

# 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

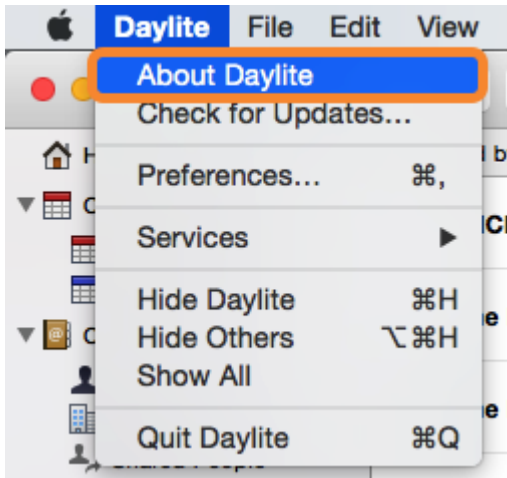
Operating System: OS X 10.8 or newer

Daylite Version: 4.3 or newer

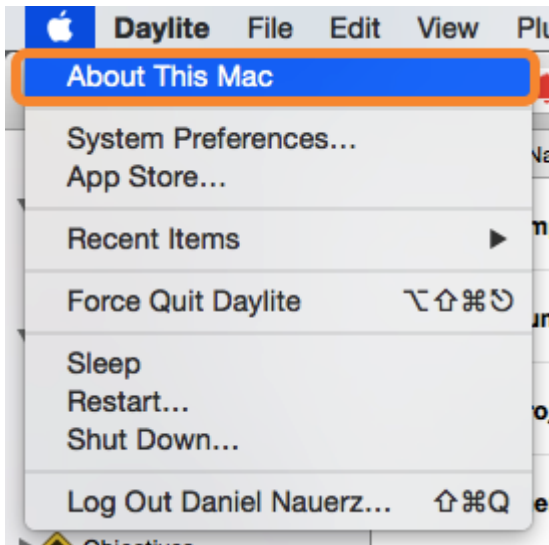
# Setup

# 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



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

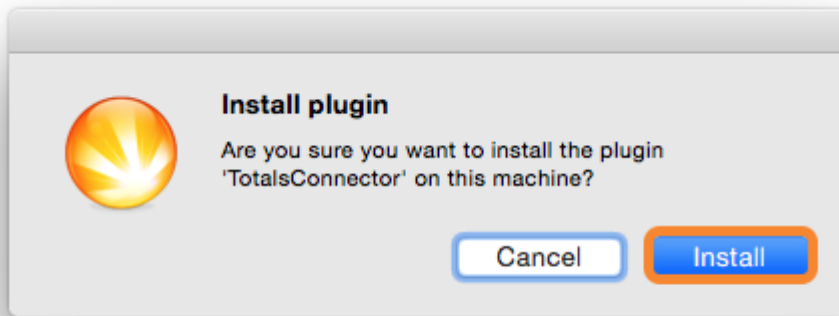


TotalsConnector for Daylite.dmg

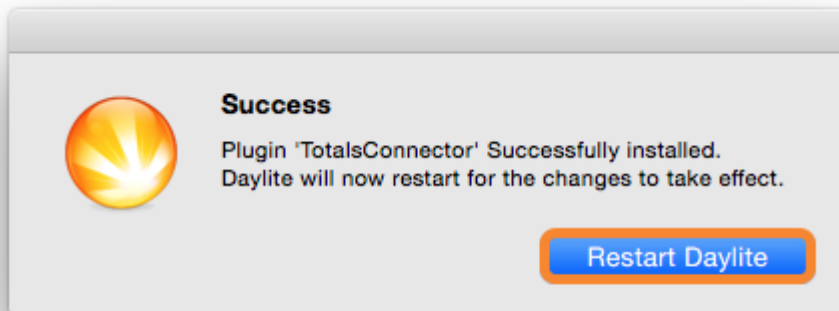
4. Double click 'TotalsConnector.daylite-plugin'



5. Click 'install'



6. To finalize the installation click 'Restart Daylite'



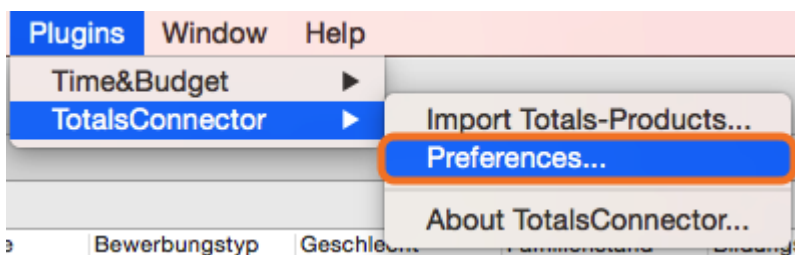
7. After the installation TotalsConnector can be used for 14 days free of charge. If you would like to use it after these 14 days, please proceed to chapter ['Licensing'](#).



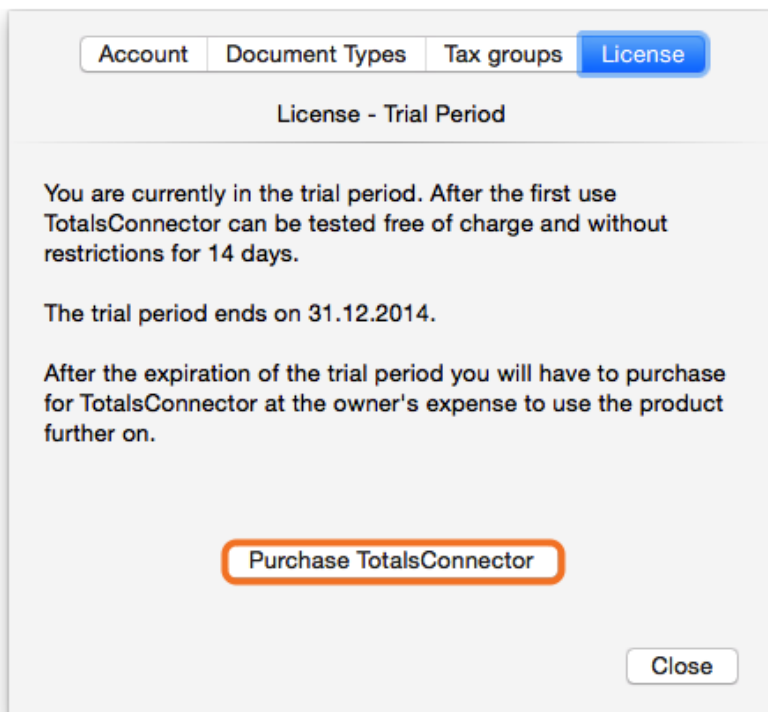
# Licensing

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...



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

I have **13** active users in my database

I want **13** licenses for TotalsConnector

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](#)

Back **Next**

Close

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

Account Document Types Tax groups **License**

### License - Purchase

Scheck oder Zahlungsanweisung

Weiter →

Wir verwenden industriewelt anerkannte Verschlüsselungsstandards, um die Vertraulichkeit Ihrer persönlichen Informationen sicherzustellen.

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< > Back Close

6. Assign the purchased licenses to the appropriate Daylite users

License - Assign Users

Name	Active
Adam Barker	<input checked="" type="checkbox"/>
Aly Sweeney	<input checked="" type="checkbox"/>
Amin Terroni	<input type="checkbox"/>
April O'Neil	<input type="checkbox"/>
DayLite Admin	<input type="checkbox"/>
Enis Connell	<input type="checkbox"/>
Erick Craven	<input type="checkbox"/>

Remaining licenses: 11

Back

Close

# Usage

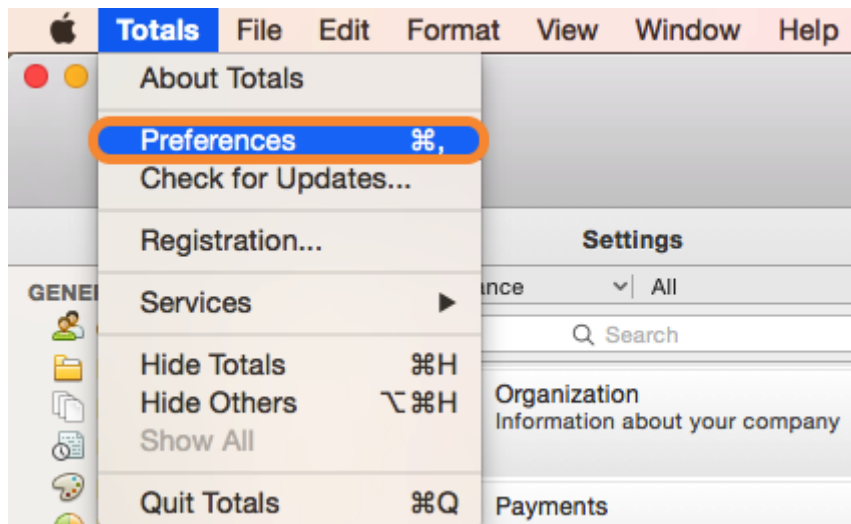
# Configuration

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

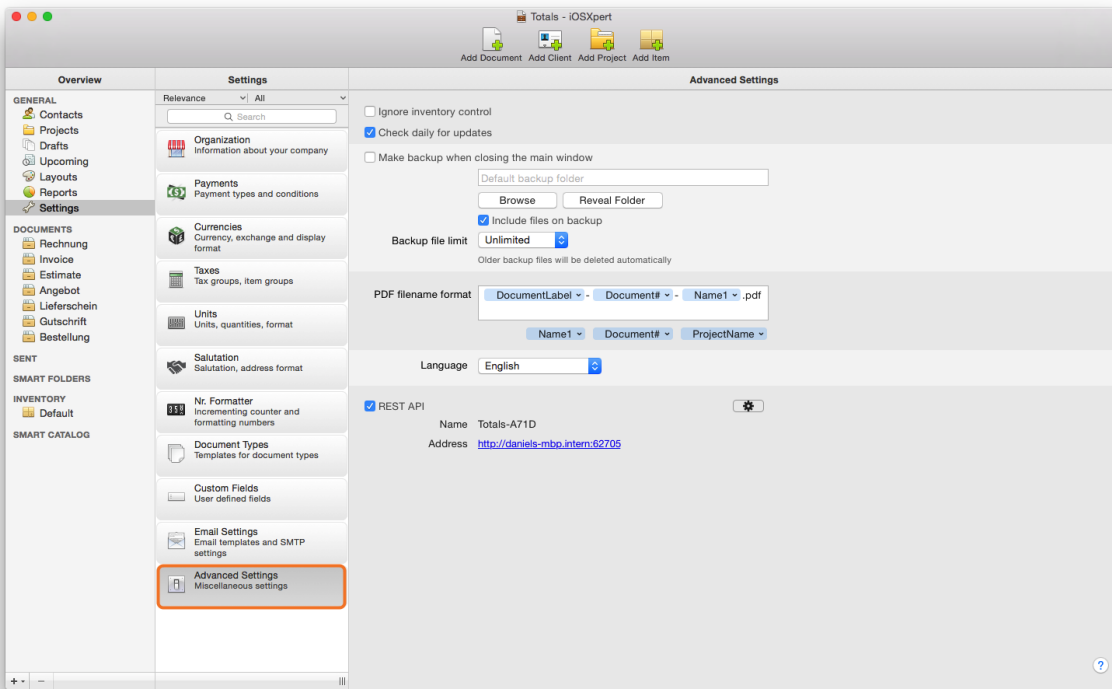
## REST API Settings

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

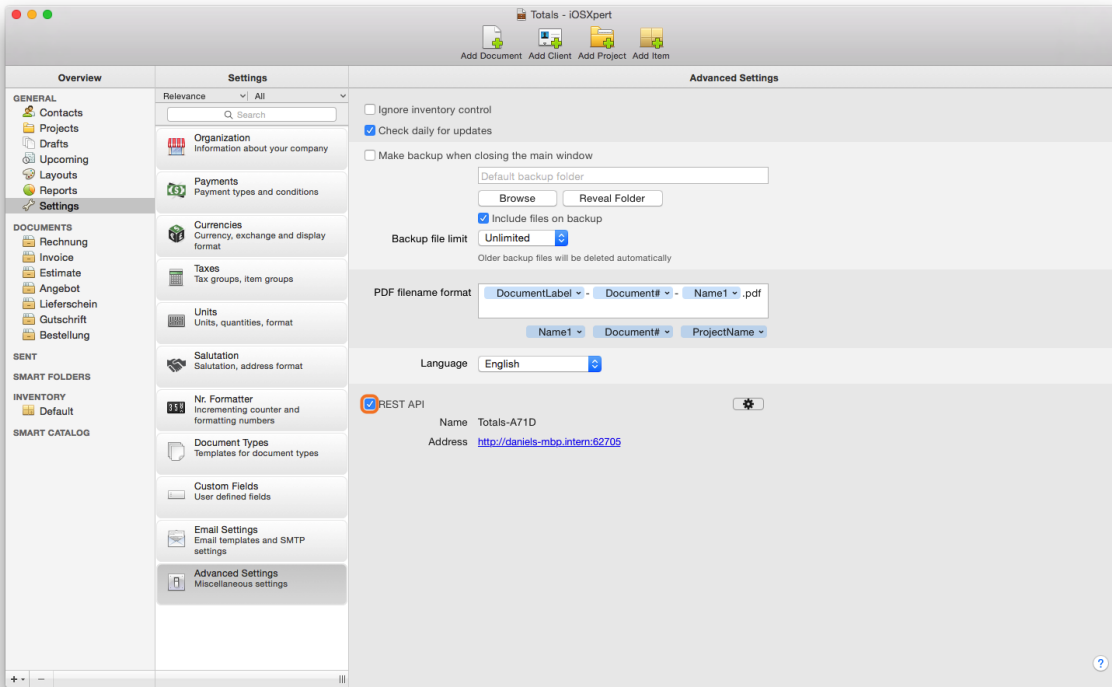


4. Check the box to activate the REST API

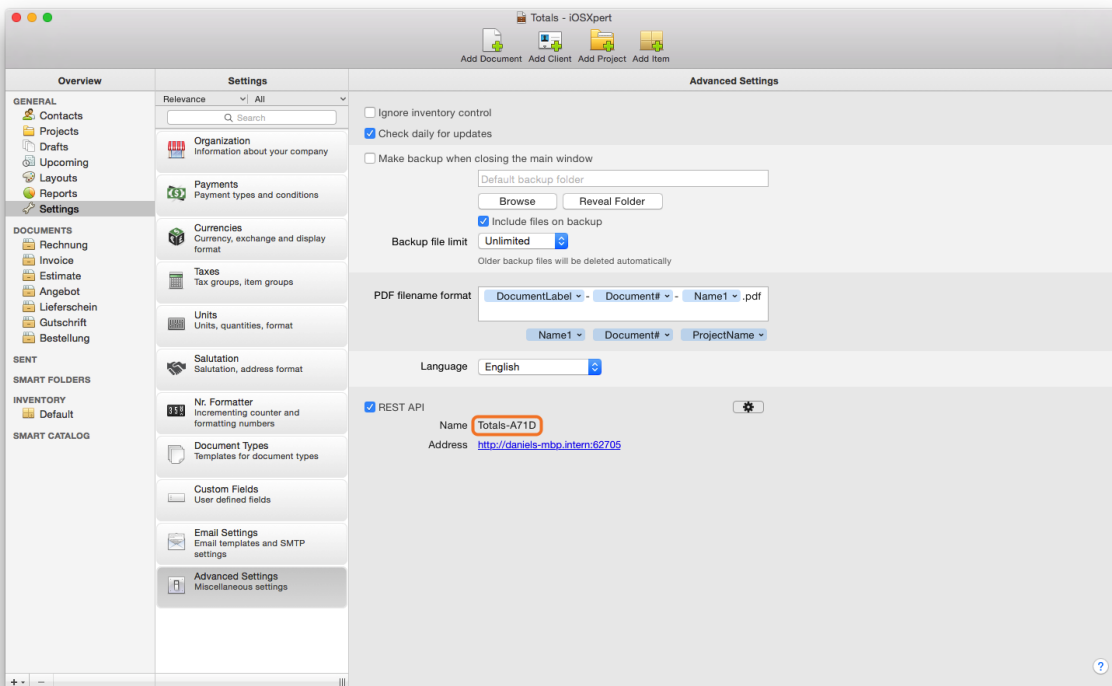
Optional:

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.

