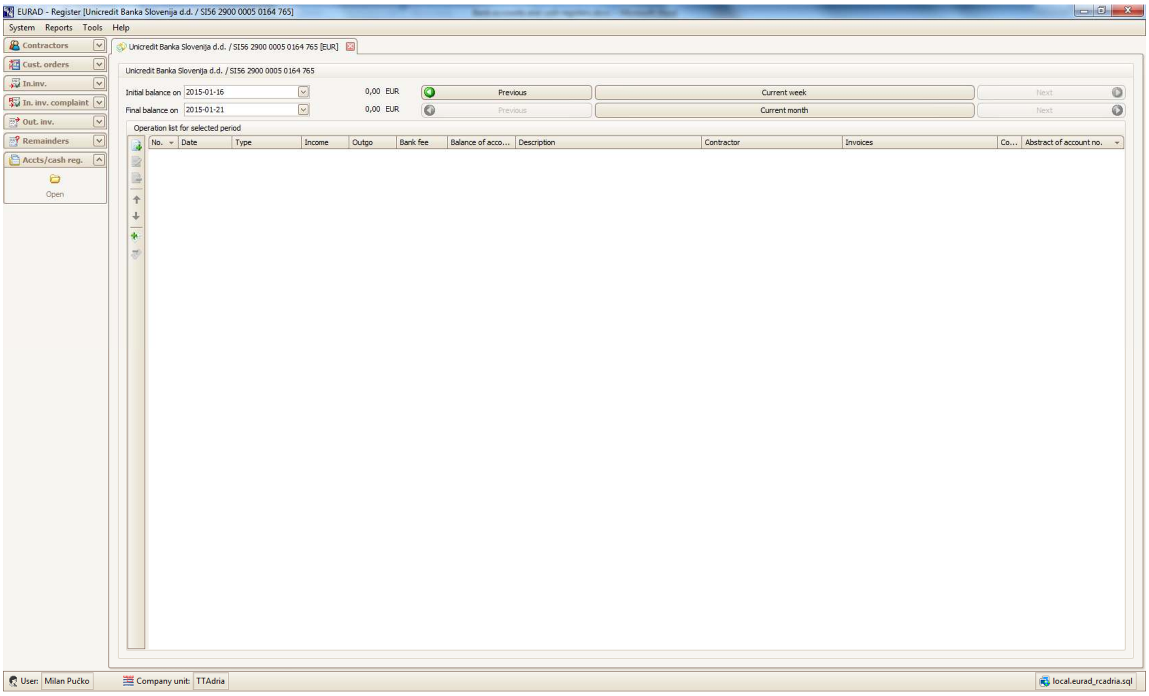
Bank accounts and cash registers

Eurad enables you to register all incomes and outgoings at your bank accounts or cash registers. In other words using “Accounts/cash register” module enables you to register payments for invoices.

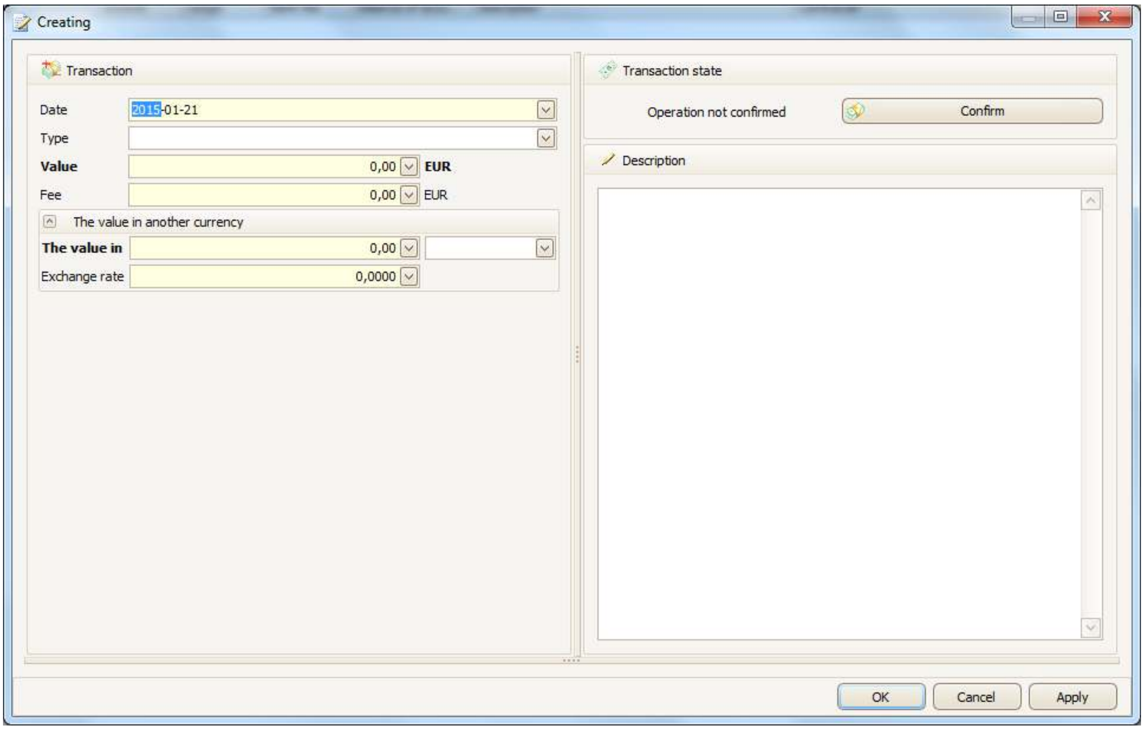
At first you need to open view window with bank account or cash register. To do this go to tab “Accts/cash reg.” in the menu on the left and click “Open”. Then choose which one you want to open. You will see a view window.



