

**Oracle® Hospitality Cruise Shipboard Property
Management System**
Cashbook User Guide
Release 8.0
E84874-01

October 2017

Copyright © 1995, 2017, Oracle and/or its affiliates. All rights reserved.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information on content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.

Contents

Tables	4
Figures.....	5
Preface.....	6
Audience	6
Customer Support	6
Documentation.....	6
Revision History	6
Prerequisite and Compatibility.....	7
Prerequisite.....	7
Compatibility.....	7
1 Parameters	8
PAR_GROUP Cashbook	8
2 Cashbook Setup.....	9
2.1. Transaction Codes Setup.....	9
2.2. Cashbook Category Setup.....	10
2.3. Scanning Device	10
3 User Access Right.....	12
3.1. Granting User Access	12
4 Recording Cashbook Transactions	13
4.1. Recording Cashbook Transactions	13
4.2. Removing, Voiding or Editing a transaction.....	15
4.3. Searching/Viewing Cashbook Transactions.....	15
5 Balancing Cashbook.....	16
5.1. Balancing Cashbook at System Cruise Balance.....	16
6 Resetting Voucher Number.....	17
6.1. Manually Reset Voucher Number	17
6.2. Automatically Reset Voucher Number	17
7 Label Setup.....	18
7.1. Label Setup.....	18

Tables

Table 4-1 - PAR Group Cashbook.....	8
-------------------------------------	---

Figures

Figure 2-1 - Cashbook Transaction Codes.....	9
Figure 2-2 - Cashbook Setup.....	10
Figure 2-3 - Hardware Options Screen	11
Figure 4-1 - Recording Cashbook Transactions	13
Figure 4-2 - New Pay-in Update Cashbook.....	14
Figure 5-1 - Cashbook System Cruise Change.....	16
Figure 7-1 - Customizing Labels for Cashbook Pay-In & Pay-Out	18
Figure 7-2 - Labels Setup for Pay Invoice and Pay-in	18

Preface

The Cashbook is a module that keeps track of all cash transactions involved in day-to-day business. Each department and employee responsible for cash handling is assigned with a Cashbook access 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 (SPMS).

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
October 2017	<ul style="list-style-type: none">▪ Initial publication.

Prerequisite and Compatibility

This section describes the minimum requirements to run the Cashbook program in SPMS.

Prerequisite

- Cashbook.exe
- Administration.exe
- Parameter "Cashier", "Use Full Cashier"

Compatibility

SPMS version 8.0 or later. For customer operating on version below 8.0, database upgrade to the recommended or latest version is required.

1 Parameters

This section lists the Parameters available to Cashbook module. Setting these parameters shall alter the program behavior. If unsure, please consult Oracle Customer Support for further clarification.

PAR_GROUP Cashbook

Table 4-1 - PAR Group Cashbook

PAR Name	PAR Value	Description
Cashbook Balance Bring Forward Enabled	<0,1>	0 – Disable cash book balance to bring forward 1 – 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 is 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 is used to balance current cruise balance and create a new brought forward balance in the next cruise.
Cashbook Current Cruise	<Current Cruise ID>	0 – Regular system cruise number to be used >0 – Present current cruise number used by cashbook system (SCR_ID)
Read Only Other Person Cashbook	<0,1>	0 – Disable 1 – Enable
Credit Voiding	<0,1>	0 – Voiding with minus amount on same account side 1 – Voiding exists on opposite account side
Same Payin/out Codes	<0,1>	0 – Not same payin/out codes 1 – Same payin/out codes
Cashbook Voucher Reset Date	<dd-mm>	The date when the Cashbook Voucher No. will be reset to 1 in “D-MM” format
Cashbook Lock Status	<0,1>	0 – Release 1 – Locked
Enable Currency Denomination Tracking	<0,1>	0 – Disable 1 – Enable

2

Cashbook Setup

This section describes the procedure to configure the Cashbook Category and Transaction Codes.

2.1. Transaction Codes Setup

Transaction Codes comprises of two tabs:

- Pay-In – Receiving Codes
- 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 2-1 - Cashbook Transaction Codes

3. In the Pay-In code form, insert a unique transaction code in the **Code** and **Name** field.
4. The Transactions code can be created randomly and it has an option to link the code to its corresponding general ledger account codes.
5. By default, the **Enabled** check box is checked. Deselect the check mark to deactivate the code.
6. Check the **Pay-Out/Pay-In code** check box to duplicate the code to Pay-Out, or vice-versa. This option depends on the Parameter setting "**Same Pay-In/Out Codes**".
7. Transactions Code can be deleted by first selecting the Transactions Code, then click then **Remove** button. Similarly, a Transactions Code can be edited by clicking **Edit**.

