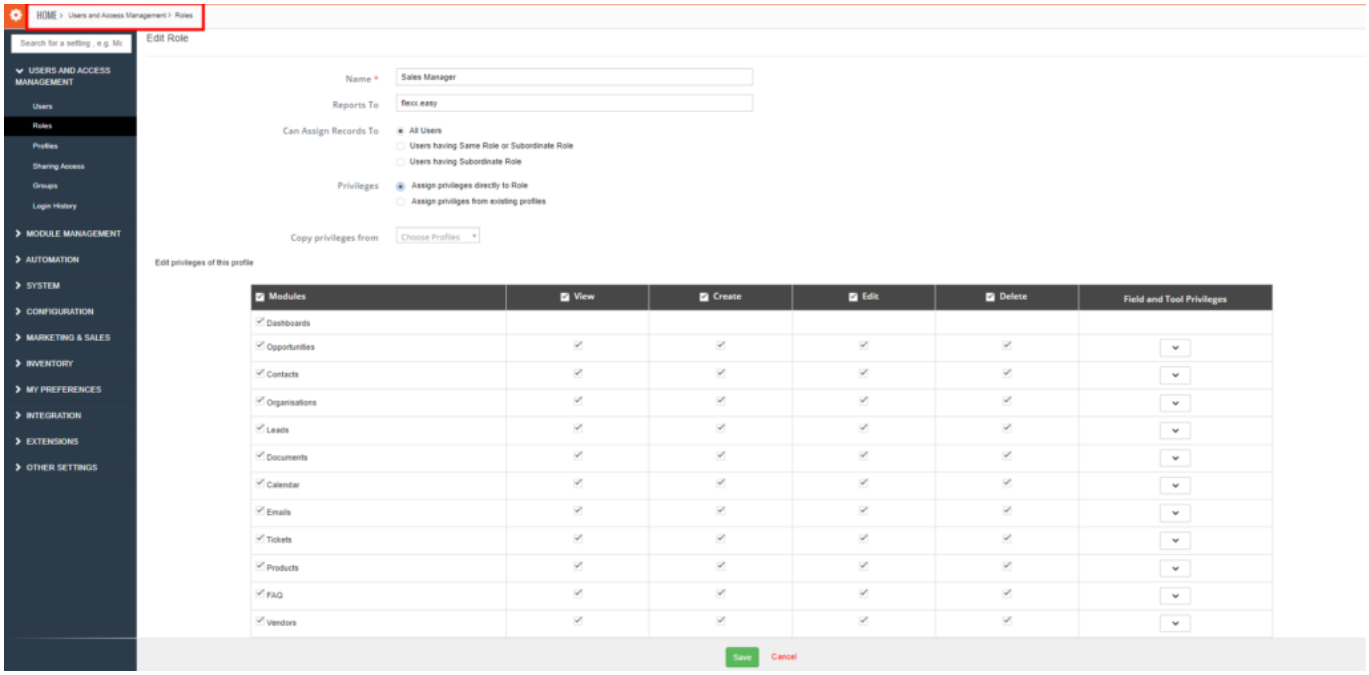
Cashbook

2.Preparation before module use

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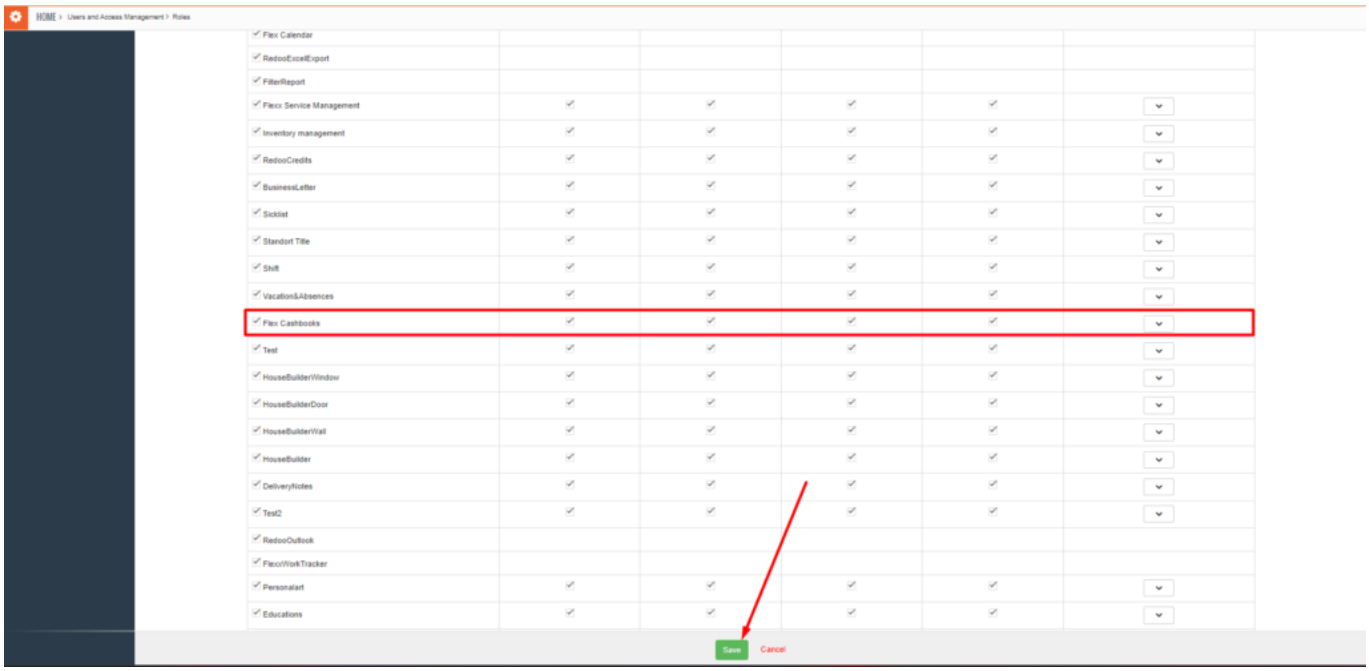
User rights in the Cashbook module are taken directly from Cashbook Settings and Rights/Settings from CRM.

General settings, such as the right to access the module, create and/or delete the entries, are to be set up in the User Management area. For example, for a “Sales” role:



In the list, select the Flexx Cashbook module and note the functions that should be enabled for this role. Besides the Cashbook, activate the authorization for the modules: Invoices and Credit notes, if your internal processes need these modules.

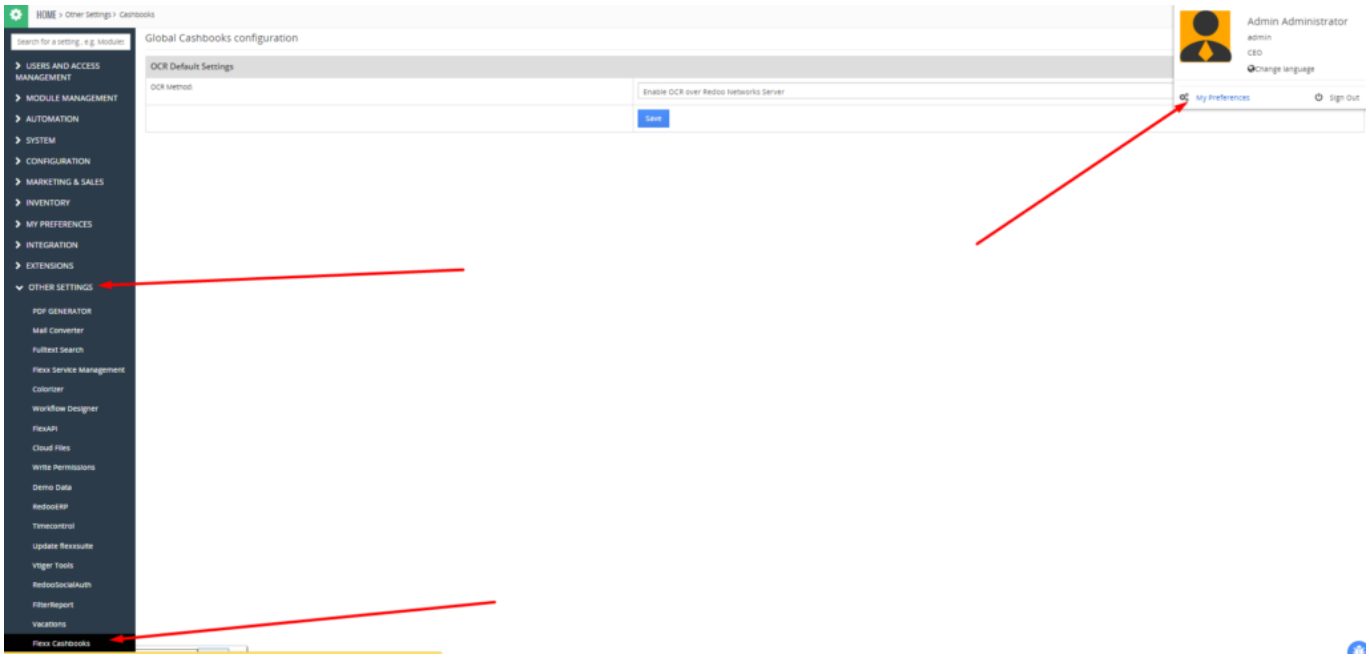
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Go to Save.

