

WINPACCS® € **cashbook**

software for development



Bank- and cashbook

for development cooperation

and humanitarian aid

Product Description

WINPACCS cashbook 1.4

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Version 1.4**

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Table of Contents

WINPACCS Cashbook – Bank- and Cashbook for Development Cooperation and Humanitarian Aid.....	4
Multi Cash Account Capability	4
Setting Up the Master Data of Bank- and Cashbooks.....	4
Efficient Entry of Bank and Cash Vouchers	5
Clear Presentation of Vouchers.....	5
Using Accounts, Sub-accounts and Project Internal Structures for Pre-booking.....	5
Audit-proof.....	5
Password Protection	6
Transparent Bank and Cashbook Reports.....	6
Printable Cash Account Agreement.....	7
Transfer of the Voucher List to Project Accounting.....	7
Different Charts of Accounts.....	8
Multi-Lingual Settings	8
Network Compatible	8
Organisation Settings	9
Integration into the WINPACCS System.....	9
Comprehensive Online Help.....	10
Conceptional User Manual	10
System Requirements	10

WINPACCS Cashbook – Bank- and Cashbook for Development Cooperation and Humanitarian Aid

WINPACCS cashbook is an electronic bank and cashbook specially designed for the specific needs of development cooperation and humanitarian aid.

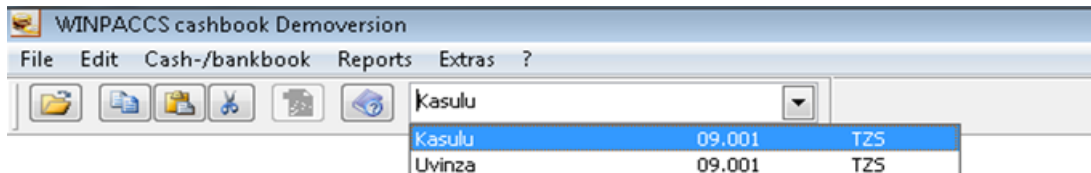
The software provides a comfortable and audit-proof management system for all cash and bank account transactions.

All entered vouchers can be electronically transferred to the project accounting system WINPACCS accounting.

A multi-lingual interface and a user friendly-design make it well suited to be used by local staff.

Multi Cash Account Capability

WINPACCS cashbook offers the possibility to manage various bank and/or cashbooks. These can be selected fast and simple through a drop down menu on the tool bar.



Setting Up the Master Data of Bank- and Cashbooks

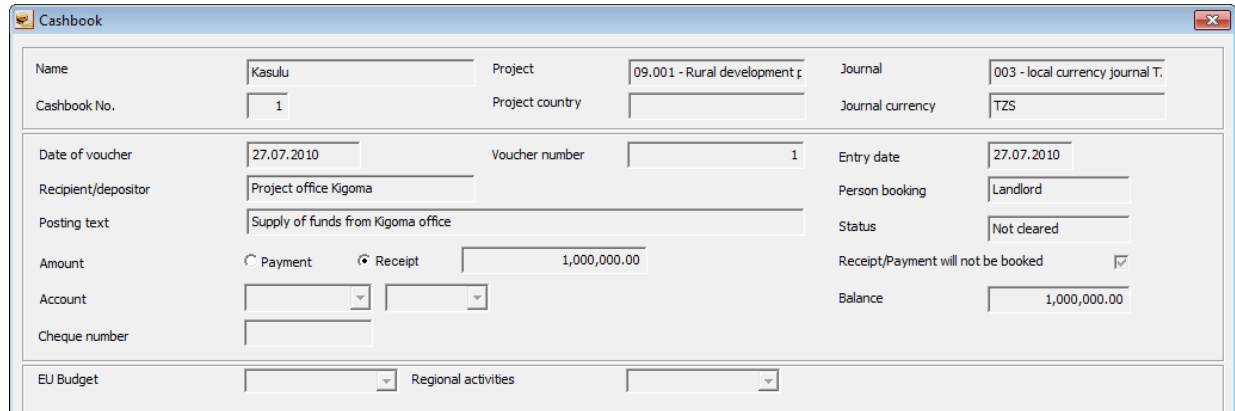
A well structured screen form makes the entry of master data for bank and cashbooks fast and easy.

The available fields are:

- Name of the cashbook
- Project number
- The journal number for the transfer to the project accounting
- Name of the cashier including password and address
- Name and address of the substitutes of the cashier
- Name of the person for the counter signature with address
- Limit of the cash account
- Balance carried forward

Efficient Entry of Bank and Cash Vouchers

The data entry of the bank and cashbook transactions is done using a simple data entry form. Plausibility control supports the user and helps to prevent incorrect entries.



Clear Presentation of Vouchers

A concise table provides a good overview of all cash and bank vouchers. Sorting functions in each column makes it quick and easy to sort vouchers.

