Accounting

This modules help keep a grip on your financials. Whether you're a manager, an accountant or a controller – all users benefit from an increase in efficiency. Naturally, the accounting modules also help save costs.

A clear structure and lean, easy-to-use interfaces between the modules enable transparent accounting on all levels.

CASYMIR Accounting offers the following functions:

- General ledger for core information
- Free choice of periods
- Automatic accounting
- Rolling clearing
- Debtor/creditor, payments
- Asset ledger with event administration
- Budgeting, target vs. actual comparison
- Operational accounting synchronized (see Business Administration Module)
- Liquidity planning (see Business Administration Module)

Financial accounting

The general ledger is the centre of the CASYMIR solution. The central data merged in this application enable the user to gain an updated overview of the company's situation at any time.

Thanks to a suitably configured interfaces to to the other CASYMIR modules, financial accounting runs in the background without extra efforts or costs, automatically supplied with data from the subsidiary ledgers.

A clear structure and lean, easy-to-use interfaces between the modules enable transparent accounting on all levels.

Booking periods

The complete solution is based on a strong periodisation allowing to analyse periodic accounts even after considerable time. Periodisation also ensures that postings are only done within the allowed periods.
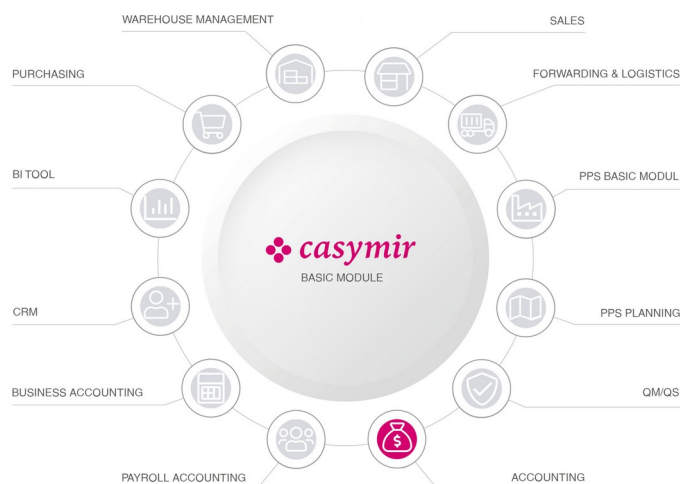
Users can select annual, semestral, trimestral, quarterly or monthly periods.

By using two reporting periods, it is possible to create external and internal balance sheets and income statements.

Closing postings can be made for either periods in order to account for the corresponding external or internal adjustments.

Chart of accounts

The chart of accounts is variable and supports a one to five-stage classification, in accordance with the company's structure or national models. The accounts can be combined to classes, groups, subgroups and, optionally, to items. This permits to create balance sheet and income statements with different degrees of detail.

Budgeting

Financial accounting allows budgeting of all cost and revenue types for the complete year or for single periods. An annual budget will automatically be evenly distributed over the periods, but budgeting also allows weighting between periods.

Opening balance

The opening balance is registered manually for newly opened tenants. For tenants with previous-year balances, these will be automatically copied to the

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opening statement for the new financial year. If there are open periods in different years, the system ensures the comprehensive updating of the balances, even if the chart of accounts has been modified.

Posting

Posting is the core function of the general ledger.

Postings can be single, collective or permanent; they can be made in any currency. In the case of foreign-currency postings, two out of three variables (amount in foreign currency, amount in main currency and rate) must be indicated and the system will complete the missing value.

Whether a posting is direct or indirect (via subsidiary ledgers), information on its author, its time and its circumstances is logged.

Closings

The balance sheet, as well as the income statement, can be created in five different levels of detail (class, group, sub-group, item and account). It is also possible to print or view short-term provisional statements at any time.

Closing postings can be done the same way as normal postings.

Closed periods can be re-opened, e.g. in order to enable follow-up postings.

