Oracle® Hospitality Cruise Shipboard Property Management System
OHC Cashbook User Guide
Release 7.30.870
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Preface

Cashbook module is to keep track of all cash transactions involved in day-to-day business. Each department and employee that is responsible for cash handling is assigned to a Cashbook for transactions to be recorded in Ship's cashbook.

Audience

This document is intended for application specialist and users of Oracle Hospitality Cruise Shipboard Property Management System.

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:

https://support.oracle.com

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received and any associated log files
- Screen shots of each step you take

Documentation

- Oracle Hospitality product documentation is available on the Oracle Help Center at http://docs.oracle.com/en/industries/hospitality/

Revision History

Date	Description of Change
September, 2016	▪ Initial publication.

Prerequisite, Supported Systems and Compatibility

This section describes the minimum requirements to run FC Cashbook program in Oracle Hospitality Cruise Shipboard Property Management System.

Prerequisite

- FC Cashbook.exe
- FC Administraion.exe

Supported Systems

- Operating System
    - Microsoft Windows 7 - 32-bit / 64 - bit System
    - Microsoft Windows 8 - 32 bit / 64 - bit System
    - Microsoft Windows 10 - 32 bit / 64 - bit System

Compatibility
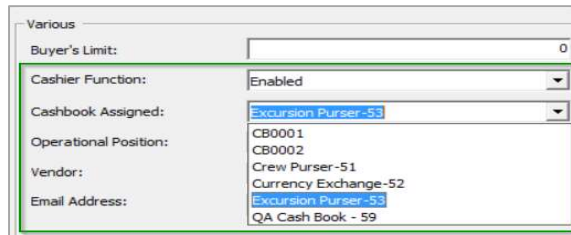
- Oracle® Hospitality Cruise Shipboard Property Management System version `7.30.870` or later. For customer operating on version below `7.30.870`, database upgrade to the recommended or latest version is required.

1. User Access Right

This section describes the procedure in assigning Cashbook for the user, who has the permission to work with the selected Cashbook.

1.1. Accessing the configuration page

1. Login to Administration module, Administration, System Setup.
2. Click on System Setup, Database Parameters
3. Enable the parameter **Use Full Cashier (PAR_GROUP = Cashier).** Once the parameter is enabled, the option 'Cashier Function' and 'Cashbook Assigned' will be enabled for selection.
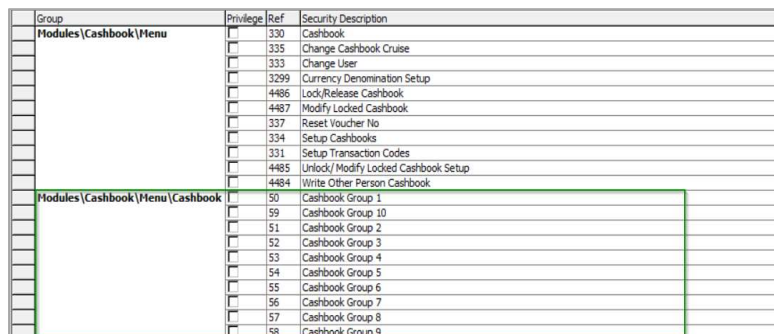
Figure 1-1 - Cashbook Assignment

> **Note:** Both options are dependent on the parameter. It is always enabled regardless the user group has security access to the cashbook or not.

4. From **FC Launch Panel, Utilities, User Security,** select the user group and search for security right in '**Module\Cashbook\Menu\Cashbook'**.

Figure 1-2 - Module Access Right

5. Check the Cashbook for the user group so that user has access right to access the selected Cashbook.
6. In **Cashbook** module, login with a user that has Cashbook assigned, the Cashbook value is always defaulted to the Cashbook that was setup for that particular user.

2. Cashbook Setup

This section describes the procedure to configure the Cashbook, Transaction Code and Scan Devices.