Status	Entry date	Vou. dat.	Vou. no.	Recipient/depositor	Posting text	Receipt	Payment	Balance	Account
	27.07.2010	27.07.2010	1	Project office Kigoma	Supply of funds from Kigo	1,000,000.00	0.00	1,000,000.00	
	27.07.2010	27.07.2010	2	Joes Garage	Changes types Toyota La	0.00	480,000.00	520,000.00	4500
	27.07.2010	27.07.2010	3	Landlord Lusaka	Rent office Kasulu 03/201	0.00	80,000.00	440,000.00	4210
	27.07.2010	27.07.2010	4	AGGO printing	Printing of manuals for far	0.00	86,000.00	354,000.00	4945
	27.07.2010	27.07.2010	5	MK spare parts	Shock absorbers Toyota H	0.00	69,000.00	285,000.00	4500

Using Accounts, Sub-accounts and Project Internal Structures for Pre-booking

WINPACCS cashbook features an initial account assignment, linking the entries to a project account, a sub-account and a project internal structure, making the data entry process quick and efficient.

Audit-proof

WINPACCS cashbook is specially designed to comply with the audit requirements of overseas development cooperation and humanitarian aid projects. The application meets the following rules according to the Generally Accepted Accounting Principles (GAAP):

- Chronological recording of cash vouchers
- Automatic numbering of vouchers
- Daily release of vouchers impeding any later changes
- Tamper-proof through an automated back-up system of voucher lists

Password Protection

A password check ensures that only authorized users have access to editing bank and cashbook data.



Transparent Bank and Cashbook Reports

You can generate well structured reports on all bank and cashbook entries as well as on archived vouchers using various selection criteria. All reports can be previewed prior to printing.

WINPACCS®		Selected bookings - bankbook						PACCS-aid		
cashbook		Kasulu								
Project: 09.001 - Rural development project Kigoma region				Journal: 003 - local currency journal TZS		Cashbook No.: 1				
Project country: Tanzania, United Republic of				Journal currency: TZS						
Entry date	Vou. dat.	Vou. no.	Account	Sub-accou	Project	Rec./don.	Posting text	Receipt	Payment	Person
Amount carried over								0.00	0.00	
27.07.2010	27.07.2010	1				Project office	Supply of funds from Kigoma office	1,000,000.00	0.00	Landlord
27.07.2010	27.07.2010	2	004500	000000		Joes Garage	Changes types Toyota Landoruiser	0.00	480,000.00	Landlord
27.07.2010	27.07.2010	3	004210	000000		Landlord Lusaka	Rent office Kasulu 03/2010	0.00	80,000.00	Landlord
27.07.2010	27.07.2010	4	004945	000000		AGGO printing	Printing of manuals for farmers	0.00	86,000.00	Landlord
27.07.2010	27.07.2010	5	004500	000000		MK spare parts	Shock absorbers Toyota Hilux	0.00	69,000.00	Landlord
Total								1,000,000.00	715,000.00	

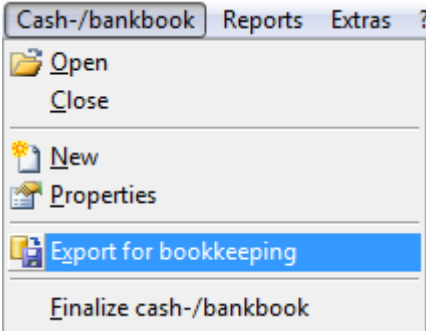
Printable Cash Account Agreement

WINPACCS cashbook allows printing a cash account agreement to be signed by the cashier and the project manager. The printout form is pre-filled with default master-data information of the cashbook.

	Cash account agreement Kasulu	
Project: 10.001 - Rural Journal: 003 - local currency Cashbook No.: 4 Project country: Tanzania, United Journal currency: TZS		
1. Cash account management Cash account management is herewith entrusted to Mr. / Mrs.: John Doe Address:		
2. Cash holdings Cash holdings are limited to 3,000,000.00 . Exceptions are only permissible with prior written agreement with the officer responsible for the commission.		
3. Internal vouchers		

