

@pps4Me

AÇANA BILLING

MANAGER

Help Book
Release 1.1.0

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TABLE OF CONTENTS

Table Of Contents	2
What Is «Açana Billing Manager» ?	4
Start Application	9
Operation Of Açana Billing Manager.....	10
Direct Help	12
Toolbar Menu	15
Selection Menu.....	16
Customize Lists.....	18
Add Entry	21
Edit Entry.....	22
Save Entry As... ..	24
Add And View Documents.....	25
Manage Documents	27
Add Photos, Documents And Drawings Via iOS Device.....	30
Duplicate Entry	32
Move Entry To Trash	33
Restore Entry From Trash	34
Empty Trash.....	35
Delete Entry	36
Move Entry To Archive.....	37
Search Entries	38
Create Report	39
Charts	41
Print List.....	45
Print All Entries With details.....	46
Print Current Entry With details	47
Print Options.....	49
Manage Service Providers	50

Export Service Providers As CSV File.....	51
Export Service Providers As XLSX File	52
Manage Settlement Partners	53
Export Settlement Partners As CSV File.....	54
Export Settlement Partners As XLSX File.....	55
Data Exchange Via Clipboard	56
Export Entries As CSV file.....	59
Export Entries As XLSX file	60
Backup All Data	61
Restore All data	62
Preferences	63
Help Menu	65
More Apps From @pps4Me.....	66
Contact Us.....	67
Copyright & General Terms And Conditions.....	68

WHAT IS AÇANA BILLING MANAGER?

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



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

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®)

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

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

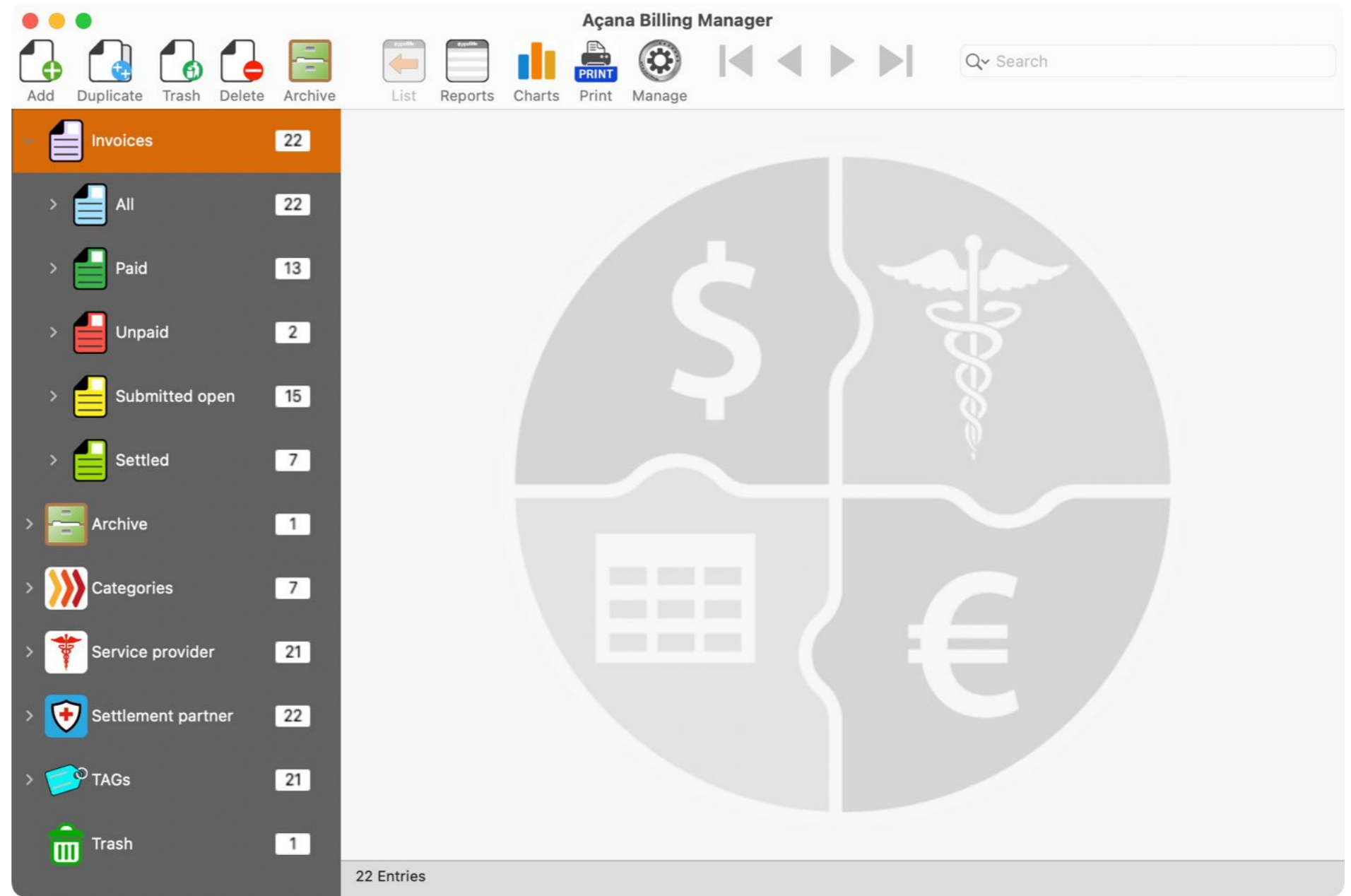
Manage settlement partners

- 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

START APPLICATION

START APPLICATION

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



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

Bezeichnung	Rechnungsnummer	Betrag	Betrag abgerechnet
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	902834-AFLR-2302399	2.000,00 €	
Therapie 09	09290384902-2309	1.450,00 €	500,00 €
Therapie 08	08290384902-2308	900,00 €	500,00 €
Therapie 07	07290384902-2307	1.850,00 €	500,00 €
Therapie 06	06290384902-2306	800,00 €	500,00 €
Therapie 05	05290384902-2305	750,00 €	500,00 €
Therapie 04	04290384902-2304	700,00 €	500,00 €
Therapie 03	03290384902-2303	650,00 €	500,00 €
Therapie	02290384902-2302	500,00 €	500,00 €
Therapie 02	0229447902-2320	600,00 €	500,00 €
Therapie 01	012980284902-2301	550,00 €	500,00 €
Reparatur Gebiss	AKER-2309423-222099	6.868,00 €	6.250,23 €
Zahnreinigung	290384902-2304	216,00 €	56,00 €
Zahnreinigung	290384902-2303	216,00 €	
EKG	290384902-2301	68,00 €	45,00 €
Kur	290384902-2308	1.268,00 €	1.268,00 €
Zahnreinigung 19	4490284902-1903	216,00 €	
Vorsorgeuntersuchung	290384902-2302	123,00 €	123,00 €

Total \$27,875.00

Total amount of all invoices	\$27,875.00
Total amount of settled invoices	\$18,842.23
Summe Differenz	-\$9,032.77



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



DIRECT HELP

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

Açana Billing Manager

Add Duplicate Trash Delete Archive List Reports Charts Print Manage

	Invoices	22	Title
>	All	22	Therapie 12
			Therapie 11
			Therapie 10
			Therapie 09
			Therapie 08
			Therapie 07
			Therapie 06
			Therapie 05

Lists all invoices. Invoices in the archive or trash are not included.

Açana Billing Manager

Add Duplicate Trash Delete Archive List Reports

	Invoices	22	Title
>	Archive	1	Krone
>	Categories	7	Brücke
			Reparatur Gebiss
			Zahnreinigung
			Zahnreinigung
			EKG
			Zahnreinigung 19
>	TAGs	21	

Displays the available categories.

- Year
- Half-year
- 2nd half-year
- 1st half-year

Açana Billing Manager

Add Duplicate Trash Delete Archive List Reports

	Invoices	22	Title
>	All	22	Therapie 12
			Therapie 11
			Therapie 10
			Therapie 09
			Therapie 08
			Therapie 07
>	Unpaid	2	Therapie 06
			Therapie 05
>	Submitted open	15	Therapie 04
			Therapie 03
>	Settled	7	

Zeigt die Anzahl der zugewiesenen Einträge an.



Direct help in details view.

Settlement partner
Innungs Krankenkasse

Reference number
12102312391

Paid on
 12 /23/2024

Submitted on
 12 /12 /2024

Enter the date on which you submitted the invoice to your settlement partner.

Service provider
Hausärzte im Zentrum

Settlement partner
Innungs Krankenkasse

Invoice date
 12 / 2/2024

Paid on
 12 /23/2024

Enter the date on which you paid the bill.

Direct help available. Click to display help.

Invoice number
12290384902-23412

Service provider
Hausärzte im Zentrum

Amount
1,100.00

Invoice date
 12 / 2/2024

Use the date from your invoice here.

Reference number
12102312391

Category

Archive Trash

TAGs

Submitted on
 12 /12 /2024

Settled on
 12 /23/2024

Settled amount
1,100.00

Set the date on which your settlement partner paid the invoice.

If a date is selected, the invoice amount is automatically transferred to the "Amount settled" field if this field is

Title
Therapie 12

Invoice number
12290384902-23412

Service provider
Hausärzte im Zentrum

Amount
1,100.00

Invoice date
 12 / 2/2024

Enter the amount of your bill here. If you want to use this entry to register several bills, enter the total amount of all bills here.

ID: 18



DIRECT HELP

Direct help in details view.

This is where the so-called TAGs can be added, changed or deleted. TAGs are keywords that you can use to quickly search for content.

Trash

Settled on 12 /23/2024

Settled amount 1,100.00

Save as...

Documents

Documents

All documents assigned to this entry are listed here. One or more entries can be selected with the mouse and viewed in a preview by pressing the spacebar. Pressing the spacebar again will close

22 Entries Total \$27,875.00

der 21

artner 22

21

1

TAGs

vorsorge haut

Note

Therapie (altgriechisch θεραπεία therapeia „Dienst, Pflege, Heilung, Behandlung“, von θεραπεύειν therapeuein „heilen, dienen“) oder Behandlung bezeichnet alle Maßnahmen, die darauf abzielen, Behinderungen, Krankheiten und Verletzungen oder seelische Traumata positiv zu beeinflussen. Die Voraussetzung für Therapie und die Anwendung von Heilverfahren ist eine zuvor erlangte Diagnose. Ziel eines Therapeuten ist es, eine Heilung zu ermöglichen oder zu beschleunigen, zumindest aber die Symptome zu lindern oder zu beseitigen und körperliche oder psychische Funktionen



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



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






[Table Of Contents](#)

▼	 Invoices	22
>	 All	22
>	 Paid	13
>	 Unpaid	2
>	 Submitted open	15
>	 Settled	7
>	 Archive	1
>	 Categories	7
>	 Service provider	21
>	 Settlement partner	22
>	 TAGs	21
	 Trash	1

SELECTION MENU

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



>		Invoices	22
>		Archive	1
>		Categories	7
>		Service provider	2
∨		Settlement partner	2
>		Innungs Krankenkass	16
∨		Techniker Krankenkass	6
>		24 2024	2
>		23 2023	2
>		22 2022	1
>		19 2019	1
>		TAGs	21
		Trash	1

CUSTOMIZE LISTS

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.

The screenshot shows the 'Açana Abrechnungs Manager' application window. The top toolbar includes icons for 'Zufügen', 'Duplizieren', 'Papierkorb', 'Löschen', 'Archiv', 'Liste', 'Bericht', 'Auswertung', 'Drucken', and 'Verwalten'. A search bar on the right contains the text 'Suchen'. The main area displays a list of invoices with the following columns: 'Bezeichnung', 'Rechnungsnummer', 'Betrag', and 'Betrag abgerechnet'. The 'Bezeichnung' column contains items like 'Krone', 'Brücke', 'Zahnreinigung', and 'EKG'. The 'Betrag' column shows values such as '5.000,00 €' and '216,00 €'. The 'Betrag abgerechnet' column shows values like '4.000,00 €' and '56,00 €'. A large blue arrow points from the 'Bezeichnung' column towards the 'Betrag abgerechnet' column, indicating a column move operation. At the bottom, it shows '6 Einträge' and a total sum of 'Summe 7.716,00 €'.

Bezeichnung	Rechnungsnummer	Betrag	Betrag abgerechnet
Krone	10290384902-2310	5.000,00 €	4.000,00 €
Brücke	902834-AFLR-2302399	2.000,00 €	
Zahnreinigung	290384902-2304	216,00 €	56,00 €
Zahnreinigung	290384902-2303	216,00 €	
EKG	290384902-2301	68,00 €	45,00 €
Zahnreinigung 19	4490284902-1903	216,00 €	



CUSTOMIZE LISTS

Hide columns

The current column can be hidden via the context menu.

Title	Invoice number	Amount	Settled amount
Krone	10290384902-2310	\$5,000.00	\$4,000.00
Brücke	000001-AFLR-2302...	\$2,000.00	
Zahnreinigung	902-2304	\$216.00	\$56.00
Zahnreinigung	902-2303	\$216.00	
EKG	902-2301	\$68.00	\$45.00
Zahnreinigung 19	4902-1903	\$216.00	

- Help
- Add
- Duplicate
- Move to trash
- Move to archive
- Delete
- Hide column "Title"
- Hide or unhide columns
- Zoom >
- With header

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

Title	Invoice number	Amount	Settled amount
Krone	10290384902-2310	\$5,000.00	\$4,000.00
Brücke	FLR-2302...	\$2,000.00	
Zahnreinigung	2-2304	\$216.00	\$56.00
Zahnreinigung	2-2303	\$216.00	
EKG	2-2301	\$68.00	\$45.00
Zahnreinigung 19	02-1903	\$216.00	

- Help
- Add
- Duplicate
- Move to trash
- Move to archive
- Delete
- Hide column "Title"
- Hide or unhide columns
- Zoom >
- With header



CUSTOMIZE LISTS

Show or hide columns

Hide or unhide columns

- Hidden: Title
- Hidden: Invoice number
- Hidden: Amount
- Hidden: Invoice date
- Hidden: Service provider
- Hidden: Settlement partner
- Hidden: Reference number
- Hidden: Submitted on
- Hidden: Settled on
- Hidden: Category
- Hidden: TAGs
- Hidden: Note

Hide all
Unhide all

Close

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](#).

ZOOM
Zoom
>

- With header
- Copy cell to clipboard
- Copy row to clipboard
- Column copied to clipboard
- Copy all data to clipboard

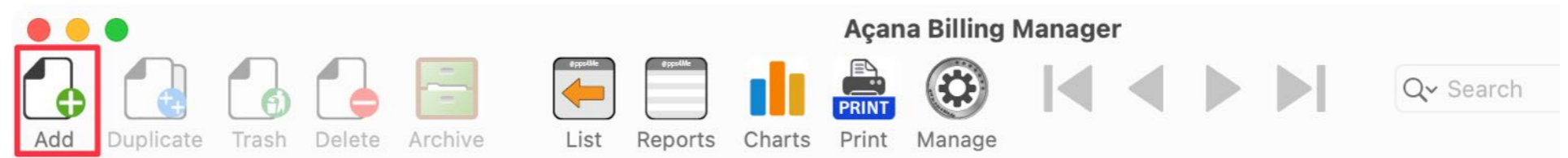
- Zoom 100%
- Zoom 125%
- Zoom 150%
- Zoom 175%
- Zoom 200%



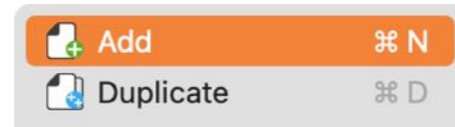
ADD ENTRY

ADD ENTRY

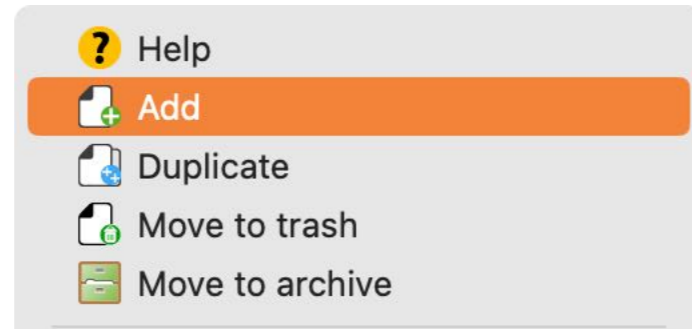
To add a new entry, click on the "Add" symbol in the toolbar menu.



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.

Title		ID: 25
New entry		
Invoice number	Amount	
Service provider	Invoice date	
Settlement partner	Paid on	
Reference number	Submitted on	
Category	Settled on	



EDIT ENTRY

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.

The screenshot displays the 'EDIT ENTRY' screen in the Açana Billing Manager. On the left, a sidebar lists various invoice categories with their respective counts. The main area is divided into several sections for data entry:

- Title:** Therapie 11
- Invoice number:** 11290384902-2311
- Amount:** 1,050.00
- Service provider:** Hausärzte im Zentrum
- Invoice date:** 11 / 2/2024
- Settlement partner:** Innungs Krankenkasse
- Paid on:** 11 / 23/2024
- Reference number:** 08102312391
- Submitted on:** 11 / 8/2024
- Category:** (empty)
- Settled on:** (empty)
- Settled amount:** 500.00
- TAGs:** vorsorge, haut
- Note:** Therapie (altgriechisch θεραπεία therapeia „Dienst, Pflege, Heilung, Behandlung“, von θεραπεύειν therapeuein „heilen, dienen“) oder Behandlung bezeichnet alle Maßnahmen, die darauf abzielen, Behinderungen, Krankheiten und Verletzungen oder seelische Traumata positiv zu beeinflussen. Die Voraussetzung für Therapie und die Anwendung von Heilverfahren ist eine zuvor erlangte Diagnose. Ziel eines Therapeuten ist es, eine Heilung zu ermöglichen oder zu beschleunigen, zumindest aber die Symptome zu lindern oder zu beseitigen und körperliche oder psychische Funktionen

At the bottom, the interface indicates there are 23 entries in total and a total amount of \$27,875.00.



