

WINPACCS® CLOUD

Die integrierte Softwarelösung für internationale Hilfsorganisationen



Managing digital vouchers with WINPACCS

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Workshop

07

SYMPOSIUM 2019



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Block III (14:30-15:15)

Managing digital vouchers with WINPACCS

This workshop will highlight the enormous potential for maximising efficiency, which the [Digital voucher management](#) offers for development cooperation organisations. Explore how vouchers can be easily entered into on-site systems, their secure storage in WINPACCS Cloud and the option of viewing the digital vouchers for your financial data – any time, any place.



Digital vouchers

The integration of digital vouchers is a key functionality of modern accounting systems. Posting data can be shown to all the assigned users directly on screen and compared with the scanned vouchers.

This functionality is of high relevance for the field of development cooperation, as entering vouchers and processing and checking them later often occurs at geographically widespread locations. A digital view of the scanned vouchers thus offers an enormous increase in efficiency and potential savings.

Agenda

1. Benefits of digital voucher processing
2. Principles of digital voucher processing with WINPACCS
3. Scanning downstream
4. Posting downstream
5. Questions and discussion

Benefits of digital voucher processing



Reduced search effort

Digital vouchers and posting data are available directly, both in the projects and offices on site and at head office, and reduce the time and effort for searching.



Reduced transport costs

Vouchers or voucher copies no longer have to be transported, thus transport costs can be reduced.



Reduced travel costs

Auditors can examine the accounting at head office, thus travel costs can be reduced.

Principles of digital voucher processing with WINPACCS

- ✓ Automatic scanning of the vouchers with a customary and inexpensive scanner
- ✓ Convenient displaying of the posting data together with the digital vouchers
- ✓ Checking of image files acc. to dual-control principle
- ✓ Differentiated assignment of rights in WINPACCS for governing access to the digital vouchers
- ✓ Key events are logged relating to administration of the digital vouchers

Digital Vouchers

Live demo

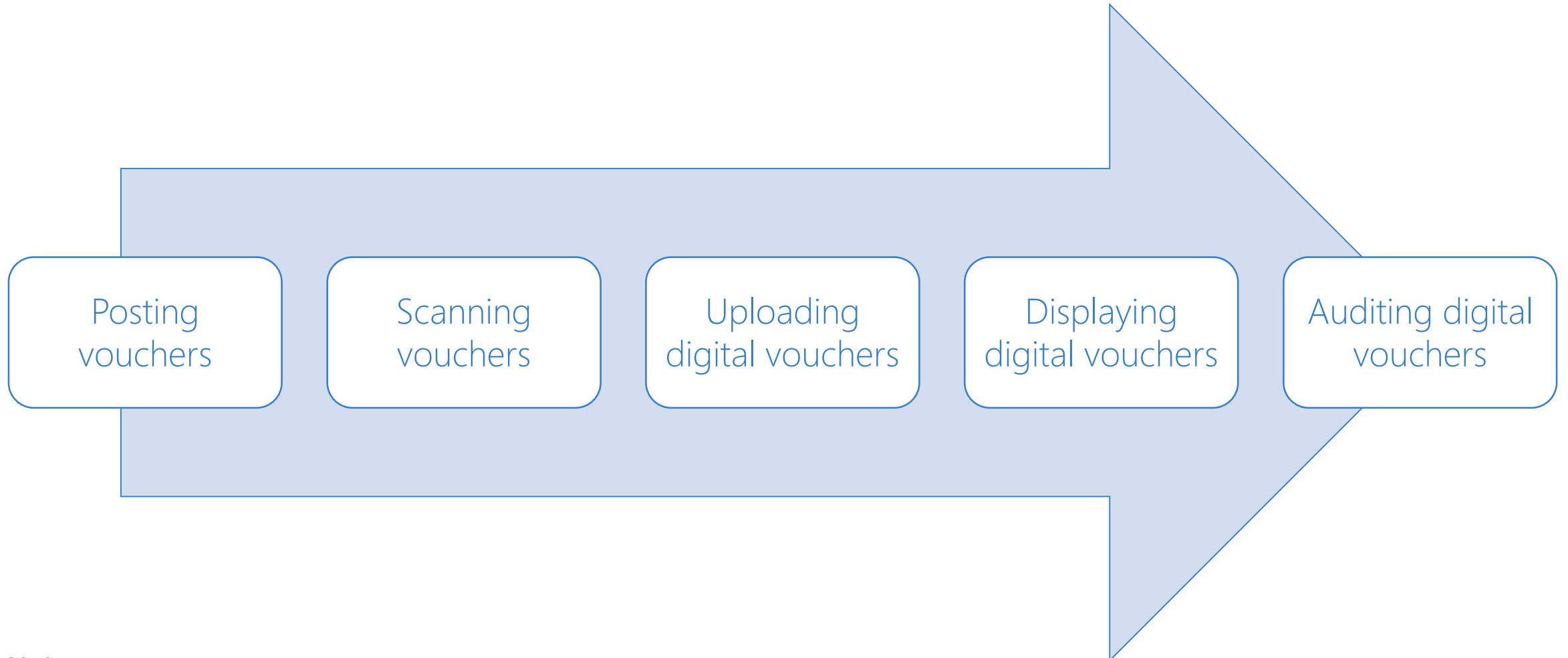
The screenshot displays the WINPACCS Cloud interface for a digital voucher. The breadcrumb trail is: Projektverwaltung > 17.001 Kommunale Gesundheit & Ländliche Entwicklung Nepal > Projektcontrolling > Standard > Belegposition 3/1. The left sidebar contains navigation options: Navigation, Buchungen, Standard (selected), Analysen, EU Gesamtbudget - Restbudget, Protokolle, Änderungsprotokoll, and Datenaustauschprotokoll. The main content area shows the voucher details:

▼ Buchung			
Belegnummer / -position	Belegdatum	Buchungsperiode	Empfänger/Einzahler/Partner
3/1	12.07.2017	2017/07	NEPAID
Buchungstext			
kostenabrechnung			
BW Betrag	HW Betrag	Mischkurs der Belegposition	
4.000,00 USD	3.560,00 EUR	0.0000000	
Konto		Unterkonto	
4122 Berater und Fachkräfte		00 Berater und Fachkräfte	

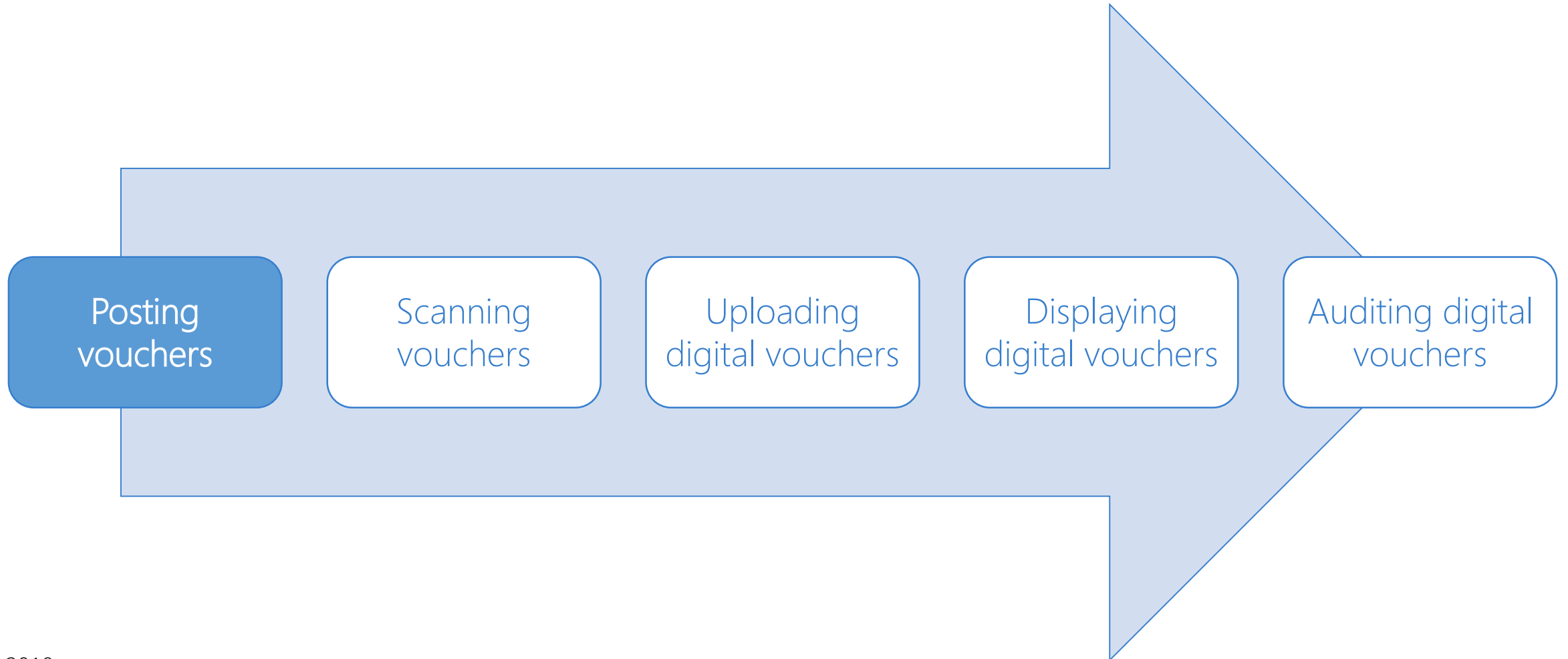
▼ Kostenrechnung und Abrechnung			
Abgerechnet	Finanzierung	Abrechnungswährungsschema	
Nein	17.001 EC	European Commission InforEuro	
AW Betrag	AW-Kurs	Abrechnungsperiode	EuropeAid
3.504,78 EUR	0.8761938	2017/07	1.2.2 Experts / consultants
Menge	Distrikte von Nepal		

