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Przepływy gotówkowe 3

Fix Me! **Ta strona nie jest jeszcze kompletnie przetłumaczona. Pomoc mile widziana.**
(po skompletowaniu usuń ten komentarz)

Przepływy gotówkowe

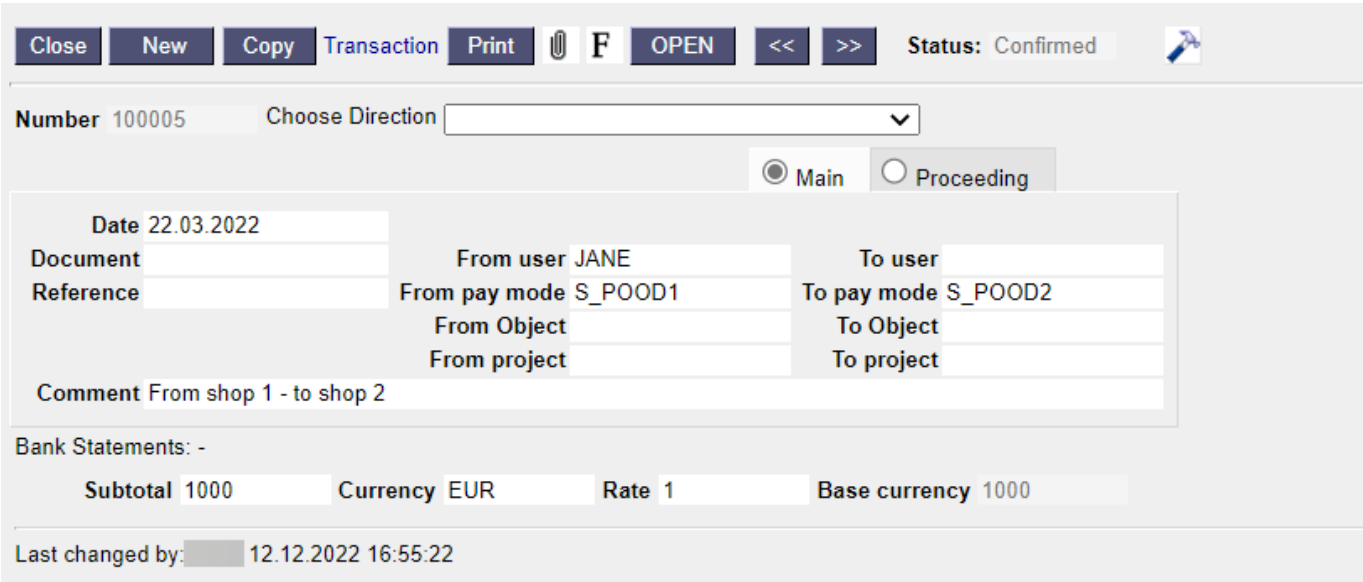
Dokument przepływu gotówki jest przeznaczony do przemieszczania gotówki zarówno do kasy fiskalnej, jak i z kasy fiskalnej, tzn. pieniądze są wrzucane do kasy fiskalnej lub wypłacane z kasy fiskalnej.

Dokument przepływu środków pieniężnych jest najczęściej stosowany w handlu detalicznym w następujących sytuacjach:

- trzeba wrzucić więcej pieniędzy do kasy np. drobne
- należy pobrać pieniądze z kasy fiskalnej i wrzucić je do kasy ogólnej (pieniądze w kasie pochodzą z faktur opłaconych gotówką)
- pieniądze są pobierane z ogólnej kasy fiskalnej lub przekazywane do banku
- pieniądze są przenoszone pomiędzy różnymi kasami

W przypadku korzystania z tego dokumentu można zrezygnować z dokumentów **Przyjęcie** i **Wypłata** , ponieważ jeden dokument spełnia funkcje obu.

Dokument dotyczący przepływów pieniężnych znajduje się w`Finance → DOCUMENTS → **Cash movements.**`



===== 1. Cash movement buttons ===== * Close - closes the document, after checking if the document has unsaved changes * New - opens new blank document. Checks in advance if the previous document contains unsaved changes. * Copy - creates a copy of existing document. Opens new document that has most fields filled as on previous document. Date of creating the copy is by default marked as the new document date. Document number range is by default selected from the user settings that created the copy. * Delete - deletes the document * Confirm - confirms document if save button is pressed after confirm button. As a result, a transaction related to the cash in is automatically created. * Save - saves the document * Print- creates printout.

After pressing “Print” printout preview will be shown for a moment and after that print dialog will be opened. For separate printout preview hold “Shift” button on keyboard and press “Print” on the document. In this case print dialog will not be shown automatically. After pressing “Ctrl” + “P” on keyboard print dialog will be opened. If there is more than one printout designed pressing “Print” with right mouse button will open the selection. * Attachments - possibility to add attachments * Open - allows to open the confirmed document (if the user has rights). ===== 2. Cash movement fields ===== * Number - document number. When making new document range code is shown there. The right range can be selected By double-clicking or with Ctrl+Enter. * Choose direction - allows you to pre-create templates Kassa suunad → Cash movements, which describes the payment methods from where the money moves. The pre-filled cash in template speeds up the filling of the cash document. * Date - the date of the document, by right-clicking opens the calendar view * Document - an informative cell, where can enter the necessary information. * From user - user who created the cash movement. Automatically filled in when creating a document. Possible to change. User who takes the cash out. * To user - code of the user to whom the money is transferred. Necessary if with cash movement is recorded who received the money. * Reference - grouping identifier * From pay mode - a field that shows which location/cash register the money is moved out of. This field is only displayed if is used Kohti. * To pay mode - a field that shows where/to which cash register the money is moved (This field is only displayed if location is used). * From object - object used in accounting calculation. Selection of objects can be opened with double click or “Ctrl” + “Enter” combination. * To object - object used in accounting calculation. Selection of objects can be opened with double click or “Ctrl” + “Enter” combination. * From project - project code. Selection of projects can be opened with double click or “Ctrl” + “Enter” combination. * To project - project code. Selection of projects can be opened with double click or “Ctrl” + “Enter” combination. * Comment - an informative cell, where can enter the necessary information. If Cash directions are defined, the text of the cash direction is placed as a comment. * Sum - the sum in which the money moved * Currency - if the cash in is in foreign currency, then by double-clicking or pressing Ctrl + Enter opens currency list, where can choose an appropriate currency. Default is blank and will be filled with system base currency on save. * Rate - current exchange rate of the selected currency * Base currency - the field appears after entering the sum**

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