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.



SAVE ENTRY AS...

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.

ID: 17

Title

Invoice number

Amount

Service provider

Invoice date

 11 / 2/2024

Settlement partner

Paid on

 11 /23/2024

Reference number

Submitted on

 11 / 8/2024

Category

Settled on

Archive

Trash

TAGs

vorsorge
haut

Note

Therapie (altgriechisch θεραπεία therapeia „Dienst, Pflege, Heilung, Behandlung“, von θεραπεύειν therapeuein „heilen, dienen“) oder Behandlung bezeichnet alle Maßnahmen, die darauf abzielen, Behinderungen, Krankheiten und Verletzungen oder seelische Traumata positiv zu beeinflussen. Die Voraussetzung für Therapie und

Save as...
↑

Save details as PDF file

Save details as DOCX file

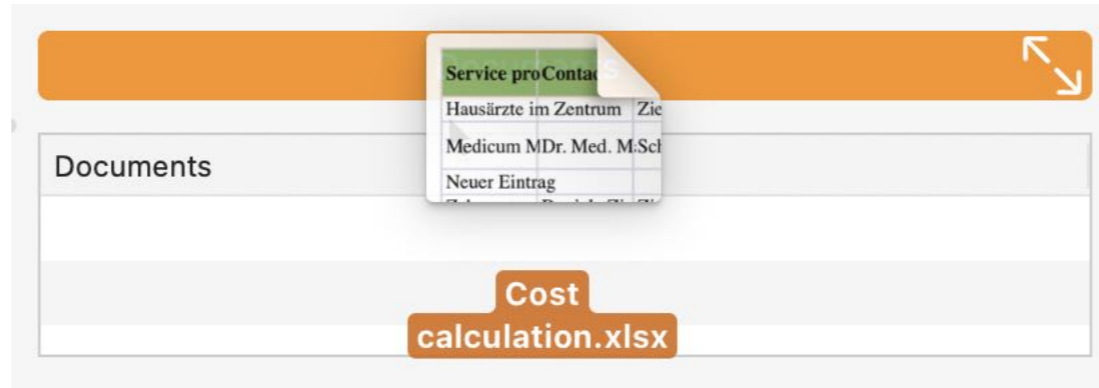
Save details as XLSX file



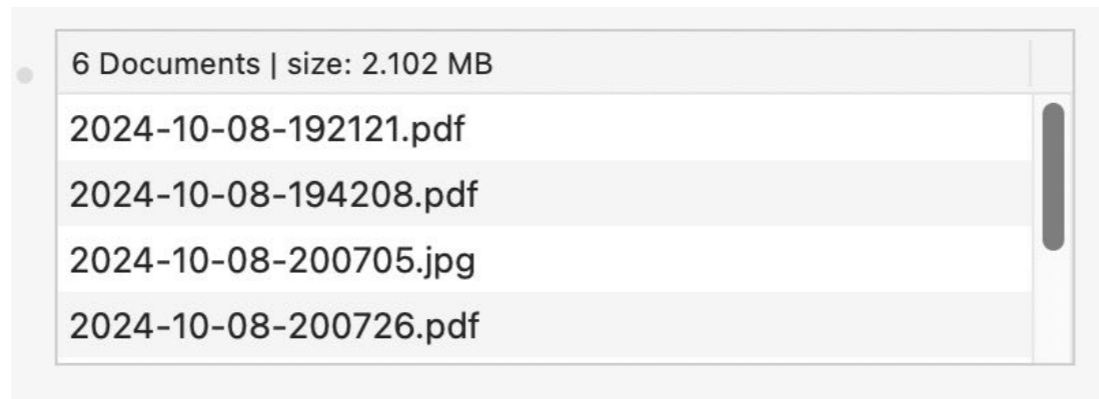
ADD AND VIEW DOCUMENTS

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.

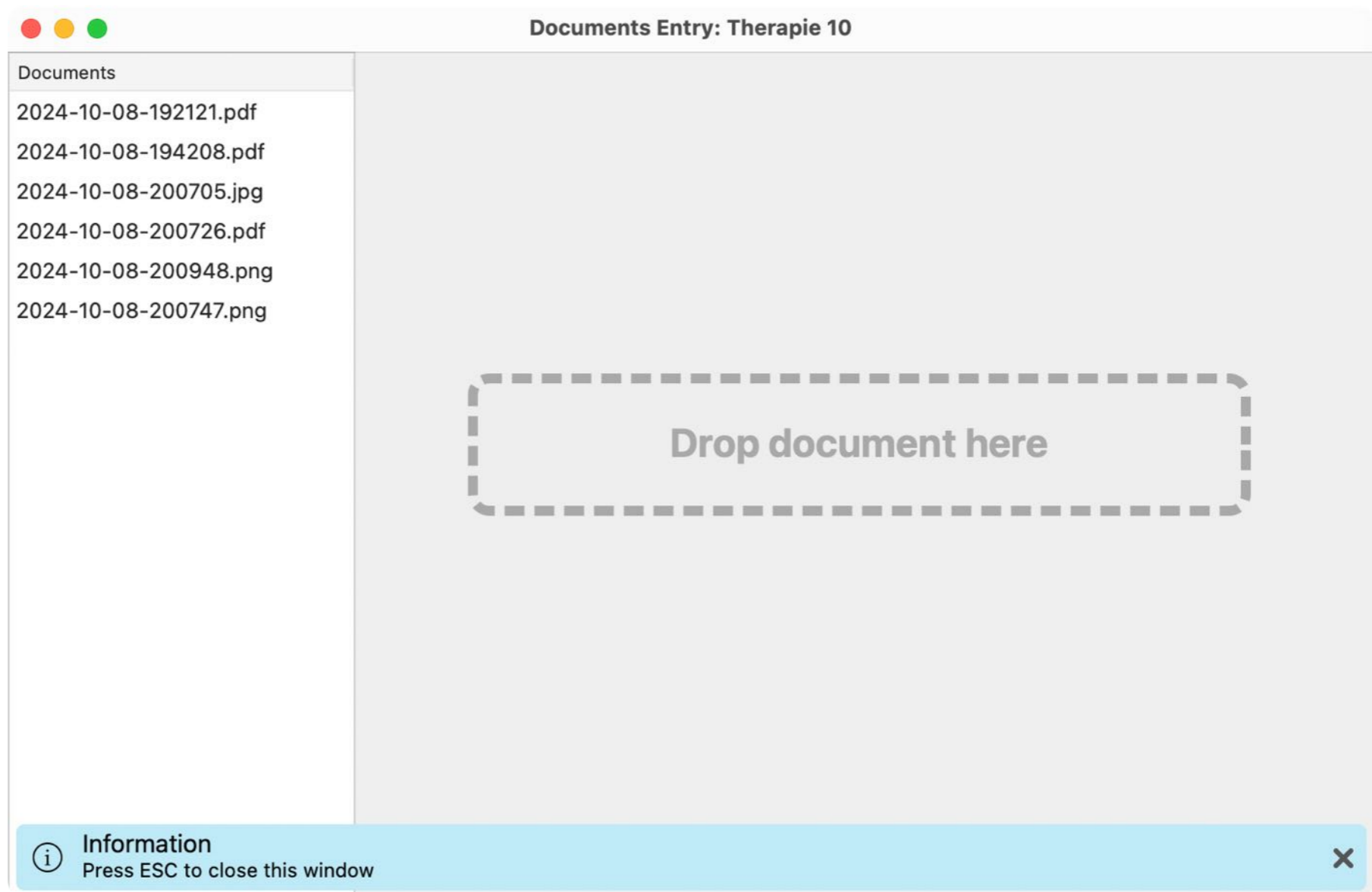
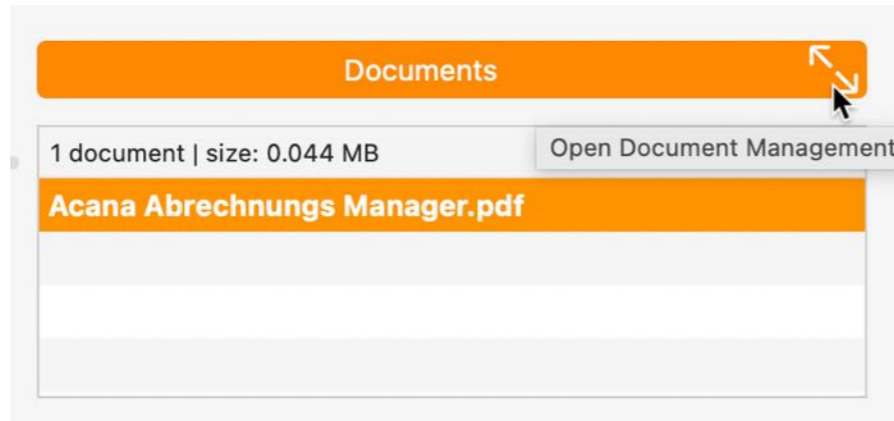


MANAGE DOCUMENTS



MANAGE DOCUMENTS

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



MANAGE DOCUMENTS



List of documents with preview.

●
●
●
Documents Entry: Therapie 07

Documents

Acana Abrechnungs Manager.pdf

Therapie 07

Rechnungsnummer:	07290384902-2307
Dienstleister:	Hausärzte im Zentrum
Abrechnungs-Partner:	Innungs Krankenkasse
Bearbeitungsnummer:	102312391
Kategorie:	
Betrag:	1.850,00 €
Betrag abgerechnet:	500,00 €
Differenz:	-1.350,00 €
Rechnungsdatum:	02.07.2024
Bezahlt am:	23.07.2024
Eingereicht am:	07.07.2024
Abgerechnet am:	
TAGs:	vorsorge,haut
Bemerkung:	
Jährlich	
• Bundle Resources	<input type="checkbox"/> Information Property List <input type="checkbox"/> Protected resources
API Collection	
Protected resources	
Control an app's access to protected system services and user data.	
Overview	
Before your app can access certain protected resources. like the Bluetooth interface. location	

Acana Abrechnungs Manager.pdf | File size: 0.044 MB | Created: 11/9, i ↑ ↓ + -

File

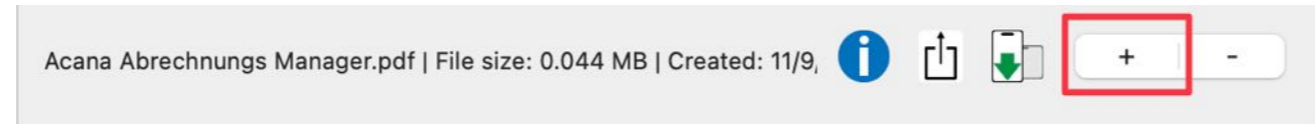
Acana Abrechnungs Manager.pdf

File size	Created
0.044 MB	11/9/24, 9:01 AM

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.



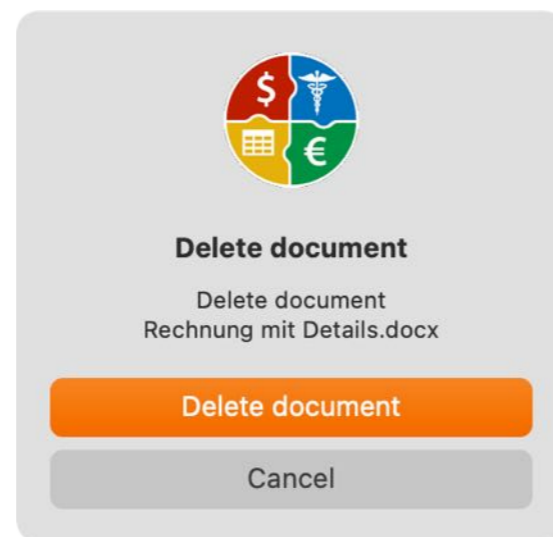
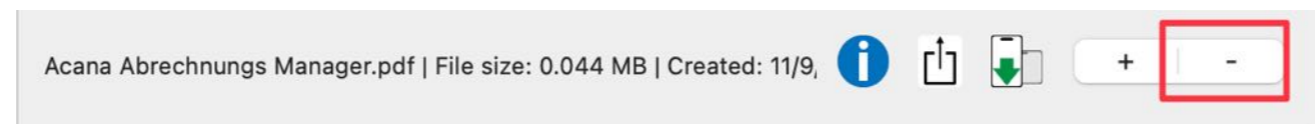
Rename a document

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.



ADD PHOTOS, DOCUMENTS AND 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.



Rechnungen mit Details.docx | File size: 0.035 MB | Created: 11/11/24,   

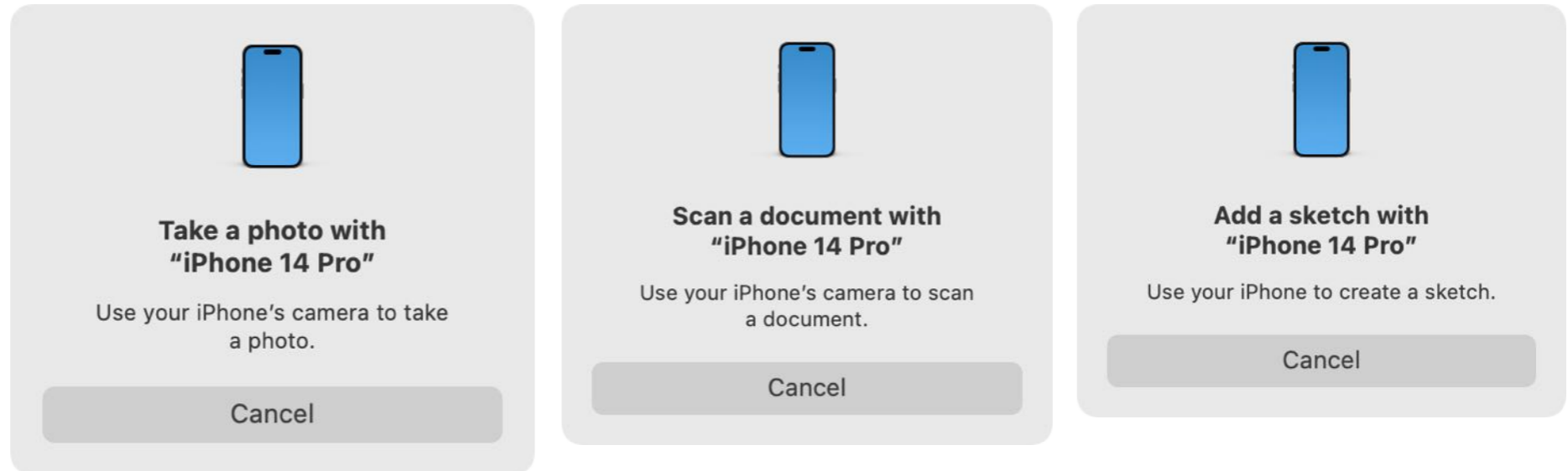
-  Foto aufnehmen
-  Dokument scannen
-  Zeichnung zufügen



ADD PHOTOS, DOCUMENTS AND 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.

DUPLICATE ENTRY

DUPLICATE ENTRY

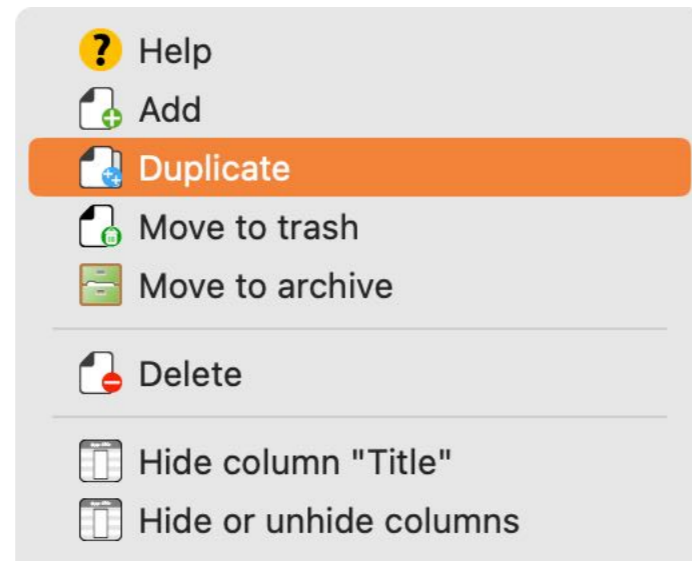
You can duplicate an entry in the toolbar menu via the "Duplicate" icon.



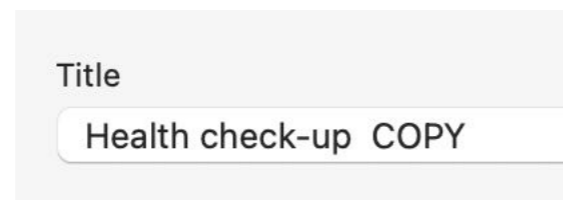
Or select menu "File -> Duplicate".



You can also use the context menu for this.