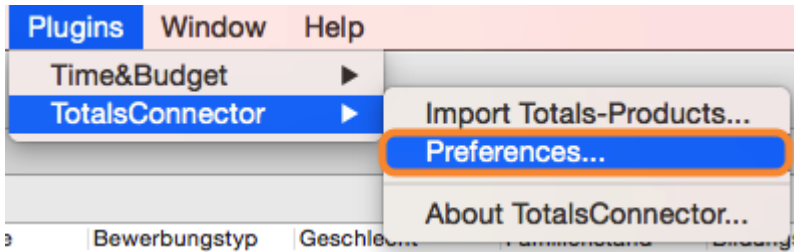


5. Highlight the displayed REST API name and copy it using the keyboard shortcut `<cmd ⌘> + <c>` or type it into the text box. In case of manual entry, double-check the notation.



6. Start Daylite.

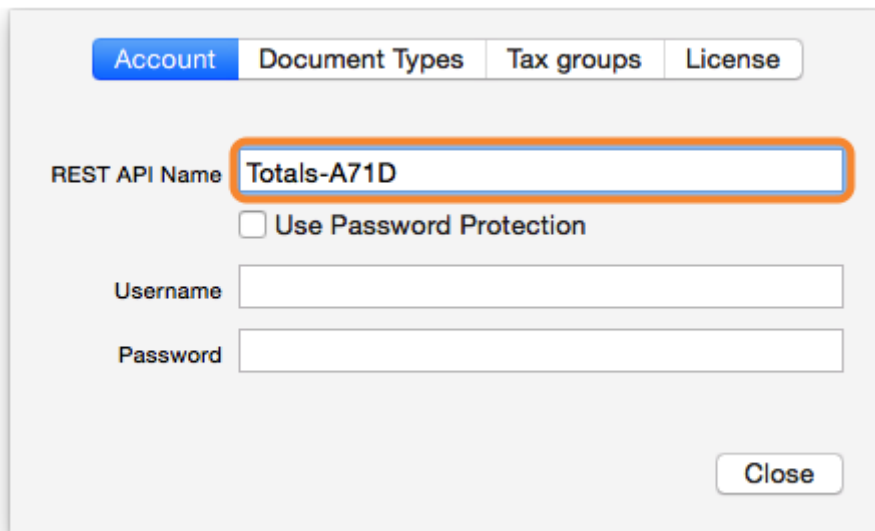
7. In the menu navigate to Plugins -> TotalsConnector -> Preferences...



8. Select the Account tab and paste the REST API name (see step 5) into the text box using the keyboard shortcut <cmd ⌘> + <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.



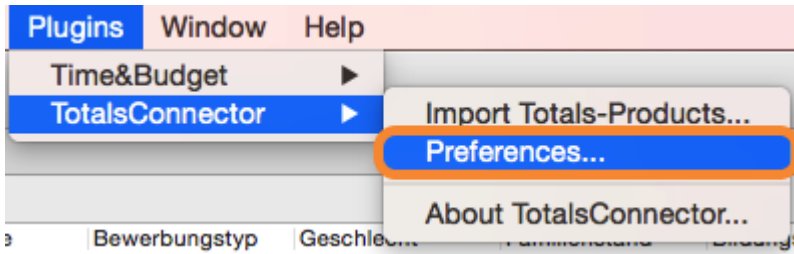
## Document Type Settings

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

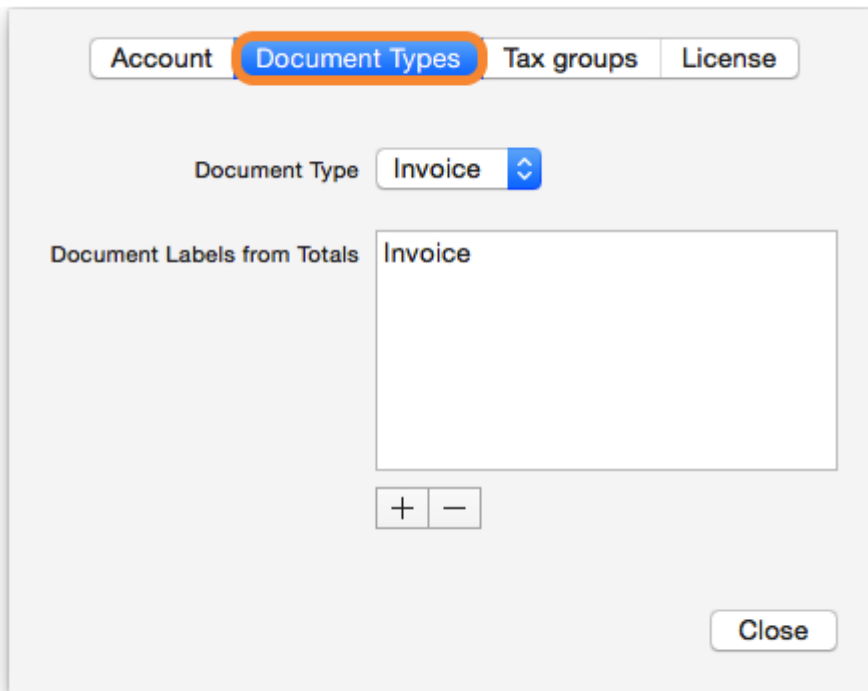
Please note: the document types 'estimate' and 'invoice' are preset as defaults. If you would like to see additional document types in Daylite, you need to set them up in Totals first. To add your additional document types in Daylite, please follow these steps:

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

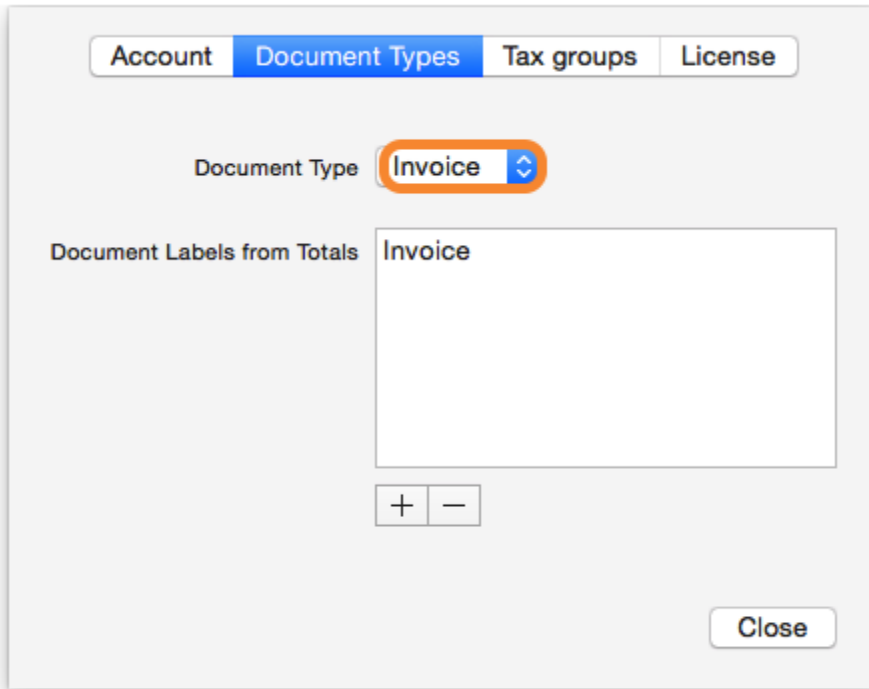




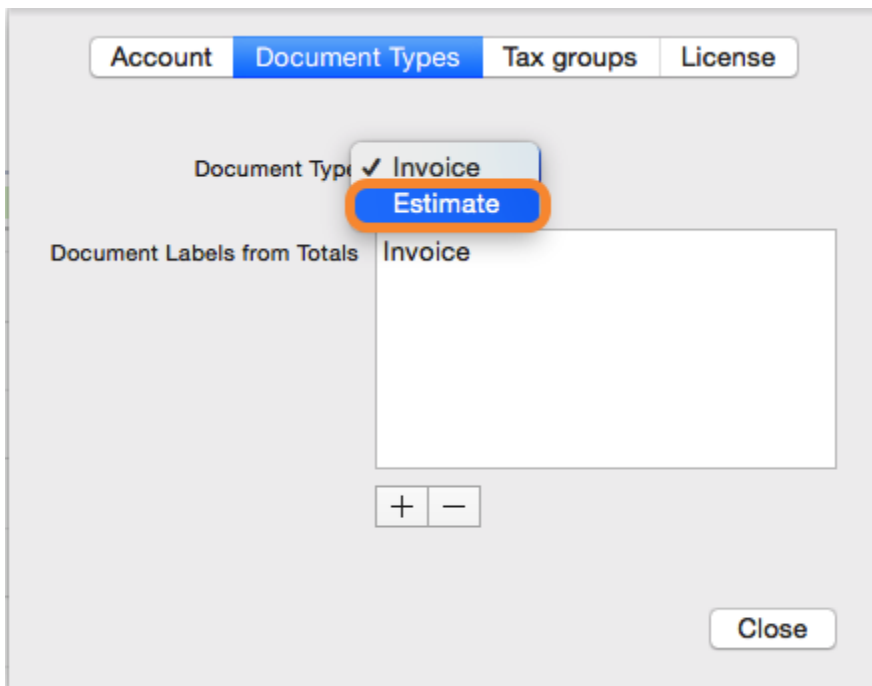
2. Select the Document Types tab



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



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



5. Click the plus sign to add a Document type

Account Document Types Tax groups License

Document Type Estimate

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

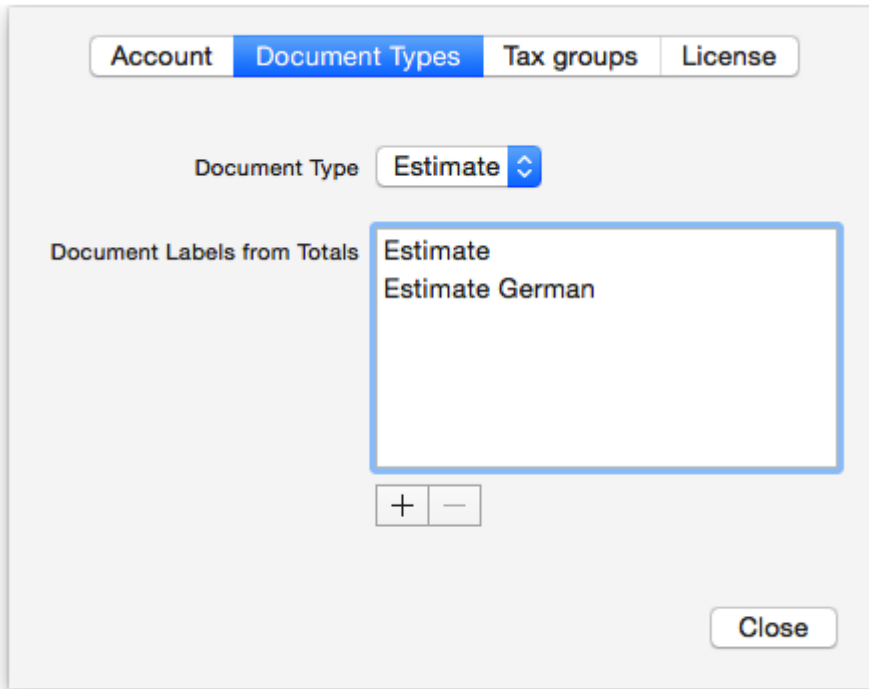
Document Type Estimate

Document Labels from Totals Estimate  
Document Label

+ -

Close

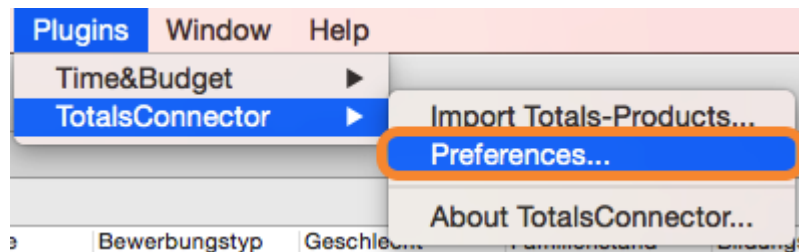
7. The document type 'Estimate German' will now appear under 'Invoice' in the Totals tab in Daylite



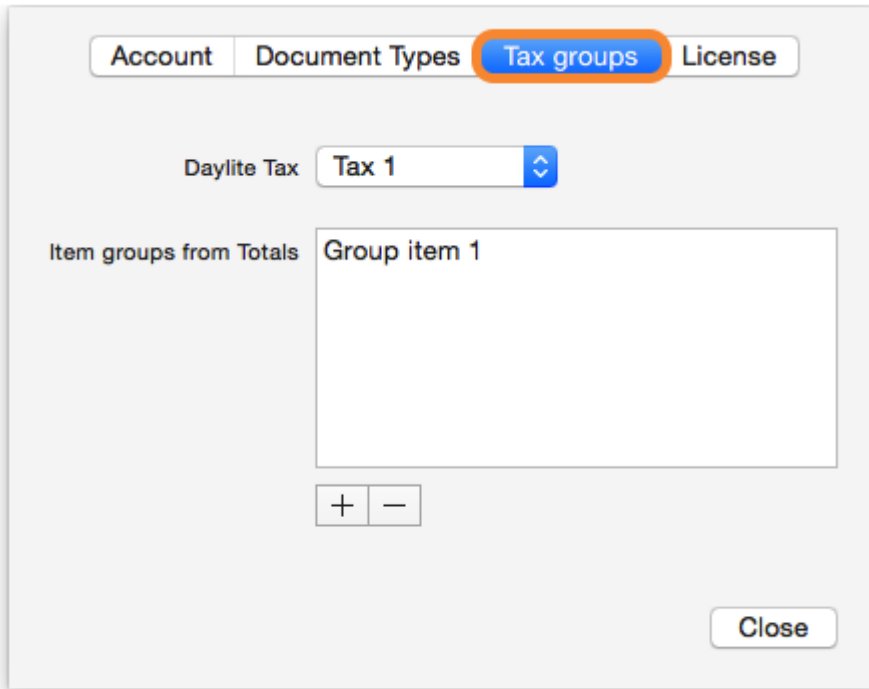
## Tax Group Settings

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 be 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...

