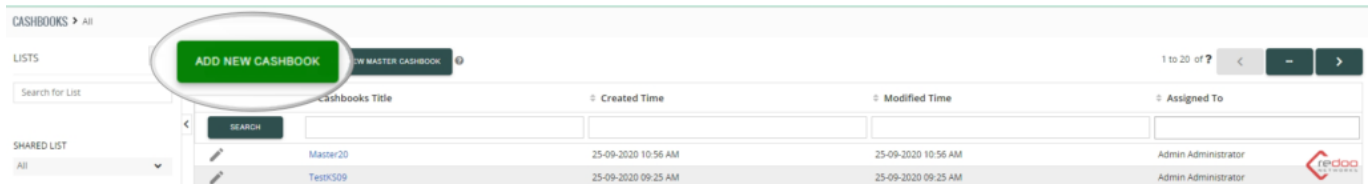




Cashbook

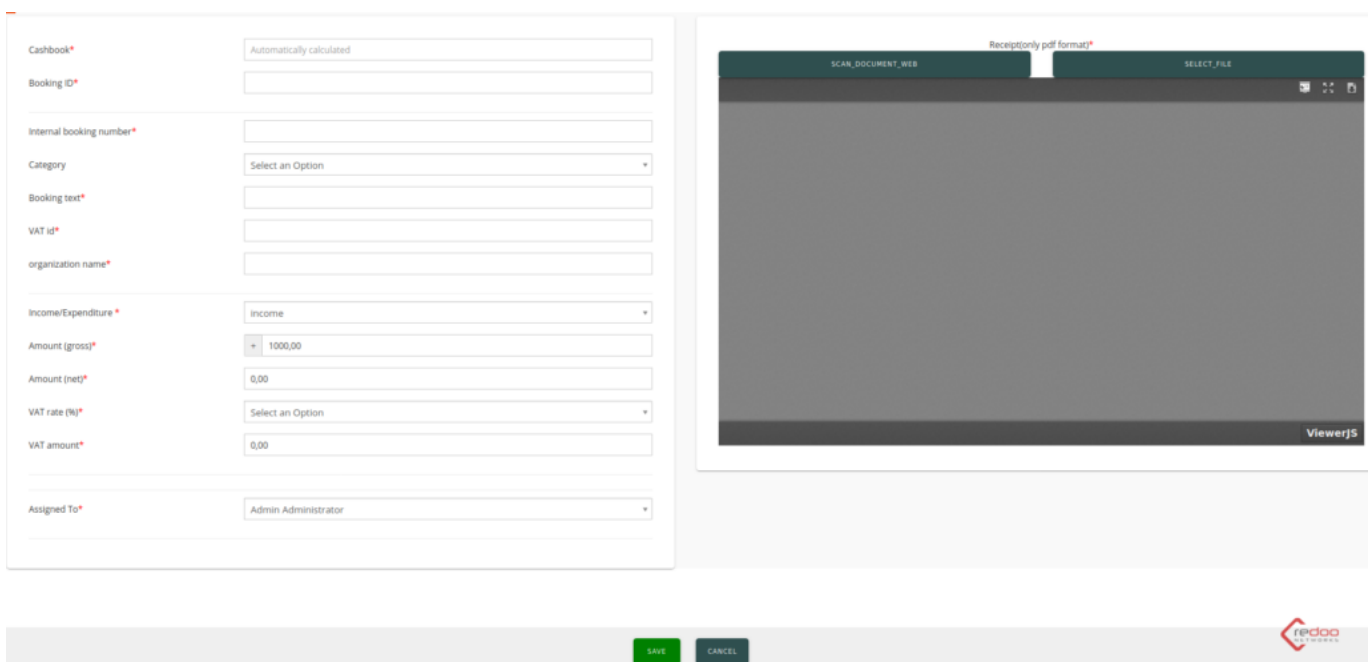
4. Enter new booking

To enter a new transaction, click the green Enter new transaction button.



Entries must be made in the interface that now opens. The predefined mandatory fields are marked with a red asterisk *.

A booking can only be completed if all mandatory fields are filled in.