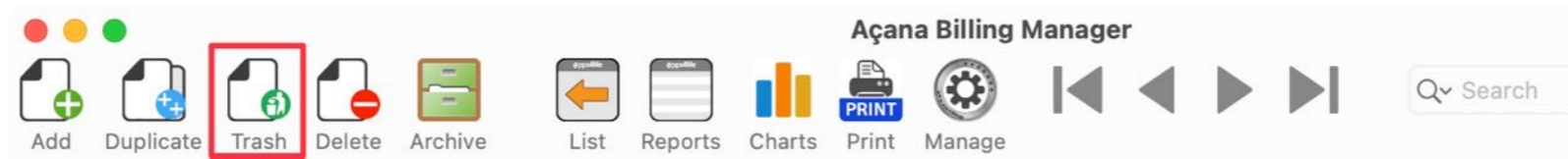
The name of the copied entry is given the extension "COPY". In addition, a TAG "COPY" is automatically added to the copied entry. Existing documents of the original entry will not be copied.



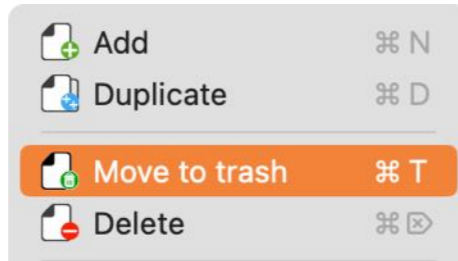
MOVE ENTRY TO TRASH

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.



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.

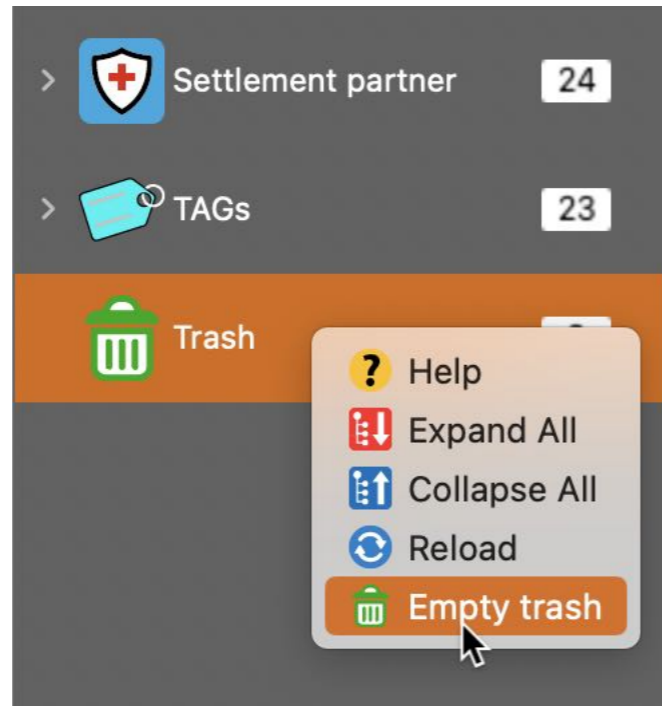
Title	Invoice number	Amount	Settled amount
Bridge COPY	902834-AFLR-2302...	\$2,000.00	
Medical check-up	02-2342	\$172.00	

- ? Help
- Restore from trash
- Empty trash
- Delete
- Hide column "Title"
- Hide or unhide columns
- Zoom >
- ✓ With header

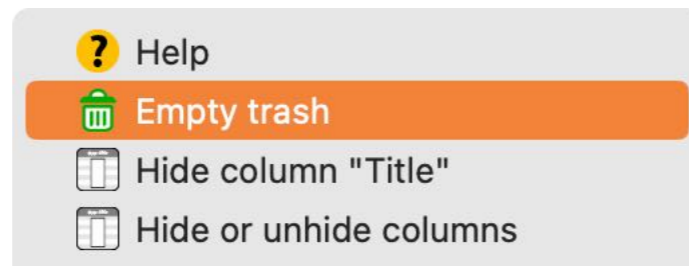


EMPTY TRASH

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.

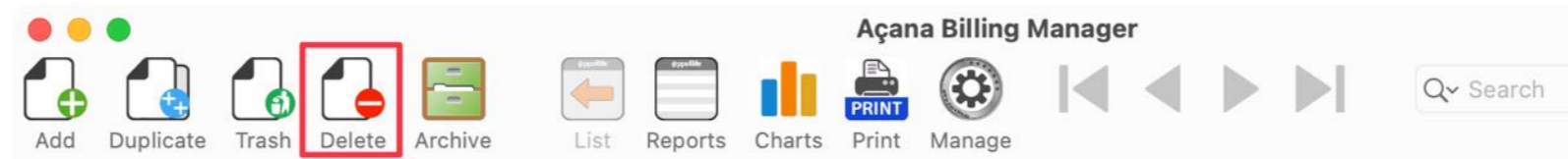
This command cannot be undone!



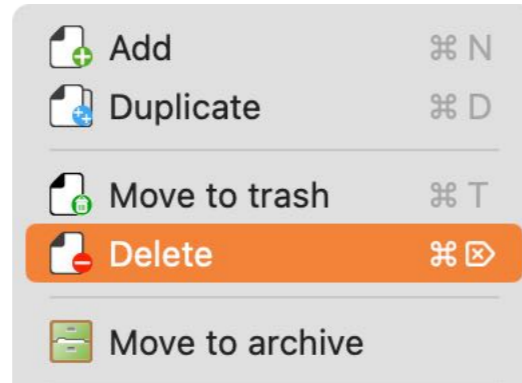
DELETE ENTRY

DELETE ENTRY

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

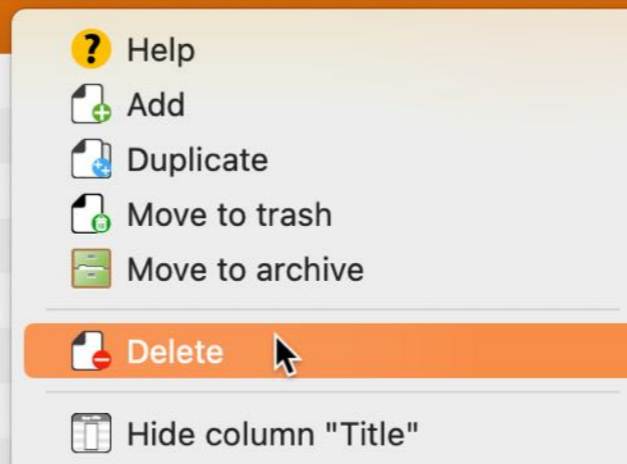


Or select menu "File -> Delete".



You can also use the context menu "Delete".

Krone	10290384902-2310	\$5,000.00
Brücke	902834-AFLR-2302...	\$2,000.00
Brücke COPY	2302...	\$2,000.00
Therapie 09	2309	\$1,450.00
Therapie 08	2308	\$900.00
Therapie 07	2307	\$1,850.00
Therapie 06	2306	\$800.00
Therapie 05	2305	\$750.00
Therapie 04	2304	\$700.00
Therapie 03	2303	\$650.00
Therapie	2302	\$500.00



Documents assigned to these entries will also be deleted.

This command cannot be undone!



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.

The screenshot shows the Açana Billing Manager interface. The toolbar at the top includes icons for Add, Duplicate, Trash, Delete, Archive (highlighted with a red box), List, Reports, Charts, Print, and Manage. Below the toolbar is a sidebar menu with categories: Invoices (25), All (25), Paid (13), Unpaid (4), Submitted open (16), and Settled (8). The main area displays a table of invoices:

Title	Invoice number	Amount	Settled amount	D
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	902834-AFLR-2302...	\$2,000.00		
Brücke COPY	902834-AFLR-2302...	\$2,000.00		
Therapie 09	09290384902-2309	\$1,450.00	\$500.00	
Therapie 08	08290384902-2308	\$900.00	\$500.00	
Therapie 07	07290384902-2307	\$1,850.00	\$500.00	-\$
Therapie 06	06290384902-2306	\$800.00	\$500.00	
Therapie 05	05290384902-2305	\$750.00	\$500.00	
Therapie 04	04290384902-2304	\$700.00	\$500.00	

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

The 'File' menu is shown with the following options:

- Add ⌘ N
- Duplicate ⌘ D
- Move to trash ⌘ T
- Delete ⌘ ⌫
- Move to archive**
- Print >
- Export data >
- Backup all data
- Restore all data

The context menu for a selected entry is shown with the following options:

- Help
- Add
- Duplicate
- Move to trash
- Move to archive**
- Delete
- Hide column "Title"
- Hide or unhide columns



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

The screenshot shows the Açana Billing Manager interface with a search bar containing 'Teeth'. The search results are displayed in a table with the following columns: Title, Invoice number, Amount, Settled amount, and D. The results show one entry: 'Teeth cleaning' with invoice number 290384902-2303 and an amount of \$216.00.

	Title	Invoice number	Amount	Settled amount	D
	Teeth cleaning	290384902-2303	\$216.00		

Example: %check

The screenshot shows the Açana Billing Manager interface with a search bar containing '%check'. The search results are displayed in a table with the following columns: Title, Invoice number, Amount, Settled amount, and D. The results show one entry: 'Health check-up' with invoice number 290384902-2302 and an amount of \$123.00, with a settled amount of \$123.00.

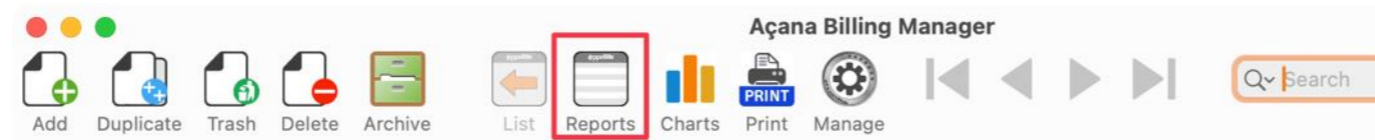
	Title	Invoice number	Amount	Settled amount	D
	Health check-up	290384902-2302	\$123.00	\$123.00	



CREATE REPORT

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

Report	
Period: Feb 2, 2001 - Dec 2, 2024	
Total number of invoices:	25
Aantal betaalde facturen:	13
Total number of unpaid invoices:	4
Total number of invoices submitted:	16
Total number of invoices paid:	8
Total amount of all invoices:	\$30,091.00
Total amount of invoices paid:	\$21,023.00
Total amount of unpaid invoices:	\$648.00
Total amount of submitted invoices:	\$11,571.00
Total amount of settled invoices:	\$18,842.23
Summe Differenz:	-\$11,248.77

The reports have the following subcategories

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

[Table Of Contents](#)



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



CHARTS

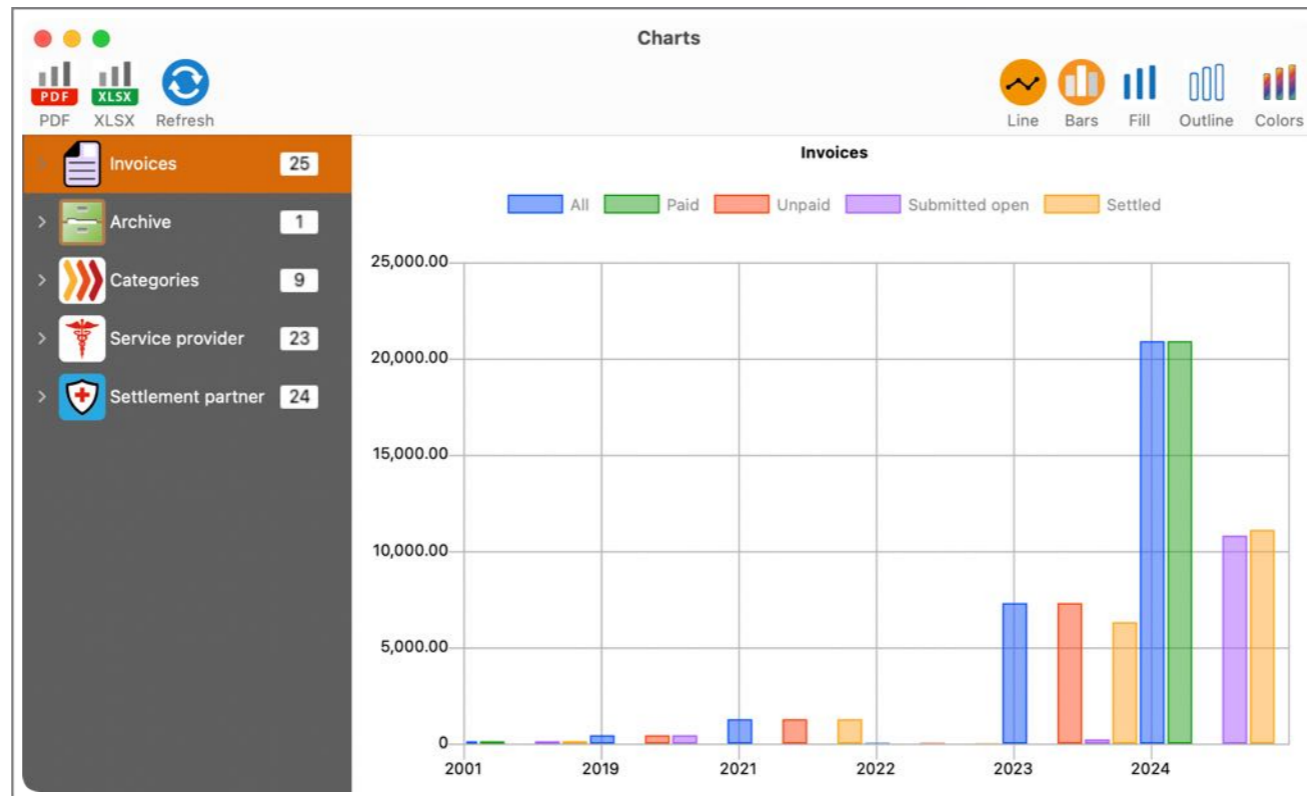
CHARTS

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

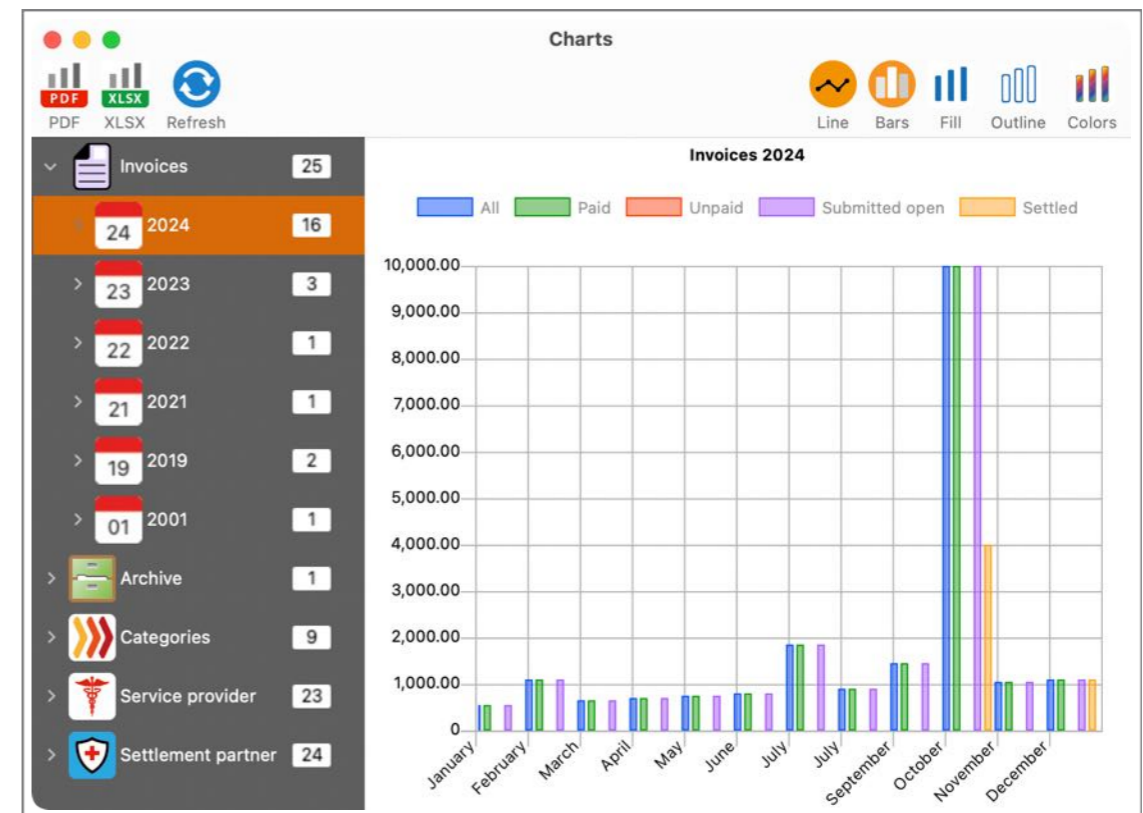
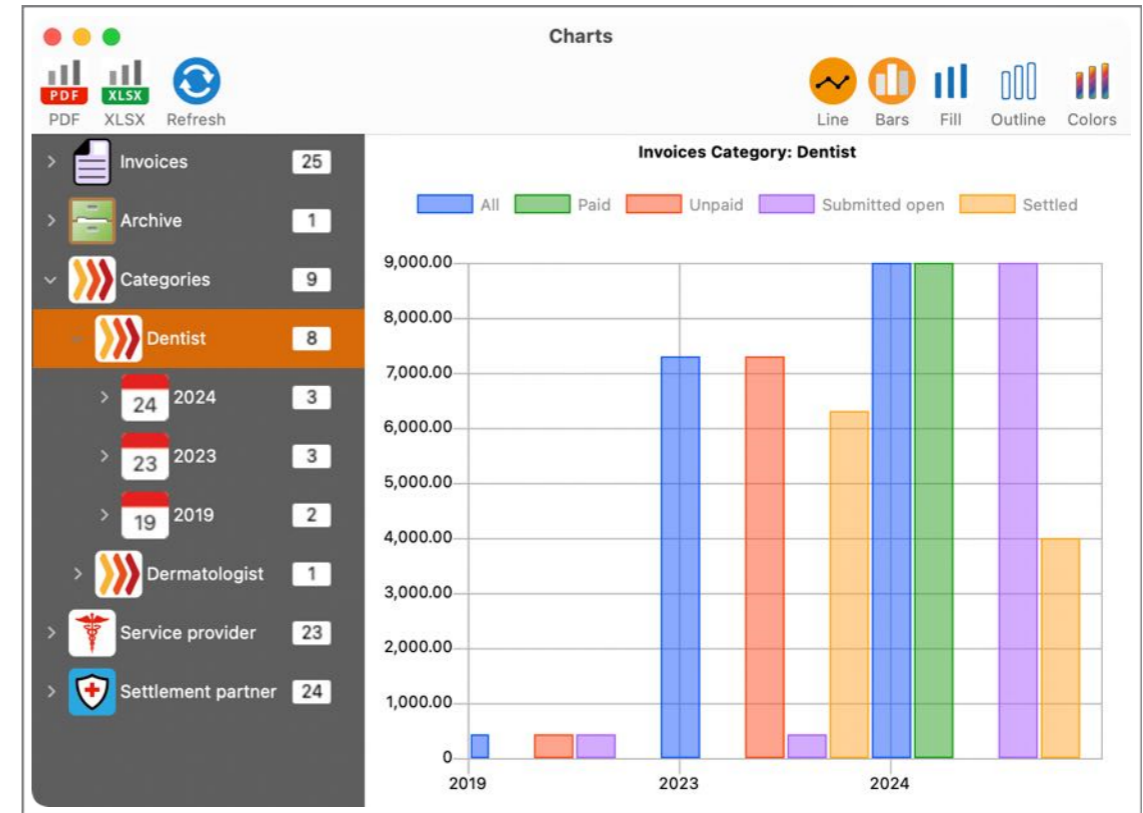