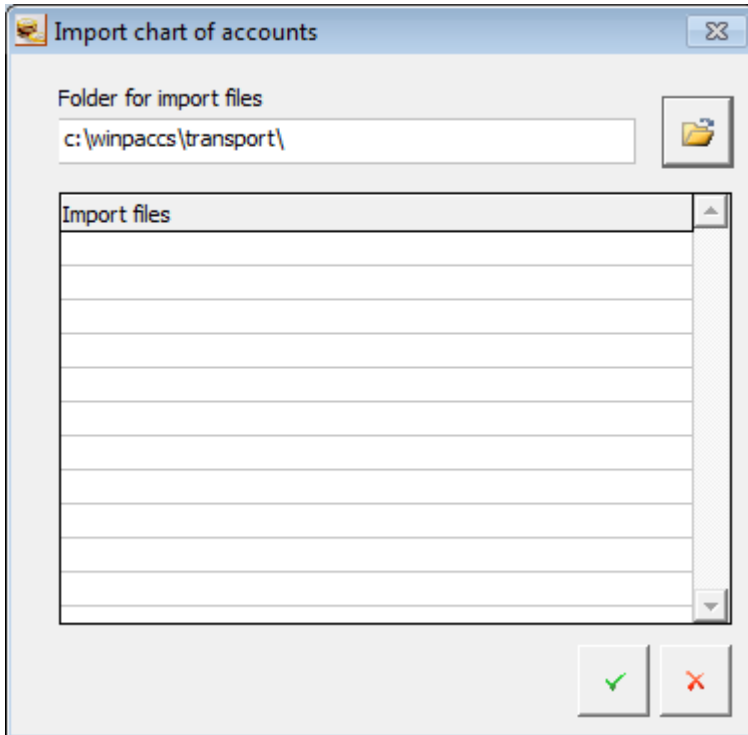
Transfer of the Voucher List to Project Accounting

With the click of a mouse you can export the current voucher list to WINPACCS accounting.



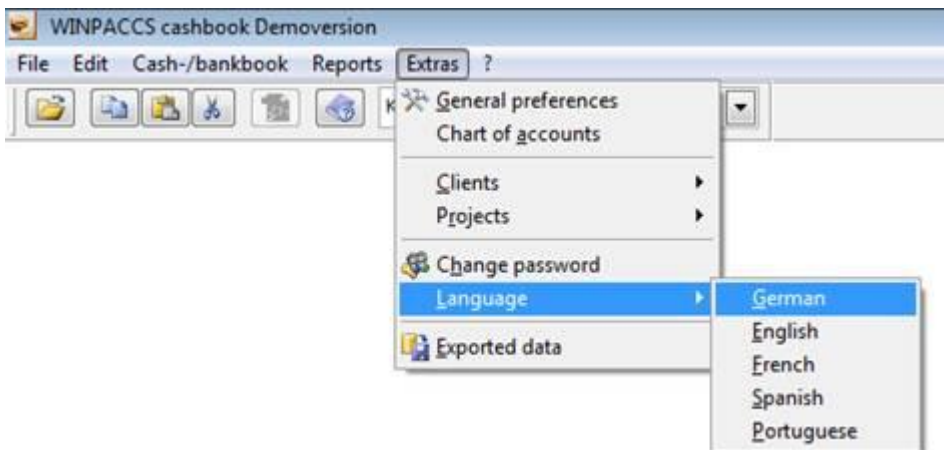
Different Charts of Accounts

WINPACCS cashbook allows you to import and use various charts of accounts. This allows the user to assign an individual chart of account for each project.



Multi-Lingual Settings

The user can easily change the language settings to German, English, French, Spanish or Portuguese via the menu item "Extras".



