

WINPACCS®
SYMPOSIUM 2022

13 SEPT. | WETZLAR | On-site and Online

WINPACCS courses online: any time, any place

Marcus Paul, Ipso gGmbH and André Scharmann, mbi GmbH

Agenda

1. Ways to learn WINPACCS
2. How WINPACCS was learned at IPSO



Marcus Paul

Head of Finance and Administration
Ipsos GmbH



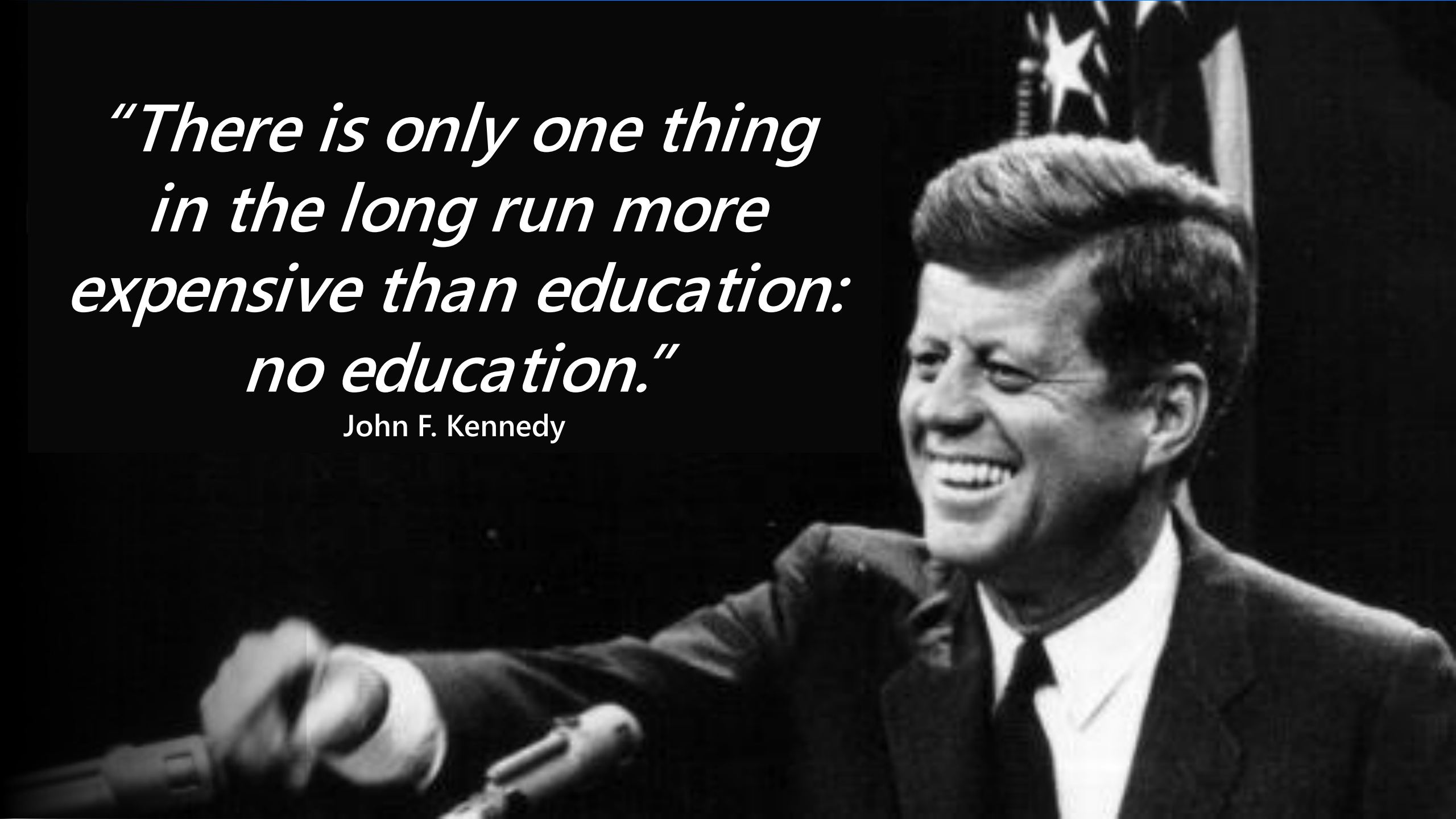
André Scharmman

Senior Consultant and Trainer
mbi GmbH



*“There is only one thing
in the long run more
expensive than education:
no education.”*