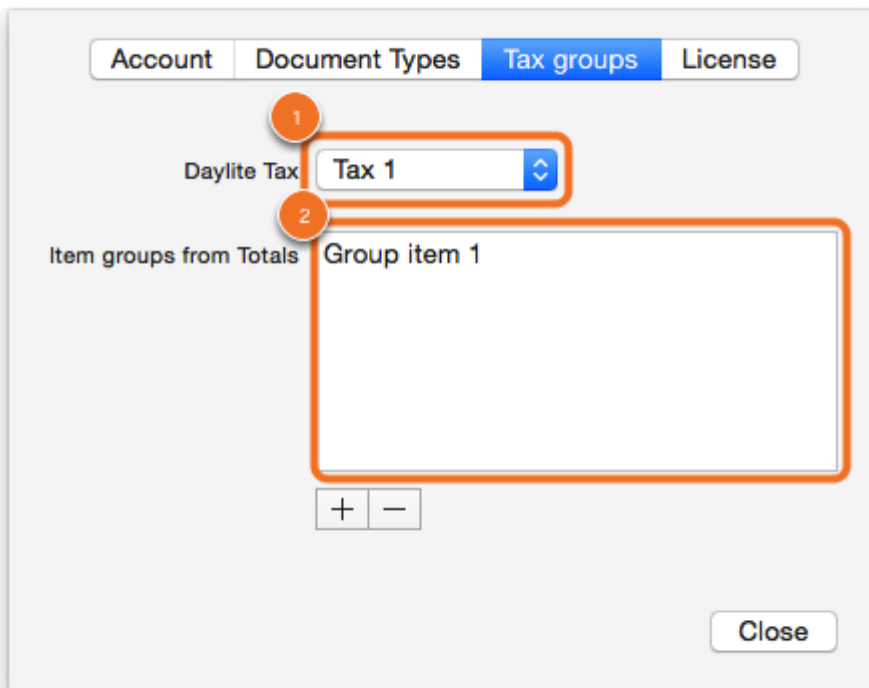


2. Select the tab Tax Groups



3. The window shows the following information:

- (1) Drop-down menu with Daylite tax 1 & 2
- (2) Item groups assigned to a particular tax



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

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

Account Document Types **Tax groups** License

Daylite Tax Tax 1

Item groups from Totals

- Group item 1
- Group item 7%

+ -

Close

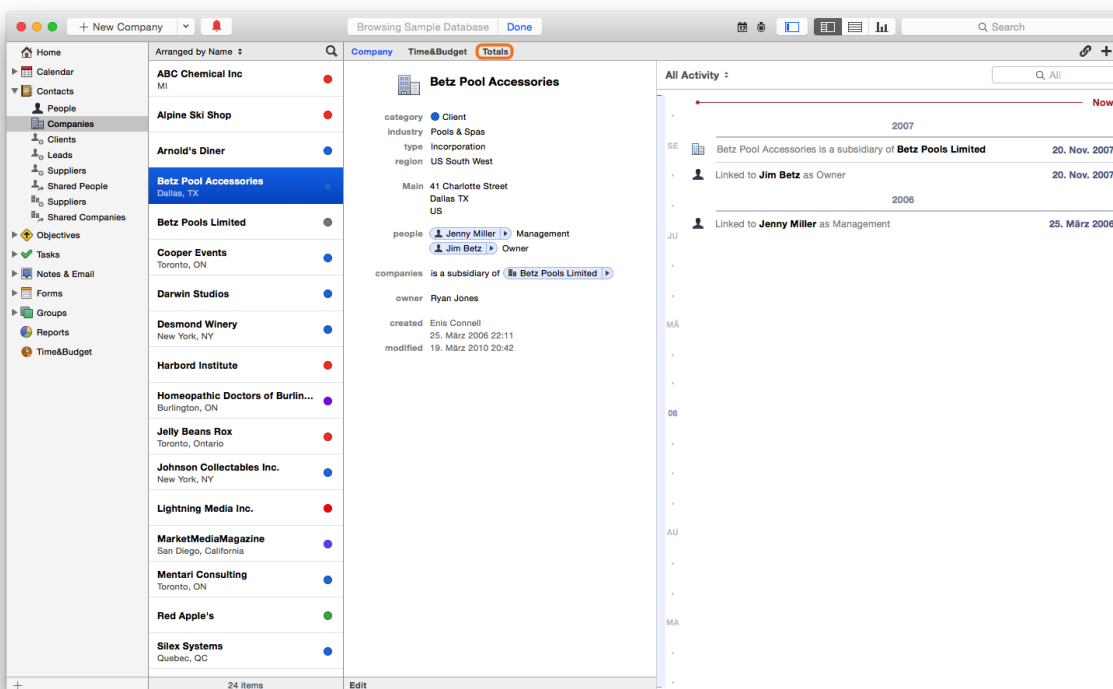
# Transfer Companies from Daylite to Totals

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

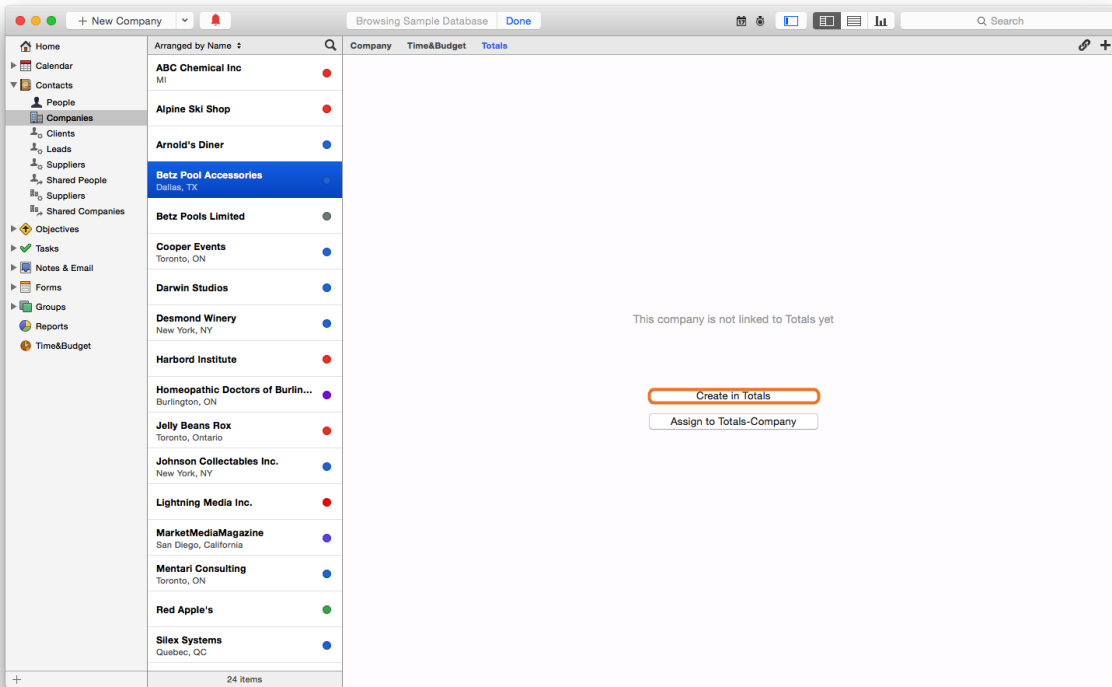
2. Click the Totals tab



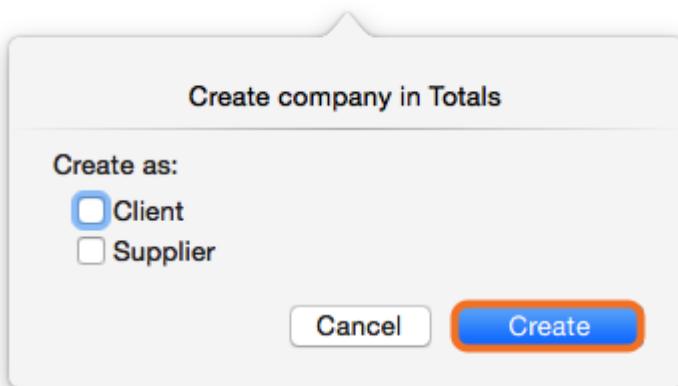
3. Click Create in Totals to create the selected company in Totals or click Assign to Totals Company to link the selected company with an existing company in Totals.

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 more 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.



5. The company has now been created in Totals.

The following fields have been transferred to Totals:

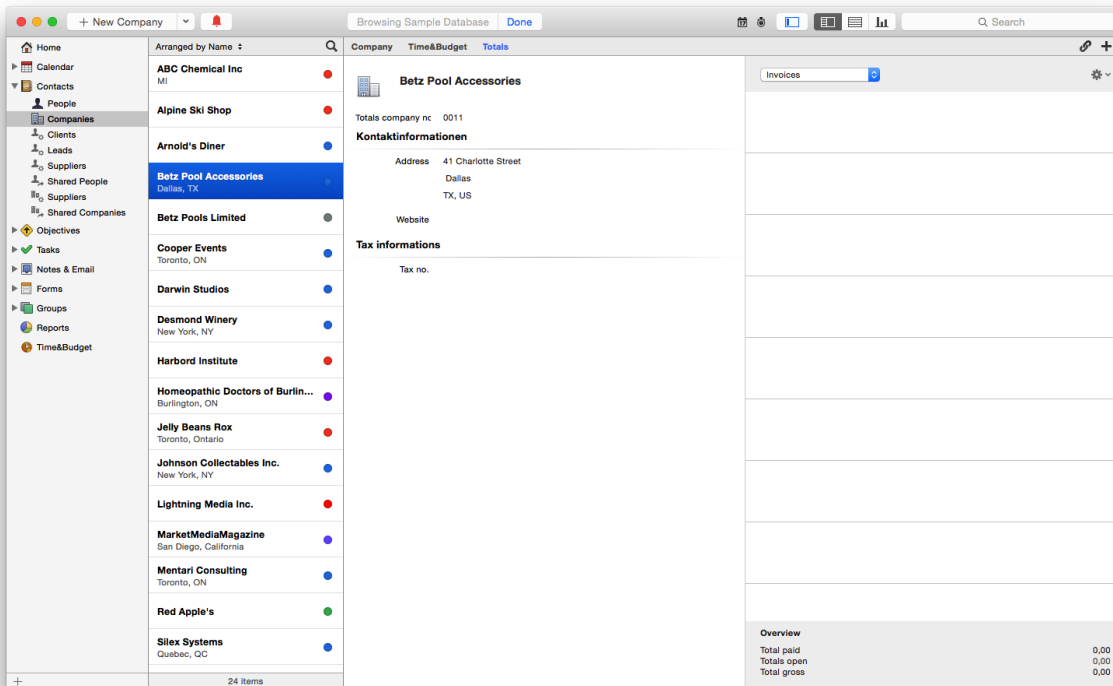
- Company name
- Default address
- Homepage

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



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

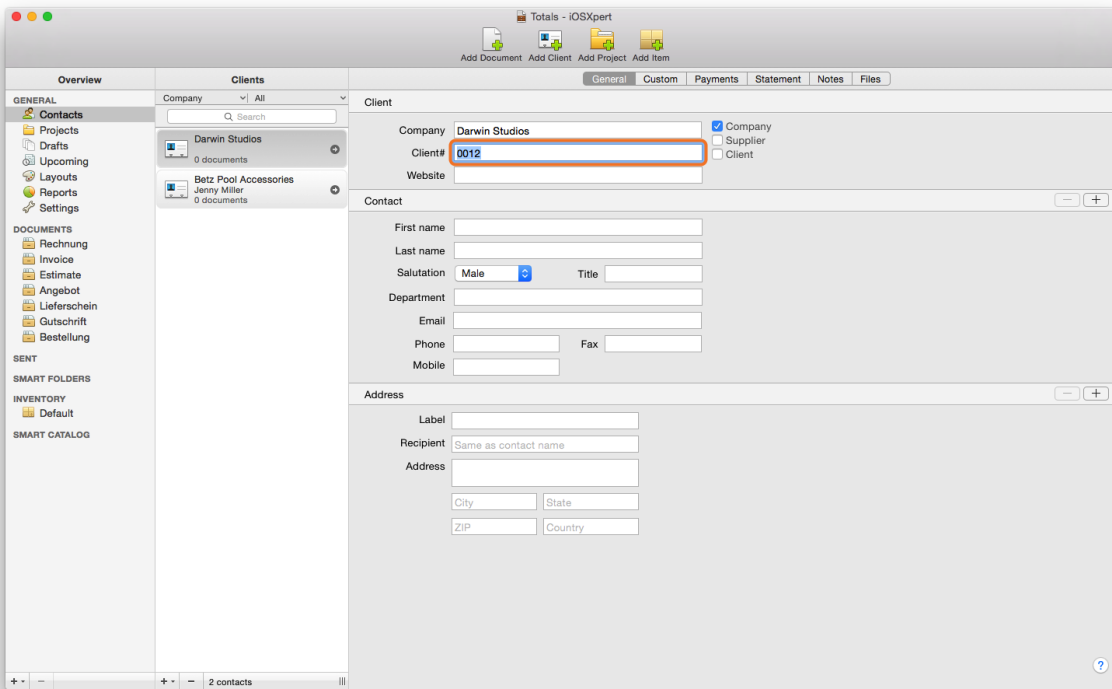
\*Daylite phone numbers labelled with **Mobile** or **iPhone** are being committed as **Mobile**. Daylite phone numbers with labels containing **Fax** are being committed as **Fax**. All other Daylite phone numbers are being committed as **Phone**.



