

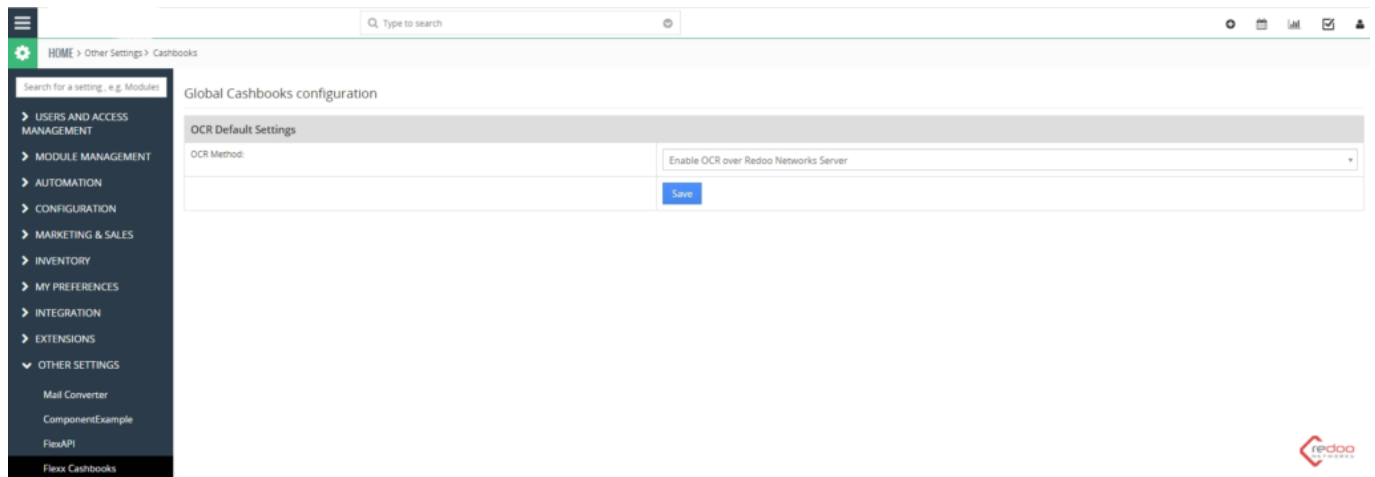


## Cashbook

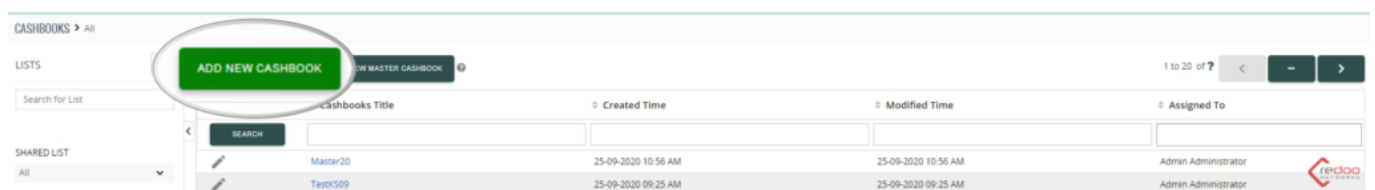
10.Create cash book with OCR functionality

With the help of the OCR functionality you can automatically recognize your uploaded invoices and receipts and assign the fields in the cashbook accordingly.

You need to specify an endpoint URL for the OCR functionality in the Settings menu.




Select “Create new cash book” and make the appropriate entries.



Now activate the Enable OCR text recognition function.

CASHBOOKS > Adding new

General Settings  Go to cashbook  Show / Hide Demo 

Cashbook Title:


General Title Cashbook  
Description:

General Title Intern Number  
Prefix:


Cashbook Currency:

Cash Balance:

activate OCR processing:

Fields Settings 

 Create New Field



Now define your desired cash journal fields.

activate OCR processing

Fields Settings

### Create New Field

|                |                                     |  |
|----------------|-------------------------------------|--|
| Type:          | Text                                |  |
| Title:         | Cashbook                            |  |
| Field required | <input checked="" type="checkbox"/> |  |
| Use in view    | <input type="checkbox"/>            |  |

|                |                                     |  |
|----------------|-------------------------------------|--|
| Type:          | Text                                |  |
| Title:         | Booking ID                          |  |
| Field required | <input checked="" type="checkbox"/> |  |
| Use in view    | <input checked="" type="checkbox"/> |  |

