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Açana Billing Manager

Help Book
Release 1.1.0
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What Is Açana Billing Manager?

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WHAT IS «AÇANA BILLING MANAGER» ?

"Açana Billing Manager" manages your bills with the statutory health insurance or your private patient insurance. However, it can also be used for any other type of billing.

- Any number of additional documents and pictures can be added to each entry
- Import pictures, sketches or PDF documents from your iOS device (iPhone or iPad) in the following formats:
  - PDF
  - PNG
  - JPEG
- Easy data exchange of all tables via the clipboard to all Office programs (Excel®, LibreOffice®, Numbers® etc.)
- List of all invoices with all details
- Data export as CSV file
- Data export as Excel® XLSX file
- Save details as Word® DOCX file
- Save details as Excel® XLSX file
- Save details as Adobe® PDF file
- Easy data backup and recovery of all data (even without TimeMachine®)
- Sharing via all sharing services available in the system (email, messages, etc.)
- Support for macOS Dark Mode
- Support for Retina display
- Printing of a freely configurable list
- Printing of details
- Create reports for
  - Invoices
    - Year
    - Half-year
    - Quarter
    - Month
  - Archive
    - Year
    - Half-year
    - Quarter
    - Month

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What Is Açana Billing Manager?

- Categories
  - Per category
    - Year
    - Half-year
    - Quarter
    - Month

- Service providers
  - Per service provider
    - Year
    - Half-year
    - Quarter
    - Month
- Settlement partners
  - Per settlement partner
    - Year
    - Half-year
    - Quarter
    - Month
- Reports contain the following information
  - Number of all invoices
  - Number of paid invoices
  - Number of unpaid invoices
  - Number of submitted
  - Invoices
    - Number of settled invoices
    - Total of all invoices
    - Total of paid invoices
    - Total of unpaid invoices
    - Total of submitted invoices
    - Total of settled invoices
    - Total of difference
- Reports can be printed

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What Is Açana Billing Manager?

- Reports can be exported in the following formats
  - PDF
  - HTML
  - Excel® XLSX
  - Word® DOCX
- Graphical analysis
  - Invoices
    - Year
    - Half-year
    - Quarter
  - Archive
    - Year
    - Half-year
    - Quarter
  - Categories
    - Per category
    - Year
    - Half-year
    - Quarter
  - Service providers
    - Per service provider
      - Year
      - Half-year
      - Quarter
  - Settlement partners
    - Per settlement partner
      - Year
      - Half-year
      - Quarter
- Each graphical analysis can be exported in the following formats
  - PDF
  - Excel® XLSX
- Simple data backup and recovery of all data (even without TimeMachine®)

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What Is Açana Billing Manager?

- Sharing across all sharing services available in the system (email, messages, etc.)
- Support for macOS Dark Mode
- Support for Retina display

Features:

- Categories of selection
  - All invoices
  - Open invoices
  - Submitted invoices
  - Settled invoices
  - Archived invoices
  - Categories
  - Service providers
  - Settlement partners
  - Trash

Entering all data

- Description
- Invoice number
- Amount
- Service provider
- Settlement partner
- Reference number
- Invoice date
- Submitted on
- Settled on
- TAGs
- Remarks

Managing service providers

- Add

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What Is Açana Billing Manager?

- Delete
- Export in the following formats
  - CSV
  - XLSX
- The following details can be specified for each service provider:
  - Service provider name
  - Contact person
  - Street, no.
  - Postcode
  - Town/city
  - E-mail
  - Telephone
  - URL
  - Remarks

Manage settlement partners

- Add
- Delete
- Export in the following formats
  - CSV
  - XLSX
- The following details can be specified for each service provider:
  - Settlement partner name
  - Contact person
  - Street, no.
  - Postcode
  - Town/city
  - E-mail
  - Telephone
  - URL
  - Remarks

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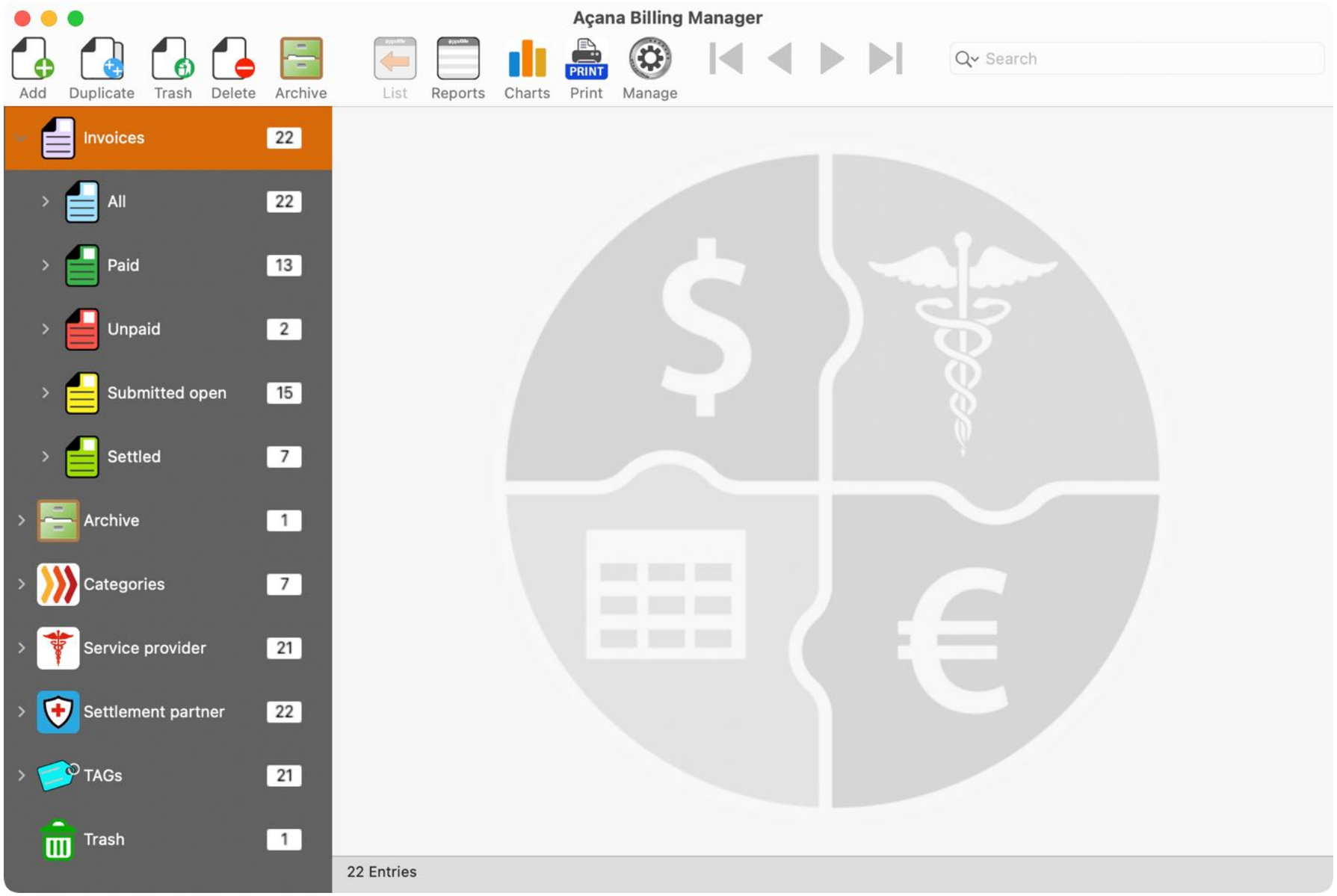
START APPLICATION

START APPLICATION

After the start of «Açana Billing Manager» can start immediately with the collection of your bills.



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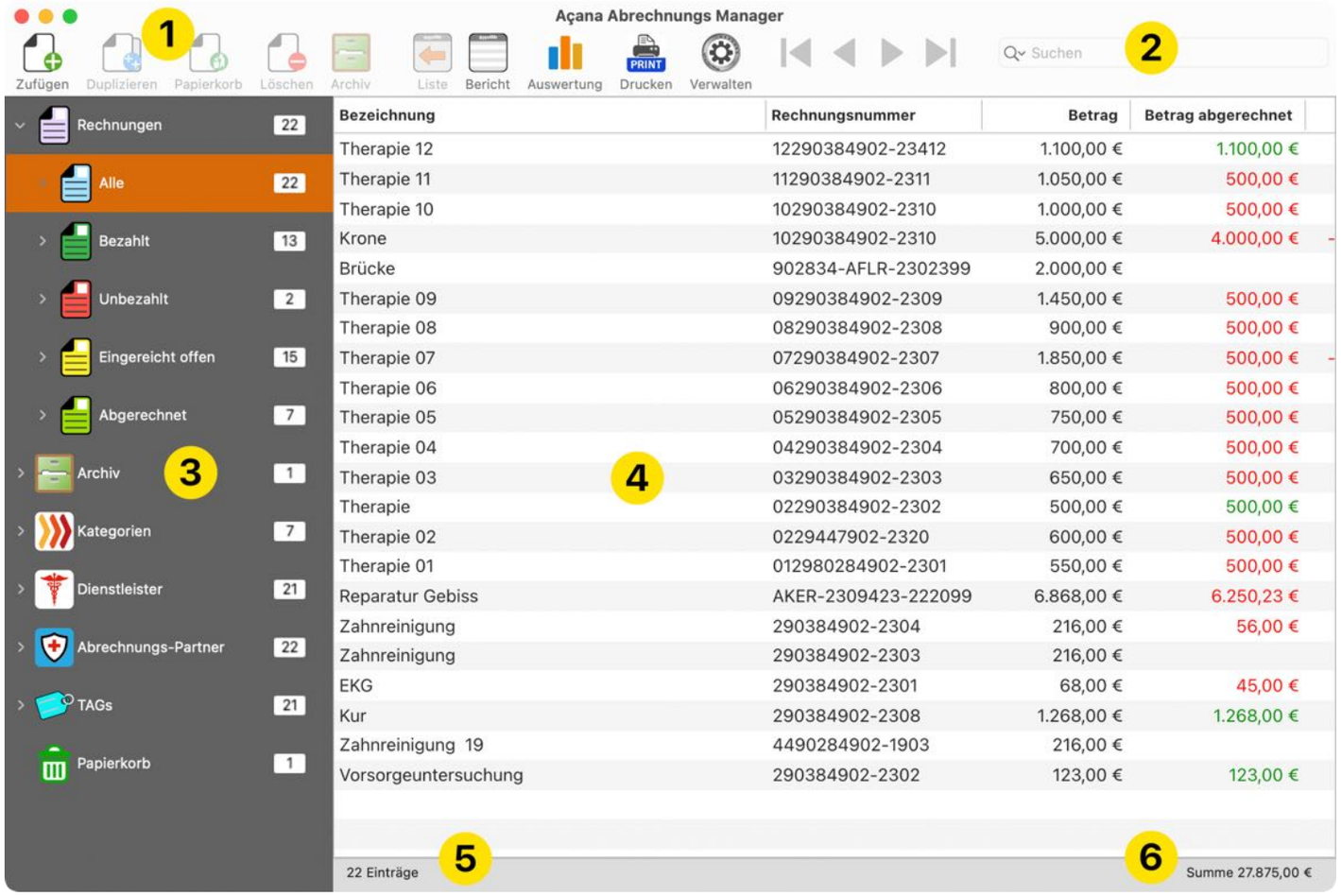
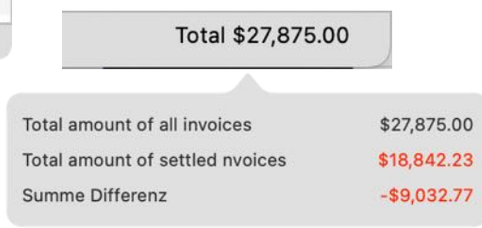
Operation Of Açana Billing Manager

OPERATION OF AÇANA BILLING MANAGER

In the main window of «Açana My Coins», the categories are displayed on the left-hand side. The list of coins is on the right-hand side. Messages from the program are displayed in the information line at the bottom left. The sums of the coins are shown at the bottom right.

1. Toolbar menu
2. Search invoices
3. Tree structure with categories
4. List of invoices
5. Number of invoices displayed
6. Total of the currently displayed invoices





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Operation Of Açana Billing Manager

The following conditions apply to the selection and display of invoices

- Invoices
  - All
    - All years without archive and without trash
  - Paid
    - With “paid on”, without “settled on” without archive and without trash
  - Unpaid
    - Without “paid on”, without “settled on” without archive and without trash
  - Submitted open
    - With “submitted on”, without “settled on” without archive and without trash
  - Settled
    - With “settled on”, without archive and without trash
  - Archive
    - With archive, without trash
  - Categories
    - Without archive and without trash
  - Service provider
    - Without archive and without trash
  - Settlement partner
    - Without archive and without trash

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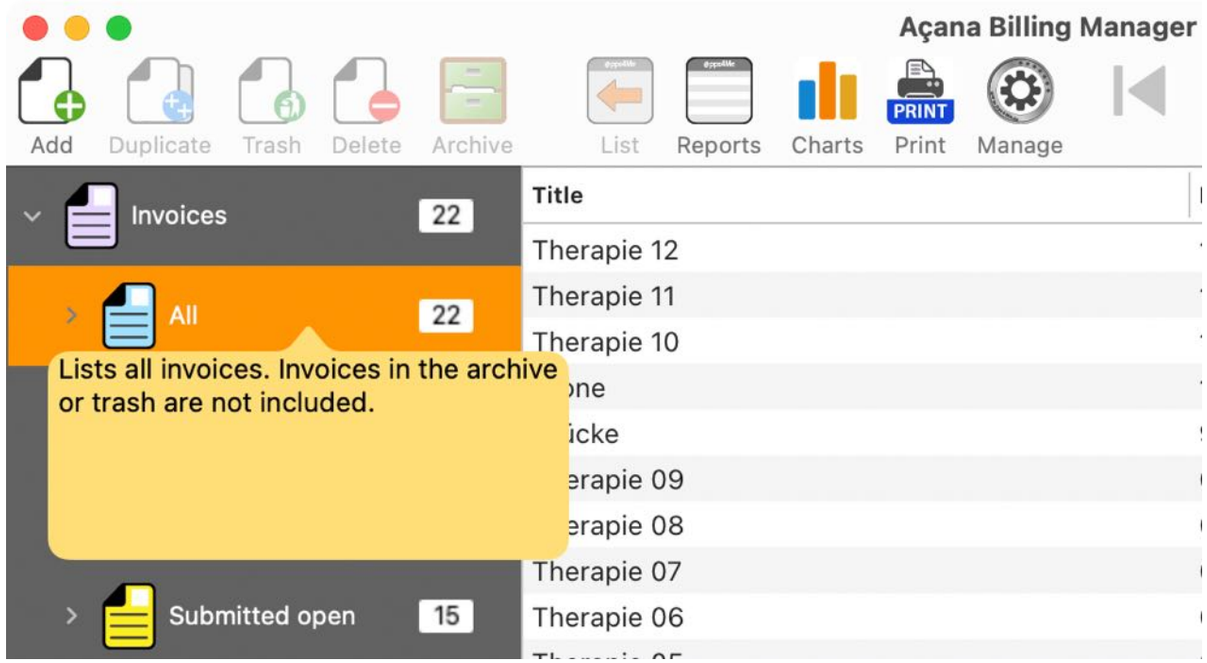
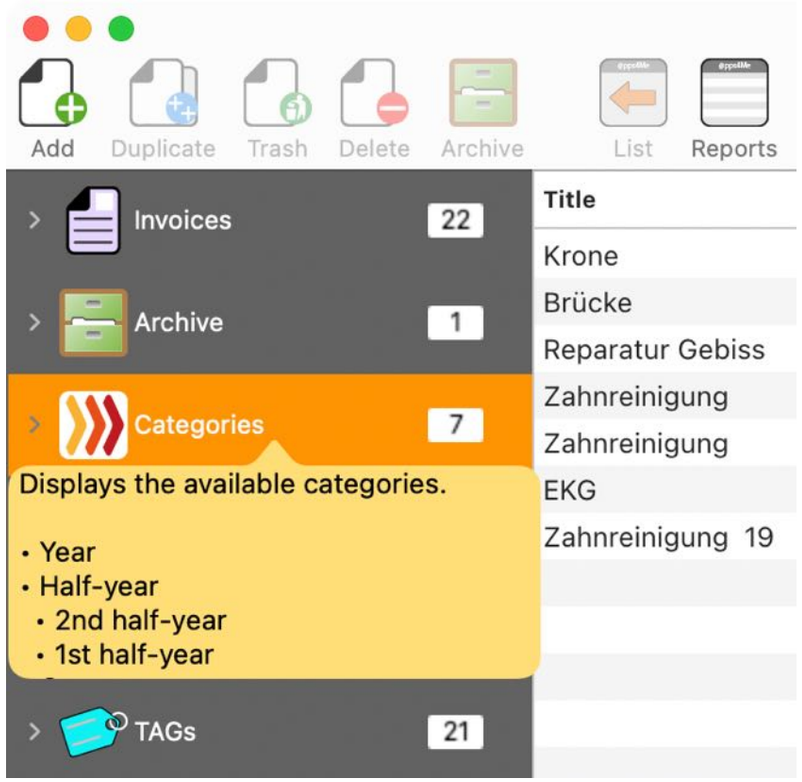
DIRECT HELP

DIRECT HELP

For the most important areas, “direct help” is available via a click or the context menu.





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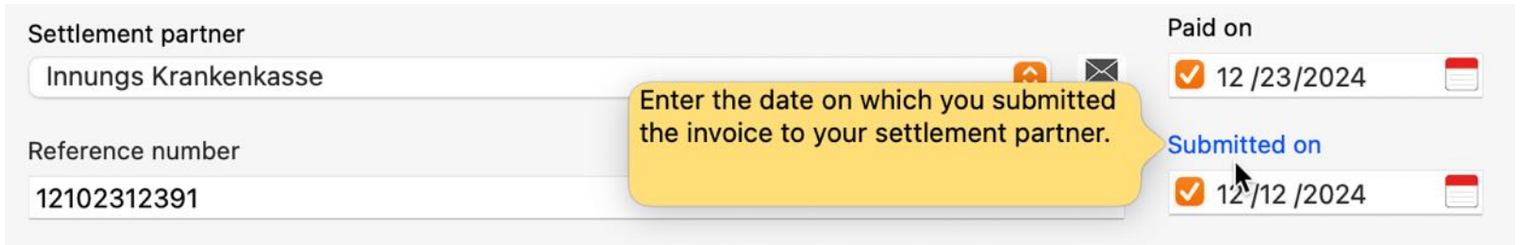
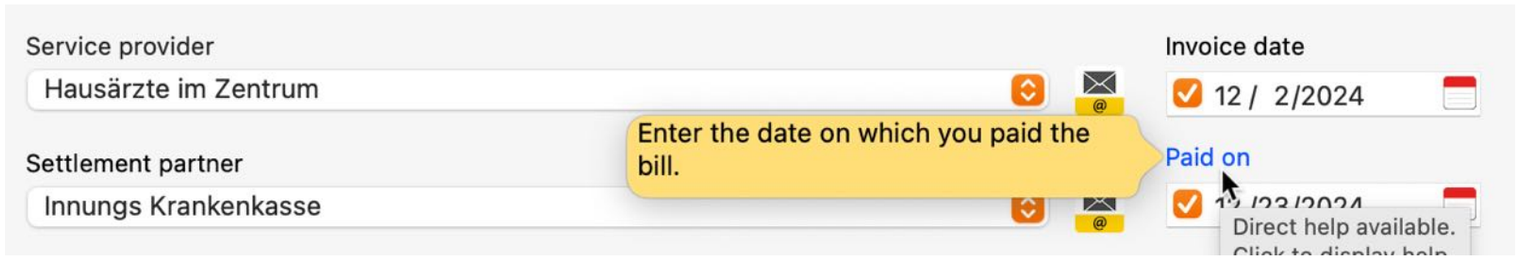
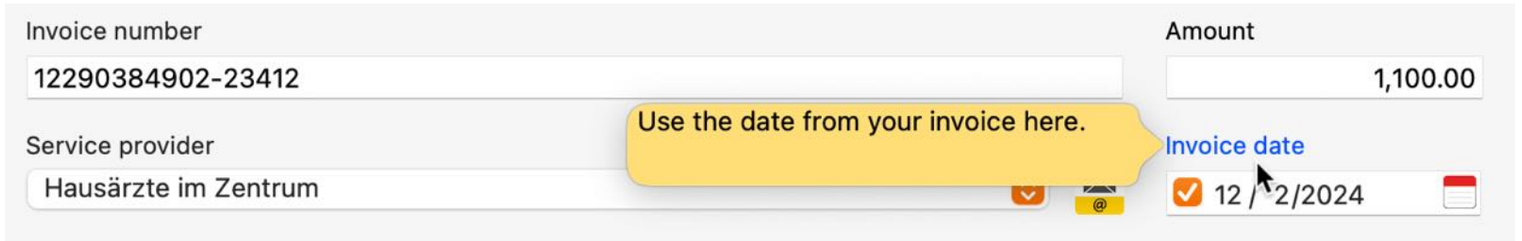
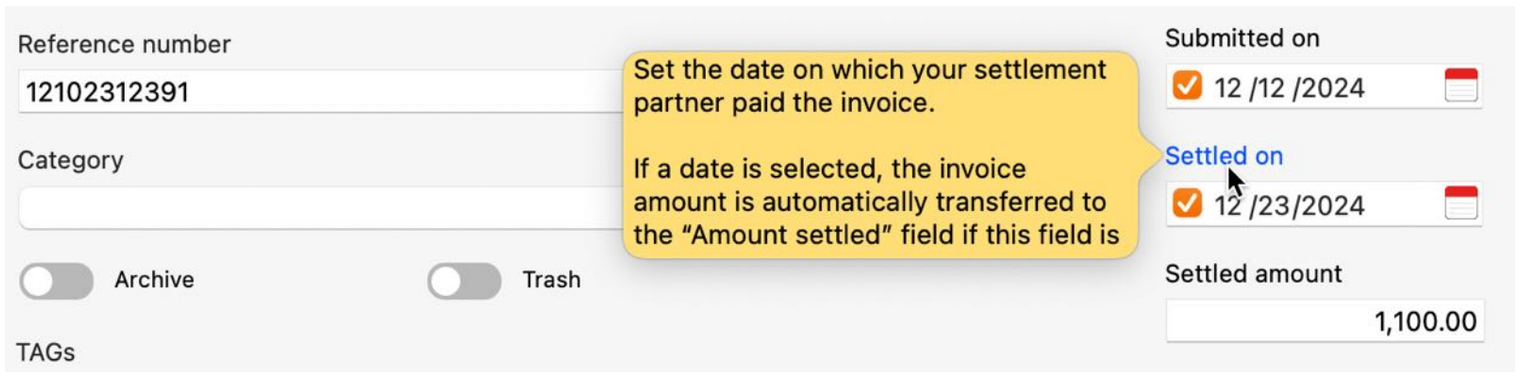
DIRECT HELP

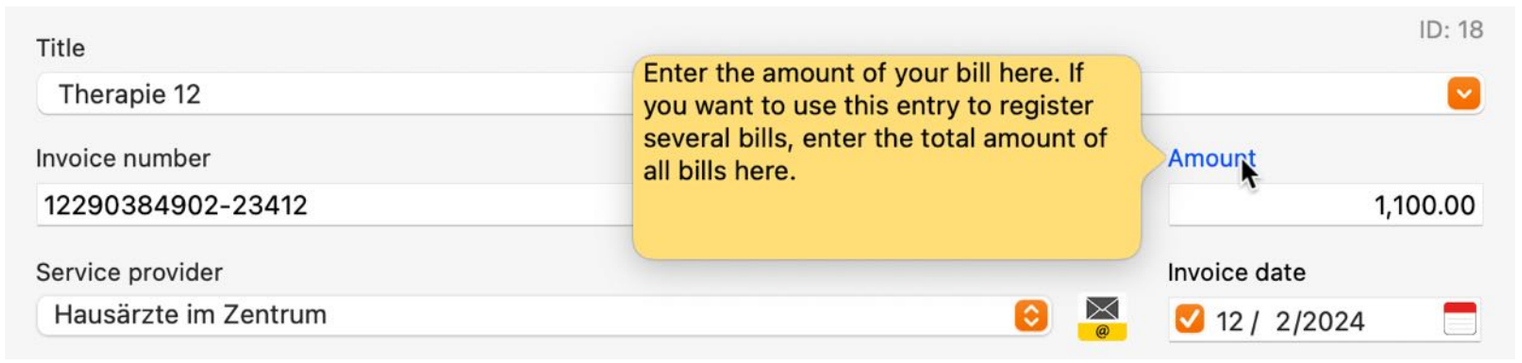
Direct help in details view.











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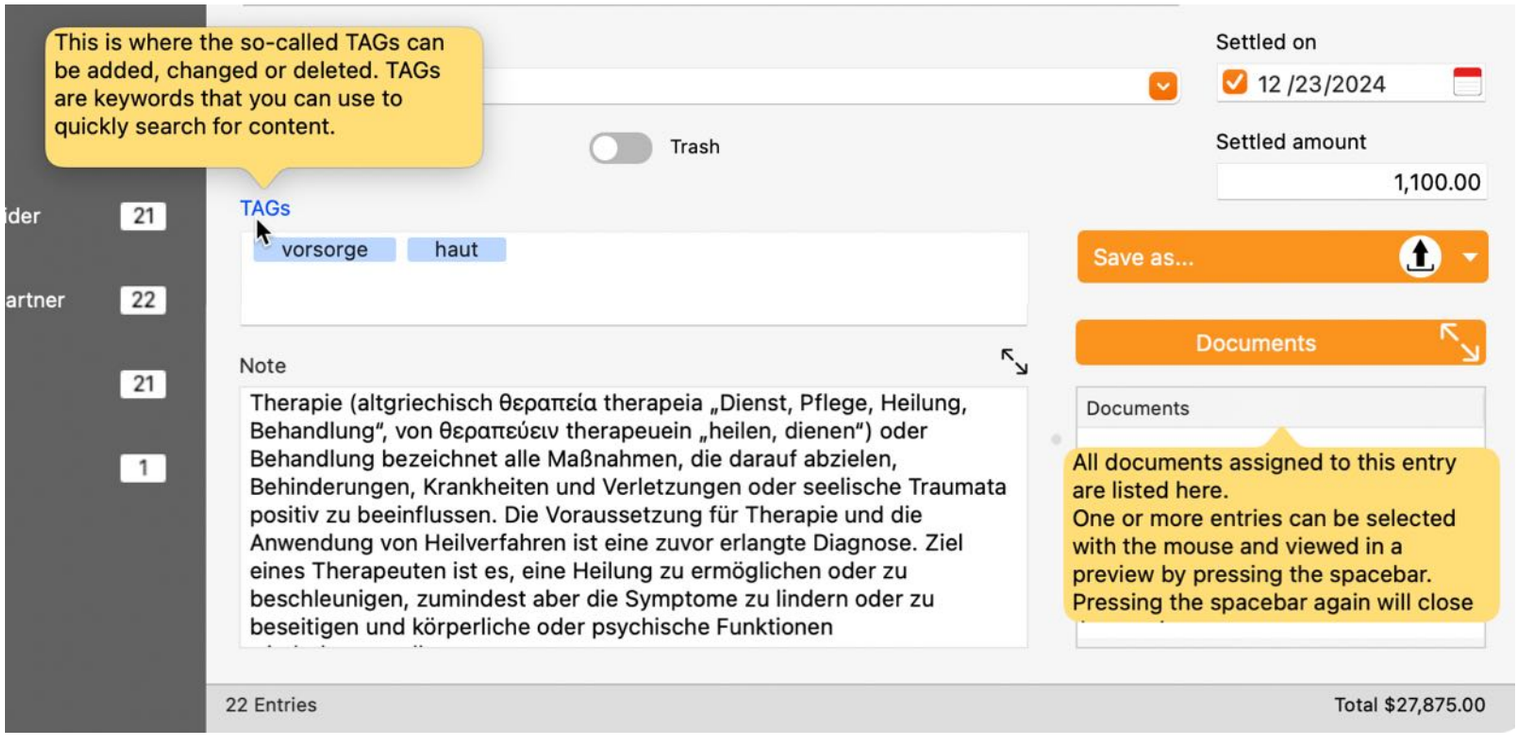
DIRECT HELP

Direct help in details view.