2.1. Cashbook Category Setup

Cashbook category is used to track all transactions recorded, and any number of Cashbook can be created depending on the requirements.

1. Login to **Cashbook module** and select **Setup Cashbooks** from the drop-down list. In the Cashbook Setup screen, right click on the left panel and select **Add New**.
2. The right panel will reset to blank.
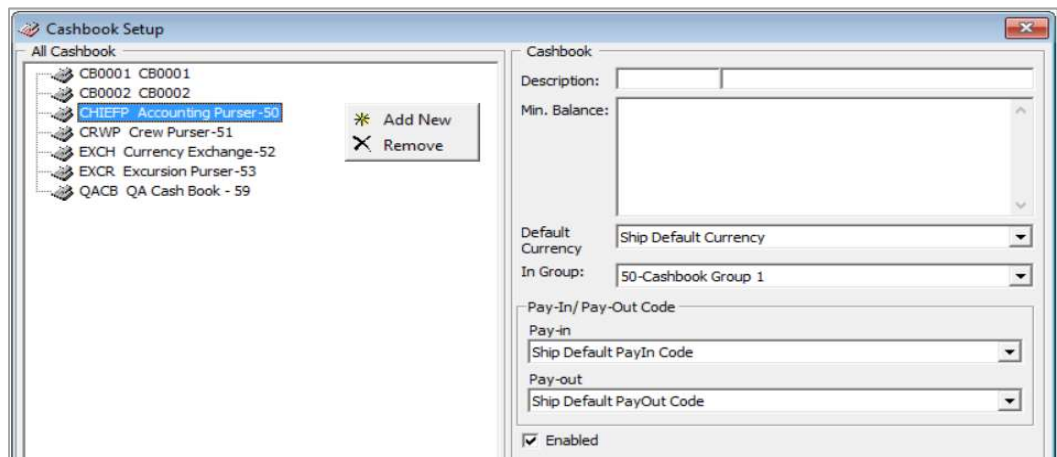
Figure 2-1 - Cashbook Setup (Add New)

3. In the **Description** field, enter a unique Cashbook Code and description.
4. In **Min. Balance** field, enter the minimum balance. This value is used to calculate Balance Differences (Current Balance – Minimum Balance) in Cashbook Transactions.
5. In **Default Currency** field, choose the currency code for the Cashbook. This code is use to separate the currencies accepted (EUR, USD, SGD, etc) and record the cash available in each currency type.
6. In **Setup Transaction Codes** in Cashbook Tab, click **New** and key in the Code and Name of the Transaction Code. It will then be listed in **Pay-In/Pay-Out Code** drop-down list in the Setup Cashbook.
7. Check on **Enabled** checkbox to activate Cashbook
8. A Cashbook can be deleted by selecting **Remove** option.

> **Note:** Once transactions have been made to Cashbook, *delete / remove* is no longer possible.

2.2. Transaction Codes Setup

Transaction Codes comprises of two tabs; Pay-In – Receiving Codes and Pay-out – Expenses codes.

Setting Up Transaction Codes

1. In Cashbook drop-down list, select **Setup Transaction Codes**.
2. To add Pay-In Transactions Code, select **Pay-in Code** tab at the left panel and click **New**.

Figure 2-2 - Setup Cashbook Transaction Codes (Pay-in Code)

3. In the Pay-In code form, insert a unique transaction code in the **Code** field.
4. In **Name** field, enter the name for the Transactions Code.
5. The Transactions code can be created arbitrarily; you have the option to link the code to its corresponding general ledger account codes. e.g: A transaction code that represent money collected from crew members as payment for uniform charges, and the corresponding General Ledger Account number as uniform charges.
6. Check the **Enabled** checkbox to activate the code.
7. Check the **Pay-Out/Pay-In code** check box to duplicate the Pay-Out code, if required.

> **Note:** This option depends on the parameter setting 'Same Pay-In/Out Codes'.

