

WINPACCS® **accounting**

software for development



Project accounting

for development cooperation

and humanitarian aid

WINPACCS accounting 3.0

What's new?

WINPACCS accounting 3.0 – What's new?Publisher

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General

Version 3.0 of WINPACCS accounting is expected to be available 21 May 2012 with expanded and improved functions. This will already give you an overview of the new possibilities.

1 New fields in the posting masks

There are additional new fields in a number of posting masks. You can now save remarks on the voucher. There are also the fields External Project and Cost Centre in the account assignment area and, in the additional account assignment area, the fields Personnel Number, Order Number, Contract Number, Ext. Invoice Number and Int. Invoice Number.

Abbildung 1: New field: Comment

Voucher information		Supply of funds		<input type="checkbox"/> Internal voucher	
Type of transaction	<input type="button" value="F5"/>				
Voucher number/item	New	1	Date of voucher	<input type="text"/>	Comment
Posting text	<input type="text"/>				<input type="text"/>
Amount in voucher currency	<input type="text"/>	0.00	TZS		
Amount in company currency	<input type="text"/>	0.00	EUR		

- Personnel number
- Order number
- Contract number
- Ext. invoice number
- Int. invoice number

Abbildung 2: New fields for additional information

Additional information					
Cheque number	<input type="text"/>	Order number	<input type="text"/>	Ext. invoice number	<input type="text"/>
Personnel number	<input type="text"/>	Contract number	<input type="text"/>	Int. invoice number	<input type="text"/>

2 Voucher templates

In every posting mask there is the option to save recurring standard postings as voucher templates. The voucher templates are saved at journal level and grouped into template groups.

With the help of the voucher templates you can set up batches of recurrent postings, which can be posted to again and again as needed.

Abbildung 3: Access to voucher templates

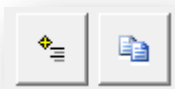


Abbildung 4: Edit voucher batch

Edit voucher batch - Contracts

Voucher information

Type of transaction: 4 Costs Internal voucher Status Post

Voucher number/item: New 0 Date of voucher: 01.02.2010 Comment:

Posting text: rent project office

Amount in voucher currency: 650.00 EUR Value added tax

Account

Cost category: 4210 Rent and add. costs for offices

Sub-account: 00 Miete u. Nebenkosten Büroräume

Paid through: 1 1200 Bank

External project: .

Additional information

Cheque number: Order number: Ext. invoice number:

Personnel number: Contract number: Int. invoice number:

Supply of vouchers

Status	Date of voucher	Posting text	Debit	Credit	Amount in VC	Type of transac	Person booking
Post	01.02.2010	rent project office	4210 00	1200 00	650.00	4	Administrator, Te

3 Batch processing

In the batch processing, vouchers imported from WINPACCS cashbook can now be modified in any sequence at will. The changes can be saved and final posting of the documents can take place at any later point in time.

Individual vouchers can be excluded from the posting run with the voucher status “Do not post”. The voucher status can be changed at any time.

The posting batch will be deleted automatically as soon as all the vouchers it contains have been posted. Manual deletion of the entire batch is possible at any time.

Abbildung 5: Edit voucher batch

The screenshot shows the 'Edit voucher batch - Contracts' window. The 'Voucher information' section includes fields for Type of transaction (4), Voucher number/item (New, 1), Date of voucher (01.02.2010), Posting text (rent project office), and Amount in voucher currency (650.00 EUR). The 'Account' section includes Cost category (4210), Sub-account (00), and Paid through (1). The 'Additional information' section includes fields for Cheque number, Personnel number, Order number, Contract number, Ext. invoice number, and Int. invoice number. The 'Supply of vouchers' table is as follows:

Status	Date of voucher	Posting text	Debit	Credit	Amount in VC	Type of transac	Person booking
Post	01.02.2010	rent project office	4210 00	1200 00	650.00	4	Administrator, Tes

4 Reposting

With the help of this function you will in the future be able to repost vouchers automatically from one cost category into another cost category within the active period. The system will automatically make the corresponding reversal and correction postings.