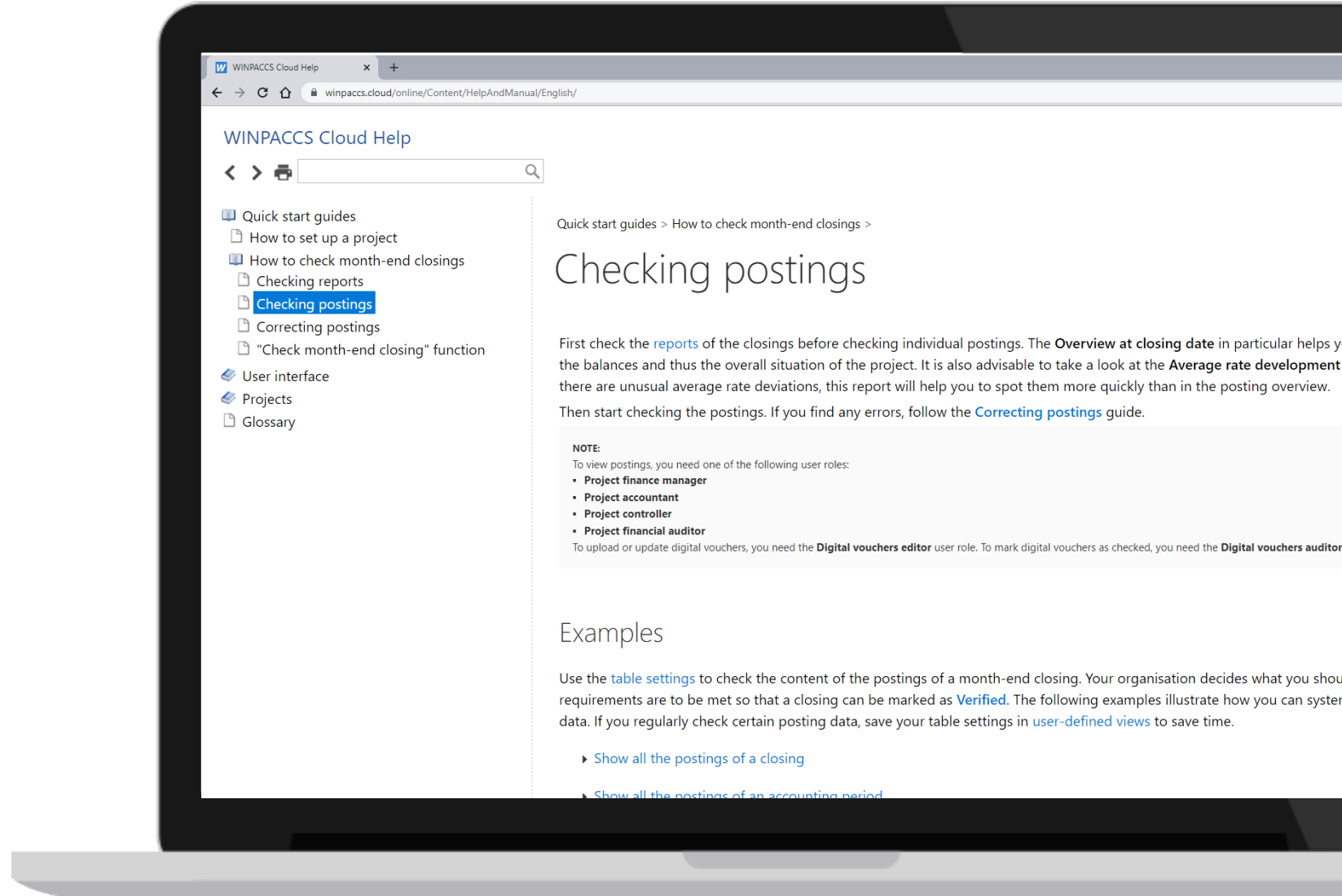
John F. Kennedy



Ways to learn WINPACCS

- Help
- Glossary
- White Papers
- Seminars
- Online-course

Live-Demo



WINPACCS Cloud Help

< > Print Search

- Quick start guides
 - How to set up a project
 - How to check month-end closings
 - Checking reports
 - Checking postings**
 - Correcting postings
 - "Check month-end closing" function
- User interface
- Projects
- Glossary

Quick start guides > How to check month-end closings >

Checking postings

First check the [reports](#) of the closings before checking individual postings. The **Overview at closing date** in particular helps you to obtain an overview of all the balances and thus the overall situation of the project. It is also advisable to take a look at the **Average rate development** report at the beginning. If there are unusual average rate deviations, this report will help you to spot them more quickly than in the posting overview.

Then start checking the postings. If you find any errors, follow the [Correcting postings](#) guide.

NOTE:
To view postings, you need one of the following user roles:

- **Project finance manager**
- **Project accountant**
- **Project controller**
- **Project financial auditor**

To upload or update digital vouchers, you need the **Digital vouchers editor** user role. To mark digital vouchers as checked, you need the **Digital vouchers auditor** user role.

Examples

Use the [table settings](#) to check the content of the postings of a month-end closing. Your organisation decides what you should check exactly and what requirements are to be met so that a closing can be marked as **Verified**. The following examples illustrate how you can systematically control accounting data. If you regularly check certain posting data, save your table settings in [user-defined views](#) to save time.

- ▶ [Show all the postings of a closing](#)
- ▶ [Show all the postings of an accounting period](#)

Master data ?	
External contract number	2017-1147
Internal contract number	17.001 EC
Funding	17.001 EC
Date of approval	6/1/2017
Grand total	1,269,840.00 EUR
Comment	
Contract status ?	
Contract status	Approved
Customisable fields ?	
