

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 overviews by login ID / username 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.

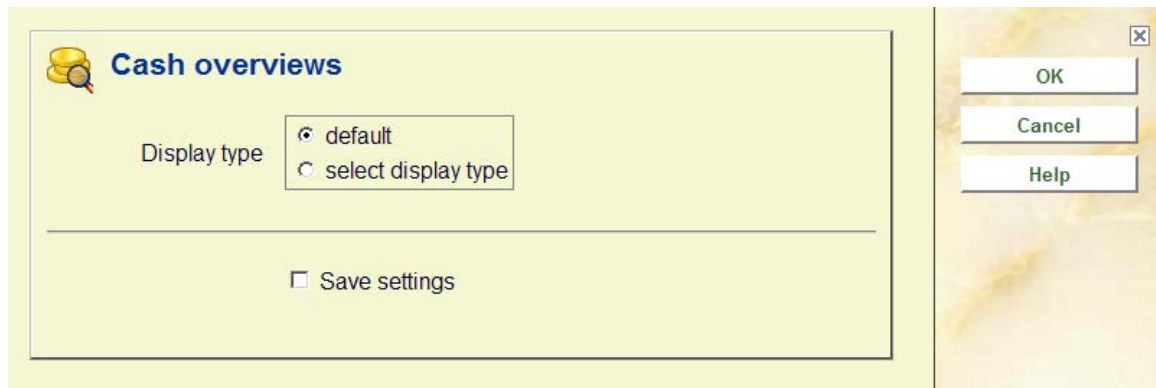
The overviews are also variable with reference to:

- 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.



