



Data di creazione	04/05/04
Autore	PROXIMA CENTAURI srl
Versione	1

Manual: First steps with Oratio®





INDEX

INDEX	2
OVERVIEW	3
PREPARATION ACTIVITIES	5
1 TOOLS.....	6
1.1 Register	6
1.2 Tables	8
1.3 Utility	8
OPERATION ACTIVITIES	10
2 TRADE SECTION	11
3 LOGISTICS & PRODUCTION AREA	13
3.1 Logistics Section	13
3.2 The Production Area	15
4 FINANCIAL MANAGEMENT	17
4.1 General Accounting	17
4.2 Analytical Accounting	20
4.3 Treasury	22



OVERVIEW

Oratio® is a software that, thanks to a system of integrated modules, is able to support every company working process, starting from the offers and the sales and purchasing orders, down to the storing movements, the production processes, the accounting management and the company budget under every aspect.

Before you start using Oratio® in your every day company activities, it is necessary you go through a preparation stage. In this phase every user will be able to create his own archive, inserting in the various sections his company data and customers and vendors' and agents' data. He will also be able to plan several types of documents with a number and record the banks data.

All these input activities turn out very useful when you go and carry out the application program. The modules have many areas shaped in handy curtain menus, which allow the user to save time in the filling in process and to contain the mistakes due to possible oversights.

The data, as we will see further on, will then be loaded in the Utility section, which is divided in the Customers' registry, the Tables and the Utility areas.

As soon as this stage is completed, the user will be able to skip to the operative stage and use all the modules with the customizations he has chosen.

Oratio® works on the four most important company activities areas: Trading, Logistics, Production and Administration.

The Trading section is divided again in the Sales and the Purchasing areas. In these departments the user will be able to easily create sales offers, orders, transport documents and invoices; he will also be able to make some researches and print the various forms.

In the Logistics area the user will be able to manage all the storing movements, create detailed schedules for very item, service, material bill (parts explosion), perform statistics and researches.

With the Production area you will be able to manage the manufacturing stage in a totally automated way: it is possible, for example, to check the finished products and feed stocks availability, to order the missing materials before you start a new manufacturing process, and so on. As for all the operative areas, also in this case it will be possible to print all the documents.

The Administration area includes the General Accounting, the Analytical Accounting and the Treasury areas. In the General Accounting area, apart from managing the several purchasing, sales and other movements, it is possible to keep under control the self employed and the company budget from every point of view.

With Oratio®, in the Analytical Accounting area, it is possible to generate and manage every aspect of the Cost Departments.

In the Treasury area the user will be managing the incomes and the payments, the effects management and the vendors payments.



Short cuts for filling in the forms

Before illustrating the general using of the application, it would be useful to have clear in mind some of the general commands that can make easier the using of all Oratio® modules.

In several Oratio® modules, both those described in the Preparation Activities section and, more important, those in the Operative Activities, you will find the **Refresh** button, which is very useful when you want to shorten the filling in process.

As we have already mentioned, in fact, as you have finished performing the preparation phase throughout the Tools section, the registry data and other essential data will be saved in a proper database in order to fill in all the forms of the operative stage.

Oratio® is able to recall these data and in order to do this it will be sufficient to digit in the proper fields (for example Customer, Vendor, Agent, Code, Description, Account and so on) few letters and click on the Refresh button in order to fill in automatically the whole field and, possibly, the correlated ones.

For example, if for the Smith customer you have filled in the Payment type, the Payment solution, etc. fields, when you will need to fill in the Sale order field, it will be sufficient to digit only "Smi" in the Customer field, click on the **Refresh** button to fill in automatically not only the Customer field, but also the Payment type, the Payment solution, etc. fields.

If in the Register you need to include both a Smith and a Smitters customer, as soon as you digit Smi and click on the **Refresh** button, a window with a list of names that start with the root will appear. For the automatic filling in it will be sufficient to tick off the name you are interested in and click on the **Continue** button to return to the Sale Order.

It is obvious that all this will be as we have described if in the Limit field for the drop down menus of the Preferences menu you'll have set out a smaller number than the number of data included in the Register. On the contrary, the field will be visualized with a curtain menu in which you will be able to select the datum you are interested in. After that, clicking on the **Refresh** button, all the related fields will be filled in.



