Introduction to PowerOffice

Oslo Students' Sports Club

Submission of expenses.

Expenses are sent to e-mail: 877252892@faktura.poweroffice.net

The expenses are marked as follows in the subject field of the e-mail:

Refunds are labelled: Expense - Refund

The invoice is labelled: Expense - Invoice

Judge's bills are labelled: Urgent: Expenses - Referee bill.

Only referee bills are given priority in the payment queue.

It is not possible to write other text in the e-mail beyond what is written in the subject field.

Refunds: The refund form is filled in as usual (see separate template) and all associated receipts must be included. The amount must also appear clearly on the receipt. If the expenditure is to be entered elsewhere than on account 4510: Paid to members, an allocation letter must be attached.

Invoice/referee bills: Invoice/referee bills are submitted together with the completed voucher.

Those with access to PowerOffice can submit their own refunds with the PowerOffice app.

Important: All forms/receipts/invoices sent must be sent in PDF format.

Registration of income.

Income is registered in the same way, by sending an email to: 877252892@faktura.poweroffice.net

The income is marked, for example:

Income - Bank transfer

Income - Support

In the e-mail, attach the voucher form and documentation for the income. It can be for example: receipt for transfer to the account or an allocation letter.

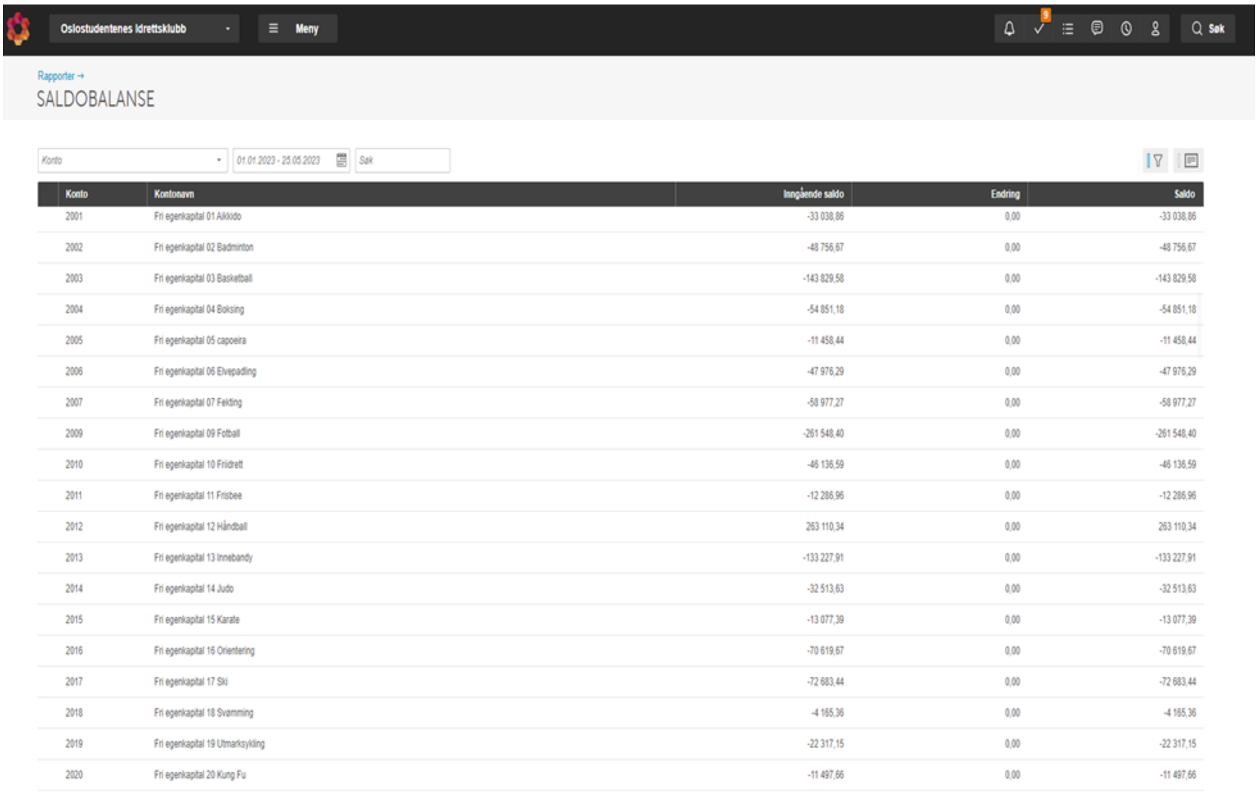
Reports.

Accounting reports will not be sent out as before. Instead, the new system means that all the subgroups can go in to see how the financial situation is all times.

The reports can be found under Menu – Company – Reports in PowerOffice.