A screenshot showing a form for entering a new cashbook entry on the left and a receipt viewer on the right. The form has several fields, some with red asterisks indicating they are mandatory: 'Cashbook*' (value: 'Automatically calculated'), 'Booking ID*', 'Internal booking number*', 'Category' (dropdown: 'Select an Option'), 'Booking text*', 'VAT id*', 'organization name*', 'Income/Expenditure*' (dropdown: 'Income'), 'Amount (gross)*' (value: '+ 1000,00'), 'Amount (net)*' (value: '0,00'), 'VAT rate (%)' (dropdown: 'Select an Option'), 'VAT amount*', and 'Assigned To*' (value: 'Admin Administrator'). At the bottom of the form are 'SAVE' and 'CANCEL' buttons. The receipt viewer on the right shows a dark interface with a 'SCAN_DOCUMENT_WEB' tab and a 'SELECT_FILE' button. The text 'Receipt(only pdf format)*' is at the top, and 'ViewerJS' is at the bottom right. A 'redoo' logo is in the bottom right corner of the entire page.

In the Invoice number field you enter an invoice number.

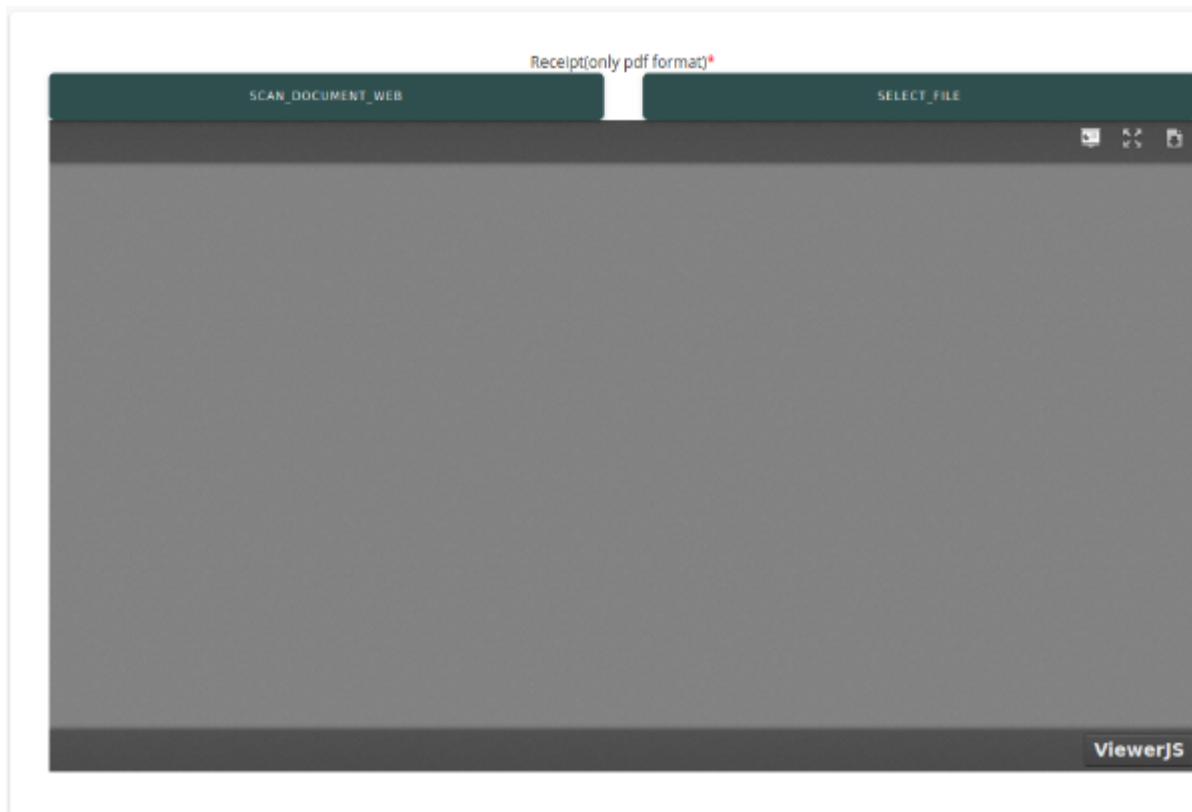
In the Payment date field you select a date when the payment was made.

In the Receipts/Expenses field you make the appropriate selection.

Now you need to enter the gross amount and select the VAT rate accordingly.

The net amount and the monetary VAT amount will now be calculated automatically.

Enter a text in the Note field.



In this section you can upload the document corresponding to the booking in PDF format.

There are 2 different possibilities.

- the upload via the button Select document
- uploading via the Scan with Web Application

