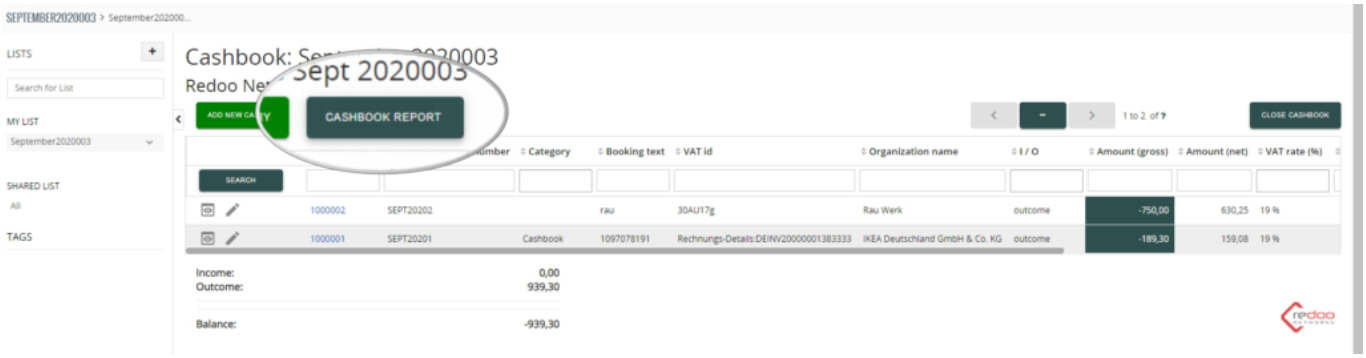
Cashbook

7.Make a report / export

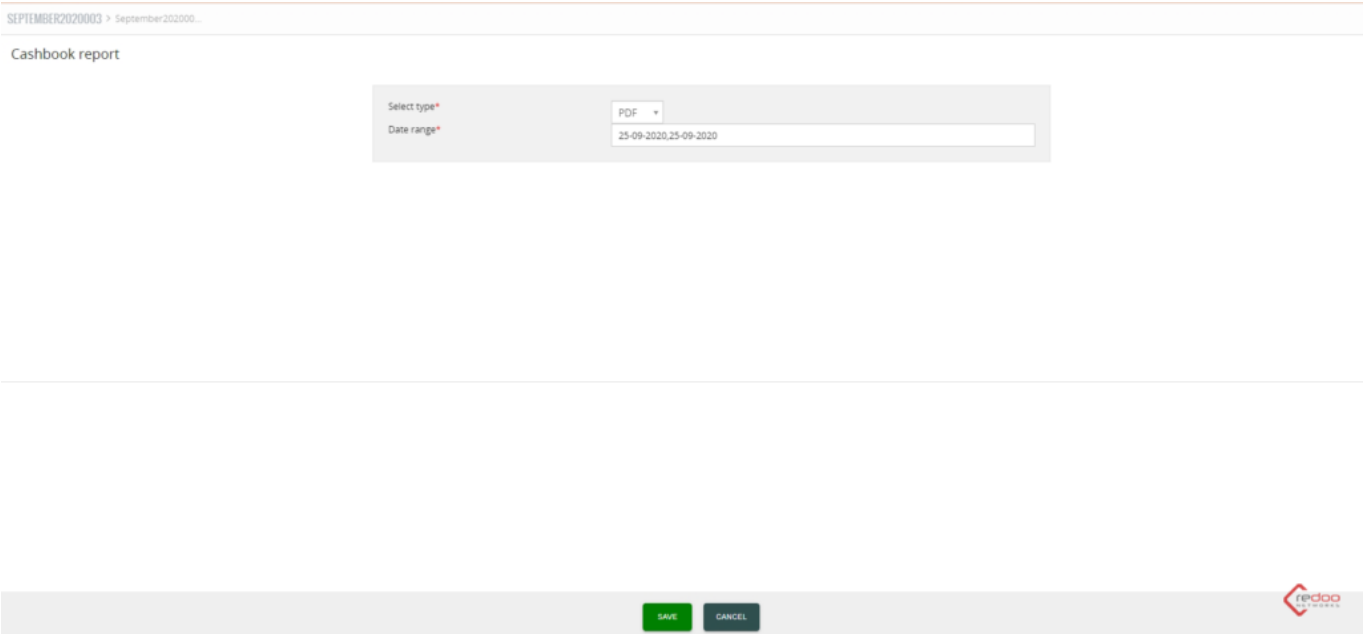
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To create a report of the selected cashbook proceed as follows.