CHARTS

- 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

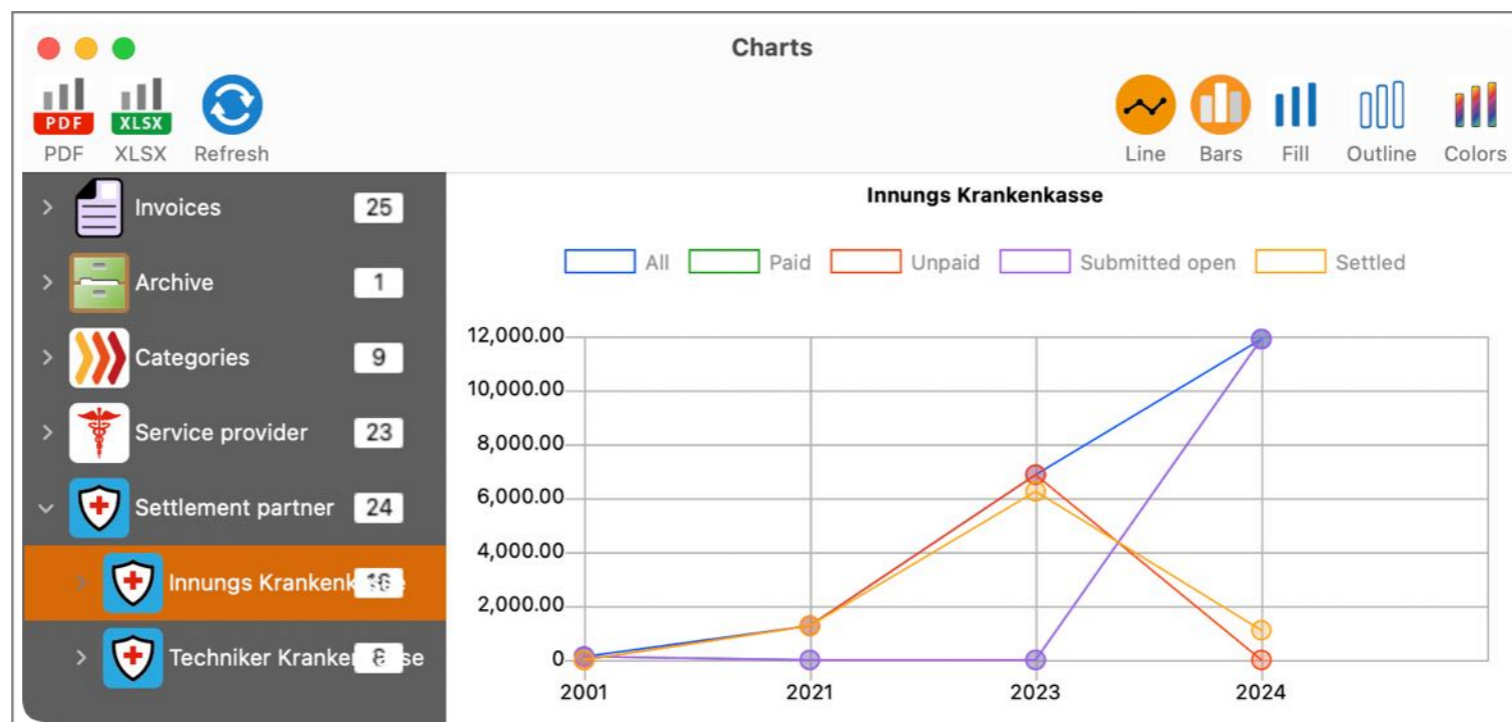
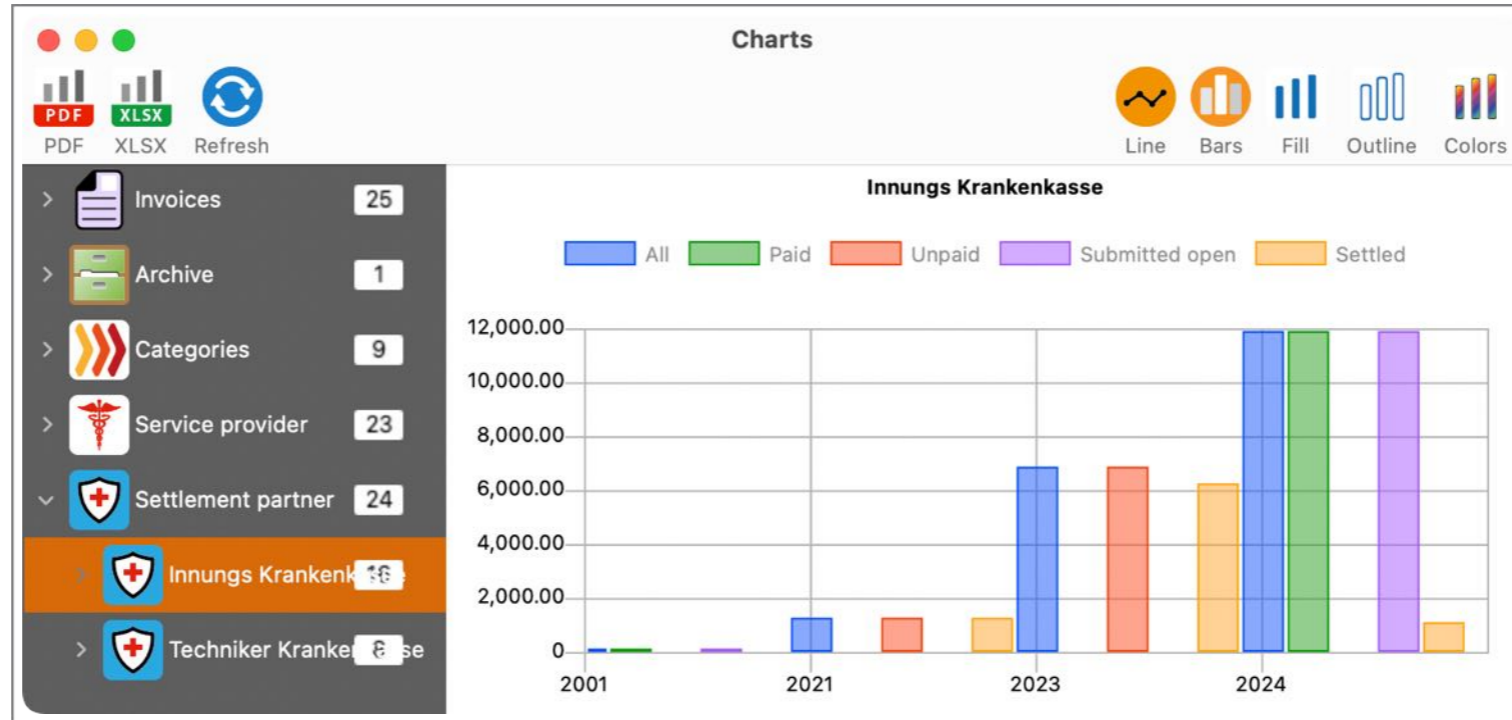
- Adobe® PDF
- Excel® XLSX



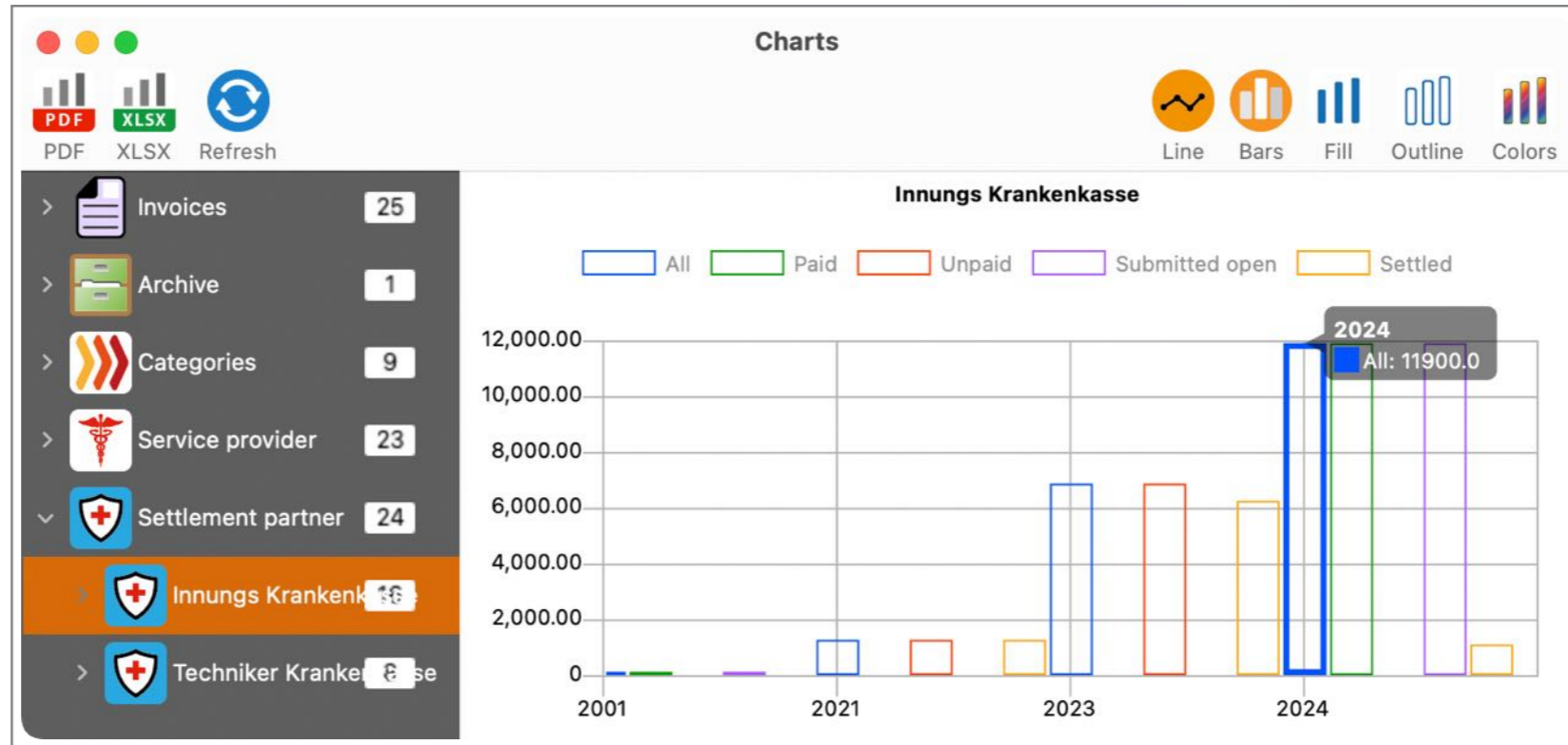
CHARTS

There are also various display options available

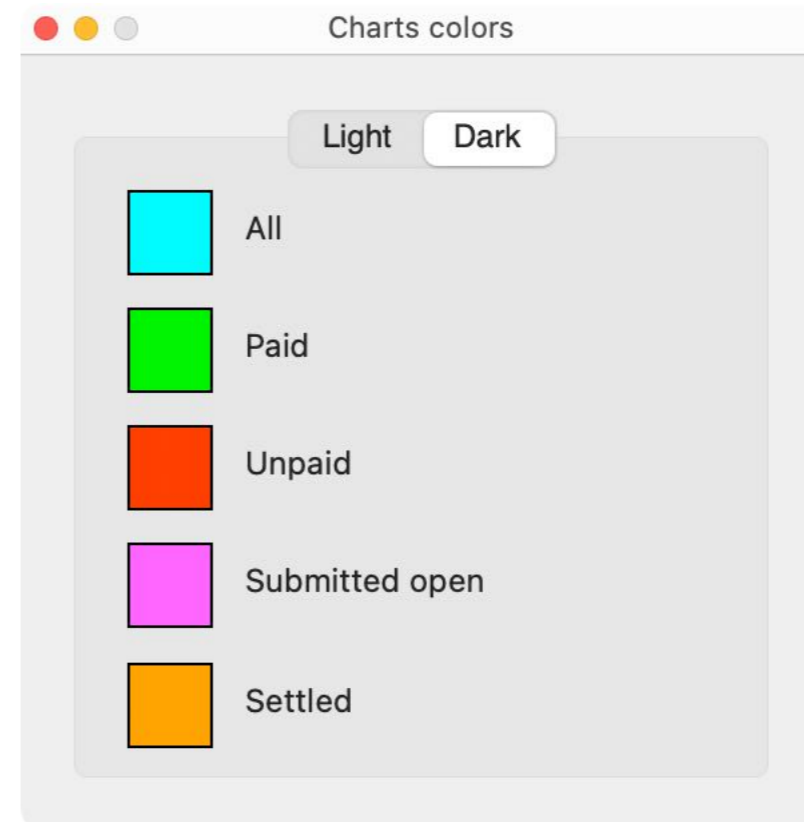
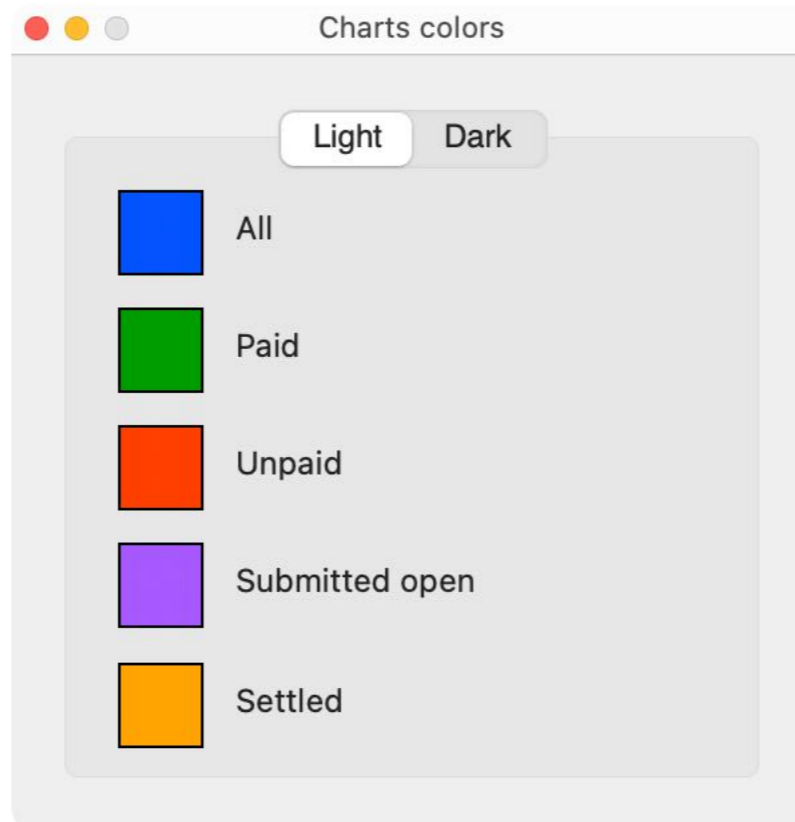
- Line
- Bars
- Fill
- Outline
- Colors



Outline



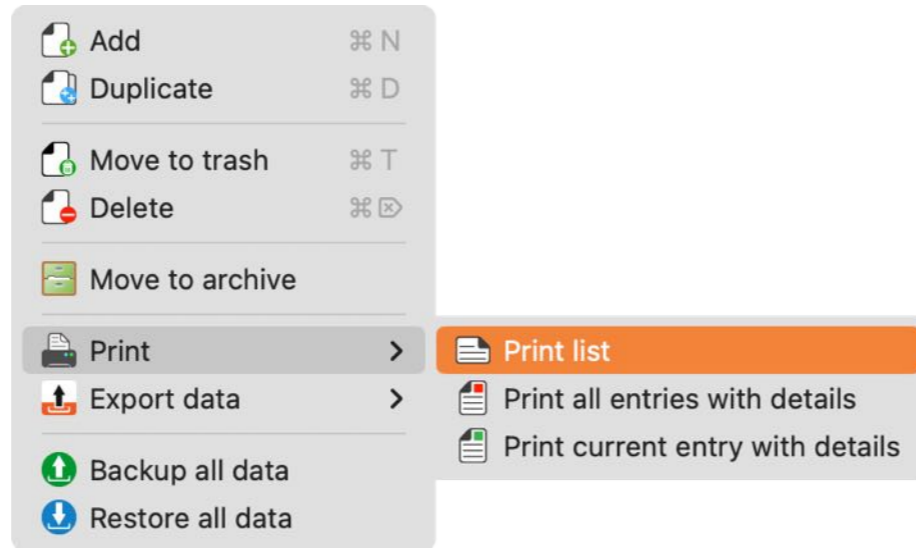
Colors



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.

