TOTALSCONNECTOR FOR DAYLITE

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General

TotalsConnector for Daylite

About

TotalsConnector connects the invoicing software Totals with Daylite.

With a single click of a button TotalsConnector transfers Daylite company and contact master data to Totals. A special Totals tab in Daylite gives you access to all relevant Totals documents such as estimates, invoices etc. Your goods and service catalog can be transferred to Daylite to give you the ability to use your items to create estimates in Daylite. These estimates can then be sent back to Totals for further processing.

Features

TotalsConnector comes with the following features:

- Transfers Daylite company and contact master data to Totals
- Overview over all Totals documents like estimates, invoices etc.
- Import of the Totals item catalog in Daylite
- Transfer of Daylite estimates to Totals

System Requirements

Operating System: OS X 10.8 or newer

Daylite Version: 4.3 or newer

Setup

Installation

1. To check your Daylite version, go to the Daylite menu and select 'About Daylite'. TotalsConnector requires at least Daylite 4.3



2. To check your OS X version, go to the Apple menu and select 'About this Mac'. WebConnector requires at least OS X 10.8

	Ś	Daylite	File	Edit	View	ΡΙι	
	At	oout This N	Aac				
	System Preferences App Store						
	Re	ecent Item	s		►	n	
	Force Quit Daylite て企業の						
	Re	eep estart nut Down				o,	
	Lo	og Out Dar	niel Na	uerz	企業Q	e	
- 6		hiantiyan					

3. Open the file 'TotalsConnector for Daylite.dmg'



TotalsConnector for Daylite.dmg

4. Double click 'TotalsConnector.daylite-plugin'



5. Click 'install'

	Install plugin Are you sure you want to install the plugin 'TotalsConnector' on this machine?
<u> </u>	Cancel Install

6. To finalize the installation click 'Restart Daylite'

	Success
\bigtriangledown	Plugin 'TotalsConnector' Successfully installed. Daylite will now restart for the changes to take effect.
	Restart Daylite
_	

7. After the installation TotalsConnector can be used for 14 days free of charge. If you would like to use it after these 14 days, please proceed to chapter '<u>Licensing</u>'.

Licensing

Without entering a license code you can test TotalsConnector during a 14 day trial period. After this period you will need a license code in order to use the plugin. In order to purchase TotalsConnector, please follow these steps (given the plugin is already installed):

1. Start Daylite

2. In the Daylite menu navigate to Plugins -> TotalsConnector -> Preferences...

Plugins	Window	Help	
Time&Budget			
TotalsConnector		•	Import Totals-Products
			Preferences
e Bew	erbungstyp	Geschle	About TotalsConnector

3. Select the License tab and click Purchase TotalsConnector



4. Enter the desired amount of licenses and click Next

	Account	Document Types	Tax groups	License			
	License - Purchase						
l ha	ve 13 active	users in my databas	se				
l wa	ant 1 lic	enses for TotalsCon	nector				
TotalsConnector costs 79,00 € for the first user and 39,00 € for each additional license. You can buy additional licenses anytime.							
✓ Buy Totals 3 as supplement for 80,00 € instead of 99,00 €							
With the purchase of TotalsConnector you accept our license agreement							
			Bac	k Next			
				Close			

5. After filling in the form click Next and confirm the purchase

Account	Document Types Tax groups License				
	License - Purchase				
 Scheck oder Zahlungsanwe 	eisung				
	Wir verwenden industrieweit anerkannte Verschlüsselungsstandards, um die Vertraulichkeit Ihrer persönlichen Informationen sicherzustellen. Dieser Kauf und die Bereitstellung des Produkts erfolgen durch FastSpring, einem vertrauenswürdigen Wiederverkäufer der Firma http://www.iosspert.biz. Secure Ordering by ming Vertrauge vertrau				
	5				
Kontakt	AGBs / Impressum	Daylite-Plugins			
Telefon: +49 2622 - 978 000 0	Über Uns	Shop			
Anfahrt	Premium Login	Support			
	and, Sitz: Weiser Straße 32, Büro: Engerser Straße 59, 56170 Be				

6. Assign the purchased licenses to the appropriate Daylite users

Account	Document Types	Tax groups	License
	License - Assig	gn Users	
Name			Active
Adam Barker			\checkmark
Aly Sweeney			2
Amin Terroni			
April O'Neil			
DayLite Admin			
Enis Connell			
Erick Craven			
lemaining licen	ses: 11		
ionianing noon			
			Back
			Close
			Close

Usage

Configuration

In order to work correctly in conjunction with Totals, TotalsConnector needs to be configured accordingly.

REST API Settings

To enable the communication between Daylite and Totals, the so called 'REST API' service in Totals needs to be activated. To do so, please follow these steps:

- 1. Start Totals
- 2. In the menu navigate to Totals -> Preferences...



3. Select Advanced Settings



4. Check the box to activate the REST API

Optional:

To increase security a username and password can be set to limit access to the API. To do so click the cog, check the 'Password protected" box and enter a desired username and password.

Please note: If you assign a username and a password to the REST API, you must set those in the TotalsConnector preferences accordingly.



5. Highlight the displayed REST API name and copy it using the keyboard shortcut <cmd $\approx>$ + <c> or type it into the text box. In case of manual entry, double-check the notation.

