

WINPACCS® **accounting**

software for development



Project accounting

for development cooperation

and humanitarian aid

Product Description

WINPACCS accounting 2.3

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Version 2.3**

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WINPACCS accounting – Project Accounting for Development Cooperation and Humanitarian Aid

WINPACCS accounting has proved itself over many years as the project accounting software for development cooperation and humanitarian aid. It facilitates project operations by providing an easy-to-use system for entering accounting data that even non-accountants can comfortably work with.

Compliance with the Generally Accepted Accounting Principles (GAAP)

WINPACCS accounting complies with the Generally Accepted Accounting Principles (GAAP) and the principles of electronic accounting systems.

This enables you to enter the accounting data on-site while meeting the high demands of the e.g. German accounting regulations.

The compliance with these principles is regularly checked and approved by independent certified accountants.

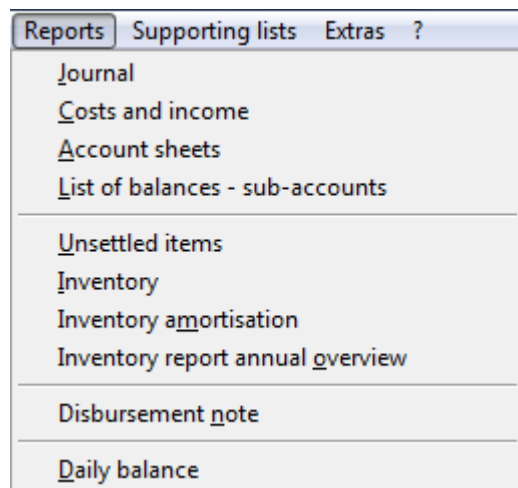
Multiple Charts of Accounts

WINPACCS accounting allows you to work with several different charts of accounts. Each project can be assigned its own chart of accounts.

The chart of accounts is centrally created and administrated in WINPACCS server.

Comprehensive Reports

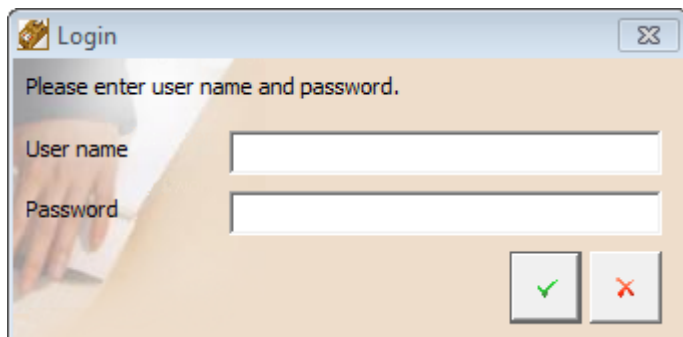
Multiple reports with various sorting and filtering possibilities help to provide a good overview of all recorded data. You can preview the reports and then distribute them in different export formats.



Flexible User Administration

Each user can be assigned the necessary user access according to their field of responsibility.

A password protected log-in procedure guarantees that only authorized users have access to the respective data.



Multi-Currency Feature

WINPACCS accounting works with two currencies: a company currency and a voucher currency.

All entries are stored in the voucher currency as well as the company currency.

Integrated Exchange Rate Calculation Using Moving Average Rate Procedure

The moving average rate procedure makes sure that there are no profits or losses due to fluctuating exchange rates.

This means:

- Funds received by the project/office are converted into costs equalling the amount of the provided funds based on the company currency.
- or
- Each unit of company currency sent to the project/office will be converted into costs.

There will be no profits or losses resulting from fluctuating exchange rates

This procedure has been developed by chartered accountants specifically for project accounting in development cooperation.

Predefined Entry Forms

WINPACCS accounting offers predefined entry forms for all business transactions of the project accounting. These predefined entry forms together with the implemented plausibility checks allow even non-accountants a fast and easy system for entering data.