## Link a Totals company with a Daylite company

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

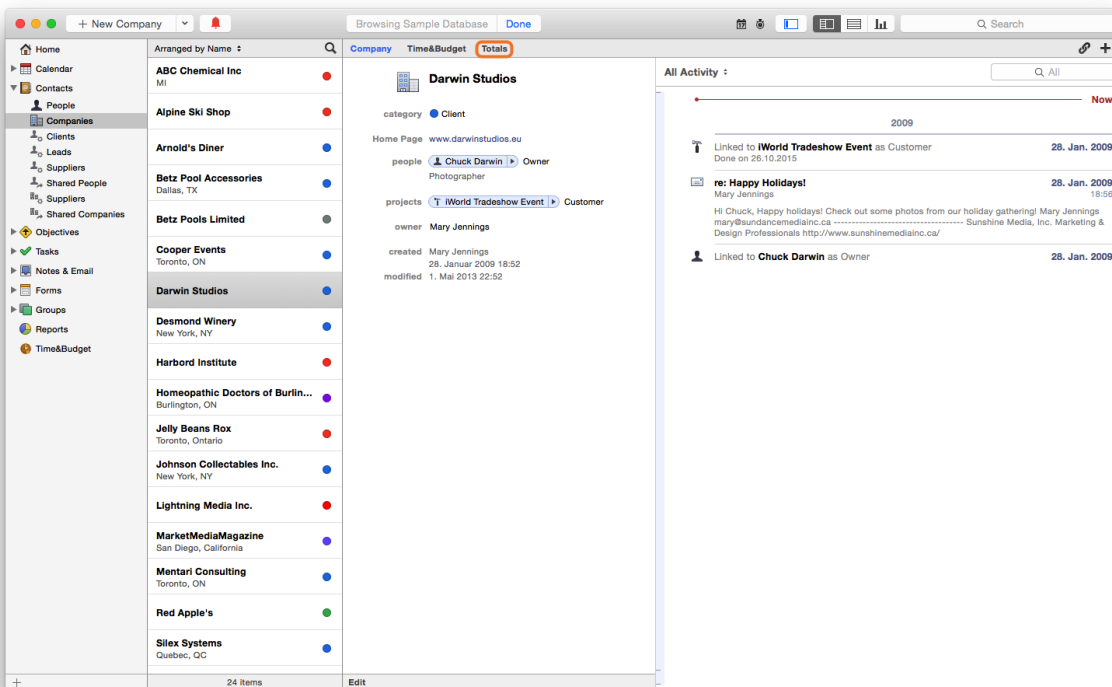
1. Start Totals
2. Select a contact
3. Select the General tab and copy the Client#



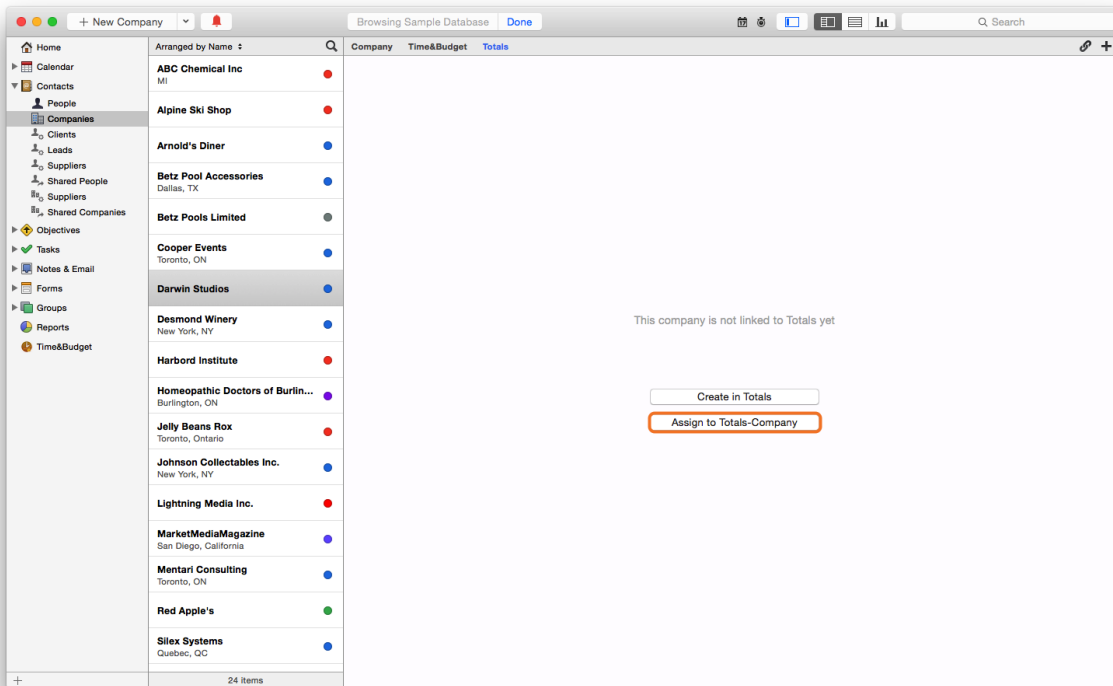
4. Switch over to Daylite

5. Select the company you would like to link to the Totals client

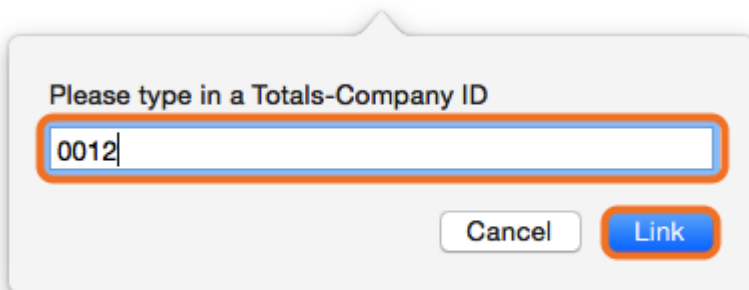
6. Click the Totals tab



## 7. Click the button Assign to Totals Company



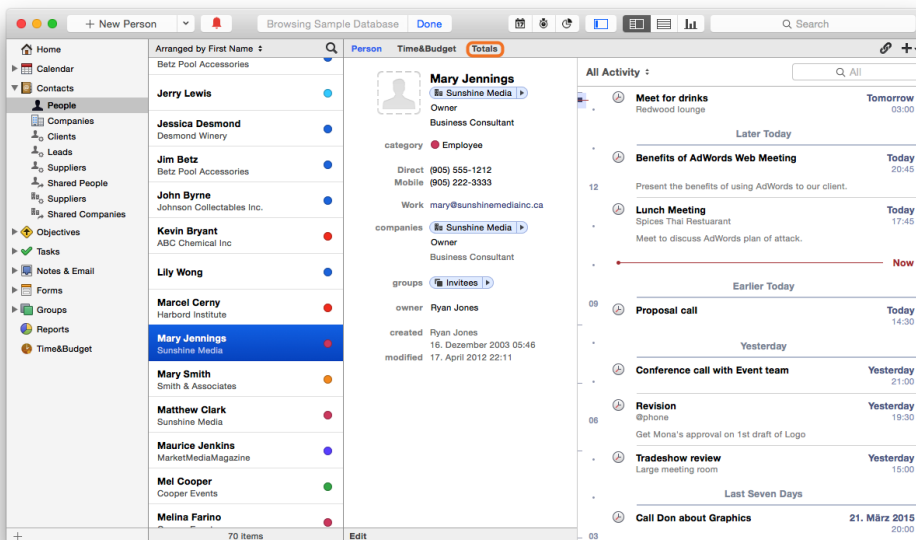
## 8. Paste the previously copied Client# into the text box and confirm by clicking Link



# Transfer Persons from Daylite to Totals

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

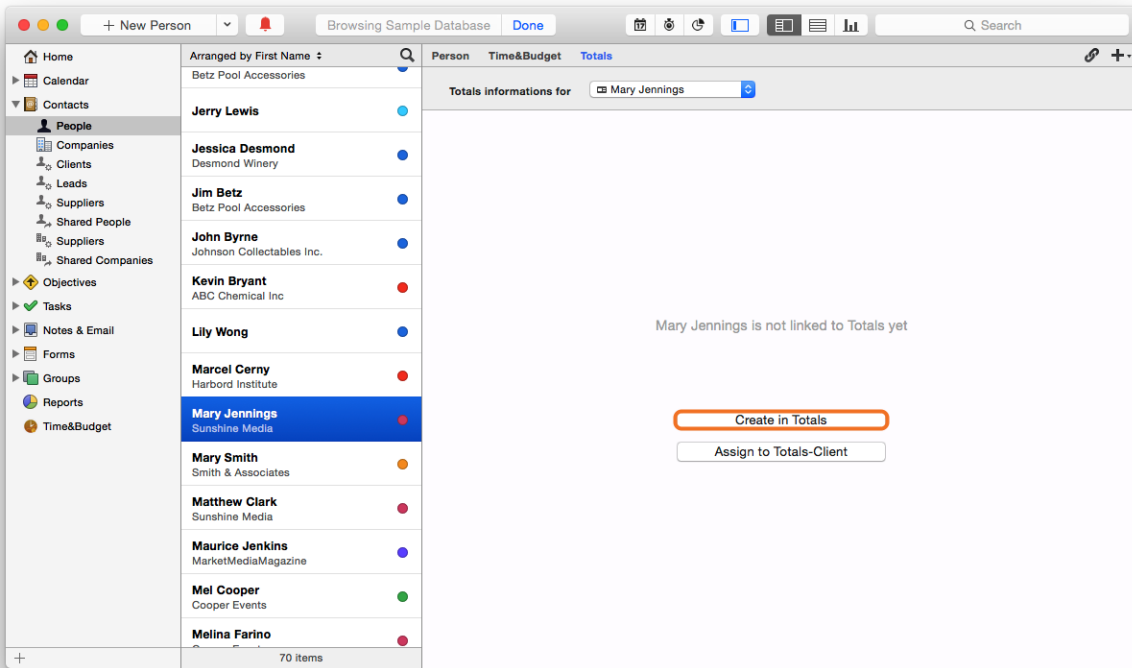
1. In Daylite select the person you would like to transfer to Totals
2. Click the Totals tab



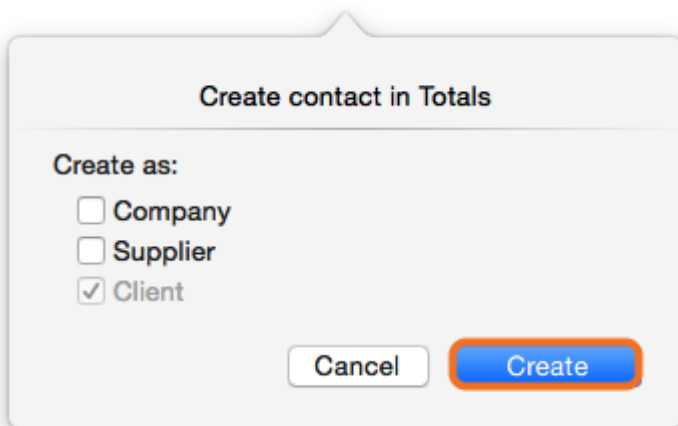
3. Click Create in Totals to create the selected person in Totals or click Assign to Totals Person to link the selected person with an existing person in Totals

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 a Totals contact with a Daylite person](#)



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.



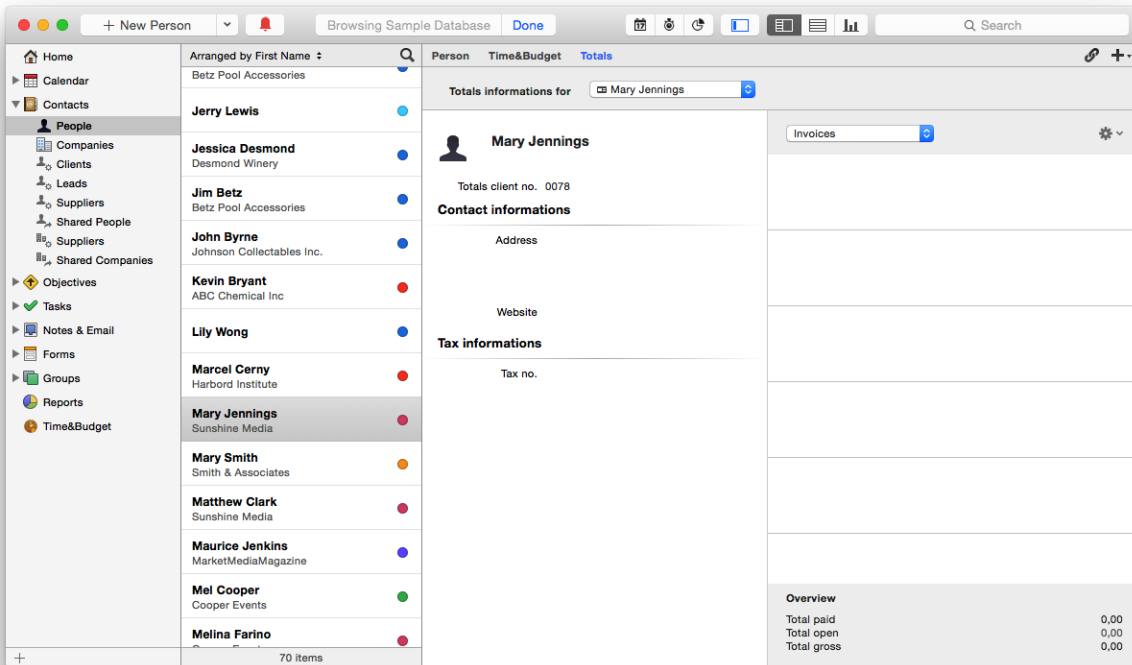
5. The person has now been created in Totals.

The following fields have been committed to Totals:

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

- Email address
- Phone numbers\*

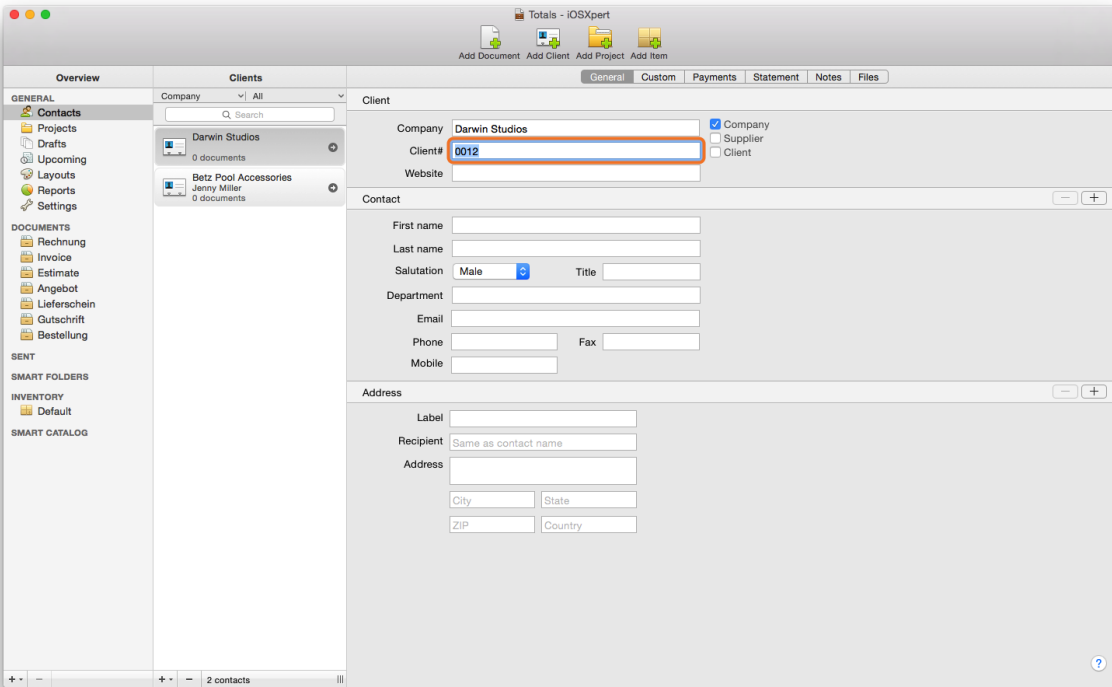
\*Daylite phone numbers labelled with **Mobile** or **iPhone** are being committed as **Mobile**. Daylite phone numbers with labels containing **Fax** are being committed as **Fax**. All other Daylite phone numbers are being committed as **Phone**.



