

Cash Boock User Manual

Cash Book User Manual

This APP has been specially developed for private households. It can be used without a license and is free of charge.

Your PC must have Windows 7, Windows 8 or Windows 10 and have Office 2010 or higher installed for all functions to run.

Download this manual and the associated APP (program in VBA) from my private website;

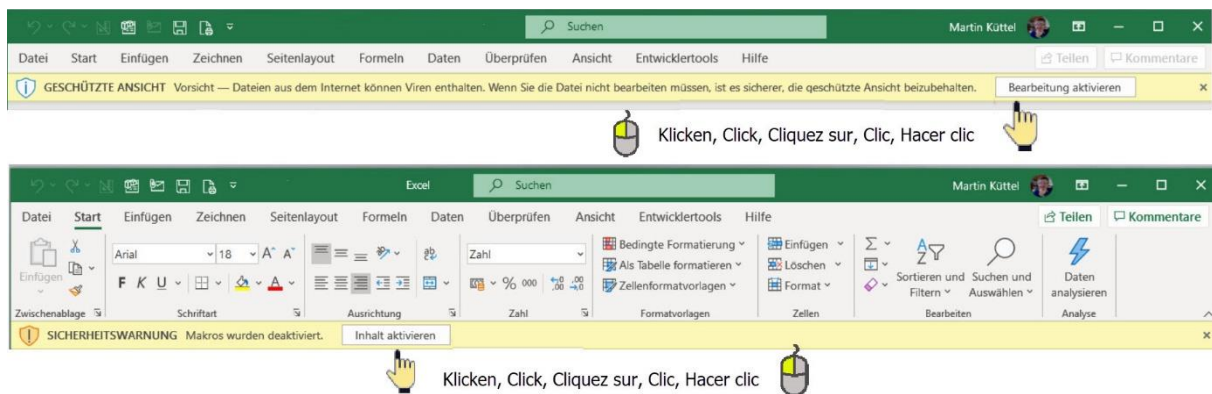
<https://www.tiggi.ch/kassabuch.html>

The very first time you open the APP (Excel file) you will be prompted to confirm that you want to enable editing (because downloaded from the internet). You also have to confirm that you want to activate the content (this is a VBA security mark of trust).

The following 2 pictures show what this looks like.

The opened file is currently still in the download folder.

After that, you should immediately save the file to the folder of your choice and name the file whatever you want. Make sure that you can find the file again.



The data shown in the description are fictitious and entered only for explanation.

The APP is created in 5 languages, mostly translated with Google. De for German, En for English, Fr for French, It for Italian and Es for Spanish.

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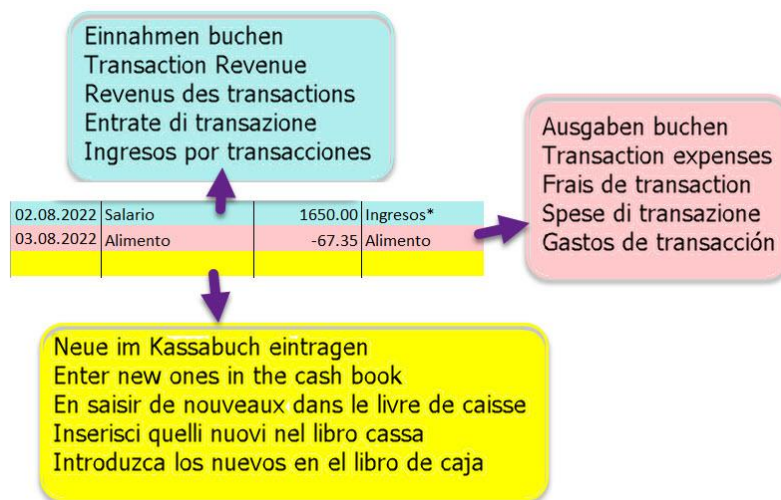
General

The APP is easy to use and works as described in the following chapters. The APP uses dialogs (often also called shapes or forms) to enter data.

Tip; In each dialog there is a Textbox that adapts to the mouseover function, i.e. so you get to each object there is an explanation of what the button, label or text field does for a function that appears when you mouse over it drive the object.

