



Cash book

Abstract from the User Manual Controlling Center

The instructions in this manual are for informational purposes only and are subject to change. Protonic Software GmbH assumes no liability. The software described in this manual requires a license.

The individual functions are described using screenshots. Depending on your easyjob license, operating system or Office version, the functions and screenshots you have in your environment may differ from this manual or may only be available in later versions.

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INTRODUCTION

Information about the structure and content of this document can be found here



Important notice

This manual will help you get started with the easyjob 6 Purchase Orders.

The development of the easyjob rental software as well as the documentation has been done with great care. The individual program functions are constantly checked through our Quality Assurance Process. However, errors can still occur.

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<http://www.protonic-software.com>

Support

You can find more information about the support options on-line at <http://www.protonic-software.com/en/easyjob/corporate/support/>.

In addition, there is a support forum where you can exchange information with other users. The support forum can be found at <http://forum.protonic-software.com>

Training

We offer customized training programs for the following extensive topics.

To learn more, please visit our website at

<http://www.protonic-software.com/en/service/training/> or contact our sales office at sales@protonic-software.com.

About this manual

The individual functions are described using screenshots of easyjob license 6. Depending on your easyjob license, the forms you have in your environment may differ from the screenshots shown in the manual.

How to use this manual

This document uses the following standards



Functions that require a license

Individual program functions are made available in your easyjob environment based on your license. This may concern individual program functions or entire modules.

Functions that are only available in individual modules are marked with minimum-edition symbols **S**, **M**, **L** or **XL**. Some functions are limited in easyjob S. There is no indication of this. You can find the limitations in the version comparison matrix on our website.

Functions that are only available by subscription are marked with the symbol ⓘ.

For example:

L	The function is only available in easyjob L and easyjob XL
L ⓘ	The function is only available in easyjob L and XL with a current subscription.

easyjob-specific terms

In order to make a description better understood, in some cases easyjob-specific terms are **highlighted** with a color.

For example: with the **Project** and **Job** Groups, you also have the possibility to select a **Template**.

Work steps, buttons, actions and menu paths

Individual work steps, actions, menu paths or clicks are separated from each other or initiated by the symbol "↪•".

Buttons, menus, tabs, etc. used in context are **highlighted** in color.

Example 1: Check the box in the **Activating the List Editor** field.

Example 2: easyjob Menu ↪• **View** ↪• **Monthly Overview**

Example 3: ↪• **Help**

Example 4: ↪• **Ok**

Reference to other chapters

References to other chapters and sections are marked with a manual icon and displayed in color.

Example: See section 📖 **Important information**.

Important information

Important information is highlighted in orange and presented with a light bulb.











Example:



This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important.

Special keys


Special keys are represented with the following symbols:

Special key	Explanation
	Windows key
	Tabulator key
	Arrow keys
	Return key
	Context Menu key
	Escape key
	Function key 1
 + A	Control key. Keep the control key pressed down and press the A button.
 + H	Alt key. Keep the Alt key pressed down and also press the H button
	Delete key

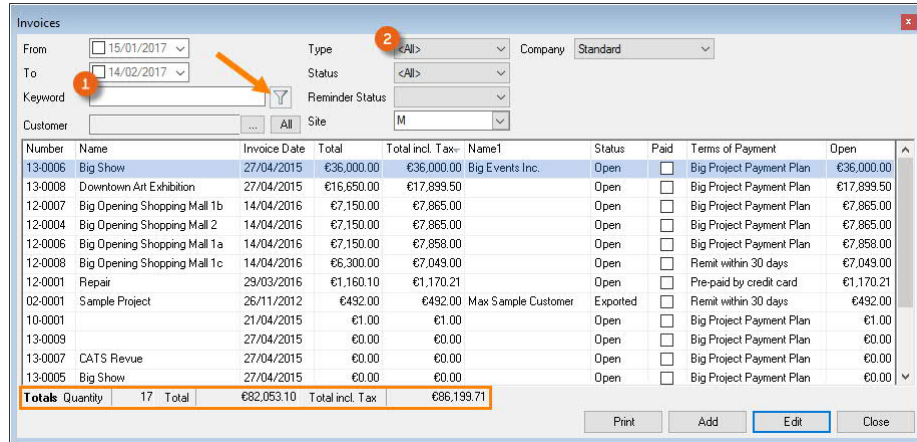
Phrasing

In this manual and in the easyjob examples, terms such as employee, assistant, technician or carpenter are used both for men and for women.