## Link a Totals contact with a Daylite person

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

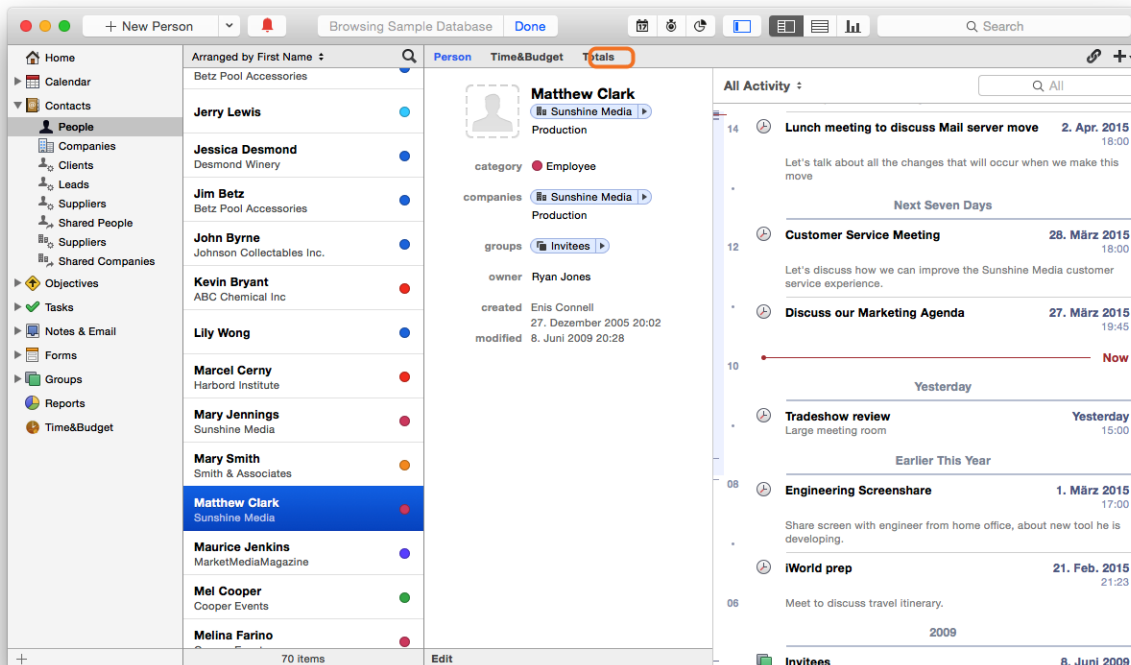
1. Start Totals
2. Select a contact
3. Select the General tab and copy the Client#



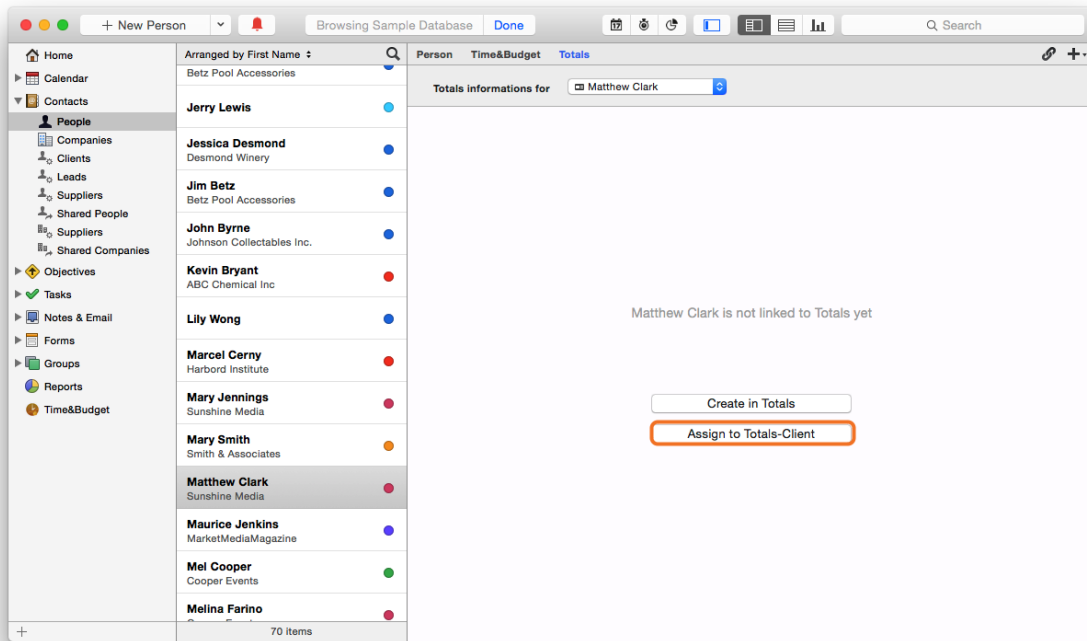
4. Switch over to Daylite

5. Select the person you would like to link with

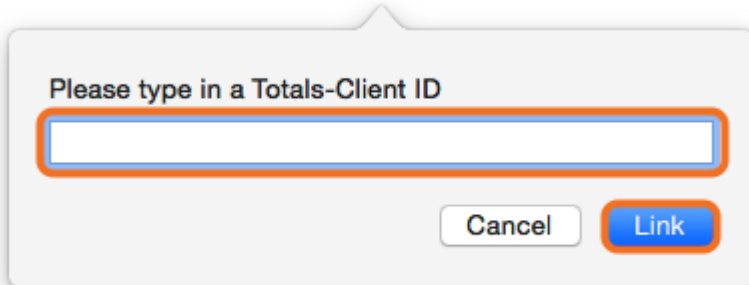
6. Click the Totals tab



7. Click the button Assign to Totals Client



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



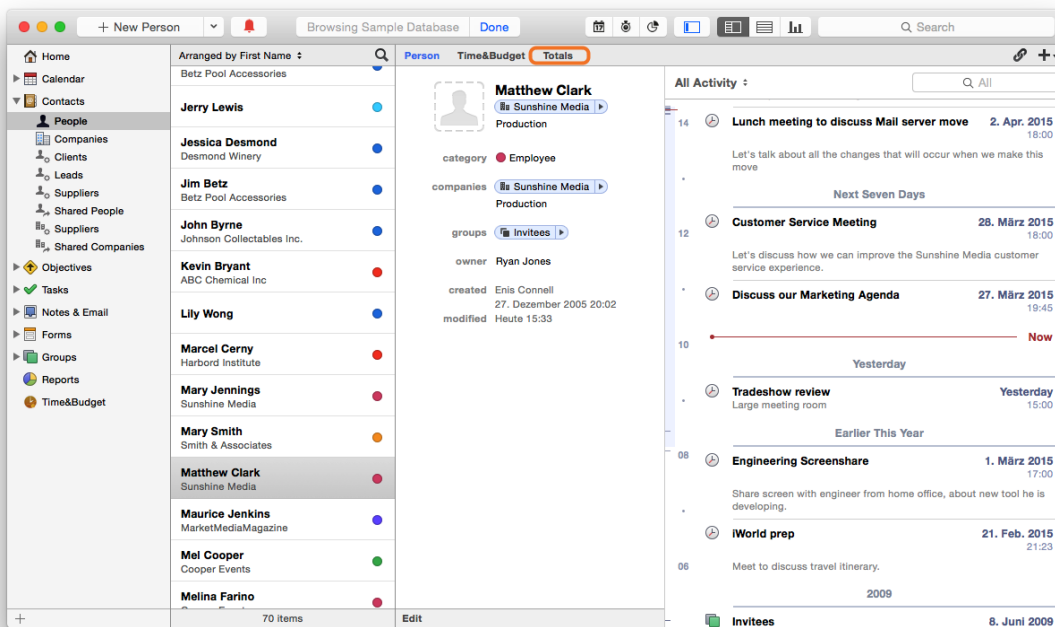


# Totals Tab (Persons)

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.

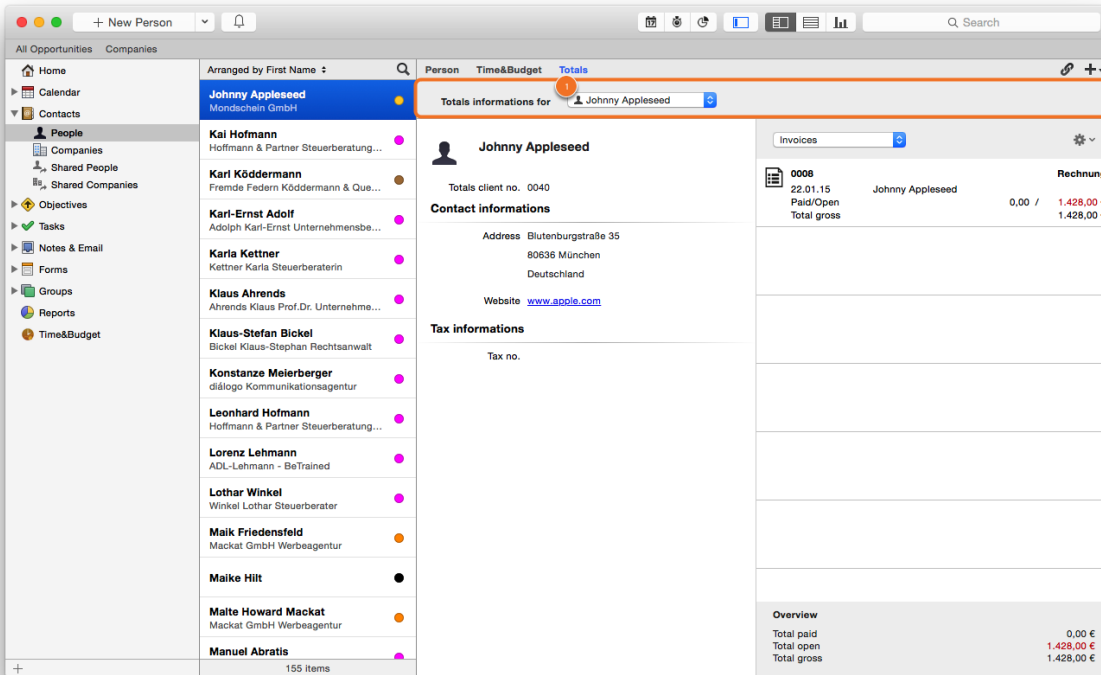
## Persons

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



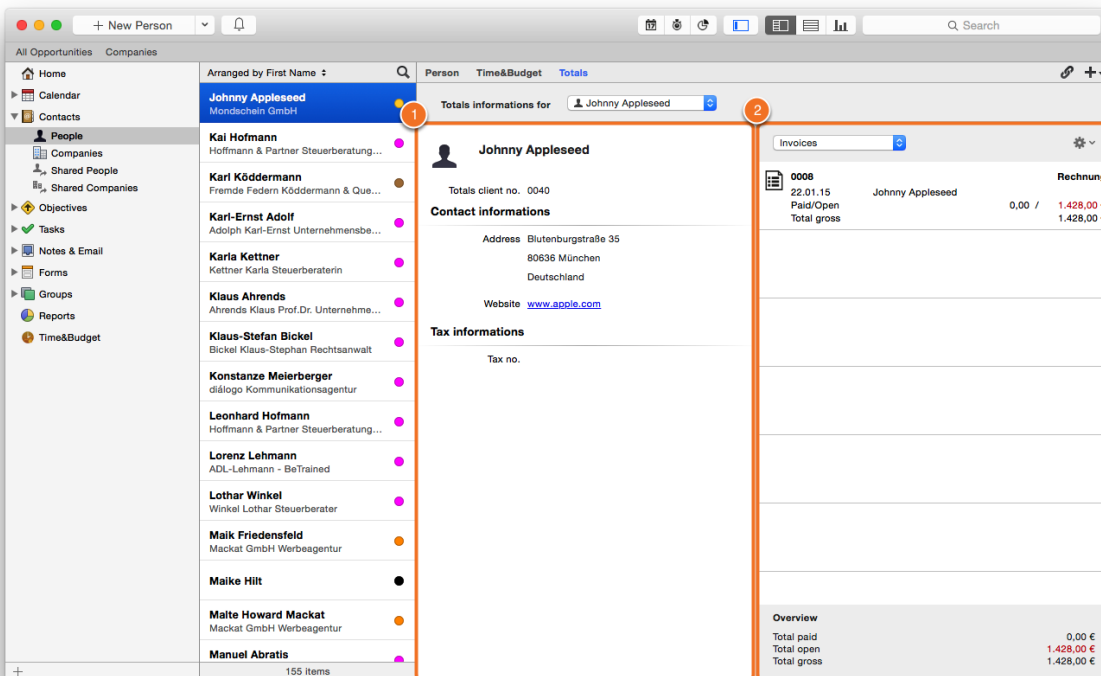
3. You now see an overview for the selected person with informations from Totals

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

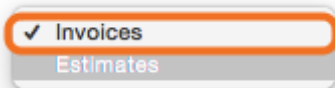
The screenshot shows a software interface with a sidebar on the left containing navigation options like Home, Calendar, Contacts, and People. The main area is divided into three sections: a list of people, a detailed profile for 'Johnny Appleseed' (Mondschein GmbH), and an 'Invoices' table. The 'Invoices' table has columns for invoice number, date, client name, and amounts. An 'Overview' section at the bottom right shows summary statistics.

Invoice	Rechnung
0008	
22.01.15	
Paid/Open	Johnny Appleseed
	0,00 / 1.428,00 €
Total gross	1.428,00 €

Overview	
Total paid	0,00 €
Total open	1.428,00 €
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

The screenshot shows an 'Invoices' interface with the following elements and callouts:

- 1:** Cog icon for settings.
- 2:** Document icon for PDF export.
- 3:** Invoice number '0003'.
- 4:** Invoice title 'Invoice German'.
- 5:** Client name 'Jim Betz'.
- 6:** Invoice date '17.12.14'.
- 7:** Amount paid '112,93'.
- 8:** Amount due '100,00 €'.
- 9:** Total gross '212,93 €'.
- 10:** Cumulated amount of all invoices '112,93 €'.
- 11:** Cumulated amount due of all invoices '951,72 €'.
- 12:** Cumulated gross amount of all invoices '1.064,66 €'.