Scanning downstream

Scanning downstream – Process overview





Posting vouchers

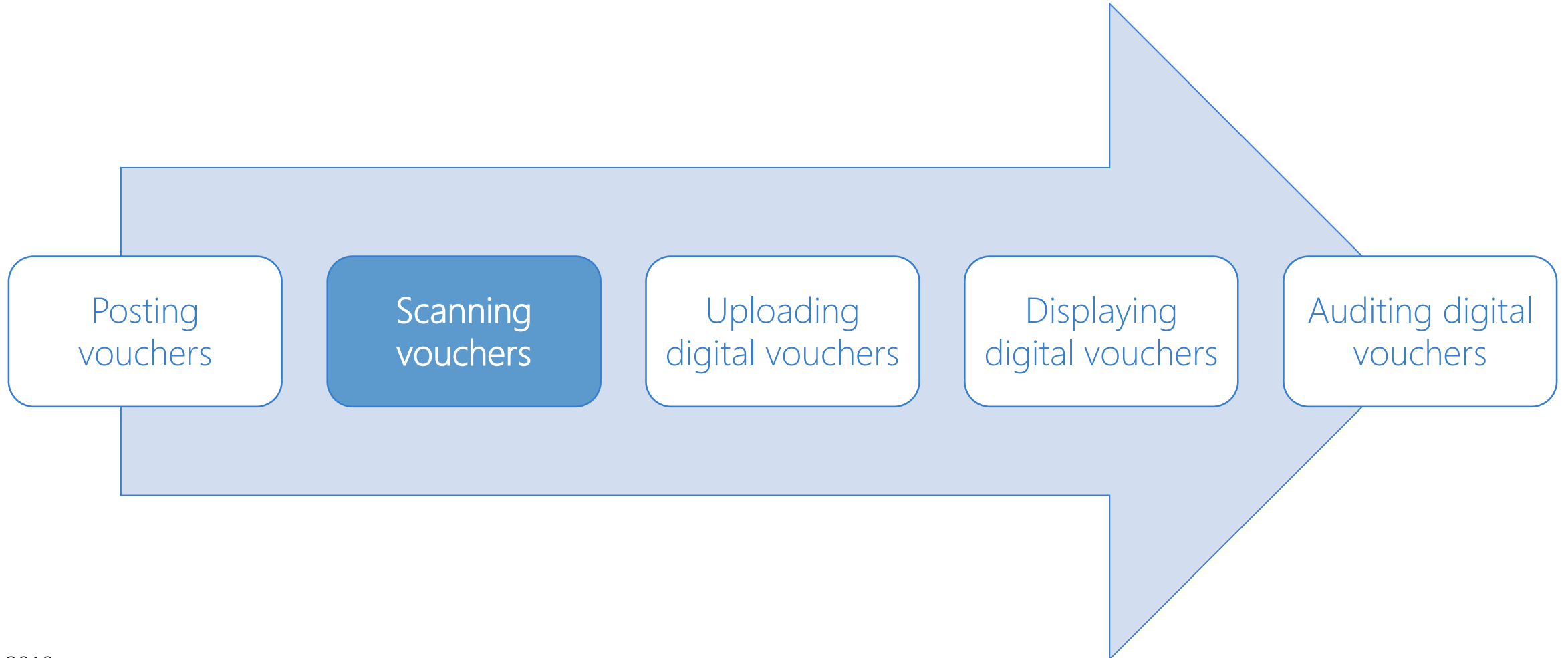


Posting vouchers

- After posting, the *Individual posting* report is printed in WINPACCS Accounting with a barcode for the corresponding posting.
- The barcode has a unique number: project – journal – voucher, and an additional check digit.

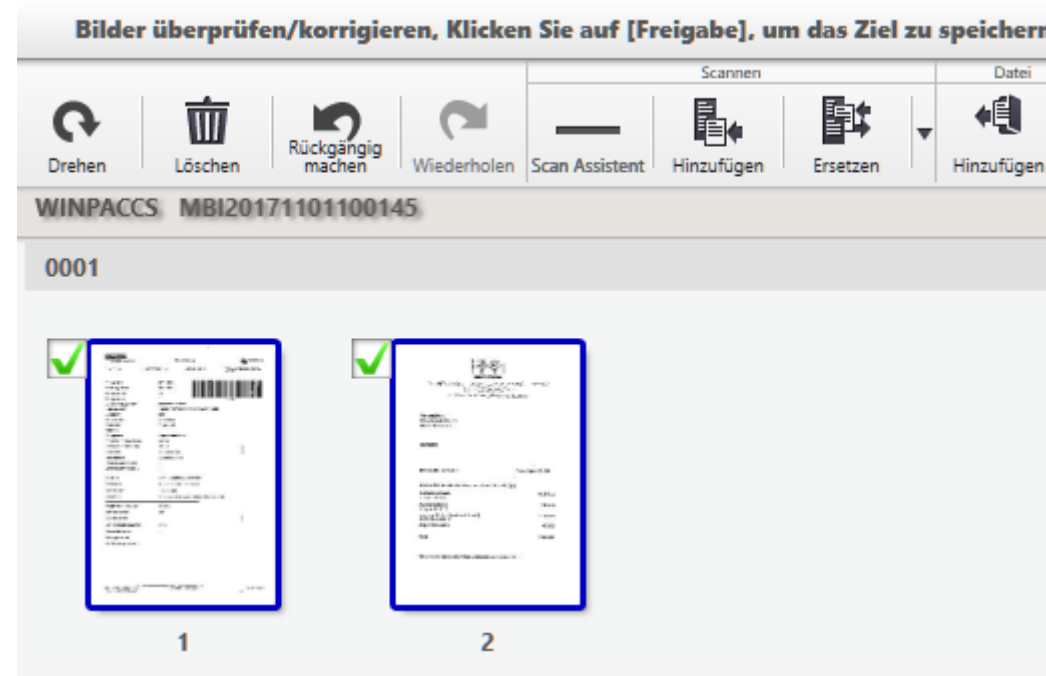
Project	19.003	Individual posting		
Journal	002 NPR 2019/08			
		 <small>1900300200002406</small>		
Transaction				
Transaction category	4 Costs			
Transaction type	1 own project			
Voucher information				
Posting date	23.09.2019	Voucher number	24	
Posting number	24	Voucher date	15.08.2019	
Internal voucher	No	Accountant	Scharmann, André	
Recipient/depositor	STC Gas station			
Partner				
Posting text	50 l diesel			
Comment on the posting				
Average rate of the posting	0,00760724666	Amount NPR	7.000,00	
Average rate before the posting	0,00760724666	Amount EUR	53,25	
VAT	0,00			
Withholding tax NPR	0,00			
Posting status	Posted project accounting			
Reposted	No			