PREPARATION ACTIVITIES

1 TOOLS

In the Tools section, which is divided in the Register, Tables and Utility areas, the user will be able to find all those functions that will allow him to fill in a personal database. In the register section he will place the customers, vendors, agents and commitments; in the Tables section there will be generate the several types of documents the user needs, you will be able to give them a personal number and to place the banks data, the payments solutions or the VAT types, and other information that will be used in the various modules. Last but not least, in the Utility section you can fix some set ups, but, moreover, you can create the Chart of Accounts.

1.1 Register

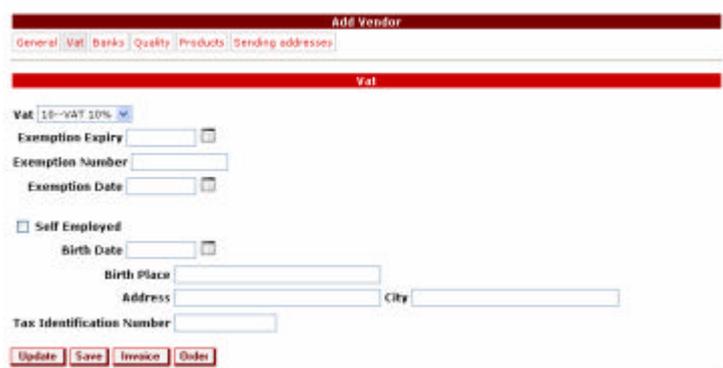
The Register area in the Tools section includes the Customers, Vendors, Agents and Commitments sub areas. Every one of these comprehends the Add module, in which you can place data that can improve your database, and the Search function.

The modules are very handy and complete since they comprehend, apart from the registry data, also the banks ones which are useful to the accounting. Some of the inserted data, like Payments Types, Payments Solution, etc., will be proposed again automatically in the homonymous fields in the other forms.

The Add Customer/Agent/Vendor modules are divided in several sections, in which you can place general data, features related to the VAT you would like to link to a specific register data, banks data, expedition addresses and customer/vendor products.

In the vendor/agent register data section you will find the Self employed section. This cell, in fact, is to be ticked off if the agent and/or the vendor are subjected to deposit deduction, and will be then to be considered in the self employed management.

In this case it is possible to fill in the Date of Birth, Place of Birth, Address, Town and Tax Code fields.



The screenshot shows the 'Add Vendor' form with the 'Vat' section selected. The form includes the following fields and options:

- Vat**: A dropdown menu set to '18-VAT 10%'.
- Exemption Expiry**: A date field with a calendar icon.
- Exemption Number**: A text input field.
- Exemption Date**: A date field with a calendar icon.
- Self Employed**: A checkbox that is currently unchecked.
- Birth Date**: A date field with a calendar icon.
- Birth Place**: A text input field.
- Address**: A text input field.
- City**: A text input field.
- Tax Identification Number**: A text input field.

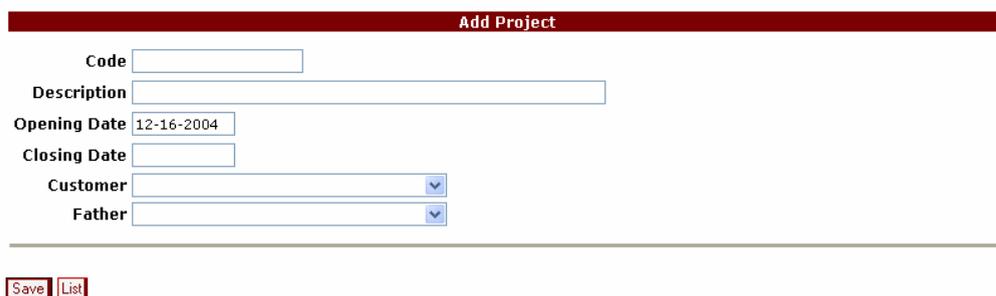
At the bottom of the form, there are four buttons: 'Update', 'Save', 'Invoice', and 'Order'.

