

**WINPACCS®**  
**SYMPOSIUM 2024**

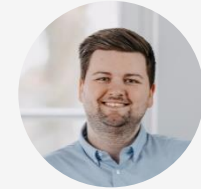
6 Nov | Wetzlar | On-site and Online

**Customizing WINPACCS**

Jan Benold, mbi GmbH | Janosch Heykamp, mbi GmbH

## Agenda

1. Modular structure
2. Custom roles
3. Custom fields
4. Reports and Analyses
5. Project types



Jan Benold

Software Developer  
mbi GmbH



Janosch Heykamp

WINPACCS Business Analyst  
mbi GmbH

## Organisational settings

**WINPACCS® CLOUD** Organisational settings janosch.heykamp@partindev.org Partner in Development

> Organisational settings

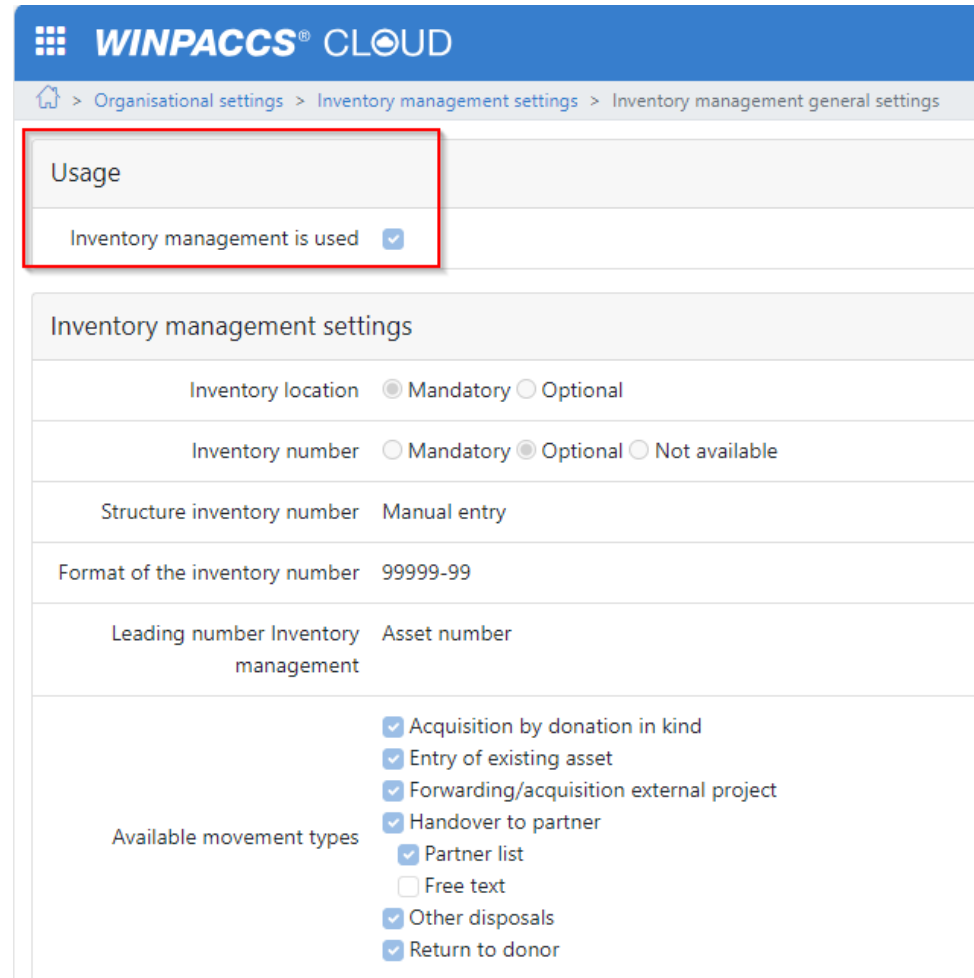
Settings for the organisation

- Master data
- Organisation structure
- WINPACCS Coordinators
- Support contact
- List of countries
- Key users

Settings for the functional areas

- Project administration
- Fundings
- Financial administration
- User administration
- Installation management
- Company accounting
- Partner management
- Person administration
- Document management
- Inventory management
- Controlling
- Project planning and monitoring
- Import travel expense accounting

