Oracle® Retail MICROS Retail-J
Cash Management
Release 13.0

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ORACLE®

Oracle® Retail MICROS Retail-J Store Cash Management 13.0

Contents

Note: The rebranding for the latest version of this documentation set is in development as part of post MICROS acquisition activities. References to former MICROS product names may exist throughout this existing documentation set.

1.0   Cash Management Introduction

In the diagram below, the arrows represent the main flows of tenders and the rectangles and silhouettes represent the entities involved with transactions.
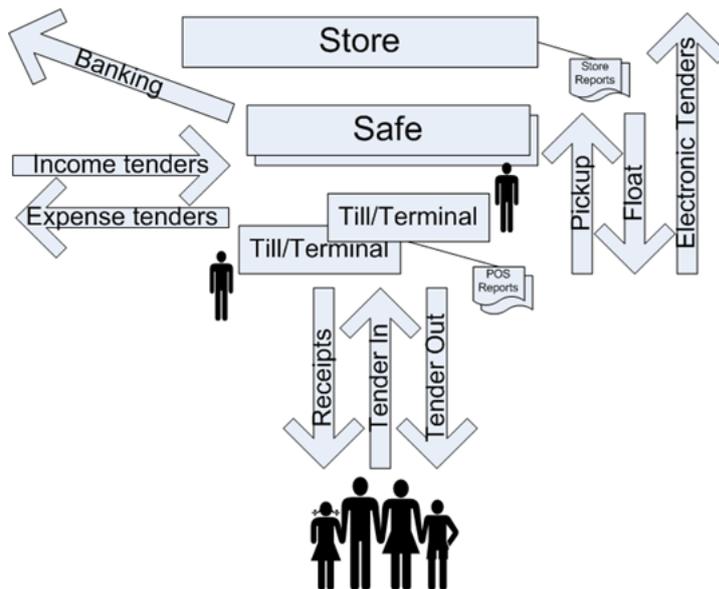
Cash flows into the till, from the till to the safe and from the safe to the bank. In the other direction, cash is taken from the safe and placed in the till. In addition, there are other tender types (for example cheques, cards, gift cards and vouchers) and various types of refund and adjustment.

The figures accumulated for the purposes of managing cash are divided into sessions. POS and Safe sessions are independent of day ends or other trading periods. When balancing a POS or Safe, it is the session figures that are being reconciled.

Sessions are created when the POS or Back Office attempts to make a cash management or sales transaction and there is no existing session open. Sessions can be closed to prevent any more transactions being carried out on them. In this case, any further transactions will cause a new session to be created.

A session which is marked as finalised is assumed to have been audited and may be submitted to a data warehouse.

A cash management session may last any amount of time; it is not a fixed period. Normally, it is likely to last a single day. Sessions are created manually or when the first transaction finds that there is no active session.

1.1   Cash Management Example

The following sequence of operations demonstrates cash management functionality and reporting.

Note: The configuration of your system will differ from the example system used here. The actions you can perform depend on the functions assigned to your role.

1.1.1 Example – Alpha Retail Inc.

Alpha Retail Inc. operates from one store. It has one safe and one till. There are 4 employees, each with an equivalent system role:

1. POS Operator

2. POS Supervisor

3. Store Manager

4. System Administrator

Alpha Retail Inc. operates the following cash managemental policies.

• No cash is left in cash drawers between trading sessions.

• Cash is picked up once there is more than £500 in the cash drawer.

• Cash is moved loose (that is, it is not bagged).

The series of operations below describes a simplified day's operation and reporting from a cash management perspective.

1.1.1.1 Set-up

To enact the Alpha Retail Inc. cash management policies, the System Administrator needs to configure the application.

Role	Operation
System Administrator	Logon to the application.
	Go to Data Maintenance > Tendering > Drawer Limits. Set the cash limit to £500.

Role	Operation
	Go to Data Maintenance > Tendering > Tenders > Cash. Set the Money Pickup Option to Loose Money Only.

1.1.1.2   Add Cash to the Safe

This exercise is starting from an empty safe. However, there are several currency orders that have been placed with the bank.

Cash has been collected and the Store Manager needs to notify the system that the currency has been added to the safe and is available to supply float to the tills.

Role	Operation
Store Manager	Logon to the Store Applications.
	Go to Operations > Cash Management > Safe Cash Management.

