

DO\$H Cashbook Help Contents

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Introduction to DO\$H Cashbook

DO\$H Cashbook is a fully integrated cashbook entry system for small businesses. DO\$H Cashbook enables you to record and analyse all the receipts and payments of your business activities on computer, instead of paper, in a consistent and clear format.

DO\$H Cashbook will prepare the following comprehensive and accurate set of records for your own information or for submission to your bank or accountant:

- A complete record of all bank & cash receipts and payments.

- A summary, for any number of months you choose, of receipts and payments, analysed by category, with opening and closing balances.

- A cashflow summary to show the total cash generated by the business, and how it was spent.

- A bank reconciliation statement.

- A VAT account for each quarter or month.

Menus and the Toolbar

All the facilities provided by the DO\$H Cashbook program are accessible via a system of drop-down menus. The more frequently used facilities are also accessible via toolbar buttons.

File Menu

tells you how to access the File menu facilities.

Setup Menu

tells you how to access the Setup menu facilities.

Data Entry Menu

tells you how to access the Data Entry menu facilities.

View Menu

tells you how to access the View menu facilities.

Window Menu

tells you how to access the Window menu facilities.

Help Menu

tells you how to access the Help menu facilities.

File Menu

The following list details the commands within the File menu, and gives a description of their function. The corresponding toolbar button is shown next to the command.

Back-Up Data



Creates a backup of your DO\$H Cashbook data onto a floppy disk.

Restore Data

Allows you to restore your DO\$H Cashbook data from a floppy disk.

Print...



Prints the active window/document within DO\$H Cashbook.

Exit



Exit from DO\$H Cashbook and return to Windows. You will be prompted to confirm the action and reminded of the need to back-up your data onto a floppy disk. Select **Yes** to exit from DO\$H Cashbook or **No** to remain in it.

Setup Menu

The following list details the commands within the Setup menu, and gives a description of their function.

Business

Enables you to enter your business details, financial year details, opening and closing balances etc.

Receipt Details

Gives a complete list of customers whose names you have entered whilst compiling your cash book.
Enables names to added or deleted at any time.

Payment Details

Gives a complete list of suppliers whose names you have entered whilst compiling your cash book.
Enables names to added or deleted at any time.

Receipt Codes

Lists all codes relevant to receipt entries. Enables codes to be added or unused codes removed.

Payment Codes

Lists all codes relevant to payment entries. Enables codes to be added or unused codes removed.

Data Entry Menu

The following list details the commands within the Data Entry menu, and gives a description of their function. The corresponding toolbar button is shown next to the command.

Receipts



Opens the Receipts data entry form which allows you to enter details of all your business income. Specifies Bank or Cash transactions. Once entered these are included into your cashbook.

Payments



Opens the Payments data entry form which allows you to enter details of all your business outgoings. Specifies Bank or Cash transactions. Once entered these are included in your cashbook.

View Menu

The following list details the commands within the View menu, and gives a description of their function. The corresponding toolbar button is shown next to the command.

Cashbook Receipts



Shows a complete record of Receipts and allows you to amend receipt entries. You may select any month of your choice.

Cashbook Payments



Shows a complete record of Payments and allows you to amend payment entries. You may select any month of your choice.

Cashbook Summary



Shows a full Summary of your Cashbook, analysed in categories of receipts and payments. You may select any month or number of months you choose.

Cashflow Summary



Shows a Cashflow Summary of your Cashbook for any month or number of months you choose, showing the cash generated by the business, and how it was spent.

Bank Reconciliation



Enables you to reconcile your DO\$H Cashbook bank balance with your bank statement balance at any particular date you choose.

VAT Account



Gives you a summary of your VAT transactions to help you complete your quarterly (or monthly) VAT Return.

Window Menu

The following list details the commands within the Window menu, and gives a description of their function.

Close

Closes down the currently active window.

Tile

When you have more than one window open (e.g. View Summary and View Receipts) this command allocates equal space to them on the screen. You may tile any number of windows at the same time.