Below the main invoice details, there is an 'Overview' section with a table:

Overview	
Total paid	112,93 €
Totals open	951,72 €
Total gross	1.064,66 €

## 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

The screenshot shows a software interface for managing estimates. At the top, there is a search bar labeled 'Estimates' with a dropdown arrow (1) and a settings gear icon (2). Below this, there are two main sections. The first section, titled 'Estimate German' (4), shows a date '17.12.14' (3) and a name 'Jim Betz' (5). It contains a table with two rows: 'Total net' with a value of 620,00 € (7) and 'Total gross' with a value of 785,88 € (8). The second section, titled 'Estimate', also shows 'Jim Betz' and contains a table with two rows: 'Total net' with a value of 1.200,00 € (9) and 'Total gross' with a value of 1.527,96 € (10). At the bottom, there is an 'Overview' section (11) showing a 'Total gross' value of 2.313,84 € (11).

Estimate German	
Total net	620,00 €
Total gross	785,88 €

Estimate	
Total net	1.200,00 €
Total gross	1.527,96 €

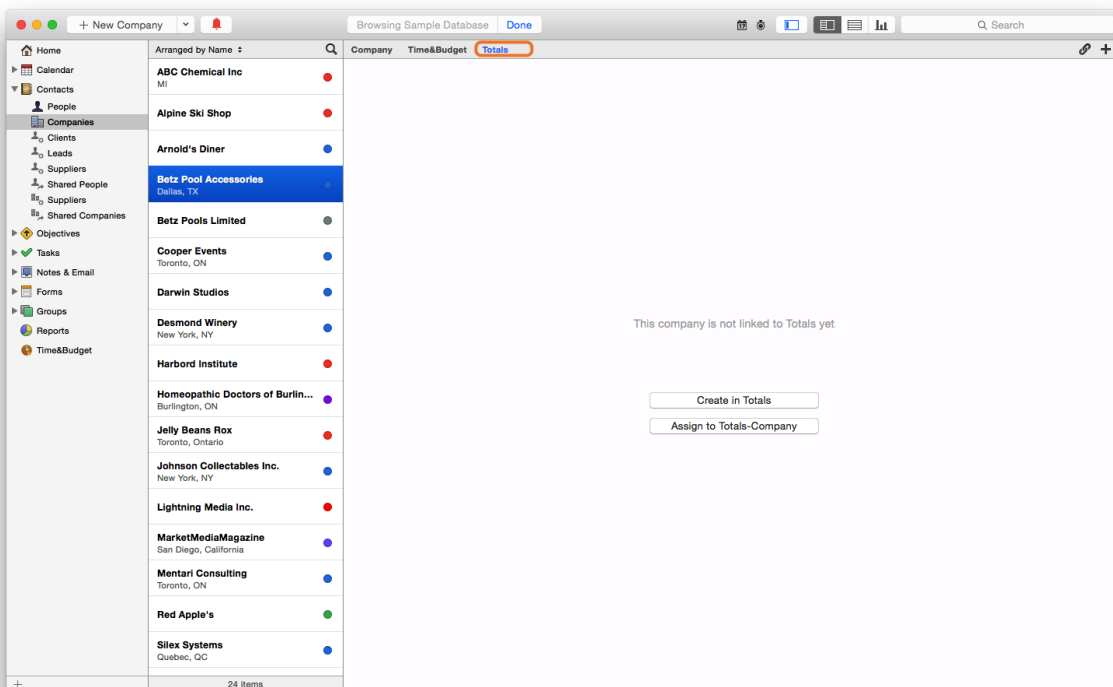
Overview	
Total gross	2.313,84 €

# 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.

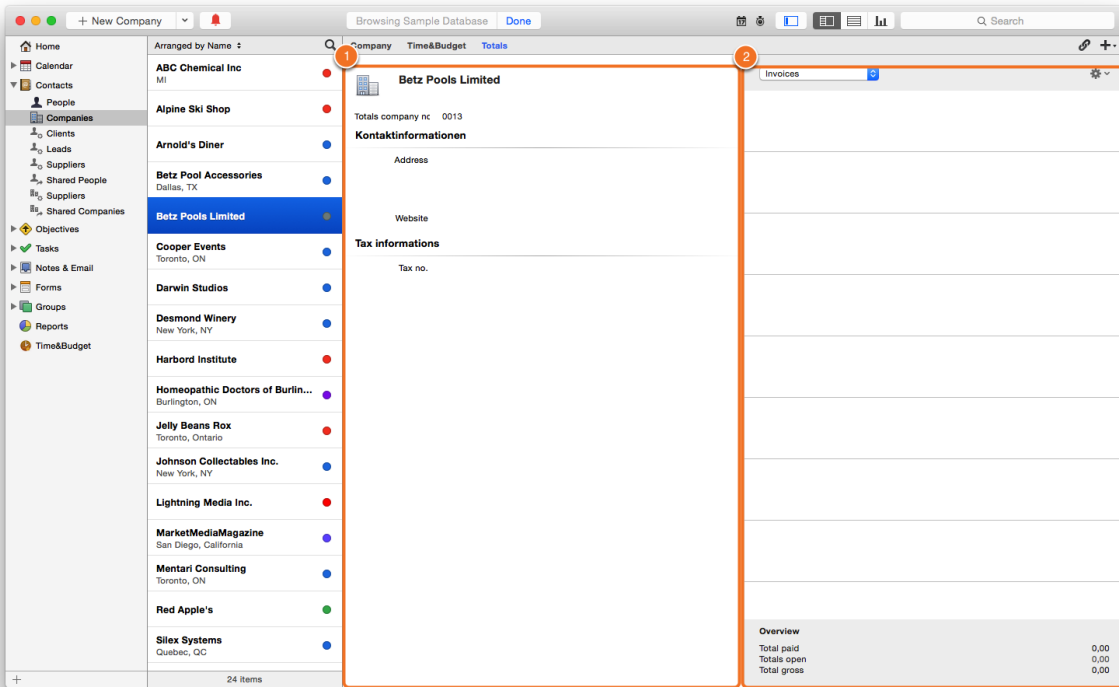
## Companies

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

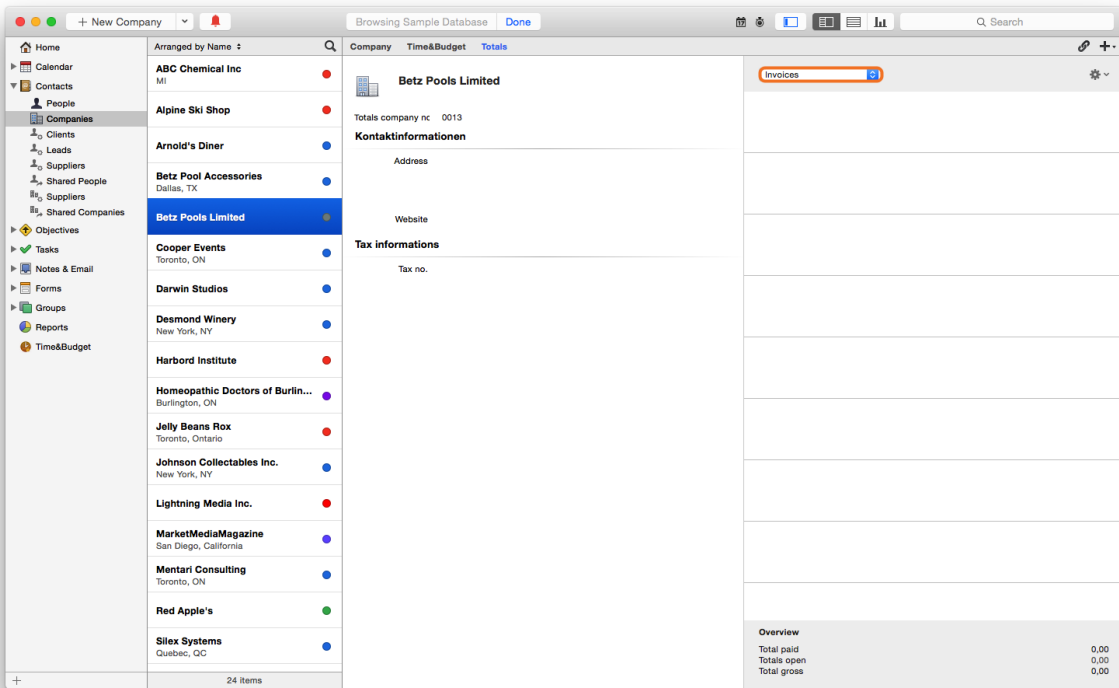


3. You will see an overview of the information available in Totals:

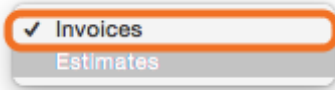
- (1) The company's details in Totals
- (2) Overview of available estimates and invoices



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



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



## 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



Invoices		Invoice German	
0003	Jim Betz	112,93 /	100,00 €
17.12.14			212,93 €
Paid/Open			
Total gross			

Invoice		Invoice	
Jim Betz		0,00 /	851,72 €
Paid/Open			851,72 €
Total gross			

Overview			
Total paid		112,93 €	
Totals open		951,72 €	
Total gross		1.064,65 €	

## Estimates

The following describes the meaning of the particular fields:

- (1) Click the cog drop-down menu to either open the TotalsConnector preferences, 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		Estimate German	
0002	Jim Betz		
17.12.14		620,00 €	
Total net			785,88 €
Total gross			
Jim Betz		Estimate	
Total net		1.200,00 €	
Total gross		1.527,96 €	
Overview		Total gross	
		2.313,84 €	

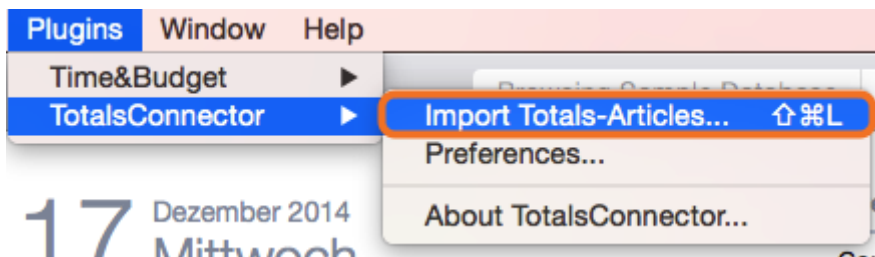
# Transfer Items from Totals to Daylite

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.

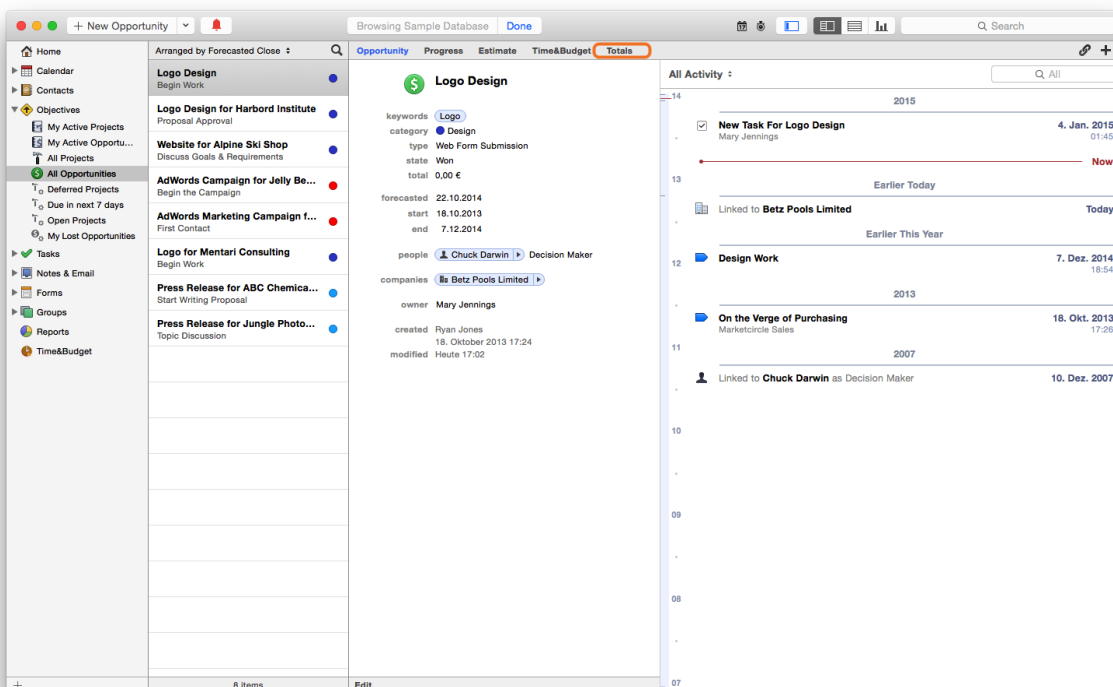
**Please note:** Don't change product extra field 3, 4 & 5 as they are required when using the product to create an estimate in Daylite.



# 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 [import Totals items](#) 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



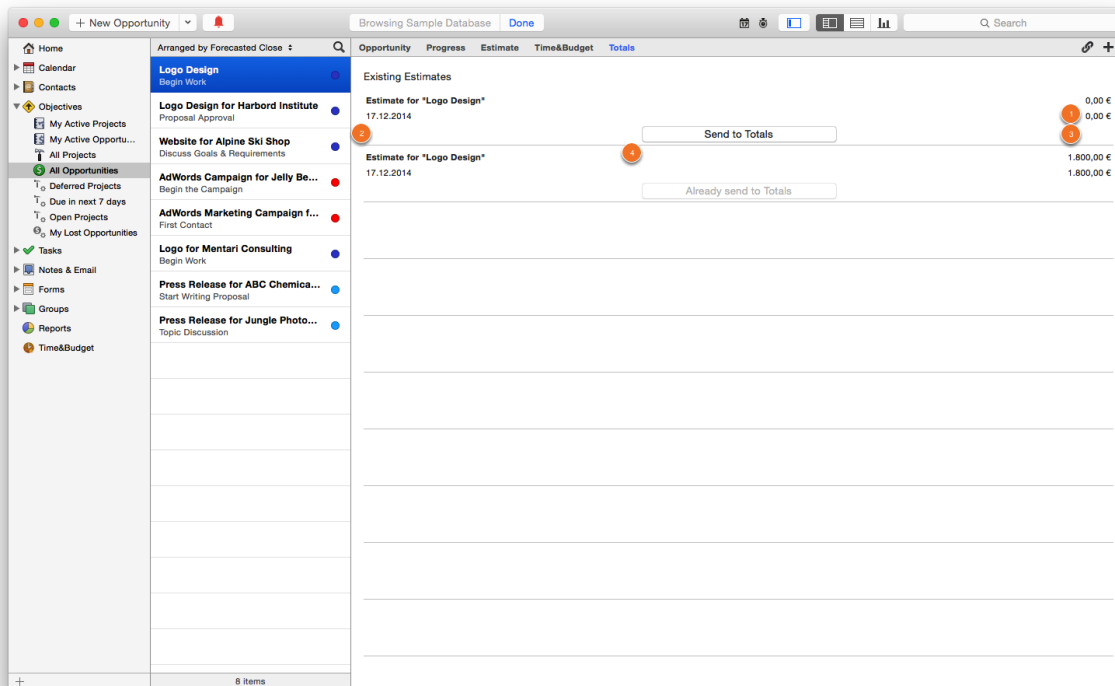
3. You will see a list of all previously created estimates related to the selected opportunity

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.



