

Finance module Cash



Projects module is one of the essential module that manages and centralizes different data about business projects and collaborative work. For each business case you wish to follow-up on medium to long term you can open a project page. The page will keep track of information, documents and gather most of other modules data under a single project page:

- sales and finance;
- reports and communication;
- logistics.

Besides to can control information access and distribute tasks.



Finance

Cash

The cash function will:

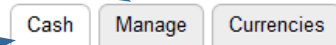
- manage cash transactions by company or user
- show cash balance per company or user
- edit available currencies and their exchange rate.

You can record cash credit or debit by company or user

There are 6 types of transactions:

- credit office cash
- debit office cash
- credit user account
- debit user account
- refund cash advanced by user
- add opening balance

Cash balance



Cash

Credit office cash.

Transfer cash from a bank account to a company cash account

Manage cash

The screenshot shows the 'Manage cash' form with the following fields and annotations:

- Cash movement ***: A dropdown menu set to 'Credit office cash'. An annotation 'Selected transaction type' points to this dropdown.
- Next**: A button to proceed to the next step.
- company receiving funds ***: A dropdown menu set to 'My Vompany Lt'. An annotation 'Entity that will receive the cash (cash account must be available in the settings – see company finance settings)' points to this dropdown.
- bank account debited ***: A dropdown menu set to '[USD], Company 2 - 0033023143-USD credit limited'. An annotation 'From bank account' points to this dropdown.
- Value input**: A text box containing '100.00' with a checked checkbox and the label 'convert: Dollar Singapour'. An annotation 'Value of cash in the bank account currency' points to the '100.00' value.
- Exchange rate**: A dropdown menu set to 'Dollar Singapour' with a value of '1.25'. An annotation 'Option Convert the cash from bank account currency into a local currency' points to this dropdown.
- Converted amount**: A text box containing 'converted amount: 125.00'. An annotation 'Option Converted amount based on exchange rate' points to this field.
- transaction date ***: A text box with the placeholder 'YYYY-mm-dd'. An annotation 'Date and comment' points to this field.
- references**: A text box for additional information.
- Save**: A button to save the transaction.

Cash

After record, the transaction will be listed in the cash balance list

Note: cash balance is displayed on **yearly basis** only. Opening balance need to be **recorded** at beginning of each period

Cash balance

Cash Manage Currencies

Filter

from: 2015-01-01 to: 2015-01-30 company account: My Vompany Lt Apply Reset

Date	Reference	Local currency		Base currency USD		
		Debit	Credit			
		0				
2015-01-12	23 Cash credit			SGD 125.00	100.00	cash
Total period		(0.00)		125.00	100.00	
Balance 2015				125.00	100.00	

Click on ID to print voucher

Total transactions from opening period to start date (filter) balance

Transactions in local currency

Transactions in base currency

List filter

Cash

Debit office cash.

Transfer cash from a company cash account to a company bank account

Manage cash

Cash Manage Currencies

Cash movement * Debit office cash Next

company receiving funds *
My Vcompany Lt

bank account debited *
[USD], Company 2 - 0033023143-USD credit limited

50.00 convert: Dollar Singapour 1.25 converted amount: 62.50

transaction date *
2015-01-16

references

Save

Value of cash in the bank account currency

Option
Convert the cash from bank account currency into a local currency

Option
Converted amount based on exchange rate

Cash balance

Filter
 from: 2015-01-01 to: 2015-01-30 * company: My Company Ltd * account:

Date	Reference	Local currency		Base currency USD	
		Debit	Credit		
		0			
2015-01-12	23 Cash credit		SGD 125.00	100.00	cash
2015-01-16	28 Cash debit	SGD (62.50)		(50.00)	return
Total period		(62.50)	125.00	50.00	
Balance 2015			62.50	50.00	

New balance

Entry	Account	Debit	Credit
23 - cash			
2015-01-12			
69	12100 Cash On Hand	125.00	
70	12100 Cash On Hand exchange		-25.00
71	12120 Mybank ac. 123456789		100.00
Total SGD		125.00	100.00
Total USD		100.00	100.00
28 - return			
2015-01-16			
77	12100 Cash On Hand		62.50
78	12100 Cash On Hand exchange		-12.50
79	12120 Mybank ac. 123456789	50.00	
Total SGD		50.00	62.50
Total USD		50.00	50.00

Cash

After record, the transaction will be listed in the cash balance list.