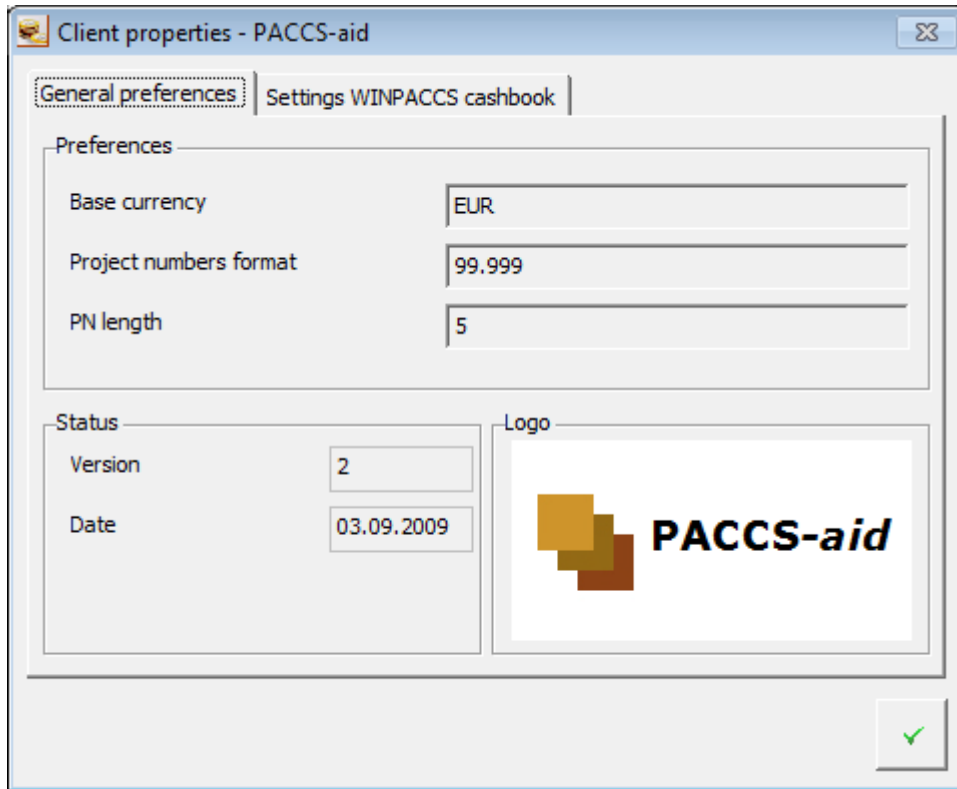
Network Compatible

WINPACCS cashbook is network compatible and can be easily installed in a network. Multiple users can work with the software at the same time and record data.

Organisation Settings

This function enables the configuration of the application based on the specific demands and needs of the organisation using the software.

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

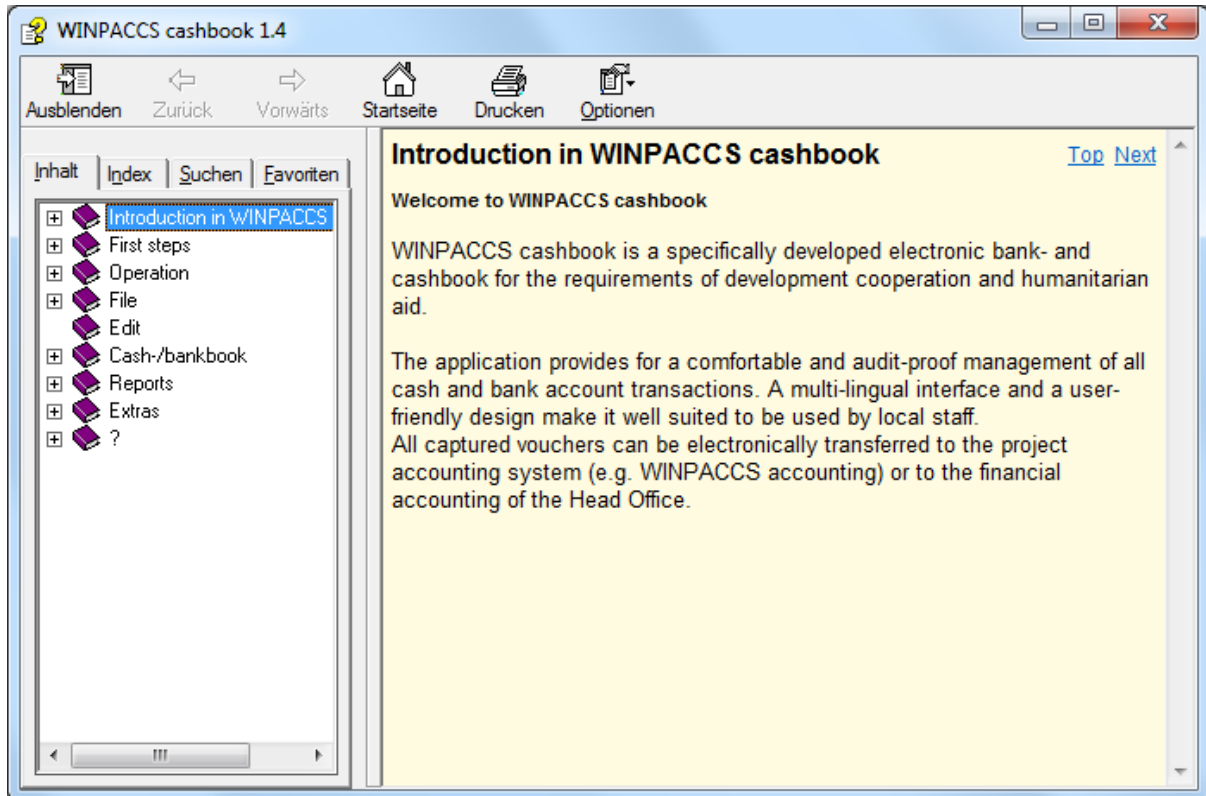


Integration into the WINPACCS System

WINPACCS cashbook is fully integrated into the WINPACCS system.

Comprehensive Online Help

The user is supported by a comprehensive online-help that can be called either through the menu or by using the “F1” key. The online help is available in German, English, French, Spanish and Portuguese.



Conceptual User Manual

The application comes with a comprehensive, illustrated and easy to understand user manual. It familiarises the user in a quick, yet complete way with the possibilities of the application. The manual is available in German, English, French, Spanish and Portuguese.

System Requirements

WINPACCS cashbook 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 memory (1 GB or more recommended)
- Screen resolution 1024x768
- Available hard disk space 1 GB