Scanning vouchers

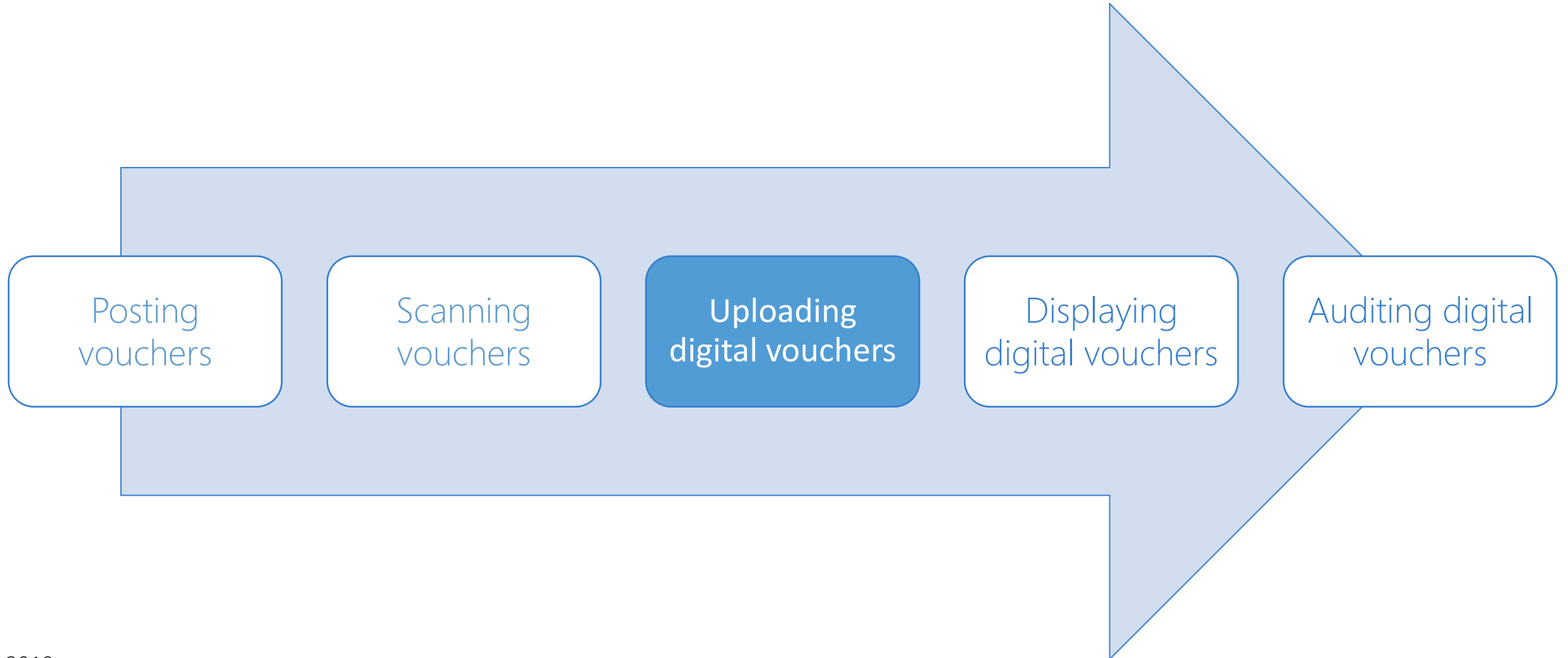


Scanning vouchers

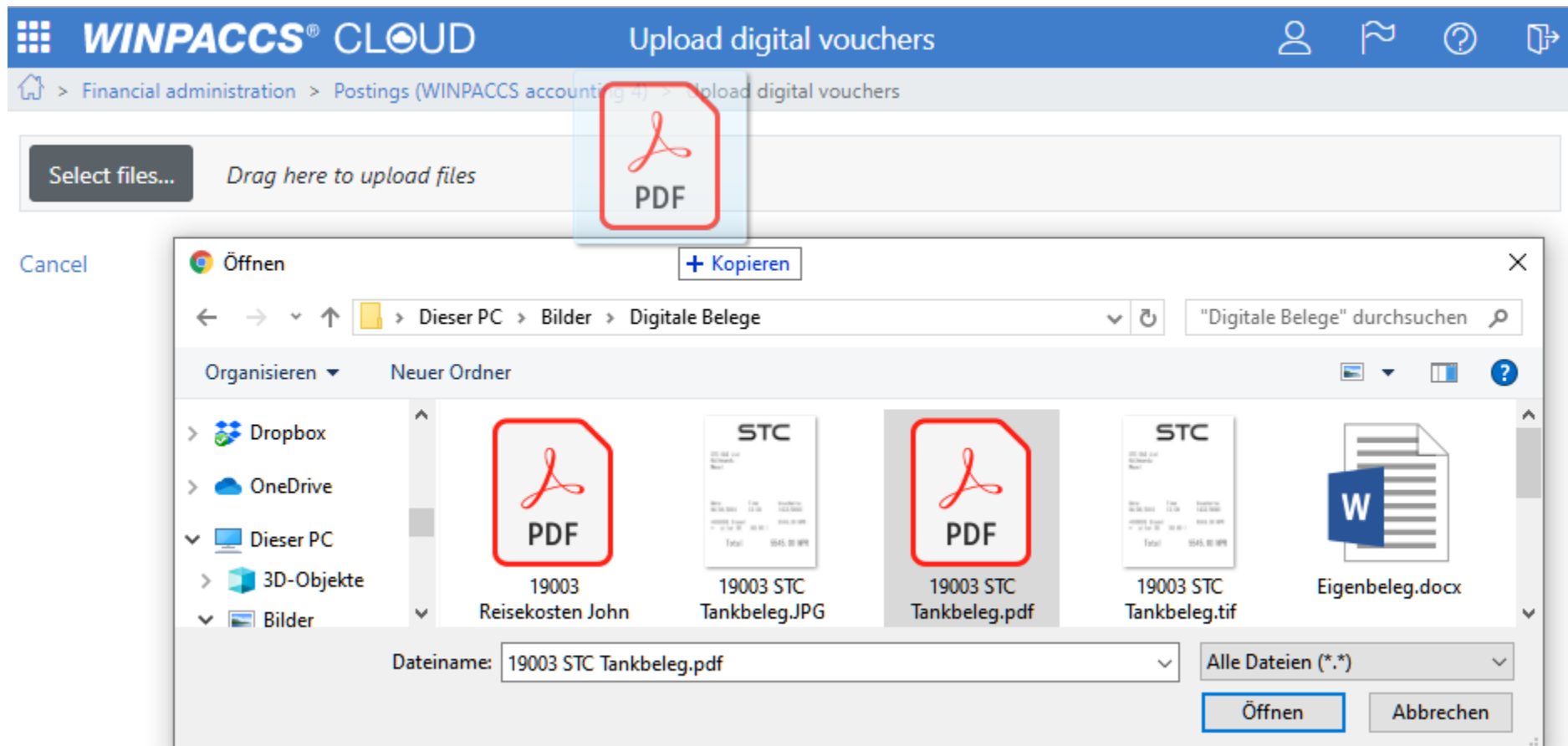
- The scanning process is performed outside the WINPACCS environment by an intelligent barcode-reading scanning software. The original voucher is scanned with the *Individual voucher* report.
- For each posting, the software creates an image file with metadata of the posting in the file name.