As far as the Banks section is concerned, it is possible to link the banks data to the other data already inserted (the banks details, as we will see later on, will be placed in the Banks Tables area). In order to achieve this it will be sufficient to place part of the bank's name and, after clicking on the **Refresh** button, all the other data will be automatically put in.



In the **Products** section it is possible to associate some products to customers/vendors. If the item exists, the program will display its description, otherwise it will ask for a new insertion. In this second case the module Add Item, about which we will say something further on, will open. C

Simpler is the Project case. Here you'll just need to fill in the fields that will appear when you click on the **Add Project** menu entry and, then, save everything.





The filter window of the Search entry gives the chance to make some researches and to choose which of all the database data (VAT, Name, Address, Contact, Phone, Fax, E-mail. etc.) to include in the table.

1.2 Tables

As we have already mentioned, Oratio® gives the possibility to generate an archive with all the several data you need during the filling in of the forms. You will be able to recall these data later on from a certain menu in order to specify, for example, what kind of document you are filling in (i.e. a sale order, a production order, etc.), what type of payment consider and so on.

From this area you will also be able to number every document. Thanks to this function, every time you will open, for example, a sale order, the **Order Number** field will be filled in automatically, using the first number available and considering the one you have set as starting number.

From the **Banks** sub area, it will be possible to place the Third party banks and the Company banks data. As we have already said, when you open most of Oratio® modules, you will encounter the Bank section, which you will be able to fill in by recalling the data here inserted, digitizing a few letters of the name and clicking on the **Refresh** button.

The filling in of the tables is extremely simple, Clicking on the menu entry that you are interested in, a window will open and it will be possible to place in it the various data and then click on the **Save** button.

From the same tables it is possible to perform a research by clicking on the **Search** button.

1.3 Utility

The Utility area comprehends the Chart of Accounts and the Customize prints entries and other important functions as the backup one and the option on modifying the paper style and on setting up some preferences that the system will then consider as default data.

The **Chart of Accounts** include the Add Account, the Accounts List, the Add GIFI Code and the GIFI Code List modules.

In order to fill in the Chart of Accounts you'll just need to click on the menu entry related to the procedure you want to perform and then fill in the fields you will find in the window the program will display.

From the **Add Account** window it is possible, then, to place an account by selecting its belonging category. It is possible to create a Chart of Accounts on different levels, specifying in the **Father** field the top level.



Add Account

Account Number

Description

Father

Asset Customer/Vendor
 Liability

Account Type Equity
 Returns
 Costs
 Order

GIFI

Clicking on the **Add Subaccount** button, it is possible to generate subaccounts of the account you have just inserted.

Thanks to the **Account List** window, you may visualize all the accounts, choosing the entries you want to include in the table, and thanks to the GIFI codes window, you can place and visualize a codification on the same level of the "standard" one you have just inserted, in the case you should need to group so of the Chart of Accounts.

From the Utility section, if you are an expert as far as HTML language is concerned, you may modify the HTML forms in order to customize the print modules graphic interfaces.

Another option you can find in this section is that you can perform a **Backup**. With this function it is possible to choose either to save the whole database in your HD or to send it via e-mail. To send the whole database via e-mail you can simply click on the **Send via e-mail** module (it is obvious that in order to perform this function you need to set up the server). The file will be then automatically sent via e-mail to the address you have inserted in the Preferences. In this case you'll need to verify that the file size doesn't exceed the addressee mailbox memory.

The **Preferences** entry allows every user to set up some parameters that the system will consider as default ones. Some of these parameters can be: the data format, the language, the numerical format, the maximum number of entries for the drop down menu use (beyond which the datum will need to be searched), the style paper to be used and also the default accounts, the taxes accounts and the fiscal year dates.



OPERATION ACTIVITIES

2 TRADE SECTION

The trade section is divided in a sales and in purchasing area. Both allow you to perform various procedures, as filling in a quote, an order, a delivery note or an invoice.

You will also be able to print the forms after having filled in a filter window which will allow selecting what document to print.

Like in all the other sections, also here you may perform a research within the whole database.