Any number of periods can be open and the same time. Authorization to block and unblock periods can be restricted to certain users.

Clearing

CASYMIR Financial Accounting allows rolling clearing (manual or automatic) of general ledger accounts. This is an immense help for the localisation of errors or the review of transitory accounts.

Operational Accounting

Access to Operational Accounting is via cost centres and cost units. If operational accounting is present, the user must indicate a cost centre or order for every posting generating costs or income. This ensures parallelism between operational and financial accounting.

240 operational analyses configurable by the user allow to produce prepared data by the push of a button. Recurring monthly reports for internal purposes can be recorded as user-specific standard lists.

Evaluations

A wide range of evaluations are available to the accountant:

- Journals or account statements in main or foreign currency
- Trade balance, tax balance, consolidated balance sheet and income statement
- Managerial analyses
- Balance lists
- Target vs. actual comparison in % or in absolute numbers
- Consolidated financial statement
- VAT evaluations
- VAT billing and auditing
- Chart of accounts
- Reconciliation general ledger and sub-ledgers

Evaluations can be limited by a wide range of criteria and sorted in different ways.

Debtors

Debtor accounting, the most important sub-ledger of CASYMIR, is designed to separate all debtor-related accounting transactions from the general ledger. Debtor accounting also includes all functions of the customer master administration.

Customers & accounts

Comprehensive customer masters define the processing of customer data in the system.

Each customer can have any number of accounts in debtor accounting (one per currency), recording all the customer's details relevant for posting. An account statement allows the user to update on all business transactions of a specific customer within a few seconds.

The Zoom concept present throughout the system allows the user to progressively brake down into details, starting from the overview.

Invoice treatment

A key notion of debtor accounting is the invoice, which exists in different forms : partial invoice, final invoice, down payment invoice, credit note, down payment credit, commission credit.

An invoice consists of any number of invoice items and expense types. Modalities are defined by the terms of payment.

All invoices have a status which passes through a series of stages in time, from the registration of the invoice to the final conclusion after payment. The high

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configurability allows to model various procedures in CASYMIR. Additional processing steps can be linked to the status transitions within the Workflow module.

Incoming & outgoing payments

Debtor accounting registers the incoming payments of a customer and assigns them to one or several invoices. Any combination of amounts, currencies, invoices and credits can be processed at the same time.

The generation of direct debits (SDD) minimises credit risks through by directly debiting the amounts from the customer's account. The LSV procedure can be used to simplify the processing of both very large and small debt portfolios. Incoming and outgoing payments from debtors as well as clearings are everyday business. CASYMIR provides special support for customers that are simultaneously suppliers.

Dunning

If a customer does not meet his payment obligations, dunning comes into play. By a multi-lingual, configurable dunning system, the customer can be repeatedly requested to pay, all the way to judicial recovery.

Evaluations can be limited by indicating parameters and are available in a wide range of concentrations and sortings.

Evaluations

The evaluation options of debtor accounting include comprehensive means of information display:

- Balance lists for quick overview
- Account statements in detail or compressed
- OI lists in different forms
- Invoice journal, due date lists
- Sales volume analysis
- Incoming and outgoing payments
- Journals
- Reconciliation list for general ledger
- Reminders
- VAT evaluations
- Payment history analysis for automatic actions

All evaluations can be limited by indicating parameters and are available in a wide range of concentrations and sortings.

Interfaces

The debtor ledger is linked to the CASYMIR environment by interfaces. The financial interface allows to configure a unitary posting basis for financial accounting.

Generally, only few invoices are registered directly in the debtor accounting. During operation, invoices are usually transferred from order processing via an internal system interface. An open data import interface allows accurate import of invoices from any external system.

Creditors

Creditor Accounting is the counterpart to Debtor Accouting. It is designed to separate all creditor-related accounting transactions from the general ledger.

The Creditor Accounting Module also a comprehensive supplier master administration.

