Oracle® Hospitality Cruise Shipboard Property Management System
Cashbook User Guide
Release 8.0
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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	▪ 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**.
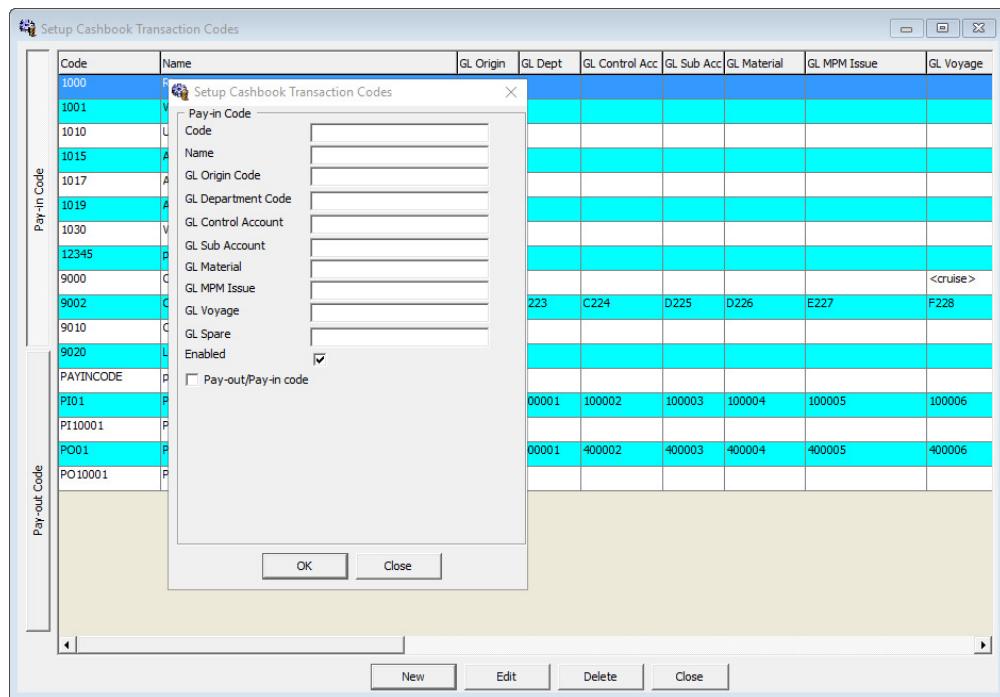
Figure 2-1 - Cashbook Transaction Codes

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**.
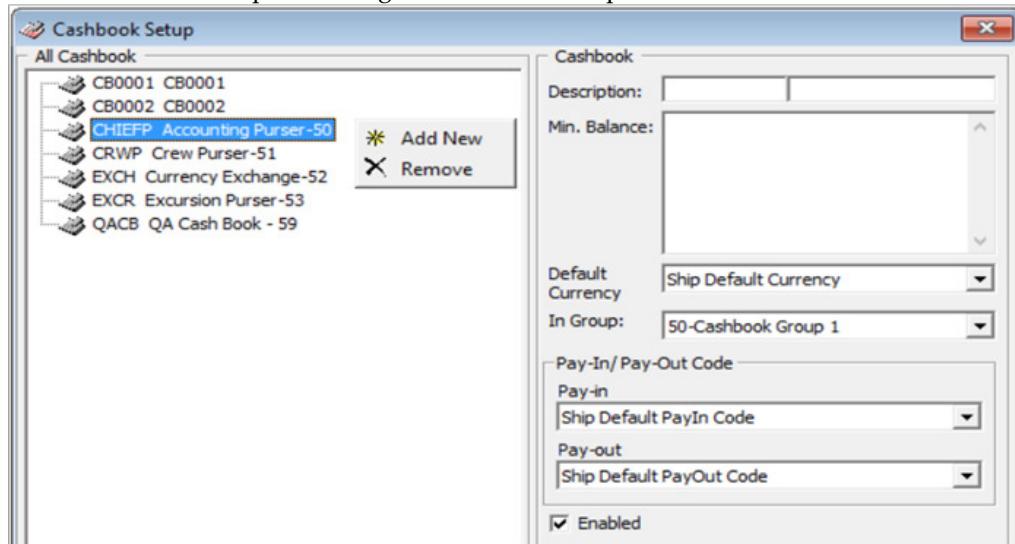
Figure 2-2 - Cashbook Setup

