



User Manual BoardCash

- Logbook Suite Add-on for Mac, Windows and iPad
- Logbook Suite PhoneTools for iPhone
- stand-alone iOS-App for iPad and iPhone

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Preface

BOARDCASH is an easy to use tool for managing the board cash and for all other cases in which a group of persons are jointly funded.

BOARDCASH is an Add-on of LOGBOOK SUITE and can be used on PC and iPad, in addition with the app LOGBOOK SUITE PHONE-TOOLS on iPhone. For the iPhone and iPad, BOARDCASH is also available as a stand-alone app.

This user manual explains the functions of the file **BoardCash.fmp12** and of the start screen of the app BOARDCASH. General functions of LOGBOOK SUITE, such as installation, handling of data files and updating an old file are described in the basics user manual for Logbook Suite.

However, we recommend all users to read the section “Accounting with BoardCash” on page 22. Here we explain the ways to enter expenses and payments into BOARDCASH— especially the particularly complicated cases, if not everything is paid directly with the cash box or if “private” purchases were paid with the cash box.

We thank Magnus Olausson for his the translation of BOARDCASH into Swedish, Alex Voermans for his translation into Dutch and Jérémy Kondi for his translation to French.

If you have any questions, please send an email to ***support@2k-yachting.de***.

We hope that you like BOARDCASH and may there always be enough water beneath your keel...

Almute Kraus

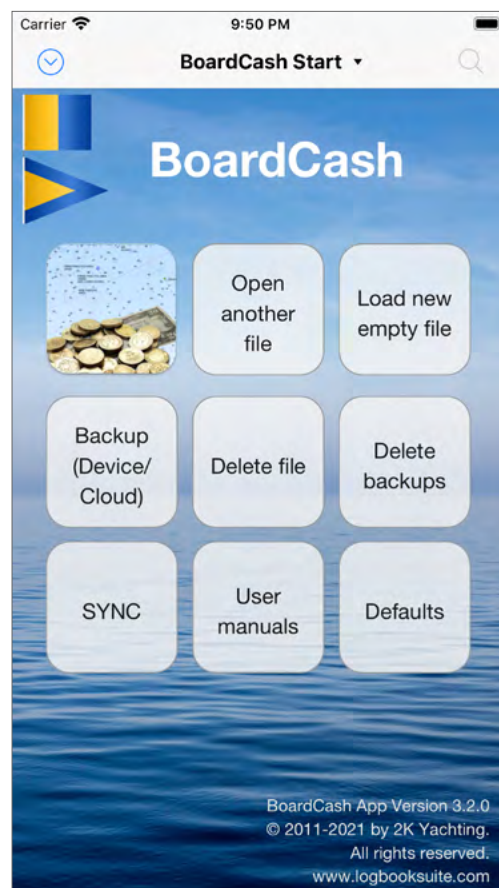
2K Yachting, in June, 2022

The start window of the App BOARDCASH for iPhone and iPad

For the iPhone and iPad, BOARDCASH is also available as a stand-alone app that can be loaded from Apple App Store.



The icon of the iPad app BOARDCASH



The start window of the app BOARDCASH

Open files


After starting the app shows the window **BoardCash Start**—the control center of BOARDCASH.

- The button with the BoardCash icon opens the standard BOARDCASH file **BoardCash.fmp12**.
- If your file has a name other than standard file name of the app, the file can be opened using the button **Open another File**. Select the desired file from the list at the top (if necessary, you should update the list with the button ↻), and then tap **Open**.
- With the button 🔍 (BOARDCASH) you get into the file system of BOARDCASH. Tap on **On my iPad** and then select the desired file from the list. This feature also allows you to open PDF files which had been created by BOARDCASH and saved in the apps documents folder.
- To open a file that is stored at a **cloud service** or in another app on your iPad you use the button ☁ (iOS) to open the standard file dialog of the iOS. Under **Locations** you'll find your cloud services and under **On my iPad**, all apps that can store and share files.

Select the file you want to open. It copies the selected file to the data folder of BOARDCASH and opens the file.


Switching files using the title bar

When multiple files are opened in BOARDCASH only the currently active window is visible, hiding all other windows.



1. To select another file tap in the title bar on the triangle right of the window title (showing the name of the file).
 2. All windows opened are displayed side by side in reduced size.
 3. Tap on the desired window to bring it to the foreground.
- Using the button  on the right of the window of each tool you will get back to the window **BoardCash Start**.

Closing files

There are several ways to close a file which is opened in LOGBOOK SUITE.

- To close a file tap on the icon  in the top left of the window and choose the entry **Close File**.

Or

1. Tap in the title bar on the triangle right of the window title (showing the name of the file).
 2. This will display all windows side by side in reduced size.
 3. Then tap on the red closing icon  which is shown on the top left of the reduced document window of the file you want to close.
 4. A message is shown which gives you the possibility to make a backup copy of your last file version.
- Alternatively you can use the button **Close** in communication popover (button ) to close the file.

Loading a new, empty file

Using the button **Download new empty file** you can download a new, empty BOARDCASH file.

When downloading, the existing file is saved as a backup, and the new file will get the default file name **BoardCash.fmp12**.

If a serial number was entered for the old file **BoardCash.fmp12**, this is copied and the new file is directly unlocked.

This function requires an internet connection, because the file is loaded directly from the website of 2K Yachting.

Deleting files from BOARDCASH

BOARDCASH provides two functions for deleting files.

- The function **Delete file** opens a popover where you can select the file which you want to delete. The list contains all files stored in BOARDCASH.
- The function **Delete backups** deletes all files that have been created by automatic backups during the work with BOARD-CASH. The file names end with **backup**.

As an alternative to the delete functions of the iPad app BOARD-CASH itself you can use iTunes on PC to rename or delete files stored in the app (see the following section).

Defaults

With the button **Defaults** you get the possibility to choose the language of the Start windows independent from the system language of your device.

Internet connection

The large button at the top right on the iPad offers the possibility to temporarily disable all functions that require access to the Internet. By deactivating you avoid that BOARDCASH is slowed down by unsuccessful connection attempts.

If communication with the Internet is enabled, the button appears in green; if Internet access is disabled, it appears in red.

Exchanging files with PC using iTunes

Using the file sharing function in iTunes on PC you can easily copy files from BOARDCASH between PC and iPhone/iPad back and forth and this way use them on different devices. Similarly, iTunes can be used to transfer files from the app BOARDCASH to LOGBOOK SUITE and vice versa.

1. Connect your iPad/iPhone to your PC (using USB or WiFi, depending on your setup for iPad/iPhone in iTunes). In iTunes on the PC select your iPad/iPhone and then in the menu on the left **File Sharing**. From the list choose the app **BoardCash**.
2. The button **Add...** opens a dialog box in which you can select the files from BOARDCASH that you want to transfer to iPad/iPhone.
3. With the button **Save as...** you store files from your iPad/iPhone on the PC. Best of all choose the standard data folder of LOGBOOK SUITE (on the Mac by default in the folder “Documents/Logbook Suite” inside of your user folder, with Windows by default in the folder “[system drive letter]:/Logbook Suite”).

4. Alternatively you can drag and drop the files from the Finder or Explorer into the field and vice versa.

Saving files via cloud services and exchange them with the PC

BOARDCASH allows to store files with services such as iCloud or Dropbox in a cloud and thus transfer the files to the PC or another iOS device or save a backup in the network. Normally you need to have installed a special app from the cloud provider on your iPad.

1. Choose the button **Backup (Device/Cloud)** and then select from the list the file, for which you want to create a backup. Use the button **Backup** to start the backup.
2. A dialog will appear, where you can specify a name for the file. You don't need to enter the file name extension .fmp12. Type the name and then press the **Continue** button.
3. In the following dialog you can select a destination for your file. It depends on the apps installed on your iPad/iPhone, which destinations are listed.
4. In the bottom line you will find cloud destinations such as iCloud Drive, Dropbox etc. Select the desired cloud service or **Send to**.
5. You will then be taken to another dialog where you can select the destination inside your account of the chosen cloud service. Select the destination and then tap **Select**. If necessary, you have to confirm further dialogs.
6. The file is now uploaded to the chosen cloud.

Note

The exact procedure depends on the iOS version and may change at any time.

Synchronizing with SYNC

With the synchronization service **SYNC** you can synchronize the data of BOARDCASH between your devices over the Internet. This allows you a fast synchronization of the data recorded on the different devices. **SYNC** works with the App BOARDCASH as well as with LOGBOOK SUITE. For example, **SYNC** allows you to synchronize entries made with the app BOARDCASH on the iPhone to your BoardCash file in LOGBOOK SUITE on the iPad or a PC.

For the synchronization with our synchronization service **SYNC** your data on your device will be encrypted with 128 Bit AES (Advanced Encryption Standard) on your device. The personal key used for this is defined by you and is only stored on your devices, not on the **SYNC** server. Only after the encryption process is completed the data will be uploaded to your personal account area on our **SYNC** server. Our **SYNC** server is located in Germany.

When uploading the changes from the **SYNC** server to your device, the procedure is exactly the opposite. The encrypted data is loaded from the **SYNC** server and decrypted on your device using the personal key you have specified. Only your installation of BOARDCASH or LOGBOOK SUITE can decrypt the encrypted data again.

Of course the synchronization via the **SYNC** server requires an Internet connection. If there is no Internet connection while you are entering data, the information about the changed data will be cached on your device until it can be uploaded to the **SYNC** server.

For the use of the synchronisation service **SYNC** we offer different subscription models in our online shop, for the whole LOGBOOK SUITE as well as only for BOARDCASH files (in LOGBOOK SUITE and in BOARDCASH). Up to 4 devices can be synchronized.

For details on how to use the synchronisation service **SYNC** in LOGBOOK SUITE and also in BOARDCASH please read the *User Manual Logbook Suite Basics*.




Get to Know: The User Interface


The user interface of BOARDCASH is almost identical on PC and on iPad/iPhone. All the functions you need during data entry or for printing, etc., can be found in this popover that are opened directly via the buttons at the top right of the window. If you already use LOGBOOK SUITE, you will recognize many controls.