Cascade

When you have more than one window open (e.g. View Summary and View Receipts) this command places them one behind the other, similar to a card file. You may bring forward whichever window you wish to by simply clicking on it.

Arrange Icons

When windows are minimised (for example, when you are not using them) this command arranges them at the bottom of the screen to keep them in order.

"Active Document"

The bottom of the Window menu will show you which windows are open at any one time. The tick next to window name indicates which window is active. To change the active window click your mouse on the one you wish to view.

Help Menu

The following list details the commands within the Help menu, and gives a description of their function.

Contents

This provides access, via a table of contents, to the DO\$H Cashbook on-line help facility. Help can also be accessed from the dialogue boxes by pressing the F1 key.

About...

Gives you the version number of the DO\$H Cashbook software, your name and serial number, and details of the legal copyrights/trademarks etc.

Setting Up

This section tells you how to set up your business details, receipt and payment codes, and customers' and suppliers' names.

Business Details

tells you how to provide DO\$H Cashbook with the information it needs to know about your business.

Codes

tells you how to set up the codes which are used to identify different types of receipts and payments.

Receipt & Payment Details

tells you how to set up lists of customers' names (for receipt entries) and suppliers' names (for payment entries).

Business Details

The business details dialogue box will automatically appear when you first run DO\$H Cashbook and can be accessed by selecting **Business** from the **Setup** menu when you need to alter them. Use it to enter information about your business. Of particular importance are:-

Year End

Use this to specify the end of your business's accounting year. It cannot be changed once any receipt or payment entries have been made.

VAT Number

If you are registered for VAT, you must enter your number. If you are not registered, leave this box blank so that references to VAT do not appear in code lists, dialogue boxes or reports.

Opening Balances

Your cashbook summary, cashflow summary and bank reconciliation statement will be wrong if the correct opening bank and cash balances have not been entered correctly.

Saving Business Details

To save your business details' entries or alterations, click on the **Save** button.

Printing Business Details

A printed version of your business details can be produced by clicking on the **Print** button. This can be used as a title page for a set of DO\$H Cashbook reports.

Exit from Business Details

To close the business details dialogue box, click on the **Close** button.

Codes

DO\$H Cashbook uses codes to identify types of receipts and payments. Any item you enter into your cashbook will be categorised by name, and also by a code number. These codes are fundamental to the operation of your cashbook, forming the basis by which DO\$H Cashbook analyses and organises your business data in order to produce reports, your Bank Reconciliation and your VAT Account.

We strongly suggest that you understand codes fully before changing the standard codes supplied or entering your own, because, although simple to enter, it is not possible to remove codes or change code numbers once they have been used. Refer to the DO\$H Cashbook Handbook for more information.

To add, edit, delete a code, select **Receipt Codes** or **Payment Codes** from the **Setup** menu. The Receipt or Payment Codes dialogue box will appear

Adding New Codes

A new code can be added only if its heading code (ending in 00) already exists; a new heading code can be added at any time.

Click on the **New** button in the Receipt or Payment Code dialogue box. Enter the number of the new code in the small data entry box. Then press the Tab key or click on the large entry box and enter the code description.

If the business is registered for VAT and the code is a receipt code in the range 1101 - 3099 or a payment code in the range 4101 - 7099, a check box labelled VAT will appear to the right of the description. If the code refers to an item which should be omitted from the Total Value of Sales and Total Value of Purchases boxes in the VAT Return, click with the left mouse button on this check box to clear it. Refer to the DO\$H Cashbook Handbook for more information about VAT.

When you are sure all details are correct, click on the **Save** button.

Editing Codes

Code numbers ending with 00 can never be changed; other code numbers may be changed only if they have never been used. Code descriptions can be edited at any time. The state of the VAT check box, if present, can be changed at any time.

Using the mouse pointer, select the code you wish to edit from the list in the Receipt or Payment Code dialogue box. You will see it displayed at the bottom of the dialogue box. If the selected code has already been used, you will be unable to alter the number.

