

# NEWSLETTER

## SUMMARY

- The official update

PAGE 2 - 3

- Saving time with your expenses ?

PAGE 4

- How to know if my email account has been hacked?

PAGE 5

- **THE 50 IMPROVEMENTS** and **NEW FEATURES** of the official 2019 Spring update



## The official update of the WinEUR software Spring 2019 edition.

We are pleased to inform you of the new features and improvements included in the next **WinEUR 2019 Spring** update.

How do I get the update?

With the link to download the latest version of your WinEUR software, which will be sent to you by email at the latest two weeks after this newsletter.

If you do not receive the email with the link please contact our Helpdesk:

by phone at +41 22 309 39 77  
or by email [sav@git.ch](mailto:sav@git.ch)

The software update will enhance your applications with new features and improvements.

We strongly recommend you install the official update as soon as it is available and follow the installation instructions (access path).

# Saving time with your expenses?

WinEUR Expenses is the first WinEUR mobile application.

Functional and easy to use, this application is available on Android and IOS and allows you to record your professional expenses :

- meals,
- accommodation,
- supplies,
- transport,
- etc.

The module is multi-currency, multi-company and available in French and English.

## Highlights

- *Integration with WinEUR accounting.*
- *Paperless: receipts are photographed and stored temporarily by the mobile app on your smartphone.*
- *Automatic accounting assignment according to the type of payment.*
- *Generates a Payments files for reimbursement of expenses to employees*
- *Visibility of the document linked to expenses in WinEUR's General Accounting, AP/AR, Analytics etc. modules*



The screenshot shows the WinEUR mobile application interface. At the top, there is a blue status bar with the word 'COMPTABILISÉ' in a red box, and the time '16:10'. Below that is a green header with a menu icon, the text 'WinEUR Notes de frais', and a plus icon. The main content area is divided into sections: 'A envoyer' (To send) and 'Envoyés' (Sent). Under 'A envoyer', there is an entry for 'Repas' (Meal) dated '22 août 2017', with details 'Repas avec Dupond et Cie', 'Carte ou cash personnel', and an amount of '88.00 CHF'. A red question mark icon and the code 'NF002-0621' are also present. Under 'Envoyés', there are two entries: 'Hébergement' (Accommodation) dated '21 août 2017', with details 'Hôtel à Zürich', 'AMEX entreprise', and an amount of '155.00 CHF', marked with a green checkmark and code 'NF002-0591'; and 'Transport' dated '20 août 2017', with details 'Train Genève - Zürich', 'AMEX entreprise', and an amount of '80.00 CHF', also marked with a green checkmark and code 'NF002-0592'. The bottom of the screen shows the standard Android navigation bar.

A envoyer	
Repas	22 août 2017
Repas avec Dupond et Cie	
Carte ou cash personnel	88.00 CHF
🔴 NF002-0621	

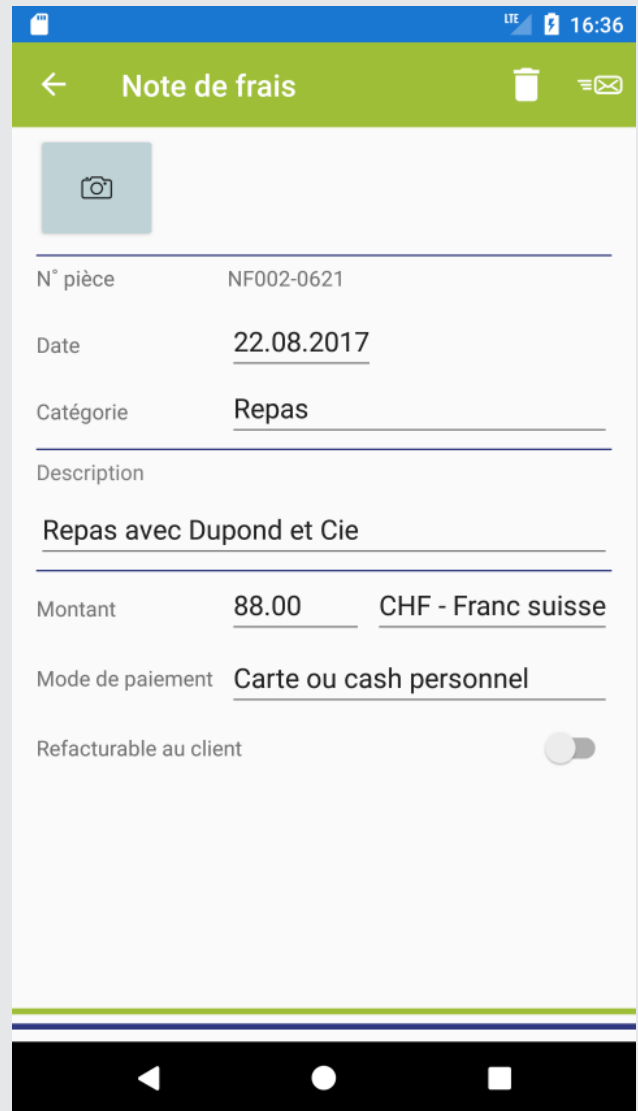
Envoyés	
Hébergement	21 août 2017
Hôtel à Zürich	
AMEX entreprise	155.00 CHF
🟢 NF002-0591	
Transport	20 août 2017
Train Genève - Zürich	
AMEX entreprise	80.00 CHF
🟢 NF002-0592	