Supplier database

The registration of supplier invoices is extensively simplified and accelerated by the data of the supplier master. A large amount of data, once registered in the system, is suggested when upon registry of a new invoice.

Other information such as account assignments, cost centres, VESR participant numbers and others will be automatically learned from the system by continuous handling.

Invoice

The key element of CASYMIR Creditor Accounting is the supplier invoice, a receivable by the supplier from the own company. This is set against the supplier credit, granted by the supplier e.g. on the basis of returned goods.

In CASYMIR, invoices are either entered manually or transferred from other systems via a data import interface.

An invoice can consist in any number of items, which in turn can differ in content, amount, VAT code, account assignments, cost unit or cost centre.

After reception, a creditor invoice goes through different steps, before it is marked in the system as 'closed'. The functionality and reaction of the systems can be customized to the processes and realities of the operation by simple configuration. The following example shall serve as an illustration:

After an invoice has been registered, it must be approved within the system between being paid. Either 1, 2 and 3-stage or no approvals can be configured. If double approval is chosen, the invoice must be approved by two different people. By using holiday representations, the approval authorizations can be temporally transferred to another person.

Incoming & outgoing payments

CASYMIR makes a distinction between one-stage and two-stage payment procedures.

The one-stage payment procedure is effective immediately, it applies e.g. if goods have been paid directly on receipt by cheque.

In the two-stage procedure, a payment proposal is generated and then processed with others in a payment roll, once it has been approved for payment by the management. Subsequently, a payment medium is generated (ISO-20022 payment file, bank order, cheque), with the possibility to automize the choice of medium depending on the prospective expenses and costs.

Supplier reminders

If there are outstanding receivables from suppliers, it is good to have an overview on them. Supplier reminders allow to send timely reminders to suppliers and to monitor the corresponding payments.

Evaluations

The evaluation options of creditor accounting include comprehensive means of information display:

- Balance lists for quick overview
- Account statements in detail or compressed
- OI lists in different forms
- Invoice journal
- Purchase volume analysis
- Incoming and outgoing payments
- Journals
- Reconciliation lists for general ledger
- Reminders
- VAT evaluations
- Goods receipt confirmation

All evaluations can be limited by indicating parameters and are available in a wide range of concentrations and sortings.

Interfaces

As the debtor ledger, the purchase ledger is linked to the Financial Accounting Module via an interface allowing to configure the booking mechanism. Here too, invoices can be registered from external systems via an system internal import interface.

Unlike debtor invoices, creditor invoices are booked immediately in Financial Accounting and not through a transfer run.

Payments

Payments are amongst the most important «lifelines» of a company. Here too, CASYMIR offers a practical and comprehensive solution: the Payment Module.

Embedded in the Accounting environment, it can be used to process and control all payment transaction both in local and foreign currencies. Another advantage is its multi-client capability.

Integration

The Payment Module processes incoming and outgoing payments with the following components:

- Booking of bank documents, account statements or posting confirmations
- Processing of procedures linked to cash desks

Depending on the procedure, postings are done in the debtor, creditor or wage sub-ledgers or in the general ledger.

The individual payment procedures and postings are the following:

Bank payment

Bank payments are 'OI relevant'.

Payments can be assigned to any number of open items upon registration.

Cash payment

Cash payments are 'OI relevant'

After selection of the cash desk, payments can be assigned to any number of upon items upon registration.

Clearing and offsetting

Clearing and offsetting are 'OI relevant'

Customer and supplier invoices are offset against the corresponding credits.

Customer receivables can be offset against creditor liabilities without the two parties being identical. Posting is effective only if the balance is cleared.

OI orientation

'OI orientation' means that the search and control functions implemented in the module refer to open items. The search and control criteria are freely definable and can include:

- Invoice numbers or invoice date
- Order numbers or delivery notes
- Debtor and/or creditor numbers

- Partial payments with acceptance or refusal option
- Discount deductions (authorized or unauthorized)
- Payment distribution option
- Information on «old open items»

Electronic payments (DTA)

CASYMIR supports electronic payments / DTA (e.g. SEPA, ISO20022, Camt053, MT940 and others).