Make the alterations required and click on the **Save** button.

Deleting Codes

Code numbers ending with 00 can never be deleted; other codes may be deleted only if they have never been used.

Using your mouse pointer, select the code you wish to delete from the list in the Receipt or Payment Code dialogue box. You will see it displayed at the bottom of the dialogue box. If the selected code has already been used, the **Delete** button will be disabled.

If the selected code has not been used, click on the **Delete** button. You will be prompted to confirm the action. Select **Yes**. The code will be deleted.

Printing Codes

A printed list of Receipt or Payment Codes can be produced by clicking on the **Print** button from the Receipt or Payment Code dialogue box.

Exit from Receipt or Payment Codes

To close the receipt or payment codes dialogue box, click on the **Close** button.

Receipt & Payment Details

The Receipt and Payment details facility allows you to maintain lists of customers' names and suppliers' names for use when entering cashbook receipts and payments.

Customer or supplier names can be added as the receipt or payment transactions are being entered using the Enter Receipts or Enter Payments dialogue box or by using the Receipt or Payment Details dialogue box, as described below. The Receipt and Payment Details dialogue boxes can also be used for editing or deleting details.

To add, edit, delete a customer or supplier name, select **Receipt Details** or **Payment Details** from the **Setup** menu. The Receipt or Payment Details dialogue box will appear

Adding Details

Click on the **New** button in the Receipt or Payment Details dialogue box. Enter the new customer or supplier name.

When you are sure the details are correct, click on the **Save** button.

Editing Details

Using the mouse pointer, select the customer or supplier name you wish to edit from the list in the Receipt or Payment Details dialogue box. You will see it displayed at the bottom of the dialogue box.

Make the alterations required and click on the **Save** button.

Deleting Details

Using your mouse pointer, select the customer or supplier name you wish to delete from the list in the Receipt or Payment Details dialogue box. You will see it displayed at the bottom of the dialogue box.

Click the **Delete** button. You will be prompted to confirm the action. Select **Yes** and the code will be deleted; select **No** if you wish to change your mind.

Printing Details

A printed list of customers' names or suppliers' names can be produced by clicking on the **Print** button in the Receipt or Payment Details dialogue box.

Exit from Receipt or Payment Details

To close the receipt or payment details dialogue box, click on the **Close** button.

Making Cashbook Entries

This section tells you how to enter details of your receipts and payments.


Entering Receipts

tells you how to enter details of your business income.


Entering Payments

tells you how to enter details of your business outgoings.

Entering Receipts

To enter receipts, select **Receipts** from the **Data Entry** menu or click on the  toolbar button. The Enter Receipts dialogue box will be displayed. It contains the following controls:-

Date

Date 

Automatically displays the date of the last entry. To alter the date use the mouse or the Tab key to position the cursor on the part you wish to change (e.g. Sep). By clicking on the up or down arrows to the right of the date entry box you will move the date forward or back as required. When the date passes from December to January, or vice-versa, the year will automatically change for you. Likewise, passing the last day of the month will automatically take you into the next.


Bank or Cash

Bank Cash

When you are entering Receipt information, you will need to select whether the transaction was bank or cash.


You will notice that next to either bank or cash there is a small black dot. This indicator displays which of the two is currently selected. To change from one to the other (say from bank to cash), use the mouse to click on the white dot next to your desired selection.

Details

Details 

It is here that you enter the name or details of the person or organisation from whom you received payment. There is a drop down list which you can invoke by clicking on the down arrow to the right. This will list all the names you have previously entered (names can also be entered by using the [Receipt Details](#) dialogue box). If the name you require is in the list, click on it to select it; if it is not, click on the down arrow to remove the list and then type the name in the entry box. Any names entered here will be added to the list for future use.

