

# AFO 492 – Cash overviews

## 492.1 Introduction

This AFO determines how the cash register overviews are compiled: what they contain and how they are displayed. The system can produce the following overviews:

- Summary  
This is an overview of the receipts in cash, via bank and giro accounts and from special transactions, including totals.
- Cash receipts  
This is an overview of the cash receipts.
- Bank receipts  
This is an overview of the receipts through a bank account.
- Giro receipts  
This is an overview of the receipts through a giro account.
- Special transactions  
This is an overview of all special transactions.
- (Refund) payments/expenses  
This is an overview of all payments made to borrowers and all income that cannot be registered using the 'normal' procedures.
- Amounts due  
This is an overview of all amounts due at a given point in time.
- Password-related overviews  
These are password-related overviews of all cancelled amounts, refunds, cash register discrepancies and free receipts.
- Card-reader receipts.

These overviews can be displayed per:

- location;

- cash register;
- type of receipt;
- item category;
- borrower category;
- variable period.

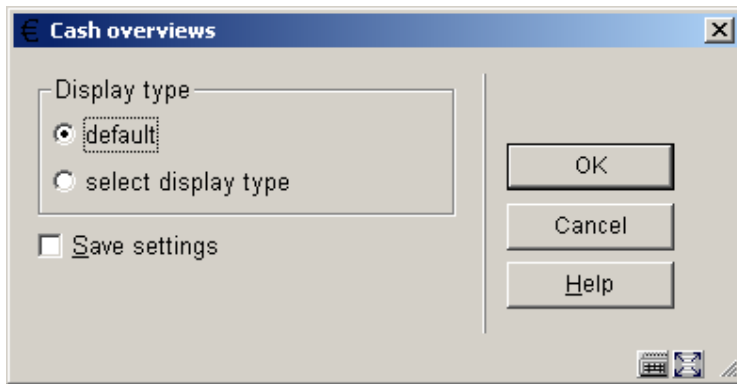
The overviews are also variable with reference to:

- the amounts displayed:
  - absolute amounts,
  - gross amounts,
  - VAT percentages,
  - VAT amounts,
  - net amounts;
- the number of lines per page;
- the number of characters per line;
- the margin on the left.

Output is performed using the standard output procedure. The overviews that can be generated using AFO 492 are updated using AFO 493 ('Generate periodical overviews').

## **492.2 Financial overviews**

After choosing this AFO the following form will be displayed.