Role	Operation
	Select (currency purchase).
	Safe Cash Management Please select the currency purchase order to be received from the list below and click Next. Select Currency Purchase Order 0011
	The Safe Cash Management screen is displayed. **Safe Cash Management** Adjust the tender values for the operation by editing the values for each tender in the list. You are applying a **Currency Purchase** to **Safe 1** for the session that started on **17/11/09 11:37**. All tenders available for this operation are shown below. | Options	Tender	Total
---	---	---
	Cash	£1000.00
	US Dollars	$0.00
	Euro	€ 0.00
Notes			 Select a Currency Purchase Order The details of the Currency Order are displayed. **Safe Cash Management** Please select the currency purchase order to be received from the list below and click Next. Select Currency Purchase Order 0011
	Add the value of the currency purchase and save.
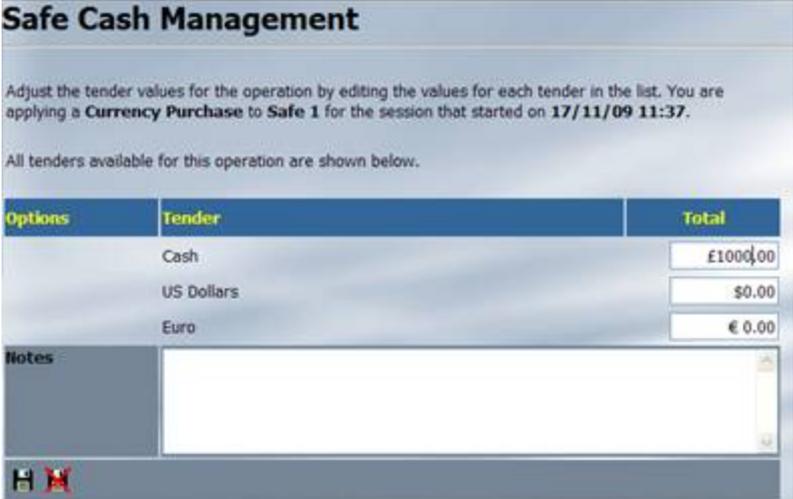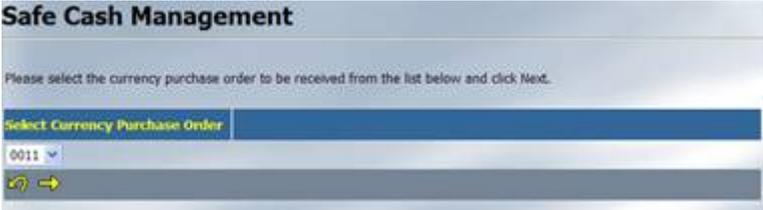
1.1.1.3   Floating the Till

To record that you have sufficient cash in the cash drawer to begin trading, you need to float the till.

This operation, either confirms a starting float or acknowledges receipt of cash to be used for the float.

Role	Operation
POS Supervisor or Store Manager	Sign on to the till.

Role	Operation
	Go to More > More > Admin > Cash Management > More> Opening Float

	Enter the cash value to float and press Complete.
	The receipt printer prints the float values report.
	
	``
	-- 	
	                Opening Float
	-- 	
	                  Terminal 1
	Cash £100.00
	-- 	
	   08/01/10 16:00 000001 0001 MANAGER
	-- 	
	``
	A screen showing the opening float value entered is shown.
	
	1. Press Complete
	2. Sign off from the till

1.1.1.4   Pickup Cash

This operation notifies the system that cash has been picked up from the cash drawer. A pickup may be initiated when the cash recorded as being in the cash drawer exceeds a preset limit.

Role	Operation
POS Operator	Sign on to the till.

Role	Operation
	Enter sales in cash in excess of the set pickup value. Let us say, that you made sales of £1,001.98. The pickup value was set at £500. A warning message is displayed. The drawer limit has been exceeded for the following tenders: Cash. Please perform a pickup.

	Go to More > Admin > Cash Management > Pickup and enter the value of the pickup.
	
	1. Press Complete
	2. Press OK
	The Pickup Count report is printed on the Receipt printer.
	<pre>-- 	
	                Pickup Count
	-- 	
	                 Terminal 1
	Cash £1001.98
	US Dollars $0.00
	Euro € 0.00
	Deposit Account AUTO
	Local Account AUTO
	Cheque £0.00
	Card AUTO
	Customer Account AUTO
	Credit Note £0.00
	Traveller's Cheque £0.00
	-- 	
	  08/01/10 16:08 000001 0001 OPERATOR
	--</pre> 	

1.1.1.5   Spot Check

A spot-check is used to verify the amount of money in the till. The operator notifies the amount of each tender and the Spot Check Count report advises of any discrepancy.

If the operator does not enter any amounts for the tenders listed, but selects Complete, the expected amount for each tender prints on the receipt report. This is helpful prior to cashing up the till.