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TOOLBAR MENU

TOOLBAR MENU

The following functions are available in the toolbar menu.

- Add
- Duplicate
- Trash
- Delete
- Archive
- Back to list
- Reports
- Evaluation
- Print
  - Print list
  - Print all entries with details
  - Print current entry with details
- Administration
  - Service provider
  - Settlement partner
- Scroll through the entries in the details
  - Go to first entry
  - Back
  - Forward
  - Go to last entry
- Search

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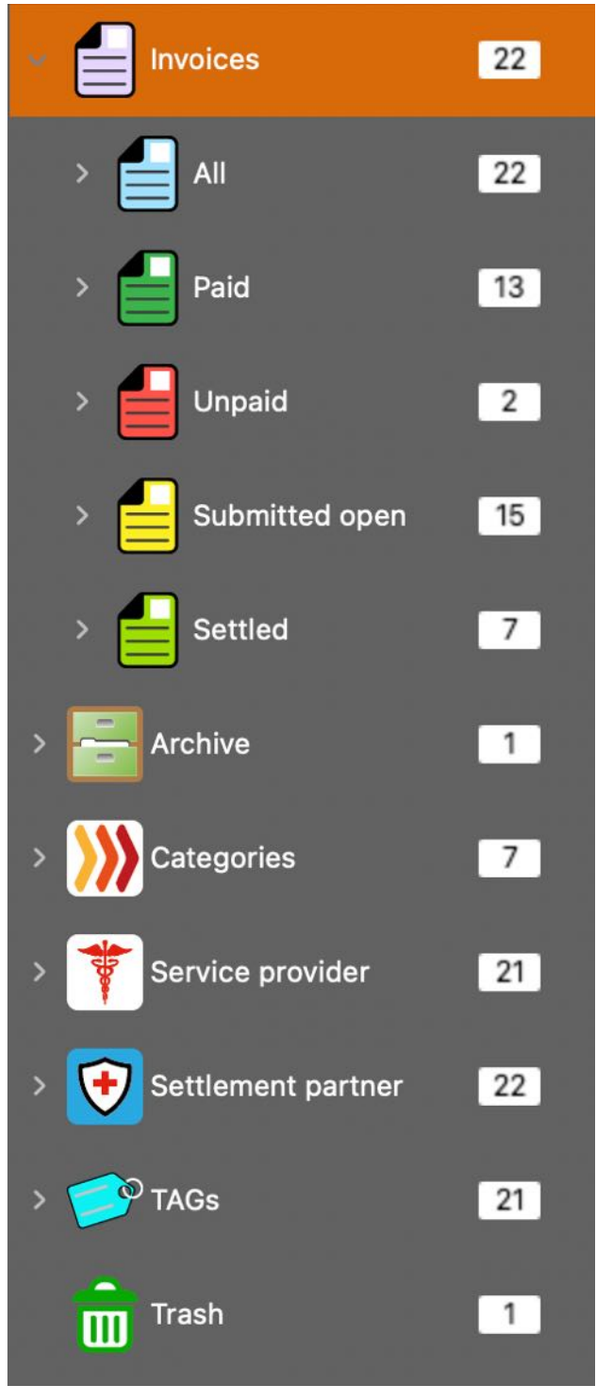
SELECTION MENU

SELECTION MENU

The following categories are available in the selection menu:

- Invoices
  - All
    - Years
    - Half-year
    - Quarter
    - Month
  - Paid
    - Years
    - Half-year
    - Quarter
    - Month
  - Unpaid
    - Years
    - Half-year
    - Quarter
    - Month
  - Submitted open
    - Years
    - Half-year
    - Quarter
    - Month
  - Settled
    - Years
    - Half-year
    - Quarter
    - Month
  - Archive
    - Years
    - Half-year
    - Quarter



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Selection Menu

- Month
- Service provider
  - Years
  - Half-year
  - Quarter
  - Month
- Settlement partner
  - Years
  - Half-year
  - Quarter
  - Month
- TAGs
- Trash

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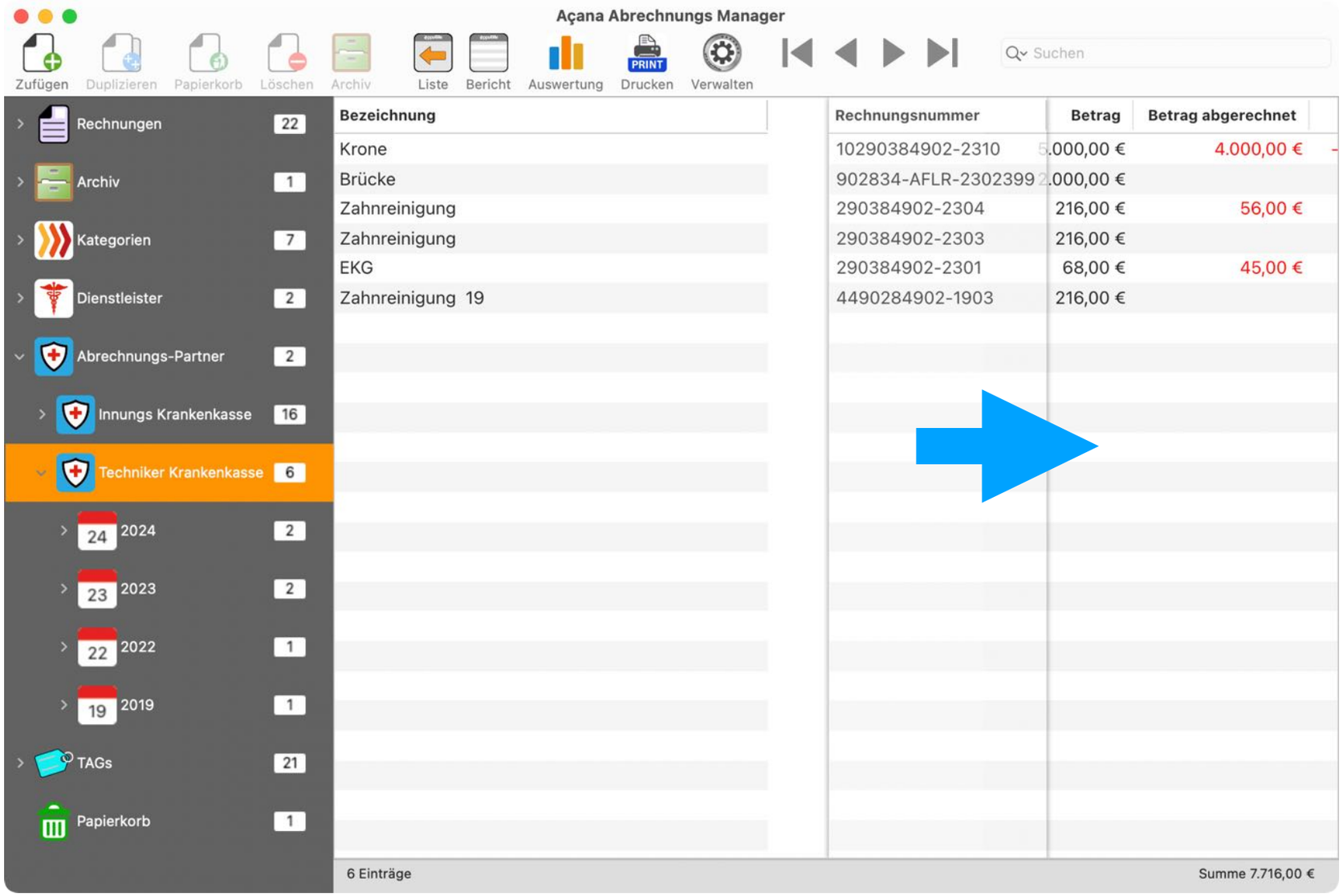
CUSTOMIZE LISTS

The coin and ingots lists can be freely configured. All settings are saved and are reassigned to the lists when the program is restarted.

- Calculate column widths automatically (see preferences: Lists)
- Set column widths manually (see preferences: Lists)
- Arrange columns
- Show or hide columns

Arrange columns

Simply move the desired column to the new position.



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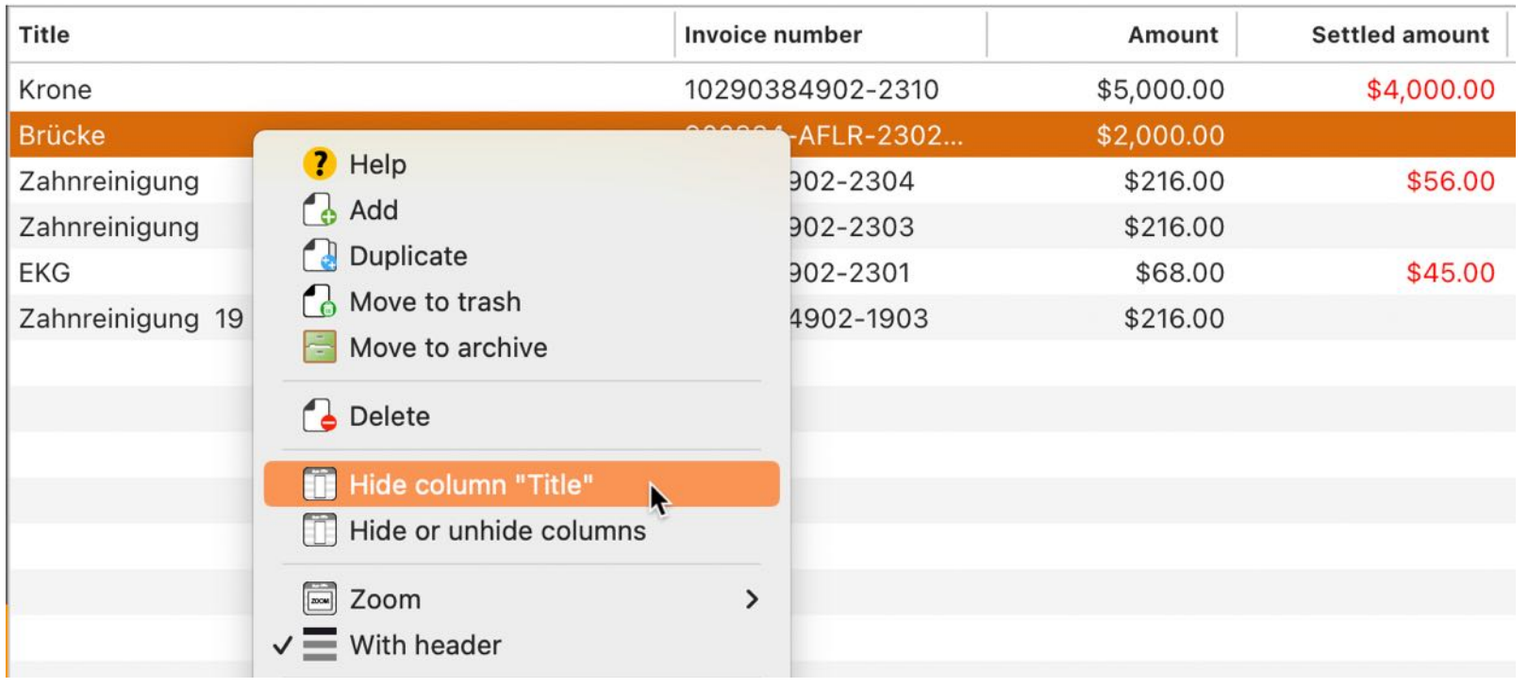
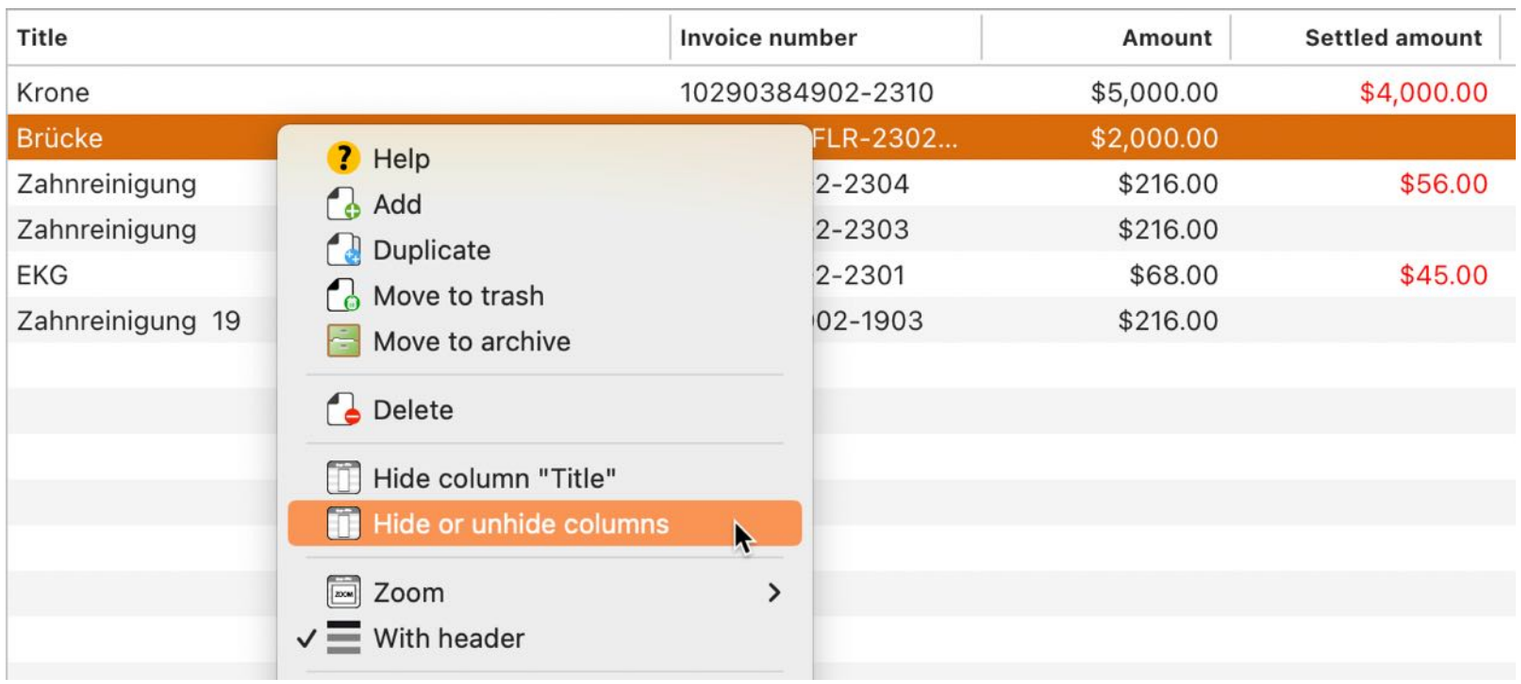
CUSTOMIZE LISTS

Hide columns

The current column can be hidden via the context menu.



Several columns can easily be shown or hidden via an options window. To do this, use "Show or hide columns" from the context menu.



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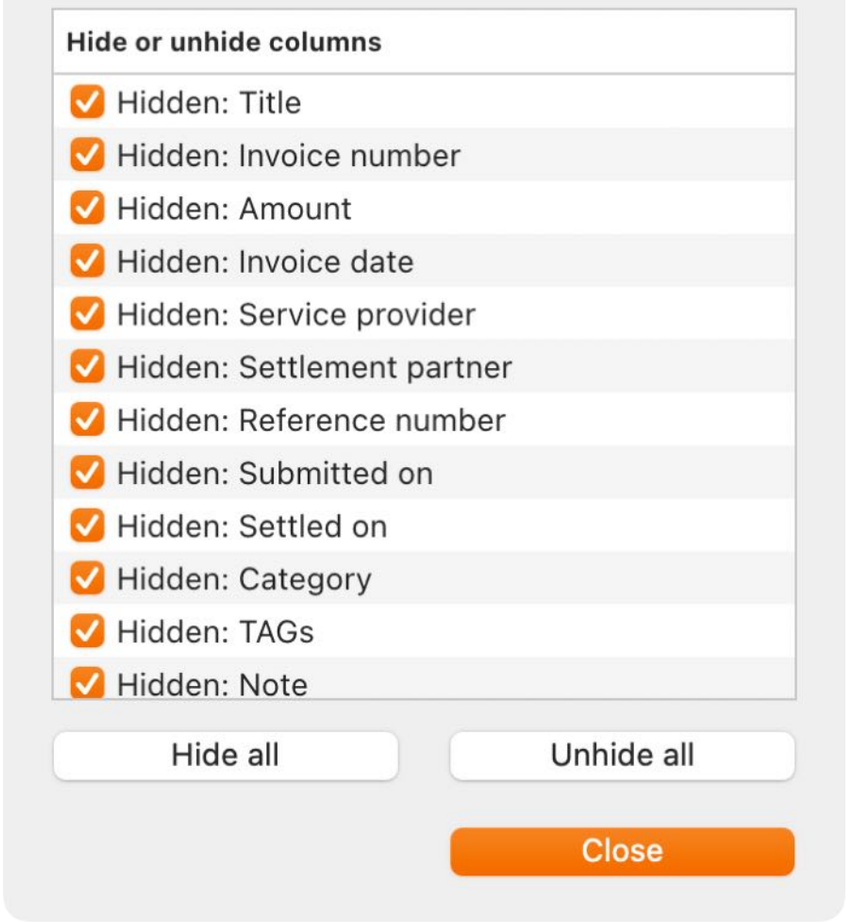
CUSTOMIZE LISTS

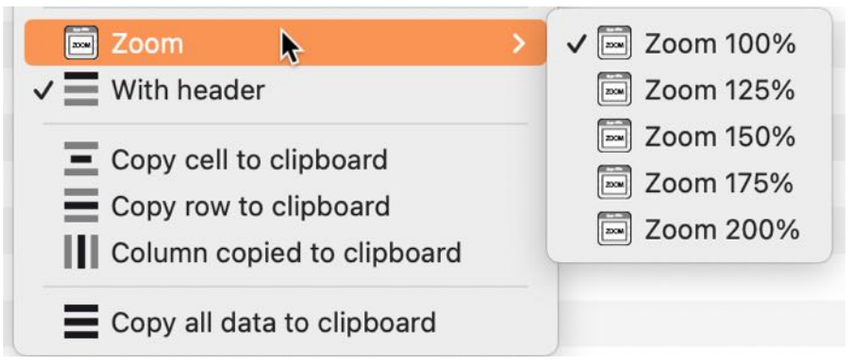
Show or hide columns



The columns shown and hidden are listed in the original order in the Options window.

Adjusting the size of the lists

The lists can be quickly enlarged via the context menu. The zoom factor for the lists can be set from 50% to 400% in the preferences.



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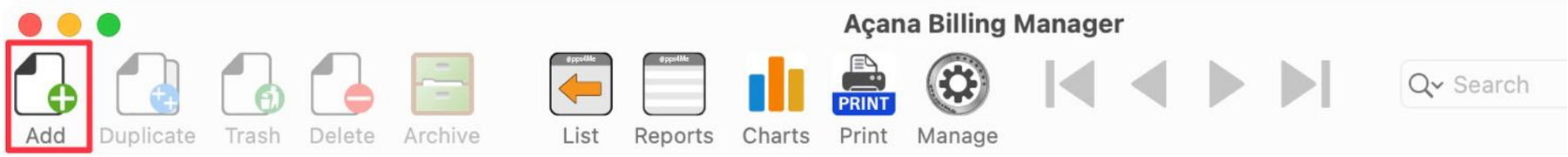
ADD ENTRY

ADD ENTRY

To add a new entry, click on the “Add” symbol in the toolbar menu.



Or select "Menu -> File -> Add coin".

You can also use the context menu for this.

A new entry with the title "New entry" is created and the details are displayed. Now fill in the required fields.

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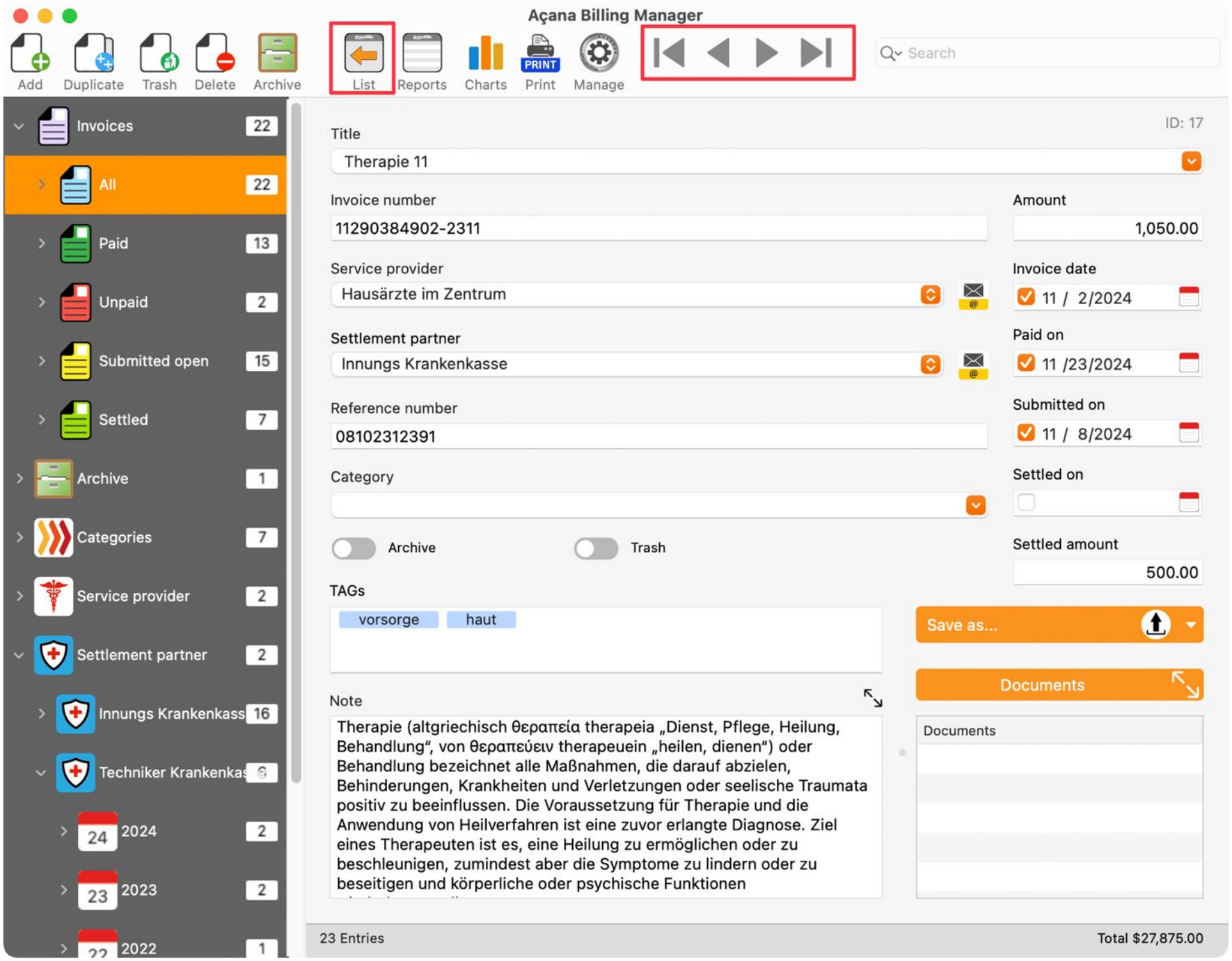
EDIT ENTRY

To edit an entry, select an entry from the list by double-clicking on it. The details are now displayed and you can start filling out or changing other fields. In the toolbar menu on the right, you can conveniently scroll through the list of entries without leaving the details. Click on the “List” icon to return to the list of all entries.