In the upper side of the window you have a navigation panel. There you can choose the period of time for which incomes/outgoings will be shown. You can choose Current week or Current month, go to previous/next week/month or choose dates directly.

Adding a new operation

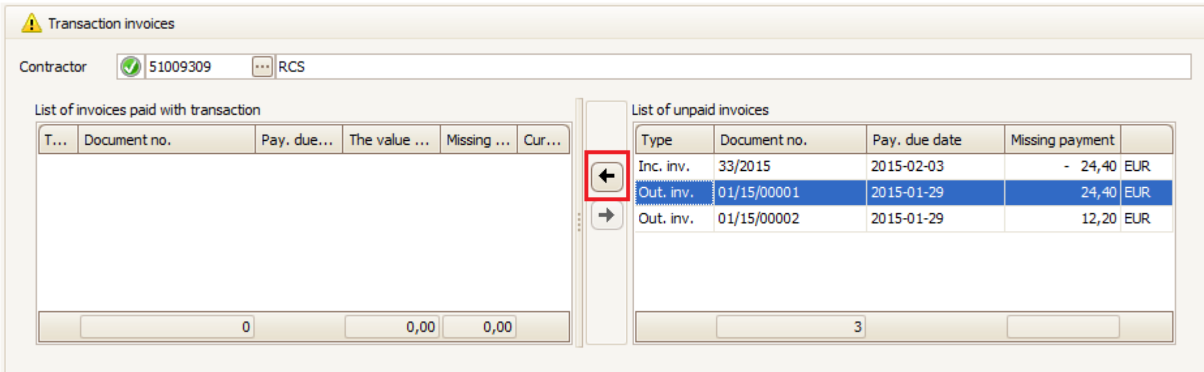
To add a new operation click “Add” button . You will see a window for registering a new operation.



Fill in basic data like: Date of operation, Description, Value, Fee (if any) and Type of operation. Value with no sign means it is income and value if “–“(minus) sign means it is outgoing.

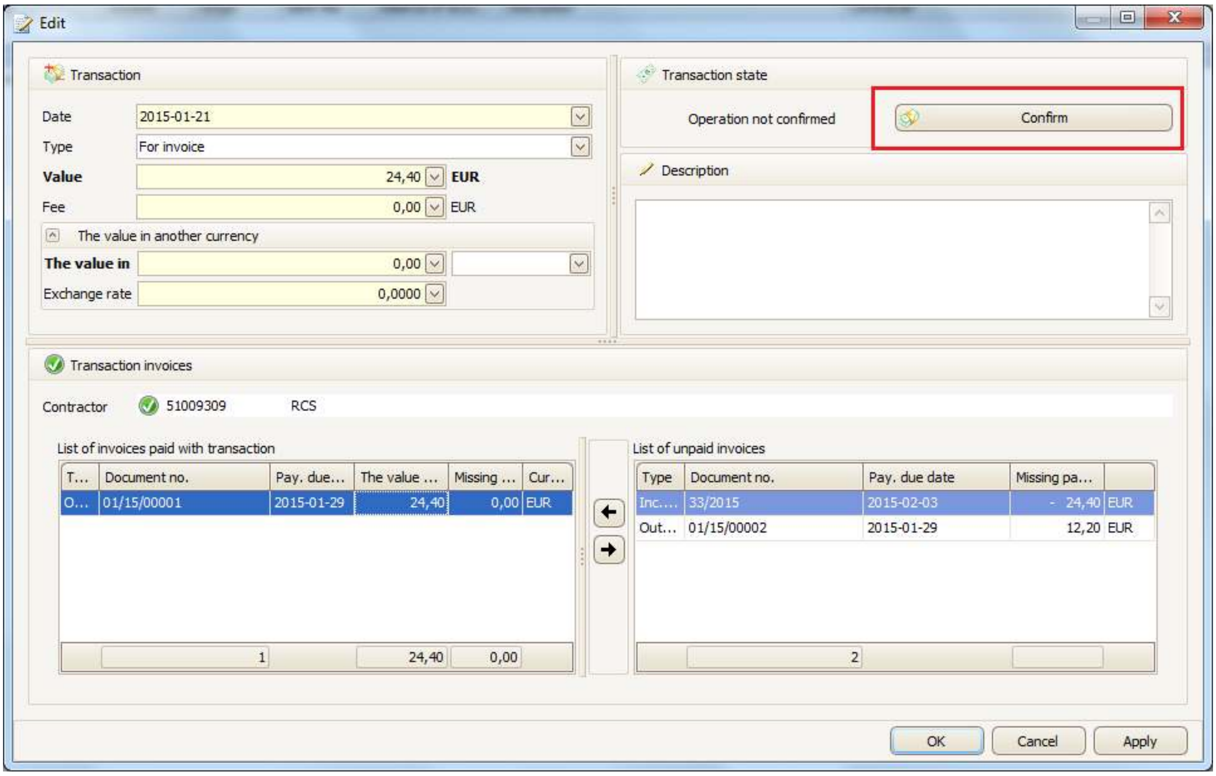
There are 2 kinds of operation’s types:

1. Simple operation – not connected to invoices registered in Eurad.
   This could be for example outgoings for salaries, electricity and so on. When you choose that type of operation you need to fill no other data. Just click OK and operation will be registered.
2. Operations connected to invoices registered in Eurad.



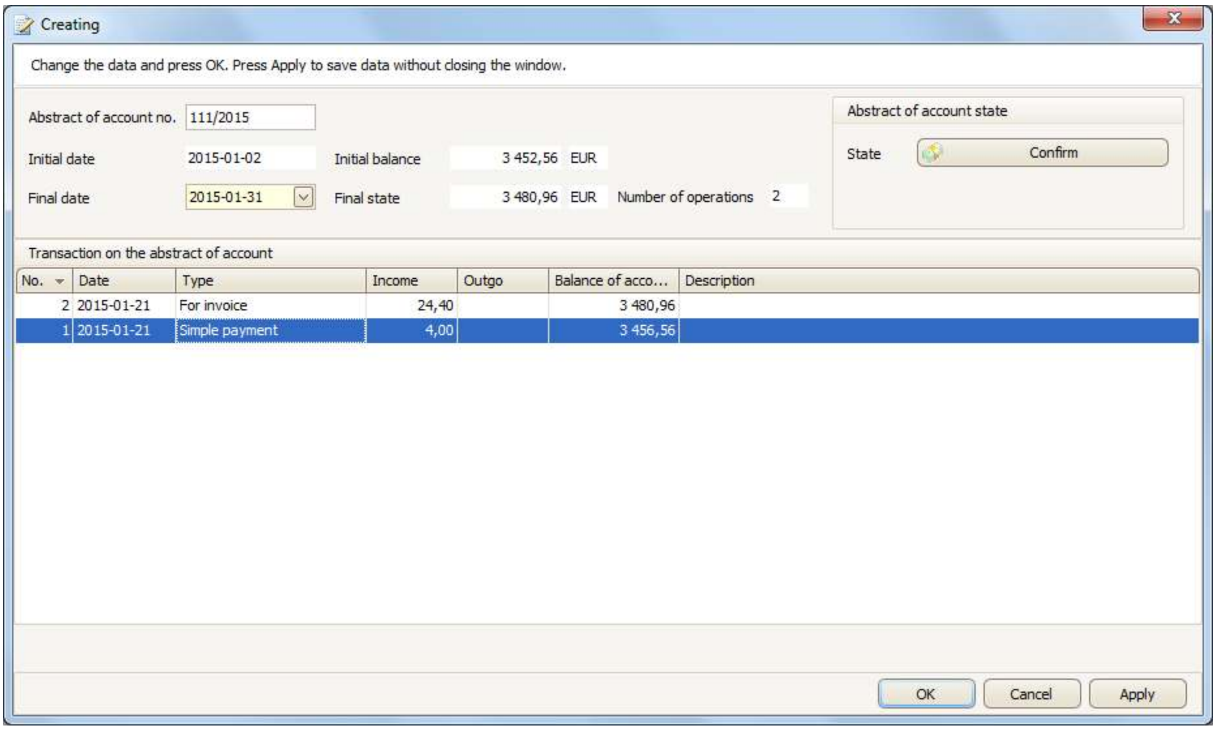
When you choose that type of operation you will have to select which invoice(s) this operation concerns. In group “Transaction invoices” choose a contractor and then in table “List of unpaid invoices” select invoice(s) and click “Add to the list of paid invoices”. In this way you set that this invoice was paid with operation which is registered. If selected invoice was paid only partially you can set it changing “The value of the payment” in the table “List of invoices paid with transaction”.

No matter which type of transaction you choose you have to confirm each transaction. Do this by clicking “Confirm” button.



Registering a new abstract of account

To add a new abstract of account you have to click “New abstract of account” button  on a view window.



All you have to do is to fill data like Abstract of account number, initial and final dates and click “Confirm” button. All confirmed transactions which are registered with date which is between initial and final dates will be in this abstract of account.