Role	Operation
POS Operator	Go to More > Admin > Cash Management > Spot-Check The Spot-Check screen is displayed. To use the report to find out expected tender totals prior to cashing-up, press Complete. Press OK The Spot-check Count report is printed on the receipt printer.
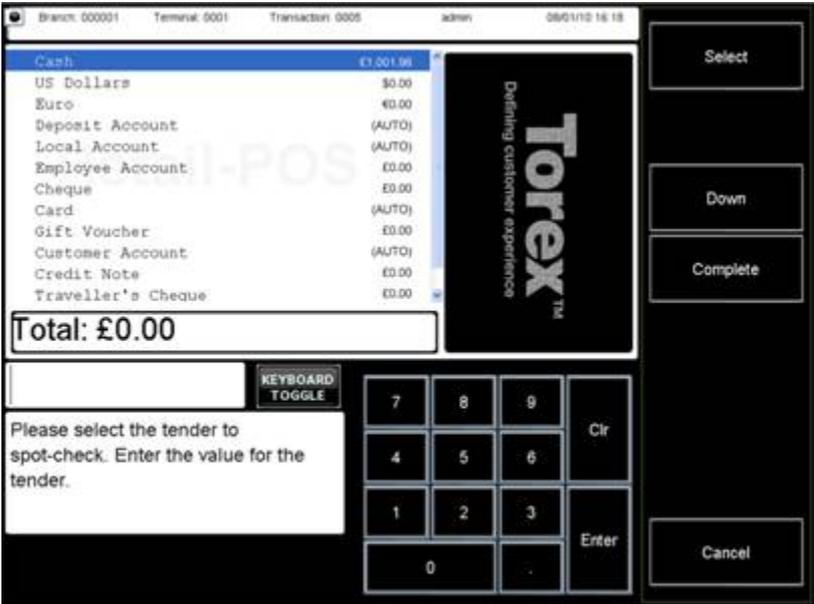
Role	Operation
	``` --- Spot-check Count --- Terminal 1 Cash £0.00 Expected £100.00 Discrepancy -£100.00 US Dollars $0.00 Expected $0.00 Discrepancy $0.00 Cheque £0.00 Expected £0.00 Discrepancy £0.00 Card AUTO Expected £0.00 Discrepancy £0.00 Credit Note £0.00 Expected £0.00 Discrepancy £0.00 --- 08/01/10 16:18 000001 0001 OPERATOR --- ``` Here we see the discrepancy is the value of the original float. Note: Some tenders have been omitted. Note: non-physical tenders were marked as auto-pickup in the Store Applications when the relevant tenders were created.

1.1.1.6   Cashup and Empty

At cashing up, all pickups and floats that have occurred during the session must already have been entered.

Role	Operation

POS Operator	Go to More > Admin > Cash Management > Cashup and Leave.
	The Cashup screen is displayed.
	Count and enter the total for each tender in the cash drawer.
	
	1. Press Complete.
	2. Press OK
	A Reconciliation Count (Empty Drawer) report is produced.
	
	``
	--- 	
	   Reconciliation Count (Empty Drawer)
	--- 	
	               Terminal 1
	Cash £100.00
	  Expected £100.00
	  Discrepancy £0.00
	US Dollars $0.00
	Cheque £0.00
	Card AUTO
	Gift Voucher £0.00
	Credit Note £0.00
	--- 	
	   08/01/10 16:23 000001 0001 OPERATOR
	--- 	
	``
	Note: Some tenders have been omitted.
	Note: There are no discrepancies in this instance.

1.2   Basic Cash Management Reporting

1.2.1   POS Terminal Totals Report

The function of this report is to provide running totals for the present trading session.

Role	Operation

Store Manager	Go to More > More> Admin > Manager Functions > Terminal Totals Report. The report is printed on the receipt printer.
	
	`----------------------------------------`
	`          Terminal Totals Report`
	`----------------------------------------`
	`Terminal 1`
	`Gross Positive                £1,001.98`
	`Gross Negative                    £0.00`
	`Last Sale                      17/11/09`
	`Next Transaction Number               4`
	`Number of Sales                       3`
	`Training Mode Transactio              0`
	`Training Mode Gross Posi          £0.00`
	`Training Mode Gross Nega          £0.00`
	`----------------------------------------`
	`   08/01/10 19:23 000001 0001  MANAGER`
	`----------------------------------------`

The fields included are explained below:

Field	Description
Terminal	The terminal identifier of the terminal for which the report is produced.
Gross Positive	The running total of all positive transactions in this trading session. This includes sales and other positive values, such as discounts on returns
Gross Negative	The running total of all negative transactions in this trading session. The total includes returns and other negative values such as discounts and allowances.
Last Sale	The date of the last sale transactions in this trading session
Next Transaction Number	The number that will be applied to the next transaction of any type in this trading session.
Number of Sales	The total number of sales transactions undertaken in this trading session.
Training Mode Transactions	Number of transaction with training mode set.
Training Mode Gross Positive	The running total of all positive transactions in this trading session while training mode was set.
Training Mode Gross Negative	The running total of all negative transactions in this trading session while training mode was set.
Date and Time	The date and time that this report was produced.
Store ID	Store identifier
Terminal ID	Terminal identifier
Operator	Terminal user identifier

1.2.2 POS Trading Reports

The following Trading Reports are available at the POS.

• Terminal Trading Summary

- Terminal Tender Totals

- Terminal Hourly Sales

- Terminal Void Exceptions

- Terminal Return Exceptions