Orearies Settings Avanced Settings Control LAL Control Control Control Control Control Control LAL Control Control Control Control Control Control Control Control Contro	Totals - YOSXpert					
Contraction Pelevance Val © Contraction © Contraction © Contraction © Pojotis © Contraction © Contraction © Contraction © Dotatis © Organization © Contraction © Contraction © Dotatis © Organization © Contraction © Contraction © Payments © Payments © Contraction © Contraction © Payments © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Contraction © Poly © Contraction © Contraction © Contraction © Contraction © Contraction						
Contracts Q. Baroch Ignore inventiony control Projects Q. Baroch Ignore inventiony control Dorts Micromation about your company Ignore inventiony control Dorts Projects Projects We ported Promotes Ignore inventiony control Settings Payment Sypes and conditions Ignore inventiony control DOCUMENTS Ignore inventiony scheme and display Ignore inventiony control Invoice Torts Ignore inventiony scheme and display Invoice Torts Ignore inventiony scheme Settings Invoice Ignore inventiony scheme Invoice Sublastion Ignore inventiony scheme Settings Invoice Ignore inventiony scheme Inventiony Ignore inventing scheme Ignore inventony scheme	Overview	Settings	Advanced Settings			
Projects Cutom Order Orgenization Order Payments OCUMENTS Orgenization Construction Orgenization OCUMENTS Orgenization Construction Orgenization <td></td> <td></td> <td></td> <td></td>						
Orafas Image: Organization information about your company information about your your your you		Q Search				
● Reports ● Peyment Payment Payme	Drafts	Organization Information about your company				
DOCUMENTS Ourrencise Ourrencise Section for the section of the se	Reports	Payments Payment types and conditions				
Image: Standard Sta	DOCUMENTS	Currency, exchange and display	Backup file limit Unlimited			
Image: Set of the set	Estimate Angebot	Taxes Tax groups, item groups				
MART FOLDERS Salutation, address format Language English NXENTORY Image: Salutation, address format Image: Salutation, address format Image: Default Image: Salutation, address format Image: Salutation, address format Image: Default Image: Salutation, address format Image: Salutation, address format Image: Default Image: Salutation, address format Image: Salutation, address format Image: Default Image: Salutation, address format Image: Salutation, address format Image: Default Image: Salutation, address format Image: Salutation, address format Image: Default Image: Salutation, address format Image: Salutation, address format Image: Default Image: Salutation, address format Image: Salutation, address format Image: Default Image: Salutation, address format Image: Salutation, address format Image: Default Image: Salutation, address format Image: Salutation, address format Image: Default Image: Salutation, address format Image: Salutation, address format Image: Default Image: Salutation, address format Image: Salutation, address format Image: Default Homoson Image: Salutation, address format Image: Salutation, address format Image: Default Homoson Image: Salutation, address format Image: Salutation, address format	Gutschrift	Units, quantities, format	Name1 • Document# • ProjectName •			
Default D		Salutation Salutation, address format	Language English			
Document Types Address Implates for document Types Address Custom Fields Enail Settings Email Settings Address Address Address	Default	355 Incrementing counter and				
User defined fields		Document Types Templates for document types	Address http://daniels-mbp.intem:62705			
Email lengales and SMTP settings — Advanced Settings		Custom Fields User defined fields				
Advanced Settings Miscellaneous settings		Email templates and SMTP				
		Advanced Settings Miscellaneous settings				
				?		

- 6. Start Daylite.
- 7. In the menu navigate to Plugins -> TotalsConnector -> Preferences...

Plugins	Window	Help	
Time&E	Budget		
TotalsConnector >			Import Totals-Products
			Preferences
Bewerbungstyp Geschle		Geschie	About TotalsConnector

8. Select the Account tab and paste the REST API name (see step 5) into the text box using the keyboard shortcut <cmd \approx > + <v> or enter it manually.

Please note: The entered REST API name needs to match the REST API name displayed in the Totals advanced settings. Please check for leading and trailing white space.

In case you have activated password protection in Totals (see step 4), check the box next to Use Password Protection accordingly and enter your username and password.

Account	Document Types	Tax groups	License
REST API Name	Totals-A71D		
	Use Password Pr	otection	
Username			
Password			
1 assword			
			<u></u>
			Close

Document Type Settings

Totals supports arbitrary document types. If you want these document types to show in Daylite you need to add them in the TotalsConnector preferences.

Please note: the document types 'estimate' and 'invoice' are preset as defaults. If you would like to see additional document types in Daylite, you need to set them up in Totals first. To add your additional document types in Daylite, please follow these steps:

1. In the menu navigate to Plugins -> TotalsConnector -> Preferences...

Plugins	Window	Help	
Time&Budget			
TotalsConnector		•	Import Totals-Products
			Preferences
e Bew	Bewerbungstyp Geschle		About TotalsConnector

2. Select the Document Types tab

Account	Document	t Types	Tax groups	License
Doc	ument Type	Invoice	0	
Document Labels	from Totals	Invoice		
		+ -		
				Close

3. Determine in the **Document Type** drop-down menu whether the desired document type will show under the 'Invoice' or the 'Estimate' tab in Daylite

Account	Documen	t Types	Tax groups	License
Doc	ument Type	Invoice		
Document Labels	from Totalo	Invoice		
Document Labels	from lotals	Invoice		
		+ -		
				Close

4. In our example we want to create a document that will show under 'Estimate' later on, so we select **Estimate** in the drop-down menu

Account	Document Type	Tax groups	License
Doc	cument Type 🗸 Invoi		
Document Labels	Estin		
Document Labers	s nom notals mivole	c	
	+ -	-	
			Close

5. Click the plus sign to add a Document type

Account	Documen	t Types	Tax groups	License
Doc	ument Type	Estimat	e ᅌ	
Document Labels	from Totals	Estimate)	
	(+-		
				Close

6. Enter the label of the desired Totals document. In our example we use the Totals document 'Estimate German'

Please note: make sure to enter the label to exactly match the name of the Totals document!