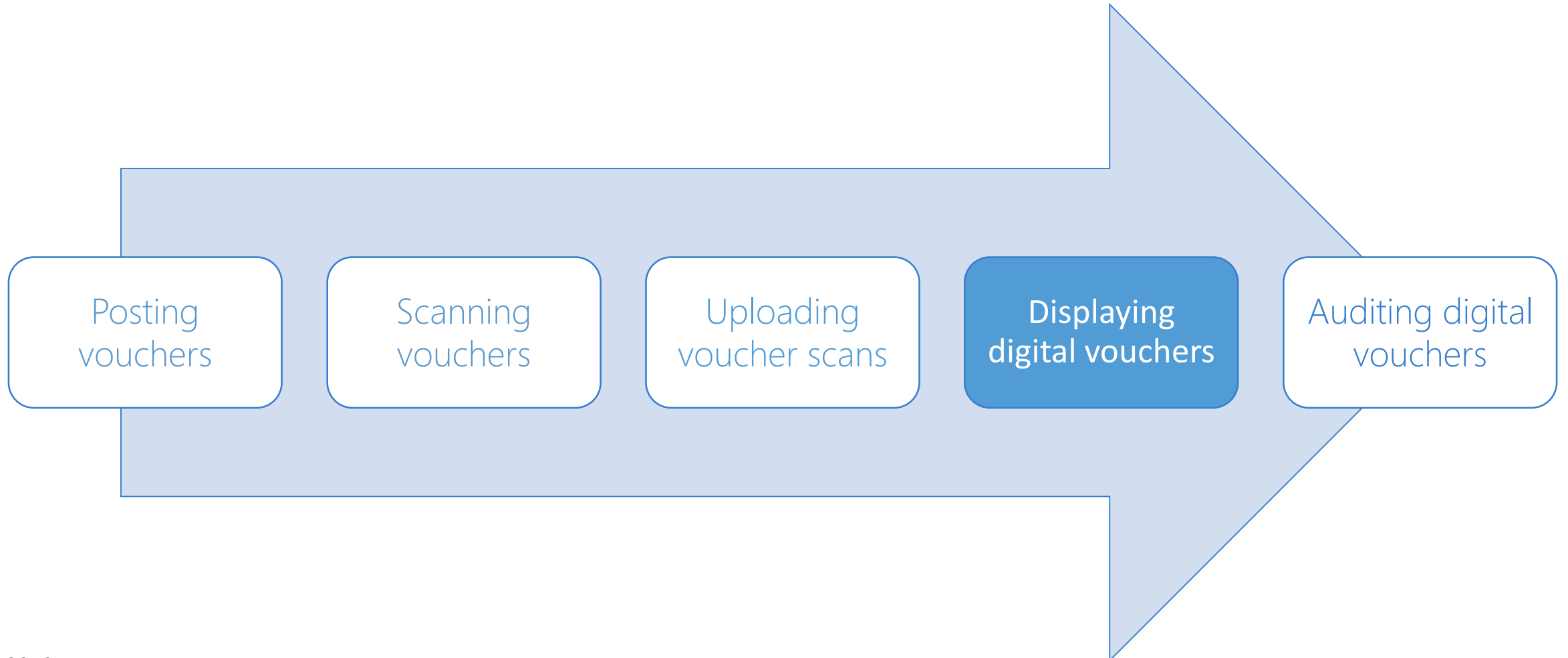
Uploading digital vouchers



Uploading digital vouchers



Displaying digital vouchers



View of the digital vouchers in WINPACCS Cloud

The digital vouchers are displayed in the *Postings* and *Controlling* functional groups.

The screenshot displays the WINPACCS Cloud interface for a digital voucher. The top navigation bar shows the breadcrumb path: **Projects > 17.001 Community Health & Rural Development Nepal > Project controlling > Default > Voucher position 3/1**. The page title is "Voucher position 3/1".

Navigation: Edit, Print, Posting in project accounting, Digital vouchers, History, Notes.

Postings: Back, navigation arrows.

Posting Details:

- Voucher number / position: 3/1
- Voucher date: 7/12/2017
- Accounting period: 2017/07
- Recipient/depositor/partner: NEPAID
- Posting text: kostenabrechnung
- VC amount: 4,000.00 USD
- CC amount: 3,560.00 EUR
- Average rate of posting position: 0.0000000
- Account: 4122 Consultants, Expertise
- Sub-account: 00 Consultants, Expertise

Billing and reporting:

- Billed: No
- Funding: 17.001 EC
- Reporting currency scheme: European Commission InforEuro
- Amount RC: 3,504.78 EUR
- RC rate: 0.8761938
- Reporting period: 2017/07
- EuropeAid: 1.2.2 Experts / consultants
- Quantity: 10 days
- Districts of Nepal: <No selection>
- GIZ Preisblatt: <No selection>

Digital vouchers: A preview window showing a sample voucher document with the following fields:

- [Company Name]
- [Company Slogan]
- [Stress Address]
- [City, ST, ZIP]
- Phone: [000-000-0000]
- Fax: [000-000-0000]
- DATE: 5/19/2017
- INVOICE #: [123456]
- Customer ID: [123]
- [Name Here]
- [Company Name]
- [Stress Address]
- [City, ST, ZIP]
- [Phone]

	PERCENTAGE	TAXED	AMOUNT
[Service Fee]			230.00
[Labor:5 hours at \$75/hr]			375.00
[Parts]	X		345.00

View of the digital vouchers in WINPACCS Accounting

The digital vouchers are available in the posting view of WINPACCS Accounting.

The screenshot displays the 'Buchung anzeigen' (View Posting) interface in WINPACCS Accounting. The main area shows a digital voucher for DoubleTree Hotels. The voucher includes the following information:

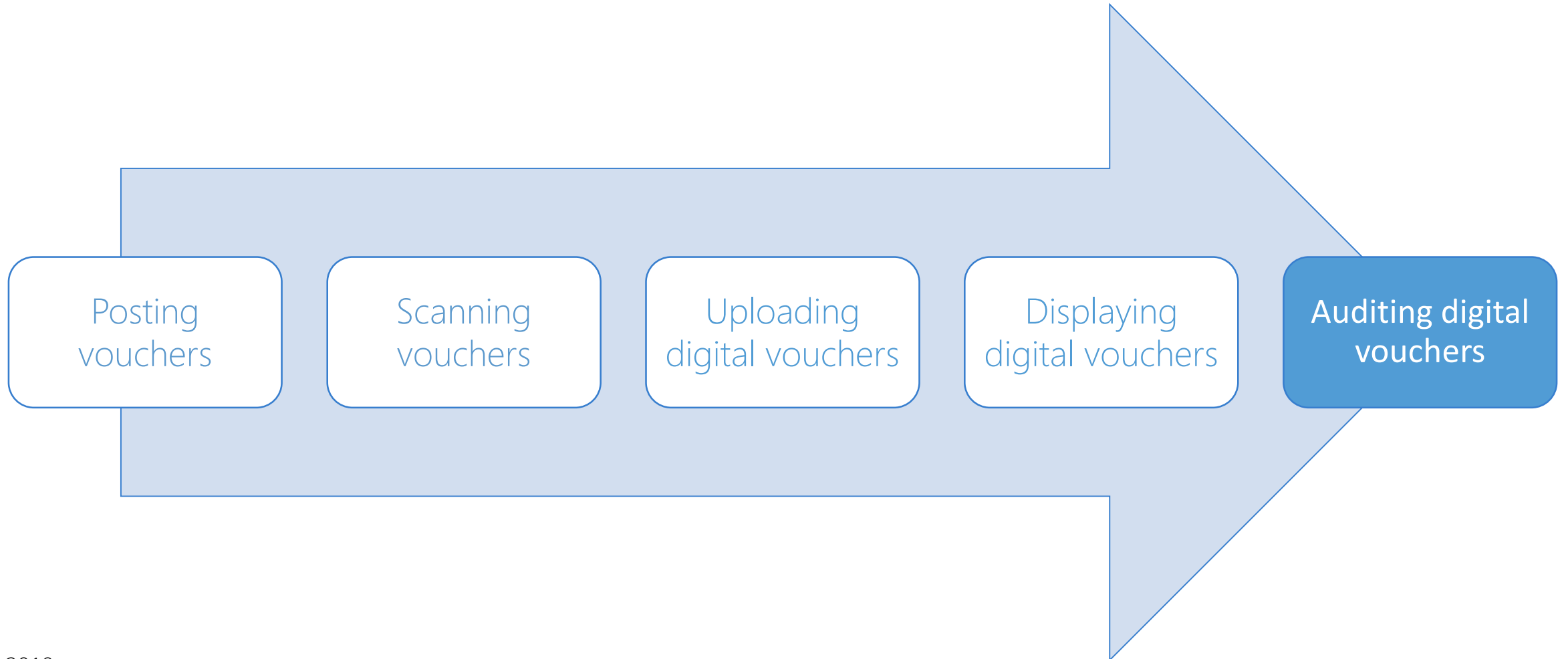
- DoubleTree Hotels - Kasulu Road 1235 - Kasulu - Tanzania**
- Tel.: (0)28 2804435 6 7**
- e-mail: reservations@doubletree-hotels.ta**
- Paccs-aid e.V. Weidenhäuserstr. 27 35625 Hüttenberg**
- INVOICE**

A red stamp is visible on the voucher, containing the following details:

Organisation:	Paccs-aid	Finanzierung:	645210
Belegnummer:	1017	Kostenstelle:	KS
Projekt:	10154	rech. gepr.:	
Kostenart:	4945	sachl. gepr.:	