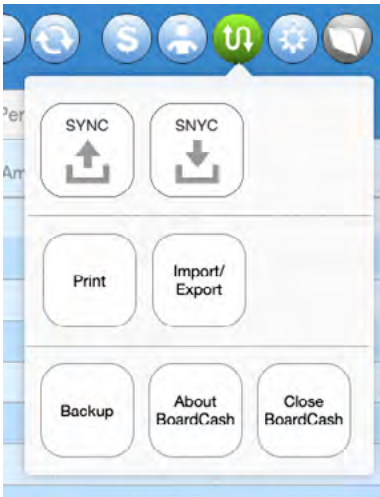
The Buttons

In the area at the top right of the window of BOARDCASH you find buttons that give access to all functions of BOARDCASH. The table gives a description of the buttons. The functions will be described in the corresponding chapters of this manual. In addition there are two views invisible buttons:










- Tap/click on the **title view** to open the **board cash view**
- A tap or click in the upper left corner of the **board cash view** to get back to the **title view**.

The buttons ,  and  open a popover with a kind of menu. Clicking on a text button opens either another popover with settings or executes the specified function.

To close a popover just click or tap on an empty space in the window of BOARDCASH or use the closing button () , which is located on many popovers in the upper right corner.



The popover **Communication** (button ) shows a menu with text buttons

Button	Function
	Dialog New expense/ New deposit (depending on tab)
	Delete accounting
	Popover Exchange (import expenses from LOGBOOK), not available in app
	Dialog Currency
	Dialog Crew *
	Popover Communication (export, import, print, Backup, about BOARDCASH, quit)
	Popover Settings
	Popover Sorting of view
	Switch to Logbook Manager or to the start screen of the app

The buttons


The Views

For each expense and for each deposit a separate entry is created in BOARDCASH. Expenses and deposits are managed and displayed in separate lists. When opening the BOARDCASH file after a short while BOARDCASH automatically changes from **start and title page** to **board cash view**.

The board cash view

The **board cash view** provides four tabs. The tab **Expenses** shows a list with all expenses and the tab **Deposits** a list with all deposits into the cash box. On tab **Personal** all expenses are listed showing the pro rata amount for the crew member chosen in top of the tab. And on the tab **Summary** you find various evaluations.

All fields in these lists are display fields. Changes to the entries can only be made in the **detail view** which is opened with the button ⓘ left in the row.

Using the sorting button  you can change the order of the expenses or deposits in the list. Some order also show subtotals. On the tab **Summary** this button can switches between the different evaluations.

Date	Description	Amount
So., 26. Juni 2016	Ersteinkauf	40,00 EUR
Di., 28. Juni 2016	Obst vom Stand	7,00 EUR
Di., 28. Juni 2016	Brot etc.	15,00 EUR
Do., 30. Juni 2016	Supermarkt	209,34 EUR
Fr., 01. Juli 2016	Kochwein	2,50 EUR
Fr., 01. Juli 2016	Fisch	15,70 EUR
Fr., 01. Juli 2016	Backwaren	3,49 EUR
Fr., 01. Juli 2016	Supermarkt	43,18 EUR
Mo., 04. Juli 2016	Supermarkt	26,48 EUR
Food		362,69 EUR
Di., 28. Juni 2016	2 Nächte Porto Rotondo	157,09 EUR
Berth		157,09 EUR
Do., 30. Juni 2016	Getränke	60,00 EUR
Mo., 04. Juli 2016	Restaurant Essen und Trinken	140,00 EUR

The board cash view showing expenses sorted by categories

Cash position	Expenses	Deposits	Balance
Thomas	202,95 EUR	411,09 EUR	208,15 EUR
Betti	202,95 EUR	100,00 EUR	-102,95 EUR
Helmut	202,95 EUR	44,68 EUR	-158,27 EUR
Almute	202,95 EUR	306,01 EUR	103,07 EUR
Total	811,78 EUR	861,78 EUR	50,00 EUR







Balancing	
Helmut pays	158.27 EUR to Thomas
Betti pays	102.95 EUR to Almute
board cash pays	49.88 EUR to Thomas
board cash pays	0.12 EUR to Almute

The board cash view showing the crew analysis

The detail view

Using the button ⓘ (at the left of the row with the desired accounting) you can switch to detail view of the accounting, which is presented in a separate window. Here you can edit all accountings (expenses and deposits) and if desired, add a photo of the receipt.

The **detail view** provide their own controls to scroll between the expenses or deposits. The table explains the function of the buttons.

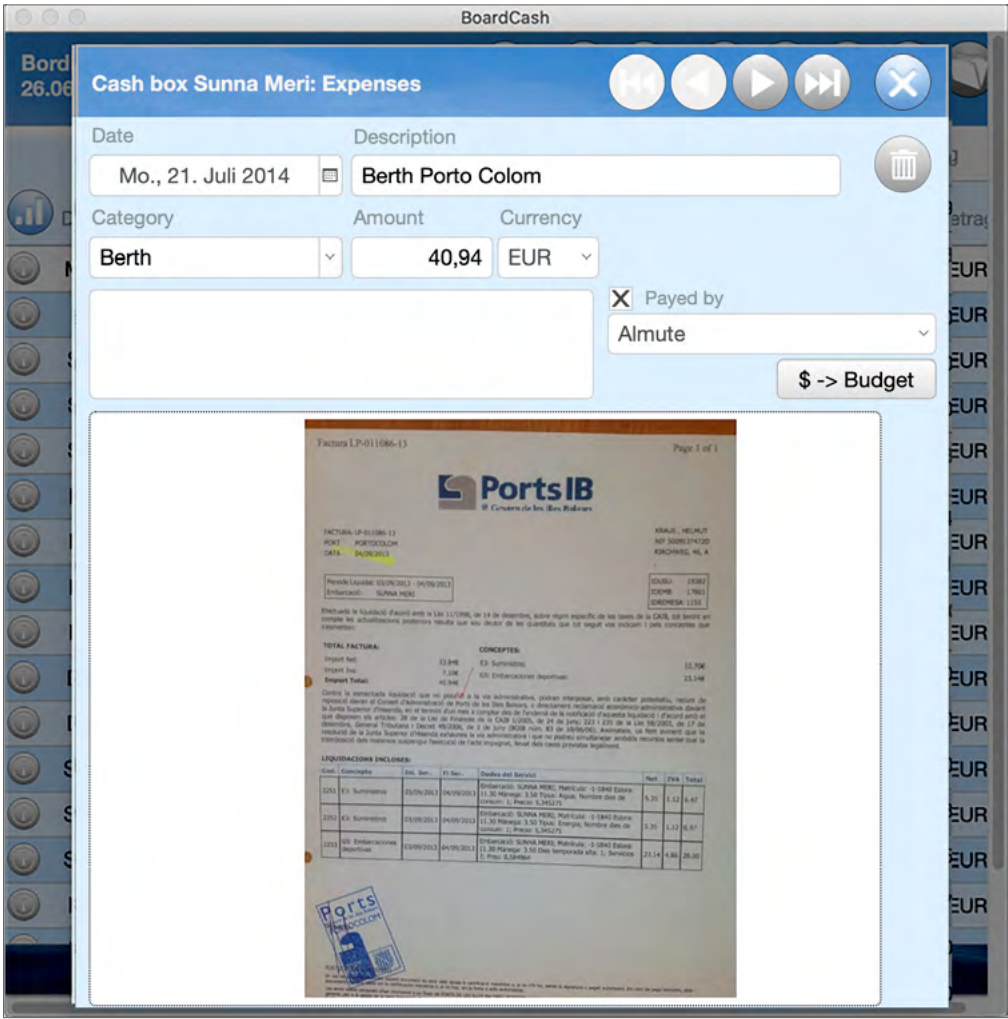
Button	Function
	go to the first item in the list
	go to the previous item
	go to the next item
	go to the last item in the list
	close detail view
	delete the expense shown

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The button in *detail view*

New in
BoardCash
3.2

The **\$ -> Budgett** button passes the displayed expense directly to the Add-on **Budget** (only in LOGBOOK SUITE and LOGBOOK SUITE PHONETOOLS.).



The detail view



Windows size

If you resize the window, the screen content adjusts automatically. However, there is a minimum window size for each zoom level. If the window is smaller than the minimum window size the contents can not be adjusted and scrollbars are shown.



Rotate and zoom

If you rotate the iPad or iPhone, the screen content automatically adapts to the width and height of the screen.

On the iPhone and the iPod Touch, you also have the option of using the two-finger gesture to zoom. This way you can enlarge the data you want so see.



Tip

Unfortunately, when viewing in landscape mode the popover is moved upwards on the screen when the keyboard fades in. This may make it difficult to enter data. If you have problems, you should do your inputs while holding the iPad/iPhone in portrait mode.

The Fields

In BOARDCASH the information is entered and displayed in fields.

Attention

Note, however, your entry is only completed and permanently stored in the board cash file after you moved the cursor out of the entry fields. To do this close the popover/dialog or click or tap on an empty area in the window.

Standard Fields

Standard fields allow the input of text or numbers.



Entering text or numbers on PC

1. When you click with the mouse on a standard field a text cursor appears.
2. Enter your text or the numerical value.
3. Finalize the input of your data by moving the cursor further to the next field with the tabulator key, the return or the input key. Or click with the mouse at a place outside of the field.



Entering text or numbers on iPad/iPhone

1. When you tap on a standard field a text cursor appears and the keyboard is shown.
2. Enter your text or the numerical value.
3. Finalize the input of your data by moving the cursor further to the next field with **Next** (on the keyboard or in the bar on top of the keyboard). Or tap at a place outside of the field, which will hide the keyboard too.

Fields with Drop-down Value Lists

Some fields show a drop-down list with possible entries when you activate the field.

Fields, where you can only use the listed entries, show at the right end a downward pointing triangle.


In fields without the triangle, you can as well enter your own data instead of selecting from the list. These lists are generated automatically by BOARDCASH and show all entries that you have previously entered in the appropriate field. Thus you don't need to type frequently used data over and over. At the beginning of the work with a new board cash file these lists are empty.