Account	Document Types	Tax groups	License
Doc	ument Type Estima	te 🗘	
Document Labels	from Totals Estimat	e	
	Docum	ent Label	
		7	
	+ -		
			Close
			Close

7. The document type 'Estimate German' will now appear under 'Invoice' in the Totals tab in Daylite

Account	Document Type	Tax groups	License
Doc	ument Type Estin	nate ≎	
Document Labels			
	Estim	ate German	
	+ -	-	
			Close

Tax Group Settings

In Totals it is possible to divide goods and services into different so called item groups. As these item groups also contain tax information, they need to linked to the appropriate Daylite taxes. This is needed to make sure that Totals items imported to Daylite use the correct tax within Daylite.

1. In the Daylite menu navigate to Plugins -> TotalsConnector -> Preferences...



2. Select the tab Tax Groups

Account	Document Types	Tax groups	License
Dayl	te Tax 1	0	
Item groups from	Totals Group item	1	
	+ -		
			Close

- 3. The window shows the following information:
- (1) Drop-down menu with Daylite tax 1 & 2
- (2) Item groups assigned to a particular tax

Account	Document Types	Tax groups	License
	1		
Dayl	te Tax 1		
14 f	2 Totals Crown item 1		
Item groups from	Totals Group item 1		
	+ -		
			Close

4. To assign an item group to a particular tax, please follow these steps:

- Select the desired tax in the drop-down menu
 Click the plus sign
 Enter the name of the item group

Account	Document Types	Tax groups	License
Dayl	ite Tax 1		
Item groups from	Totals Group item Group item		
	+_		
			Close

Transfer Companies from Daylite to Totals

You can transfer companies with all corresponding persons from Daylite to Totals.

1. Select the company you would like to transfer to Totals

In case you select a company in Daylite, its data record including all linked persons will be sent to Totals

2. Click the Totals tab



3. Click **Create in Totals** to create the selected company in Totals or click **Assign to Totals Company** to link the selected company with an existing company in Totals.

If the selected company already exists in Totals, but is not linked to Daylite yet, choose Assign to Totals Company.

Please note: if you would like to link the selected company with an existing company in Totals you need to enter the Totals Client#. For mor information on this process, please refer to step Link a Totals company with a Daylite company



4. Determine if the selected company shall be created as a client, a supplier or as client & supplier by checking the boxes accordingly. If you leave the boxes unchecked the company will be created as a plain company. Click **Create** to confirm.

Crea	te company in Totals
Create as:	
Client	
Supplier	
	Cancel Create

5. The company has now been created in Totals.

The following fields have been transferred to Totals:

- Company name
- Default address
- Homepage

For each person linked to the company the following fields have been transferred:

- First name
- Last name
- Title
- Department
- Email address
- Phone numbers*

*Daylite phone numbers labelled with **Mobile** or **iPhone** are being committed as **Mobile**. Daylite phone numbers with labels containing **Fax** are being committed as **Fax**. All other Daylite phone numbers are being committed as **Phone**.

🔂 Home	Arranged by Name +	Q Company Time&Budget Totals		& +
Calendar	ABC Chemical Inc	Betz Pool Accessories	Invoices	\$~
L People	Alpine Ski Shop	Totals company nc 0011		
Leads	Arnold's Diner	Kontaktinformationen		
L _o Suppliers L ₊ Shared People ^{III} 0 Suppliers	Betz Pool Accessories Dallas, TX	Address 41 Charlotte Street Dallas TX, US		
B Shared Companies ♦ Objectives	Betz Pools Limited	Website		
V Tasks	Cooper Events Toronto, ON	Tax informations		
▶ 💭 Notes & Email ▶ 🛅 Forms	Darwin Studios	Tax no.		
Groups Groups Reports	Desmond Winery New York, NY	•		
e Time&Budget	Harbord Institute	•		
	Homeopathic Doctors of Burlin Burlington, ON	•		
	Jelly Beans Rox Toronto, Ontario	•		
	Johnson Collectables Inc. New York, NY	•		
	Lightning Media Inc.	•		
	MarketMediaMagazine San Diego, California	•		
	Mentari Consulting Toronto, ON	•		
	Red Apple's	•		
	Silex Systems Quebec, QC	•	Overview Total paid Totals open	0,0

Link a Totals company with a Daylite company

It is also possible to link an existing Totals company with a Daylite company:

- 1. Start Totals
- 2. Select a contact
- 3. Select the General tab and copy the Client#

•••		Totals - iOSXpert
Overview	Clients	General Custom Payments Statement Notes Files
GENERAL	Company V All V	Client
Image: Contacts Image: Projects Image: Drafts Image: D	Q Search Darwin Studios 0 documents Jonny Miller 0 documents	Company Darwin Studios Company Cliente 0012 Website Contact - + First name Last name Salutation Male 0 Title Department
Gutschrift Bestellung SENT SMART FOLDERS INVENTORY		Email Phone Fax Mobile Address
SMART CATALOG		Label Recipient Game as contact name City City Country Country
+• -	+ • - 2 contacts	0

- 4. Switch over to Daylite
- 5. Select the company you would like to link to the Totals client
- 6. Click the Totals tab



7. Click the button Assign to Totals Company

合 Home	Arranged by Name \$	Q Compa	ny Time&Budget	Totals		S .
Calendar	ABC Chemical Inc	•				
People	Alpine Ski Shop	•				
≗ _o Clients ≜ _o Leads	Arnold's Diner	•				
≜ _o Suppliers ≜ ₊ Shared People ^{Ilit} o Suppliers	Betz Pool Accessories Dallas, TX	•				
Shared Companies Objectives	Betz Pools Limited	•				
V Tasks	Cooper Events Toronto, ON	•				
Forms	Darwin Studios	•				
Reports	Desmond Winery New York, NY	•			This company is not linked to Totals yet	
🚱 Time&Budget	Harbord Institute	•				
	Homeopathic Doctors of Burlin Burlington, ON	•			Create in Totals	
	Jelly Beans Rox Toronto, Ontario	•			Assign to Totals-Company	
	Johnson Collectables Inc. New York, NY	•				
	Lightning Media Inc.	•				
	MarketMediaMagazine San Diego, California	•				
	Mentari Consulting Toronto, ON	•				
	Red Apple's	•				
	Silex Systems Quebec, QC	•				
+	24 items					

8. Paste the previously copied **Client#** into the text box and confirm by clicking **Link**

Please type in a To	tals-Company ID
0012	
	Cancel Link

Transfer Persons from Daylite to Totals

You can transfer persons from Daylite to Totals. To do so please follow these steps:

- 1. In Daylite select the person you would like to transfer to Totals
- 2. Click the Totals tab



3. Click **Create in Totals** to create the selected person in Totals or click **Assign to Totals Person** to link the selected person with an existing person in Totals

In our example we are going to create a new person in Totals.