Some functions are color-controlled and can be executed directly by clicking on the colored line. It is this;

- Correct income (light blue)
- Correct expenses (pink)
- New entries (yellow)
- Dark blue with white text, open dialogs such as menu, account text, category, navigate



Alternativ kann auch die Taste E3 **Neu / Ans Ende** verwendet werden.

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How cash book table looks like

Befehle
Comands
Comandos
Comandi
Comandos

zum Ende / to the end / jusqu'à la fin / all'estremità / hasta el final

zum Beginn / at the Beginn / au début / all'inizio / al principio

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | |
|------------|------------------|---------|---------------|----------------|----------------------|-------------|------|---------|---------|---------|---------|---------|---------|----------|----------|------|------|------|------|
| | Sprache | Info... | Analyse | Drucke | Kassa Test | 18750.00 | 0.00 | 3494.65 | 3454.50 | 2727.60 | 3420.70 | 3162.90 | 2902.75 | 1130.60 | -1543.20 | 0.00 | 0.00 | 0.00 | |
| Suchen | Konto | Sort | Kategorie | Neu / Ans Ende | Kategorie | Total / Top | Jan | Feb. | Mrz. | Apr | Mai | Juni | Juli | Aug. | Sept. | Okt | Nov. | Dez | |
| 19.02.2022 | Gehalt | 3600.00 | Einnahmen* | Deutsch | Ausbildung | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15.02.2022 | Telefon | -105.35 | Kommunikation | | Nicht Nahrungsmittel | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01.03.2022 | Gehalt | 3600.00 | Einnahmen* | | Essen | -349.15 | 0.00 | 0.00 | 0.00 | 0.00 | -35.30 | 0.00 | -97.30 | -216.55 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 08.03.2022 | Hypothek | -89.00 | Immobilien | | Energie | -475.85 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -178.00 | -259.65 | -38.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 23.03.2022 | Fahrschein | -56.50 | Verkehr | | Freizeit | -1250.20 | 0.00 | 0.00 | 0.00 | -75.40 | 0.00 | 0.00 | 0.00 | -1174.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 02.04.2022 | Gehalt | 3550.00 | Einnahmen* | | Wertanlagen | -500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10.04.2022 | Mieten | -747.00 | Immobilien | | Kommunikation | -340.10 | 0.00 | -105.35 | 0.00 | 0.00 | 0.00 | 0.00 | -97.30 | -137.45 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13.04.2022 | Ereigniss | -75.40 | Freizeit | | Pflege | -1543.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1543.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 27.04.2022 | Kleider / Schuhe | -342.00 | Non-Food | | Verkehr | -56.50 | 0.00 | 0.00 | -56.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 06.05.2022 | Gehalt | 3456.00 | Einnahmen* | | Versicherungen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10.05.2022 | Lebensmittel | -35.30 | Essen | | Spenden | 0.00 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13.06.2022 | Mieten | -108.00 | Immobilien | | Immobilien | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14.06.2022 | Gehalt | 3556.00 | Einnahmen* | | Immobilien | -1494.10 | 0.00 | 0.00 | -89.00 | -747.00 | 0.00 | -215.10 | -243.00 | -200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15.06.2022 | Hypothek | -107.10 | Immobilien | | steuer | -1450.00 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | -1450 | 0 | 0 | 0 | 0 | 0 |
| 29.06.2022 | Tanken | -178.00 | Energie | | Verschiedenes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Kassabuch Journal
Cash Book Journal
Journal de caisse
Diario del libro dei Contantri
Diario del libro de caja

Monatssummen / Kategorie
Monthly Totals /Category
Totaux mensuels / Catégorie
Totale mensili / Categoria
Totales mensuales/ categoria

In this display, you always have an overview of the status of your accounting.
The Analysis Account Texts function is available for the details.

Enter income and expenses

To do this, click on the bottom line (yellow background) in the cash book or click to **New / Down** and the following dialog opens (e.g., an expense posting).