The following explanations are each divided into three sections:

- Terms and Definitions

- Role and Operation

- Report Field and Description

1.2.2.1 Terminal Trading Summary Report

Term	Definition
Trading Session	Terminal sales are divided into balanced sessions. Sessions can be: 1. Open (Can accept sales) 2. Closed (Ready for cashing up – sales will go into the following session) 3. Cashed Up (Drawer content has been counted) 4. Finalised (Values have been accepted). Corrections may be performed for sessions that have not been finalised.
Operator Sessions	Operator sessions are bounded by the POS operations of signing on and signing off.

Role	Operation

Store Manager	1. Go to More > More> Admin > Manager Functions > Terminal Summary. The report is printed on the receipt printer.
	
	``
	--------------------------------------- 	
	     Terminal Trading Summary Report
	--------------------------------------- 	
	Terminal 1
	Trading from 07/01/10 22:00
	Sales £1.98
	Returns £0.00
	Net Sales £1.98
	Deposits £0.00
	Temporary Credit £0.00
	Net Merchandise £1.98
	Allowances £0.00
	Price Overrides £0.00
	Tax Modifier £0.00
	Discounts £0.00
	Promotions £0.00
	Transaction Discounts £0.00
	Total Merchandise £1.98
	Non-merchandise £1,000.00
	Account Payments £0.00
	Change In £0.00
	Change Out -£0.02
	Floats £0.00
	Pickups £1,101.98
	Income £0.00
	Expense £0.00
	Tax £0.00
	--------------------------------------- 	
	   08/01/10 19:26 000001 0001 MANAGER
	--------------------------------------- 	
	``

Field	Description
Terminal	Terminal identifier
Trading from	The date and time of the start of the current trading session.
Sales	The total value of all sales made in the current trading session.
Returns	The total value of all returns made in the current trading session.
Net Sales	The total value of all net sales made in the current trading session.
Deposits	The total value of all deposits made in the current trading session.
Temporary Credit	Used where the customer pre-orders an item and pays a deposit. The difference between the deposit and the price of the item is temporary credit.
Net Merchandise	The total value of all net merchandise product sales made in the current session.
Allowances	The total value of all allowances made in the current trading session.
Price Overrides	The total value of all price overrides made in the current trading session.
Tax Modifier	The running total of tax modifications applied to transactions.

Field	Description
Discounts	The total value of all discounts applied in the current trading session.
Promotions	The total value of all promotions applied in the current session.
Transaction Discounts	The total value of all transaction discounts applied in the current session.
Total Merchandise	The total value of all transactions affecting stock made in the current session. Products are defined as being merchandise or non-merchandise at the product group level.
Non-merchandise	The total value of all transactions not affecting stock made in the current session. Products are defined as being merchandise or non-merchandise at the product group level.
Account Payments	The total value of all account payments transactions made in the current session.
Change In	The total value of all change received in the current session. This occurs if the customer has to give change to you for some reason.
Change Out	The total value of all change paid out in the current session.
Floats	The total value of all float brought to the cash drawer in the current session.
Pickups	The total value of all pickups from the cash drawer in the current session.
Income	The total value of all income tenders made in the current session.
Expense	The total value of all expense tenders in the current session.
Tax	The total value of all tax collected in the current session.
Date and Time	The date and time that this report was produced.
Terminal ID	Terminal identifier
Operator	Terminal user identifier

1.2.2.2 Terminal Tender Totals Report

Role	Operation
Store Manager	Go to More > More> Admin > Manager Functions > Tender Totals. The report is printed on the receipt printer.