1. Scroll through the list and click/tap on the appropriate entry.
2. The entry is inserted and the cursor automatically moves to the next field.



In order to do enter your own text on PC you need to click in the field once again while the drop-down list is shown. The list is closed and you can now type in your own data.



On iPad/iPhone you can hide the list with the button  (in the bar on top left of the keyboard) and then enter your text using the keyboard.

Fields for Dates

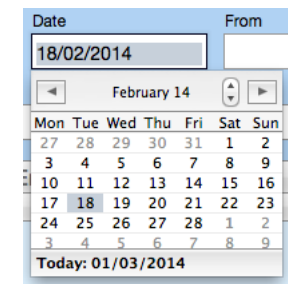
As soon as you activate a field where a date should be entered, on PC a drop-down calendar appears and on iPad/iPhone the popup date of the iOS.

Tip

When entering a new expense or deposit into the dialog **New**, the current date is already set. If you want to use this, you can skip the field and move the cursor directly in the following field.



On PC just click on the desired date in the calendar. With the arrows on the top left and on the top right you can go back or forward one month and with the arrows beside the month one year. Simply click on **Today** to the enter of the current date.




The drop-down calendar for the input of a date



On iPad/iPhone choose the date with the scrolling dials and then switch to the next field or finish the data entry by tapping on an area without a data field.

The actual date is preset. To enter this date, shortly scroll one of the scrolling dials back and forth, until the time is date in the roller and displayed in the field. Then switch to the next field by tapping **Next** or finish the data entry by tapping on an area without a data field.

Also, you can hide popup Date with  (in the bar on top left of the keyboard) and then enter the time using the keyboard.

Fields for Images

In the **Detail view** you can insert an image of a receipt into the large field.



Inserting an image on PC

There are different ways to insert an image. Follow these steps:

1. Click on the button in the image area.
2. This opens the dialog box **Insert Picture**, where you can choose the desired image.
3. If you select the option **Store only a reference to the file** only a link to the image file will be inserted into the BOARDCASH file instead of the image itself. This will keep the BOARDCASH file smaller. Nevertheless, if the image file will be moved to another place or renamed, the image will no longer appear in the BOARDCASH file. If the image file is edited it will be updated automatically in the BOARDCASH file, too.
4. Once you click **Insert**, the image appears in the image area. The image will be reduced proportionally to fit into the image area, that no image sections are cut off.

You can also select an image in your image editing program (e.g., Apple Photos or Adobe Photoshop), copy it and insert the image into the field from the clipboard.

1. Click in the picture area (not on the button). It now shows a black border
2. Insert the image from clipboard.

Or drag the image directly from Finder, Explorer or out of Photos into the image area.

The following image file formats are supported by LOGBOOK SUITE:

JPEG (.jpg), PDF (.pdf), PNG (.png), TIFF (.tif), Photoshop (.psd), PICT (.pct) and, in addition the less common formats JPEG 2000 (.jp2), MacPaint (.mac), PICS (.pcs) as well as Windows Bitmap (.bmp).

Note:

When inserting the image into LOGBOOK the size of the image is automatically reduced to a size which is a good compromise between file size and image quality. So it is not necessary to use the setting **Store only a reference to the file**.

Deleting an image on PC

If you want to remove an image, click on the image and then press the Backspace or the Delete button.



Inserting an image on iPad/iPhone


1. Tap in the picture area. An import popup is shown.
2. Choose whether you want to take a picture with the iPad/iPhone's camera and insert this or you choose a picture from your photo gallery.
3. As soon as you have selected a picture, it appears in the image field. The image will be reduced proportionally to fit into the image area, that no image sections are cut off.

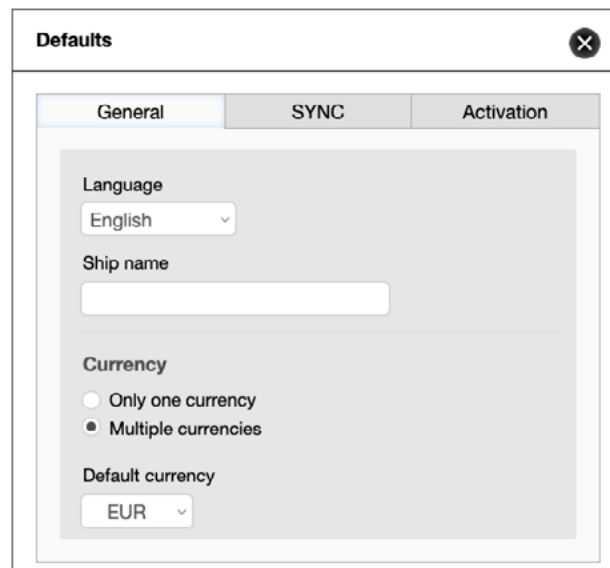
If the image field already contains an image, you can choose in the popup whether you want to delete the image or substitute it with another.

Customize BOARDCASH: Settings

Before you use BOARDCASH the first time you should make a few settings.

The Dialog Defaults

First use the button  in the right of the window to open the popover **Settings**. In this popover choose the button **Defaults** to open the dialog where you can set some defaults.



The dialog Defaults

Options on tab General

Language

Choose the language for the user interface of BOARDCASH. At this moment we support German, English, Dutch, French and Swedish.

Ship name

Enter the name of your ship. The name is displayed on the title page and top left of the board cash view.

Currency

Here you can specify whether you want to lead the board cash with one currency or with several currencies.

Default currency

Choose from the list of available currencies the currency in which your board cash should be based—your default currency. When using multiple currencies, all amounts are converted into this currency.

If necessary you can add other currencies not included in the list in dialog **Currency** (button **\$**), see “The Dialog Currency” on page 16.

Options on the tab SYNC

On the tab **SYNC** card, you can enable or disable the use of the **SYNC** function for this file and set the unique name of the file. If the **SYNC** function is active, you can start the upload or download with the two buttons in the lower area.

You can learn more about the **SYNC** function in the *User manual Logbook Suite Basics*.

Options on tab Activation

Your serial number

This field shows your actual serial number. If you didn't enter a serial number yet or want to enter a new serial number (for example after you purchased an upgrade), choose the button **Enter**. The field itself is not editable.

The Dialog Currency

In dialog **Currency**, which is opened with the button \$, you can load exchange rates and add additional currencies.

Currency

☐ Only one currency

☒ Multiple currencies

Default currency

EUR

★ ISO

Name

Exchange rate to standard currency

<input checked="" type="checkbox"/>	CH1 Swiss franc fix	0,9600
<input type="checkbox"/>	AUD Australian dollar	0,6719
<input type="checkbox"/>	BGN Bulgarian lev	0,5113
<input type="checkbox"/>	BRL Brazilian real	0,1951
<input type="checkbox"/>	CAD Canadian dollar	0,7442
<input type="checkbox"/>	CHF Swiss franc	0,9594
<input type="checkbox"/>	CNY Chinese yuan	0,1406
<input type="checkbox"/>	CZK Czech koruna	0,0404

Load exchange rates

New currency

Import currencies

Exchange rates from: 2022-06-07

Black text: exchange rate of the currency can be updated automatically and used with different standard currencies.

Red text: Exchange rate to standard currency needs to be entered manually.

The dialog **Currency**

In the top of the dialog you find the same options as in the dialog Settings:

Only one currency/Multiple currencies

Here you can specify whether you want to lead the board cash with one currency or with several currencies.

Default currency

Choose from the list of available currencies the currency in which your board cash should be based—your default currency. When using multiple currencies, all amounts are converted into this currency.

List of Currencies

BOARDCASH provides a list of the most important currencies. The list includes all currencies for which the ECB (European Central Bank) provides exchange rates for automatic download.

Currency favorites

If you want to use BOARDCASH with more than one currency, you have to select in the currency list which currencies should be available for selection while entering expenses and deposits.

- Check all the currencies you want to use on the left side of the list.

The selection refers only to which currencies can be selected during the data entry and has no influence on the selections of already entered expenses or deposits.

Update exchange rates

With the button **Load exchange rates** you can update the exchange rates of all currencies provided in the list of currencies. The function automatically retrieves the latest exchange rates from the ECB and shows them in the list in relation to the chosen default currency. Below the list the date of the exchange rates will be displayed.

Note: This function requires an Internet connection.

New in
BoardCash
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Add more currencies

1. To add more currencies to the list, select the button **New currency**.
2. Now item a blank line is added above the first list. In the first field (**ISO**), enter an abbreviation for the currency with a maximum of three characters.
3. Under **Name**, enter the name of the currency.
4. The exchange rate for the newly created currency can not be downloaded from the ECB's. Therefore, you need to enter this manually.

The manually created new currency will appear in red text. This is an indication that this currency uses a manually entered exchange rate, which can not be updated automatically.

Tip

If you want to make sure that the exchange rates of your used currencies remain unchanged over the whole lifetime of your BoardCash file, you should create your own currencies and enter the desired exchange rate (see the example in the image of the dialog).

Import your own currencies

With the button **Import currencies** you can import your own currencies from another BoardCash file for reuse. After the import you can adjust the exchange rates at any time.

Delete own currencies no longer required

Own currencies, that you don't need to use, you can delete from the list.

- To delete a currency click/tap the minus sign at the end of the row. After confirmation, the currency will be deleted from the list.

Note

Only own currencies can be deleted. All standard currencies are fixed.

The Popover Categories

In Popover **Categories** (in menu of the popover **Settings**, button ⚙️) you can define categories for your expenses.



*The popover **Categories***

The categories included in the list are only suggestions. You can edit or delete all existing entries that you don't need.

- To add a new entry click/tab on the plus sign at the bottom of the list and enter the name of the category in the field.
- To delete an entry click/tab on the minus sign at the end of the line. After a warning message the entry will be deleted from the list.


