

Outgoing receipts are, besides invoice and credit note: shipping ticket, reminder, receipt, offer and cancellation and private drawing. The types receipt and cancellation can also be used for internal receipts.

2.2.5 Incoming receipts

Usually transactions produce outgoing or internally used receipts, e.g. invoices to customers or private drawing receipts for owners.

However, since bank transactions are automatically linked to their document number when a format (as defined in numbers and formats) is recognized it can make sense to „abuse“ a otherwise unused transaction type as indicator for incoming receipts. If you assign INCOMING-<number:value/> and indicate your incoming transaction number in the purpose field (e.g. „Your invoice <their number> from <date> ournumber INCOMING-<your number>“) the bank transaction will automatically be linked to INCOMING-<your number> when it's imported into your accounts.

2.3 Simplifications for small enterprises

2.3.1 Net income determination

If your company does not have to submit a balance sheet a net income determination

usually suffices. For this kind of accounting it is possible, although not absolutely required, to use double-entry accounting. The net income determination in gnuaccounting is still experimental. It can be accessed via Interfaces|Export as spread sheets in the spreadsheet workbook Net income determination.

2.3.2 VAT-free sales

Some businesses does not need to invoice value added taxes: some countries and regions don't have VAT, in many european countries there is a minimum annual turnover below which you can opt-out of VAT.

Since in this case the authorities also won't reimburse on VAT spend on the invoices of other companies select Administration|Taxes, select the 0% VAT and click the "Standard" button to mark it as default VAT for incoming invoices ("Book with standards" stack, see chapter Fehler: Referenz nicht gefunden).

For outgoing invoices it is sufficient to select 0% VAT for all products in the product management screen.

2.3.3 Tax on payment

Usually value added taxes need to be payed to the authorities when the goods have been delivered or the service has been provided (tax on issue). If you are eligible to and have selected tax on payment you need to pay these value added taxes only when the customer balanced your invoice, not when you have provided the service.

You can set up tax on payment in the according select box in Administration|Settings in the tab "Company".

Effects:

An invoice over a net value of 100 Euro would be booked as follows:

```
1400 Forderungen to 8400 Erlöse 100
1400 Forderungen to 1776 Ust 19
```

and when the invoice is balanced

```
1200 Bank to 1400 Forderungen 119
```

With tax on payment, however, the invoicing will be booked against to 1766 Ust nicht fällig

```
1400 Forderungen to 8400 Erlöse 100
1400 Forderungen to 1766 Ust nicht fällig 19
```

and will be booked on 1776 when balanced as follows:

```
1200 Bank to 1400 Forderungen 119
1766 USt to 1776 Ust 19
```

2.3.4 SKR03

"Standardkontenrahmen" SKR is a set of german standard accounting charts issued by the DATEV organisation. It's chart 03 is not per se directed at small businesses but some

german tax advisers recommend SKR03 for corporations and sole proprietorships and SKR04 for enterprises.

You can select the accounting chart in Administration|Settings in the tab "Company".

3 Accounting

3.1 Creating transactions

You can create

- invoices,
- credit notes,
- private drawing receipts
- shipping tickets
- receipts

by clicking on the „New transaction“ button of the main window.

Then choose the type of transaction, recipient and date and in a second step the items of the transaction. You can check the generated document in the third step and choose if you want to print or e-Mail the receipt in the fourth step of the wizard.

3.2 Private drawings and private deposits

The capital of an sole proprietorship or association can be increased or decreased (private drawing) by the owner.

Private drawings are an ordinary transaction type (Main Window, Button „New transaction“, select „Private drawing“ from the select box. For private deposits use a negative value.

3.3 Import from time trackers

To create invoices for service providers Gnuaccounting supports importing data from time tracking applications via Interfaces|Import from time tracker. Available import formats are KTimeTracker CSV exports (Ktimetracker is part of the Linux-KDE-package KdePIM) and Taskcoach (<http://www.taskcoach.org>).

The option „Round to 5 minutes/2 decimals“ will round as follows:

Minutes	Value
0	0
5	0,08
10	0,17
15	0,25
20	0,33
25	0,42

30	0,5
35	0,58
40	0,67
45	0,75
50	0,83
55	0,92

3.4 Workflows: Cancellations, invoice reminders

When creating an invoice it will be recorded as open and shown in the „To Do“ window (Main Window, button „To Do“) until it is balanced.

