

CAESAR ACCOUNTING SYSTEM

Accounting Transactions For The UAE System

General Rules concerning the Chart of Accounts:

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- All expenses done on project must have ledger beginning with "50"
 - All expenses done on Head Office will be divided to several part:
 - a) Head Office Expenses Ledger = "60000" Serial = 1 Cost Center: The Topic Expense (Phone Cards or bills, Medicine, Reception, etc...) Branch = 999
 - b) Camp Expenses Ledger = "62000" Serial = 1 Cost Center: The Topic Expense (Visa & Immigration, Leave, Phone Cards or bills, Medicine, Reception, etc...) Branch = 999
 - d) Property Control Unit Ledger = "62000" Serial = 1 Cost Center: The Topic Expense (Phone Cards or bills, Medicine, Reception, etc...) Branch = 999

All project expenses begin with ledger 50.....

Other Expenses 51500	}	Phone Cards
		Phone Bills
		Medicine
Cost Center		Rubbish Removal
		Reception
		Cleaning
		Municipality Fees

Visa and Immigration - if the employee is a labor use ledger 62000
Debit (camp expenses)
Cost Center = 454 (visa and immigration)

Purchase **Cost Center**

50400 – 1 Type of Purchases

→ **Head Office Expenses** – Branch = 999
Ledger - 60000

→ **Camp Expenses** - Branch = 999
Ledger - 62000

→ **Property Control Unit**
Ledger - 63000

How to write visa and immigration transaction:

In case the employee is a labor write the following transactions:

Branch	Ledger	Serial	Cost Center	Job Code
999	62000	1	454 (Visa & Immigration)	

In case the employee is engineer or admin and is assigned to the Head Office, write the following:

Branch	Ledger	Serial	Cost Center	Job Code
999	60000 (Head Office Expenses)	1	454 (Visa & Immigration)	

In case the employee is engineer or admin and is assigned to a project, write the following:

Branch	Ledger	Serial	Cost Center	Job Code
Project Code	Class 50000 (Project Expenses)	1	454 (Visa & Immigration)	

How to write fuel transaction:

All fuel expenses, will be recorded on one ledger (50 300 – 1 Transport) in case the fuel is used in projects expenses. We shall use the cost center for this expense 405 – Fuel.

Example:

In case fuel for Head Office

Branch	Ledger	Serial	Cost Center	Job Code
999	60000 (Head Office Expenses)	1	405 (Fuel)	The code of the vehicle

In case the fuel is used for camp

Branch	Ledger	Serial	Cost Center	Job Code
999	62000 (Camp Expenses)	1	405 (Fuel)	The code of the vehicle

In case the fuel is used on projects:

Branch	Ledger	Serial	Cost Center	Job Code
Project Code	50300 (Fuel)	1	405 (Fuel)	Code of the machine or vehicle

How to write the Fixed Assets Journal Vouchers:

In the fixed asset system, we have 3 main assets types: Standard Asset, Tools, and Mobilization

1. Asset: Debit

Branch	Ledger	Serial	Amount Purchase
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999	1111 (Asset Category Code)	1	Price of Asset
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Credit: Supplier Account

- This voucher will be recorded even if we purchase asset for projects.
- This type of assets will be depreciated, except for land

2. For assets marked as "Tools" (which are not depreciable), the Journal Voucher will be recorded as follows:

Debit

Branch	Ledger	Serial	Cost Center
Project Code where the Tools are assigned	50 500 (Tools)	1	422 (Tools Site Project)

Credit: Supplier Account or Cash Account

In case the tools are purchased for Head Office, the JV will be recorded as follows

Debit

Branch	Ledger	Serial	Cost Center	Job Code
999	60000 (Head Office Expenses)	1	422 (Tools)	

Credit: Supplier Account or Cash Account

In case the asset is marked as "Mobilization", the journal voucher will be recorded as follows:

Debit

Branch	Ledger	Serial	Cost Center	Job Code
Project Code	51 100 (Mobilization)	1	421	

Credit: Supplier Account or Cash Account

How to write salaries:

- In case the salaries should be written prior to be distributed to employees and labors:

End of Month Processing:

1. At the beginning of each month, Head of the Accounting will close the previous month in such way no user can add transactions to the system without the prior approval of the Head of Accounting Dept.
2. The End of Month Closing will generates the following transactions:
 - It will take the **Balance for the closing month of the ledger 62000** (Camp Expenses) and divide it by the **Balance of the ledger 50200** in all projects and the amount will be multiplied by each branch wages. The Formula will be:
[(Total Camp Cost)/(Labor Wages in all Projects)] * Project Wages
 - Then the system will generate a Journal Voucher according to this formula :
 - Debit Ledger 50300

- Credit Ledger 62000, because finally the balance of ledger 62000 will be balanced.
- The operation for this Journal is 96 (Closing Month)

The System of Purchasing New Assets is designed as follows

1. Each asset is assigned while purchasing it to a group (under the category, for example: category, vehicle groups, cars)

Each group has its own ledger and the system will then automatically create. The JV accordingly (see the section below)

Structure of the "Group" file in the Fixed Assets System:

ASSET LEDGER: ledger where the asset is booked.

- Case the Asset is **Depreciable**
Ledger begins with "111"
- Case asset is **Tools**
Ledger is "50500" Serial = 1
- Case asset is **Mobilization**
Ledger is "51100" Serial = 1

DEPRECIATION LEDGER: is the ledger of depreciation considered as expense:
It begins with "514" + Category Code

EXPENSE LEDGER: is the ledger of the Head Office expenses, it is equal to "60000", serial 1

Practical Job:

1. How to enter Opening Balance:

Launch **Accounting System** then click on Journals Menu then click on Journal Vouchers By Operation : Click **New** then enter 999 for branch and 4 for operation and 01/01/2008 (your current fiscal year) and JV Description ='Opening Balance as per 01/01/2008 then click OK (the blue button) and then enter your transactions

2. Enter your transactions starting by the Debit ones (1) then the credit ones (2)

3. How to enter Local Purchase Order:

Launch **Stock System** then click on LPO click on Local Purchase Order and process LPO.

4. When you receive Supplier Invoices, Launch **Accounting System** then click on **Task** then Receiving Invoices then Process the invoice.