

# Step by step guide to Finance

## Step 1:

Check the [Finance@cafeanalog.dk](mailto:Finance@cafeanalog.dk) Email on Webmail. Make sure that invoices are forwarded to [invoice@cafeanalog.dk](mailto:invoice@cafeanalog.dk).

## Step 2:

The inbox in [invoice@cafeanalog.dk](mailto:invoice@cafeanalog.dk) should only be invoices. Check whether they are paid or not. You can check this in the bank or on E-conomic "Bankafstemning".

## Step 3:

Pay invoices that are not paid.

(Find the suppliers who are automatically paid through "leverandørservice" under our chapter "policies".)

Payment is done by going into DanskeBank District (Business Online), where payment only happens through the "Drift"-account. If there is not enough money on "Drift" - you can manually transfer more from "Cash reserve". Though this should not be an issue as we have set up automatic transfer. Also in "policies".

## Step 4:

Make sure that everything in "Bankafstemning" has been bookkeeped.

The right side is automatic banking, which resembles the actual transaction in Danske Bank.

The left side is inserted by the treasurer, but not bookkept before the green sign can be found next to the transaction .

## To Bookkeep:

## Step 4.1:

Tick the relevant transaction, and then click on “overfør in upper right corner”.

## Step 4.2:

A new window will appear. Register the Konto/Kunde/leveran., which is applicable. For this case it is Salling, which is oftentimes milk from Netto. There is an account “1351 - mælk produktionsudgifter”, which we will use if the money was spent on milk.

(You can find a sheet with the “kontoplan” explained in detail in the folder.

Click on “Overfør til kassekladde” when the correct account has been chosen.)

## Step 4.3:

you will now be able to find the transaction in the “Kasseklasse”. Here it is important to find the invoices and attach them to each transaction.

The invoices can either be downloaded locally on your computer or be found under “indsendte”, which are invoices forwarded automatically to E-conomic by forwarding the mail to “

787bilag1420565@e-conomic.dk”.

## Step 5:

Keep this flow until the “bankafstemning” is fully bookkept and looks good.

# Closing the year:

Please see other page

# Extra stuff when done

Make sure to look at the Analog Eboks.

Make sure this document and the Policies document is up to date.

Think about what things can be automated.

Think about Analogs finances. Do they make sense?

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