Cash book create new entry in Kassa Test [english]

Expenses Income Save Close

Accounting text and optional note

purchase price Date

Accounting text

note

Category

Description

Create a new expense transaction.
Prepare next transaction. Delete

Cash book create new entry in Kassa Test [english]

Change expenses Save Close

Accounting text and optional note

purchase price 123.45 Date 18.08.2022 31

Accounting text Dresses / Shoes

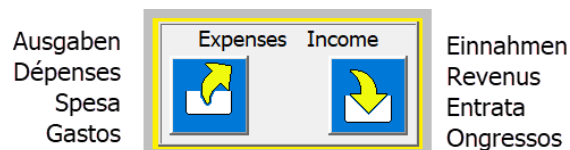
note Robe

Category Non Food

Description Garments / Shoe / Household Items / Consumables

Enter new ones in the cash book. Delete

The first step is choosing income or expenses.



Click on the button you want

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Then the dialog with the input options is presented; Amount, date and account text (optionally, a note can also be entered).



The button saves the data in the cash book.

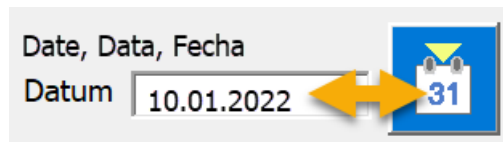
The dialog is immediately prepared again for the next entries. You can therefore process several processes one after the other.

After each entry, the balance of the cash book is recalculated and entered in cell C1 at the top. The sum of the individual categories is also automatically calculated and entered in the respective month.

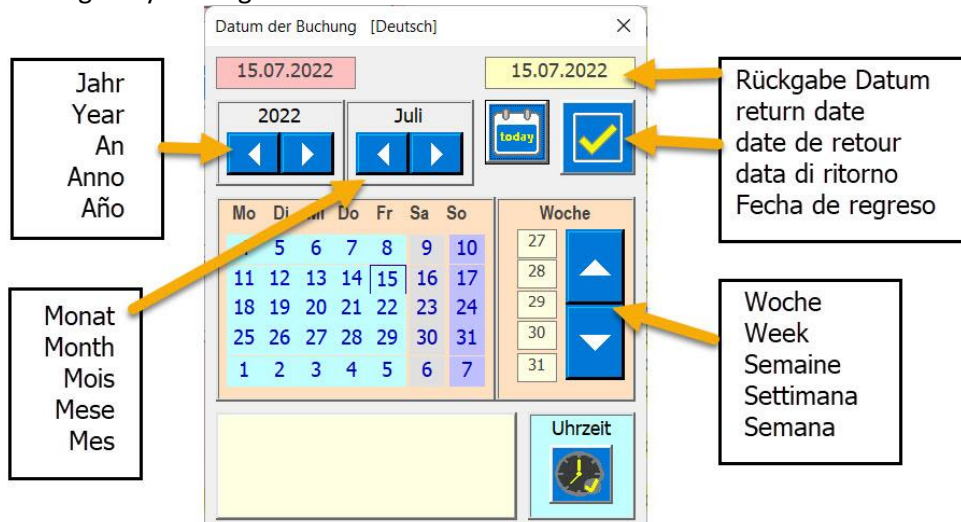
Editing options when booking

Change date

The date is always automatically set to the current day by the APP.



But can be changed by clicking on the date label with the calendar tool.




Clicking on this button returns the selected date to the cash book dialog.


reset inputs (UnDo)



If you made a wrong choice, e.g. income instead of expenses, there is the Undo button. If it is clicked, the dialog returns to the starting position and you can start again.

You can also enter several entries in a row without closing the dialog. Each time you save, the data is

entered in the cash book .

When all new entries have been created, close the dialog with the button .

The dialog disappears and a yellow line is inserted at the bottom of the cash book.

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PS the close button closes the dialog without making any changes to the cash book, but the column width is adjusted to the cell content. This guarantees that all cell contents are always fully visible.