Pay-In Number

Pay-In No 

Enter the number of the paying-in book slip for the receipt item or use the drop-down list which contains the following commonly used abbreviations (activate this by clicking on the down arrow and then on the abbreviation you wish to use):-

BGC	Bank Giro Credit
CON	Contra entry (for mirroring an entry in Payments)
CSH	Cash receipt/Cash introduced
DIV	Dividend
INT	Interest
TEL	Telephone banking

Voucher Number

Voucher No

Use the Voucher Number entry box to insert your invoice/voucher number for this receipt.

Code

Code	1215	Contract mowing	↓
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There are two Code entry boxes - the first for the code number, and the second for the description.

If you know the code number you require, enter it into the code number box. The description will be displayed automatically in the second box.

If you are not sure of the code for a particular receipt, use the code description box which is a drop down list of code descriptions shown in alphabetical order. This list is activated by clicking on the down to the right of the box. To find the description for the relevant code, scroll down the list using the scroll bar. If you know the first letter of the description (e.g. Sales of Goods, would be S) activate the drop down list and then type this letter and the list will move directly to the first of the 'S' codes. Select the correct code by clicking on the description required.

Amount

Amount	1450.00
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Enter the value of the receipt, excluding VAT if you are registered, into the Amount entry box.

Contra

Contra	0.00
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The contra facility allows you to transfer items from receipts to payments, and vice-versa, without affecting the bank or cash totals of your cashbook. Enter the deduction amount into the Contra entry box. If there is no deduction, leave this box empty.

Refer to the DO\$H Cashbook Handbook for more information about contra entries.

VAT

VAT	253.75
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Enter the amount of VAT you have charged on the Amount entered above.

Refer to the DO\$H Cashbook Handbook for more information about VAT.

Total

Total	1703.75
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The total receipt amount is displayed in this box. It includes all sub-entries (see below) and adjustments for VAT and the Contra.

Sub-Entries

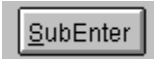
	Code	Amount	VAT	
Sub-Entries	1215	1450.00	253.75	↓

The Sub-Entries box records all your receipts from a single transaction.

For example, you may have paid in a cheque from a customer, representing receipts for a number of goods or services you have provided. Instead of having multiple entries in your cashbook for these, you can include each item as a sub-entry of the one cashbook receipt entry. For each item, enter the code, amount and VAT and then click on the **SubEnter** button.

When you have entered all the sub-entry items, you can view them in the drop down list by clicking on the down arrow to the right of the sub-entries box.

SubEnter



See Sub-Entries above.

Enter



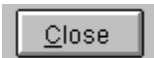
Once you have entered all the relevant information into the Enter Receipts dialogue box, click on the **Enter** button to save your new cashbook entry.

New




To cancel a part-completed receipt entry and clear the entry boxes for a new entry, click on the **New** button. Once cleared, the information cannot be retrieved.

Close



When you have finished entering receipts, exit by clicking on the **Close** button.

Entering Payments

To enter payments, select **Payments** from the **Data Entry** menu or click on the  toolbar button. The Enter Payments dialogue box will be displayed. It contains the following controls:-

Date



Automatically displays the date of the last entry. To alter the date use the mouse or the Tab key to position the cursor on the part you wish to change (e.g. Sep). By clicking on the up or down arrows to the right of the date entry box you will move the date forward or back as required. When the date passes from December to January, or vice-versa, the year will automatically change for you. Likewise, passing the last day of the month will automatically take you into the next.


Bank or Cash



When you are entering Payment information, you will need to select whether the transaction was bank or cash.


You will notice that next to either bank or cash there is a small black dot. This indicator displays which of the two is currently selected. To change from one to the other (say from bank to cash), use the mouse to click on the white dot next to your desired selection.

Details

Details 

It is here that you enter the name or details of the person or organisation to whom you made the payment. There is a drop down list which you can invoke by clicking on the down arrow to the right. This will list all the names you have previously entered (names can also be entered by using the [Payment Details](#) dialogue box). If the name you require is in the list, click on it to select it; if it is not, click on the down arrow to remove the list and then type the name in the entry box. Any names entered here will be added to the list for future use.