## Activation of a module



**WINPACCS® CLOUD**

Home > Organisational settings > Inventory management settings > Inventory management general settings

**Usage**

Inventory management is used ☒

**Inventory management settings**

Inventory location ☒ Mandatory ☐ Optional

Inventory number ☐ Mandatory ☒ Optional ☐ Not available

Structure inventory number Manual entry

Format of the inventory number 99999-99

Leading number Inventory management Asset number

Available movement types

- ☒ Acquisition by donation in kind
- ☒ Entry of existing asset
- ☒ Forwarding/acquisition external project
- ☒ Handover to partner
- ☒ Partner list
- ☐ Free text
- ☒ Other disposals
- ☒ Return to donor

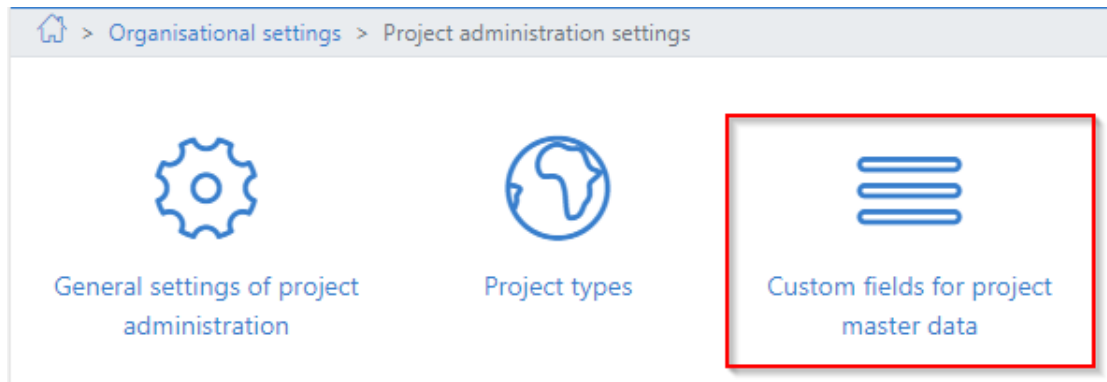
## Custom roles

Home > Organisational settings > User administration settings > Custom roles > Finance Officer

Role	
Custom role (English)	Finance Officer
Based on standard role	Project finance manager
Comment	Can't archive donor & project. Can't change project type. Can't create or delete budget or funding and journals. Can't edit budgets, budget structures, cost category group structures, funding and journals. Can't read budget or funding and journals.

Rights		
	Right ▲	Description
<input type="checkbox"/>	Close bank details	In the financial administration you can finish bank details that are no longer needed.
<input type="checkbox"/>	Create journal	Journals can be created under Project administration. This is only possible for projects that the user is assigned to.
<input checked="" type="checkbox"/>	Create project chart of accounts	In the financial administration you can create new project chart of accounts.
<input type="checkbox"/>	Create project funding	Fundings can be created for a project in Project administration. This is only possible for projects that the user is assigned to.
<input type="checkbox"/>	Delete journal	A non-released journal can be deleted in Project administration. This is only possible for projects that the user is assigned to.
<input type="checkbox"/>	Delete Project accounting closing data packet	Project accounting closings can be deleted in the Project administration. This is only possible for projects that are assigned to the user.
<input checked="" type="checkbox"/>	Download cashbook backup	You can download cashbook backups
<input checked="" type="checkbox"/>	Download cashbook transfer data	You can download cashbook transfer data
<input type="checkbox"/>	Download data packet import travel expenses	The the Project Administration, the data packet import travel expenses for WINPACCS accounting can be downloaded as a file. The file can then be read into WINPACCS accounting by a project accountant without an Internet connection, to post the voucher batch there.

## Custom fields



Field properties	
Type of field	<No selection> ▼
Name in English	<No selection>
Length of field	
Mandatory field	
Name in other languages	
Name in German	
Name in French	
Name in Spanish	

Text field

Multi-line text field

Integer

Currency value

Classification

Multiple classification

Yes / No

Save or Cancel

## Custom fields

Project master data ?	
Project number	24.001
Project (English)	Community Health & Rural Development Nepal
Project status	Active ▼
Project category	Project
Project type	Project
...	