Please note: if you would like to link the selected person with an existing person in Totals you need to enter the Totals Client#. For mor information on this process, please refer to step Link <u>a Totals contact with a Daylite person</u>

😭 Home	Arranged by First Name \$	Q	Person Time&Budget Totals	Ø +
Calendar	Betz Pool Accessories	-		
Contacts	Jerry Lewis	•	Totals informations for Mary Jennings	
L People				
Companies	Jessica Desmond Desmond Winery	•		
Leads 오 Suppliers 오 Suppliers	Jim Betz Betz Pool Accessories	•		
Suppliers III → Shared Companies	John Byrne Johnson Collectables Inc.	•		
▶ 🔶 Objectives ▶ ✔ Tasks	Kevin Bryant ABC Chemical Inc	•		
Notes & Email	Lily Wong	•	Mary Jennings is not linked to Totals yet	
Forms	Marcel Cerny Harbord Institute	•		
Reports Time&Budget	Mary Jennings Sunshine Media		Create in Totals	
	Mary Smith Smith & Associates	•	Assign to Totals-Client	
	Matthew Clark Sunshine Media	٠		
	Maurice Jenkins MarketMediaMagazine	•		
	Mel Cooper Cooper Events	٠		
	Melina Farino	•		
+	70 items			

4. Determine if the selected person shall be created as a client, a supplier, a company or as a combination of all by checking the boxes accordingly. If you leave the boxes unchecked the person will be created as a plain person. Click **Create** to confirm.

Crea	te contact in To	otals
Create as:		
Company		
Supplier		
Client		
	Cancel	Create

5. The person has now been created in Totals.

The following fields have been committed to Totals:

- First name
- Second name
- Title
- Department
- Address

- Email address
- Phone numbers*

*Daylite phone numbers labelled with **Mobile** or **iPhone** are being committed as **Mobile**. Daylite phone numbers with labels containing **Fax** are being committed as **Fax**. All other Daylite phone numbers are being committed as **Phone**.

🚹 Home	Arranged by First Name \$	Q	Person Time&Budget Totals		S +
Calendar	Betz Pool Accessories	-	Totals informations for I Mary Jennings		
Contacts	Jerry Lewis	•	Totals informations for Mary Jennings		
L People				Invoices	☆ ~
Companies	Jessica Desmond Desmond Winery	•	Mary Jennings		4.
Leads	Jim Betz	•	Totals client no. 0078		
島 Suppliers 와 Shared People	Betz Pool Accessories		Contact informations		
■ Suppliers	John Byrne	•	Address		
By Shared Companies	Johnson Collectables Inc.				
Objectives	Kevin Bryant ABC Chemical Inc	•			
🕨 🖋 Tasks	ABC Chemical Inc		Website		
Notes & Email	Lily Wong	•	Tax informations		
Forms					
Groups	Marcel Cerny Harbord Institute	•	Tax no.		
Reports	Mary Jennings	_			
🚱 Time&Budget	Sunshine Media	•			
	Mary Smith Smith & Associates	•			
	Matthew Clark Sunshine Media	٠			
	Maurice Jenkins MarketMediaMagazine	•			
	Mel Cooper Cooper Events	٠		Overview	
	Melina Farino	•		Total paid Total open	0,00
+	70 items	-		Total gross	0,00

Link a Totals contact with a Daylite person

Its also possible to link an existing Totals person with a Daylite person:

- 1. Start Totals
- 2. Select a contact
- 3. Select the General tab and copy the Client#

•••		Totals - iOSXpert
Overview	Clients	General Custom Payments Statement Notes Files
GENERAL	Company V All V	Client
Contacts Projects Drafts Drafts Upcoming Lyouts Reports Projects Reports Drafts Drafts	Q Search Darwin Studios 0 documents Janny Miller 0 documents	Company Darwin Studioe Company Cliente 0012 Website Contact - + First name Last name Salutation Maie O Title Department
Gutschrift Bestellung SENT SMART FOLDERS INVENTORY		Email Phone Fax Mobile Address
E Defaur SMART CATALOG		Label Fecipient Game as contact name City City Country Country
+• -	+ - 2 contacts	0

- 4. Switch over to Daylite
- 5. Select the person you would like to link with
- 6. Click the **Totals** tab



7. Click the button Assign to Totals Client

😭 Home	Arranged by First Name \$	Q,	Person Time&Budget Totals	Ø +
Calendar	Betz Pool Accessories	•		
Contacts	Jerry Lewis	•	Totals informations for DI Matthew Clark	
People Companies Lorente	Jessica Desmond Desmond Winery	•		
Leads	Jim Betz Betz Pool Accessories	•		
. Shared People . Suppliers . Shared Companies	John Byrne Johnson Collectables Inc.	•		
▶	Kevin Bryant ABC Chemical Inc	•		
🕨 💭 Notes & Email	Lily Wong	•	Matthew Clark is not linked to Totals yet	
 Forms Groups 	Marcel Cerny Harbord Institute	•		
Reports Time&Budget	Mary Jennings Sunshine Media	•	Create in Totals	
	Mary Smith Smith & Associates	•	Assign to Totals-Client	
	Matthew Clark Sunshine Media	•		
	Maurice Jenkins MarketMediaMagazine	•		
	Mel Cooper Cooper Events	•		
	Melina Farino	•		
+	70 items			

8. Paste the previously copied **Client#** into the text box and confirm by clicking **Link**

Please type in a Totals-C	Client ID
	Cancel

Totals Tab (Persons)

When selecting a person in Daylite that has already been transferred to Totals, you will be able to review the related Totals details and documents.