Divider

|                |                                     |  |
|----------------|-------------------------------------|--|
| Type:          | Text                                |  |
| Title:         | Internal booking number             |  |
| Field required | <input checked="" type="checkbox"/> |  |
| Use in view    | <input checked="" type="checkbox"/> |  |

|                |                                     |  |
|----------------|-------------------------------------|--|
| Type:          | Picklist                            |  |
| Title:         | Category                            |  |
| Values         | Cashbook                            |  |
| Field required | <input type="checkbox"/>            |  |
| Use in view    | <input checked="" type="checkbox"/> |  |

|                |                                     |  |
|----------------|-------------------------------------|--|
| Type:          | Text                                |  |
| Title:         | Booking text                        |  |
| Field required | <input checked="" type="checkbox"/> |  |
| Use in view    | <input checked="" type="checkbox"/> |  |

|                |                                     |  |
|----------------|-------------------------------------|--|
| Type:          | Text                                |  |
| Title:         | VAT id                              |  |
| Field required | <input checked="" type="checkbox"/> |  |
| Use in view    | <input checked="" type="checkbox"/> |  |

|                |                                     |  |
|----------------|-------------------------------------|--|
| Type:          | Text                                |  |
| Title:         | Organization name                   |  |
| Field required | <input checked="" type="checkbox"/> |  |
| Use in view    | <input checked="" type="checkbox"/> |  |

Divider

|                |                                     |  |
|----------------|-------------------------------------|--|
| Type:          | Picklist                            |  |
| Title:         | Income/Expenditure                  |  |
| Values         | income, outcome                     |  |
| Field required | <input checked="" type="checkbox"/> |  |
| Use in view    | <input checked="" type="checkbox"/> |  |

|                |                                     |  |
|----------------|-------------------------------------|--|
| Type:          | Decimal                             |  |
| Title:         | Amount (gross)                      |  |
| Field required | <input checked="" type="checkbox"/> |  |
| Use in view    | <input checked="" type="checkbox"/> |  |

|                |                                     |  |
|----------------|-------------------------------------|--|
| Type:          | Calculation                         |  |
| Title:         | Amount (net)                        |  |
| Formula        | Brutto € * 100 / 100 + MwSt (%)     |  |
| Field required | <input checked="" type="checkbox"/> |  |
| Use in view    | <input checked="" type="checkbox"/> |  |

|                |                                     |  |
|----------------|-------------------------------------|--|
| Type:          | Picklist                            |  |
| Title:         | VAT rate (%)                        |  |
| Values         | 0 %, 7 %, 19 %                      |  |
| Field required | <input checked="" type="checkbox"/> |  |
| Use in view    | <input checked="" type="checkbox"/> |  |

|                |  |  |
|----------------|--|--|
| Type:          | Calculation  |  |
| Title:         | VAT amount   |  |
| Formula        | Amount Euro (Gross) * Amount Euro (Gross) * VAT rate (%) / 100 |  |
| Field required | <input checked="" type="checkbox"/>                            |  |
| Use in view    | <input checked="" type="checkbox"/>                            |  |

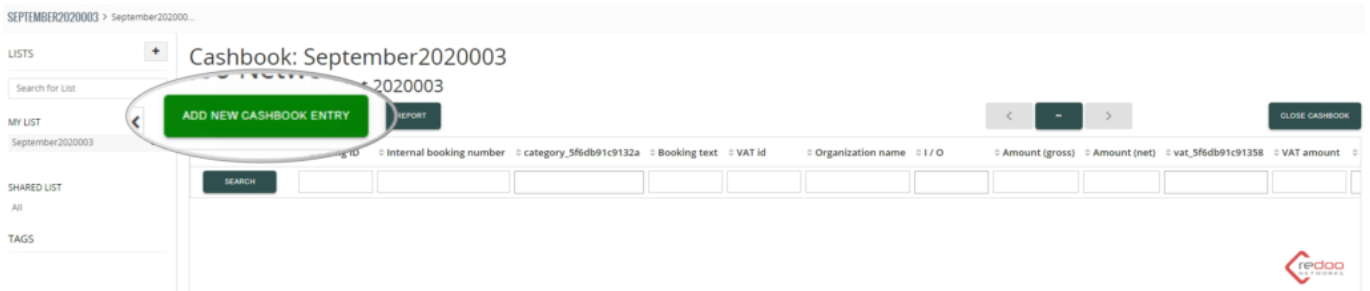
Divider

|                |                                     |  |
|----------------|-------------------------------------|--|
| Type:          | Document                            |  |
| Title:         | Receipt                             |  |
| Field required | <input checked="" type="checkbox"/> |  |
| Use in view    | <input type="checkbox"/>            |  |