Attention

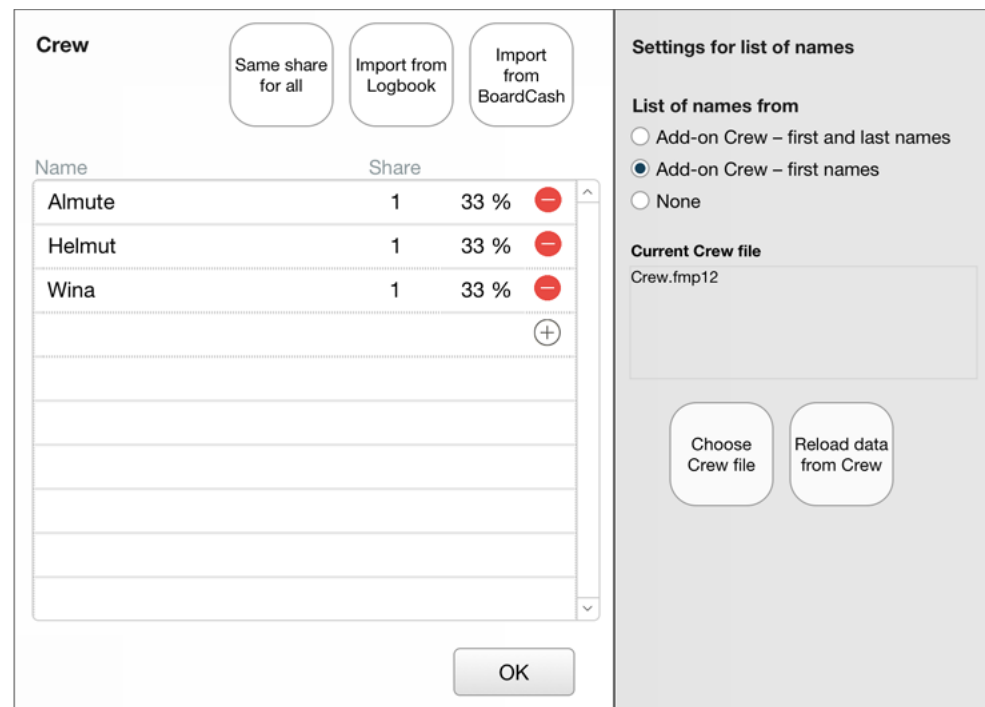
If you want to import expenses from **Logbook**, you should not delete the categories **Berth** and **Fuels**, because these are used during import.

Setting up the Crew

For each board cash you need a crew list (the list of persons).

BOARDCASH supports an unlimited number of crew members or parties in the board cash. You can assign different shares in the board cash for each crew member. This way you can consider, for example, couples, families and individuals in the crew.

The crew list is set up in the dialog **Crew** (Button ). The names can be entered either manually or by importing a crew from a trip in LOGBOOK or any other BOARDCASH file.



Name	Share
Almute	1 33 %
Helmut	1 33 %
Wina	1 33 %

The Dialog **Crew**

Setting up a crew manually

1. To insert a new crew member to the list tap or click the plus sign.
2. Enter the name of the crew member or the name of a party.
3. Specify in the following field, how many shares this crew member has in the board cash (see “Using shares in Board-Cash” on page 20). You only need to enter this share manually if different shares will be set up. For equal shares you can use the button **Same share for all** after you have entered all crew members into the list.

Settings for the Crew List (only in LOGBOOK SUITE)

In the right part of the dialog **Crew List**, you can determine which names should be available for selection when activating the field **Name**. This can be either the names of the persons listed in the Add-on CREW (optionally with first and last name or only the first name).

Using the button **Choose Crew file** you can select your crew file. By default this is the file **Crew.fmp12** in data folder of LOGBOOK. Use the button **Reload data from Crew** to update this list. This is necessary, for example, if you have new persons added to CREW.

Note

In the App BOARDCASH this options are dimmed since there is no connection to LOGBOOK. If you open the same file with LOGBOOK SUITE, all functions are available.

Edit or delete names in the crew list

Names and shares entered in the crew list can be edited.

Attention

Do not change the names of crew members for which you already have entered deposits in the board cash. The new name change is not reflected in the records. In this case you need to select the new name from on the tab **Deposits** the list for all those entries.

- To delete an crew member click/tab on the minus sign at the end of the line. After a warning message the entry will be deleted from the list.

Attention

Deleting a crew member from the list has no effect on existing entries in the view **Deposits**. The entries remain untouched, even if the crew member isn't in the crew list anymore. You need to remove or edit the deposit entry manually.

Using shares in BOARDCASH

For each party in the crew list you enter the name and the share. A single person, who will pay its normal share, receives the share

1. For couples who want to manage their share on board cash together, the share is **2.** BOARDCASH automatically converts these shares into the correct percentages.

If all crew members have equal shares, you can choose the button **Same share for all** to setup the share **1** for all.

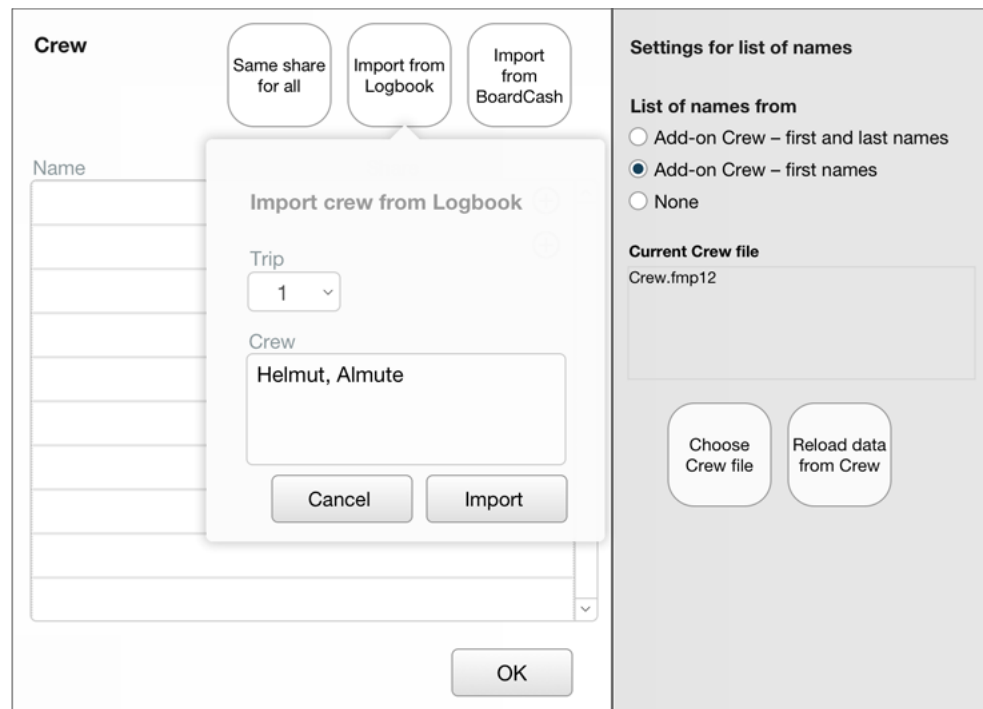
If you later make changes to the shares, the cash funds of the crew members are automatically updated.

Importing a crew from a trip in LOGBOOK (only in LOGBOOK SUITE)

With BOARDCASH you can import the names from the crew list that you use in a trip in LOGBOOK.

Import crew list

1. After the add-on option is enabled in the Defaults, you should close your current logbook file. This ensures that the latest data is transferred into the exchange file.
2. Now select in dialog **Crew** the button **Import from Logbook**. It opens a popover, where you can select the desired trip from your LOGBOOK. Once you have selected a trip, the field below shows an enumeration with all the names of the crew list.



The popover for importing of a crew from LOGBOOK

3. Now select **Import**. After a confirmation message any existing entries in the crew list of BoardCash will be deleted and the selected crew list from LOGBOOK is imported.
4. Now just setup the shares of the crew members. If all crew members have equal shares, you can choose the button **Same share for all** to setup the share 1 for all. Now the percentages are displayed.
5. Close the dialog **Crew**.

Importing a crew from another BOARDCASH file

If you have already used BOARDCASH and want to start a new board cash for the same crew now, you do not need setup the crew list again. You can import it from the old board cash file. On the iPad/iPhone the old BOARDCASH file needs to be listed in the documents folder of LOGBOOK SUITE or BOARDCASH, on PC you can select the file in an open dialog.

1. Select in dialog **Crew** the button **Import from BoardCash**.
2. After a message, on PC the dialog for selecting the file is opened.
On the iPad/iPhone the selection list shows all files available in the app. If necessary you should reload the list with the button **Reload file list**.
3. Once you close the dialog box, any existing entries in the crew list of BoardCash will be deleted and the crew list from the BOARDCASH file is imported.
4. Now just setup the shares of the crew members. If all crew members have equal shares, you can choose the button **Same share for all** to setup the share 1 for all. Now the percentages are displayed.
5. Close the dialog **Crew**.

Accounting with BOARDCASH

After you have prepared your BOARDCASH file as described on the preceding pages, you can start to enter the deposits of the crew members and the expenses. When opening the BOARDCASH file after a short while BOARDCASH automatically changes from **start and title page** to **board cash view**.

Entering an expense

Entering the expenses or deposits is quite simple. Expenses can be entered when the tap **Expenses** is activated.

Expenses includes all amounts to be paid for the whole crew.

The screenshot shows the 'New expense' dialog box. At the top, there are three tabs: 'New expense', 'Exclude persons', and 'Contains personal purchases'. The 'New expense' tab is active. Below the tabs, there are several input fields: 'Date' with the value 'So., 27. Mai 2018', 'Description' with the value 'Supermarket', 'Category' with a dropdown menu showing 'Food', 'Amount' with the value '186,32', and 'Currency' with a dropdown menu showing 'GBP'. There is also a checkbox labeled 'Payment not with cash box, but by:' which is currently unchecked. At the bottom right, there are two buttons: 'Cancel' and 'OK'.