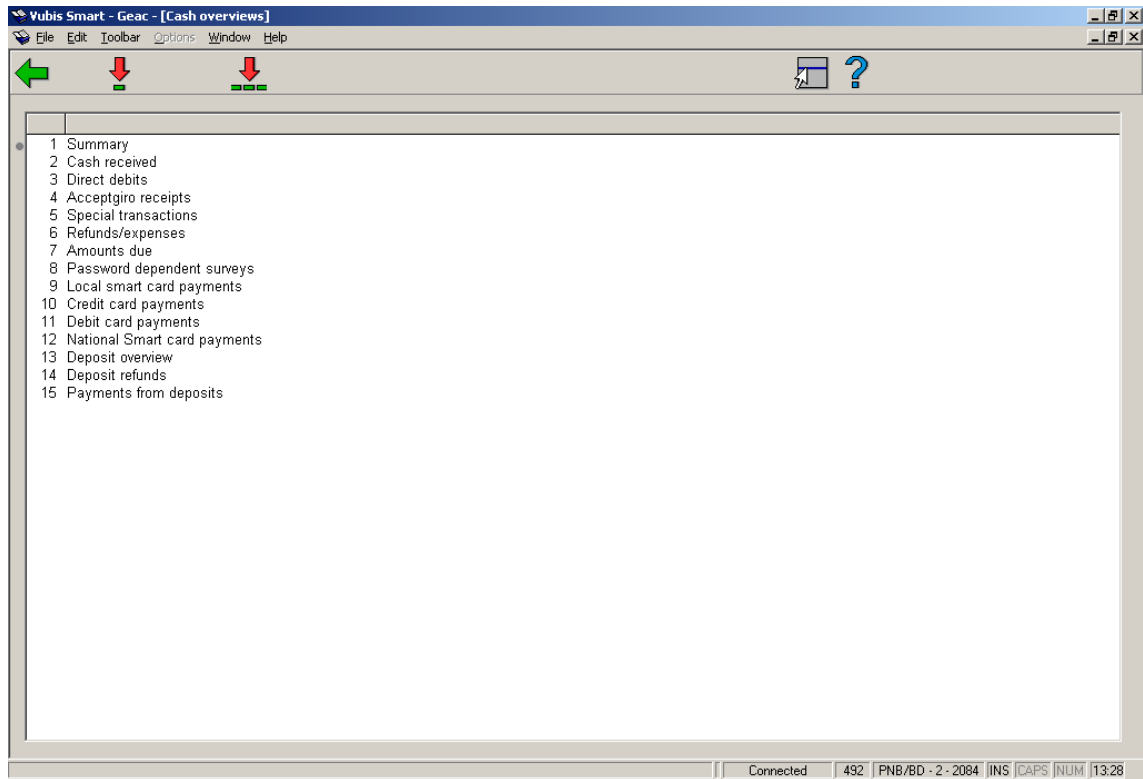
### Fields on the screen

**Type of presentation:** Indicate how the overviews are to be presented. You may choose from:

- default
- select display type.

Selecting the 'default presentation' will shorten the working method in this AFO by a considerable amount of time. The default presentation is defined using AFO 494 ('System file control').

Next an overview screen is displayed in which the available financial overviews are listed



## Options on the screen

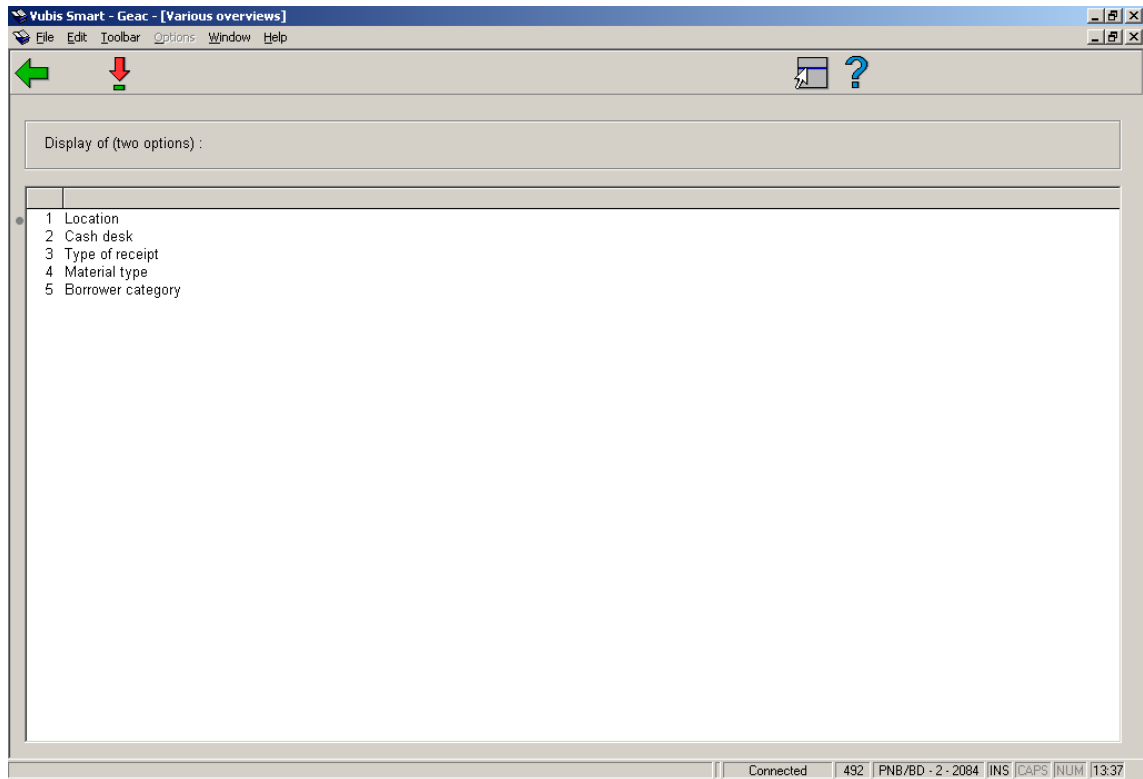
**Choose option(s):** Select one or more line numbers and then this option to compile one or more financial overviews. The overviews 'Amounts due' and 'Password-related overviews' cannot be selected at the same time as other types.