The following entry forms are available in WINPACCS accounting:

- Supply of funds by the head office/project/journal
- Transfer of funds to another project/journal or refund to office
- Transfer of funds within a journal
- Posting of costs
- Inventory posting: acquisition, disposal and cost reduction
- Income posting
- Advance payments, advances to third-parties, advances to partners
- Receipts to cash/bank from receivables/payables
- Decrease in payables

Enter vouchers

Voucher information

Type of transaction: 4 Cost entry Internal voucher

Voucher number/item: 7 1 Date of voucher: .. Entry date: 30.07.2010

Posting text: |

Amount in voucher curr.: 0.00 EUR

Amount in base currency: 0.00 EUR VAT

Account Balances:

Cost category		0.00
Sub-account		0.00
Paid through		0.00
Sub-account		0.00

Project internal structures

EU Budget: Regional activities:

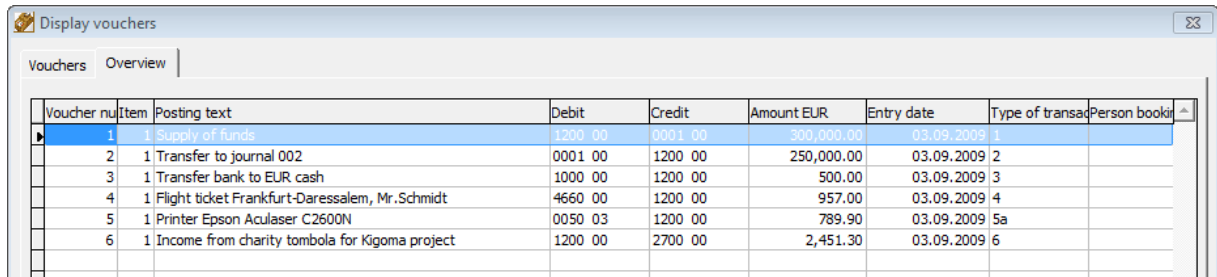
Additional account

Cheque number:

OK Cancel

Automated Reverse Voucher Function

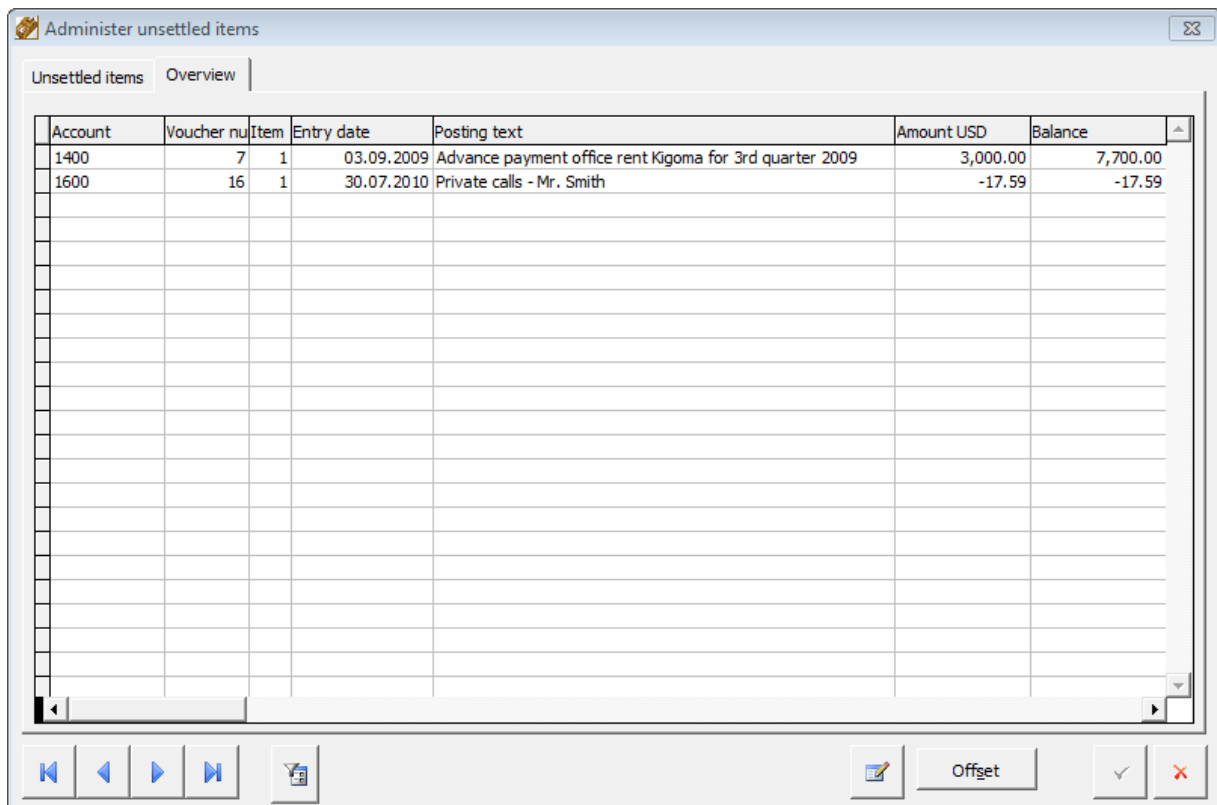
You can reverse incorrectly entered vouchers by simply selecting the entry and the “change/reverse” function. A reversal voucher with the current period will be automatically generated.