Persons

- 1. Select the desired person that has already been transferred to Totals
- 2. Click the Totals tab



3. You now see an overview for the selected person with informations from Totals

To the top you have a popup button (1) to determine if the overview should display the contact's information or the information of one of its linked companies.



- 4. Further informations are:
- (1) The person's details in Totals
- (2) Overview of available estimates and invoices



5. To review invoices & estimates click the drop-down menu

All Opportunities Companies				
A Home	Arranged by First Name +	Q,	Person Time&Budget Totais	8 -
Calendar Contacts	Johnny Appleseed Mondschein GmbH	•	Totals informations for Johnny Appleseed	
People	Kai Hofmann Hoffmann & Partner Steuerberatung	g	Johnny Appleseed	\$
♣→ Shared People ♣→ Shared Companies	Karl Köddermann Fremde Federn Köddermann & Que	•	Totals client no. 0040 22.01.15 Johnny Appleseed	Rechn
▶ 🛧 Objectives ▶ ✔ Tasks	Karl-Ernst Adolf Adolph Karl-Ernst Unternehmensbe		Contact informations Paid/Open 0,00 / Total gross	1.428,0 1.428,0
Notes & Email Forms	Karla Kettner Kettner Karla Steuerberaterin	•	Address Blutenburgstraße 35 80638 München Deutschland	
Groups Geourts	Klaus Ahrends Ahrends Klaus Prof.Dr. Unternehme		Website www.apple.com	
Time&Budget	Klaus-Stefan Bickel Bickel Klaus-Stephan Rechtsanwalt	•	Tax informations	
	Konstanze Meierberger diálogo Kommunikationsagentur	•	nax nu.	
	Leonhard Hofmann Hoffmann & Partner Steuerberatung	g •		
	Lorenz Lehmann ADL-Lehmann - BeTrained	•		
	Lothar Winkel Winkel Lothar Steuerberater	•		
	Maik Friedensfeld Mackat GmbH Werbeagentur			
	Maike Hilt	٠		
	Malte Howard Mackat Mackat GmbH Werbeagentur		Overview Total paid	0.00
	Manuel Abratis		Total open	1.428,00
+	155 items	_	Total gross	1.428,00 (

6. Select the desired option to review the invoices or estimates associated with the selected person



Invoices

The following describes the meaning of the particular fields:

(1) Click the cog drop-down menu to either open the TotalsConnector preferences, to link the selected person with a different person in Totals, or to update Totals client

- (2) Click the icon to open the particular invoice as a PDF file
- (3) Invoice number. Please note: only finalized invoices have got an invoice number
- (4) Document type

(5) Invoice creation date. Please note: the creation date is only available if the invoice has been finalized.

(6) The person's default contact

- (7) Amount paid
- (8) Amount due
- (9) Gross amount
- (10) Cumulated amount of all invoices
- (11) Cumulated amount due of all invoices
- (12) Gross amount of all invoices

In	voices	0			(<u>1</u> ¢ ~
E	0003 3 17.12.14	5 Jim Betz	6		Invoi 112,93 /	ce German
	Paid/Open Total gross	_	-	7	112,93 /	100,00 € 212,93 €
≣		Jim Betz				Invoice
	Paid/Open Total gross				0,00 /	851,72 € 851,72 €
Tot Tot	erview al paid als open al gross					112,93 € 951,72 € .064,65 €

Estimates

The following describes the meaning of the particular fields:

(1) Click the cog drop-down menu to either open the TotalsConnector preferences or to link the selected person with a different person in Totals, or to update Totals client

- (2) Click the icon to open the particular estimate as a PDF file
- (3) Estimate number. Please note: only finalized estimates have got an invoice number
- (4) Document type

(5) Estimate creation date. Please note: the creation date is only available if the estimate has been finalized.

(6) The person's default contact
- (7) Net amount
- (8) Gross amount
- (9) Cumulated amount of all estimates
- (10) Cumulated amount due of all estimates
- (11) Gross amount of all estimates



Totals Tab (Companies)

When selecting a company in Daylite that has already been transferred to Totals, you will be able to review the related Totals details and documents.

Companies

- 1. Select the desired company that has already been transferred to Totals
- 2. Click the Totals tab



- 3. You will see an overview of the information available in Totals:
- (1) The company's details in Totals
- (2) Overview of available estimates and invoices



4. To review invoices & estimates click the drop-down menu

🔂 Home	Arranged by Name \$	Q Company Time&Budget Totals		Ø +
Calendar	ABC Chemical Inc	Betz Pools Limited		\$~
People	Alpine Ski Shop	Totals company nc 0013		
Leads	Arnold's Diner	Kontaktinformationen		
L _o Suppliers L _→ Shared People	Betz Pool Accessories Dallas, TX	Address		
Shared Companies Objectives	Betz Pools Limited	• Website		
V Tasks	Cooper Events Toronto, ON	Tax informations		
🖳 Notes & Email	Darwin Studios	Tax no.		
Groups	Desmond Winery New York, NY	•		
Vime&Budget	Harbord Institute	•		
	Homeopathic Doctors of Burlin Burlington, ON	•		
	Jelly Beans Rox Toronto, Ontario	•		
	Johnson Collectables Inc. New York, NY	•		
	Lightning Media Inc.	•		
	MarketMediaMagazine San Diego, California	•		
	Mentari Consulting Toronto, ON	•		
	Red Apple's	•		
	Silex Systems Quebec, QC	•	Overview Total paid Totals open	0,0
÷	24 items		Total gross	0,00

4. Select the desired option to review the invoices or estimates associated with the selected company

√	Invoices	
	Estimates	

Invoices

The following describes the meaning of the particular fields:

(1) Click the cog drop-down menu to either open the TotalsConnector preferences or to link the selected company with a different company in Totals, or to update Totals client

- (2) Click the icon to open the particular invoice as a PDF file
- (3) Invoice number. Please note: only finalized invoices have got an invoice number
- (4) Document type

(5) Invoice creation date. Please note: the creation date is only available if the invoice has been finalized.