Automatic posting is made possible by importing electronic account statements and electronically transmitted bank data.

Bank database

Registers the master data of banks while allowing to specifically design principle banks, since they play a more important role.

The Payment Module will greatly reduce the amount of work and manual postings. It offers the user much convenience and can condensate or detail information on payments and open items. In operates over several sub-ledgers via interfaces to creditors, debtors, wage and the general ledger (Financial Accounting).

e-Banking

The e-Payment Module is a CASYMIR function with makes work much easier. The module supports a series of standards in the domain of electronic payments (BESR, VESR, SEPA, MT940, LSV, ISO 20022, CAMT053, …), enabling e.g. a largely automated posting of incoming and outgoing payments.

The e-Banking module also assures better information quality through timely automatic posting, which in turn leads to a more precise overfiew of the companies liquidity. This is a considerable competitive advantage.

The following describes the example of the MT940 standard, which can be used with electronically facilitate account statements. The more transactions are processed, the more work and time is saved. The CASYMIR MT930 module also serves as an interface for the more recent ISO data format CAMT053.

Procedure

The MT940 Module allows to read account statements electronically transmitted by banks. The information is transferred to the journal, whereby all incoming and outgoing payments are assigned to the corresponding business transaction according to definable rules and – if possible – posted automatically. Failed postings which could not be assigned automatically are recorded in a journal for checks and manual treatment by the responsible person.

Control

Transactions based on the module MT940 are controlled by:

- freely definable periods for the import of account statements
- coded set-up of business transactions for in- and outgoing payments
- freely definable processing of information from payment transactions

The coding of business transactions allows up to five rules such as how the relevant information should be extracted from a purpose of payment field and interpreted. These rules define the further procedure. They can be defined by the users themselves, which however requires some experience. A simulated posting run tests and evaluates the result by indicating which bookings have been concluded correctly and which need to be followed up manually. The postings to be reviewed can either be outputted as a list or processed directly.

Booking quality

The more clients respect the rules of MT940 for cashless payment transactions, the higher the success rate in automatic posting.

The MT940 module allows to produce payment slips or separate transaction forms along with the corresponding invoices. If they are used by the customers, the success rate is 97%, i.e. only three of one hundred incoming payments need to be processed manually.

Asset ledger

Asset Accounting is a module of the CASYMIR ERP solution. It supports the planning, control and reporting of assets.

Basic properties

The Asset Module has been developed as a standard software package and can be used in any sector. By principle, there are no restrictions on the number of assets, locations and asset groups managed. The module supports both scheduled and unscheduled depreciations. Separate depreciation schemes can be used in Financial and Operational Accounting. Unscheduled depreciations or appreciations can be applied at any time, and the depreciation plan can be freely defined.

Based on the master data, the depreciation and time values are calculated for all assets according to the depreciation schemes. Depreciation proposals can be created for any time period in advance, e.g. for

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budgeting purposes. This information on the current and future asset value help limit investment risks.

The depreciation amounts can be posted either yearly or for each accounting period.

Additional depreciation schemes and implementations of legislative amendments can be introduced without modifications to the program.

An asset may be capitalized according to expenses, effectuated payments or upon purchase.

Depreciation accounts can be specified either by asset group and location or by asset.

Depreciation types

The module supports the following depreciation types:

- linear depreciation
- declining-balance depreciation
- declining-balance depreciation with transition to linear
- sum-of-the-years-digit method of depreciation
- progressive depreciation
- sum-of-the-years-digit progressive depreciation
- flexible depreciation according to wearing of asset
- by fixed scheme (legal)
- immediate depreciation (low-value assets)
- imputed based on replacement value, interest rates based on residual value
- imputed based on replacement value, interest rates based on half of the initial cost

Depreciation models

Depreciation models are defined by depreciation types or combinations of different depreciation types.

