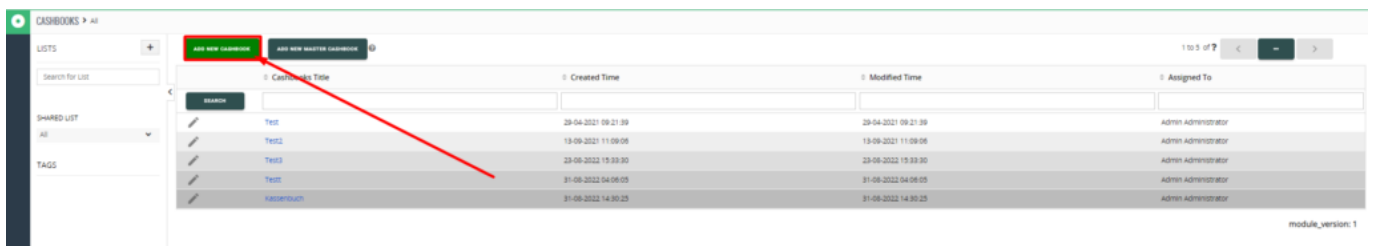









# Cashbook

3.Create new cash book



The screenshot shows a web interface for managing cashbooks. On the left, there is a sidebar with 'LISTS', 'SHARED LIST', and 'TAGS'. The main area displays a table of cashbooks. A red box highlights the 'CREATE NEW CASHBOOK' button, and a red arrow points from it to the first row of the table.

	Cashbook Title	Created Time	Modified Time	Assigned To
	Test	29-04-2021 09:21:39	29-04-2021 09:21:39	Admin Administrator
	Test2	13-09-2021 11:09:08	13-09-2021 11:09:08	Admin Administrator
	Test3	23-09-2022 15:33:30	23-09-2022 15:33:30	Admin Administrator
	Test4	31-08-2022 04:08:05	31-08-2022 04:08:05	Admin Administrator
	Kassenbuch	31-08-2022 14:30:25	31-08-2022 14:30:25	Admin Administrator

module\_version: 1

A new cash book is created by clicking the green button "CREATE NEW CASH BOOK".

**CASHBOOKS** > Adding new

**- General Settings**

Cashbook Title @

General Title Cashbook

Description @

General Title Invoic Number

Prefix @

Cashbook Currency @

Cash Balance @

activate OCR processing @

**- Field Settings**

**+ Create New Field**

Type	Text @	
Title	Category 2	
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"/>	

fields\_divider **X**

Type	Text @	
Title	Internal reservation number	
Field required @	<input checked="" type="checkbox"/>	
Use in view @	<input checked="" type="checkbox"/>	

Type	Picklist @	
Title	Category	
Values @	Category 1   Category 2	
Field required @	<input type="checkbox"/>	
Use in view @	<input checked="" type="checkbox"/>	

Type	Text @	
Title	Reservation text	
Field required @	<input checked="" type="checkbox"/>	
Use in view @	<input checked="" type="checkbox"/>	

Type	Text @	
Title	tax 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"/>	

fields\_divider **X**

Type	Picklist @	
Title	Should	
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 @	Amount € gross * 100 / 100	
Field required @	<input checked="" type="checkbox"/>	
Use in view @	<input checked="" type="checkbox"/>	

Type	Picklist @	
Title	NET rate (%)	
Values @	0 %   1 %   10 %	
Field required @	<input checked="" type="checkbox"/>	
Use in view @	<input checked="" type="checkbox"/>	

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

fields\_divider **X**

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

Save



CASHBOOKS > > Adding new Show / Hide Demo ?

▼ General Settings ⓘ

Cashbook Title: ⓘ

General Title Cashbook Description: ⓘ

General Title Intern Number Prefix: ⓘ


Cashbook Currency: ⓘ

Cash Balance: ⓘ

activate OCR processing: ⓘ

▼ Fields Settings ⓘ

+ Create New Field



**Cashbook title field:** The cash book is given a title in this field (e.g. company / month / year)

**Field Internal booking number prefix:** In the next step the internal booking number prefix is defined. The ID is numbered consecutively starting with this prefix.

**Field Cashbook currency:** The cash book currency must be set when creating a new cash book.

**Field Start credit:** Enter here the starting balance of your cashbook as decimal number. For example: 100,00

**Field settings:** Enter the necessary information in the standard fields. With one click on “Create new field” you can create additional user-defined fields.

Type:	Text ⓘ	☰
Title:	<input type="text" value="Category 2"/>	
Field required ⓘ	<input checked="" type="checkbox"/>	
Use in view ⓘ	<input type="checkbox"/>	

Type:	Text ⓘ	☰
Title:	<input type="text" value="Booking ID"/>	
Field required ⓘ	<input checked="" type="checkbox"/>	
Use in view ⓘ	<input checked="" type="checkbox"/>	

fields_divider	✕ ☰
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**Text field:** This field asks for a free text when creating an entry in your cashbook.

These fields must be created for the user. If these fields are to be filled in every entry, they must be declared as mandatory fields.

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


  

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

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

fields_divider		
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The standardised fields allow entries to be made on categories. Categories can be defined, for example according to office supplies, food, postage, etc.

In the booking text field, the user can enter the appropriate booking text, for example: Cash deposit, shipping costs, etc.

Type:	Picklist	
Title:	Should	
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 € / ( 1 - MwSt (%) / 100 )	
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"/>	



The other standard fields define income and expenditure.

The decimal field is defined as the gross amount to be entered.

In the standard field Calculation, the net price is calculated by entering the gross value and the VAT rate.

The VAT rate is specified in the field Selection list VAT (%). Other tax rates can be added.

Type:	Text	
Title:	Reservation text	☰
Field required	<input checked="" type="checkbox"/>	
Use in view	<input type="checkbox"/>	


  

Type:	Text	
Title:	tax_id	☰
Field required	<input checked="" type="checkbox"/>	
Use in view	<input type="checkbox"/>	

Type:	Text	
Title:	organization_name	☰
Field required	<input checked="" type="checkbox"/>	
Use in view	<input checked="" type="checkbox"/>	

fields_divider	
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The Calculation field contains the formula for the calculations in the cash book.

The Document field is for uploading documents.

This overview shows all the standardized fields that are needed to create a cash book.

Additional fields can be added. To do this, click on the “Create new field” button.

Furthermore, the fields can be moved via drag and drop.

To be able to move the fields, you have to click with the mouse on this icon and move the field to the desired position.

When all the entries are made and you are done with creating the cash book, click on the “Save” button.

CASHBOOKS > Adding new

▼ General Settings ⓘ

Cashbook Title: ⓘ September2020

General Title Cashbook Description: ⓘ Redoo Networks Sept. 2020

General Title Intern Number Prefix: ⓘ SEPT20

Cashbook Currency: ⓘ EUR

Cash Balance: ⓘ 100,00

activate OCR processing: ⓘ

▼ Fields Settings ⓘ

Go to cashbook ⓘ Show / Hide Demo ⓘ

+ Create New Field



You will now see the created cash book.