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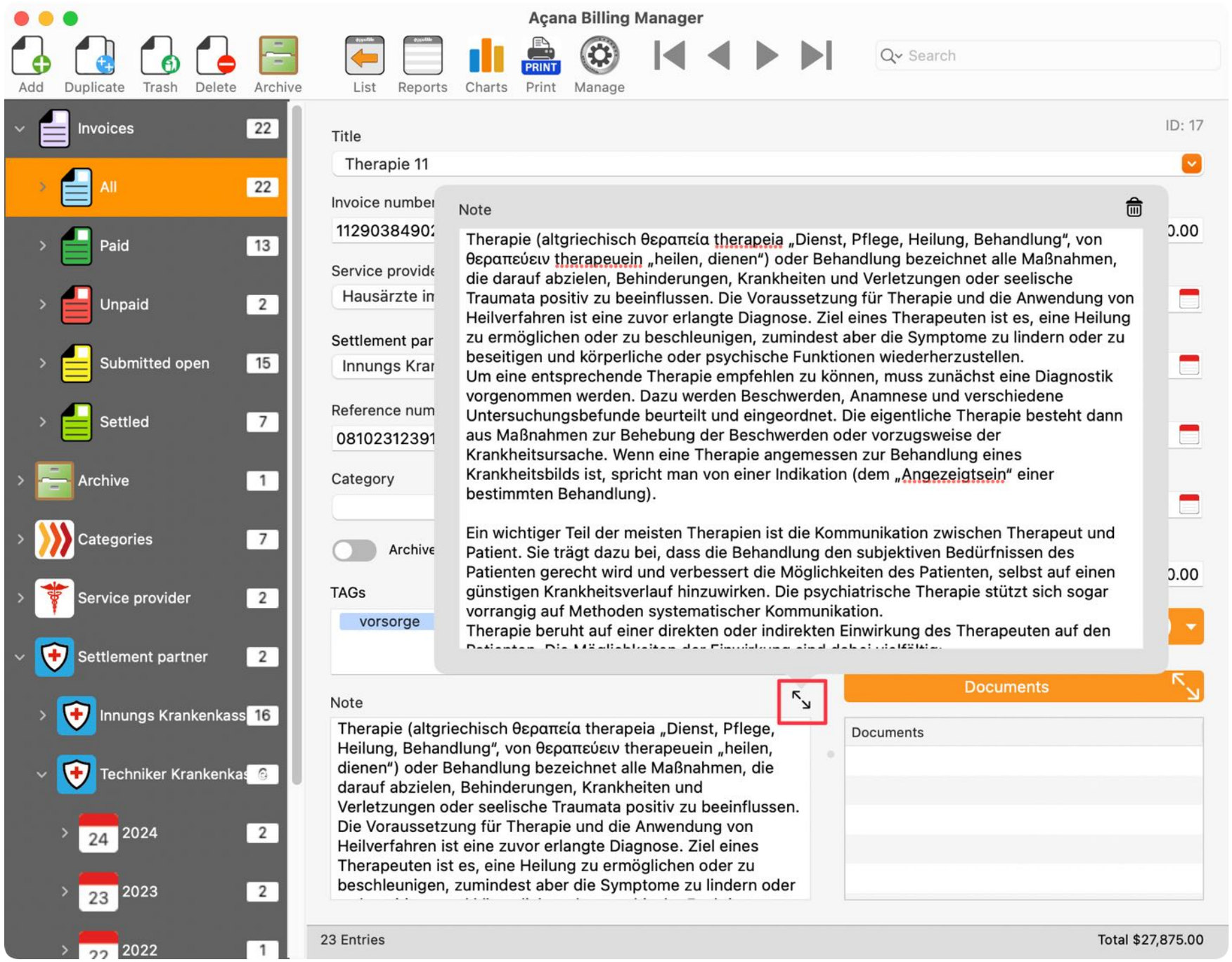
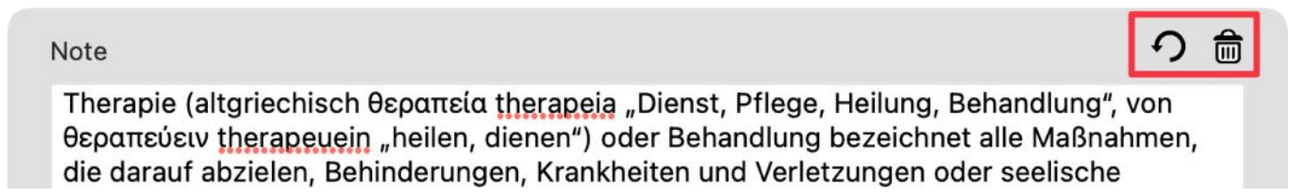
EDIT ENTRY

If the “Remarks” field contains a lot of text, it can be enlarged. To do this, click on the “Larger window” icon.



In this window, the complete text can be deleted or all changes (since opening this window) can be undone.



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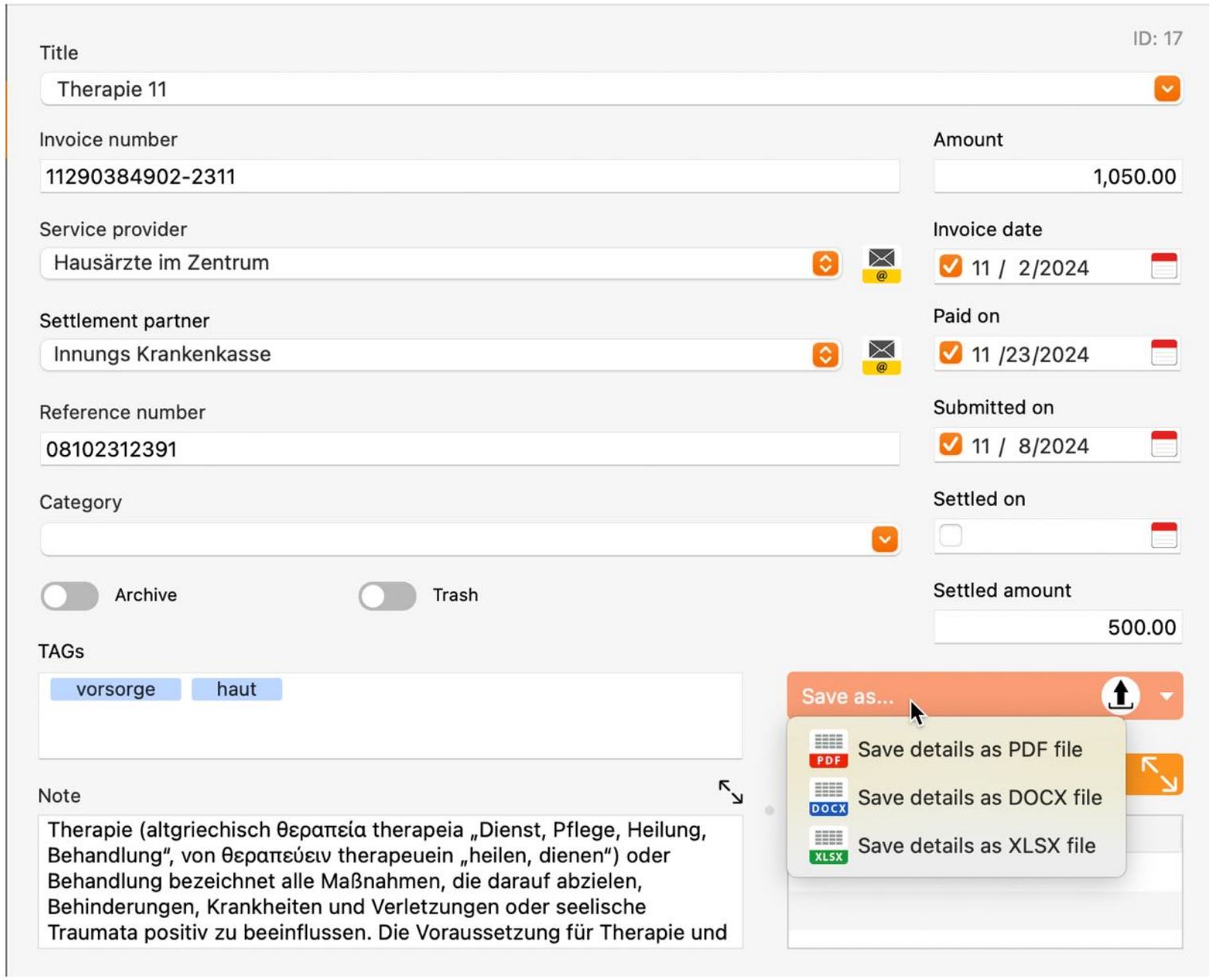
SAVE ENTRY AS...

The details of an entry can be saved in the following formats:

- Adobe® PDF
- Word® DOCX
- Excel® XLSX

Open the details of an entry and select the appropriate format.



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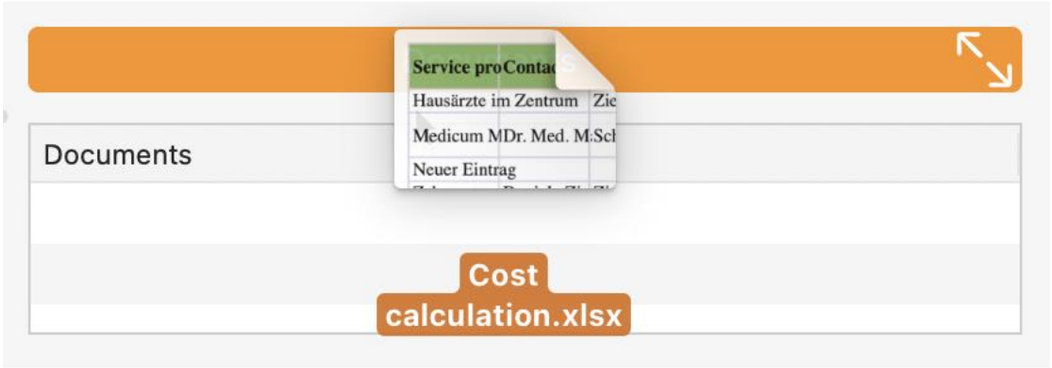
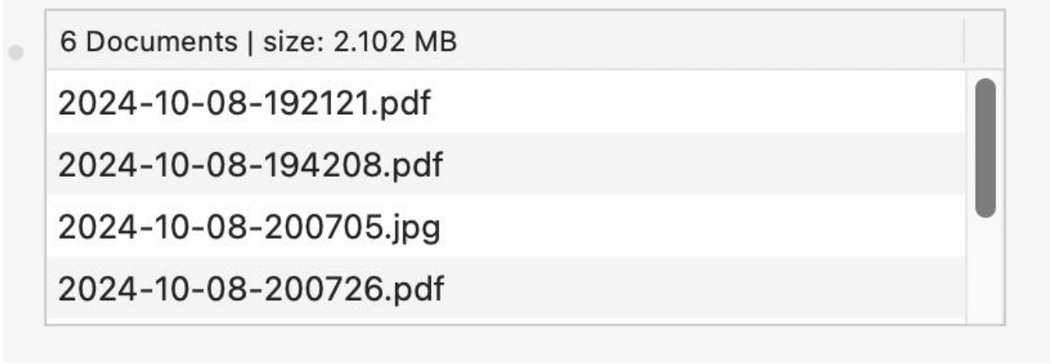
Add And View Documents

ADD AND VIEW DOCUMENTS

Any number of documents can be added to each entry. Simply drag a document or a picture into the “Documents” area.



If documents are available, the number and size of all documents is displayed in the header.



The existing documents can be viewed in the preview. To do this, select one or more documents from the list and press the spacebar on the keyboard.

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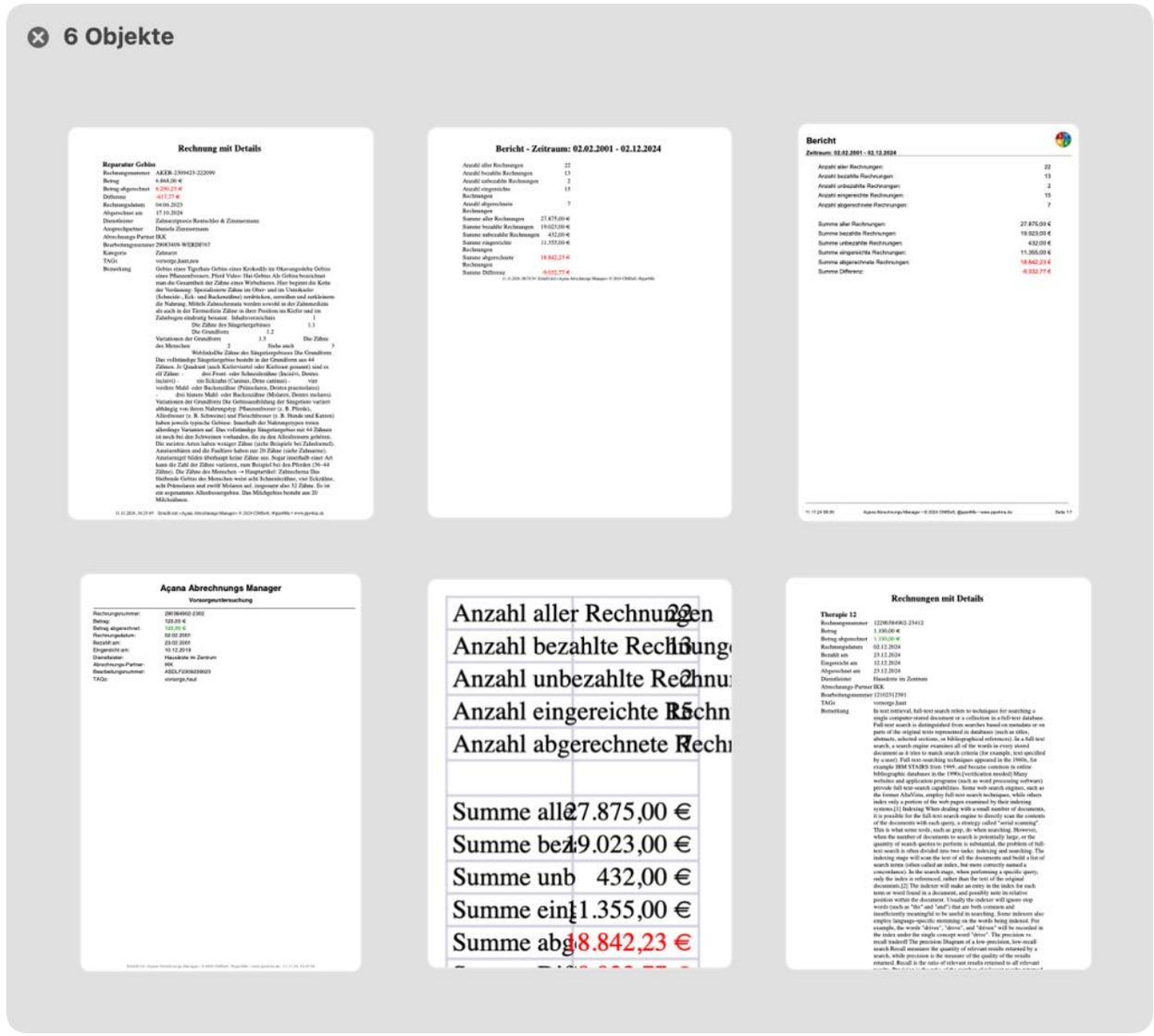
Add And View Documents

The documents can be forwarded using the preview function and the sharing services of macOS or opened directly in the corresponding application.



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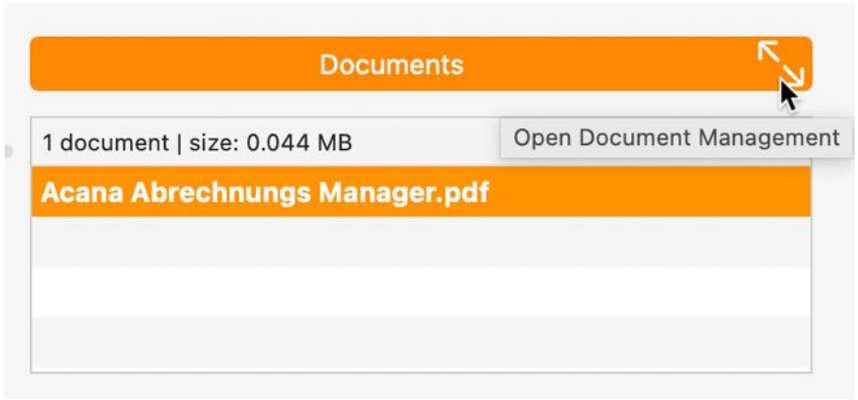
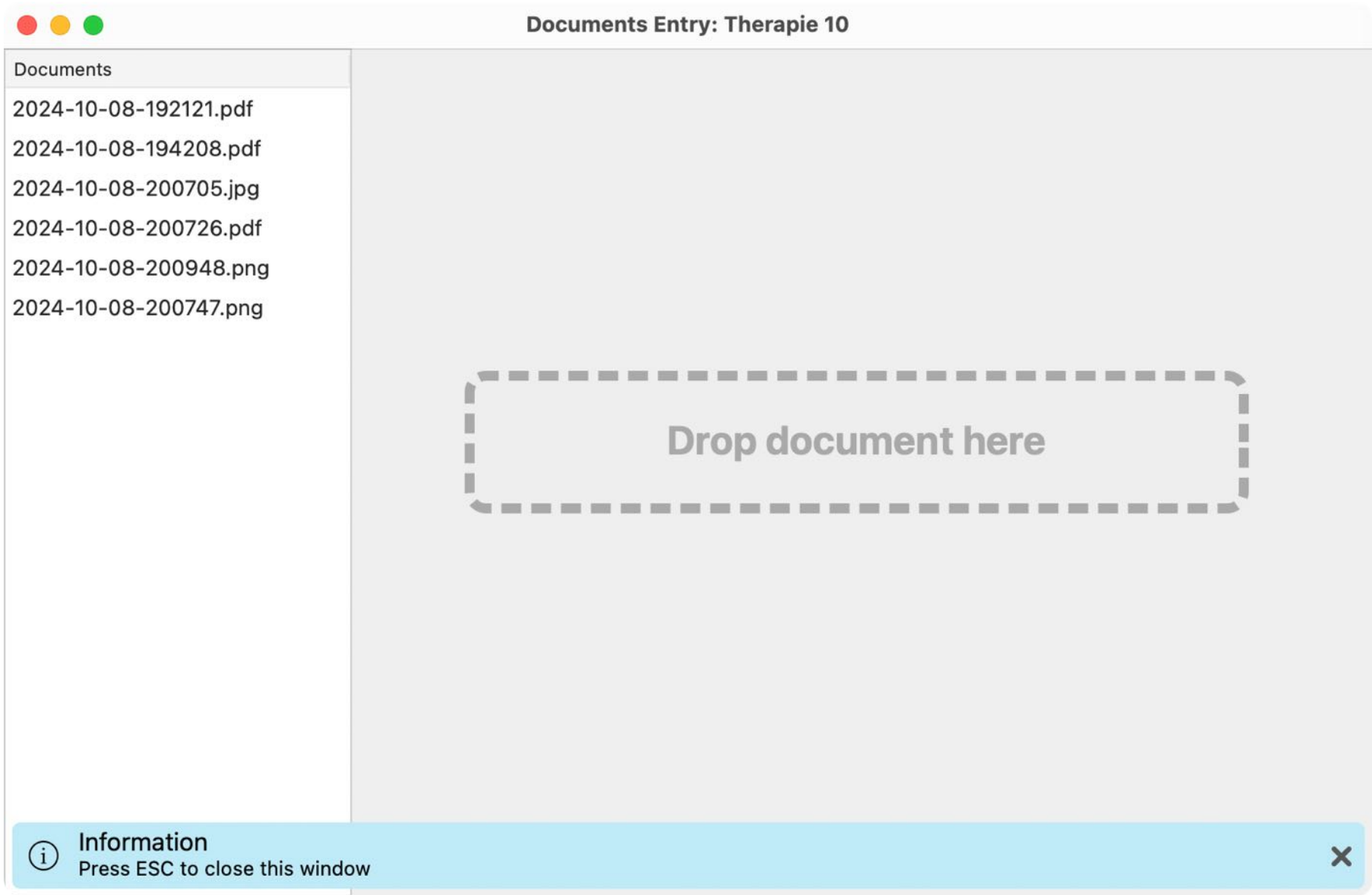
Manage Documents

MANAGE DOCUMENTS

To delete or rename attachments, go to the attachment management page. Click on “Documents”.





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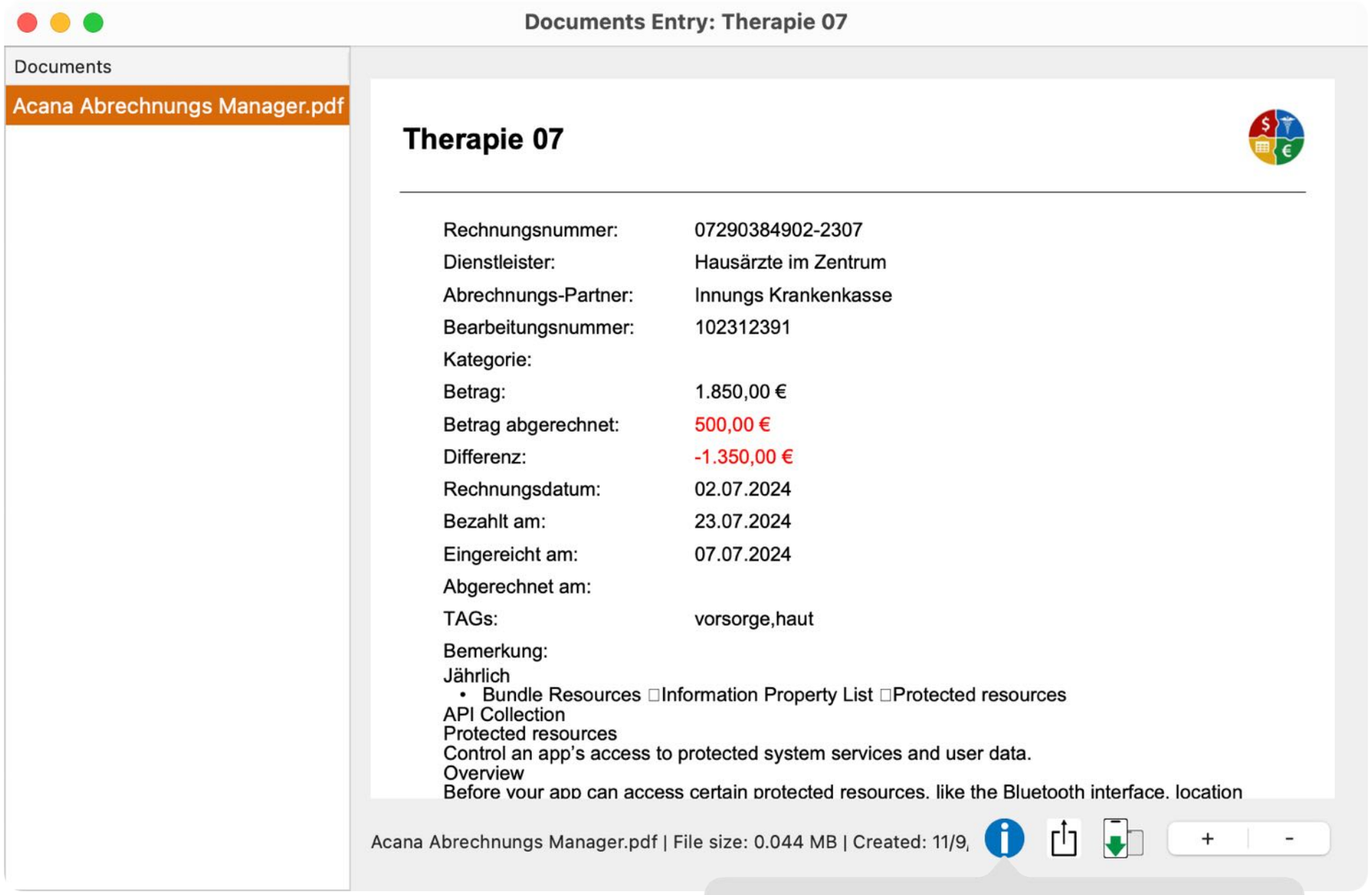
Manage Documents

List of documents with preview.



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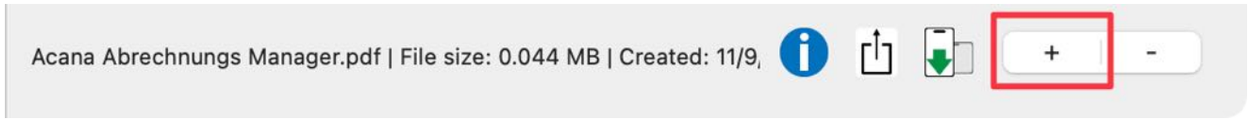
Manage Documents

Add a document

Click on the button with the "+" sign in the bottom right corner and select a file in the Finder dialog.

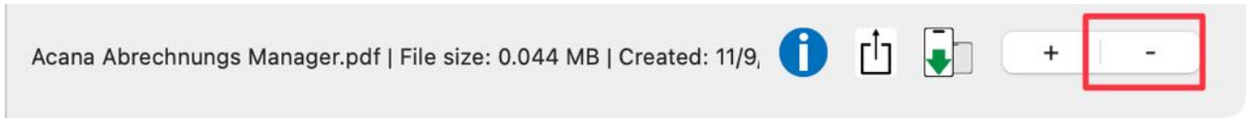


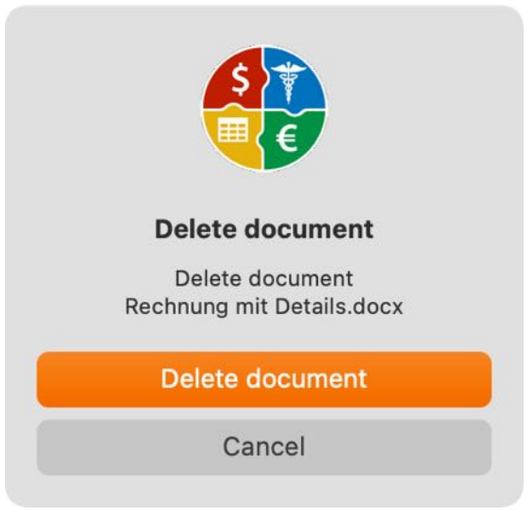
Rename a document

To rename a document, double-click on it in the list and change the name.

Delete a document

Select one or more documents in the list and click on the button with the "-" sign in the bottom right corner.





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Add Photos, Documents Aan Drawings Via iOS Device

ADD PHOTOS, DOCUMENTS AND DRAWINGS VIA IOS DEVICE

The following information can be imported via an iOS device (iPhone or iPad) for each entry:

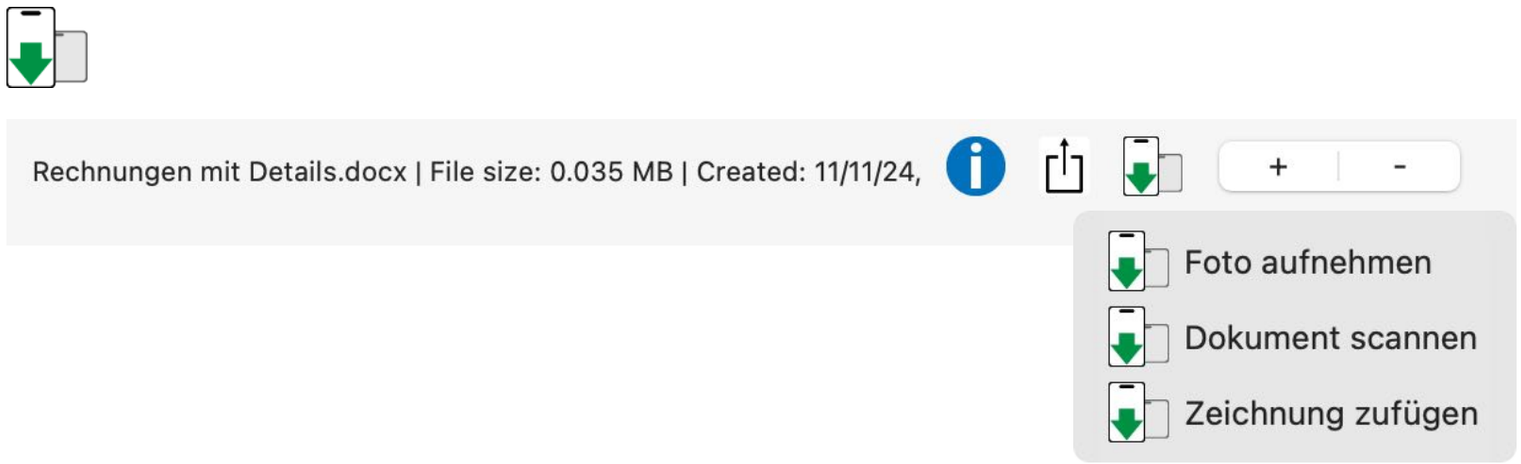
- Take a photo
- Scan a document
- Add a drawing

The following formats are possible:

- PDF
- PNG
- JPEG

Click on the iOS import icon in the attachment management.