Print list
Preview

- Header
- Header on every page
- Size rows to fit text
- Add page numbers

Uncheck all

Columns

- Title
- Invoice number
- Amount
- Settled amount
- Difference
- Invoice date
- Paid on
- Service provider
- Settlement partner
- Reference number
- Submitted on
- Settled on
- Category
- TAGs

Close

Title	Invoice number	Amount	Settled amount	Difference	Invoice date	Settlement partner	Reference number	Submitted on	Settled on	Category	Tags
Therapie 12	12290384902-2341	\$1,100.00	\$1,100.00		Dec 2, 2024	Imungs Krankenkasse	12102312391	Dec 12, 2024	Dec 28, 2024	Category	vorsorge,haut
Therapie 11	11290384902-2311	\$1,050.00	\$500.00	-\$550.00	Nov 2, 2024	Imungs Krankenkasse	08102312391	Nov 8, 2024			vorsorge,haut
Therapie 10	10290384902-2310	\$1,000.00	\$500.00	-\$500.00	Oct 2, 2024	Imungs Krankenkasse	10102312391	Oct 10, 2024			vorsorge,haut
Krone	10290384902-2310	\$5,000.00	\$4,000.00	-\$1,000.00	Oct 1, 2024	Techniker Krankenkasse		Jan 2, 2024	Oct 3, 2024	Dentist	zahn,krone
Brücke	902834-AFLR-2302399	\$2,000.00			Oct 1, 2024	Techniker Krankenkasse		Jan 2, 2024	Oct 3, 2024	Dentist	zahn,krone,zahnersatz
Brücke COPY	902834-AFLR-2302399	\$2,000.00			Oct 1, 2024	Techniker Krankenkasse		Jan 2, 2024	Oct 3, 2024	Dentist	COPY
Therapie 09	09290384902-230	\$1,450.00	\$500.00	-\$950.00	Sep 2, 2024	Imungs Krankenkasse	102312391	Sep 9, 2024			vorsorge,haut
Therapie 08	08290384902-230	\$900.00	\$500.00	-\$400.00	Aug 2, 2024	Imungs Krankenkasse	102312391	Aug 8, 2024			vorsorge,haut
Therapie 07	07290384902-2307	\$1,850.00	\$500.00	-\$1,350.00	Jul 2, 2024	Imungs Krankenkasse	102312391	Jul 7, 2024			vorsorge,haut
Therapie 06	06290384902-230	\$800.00	\$500.00	-\$300.00	Jun 2, 2024	Imungs Krankenkasse	102312391	Jun 6, 2024			vorsorge,haut
Therapie 05	05290384902-230	\$750.00	\$500.00	-\$250.00	May 2, 2024	Imungs Krankenkasse	102312391	May 6, 2024			vorsorge,haut
Therapie 04	04290384902-230	\$700.00	\$500.00	-\$200.00	Apr 2, 2024	Imungs Krankenkasse	102312391	Apr 4, 2024			vorsorge,haut
Therapie 03	03290384902-230	\$650.00	\$500.00	-\$150.00	Mar 2, 2024	Imungs Krankenkasse	102312391	Mar 3, 2024			vorsorge,haut
Therapie	02290384902-2302	\$500.00	\$500.00		Feb 2, 2024	Imungs Krankenkasse	102312391	Feb 2, 2024			vorsorge,haut
Therapie 02	0229447902-2302	\$500.00	\$500.00		Feb 2, 2024	Imungs Krankenkasse	102312391	Feb 8, 2024			vorsorge,haut
Therapie 01	0129447902-230	\$550.00	\$500.00	-\$50.00	Jan 2, 2024	Imungs Krankenkasse	102312391	Jan 8, 2024			vorsorge,haut
Reparatur Gebiss	AKKR-2309423-222	\$6,868.00	\$6,200.23	-\$667.77	Jun 4, 2023	Imungs Krankenkasse	29083409-WERDFI		Oct 17, 2024	Dentist	vorsorge,haut,neu
Zahnreinigung	290384902-2304	\$216.00	\$96.00	-\$160.00	Apr 20, 2023	Techniker Krankenkasse		Apr 20, 2023	Apr 30, 2023	Dentist	zahn,reinigung,neu
Zahnreinigung	290384902-2303	\$216.00	\$216.00		Mar 19, 2023	Techniker Krankenkasse		Mar 21, 2023		Dentist	zahn,reinigung,neu
XRG	290384902-2301	\$68.00	\$40.00	-\$28.00	Jan 12, 2022	Techniker Krankenkasse		Jul 21, 2022	Feb 15, 2022	Dermatologiat	vorsorge,haut
Kur	290384902-2308	\$1,268.00	\$1,268.00		Aug 20, 2021	Imungs Krankenkasse			Oct 30, 2024		
Zahnreinigung	4490284902-1903	\$216.00	\$216.00		May 3, 2019	Techniker Krankenkasse		Jun 7, 2019		Dentist	zahn,reinigung,neu
Zahnreinigung KOPPE	4490284902-1903	\$216.00	\$216.00		May 3, 2019	Techniker Krankenkasse		Jun 7, 2019		Dentist	KOPPE
Health check-up	290384902-2302	\$123.00	\$123.00		Feb 2, 2001	Imungs Krankenkasse	ASDLF2309239023	Dec 10, 2019			vorsorge,haut
New entry		\$0.00									

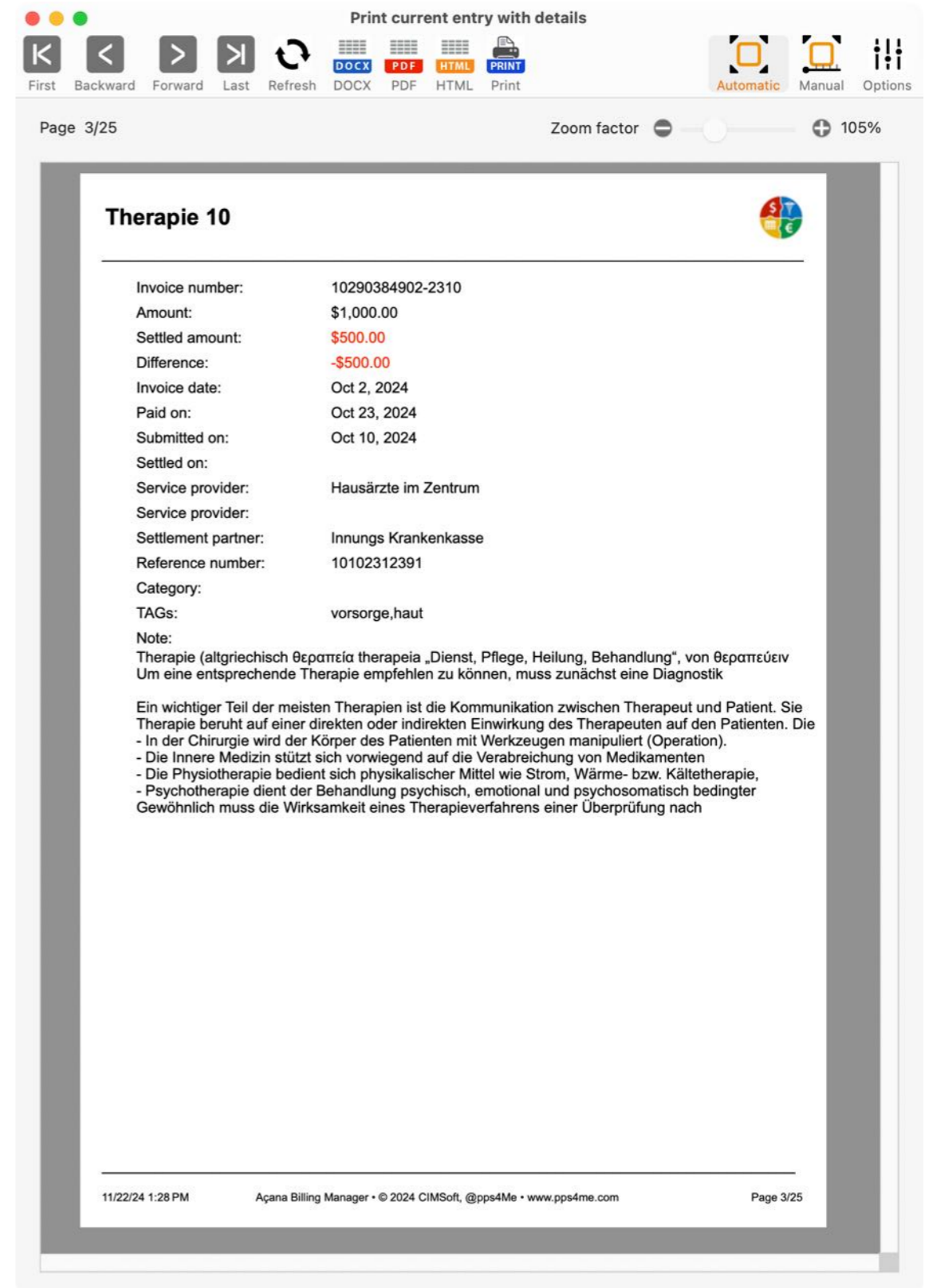
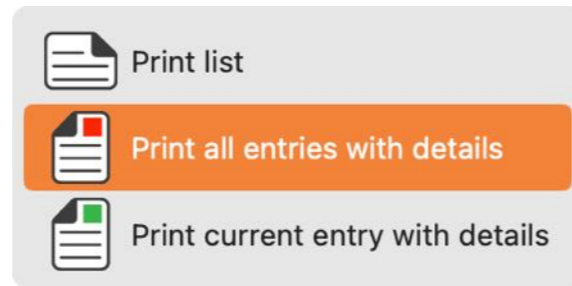
11/22/2024, 1:12:34 PM
Ajana Billing Manager - © 2024 CIMSoft, @pps4Me - www.pps4me.com
Print



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.



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.

Print list

Print all entries with details

Print current entry with details

Print all entries with details

Page 1/1

Zoom factor 105%

Reparatur Gebiss

Invoice number: AKER-2309423-222099

Amount: \$6,868.00

Settled amount: **\$6,250.23**

Difference: **-\$617.77**

Invoice date: Jun 4, 2023

Paid on:

Submitted on:

Settled on: Oct 17, 2024

Service provider: Zahnarztpraxis Rentschler & Zimmermann

Service provider: Daniela Zimmermann

Settlement partner: Innungs Krankenkasse

Reference number: 29083409-WERDF/67

Category: Dentist

TAGs: vorsorge,haut,neu

Note:
Gebiss eines Tigerhais
Gebiss eines Krokodils im Okavangodelta
Gebiss eines Pflanzenfressers, Pferd

Video: Hai-Gebiss
Als Gebiss bezeichnet man die Gesamtheit der Zähne eines Wirbeltieres. Hier beginnt die Kette der

Inhaltsverzeichnis

- 1 Die Zähne des Säugetiergebisses
 - 1.1 Die Grundform
 - 1.2 Variationen der Grundform
 - 1.3 Die Zähne des Menschen
- 2 Siehe auch
- 3 Weblinks

Die vollständige Säugetiergebiss besteht in der Grundform aus 44 Zähnen. Je Quadrant (auch - drei Front- oder Schneidezähne (Incisivi, Dentes incisivi) - ein Eckzahn (Caninus, Dens caninus) - vier vordere Mahl- oder Backenzähne (Prämolaren, Dentes praemolares) - drei hintere Mahl- oder Backenzähne (Molaren, Dentes molares)

Variationen der Grundform
Die Gebissausbildung der Säugetiere variiert abhängig von ihrem Nahrungstyp. Pflanzenfresser (z. B. Das vollständige Säugetiergebiss mit 44 Zähnen ist noch bei den Schweinen vorhanden, die zu den Die Zähne des Menschen
→ Hauptartikel: Zahnschema
Das bleibende Gebiss des Menschen weist acht Schneidezähne. vier Eckzähne. acht Prämolaren und

11/22/24 1:31 PM Açana Billing Manager • © 2024 CIMSoft, @pps4Me • www.pps4me.com Page 1/1