Screenshot explanations

The screenshots will be explained using numbers ① ② ③ and arrows  marked.

Screenshot highlights will be marked with orange frames.



The screenshot shows the 'Invoices' window with the following data:

Number	Name	Invoice Date	Total	Total incl. Tax	Name1	Status	Paid	Terms of Payment	Open
13-0006	Big Show	27/04/2015	€36,000.00	€36,000.00	Big Events Inc.	Open	<input type="checkbox"/>	Big Project Payment Plan	€36,000.00
13-0008	Downtown Art Exhibition	27/04/2015	€16,650.00	€17,899.50		Open	<input type="checkbox"/>	Big Project Payment Plan	€17,899.50
12-0007	Big Opening Shopping Mall 1b	14/04/2016	€7,150.00	€7,865.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,865.00
12-0004	Big Opening Shopping Mall 2	14/04/2016	€7,150.00	€7,865.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,865.00
12-0006	Big Opening Shopping Mall 1a	14/04/2016	€7,150.00	€7,865.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,865.00
12-0008	Big Opening Shopping Mall 1c	14/04/2016	€6,300.00	€7,049.00		Open	<input type="checkbox"/>	Remit within 30 days	€7,049.00
12-0001	Repair	29/03/2016	€1,160.10	€1,170.21		Open	<input type="checkbox"/>	Pre-paid by credit card	€1,170.21
02-0001	Sample Project	26/11/2012	€492.00	€492.00	Max Sample Customer	Exported	<input type="checkbox"/>	Remit within 30 days	€492.00
10-0001		21/04/2015	€1.00	€1.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€1.00
13-0009		27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
13-0007	CATS Revue	27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
13-0005	Big Show	27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
Totals		Quantity 17	Total €82,053.10	Total incl. Tax €86,199.71					

Additional documentation

In order to make it easier to become acquainted with and consult the easyjob documentation, we have divided it into multiple sections.

You can find an overview of all documentation on the following website.

<http://www.protonic-software.com/en/service/downloads/>

CASH BOOK

Documenting and managing your
cash transactions

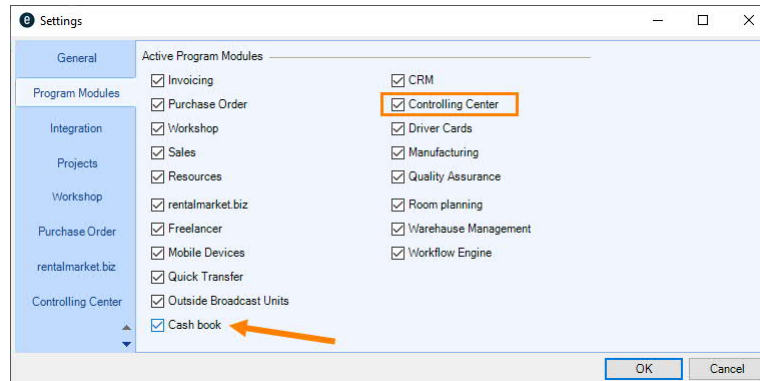
Cash book


Installation and activation

The cash book function must be activated in the easysite program settings. It is coupled with the Controlling Center module