Cheque Number

Cheque No 

Enter the cheque number for this item or use the drop-down list which contains the following commonly used abbreviations (activate this by clicking on the down arrow and then on the abbreviation you wish to use):-

CON	Contra entry (for mirroring an entry in Receipts)
CP	Cash point withdrawal
CSH	Cash payment/Cash removed
DD	Direct Debit payment
SO	Standing Order payment
TEL	Telephone banking

Voucher Number



Use the Voucher Number entry box to insert your voucher number for this payment.

Code

Code	4305	Rates	↓
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There are two Code entry boxes - the first for the code number, and the second for the description.

If you know the code number you require, enter it into the code number box. The description will be displayed automatically in the second box.

If you are not sure of the code for a particular payment, use the code description box which is a drop down list of code descriptions shown in alphabetical order. This list is activated by clicking on the down to the right of the box. To find the description for the relevant code, scroll down the list using the scroll bar. If you know the first letter of the description (e.g. Stationery, would be S) activate the drop down list and then type this letter and the list will move directly to the first of the 'S' codes. Select the correct code by clicking on the description required.

Amount

Amount	120.00
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Enter the value of the payment, excluding VAT if you are registered, into the Amount entry box.

Contra



The contra facility allows you to transfer items from receipts to payments, and vice-versa, without affecting the bank or cash totals of your cashbook. Enter the deduction amount into the Contra entry box. If there is no deduction, leave this box empty.

Refer to the DO\$H Cashbook Handbook for more information about contra entries.

VAT

VAT	0.00
-----	------

Enter the amount of VAT you have payed on the Amount entered above.

Refer to the DO\$H Cashbook Handbook for more information about VAT.

Total



The total receipt amount is displayed in this box. It includes all sub-entries (see below) and adjustments for VAT and the Contra.

Sub-Entries



The Sub-Entries box records all your receipts from a single transaction.

For example, you may have written a cheque for a supplier, representing payment for a number of goods or services you have purchased. Instead of having multiple entries in your cashbook for these, you can include each item as a sub-entry of the one cashbook payment entry. For each item, enter the code, amount and VAT and then click on the **SubEnter** button.

When you have entered all the sub-entry items, you can view them in the drop down list by clicking on the down arrow to the right of the sub-entries box.

SubEnter



See Sub-Entries above.

Enter



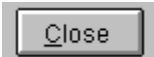
Once you have entered all the relevant information into the Enter Payments dialogue box, click on the **Enter** button to save your new cashbook entry.

New



To cancel a part-completed payment entry and clear the entry boxes for a new entry, click on the **New** button. Once cleared, the information cannot be retrieved.

Close



When you have finished entering payments, exit by clicking on the **Close** button.

Viewing & Amending Cashbook Entries

Viewing Receipts

tells you how to display your cashbook receipts.


Viewing Payments

tells you how to display your cashbook payments.

Amending Cashbook Entries

tells you how to amend your cashbook receipt and payment entries.

Viewing Receipts


To view cashbook receipts, select **Cashbook Receipts** from the **View** menu or click on the  toolbar button.

The Select Month Ending dialogue box will appear, so that you can select the month and year for which you wish to view the receipts. Using your mouse, click on the sideways facing arrows - left to move the month/year back, right to move forward.

When you have the correct date, click on the **OK** button. The View Receipts window will appear, displaying all the receipt entries for the selected month. At the bottom of the window, column totals are displayed.

If some of the data is not visible, use the scroll bars on the right-hand side and bottom of the window to reveal the hidden receipts. Alternatively use the ←, →, Home or End keys on your keyboard to move left or right and the ↑, ↓, PgUp or PgDn keys to move up or down.