8. Transactions Code can be deleted by first selecting the Transactions Code, then click **Remove** button. Similarly, a Transactions Code can be edited by clicking **Edit**.

> **Note:** Once a transaction has been made by any Transactions Code, *delete/remove* is no longer possible.

2.3.   Scanning Devices Setup

This section describes the step-by-step instructions to pre-configure the scanner in **FC Management module.**

Setting Up Scan Devices

1. Login to **FC Management module** and select **Options** and then click on **Document Scanner** tab.
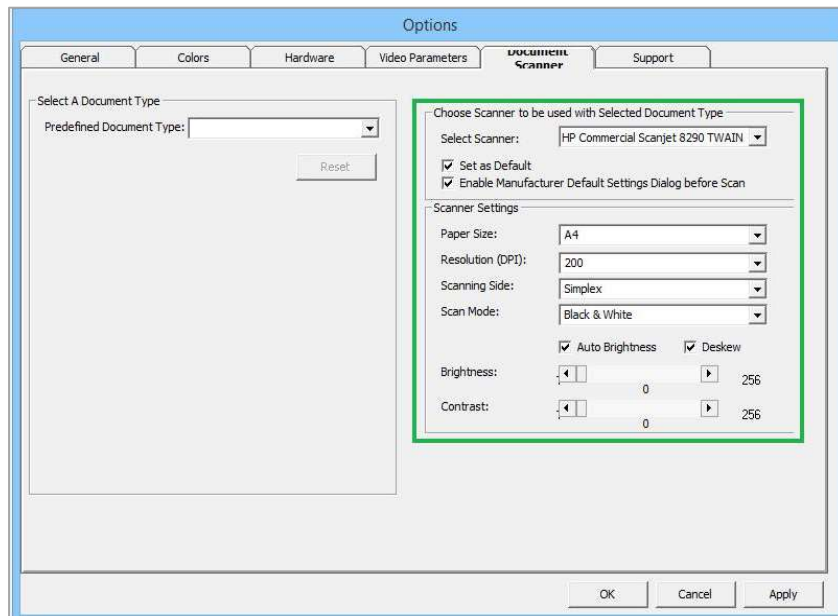
Figure 2-3 - Hardware Options Screen

2. At **Select Scanner**, choose the required scanner from the drop-down list.
3. Check the **Set as Default** checkbox to set scanner as the default scanner.
4. Check **Enable Manufacturer Default Settings Dialog before Scan** checkbox, this enables the user to re-configure the scanning setting before the scanning process.
5. In the Scanner Setting, select the relevant options from the drop-down list.
6. Check **Auto Brightness** for the scanning effect and **Deskew** for straightening of an image, and then adjust the brightness accordingly.
7. Click **OK** to save the setting.

3.   Recording Cashbook Transactions

The Cashbook transactions screen is separated into four (4) areas. The upper left side itemizes all transactions from all Cashbooks. The upper right panel has info tabs for individual transactions details and current balance. Function buttons are found on the bottom right with selection filters at the bottom left.