Custom fields ?	
Sectoral working areas	Rural Development ▼
Emergency aid project	<input type="checkbox"/>
SDG Sustainable Development Goals	3 Education ✕ 5 Nutrition ✕ 6 Economic growth ✕

Save

 or [Cancel](#)

## Table settings

### WINPACCS Cloud Help

**Quick filters**

Accounting period from  to

**Table settings**

Drag a column header here to group by that column. **Group data**

**Search content**

	Accounting period ▼	Journal number	Voucher number	Voucher position	Voucher date
<input type="radio"/>	2019/08	002	22		
<input checked="" type="radio"/>	2019/07	002	4		
<input type="radio"/>	2019/07	002	6		
<input type="radio"/>	2019/07	002	7		

**Sort columns**

**Filter columns**

**Select lines**

**WINPACCS® CLOUD**

> Projects

New Display Publish Print Export

<Standard view> Edit

Portable Document Format (\*.pdf)  
Excel workbook unformatted (\*.xlsx)

Drag a column header here to group by that column.



## Automatic reports for month-end closings

Selection of reports for the month-end closing	
Standard balance list	<input checked="" type="radio"/> Mandatory <input type="radio"/> Optional <input type="radio"/> Not available
Balance list with sub-accounts	<input checked="" type="radio"/> Mandatory <input type="radio"/> Optional <input type="radio"/> Not available
Account sheets	<input checked="" type="radio"/> Mandatory <input type="radio"/> Optional <input type="radio"/> Not available
Costs and income	<input checked="" type="radio"/> Mandatory <input type="radio"/> Optional <input type="radio"/> Not available
Costs and income by budget structure	<input type="radio"/> Mandatory <input type="radio"/> Optional <input checked="" type="radio"/> Not available
Overview of project expenses	<input type="radio"/> Mandatory <input type="radio"/> Optional <input checked="" type="radio"/> Not available
Project expenses detailed per project	<input checked="" type="radio"/> Mandatory <input type="radio"/> Optional <input type="radio"/> Not available
Unsettled items (standard)	<input type="radio"/> Mandatory <input type="radio"/> Optional <input checked="" type="radio"/> Not available
Unsettled items with comment	<input checked="" type="radio"/> Mandatory <input type="radio"/> Optional <input type="radio"/> Not available
Cash reconciliation	<input type="radio"/> Mandatory <input checked="" type="radio"/> Optional <input type="radio"/> Not available
Bank reconciliation	<input type="radio"/> Mandatory <input checked="" type="radio"/> Optional <input type="radio"/> Not available
Overview at closing date	<input type="radio"/> Mandatory <input checked="" type="radio"/> Optional <input type="radio"/> Not available




WINPACCS® CLOUD		Closing
<a href="#">Home</a> > <a href="#">Projects</a> > <a href="#">24.001 Community Health &amp; Rural Development Nepal</a> > <a href="#">Data packets</a> > <a href="#">Project accounting</a> > <a href="#">Closing</a>		
<a href="#">Display postings of the closing</a> <a href="#">Check</a>		
Closing reports		
<a href="#">Coversheet</a>		
<a href="#">Journal</a>		
<a href="#">Computer-generated vouchers for revaluation</a>		
<a href="#">Standard balance list</a>		
<a href="#">Account sheets</a>		
<a href="#">Costs and income</a>		
<a href="#">Project expenses detailed per project</a>		
<a href="#">Average rate development</a>		
<a href="#">Unsettled items with comment</a>		
<a href="#">Balance list with sub-accounts</a>		

## Project types

**WINPACCS® CLOUD**

Home > Organisational settings > Project administration settings > Project types



**Project type ▲**

Office

Project

Navigation: 1 (selected), 10 Entries per page

**WINPACCS® CLOUD**

Home > Financial administration > Main chart of accounts > 3110 Office Equipment / Furniture

General | **Postability** | Description

Postable in entry system

Project accounting ☒ Project type "Office" ☐ Project type "Project" ☐ Manual entry of the company currency possible

Cashbook ☒

**Save** or Cancel

Any questions?