*The dialog **New expense** while entering a new expense*

Entering a new expense

1. Go to board cash view and choose the tab **Expenses**.
2. Now click/tap the button **+**. This opens the dialog **New expense**, which provides two tabs. Always start on the tab **New expense**. Here you will enter the data for your expense.
3. In the field **Date** the current date is already entered. If you want to change the date, place the cursor in the field and change the date as described earlier (see “Fields for Dates” on page 13).
4. In the next field type a **description**. If you have already entered expenses into your board cash a list with the descriptions used previously is opened. You can either select from the list or enter any custom text.
5. Now in the next field you need to choose a **category** from the list. This field needs to be filled.
6. Now enter the **amount**.
If you are using multiple currencies, you should enter the amount in the local currency, and select the currency in the next field from the list.
7. If the expense has been paid out of the cash box and contains no private purchases, close the dialog with **OK**. Otherwise, continue with one of the two following instructions.
8. The entry now appears in the list of expenses.

Crew member pays a purchase not from board cash

If when shopping for the crew the bill is paid by a crew member not from the board cash but, for example, it is paid with his personal credit card, as a result the crew member makes a deposit into the board cash. The necessary bookings can be performed in one step in BOARDCASH.

1. Enter the expense as described in the previous instruction.
2. Then activate the option **Payment not with cash box**.
3. Select from the list the name of the person who has done the payment of the expense.
4. When you now close the dialog with **OK**, the purchase will be entered in BOARDCASH once as an expense and second as deposit from the selected person into the board cash.

Private purchases with the board cash

Not unusual is the case that in a shopping basket for the crew some items are included that are not bought for the whole crew, but only for a single crew member. The total amount of the purchase, however, is paid out of the board cash or by a crew member.

In this case, any privately purchased article for that crew member is entered as a **negative deposit**. All necessary bookings can be performed in BOARDCASH 2.0 automatically in one step.

1. Enter the expense as described in the previous instruction.
2. Then activate in dialog **New expense** the tab **Contains personal purchases**.
3. Enable the same named option and select from the list below, the name of the person, for whom private items are included for the in shopping.
4. In the next field in the row, type a brief description, and then enter in the following field the amount in the local currency. (The currency is the same you selected on tab **New expense**.)
5. If more people have bought private item, you can enter them in the following rows.
6. When you now close the dialog with **OK** (on tab **New expense**), the expense is entered with of the amount paid minus the price for privately purchased items. For each person who did a private purchase the amount of this purchase is entered as a **negative deposit** (withdrawal from the board cash).

Name	Description	Amount
Helmut	Magazin	5,20

*The dialog **New expense** when accounting a private purchase contained in a shopping for the crew*

Accounting an expense, where not all crew members are involved

1. Enter the expense as described above.
2. Then activate in dialog the tab **Exclude persons**.
3. Activate the option **Exclude persons from expense** and select in the list the persons who will not be involved in this expense.
4. When you now close the dialog with **OK**, the purchase will be entered in BOARDCASH as an expense as usual.

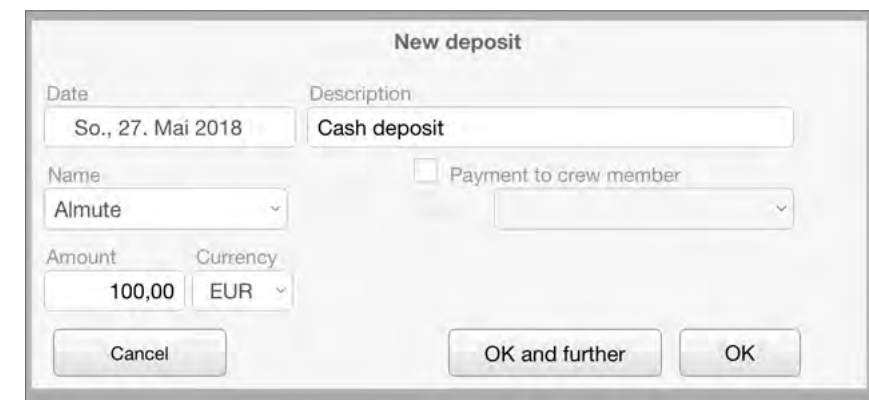
In addition, the pro rata amount, that would have accrued for the excluded persons if the expenditure had been divided regularly, is entered in the deposits as a “refund” for these persons, and the total amount of these refunds is distributed as a negative payment to the paying crew members in accordance with the shares.



*The dialog **New expense** when accounting a purchase, from which persons are to be excluded*

Entering deposits

Deposits are all amounts that crew members pay to the board cash or to other crew members. Since all deposits that are related to a purchase are entered automatically when entering the expense, only cash payments and payments to crew members need to be manually entered as a deposit in BOARDCASH.



*The dialog **New deposit***

Entering a cash deposit

1. Go to board cash view and choose the tab **Deposits**.
2. Now click/tap the button **+**. This opens the dialog **New deposit**.
3. In the field **Date** the current date is already entered. If you want to change the date, place the cursor in the field and change the date as described earlier (see “Fields for Dates” on page 13).
4. In the next field type a **description**. If you have already entered deposits into your board cash a list with the descriptions used previously is opened. You can either select from the list or enter any custom text.

- Now in the next field you need to choose from the list the **name** of a crew member who payed the deposit. This field needs to be filled.
- Now enter the **amount**.
If you are using multiple currencies, you should enter the amount in the local currency, and select the currency in the next field from the list.
- Close the dialog with **OK**.
- The entry now appears in the list of deposits.

Entering a payment to another crew member

- Enter the deposit as described in the previous instruction.
- Then activate the option **Payment to crew member** and select from the list below, the name of the person, to whom the amount has been payed.
- When you now close the dialog with **OK**, the deposit is enter in BOARDCASH as usual as a payment into the board cash and the same amount is accounted as a **negative deposit** (withdrawal from the board cash).

Entering a payment to a crew member in dialog **New deposit**

Entering equal deposits from several people

If you select **OK and further**, the dialog opens again and all data except the name is entered as before. All you have to do is choose another name.

Editing your entries

In the **detail view**, you can edit all accountings (expenses and deposits) and if desired, add a photo of the receipt. In order to prevent from accidental changes to your accountings, no changes are possible in the list views.

Editing an accounting

If you had made some errors while entering in the dialog **New expense** or **New deposit** you can edit the entry later. To do this click/tap in the left of the row on the button ⓘ. This opens a separate window with the **detail view** of the accounting. Here you can edit all fields as needed.

For all expenses or deposits with related accountings, you will find the relevant details in the large text field above the image area. You can also enter their own additional information in this field.

**New in
BoardCash
3.4**

In the **Detail view** dialog it is also possible to later change who paid the expense. If necessary, a corresponding deposit will be created or an already created deposit will be changed.

Attention

When correcting the amount of an expense, the amounts of the associated deposits are automatically adjusted.

Attention

Automatically created deposits cannot be deleted or modified.

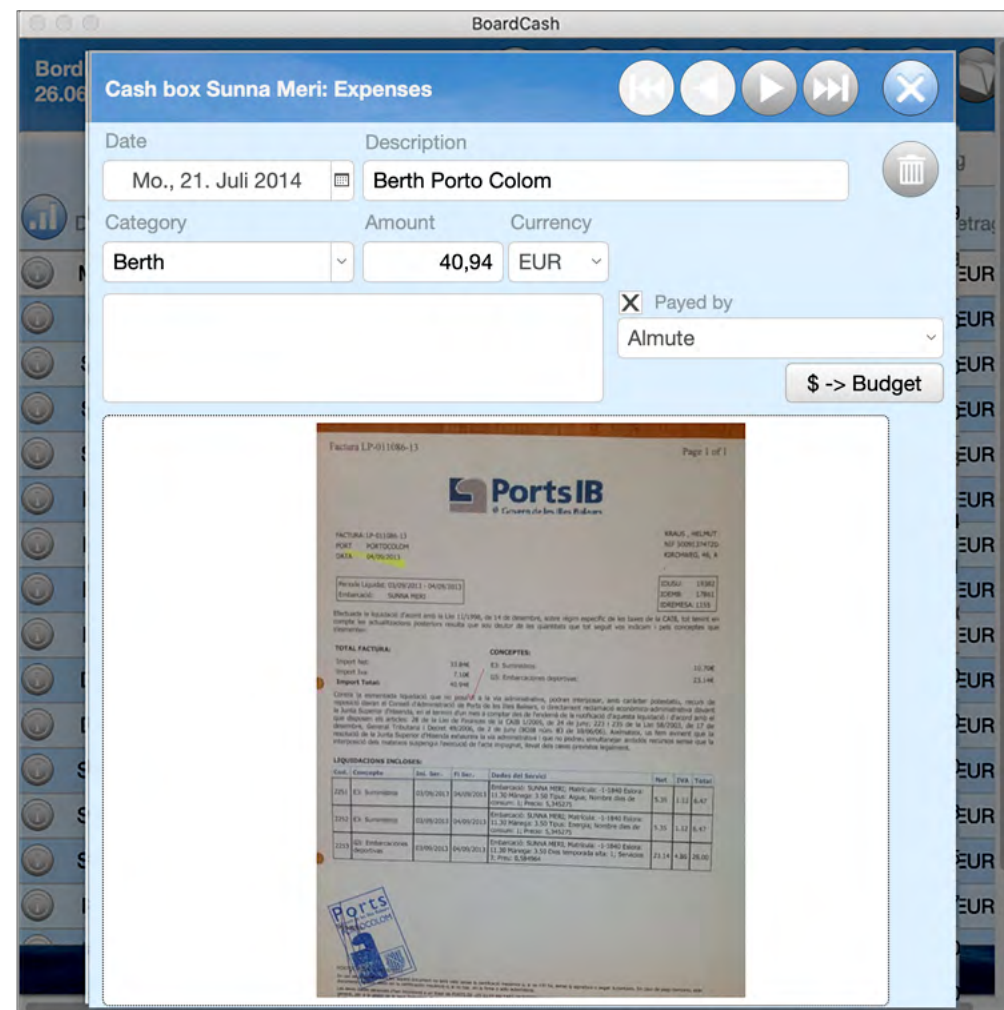
Inserting a payment receipt

In the **detail view**, you also have the option of adding a photo of a related **receipt**. Read more on inserting images in the section “Fields for Images” on page 14. To keep the file size small, the image size is automatically reduced to 640 pixels.

For all entries with receipts the button ⓘ is shown in blue instead in gray.

Tip

When you insert a multi-page PDF, you can scroll the field on PC. On iOS, tapping opens a menu that lets you view the PDF in a separate window.