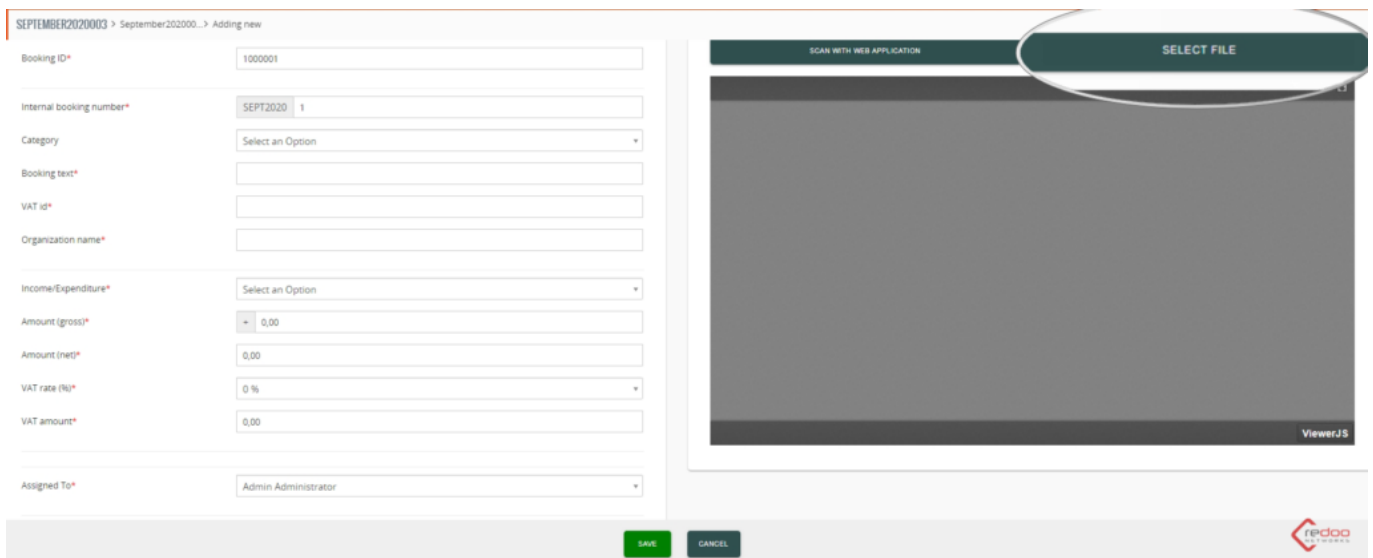
Save



In your created cash book you can now enter your desired entries by clicking the “Enter new entry” button.



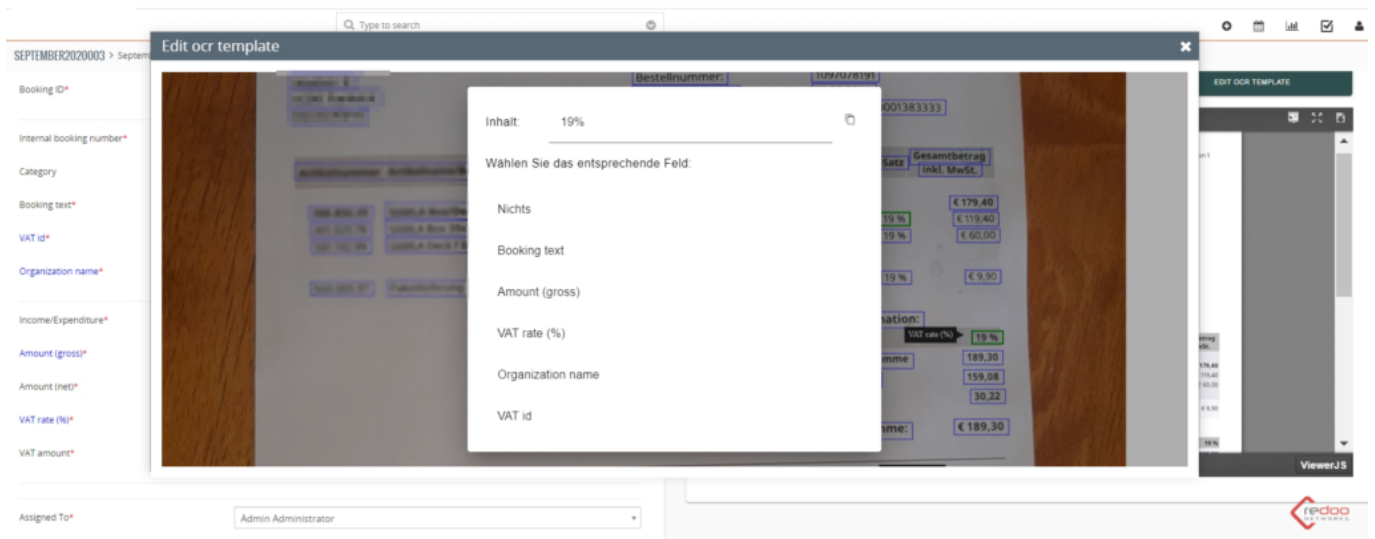
In this interface select the “Select Document” button and load the desired document from your device into the interface.