Note that in addition to columns for the data entered via the Enter Receipts dialogue box, there are three extra columns. The Bank and Cash columns contain the value from the Total box, the column used corresponding to the Bank/Cash setting. The third extra column is the Bank Reconciliation column and will contain a box for each line having an amount in the Bank column. A tick in the box indicates that the entry has been checked against your bank statement.

To obtain a printed copy of your receipts for the selected month, select **Print** from the **File** menu or click on the  toolbar button (see [Printing Documents](#)).

To close the View Receipts window, select **Close** from the **Window** menu.


Viewing Payments

To view cashbook receipts, select **Cashbook Payments** from the **View** menu or click on the  toolbar button.

The Select Month Ending dialogue box will appear, so that you can select the month and year for which you wish to view the receipts. Using your mouse, click on the sideways facing arrows - left to move the month/year back, right to move forward.

When you have the correct date, click on the **OK** button. The View Payments window will appear, displaying all the payment entries for the selected month. At the bottom of the window, column totals are displayed.

If some of the data is not visible, use the scroll bars on the right-hand side and bottom of the window to

reveal the hidden receipts. Alternatively use the ,




, Home or End keys on your keyboard to move left or right and the

↑,

↓, PgUp or PgDn keys to move up or down.

Note that in addition to columns for the data entered via the Enter Payments dialogue box, there are three extra columns. The Bank and Cash columns contain the value from the Total box, the column used corresponding to the Bank/Cash setting. The third extra column is the Bank Reconciliation column and will contain a box for each line having an amount in the Bank column. A tick in the box indicates that the entry has been checked against your bank statement.

To obtain a printed copy of your payments for the selected month, select **Print** from the **File** menu or click on the  toolbar button (see Printing Documents).

To close the View Payments window, select **Close** from the **Window** menu.

Amending Cashbook Entries

To modify an existing cashbook entry, first find the entry in the View Receipts or View Payments window for the appropriate month. Place your mouse pointer over the entry you wish to change and double-click the left mouse button. The Amend Receipts or Amend Payments dialogue box will appear, displaying the data for the selected entry. This dialogue box is similar to the data entry dialogue box (see [Making Cashbook Entries](#)), the main difference being in the buttons at the bottom.

You can alter the basic entry information (date, bank/cash, details, pay-in/cheque number and voucher number) by editing them in the same way as you entered them. To alter a sub-entry, you use the Sub-Entries list and the upper row of buttons.

Adding a New Sub-Entry

To add a new sub-entry, click on the **New Sub** button. The Sub-Entry Amend dialogue box will be displayed. Enter a code number or select a code description from the drop-down list. Enter the amount and VAT. Click on the **Save** button to close the sub-entry amend form and add the new sub-entry to the Sub-Entries list. Click on the **Cancel** button to cancel the new sub-entry.

Amending a Sub-Entry

To amend a sub-entry, select the sub-entry from the Sub-Entries drop-down list and click on the **Amend Sub** button. The Sub-Entry Amend dialogue box will be displayed to allow you to alter the code, amount and VAT. Click on the **Save** button to close the sub-entry amend form and update the sub-entry in the Sub-Entries list; if the Amount and/or VAT have been changed, the value in the Total box will also be updated. Click on the **Cancel** button to cancel the sub-entry changes.

Deleting a Sub-Entry

To delete a sub-entry, select the sub-entry from the Sub-Entries drop-down list and click on the **Delete Sub** button. The selected sub-entry will be deleted from the Sub-Entries list.

Deleting the Entry

To delete the entire entry, click on the **Delete** button. You will be prompted to confirm the deletion. Click on the **Yes** button to delete the entry; click on the **No** button if you change your mind.

Saving Amendments

To save the alterations you have made to an entry, click on the **Save** button. The dialogue box will disappear and the View Receipts or Payments window will be updated to reflect the changes.

Cancelling Amendments

To cancel the amendments and return to the View Receipts or Payments window, click on the **Close** button.

Viewing Summaries

There are a number of different ways in which you can view summaries of your cashbook entries.