Funding extension possible	<input type="checkbox"/>
Funding period ?	
Period	Overall project period

WINPACCS Cloud Help

- Quick start guides
- User interface
- Projects
 - Creating or editing a project
 - Opened project
 - Project master data
 - Funding
 - Project fundings
 - General
 - Reporting currency scheme (RC scheme)
 - Exchange rate table
- Budget structures
- Donors
- Journals
- Bank details
- Cashbooks
- Postings (WINPACCS Accounting 4)
- Project controlling
- Inventory management
- Glossary

Contract status

A funding contract passes through different statuses. Depending on the contract status, you must enter certain information in the master data. The contract status determines whether costs can be assigned to the funding in WINPACCS Accounting, WINPACCS Cashbook and in Project controlling and which functions are available.

You can change the project status to a higher contract status and by doing so skip statuses, but it is not possible to switch to a lower status. However, you can undo changes, as long as they have not yet been released.

In planning	Funding is in the planning stages and there is not yet a contract with a donor. At this stage, you cannot release the funding and assign it to any journals. Therefore, it is not yet possible to assign costs to the planned funding or to create a budget for it.
Applied for	Funding for the project has been applied for from the donor. You can release the funding and assign journals to it. Once the funding is assigned to one or more journals, you can assign postings to it and create budgets for it.
Approved	Funding was approved by the donor. You cannot change the Period of the funding, you can only extend it.
Finalised	The funding is finalised. The total amount was disbursed and spent. You cannot assign any new journals to the funding.
Finally calculated	The contract has ended. The settlements with the donor have been fully verified. No more postings or repostings are performed. No new vouchers can be assigned to the funding.

Organisation-specific fields (customisable)

These fields can be used to collect additional data on the funding that could not otherwise be collected in WINPACCS. Whether this section is available.