Calculate monthly total

| Menü öffnen | 4291.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4291.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|----------------|---------|------|------|------|------|------|------|---------|---------|------|------|------|------|------|
| catégorie | Summe | Jan | Feb | Mär | Apr | Mai | Jun | Jul | Aug | Sep | Okt | Nov | Dez | |
| Einnahmen* | 5570.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5570.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Ausbildung | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Non-Food | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Essen | -97.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -97.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Energie | -768.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -768.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Freizeit | -114.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -114.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Geldanlagen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Kommunikation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Pflege | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Verkehr | -56.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -56.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Versicherungen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Spenden | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Mobilien | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Immobilien | -243.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -243.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Steuer | 0.00 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Verschiedenes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |


This should give an overview of the monthly budget. If the total is positive, there should still be money.


Correct or delete bookings

Entries in the cash book can be corrected and saved at any time  or delete . Simply click on the line to be corrected in the cash book and the following dialog will appear.


Correct cash book expenses in Kassa Test [english] X

Change expenses

Save 

Close 

Accounting text and optional note

purchase price Date 


Accounting text

note

Category

Description

Correct selected transaction.

Delete 

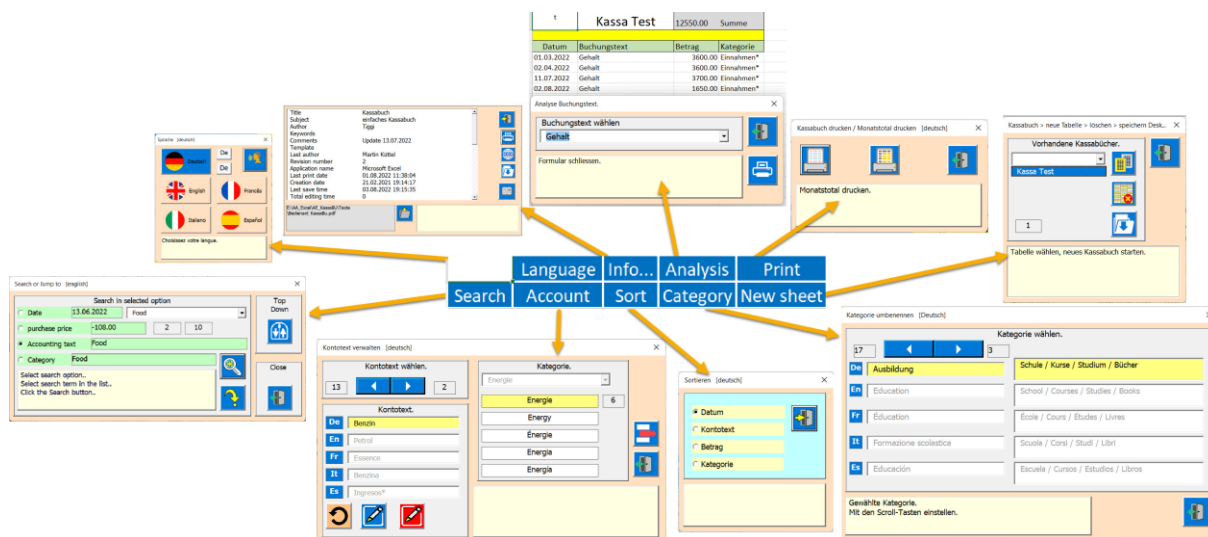
Save corrected data with the button .

To erase the data, press the button .

