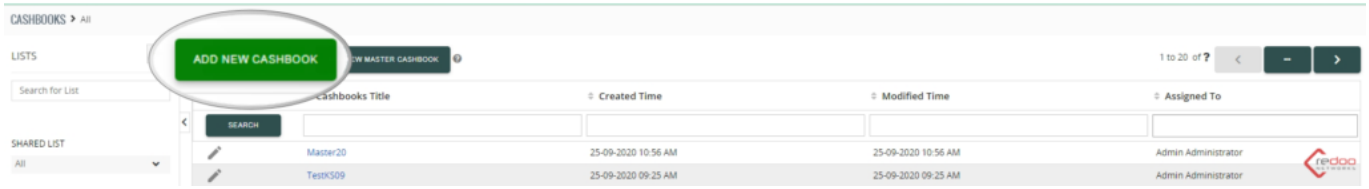
Cashbook

4.Enter new booking

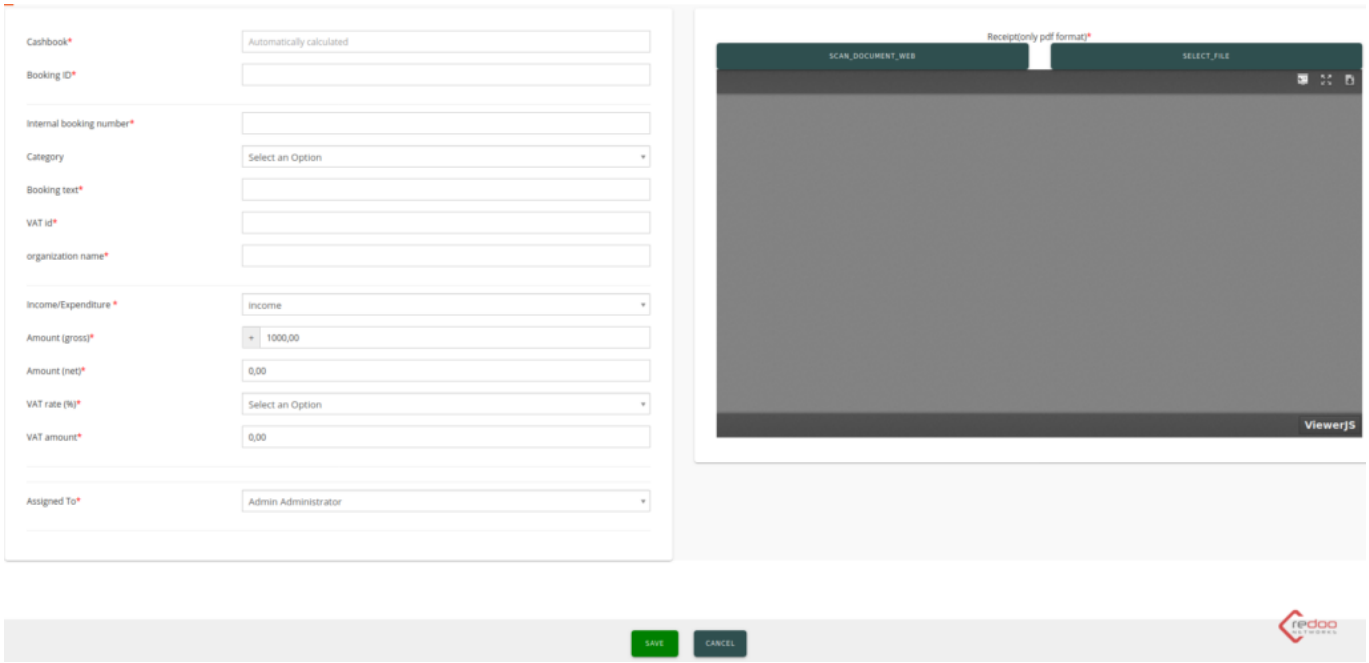
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To enter a new transaction, click the green Enter new transaction button.



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.



In the Invoice number field you enter an invoice number.

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

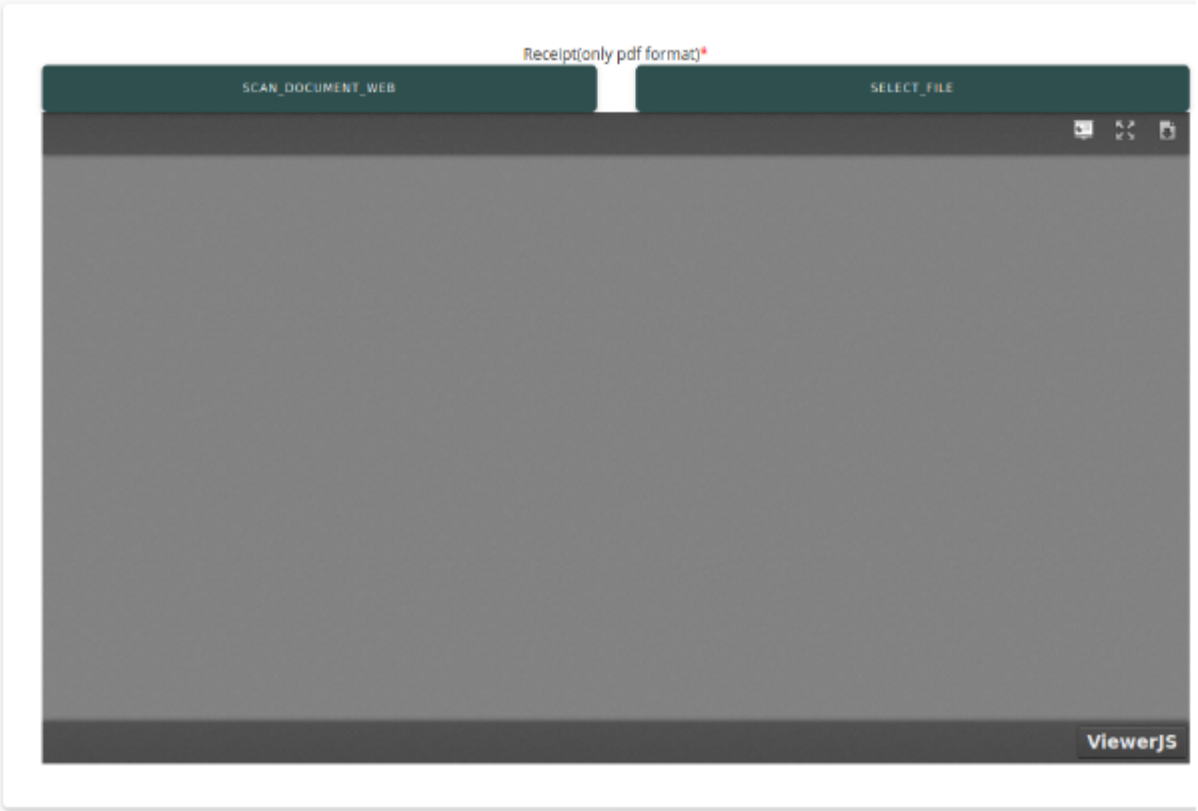
In the Receipts/Expenses field you make the appropriate selection.

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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

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