**Choose all options:** Select this option to compile all of the financial overviews listed.

The fifteen lines on the screen are described in the next sections. This is done on the assumption you have chosen the free presentation, i.e. the extended method.

## 492.3 Summary

When you select this option, an overview screen will be displayed listing the information that can be used to compile a financial summary.



## Options on the screen

**Select two items from the list:** Select two items from the list and then this option to select the information on the basis of which you want to compile a financial overview. You must select two of the following possibilities:

- Location
- Cash register;
- Type of receipt;
- Item category;
- Patron category.

Then an input screen will be displayed:

Display of : Location / Material type

Year/month/day: 2006/03

Cash desk(s): \*

Type of receipts: \*

Borrower categories: \*

Display types of amounts: 1245

no. lines per page: 66

no. characters per line: 80

Left margin: 0

Sort by cash book code:

Save settings

OK  
Cancel  
Help

### Fields on the screen

**Year/month/day:** Enter the period over which you want to view a financial overview. This period can be freely determined. A few examples are given:

Format	Example	Overview
yyyy	95	for a year
yyyy/mm	95/03	for a month
yyyy/mm/dd	95/03/09	for one day
yyyy-yyyy	95-96	for more than one year
yyyy/mm-yyyy/mm	95/01-95/03	for more than one month

Format	Example	Overview
yyyy//mm/dd-yyyy//mm/dd	95/03/01-95/03/12	for more than one day

**Location:** Enter one or more location codes (or a combination of one or more agency and location codes). Separate the codes using a “,” (comma). Enter a “\*” (star) if you want to view all codes.

**Please note!**

This field is not displayed if you have selected ‘Location’ as one of the two display options.

**Cash desk(s):** Enter one or more cash register codes. Separate the codes using a “,” (comma). Enter a “\*” (star) if you want to view all codes.

**Please note!**

This field is not displayed if you have selected ‘Cash desk’ as one of the two display options.

**Type of receipts:** Enter one or more types of receipt, for example “L” (loan charge), “B” (fine). These codes are listed in AFO 491. Separate the codes using a “,” (comma). Enter a “\*” (star) if you want to view all codes.

**Please note!**

This field is not displayed if you have selected ‘Type of receipt’ as one of the two display options.

**Item category:** Enter one or more codes for the nature of the items. Separate the codes using a “,” (comma). Enter a “\*” (star) if you want to view all codes.

**Please note!**

This field is not displayed if you have selected ‘Material type’ as one of the two display options.

**Borrower category:** Enter one or more borrower categories. Separate the codes using a “,” (comma). Enter a “\*” (star) if you want to view all codes.

**Please note!**

This field is not displayed if you have selected ‘Borrower category’ as one of the two display options.

**Display type of amount:** The system can display the following types of amounts on an overview:

- absolute numbers (no amounts) (1);
- gross amounts; (2)
- VAT percentages; (3)
- VAT amounts; (4)
- net amounts. (5)

Enter the desired numbers (amount types).

**Please note!**

When the numbers 3, 4 and 5 have been selected, the information will only be correct if you have opted for a presentation per type of receipt, further specified per nature of the item. The VAT percentages are linked to the types of receipt combined with the nature of the items.

**Number of lines per page:** Enter the number of lines that can be printed on each page.

**Number of characters per line:** Enter the number of characters that can be printed on each line (maximum 132).

**Left margin:** Enter the width of the margin on the left (number of characters).

**Sort by cash book code:** Indicate whether or not the amounts are to be sorted according to cash register accounting code.



## 492.4 Cash received

The method for this option is the same as for the Summary (section 492.3).

## 492.5 Direct debits

The method for this option is the same as for the Summary (section 492.3).

## 492.6 Acceptgiro receipts

The method for this option is the same as for the Summary (section 492.3).