Voucher no	Item	Posting text	Debit	Credit	Amount EUR	Entry date	Type of transad	Person bookin
1	1	Supply of funds	1200 00	0001 00	300,000.00	03.09.2009	1	
2	1	Transfer to journal 002	0001 00	1200 00	250,000.00	03.09.2009	2	
3	1	Transfer bank to EUR cash	1000 00	1200 00	500.00	03.09.2009	3	
4	1	Flight ticket Frankfurt-Daressalem, Mr.Schmidt	4660 00	1200 00	957.00	03.09.2009	4	
5	1	Printer Epson Aculaser C2600N	0050 03	1200 00	789.90	03.09.2009	5a	
6	1	Income from charity tombola for Kigoma project	1200 00	2700 00	2,451.30	03.09.2009	6	

Unsettled Items Management

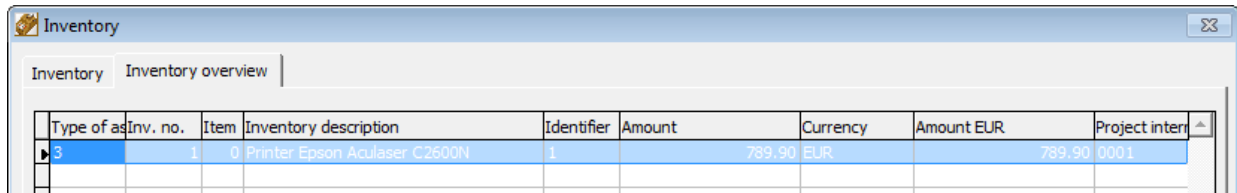
Unsettled items management helps you to monitor accounts receivable and accounts payable.



Account	Voucher no	Item	Entry date	Posting text	Amount USD	Balance
1400	7	1	03.09.2009	Advance payment office rent Kigoma for 3rd quarter 2009	3,000.00	7,700.00
1600	16	1	30.07.2010	Private calls - Mr. Smith	-17.59	-17.59

Inventory Management

The inventory feature allows you to enter an inventory acquisition and to document a change in value or a disposal of an asset. Inventory additions or disposals entered in the predefined form will be automatically added to the inventory sheet.



The screenshot shows a software window titled "Inventory" with a tab labeled "Inventory overview". Below the tab is a table with the following columns: Type of as, Inv. no., Item, Inventory description, Identifier, Amount, Currency, Amount EUR, and Project intern. The first row is highlighted in blue and contains the following data: Type of as: 3, Inv. no.: 1, Item: 0, Inventory description: Printer Epson AcuLaser C2600i, Identifier: 1, Amount: 789.90, Currency: EUR, Amount EUR: 789.90, and Project intern: 0001.

Type of as	Inv. no.	Item	Inventory description	Identifier	Amount	Currency	Amount EUR	Project intern
3	1	0	Printer Epson AcuLaser C2600i	1	789.90	EUR	789.90	0001

Account Assignments using Project-Internal Structures

WINPACCS accounting features optional project internal additional account assignments. You can enter and configure these specifically for each project.