Transactions can also be viewed in journal in general section.

Cash

You can transfer cash from the company cash account to a user account.

With this function, you can manage and monitor company cash spent by employee

Manage cash

The screenshot shows a web form titled "Manage cash" with several sections and annotations:

- Navigation:** Three tabs are visible: "Cash", "Manage", and "Currencies".
- Cash movement:** A dropdown menu is set to "Credit employee account", with a "Next" button to its right. A yellow box labeled "Selected transaction type" points to this dropdown.
- company cash account *:** A dropdown menu is set to "My Company Ltd". A yellow box labeled "Entity that will transfer the cash" points to this dropdown.
- employee *:** A dropdown menu is set to "user". A yellow box labeled "The employee receiving the cash" points to this dropdown.
- Amount:** A text input contains "100.00" and a dropdown menu is set to "US dollar". A "convert:" checkbox is checked. A yellow box labeled "Amount transferred" points to the "100.00" value.
- transaction date *:** A text input contains "2015-01-06".
- references:** A text input contains "references".
- Save:** A "Save" button is located at the bottom of the form.

Finance

Cash

The cash transferred to user will be visible in the list

If an expense is recorded in cash and linked to this user, the transaction will be shown in the list

Filter list by employee / user

▼ Filter

from: 2015-01-01 to: 2015-01-30 * employee ▼ account * user ▼ Apply Reset

Date	Reference	Local currency		Base currency USD	
		Debit	Credit		
		0			
2015-01-06	30 Cash credit		USD 100.00	100.00	to user
Total period		(0.00)	100.00	100.00	
Balance 2015			100.00	100.00	

company *
My Company Ltd ▼

▼ credit

currency * US dollar ▼ account payment * Cash on hand USD ▼ exchange rate 1

user account : user ▼ paid ▼ indicate "paid" if advanced by company or "not paid" if advanced by employee

▼ references

supplier * not applicable ▼ client * not applicable ▼ Project * not applicable ▼

▼ debits

Add item

61002 - P ▼ 2015-01-07 Browse... 25.00 paid with cash adv

remove last item

New cash balance of user after expense record

Cash balance

Cash Manage Currencies

Filter

from: 2015-01-01 to: 2015-01-30 * employee account * user Apply Reset

Date	Reference	Local currency		Base currency USD	
		Debit	Credit		
		0			
2015-01-06	30 Cash credit		USD 100.00	100.00	to user
2015-01-07	5 Phone	USD (25.00)		(25.00)	paid with cash adv
Total period		(25.00)	100.00	75.00	
Balance 2015			75.00	75.00	

Expense recorded

You can transfer cash from the user / employee cash back to the cash account .

Manage cash

Cash movement * :

company cash account *

employee *

convert:

transaction date *

Selected transaction type

debit

Date	Reference	Local currency		Base currency USD	
		Debit	Credit		
		0			
2015-01-06	30 Cash credit		USD 100.00	100.00	to user
2015-01-07	5 Phone	USD (25.00)		(25.00)	paid with cash adv
2015-01-07	32 Cash debit	USD (75.00)		(75.00)	return
Total period		(100.00)	100.00	0.00	
Balance 2015			0.00	0.00	

New balance

Finance

Cash

If a user / employee spend money not advance by the company you can record the **refund** in the cash management.

1st step : record expense

company *
My Company Ltd

credit

currency * US dollar

account payment * Cash on hand USD

exchange rate 1

user account * user

not paid indicate "paid" if advanced by company or "not paid" if advanced by employee

references

supplier * not applicable

client * not applicable

Project * not applicable

debits

Add item

61004 - S 2015-01-19 Browse_ 15.00 adv by user

remove last item

You will first record the expense as if it is spent by the company but advanced by the user / employee

- 1) select user
- 2) select 'not paid' as it is not yet debited

Manage cash

Cash Manage Currencies

Cash movement * Refund cash advanced by employee

Select transaction

! Use this cash payment only if expenses was previously advanced by employee in cash and recorded as "not paid".

refund by *

My Company Ltd

payee *
user

list of payments

USD 15.00, Supplies, 2015-01-19, My Company Ltd

total : 15.00

The list of expenses paid by user / employee is displayed.

