

# Oracle® Hospitality Cruise Shipboard Property Management System Cashbook User Guide



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The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

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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 the Customer Support Portal at the following URL:

<https://iccp.custhelp.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
October 2023	Initial publication.

# 1

## Cashbook Setup

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

### Transaction Codes Setup

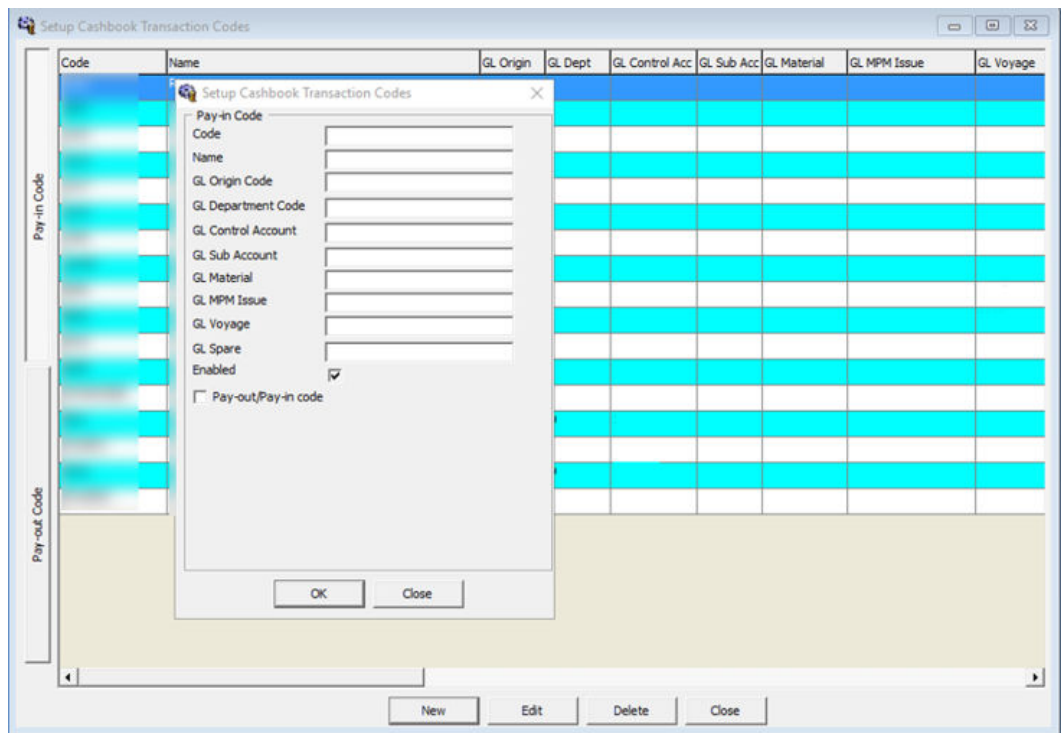
The Setup Cashbook Transaction Codes screen is comprised of two tabs:

- 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 1-1 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 selected. Deselect the check mark to deactivate the code.

6. Select the **Pay\_out/Pay\_in code** check box to duplicate the code to Pay\_out, or vice versa. This option depends on the “**Same Pay\_in/Pay\_out Codes**” parameter setting.
7. To delete the Transactions Code, select the code and click the **Remove** button. You are not allowed to delete a code that is linked to a transaction.
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. Log in to the **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. Select 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/Pay\_out codes refer to the above Transactions Codes. Select the corresponding code from the drop-down list, and click **OK** to save.

## Scanning Device

The Cashbook module has a scanning function to store transaction documents. You must install a scanning device in **Management module, Options, Hardware** setup.

1. Log in to **Management module**, select **Options**, and click the **Document Scanner** tab.
2. Select the scanner from the **Select Scanner** drop-down list.
3. Select the **Set as Default** check box to make the scanner you selected the default scanner.
4. Select the **Enable Manufacturer Default Settings Dialog before Scan** check box to enable users 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. Select the **Auto Brightness** check box for the scanning effect and **Deskew** for straightening the image, and then adjust the brightness accordingly.
7. Click **OK** to save the setting.