This item can be balanced:

- explicitly with the link „Balance“ in the To-Do list. If you use HBCI the screen activated by the „Balance“ link also allows to directly debit the bank account of the debtor in case of an invoice or directly credit the creditor's bank account in case of a credit note.
Please note that the value added tax is already booked when creating the invoice so the detail booking window will show the gross amount without indicating the VAT amount separately.
- explicitly with the link „Cancel“ in the to-do-list. This link opens a new cancel-transaction with an according comment and all invoice items.
- explicitly with the link „Remind“ in the to-do-list. This link opens a new cancel-transaction with an according comment and all invoice items.
- implicitly via the „Import queue“ window when a bank statement is imported by HBCI or a homebanking software export file: If you select the document number of an open transaction in the column „Document“ the transaction will automatically be balanced.

When a invoice is balanced the only place to see a copy is the link „view“ in the Documents -window. Please note that cancellations and reminders can not be created with the “New transaction” button on the main window as they have to refer to other transactions.

3.5 Discounts, partial payments

For partial payments create a product with 0% VAT and put this product on your invoice with the negative amount of the already received payment from the customer. To cater for discounts create a product with the same VAT rate of the discounted product. This product should as well be invoiced with the negative value of the discounted amount and will reduce the VAT on the invoice accordingly.

4 Bookkeeping

4.1 Creating entries

Outbound records, e.g. invoices and credit notes are automatically added to the according ledgers. You can manually create entries but the recommended workflow is the creation of entries from the import of bank statements:

4.1.1 Import

Import your bank statement via HBCI or from a export file of your banking software (supported formats: Moneyplex and Starmoney). The queue won't overwrite existing entries, no matter whether they have already been assigned and booked. The contact for the payments will be matched with the bank details of the entry in the bank statement and will be automatically created if the according bank details do not yet exist.

4.1.2 Selection

In the second step of the wizard choose a VAT rate, the contra account and enter the document number. The document number may be recognized automatically if the purpose field shows a number in a format as defined in „Numbers and Formats“. Select the table row and drag it into the „Book“ stack. If additional details have to be added, e.g. because the incoming invoice entails multiple different VAT rates move the row to the „Details“ stack.

To drag&drop entries into the stack „Book with standards“ please just assign the according document number in the table view. If the amount of the row you then drag into the stack is positive, „standards“ will automatically book (with 19% VAT on) 8400 Erlöse, if it's negative it will assume (19% VAT and) account 3400 Fremdleistungen.

You can easily delete entries in your import queue by dragging them to the „delete“ stack.

You can select multiple table rows at once by holding the CTRL-key while clicking the rows.

Changes in this screen will be lost when you quit Gnuaccounting.

By clicking on a column headers the table can be sorted according to the column values. A second click reverses the sort order.