After confirming on the iOS device, the photo, document or drawing was automatically added to the documents.



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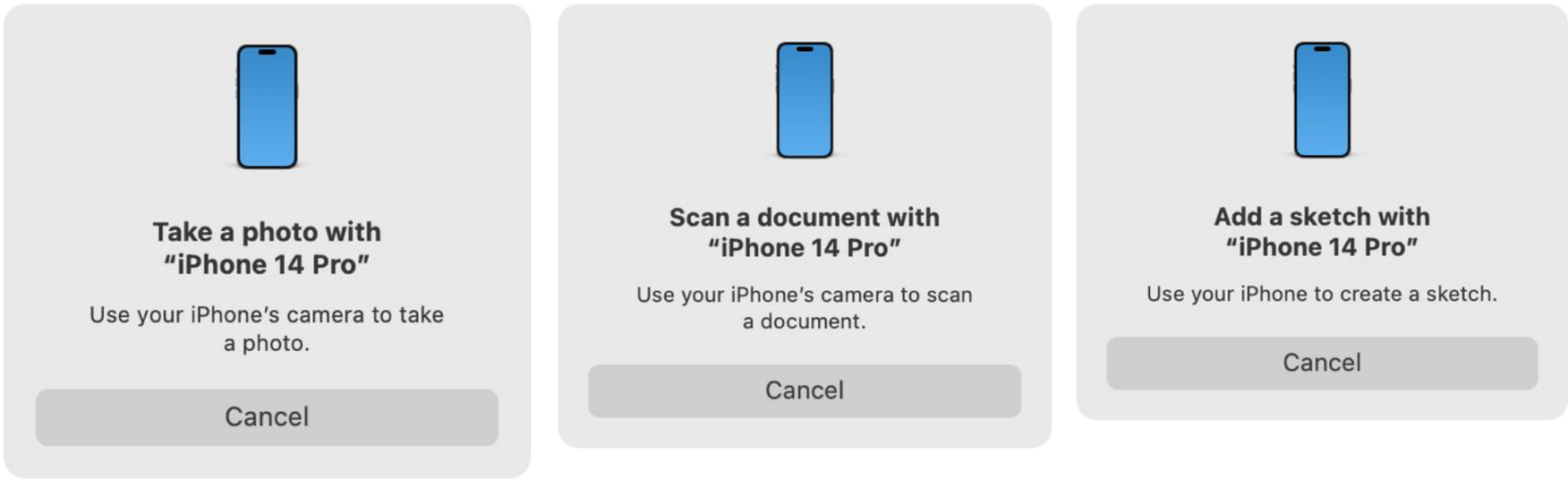
Add Photos, Documents Aan Drawings Via iOS Device

The individual iOS import dialogs.



The files are given an automatically generated name according to the following pattern:

YYYY-MM-DD-HHMMSS

YYYY => year, four digits

MM => month (01-12)

DD => day (01-31)

HH => hour (00-23)

MM => minute (00-59)

SS => second (00-59)

Photos are saved in JPG format.

Drawings are saved in PNG format.

Documents are saved in PDF format.

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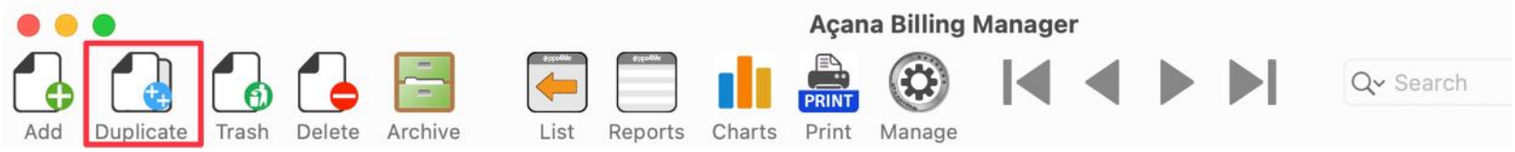
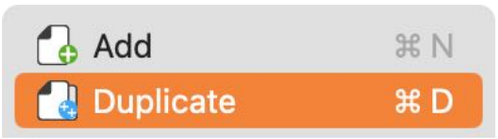
DUPLICATE ENTRY

DUPLICATE ENTRY

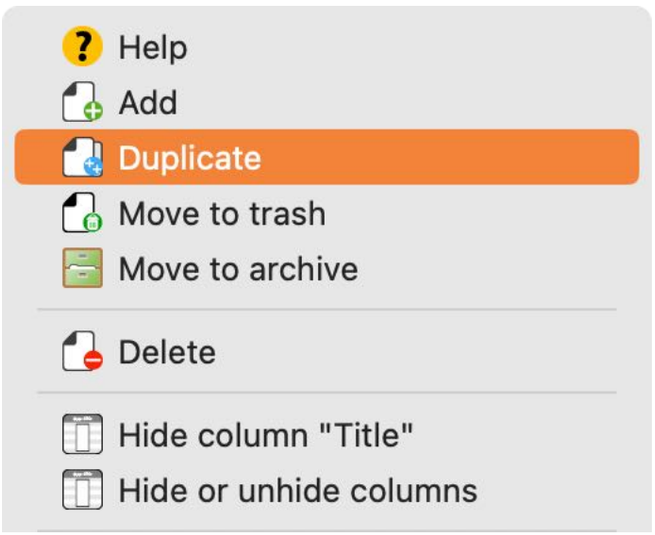
You can duplicate an entry in the toolbar menu via the "Duplicate" icon.



Or select menu “File -> Duplicate".



You can also use the context menu for this.



The name of the copied entry is given the extension “COPY”. In addition, a TAG “COPY” is automatically added to the copied entry. Existing documents of the original entry will not be copied.

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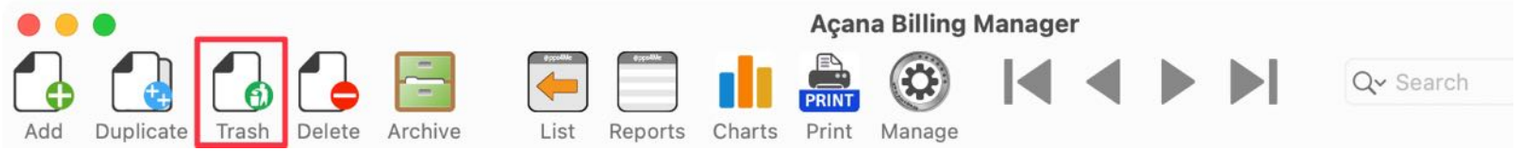
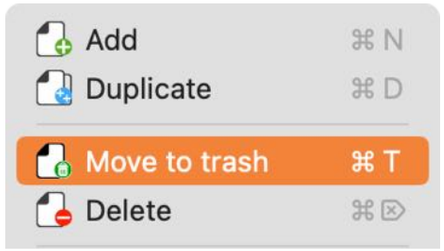
Move Entry To Trash

MOVE ENTRY TO TRASH

Select one or more items in the list and click the “Trash” icon in the toolbar menu.



Or select menu “File -> Duplicate".



You can also use the context menu for this.

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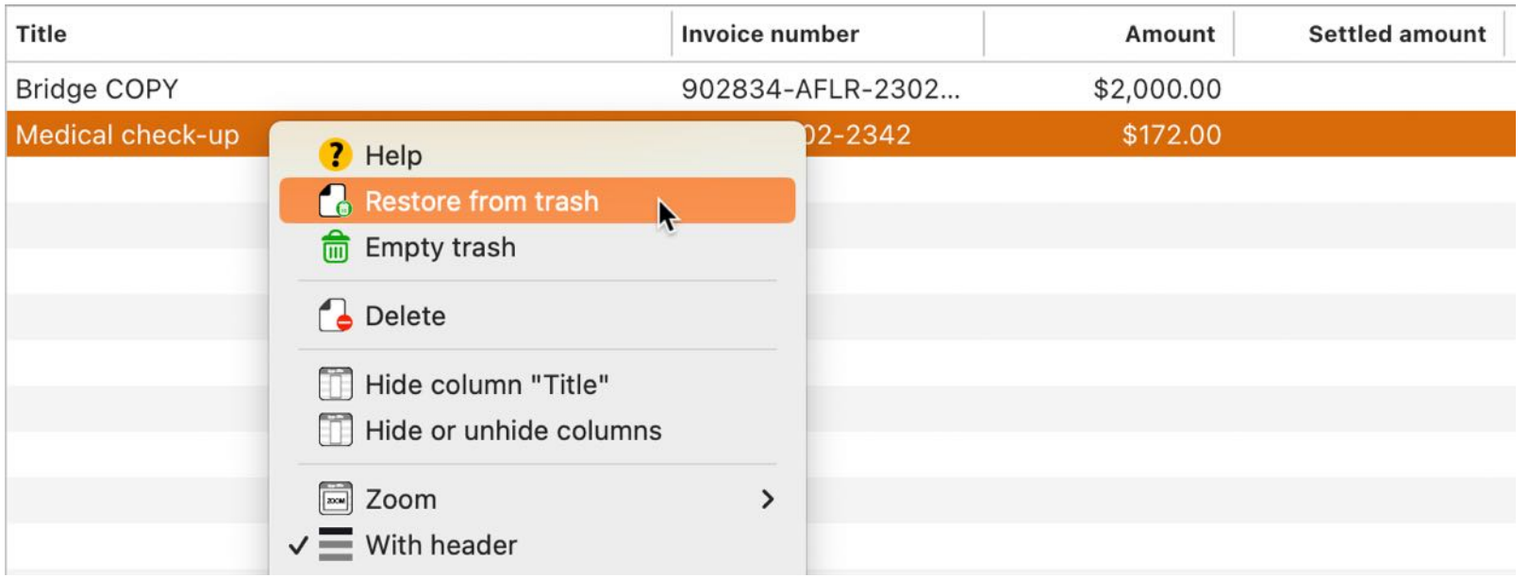
Restore Entry From Trash

RESTORE ENTRY FROM TRASH

First, select “Trash” from the tree structure on the left. Now select one or more entries in the list and choose “Restore from Trash” from the context menu.



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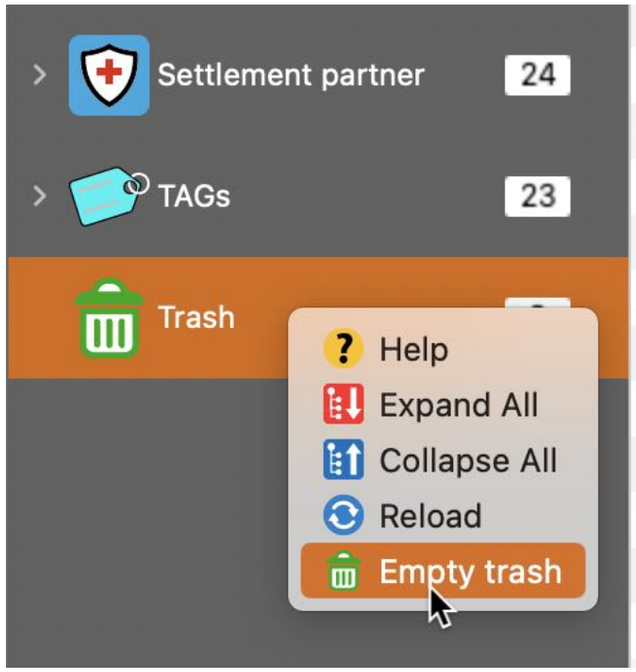
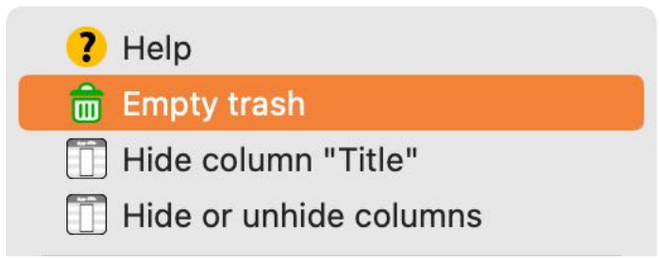
ENTRY TRASH

EMPTY TRASH

First, select “Trash” from the tree structure on the left. Now choose “Empty trash” from the context menu.



Or use the context menu in the list of entries.



This will delete all entries that are in the trash. Documents assigned to these entries will also be deleted.

This command cannot be undone!

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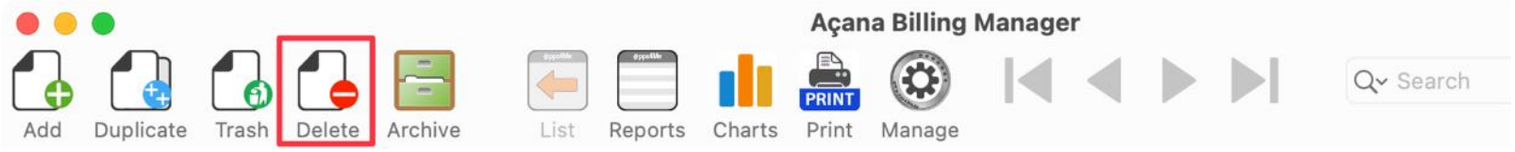
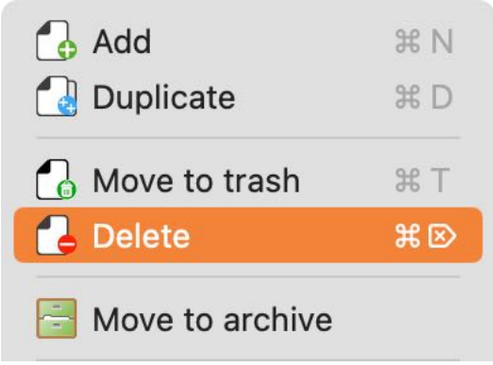
DELETE ENTRY

DELETE ENTRY

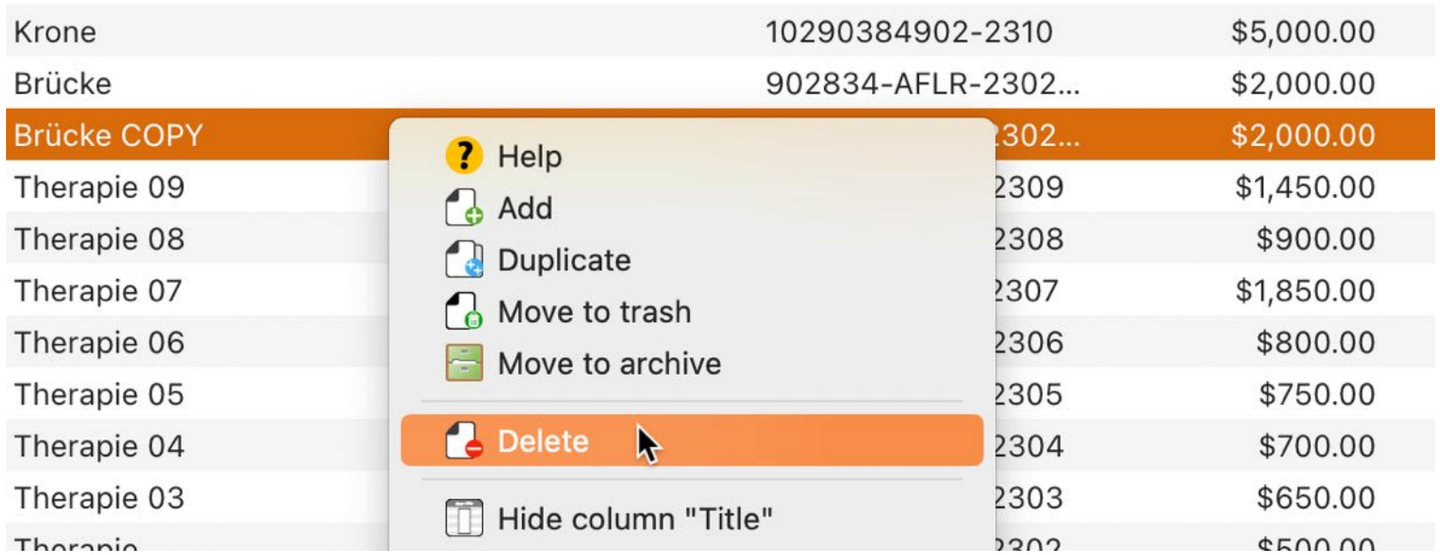
To delete one or more entries, use the “Delete” icon in the toolbar menu.



Or select menu “File -> Delete”.



You can also use the context menu "Delete".



Documents assigned to these entries will also be deleted.

This command cannot be undone!

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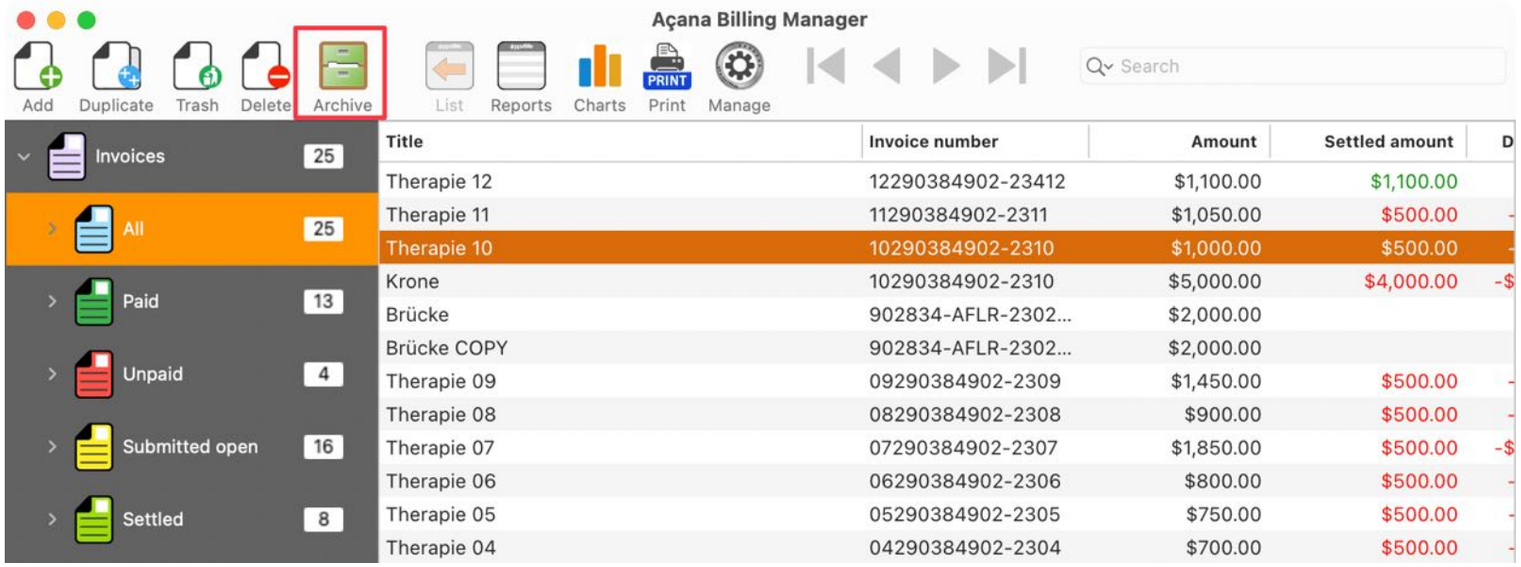
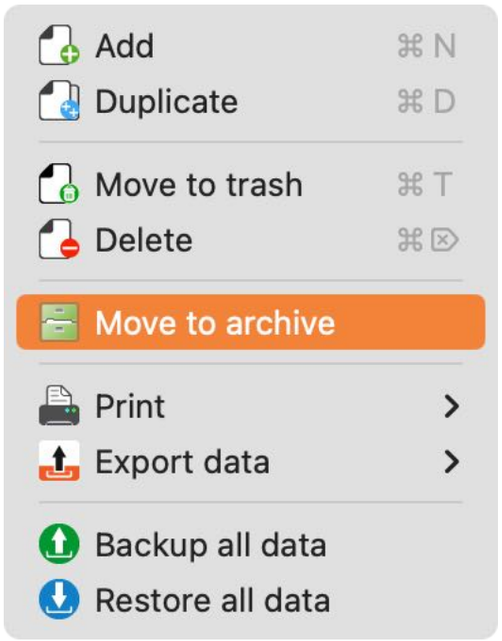
Move Entry To Archive

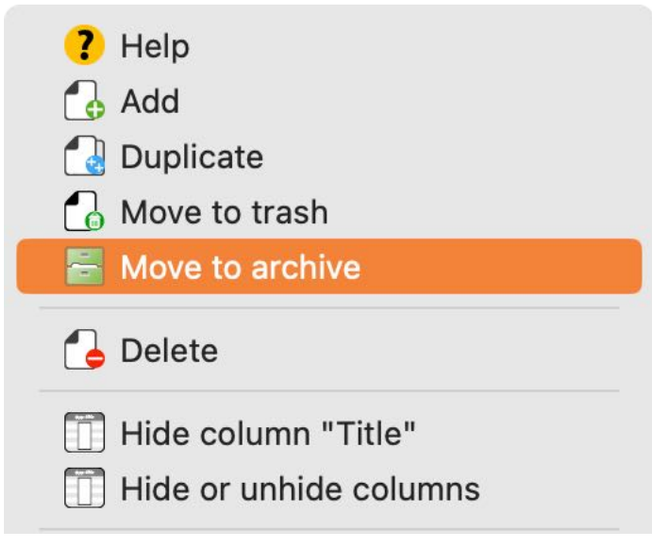
MOVE ENTRY TO ARCHIVE

Older entries can be moved to the archive. To do this, select one or more entries in the list and click on the “Archive” icon in the toolbar menu or select “Move to Archive” from the “File” menu.



You can also use the menu “File => Move to archive” or use the context menu in the list.





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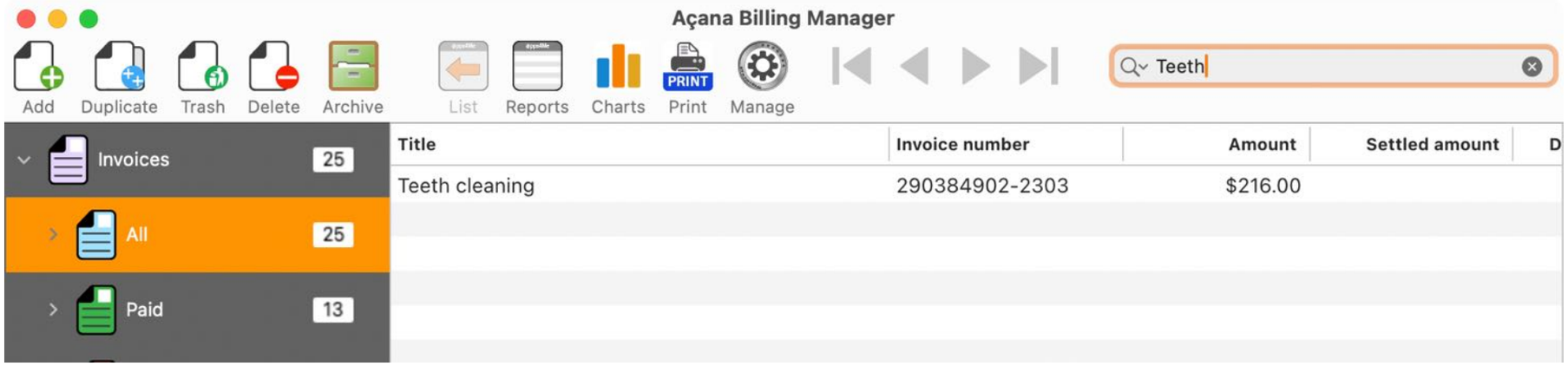
SEARCH ENTRIES

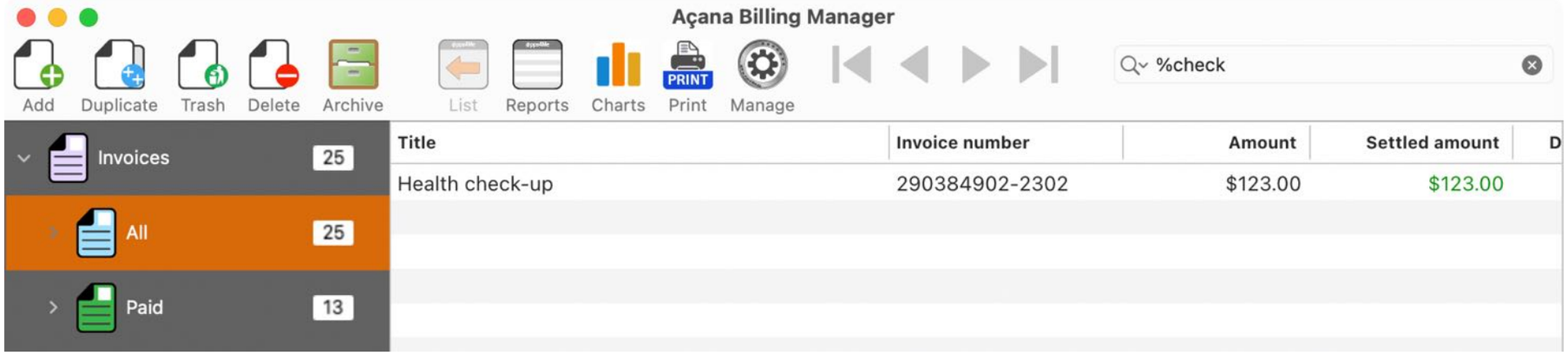
SEARCH ENTRIES

To search for entries, enter the name or part of the name you are looking for in the search field and. The standard search is always "Starts with". If you want to search for a coin that contains a specific text, use the % sign at the beginning of the search term.