3.1.   Recording Cashbook Transactions

1. Login to **Cashbook module** and select **Cashbook.**
2. At the bottom left, select the desired **Cashbook** using the drop-down list. The screen will display according to the chosen Cashbook.
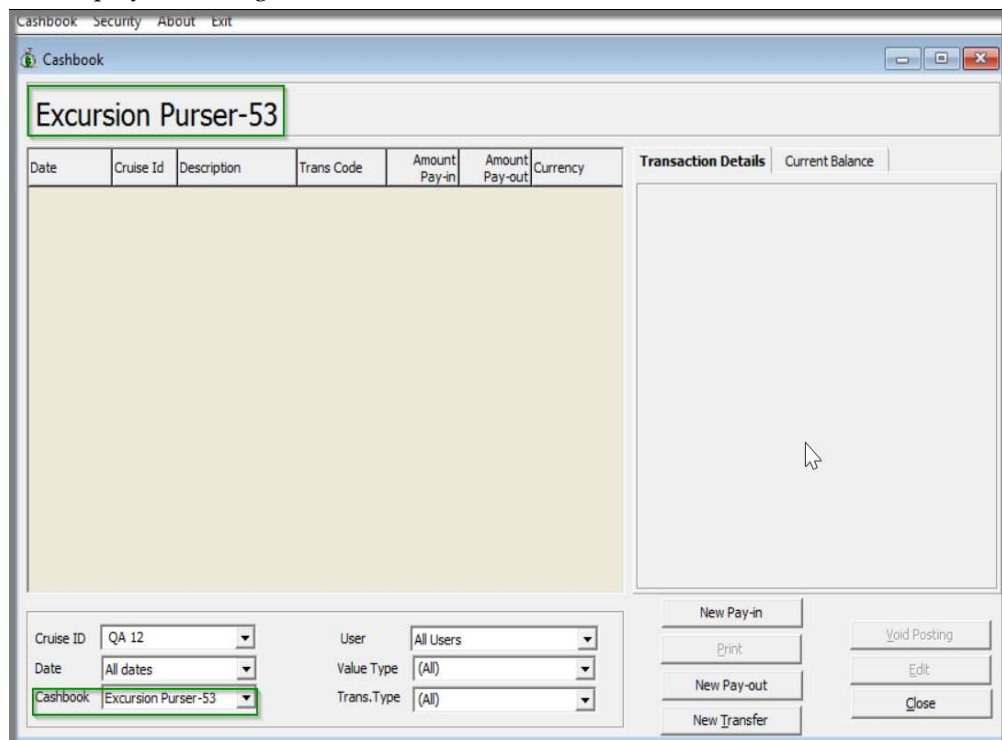
Figure 3-1 - Recording Cashbook Transactions

3. Choose a Transaction, either **New Pay-in** or **New Pay-out** from the selected Cashbook.
4. In **New Pay-in** or **New Pay-out** entry form, select the currency code from **Currency/Typ** drop-down list, and enter the amount incurred in the **Amount** field. In **Amount** field, type the Transaction amount that has been incurred.

Figure 3-2 - New Pay-in (Update Cashbook)

5. In **Exchange Rate** field, enter the currency exchange rate based on the chosen Currency. Leave the field blank if the Transaction amount is the same currency as the Ship Currency. Once the Exchange Rate is defined, the **Into Onboard Currency** will update automatically.
6. The selection for Pay-in Code will be prompted.
7. In **Pay-In Code** field, select the Pay-In Code from the drop-down list according to the setup in Setup Transaction Codes.
8. When **Pay-In Code** is selected, the GL field (GL Origin, GL Department, GL Control Account, GL Sub Account, GL Material and G MPM Issue) will be automatically populated according to the setup in **Setup Transaction Code**.
9. In **GL Export** field, enter the GL Export name.
10. Enter an additional info (if required) in the **Additional Comment**, **Further Detail** and **CSB Custom Field**.

> **Note:** This label of 'Additional Comment', 'Further Detail' and 'CSB Custom Field' is customized in Label Setup.

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11. Enter an optional remark in the **Note** field. The notes will display exactly at the Transaction Details Description field.
12. Check the **Print Voucher** checkbox to print the voucher receipt.

3.2. Scanning Document

1. Click on the **Scan Document** tab.

Update Cashbook

New Pay-in

Cash Book Details | **Scan Document**
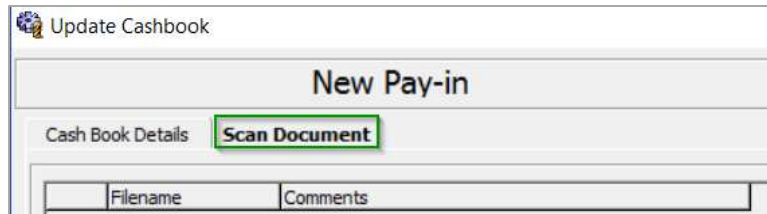
| Filename | Comments |

Figure 3-3 - New Pay-in (Scan Document)

2. Select one of the options:
   - Scan Document to scan the document
   - Upload File to upload the required document
   - Remove Document to delete the document

3. Click **OK** once all the information is entered correctly to add the transaction into the current cruise.

> **Note:** All transactions are entered with the current system date.