PRINT CURRENT ENTRY WITH DETAILS

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

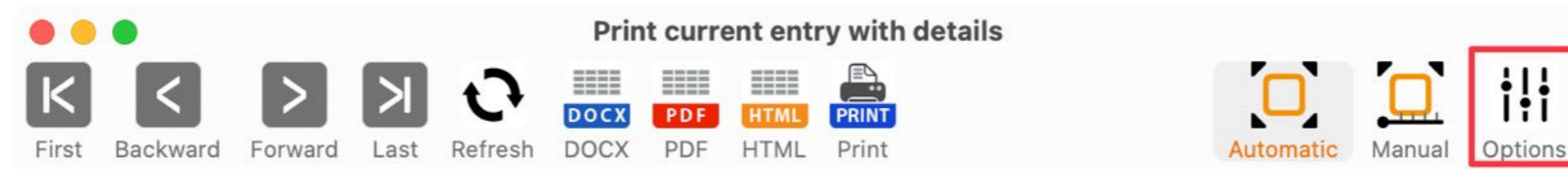
- Word® DOCX
- Adobe® PDF
- HTML



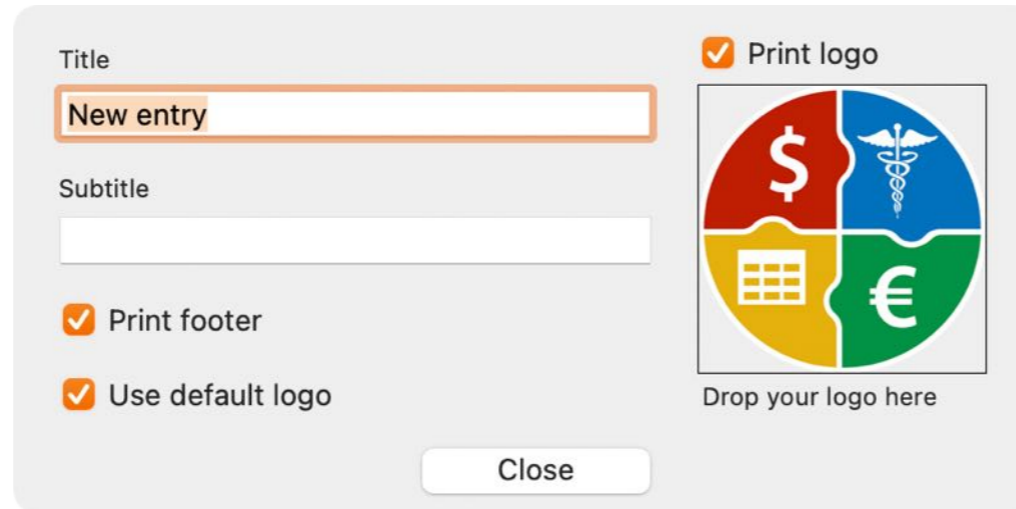
PRINT OPTIONS

PRINT OPTIONS

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



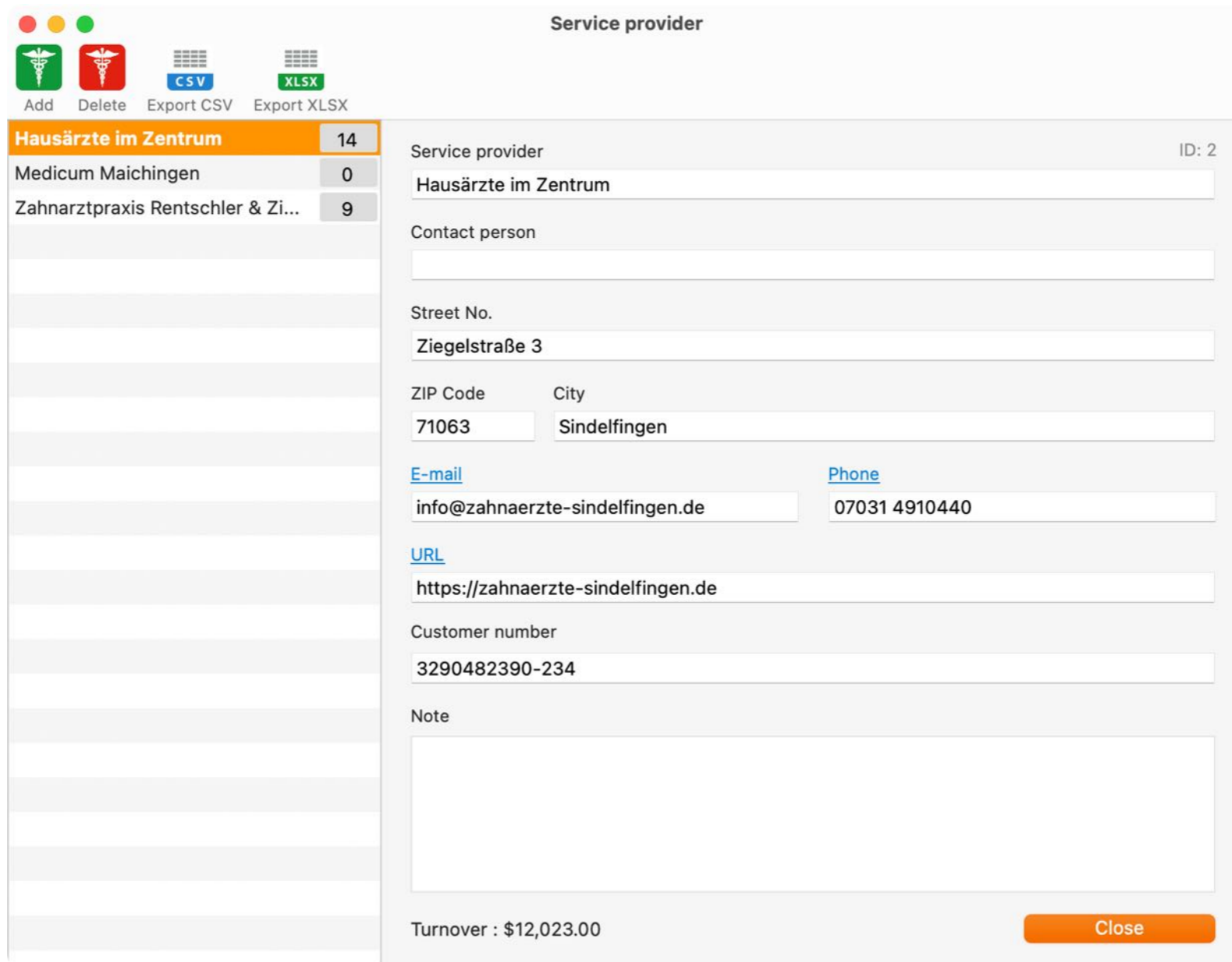
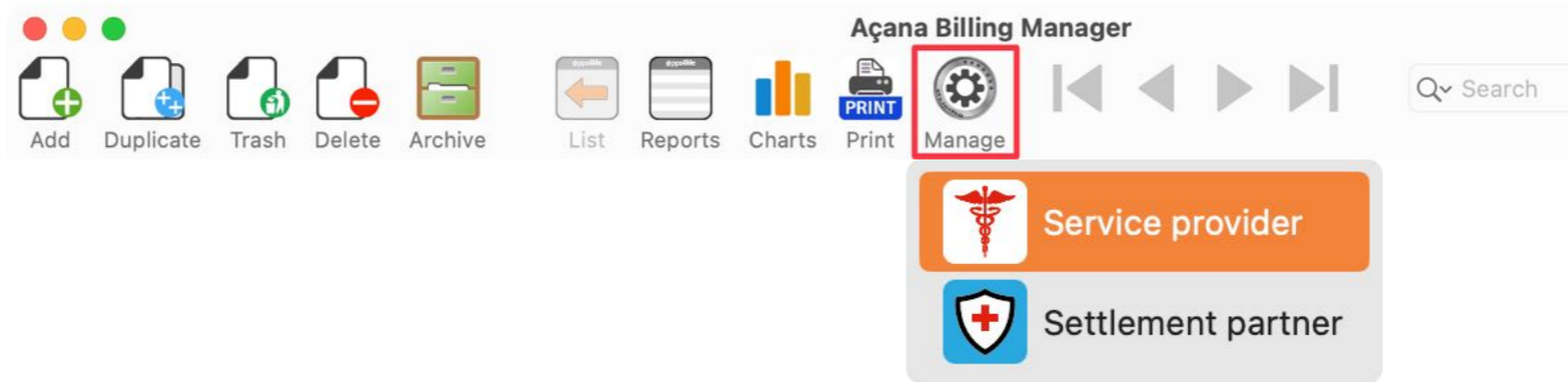
Various settings can be made there.



MANAGE SERVICE PROVIDERS

MANAGE SERVICE PROVIDERS

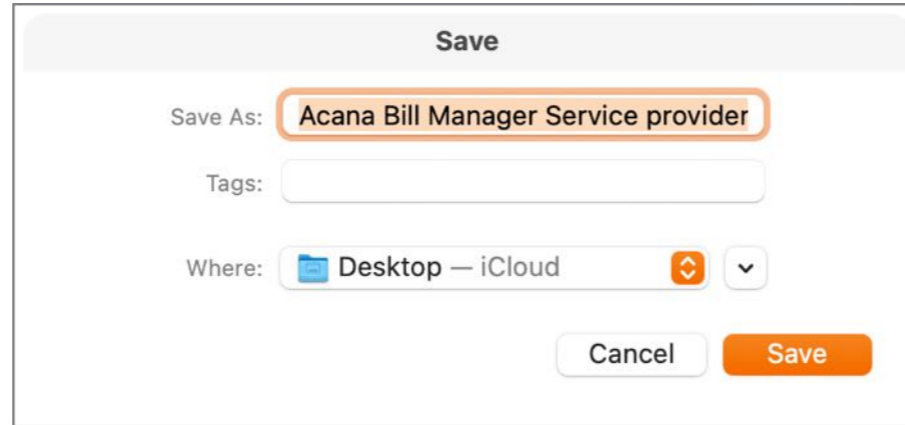
To manage service providers, click the "Manage" icon in the toolbar menu and select the "Service Provider" icon.



EXPORT SERVICE PROVIDERS AS CSV FILE

EXPORT SERVICE PROVIDERS AS CSV FILE

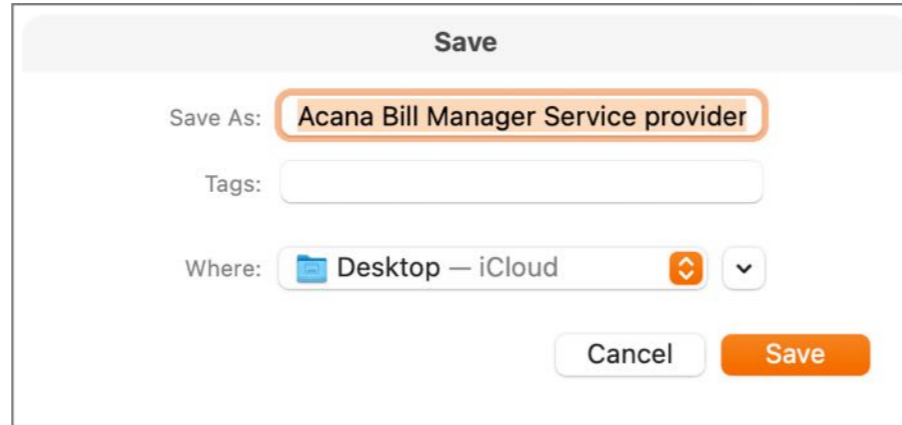
The service providers can be exported as a CSV file. To do this, click on the “Export CSV” icon in the toolbar menu.



EXPORT SERVICE PROVIDERS AS XLSX FILE

EXPORT SERVICE PROVIDERS AS XLSX FILE

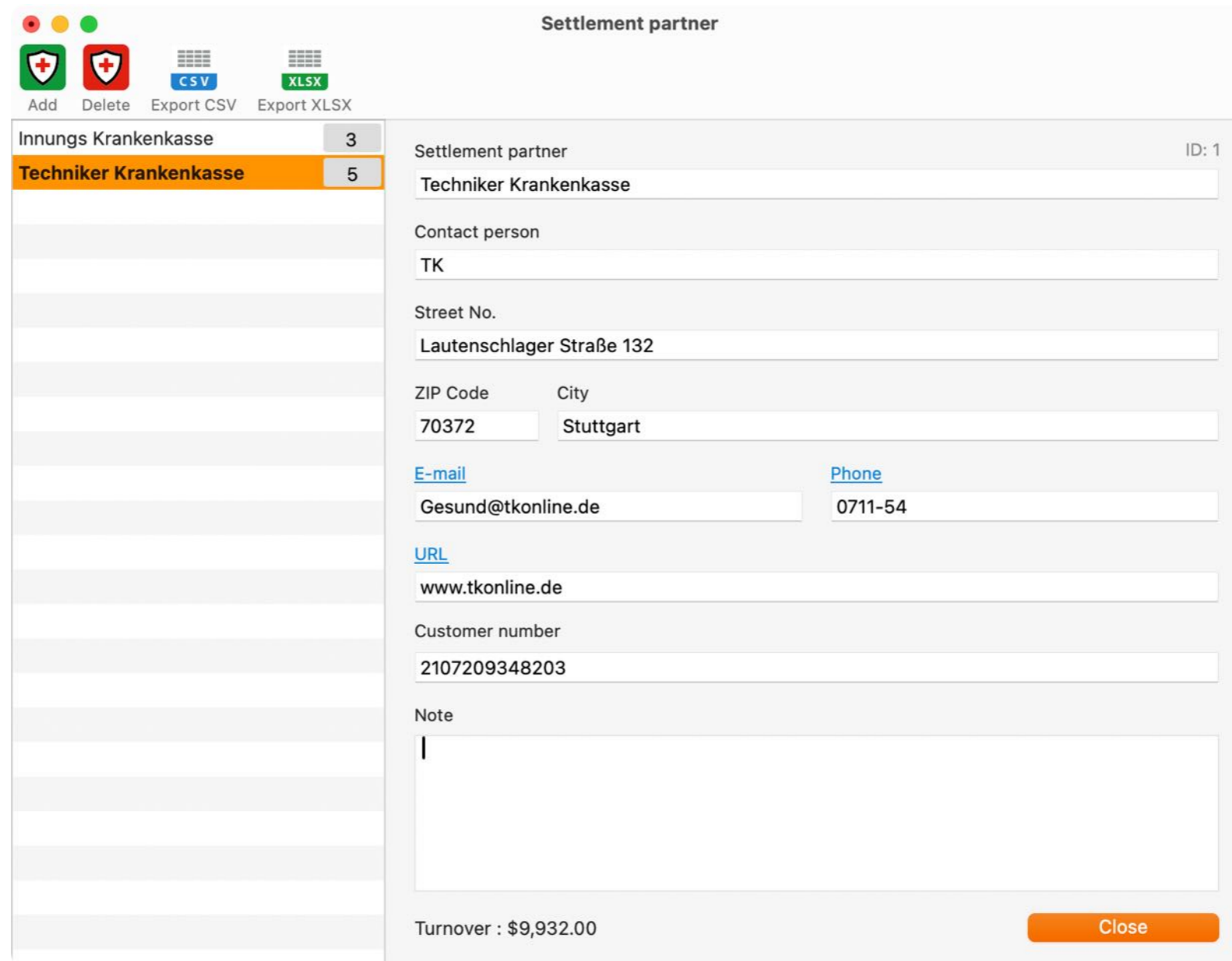
The service providers can be exported as a Excel® XLSX file. To do this, click on the “Export XLSX” icon in the toolbar menu.



MANAGE SETTLEMENT PARTNERS

MANAGE SETTLEMENT PARTNERS

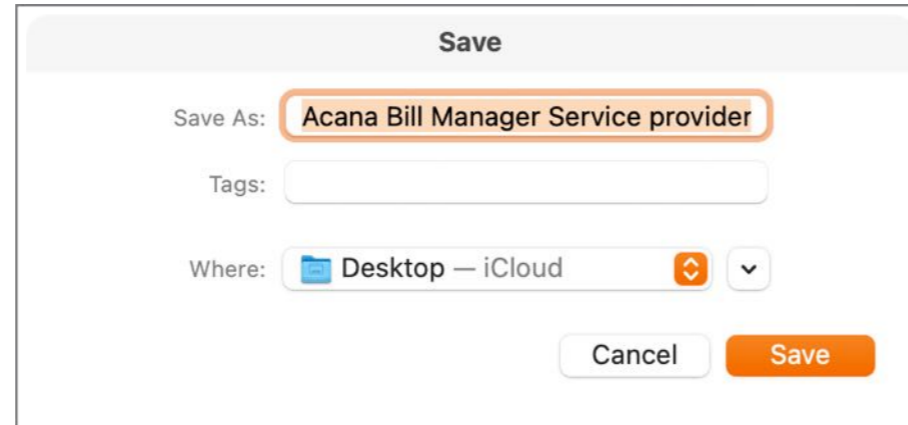
To manage settlement partners, click the "Manage" icon in the toolbar menu and select the "Settlement partner" icon.



EXPORT SETTLEMENT PARTNERS AS CSV FILE

EXPORT SETTLEMENT PARTNERS AS CSV FILE

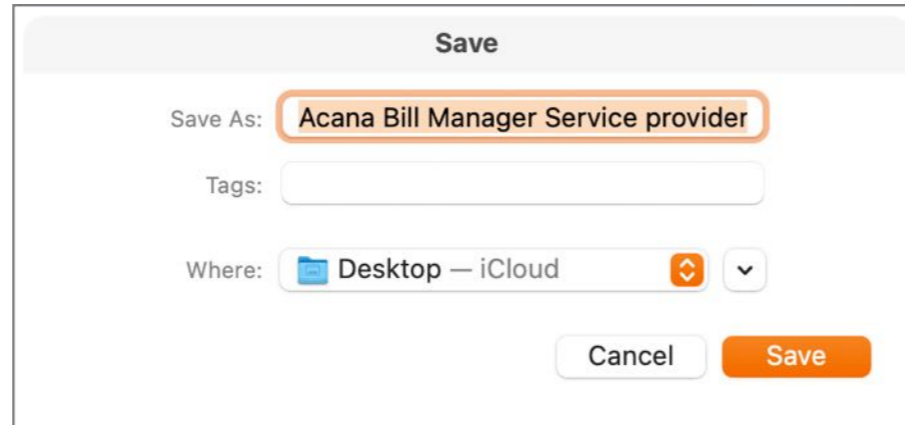
The settlement partners can be exported as a CSV file. To do this, click on the “Export CSV” icon in the toolbar menu.



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.



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	02-2309	\$1,450.00	\$500.00
Therapie 08	02-2308	\$900.00	\$500.00
Therapie 07	02-2307	\$1,850.00	\$500.00
Therapie 06	02-2306	\$800.00	\$500.00
Therapie 05	02-2305	\$750.00	\$500.00
Therapie 04	02-2304	\$700.00	\$500.00
Therapie 03	02-2303	\$650.00	\$500.00
Therapie	02-2302	\$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	

- ? Help
- + Add
- 📄 Duplicate
- 🗑️ Move to trash
- 📁 Move to archive
- 🗑️ Delete
- 🔍 Hide column "Title"
- 🔍 Hide or unhide columns
- 🔍 Zoom >
- ✓ ☰ With header
- ☰ Copy cell to clipboard
- ☰ Copy row to clipboard
- ☰ Column copied to clipboard
- ☰ Copy all data to clipboard



DATA EXCHANGE VIA CLIPBOARD

The copied data can now be pasted into other applications.