```
----------------------------------------
       Terminal Tender Totals Report
----------------------------------------
Terminal 1
Trading from 07/01/10 22:00
Cash                    3     £1,001.98
Total                         £1,001.98
----------------------------------------
   08/01/10 19:26 000001 0001  MANAGER
----------------------------------------
```

Field	Description
Terminal	Terminal identifier
Trading from	The date and time of the start of the trading session.

Field	Description
Tender (one line per tender)	For each tender type in this trading session: the type of tender; the number of transactions involving this type of tender and the total value of transactions in this tender.
Date and Time	The date and time that this report was produced.
Terminal ID	Terminal identifier
Operator	Terminal user identifier

1.2.2.3 Terminal Hourly Sales

Role	Operation
Store Manager	Go to More > More> Admin > Manager Functions >Hourly Sales. The report is printed on the receipt printer. <pre>--
Terminal Hourly Sales Report

Terminal 1
Trading from 07/01/10 22:00
Start of day 08/01/10
08:00-08:59   0   £0.00
09:00-09:59   0   £0.00
10:00-10:59   0   £0.00
11:00-11:59   0   £0.00
12:00-12:59   0   £0.00
13:00-13:59   0   £0.00
14:00-14:59   0   £0.00
15:00-15:59   0   £0.00
16:00-16:59   0   £0.00
17:00-17:59   0   £0.00
18:00-18:59   0   £0.00
19:00-19:59   2   £1,001.98
20:00-20:59   0   £0.00
Total   2   £1,001.98
End of day 08/01/10

08/01/10 19:26 000001 0001 MANAGER
--</pre>
Field	Description
Terminal	Terminal identifier
Trading from	The date and time of the start of the trading session.
Start of day	The start of the trading day defined for that location
Trading hour (one line per hour)	The number and net value of sales transactions undertaken during each hour of the trading day.
End of day	The end of the trading day defined for that location.
Date and Time	The date and time that this report was produced.
Terminal ID	Terminal identifier

Role	Operation
Operator	Terminal user identifier

1.2.2.4   Terminal Void Exceptions Report

Term	Definition
Voids	Voiding a transaction is associated with selecting a reason and obtaining authority to complete the void operation. In cash management terms, returns are shown as a negative cost (that is a refund).
Void Previous Item	This POS operation enables you to void the last item sold.
Void Item	This POS operation enables you to void a particular item already entered into the selling process. You have to identify the product required by entering the product number.
Interactive Void	This POS operation enables you to select the item to be voided on the screen.
Void Transaction	This POS operation enables you to void a transaction, before the transaction is completed.
Post Void	This POS operation reverses the effect of an earlier transaction. This can only be performed after a transaction has been completed.
Void Promotion	This POS operation can only be performed on the transaction containing the promotion, before the transaction is completed.
Role	Operation

Store Manager	Go to More > More> Admin > Manager Functions >Void Exceptions.
	The report is printed on the receipt printer.
	<pre>-- 	
	     Terminal Void Exceptions Report
	-- 	
	Terminal 1
	Trading from 07/01/10 22:00
	-- 	
	Void Transaction
	User ID Bill01
	Transaction Number 237
	Date/Time 07/01/10 22:00
	Auth User ID Admin
	Item Code
	Amount -£29.99
	-- 	
	   08/01/10 17:42 000001 0001 MANAGER
	--</pre>Note: This report was taken from a different trading session than the previous reports.

Field	Description
Type of Void	The type of void transaction.
User ID	The ID of the operator performing the void.
Transaction Number	The transaction number which contained the void.

Field	Description
Date/Time	The date and time of the void exception.
Authorising User ID	The authorising manager's ID.
Item Code	The item code where applicable.
Amount	The value of the void transaction.
Date and Time	The date and time that this report was produced.
Terminal ID	Terminal identifier
Operator	Terminal user identifier

1.2.2.5 Terminal Return Exceptions Report

Term	Definition
Return	Returns are used when a customer makes a return for a refund or exchange for product or credit note. Returns can be made with a receipt or without a receipt and must be made by an authorised user. In cash management terms, returns are shown as a negative cost (that is a refund). The criteria for returns, that is, whether authorisation or reasons are required, are configured in the Store Applications.
Role	Operation

Store Manager	Go to More > More> Admin > Manager Functions >More > Multiple Reports.
	The report is printed on the receipt printer as the last in the series of trading reports shown previously.
	
	`-----------------------------------------`
	`    Terminal Return Exceptions Report`
	`-----------------------------------------`
	`Terminal 1`
	`Trading from 07/01/10 22:00`
	`-----------------------------------------`
	`  User ID                        ADMIN`
	`  Transaction Number                 4`
	`  Date/Time            08/01/10 15:02`
	`  Auth User ID`
	`  Item Code`
	`  Amount                       -£2.00`
	`-----------------------------------------`
	`  User ID                        ADMIN`
	`  Transaction Number                 6`
	`  Date/Time            08/01/10 15:03`
	`  Auth User ID`
	`  Item Code`
	`  Amount                      -£23.77`
	`-----------------------------------------`
	`   08/01/10 16:30 000001 0001  MANAGER`
	`-----------------------------------------`
	Note: This report was taken from a different trading session than the previous reports.

Field	Description
User ID	The ID of the operator performing the void.
Transaction Number	The transaction number which contained the void.
Date/Time	The date and time of the return exception.
Authorising User ID	The authorising manager's ID.
Item Code	The item code where applicable.
Amount	The value of the return transaction.
Date and Time	The date and time that this report was produced.
Terminal ID	Terminal identifier
Operator	Terminal user identifier

2.0   Cash Management Back Office Operations

This section deals in detail with the various type of cash and safe management operations carried out from the back office.

2.1   Terminal Cash Management

Terminal sales and cash management operations are divided into sessions which are balanced. Sessions can be: Open (Can accept sales), Closed (Ready for cashing up - Sales will go into the following session), Cashed Up (Drawer content has been counted) and Finalised (Values have been accepted). Corrections may be done on operations for all sessions that have not been finalised.

This screen enables you to select a store and terminal. You can then select from several options, depending on what is required namely floats, pickups, spot checks, cashing up and finalisation.