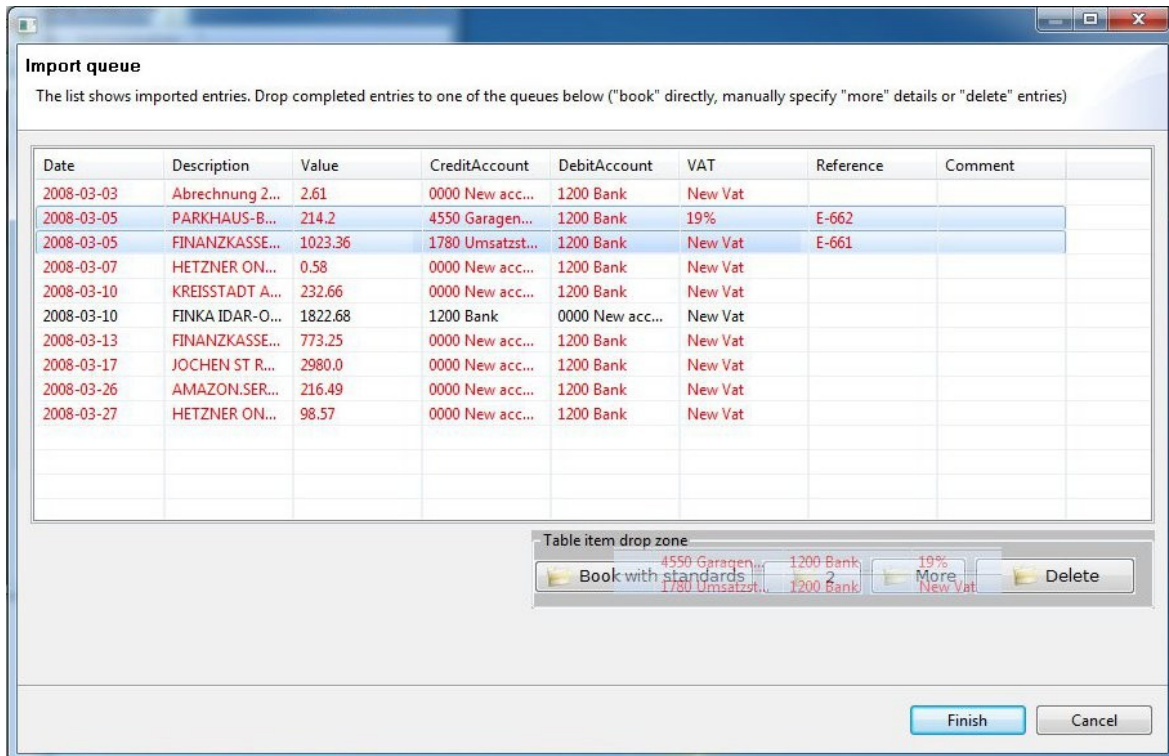


Illustration 2: Assignment of entries imported from a bank statement

4.1.3 Import window

You can import bank statements (Interface|Import from Bank statement) either from previously exported files or directly via HBCI. To import sample data delivered with Gnuaccounting click the browse button next to Moneyplex XML and select the file toimport-moneyplex.xml in the Samples-folder of your Gnuaccounting installation directory.

4.1.4 Entry details

The window for entry details is invoked from

- the import of bank statements if entries are moved to the „details“ stack,

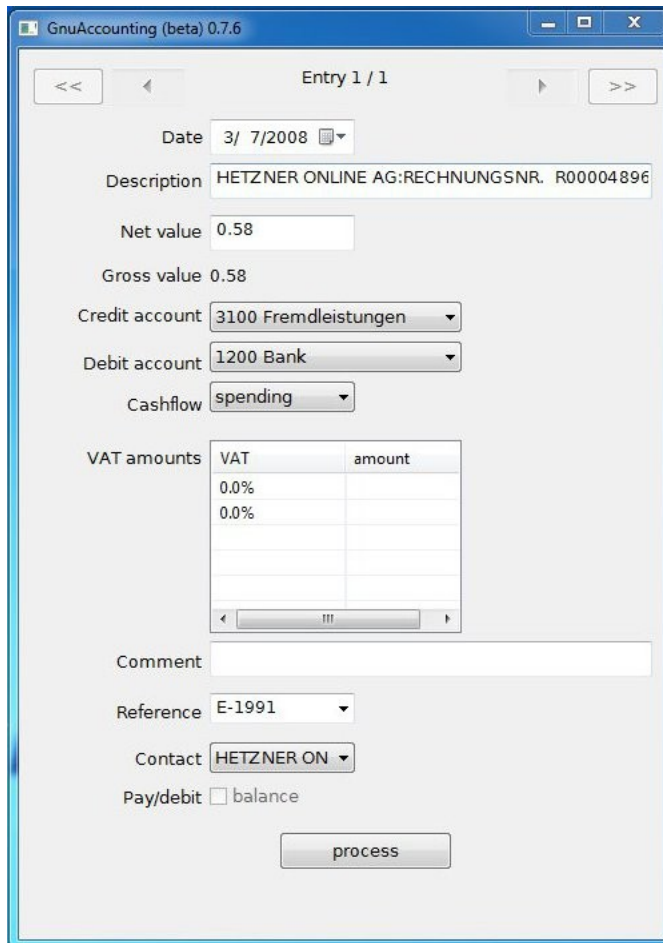


Illustration 3: Entry details

- the accounting edit window (button „New“)
- when balancing a payment via a link in the „to do“ window.

The table in the middle lists all tax rates that have been entered in Administration|Taxes.

For received invoices the according values can be amended. In outgoing transactions the values of the VAT table will be filled automatically according to the total VAT of the items with the according rate but this step is hardly visible: usually you will see this window only when balancing a settled invoice and VAT and the net amount are booked against a single liabilities account when the invoice is created: at the time the invoice is balanced you will book the gross amount against

liabilities, the VAT table will be empty.

The contact (customer or supplier) is also selected automatically when a transaction has been created by the software itself. When importing from bank statements the contact is matched by his/her bank details and created if those details were not found.

The detail booking window is the only window to allow HBCI debit or credit operations. Just select „Pay/debit“ before you click „process“. This is only possible for sent invoices if bank details are stored for the recipient and „debit“ is selected as payment method for the according customer in the „business contacts“ window.

