

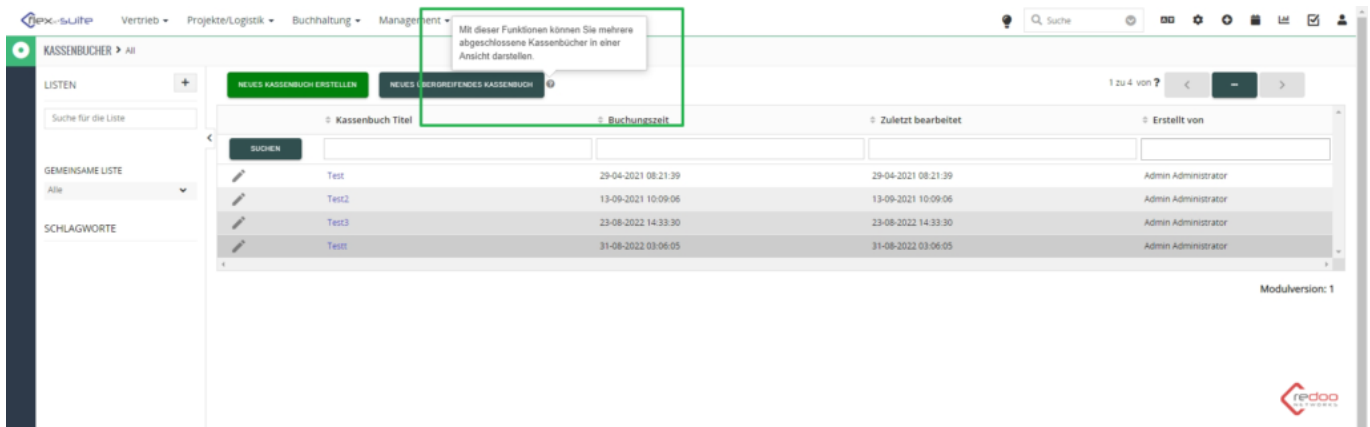


## Cashbook

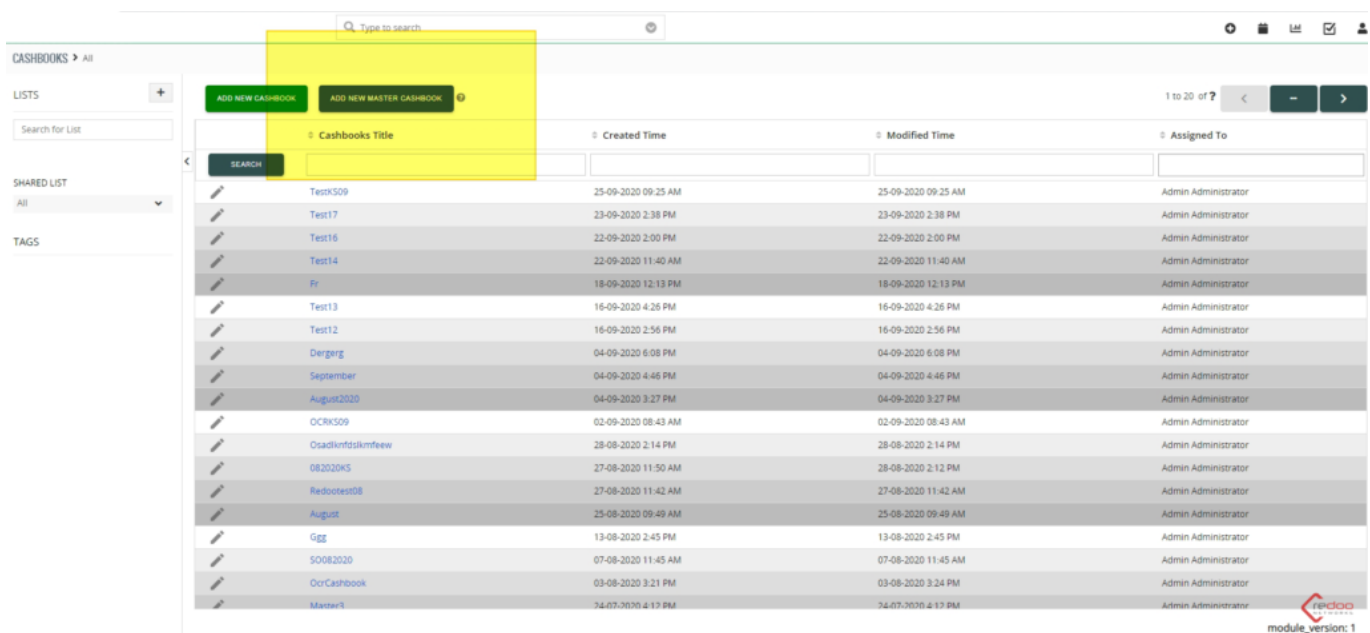
9.Create new spanned cash book

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:




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

### Add new master cashbook

Cashbook label

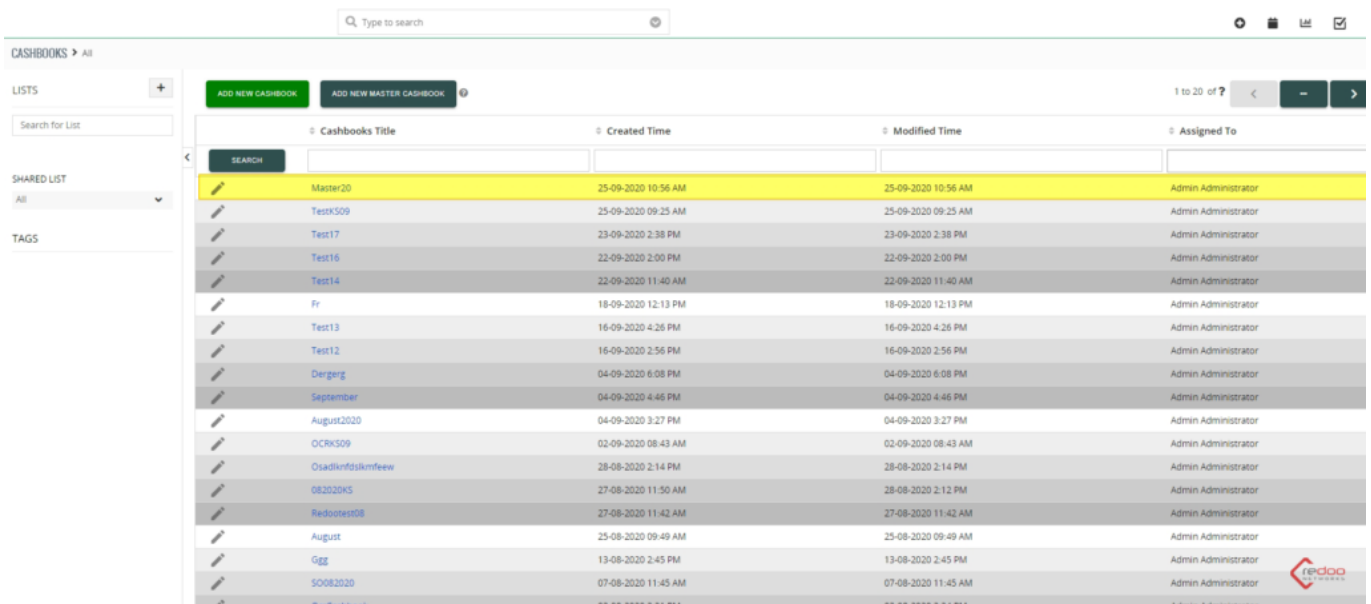
Cashbook description

Choose close cashbooks\*



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

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



The screenshot shows the 'CASHBOOKS' overview page. On the left, there are navigation options for 'LISTS', 'SHARED LIST', and 'TAGS'. The main area contains a table with the following columns: 'Cashbooks Title', 'Created Time', 'Modified Time', and 'Assigned To'. The table lists various cashbooks, with 'Master20' highlighted in yellow. The Redoo logo is visible in the bottom right corner of the interface.

Cashbooks Title	Created Time	Modified Time	Assigned To
Master20	25-09-2020 10:56 AM	25-09-2020 10:56 AM	Admin Administrator
TestK509	25-09-2020 09:25 AM	25-09-2020 09:25 AM	Admin Administrator
Test17	23-09-2020 2:38 PM	23-09-2020 2:38 PM	Admin Administrator
Test16	22-09-2020 2:00 PM	22-09-2020 2:00 PM	Admin Administrator
Test14	22-09-2020 11:40 AM	22-09-2020 11:40 AM	Admin Administrator
Fr	18-09-2020 12:13 PM	18-09-2020 12:13 PM	Admin Administrator
Test13	16-09-2020 4:26 PM	16-09-2020 4:26 PM	Admin Administrator
Test12	16-09-2020 2:56 PM	16-09-2020 2:56 PM	Admin Administrator
Dergerg	04-09-2020 6:08 PM	04-09-2020 6:08 PM	Admin Administrator
September	04-09-2020 4:46 PM	04-09-2020 4:46 PM	Admin Administrator
August2020	04-09-2020 3:27 PM	04-09-2020 3:27 PM	Admin Administrator
OCRK509	02-09-2020 08:43 AM	02-09-2020 08:43 AM	Admin Administrator
Osadknfdskmfeew	28-08-2020 2:14 PM	28-08-2020 2:14 PM	Admin Administrator
082020KS	27-08-2020 11:50 AM	28-08-2020 2:12 PM	Admin Administrator
Redones108	27-08-2020 11:42 AM	27-08-2020 11:42 AM	Admin Administrator
August	25-08-2020 09:49 AM	25-08-2020 09:49 AM	Admin Administrator
Ggg	13-08-2020 2:45 PM	13-08-2020 2:45 PM	Admin Administrator
SO082020	07-08-2020 11:45 AM	07-08-2020 11:45 AM	Admin Administrator
DirfCashbooks	03.08.2020 3:51 PM	03.08.2020 3:51 PM	Admin Administrator

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

MASTER20 > Master20

Q Type to search

LISTS +

Search for List

MY LIST

Master20

SHARED LIST

All

TAGS

main\_cashbook: Master20  
Inc-2020-3


CASHBOOK REPORT

1 to 6 of 7

Cashbook	Booking ID	Internal booking number	Category	Booking text	VAT id	Organization name	I / O	Amount (gross)	Amour
September	890003	SEPT203		nat	tpnt	pnatp	Income	+500,00	
September	890002	SEPT202		030-94631696	30AU17g		outcome	-189,30	
September	890001	SEPT201		cashbook_start_balance			Income	+100,00	
August	830003	Ein07203	Kategorie 2	Einkauf Büro Grundversorgung	DE130504827	Wohn-Deutschland GmbH	outcome	-458,90	
August	830002	Ein07202	Kategorie 1	Büroausstattung	DE130504827	Wohn-Deutschland GmbH	outcome	-458,90	
August	830001	Ein07201		Startguthaben			Income	+100,20	

Income: 700,20  
 Outcome: 1107,10  
 Balance: -406,90

cashbook\_list:  
 1. August  
 2. September



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