Activating the cash book function

1. easysite Menu  Extras  Options  Functions
2. Check the **Cash book** box








3.  Ok

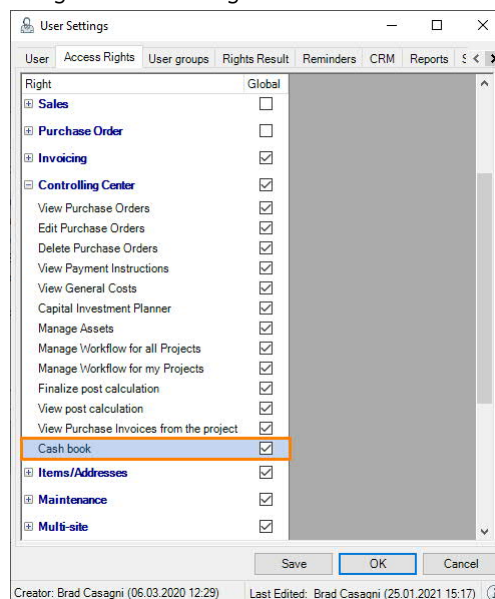
easysite must be restarted to activate the settings.



User settings

There is a separate user right setting for the **Cash book** function.

Assigning the user right

1. easysite Menu  Extras  User Rights Management
2.  Select a User
3.  Edit
4.  Rights tab
5. Assign the desired rights



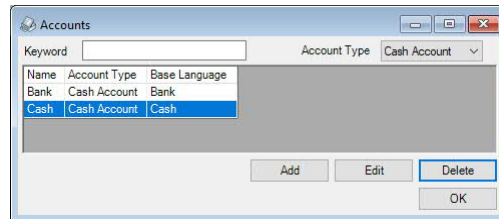
6.  Save
7.  Ok

Creating a cash book account

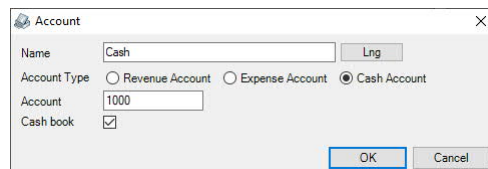
Before you can use the cash book, you must create a **Cash Account** type of account for the cash book account and then activate it for the cash book.

Activating the cash book account

1. easyjob Menu ⓘ • [Master Data](#) ⓘ • [Accounts](#)
2. Filter by the [Cash Account](#) type of account



3. ⓘ • Select the account
4. ⓘ • [Edit](#)
5. Check the [Cash book](#) box



6. ⓘ • [Save](#)
7. ⓘ • [Ok](#)

Managing the cash book

With the Cash book function, you can document your cash transactions according to standard accounting practices and link them with invoices and purchase invoices from easyjob. Select the **Company** ①, **Month** ② and corresponding **Account** ③. Create a new entry by first defining the **Reason for payment**. You can select between **Transit** ④ (from one cash account to another), **Invoice** ④ and **Purchase invoice** ④. You can also create the purchase invoice directly from the cash book. The entry can only be made chronologically. The **Date** ⑤ of the current entry may not precede the date of the previous entry. The lines are automatically assigned a **Sequence number** ⑥. **Income/Output** ⑦ can be entered directly in the field. You can add a **Comment** ⑧. The **Reason for payment** ⑨ automatically includes the dates of the assigned purchase order or activity. A log documents when and by whom the entry was **created** ⑩ and **edited** ⑪. It is only possible to **delete** ⑫ the last entry if the window is open, after it is closed the entry can no longer be changed. You can print ⑬ directly from the view. If the entry was already **exported** ⑭, this is indicated by a checkmark. You can open the Invoice ⑮ or the Purchase Invoice ⑯ using the context menu. The payment receipt is set when posting.