3.3. Removing or Voiding/Editing a transaction

1. A Transaction can be deleted by first selecting it, then click **Void Posting**. Similarly, a Transaction can be edited by clicking the **Edit** after selecting on the particular transaction.

Transaction Details | Current Balance

Cashbook:	CB0001
Voucher Id:	21
Posting Date:	29-Aug-15
Actual Date:	01-Aug-16/14:09
Transaction Code:	PIQA001 Pay-in Cruise Balance
Amount Pay-in:	4,000.00
Currency:	9503 US Dollar
Exchange Rate:	1.00000
Ships Currency Value:	4,000.00
User:	A
GL Origin:	800101
GL Department:	800000
GL Control Account:	801000
GL Sub Account:	802000
GL Export:	
Description:	
Ship Voucher Number:	17

New Pay-in | Void Posting
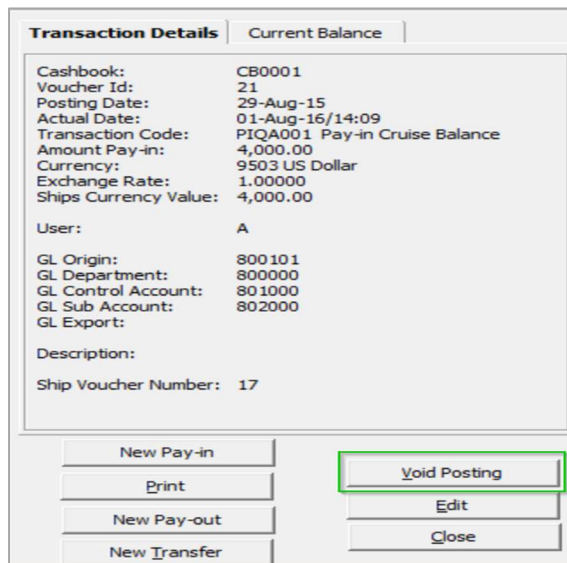Print | Edit
New Pay-out | Close
New Transfer |

Figure 3-4 - Cashbook (Void Posting)

2. At the Void Posting reason prompt, select the reason from the list, and then click **OK** to add the voided transaction.

3.4.   Searching/Viewing Cashbook Transactions

1. At Cashbook Transaction, navigate to the bottom of the screen and select from the available option for information to display.
2. Select the line item to display the transaction details on the right pane.
3. Select the Transaction to further view the Transaction details in **Transaction Details** Tab

Figure 3-5 - Cashbook (Transaction Details section)

4. Click the **Current Balance** tab to view the updated value of all currencies on hand. The Minimum Balance refers to the setting in Setup Cashbook, and calculation formulas are:
   - Current Balance for the cruise
     = (Total Pay-In * Exchange Rate) – (Total Pay-Out * Exchange Rate)
   - Balance Difference
     = Current Balance – Minimum Balance
   - Running Balance
     = Total Pay-In – Total Pay-Out for the selected cruise

Figure 3-6 - Cashbook (Current Balance)

5. Click **Print** to print the voucher. Please ensure report REP_ID = 'Voucher 2' is uploaded prior to performing the printing process.

