

# FAQ

## Q.1. I've never kept accounts before - will I be able to use this?

A. You will, no previous accounting experience required!

## Q.2. Do I need specialist computer skills or equipment?

A. No, only basic Microsoft Excel knowledge is required. Cashbook can be used on any PC, Mac or laptop.

## Q.3. Are the Cashbook spreadsheets easy to use?

A. Yes, we have redesigned the functionality and you will be surprised how quickly you will feel confident using it.

## Q.4. What about training and support?

A. We will provide the Cashbook Guide with helpful tips and samples. If you need further assistance, help contact is Trish Murphy.

## Q.5. How much time will it take me to use this Cashbook?

A. Most people will be comfortably using the spreadsheet within a few days.

## Q.6. Would I be able to print a copy off each month?

A. Full copies can be printed, however to save the printing costs we suggest you only print page 3 each month to be used as your treasurer's report, and filed by the secretary along with the monthly minutes and reports.

## Q.7. Who would have access to this?

A. A New Folder should be made in the Documents window and the Electronic Cashbook downloaded and saved into this.

## Q.8. What happens if I accidentally delete some cells?

A. You won't be able to delete or change format of the spreadsheet. All pages are protected.

## Q.9. Computers can crash & die, what happens then?

A. Each time data is entered into the cashbook this should be backed up to a disc or USB.

## Q.10. Am I able to get a trial version of the Cashbook?

A. Yes, before you start your club's Cashbook you can try it on our trial version.

# VIEW Electronic Cashbook



## What is a VIEW cashbook?

A VIEW cashbook is a list of all your club's financial transactions and reconciles the bank account. It records all club income and expenditure.

VIEW cashbook is the most important accounting book for annual audit.

## What should be recorded in the cashbook?

The following details should be entered in the cashbook:

- Date
- Transaction details and comments
- Receipt/cheque number
- Transaction amount in appropriate column
- Cashbook balance
- Bank statement balance
- Outstanding deposits
- Unpresented cheques
- Income & Expenditure Statement for the year ended

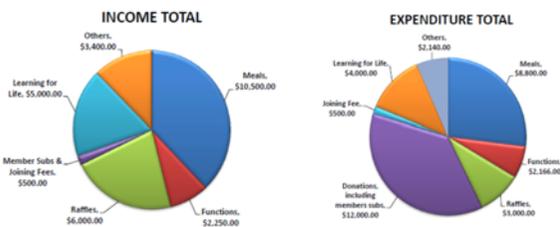
## VIEW Electronic Cashbook

We encourage Club Treasurers to use an electronic cashbook. VIEW Electronic Cashbook is easy to use and it requires basic computer knowledge.

## Benefits of using Electronic Cashbook in Excel

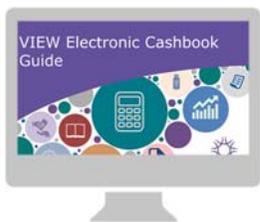


- Easy data entry in Excel.
- Automatic Total calculations across all pages of the Cashbook.
- Total for Month, Progressive Total and Brought Forward are automatically calculated as soon as you enter your data.
- Cashbook Balances, Income and Expenditure Statement for the year sections are automatically populated for each month.
- Formulas are protected from deleting.
- Pie charts are built in and available on the last page so you can use them for your reporting.



## Electronic Cashbook Guide

Updated VIEW Electronic Cashbook Guide will help Club Treasurers to understand how to use VIEW Electronic Cashbook and feel confident using it in Excel.



The Guide covers how to:

- download/open/save the cashbook on your computer
- enter your data
- print cashbook
- backup the file

and more...

## Electronic Cashbook Liaison

VIEW Electronic Cashbook Liaison Past National Councillor **Trish Murphy** will help Treasurers with their smooth transition to electronic cashbook and will be able to answer questions and provide any assistance in relation to the VIEW Electronic Cashbook 2018.



Contact details:

Email: [murphytrish40@gmail.com](mailto:murphytrish40@gmail.com)

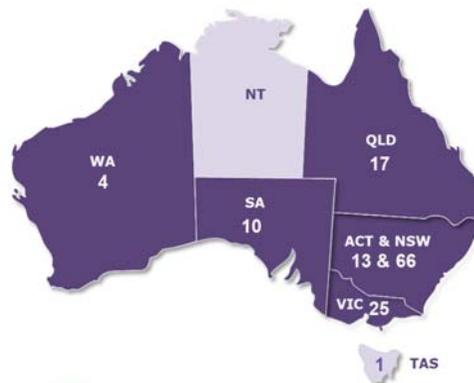
## VIEW Electronic Cashbook for VIEW Annual Audit

VIEW Electronic Cashbook is a preferred format for our annual audit. Due to automatic calculations in Excel it will simplify your cashbook reconciliation process.

The Treasurer emails Electronic cashbook to [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au) for the annual audit.

## VIEW Electronic Cashbook usage

Based on audit 2016 results 48% of VIEW Clubs (136 clubs) used the Electronic version.



To download Electronic Cashbook and Guide please go to [www.view.org.au/resources/committee-information](http://www.view.org.au/resources/committee-information)