Usually, different depreciation models are used on an asst. While Operation Accounting prefers linear depreciation based on the real period of use, Financial Accounting typically applies short depreciation periods and declining-balance depreciation types.

The depreciation models can be changed at any time, the complete reconstruction being assured. A modification of the depreciation model can occur automatically, e.g. if a switch from declining to linear depreciation is done as soon as a specified value is reached.

History

Any number of occurrences can be recorded related to a specific asset, e.g. maintenance, upgrades, partial divestiture or incidents of any kind.

Interfaces

Assets can be combined into locations or groups as required. For each of these combinations, yearly interfaces towards Operational and Financial Accounting are defined.

Operation Accounting allows to assign a cost centre and a cost place for each year. The interface towards Financial is set by an expense and a stock account for each group

Asset master

The asset master data give the following information:

- Asset identification number
- Designation
- Asset group
- Asset type
- Location / floor
- Supplier
- Acquisition date and value
- Capitalization date
- Memo value, reinstatement value, asset value, insurance value, rated value, liquidation value and replacement value
- The reference values for Financial and Operational Accounting are:
- Depreciation model Financial, Operational, Free 1, Free 2
- Posting procedure (yearly, periodically)
- Financial expense account, stock account
- Cost centre / cost place

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- Depreciation model Financial, Operational, Free 1, Free 2
- Posting procedure (yearly, periodically)
- Financial expense account, stock account
- Cost centre / cost place

Further depreciation models can be registered for trade, fiscal or consolidated balance sheets.

Procedures

The following procedures can be managed by the asset ledger module:

- Modify asset master
- History editing
- Posting of scheduled depreciations
- Depreciation / divestiture
- Appreciation / addition
- Sale / divestiture / partial divestiture
- Capitalization from expense
- Tracking of capitalization
- Editing of asset groups

- Modification of depreciation models
- Interface configuration

Evaluations

The most diverse evaluations are available:

- Evaluations as overview lists and graphical representation
- Calculation of depreciation and time values per year and period
- Extrapolations for following periods
- Calculation of residual values per record date and period
- Fixed asset development
- Inventory lists and stickers

Lists & evaluations

The Asset ledger module supports lists and evaluations for:

- Asset lists
- Asset master data sheet
- Depreciation tables
- Asset groups
- Depreciation models
- Assets analysis

Adaptation to individual needs is possible.

Budgeting

Budgets are the backbone of modern financial planning. CASYMIR therefore provides sophisticated budgeting possibilities in the modules Financial accounting, Operational accounting, Calculation, Sales budgeting and Purchase budgeting.

In Financial accounting

- Short- and medium-term inventory, cost and revenue planning
- Budgeting of inventory, costs, revenues per year or month (in order to consider seasonal fluctuations)
- Up to four additional budgets in order to keep a record of the quarterly situation with continuous budget updating
- Budgeting of profit and loss based on target/actual comparison

In Operational accounting

- Short- and medium-term inventory, cost and revenue planning
- Budgeting of inventory, costs, revenues per year or month (in order to consider seasonal fluctuations)
- Up to four additional budgets in order to keep a record of the quarterly situation with continuous budget updating

- Budgeting of profit and loss based on target/actual comparison

In Calculation

- Short and medium-term planning of orders in Calculation
- Budgeting of orders through preliminary calculation and post-calculation.
- Evaluation and comparison of target and actual data

Calculation

Embedded within the Business management compound, the module Calculation is a further controlling instrument complementing Operational accounting and enabling specific cost-benefit calculations. Due to its particular means of calculation (Differentiated cost-plus pricing), it is also suitable for calculating special productions and customized orders. The Calculation Module enables you to consider and evaluation the data and information collected by CASYMIR from the most diverse points of view.

The Calculation Module consists of the following parts:

- Preliminary calculation
- Post-calculation
- Collective calculation
- Inventory procedures

Calculation structure

The applied Differentiated cost-plus pricing system distinguishes between direct costs and overhead costs.