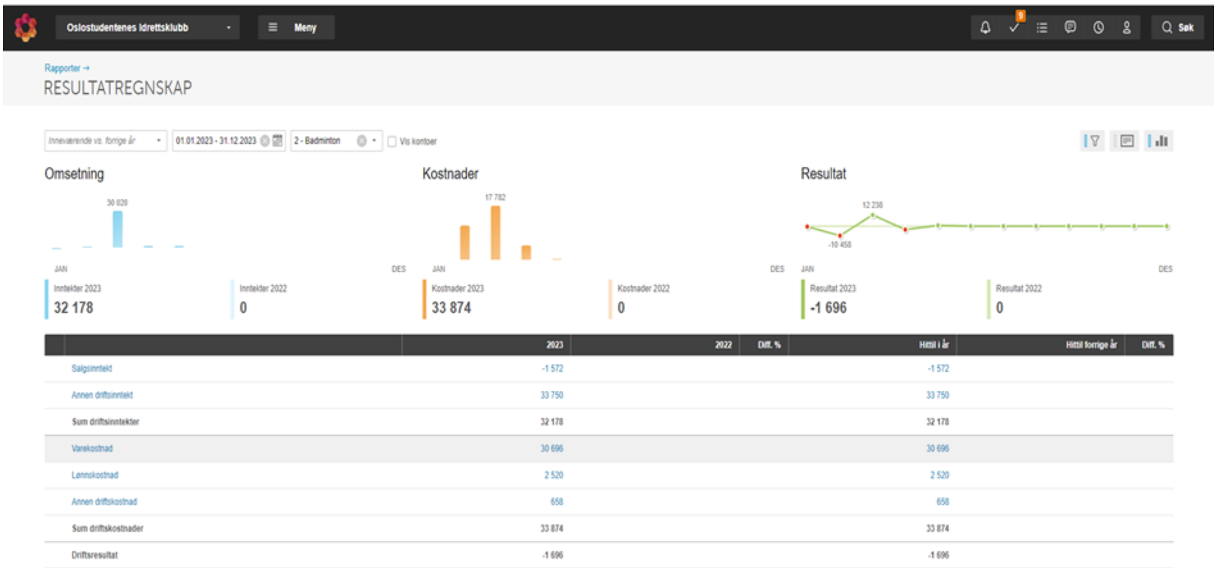
The central reports are:

Balance sheet: "Saldobalanse": It shows the equity each group entered the year with and shows the overview of depreciation on assets. It is important to remember that minus means plus and vice versa. So a minus in front of the figure for your group, means that it entered the year with a positive equity.



Konto	Kontonavn	Inngående saldo	Endring	Saldo
2001	Fri egenkapital 01 Aikido	-33 038,86	0,00	-33 038,86
2002	Fri egenkapital 02 Badminton	-48 756,67	0,00	-48 756,67
2003	Fri egenkapital 03 Basketball	-143 829,58	0,00	-143 829,58
2004	Fri egenkapital 04 Boksing	-54 851,18	0,00	-54 851,18
2005	Fri egenkapital 05 capoeira	-11 458,44	0,00	-11 458,44
2006	Fri egenkapital 06 Elvepadling	-47 976,29	0,00	-47 976,29
2007	Fri egenkapital 07 Fekting	-58 977,27	0,00	-58 977,27
2009	Fri egenkapital 09 Fotball	-261 548,40	0,00	-261 548,40
2010	Fri egenkapital 10 Friidrett	-46 136,59	0,00	-46 136,59
2011	Fri egenkapital 11 Frisbee	-12 286,96	0,00	-12 286,96
2012	Fri egenkapital 12 Håndball	263 110,34	0,00	263 110,34
2013	Fri egenkapital 13 Innebandy	-133 227,91	0,00	-133 227,91
2014	Fri egenkapital 14 Judo	-32 513,63	0,00	-32 513,63
2015	Fri egenkapital 15 Karate	-13 077,39	0,00	-13 077,39
2016	Fri egenkapital 16 Orientering	-70 619,67	0,00	-70 619,67
2017	Fri egenkapital 17 Ski	-72 683,44	0,00	-72 683,44
2018	Fri egenkapital 18 Svømming	-4 165,36	0,00	-4 165,36
2019	Fri egenkapital 19 Utmarksykling	-22 317,15	0,00	-22 317,15
2020	Fri egenkapital 20 Kung Fu	-11 497,66	0,00	-11 497,66

Income statement: "Resultatregnskap": This report shows the movement in the groups economy in the current year. You first get a general overview of income and expenses. Here you can click further on, for example, the cost of goods "varekostnad" and see how much and what has been entered in the various accounts. And from there again tap into the accounts to look at specific voucher forms.



	2023	2022	Diff. %	Hittil i år	Hittil forrige år	Diff. %
Salgsinntekt	-1 572			-1 572		
Annen driftsinntekt	33 750			33 750		
Sum driftsinntekter	32 178			32 178		
Varekostnad	30 696			30 696		
Lønnskostnad	2 520			2 520		
Annen driftskostnad	658			658		
Sum driftskostnader	33 874			33 874		
Driftsresultat	-1 696			-1 696		

How much money do we have available? To find out, take the sum that is in the balance sheet +/- the result so far in the current year from the income statement. For groups with assets that are depreciating, this must also be deducted. For example, the floorball field for floorball or the boat for rowing.