# Cashbook

## 9.Create new spanned cash book


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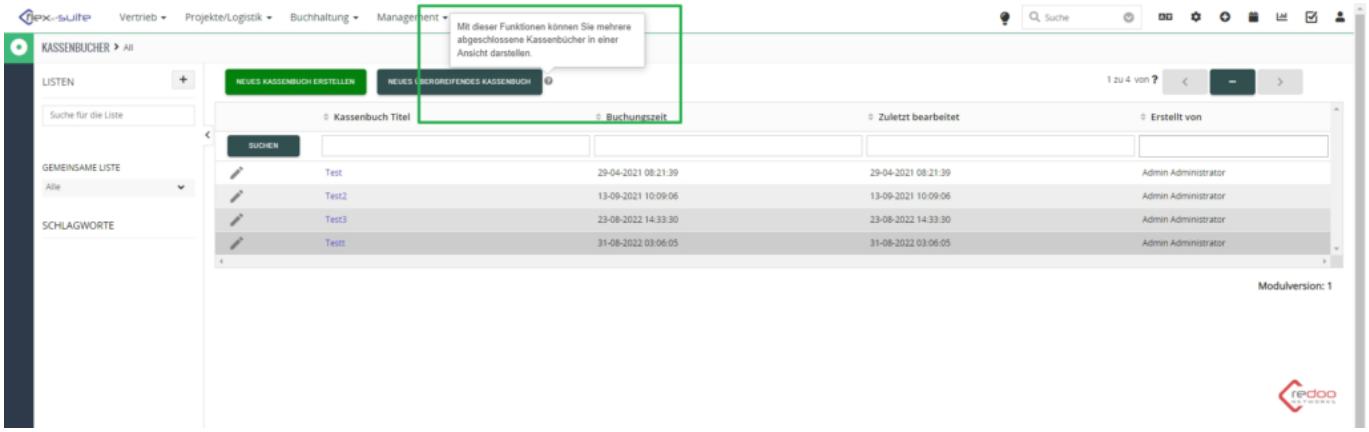
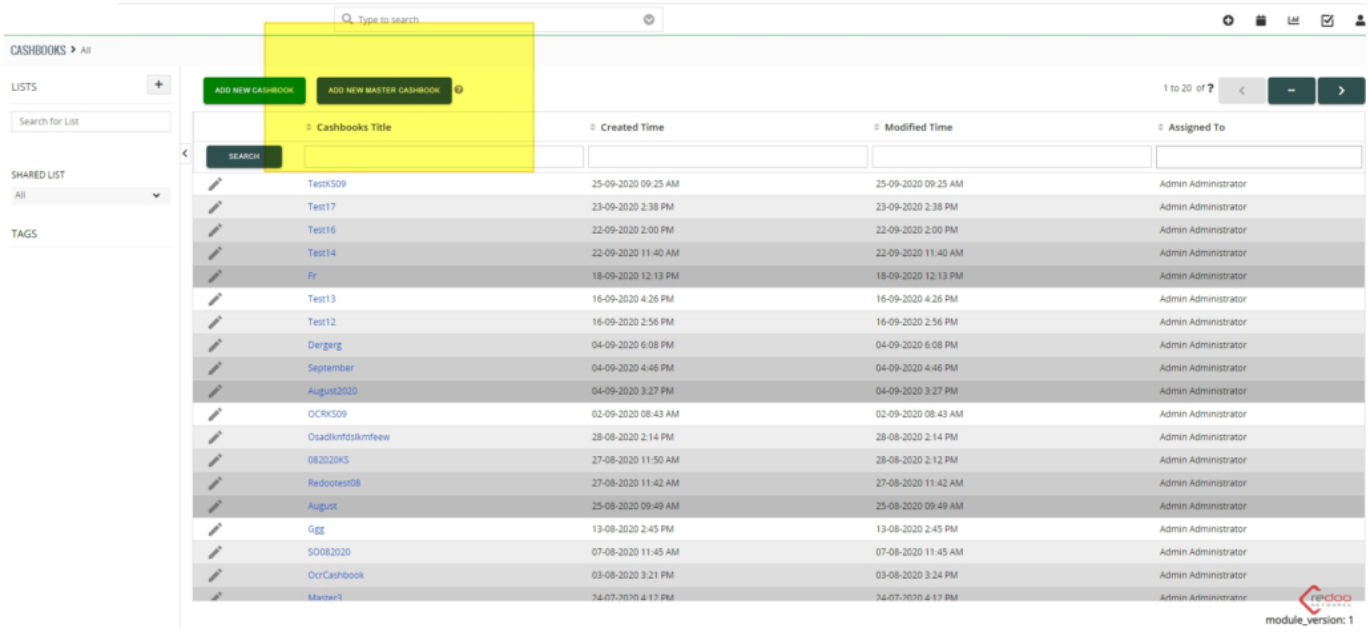
You have the possibility to combine and close several individual cashbooks to a comprehensive cashbook.