4. Cruise Balance for Cashbook

This section describes the auto-balance / brought forward process when the user makes changes of the Cashbook System Cruise in Cashbook module. In order for the auto-balance / brought forward to work properly, a valid Cashbook System Cruise MUST be setup in the parameter which is accessible in **Administration module, System Setup, Parameter.**

4.1. PAR_GROUP Cashbook

Table 4-1 - PAR Group Cashbook

PAR Name	PAR Value	Description
Cashbook Balance Bring Forward Enabled	1	0 – To disable cash book balance to bring forward 1 – To enable cash book balance to bring forward
Payout Balance Code	<Pay-Out Code>	A valid Pay-Out code (TRC_CODE) must be setup in the setup Transaction Code function and the code used to balance current cruise balance and create a new brought forward balance in the next cruise.
Payin Balance Code	<Pay-In Code>	A valid Pay-In code (TRC_CODE) must be setup in the setup Transaction Code function and the code used to balance current cruise balance and create a new brought forward balance in the next cruise.
Cashbook Current Cruise	<value>	0 – Regular system cruise number to be used >0 – Present current cruise number used by cashbook system

4.2. Cruise Balance for Cashbook

Cruise Change function will be visible in Cashbook modules once the parameters are in place.

1. Click the **Cruise Change** function to open the Cashbook System Cruise Change window.

Figure 4-1 - Cashbook System Cruise Change

2. Click **OK** to confirm the cruise change. In the confirmation prompt, select **Yes** to proceed or **No** to return to previous screen.
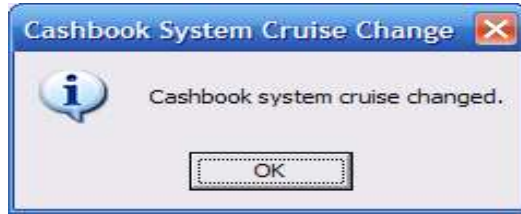3. Once the cruise change completed, click **OK** to close the dialog box.

Figure 4-2 - Cashbook Cruise Change Completion

4. To view the Cruise Balance for Pay-out/Pay-In after Cashbook System Cruise changed, navigate to Cashbook Module.
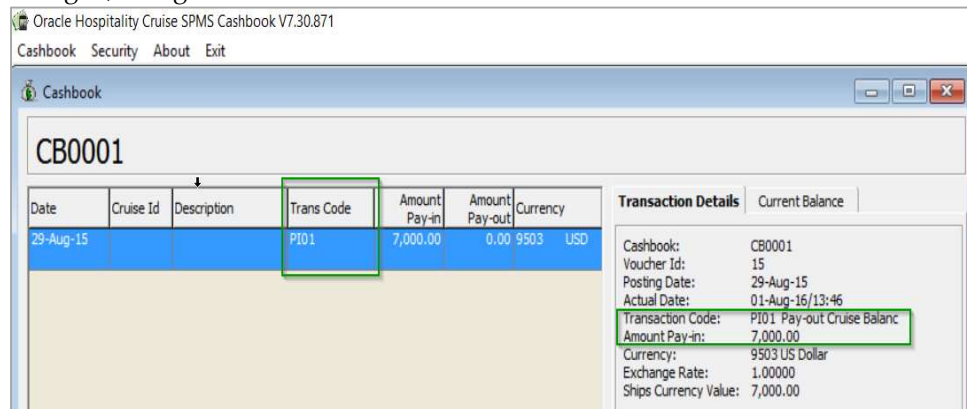