## GENERAL

- Configure expenses by category
- Creating expense categories : unlimited
- Recovery of all amounts directly in the WinEUR IZI-CLIK module

## REIMBURSEMENT PROCESS

- The app is directly linked to WinEUR IZI-CLIK and transfers your approved expense to this module.
- The third-party who should be reimbursed and the expenses account are retrieved automatically from the expense.
- The VAT section of the expense is managed by the WinEUR user.
- After accounting with WinEUR IZI-CLIK, the third-party account to be refunded will have a credit balance.
- The WinEUR user creates a payment proposal with the third-party employees according to the expense reports recorded in the accounts.
- When creating the payment, the WinEUR user can send the detail by e-mail to third-party employees

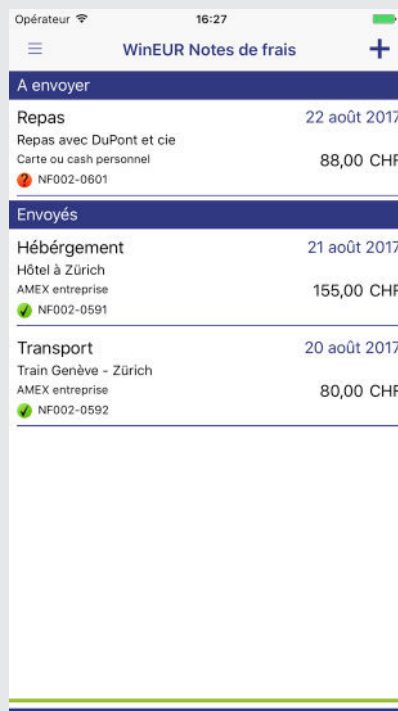


The screenshot shows the 'Note de frais' (Expense Note) form in a mobile application. The form includes the following fields and values:

- N° pièce**: NF002-0621
- Date**: 22.08.2017
- Catégorie**: Repas
- Description**: Repas avec Dupond et Cie
- Montant**: 88.00 CHF - Franc suisse
- Mode de paiement**: Carte ou cash personnel
- Refacturable au client**: (toggle switch is off)

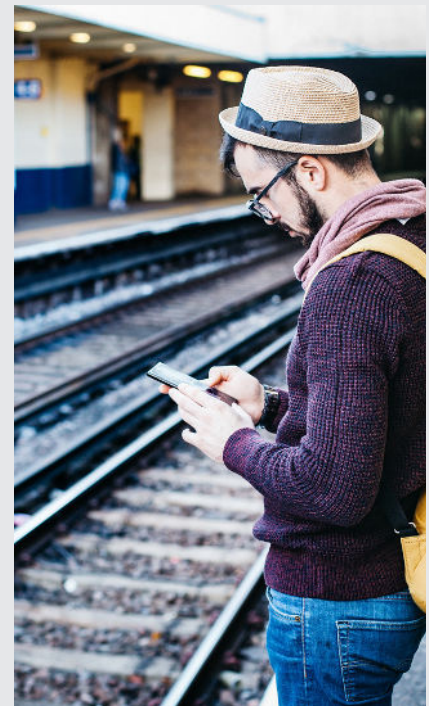


This screenshot shows the 'Ajouter une image' (Add image) section of the 'Note de frais' form. It includes a camera icon, a text input field, and three buttons: 'Caméra', 'Photothèque', and 'Annuler'.



The screenshot shows a list of expense reports under the heading 'WinEUR Notes de frais'. The list is divided into three sections: 'A envoyer', 'Envoyés', and 'Transport'.