If you put multiple entries in the details stack in the „Import from bank statement“ wizard the number of entries is written in the top of the window and it is possible to navigate to the next, previous, last respectively first entry with the right, left, right-end respectively left-end arrow buttons at the top.

4.1.5 Manage entries

The button Bookkeeping on the main window will direct you to the screen where you can edit, delete and add ledger entries.

When creating invoices or when importing from bank statements the transactions are splitted to entries, e.g. one entry for the net value and one for the VAT. Since this screen edits entries it can not assist in the selection or change of VAT: This has to be done manually by changing, creating and deleting entries, the usual select box for the VAT rate is not applicable for this screen.

The table can be sorted by clicking on the column headers. A second click reverses the order.

Date	Description	Value	CreditAccount	DebitAccount	Reference	Comment
2010-01-04	JOCHEN STAE...	3586.25	1200 Bank	1800 Privatent...	EN-20091231/24	
2010-01-05	CHRISTIAN M...	202.99	1200 Bank	3100 Fremdle...	E-382	
2010-01-05	CHRISTIAN M...	38.57	1200 Bank	1576 Abziehba...	E-382	Splitbuchung ...
2010-01-05	GFT RESOURC...	6978.00	8400 Erlöse 19...	1200 Bank	RE-20091201/4...	
2010-01-05	GFT RESOURC...	1325.82	1776 Umsatzst...	1200 Bank	RE-20091201/4...	Splitbuchung ...
2010-01-05	KNICKEN GBR...	487.50	8400 Erlöse 19...	1200 Bank	RE-20091229/4...	
2010-01-05	KNICKEN GBR...	92.63	1776 Umsatzsteuer 19%	Bank	RE-20091229/4...	Splitbuchung ...
2010-01-05	HETZNER ON...	41.17	1200 Bank	3100 Fremdle...	381	
2010-01-05	HETZNER ON...	7.82	1200 Bank	1576 Abziehba...	381	Splitbuchung ...
2010-01-13	FINANZKASSE...	1280.51	1200 Bank	1790 Umsatzst...	380	
2010-01-15	GFT RESOURC...	6000.00	8400 Erlöse 19...	1200 Bank	RE-20091219/4...	
2010-01-15	GFT RESOURC...	1140	1776 Umsatzst...	1200 Bank	RE-20091219/4...	Solitbuchung ...

Illustration 4: Managing ledger entries

4.2 Accounting frame, create and manage accounts, account totals

4.2.1 Accounting frame

Use the main menu (Administration|Accounts) to manage accounts.

Gnuaccounting uses the german „Standard-Kontenrahmen“ 03, SKR03 as accounting frame. The accounts, in particular the codes, should only be amended if urgently needed: The software expects some account codes to exist and some might also be mentioned in the OBDX export attached to the mails to customers and suppliers.

4.2.2 Create and manage accounts

Use the account management window (Administration|Accounts) to create new accounts: select „New account“, enter the description the according text fields and click save.

You can easily create new accounts with new codes but it is recommended to stick to the numbering scheme. You can see in figure 5 (below) the account 1201 Tagesgeld which was created by the user as 1201 because it is related and similar to the ordinary bank account (1200 Bank).

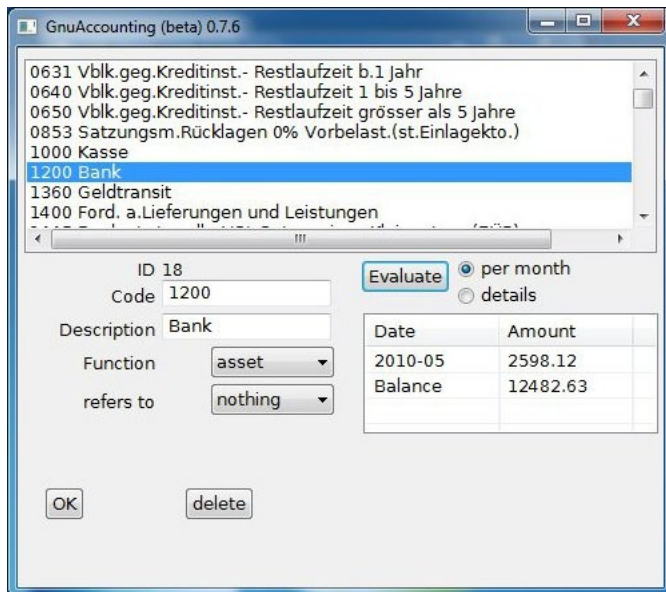


Illustration 5: Account management.