Against each session there will be the various operations possible as well as the current status. The sessions will be listed in chronological order with the latest first. If a session is marked as finalised then it will not appear in the list. If there are no current sessions then 'No current session' will appear and you will have the option of creating a new session to operate on.

Most operations within this section rely on entering data against a list of denominations for each tender.

Terminal sessions can be:

- Open

  This means that the session is active and sales can be accepted.

- Closed

  This means the session will not be used for further transactions. The terminal is ready for cashing up. Any new sales will go into a following session.

- Cashed Up

  This means that the contents of the drawer have been counted.

- Finalised

  This means that the values have been accepted and no corrections can be made to the session.

Corrections may be performed on operations for all sessions that have not been finalised.

All terminals for the selected store are shown in a table with the following headings:

- Options

  The actions you can perform on a particular terminal, in this example the next icon enables you to select the particular terminal required.

- Store ID

  The identification number of the store selected.

- Store Name

  The name of the store selected.

- Terminal Number

  The reference number of each terminal in the store selected.

- Last Session Closed

  The date and time at which the last session was closed.

- All Sessions Finalised

  When this check box is selected all sessions have been finalised.

  A cross indicates that not all sessions have been finalised.

- All Sessions Cashed Up

  When this check box is selected all sessions have been cashed up.

  A cross indicates that not all sessions have been cashed up.

- Next Session Floated

  When this check box is selected all sessions have been floated.

  A cross indicates that not all sessions have been floated.

- Close All Sessions

  The next icon will close all currently open sessions and open a new one, following confirmation from you.

The next icon will take you to the Terminal Cash Management Sessions screen.

2.1.1 Scanning of Bag Numbers for Uncounted Pickups

You can search for an uncounted pickup by entering/scanning a bag number.

This function is controlled by the Cash Management role "Allow Search Uncounted Pickups" and is only available when there are uncounted pickups for the selected store.

On completion of an uncounted pickup, you are returned either to the list of uncounted pickups (if there are further uncounted pickups for the relevant Cash Management session and they do not have the Cash Management role "Return to Select Terminal after Uncounted Pickup Search") or the terminal selection screen.

The POS Uncounted Pickup command allows you to scan a bag number.

2.1.2 Terminal Cash Management Sessions

This screen details all the sessions that have not yet been finalised for the terminal specified.

The headings are:

- Options

    The view history icon will take you to the View History (TCM) screen.

    The opening float icon will take you to the Opening Float screen.

    The pickup icon will take you to the Pickup screen.

    The float icon will take you to the Float screen.

    The income icon will take you to the Income screen.

    The expense icon will take you to the Expense screen.

    The cash up and leave icon will take you to the Cash Up and Leave screen.

    The cash up and empty icon will take you to the Cash Up and Empty screen.

    The cash up and closing float icon will take you to the Cash Up and Closing Float screen.

    The spot check icon will take you to the Spot Check screen.

    The view discrepancies icon will take you to the Spot Check screen.

    The finalisation icon will take you to the Finalisation screen.

    The close icon closes the currently open session and automatically opens a new one.

- Status

    The status of the session on the terminal, that is open or closed.

- Start Date

    The date and time that the session was started.

- End Date

    The date and time that the session was ended, if applicable.

The back icon returns you to the Terminal Cash Management screen.

2.1.3 View History (TCM)

This option gives details of all the previous operations performed for the selected session on the selected terminal.

- Options

    The options available to you for a particular operation on the selected terminal, e.g. view, edit.

- Operation Type

The type of operation that was performed, for example float or spot check.

- Date Performed

  The date and time the operation was performed.

- User

  This indicates which user performed the operation.

All previous operations for the session are displayed in a table with the following headings:

The view icon takes you to the relevant screen associated with the operation type. This is just for information only and you cannot make any changes.

The edit icon enables you to enter details for the option selected.

The back icon returns you to the Terminal Cash Management Sessions screen.

2.1.4 Opening Float

This option is used when an opening float is being performed. The opening float function just confirms that what was left in the till the previous night is this morning's float. It can be overridden if required though.

The Opening Float screen is very similar to the Pickup screen. The safe is chosen from a pop-up menu, which is maintained via Locations. You can then enter details of the float, which is being applied to the particular terminal.

The save icon saves the currently displayed data and returns you to the Terminal Cash Management Sessions screen.

The cancel icon returns you to the Terminal Cash Management Sessions screen without saving.

2.1.5 Pickup

This option is used when a pickup is being performed. During a normal day pickups are taken from the terminals at any point. A pickup means that some or all of the contents of the terminal are removed and counted during an active session. This section enables you to identify exactly what has been removed from the terminal.

The following information is shown:

- Select a safe

  The safe into which the money picked up will be stored. It is chosen from a pop-up menu, which is maintained via Locations.

When the safe has been selected, a table appears below containing three headings:

- Options

  The action (s) can be performed on a particular tender, e.g. edit. It also indicates if the tender is picked up automatically by Retail-J, e.g. cards and customer accounts.

- Tender

  The various types of tender, which the terminal may contain.

- Total

The total for each type of tender. The tender values for the operation can be adjusted by clicking on the edit icon next to the tender totals in the list.

- Notes