Generally speaking, all the modules have a first section containing the general registration data and a second section with all the items details (except for the delivery notes, which include also a third section, the storing movements one, and for the invoices, which include a further payments section).

Add Sales Order

Order Type	1--Sales Order	Order Number	6
Customer	CUSTOMER 1--3	Order Date	
Credit Limit	0 Remaining -29,053	Required by	
Currency	EUR	Project	
Pay.	AF A.f.	Reference	
Bank		Agent	
Ship via	<input type="button" value="Execute Quote"/>		

N	Code	Description	Qty	Unit	Price	Disc.	Extended	Vat Rate	Tot.Vat
1								16--VAT 16%	

Doc.N. Doc. Date Delivery Date Project

Notes

Total 0.00

html
 PDF
 Screen

As you will remember, all the modules' curtain menus include the entries you have placed during the preparation phase in the tables (see. § 1.2 Tables), hence for the filling in procedure you may just select the entry you are interested in or fill in the various fields.

Thanks to some of these modules it is possible to fulfil order, offer or delivery note documents. This operation can be performed clicking on the related button, which is located in the first section of the form. Afterwards, the program will display a filter window for the research of the selected customer/vendor document you need to fulfil. As soon as you confirm your choice, the second section of the form will be automatically filled in.

As far as the invoices payments section is concerned, it is useful to now that, by clicking on the Payments bar, you can visualize the payments report table: the deadline, the owed amount, the date in which the amount has been paid, the payment description, the amount and the expenses with the



related accounts.

Payments						
Due Date	Amount Due	Date	Source	Amount	Account	
01-31-2005	1,375.00	<input type="text"/>				
				Expenses	<input type="text"/>	<input type="text"/>
02-28-2005	1,375.00	<input type="text"/>				
				Expenses	<input type="text"/>	<input type="text"/>
<input type="text"/>						
				Expenses	<input type="text"/>	<input type="text"/>

html PDF Screen

Eventually, you will be able to save or print the form or to visualize the **Ship to** section related to the customer/vendor's register data.

From the Trade section it is possible to perform, using the **Search** function, some researches within the database that contains the documents and to visualize the table. In order to do this you'll just need to explode the menu's **Search** entry and click on the document type you want. A filter window will then open and you will be able to insert in it all the research parameters and, after that, to click on the Continue button.

The same thing can be said for the documents print, detail and statistics. After having filled in the filter window, by clicking on the **Print Delivery Note/Order/Invoice** or the **Continue** button, the already set up form will appear.

It is useful to know that you can customize the documents prints by placing your company logo and data.



3 LOGISTICS & PRODUCTION AREA

3.1 Logistics Section

Thanks to this area modules it will be possible to add items, services or materials bills, to record warehouse movements and to keep under control their levels.

Let's quickly describe the modules.

The **Add Part** module is divided in several sections. In the general section are inserted the item/service/assembly code and description, together with the link to the chart of accounts (you can find by writing parts of the code or the description and clicking on the **Refresh** button) and other general features. In the other sections (that you have in items and assemblies) you can place other features, like size or model, or associate an image or a picture related to the register datum.

The screenshot shows the 'Add Part' module with the 'General' tab selected. The form contains the following fields and controls:

- Number:** Text input field.
- Description:** Text input field.
- Updated:** Date input field with value '12-16-2004'.
- Category:** Dropdown menu.
- SubCategory:** Dropdown menu.
- Unit:** Text input field with value 'ea'.
- Vat:** Dropdown menu with value '10--VAT 10%'.
- List Price:** Text input field.
- Sell Price:** Text input field.
- Last Cost:** Text input field.
- Location:** Text input field.
- Fictitious:** Check box.
- Available:** Check box.
- On Hand:** Text input field.
- ROP:** Text input field.
- Sales:** Two text input fields.
- COGS:** Two text input fields.
- Notes:** Text area with scrollbars.

At the bottom of the form are two buttons: **Update** and **Save**.

In order to achieve this, it will be sufficient to insert the image file name or the web address in the Image/Picture or Microfiche field and then save the file.

In the **Add Parts Explosion** module you can find the section that shows the assembly items list.

Thanks to the **Add Warehouse Movements** module it is possible to manage the warehouse movements manually.