- (6) Company's default contact
- (7) Amount paid
- (8) Amount due
- (9) Gross amount
- (10) Cumulated amount of all invoices
- (11) Cumulated amount due of all invoices
- (12) Gross amount of all invoices

	voices	٥				<u></u> •*~	
E	0003 3	Jim Betz	6		In	voice Germ	an
	Paid/Open	John Doct		7	112,93 /	100,00) €
	Total gross					9 212,93	9€
⊡ 1						Invoi	ce
		Jim Betz					
	Paid/Open				0,00 /	851,72	2€
	Total gross					851,72	?€



Estimates

The following describes the meaning of the particular fields:

(1) Click the cog drop-down menu to either open the TotalsConnector preferences, to link the selected company with a different company in Totals or to update Totals client

- (2) Click the icon to open the particular estimate as a PDF file
- (3) Estimate number. Please note: only finalized estimates have got an invoice number
- (4) Document type

(5) Estimate creation date. Please note: the creation date is only available if the estimate has been finalized.

- (6) Company's default contact
- (7) Net amount
- (8) Gross amount
- (9) Cumulated amount of all estimates
- (10) Cumulated amount due of all estimates
- (11) Gross amount of all estimates

Estimates	<u>•</u> * ~
0002 0 17.12.13 Total arcs	Estimate German 4 620,00 € 7 785,88 €
Jim Betz Total net Total gross	Estimate 1.200,00 € 1.527,96 €
Overview	
Total gross	10 2.313,84 €

Transfer Items from Totals to Daylite

It is possible to transfer your Totals items to Daylite to be used for estimates.

1. In the Daylite menu navigate to Plugins -> TotalsConnector -> Import Totals Items...

All Totals items will now be created as a Daylite product including all item information.

Please note: Don't change product extra field 3, 4 & 5 as they are required when using the product to create an estimate in Daylite.



Create Estimates in Daylite and Transfer them to Totals

It is possible to create estimates in Daylite and to transfer them to Totals. The most efficient way to do that would be to <u>import Totals items</u> first and to use those in an Daylite estimate. It is also possible to create an item from scratch to use it in an estimate.

- 1. Select the desired opportunity in Daylite
- 2. Click the Totals tab



3. You will see a list of all previously created estimates related to the selected opportunity

The following describes the meaning of the particular fields:

- (1) Gross Ammount
- (2) Creation date
- (3) Net amount
- (4) Send estimate to Totals

If you would like to send the estimate to Totals, click the Send to Totals button

Please note: Every estimate can only be sent once.

A			Ø +
Home	Arranged by Forecasted Close \$	Opportunity Progress Estimate Time&Budget Totals	0 ⁷ 1
Calendar Contacts	Logo Design Begin Work	Existing Estimates	
Objectives My Active Projects	Logo Design for Harbord Institute Proposal Approval	Estimate for "Logo Design" 17.12.2014	0,00 €
My Active Opportu	Website for Alpine Ski Shop Discuss Goals & Requirements	Estimate for "Logo Design"	o Totals
All Opportunities To Deferred Projects	AdWords Campaign for Jelly Be Begin the Campaign	17.12.2014 Already set	1.800,00 f
ີ່ເ _ດ Due in next 7 days ີ່ເ _ດ Open Projects ຜິ _ດ My Lost Opportunities	AdWords Marketing Campaign f First Contact		
 ▶ ✓ Tasks ▶ ➡ Notes & Email 	Logo for Mentari Consulting Begin Work		
Forms Groups	Press Release for ABC Chemica Start Writing Proposal		
Groups Reports Time&Budget	Press Release for Jungle Photo Topic Discussion		
+	8 items		

4. Edit information sent to Totals in the following window if desired

(1) If you have <u>set up different document types</u> for estimates you can choose the desired one from this drop-down menu

(2) In case the opportunity is linked to multiple companies, select the one from the drop-down menu that shall be linked to this opportunity in Totals. If this company doesn't exist in Totals yet, it is going to be created during the transfer of the opportunity.

(3) Send estimate to Totals

(3) Cancel transfer

Estimate type	Estimate	<u></u>
Company	Betz Pools Limited	\$
	(4) Cancel	Create

Transfer Times Tracked with Time&Budget to Totals

Please note: This feature is only possible in conjunction with our Daylite plugin <u>Time&Budget</u>.

Time&Budget is an enhancement for Daylite that enables you to track time and activities with or without project reference. Tracked time and activities can be linked to persons and companies as well as to projects. It is possible to transfer tracked time and activities from those three Daylite objects to Totals.

In Time&Budget erfasste Zeiten als Rechnung an Totals übergeben

- 1. Select a contact, company or a project
- 2. Click the Time&Budget tab



3. Select Project, Person or Company Print Layout in the drop-down menu

In our example we refer to a project.