Cash book													
Company		Standard										13	
Month		1.2021										2	
Account		Warehouse cash										3	
Date	Sequence	Income	Output	Balance	Notes	Reason for payment	Created by	Created on	Edited by	Edited on	Exported		
1/1/2021	0			0,00 €	Carry-over previous month								
1/1/2021	1	20,00 €		20,00 €	Increase cash	1200 Country bank cash	Andrew Bedford	26.01.2021 09:21	Andrew Bedford	26.01.2021 09:23			
1/8/2021	2	975,00 €		995,00 €	by cash on site	17-0018 Winter Magic Days	Andrew Bedford	26.01.2021 09:28	Andrew Bedford	26.01.2021 09:28			
1/8/2021	3		220,00 €	755,00 €	Sales meeting	21-0002 Receipt for entertainment expenses	Andrew Bedford	26.01.2021 09:29	Andrew Bedford	26.01.2021 09:29			
1/8/2021	4		750,00 €	10,00 €		10-0002 Allan Andersen	Andrew Bedford	26.01.2021 09:30	Andrew Bedford	26.01.2021 09:30			
<div style="border: 1px solid black; padding: 2px;"> Transit Select Invoice Record Purchase Invoice Select Purchase Invoice </div>												4	
Income		995,00 €		Expenses		-970,00 €		End Balance		15,00 €		12	
											13	Print	Close



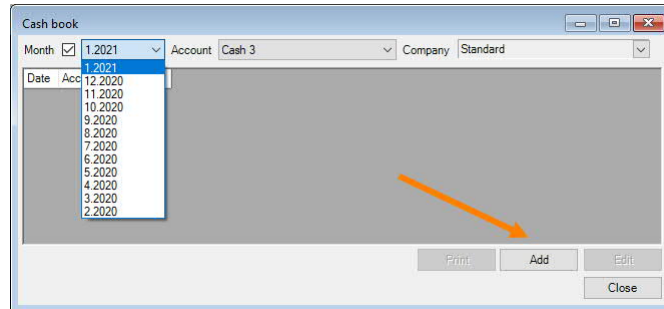
No changes cannot be made retroactively. If you create an entry during the current month, for example, from this moment you cannot make any entries for the previous month.

Opening the cash book

1. easyjob Menu ⓘ • Controlling ⓘ • Cash book

Adding a new month for cash book entries

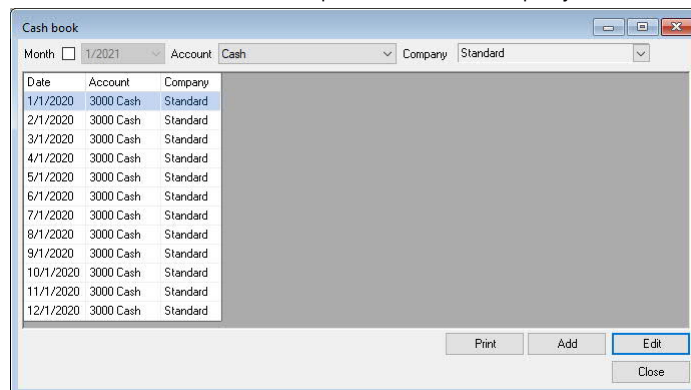
1. easyjob Menu ⓘ • Controlling ⓘ • Cash book
2. Select the account/company and the month



3. ⓘ • Add
4. Make your cash transaction
5. ⓘ • Close

Making cash book entries for an already added month

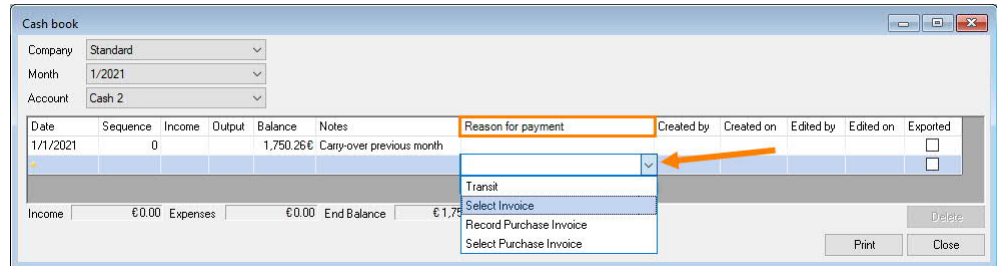
1. easyjob Menu ⓘ • Controlling ⓘ • Cash book
2. Use the filter to select the required account/company and the month