Add Warehouse Movements

Ware.OUT	Ware.IN	Date	Notes
<input type="text"/>	<input type="text"/>	12-16-2004	<input type="text"/>

N	Number	Description	Qty
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

In order to perform all these functions and fill in the various forms, you can just open the document, fill in all the fields and click on the **Save** button.

In the Logistics area there are also other functions: Stock Levels, Search, Statistics and Tables.

With the Stock Levels window it will be possible to visualize the warehouse state, choosing the entries you want to include in the table, having the chance to choose to display either all the products or only the feed stocks and the finished products.

It is obvious that also here it is possible to perform detailed researches on all the items/services and perform a statistic; these procedures are possible when you click on the proper curtain menu and you fill in the various fields.

With the Products Categories, Measurements Units, Subcategory Parts and Stock modules you can find in the Tables sub area, it is possible to create categories and subcategories that you can associate to the item register data and insert the warehouses and the several measurement units.

3.2 The Production Area

The System makes the production section totally independent.

In this chapter we will present an overview on how Oratio® can help the user to keep under control the production process in every stage thanks to a system of correlated modules.

In the production area it is possible to manage all the various procedures, starting from the customer's order income down to the loading of the order itself and to the production order creation; moreover, it is possible to order automatically the feed stocks from the vendors, when you find them lacking in the warehouse.

If in the **Tools** section **Tables** area, when you go and creating the sales order types, you have tick off the Production management entry, in the sales area you will be able to use this module in order to create a production order.

In this case when you go and open the **Received Customers' Orders** modules in the Manufacturing area, as you can see in the picture below, the list of all the production customers' received orders will appear. In order to achieve this, Oratio® will enhance in red the orders that have a delay, which are the ones that have exceeded the deadline date.

Received Customers Orders								
Order selection	Quantity from stock		Part	Description	Qty	Name	Required Date	Stock Level
<input type="checkbox"/>	0	Central warehouse : 1	ASS	ASSEMBLY 1	1	CUSTOMER 2	12-16-2004	0
<input type="checkbox"/>	0	Central warehouse : 1	ASS	ASSEMBLY 1	1	CUSTOMER 3	12-16-2004	0
<input type="checkbox"/>	0	Central warehouse : 1	ASS	ASSEMBLY 1	1	CUSTOMER 1	12-16-2004	0

Insert quantity to take from the stock and open the orders

At this point it will be sufficient to tick off the **Orders Selection** cell related to the order you want to fulfil, to choose the finished products quantity you can take from the warehouse and click on the **Open Order** button to load the order.

When you open the order, the program will analyze the storing availability, as far as feed stocks are concerned, so that you can order what the warehouse lacks.

If the warehouse should already contain all the feed stocks you need, the order will pass directly to the



production stage.

The production modules allow recording all the data that describe the manufacturing state, which is the related employee, the item code and the delivery date.

If you need to order some materials, you will be able to open the **Material To Order** module, in order to choose the vendor and create the order.

From the Prints sub area it is possible to visualize the Production and Customers' orders list, together with a list of all the items that are arriving, leaving or already stored. This in order to keep continuously under control every Production area movement.



4 FINANCIAL MANAGEMENT

With Oratio® you can also easily manage the accounting section in every aspect. All the General Accounting, the Analytical Accounting and the Treasury modules are located in the Administration section.

Most of the data you need in these modules are inherited from the forms you should have filled before this stage. It is possible to generate Generic, Sales, Purchasing movements modules, to record the Payments and the Takings, perform Banking Settlements and generate a Balance, all this through handy and very quick procedures.

4.1 General Accounting

With the **Vendor and Customer transaction** module it is possible to record invoices where you don't have an item's precise detail or a specific order. The way you fill in the form is the same as you have just done with the previous forms.

In the first part, by selecting the entry you are interested in from the Customer/Vendor field and by clicking on the **Refresh** button, the **Payment**, **Payment Solution** and the **Bank** fields will be automatically filled in with the data coming from that Customer/Vendor's register section.

Then you'll just need to fill in the several fields and save.



