CASHBOOK Manual

To use the cashbook module you need to have set up your bank account in the Entity menu and put in the opening balance the cashbook will start with.
This should match the balance in your bank account at that date
You start by exporting your transactions from your bank account as a csv file and uploading the file to the cashbook.
Refer to the Transaction export link

The first transaction date in your csv file should be the date of your opening balance for your first import
thereafter is should be the last transaction date (or earlier) in the cashbook.

It is important to maintain the integrety of your accounts that the bank balance is correct at all times.

1 On Cashbook homepage select ADD BANK STATEMENT button

2 Select bank account and CSV file you exported from your bank account Refer to Bank Transaction Export instructions on how to get this file (link)

3 You will see the transactions listed
Tick the box marked DESCRIPTION above the column that is the correct description column and select upload

In the Transactions screen check balance at top of screen matches your bank balance
To assign each transaction to a category simply Select each and in the pop up window select the category it belongs to from the drop down list
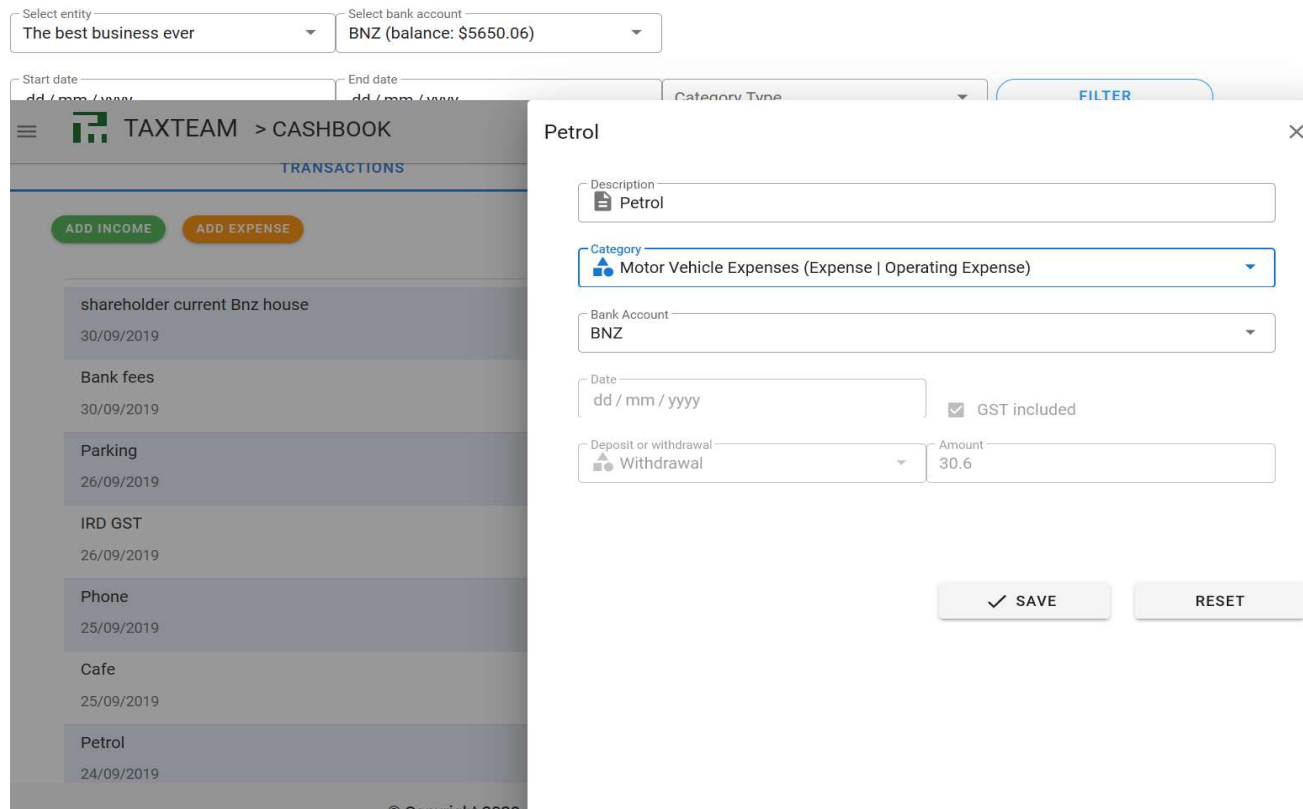
Repeat these steps for each bank account the entity has

Manual entries should not be made unless essential. This is to avoid the bank balance becoming misaligned with the bank account.

Reports

Now the transactions have been categorized you can review them in your reports

To view reports enter your date range and select Generate Report

From the menu chose the report you would like to view