Accounts are of a certain type (asset, liability, expense or revenue) and can – or can not – refer to contacts.

Usually one would have an account for each customer or supplier for „outstanding debits“ or „liabilities“. This is, however, a lot of administrative overhead and then complicates the accounting because some accounts must show the sum of their sub-accounts to see e.g. the total outstanding debits to any customer. Gnuaccounting behaves more like a customer relationship management and will automatically link the transactions and entries to the selected contacts. In „reference“

you can select whether this account must be linked to none, any contacts (contacts), only to customers, or only to suppliers or only for owners and associates of a company (partners) which e.g. makes sense for private drawings.

4.2.3 Account totals

Select the account in the account definition window and select „details“ and “evaluate” to see a list of all entries for this account. Select “per month” if you want to compare your entries with other sources, e.g. your bank statement.

4.3 Export window

Interface|Export as spread sheet will show your ledgers in an embedded OpenOffice.org Calc window. Please select the period first (first and last day of the selected period will be exported as well). Click “Next” to export as spread sheet or click the button export as CSV.

4.3.1 Export as CSV (for DATEV Kanzleibuchhaltung)

Select a period and press the button “Export as CSV”. The CSV file format can be parsed easily and is e.g. suitable for the software “DATEV-Kanzleibuchhaltung”.

4.3.2 Export as ASCII (for Addison)

Choose a period to be exported in the export window (Interface|Export as spread sheet) and click the “Export as ASCII” button. In Addison's Import (Datenübernahme) select (ASCII-Import-Treiber) „ASCII-Import“ as driver and the exported file as “Importdatei”. You will find a suitable definition file (Konfigurationsdatei) in the Gnuaccounting-directory in the “Samples” subfolder (gnuaccounting-addison.cfg).

4.3.3 Export as Spreadsheet

After pressing “Next” you can save the spreadsheet using File|Save in the embedded OpenOffice Calc window. Apart from OpenOffice ODS you can also save in the Microsoft(r) Excel(tm) format XLS or print (File|Print) the spreadsheet.

As you can see from the tabs in the lower part of the Excel document multiple worksheets are created.

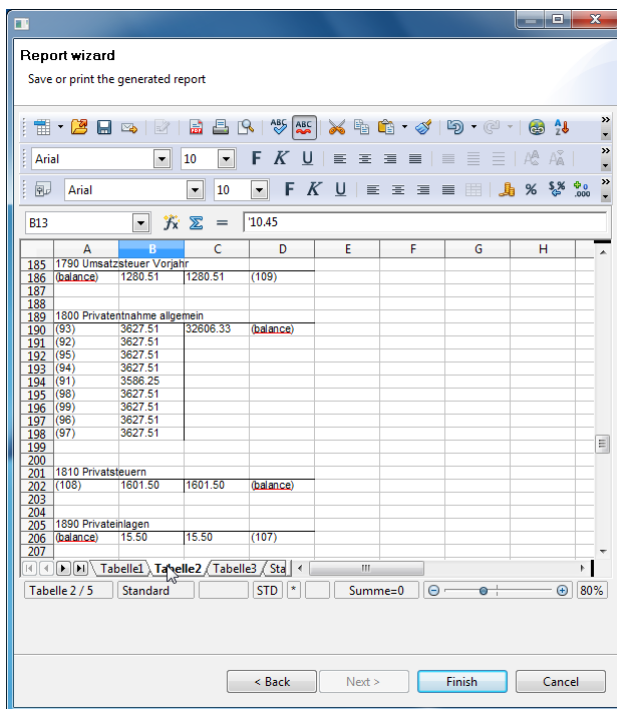


Illustration 6: Second worksheet of the spreadsheet export

1. Sheet 1: List of accounts with their totals
2. Sheet 2: T-Accounts
3. Sheet 3: Journal
4. Account statements
5. Net income determination

4.4 Configuration

In Administration|Configuration you can restrict the entries to show in the accounting edit window to all years (alle) or a certain year (select the year).

While “configuration” is global, “settings” apply to the individual clients.

4.5 Online shop

4.5.1 Installation

Download and install osCommerce on your server.

Copy the file `opentrans.php` from the `samples/osCommerce-directory` of your Gnuaccounting installation directory to the `/catalog/admin-directory` of your osCommerce-installation. You might have to allow read access for the web server to this file.