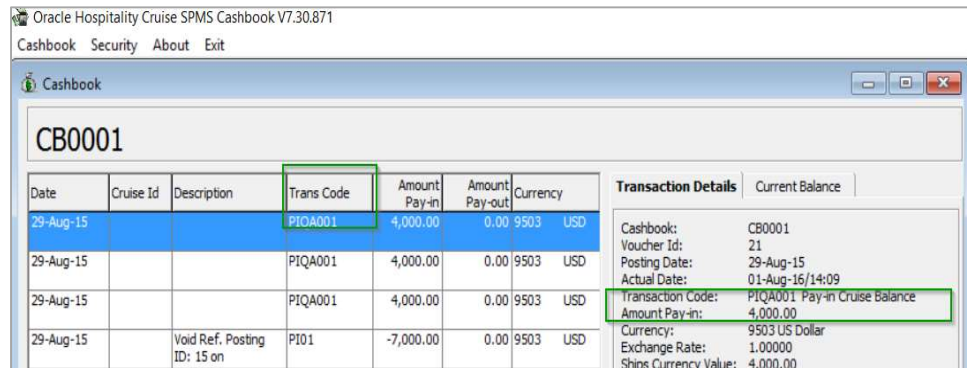**Figure 4-3 - System Cruise Changed For Pay-Out Transaction**

Figure 4-4 - System Cruise Changed For Pay-In Transaction

5. If the defined Cashbook System Cruise **(PAR_NAME = 'Cashbook Current Cruise')** is beyond the current system cruise, then the warning **No Cruise Change** dialog box open.

5. Reset Voucher Number

The voucher number increases when Cashbook Transaction is created. The voucher number can be manually or automatically reset via the parameter setting.
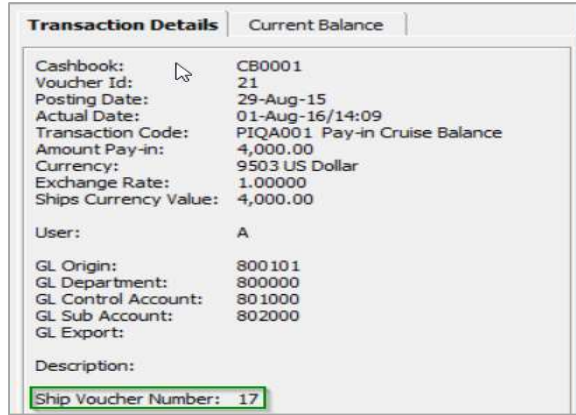

Figure 5-1 - Cashbook (Transaction Details)

5.1. Manually Reset Voucher Number

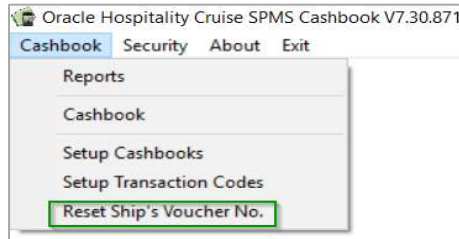1. At the Cashbook menu, click Reset Ships's Voucher No.

Figure 5-2 - Cashbook Menu (Reset Ship's Voucher No.)

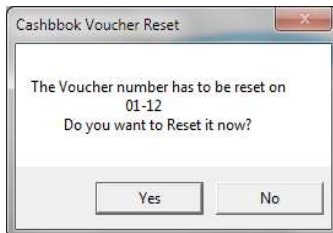5. At the Cashbook Voucher Reset prompt, click Yes to confirm.

Figure 5-3 - Cashbook Ship's Voucher Number Reset Confirmation

5.2. Automatically Reset Voucher Number

To set an automatic reset for Ship's Voucher No, define the 'DD-MM' date format into **Parameter, Cashbook, Cashbook Voucher Reset Data**. The voucher number will reset to 1 on date configured in the **Parameter Label Setup**.