Deleting the code is disallowed once there is a transaction made to the Transactions Code.

2.2. Cashbook Category Setup

Cashbook category is used to record all transactions involving cash, 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.
2. In the Cashbook Setup screen, right-click on the left panel and select **Add New**.

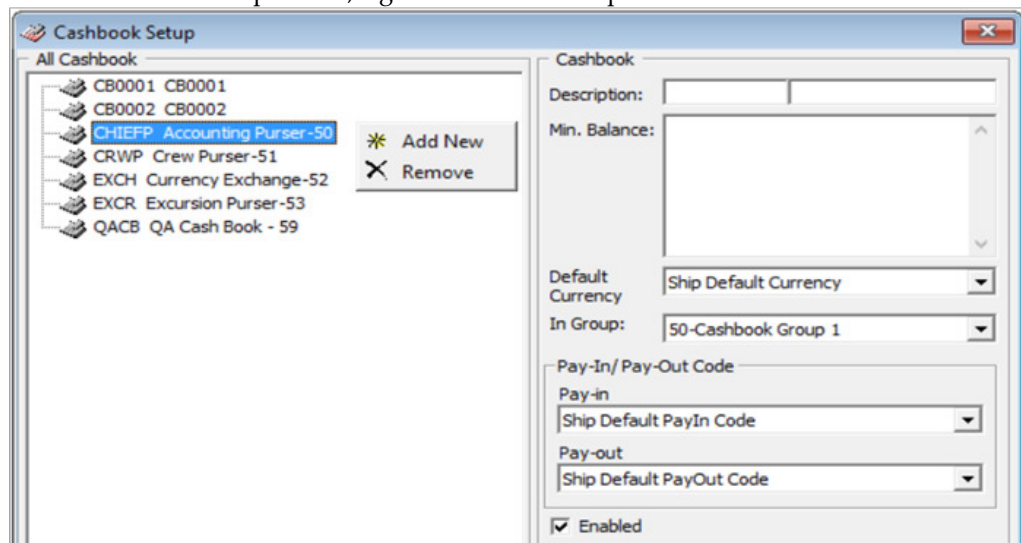


Figure 2-2 - Cashbook Setup

3. Enter a unique Cashbook Code and description in the **Description** field.
4. In the **Min. Balance** field, enter the minimum balance. This value is used to calculate the Balance Differences (Current Balance – Minimum Balance) in Cashbook Transactions.
5. Choose the **Default Currency** code for the Cashbook. This code is used to separate the currencies accepted (EUR, USD, SGD, and others) and record the cash available in each currency type.
6. The Pay-in/Out codes refer to above Transactions Codes. Select the corresponding code from the drop-down list, and then click **OK** to save.
7. A Cashbook can be deleted by selecting **Remove** option. Once transactions have been made to the Cashbook, delete or remove is no longer possible.

2.3. Scanning Device

The Cashbook module has a scanning function to stores transaction documents. This would require a scanning device to be installed in **Management module, Options, Hardware** setup.