Example: Teeth



Example: %check



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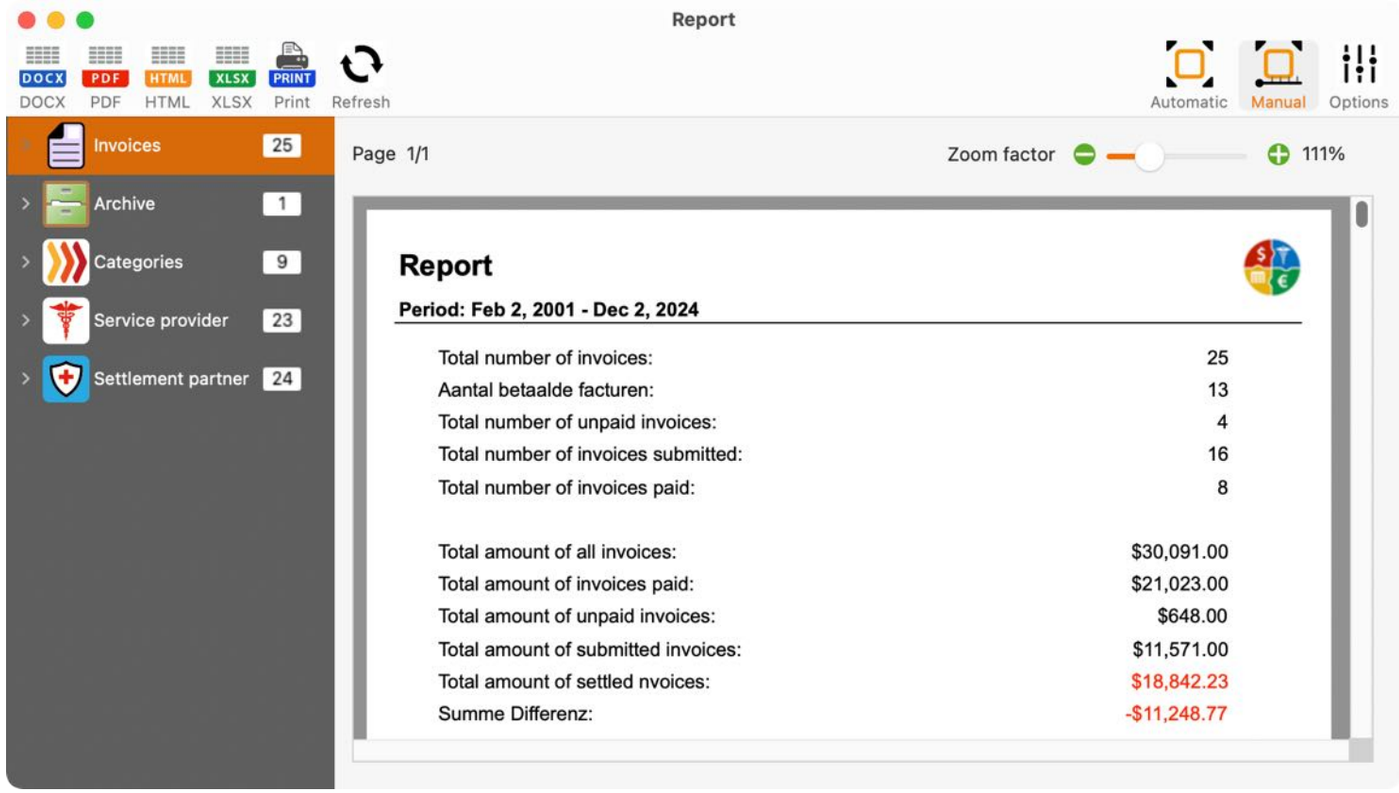
CREATE REPORT

Reports can be generated for all data. To do so, click on the “Reports” icon in the toolbar menu.

The following reports can be created

- Invoices
- Archive
- Categories
- Service providers
- Settlement partners



The reports have the following subcategories

- Invoice
  - Year
    - Half-year
    - Quarter
    - Month

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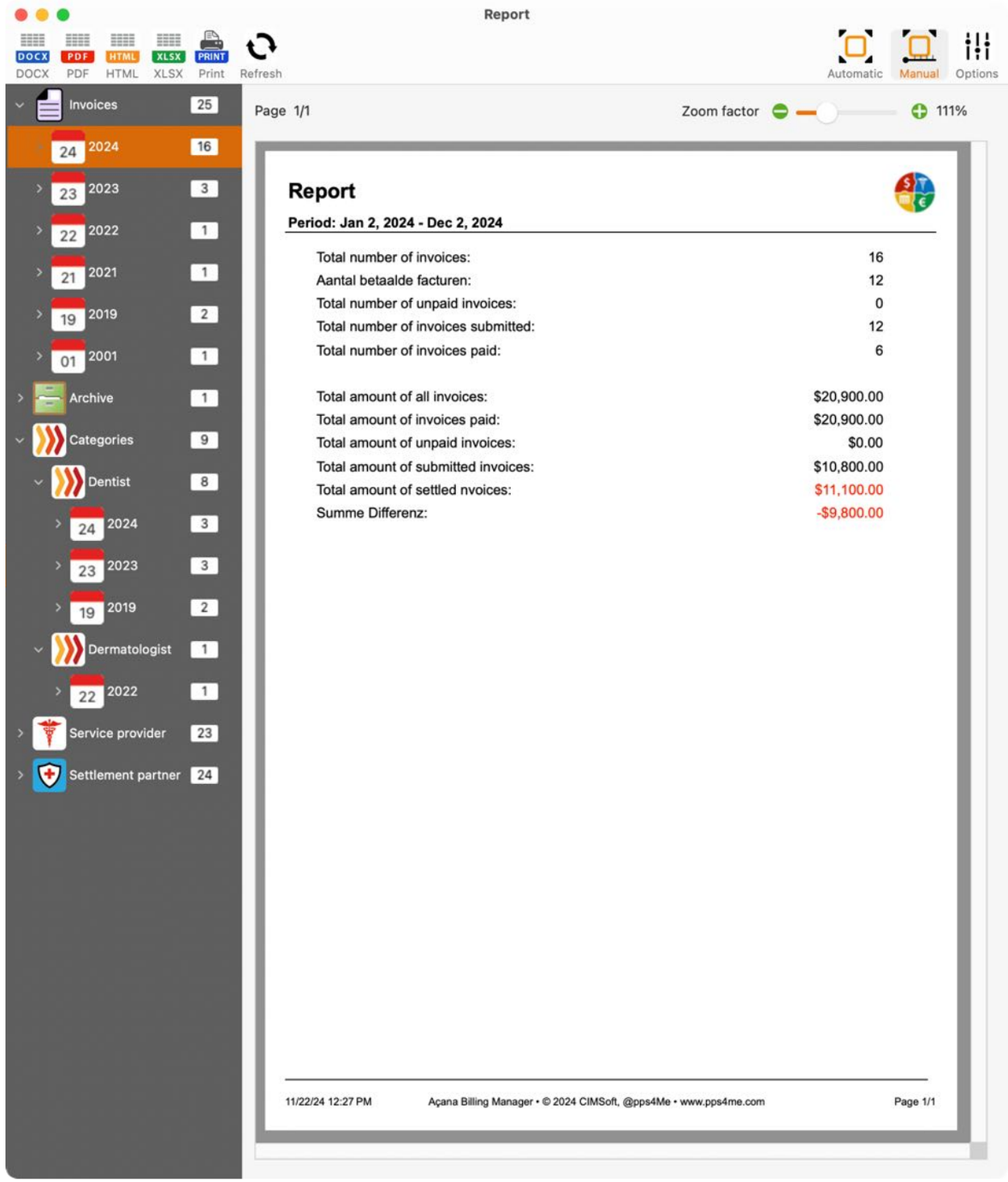
CREATE REPORT

- Archive
  - Year
    - Half-year
    - Quarter
    - Month

- Categories
  - Per category
    - Year
      - Half-year
      - Quarter
      - Month

- Service provider
  - Per service provider
    - Year
      - Half-year
      - Quarter
      - Month

- Settlement partner
  - Per settlement partner
    - Year
      - Half-year
      - Quarter
      - Month



The reports can be printed or saved in the following formats

- Word® DOCX, Excel® XLSX
- Adobe® PDF
- HTML

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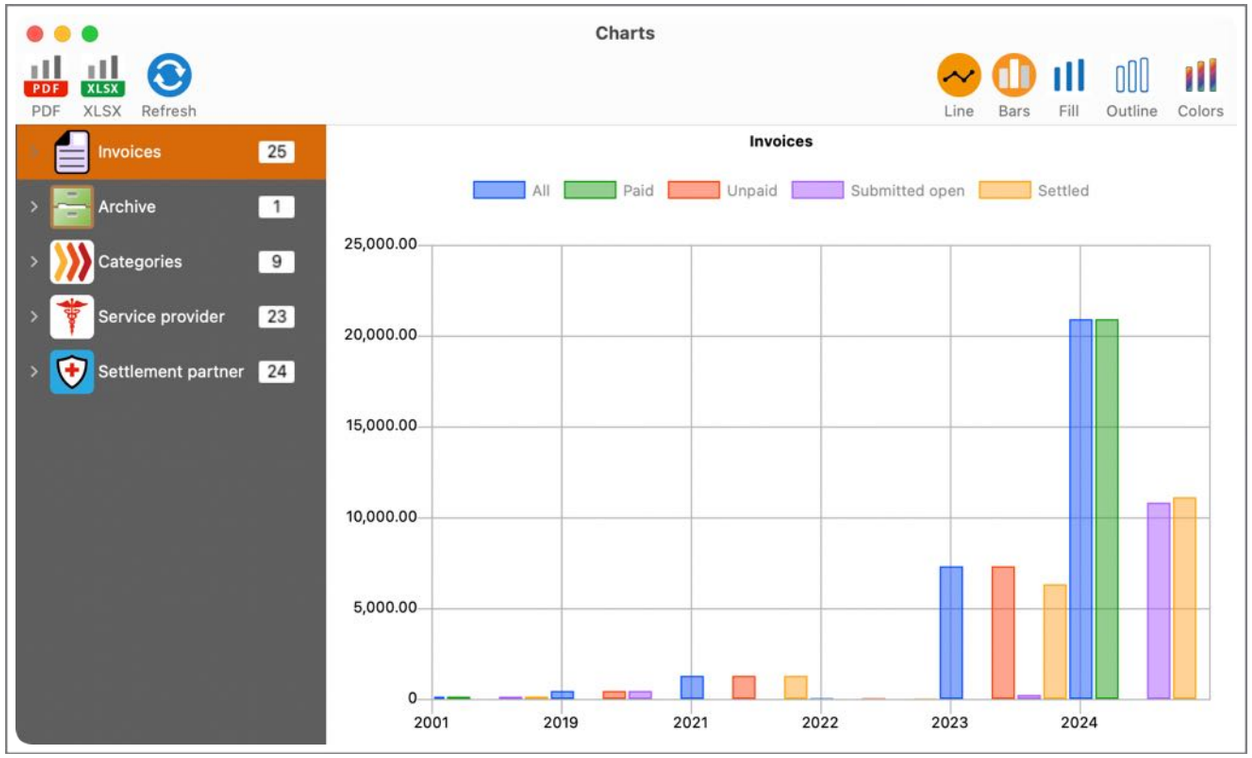
CHARTS

Graphical evaluations can be created for all data. To do this, click on the “Evaluation” icon in the toolbar menu.

The following evaluations can be created

- Invoices
- Archive
- Categories
- Service providers
- Settlement partners



The evaluations have the following subcategories

- Invoice
  - Year
    - Half-year
    - Quarter

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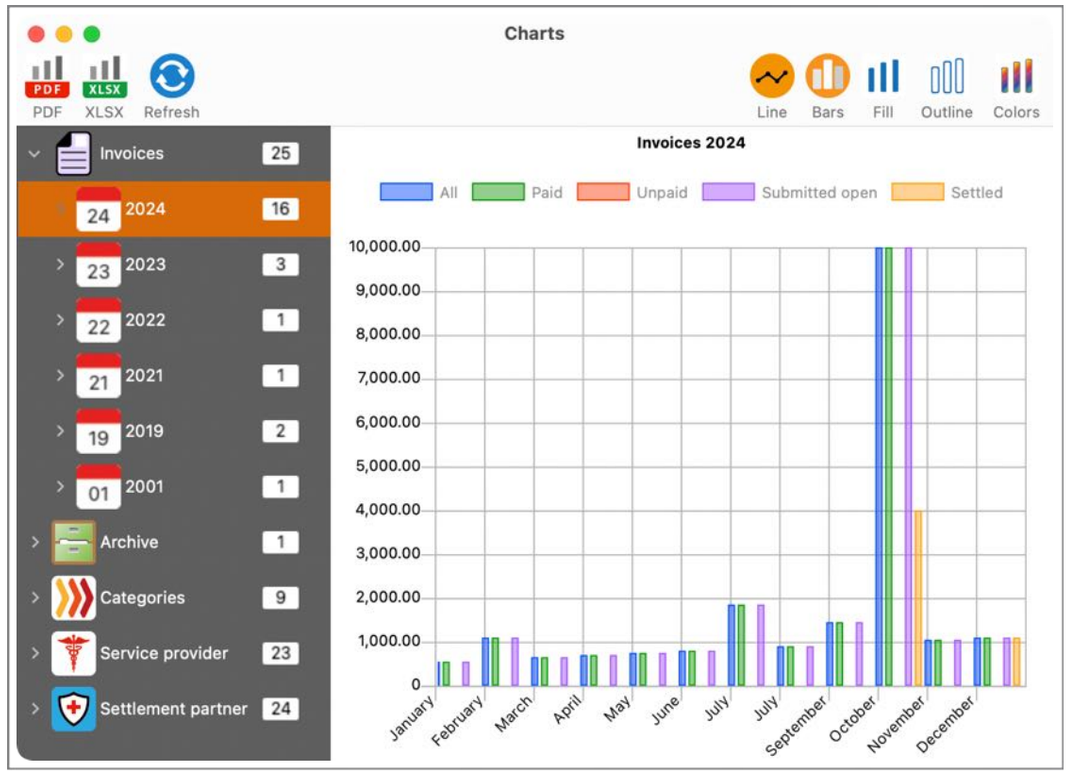
CHARTS

- Archive
  - Year
    - Half-year
    - Quarter

- Categories
  - Per category
    - Year
      - Half-year
      - Quarter

- Service provider
  - Per service provider
    - Year
      - Half-year
      - Quarter

- Settlement partner
  - Per settlement partner
    - Year
      - Half-year
      - Quarter



The evaluations can be saved in the following formats

- Adobe® PDF
- Excel® XLSX

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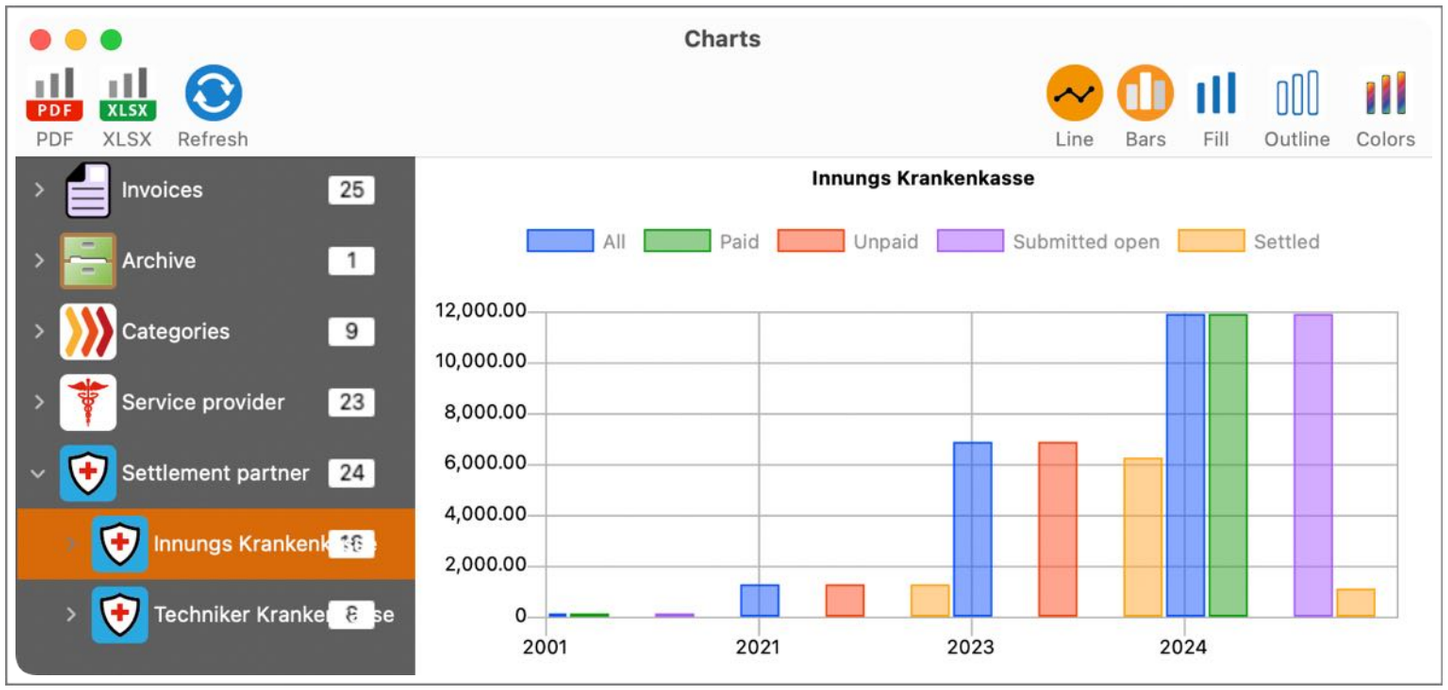
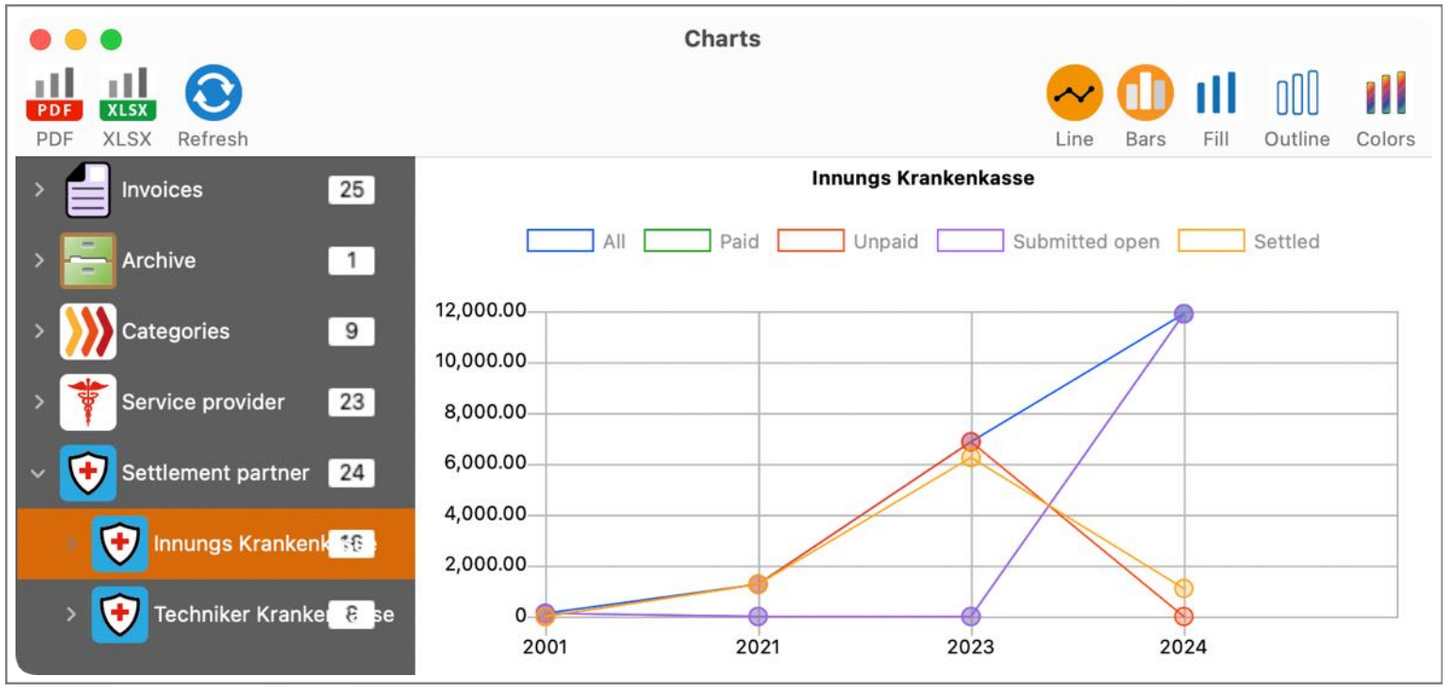
CHARTS

There are also various display options available

- Line
- Bars
- Fill
- Outline
- Colors





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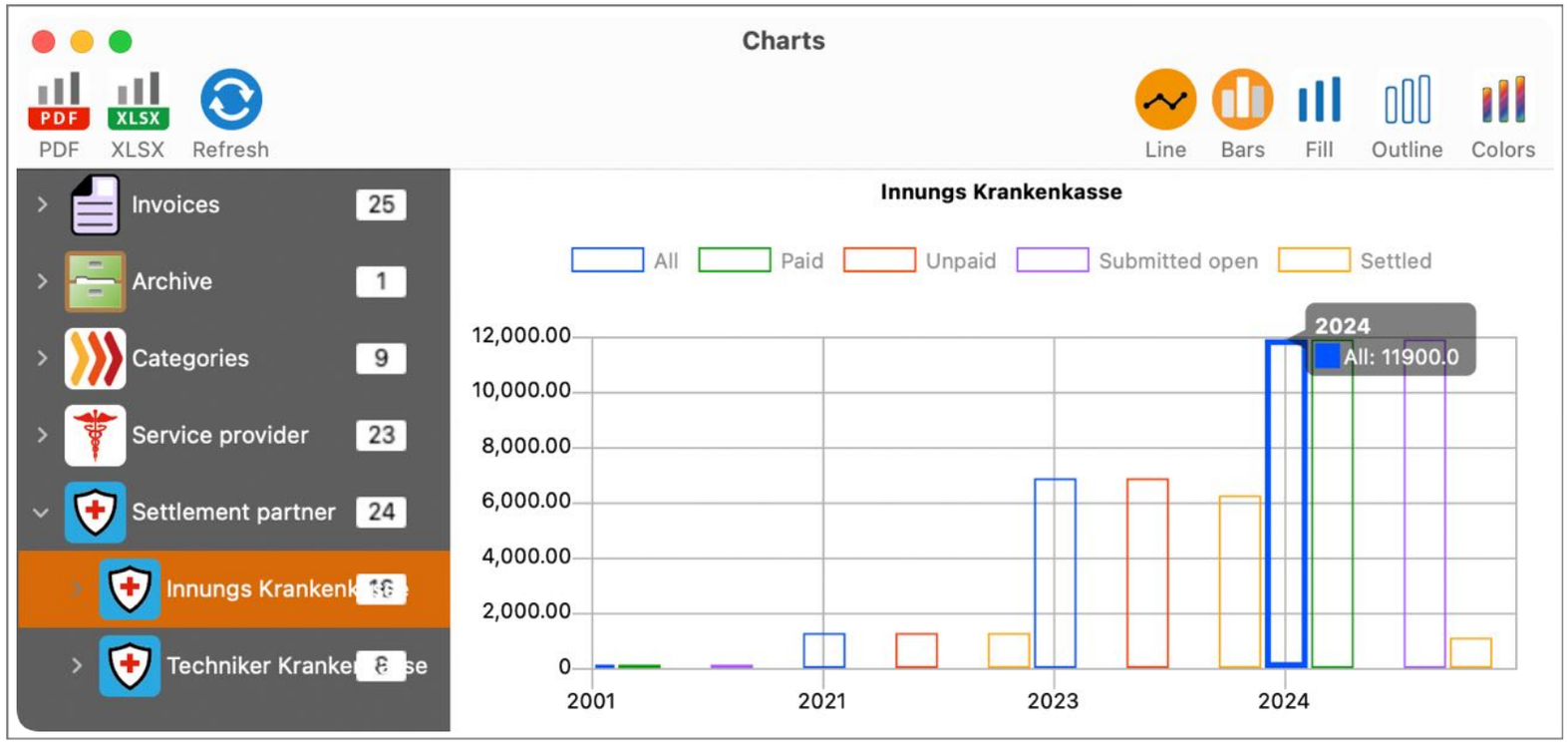
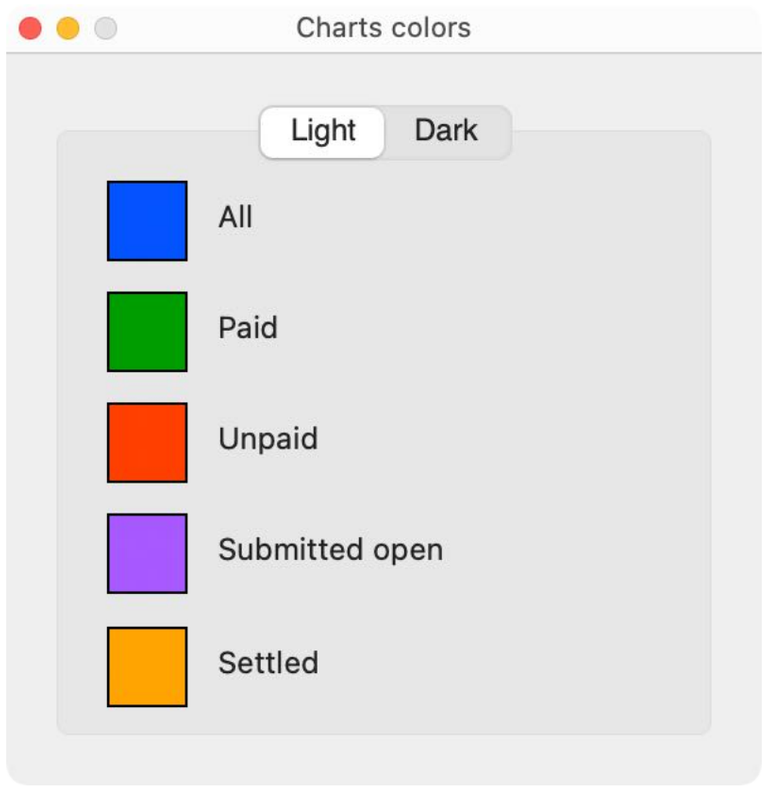
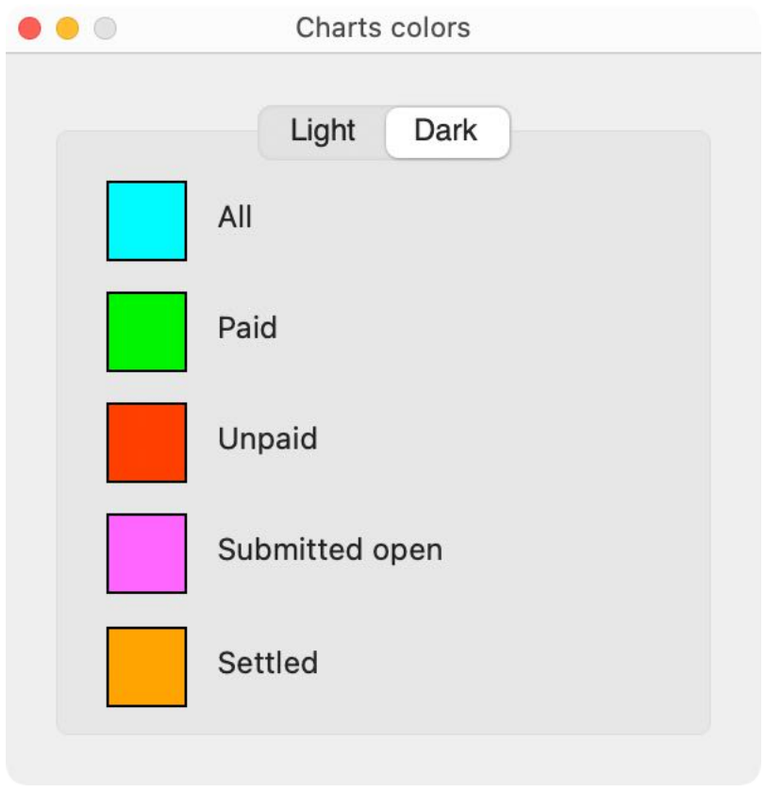
CHARTS