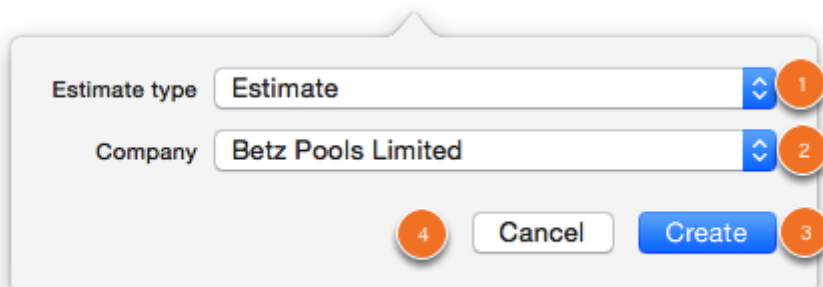
4. Edit information sent to Totals in the following window if desired

(1) If you have [set up different document types](#) 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



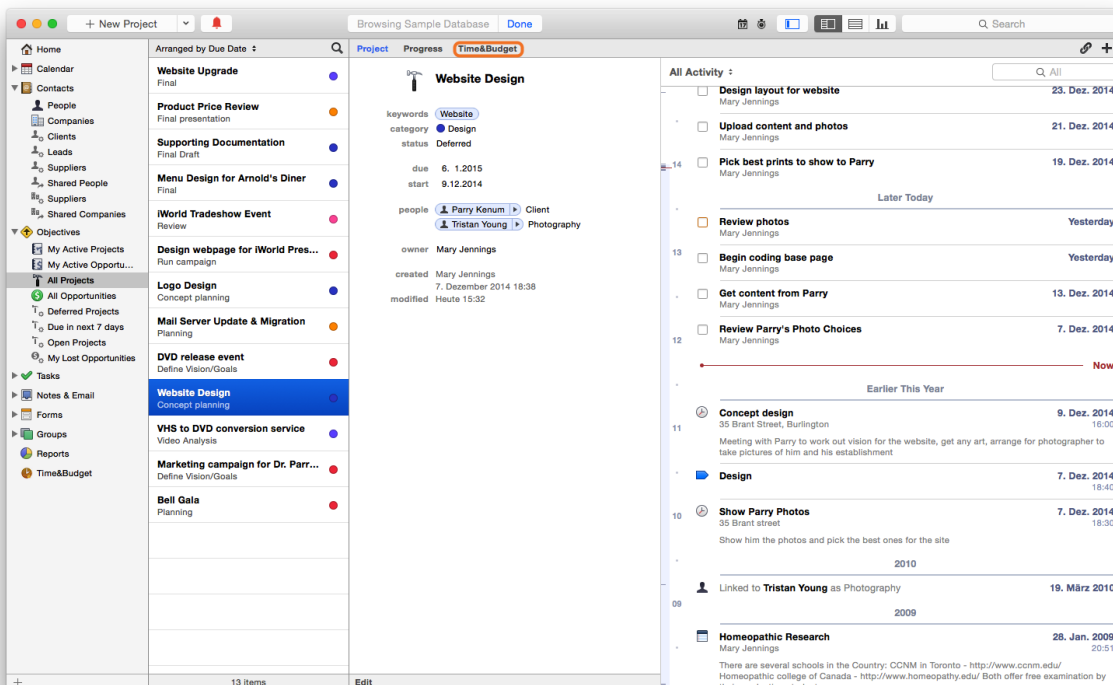
# Transfer Times Tracked with Time&Budget to Totals

Please note: This feature is only possible in conjunction with our Daylite plugin [Time&Budget](#).

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.

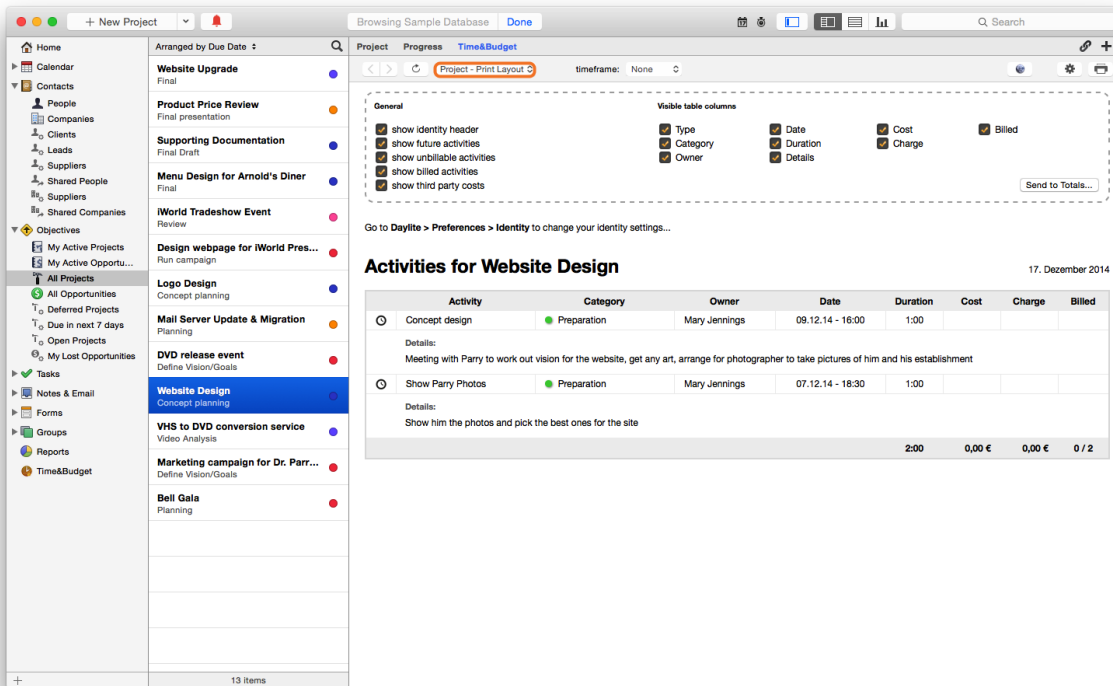
## In Time&Budget erfasste Zeiten als Rechnung an Totals übergeben

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

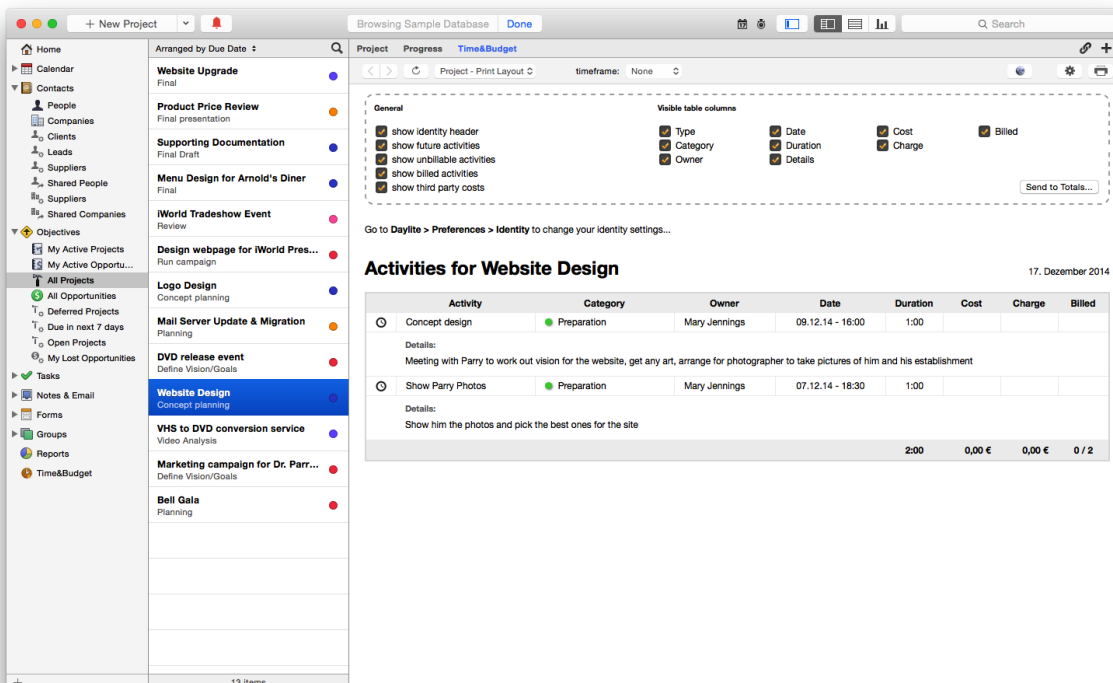


3. Select Project, Person or Company Print Layout in the drop-down menu

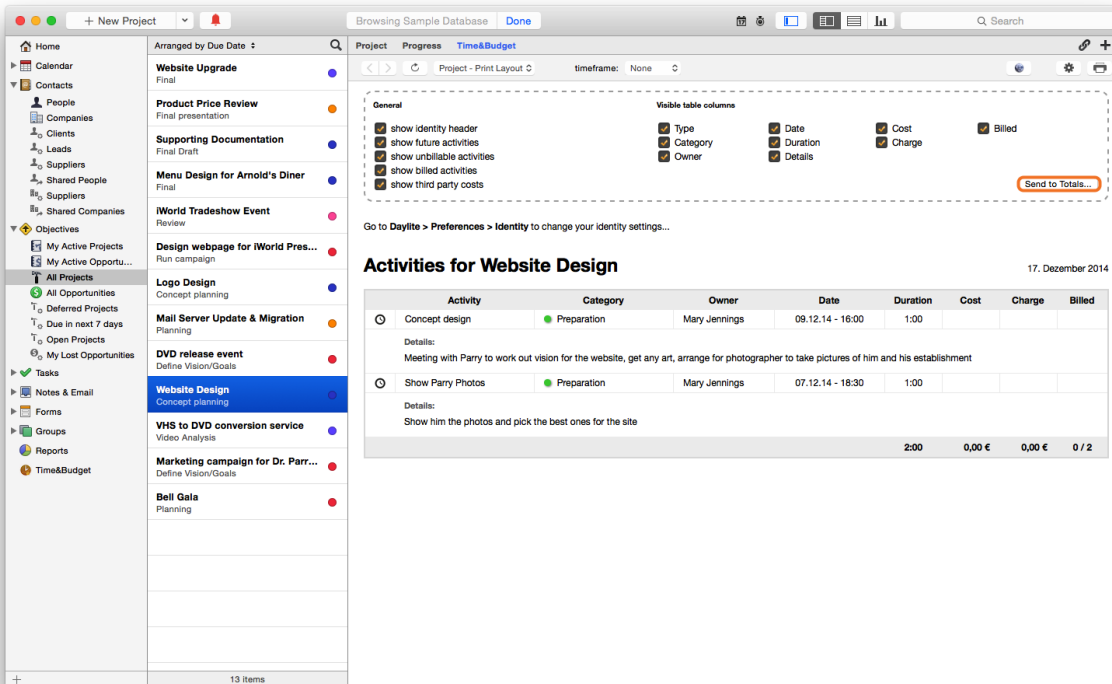
In our example we refer to a project.



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



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 [Document Type Settings](#).

(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

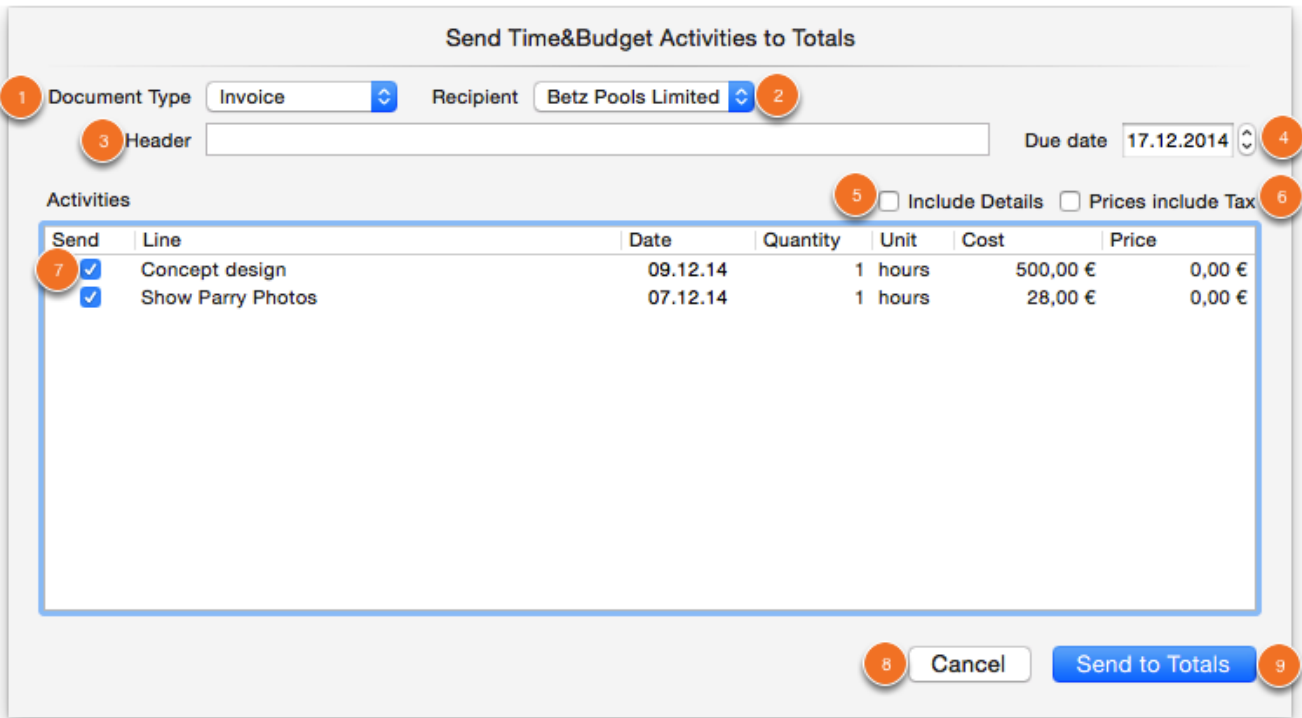
(7) Check the Send box if you would like to transfer the activity as an invoice line item to Totals