Amongst other things, these additional account assignments can be used for multiple analyses.

Examples:

- Analysis according to subject matter of the project.
- Analysis according to organisational units
- Analysis according to budget lines (co-financiers)

Importing Project and Journal Master Data

Import functions enable you to directly import project and journal master data from the head office.

The advantages of this include:

- No time consuming master data entry on-site
- Central entry of master data – on-site usage at different locations
- No entry errors leading to inconsistent master data at different locations

The master data can either be generated through WINPACCS manager or initialized through your own software system as an XML file.

External Interfaces

The entered data can be exported in various external interface formats. This makes it possible to import accounting data entered in WINPACCS accounting into different systems.

Multi-Lingual Settings

You can easily change the language setting to English, German, French or Spanish by clicking on the menu item "language".

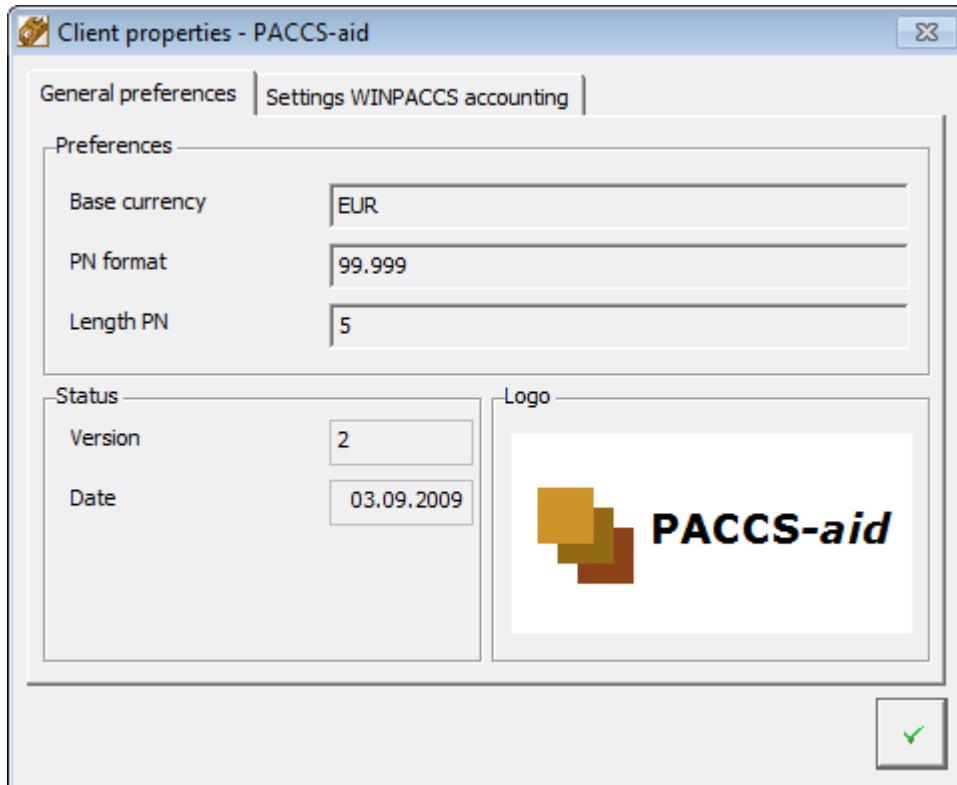
Network Compatible

WINPACCS accounting is network compatible and can be easily installed in a network system. Multiple users can work with an application and enter data at the same time.

Organisation Settings

This function enables the configuration of the application for the specific needs of each organisation.

The respective settings for all WINPACCS suite modules are created and administrated in the WINPACCS server.