Add Accounts Payables Transaction

Transaction Types AP--PURCHASE **Invoice Number**
Vendor VENDOR 2--2 **Invoice Date** 12-16-2004
Currency EUR **Project**
Pay. AF 60 gg a.d.e.m. **Transaction Date** 12-16-2004
Bank **Protocol** 6

Amount	Vat Rate	Tot.Vat	Account	Project
<input type="text"/>	10--VAT 10% <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subtotal	Tot.Vat	Vat Deduct.	Vat not Deduct.	Total
-	0.00	0.00	0.00	0.00

Notes

Payments

In the **Transaction** module are recorded general ledger transactions that don't have deposit deduction as far as the VAT is concerned.

Add General Ledger Transaction

Transaction Types EXP--EXPENSES
Reference **Date** 12-16-2004
Notes

Account	Debit	Credit	Project	Description
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Remaining in the General Accounting area, if you click on the related menu entry, it is possible to log on the Closing/Opening Accounts function.

The module is divided in two sections: one to close and one to open accounts. It is sufficient to fill in the fields that appear and then click on the **Continue** button.



Self Employed

In the General Accounting area in the Administration section it is possible to log on the Self Employed sub area, which comprehend the New Fee, Search Fee, Retention Fee Report and the Fee Statement.

With the **New Fee** module it is possible to perform the recording of those invoices that are subjected to a deposit deduction. After you have filled in the form, the system will go on calculating the to-be-paid net amount, the taxable income, the deduction total amount, and so on.

The module is divided in three sections: in the first one, a general kind one, are placed the invoicing data; the second one includes the service or item data; in the third one are inserted all the payments data.

In the first section, by clicking on the **Execute Order** button, the system will display a filter with which you may search the orders in need of full filling that are related with the selected vendor.

Add Purchase Invoice																												
Inv. Type	4--Self employed--1	Invoice Number		Fee N.	4																							
Vendor	SELF EMPLOYED--4	Invoice Date		Fee Date	12-16-2004																							
Pay.	AF 60 gg a.d.e.m.	Project																										
Currency	EUR	Reference																										
Bank		Trans. Date	12-16-2004																									
		Protocol																										
Execute Order																												
Exp Type	Tax Rate	Taxable %	N	Code	Description	Qty	Unit	Price	Disc.	Extended	Vat Rate	Tot.Va																
Fee			1								10--VAT 10%																	
Doc.N.			Doc. Date		Project																							
Not																												
										Subtotal	Tot.Vat	Vat Deduct.	Vat not Deduct.	Total														
										0.00	Totals	0.00	0.00	0.00														
<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="4">Tax Summary</th> </tr> </thead> <tbody> <tr> <td>Tot. Fee</td> <td></td> <td>No Taxable</td> <td></td> </tr> <tr> <td>Taxable</td> <td></td> <td>Total Tax</td> <td></td> </tr> <tr> <td>Enasarco</td> <td></td> <td>Net to Pay</td> <td></td> </tr> </tbody> </table>													Tax Summary				Tot. Fee		No Taxable		Taxable		Total Tax		Enasarco		Net to Pay	
Tax Summary																												
Tot. Fee		No Taxable																										
Taxable		Total Tax																										
Enasarco		Net to Pay																										
Payments																												

Also in the self employed case it will be possible to perform a research on the fees and to print the retention fee report by simply clicking on the related menu entry and filling in the fields that will appear.

Thanks to the **Fee Statement** function it will be possible to print the fee statement document defining the filters that are indicated in the window that will appear when you click on the related menu's entry.

Prints and tax prints

In the General Accounting area it is possible to issue ordinary prints and tax prints. In order to achieve



this you'll only need to click on the menu's entry related to the print you are interested in, to fill in the filter window's fields and click the **Print Deadline Document** or the **Continue** button in order to visualize the table.

Balance

The Balance sub area comprehends the Trial Balance, the Income Statement, the Balance Sheet, etc. modules.

By clicking on every entry, a filter window will open and you will be able to decide the period you want to consider. By clicking on the **Continue** button, the related table will be visualized.