Abbildung 6: Repost



Automatically generated reposting-voucher

WINPACCS® accounting		Maschinelles Beleg					
Version: 3.0.0.56		Buchungsperiode 01.09.2009 - 30.09.2009					
Projekt: 09.001		Belegwahrung: TZS			Journalnummer: 0		
Grund der Erstellung: Dokumentation einer Umbuchung							
Buch.-datum	Beleg Nr. / Pos.	Buchungstext	Konten				Betrag TZS
Bel.-datum	Schecknr.		SOLL	HABEN			
25.09.2009	5 * 1	Umb.: 8/1 Telefonkosten	4210	00	1900	00	-1.000,00
04.09.2009		July 2009					
25.09.2009	5 * 2	Umb.: 8/1 Telefonkosten	4920	00	1900	00	1.000,00
04.09.2009		July 2009					

5 Voucher apportionment

Vouchers of transaction types 4 and 6 (costs and income) can be apportioned into several sub-vouchers during posting in order to assign them pro rata to multiple project-internal structures, project numbers or cost centres. The posting texts and partial amounts of the sub-vouchers can be processed individually.

Abbildung 7: Split voucher

Posting text	Percentage share	Partial amount	individual	EU	Regional Activities
manuals AGGO printing ltd	100.00	410,000.00	<input type="checkbox"/>	5102	KA

Amount to be splitted: 410,000.00
 Total share of amount: 410,000.00 Total percentage share: 100.00
 Difference: 0.00

6 Cash and bank reconciliation

In the future you will be able to create cash and bank reconciliation documents directly from the application (reconciliation between bank statement, bank book and journal). Any variances can be saved directly in the reconciliation document. The reconciliation document can be transmitted to Head Office as a PDF file with the end-of-period accounts.

Abbildung 8: Form for cash reconciliation

Cash as of 14.02.2011	
Project number	10.154
Currency	TZS
<hr/>	
Cash	Account number 0000001000
project office Kigoma	Sub-account 000003
field office Kasulu	Current actual cash balance 1,679,000.00
field office Uvinza	Coupons + 10,000.00
	Postage stamps + 0.00
	Unposted income vouchers - 0.00
	Unposted expense vouchers + 0.00
	Cash balance per journal - 1,689,000.00
<hr/>	
	Difference 0.00
Explanations	
<div style="border: 1px solid gray; height: 40px;"></div>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Abbildung 9: Form for bank reconciliation

Bank
Bank as of 24.02.2010
✖

Project		09.001	
Currency		TZS	
Bank			
Account number			

Account number		0000001200	
----------------	--	------------	--

Bank

Balance per bank statement		9,000,000.00	
Bank balance per journal	-	9,000,000.00	
Difference 1		0.00	

A. Cheques posted in journal but not yet debited	+	0.00	✎
B. Cheques posted in journal but not yet credited on bank account	-	0.00	✎
C. Credit/debit notes not yet captured in journal	+	0.00	✎
D. Erroneous postings by bank	+	0.00	✎

Difference 2		0.00	
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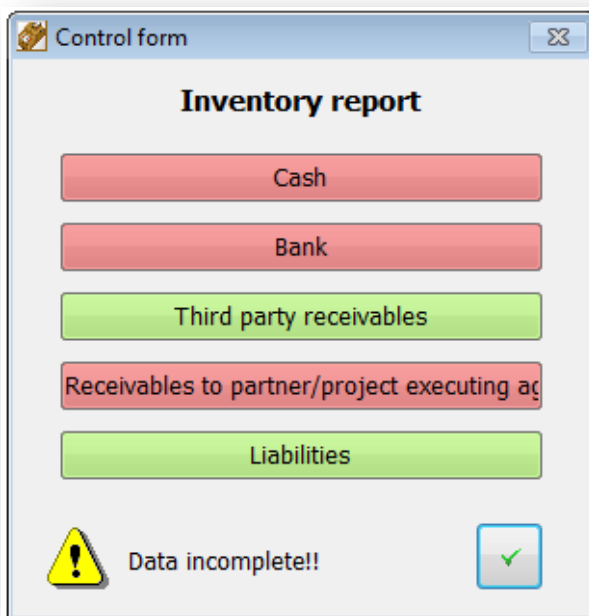
Explanations