# 2

## User Access Right

Before you use the Cashbook module, you must enable the following **Cashier, User Full Cashier** parameter 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. Log in to **Administration** module.
2. Select the **System Setup, Database** parameter from the Administration menu.
3. Enable the **Cashier, Use Full Cashier** parameter. The Cashier Function option and Cashbook Assigned option are enabled for selection in the User Security Access assignment.
4. Launch the Oracle Hospitality Cruise (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 the **Cashbook** module, log in with a user that has Cashbook assigned, the Cashbook value always defaults to the Cashbook that was set up for that particular user.

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

# 3

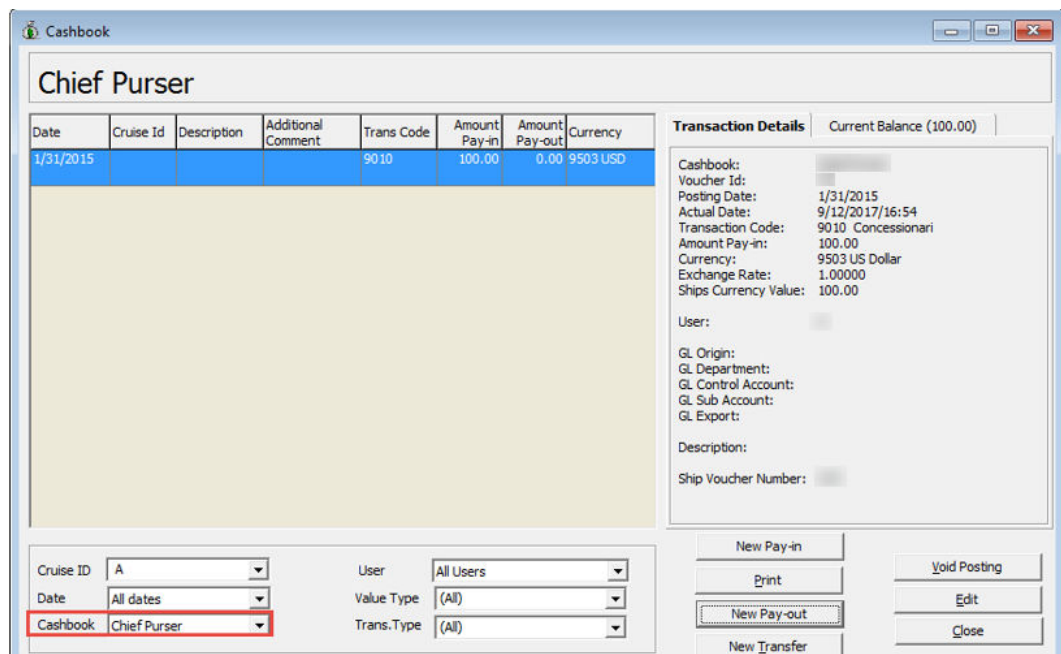
## Recording Cashbook Transactions

The Cashbook transactions window is comprised of three sections. The upper left side lists the transactions from all Cashbooks. The right panel consists of information tabs for the individual transactions and current balance, and the bottom section holds 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 3-1 Recording Cashbook Transactions



2. Select a Transaction type to post, either a **New Pay-in** or a **New Pay-out**.



Figure 3-2 New Pay-out Update Cashbook

The screenshot shows a software window titled "Update Cashbook" with a sub-header "New Pay-out". The window is divided into two tabs: "Cash Book Details" (selected) and "Scan Document".

**Cash Book Details Tab:**

- Voucher Id:** [Empty text box]
- Currency/Typ:** 9505 British Pound (dropdown menu)
- Amount:** 5.00
- Exchange Rate:** 3.00000
- Into Onboard Currency:** 15.00 (Amount \* Exchange)
- Transaction Code:** [Empty text box]
- Cashbook:** Chief Purser (dropdown menu)
- Pay-out Code:** 2035 Commissioni (dropdown menu)
- GL Fields (Grid):**
  - GL Origin: [Empty text box]
  - GL Department: [Empty text box]
  - GL Control Account: [Empty text box]
  - GL Sub Account: [Empty text box]
  - GL Export: [Empty text box]
  - GL Material: [Empty text box]
  - GL MPM Issue: [Empty text box]
  - GL Voyage: [Empty text box]
  - GL Spare: [Empty text box]
- Additional Comment:** [Empty text box]
- Further Detail:** [Empty text box]
- Custom Field:** [Empty text box]
- Notes:** [Empty text area]
- Print Voucher

Buttons: OK, Close

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. After the Exchange Rate is defined, the exchanged value updates 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** fields. These field labels are customizable in **Administration, Label Setup**.