4.2 Analytical Account

If, while you are filling in the **Preferences** module, you have ticked off the **Analytical Account** entry, you'll need to provide the Cost Centres codification that you will need in the Invoices, Purchasing, Sales and Generic Movement modules. The Analytical Account is an Administration section's area and comprehends the Cost Centres, Cost Centers Movements, and Cost Centers Balance entries.

By clicking on the **Cost Centers** menu's entry a window will appear (as shown in the picture below) and you'll be able to create some cost centers within the database, to perform a research and to visualize the possible tree structure.

It is also possible to link the cost centers directly to the Chart of Accounts, by giving the charging percentages.

Cost Centers	
Code	<input type="text"/>
Description	<input type="text"/>
Father Ref.	<input type="text"/>
Type	<input type="text" value="Direct"/>

By clicking on the **Cost Centers Transaction** entry you'll be able, after having filled in a filter window, to visualize a table reporting the transactions. You'll also have the chance to group them per account or per cost center. In a similar way operates the **Cost Centers Balance**.



Cost Centers Transactions

From To

Account

Cost Center Print children

For Account For Cost Center



4.3 Treasury

The third area in the Administration section is the Treasury one with Reconciliatio, Receipts, Payments, Bill Receivable Management and Vendor Payments function.

Reconciliation

Oratio® gives the opportunity to settle the accounts in a very simple way, by filling in the form that opens when you click the **Reconciliatio** menu's entry. In this case a filter window will open and you'll need to insert the period and the account that you want to settle. By clicking the **Continue** button the movements list will appear.

1010--A/C Bank						
	Date	Source	Description	Expense	Income	Balance
						0.00
<input type="checkbox"/>	10-18-2004	other exp.		654.67		-654.67
<input type="checkbox"/>	10-22-2004	Interest		385.70		-1,040.37
<input type="checkbox"/>	10-23-2004	income			2,300.72	1,260.35
<input type="checkbox"/>	10-25-2004	other exp.		1,500.00		-239.65
<input type="checkbox"/>	11-22-2004	bills inv. n. 1 of 11-22-2004	bills inv. n. 1 of 11-22-2004		733.33	493.68
<input type="checkbox"/>	11-22-2004	bills inv. n. 1 of 11-22-2004	bills inv. n. 1 of 11-22-2004		733.33	1,227.01
<input type="checkbox"/>	11-22-2004	bills inv. n. 1 of 11-22-2004	bills inv. n. 1 of 11-22-2004		733.34	1,960.35
<input type="checkbox"/>	11-22-2004	bills inv. n. 2 of 11-22-2004	bills inv. n. 2 of 11-22-2004		1,925.00	3,885.35
<input type="checkbox"/>	11-22-2004	bills inv. n. 2 of 11-22-2004	bills inv. n. 2 of 11-22-2004		1,925.00	5,810.35
<input type="checkbox"/>	11-22-2004	bills inv. n. 3 of 11-22-2004	bills inv. n. 3 of 11-22-2004		200.00	6,010.35
<input type="checkbox"/>	11-22-2004	bills inv. n. 3 of 11-22-2004	bills inv. n. 3 of 11-22-2004		200.00	6,210.35
<input type="checkbox"/>	11-23-2004	bills inv. n. 3 of 11-22-2004	bills inv. n. 3 of 11-22-2004		120.00	6,330.35
<input type="checkbox"/>	11-23-2004	bills inv. n. 3 of 11-22-2004	bills inv. n. 3 of 11-22-2004		120.00	6,450.35
<input type="checkbox"/>	11-28-2004	other income			480.00	6,930.35
				2,540.37	9,470.72	
Cleared Balance		0.00		Statement Balance		0.00
				Difference		0.00

If there are contradictions, after some verification, you'll just need to tick off the cell related to the entry you are interested in and click on the **Update** button. In the **Difference** fields the swerve amount will appear. If the payment should be settled, then click the **Conciliate** button.



Receipts and Payments

The Receipts-Payments sub area in the Treasury section comprehends several modules in which it is possible both to visualize a complete list of all the invoices with the amount to be paid and to be cashed, the deadlines and so on, and to record the occurred payments and takings.