✓ ✗

7 Inventory reports

The inventory reports contain detailed information for the cash/bank reconciliation, accounts receivable from third parties and partners, as well as accounts payable. For a client, one accounting date per financial year can be defined, on which the inventory reports must be carried out. The inventory reports can be transmitted automatically in PDF format with the end-of-period accounts.

Abbildung 10: Control sheet inventory report



Control form

Inventory report

Cash

Bank

Third party receivables

Receivables to partner/project executing ag

Liabilities

! Data incomplete!!

✓

Abbildung 12: Form Third-party-receivables

Third party receivables
⌵

Third-party receivables as of 01.02.2011

Project number

Currency

10.154

TZS

Category	Balance TZS
D Other accts. receivable	8,640,000.00

Total

8,640,000.00

Receivable balances and/or uncollectible receivables

Voucher number	Item	Date of voucher	Category	Balance TZS	Uncollectible?	Posting text	Commented?

Explanation

✓

8 Handover protocol

This form serves to document the handover of a set of accounts to another accountant. The inventories handed over, for instance, can be recorded and information on the banking authorisation can be noted. The inventory reports (see previous point) are output automatically.

Abbildung 13: Mask handover protocol

Handover protocol
☰

Handover protocol as of 25.02.2010

Project abbreviation	Rural development project Kigoma region		
Handover date	25.02.2010	Title	
Project	09.001	Previous principal adviser	André
currency	TZS	New principal adviser	Mario
Country	Tanzania		Scharmman
			Wagner

Following inventory was handed over/accepted

- Cash reconciliation sheet
- Bank account reconciliation sheet
- Listing of letters of credit
- Receivables to partner/project executing agency
- Third party receivables
- Liabilities (debt)
- Own assets
- Other assets

- Consumer goods
- Special resources without separately managed funds

- All other project files
- Documents copied from the project accounting.

The transfer of the bank authority for the project bank accounts was

- already done
- initiated by
- A new account has been opened at:

Account number	
Name	

Data incomplete!!

9 End-of-period accounts

For end-of-period accounts there is the new period closing mode “Arbitrary Periods”. Periods can then be closed on any day at will and in periods of any length up to 99 times a year.

The reports needed for the end-of-period accounts can be selected centrally in the client master data within WINPACCS manager.

The data format of the end-of-period accounts files will be converted completely to XML.