8. Enter the additional remark in the **Note** field. This note appears in the Transaction Details Description field.
9. Select the **Printer Voucher** check box to print the voucher receipt.
10. Go to the **Scan Document** tab, 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 selecting it, and clicking **Void Posting**. To edit a Transaction, select the particular transaction and click **Edit**.

If you are voiding a posting, the system prompts a **Void Posting** reason. Select the reason from the list, and 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. Select the line items to display the **Transaction Detail** 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. The 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. Make sure you have uploaded the report REP\_ID = "Voucher 2" before you print.

# 4

## Balancing Cashbook

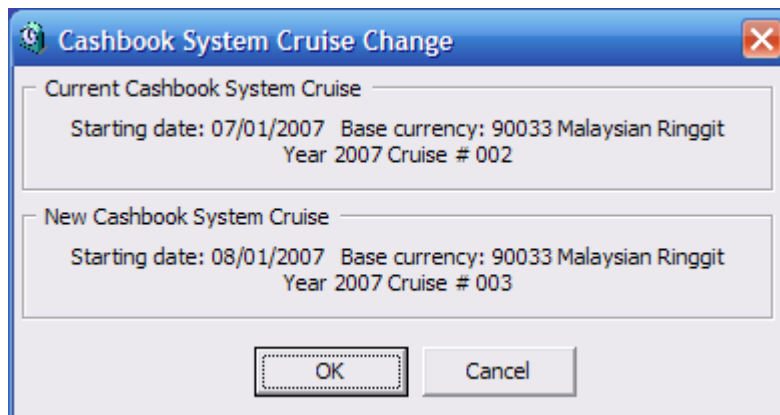
This section describes the Cashbook auto-balance / brought forward process when changes are made to the Cashbook System Cruise Change. To auto-balance the Cashbook or bring forward the balances properly, the **Cashbook Current Cruise** parameter must have a valid (SCR\_ID). This is set up in **Administration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

### Balancing Cashbook at System Cruise Balance

The Cruise Change function is visible in the 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 4-1 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 is completed, click **OK** to close the dialog box.
5. To view the Cruise Balance for Pay-out/Pay-in after making changes to the Cashbook System Cruise , go to the Cashbook Module.
6. At the Transaction Details tab, the Transaction Code carries a Cruise Balance.
7. If the defined Cashbook System Cruise is beyond the current system cruise, the **No Cruise Change** warning dialog box opens.

# 5

## Resetting Voucher Numbers

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. On the Cashbook menu, click **Reset Ship's Voucher No.**
2. On 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