Outline



Colors





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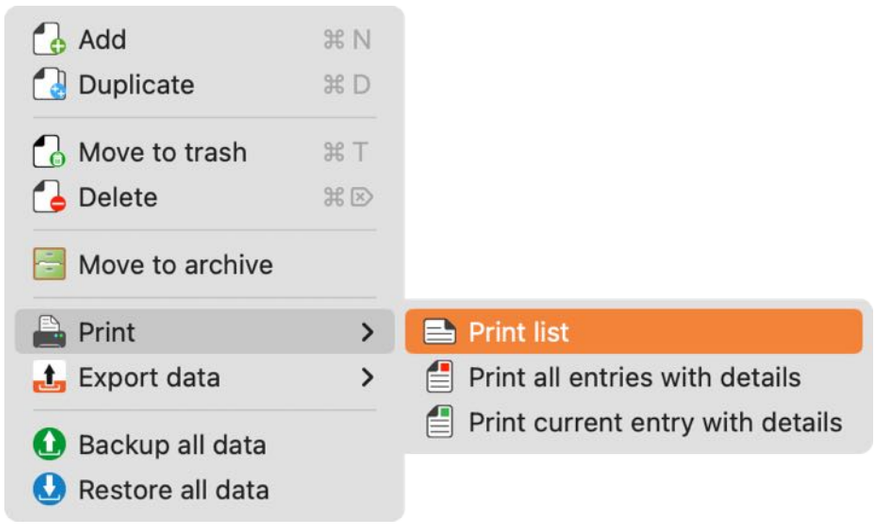
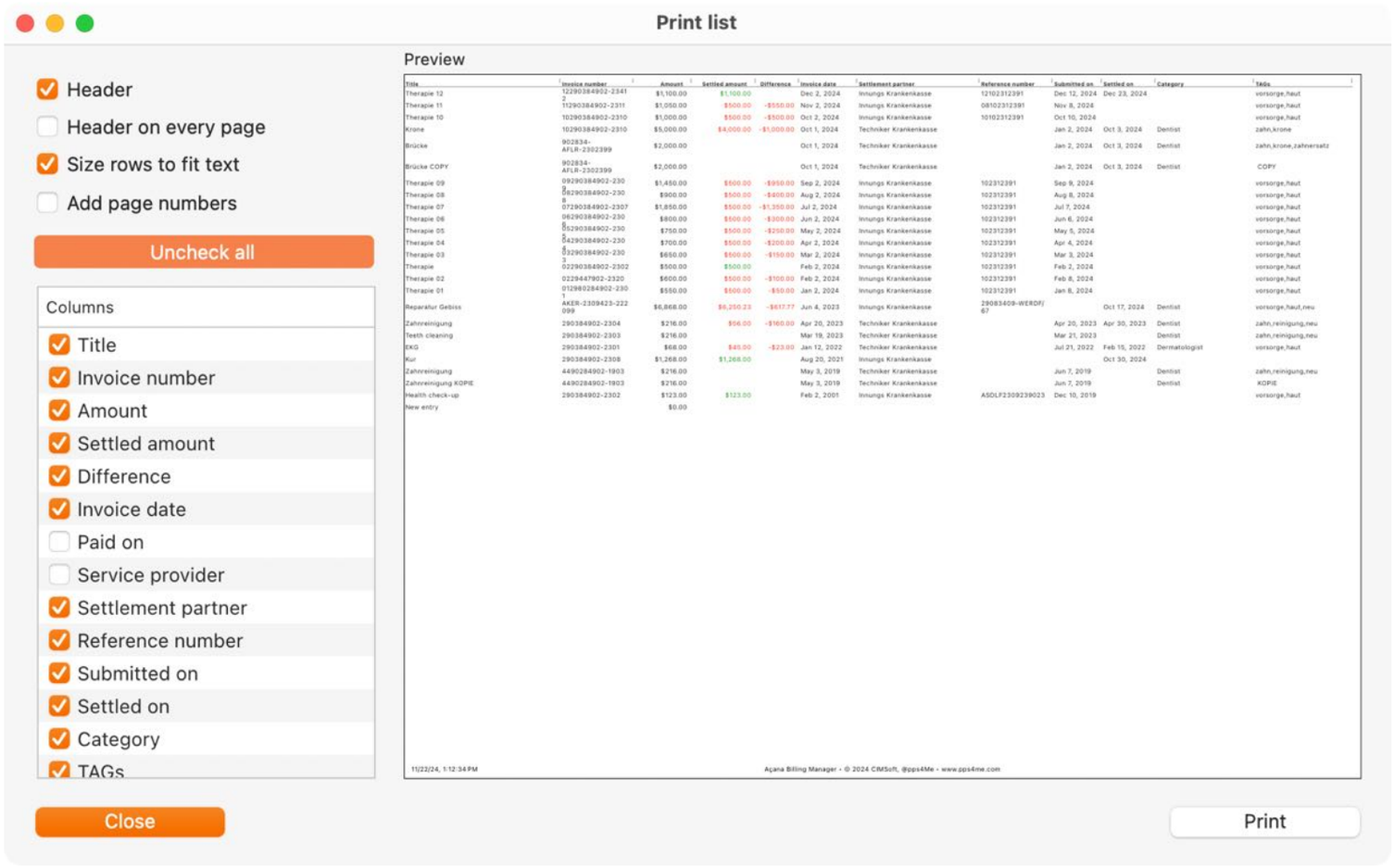
PRINT LIST

PRINT LIST

To print the list, select menu "File => Print => Print list", or select the “Print” icon in the toolbar menu and “Print list” from the submenu.



This list can be freely defined, printed and also saved as a PDF or opened directly in the “Preview” application.



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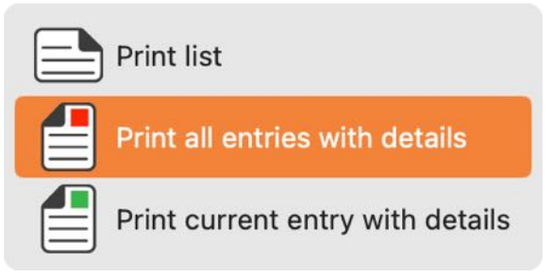
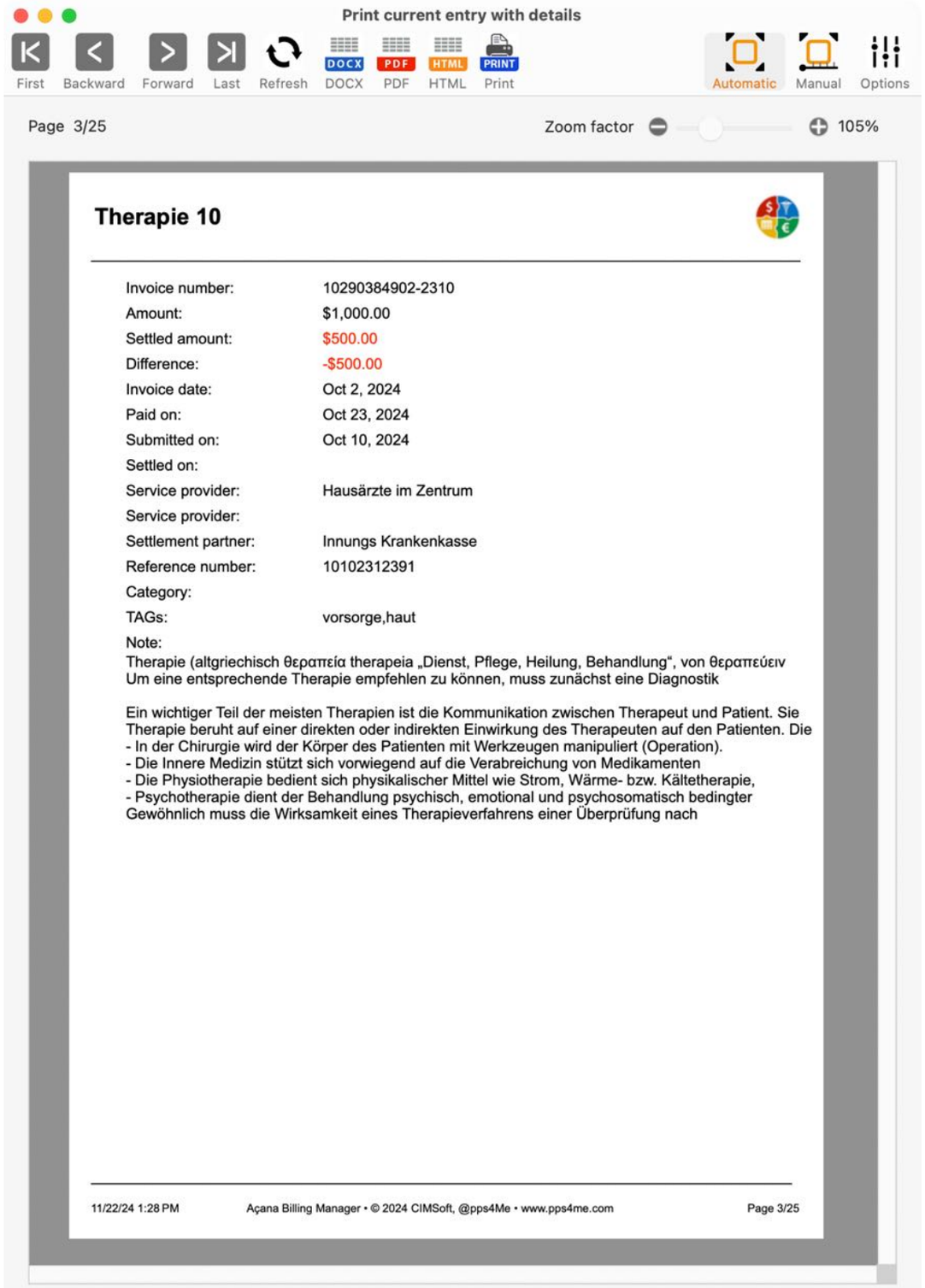
Print All Entries With Details

PRINT ALL ENTRIES WITH DETAILS

To print all entries with details, select “File => Print => Print all entries with details” from the menu, or select the “Print” icon in the toolbar menu and then “Print all entries with details” from the submenu.





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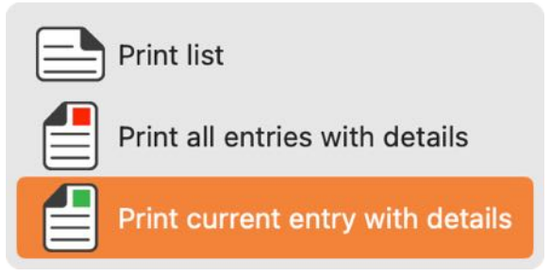
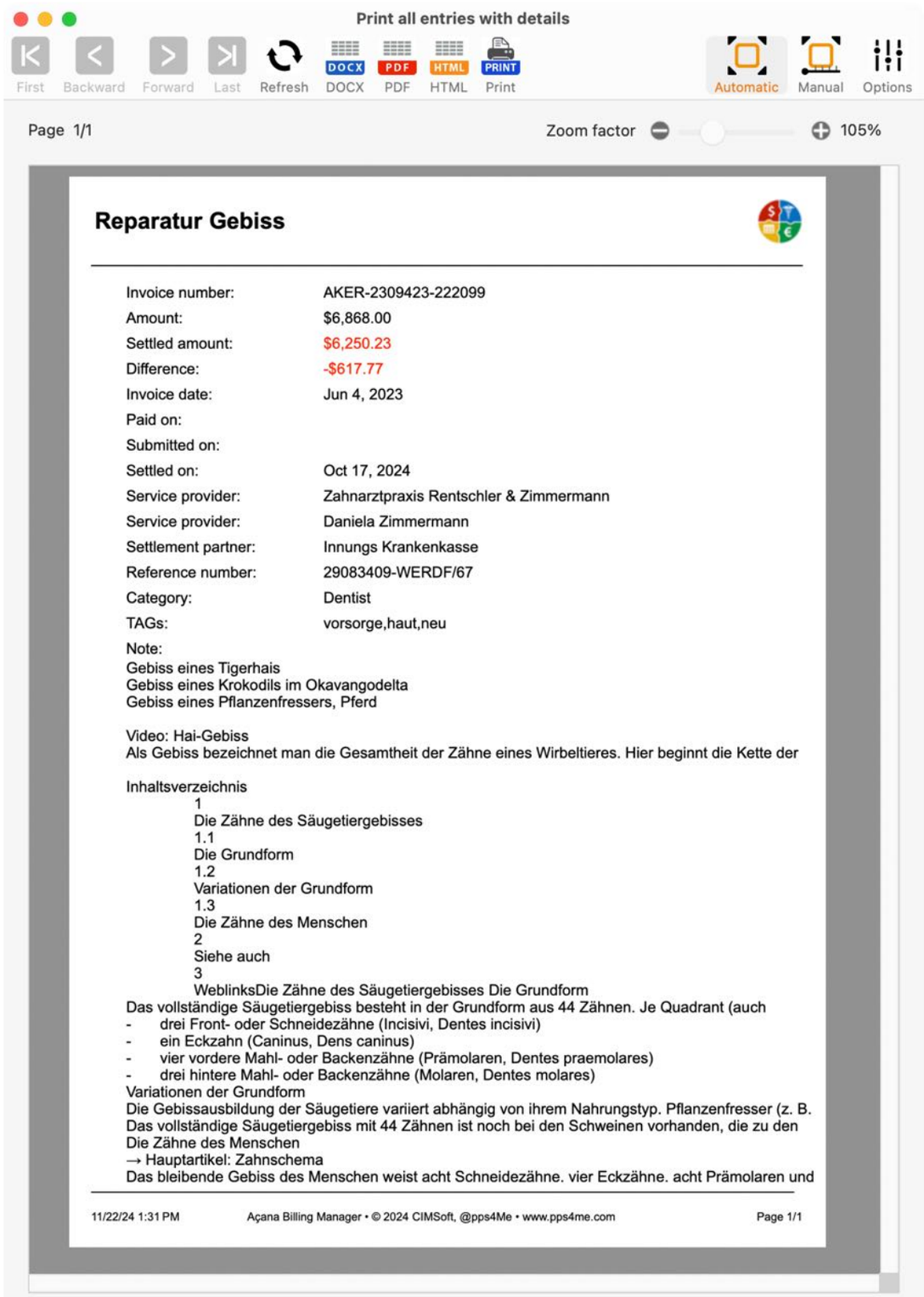
Print Current Entry With Details

PRINT CURRENT ENTRY WITH DETAILS

To print all entries with details, select “File => Print => Print all entries with details” from the menu, or select the “Print” icon in the toolbar menu and then “Print all entries with details” from the submenu.





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Print Current Entry With Details

Each print preview can be printed or saved in the following formats:

•Word® DOCX

•Adobe® PDF

•HTML

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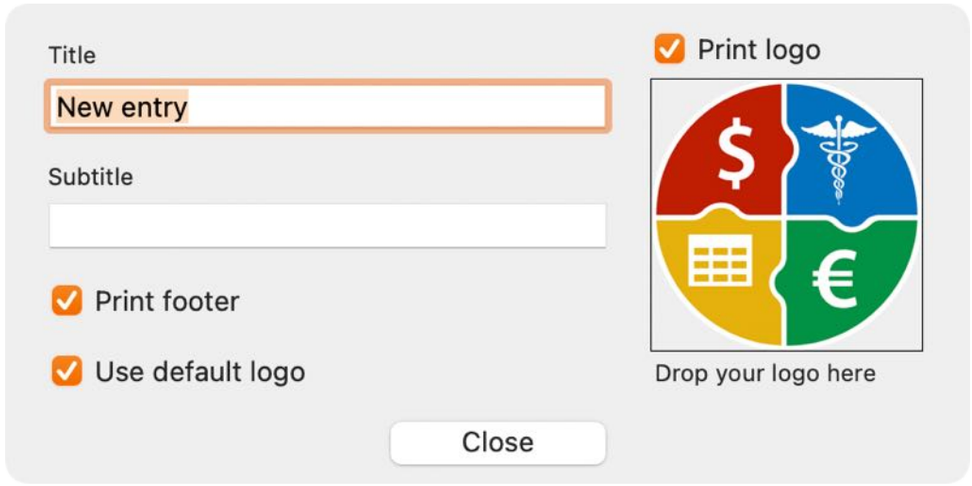
PRINT OPTIONS

PRINT OPTIONS

The options for printing can be called up in the print preview via the "Options" icon.

Various settings can be made there.



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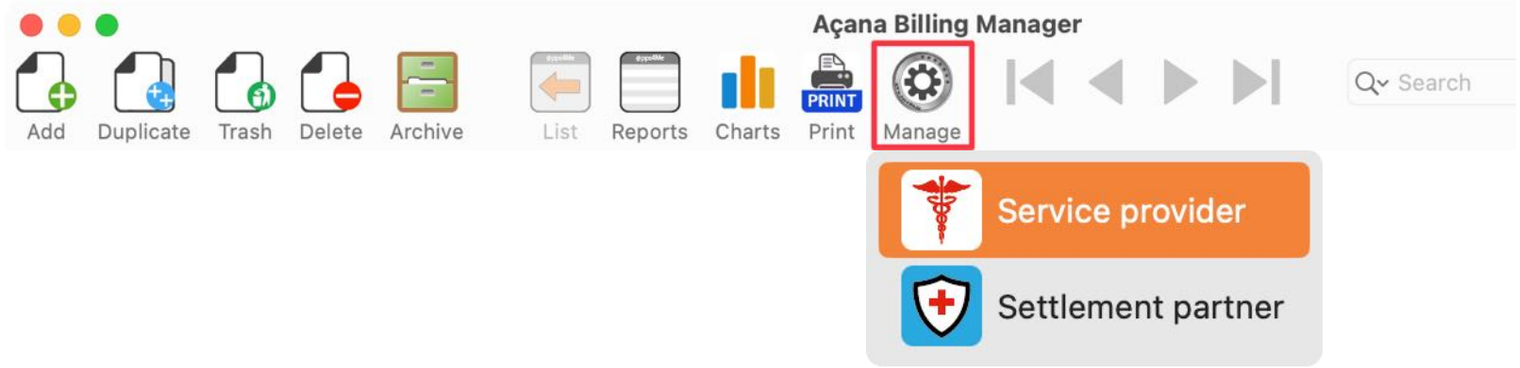
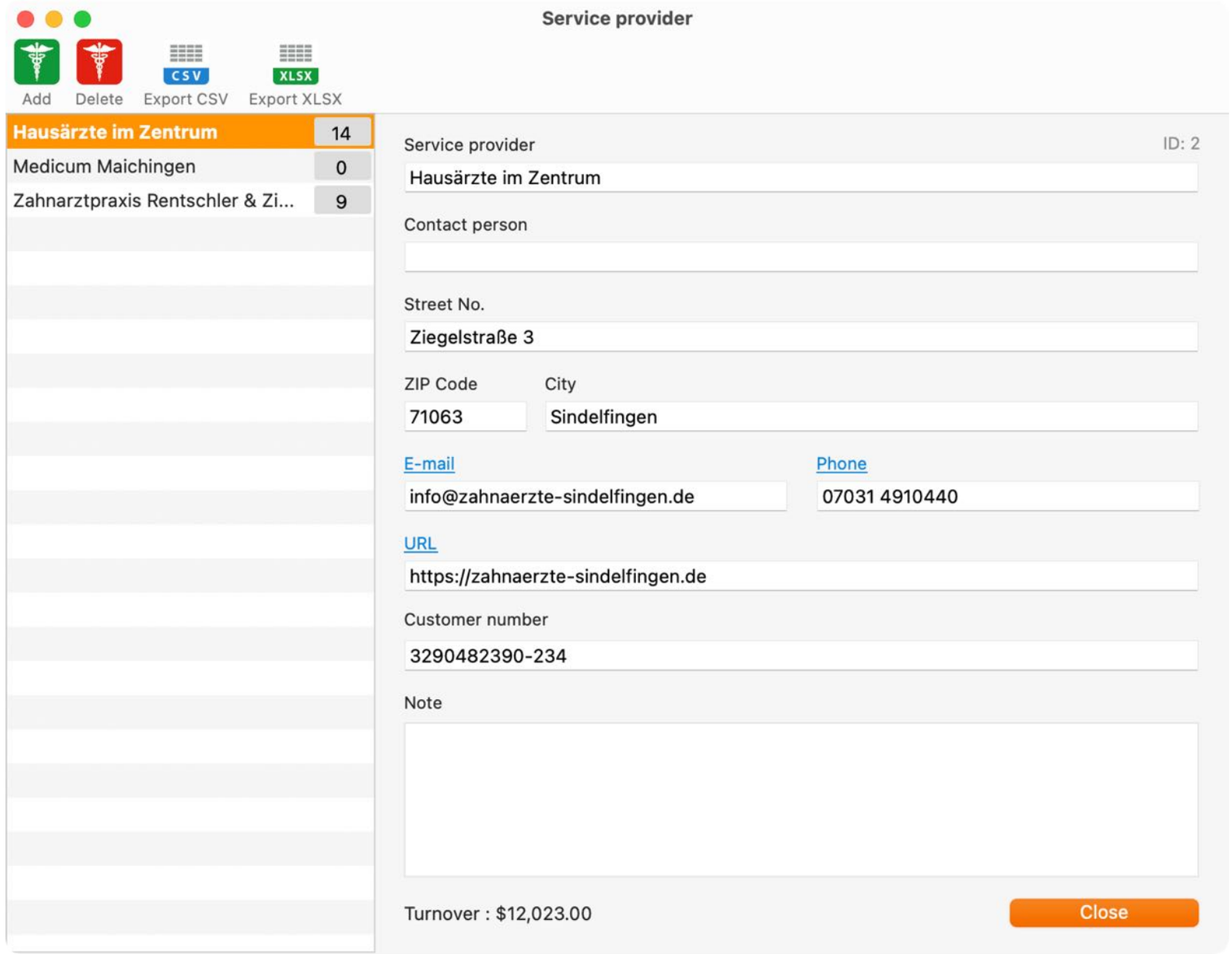
MANAGE SERVICE PROVIDERS

To manage service providers, click the “Manage” icon in the toolbar menu and select the “Service Provider” icon.





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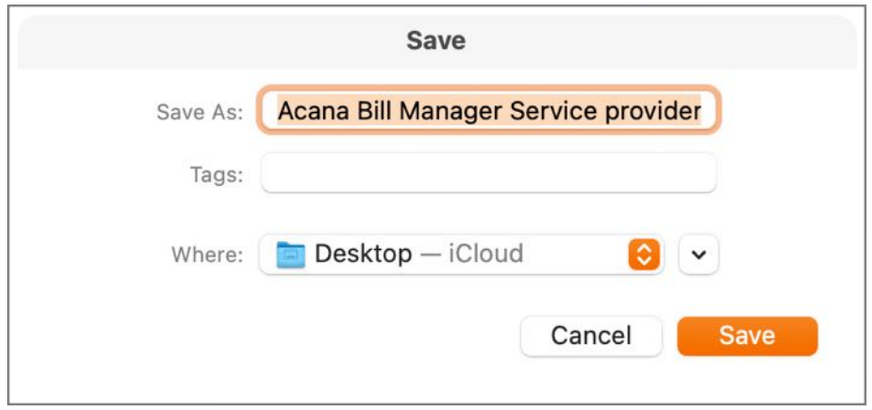
Export Service Providers As Csv File

EXPORT SERVICE PROVIDERS AS CSV FILE

The service providers can be exported as a CSV file. To do this, click on the “Export CSV” icon in the toolbar menu.



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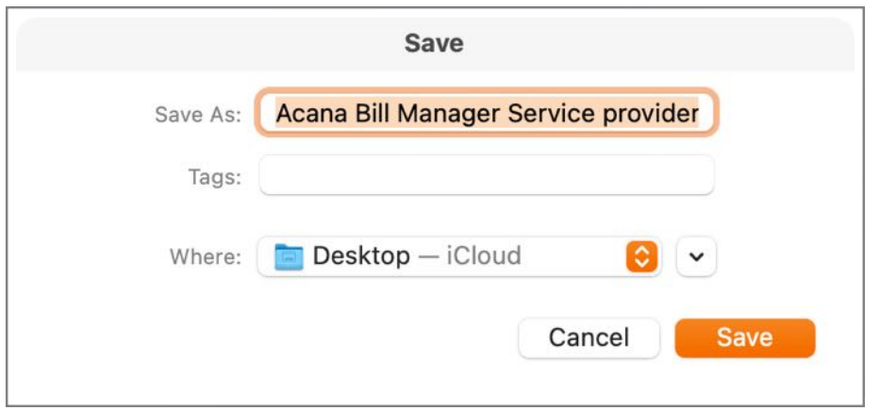
Export Service Providers As Xlsx File

EXPORT SERVICE PROVIDERS AS XLSX FILE

The service providers can be exported as a Excel® XLSX file. To do this, click on the "Export XLSX" icon in the toolbar menu.