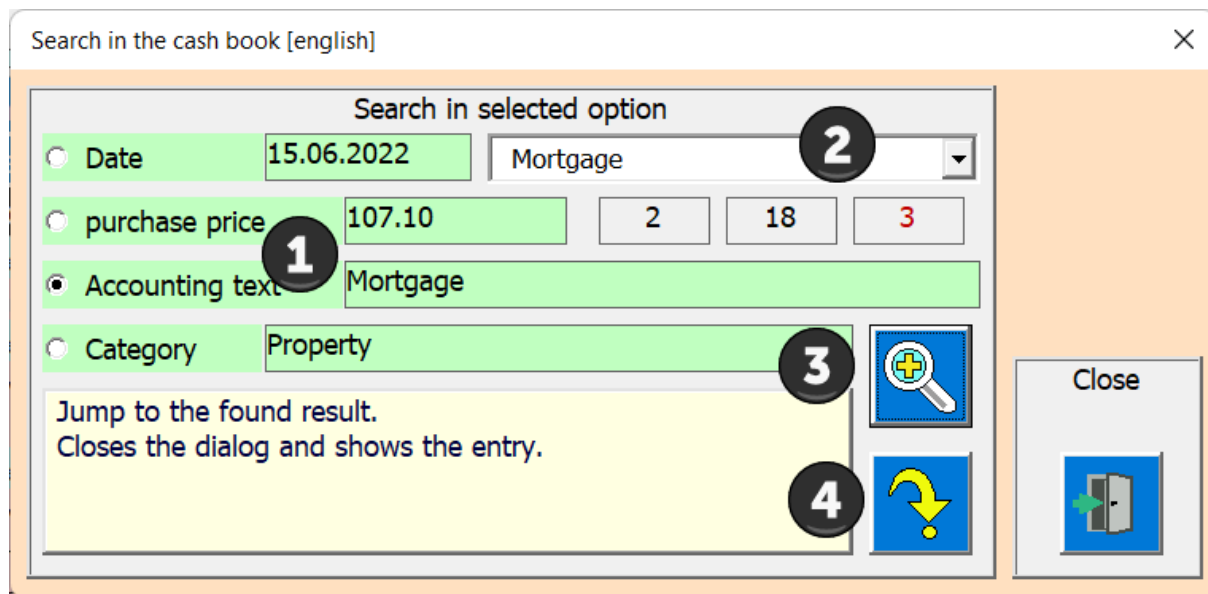
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Execute commands

In the title lines 1 & 2, the executable functions can be activated by clicking on the desired cell. The relevant function dialog opens.



Search



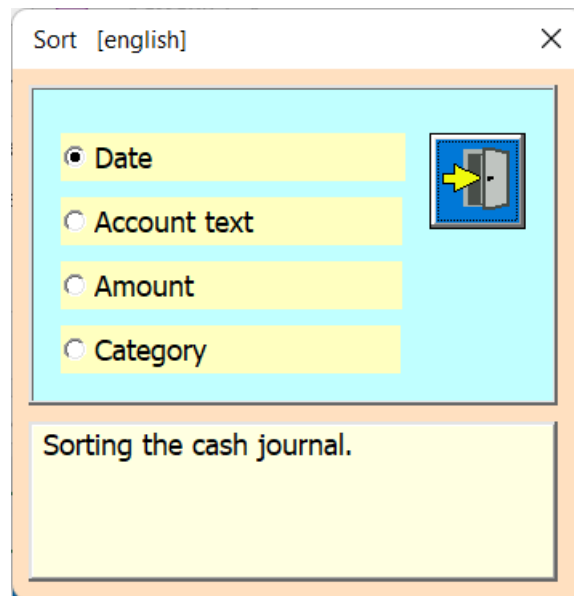
The search takes place in 4 steps.

1. Choose an option.
2. Select account text from the list.
3. Press the Search button (this can also be done several times until the desired entry is found).
4. Open the selected entry.

If the search does not find another entry, the search starts again at the top entry.