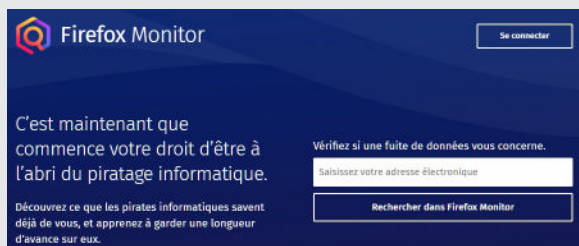
Section	Description	Date	Montant
A envoyer	Repas	22 août 2017	
	Repas avec DuPont et cie Carte ou cash personnel NF002-0601		88,00 CHF
Envoyés	Hébergement	21 août 2017	
	Hôtel à Zürich AMEX entreprise NF002-0591		155,00 CHF
Transport	Train Genève - Zürich	20 août 2017	
	AMEX entreprise NF002-0592		80,00 CHF



# How do I know if my email account has been hacked ?\*

Suspicious emails, security alerts ...  
In doubt? Your email account may have been hacked.

But how can you be sure?  
Good news: a tool developed by the search engine Firefox lets you check if your email account has been "hacked", for free. And it's easy as one, two, three. Just go to the Firefox Monitor website (<https://monitor.firefox.com/>),



enter your email address in the appropriate field and click on «check» to obtain a diagnosis of the security status of the account in question.

If the system deems it reliable, you will see the following message: «So far, so good».



Conversely, if a flaw is observed, you will be told that «your personal information

has been compromised in a data leak. «



What to do in this case?

First response, **change the password of that account and all other sites where you use this same password.**

Try to choose a different password for each account to limit the risks or better yet use a password manager

(e.g. Lastpass, LastPass is considered to be one of the best password managers on the market.) There is a free version. Its online portal is easy to use and its search tools are very effective. <https://www.lastpass.com/>



A few other password managers:

1password, Zoho vault and, mostly notably, Dashlane that has a Business version for enterprise accounts.

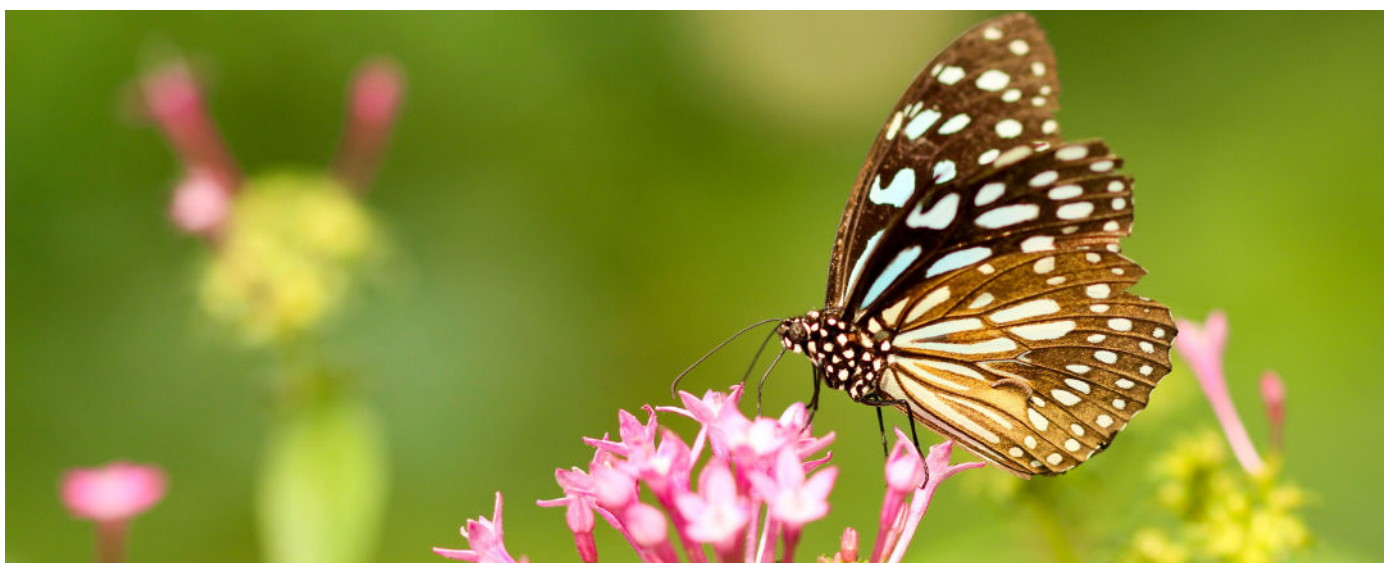
\* GIT claims no involvement in the process but is recommended by our technicians.