(8) Cancel transfer process

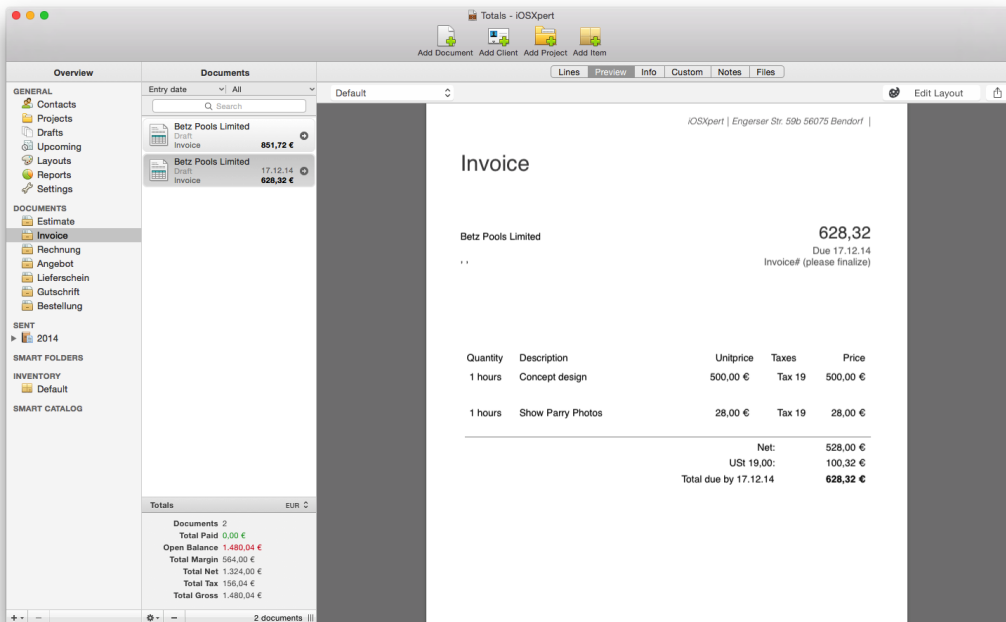
(9) Transfer activities to create an invoice in Totals

5. Click the **Send to Totals** button to create an invoice in Totals





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

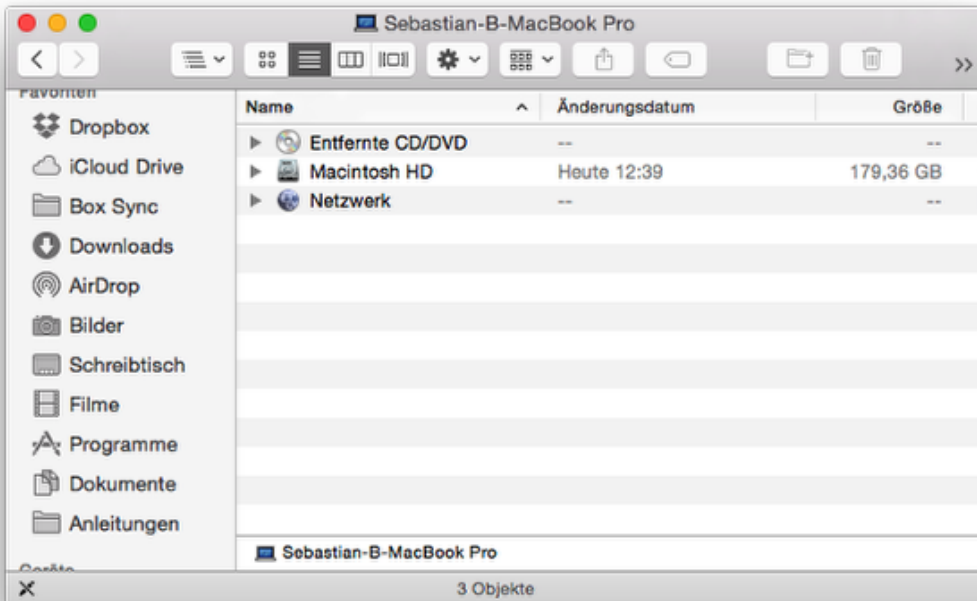


# Miscellaneous

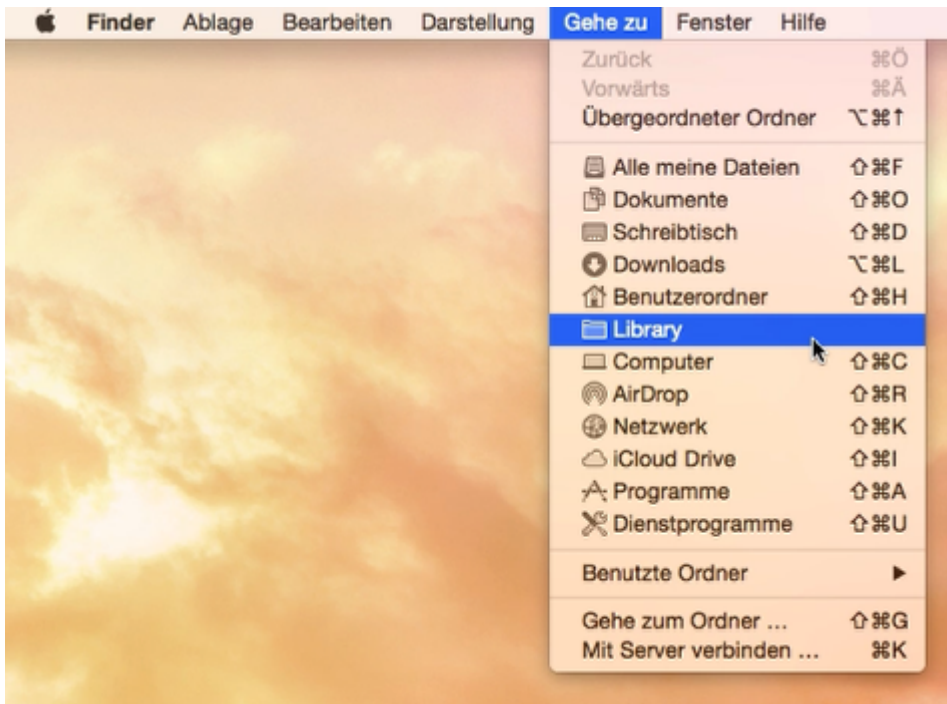
# Removing the Plugin

Follow these steps to deinstall a Daylite plugin

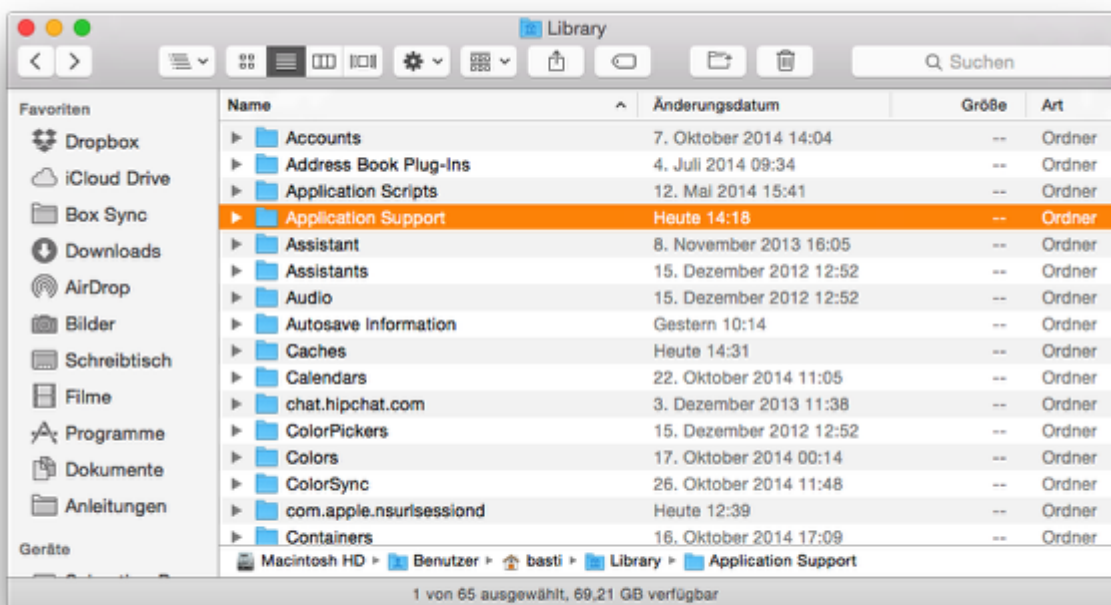
## 1. Open Finder



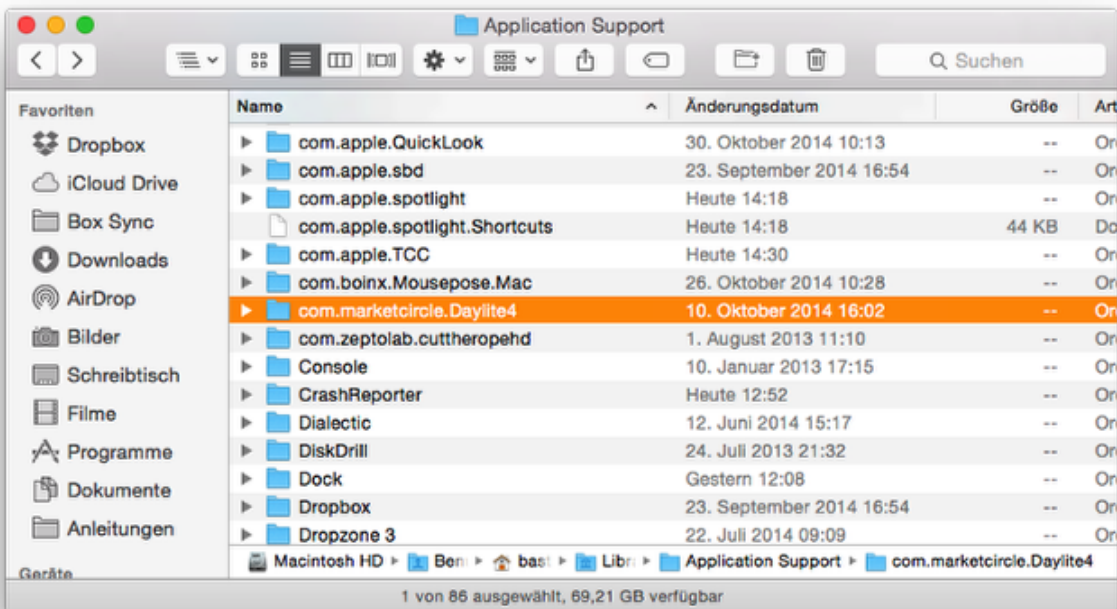
## 2. In the menu bar select Go and hold down the $\text{⌘}$ alt key. The Library folder will appear



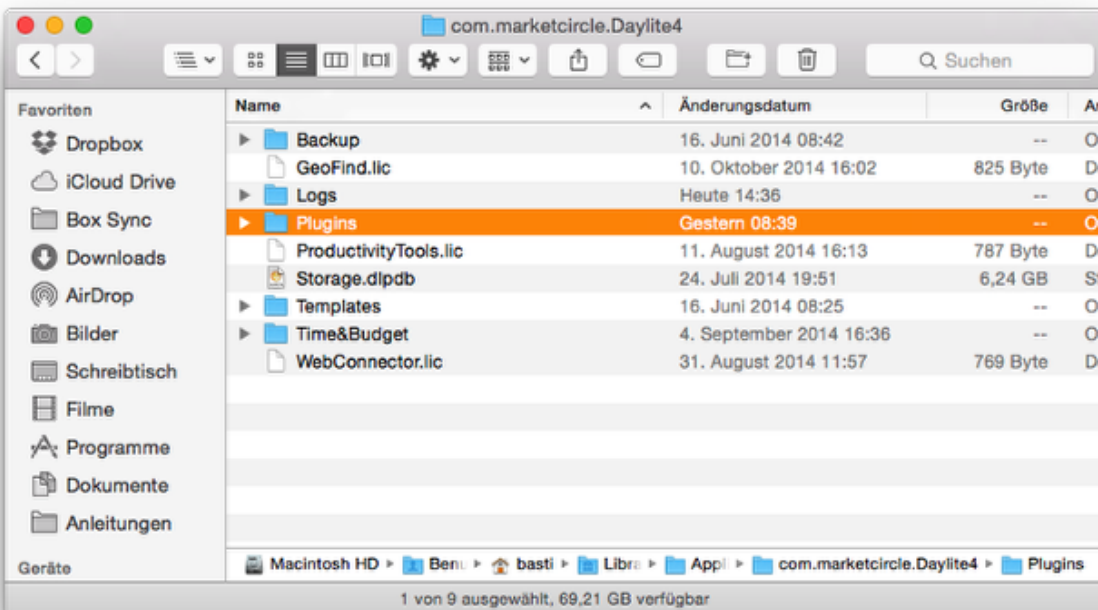
4. Navigate to the folder Application Support ->



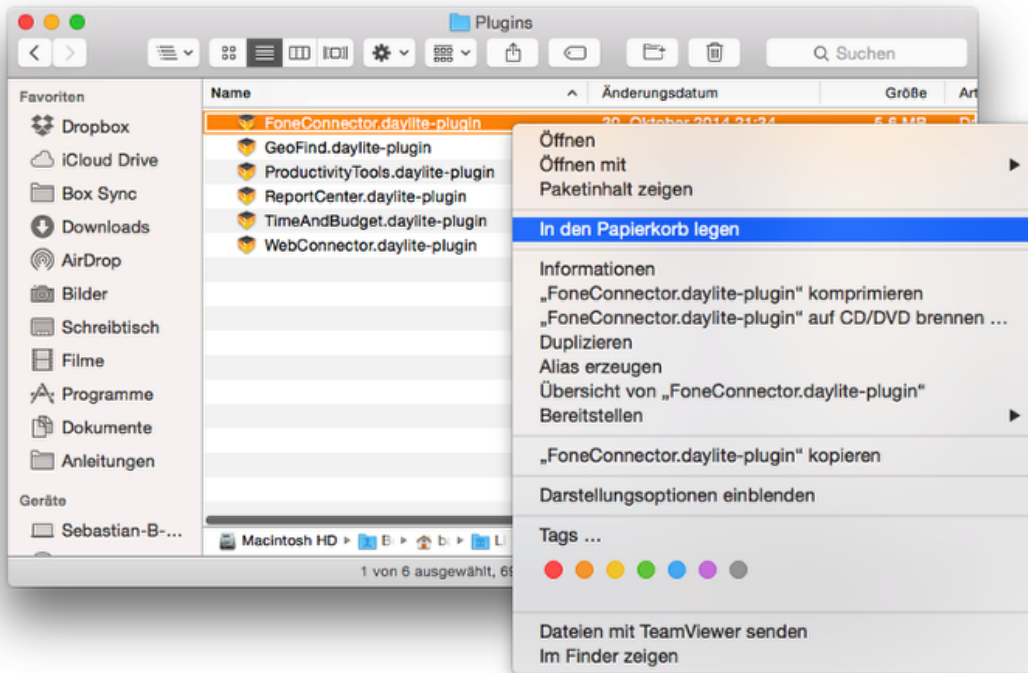
5. -> com.marketcircle.Daylite4 ->



6. -> Plugins



7. Delete the file TotalsConnector.daylite-plugin



## 8. Restart Daylite