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Sort

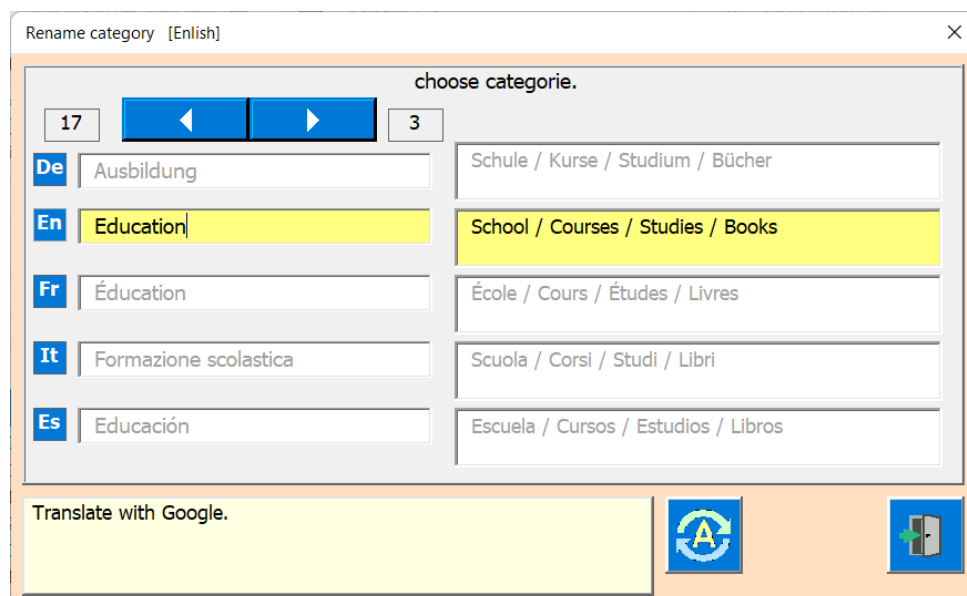


Default setting is Sort by date as is usual with a journal.
But you can also sort by account text, amount and by category.
The sorting takes place directly when the option is changed.

Rename category & adjust description

You can summarize account texts in 16 different categories.

You can use this function either by clicking on cell [D2] **category** or open via menu.

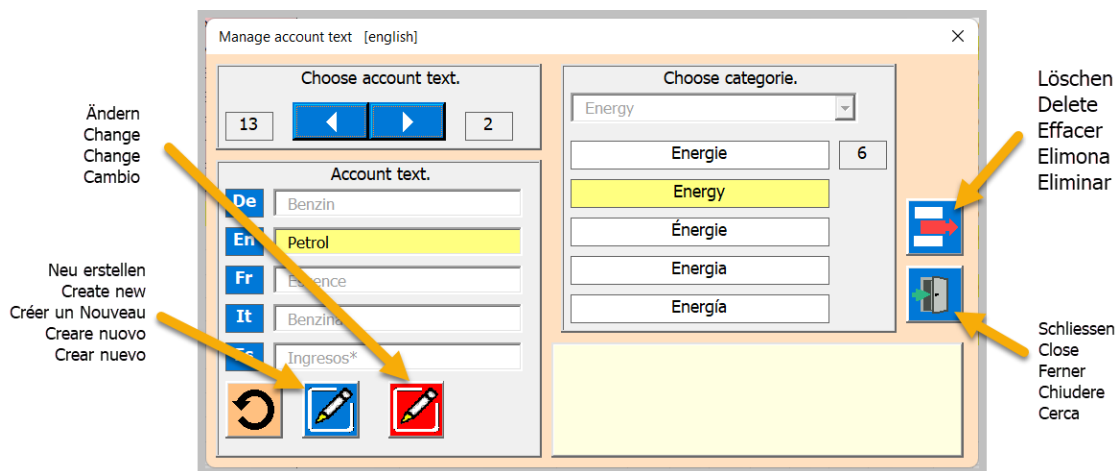


With the categories you can determine the name and adapt the description.
The description should explain what the category includes.

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Manage account texts

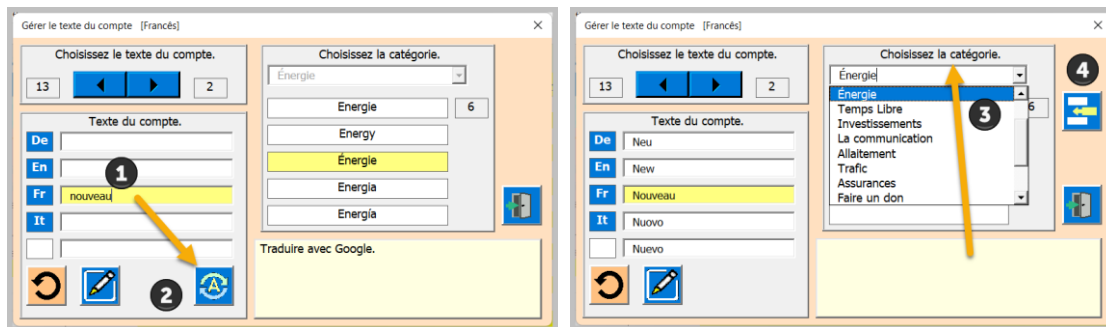
You can use this function either by clicking on cell [B2] **account text** or open via menu.