🔂 Home	Arranged by Due Date +	Q,	Project	Progress Time&Budge	et						8 -
Calendar	Website Upgrade Final	•		C Project - Print Lay	out) timeframe: None	0				۲	•
People	Product Price Review Final presentation	•	Gene			Visible table columns					
Leads	Supporting Documentation Final Draft	•	. 🗹	show identity header show future activities show unbillable activities		Type Category Owner	 Date Duration Details 	Cost Charge	M E	Billed	
≜ _o Suppliers ≜ ₊ Shared People ^{Re} o Suppliers	Menu Design for Arnold's Diner Final	•	. 🗹	show billed activities show third party costs		- Child	D Dotain			Send to	o Totals
Shared Companies Objectives	iWorld Tradeshow Event Review	•	Go to	Daylite > Preferences > Ider	ntity to change your identity settin	gs					
My Active Projects	Design webpage for iWorld Pres Run campaign	•	Act	tivities for Wel	hsite Design					17 De	zember 201
All Projects	Logo Design	•									2011201 201
All Opportunities To Deferred Projects	Concept planning	-		Activity	Category	Owner	Date	Duration	Cost	Charge	Billed
To Due in next 7 days	Mail Server Update & Migration Planning	•	0	Concept design Details:	Preparation	Mary Jennings	09.12.14 - 16:00	1:00			
O ₀ My Lost Opportunities ✓ Tasks	DVD release event Define Vision/Goals	•			k out vision for the website, get a	ny art, arrange for photogr	rapher to take pictures of h	im and his establi	shment		
Notes & Email	Website Design Concept planning	•	O	Show Parry Photos	Preparation	Mary Jennings	07.12.14 - 18:30	1:00			
Forms	VHS to DVD conversion service Video Analysis	•			pick the best ones for the site						
Reports Time&Budget	Marketing campaign for Dr. Parr Define Vision/Goals	•						2:00	0,00 €	0,00 €	0/2
	Bell Gala Planning	•									

4. The following view shows a list of all billable activities

🔂 Home	Arranged by Due Date \$	Q,	Project	Progress Time&Budge	t						S
Calendar	Website Upgrade Final	•		C Project - Print Layo	timeframe: Non	e 0					* 6
People Companies	Product Price Review Final presentation	•	Gene			Visible table columns					
≜ _o Clients ≜ _o Leads	Supporting Documentation Final Draft	•	: 🗹	show identity header show future activities show unbillable activities		 Type Category Owner 	 Date Duration Details 	Cost Charge	E E	Billed	
L _o Suppliers L _→ Shared People	Menu Design for Arnold's Diner Final	•	: 🗹	show billed activities show billed activities show third party costs		Uwiter	Detans			Send to	Totals
Shared Companies Objectives	iWorld Tradeshow Event Review	•	Go to I	Daylite > Preferences > Iden	ntity to change your identity setti						
My Active Projects	Design webpage for iWorld Pres Run campaign	•	Act	ivities for Web	osite Design					17. De	zember 20
All Projects All Opportunities	Logo Design Concept planning	•		Activity	Category	Owner	Date	Duration	Cost	Charge	Billed
To Deferred Projects To Due in next 7 days	Mail Server Update & Migration	•	O	Concept design	 Preparation 	Mary Jennings	09.12.14 - 16:00	1:00			
To Open Projects	DVD release event Define Vision/Goals	•		Details: Meeting with Parry to work	k out vision for the website, get a	ny art, arrange for photog	rapher to take pictures of h	im and his establis	hment		
✔ Tasks ■ Notes & Email	Website Design Concept planning	•	O	Show Parry Photos	Preparation	Mary Jennings	07.12.14 - 18:30	1:00			
Forms	VHS to DVD conversion service Video Analysis	•			pick the best ones for the site						
Beports Time&Budget	Marketing campaign for Dr. Parr Define Vision/Goals	•						2:00	0,00 €	0,00 €	0/2
	Bell Gala Planning	•									

4. Click the Send to Totals... button



4. The dialog box provides the following information and options:

(1) Select document type. You can add new document types as described in chapter <u>Document</u> <u>Type Settings</u>.

(2) Select the recipient of the invoice. If the recipient doesn't yet exist in Totals it will be created automatically

- (3) Optional header to be transferred to the Totals invoice
- (4) Invoice's due date
- (5) Check this box if you would like to add the activity details to the invoice line items
- (6) Check this box if the price of the line items already include tax
- (7) Check the Send box if you would like to transfer the activity as an invoice line item to Totals
- (8) Cancel transfer process
- (9) Transfer activities to create an invoice in Totals
- 5. Click the Send to Totals button to create an invoice in Totals

Documer	nt Type Header	Invoice	0	Recipient	Betz Pools Limite	d 🔾 2				Due date	17.12.	2014 🕽
Activities	1						5	Incl	ude Det	ails 🗌 Pri	ces incl	ude Tax
Send	Line				Date	Quantit	y	Unit	Cost		Price	
7 🔽	-	t design arry Photos			09.12.	14		hours hours		500,00 €		0,00 €
								8 0	Cancel	Ser	nd to To	otals