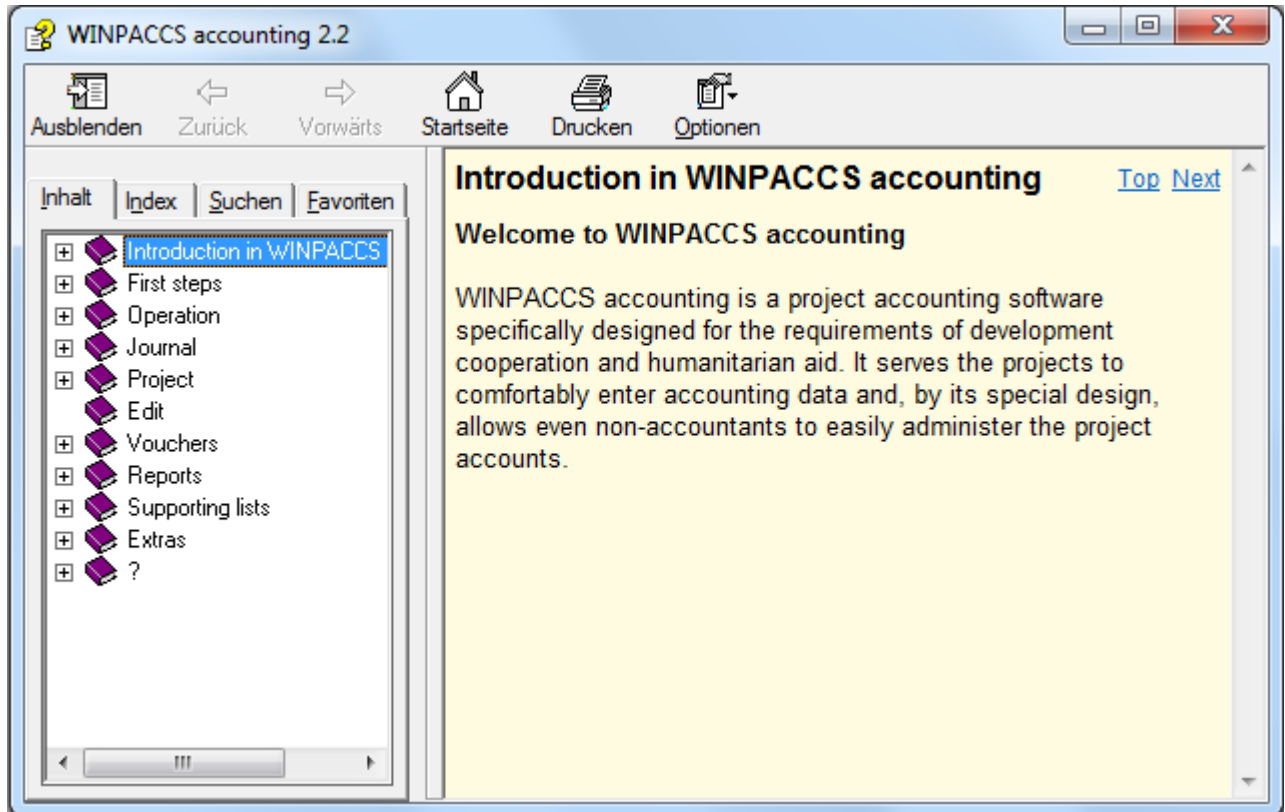


Integration in the WINPACCS System

WINPACCS accounting is completely integrated in the WINPACCS system. The complete integration allows a simple and direct exchange of data between WINPACCS suite and WINPACCS server modules.

Comprehensive Online Help

WINPACCS accounting offers a comprehensive online-help (through the menu or by pressing the F1 key). The online-help is available in English, German, French and Spanish.



Conceptual User Manual

Along with the software you will receive a detailed, illustrated, easy to understand user manual. The user manual will help you get acquainted with the WINPACCS accounting system. It is available in English, German, Spanish and French.

System Requirements

WINPACCS accounting is compatible with:

- Microsoft Windows XP SP 2 (32/64 Bit)
- Microsoft Windows Vista (32/64 Bit)
- Microsoft Windows 7 (32/64 Bit)

Hardware requirements:

- Pentium Processor 1 GHz
- 512 MB user memory (1 GB or more recommended)
- Display Resolution 1024x768
- 1 GB Hard Disk Storage Unit