Click on the “Report/Export” button in the selected cash book.



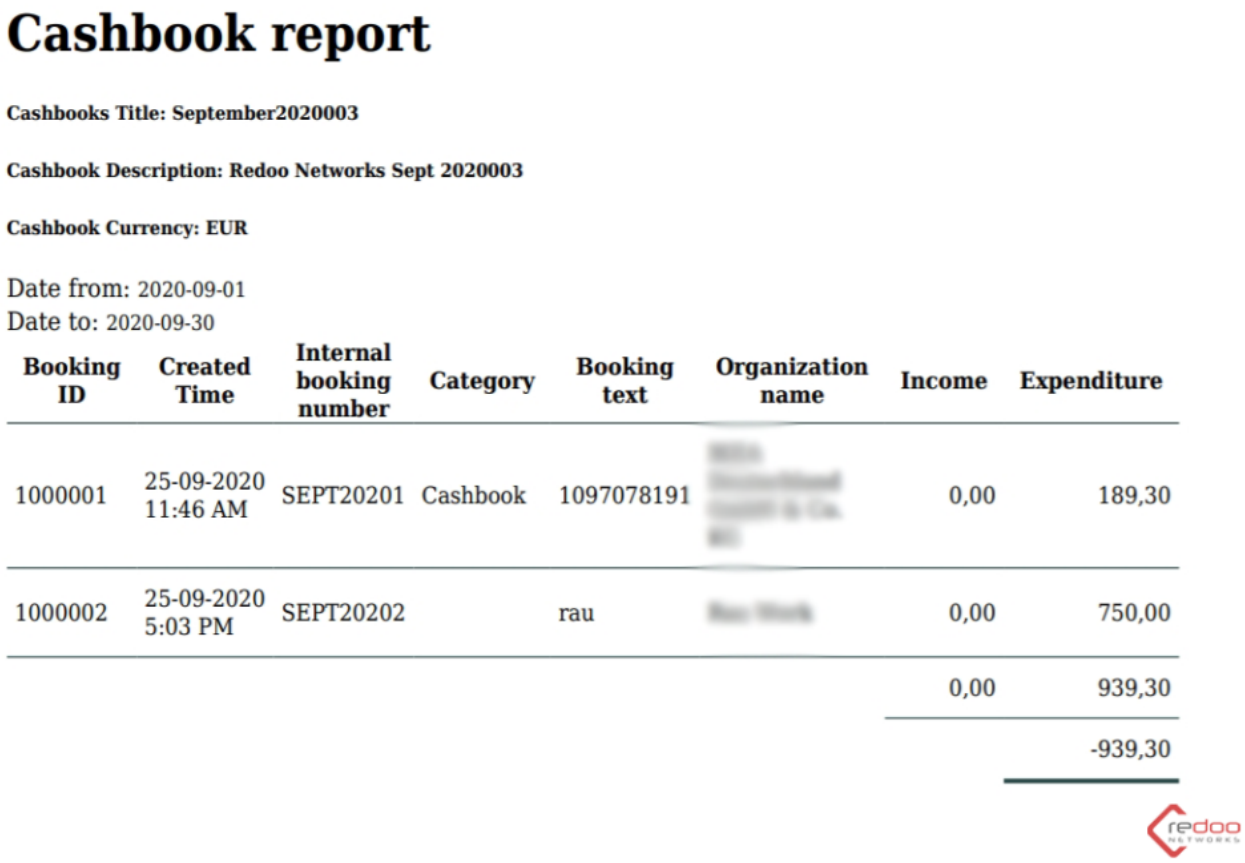
In the next step you will be asked in which format you want to create the report and for which period. It is also possible to select the columns in the report right in this screen.



Make your corresponding selection here and confirm this with the “Create report” button.

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A corresponding file will be created for you, which is stored in your memory.



Cashbook report

Cashbooks Title: September2020003

Cashbook Description: Redoo Networks Sept 2020003

Cashbook Currency: EUR

Date from: 2020-09-01
Date to: 2020-09-30

Booking ID	Created Time	Internal booking number	Category	Booking text	Organization name	Income	Expenditure
1000001	25-09-2020 11:46 AM	SEPT20201	Cashbook	1097078191	[illegible]	0,00	189,30
1000002	25-09-2020 5:03 PM	SEPT20202		rau	[illegible]	0,00	750,00
						0,00	939,30
							-939,30

Attached to this report are all the related receipts that you have uploaded, so that a direct assignment of the entries can be made.

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