Open <http://127.0.0.1/catalog/admin/opentrans.php> in your browser. This page should not return an error message of your If you chose to install osCommerce in a different directory or on a different server you might have to access an accordingly amended URL.

Start Gnuaccounting and enter your osCommerce administrator user name (usually admin) and -password in the tab „webshop“. Your administrator password will not be

encrypted. Please do not use this functionality if this imposes a security risk.
 Please enter the abovementioned address (including opentrans.php) as Webshop URL.

4.5.2 Importing online shop orders

Open the import window (Interfaces|Web shop) and click „Import from WebShop“. Select an entry from the list in the lower part of the window. The details and the items will be listed in the upper part. Drag a list entry to the stack „Create invoice“ to open a window with a new invoice. The items and customer details will be imported automatically, the order changes it's status to „in process“.

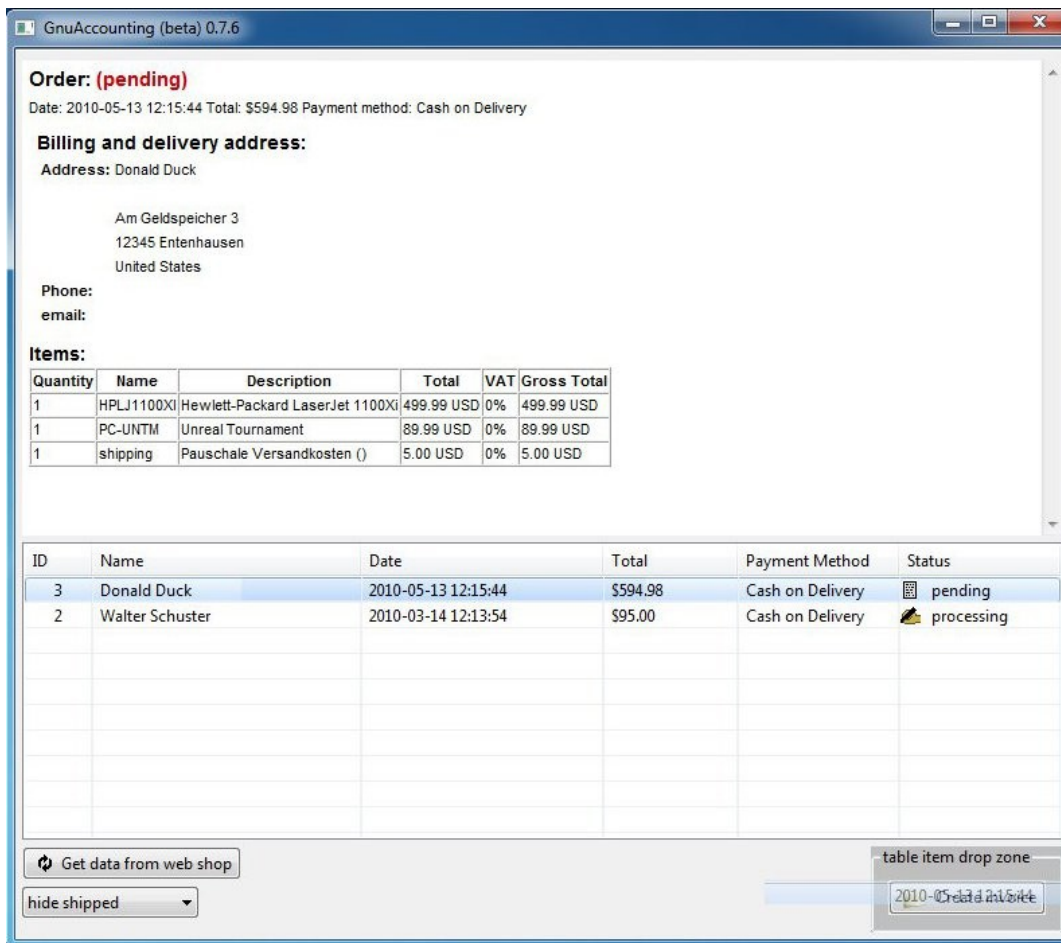


Illustration 7: Importing orders from the online shop interface

4.6 Managing contacts

To create, change or delete suppliers use the contact management („Business contacts“ on the main window). Apart from address, e-mail and bank details you can specify the type of a contact which can be customer, supplier, both customer and supplier, owner,

associate or partner (partners) or member. Member is foreseen for societies, clubs or Genossenschaften.