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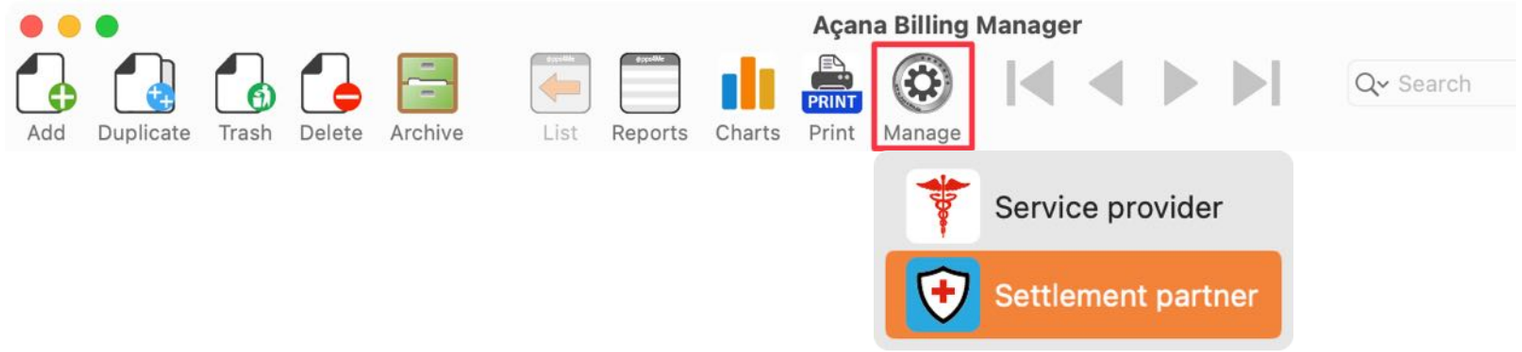
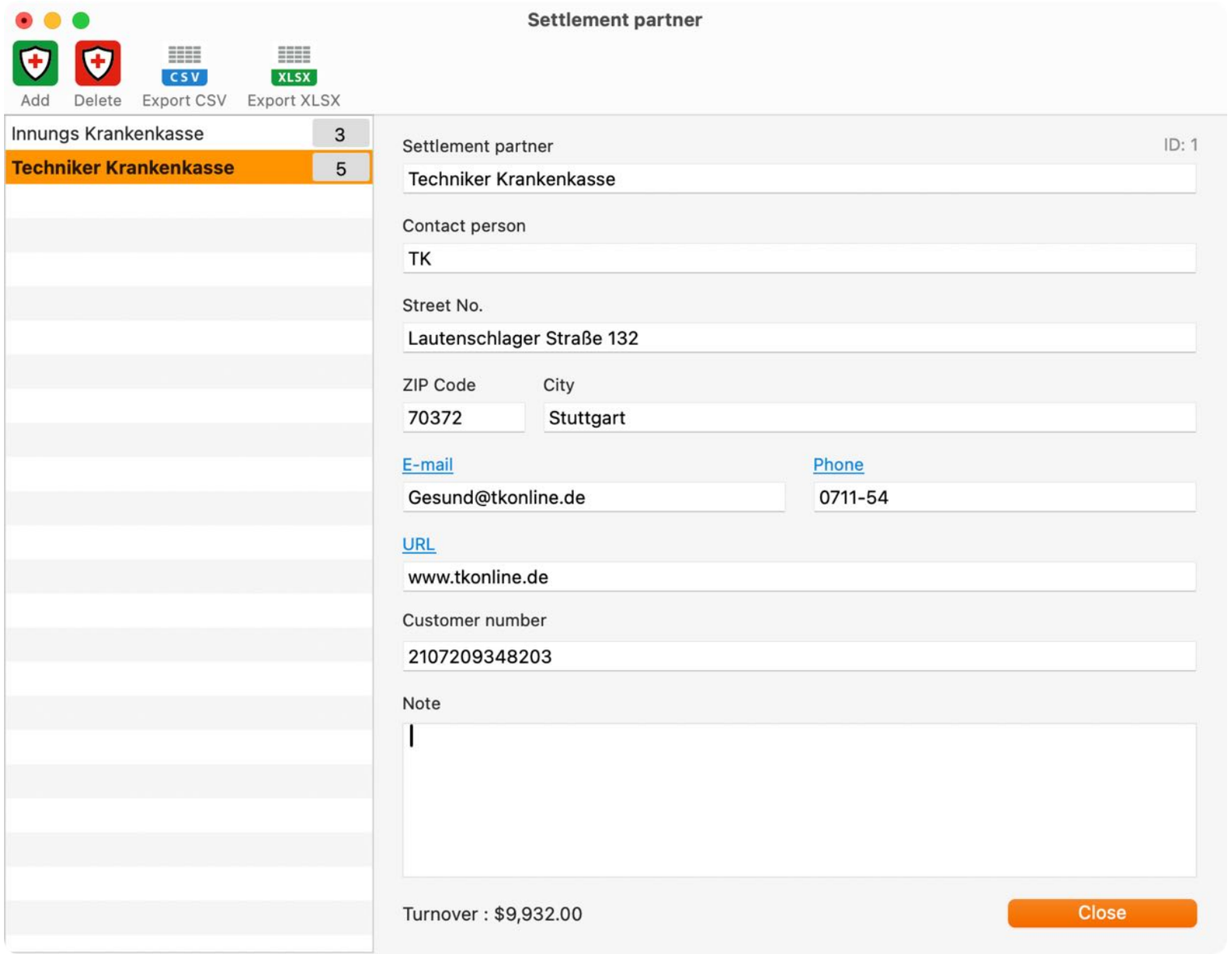
MANAGE SETTLEMENT PARTNERS

To manage settlement partners, click the “Manage” icon in the toolbar menu and select the “Settlement partner” icon.





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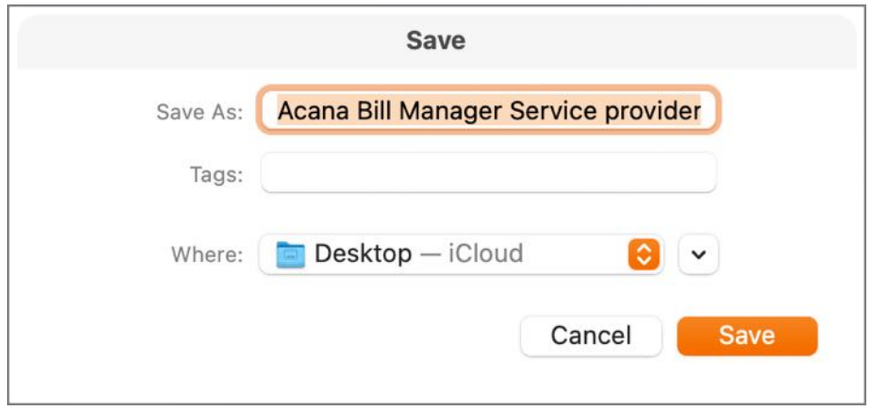
Export Settlement Partners As Csv File

EXPORT SETTLEMENT PARTNERS AS CSV FILE

The settlement partners can be exported as a CSV file. To do this, click on the “Export CSV” icon in the toolbar menu.



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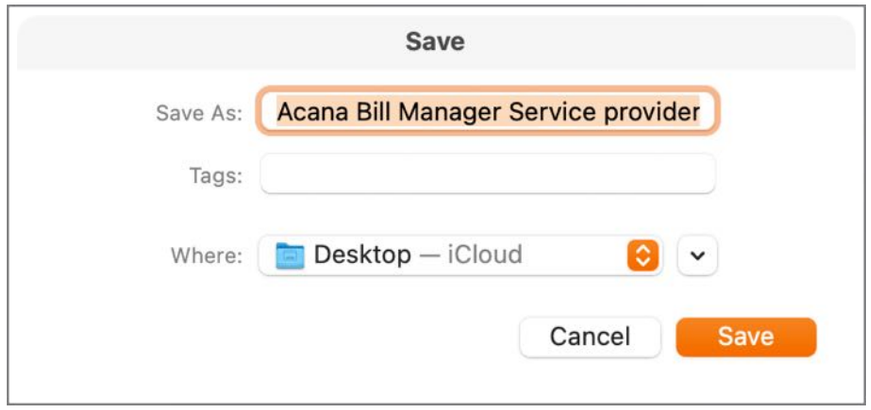
Export Settlement Partners As Xlsx File

EXPORT SETTLEMENT PARTNERS AS XLSX FILE

The settlement partners can be exported as a Excel® XLSX file. To do this, click on the “Export XLSX” icon in the toolbar menu.



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Data Exchange Via Clipboard

DATA EXCHANGE VIA CLIPBOARD

The clipboard can be used for quick and easy data exchange. The following functions are available in the list:

- With/without header
- Copy cell
- Copy row
- Copy column
- Copy all

Select the appropriate function from the context menu.

Title	Invoice number	Amount	Settled amount
Therapie 12	12290384902-23412	$1,100.00	$1,100.00
Therapie 11	11290384902-2311	$1,050.00	$500.00
Therapie 10	10290384902-2310	$1,000.00	$500.00
Krone	10290384902-2310	$5,000.00	$4,000.00
Brücke	R-2302...	$2,000.00	
Brücke COPY	R-2302...	$2,000.00	
Therapie 09	2-2309	$1,450.00	$500.00
Therapie 08	2-2308	$900.00	$500.00
Therapie 07	2-2307	$1,850.00	$500.00
Therapie 06	2-2306	$800.00	$500.00
Therapie 05	2-2305	$750.00	$500.00
Therapie 04	2-2304	$700.00	$500.00
Therapie 03	2-2303	$650.00	$500.00
Therapie	2-2302	$500.00	$500.00
Therapie 02	-2320	$600.00	$500.00
Therapie 01	02-2301	$550.00	$500.00
Reparatur Gebiss	23-222...	$6,868.00	$6,250.23
Zahnreinigung	2304	$216.00	$56.00
Teeth cleaning	2303	$216.00	
EKG	2301	$68.00	$45.00
Kur	2308	$1,268.00	$1,268.00
Zahnreinigung	4490284902-1903	$216.00	
Zahnreinigung KOPIE	4490284902-1903	$216.00	
Health check-up	290384902-2302	$123.00	$123.00
New entry		$0.00	

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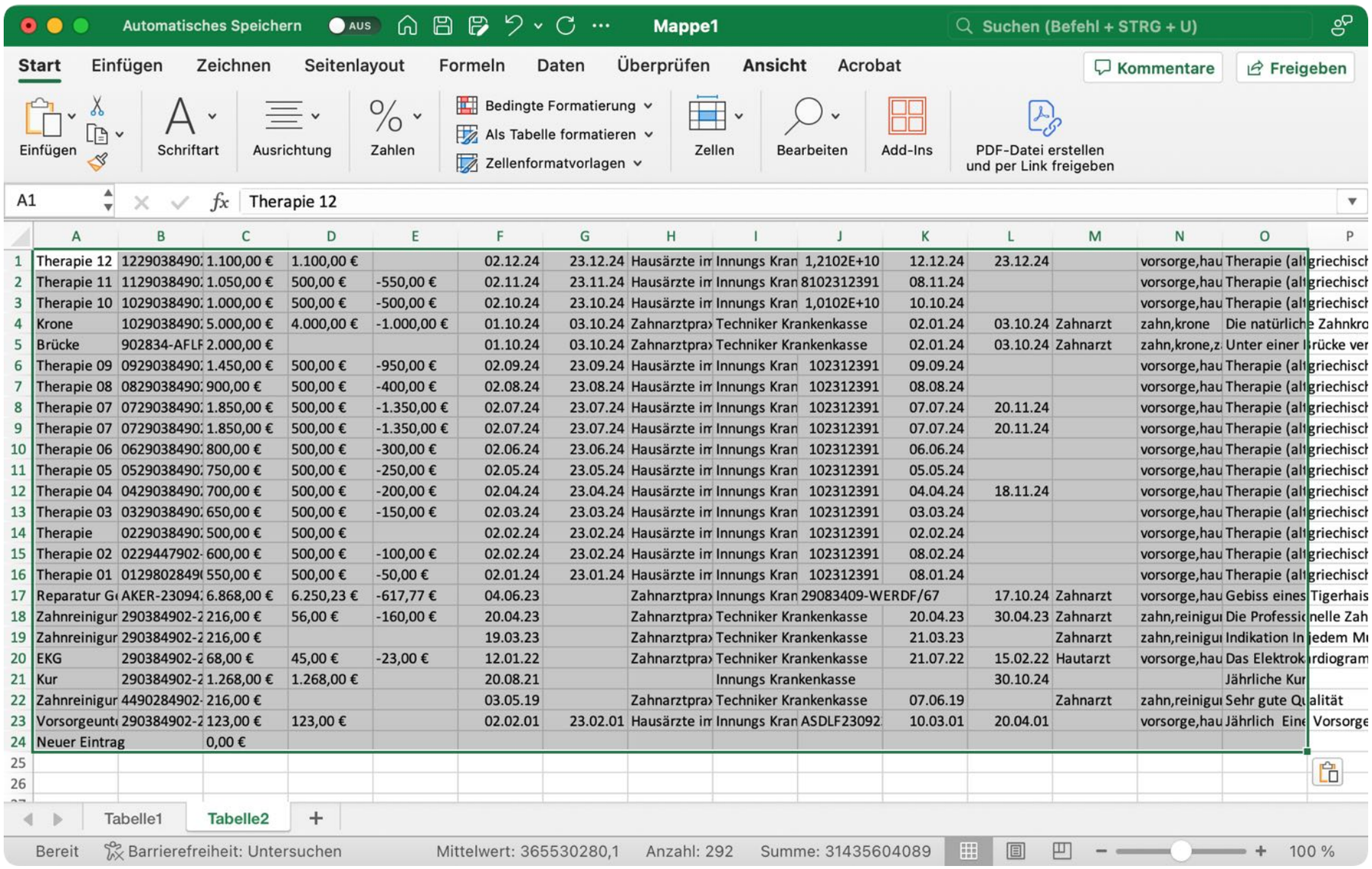
DATA EXCHANGE VIA CLIPBOARD

The copied data can now be pasted into other applications.

Example: Excel® All entries



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Therapie 12	1229038490:	1.100,00 €	1.100,00 €		02.12.24	23.12.24	Hausärzte im	Innungs Kran	1,2102E+10	12.12.24	23.12.24		vorsorge,hau	Therapie (alt	griechisch
2	Therapie 11	1129038490:	1.050,00 €	500,00 €	-550,00 €	02.11.24	23.11.24	Hausärzte im	Innungs Kran	8102312391	08.11.24			vorsorge,hau	Therapie (alt	griechisch
3	Therapie 10	1029038490:	1.000,00 €	500,00 €	-500,00 €	02.10.24	23.10.24	Hausärzte im	Innungs Kran	1,0102E+10	10.10.24			vorsorge,hau	Therapie (alt	griechisch
4	Krone	1029038490:	5.000,00 €	4.000,00 €	-1.000,00 €	01.10.24	03.10.24	Zahnarztpra	Techniker Krankenkasse		02.01.24	03.10.24	Zahnarzt	zahn,krone	Die natürliche	Zahnkro
5	Brücke	902834-AFLF	2.000,00 €			01.10.24	03.10.24	Zahnarztpra	Techniker Krankenkasse		02.01.24	03.10.24	Zahnarzt	zahn,krone,z	Unter einer I	rücke ver
6	Therapie 09	0929038490:	1.450,00 €	500,00 €	-950,00 €	02.09.24	23.09.24	Hausärzte im	Innungs Kran	102312391	09.09.24			vorsorge,hau	Therapie (alt	griechisch
7	Therapie 08	0829038490:	900,00 €	500,00 €	-400,00 €	02.08.24	23.08.24	Hausärzte im	Innungs Kran	102312391	08.08.24			vorsorge,hau	Therapie (alt	griechisch
8	Therapie 07	0729038490:	1.850,00 €	500,00 €	-1.350,00 €	02.07.24	23.07.24	Hausärzte im	Innungs Kran	102312391	07.07.24	20.11.24		vorsorge,hau	Therapie (alt	griechisch
9	Therapie 07	0729038490:	1.850,00 €	500,00 €	-1.350,00 €	02.07.24	23.07.24	Hausärzte im	Innungs Kran	102312391	07.07.24	20.11.24		vorsorge,hau	Therapie (alt	griechisch
10	Therapie 06	0629038490:	800,00 €	500,00 €	-300,00 €	02.06.24	23.06.24	Hausärzte im	Innungs Kran	102312391	06.06.24			vorsorge,hau	Therapie (alt	griechisch
11	Therapie 05	0529038490:	750,00 €	500,00 €	-250,00 €	02.05.24	23.05.24	Hausärzte im	Innungs Kran	102312391	05.05.24			vorsorge,hau	Therapie (alt	griechisch
12	Therapie 04	0429038490:	700,00 €	500,00 €	-200,00 €	02.04.24	23.04.24	Hausärzte im	Innungs Kran	102312391	04.04.24	18.11.24		vorsorge,hau	Therapie (alt	griechisch
13	Therapie 03	0329038490:	650,00 €	500,00 €	-150,00 €	02.03.24	23.03.24	Hausärzte im	Innungs Kran	102312391	03.03.24			vorsorge,hau	Therapie (alt	griechisch
14	Therapie	0229038490:	500,00 €	500,00 €		02.02.24	23.02.24	Hausärzte im	Innungs Kran	102312391	02.02.24			vorsorge,hau	Therapie (alt	griechisch
15	Therapie 02	0229447902-	600,00 €	500,00 €	-100,00 €	02.02.24	23.02.24	Hausärzte im	Innungs Kran	102312391	08.02.24			vorsorge,hau	Therapie (alt	griechisch
16	Therapie 01	0129802849(	550,00 €	500,00 €	-50,00 €	02.01.24	23.01.24	Hausärzte im	Innungs Kran	102312391	08.01.24			vorsorge,hau	Therapie (alt	griechisch
17	Reparatur G	AKER-23094:	6.868,00 €	6.250,23 €	-617,77 €	04.06.23		Zahnarztpra	Innungs Kran	29083409-WERDF/67		17.10.24	Zahnarzt	vorsorge,hau	Gebiss eines	Tigerhais
18	Zahnreinigur	290384902-2	216,00 €	56,00 €	-160,00 €	20.04.23		Zahnarztpra	Techniker Krankenkasse		20.04.23	30.04.23	Zahnarzt	zahn,reinigu	Die Professi	nelle Zah
19	Zahnreinigur	290384902-2	216,00 €			19.03.23		Zahnarztpra	Techniker Krankenkasse		21.03.23		Zahnarzt	zahn,reinigu	Indikation In	jedem Mu
20	EKG	290384902-2	68,00 €	45,00 €	-23,00 €	12.01.22		Zahnarztpra	Techniker Krankenkasse		21.07.22	15.02.22	Hautarzt	vorsorge,hau	Das Elektrok	rdiogram
21	Kur	290384902-2	1.268,00 €	1.268,00 €		20.08.21			Innungs Krankenkasse			30.10.24			Jährliche Kur	
22	Zahnreinigur	4490284902-	216,00 €			03.05.19		Zahnarztpra	Techniker Krankenkasse		07.06.19		Zahnarzt	zahn,reinigu	Sehr gute Qu	alität
23	Vorsorgeunt	290384902-2	123,00 €	123,00 €		02.02.01	23.02.01	Hausärzte im	Innungs Kran	ASDLF23092	10.03.01	20.04.01		vorsorge,hau	Jährlich Eine	Vorsorge
24	Neuer Eintrag		0,00 €													
25																
26																

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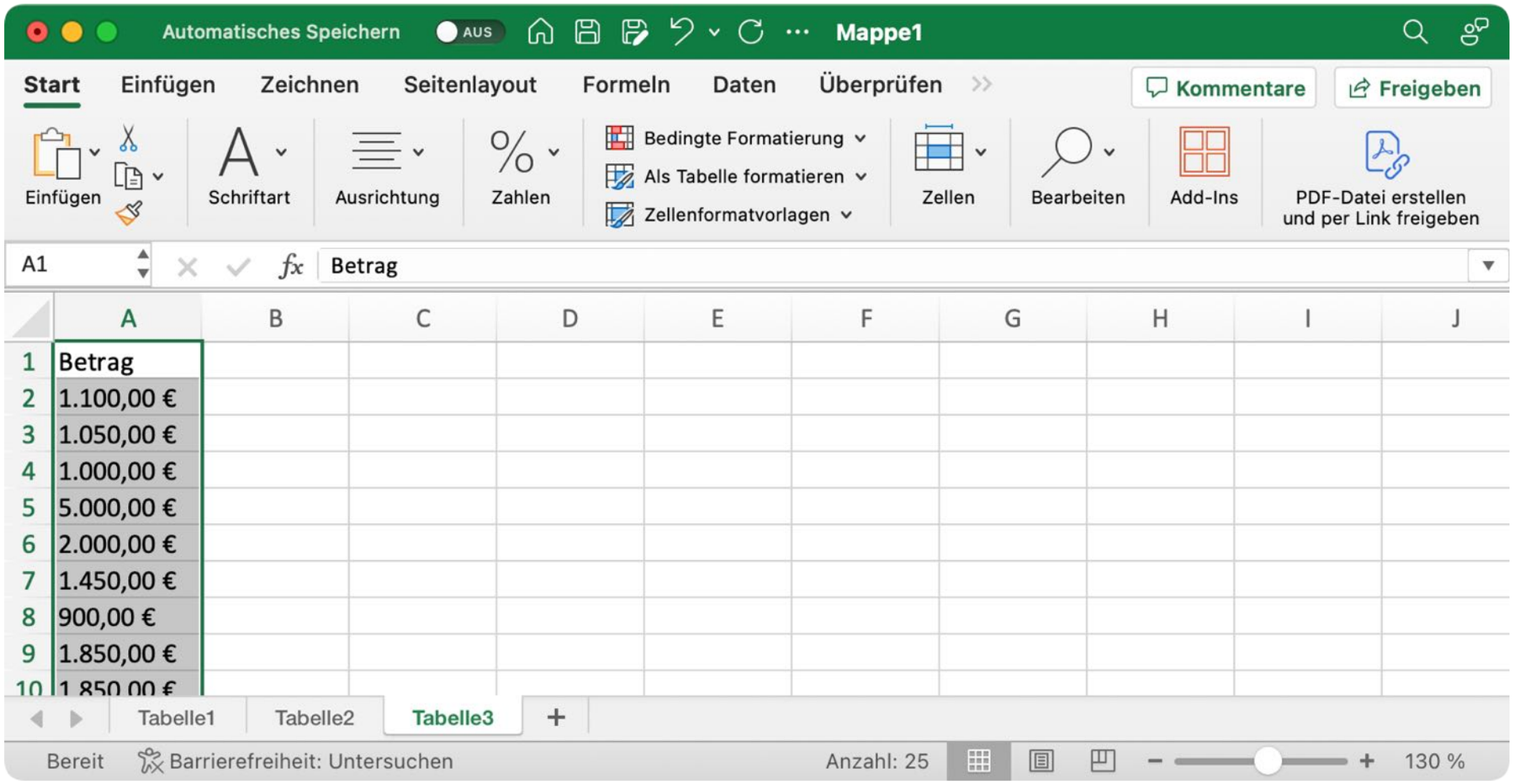
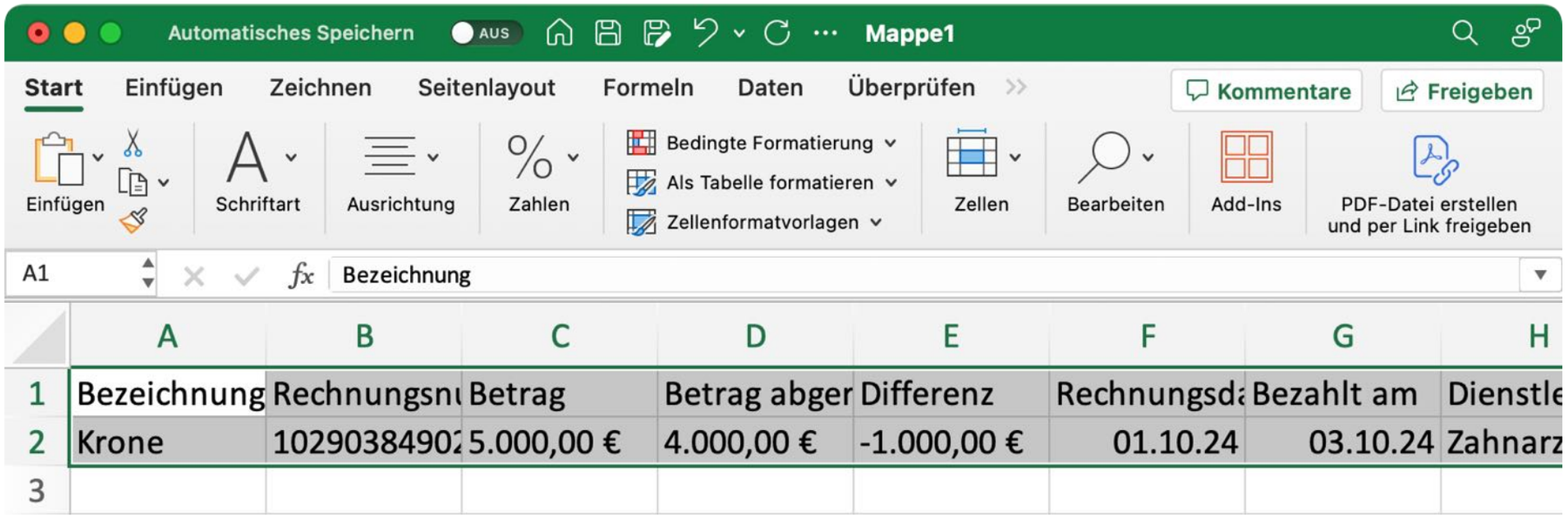
DATA EXCHANGE VIA CLIPBOARD

Example: Excel® Column



	A
1	Betrag
2	1.100,00 €
3	1.050,00 €
4	1.000,00 €
5	5.000,00 €
6	2.000,00 €
7	1.450,00 €
8	900,00 €
9	1.850,00 €
10	1.850,00 €

Example: Excel® Row



	A	B	C	D	E	F	G	H
1	Bezeichnung	Rechnungsnu	Betrag	Betrag abger	Differenz	Rechnungsda	Bezahlt am	Dienstle
2	Krone	10290384902	5.000,00 €	4.000,00 €	-1.000,00 €	01.10.24	03.10.24	Zahnarz
3								

