

## 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 it should be the last transaction date (or earlier) in the cashbook.

It is important to maintain the integrity 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

The screenshot shows the Taxteam Cashbook interface. At the top, there is a navigation bar with the Taxteam logo and the text 'TAXTEAM > CASHBOOK'. Below this is a table of transactions. The table has four columns: 'Date', 'Amount', 'Payee', and a balance column. The 'Payee' column has a checkbox labeled 'DESCRIPTION' next to it. The table contains seven rows of transaction data. At the bottom of the table, there is a 'Rows per page' dropdown set to '10' and a '1-7 of 7' indicator. Below the table are two buttons: 'UPLOAD' and 'CANCEL'. At the bottom of the page, there is a copyright notice: '© Copyright 2020 – Taxteam Limited'.

Date	Amount	Payee	5650.06
		<input checked="" type="checkbox"/> DESCRIPTION	<input type="checkbox"/> DESCRIPTION
24/09/2019	-30.6	Petrol	5619.46
25/09/2019	-8	Cafe	5611.46
25/09/2019	-30.6	Phone	5580.86
26/09/2019	2251.6	IRD GST	7832.46
26/09/2019	-30.6	Parking	7801.86
30/09/2019	-8.5	Bank fees	7793.36
30/09/2019	-1456	shareholder current Bnz house	6337.36

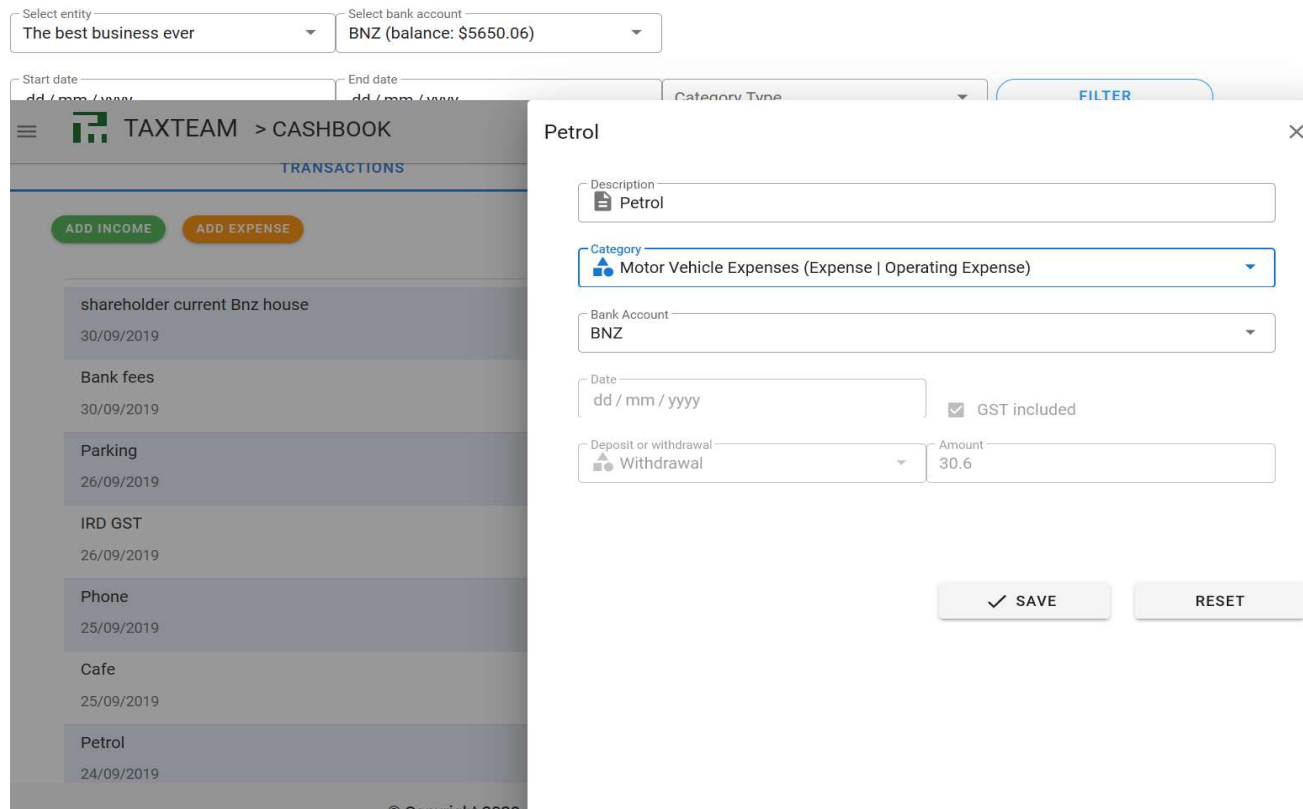
Rows per page: 10 1-7 of 7

UPLOAD CANCEL

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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

The screenshot shows the Taxteam Cashbook Reports interface. At the top, there is a navigation bar with the Taxteam logo and the text 'TAXTEAM > CASHBOOK'. Below this, there are filters for 'Select entity' (The best business ever) and 'Select bank account' (BNZ (balance: \$6337.36)). There are also date range filters for 'Start date' (01 / 09 / 2019) and 'End date' (30 / 09 / 2019), along with a 'Category Type' dropdown and a 'FILTER' button.

The main content area is divided into two tabs: 'TRANSACTIONS' and 'REPORTS'. The 'REPORTS' tab is active, showing a table of GST-related data. A 'DOWNLOAD' button is visible at the top left of the report area. The table includes the following items:

Item	Value
Zero rated supplies	
TOTAL	0.00
GST In	
TOTAL	0.00
GST Out	
Motor Vehicle Expenses	-3.99
Travel - National	-3.99
Telephone & Internet	-3.99
TOTAL	-13.01
GST result	-13.01

At the bottom of the report area, there is a copyright notice: '© Copyright 2020 – Taxteam Limited'.