The different types are a check for the correct selection for certain transactions: a private drawing only makes sense for owners or associates.

If you do not enter a e-mail address the checkbox to send transactions by mail in the new transaction wizard will remain disabled even if outgoing e-mail settings have been configured correctly.

If the payment method is "invoice" and not "debit" the checkbox to directly transfer money to or from the recipient's account in the entry detail window will remain disabled even if HBCI access has been configured correctly.

4.7 Document management

Gnuaccounting automatically saves all outgoing documents (invoices etc.). Additionally, you can import or scan incoming receipts. Please note that even when scanned, you usually have to keep the original for at least 10 years.

Start the document management with the button "Documents" on the main window. "New" creates a new entry for a document, "file import" creates new entries with associated files and "scan" allows you to create a new entry with a scanned document (Windows: TWAIN interface, Linux: SANE scanners).

After an invoice has been balanced the "View" link in the according table row of the document management is the only way the software provides to still see this document. (Of course the file is saved in the `~/gnuaccounting` -directory).

5 Administration

5.1 User management

User management (Administration|User management) allows different users to authenticate when starting Gnuaccounting. If multiple users are supposed to access Gnuaccounting synchronously a database should be set up in the network and Gnuaccounting configured accordingly.

To activate user management you have to assign a password to the administrator user.

The creation of a new user will be delayed until a administrator password has been set.

Gnuaccounting will ask for credentials when it is started and more than one user (Administrator) is configured or a custom administrator password has been set. To switch to another user you will have to quit Gnuaccounting.

6 Optional features

6.1 Backup and data versioning

Gnuaccounting will store its files in <user home>/gnuaccounting/hibernate.log, hibernate.properties and hibernate.script as well as in the *.odt, *.obdx and *.pdf-files in the 0000 subdirectory. Linux usually uses /home/<Nutzername> as user home directory and Windows 7 uses C:\Users\<Benutzername>. Global configuration options are stored in .gnuaccounting/config.xml, client specific settings in .gnuaccounting/0000/settings.xml .

If you want to backup your data, please save the complete <user home>/gnuaccounting directory and the 0000-subdirectory. The same directories should be put under version control (e.g. Subversion or Git) if you like. When new transactions are created, the <user home>/gnuaccounting/hibernate.*-files will change and new files (one PDF, one ODT and one ODBX per transaction) will be created in the 0000 subdirectory.

6.2 External databases

Gnuaccounting ships with an embedded database but you can use any other (hibernate compatible) database instead. These alternatives include MySQL and PostgreSQL.

You can for example create a MySQL-database gnuaccounting and add a gnuaccounting user with the password 7=S13ben (of course you are supposed to use your own, secure password):

```
mysql> GRANT ALL PRIVILEGES ON gnuaccounting.* TO 'gnuaccounting'@'localhost' IDENTIFIED BY '7=S13ben';
```

```
mysql> FLUSH PRIVILEGES;
```

```
mysql> CREATE DATABASE gnuaccounting;
```

Start Gnuaccounting, select the tab Database in Administration|Configuration. Check „use external database“ and accept the sample values. Enter your password („7=S13ben“ in this example) into the password-field and click “save”. No data will be migrated.

6.3 HBCI-Chipcard banking

6.3.1 Set up

Chipcard readers usually provide a so-called „CTAPI“ library, which might be shipped with your chipcard reader software or provided on the web page of the manufacturer. Select this file in Administration|Configuration Chipcard reader CTAPI driver. For ReinerSCT cyberJack in Windows you will e.g. find the driver in C:\Windows\System32\ctrst32.dll. In Windows please select “*.dll” instead of “*.so” as file name filter from the select box next to the file name.

Class 2 and class 3 readers provide a separate keypad to enter the HBCI-PIN. Activate „use Chipcard reader PINpad“ if you want to use such a class 2 or class 3 reader.

As a chipcard can contain access to multiple bank accounts you will also have to configure your bank details in the tab „Bank details“ in „Administration|Settings“.

You will be prompted for a new password when using your chipcard for the first time, e.g. via the “import” button on “Interfaces|Bank Account Import”. Create an arbitrary safe

password and enter it twice in the according fields. It will be used in the future to access your chipcard.