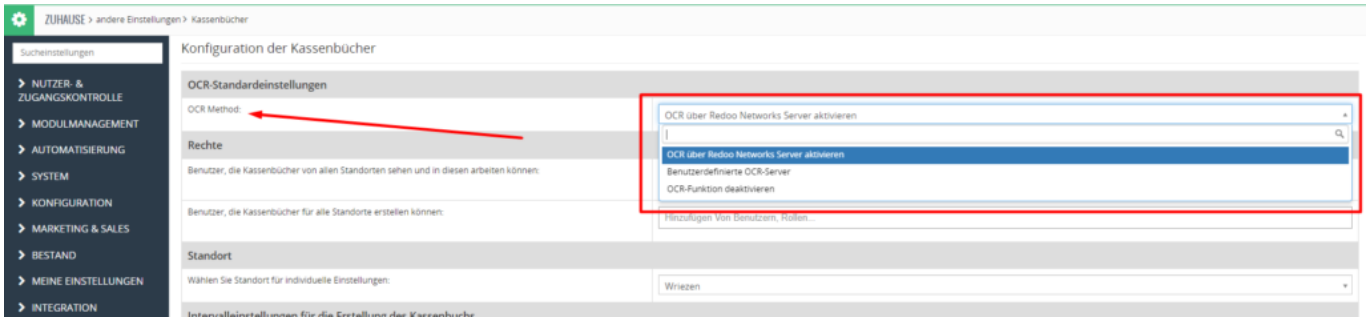
Now the users with this role can see the access to the cashbook for a location assigned to them in the staff entry in the Cashbook module and on the dashboards.

To make the individual and site settings, go to My settings -> Other settings -> Flexx Cashbooks.

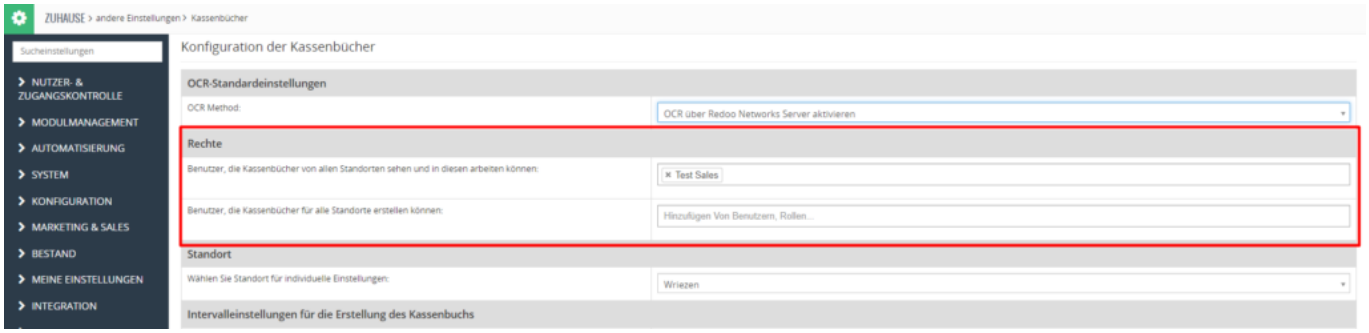


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In the first block, select an OCR method for the cash book or select the “Disable OCR function” option if you want to specify all values yourself.