The **Receipts** and **Payments** modules are very similar to those we have already seen: a first part will comprehend the general Customer/Vendor's data and other data, like the document type and the time period that you'd prefer to consider. In this part you'll be able to choose if visualize the Open, Partially closed or Closed Invoices.

Payment

Vendor:

Address:

From expir. date: To expir. date:

Payment: Open Partially Closed Closed

Currency:

Description: Account: Date Paid:

Invoices

Invoice	Date	Amount	Due Date	Amount Due	Unpaid	Payment	Due	Description	Applied	Paid in full	Retention	Abi C.
1	11-22-2004	2,004.57	12-31-2004	668.19		AF	668.19	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
			01-31-2005	668.19		AF	668.19	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
			02-28-2005	668.19		AF	668.19	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
				2,004.57			2,004.57					

If an invoice is fulfilled, you'll have to follow this procedure to fill in the second part module.

In the to-be-fulfilled invoices list are displayed, per customer or per vendor, the following data: the invoice's issue date, the number, the amount, the due date, amount due, the payment solution, the remainder and the banking coordinates.

It is also possible to click the **Due Register** button in order to visualize the deadlines table.

Thanks to the principal menu's **Summing Receipt** function it is possible to reassume, by date, the amounts of the lots that are open on the dates you have placed in the various fields.

Besides, it is possible to carry out a research, on the takings and the payments, within the database.

Manual due register

Apart from recording the due date through invoices, with Oratio® you can even perform a manual recording (for example, when an invoice, issued before the use of Oratio®, should still have hanging deadlines) or you may carry out a research on them.



From the Receipts-Payments area it is possible to enter the Manual Due Register, which contains the following submenus: Customer New Due Date, Vendor New Due Date, Search Customer Due Date, Search Vendor Due date.

In order to fill in all the forms you'll only need to fill in the fields of the window that will open when you click the menu entry you're interested in and you click the **Continue** button, in order to visualize the lists, or the **Save** buttons, depending on the form you've just filled in.



Bill Reveivable Management

Oratio® gives the opportunity to manage automatically the bill receivables from every point of view. The Bill Receivable Management is a **Treasury** sub area and, through its several modules it is possible, in fact, to list all the invoices that need bill receivables, to insert credit bills and the unpaid, to add bills to already inserted lists.

By clicking on the Bills Issue menu entry, the system opens the Bills form, which is divided in two sections: the first one comprehends the research filter; in the second one you will find the deadlines list. You'll need to fill in every field just as for all the other trade section forms.

Bills

Customer

From expir. date To expir. date

Payment Open Partially Closed

Account Date Paid

Group Advance Description

Invoices

Invoice	Date	Amount	Due Date	Amount Due	Unpaid	Payment	Due	Applied	Paid in full	Abi	Cab	Bank Name	Iban

By clicking on the **Search** entry, it will be possible to fill in the filter window; after that, if you click on the **Continue** button, the list will appear. From this last window, by clicking on the bill number enhanced in red, the related Modify Bill form will open and you'll be able to create a Bill track (for the home banking export).

If you click on the **Bill Track** button, the system will display a window where you'll need to confirm if you want to regenerate or to cancel the bill's track. After that a download window will appear.

Vendors payment

If you explode the Vendor Payment sub area, you can find the Payment Lists and the Search function. The Payment List is similar to The General Accounting's Payment form: the only difference is that in the Vendors Payment section you need to place also the banking data. In practice, while the first form is used only for a recording scope, with this other one it is possible to create the print that the bank needs and the file that allows you to transfer the data via Internet to the bank.

Also this form is divided in to parts: the first one, which is just like a filter, is used in order to define the searching parameters and the deadlines of the payments that are visualized in the second part; the second part, which is meant for proper payment notice.



Payment Lists

Vendor

From expir. date To expir. date

Payment Open Partially Closed

Currency

Group Vendor Description Account

Group Bank Date Paid

Invoices

Invoice	Date	Amount	Due Date	Amount Due	Payment Due	Applied	Paid in full	Retention	Abi	Cab	Bank Name	Iban	Account	Cin	Swift

It is possible to create the track by clicking the **Payments Track** button. After that, in the download window, you'll be able to download the file that will be sent via internet to the bank.