  This enables you to enter, in free format text to a maximum of 100 alphanumeric characters, any relevant notes to be associated with the operation.

The edit icon, next to the cheque and credit note tenders, will take you to the List Tenders screen.

The save icon saves the currently displayed data and you are returned to the Terminal Cash Management Sessions screen.

The cancel icon returns you to the Terminal Cash Management Sessions screen without saving.

Depending on the configuration set against the tenders, the values will be prompted for in one of the following ways:

- Single amount

- By individual denomination

- By individual reference number/individual tender

2.1.5.1 List Tenders

This option enables you to either Select All or deselect All by using the next icon following the required option.

The total value for the tender is displayed in a table with the following headings:

- Options

  The actions you can perform on the selected list tender, e.g. add.

- Reference Information

  The reference information for the selected tender.

- Transaction ID

  The ID number of the transaction of the selected tender.

- Date

  The date associate with the list tender. The required format is shown below the field, that is dd/mm/yy.

- Total

  The total of the selected tender. The required format is shown below the field.

- Selected

  You can select this check box. This means that the particular tender has been selected.

The add icon enables you to enter further information into the table, that is Reference Information, Total and whether it is selected or not.

The following options are also available:

- Enter Count

  You can enter a count of items expected. If the count matches, the items are automatically selected.

- Select All

  This option enables you to ensure that every list tender in the displayed list is selected, that is every check box is selected automatically.

- deselect All

  This option enables you to ensure that every list tender in the displayed list is deselected, that is every check box is deselected automatically.

The save icon saves all the currently displayed screen data. You are returned to the Pickup screen.

The cancel icon returns you to the Pickup screen, without saving.

2.1.6 Float

This option is used when a User wants to put a new float into the terminal. This can be done at any time of the active session.

The Float screen is very similar to the Pickup screen). The safe is chosen from a pop-up menu, which is maintained via Locations. You can then enter details of the float, which is being applied to the particular terminal.

The save icon saves the currently displayed data and returns you to the Terminal Cash Management Sessions screen.

The cancel icon returns you to the Terminal Cash Management Sessions screen without saving.

2.1.7 Cash Up and Leave

This option is used when a User totals up the entire contents of the terminal, but does not remove it. The counted values then form the opening values for the next session.

At cashing up, all pickups and floats that have occurred during the session must be entered. The session is marked as closed and no further transaction, whether sales or cash management, can continue on that session.

The Cash Up and Leave screen is very similar to the Pickup screen. The safe is chosen from a pop-up menu, which is maintained via Locations. You can then enter details of the contents of the terminal.

The save icon saves the currently displayed data and returns you to the Terminal Cash Management Sessions screen.

The cancel icon returns you to the Terminal Cash Management Sessions screen without saving.

2.1.8 Cash Up and Empty

This option is used when a User totals up the entire contents of the terminal, and empties it. The opening values for the next session are then zero.

At cashing up, all pickups and floats that have occurred during the session must be entered. The session is marked as closed and no further transaction, whether sales or cash management, can continue on that session.

The Cash Up and Empty screen is very similar to the Pickup screen. The safe is chosen from a pop-up menu, which is maintained via Locations. You can then enter details of the contents of the terminal.

The save icon saves the currently displayed data and returns you to the Terminal Cash Management Sessions screen.

The cancel icon returns you to the Terminal Cash Management Sessions screen (see <Undefined Cross-Reference>) without saving.

2.1.9 Cash Up and Closing Float

This option enables you to record a closing float and cash up and empty the terminal. It is a combined command consisting of a cash up and empty followed by a float operation in preparation for the next days trading.

The screens displayed are very similar to the Pickup screen and the Cash Up and Empty screen.

The save icon saves the currently displayed data and returns you to the Terminal Cash Management Sessions screen.

The cancel icon returns you to the Terminal Cash Management Sessions screen without saving.

2.1.10 Spot Check

This option is used when you needs to check the contents of a particular terminal at any time of the session. The tender values are counted and any current discrepancy displayed and recorded.

The Spot Check screen is similar in format to the Pickup screen.

The next icon will take you to the Process Spot Check screen.

The back icon returns you to the Terminal Cash Management Sessions screen.

2.1.10.1 Process Spot Check

This screen details any discrepancies which have been identified for the specified session on the selected terminal. A positive value means that there was more money in the terminal than expected and a negative value means that there was less than expected.

This report is used to show discrepancies for the spot check operation and all reconciliation operations. The counted values are compared with the expected from tenders taken at the terminal and shown in a report. The report will show the expected, counted and discrepancy values for each tender.

This screen is for information only and you cannot make any changes at this point.

The headings are:

- Tender

  The type of tender.

- Opening

  The amount of the tender when the terminal session was opened.

- Opening Adjustment

  The adjustment amount of the tender when the terminal session was opened, that is the tender value minus the opening value.

- Pickup

  The amount of the tender when a pickup was performed.

*   Float

    The amount of the tender when a float was added.

*   Income

    The amount of the tender when an income operation was performed.

*   Expense

    The amount of the tender when an expense operation we performed.

*   Sales

    The amount of the tender according to the sales.

*   Expected

    The expected amount of the tender.

*   Counted

    The actual amount of the tender counted.

*   Discrepancy