Cashbook Summary

Shows a full Summary of your Cashbook, analysed in categories of receipts and payments, together with the opening and closing balances for the period selected. You may select any month or number of months you choose. A list of the entries in any receipt or payment category is also available.

Cashflow Summary

Shows a Cashflow Summary of your Cashbook for any month or number of months you choose, showing the cash generated by the business, and how it was spent.

VAT Account

Gives you a summary of your VAT transactions to help you complete your quarterly (or monthly) VAT Return.

See the DO\$H Cashbook Handbook for more information on summaries.


Cashbook Summary

To view your cashbook summary, select **Cashbook Summary** from the **View** menu, or click on the  toolbar button.

The Select Summary Period dialogue box will appear, so that you can select the first month/year and the last month/year of the period which you wish to view. Using your mouse, click on the sideways facing arrows - left to move the month/year back, right to move forward.

When you have the correct period, click on the **OK** button. The Cashbook Summary window will appear, displaying a summary of all the entries for the selected period, together with the opening and closing balances. The breakdown of the balances into Bank and Cash is also shown.

If some of the data is not visible, use the scroll bars on the right-hand side and bottom of the window to

reveal the hidden receipts. Alternatively use the ,




, Home or End keys on your keyboard to move left or right and the



↓, PgUp or PgDn keys to move up or down.


To obtain a printed copy of your cashbook summary for the selected period, select **Print** from the **File**

menu or click on the  toolbar button (see [Printing Documents](#)).

Sub-Analysis of Entries

A list of the entries in any receipt or payment category is available. Place your mouse pointer over the category you wish to list and double-click the left mouse button. A dialog box provides you with 3 options:-

Press the View button to display a list showing the dates, details and amounts of all entries for the selected category code. To obtain a printed copy of the list, select **Print** from the **File** menu or click

on the  toolbar button (see [Printing Documents](#)).

Press the Print button to obtain a printed copy of the list.

Press the Print All button to obtain a set of printed lists for all categories.

To close the Cashbook Summary window, select **Close** from the **Window** menu.

Cashflow Summary

To view your cashbook summary, select **Cashflow Summary** from the **View** menu, or click on the  toolbar button.

The Select Summary Period dialogue box will appear, so that you can select the first month/year and the last month/year of the period which you wish to view. Using your mouse, click on the sideways facing arrows - left to move the month/year back, right to move forward.

When you have the correct period, click on the **OK** button. The Cashflow Summary window will appear, displaying a summary of your business's cashflow over the selected period.

If some of the data is not visible, use the scroll bars on the right-hand side and bottom of the window to


reveal the hidden receipts. Alternatively use the ,



, Home or End keys on your keyboard to move left or right and the



↓, PgUp or PgDn keys to move up or down.

To obtain a printed copy of your cashflow summary for the selected period, select **Print** from the **File** menu or click on the  toolbar button (see [Printing Documents](#)).

To close the Cashflow Summary window, select **Close** from the **Window** menu.


VAT Account

To view your cashbook summary, select **VAT Account** from the **View** menu, or click on the  toolbar button.

The Select VAT Period Ending dialogue box will appear, so that you can select the last month/year of the period which you wish to view. Using your mouse, click on the sideways facing arrows - left to move the month/year back, right to move forward.

When you have the correct period, click on the **OK** button. The VAT Account window will appear, displaying a summary of your VAT data for the selected period and including the five amounts required to complete your VAT Return.

If some of the data is not visible, use the scroll bars on the right-hand side and bottom of the window to

reveal the hidden receipts. Alternatively use the ,




, Home or End keys on your keyboard to move left or right and the




, PgUp or PgDn keys to move up or down.

To obtain a printed copy of your VAT account for the selected period, select **Print** from the **File** menu or

click on the  toolbar button (see [Printing Documents](#)).

