Oracle® Hospitality Cruise Shipboard Property Management System
Cashbook User Guide

Release 20.1

ORACLE®

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Preface

The Cashbook is a module that keep tracks of all day-to-day cash transactions. Department and employees responsible in handling cash transactions are assigned with a Cashbook access.

Audience

This document is intended for application specialists and end-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
* Screenshots 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

Table 1　Revision History

Date	Description of Change
September 2020	Initial Publication

Prerequisites, Supported Systems and Compatibility

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

Prerequisites

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

Compatibility

SPMS version 20.1 or later. For customers operating on version 20.1 and below, database upgrade to the recommended or latest version is required

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Parameters

This section lists the Parameters available to Cashbook module. Setting these parameters will alter the program behavior. Please consult Oracle Customer Support for further clarification before proceeding.

Table 1-1   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
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

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Cashbook Setup

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

Transaction Codes Setup

The Transaction Codes comprises of two tabs:

- Pay-In — Receiving Codes
- Pay-Out — Expenses Codes.

Setting Up Transaction Codes

1. At the Cashbook context menu, select **Setup Transaction Codes**.

2. To add Pay-In Transactions Code, select the **Pay-in Code** tab and click **New**.

Figure 2-1   Cashbook Transaction Codes
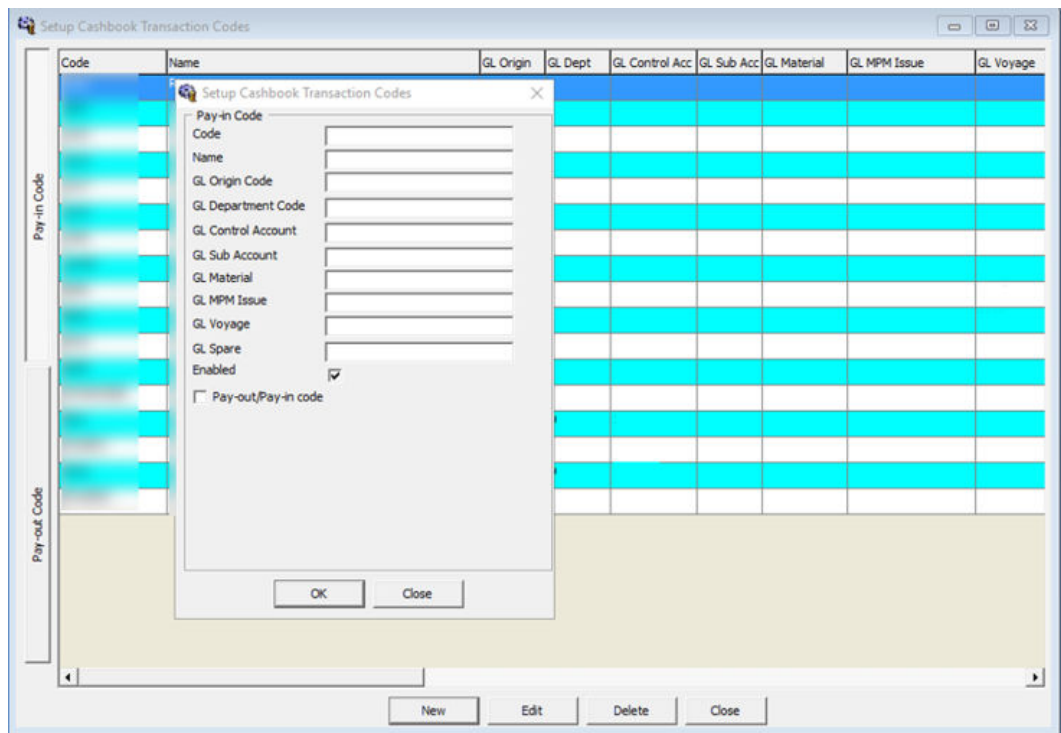
3. At the Pay-In code form, **Code** and **Name** field, insert a unique transaction code.

4. You can randomly create the Transactions code as it has an option to link the code to its corresponding general ledger account.

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. To delete the Transactions Code, select the code and click the **Remove** button. You are not allowed to delete a code that transaction linked.

8. To edit the details, click **Edit**.

Cashbook Category Setup

You can delete the Cashbook using the **Remove** option. However, once you have a transaction linked to the Cashbook, deleting or removing is not allowed.

1. Login to **Cashbook module** and select **Setup Cashbooks** from the context menu.

2. At the Cashbook Setup screen, right-click and select **Add New**.

3. Enter a unique **Cashbook Code** and **Description**.

4. At the **Min. Balance** field, enter the minimum cashbook 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 refers to above Transactions Codes. Select the corresponding code from the drop-down list, and then click **OK** to save.

7. You can delete the Cashbook using the **Remove** option. However, once you have a transaction linked to the Cashbook, deleting or removing is not allowed.

Scanning Device

The Cashbook module have a scanning function to stores transaction documents. You would need to install a scanning device in **Management module, Options, Hardware** setup.