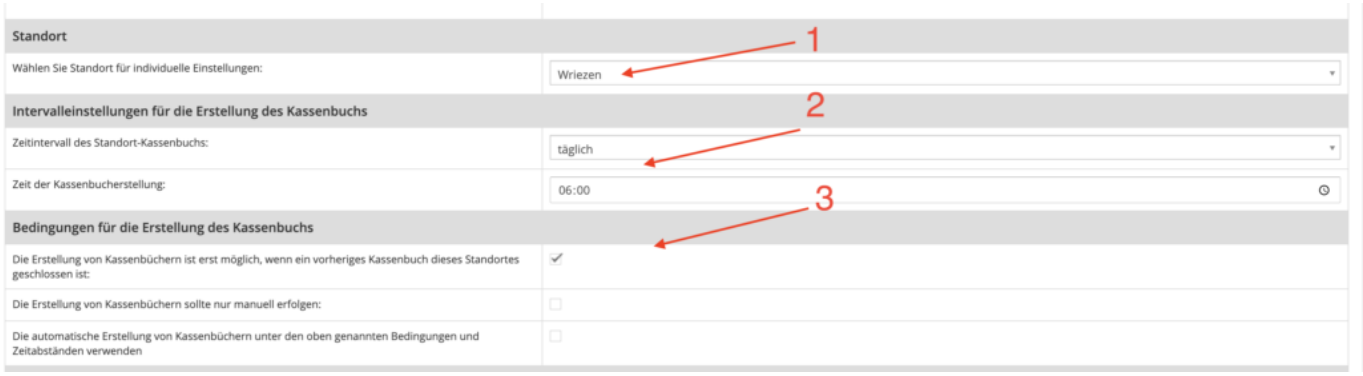


In the second block, specify the users who should have the rights to create and view the cashbooks from all locations. Before this setting, make sure that the user belongs to a role that has access to the cash book module (see the description above). Here you can select the roles or users. By default, the employee will see only the cashbooks assigned to his location by the staff entry.



Further you enter the individual settings per location.

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In the first field, select a location for which we want to make the settings.

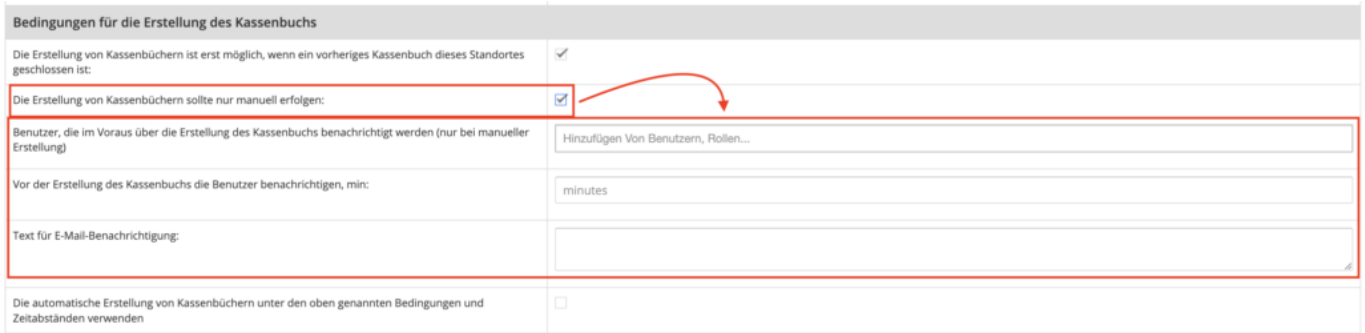
Then enter the interval settings for the creation of cashbooks for this location: daily, weekly, monthly, quarterly or yearly. In the “Time of cash book creation” field, enter exactly when the creation should happen.