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.
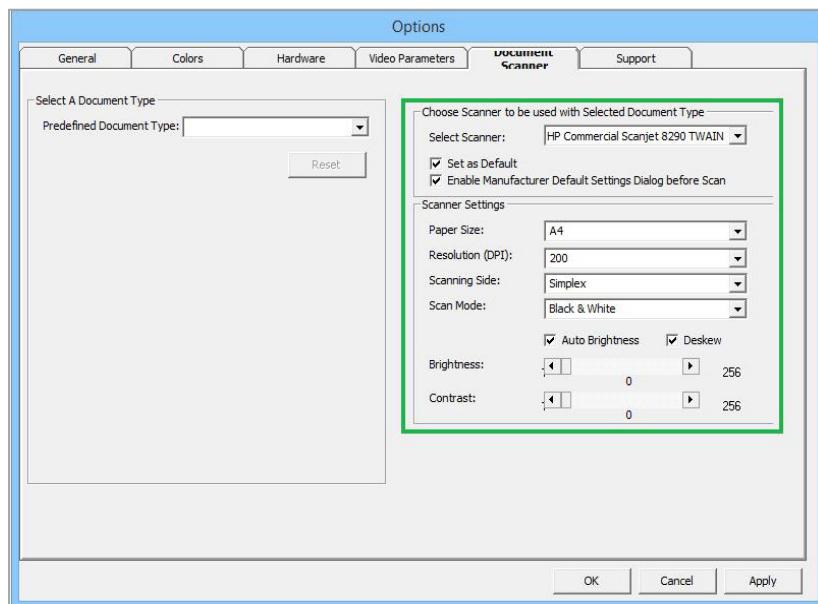
Figure 2-3 - Hardware Options Screen

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.

Figure 4-1 - Recording Cashbook Transactions

3. Choose a Transaction type to post, either **New Pay-in** or **New Pay-out**.
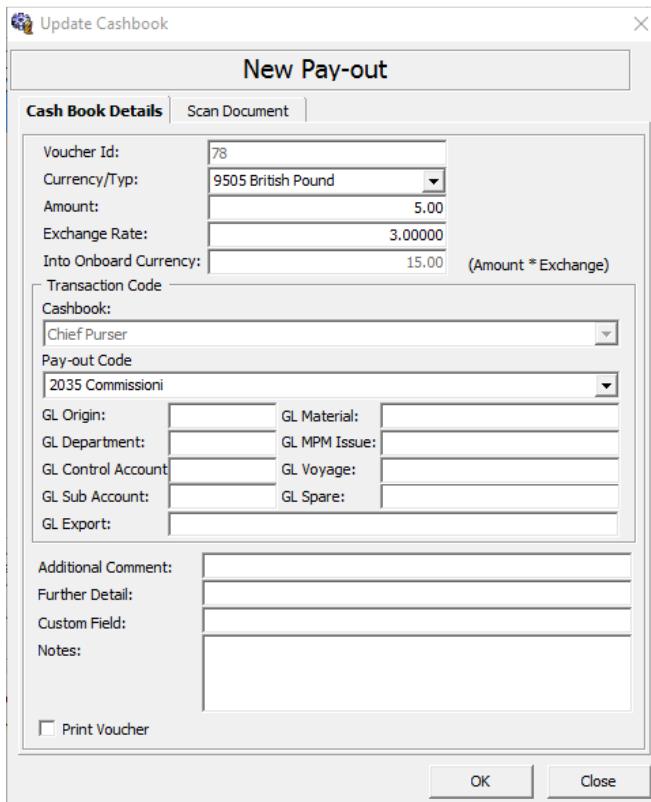
Figure 4-2 - New Pay-in Update Cashbook

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:
     - 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
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.

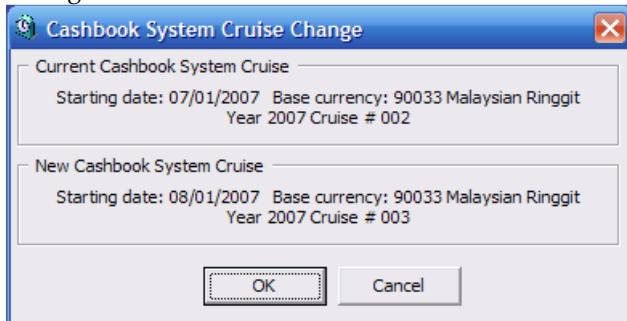1. Click the **Cruise Change** function to open the Cashbook System Cruise Change window.