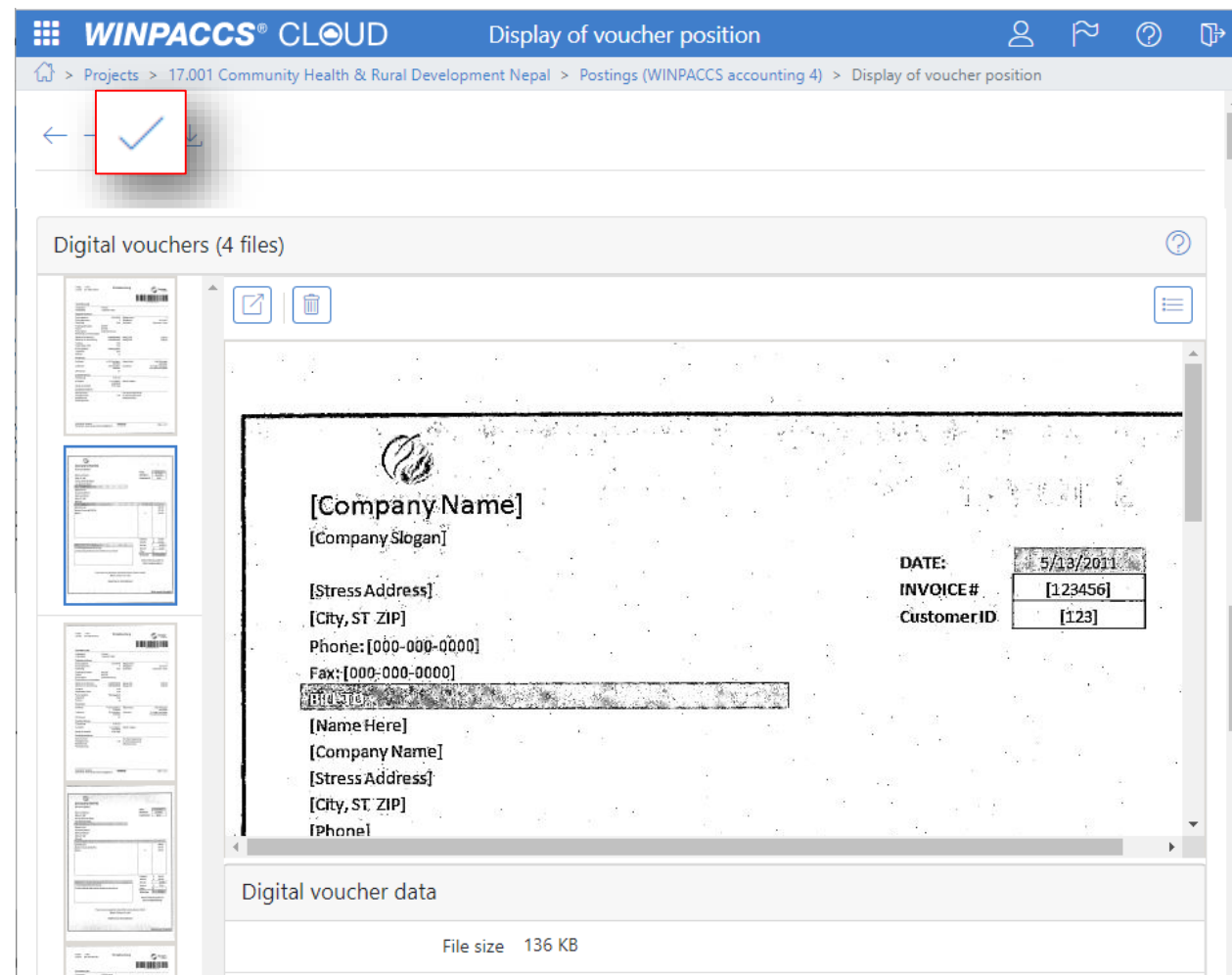
The interface also shows a sidebar with navigation options and a top menu with actions like 'Ändern', 'Stornieren', 'Aufteilung', 'Buchungsvorlage speichern', 'Maschinelle Belege', and 'Belegscans'. The 'Eigenschaften Belegscans' (Belegscan Properties) window is open, showing options to download, open, or export the scans.

Auditing digital vouchers



Auditing the digital vouchers in WINPACCS Cloud

- Digital vouchers can be marked as *verified*.
- By using different roles for uploading and verification, the dual-control principle is guaranteed.
- Every action related to the voucher scan is logged.



The screenshot displays the WINPACCS Cloud interface for viewing a digital voucher. The breadcrumb trail indicates the path: Projects > 17.001 Community Health & Rural Development Nepal > Postings (WINPACCS accounting 4) > Display of voucher position. A red box highlights a checkmark icon in the top left corner of the voucher area. The voucher image shows a company logo and the following text:

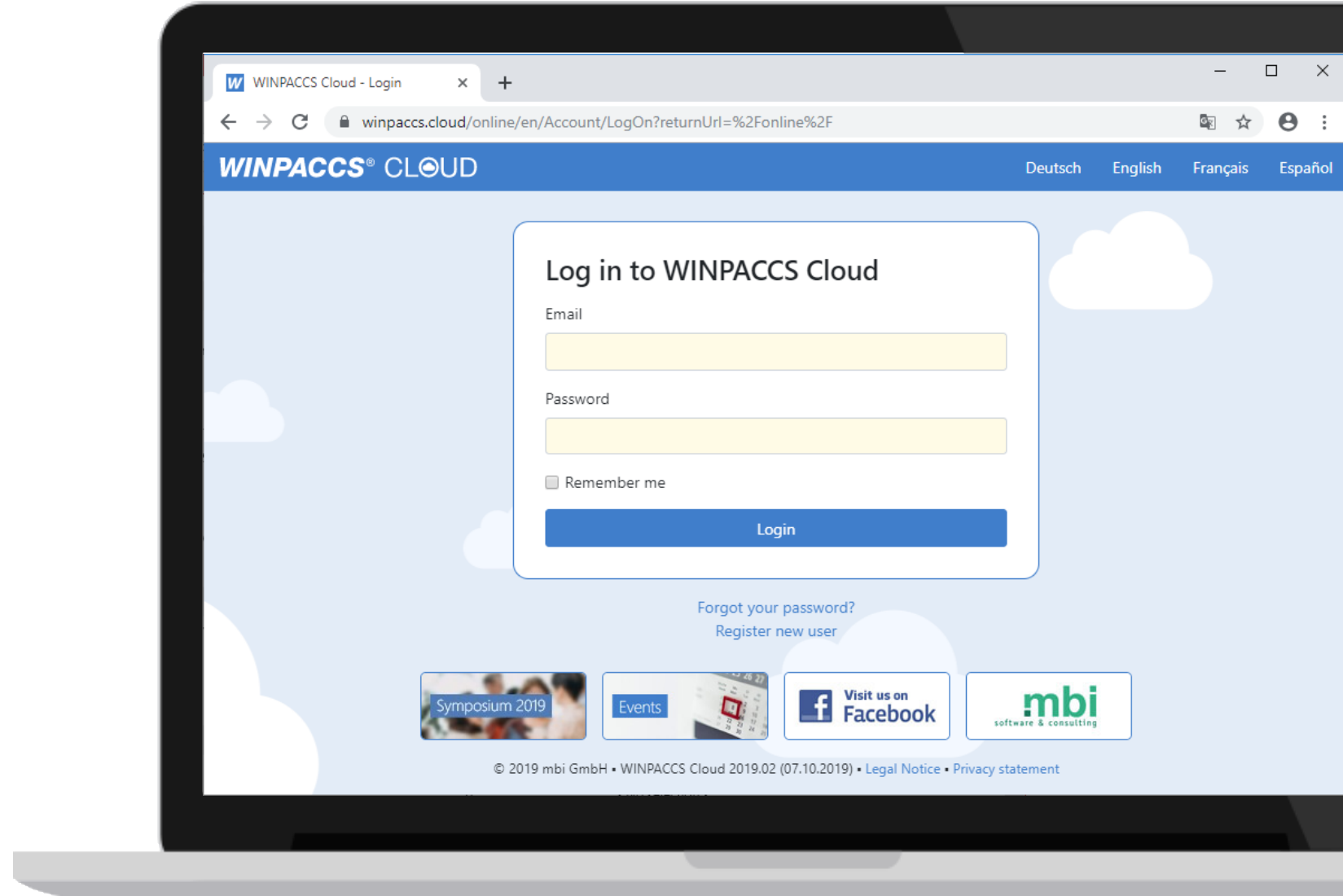
[Company Name]
[Company Slogan]
[Stress Address]
[City, ST ZIP]
Phone: [000-000-0000]
Fax: [000-000-0000]
[Name Here]
[Company Name]
[Stress Address]
[City, ST ZIP]
[Phone]

On the right side of the voucher, there is a table with the following data:

DATE:	5/13/2011
INVOICE#	[123456]
CustomerID	[123]

Below the voucher image, the 'Digital voucher data' section shows the file size as 136 KB.