A list of the cashbook entries comprising the Total Value of Sales and the Total Value of Purchases for each month is available. Place your mouse pointer over the column and month you wish to list and double-click the left mouse button. A window will appear, listing the dates, details, amounts and VAT of all entries for the selected month. To obtain a printed copy of the list, select **Print** from the **File** menu or

click on the  toolbar button (see [Printing Documents](#)).

To close the VAT Account window, select **Close** from the **Window** menu.

Bank Reconciliation

Bank Reconciliation provides you with a means of checking your bank receipts and payments against your bank statements.

With your View Receipts and View Payments windows for the appropriate month, go through the bank statement item-by-item. For each item, find the corresponding receipt or payment entry, check that the amount is correct and put a tick in the Bank Reconciliation box (by clicking with your mouse pointer in the box) as you mark off the item on your statement.


If there are any errors in your data entry, they can be corrected as you go along (see [Amending Cashbook Entries](#)).


To check that the bank balance reconciles (i.e. that your cashbook agrees with your bank statement), open the Bank Reconciliation window by selecting Bank Reconciliation from the View menu or clicking on

the  toolbar button.

Set the date in the window (top left) to the bank statement date. The main part of the window will display a list of the outstanding receipts and payments which you have entered into your cashbook but which have not yet appeared on your bank statement (i.e. those not having a tick in their bank reconciliation boxes). Your cashbook bank balance at the date you have chosen will also be displayed (top right).

If some of the outstanding receipts and payments are not visible, use the scroll bar on the right-hand side

of the window, or the ,

, PgUp or PgDn keys, to reveal the hidden lines.

Enter the bank statement balance, for the date selected, in the box provided below the cashbook balance.


Finally, check the reconciled balance (bottom right); it should be the same as your cashbook balance (top right).

See the DO\$H Cashbook Handbook for more information on bank reconciliation.

Printing Documents & Exporting Data

You can obtain printed copies of your cashbook receipt and payment entries, summaries, VAT account and bank reconciliation. You can also export your data so that it can be used in other programs, by saving it to a file.

To print or export cashbook information, first display it by making the appropriate View menu selection. Make sure that the window containing the data is the active window. Next select **Print** from the **File**


menu or click on the  toolbar button. The Print dialogue box will be displayed.

If producing a printed version of the data, you can specify which pages are to be printed and enter the number of copies required. To print the document, click on the **OK** button.

To export the data to a file, click on the Print to file box; a 'x' will appear in it. Then click on the **OK** button. The File dialogue box will be displayed. Enter the required file name and click on the **OK** button. Your data will be saved as a comma-delimited text file which is a format readily accepted by most spreadsheet programs.

Backing Up Cashbook Data

You should back up your cashbook data onto a floppy disk every time you use DO\$H Cashbook.

To back up your data, select **Back-up Data** from the **File** menu, or click on the  toolbar button. The Backup Data Files dialogue box will be displayed, showing a list of data files. The files which have been modified during the current Cashbook session will be shown as selected (highlighted).

Click on the correct floppy disk drive option. Insert a formatted floppy disk in the selected drive.

If you wish to change the selection of files, hold down the Control key on your keyboard and click on a file name in the list to select or de-select it.

To save the selected files, click on the **OK** button. To cancel the back up, click on **Cancel**.

Restoring Cashbook Data

This facility is provided to allow you to replace your current Cashbook data with a previously backed-up version. This may be necessary if you have made a number of entries which you wish to delete or possibly after a power failure while making or amending entries.

To restore your data, select **Restore Data** from the **File** menu. The Restore Data Files dialogue box will be displayed. Select the correct floppy disk drive letter and put the floppy disk containing your backed-up data in the selected drive. Click on the **OK** button. A list of the data files on the floppy disk will be displayed. Select the files you wish to restore. To change the selection of files, hold down the Control key on your keyboard and click on a file name in the list to select or de-select it. If you wish to restore a cashbook entries file, e.g. ACCT1996.DHA, you should also restore your codes file, your details file and your business file.

To restore the selected files, click on the **OK** button. To cancel the restore, click on **Cancel**.