An expense in detail view

Communication with Budget

**New in
BoardCash
3.2**

The **\$ -> Budget** button passes the displayed expense directly to the Add-on **Budget** (only in LOGBOOK SUITE and LOGBOOK SUITE PHONETOOLS).

Deleting an entry

In details view you can use the Trash button to delete the entry shown in details view. In list view use the following steps to delete an entry:

1. To delete an entry completely, click/tap the minus button. This activates the Delete mode. Now in each row, a red Delete button appears.
2. Click/tap the red delete button in the row you want to delete.
3. After a confirmation message, the row is deleted and BOARD-CASH returns to the standard mode.

Transfer expenses from LOGBOOK (only in LOGBOOK SUITE)

BOARDCASH can take over or calculate some expenses directly from your entries in LOGBOOK: the port charges, fuel costs after refueling and fuel costs for trip in LOGBOOK.

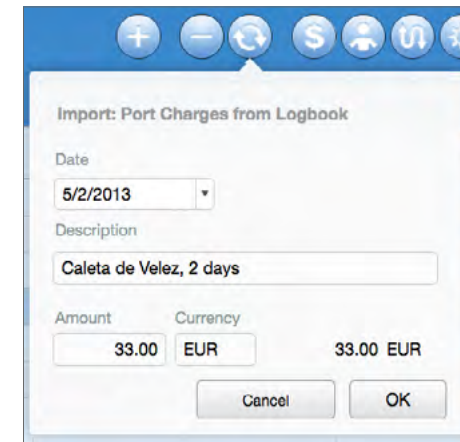
Tip

We recommend that you close your current logbook file before you import data in BOARDCASH. This ensures that the latest data is transferred into the exchange file, which is updated every time when closing your logbook.

Importing port charges from LOGBOOK

If you have already entered your port charges in LOGBOOK, you don't need enter them again manually into BOARDCASH.

1. Open the popover **Exchange** (Button ↺) and then in the popover menu select the button **Port charges**.
2. It opens a popover, which gives you access to all port charges, which you entered into your logbook. First, enable the **Date** field and select from the list the desired date . The list holds the data of all days for which there are entries in your logbook.



Popover when importing port charges from LOGBOOK

3. If you have entered port charges into your logbook for the selected day, the following fields are filled in automatically. In field **Description** the location and the number of nights is entered and in field **Amount** the total amount in the currency used in your logbook.
4. **OK** closes the popover and the selected port charges are entered into your board cash. The category used is **Berth**.

Enter fuel cost from LOGBOOK

With the function **Fuel Costs** you can calculate and enter your expenses from a fueling the you have entered into LOGBOOK in popover **Fuel**.

1. Open the popover **Exchange** (Button ↺) and then in the popover menu select the button **Fuel Costs**.
2. It opens a popover, which gives you access to all entries in popover **Fuel** in LOGBOOK. First, enable the **Date** field and select from the list the desired date . The list holds the data of all days for which there are fuel entries in your logbook.

Import: Fuel Costs from Logbook

Date
5/11/2013

Description
269 l; 2,9 l/h

Price/l
0.99

Currency
GBP

Amount
266.31 GBP 318.67 EUR

Cancel OK

Popover when importing refueling from LOGBOOK

3. The **Description** field is automatically filled with the specified quantity of the fueling and the consumption per hour.
4. In the next field, **Price**, enter the price per volume defined in LOGBOOK and select in the next the field the corresponding currency.
5. BOARDCASH now calculates from these data the **amount** in the selected currency as well as in the standard currency.
6. **OK** closes the popover and the selected fuel costs are entered into your board cash. The category used is **Fuel**.

Entering fuel cost for a trip in LOGBOOK

Not always you will start a trip with fellow sailors with tankful and fill up again at the end of the trip. If you still want to share the cost of the fuel consumed during the trip to all sailors, this feature is useful.

Using the average fuel consumption per engine hour, calculated or entered in the logbook and the total engine hours during a trip, BOARDCASH calculates the cost of the fuel spend during the trip.

1. Open the popover **Exchange** (Button ↺) and then in the popover menu select the button **Fuel Costs per Trip**.
2. It opens a popover, which gives you access to all trips in LOGBOOK. First, enable the field **Trip** and select from the list the desired trip. At the right of the field the date of the first and last day in the selected trip is shown.
3. The **Description** field shows the total engine hours on the trip and the fuel consumption per hour.
4. In the next field, **Price**, enter the price per volume defined in LOGBOOK and select in the next the field the corresponding currency.
5. BOARDCASH now calculates from these data the **amount** in the selected currency as well as in the standard currency.
6. **OK** closes the popover and the selected fuel costs are entered into your board cash. The **date** for the expense is the last day of the trip and the category used is **Fuel**. In the description field, in addition to the description shown in the popover, also the date of the first and last day in the trip is entered.

Import:
Fuel cost per trip from Logbook

Trip
1 (5/1/2013 - 5/25/2013)

Description
29:18 h; 2,9 l/h

Price/l
0.99

Currency
GBP

Amount
84.12 GBP 61.01 EUR

Cancel OK


Total 931.89 EUR

Popover when importing fuel cost of a trip from LOGBOOK

Evaluate your board cash

In BOARD CASH you can view all the expenses and deposits that you have entered sorted according to different criteria. And you can access the cash position at any time.

Views and lists with personal expenses

The sorting button  on the left on the tabs **Expenses** and **Deposits** gives you access to a popover where you can choose the desired list sorting.


Expenses can be displayed in chronological order with the latest entry above (option **By input**), or sorted **by date** or **by category**. In the two assorted views BOARD CASH returns subtotals for each day or for each category.

Deposits can also be displayed in chronological order with the latest entry above (option **By input**), or sorted **by date** or **by name** of the crew members. In two assorted views BOARD CASH returns subtotals for each day or for each person.

The tab Personal

The tab **Personal** is a variant of the tab **Expenses** (with the same sorting options). But in contrast to tab **Expenses** not the total amounts of the expenses you entered into BOARD CASH are shown here. The tab shows the pro rata amount of the expenses for the person who's name you have selected from the list of crew members on the top.

The Tab Summary

The tap **Summary** shows the balance of the board cash. Using the sorting button  in the top left you can switch between four different criteria for the balance.

Daily analysis

The **Daily analysis** shows, for each day on which an entry has been added to BOARD CASH, the total amount of expenses and the total amount of deposits as well as the change of the balance in the cash fund.

Below the list you can see the total of all expenses, all deposits and the current balance in the cash fund.

Note

With correct use of BOARD CASH can never arise a minus in the cash box, as all expenses that are not paid from the cash box, will be charged directly for the person paying the deposit.

**Enhanced in
BoardCash
3.4**

Analysis by categories

In this view, the expenses for each category are summed as well as the percentage of the respective category in the total expenses are displayed.

Below the list again the total of all expenses is shown.

Crew analysis

In this view you will receive a cash analysis for each crew member. At the top of view BOARDCASH shows for each crew member

- his share in expenses
- his deposits,
- and his cash position.

However, the expenses shown here do not take into account possible over- or underspend resulting from expenses that was not incurred by all persons. These are taken into account in the respective sum of the desposits.

In this list you can see easily, for example, who should pay a deposit into the board cash next or should make the payment for the next shopping.

And when the board cash is closed at the end of the trip, the cash positions of the individual crew members shows the amount that the person paid too much (black numbers) or still has to pay (red numbers).

The row below the crew analysis shows

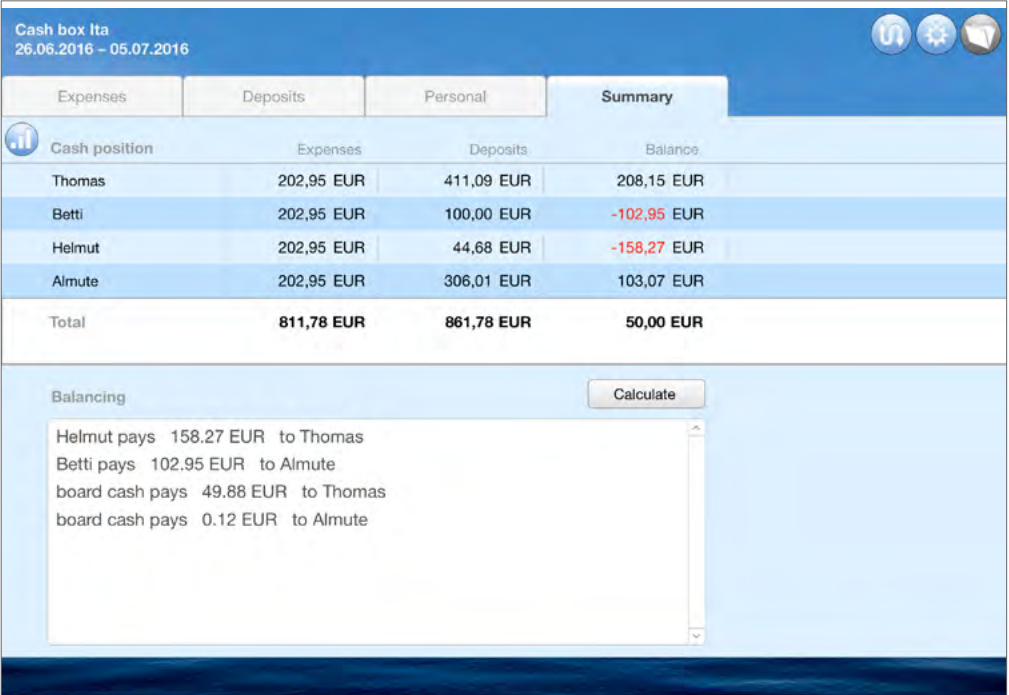
- how much is the total of all expenses,
- how much was paid into the cash box or payed at shoppings as well as
- the total cash position of the cash box.

Cash position cash box

This view shows the current amount in the cash box for all currencies used in BOARDCASH.

Cash Balance at the End of the Cruise

With a single click/tap on the button **Calculate** at the bottom of the tab **Summary** in view **Crew analysis**, BOARDCASH calculates the optimal payments for balancing the cash box at the end of the cruise and displays the result in the text field. Of course, the calculation is performed so that a minimum of payment processes are required.