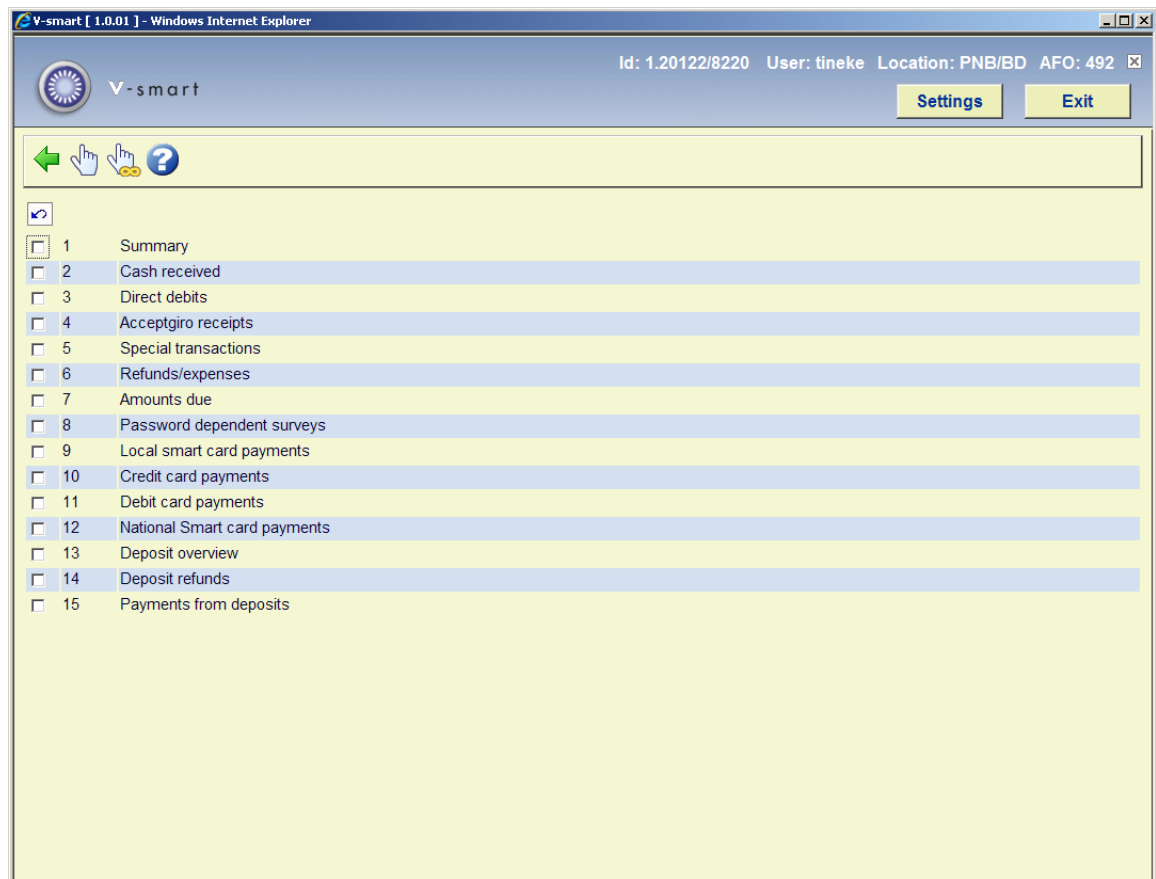
Fields on the screen

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

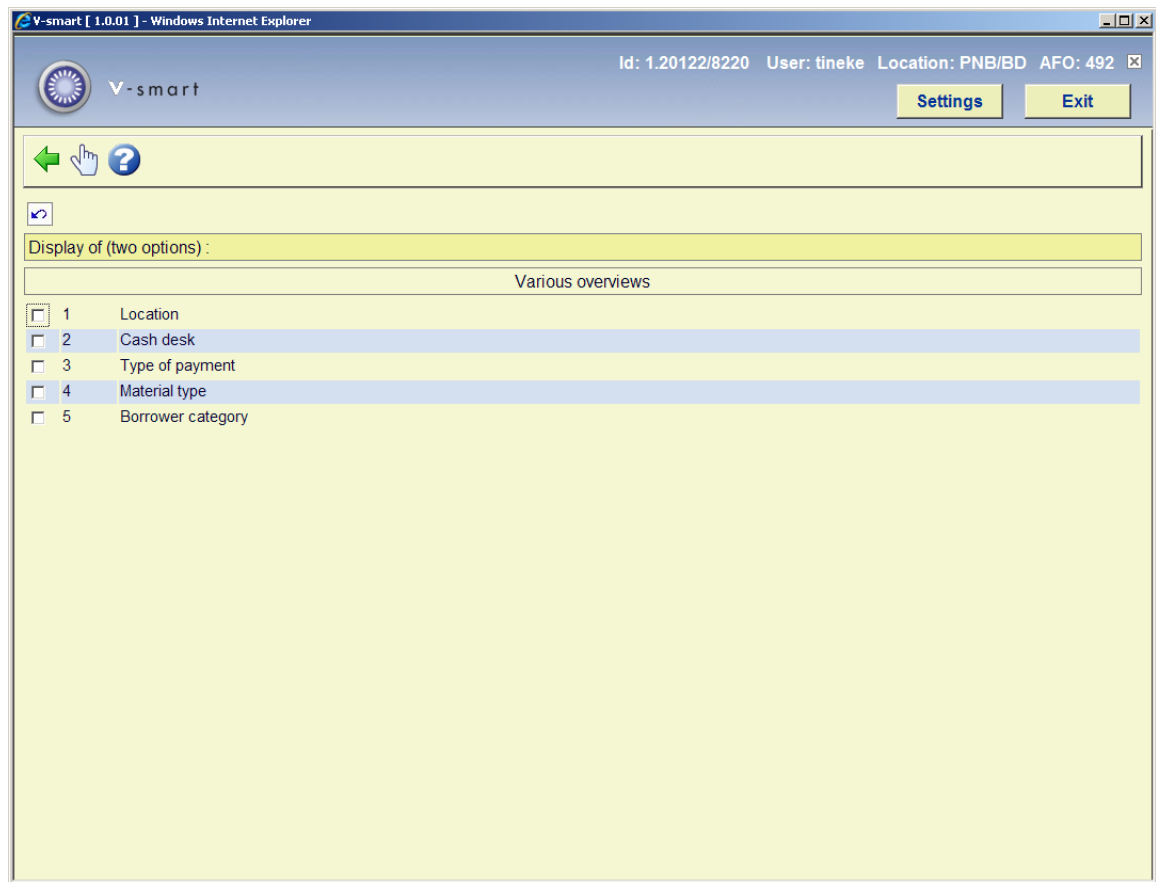
Choose option(s): Select one or more line numbers and then this option to compile one or more financial overviews. The overviews 'Amounts due' and 'Password-related overviews' cannot be selected at the same time as other types.

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 desk;
- Type of payment;
- Material type;
- Borrower category.