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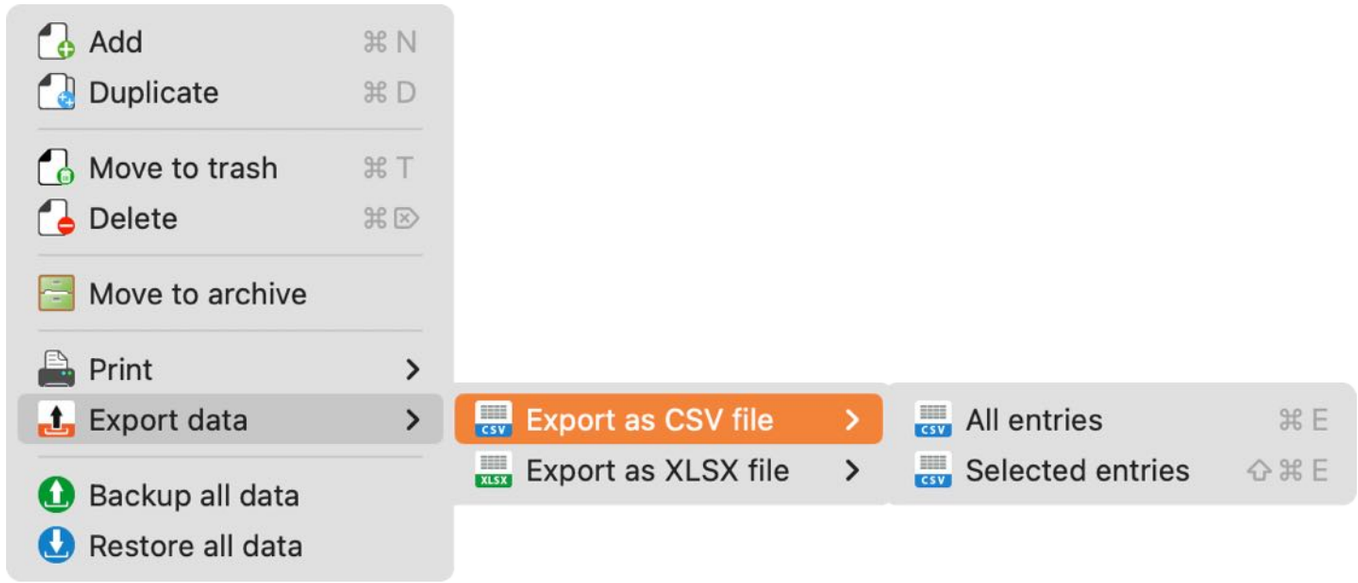
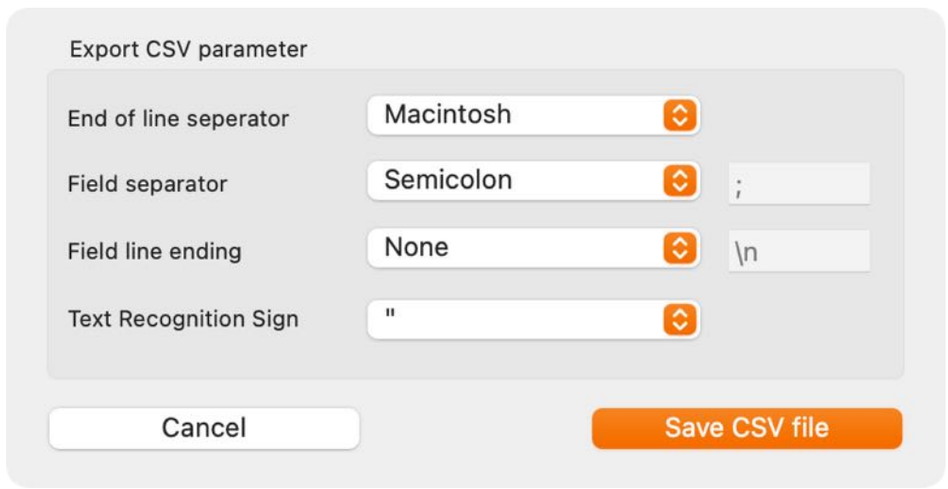
Export Entries As Csv File

EXPORT ENTRIES AS CSV FILE

All or the selected entries can be exported as an Excel® CSV file. To do this, select an entry in the "File => Export Data => Export as CSV File" menu.



Export parameters can still be set.



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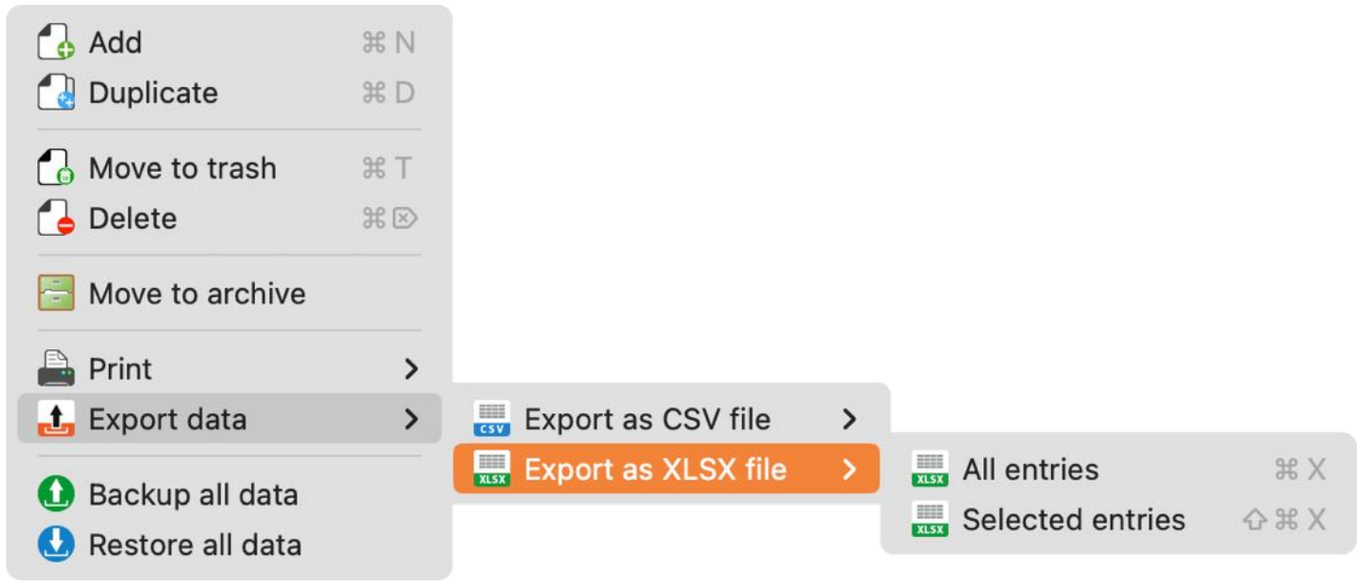
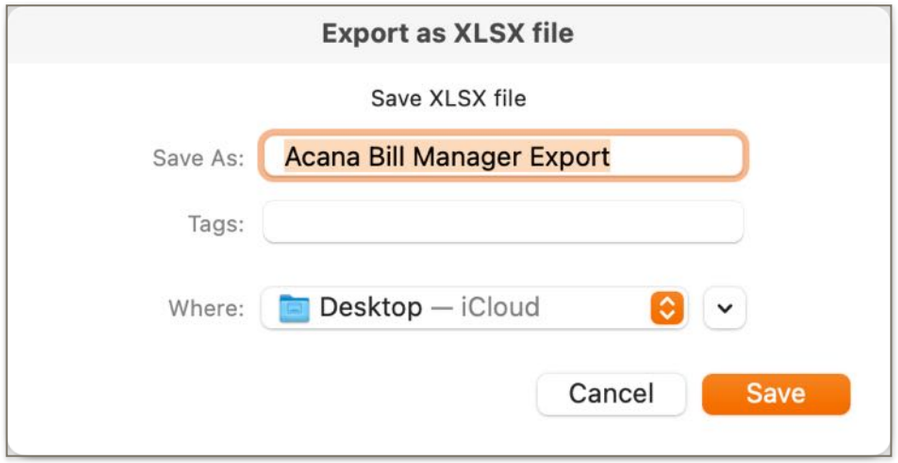
Export Entries As Xlsx File

EXPORT ENTRIES AS XLSX FILE

All or the selected entries can be exported as an Excel® XLSX file. To do this, select an entry in the "File => Export Data => Export as XLSX File" menu.





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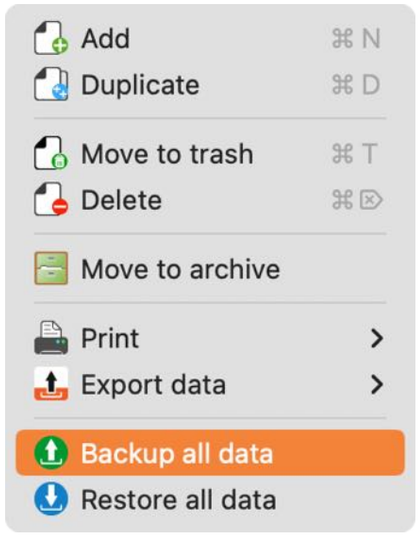
Backup All Data

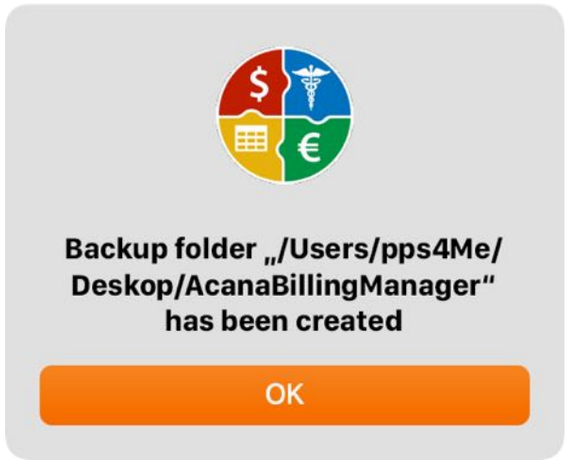
BACKUP ALL DATA

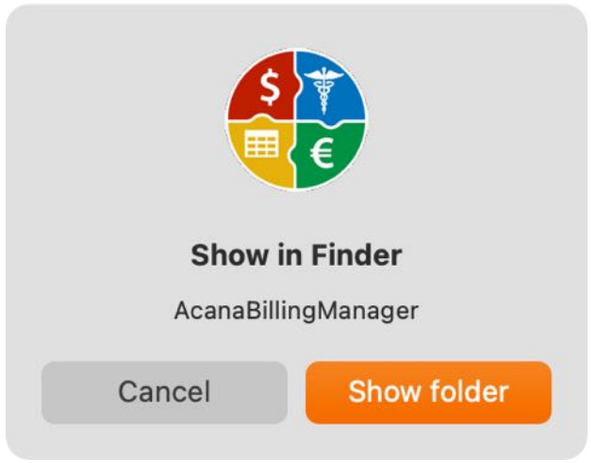
If you have TimeMachine® activated, there is nothing to do. If not, so take a backup of the folder <$HOME/Library/Containers/de.pps4me.AcanaBillingManager/Data/Library> or <$HOME/Library/Containers/AcanaBillingManager>.

Or use the backup feature. This will make a backup from the database and all documents of «Açana My Billing Manager». Select menu “File-> Backup all data“.



Select a destination folder on your local disk, a USB stick or a SD card. On the selected destination a new folder with the name “AcanaBillingManager” will be created. This folder contains the database, all documents of «Açana Billing Manager». In addition, all data is exported as Excel® XLSX and CVS files.





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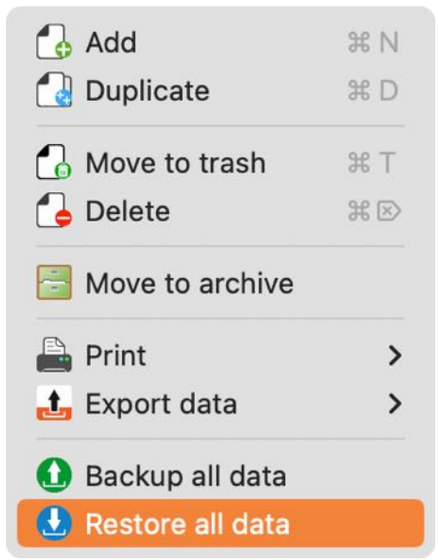
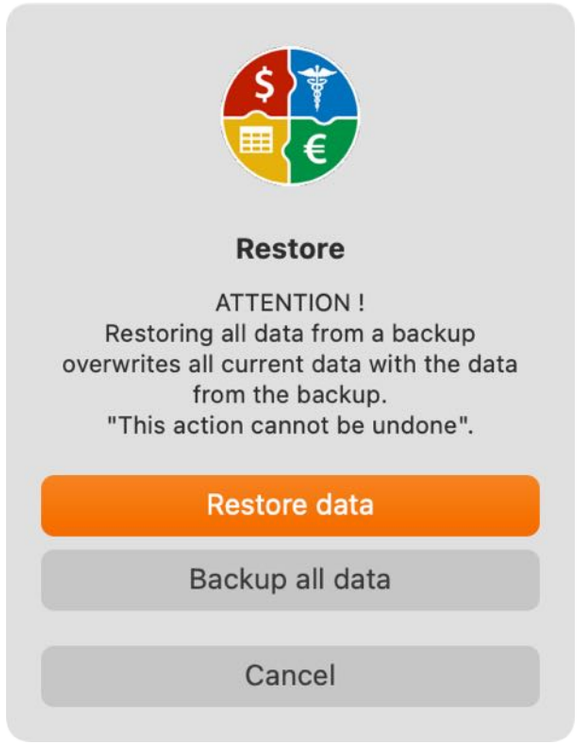
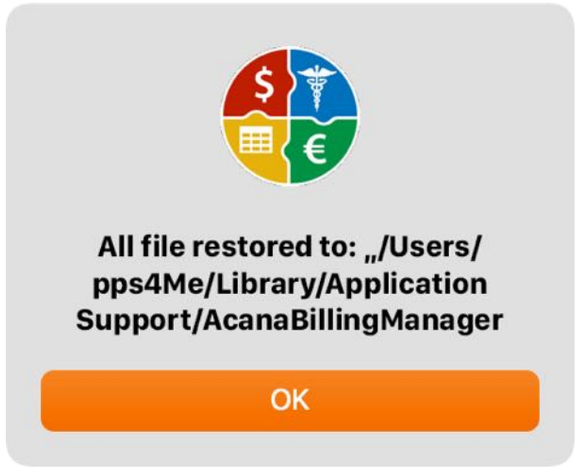
RESTORE ALL DATA

With the restore feature you can restore the database, all attachments and all pictures of «Açana Billing Manager». Select menu “File -> Restore all data“.



Select the backup folder. If you have selected the wrong folder, you will receive a corresponding message.





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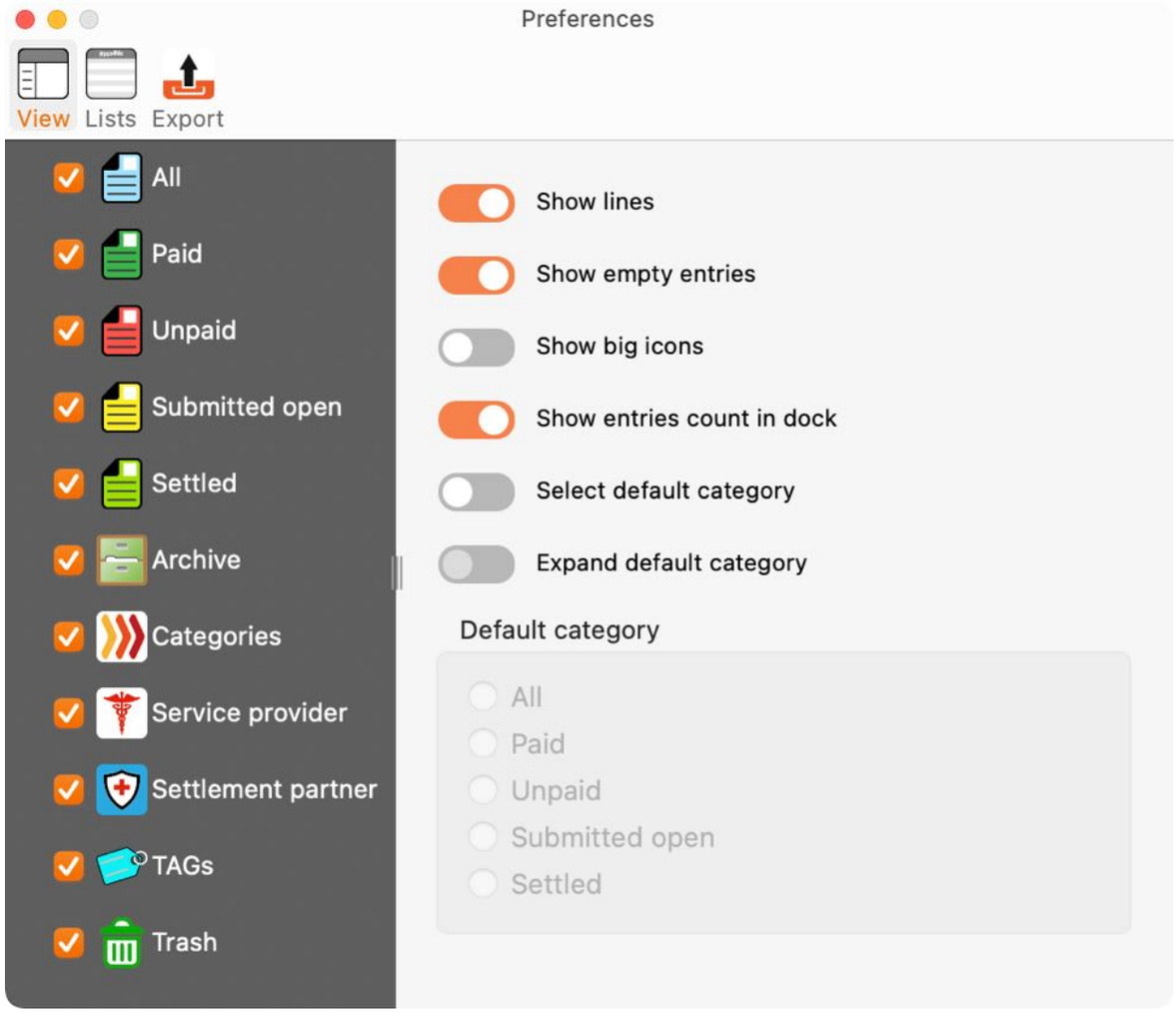
PREFERENCES

PREFERENCES

The following can be specified in the Preferences:

View

- Show lines
- Show empty entries
- Show big icons
- Show entries count in dock
- Select default category
- Expand default category



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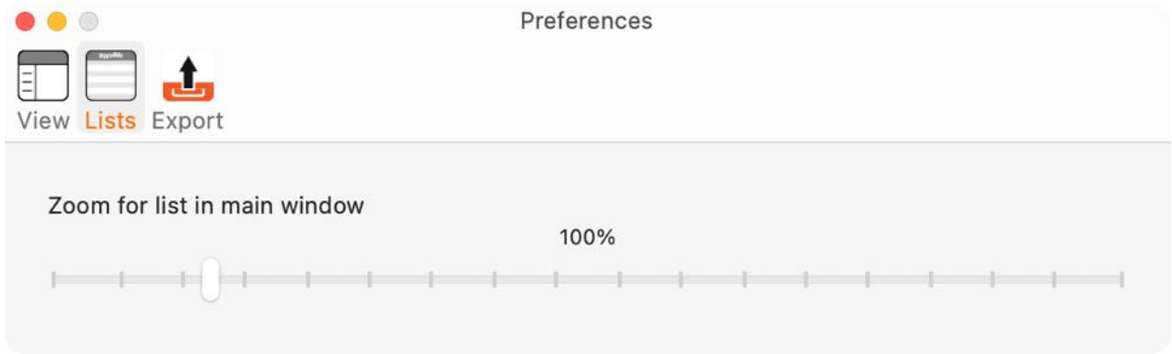
PREFERENCES

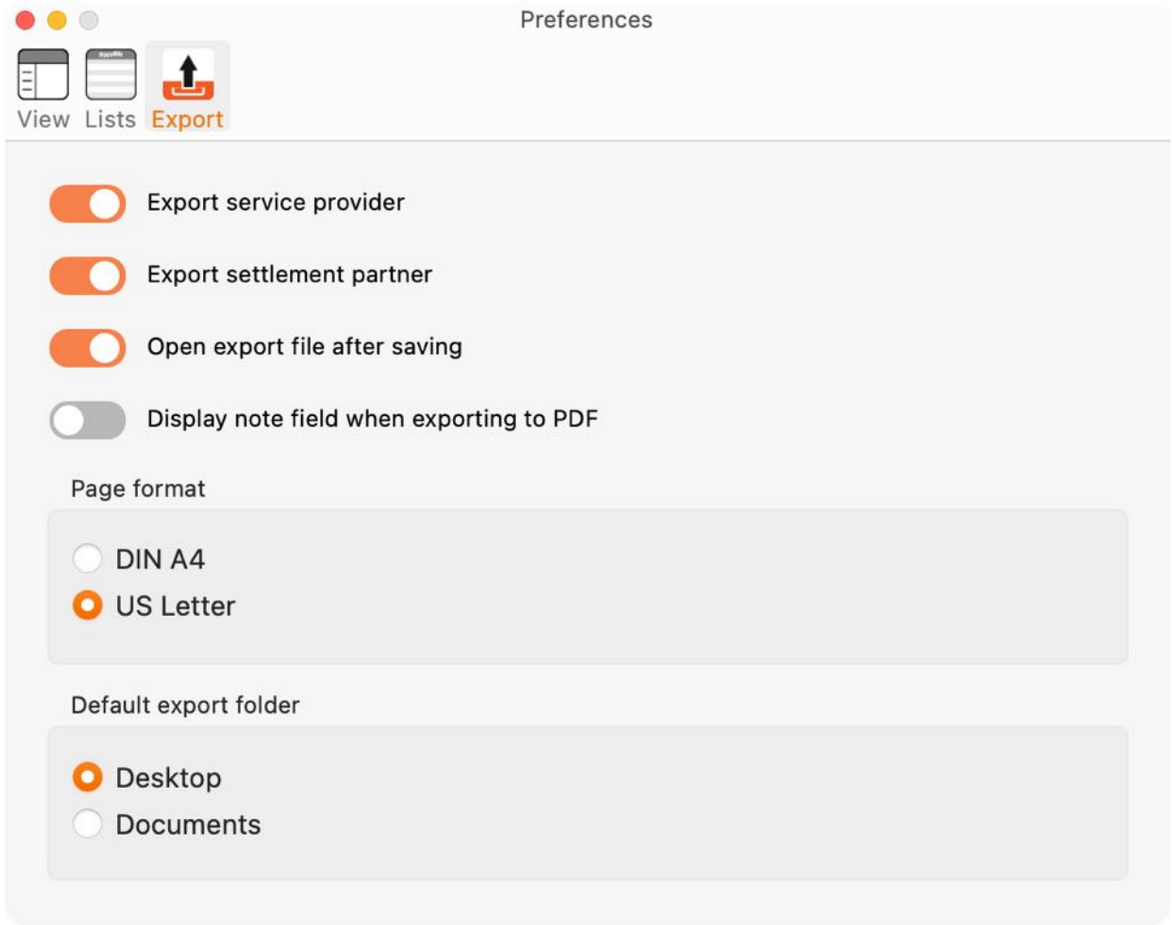
Lists

The zoom factor for the list in the main window can be set here.



Export

Various parameters for the export can be set here.



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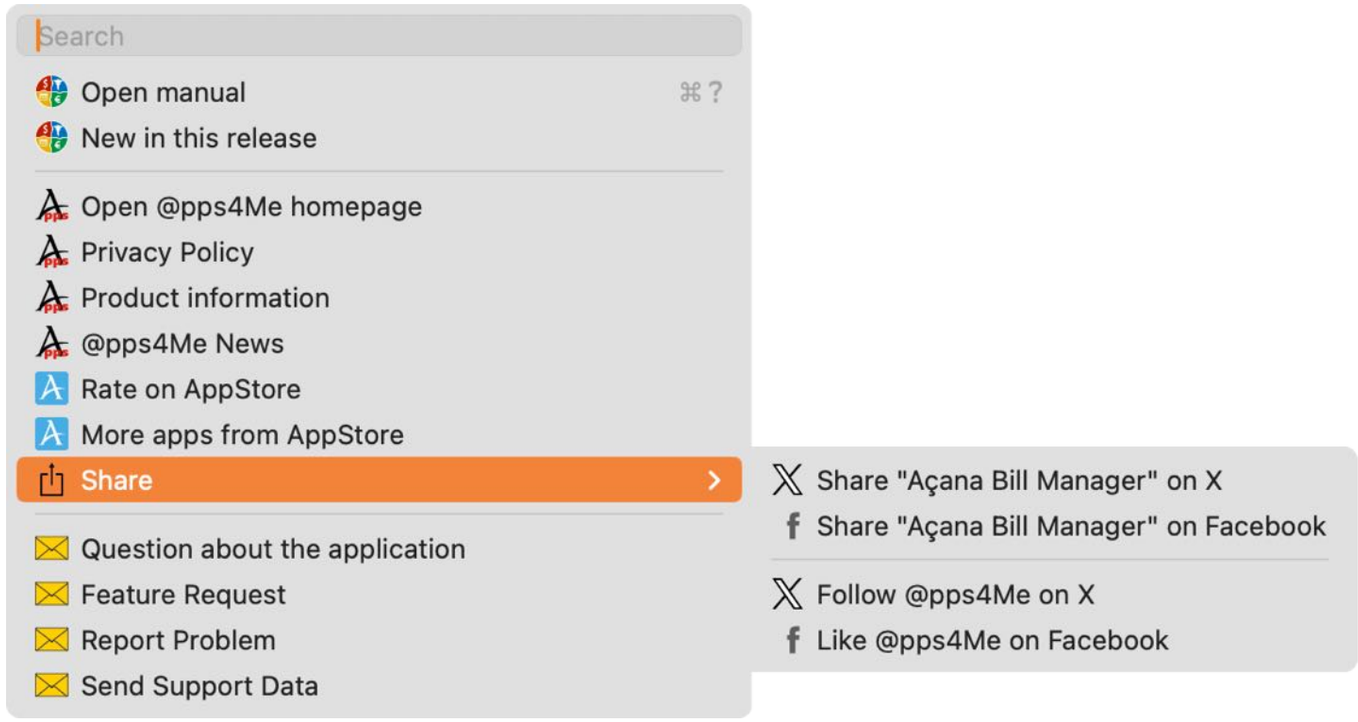
HELP MENU

HELP MENU

With the menu „Help“ you get this features:



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