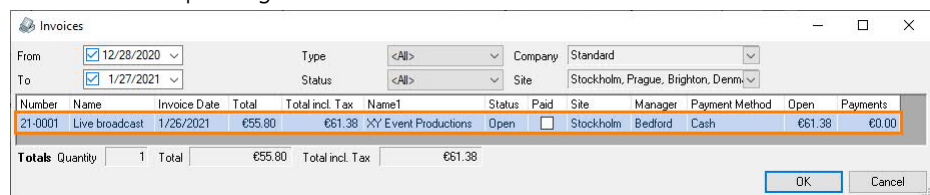
3. ⓘ • Open
4. Make your cash transaction.
5. ⓘ • Close

Creating an invoice as a cash book entry

1. easyjob Menu ⓘ • Controlling ⓘ • Cash book
2. Use the filter to select the required account/company and the month
3. ⓘ • Open
4. Click **Select invoice** in the Reason for payment column

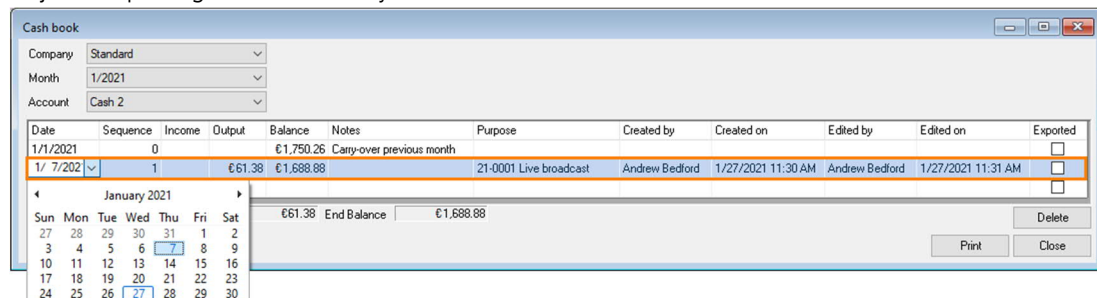


5. Select the corresponding invoice

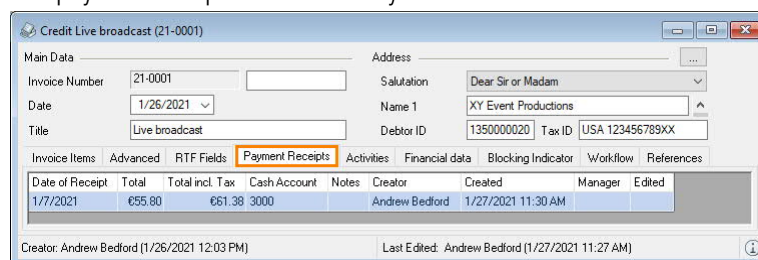


6. ⓘ • Ok

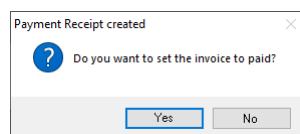
7. The cash transaction is carried out automatically
8. Adjust the posting date if necessary