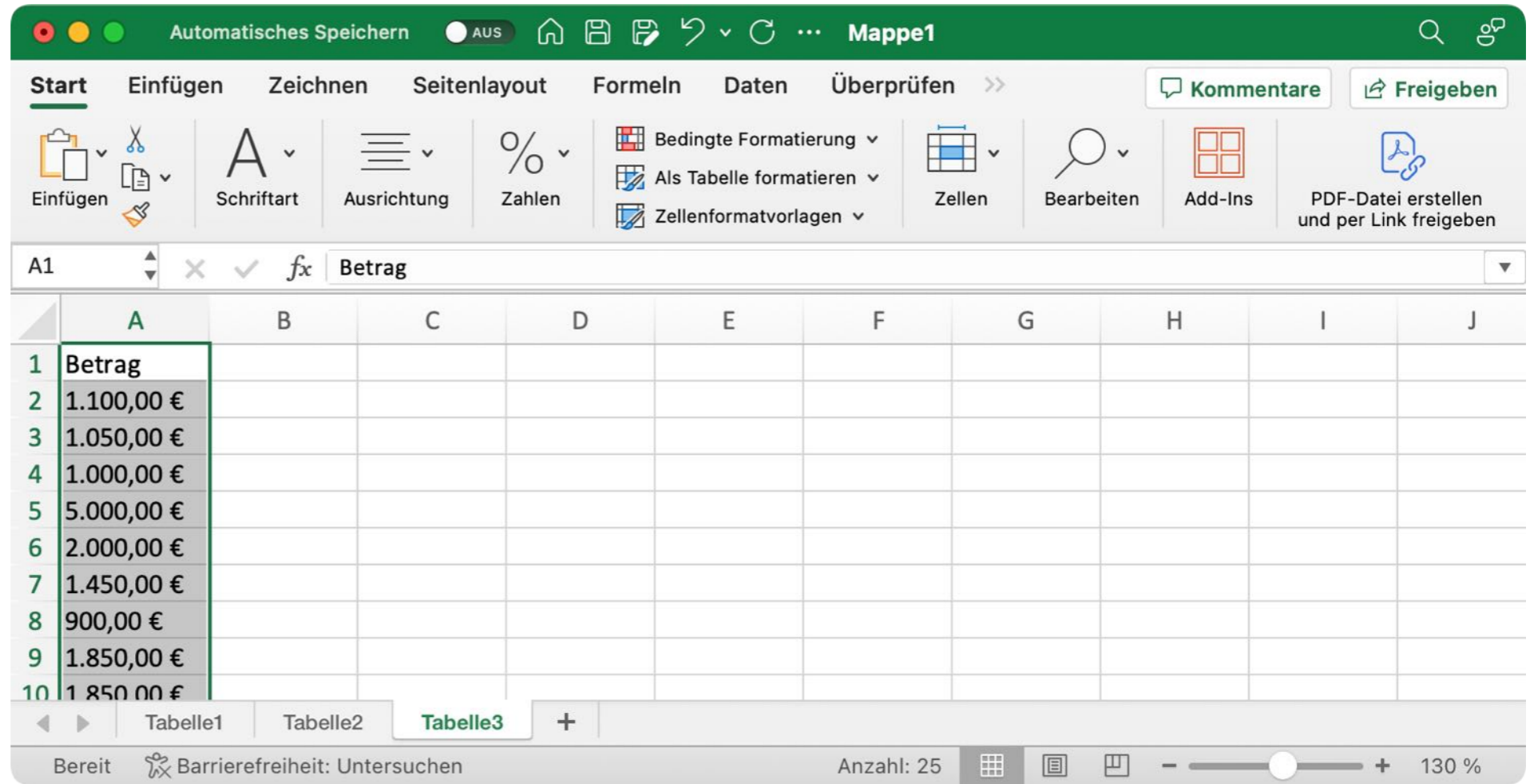
Example: Excel® All entries

	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 in	Innungs Kran	1,2102E+10	12.12.24	23.12.24		vorsorge, hau	Therapie (allgriechisch	
2	Therapie 11	1129038490: 1.050,00 €	500,00 €	-550,00 €		02.11.24	23.11.24	Hausärzte in	Innungs Kran	8102312391	08.11.24			vorsorge, hau	Therapie (allgriechisch	
3	Therapie 10	1029038490: 1.000,00 €	500,00 €	-500,00 €		02.10.24	23.10.24	Hausärzte in	Innungs Kran	1,0102E+10	10.10.24			vorsorge, hau	Therapie (allgriechisch	
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 Brücke ver	
6	Therapie 09	0929038490: 1.450,00 €	500,00 €	-950,00 €		02.09.24	23.09.24	Hausärzte in	Innungs Kran	102312391	09.09.24			vorsorge, hau	Therapie (allgriechisch	
7	Therapie 08	0829038490: 900,00 €	500,00 €	-400,00 €		02.08.24	23.08.24	Hausärzte in	Innungs Kran	102312391	08.08.24			vorsorge, hau	Therapie (allgriechisch	
8	Therapie 07	0729038490: 1.850,00 €	500,00 €	-1.350,00 €		02.07.24	23.07.24	Hausärzte in	Innungs Kran	102312391	07.07.24	20.11.24		vorsorge, hau	Therapie (allgriechisch	
9	Therapie 07	0729038490: 1.850,00 €	500,00 €	-1.350,00 €		02.07.24	23.07.24	Hausärzte in	Innungs Kran	102312391	07.07.24	20.11.24		vorsorge, hau	Therapie (allgriechisch	
10	Therapie 06	0629038490: 800,00 €	500,00 €	-300,00 €		02.06.24	23.06.24	Hausärzte in	Innungs Kran	102312391	06.06.24			vorsorge, hau	Therapie (allgriechisch	
11	Therapie 05	0529038490: 750,00 €	500,00 €	-250,00 €		02.05.24	23.05.24	Hausärzte in	Innungs Kran	102312391	05.05.24			vorsorge, hau	Therapie (allgriechisch	
12	Therapie 04	0429038490: 700,00 €	500,00 €	-200,00 €		02.04.24	23.04.24	Hausärzte in	Innungs Kran	102312391	04.04.24	18.11.24		vorsorge, hau	Therapie (allgriechisch	
13	Therapie 03	0329038490: 650,00 €	500,00 €	-150,00 €		02.03.24	23.03.24	Hausärzte in	Innungs Kran	102312391	03.03.24			vorsorge, hau	Therapie (allgriechisch	
14	Therapie	0229038490: 500,00 €	500,00 €			02.02.24	23.02.24	Hausärzte in	Innungs Kran	102312391	02.02.24			vorsorge, hau	Therapie (allgriechisch	
15	Therapie 02	0229447902: 600,00 €	500,00 €	-100,00 €		02.02.24	23.02.24	Hausärzte in	Innungs Kran	102312391	08.02.24			vorsorge, hau	Therapie (allgriechisch	
16	Therapie 01	0129802849: 550,00 €	500,00 €	-50,00 €		02.01.24	23.01.24	Hausärzte in	Innungs Kran	102312391	08.01.24			vorsorge, hau	Therapie (allgriechisch	
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, reinigui	Die Professionelle Zah	
19	Zahnreinigur	290384902-2 216,00 €				19.03.23		Zahnarztpra	Techniker Krankenkasse		21.03.23		Zahnarzt	zahn, reinigui	Indikation In jedem Mi	
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 Elektrokardiogram	
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, reinigui	Sehr gute Qualität	
23	Vorsorgeunt	290384902-2 123,00 €	123,00 €			02.02.01	23.02.01	Hausärzte in	Innungs Kran	ASDLF23092	10.03.01	20.04.01		vorsorge, hau	Jährlich Eine Vorsorge	
24	Neuer Eintrag	0,00 €														

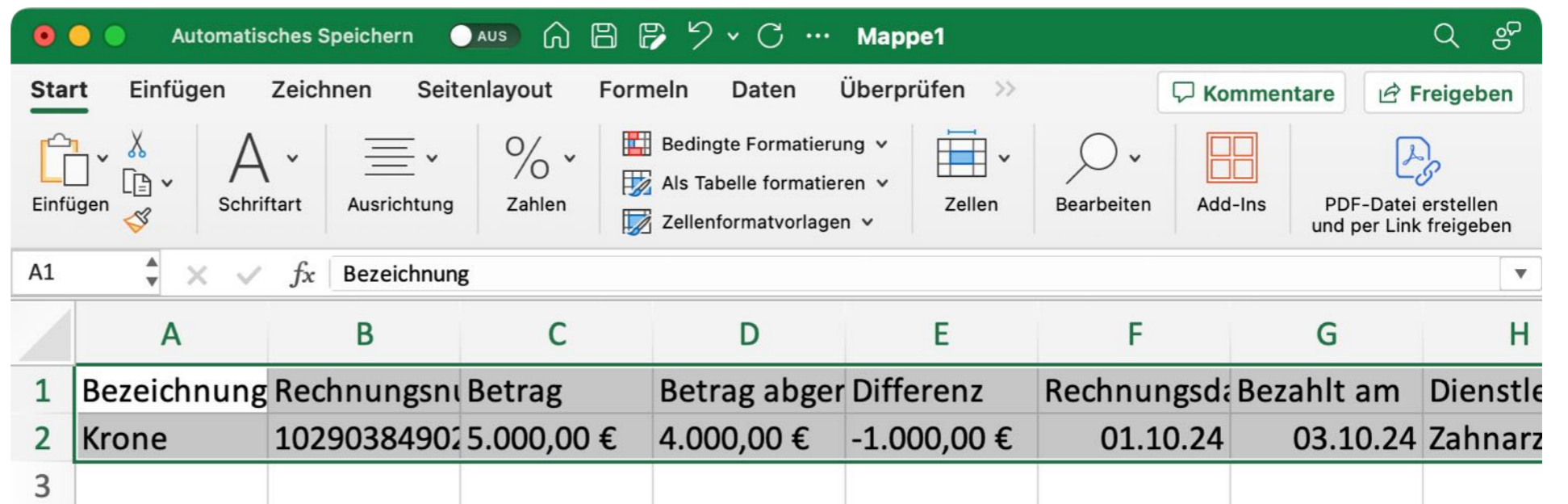


DATA EXCHANGE VIA CLIPBOARD

Example: Excel® Column



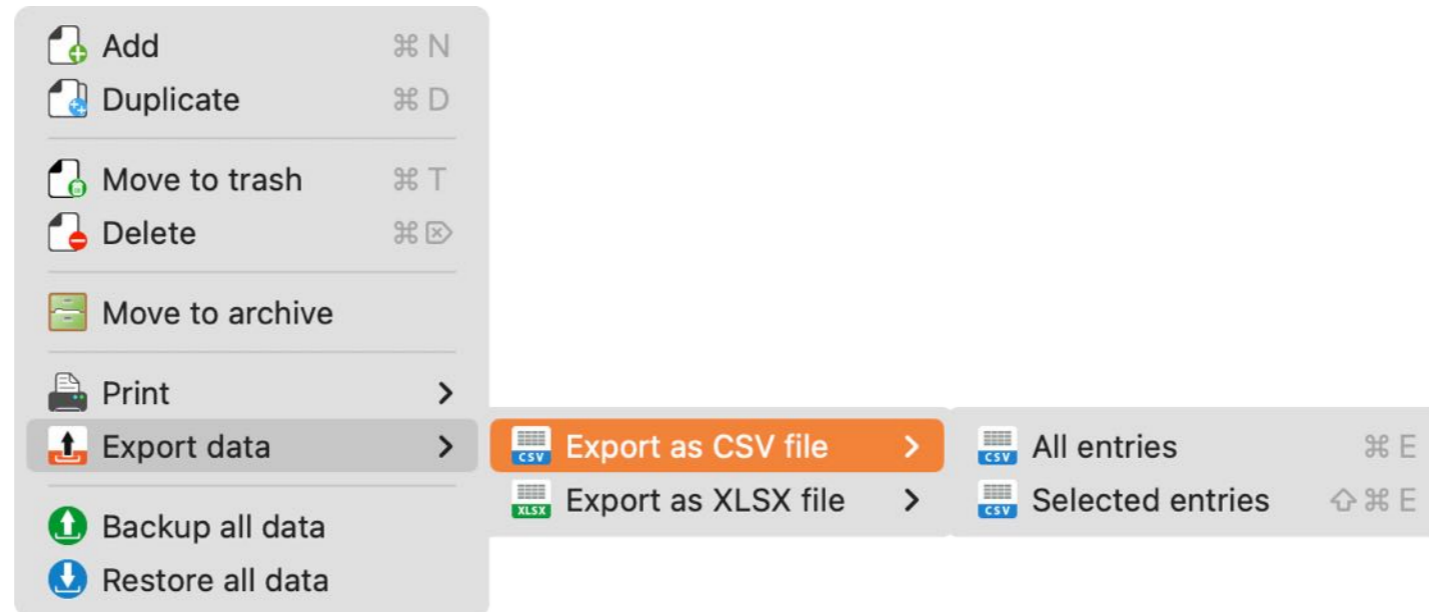
Example: Excel® Row



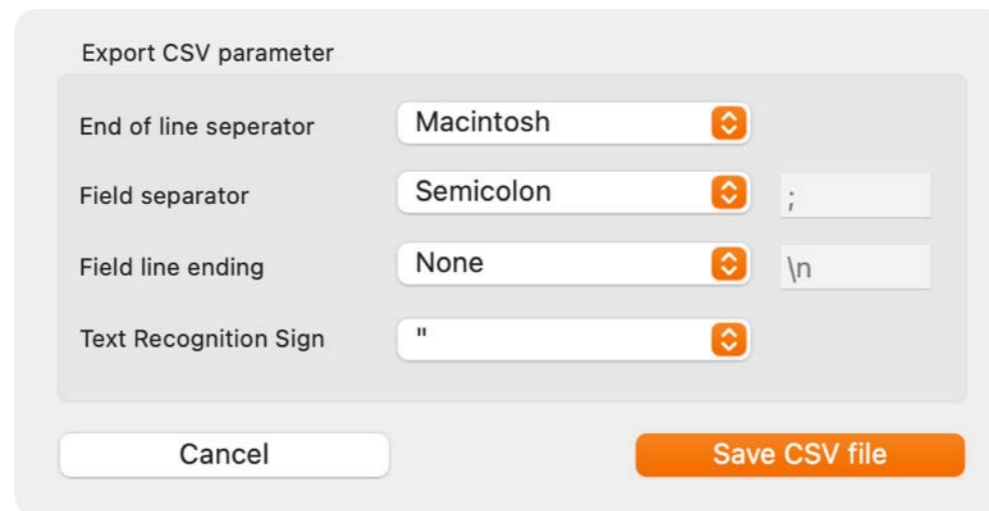
EXPORT ENTRIES AS CSV FILE

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.



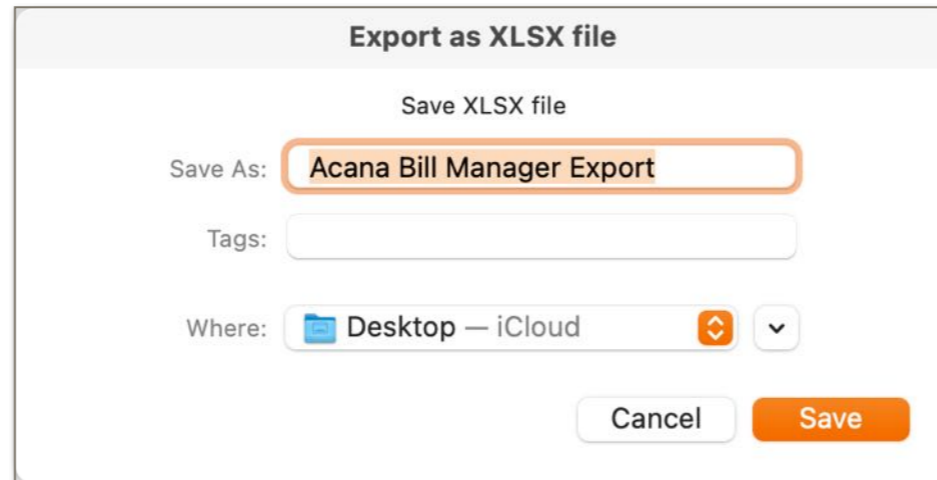
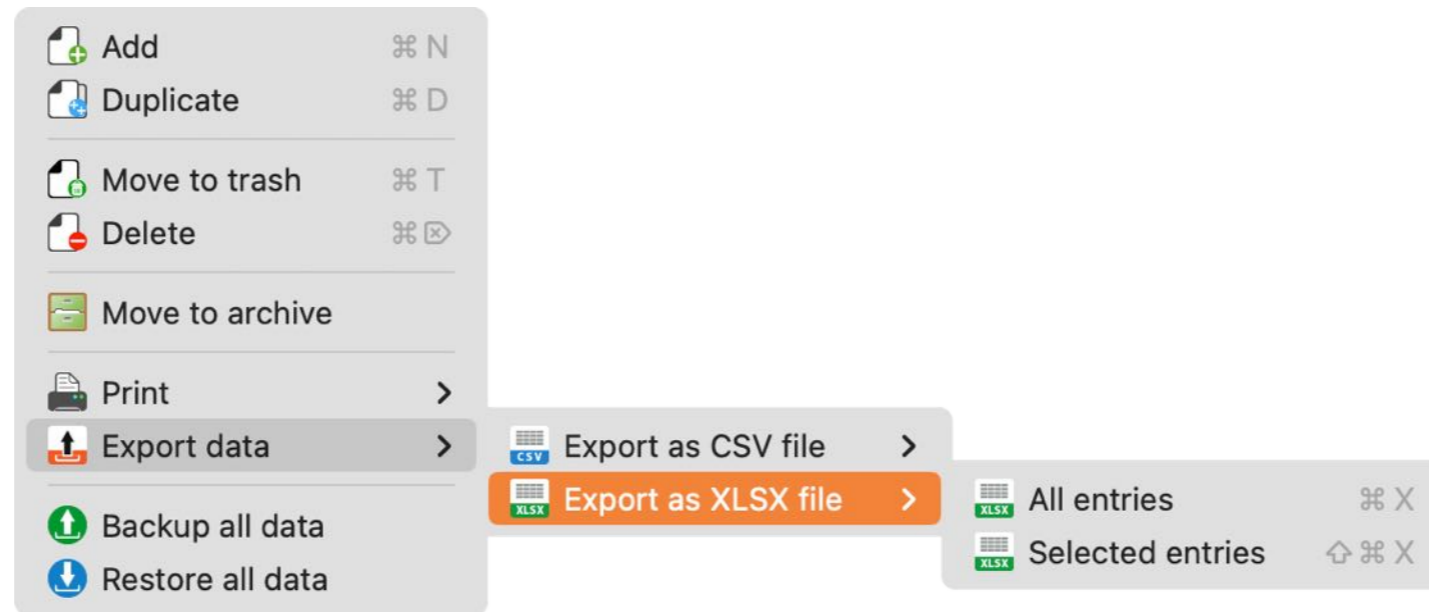
Export parameters can still be set.