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.

7 Label Setup

7.1. Label Setup

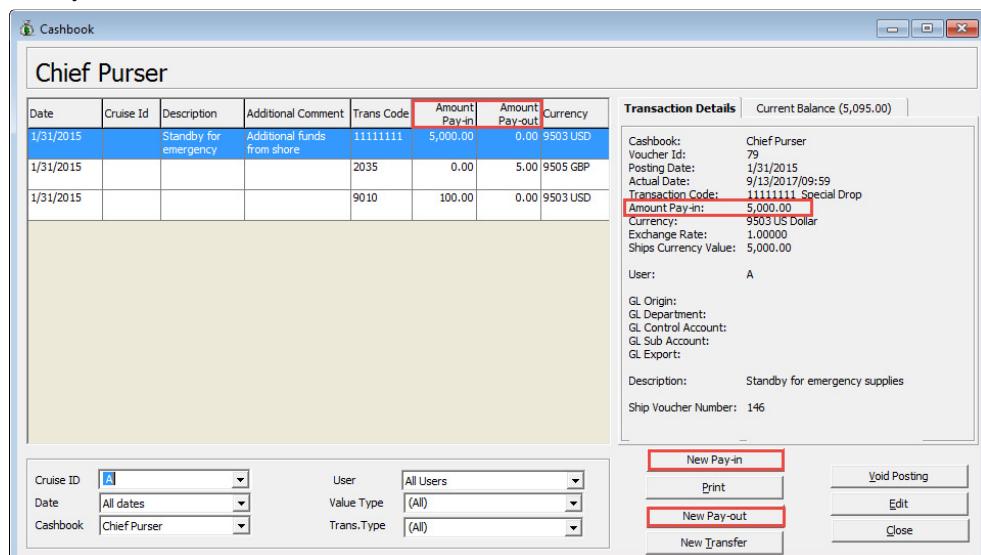Customized labels may be setup to further identify a transaction or as added comments to an entry.

Figure 7-1 - Customizing Labels for Cashbook Pay-In & Pay-Out

1. Login to **Administration** module, Administration, and select **System Setup**, **Labels Setup**.
2. In the All Labels Listing, click **PAYINW Pay Invoice** and at the **Label's Description** field, amend the text according to your description, and then click **OK**.
   - **Pay-in, Additional Comment**, **Further Detail** and **CSB Custom Field** label are also customizable in Cashbook Transaction Entry Form in the Labels Setup Parameter.
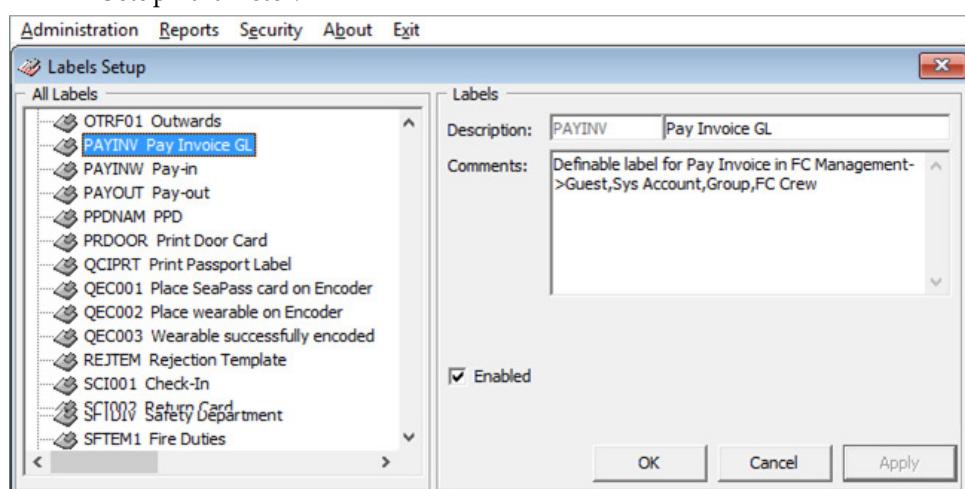

Figure 7-2 - Labels Setup for Pay Invoice and Pay-in