To do this, go to the main overview of your cash books and select the button “New comprehensive cash book”.




You will then receive the following query:

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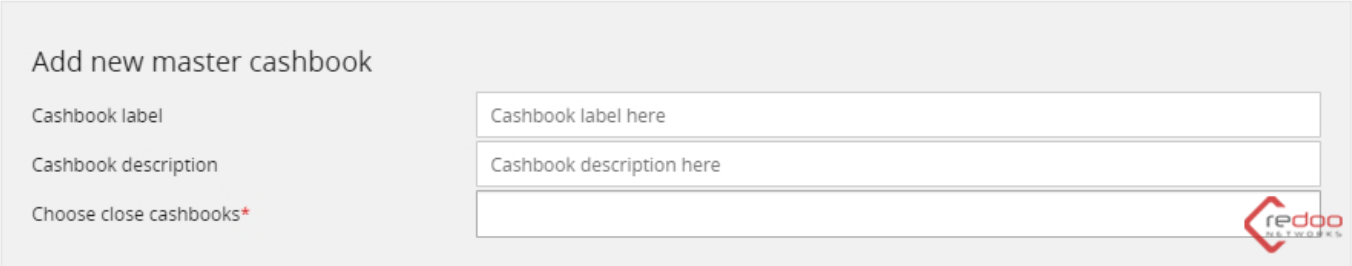
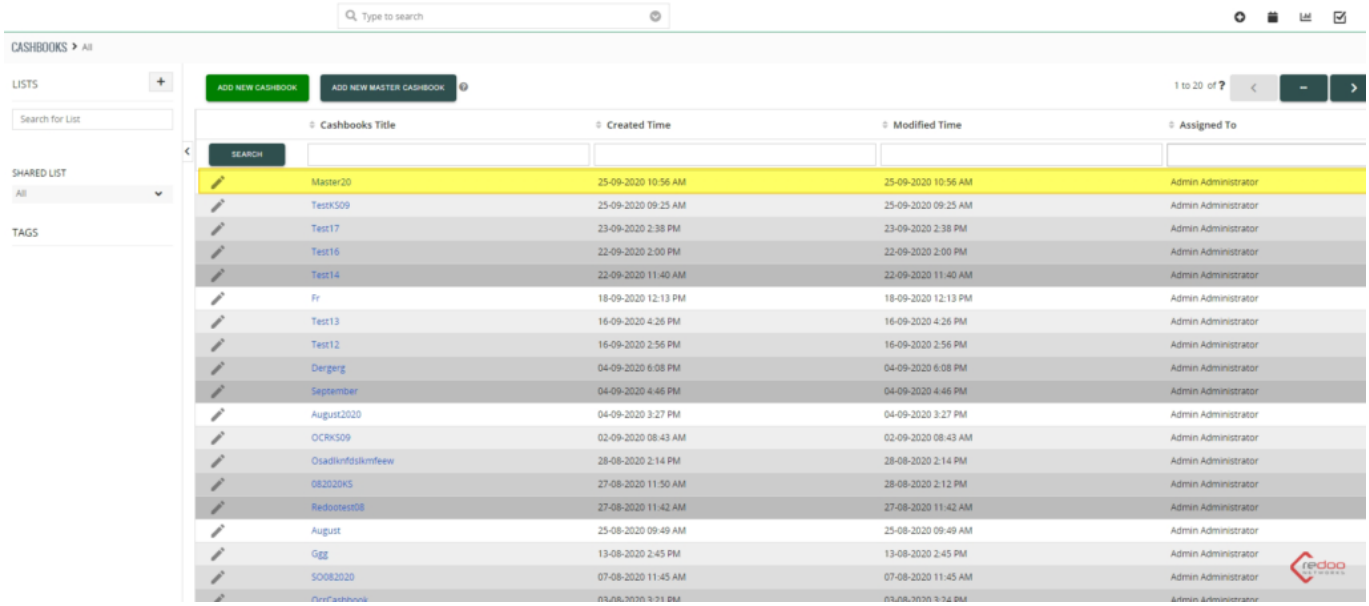
You give the overlapping cash book a title and a description and in the next step you select the cash books to be merged.