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.

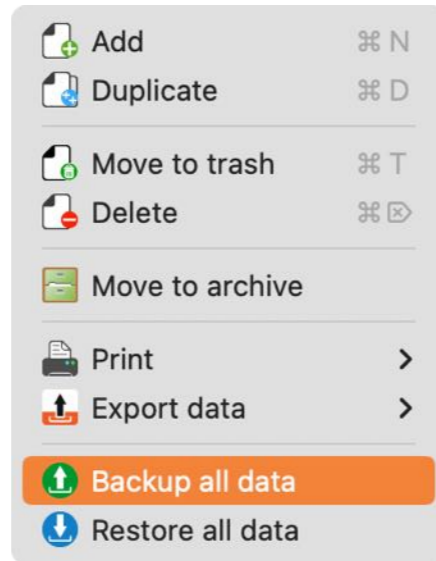


BACKUP ALL DATA

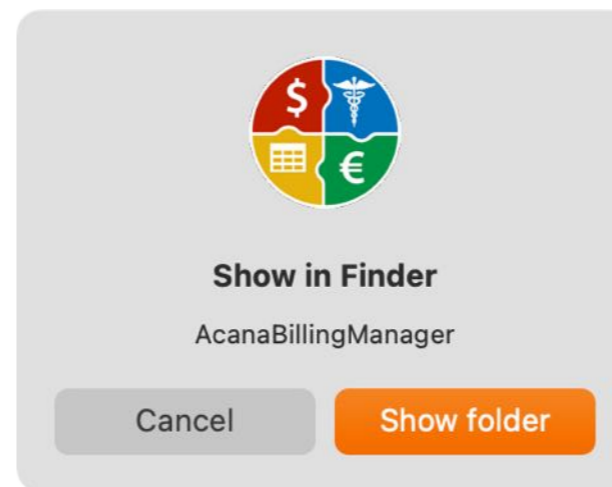
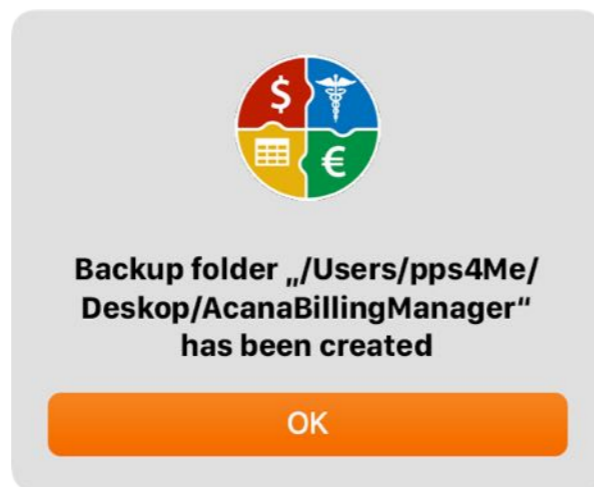
BACKUP ALL DATA

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".



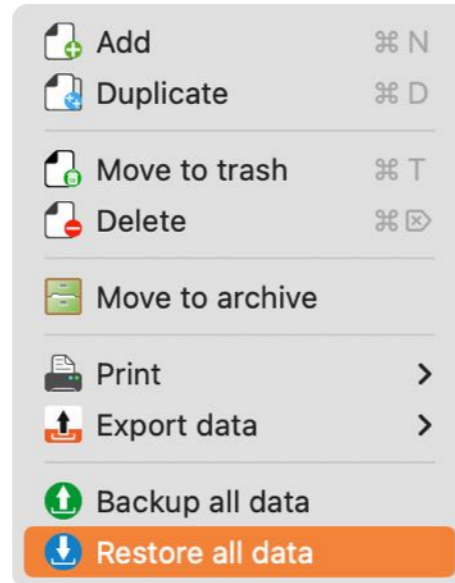
Select a destination folder on your local disk, a USB stick or a SD card. On the selected destination a new folder with the name "AcanaBillingManager" will be created. This folder contains the database, all documents of «Açana Billing Manager». In addition, all data is exported as Excel® XLSX and CVS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



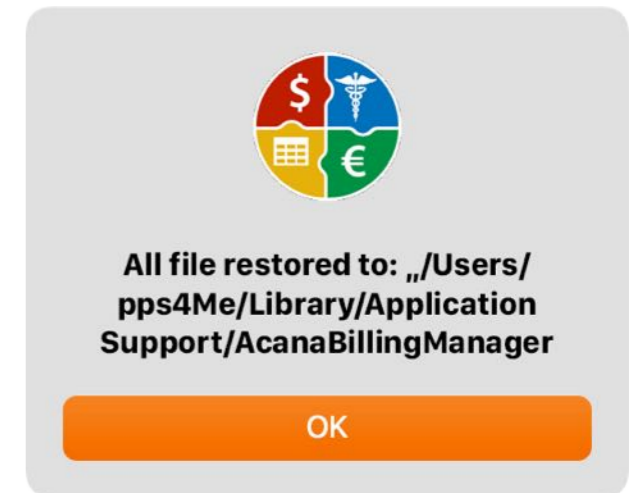
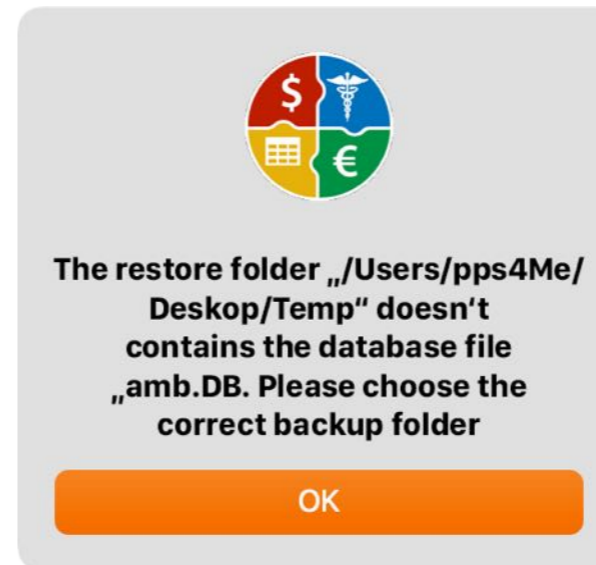
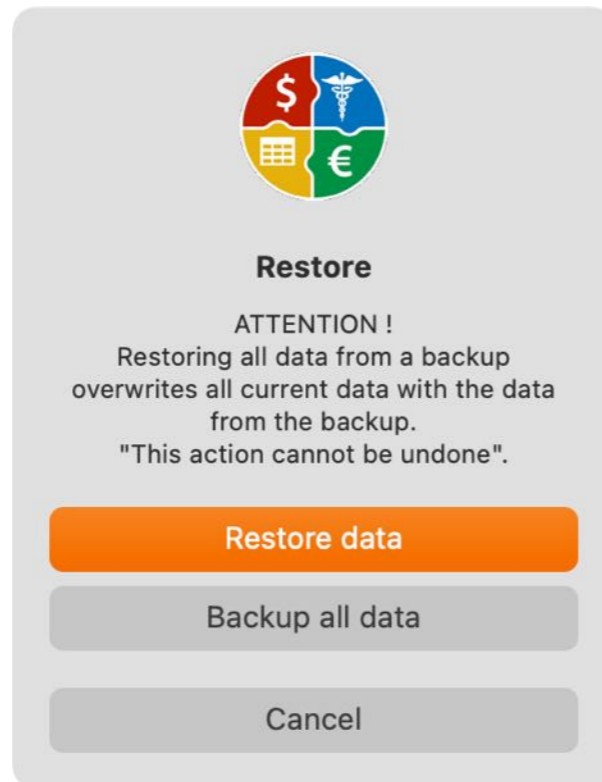
RESTORE ALL DATA

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.



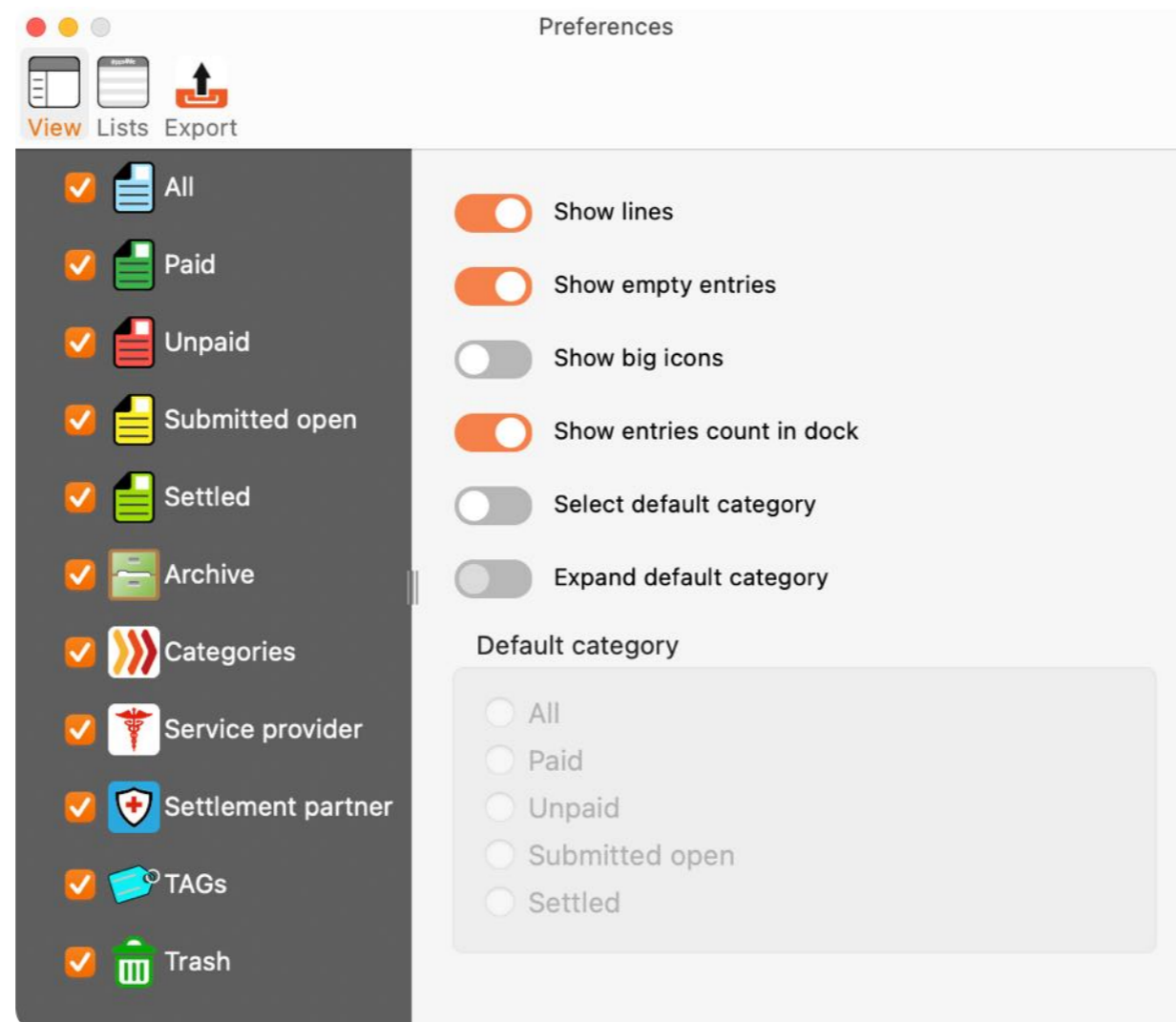
PREFERENCES

PREFERENCES

The following can be specified in the Preferences:

View

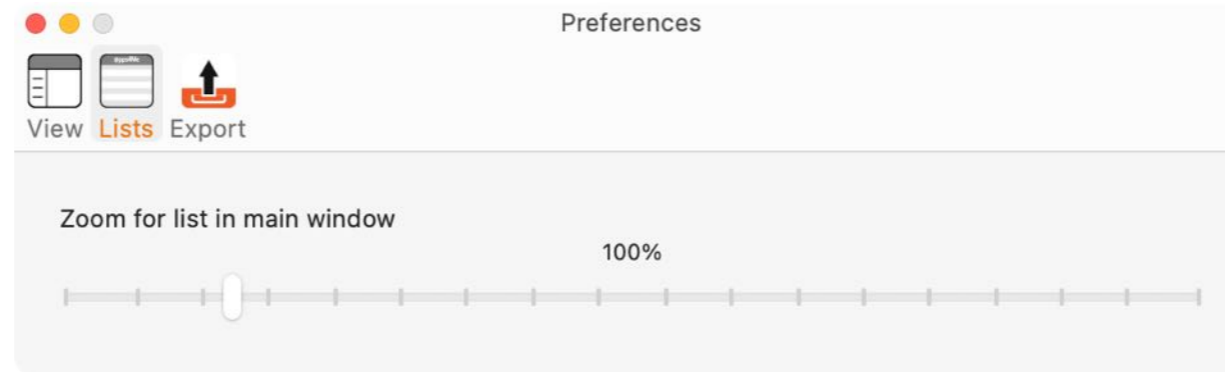
- Show lines
- Show empty entries
- Show big icons
- Show entries count in dock
- Select default category
- Expand default category





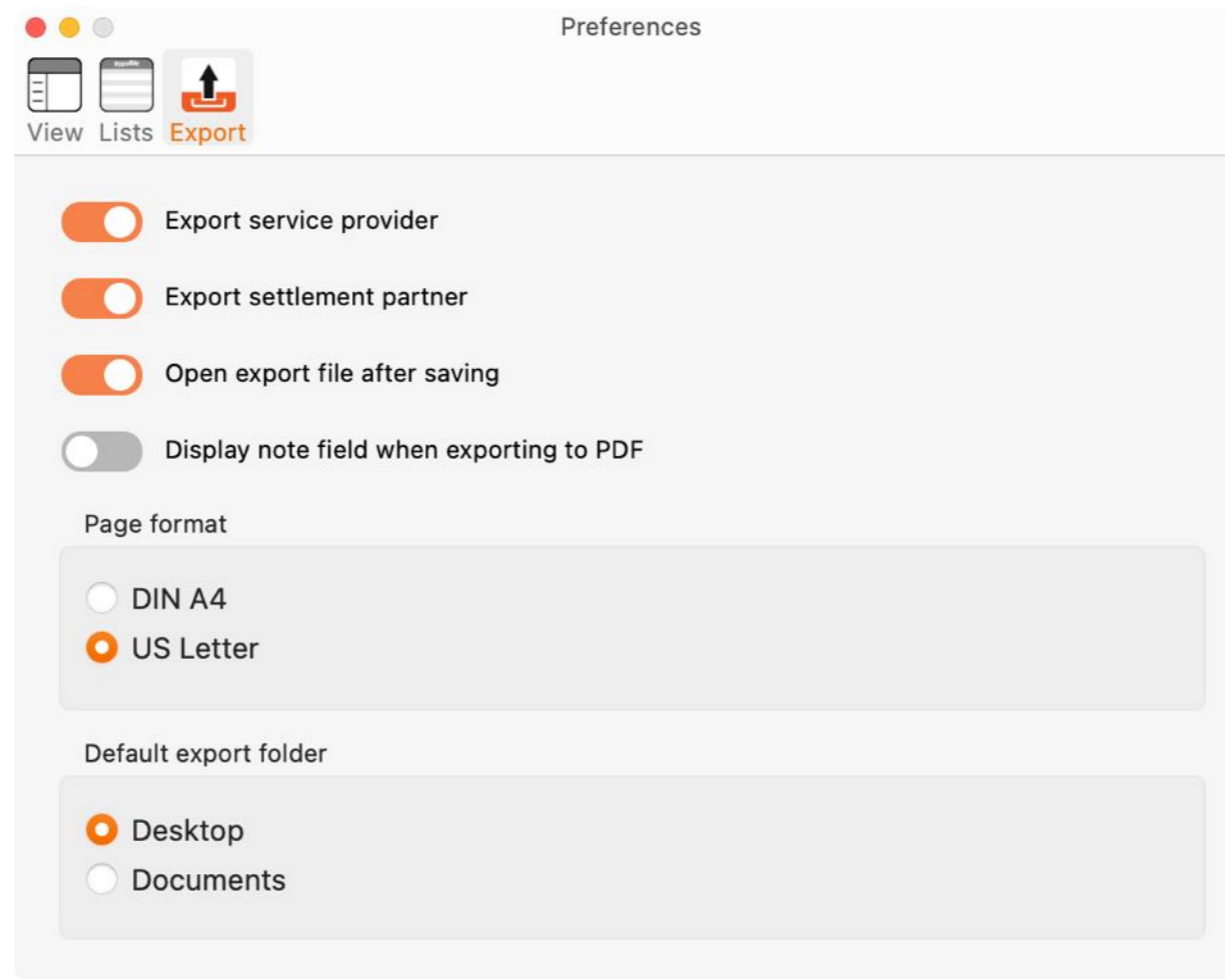
Lists

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



Export

Various parameters for the export can be set here.



HELP MENU

HELP MENU

With the menu „Help“ you get this features:

Search

- Open manual ⌘ ?
- New in this release

- Open @pps4Me homepage
- Privacy Policy
- Product information
- @pps4Me News
- Rate on AppStore
- More apps from AppStore
- Share** >

- Question about the application
- Feature Request
- Report Problem
- Send Support Data

Share "Açana Bill Manager" on X
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