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

2. Choose the required scanner from **Select Scanner** drop-down list.

3. Check mark the **Set as Default** check box, if this is a default scanner.

4. Check mark the **Enable Manufacturer Default Settings Dialog before Scan** check box to enable the user to re-configure the scanning settings before the scanning process.

5. At 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 the image, and then adjust the brightness accordingly.

7. Click **OK** to save the setting.

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User Access Right

Before you use the Cashbook module, you must enable the following Parameter **"Cashier",** **"User Full Cashier"** and grant users the following User Access Rights:

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

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.

For more information, see Administration User Guide and Launch Panel User Guide.

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Recording Cashbook Transactions

The Cashbook transactions window is comprise of three (3) section. The upper left side list the transactions from all Cashbooks. The right panel consists of information tabs for the individual transactions and current balance, and the bottom section are the function buttons and selection filters.

Recording Cashbook Transactions

1. At the bottom section of the Cashbook window, select a Cashbook from the drop-down list.

Figure 4-1   Recording Cashbook Transactions
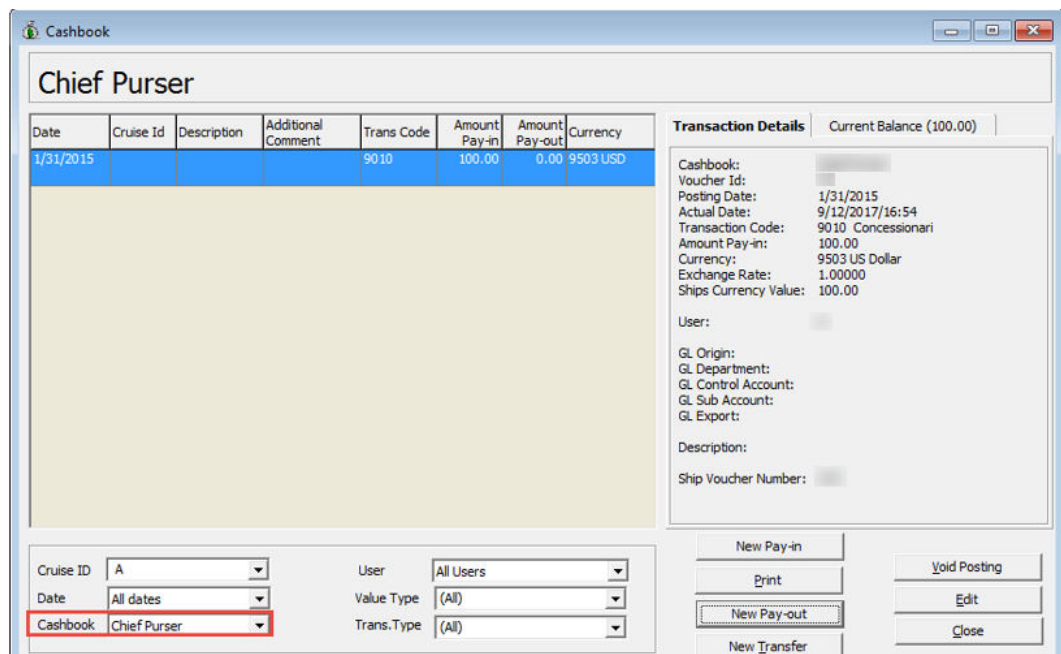
2. Choose a Transaction type to post, either a **New Pay-in** or **New Pay-out**.

Figure 4-2   New Pay-in Update Cashbook

3. At the **New Pay-in** or **New Pay-out** entry form, select the currency code from the **Currency/Typ** drop-down list.

4. 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 is updated automatically in the **Into Onboard Currency**.

5. Select the **Pay-In Code** from the drop-down list corresponding to the transaction. The General Ledger (GL) fields auto-populate according to the configuration of the Transaction Code.

6. At the **GL Export**field, enter the GL Export name.

7. Enter any additional info in the **Additional Comment, Further Details,** and **Custom Field**. These field labels are customizable in **Administration, Label Setup**.

8. Enter the additional remark in the **Note** field. This note will display at the Transaction Details Description field.

9. Check the **Printer Voucher** check box to print the voucher receipt.

10. Go to the **Scan Document** tab and select one of the available options, and then click **OK** to add the transactions into the current cruise.

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

Removing, Voiding or Editing a Transaction

You can delete a transaction by first selecting it, and then click **Void Posting**. To edit a Transaction, click the**Edit** button after selecting the particular transaction

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

Searching / Viewing Cashbook Transactions

At Cashbook Transaction, you can select from the available option to display the information.

1. Selecting the line items displays the **Transaction Details**tab.

2. 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.

3. Click **Print** to print the voucher. Do ensure you have uploaded the report REP_ID = "Voucher 2" before you print.

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Balancing Cashbook

This section describes the Cashbook auto-balance / brought forward process when changes is made to the Cashbook System Cruise Change. To auto-balance the Cashbook or bring forward the balances properly, the **Parameter "Cashbook Current Cruise"** must have a valid (SCR_ID). This is set up in **Administration module, System Setup, Parameter** . See *Section 1 — Parameters*.