Direct costs

Direct costs can be assigned directly to an order or to a specific operating performance.

The corresponding data result directly from the order-based cost and revenue postings in Financial accounting.

Overhead costs are divided into:

- Material overhead costs
- Salary overhead costs
- Administration overhead costs
- Distribution overhead costs
- Development overhead costs
- Special overhead costs

These six overhad cost types are predefined, but their designation can be changed freely.

A separate surcharge rate can be defined for any of the six overhead cost types and each individual cost unit. Calculation of the surcharges is done upon inventory, which usually takes place over night, but can also be started manually.

Any number of calculation schemes can be freely defined. It is also possible to budget single orders.

Working and machine hours can be copied automatically from the Operating Data Collection (see module ODC) to the calculation.

Evaluations

Evaluations can take place over single or multiple periods, or over the complete term of an order.

- Evaluations of post-order calculations are implemented in a ZOOM concept, similarly to other parts of the system. The upper level shows summarized information that can be progressively broken down. This ZOOM effect is also available when printing the evaluations.
- Among others, the following list printouts are implemented:
- Total per line as detailed calculation
- Total per cost type / cost centre as detailed calculation
- Journal total as detailed calculation
- Annual balance per line as detailed calculation
- Annual balance per cost type / cost centre as detailed calculation
- Compressed – table as detailed calculation
- Compressed – ACTUAL as detailed calculation
- Compressed – TARGET as detailed calculation
- Total per line as collective calculation

Using reference order quantities (defined as a number of orders) allows to generate calculations for 'typical orders or manufacturing orders for specific products.

Sales budgeting

Based on the customer master data, sales budgeting serves medium-term sales planning. It monitors the progress of sales and turnover (amounts) and provides a basis for long-term production planning (quantities, scheduling).

Sales budgeting helps to observe evolutions and supports prognotics.

Up to two additional budgets in order to keep a record of the situation with continuos budget updating.

Three dimensions are available.

Dimension 1

Budgeting per customer (e.g. according to geographic criteria) and concentration e.g. on:

- Countries
- Continents
- Communities of states
- Economic spaces

Dimension 2

Budgeting in time

- yearly
- monthly in order to consider seasonal fluctuations

Dimension 3

Budgeting of products concentrating e.g. on:

- groups
- divisions
- classes
- categories

Budgeting in the given dimensions relates to sales volumes (in basic units or package) and turnover (in key currency). Budget amounts can be derived using existing price lists. Foreign currency amounts can be calculated based on a special prospective budget exchange rate.

The three dimensions can also be combined, thus allowing to focus on particular aspects of planning.

The ZOOM effect present in all CASYMIR modules allows focussing from rough planning down to single details.

Purchase budgeting

Medium-term procurement planning in order to optimise:

- order quantities
- delivery capability
- stock capacities, stock expenses
- contracts and framework agreements

The structure of Purchase budgeting is identical to that of Sales budgeting. It is based on the vendor master data. Purchase budgeting helps planning purchases and enables optimisation and control of e.g.:

- order quantities
- delivery capability
- stock capacities, stock expenses
- contracts and framework agreements

The observation and comparison dates are extremely flexible due to freely definable periods, which allows fast, short-term reactions to changements in the procurement environment.

Once the prospective sales amounts have been registered in the sales budget, the purchase budget can be calculated at the push of a button: A nested exploded calculation uses the material bills to breaks down the budgeted requirements into the material needed for production.

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Common elements

The budgeting tools mentioned above have the following common elements:

- Tabular and graphical analysis through freely definable lists
- Continuous adaptability in the budgeting process until entry deadline
- Budget controlling or blocking through the system's rights and period administration

Quotas

Supply quotas as known in the pharmaceutical industry can be deposited and evaluated through special entries in Sales budgeting. Article quotas are monitored through other CASYMIR modules (e.g. Sample dispatch).