### GENERAL

- In the consolidation process, also take into account the analysis references of the ledger.
- CURL for transfer of PDF files to the cloud, the drop-down list now includes the name of the company and not just the company code to facilitate selection of the company.
- Import of exchange rates, now import of VAT rates (set the date for the rate of the day on the first day of the month following the average monthly rate of the file).
- CURL, new option to relocate the directory of the files to be transferred on the cloud.

### GENERAL LEDGER

- New possibility for automatic posting of debit and credit notices to set up accounting rules based on one or more keywords found in the text of the notice.
- Enter a log analysis reference in write input, if it does not exist, propose to create it.
- When setting writes to definitive, add the user as well as the date and time at which it is definitive for each write put in definitive. These two new fields are available in the column reports in the ledger.
- New possibility to launch the imports of writes with choice of columns in order lines.
- Security and chart of accounts, added sub-option to allow multi-exercise based on the current exercise.



- Matrix reports, new possibility for analysis on open invoices that will provide the GL distribution of open invoices by specifying a collective account.
- New type of ISO payment to create an intermediary bank that can be used to make an ISO 20022 payment through an intermediary bank.
- Processing of payment slips, new possibility to process grouped payment slips and isolated invoices at the same time.
- Reminders to debtors, new tab in the filter to select on the date of the invoice.
- New security feature at the non-administrator user level to disable access to third-party banking information.
- Reminders to debtors, new option on the filter so as not to include frozen third-parties.
- When printing third-party payment information, new filter on all ISO codes (931 to 938).
- New option to bulk-delete DTA payment references in AP/AR when the company has fully switched to ISO020022.
- Payment proposals, for a proposal containing only third-parties of the same original currency and that currency is different from the reference currency, display totals in the original currency.
- Posting of incoming payments, new ability to process two types of pay slips at the same time, one for grouped invoices and one for non-grouped invoices.
- Payment proposals, new possibility to select multiple Analytics accounts to filter the selection of invoices.
- Import third parties with choice of columns, new field for income statements account.
- New possibility to set a recurrent default at the third-party level to initialise each new invoice entry with this default value.
- Payment conditions update tool, new ability to manage payment conditions with multiple deadlines.
- Write input, outgoing/incoming payments screen, new total field in the balance column.

## INVOICING

- Assembly of composite items, added header fields specific to this type of transaction: Composite item code, Source stock, Destination stock, Original Qty, Qty Assembled.
- Added option to print scenarios by client/project for mass emailings.
- Ensure that recipients inscribed in the Email3 field are in copy of each email sent (Cc field instead of To field).
- New fields for the composing articles of a composite item in reports on items.

- Display invoices for reminders to third-parties, in the case of a single invoicing process linked to an accounting, new column to displaying the text of the first line of the invoice for reminder and new ability to view transactions using a context menu.
- New possibility to add missing services, configured with price by employee, in employee's file.
- New input of discounted items in periodic transactions.
- Six new generic fields in the item master file.
- Insert button now has an arrow to select the option « insert a predefinition of lines”.
- New search field in invoicing diagnostics.

## CRM

- In the mail merge and export option, added ability to export the title of address and descriptions of address and contact titles.
- New import function with choice of columns to be able to import contacts into the CRM.

## IZI-CLIK

- New feature to be able to re-upload an expense report.
- In invoice recognition, using a right mouse button on the current document, display of the template used for document recognition.

## CAPITAL

- Input of the starting balance of a collective fixed asset account, ability to enter the balance from the previous year if the previous year does not exist.
- Improved management of exercises over 12 months and unmasked exercises over a calendar year for depreciation calculations and other projections of capital.

## TITLES

- In linear reports, new possibility to break down collective accounts of third-parties or of securities by currencies.

## TIME-SHEETS

- Master files, staff, new list of cost per employee, service, currency, as well as the basic hourly rate of the employee.
- Newly added service of holiday hours taken back by the employer.
- New code of the person in charge of the first project of the customer in the report on the invoices.

## STOCK

- Display of items, newly added average stock price in the list of items by stock.
- Addition of the possibility to start entering a corrective transaction from the recognition of documents in accounting.







**IT Services**  
www.git-it.ch

GIT-IT, the IT services company will soon have its own newsletter.



# NEWS LETTER

IT management and maintenance are important on a daily basis. Do not worry about your IT, That is what GIT-IT is there for ! A question, an issue ? Call us ! Our technicians are available to help ! +41 22 566 42 00 info@git-it.ch

GIT S.A. thanks you for your trust.  
They look forward to catching up with you  
after the break.

**Got a question ? Need more information ?  
Contact our sales team !**

Vicente Gonzalez - Jean-Richard Sala

Tél. +41 22 309 39 88  
ventes@git.ch

Crédit photos : FOTOLIA