Balancing Cashbook at System Cruise Balance

The Cruise Change function is visible in Cashbook module once the above parameters are enabled.

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

2. Click **OK** to confirm the cruise change.

Figure 5-1   Cashbook System Cruise Change
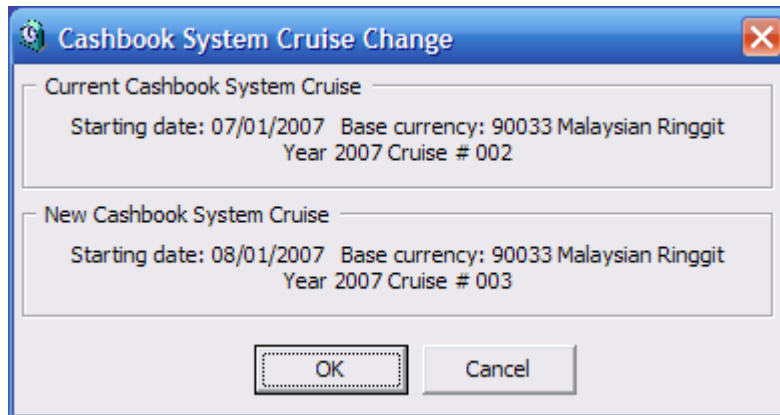
3. At the confirmation prompt, select **Yes** to proceed or **No** to return to the previous screen.

4. Once the cruise change completed, click **OK** to close the dialog box.

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

6. At the Transaction Details tab, the Transaction Code carry a "Cruise Balance".

7. If the defined Cashbook System Cruise is beyond the current system cruise, then the warning **No Cruise Change** dialog box open.

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Resetting Voucher Number

The Cashbook voucher number increases when an entry is added and is listed in the Transaction Details tab. You can choose to reset the voucher number manually or automatically using the parameter setting.

Resetting Voucher Number Manually

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

2. At the Cashbook Voucher Reset prompt, select **Yes** to confirm. The Reset date is indicated on the confirmation prompt in DD-MM format per date defined in the parameter.

Resetting Voucher Number Automatically

To automatically reset the Ship's Voucher No, enter the "DD-MM" date format into Parameter, **"Cashbook", "Cashbook Voucher Reset Data"**. Clicking the reset date will reset the voucher number to one.

7

Label Setup

You can use a Customized labels to further identify a transaction or as added comments to an entry.

Figure 7-1   Customizing Labels for Cashbook Pay-In & Pay-Out
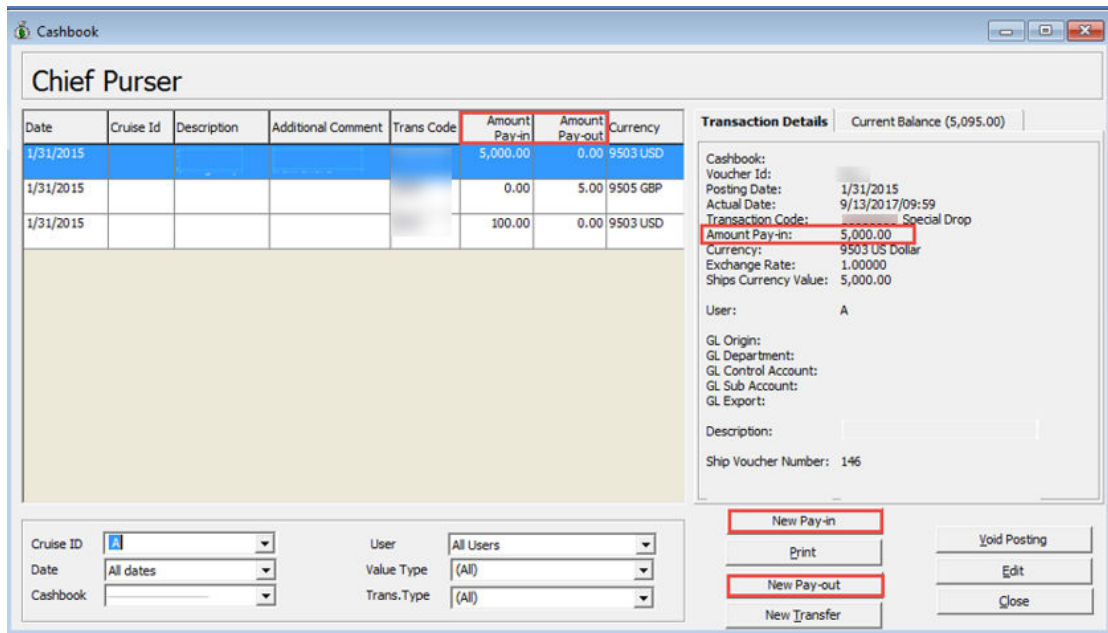
1. Log in to**Administration** module.

2. Select **System Setup, Labels Setup** from the Administration option.

3. At the **All Labels Listing**, select **PAYINW Pay Invoice** and change the **Label's Description** field to your description, and then click **OK**.

4. You can also customize the **Pay-in, Additional Comment, Further Detail** and **CSB Custom Field** labels using the above same steps.

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