The conditions for creating the cash book should be selected last:

The first condition is checked by default – this way the system will prevent 2 open cashbooks from existing at the same time at one location.

Then select one of 2 options: manual or automatic cash book creation.

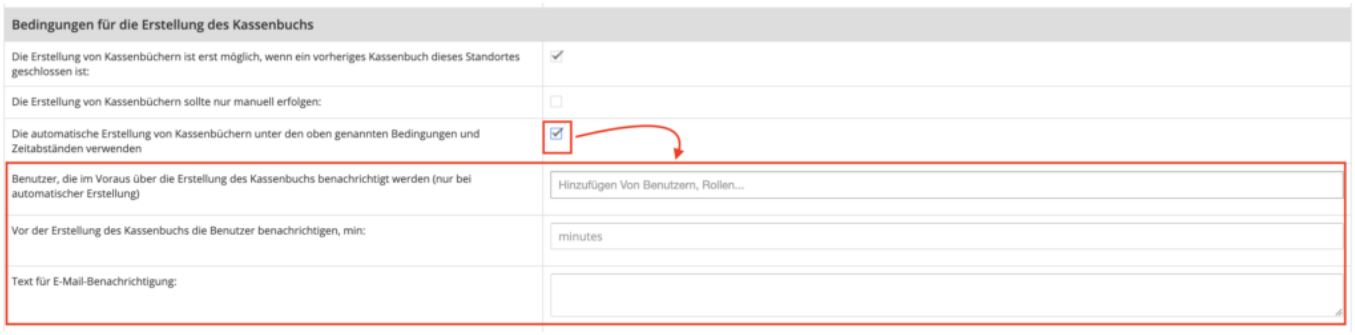
If the creation of cashbooks in the system should happen only manually, the following fields should be filled in:



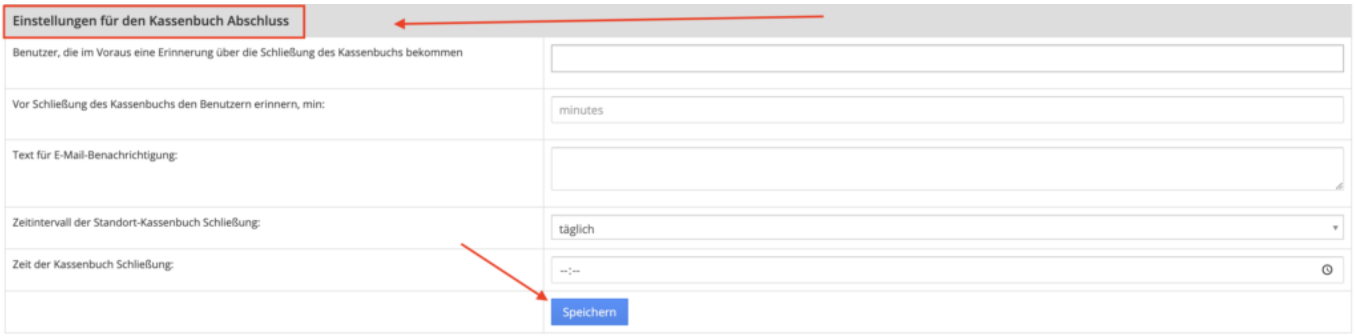
Select the users who should receive a notification by email that a cash book is to be created for a location. Also define how in advance and with what text it should be done.

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If the cash books are created automatically in the CRM (under the operations we have specified above), the following information must be entered:



In the last block we will make the settings that will regulate the process of closing the cash register.



The cash books are always closed manually in CRM. Here we can select the users who will receive a notification by e-mail when the site cash book is closed. To do this, set how in advance and with what text the system should notify these users.

Further, define a time interval of closing the site cash registers (daily, weekly, monthly, quarterly or yearly). Specify when exactly on day, week, month etc it should happen.

Once you are done with all the specifications, go to the “Save” button.

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