

get these from your bank. Alternatively, forms can be ordered from printers. If you have a **giro account, you can order the first 2000 sheets free of charge from PostFinance**. Don't Order blank A4 sheets, because all the information is produced and printed directly from ArchivistaERP.

If you are working with PostFinance, you should decide on **payment entries for each posting and each mail**. You can then (we are still working on this) process the payment entries automatically. You will learn more about this in one of our future blogs. At this point, we hope you enjoy VESR and ArchivistaERP.

P.S: Before you can generate an invoice with VESR, you must **enable ArchivistaERP and create a database**. This is described in detail in the **manual**. After opening the database, you must open at least one item, one customer and one department. However, the Swiss VAT rate is already entered.