9. The payment receipt is automatically created in the invoice






10. You can select whether to set the invoice to **paid**

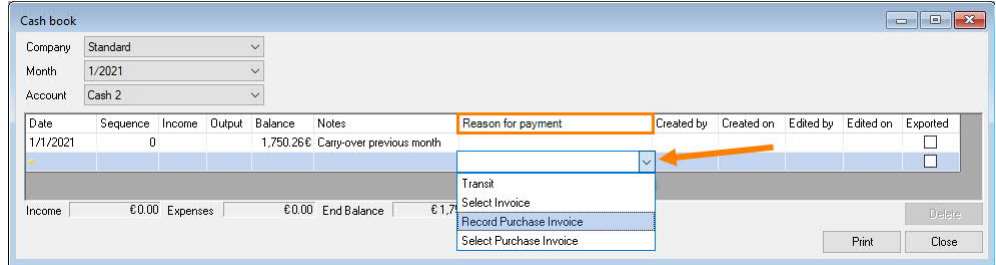


11. ⓘ • Close

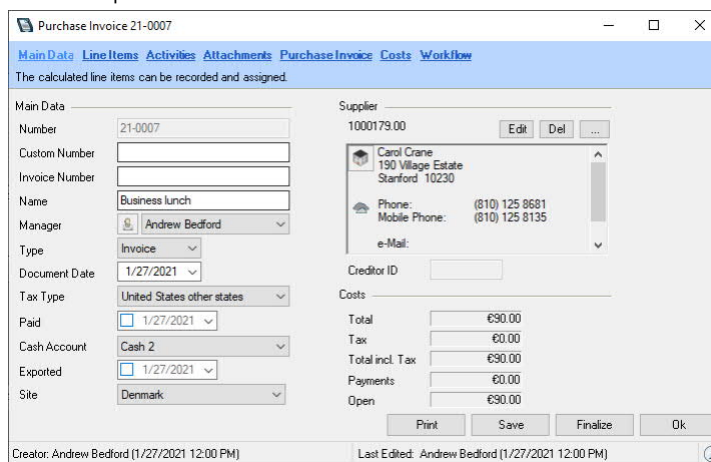
As long as you are still in the current entry, that is the cash book has not yet been closed, you can delete the current entry (e.g. if you selected the wrong invoice, for example). After closing the cash book, this is no longer possible and you must make a counter entry.


Entering the purchase invoice as the cash book entry

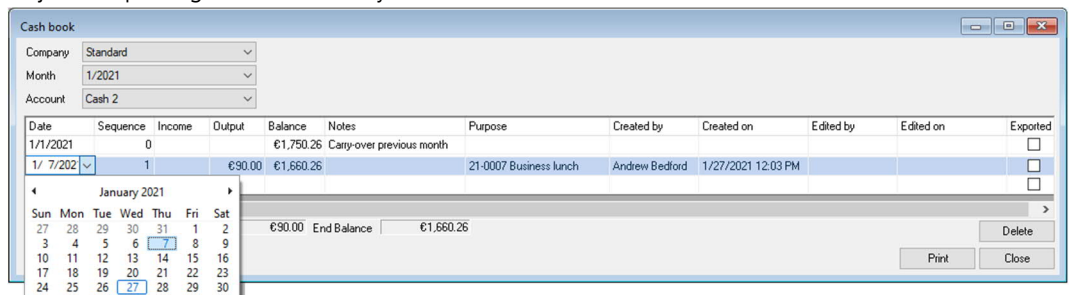
1. easyjob Menu  Controlling  Cash book
2. Use the filter to select the required account/company and the month
3.  Open
4. Click **Record Purchase Invoice** in the Reason for payment column