1. Login to **Management module**, select **Options** and then click on **Document Scanner** tab.

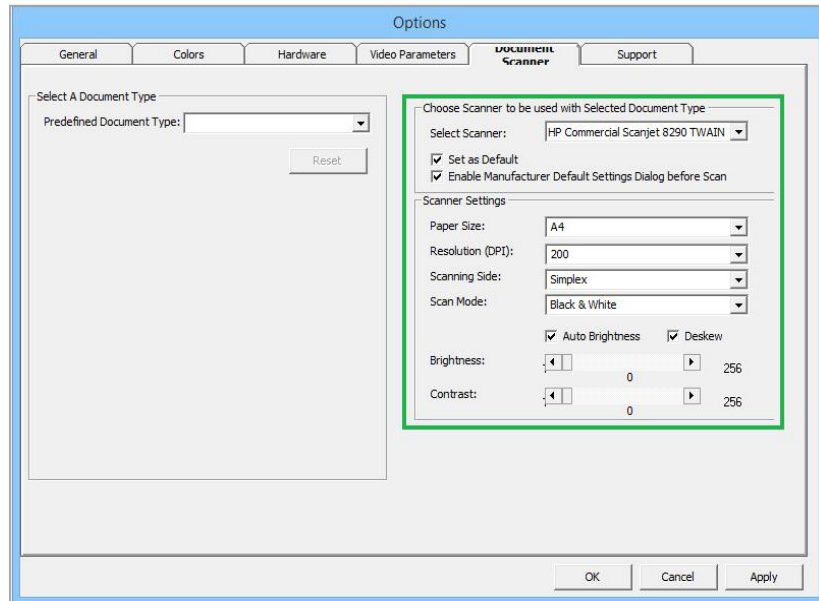


Figure 2-3 - Hardware Options Screen

2. Choose the required scanner from **Select Scanner** drop-down list.
3. Check the **Set as Default** check box to set scanner as the default scanner.
4. Check the **Enable Manufacturer Default Settings Dialog before Scan** check box.
This enables the user to re-configure the scanning setting before the scanning process.
5. In the Scanner Setting section, select the relevant options from the drop-down list.
6. Check the **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

User Access Right

Before you use the Cashbook module, the following Parameter “**Cashier**”, “**User Full Cashier**” must be enabled and users are granted with following User Access Rights:

Modules\Cashbook and its sub-category
Modules\Consolidation Viewer - #852 – Cashbook
General\Menu\Printing - #69 - Cashbook

3.1. Granting User Access

1. Login to **Administration** module.
2. Select the **System Setup, Database Parameters** from the **Administration** menu.
3. Enable the parameter “**Cashier**”, “**Use Full Cashier**”. The option “Cashier Function” and “Cashbook Assigned” are enabled for selection in the User Security Access assignment.
4. Launch **OHC Launch Panel** and navigate to **Utilities, User Security**.
5. Grant the above user rights to the group.
6. Navigate to individual user access.
7. Under the Various section, **Cashbook Assigned**, select the category from the drop-down list.
8. In **Cashbook** module, login with a user that has Cashbook assigned, the Cashbook value always defaults to the Cashbook that was setup for that particular user.

4 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 at the bottom right with selection filters at the bottom left.

4.1. Recording Cashbook Transactions

1. Login to **Cashbook module** and select **Cashbook**.
2. At the bottom left, select the desired **Cashbook** from the drop-down list.

The screenshot displays the 'Cashbook' application window. The title bar reads 'Cashbook'. The main window is titled 'Chief Purser'. It features a table with transaction data and a details panel on the right.

Date	Cruise Id	Description	Additional Comment	Trans Code	Amount Pay-in	Amount Pay-out	Currency
1/31/2015				9010	100.00	0.00	9503 USD

The details panel on the right shows the following information:

- Cashbook: Chief Purser
- Voucher Id: 77
- Posting Date: 1/31/2015
- Actual Date: 9/12/2017/16:54
- Transaction Code: 9010 Concessionari
- Amount Pay-in: 100.00
- Currency: 9503 US Dollar
- Exchange Rate: 1.00000
- Ships Currency Value: 100.00
- User: A
- GL Origin:
- GL Department:
- GL Control Account:
- GL Sub Account:
- GL Export:
- Description:
- Ship Voucher Number: 144

At the bottom left, there are several dropdown menus: 'Cruise ID' (set to 'A'), 'Date' (set to 'All dates'), 'Cashbook' (set to 'Chief Purser', highlighted with a red box), 'User' (set to 'All Users'), 'Value Type' (set to '(All)'), and 'Trans.Type' (set to '(All)'). On the bottom right, there are buttons for 'New Pay-in', 'Print', 'New Pay-out', 'New Transfer', 'Void Posting', 'Edit', and 'Close'.

Figure 4-1 - Recording Cashbook Transactions

3. Choose a Transaction type to post, either **New Pay-in** or **New Pay-out**.

Update Cashbook

New Pay-out

Cash Book Details | Scan Document

Voucher Id: 78

Currency/Typ: 9505 British Pound

Amount: 5.00

Exchange Rate: 3.00000

Into Onboard Currency: 15.00 (Amount * Exchange)

Transaction Code

Cashbook: Chief Purser

Pay-out Code: 2035 Commissioni

GL Origin: GL Material:

GL Department: GL MPM Issue:

GL Control Account: GL Voyage:

GL Sub Account: GL Spare:

GL Export:

Additional Comment:

Further Detail:

Custom Field:

Notes:

☐ Print Voucher

OK Close

Figure 4-2 - New Pay-in Update Cashbook

4. In **New Pay-in** or **New Pay-out** entry form, select the currency code from **Currency/Typ** drop-down list, enter the amount incurred and the **Exchange Rate** if the selected currency type is *not* the ship base currency. Once the Exchange Rate is defined, the exchanged value updates automatically in **Into Onboard Currency**.
5. Select the **Pay-In Code** from the drop-down list corresponding to the transaction. The General Ledger (GL) fields will be auto populate according to the configuration of the Transaction Code.
6. In **GL Export** field, enter the GL Export name.
7. Enter any additional info in the **Additional Comment**, **Further Detail**, and **Custom Field**. These field labels are customizable in **Administration, Label Setup**.
8. Enter an optional remark in the **Note** field. The notes will display exactly at the Transaction Details Description field.
9. Check the **Print Voucher** check box to print the voucher receipt.
10. Navigate to the **Scan Document** tab.
11. Select one of the available options and then click **OK** to add the transactions into the current cruise.

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

4.2. Removing, Voiding or Editing a transaction

1. A transaction can be deleted by first selecting it, then click **Void Posting**. Similarly, you may edit a Transaction by clicking the **Edit** after selecting the particular transaction.
2. If you are voiding a posting, the system prompts a **Void Posting** reason. Select the reason from the list, and then click **OK** to void the transaction.

4.3. 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. Selecting the line item displays the **Transaction Details** tab on the right pane.
3. Click the **Current Balance** tab to view the updated value of all currencies on hand. The Minimum Balance refers to the setting in Cashbook Setup, and calculation formulas are:
 - $\text{Current Balance for the cruise} = (\text{Total Pay-In} * \text{Exchange Rate}) - (\text{Total Pay-Out} * \text{Exchange Rate})$
 - $\text{Balance Difference} = \text{Current Balance} - \text{Minimum Balance}$
 - $\text{Running Balance} = \text{Total Pay-In} - \text{Total Pay-Out for the selected cruise}$
4. Click **Print** to print the voucher. Please ensure report REP_ID = "Voucher 2" is uploaded prior to performing the printing process.

5 Balancing Cashbook

This section describes the Cashbook auto-balance / brought forward process when changes is made to the Cashbook System Cruise Change. In order for the Cashbook System Cruise Change auto-balance / brought forward to work properly, the Parameter “Cashbook Current Cruise” must have a valid (SCR_ID), and this is setup in **Administration module, System Setup, Parameter**. See [Section 1 - Parameters](#).

5.1. Balancing Cashbook at System Cruise Balance

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

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

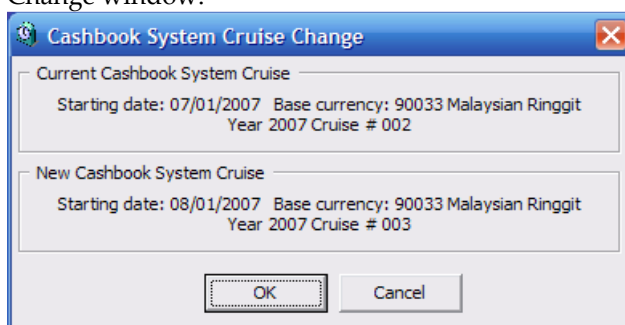


Figure 5-1 - Cashbook System Cruise Change

2. Click **OK** to confirm the cruise change. In the confirmation prompt, select **Yes** to proceed or **No** to return to the previous screen.
3. Once the cruise change completed, click **OK** to close the dialog box.
4. To view the Cruise Balance for Pay-out/Pay-In after Cashbook System Cruise changed, navigate to Cashbook Module.
5. In the Transaction Details tab, the Transaction Code carry a “Cruise Balance”.
6. If the defined Cashbook System Cruise is beyond the current system cruise, then the warning **No Cruise Change** dialog box open.

6 Resetting Voucher Number

The voucher number increases when an entry is added to the Cashbook. The voucher number listed at the bottom of the Transaction Details tab. The voucher number can be manually or automatically reset using the parameter setting.

6.1. Manually Reset Voucher Number

1. At the Cashbook menu, click **Reset Ships's Voucher No.**
2. At the Cashbook Voucher Reset prompt, click **Yes** to confirm. The Reset date is indicated on the confirmation prompt in "DD-MM" format per date defined in the parameter.

6.2. 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**". On the date set, the voucher number reset to one.