Expenses	Deposits	Personal	Summary
Cash position	Expenses	Deposits	Balance
Thomas	202,95 EUR	411,09 EUR	208,15 EUR
Betti	202,95 EUR	100,00 EUR	-102,95 EUR
Helmut	202,95 EUR	44,68 EUR	-158,27 EUR
Almute	202,95 EUR	306,01 EUR	103,07 EUR
Total	811,78 EUR	861,78 EUR	50,00 EUR


Balancing	
Helmut pays	158.27 EUR to Thomas
Betti pays	102.95 EUR to Almute
board cash pays	49.88 EUR to Thomas
board cash pays	0.12 EUR to Almute

Using the button **Calculate** BOARDCASH determines all payments that are required balancing closing of the cash box

Printing the Board Cash or saving in PDF

If you would like to print your board cash or save it in a PDF, you can use the printing function of BOARDCASH.

With a PDF, you will receive a digital version of your board cash file, which can not be modified. You can view the board cash PDF at any time later without the need that our software LOGBOOK SUITE or BOARDCASH is installed. And since the PDF files are small, they are also very suitable for emailing.

The popover **Print** (choose button  and then button **Print**) offers six different the print-optimized layouts to choose from. All print layouts are designed for printing in portrait format on A4 or U.S. Letter.

The following table shows what content will be printed with the individual print layouts.


Print layout	Contents	Number of pages
Complete	Title page + list of all expenses including total in standard currency + list of all deposits including total in standard currency + cash balance by person, expenses by categories, expenses by date (similar to data on tab Summary)	Title + min. 1

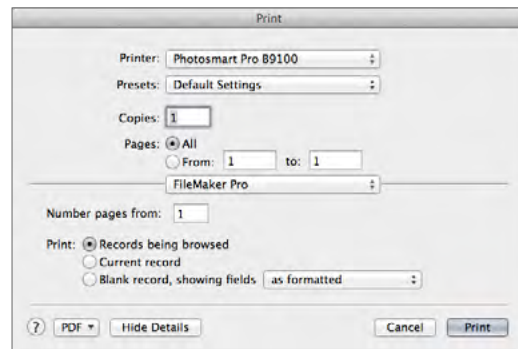
Print layout	Contents	Number of pages
Expenses	Title page + list of all expenses including total in standard currency	Title + min. 1
Deposits	Title page + list of all deposits including total in standard currency	Title + min. 1
Summary	Title page + cash balance by person, expenses by categories, expenses by date (similar to data on tab Summary), balancing	Title + min. 2
Receipts expenses	All receipts for expenses stored in BOARDCASH incl. related data	1 per receipt
Receipts deposits	All receipts for deposits stored in BOARDCASH incl. related data	1 per receipt



Page Setup and Printing using OS X

The default printer page is setup in a way that the views can be printed in portrait format on a DIN A4 or US letter sheet. If the setting is not proper for your printer, you can setup the page in the dialog box **Page Setup** from the **File** menu. This opens the standard dialog box **Page Setup** of OS X.


1. In popover **Print** (choose button  and then button **Print**) choose the button for the desired print layout.
2. This opens the standard dialog box **Print** of OS X. Activate the dialog's page with the settings for **FileMaker Pro**. For the option **Print** select **Records being browsed** (which means all records). Also make sure that for the option **Pages** the setting **All** is selected. Just so all pages of the selected layout will be printed.
3. After you have checked all settings, start the print job with the button **Print**.

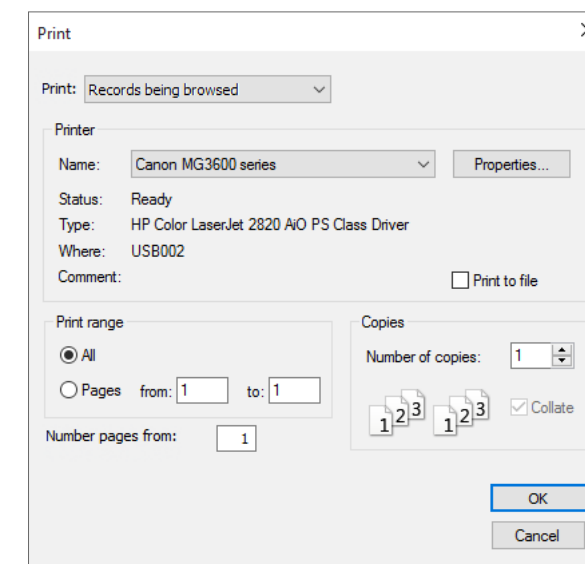


The **Print** dialog box under OS X



Print Setup and Printing using Windows

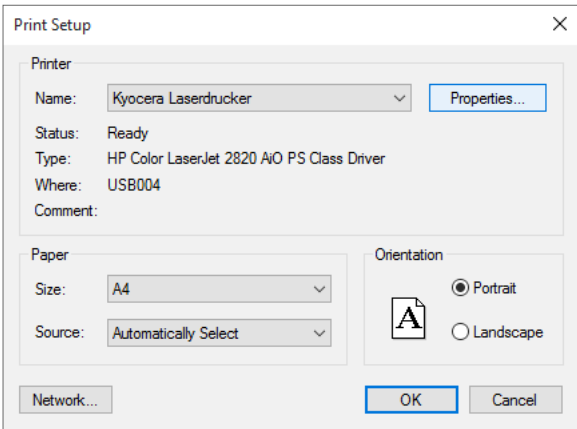
1. In **Print** (choose button  and then button **Print**) choose the button for the desired print layout.
2. This opens the standard dialog box **Print** of Windows. For the option **Print** select **Records being browsed** (which means all records). Also make sure that for the option **Pages** the setting **All** is selected. Just so all entries of the selected layout will be printed.



The **Print** dialog box under Windows

3. Then, next to the name of your printer, click on the **Properties** button. This opens the dialog **Print Setup**.
4. Select here under **Paper - Size** the size paper **A4** or **US letter** and under Orientation the option **Portrait**. Then close the **Print Setup** dialog with **OK**. (How exactly your dialog **Print Setup** looks like depends on your printer. Please read, if necessary, in the operating instructions of your printer.)

- 5. Again check all other settings in the print dialog. If you want to print all pages, the setting **All** needs to be selected for **Pages**.
- 6. After you have checked all settings, start the print job with the button **OK**.

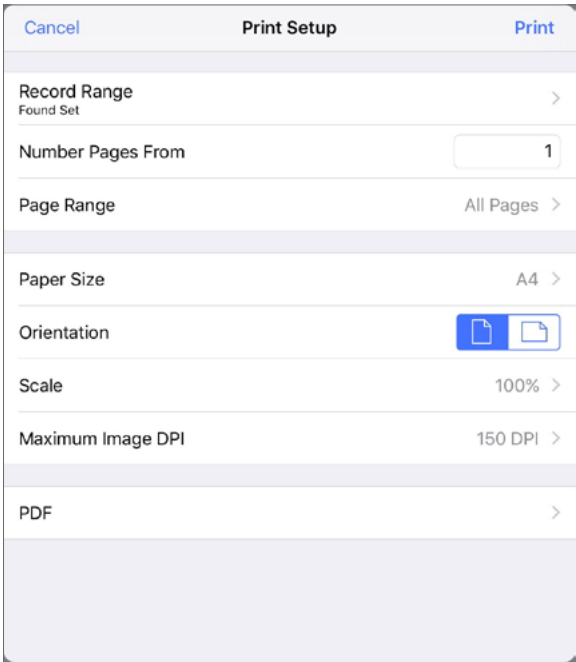


The dialog box *Printer Setup*

iOS **Print Setup and Printing on iPad/iPhone**

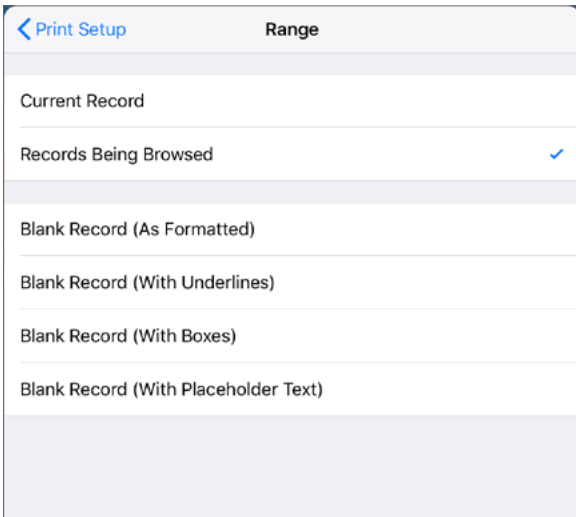
On iPad/iPhone you need a printer which is capable for AirPrint (for details of setting up the printer refer to the manual of your printer).

- 1. In popover **Print** (choose button **↕** and then button **Print**) choose the button for the desired print layout.
- 2. This opens the standard dialog box **Print Setup** of the app. For the option **Record Range** select **Found set** (which means all records). Also make sure that for the option **Page range** the setting **All Pages** is selected. Just so all pages of the selected layout will be printed.



The dialog box *Print Setup*

- 3. Choose the paper size (A4 or US Letter) and make sure that you have set up **Portrait** for **Orientation** and **100%** for **Scale**.
- 4. After you have checked all settings, start the print job with the button **Print**.



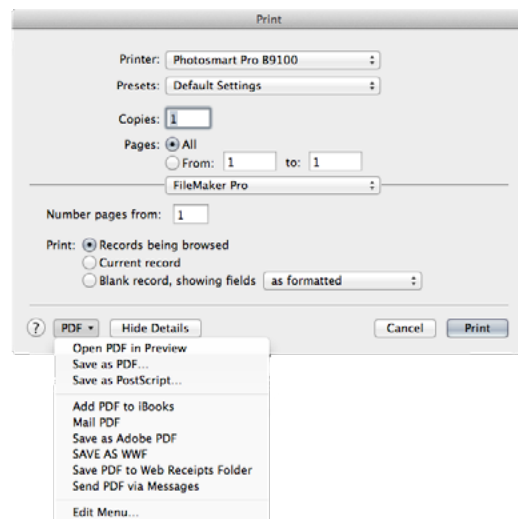
Standard setting in dialog *Print Setup, Range*



Creating a PDF on Mac

When you are using LOGBOOK on a Mac you can also store your board cash file in a PDF file instead of printing on paper. For this you have to follow the same steps described for printing (see in the chapter “Page Setup and Printing using OS X” on page 32).