Create News Account Text

This is done in 4 steps.

- 1 Enter new account text
- 2 Translate
- Assign 3 category
- Save 4



Change account text

Select the text to change using the scroll keys then follow the three steps.

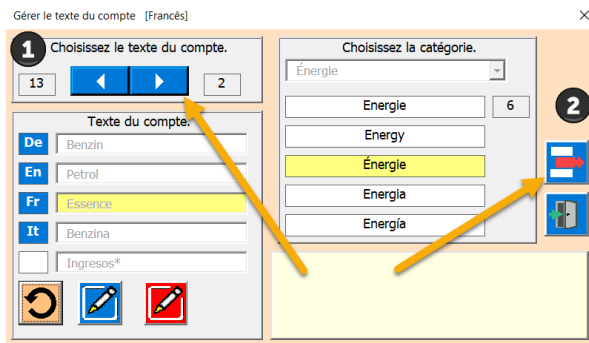
- Change 1 account text
- 2 Translate
- Save 3

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Delete account text

All you must do is select the text to be deleted with the scroll buttons and then click the Delete button.



Cash analysis

You can use this feature to analyze account texts or categories. For example, you can find out how much the health insurance cost, or how much food you bought and much more.

| | A | B | C | D |
|----|------------|--------------|--------|----------|
| 1 | | Kassa Test | 349.15 | Summe |
| 2 | | | | |
| 3 | Date | Account Text | Amount | Category |
| 4 | 10.05.2022 | Food | -35.30 | Food |
| 5 | 20.07.2022 | Food | -97.30 | Food |
| 6 | 03.08.2022 | Food | -67.35 | Food |
| 7 | 05.08.2022 | Food | -54.60 | Food |
| 8 | 11.08.2022 | Food | -36.00 | Food |
| 9 | 13.08.2022 | Food | -23.90 | Food |
| 10 | 16.08.2022 | Food | -34.70 | Food |
| 11 | | | | |

Analysis of account text. [english]

Choose account text

Food

Account text

Category

Select element from the list above.
Found values are listed
and expenses resp. income summed up.

| | A | B | C | D |
|----|------------|-----------------|----------|----------|
| 1 | | Kassa Test | 1543.20 | Summe |
| 2 | | | | |
| 3 | Date | Account Text | Amount | Category |
| 4 | 06.09.2022 | Nursing service | -1465.00 | Nursing |
| 5 | 06.09.2022 | Nursing service | -78.20 | Nursing |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |

Analysis of account text. [english]

Choose category

Nursing

Account text

Category

Select element from the list above.
Found values are listed
and expenses resp. income summed up.

Whenever you switch from one entry to the next, the entries are searched, totaled and re-listed.

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Printing is the same as for the cash book. A preview is shown first, which you can print or close the view again.

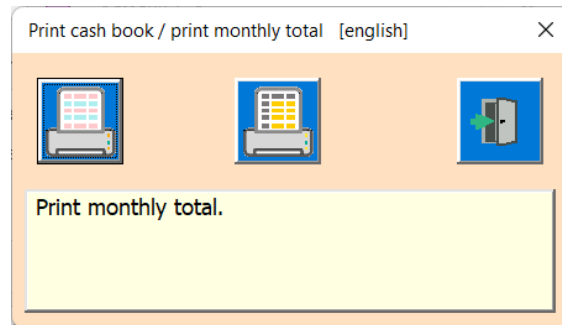
Description in the next chapter.