Abbildung 14: miscellaneous end-of-period-accounts

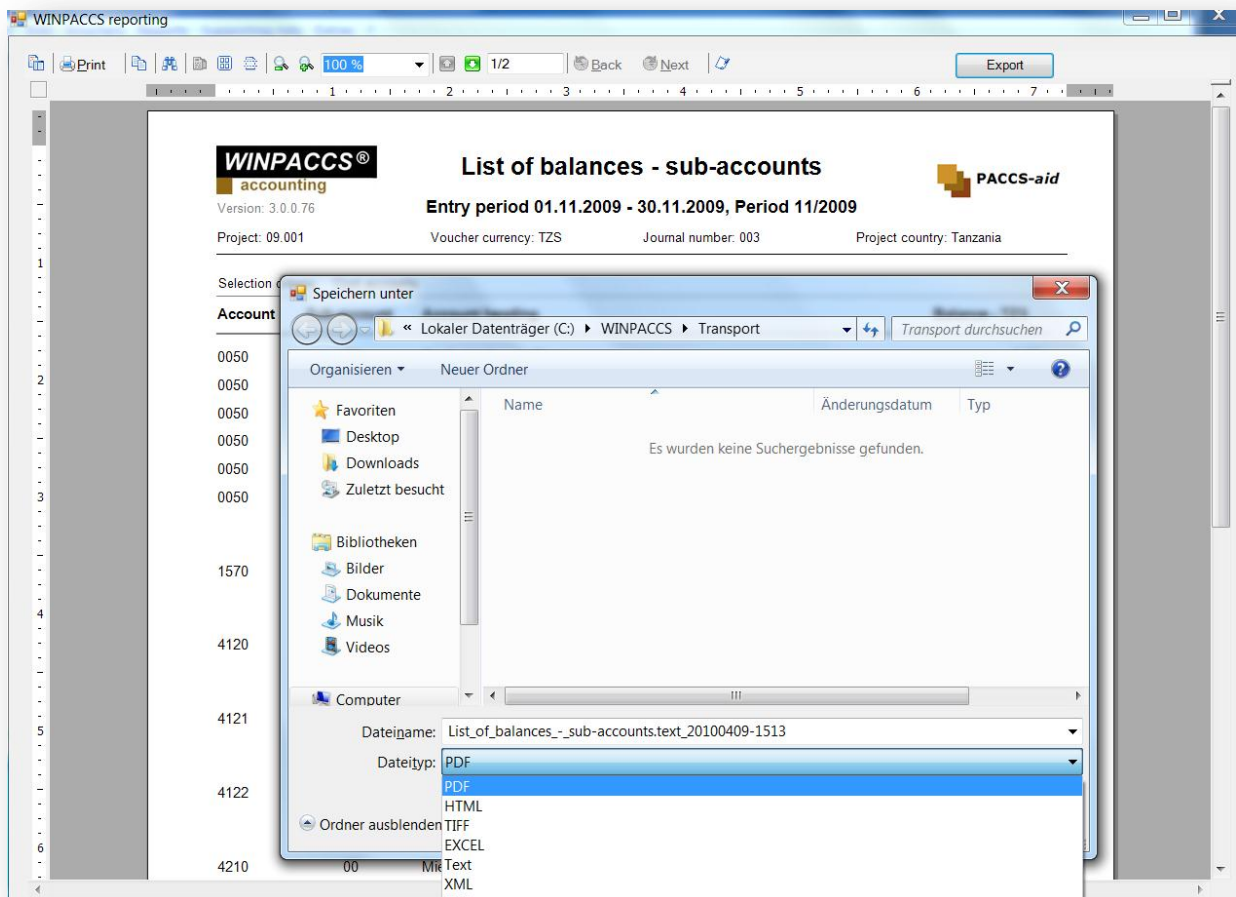
Journal number	<input type="text" value="003"/>
Name	<input type="text" value="Local currency journal TZS"/>
Journal currency	<input type="text" value="TZS"/>
Journal type	<input type="text" value="Costs / Income"/>
Data source	<input type="text" value="WINPACCS accounting"/>
Country	<input type="text" value="Tanzania, United Republic of"/>
	1 Euro = <input type="text" value="1883"/> Tanzanian Shilling
Average rate	<input type="text" value="0.00053106745"/>
End-of-period accounts mode	<input type="text" value="Miscellaneous"/>
Starting period	<input type="text" value="1"/> <input type="text" value="2010"/>
Last voucher number / position	<input type="text" value="0"/> / <input type="text" value="0"/>

10 Optimised reports

The newly integrated component, WINPACCS reporting, permits presentation of the reports at a high technical standard. All reports can be exported in various formats (e.g. as PDF document) and in that way be forwarded simply as an e-mail attachment.

The reports have been adapted visually to WINPACCS cost control. Within the context of the further development of WINPACCS accounting, a number of reports have been reworked, others have been added. This includes the following reports among others:

Abbildung 15: Export a report in pdf format



- Memo sheet
- Handover record
- Bank and cash reconciliation
- Inventory reports
- Project properties

Via WINPACCS manager you can configure at client level which reports are mandatory, optional or not output at all in the end-of-period accounts.

11 Digital voucher capture

The application will in the future support the option of digital voucher processing.

12 Technical change

Parts of the application, e.g. the WINPACCS reporting components, were realised with Microsoft .NET-Framework.