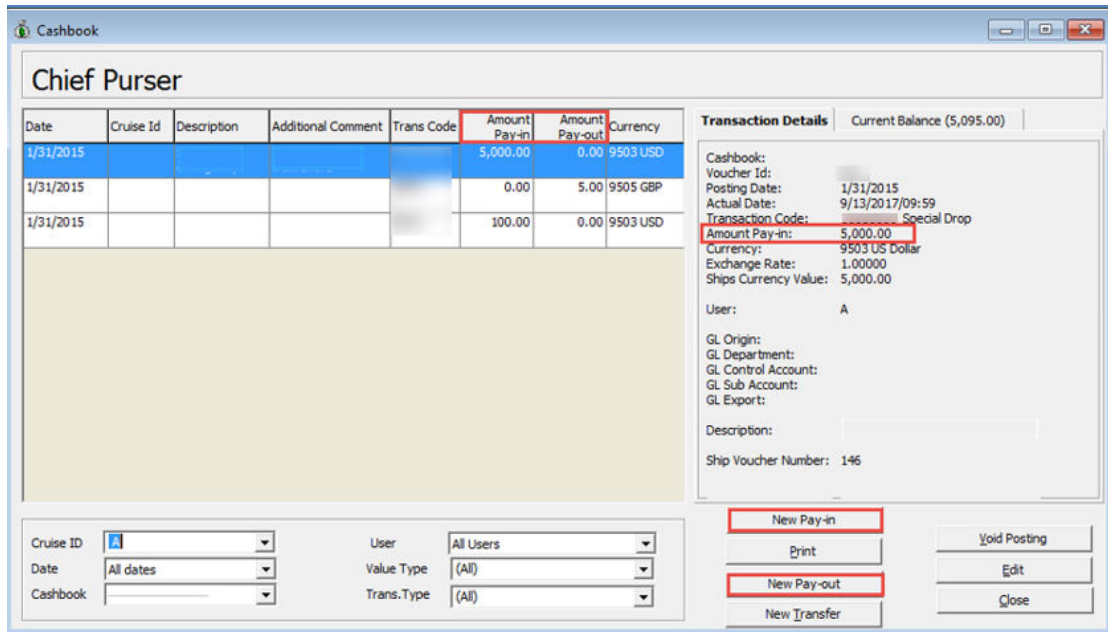
To automatically reset the Ship's Voucher No, enter the DD-MM date format into the **Cashbook, Cashbook Voucher Reset Data** parameter. Click Reset Date to reset the voucher number to one.

# 6

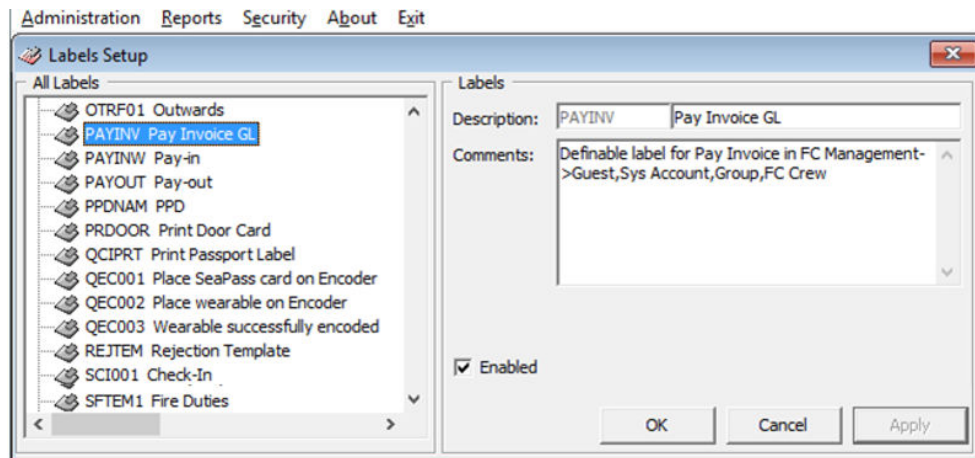
## Label Setup

You can use a Customized label to further identify a transaction or add comments to an entry.

**Figure 6-1 Customizing Labels for Cashbook Pay-In & Pay-Out**



1. Log in to the **Administration** module.
2. Select **System Setup, Labels Setup** from the Administration option.
3. At the **All Labels Listing**, select **PAYINW Pay Invoice**, change the **Label's Description** field to your description, and 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 6-2 Labels Setup for Pay Invoice and Pay-In**

# 7

## 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 7-1 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 set up in the Transaction Code Setup function. The code is used to balance the 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 Transaction Code Setup function. The code is used to balance the 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 pay_in/pay_out codes. 1 – Same pay_in/-pay_out codes
Cashbook Voucher Reset Date	<dd-mm>	The date when the Cashbook Voucher No. will be reset to 1 in “DD-MM” format
Cashbook Lock Status	<0,1>	0 – Release 1 – Locked

Table 7-1 (Cont.) PAR\_GROUP Cashbook

PAR Name	PAR Value	Description
Enable Currency	<0,1>	0 – Disable
Denomination Tracking		1 – Enable