6. Label Setup

6.1. Label Setup

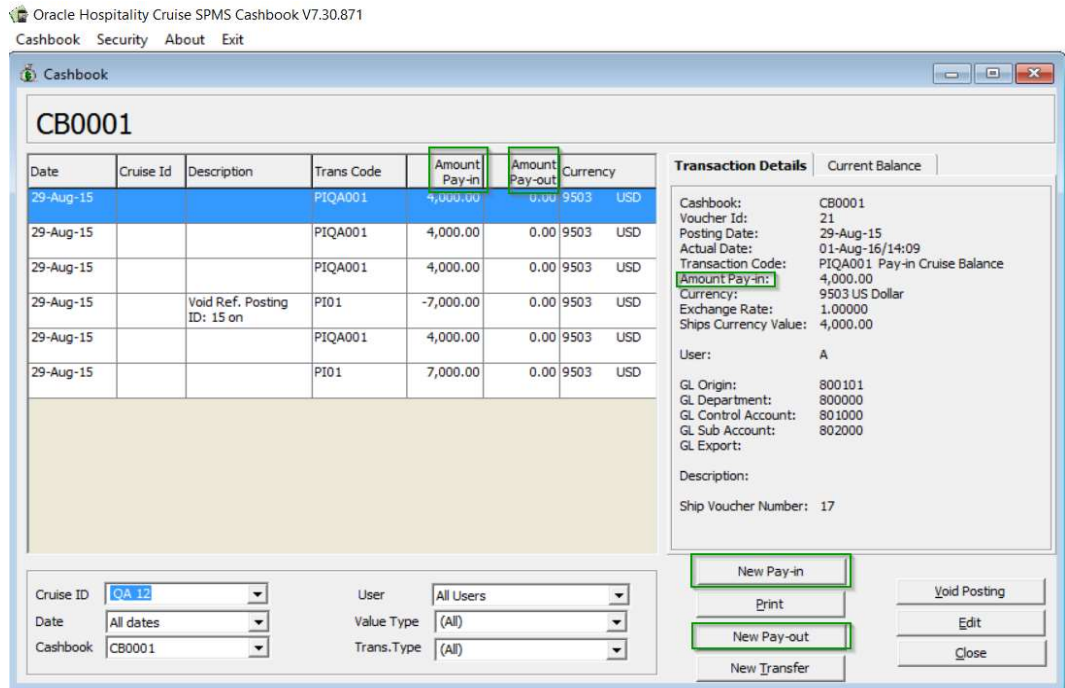Customized labels may be setup to further identify a transaction or as add comments to an entry.

Figure 6-1 - Customizing Labels (Pay-In & Pay-Out)

1. Login to **FC Administration** module.
2. In Administration, click **System Setup**, **Labels Setup**.
3. In the All Labels Listing, click **PAYINW Pay Invoice and at the** Label's **Description** field, you can amend according to how you want the description to be and click **OK**.
   - **Pay-in, Additional Comment**, **Further Detail** and **CSB Custom Field** label can also be customized in Cashbook Transaction Entry Form in the Labels Setup Parameter.
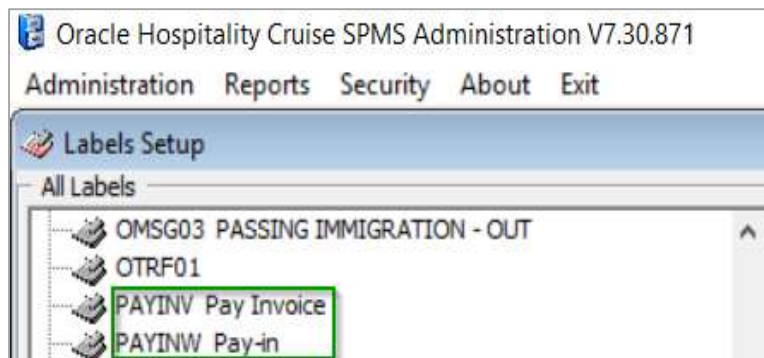

Figure 6-2 - Labels Setup (Pay Invoice and Pay-in)

7.   User Security Group

The following appendix will assist you in identifying the required user right to access Cashbook module/program.

Table 7-1 - User Security Group

User Group No	Security Reference No	Description
Management\Menu\Cashier	4596	Credit Card Batch Authorization
Management\Menu\Cashier	4511	Credit Card Batch Settlement
Crew\Menu\Quick Functions	4598	Credit Card Batch Authorization
Crew\Menu\Quick Functions	4597	Credit Card Batch Settlement