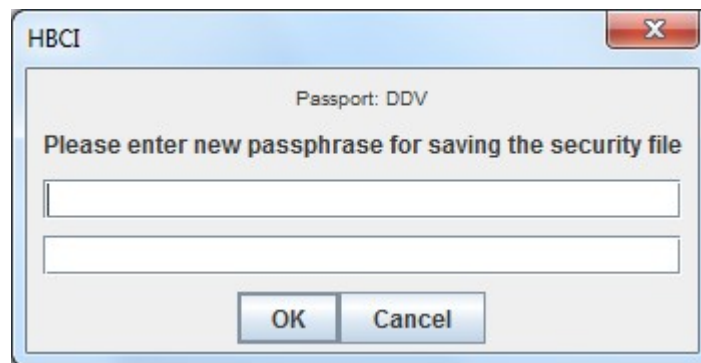


Illustration 8: Creating a new password for chipcard access

6.4 Winston

6.4.1 Set up

Winston (<http://www.felfri.de/winston/>) ist commercial software for the electronic communication with german tax authorities. The "official" freeware, Elster, does not provide an XML interface and does not run natively on Linux systems. After the installation and entering your data please activate the checkbox „Ausgangskorb benutzen“ in the program configuration.

In the Gnuaccounting configuration please enter the Winston outbox directory in Administration|Configuration and the official name of your organisation, your Tax ID and your responsible IRS office in Administration|Settings. This is also the place where you can chose if you have to announce your VAT in a monthly or quarterly interval.

The defaults Winston outbox directory is C:\Users\

6.4.2 Usage

When you closed your month use Interfaces|VAT announcement and select the according month or quarter.

Start Winston to edit the generated announcement in the outbox or submit it to the authorities.

6.5 E-Mails

6.5.1 Set up

Enter your e-mail address, the SMTP-server and it's options (e.g. if SSL or sender authentication should be used), your user name and optionally your password in the tab Mailserver of the settings window (Administration|Settings). If entered, the password will

be saved unencrypted. If you leave it empty you will be prompted whenever the mailservr requests authentication. The e-mail address will usually be used as sender address but may also be used as recipient address (e.g. for the below mentioned groupware integration).

6.5.2 Usage

An e-mail is sent when a sender e-mail address and a SMTP server has been configured, a recipient address is assigned to the the recipient in the contact management and the checkbox to send a mail has been checked in the last part of the new transaction wizard. The invoice (credit note or any other transaction type) will be attached as PDF and a machine-readable OBDX file contains a summary of all relevant payment and booking information.

The message text of the e-mail can not yet be customized. Please keep in mind that even when the message is sent digitally (PGP) signed, in most european countries there is still a legal obligation to send a physical copy or fax to the recipient and to retain that hard copy for at least ten years.

6.5.3 Groupware-integration

The option „send invitations to due dates“ (Administration|Settings, Tab “Mail server”) sends calendar notifications for the respective due dates when a transaction is created. The calendar entry can then be accepted by the according recipient (always the e-mail address set up in Administration|Settings) if a groupwares like Kolab, Microsoft Exchange/Outlook, Lotus Notes or Google Mail/Google calendar is used. This enables you to easily follow up on multiple due payments on different dates.

6.5.4 GPG/PGP

E-mails can be digitally signed with the Pretty Good Privacy (PGP)-standard. In most european countries this is not legally binding but it might be a good idea to do it voluntarily as email sender addresses can be forged very easily.

Gnu Privacy Guard, GPG, is Free and open source software and encrypts and signs according to the PGP standard. E-mail encryption is not yet foreseen in Gnuaccounting since authenticity is usually more important than secrecy when exchanging invoices.

Download GPG, install it, create a private key and enter the GPG-executable in Administration|Configuration. Outgoing emails for transactions will then be digitally signed.

7 Uninstalling Gnuaccounting

7.1 In Windows

7.1.1 After installation via the the installer

Select Start|Control center|Uninstall software . Select gnuaccounting from the list and click the “uninstall” button..

Delete the directory .gnuaccounting in your user home directory, usually C:\Users\<<windows user name>>\.gnuaccounting .

7.1.2 After installation via the ZIP-file

Delete the directory into which you extracted gnuaccounting.

Delete the directory .gnuaccounting in your user home directory, usually C:\Users\<windows user name>\.gnuaccounting .

7.2 In linux

```
rm -rf ~/.gnuaccounting
```

7.3 When using an external MySQL database

Additionally start MySQL and delete the database and the user you created for Gnuaccounting.

Example:

```
mysql --user=root -password=<your MySQL-root-password>  
drop database gnuaccounting;  
delete from mysql.user where user='gnuaccounting' and host='localhost';
```