



- working effectively with exchange rate adjustments, both on an ongoing basis during the year and at the year-end balance sheet date
- possibility of automatic generation of exchange rate differences during the year and at the balance sheet date at the end of the year
- recording of payables and receivables in the balance sheet in CZK and foreign currency
- possibility of easy penny adjustment, including foreign currency adjustment

#### EFFECTIVE CONTROL OF FINANCES, PROCESSES, AND ACCOUNTING ENTRIES

Control of documents is an essential part of the work of the accounting department. Helios has different types of controls that allow to detect various errors and irregularities in the accounting

- entry of data for organisations, departments, orders, cost lines, employees and vehicles in the primary modules and their subsequent posting
- full evaluation of all agendas including monitoring and control of related data
- display of accounting entries from the primary document modules, including the possibility of full-fledged accounting adjustments
- view of accounting data from other modules, e.g. orders, reports
- easy evaluation of the efficiency and the dimensions used (order, department, employee, cost circuit, vehicle)
- accounting control mechanism during the work on the contract and especially at its conclusion
- effective control of accounting and posted data
- set control mechanisms for logical control of accounting entries, including the link to VAT records and the possibility of quick and easy corrections directly in the lines of the error report
- automatic preparation of checks and corrections directly from the inspection report
- recording of individual accounting cases according to their business and logical continuity regardless of the date of the case according to the Accounting Act
- closing of calendar periods e.g. month
- control of accounting journal documents and VAT from one place

#### EFFICIENT MANAGEMENT OF RECEIVABLES AND PAYABLES

Every business needs to manage its receivables and payables effectively. Helios offers various tools to keep track of overdue receivables and payables.

- tracking liabilities and debt recovery
- bulk issuing and dispatch of different levels of reminders
- issuance of penalty invoices including their posting
- generation of provisions (statutory and accounting) including accounting
- effective control of accounting and invoicing balances
- checking the accounting status of documents and payments directly in the invoicing
- view of invoices from the trading partners' codebook

#### DISTRIBUTION AND RE-BILLING OF OVERHEADS

The functionality allows you to distribute overhead at the report or report level, or distribute costs such as administrative overhead to specific production units (centers) or specific orders.

- distribution of costs attributable to administrative or production overhead to specific production units or orders
- setting of posting rules according to attributes that can be posted
- different methods of re-posting by performance or by fixed ratio
- multilevel distribution
- use of cost distribution directly on the statements

#### POSSIBILITY TO CREATE CUSTOM REPORTS AND STATEMENTS

Helios offers many options for working with data, whether by filtering, creating custom views, creating custom reports, or creating contingency tables and charts

- user-friendly creation of custom reports with the necessary columns, their layout, sorting of rows and with the possibility of filtering including grouping of rows
- support for creation of any contingency tables and graphs directly in the system
- creation of reports with the possibility of printing, including settings such as font size or page orientation
- exporting data to MS Office (Word, Excel, TXT, html) and sending documents by email or fax in the selected format
- use of other extension tools such as Reports, Financial Analysis,
- Cash flow management or Management Interface (linking Helios with Excel)
- assemblies can be treated with rights and preset as default for selected users or right-based roles

- multiple assemblies can be created and then simply switch between data views

#### WORK WITH ASSETS

The assets module can work on a number of types of assets, either depreciated or non-depreciated. You can then easily filter between different types of assets or create reports for specific locations

- recording of fixed assets, insignificant depreciable assets and operating records
- automated generation of accounting and tax movements
- automated generation of differential movements between inventory findings (changes in location, departments, employees)
- inventory with the use of barcodes
- displaying the status of assets as of any selected date
- setting limits for technical evaluation
- conducting third party movements according to the needs of foreign parent companies
- simple control of the assets module on the accounting
- all available dimensions can be entered on asset cards
- tracking assets by location (buildings, offices, floors)
- the card shows the history of location changes (location, centre, employee, etc.)
- presetting of depreciation groups for both equal
- and unequal accounting depreciation
- copying asset cards (you buy 15 chairs, enter one and then just specify that you want to make 14 copies)
- accounting of depreciation of one asset card to several centres according to the specified percentage

#### WORK WITH CASH REGISTER

The Cash Register module ensures accurate and clear records of cash and valuables. Documents can be created, printed, and posted in just a minute. The cash register works with Czech crowns and foreign currencies.

- recording of cash and valuables
- fast document entry process
- closures, accounting, and outputs
- user-defined texts of the most frequently occurring types of income and expenses, including the presetting of the accounting account and VAT rate, which then only need to be selected on the document and only the amount added
- various access rights can be set for each cash register

#### COMMUNICATION WITH THE BANK

The Bank module enables downloading and processing bank statements in most available formats. It exports domestic and foreign payment orders in a structure for electronic processing by Czech and foreign banks. The system will alert you if you are paying to unpublished supplier bank accounts. The Card Centre module handles the settlement of payments made via a payment terminal.

- electronic communication with banking institutions
- creation of payment orders, including combined payments
- (usually payment of more than one invoice to one supplier abroad in one amount)
- working with foreign currencies
- link to Accounting and invoicing
- card centre
- import of statements also from GoPay and PayU payment gateways
- support for factoring
- high variability of setting the way of matching statements to invoices
- tracking issued invoice also by order number (e.g. for e-shops)

#### REPAYMENT AND LEASING

The Leasing module provides lease registration by the lessee, generation of accruals with a link to accounting, registration of payment schedules, and automatic bulk invoicing based on recurring payments. The actual leased item records allow you to create a payment schedule with the ability to post individual payments to an accounting journal, create payment orders and track payments. The records are supported by the ability to link various documents (offers, contracts, payment schedules, etc.) and all activities to the leased item.

- leasing from the tenant's point of view
- Electronic communication with banking institutions
- accrual of expenses and income
- payment plans, installment sales, loans
- recurring payments – automatic invoicing