6. You will find a new invoice in Totals based on the transferred activities

			🙀 Totals -	iOSXpert					
			Add Document Add Clien	Add Brokest Add Item					
Overview	Documents		Add Document Add Clien		nfo Custom Notes F	iles			
SENERAL	Entry date V All	~ Default	0					Bit Layout	đ
& Contacts	Q Search	Derault	~					Bor Layout	
Projects					iOSXpert Engers	er Str. 59b 56	075 Rendorf		
Drafts	Betz Pools Limited	0			is subset [million				
Si Upcoming	Draft Invoice 851	,72 €							
Layouts	Betz Pools Limited		Invoid	P					
Reports	Draft 17. Invoice 628	12.14 O ,32 €	1110010	0					
Provident Settings		,02 0							
OCUMENTS									
Estimate									
			Betz Pools L	imited			628,32		
E Rechnung							Due 17.12.14		
Angebot						Invoice# (pl	ease finalize)		
Lieferschein									
Gutschrift									
Bestellung									
ENT									
2014									
MART FOLDERS				Description	Unitprice	Taxes	Price		
Default			1 hours	Concept design	500,00 €	Tax 19	500,00 €		
MART CATALOG			1 hours	Show Parry Photos	28,00 €	Tax 19	28,00 €		
						let:	528,00 €		
					USt 19,		100,32 €		
					Total due by 17.12	.14	628,32 €		
	Totals	EUR 0							
	Documents 2								
	Total Paid 0,00 €								
	Open Balance 1.480,04 €								
	Total Margin 564,00 € Total Net 1.324,00 €								
	Total Tax 156,04 €								
	Total Gross 1.480,04 €								
	Ø 2 doc	uments III							

Miscellaneous

Removing the Plugin

Follow these steps to deinstall a Daylite plugin

1. Open Finder



2. In the menu bar select **Go** and hold down the \sim **alt key**. The **Library** folder will appear

Ś	Finder	Ablage	Bearbeiten	Darstellung	Gehe zu Fenster Hilfe	Ð
					Zurück	ЖÖ
					Vorwärts	ЖÄ
					Übergeordneter Ordner	136.7
					Alle meine Dateien	ዮ፠F
					Dokumente	企業O
					Schreibtisch	企業D
					O Downloads	7. HL
					Benutzerordner	企業H
					🖿 Library	
					Computer	ତ አ ር
					AirDrop	企業R
					Netzwerk	企器K
					iCloud Drive	企業
1.4					A: Programme	企業A
					💥 Dienstprogramme	企業U
					Benutzte Ordner	•
					Gehe zum Ordner	企業G
					Mit Server verbinden	жĸ
					Statement of the local division of the	-

4. Navigate to the folder Application Support ->

Favoriten	Name	Änderungsdatum	Größe	Art
Stopbox	Accounts	7. Oktober 2014 14:04		Ordner
_	Address Book Plug-Ins	4. Juli 2014 09:34		Ordner
iCloud Drive	Application Scripts	12. Mai 2014 15:41		Ordner
Box Sync	Application Support	Heute 14:18		Ordner
O Downloads	Assistant	8. November 2013 16:05		Ordner
	Assistants	15. Dezember 2012 12:52		Ordner
(iii) AirDrop	Audio	15. Dezember 2012 12:52		Ordner
ill Bilder	Autosave Information	Gestern 10:14		Ordner
Schreibtisch	Caches	Heute 14:31		Ordner
	Calendars	22. Oktober 2014 11:05		Ordner
E Filme	chat.hipchat.com	3. Dezember 2013 11:38		Ordner
√ ^A ; Programme	ColorPickers	15. Dezember 2012 12:52		Ordner
Dokumente	Colors	17. Oktober 2014 00:14		Ordner
	ColorSync	26. Oktober 2014 11:48		Ordner
Anleitungen	com.apple.nsurisessiond	Heute 12:39		Ordner
Beräte	Containers Macintosh HD > 10 Benutzer > 1 to basti > 10 Lii	16. Oktober 2014 17:09		Ordner

5. -> com.marketcircle.Daylite4 ->

Favoriten	Name	 Ånderungsdatum 	Größe A
😺 Dropbox	com.apple.QuickLook	30. Oktober 2014 10:13	(
Cloud Drive	com.apple.sbd	23. September 2014 16:54	(
	com.apple.spotlight	Heute 14:18	0
Box Sync	com.apple.spotlight.Shortcuts	Heute 14:18	44 KB 0
Downloads	com.apple.TCC	Heute 14:30	0
AirDrop	com.boinx.Mousepose.Mac	26. Oktober 2014 10:28	0
	com.marketcircle.Daylite4	10. Oktober 2014 16:02	(
🛅 Bilder	com.zeptolab.cuttheropehd	1. August 2013 11:10	0
Schreibtisch	Console	10. Januar 2013 17:15	0
	CrashReporter	Heute 12:52	0
Filme	Dialectic	12. Juni 2014 15:17	(
🕂 Programme	DiskDrill	24. Juli 2013 21:32	0
Dokumente	Dock	Gestern 12:08	(
	Dropbox	23. September 2014 16:54	0
Anleitungen	Dropzone 3	22. Juli 2014 09:09	(
Gerāte	📓 Macintosh HD 🕨 🗽 Beni 🕨 🏠 bast 🕨 🛅 Libra	Application Support > in com.mar	ketcircle.Daylite4

6. -> Plugins

Favoriten	Name	 Änderungsdatum 	Größe	A
😻 Dropbox	Backup	16. Juni 2014 08:42		(
iCloud Drive	GeoFind.lic	10. Oktober 2014 16:02	825 Byte	C
	▶ 🛅 Logs	Heute 14:36		C
Box Sync	Plugins	Gestern 08:39		¢
Downloads	ProductivityTools.lic	11. August 2014 16:13	787 Byte	C
AirDrop	Storage.dlpdb	24. Juli 2014 19:51	6,24 GB	5
(in) AirDrop	Templates	16. Juni 2014 08:25		(
ilder Bilder	Time&Budget	4. September 2014 16:36		0
Schreibtisch	WebConnector.lic	31. August 2014 11:57	769 Byte	0
Filme				
r∕∆; Programme				
Dokumente				
Anleitungen				
Gerāte	📓 Macintosh HD 🕨 🔝 Benu 🕨 🏠 basti	Libra > Appi > com.marketcircle.	Daylite4 🕨 🚞 Plugir	ns
	1 von 9 ausgewählt,	69.21 GB verfügbar		

7. Delete the file TotalsConnector.daylite-plugin



8. Restart Daylite