Live-Demo

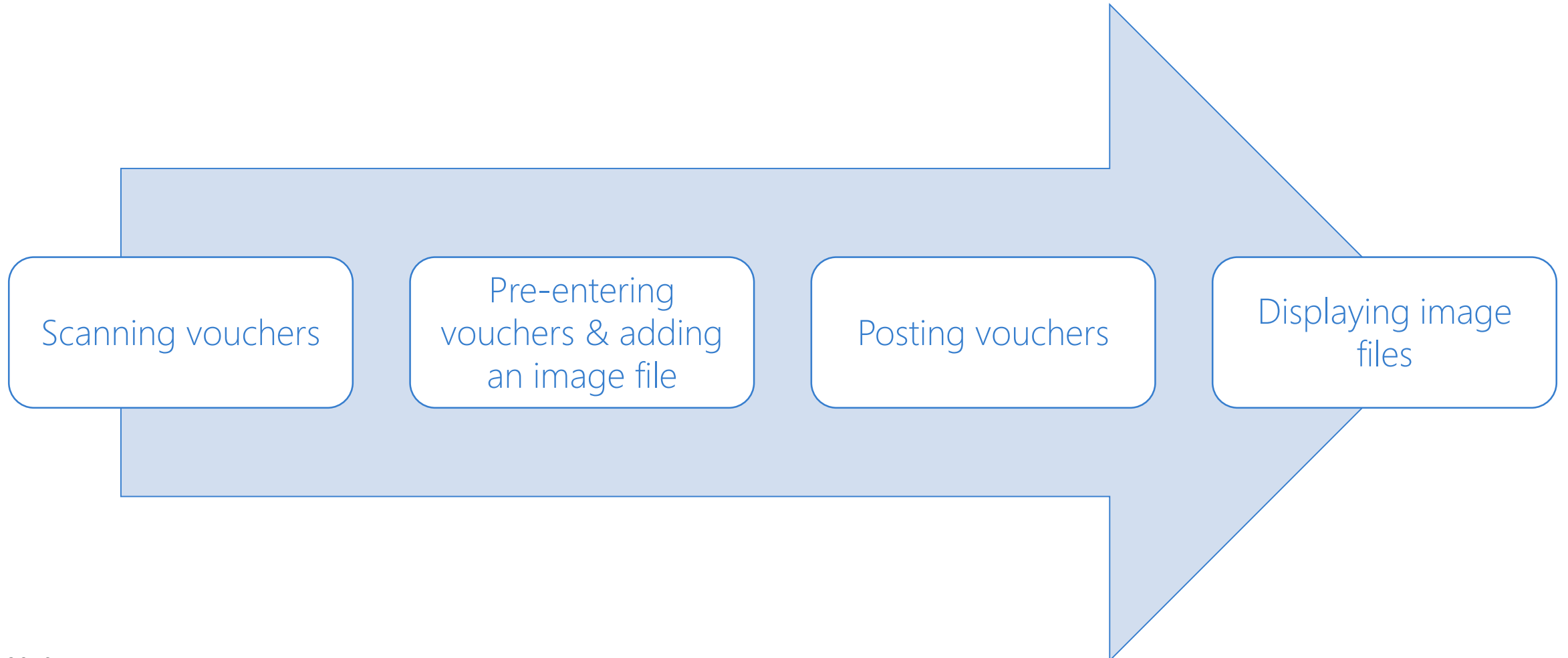


Preview: Posting downstream

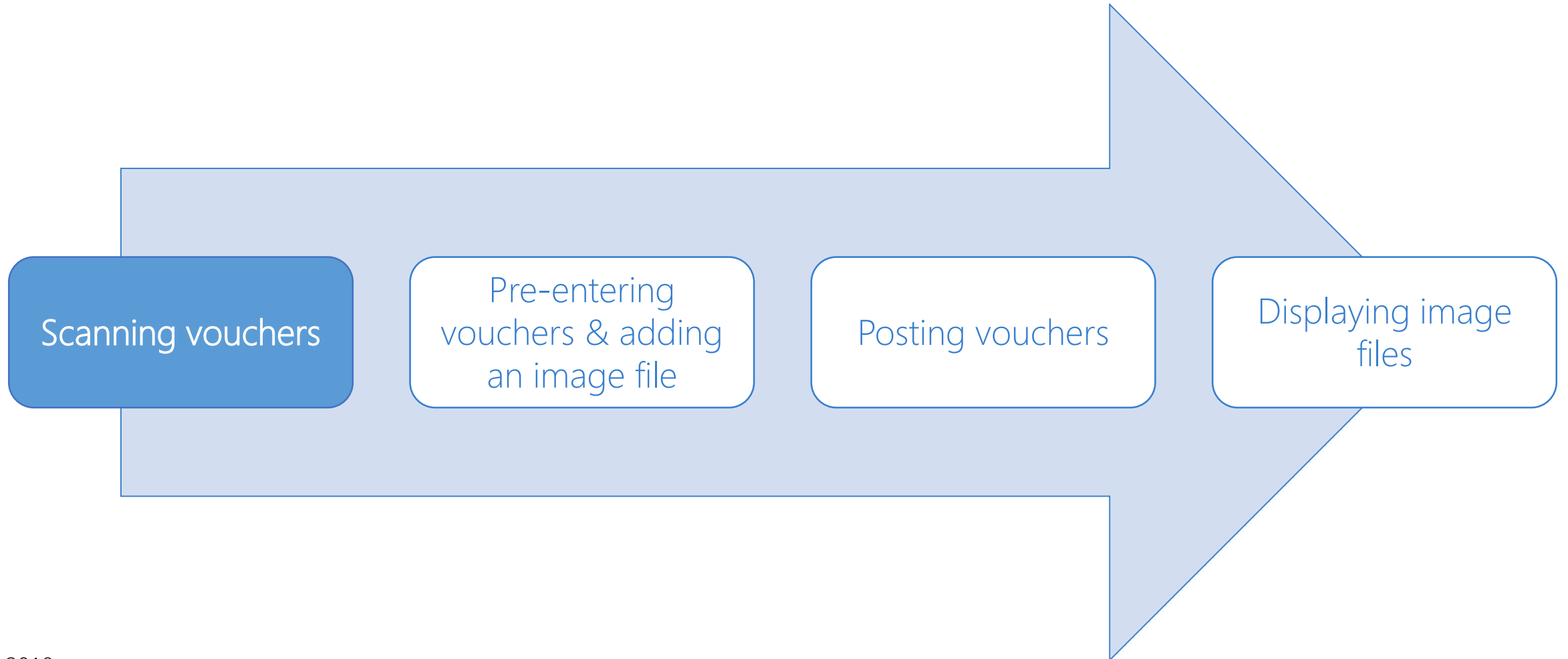
Posting downstream – Process overview

- Receipt of invoice – scanning and storing image file in file system
- Pre-entering in cashbook/bank book
- Adding image file in WINPACCS Cashbook
- Forwarding of voucher batch and digital vouchers to Project accounting
- Checking entered vouchers during posting
- Uploading of postings and digital vouchers at closing
- View of digital vouchers in the Cloud