But after you set up the appropriate settings in the print dialog box, don't click on the button **Print**, instead you have to choose the option **Save as PDF...** from the list, which is opened with the button **PDF**.



Saving a print layout in a PDF file



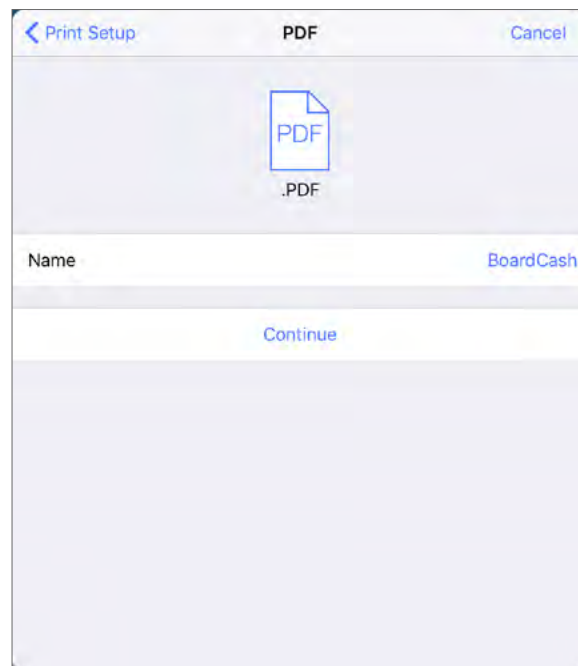
Creating a PDF using Windows

If you are using Windows and would like to store your BOARD-CASH file in a PDF instead of printing on paper, it is necessary to have installed a **PDF printer**. Windows 10 already has one integrated (Microsoft Print to PDF), for older Windows versions there are PDF printers on the Internet as freeware for download. Printing with a PDF printer is similar to printing with a normal printer, the only difference is that you print in a PDF file instead of on paper (see in the chapters “Print Setup and Printing using Windows” on page 32).

iOS Creating a PDF on iPad/iPhone

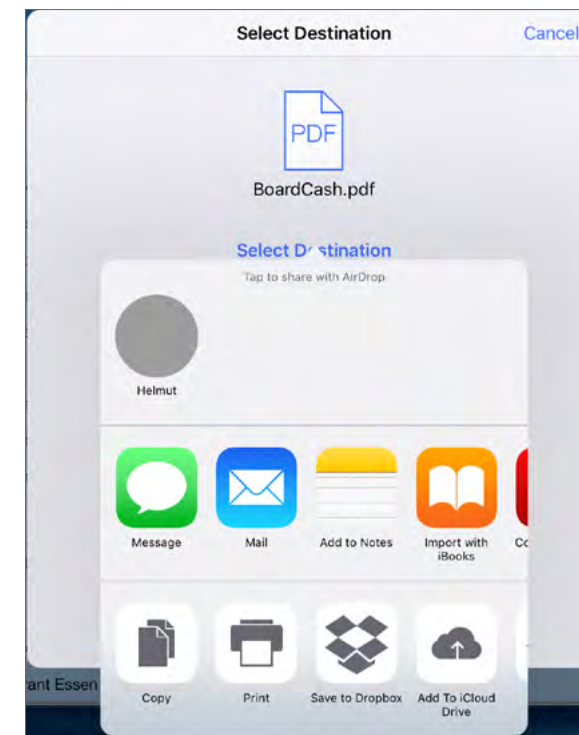
On iPad/iPhone it is very easy to export your board cash file into a PDF. To do so first follow the same steps described for printing (see in the chapter “Print Setup and Printing on iPad/iPhone” on page 33).

1. After you have completed your settings in dialog box **Print Setup** of the app tap on **PDF** at the bottom of the dialog box.
2. In the following dialog box you can setup the name for your PDF.




The dialog **PDF**

3. Tap on **Continue** and choose in the following dialog where or in which app you want to save the PDF. If you like you can send the PDF with email or upload the file to a cloud service.




The dialog **Select Destination**

Data Export

With the buttons under **Export (email or file)** in the submenu of the button **Import/Export** from the menu in communication popover (button ) BOARD CASH provides a simple export feature, which allows you to export your board cash data for further processing in some common file formats. The file formats, which are shown in gray in the table are less suitable for export from BOARD CASH.

File format	PC	iPad/ iPhone	Field titles
dBase (.dbf)	x	x	x
Excel Workbook (.xlsx)	x	x	x
HTML (.htm)	x	x	—
Comma-separated (.csv)	x	x	—
Merge (.mer)	x	x	x
Tab-separated (.tab)	x	x	—
XML	x		
FileMaker Pro	x		

1. To export your board cash file open the communication popover (button ) , choose **Import/Export** and choose one of the buttons under **Export (email or file)**. You have a choice between the export of the expenses, the deposits or the summary for the crew, like in the upper list on the tab **Summary**.
2. Selecting one of the buttons opens a dialog box in which you specify the file format, name and location for your file. Other settings are not possible.




3. On iPad/iPhone the button **Continue** opens a next dialog. Choose where or in which app you want to save the export file. If you like you can send the file with email or upload the file to a cloud service.

Note:

In some export formats the file contains only the data and no titles of the fields. And when exporting in one of the data formats which include field titles, these show only titles from the internal processing of BOARD CASH. So, for the order of the fields please refer to the following table.


Exported Fields		
Expenses	Deposits	Summary Crew
Date	Date	Name
Description	Description	Total of deposits
Amount in local currency	Amount in local currency	Share in expenses
Local currency	Local currency	Cash position
Amount in standard currency	Amount in standard currency	
Standard currency	Standard currency	
Category	Name	

Importing data

Using the button **Import from BoardCash** from submenu **Import/Export** of the **Communication** popover (button ) you can import accountings from another BOARDCASH file. The function **Import from BoardCash** can also be used to import the data from an earlier BOARDCASH file after an update.




Importing accountings from BOARDCASH on PC

1. In Communication popover (button ) select the button **Import/Export** and then **Import from BoardCash**.
2. It opens an information dialog. Select **OK** to continue and then in the next dialog select the BOARDCASH file, from which you want to import.
3. After you have selected the file all expenses, all deposits and categories are imported automatically.
4. After this you will get a message whether you want to import the crew, too. Please note that when importing a crew all names already entered into the file will be deleted.



Importing accountings from BOARDCASH on iPad/iPhone


On the iPad/iPhone you can only import entries from another BOARDCASH file which is stored in the documents folder of LOGBOOK SUITE or BOARDCASH.

1. In communication popover (button ) select the button **Import/Export** and then **Import from BoardCash**.
2. A popover opens, in which a selection list lists all files stored in the app for selection. If necessary you should reload the list with the button **Reload file list**.
3. Start the import process with **Choose**. Now all expenses and all deposits are imported automatically.
4. After this you will get a message whether you want to import the crew, too. Please note that when importing a crew all names already entered into the file will be deleted.



Importing expenses and deposits from a table

If you have already started a list of your expenses and deposits with a standard application such as Excel, you can import that data into BOARDCASH on PC.

1. In Communication popover (button ) select the button **Import/Export** and then **Import from table**.
2. A dialog is opened for selecting the file from which you want to import your expenses. Click in the message on **OK** and choose the file with the expenses. For a list of supported file formats refer to table “Supported file formats for data import on PC” on page 38.

If you choose **Cancel** it will skip the import of expenses and you can go on with the import of deposits (step 4).

3. In the next step, you need to match the columns in your import file to the fields of BOARDCASH. To do this, use the **Import Field Mapping** dialog which is now opened and move the target fields to the appropriate source field. It is important that for each field that you want to import, an arrow points from source field to target field.
In the dialog the fields are listed with the program internal names. An assignment of these names to the field titles of INVENTORY is provided in the table “Program internal field names” on page 38.
4. After you have matched all fields, click on **Import**. This opens the dialog **Import Options**. Enable the option **Perform auto-enter options while importing** and click on **Import**. This starts the import process. When it is finished a message shows how many new entries have been imported.
5. Now go on with the import of deposits. Click in the message on **OK** and choose the file with the deposits. If you choose **Cancel** it will skip the import of deposits and the importing will be finished.
6. In the next step, you need to match the columns in your import file to the fields of BOARDCASH. To do this, use the **Import Field Mapping** dialog which is now opened and move the target fields to the appropriate source field. It is important that for each field that you want to import, an arrow points from source field to target field.
In the dialog the fields are listed with the program internal names. An assignment of these names to the field titles of BOARDCASH is provided in the table “Program internal field names” on page 38.

7. After you have matched all fields, click on **Import**. This opens the dialog **Import Options**. Enable the option **Perform auto-enter options while importing** and click on **Import**. This starts the import process. When it is finished a message shows how many new entries have been imported.

File formats for data import in BOARDCASH
Tab-separated text file
Comma-separated text file
Merge file
Excel 95-2004 workbooks (.xls)
Excel workbooks (.xlsx)
dBase file
XML data source
ODBC data source
Bento data source

Supported file formats for data import on PC

Internal field names expenses	Internal field names deposits	Item
Date	Date	Date
Description_out	Description_incomming	Description
Amount_out_local	Amount_in_local	Amount in local currency
Currency_local	Currency_local	Local currency

Program internal field names

Troubleshooting

Updates

2K Yachting will develop LOGBOOK SUITE and BOARDCASH further and add new functions. From time to time 2K Yachting will provide a software update. Find out more on our website at ***logbooksuite.com***.

Error Report

Although LOGBOOK has been proved in practice, there may occur an error while using the software.

In this case we would be grateful if you inform us about the error, thus we can patch it with the next software release.

Please send an email with a precise description of the error to ***support@2k-yachting.de***.

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