Then an input screen will be displayed:

V-smart [1.0.01]

 **Display of : Location / Material type** 

Year/month/day

Cash desk(s) *

Type of receipts *

Borrower categories *

Display types of amounts

no. lines per page

no. characters per line

Left margin

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	2009	for a year
yyyy/mm	2009/03	for a month
yyyy/mm/dd	2009/03/09	for one day
yyyy-yyyy	2008-2009	for more than one year
yyyy/mm-yyyy/mm	2009/01-2009/03	for more than one month
yyyy//mm/dd-yyyy/mm/dd	2009/03/01-2009/03/12	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

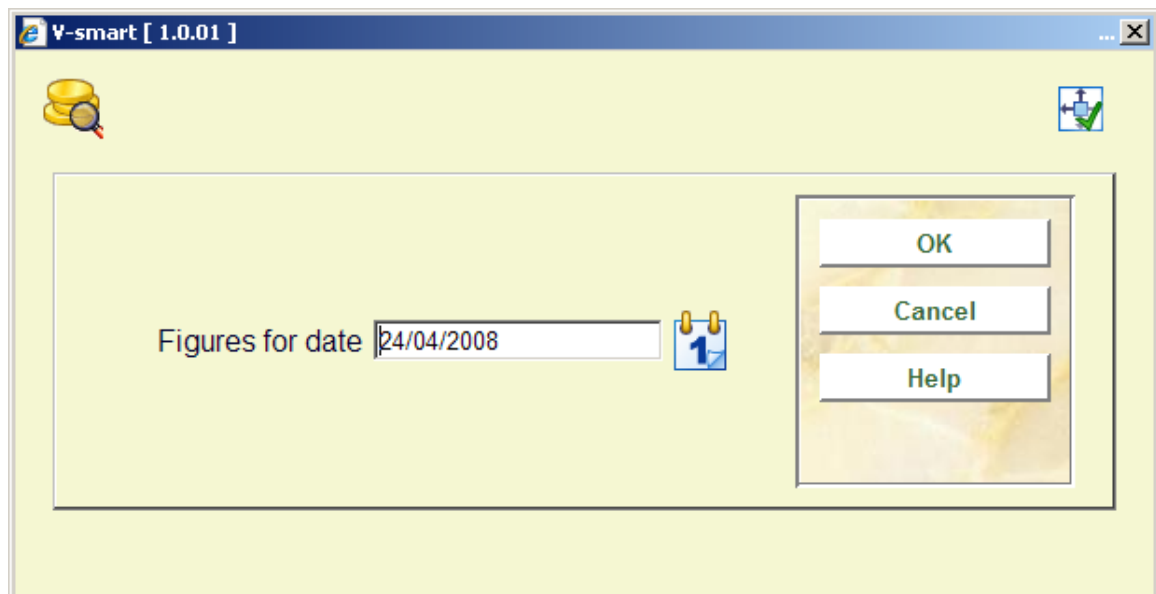
The method for this option is the same as for the Summary (section 492.3).

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 image shows a screenshot of a software dialog box titled "V-smart [1.0.01]". The dialog has a light yellow background. In the top-left corner, there is an icon of a magnifying glass over a stack of coins. In the top-right corner, there is a small icon of a green checkmark inside a blue square. The main area of the dialog contains the text "Figures for date" followed by a text input field containing the date "24/04/2008". To the right of the input field is a small calendar icon with the number "1" on it. On the right side of the dialog, there is a vertical stack of three buttons: "OK", "Cancel", and "Help".

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'.

Note

If items have been deleted, then UNDEFINED is the correct material type. If you have not updated the summary for a while (via AFO 493) and monies have been received for sales items or items which have been deleted since the charge was incurred, they are recorded as UNDEFINED. Also note that the AFO 493 item category or borrower category is used at the time of updating via AFO 493. So if the charge is incurred under one category, and then changed to a different category before the AFO 493 update is executed for the summary, the current value is used for the reporting (current at the time of updating via AFO 493).

492.10 Password dependant surveys

After choosing this option the following form will be displayed:

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	25/02/2009	one day
dd/mm/yyyy-	25/02/2009-	from
dd/mm/yyyy-dd/mm/yyyy	25/02/2009-27/02/2009	from-to

Password: Enter one or more login ids / user names 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 user names.

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**

Version	Date	Change description	Author
1.0	June 2008	creation	
2.0	November 2009	various corrections part of 2.0 updates	