Posting downstream – Process overview



Scanning vouchers

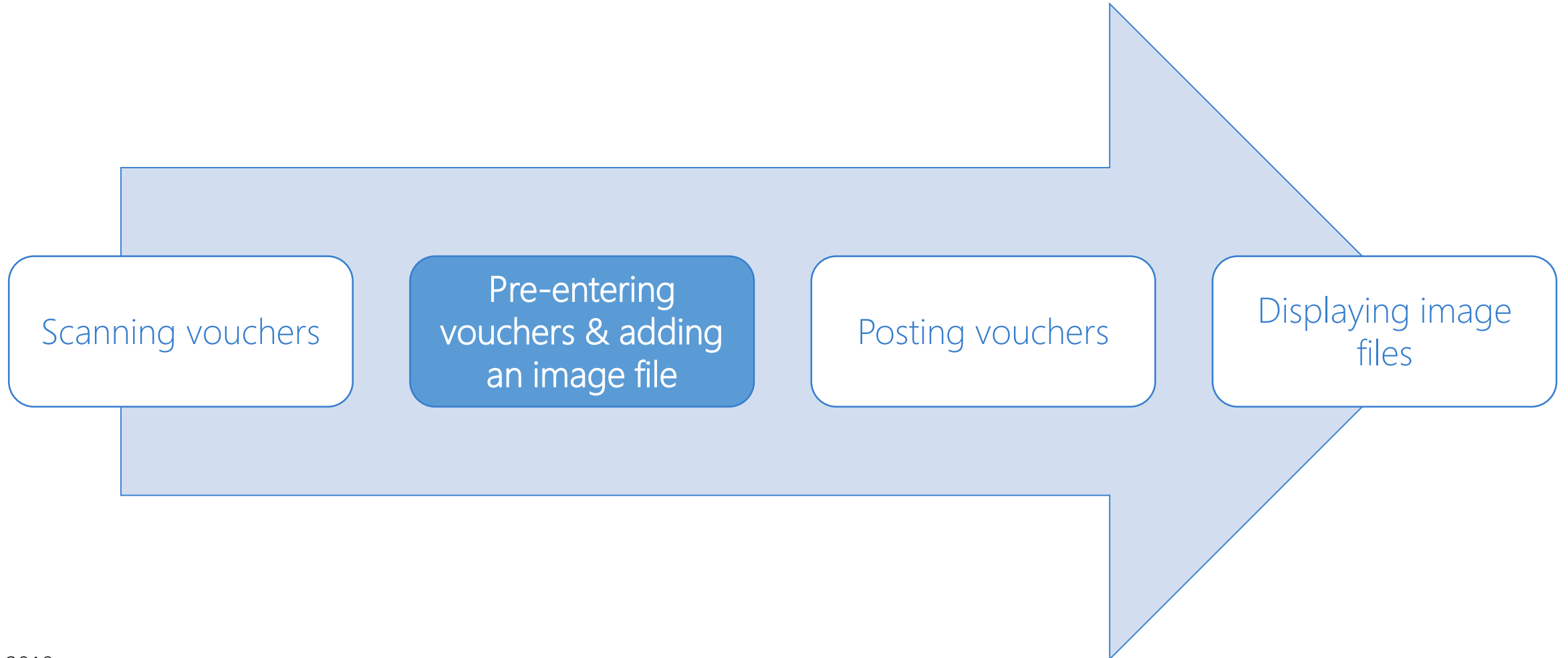


Scanning vouchers

- The scanning process is performed outside WINPACCS using any regular scanning software. The original voucher is scanned.
- For each posting, the software creates an image file and generates a file name.

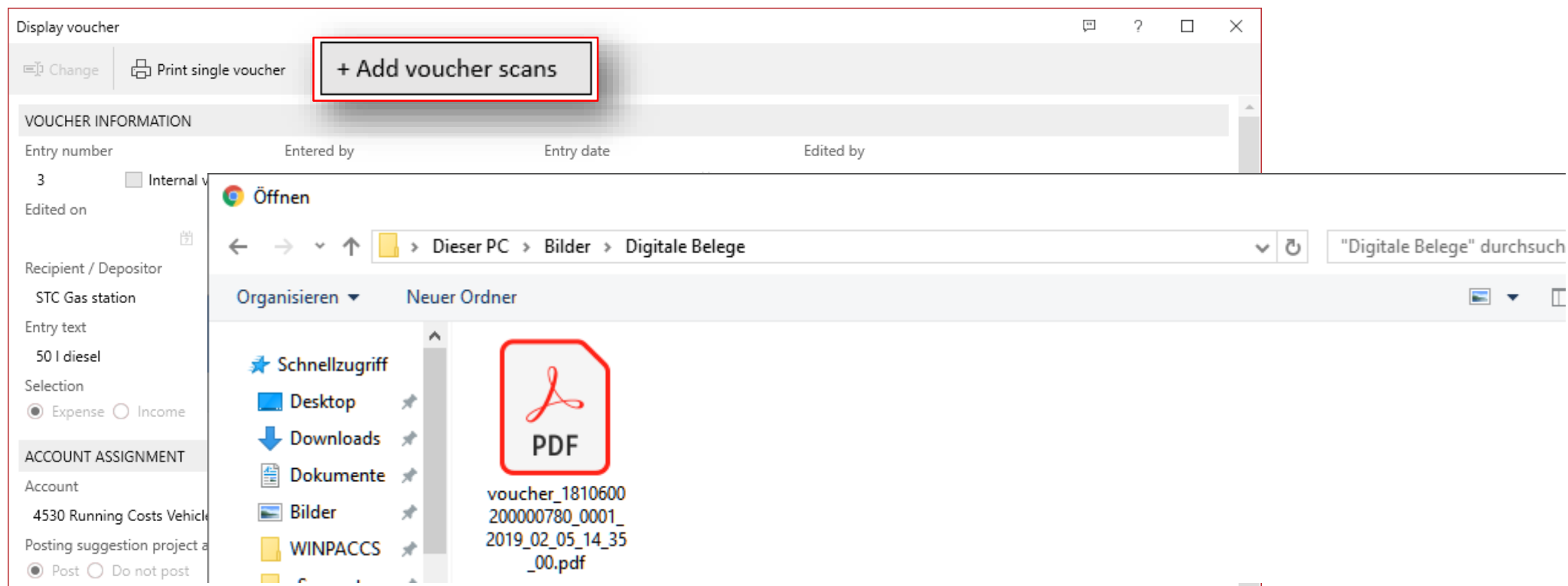


Pre-entering vouchers & adding image file

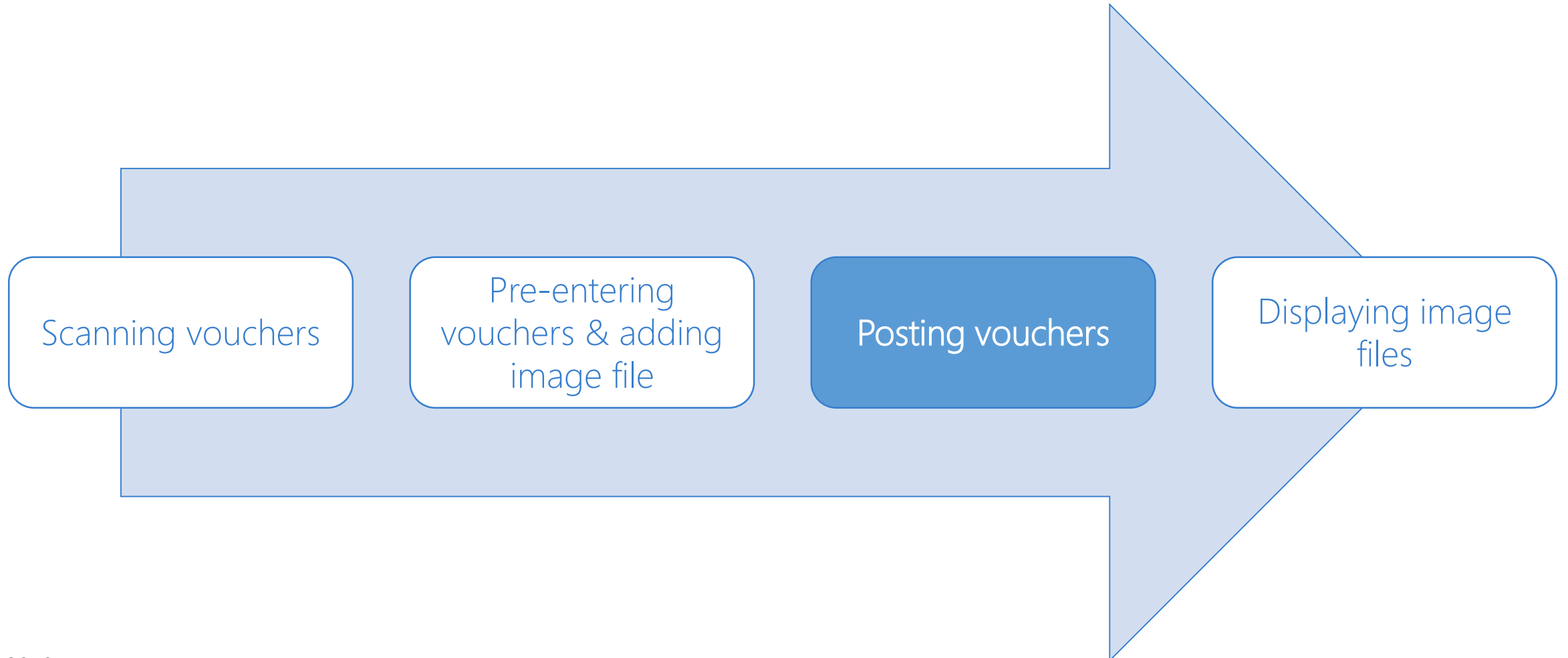


Adding image files to pre-entered vouchers

In WINPACCS Cashbook, image files can be added to a pre-entered voucher prior to creating the voucher batch.



Posting vouchers



Posting vouchers

Project accounting batch processing displays the image files of a pre-entered posting.

The screenshot displays the 'Belegstapel - NPR - Gamghadi Field petty cash' interface. The form includes fields for 'STATUS' (Buchungsvorschlag: Buchen), 'GESCHÄFTSVORFALL' (Vorgangsart: 4 Kosten, Vorgangstyp: 1 eigenes Projekt), and 'BELEGINFORMATIONEN' (Belegnummer: <neu>, Empfänger / Einzähler: STC Gas, Belegdatum: 10.10.2018, Buchungstext: 60 | Diesel, Betrag in Belegwährung: 6.650,00 NPR, Mischkurs). A table at the bottom shows the 'Belegliste' with columns for Erfassungsnum..., Buchungsvorschlag, Belegdatum, Buchungstext, Konto Soll, Unterkonto Soll, and Konto Haben.