TRANSACTION

Accounting period: 2020/09

Transaction category
1 Supply of funds

Transaction type
1 by Head Office

VOUCHER INFORMATION

Voucher number
<new>

Recipient / Depositor

Voucher date
DD/MM/YYYY

Internal voucher

Posting text

Amount in voucher currency
0.00 TZS

Amount in company currency
0.00 EUR

Average rate

ACCOUNT ASSIGNMENT

Received in bank / cash
<No selection>

Sub-account bank / cash
<No selection>

Supply of funds
0002 Mittelversorgung durch Ges

Sub-account S
00 Mittelvers

Balance: 0.00 TZS

ADDITIONAL ACCOUNT ASSIGNMENT

Funding
<No selection>

ADDITIONAL INFORMATION

Cheque number

Order number

External invoice number

Invoice date
DD/MM/YYYY

Reference number

WINPACCS Accounting Help

WINPACCS Accounting Help

Navigation icons: back, forward, print, search

- WINPACCS Accounting
 - Login
 - First steps
 - User interface
 - Menus
 - Start
 - Projects
 - Journals
 - Postings
 - Posting overview
 - Post voucher
 - Transaction categories and transaction types
 - 1 Supply of funds**
 - 1 by Head Office
 - 2 by other journal
 - 3 by external project
 - 4 local own project
 - 5 local own project AR
 - 6 local external project
 - 7 local external project AR
 - 2 Forwarding of funds
 - 3 Transfer of funds in journal

WINPACCS Accounting > Menus > Postings > Post voucher > Transaction categories and transaction types >

1 Supply of funds

Use the Transaction category **1 Supply of funds**, to post a flow of funds to the project.

The window **Post voucher** is divided into the following sections:

- [Transaction](#)
- [Voucher information](#)
- [Account assignment](#)
- [Additional account assignment](#)
- [Additional information](#)

The requested pieces of information are based on each other. Go through the sections from top to bottom and enter the data in the [fields](#) sequentially.

In addition, the window offers different [functions](#).

NOTE: The fields and functions that are the same for all transaction types in this transaction category are described in the following section. Fields and functions that are not described here can be found in the description of the individual [transaction type](#).

Transaction

The current accounting period is displayed on the right of the title line of the section.

Deutsch **English** Français Español

voucher currency

⊕ Basis of conversion

⊕ Cashbook

⊕ Journal

⊕ Residual value development

⊕ VC

⊖ Voucher currency

Belegwährung Voucher currency Monnaie de justificatif Moneda de comprobante

The voucher currency is the currency in which the amount on a voucher is shown.
In Project accounting, voucher currencies are separated into journals. Amounts are converted from voucher currency to company currency using the Moving Average Rate Procedure.

⊕ Voucher status

Download File



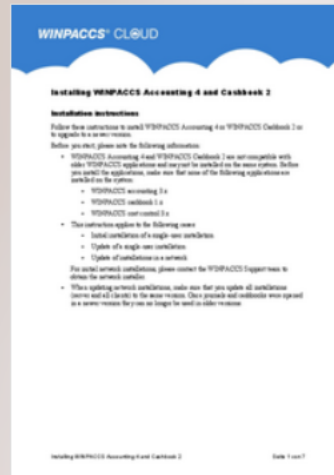
White Paper

Moving Average Rate Procedure in WINPACCS Accounting 4

The moving average rate procedure is a proven method in development cooperation for converting the currencies used in the projects (voucher currency) to the currency used by the accounts department of the implementing organisations' head office (company currency).

pdf (424 KB)

Download File



Instruction

Installing WINPACCS Accounting 4 and Cashbook 2

Follow these instructions to install WINPACCS Accounting 4 or WINPACCS Cashbook 2 or to upgrade to a newer version.

pdf (203 KB)

Download File



Seminar material

Would you like to conduct WINPACCS seminars yourself?



Within the scope of the WINPACCS contract of usage, we offer our customers standard seminar material from mbi GmbH to enable them to hold WINPACCS seminars within their organisation.

The material is available in Word or PowerPoint format, so that you can easily adapt them to fit the particular requirements of your organisation. The documentation for each seminar includes a sample agenda, sample tasks for participants, a PowerPoint presentation and the trainer documents with many explanatory notes and solutions for the sample tasks, all in English language.