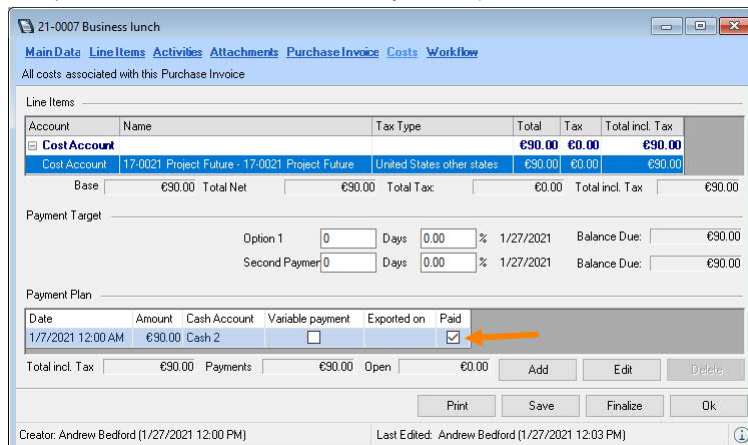
5. Enter the purchase invoice as usual






6.  Ok
7. The cash transaction is carried out automatically
8. Adjust the posting date if necessary

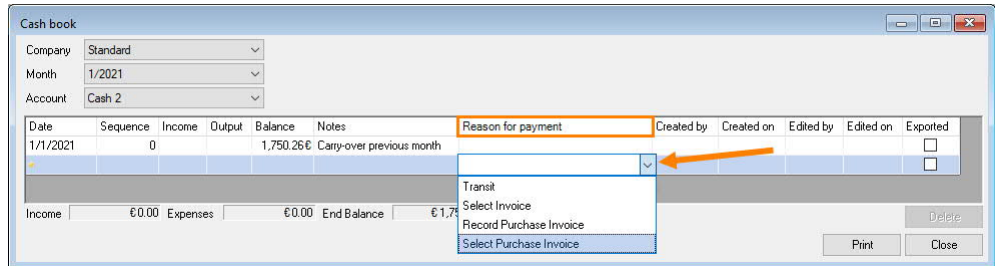


9. The purchase invoice is automatically set to paid

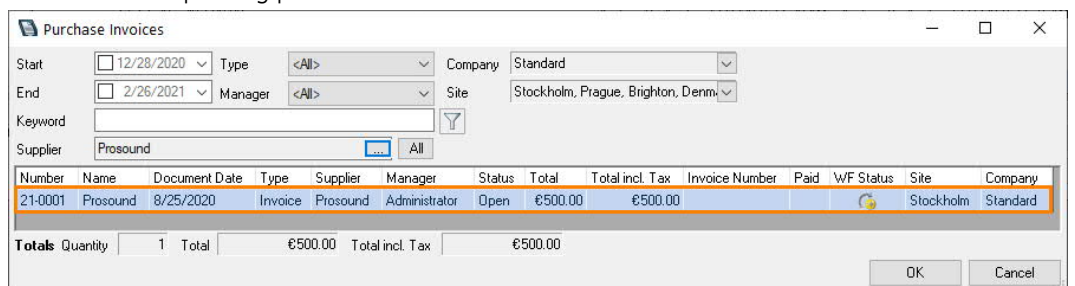



Selecting the purchase invoice for the cash book entry

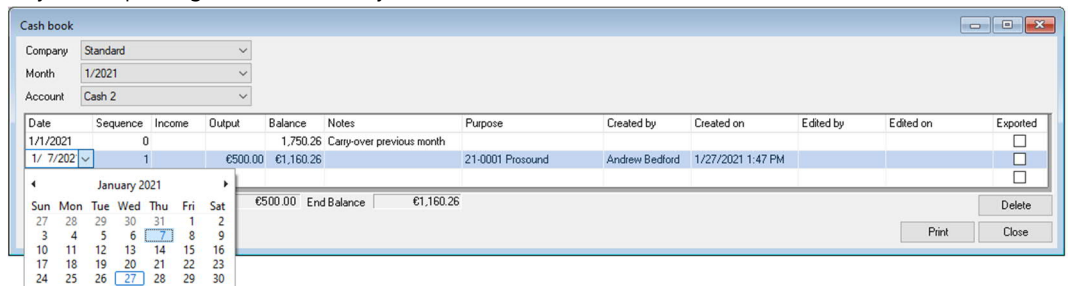
1. easyjob Menu  Controlling  Cash book
2. Use the filter to select the required account/company and the month
3.  Open
4. Click **Select Purchase Invoice** in the Reason for payment column



5. Select the corresponding purchase invoice



6.  Ok
7. The cash transaction is carried out automatically
8. Adjust the posting date if necessary



9. The purchase invoice is automatically set to paid