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Print the cash book or monthly total

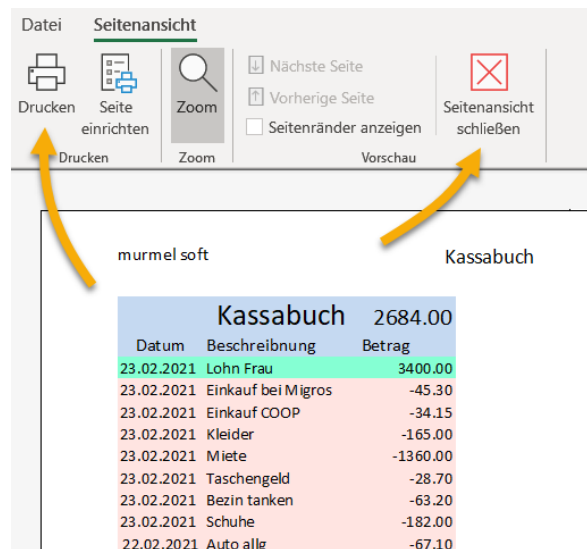




The two printing options are via menu and button



This key prints the cash book.

The APP prepares the printout and then shows a print preview.



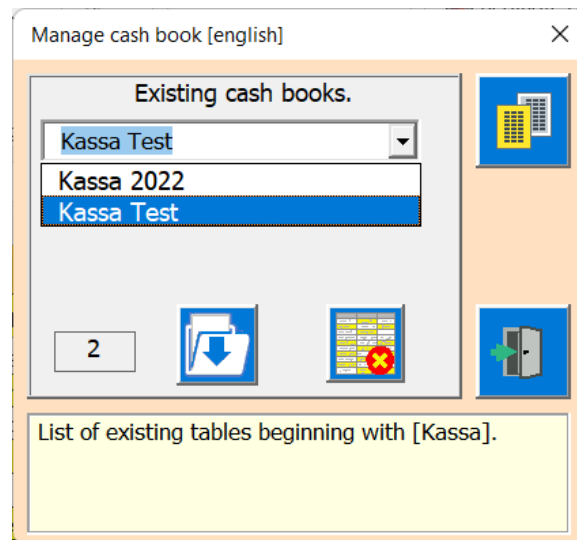
You can now print the preview  or even just the view  close again.



This key prints the monthly totals per category.

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Cash book table; create new, delete, save



condition:

- At least one cash book must remain in the file, otherwise part of the code would disappear, and the APP would no longer work.



The Delete button only appears if there is more than one table.

- If no table is selected, no function can be executed.



With this button you create another cash book.

It is recommended to keep a cash book for each financial year so that you can compare the years with each other.



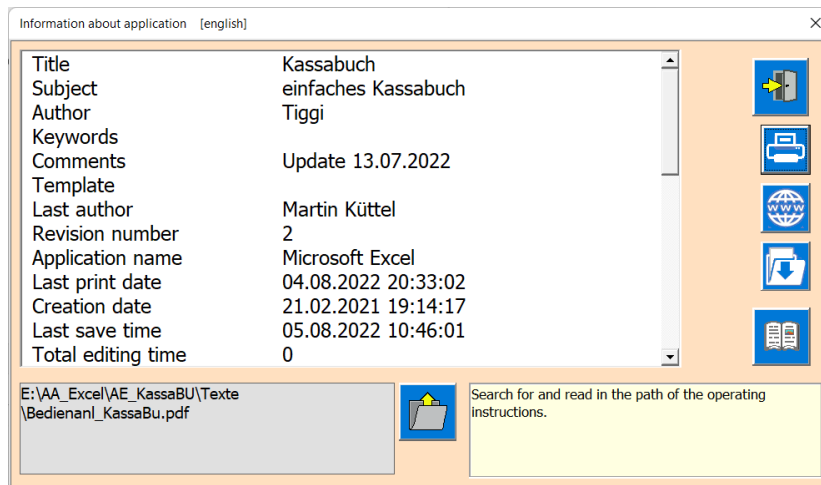
With this button you save the Excel Workbook to the Desktop.

After that Excel will be closed!

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Info-APP

You can use this function to view information about the APP.



You can use the button to open the operating instructions.



To do this, however, the path where the PDF file is located must be entered with the button. You must adapt this path to your device.



Use the Save button to create an Excel table on the desktop, e.g. before deleting the table.

ENDE user guide author; Martin Kuettel Sunday, July 12, 2022