Erfassungsnum...	Buchungsvorschlag	Belegdatum	Buchungstext	Konto Soll	Unterkonto Soll	Konto Haben
1	Buchen	10.10.2018	Cash withdrawl	1000	12	1200
> 2	Buchen	10.10.2018	60 Diesel	4530	00	1000
3	Buchen	10.10.2018	Travel Advance	1400	04	1000
4	Buchen	04.10.2018	50 Diesel	4530	00	1000

An embedded window on the right shows an invoice from 'DoubleTree' for 'Panco-90 s.V.' dated January 30, 2017, with a total amount of 815 US\$. The invoice text includes: 'Invoice No.: 2547-0917', 'Invoice for the former engagement Jan 2017', and '© Independence Motion Inc. - C. Manning 1.0000 US\$ 200'. A note at the bottom states: 'The amount stated above has been paid via wire transfer.'

Adding image files to postings

In WINPACCS Accounting image files can be added to a posting before the month-end closing.

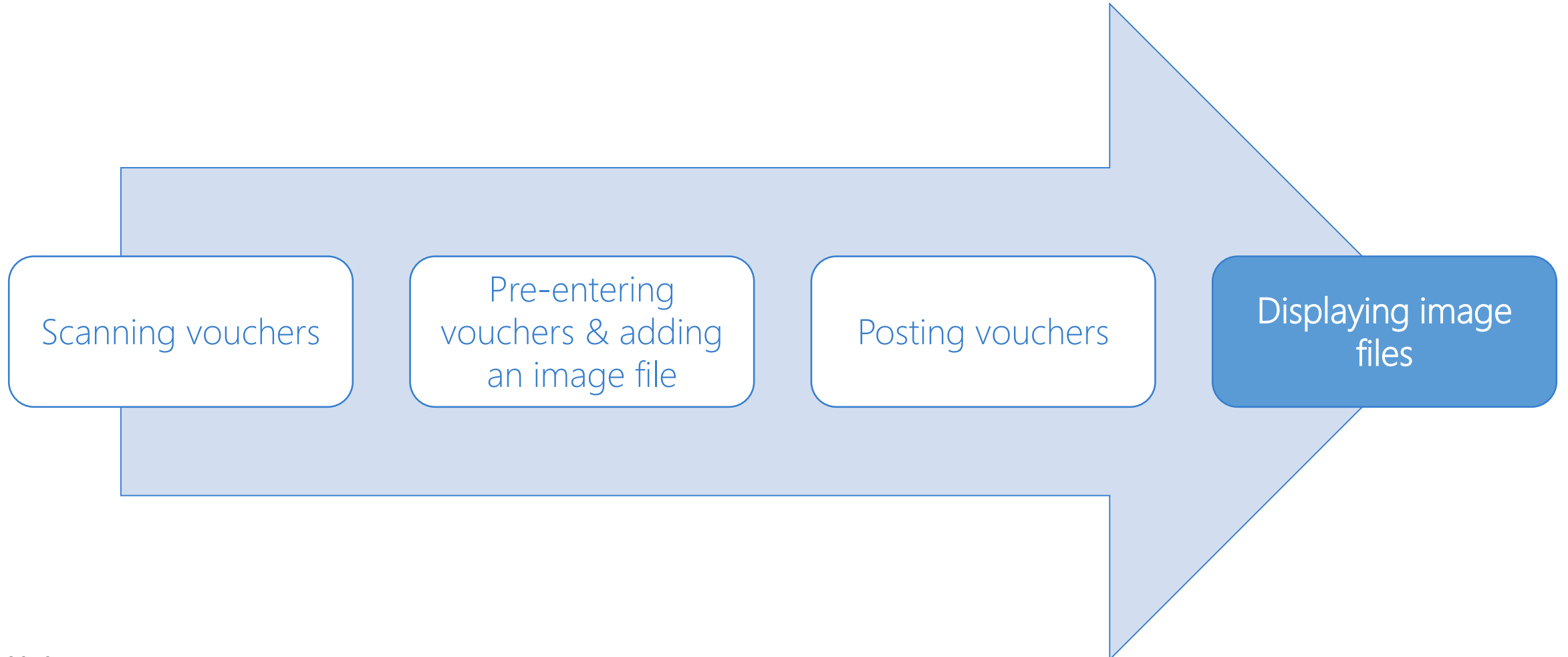
The screenshot displays the 'Display posting' window in WINPACCS Accounting. The window title is 'Display posting' and it includes a toolbar with buttons for 'Change', 'Reverse', 'Splitting', 'Save posting template', 'Computer-generated vouchers', 'Voucher scans', 'Print', and 'Protocol'. The main area shows a transaction for '4 Costs' with a voucher number of '24 / 1-2' and a posting text of '50 l diesel'. The amount is '7,000'. A 'Voucher scan properties' dialog box is open, showing a '+ Add voucher scans' button highlighted with a red box. Below this, a Windows File Explorer window is open, showing the 'Digital Vouchers' folder. It contains two files: '19003 stc diesel 2019-10-23' (an image) and '19003 Travelcost John Smith -selfprepared.pdf' (a PDF file, also highlighted with a red box). The accounting period is set to '2019/08'.

Adding image files to postings in the Cloud

In the Cloud, image files can be uploaded to postings at any time.

The screenshot displays the WINPACCS CLOUD interface. At the top, the logo 'WINPACCS® CLOUD' is visible on the left, and the user's name 'andre.scharmann@' and title 'Partner in' are on the right. The main header area shows the breadcrumb path: 'Projects > 19.003 Disaster preparedness&resilience Far-Eastern Nepal > Postings (WINPACCS accounting 4) > Display of voucher position'. Below this, a section titled 'Upload digital vouchers for this posting' contains a 'Select files...' button, which is highlighted with a red box. A 'Cancel' button is located below the dialog box. The file explorer window is open to the 'Digital Vouchers' folder, showing two files: '19003 stc diesel 2019-10-23' and '19003 Travelcost John Smith -selfprepared'. The PDF icon for the second file is also highlighted with a red box.

Displaying image files



View of the digital vouchers in WINPACCS Cloud

The digital vouchers are shown in the *Postings* and *Controlling* functional groups.

The screenshot displays the WINPACCS Cloud interface for 'Voucher position 3/1'. The left sidebar contains navigation options like 'Postings', 'Default', 'EU', 'Verwendungsnachweis', 'Analyses', 'Deckungsbeitrag', 'Logs', 'Change log', and 'Data exchange log'. The main area is divided into 'Posting' and 'Billing and reporting' sections.

Posting Section:

Voucher number / position	Voucher date	Accounting period	Recipient/depositor/partner
3/1	7/12/2017	2017/07	NEPAID
Posting text: kostenabrechnung			
VC amount	CC amount	Average rate of posting position	
4,000.00 USD	3,560.00 EUR	0.0000000	
Account	Sub-account		
4122 Consultants, Expertise	00 Consultants, Expertise		

Billing and reporting Section:

Billed	Funding	Reporting currency scheme	
No	17.001 EC	European Commission InforEuro	
Amount RC	RC rate	Reporting period	EuropeAid
3,504.78 EUR	0.8761938	2017/07	1.2.2 Experts / consultants
Quantity	Districts of Nepal	GIZ Preisblatt	
10 days	<No selection>	<No selection>	

Digital vouchers Section:

A pop-up window titled 'Digital vouchers' shows a grid of voucher thumbnails. Below it, a detailed view of a voucher is displayed with the following fields:

- [Company Name]
- [Company Slogan]
- DATE: 5/19/2017
- INVOICE #: [123456]
- Customer ID: [123]
- [Stress Address]
- [City, ST, ZIP]
- Phone: [000-000-0000]
- Fax: [000-000-0000]
- [Name Here]
- [Company Name]
- [Stress Address]
- [City, ST, ZIP]
- [Phone]

At the bottom, a table shows a breakdown of costs:

	DEBIT	CREDIT	AVAIL
[Service Fee]			230.00
[Labor: 5 hours at \$75/hr]			375.00
[Parts]	X		345.00

Any questions?

Further information:

- White Paper: Using digital vouchers in WINPACCS
- Webinar: WINPACCS for Digital vouchers editors and auditors
- Workshop: Managing digital vouchers with WINPACCS