Select transactions to be refund

transaction date *
2015-06-16

6 - adv by user					
2015-01-19					
	82	61004 Supplies		15.00	
	83	12102 Cash on hand USD			15.00
Total USD				15.00	15.00

Cash

2nd step : record the cash refund

This will set the expense record as paid and record transaction in journal

Journal

Add opening balance

Note: this function can also be used to record credit adjustment.

There is not record in journal as this record is the transfer of closing balance of one period to the opening balance of another period. Using as adjustment of cash must be done with extra caution.

Manage cash

Cash Manage Currencies

Cash movement * Add opening balance Next

company *
My Company Ltd

Transaction amount 1,500.00 US dollar 1 converted amount: 1,500.00
Value can be recorded in multi-currencies

transaction date *
2015-01-01 Transaction date

Opening 2015

Save

Date	Reference	Local currency		Base currency USD	
		Debit	Credit		
opening values from 2015-01-01		0			Opening record
2015-01-01	40 Cash credit		USD 1,500.00	1,500.00	Opening 2015
2015-01-06	31 Cash debit	USD (100.00)		(100.00)	to user
2015-01-07	33 Cash credit		USD 75.00	75.00	return

Cash

The currency tab opens the list of available currencies and those activated in the system.

Note: the exchange rate is the default rate but can be edited in forms when required.

This will not change the default rate.

Currencies

The screenshot shows the 'Currencies' management interface. At the top, there are tabs for 'Cash', 'Manage', and 'Currencies'. Below the tabs is a 'New currency' button. The interface is divided into two main sections: 'Active' and 'Non Active' currencies. The 'Active' section lists currencies with their exchange rates and 'active' checkboxes. The 'USD' row is highlighted and labeled as 'selected base currency'. The 'Non Active' section lists currencies with 'select to activate' checkboxes. A 'Record' button is located at the bottom. Several yellow callout boxes provide instructions: 'Manually add currency' points to the 'Currencies' tab; 'Active currencies' points to the 'Active' section; 'System exchange rate' points to the exchange rate input field; 'Disabled Currency selected as base currency cannot be edited' points to the 'USD' row; 'Non Active currencies' points to the 'Non Active' section; and 'Tick the box to activate and press 'Record' button' points to the 'select to activate' checkboxes. A 'Record' button is also annotated.

Manually add currency

Cash Manage Currencies

New currency

Active currencies

System exchange rate

Active

Code	Name	Rate	Status
EUR	EURO	0.95	<input checked="" type="checkbox"/> active
HKD	Dollar Hong Kong	0	<input checked="" type="checkbox"/> active
MYR	Ringgit	4.2	<input checked="" type="checkbox"/> active
SGD	Dollar Singapour	1.4	<input checked="" type="checkbox"/> active
USD	US dollar	1	<input checked="" type="checkbox"/> active

selected base currency

Disabled Currency selected as base currency cannot be edited

Non Active currencies

Tick the box to activate and press 'Record' button

Non Active

AED	Dirham Emirates	0	<input type="checkbox"/> select to activate
AFN	Afghan Afghani	0	<input type="checkbox"/> select to activate
ALL	Albanian Lek	0	<input type="checkbox"/> select to activate
AMD	Armenian Dram	0	<input type="checkbox"/> select to activate
	Netherlands Antillian	0	<input type="checkbox"/> select to activate

Record

Finance

Cash

Add new, non existing currency manually

The image shows a 'new currency' form with the following fields and annotations:

- new currency** (Form title)
- To add new currency enter the iso currency code** (Yellow annotation box pointing to the 'Currency code' field)
- Currency code *** (Field containing 'btc')
- Currency name *** (Field containing 'Bitcoin')
- Currency name** (Yellow annotation box pointing to the 'Currency name' field)
- Exchange rate** (Field containing '9619')
- Exchange rate against base currency** (Yellow annotation box pointing to the 'Exchange rate' field)
- Active** (Dropdown menu showing 'yes')
- Record** (Button)

Below the form, a table of currencies is visible:

Currency Code	Currency Name	Exchange Rate	Active
USD	US dollar	1	<input checked="" type="checkbox"/> active
selected base currency			
Non Active			
AED	Dirham Emirates	0	<input type="checkbox"/> select to activate
AFN	Afghan Afghani		



AREA
Systems

EK