Please note that all the documents provided here may only be used within your organisation for the duration of your existing WINPACCS contract. The documents may not be made available to third parties.

We wish you every success in giving your own seminar!



Navigation

Search document

Headings Pages Results

- 7 Closings
 - 7.1 Day-end closings
 - 7.2 Save/restore journals



7 → Closings¶

▲ → The aim of this module is to teach the participants the functions of and the differences between the day-end and month-end closings. The backups are also explained.¶

7.1 → Day-end closings¶

Ⓟ → Show slides 27 to 31 "Closings" from the "WINPACCS for Project accountants seminar" presentation.¶

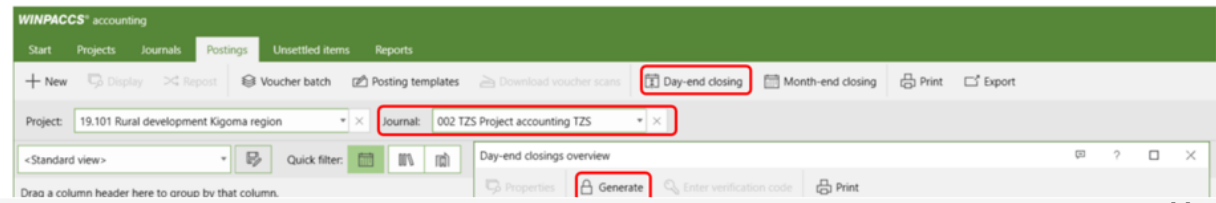
👤 → Day-end closings facilitate the swift forwarding of postings to the Project controlling.¶

👤 → Month-end closings enable the forwarding of postings to the Company accounting, including comprehensive reports for the Head office, and open the new accounting period.¶

👤 → Only day-end closings are carried out within this unit. The month-end closings are carried out at a later date.¶

🖥️ → Chapter 7, Exercise 1¶

Perform a day-end closing for the 002 (TZS) journal.¶



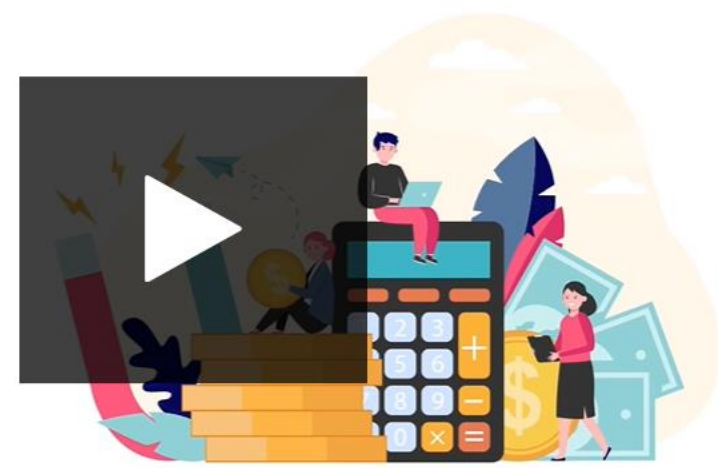
- Project accountants
- 1. First steps
- 2. Supply of funds
- 3. Costs and income
- 4. Options for error correction
- 5. Posting of receivables and payables
- 6. Taxes
- 7. Posting voucher batches from WINPACCS Cashbook
- 8. Creating a balance report incl. cash- and bank reconciliations
- 9. Performing day-end and month-end closings
- 10. Other functions
- Dashboard
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- My courses

8. Creating a balance report incl. cash- and bank reconciliations

In the eighth lesson you will learn how to create a balance report including a cash and bank reconciliation.

WINPACCS® CLOUD

Lesson 8: Creating balance report



Exercises: Creating a balance report incl. cash- and bank reconciliations

Exercise 29: Generate the balance reports of the USD journal for the current period. There are no differences in the cash and bank balances.

Exercise 30: Generate the balance reports of the TZS journal for the current period.



Lesson 2: Supply of funds



Any questions?