## 492.7 Special transactions

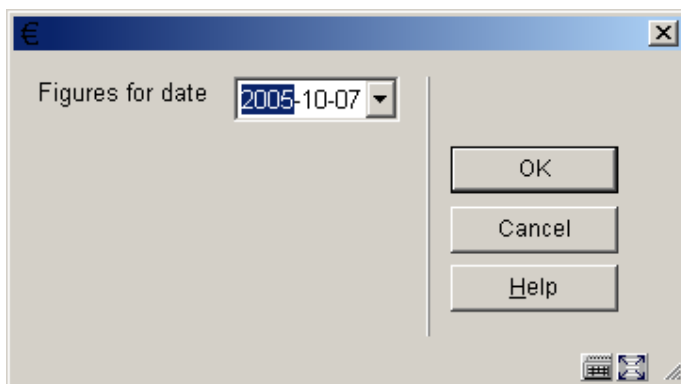
The method for this option is the same as for the Summary (section 492.3).

## 492.8 Refunds / expenses

The method for this option is the same as for the Summary (section 492.3).

## 492.9 Amounts due

After choosing this option the following form will be displayed:



The screenshot shows a standard Windows-style dialog box. The title bar is blue with a Euro symbol (€) on the left and a close button (X) on the right. The main area is light gray. On the left, the text 'Figures for date' is followed by a date selection field containing '2005-10-07'. To the right of this field are three stacked buttons: 'OK', 'Cancel', and 'Help'. At the bottom right corner, there are two small icons: a calendar and a printer.

**Figures for date:** Enter the date for which you want to view a financial overview. Naturally, only those dates for which an overview of amounts due has been generated ('Generate periodical overviews') can be entered in this field. The system will propose as default date the last date upon which an overview of amounts due was generated.

Then an overview screen will be displayed listing the information on the basis of which a financial overview can be compiled. Other than this, the working method is the same as that for 'Summary'.

## 492.10 Password dependant surveys

After choosing this option the following form will be displayed:

The screenshot shows a dialog box with a title bar containing a Euro symbol (€) and a close button (X). The dialog contains three input fields: 'Date (from/until)' with the value '23/03/2006', 'Password' with a single asterisk (\*), and 'Overview for type' with the value '1'. Below these fields is a checkbox labeled 'Save settings' which is currently unchecked. To the right of the input fields are three buttons: 'OK', 'Cancel', and 'Help'. At the bottom right corner of the dialog, there are small icons for help and a printer.

### Fields on the screen

**Date (from/until):** Enter the starting date and, if desired, the end date of the period over which you want to view an overview. The following formats may be used:

Format	Example	Meaning
dd/mm/yyyy	25/02/1996	one day
dd/mm/yyyy-	25/02/1996-	from
dd/mm/yyyy-dd/mm/yyyy	25/02/1996-27/02/1996	from-to

**Password:** Enter one or more passwords for which you want to view an overview. Separate multiple codes using a “,” (comma). Enter a “\*” (star) if you want to view overviews for all passwords.

**Overview for type:** Enter one or more numbers in of the types for which you want to compile an overview. Separate the type codes using a delimiter. You may choose from:

- cancelled amounts;
- refunds (as registered using AFO 417 'Payment control/free receipts');
- cash discrepancies (as registered using AFO 491 ('Up-to-date overviews of amounts received));
- free receipts (as registered using AFO 417).

Now the system will switch to the standard output procedure.

## **492.11 Local smart card payments**

The method for this option is the same as for the Summary (section 492.3).

## **492.12 Credit card payments**

The method for this option is the same as for the Summary (section 492.3).

## **492.13 Debit card payments**

The method for this option is the same as for the Summary (section 492.3).

## **492.14 National smart card payments**

The method for this option is the same as for the Summary (section 492.3).

## **492.15 Deposit overview**

The method for this option is the same as for the Amounts due (section 492.9).

## **492.16 Deposit refunds**

The method for this option is the same as for the Summary (section 492.3).

## **492.17 Payments from deposits**

The method for this option is the same as for the Summary (section 492.3).

- **Document control - Change History**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
1.0	unknown	creation	
2.0	September 2006	updates for release 2.4.1 build 17	
3.0	November 2006	changed incorrect terminology (delivered as part of release 2.4.2 build 1 updates)	