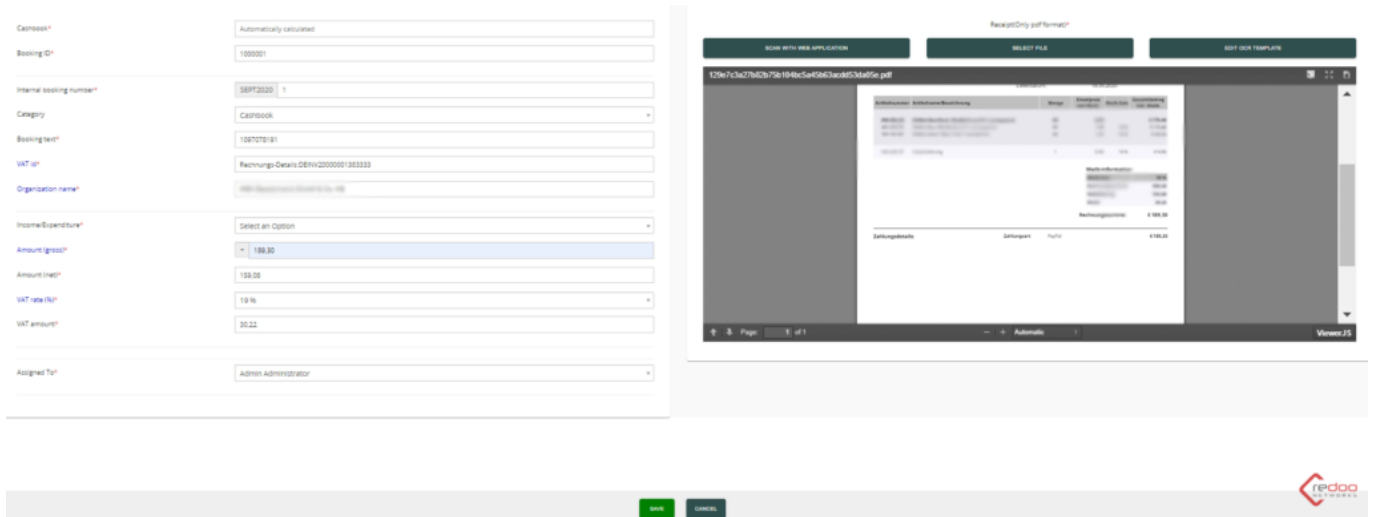
The OCR functionality now checks which entries can be transferred directly. The better the quality of your first document, the more precisely the OCR functionality can transfer the desired data.

If any fields remain open, you can assign them via “Edit OCR template”.

To do this, select the desired field on your document and assign this to an OCR field.



Check the entries of the OCR functionality and complete your booking by clicking the “Save” button.



Your entry will now appear in your cash book.

SEPTEMBER2020003 > September202000...

LISTEN +

Suche für die Liste

MEINE LISTE  
September2020003

GEMEINSAME LISTE  
Alle

TAGS

### Kassenbuch: September2020003

Redoo Networks Sept 2020003

NEUE BUCHUNG ERFASSEN    BERICHT / EXPORT

<   -   >   1 zu 1 von ?    ABSCHLUSSEN

| Buchungs-ID | Interne BuchungsNnr | Kategorie | Buchungstext | Umsatzsteuer ID                       | Firmenname                   | E / A    | Brutto  | Netto  | MwSt (%) | MwSt. |
|-------------|---------------------|-----------|--------------|---------------------------------------|------------------------------|----------|---------|--------|----------|-------|
| 1000001     | SEPT20201           | Cashbook  | 1097078191   | Rechnungs-Details:DEINV20000001383333 | Redoo Networks GmbH & Co. KG | Ausgaben | -189,30 | 159,08 | 19 %     |       |

SUMME EINNAHMEN: 0,00  
SUMME AUSGABEN: 189,30  
SALDO: -189,30