Confirm your selection with the button “New general cash book”.

Your combined cash book will appear as “Comprehensive” in your cash book overview.




In the detailed view you get an overview of your summarized cash books.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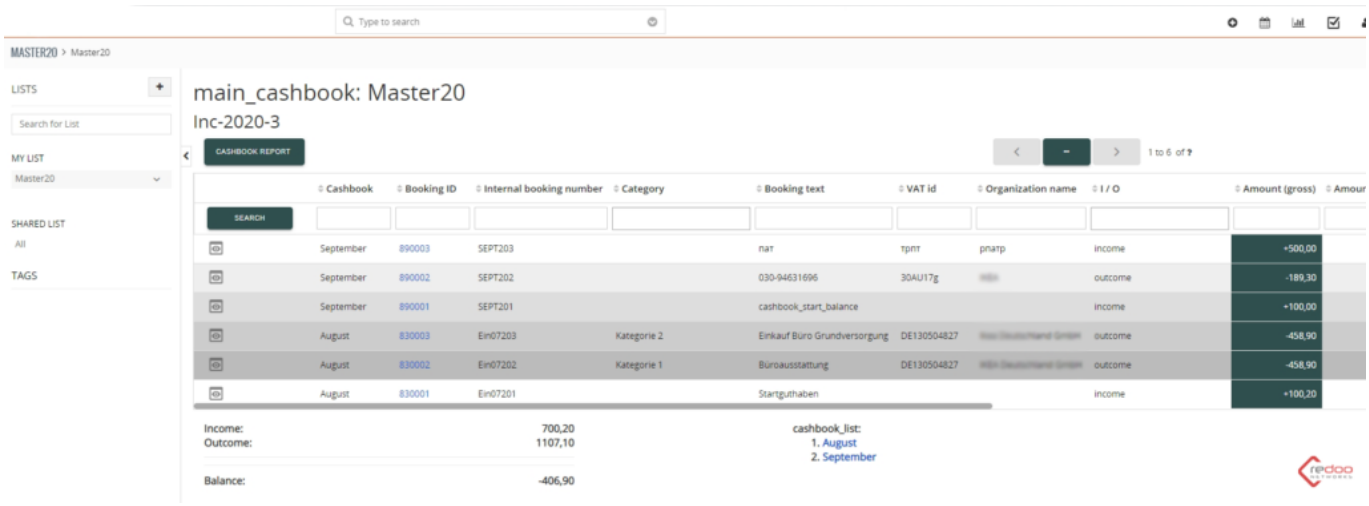


You can view each individual booking and create a report /export.

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