    This indicates any discrepancy between the expected and counted values of the tender. A positive amount indicates that there was more money than expected. A negative amount indicates that there was less money than expected.

The back icon returns you to the Terminal Cash Management Sessions screen.

2.1.11   Finalisation

This screen enables you to attempt to finalise the terminal cash management session.

The screen details the discrepancies, which were found for the specified session. A positive value in the discrepancy column means that you counted more money in the terminal than was expected. The screen displayed is similar to the Spot Check screen.

You can choose a reason code for the finalisation from a pop-up menu. The list is maintained via Reason Maintenance. The reason code is normally selected in order to describe or authorise any discrepancies.

The headings are:

*   Tender

    The different types of tender which can be found in the terminal.

*   Opening

    The opening balance of each tender.

*   Opening Adjustment

    The adjustment amount of the tender when the terminal session was finalised, that is the tender value minus the opening value.

*   Pickup

The total amount of each tender removed during a pickup.

- Float

  The total amount of each tender added during a float.

- Income

  The total amount of each tender added during an income operation.

- Expense

  The total amount of each tender removed during an expense operation.

- Sales

  The total amount of sales for each tender.

- Expected

  The total expected amount of each tender.

- Counted

  The total actual counted amount of each tender.

- Discrepancy

  This indicates any discrepancy between the expected and counted values for each tender. A positive amount indicates that there was more money than expected. A negative amount indicates that there was less money than expected.

The accept icon will change the status of the session to finalised. You are returned to the Terminal Cash Management Sessions screen. The finalised session will no longer be displayed in the list of sessions. It can be viewed via the Terminal Cash Management History Sessions screen.

The reject icon returns you to the Terminal Cash Management Sessions screen and the status of the session remains unchanged.

When attempting to finalise a session that is closed and has earlier open or closed sessions, you will be prompted to finalise each earlier session in turn, before finalising the current one.

2.2   Terminal Cash Management History

This screen enables you to view all past sessions and the operations that were undertaken.

All terminals for the selected store are shown in a table with the following headings:

- Options

  This allows you to select a particular terminal.

- Store ID

  The identification number of the store selected.

- Store Name

  The name of the store selected.

- Terminal Number

The reference number of each terminal in the store selected.

- Last Session Closed

    The date and time at which the last session was closed.

The next icon will take you to the Terminal Cash Management History Sessions screen.

2.2.1 Terminal Cash Management History Sessions

This screen enables you to view all past sessions and the operation that were undertaken on the selected terminal.

All sessions for the selected terminal are displayed in a table with the following headings:

- Options

    View history, view discrepancies, view spot check etc.

- Status

    The status of the session, e.g. open, closed etc.

- Start Date

    The date and time that the session was started.

- End Date

    The date and time that the session was ended, if applicable.

The view history icon takes you to the View History (TCMH) screen.

The view discrepancies icon will take you to the View Discrepancies screen.

The spot check icon takes you to the Spot Check screen.

The back icon returns you to the Terminal Cash Management History screen.

2.2.2 View History (TCMH)

This screen enables you to view all previous operations for the selected session.

This is an example of the View History screen:

All previous operations for the selected session are displayed in a table with the following headings:

- Options

    The options available to you for a particular operation on the selected session, e.g. view, edit, remove etc. Note, closed operations cannot be removed.

- Operator Type

    The type of operation that was performed, e.g. float, spot check etc.

- Date Performed

    The date and time the operation was performed

- User

This indicates which user performed a particular operation.

The view icon takes you to the relevant screen associated with the operation type. This is just for information only and you cannot make any changes.

The back icon returns you to the Terminal Cash Management Sessions screen.

2.2.3 View Discrepancies

This screen enables you to view any discrepancies which have occurred during a Terminal Cash Management session. The screen displayed is very similar to the Process Spot Check screen.

2.2.4 Spot Check

This screen enables you to view the original count and discrepancies of a spot check.

This screen is similar to the Spot Check screen.

2.3 Bulk Cash Management

This screen enables you to perform a cash management operations by selecting safe sessions and associated terminal sessions. The following bulk cash management operations are available: cashup; cashup and leave; cashup and empty, cashup and closing float; float; finalise, and pickup.

2.4 Tender Bags

This screen enables you to view, edit, bank and un-bag tender bags. Tender bags are created when performing Cash Management functions and the 'Use Tender Bags' option is used.

You can select the criteria required from the following fields:

- Select Store

  The store required. It is chosen from a pop-up menu which is maintained in Locations.

- Enter Start Date

  The start date for the required tender bag (s). The format is dd/mm/yy.

- Select Status

  The required status of the tender bags required, that is open, banked, un-bagged, or you can select all.

- Apply Filter

  The filter icon will apply the entered criteria and display all applicable tender bags.

All tender bags which meet the criteria are displayed in a table with the following headings:

- Options

  The actions you can perform on the selected tender bag, e.g. view, edit etc.

- Bag Number

  The number of the tender bag.

- Status

  The current status of the tender bag.

- Date Created

  The date and time at which the tender bag was created.

- Bank Tender Bags

  The next icon will take you to the Bank Tender Bags screen.

The view icon will take you to a screen the same as the Edit Tender Bags screen, except all fields will be read-only.

The edit icon will take you to the Edit Tender Bags screen.

The Un-Bag icon will take you to the Un-Bag Tender Bags screen.

The remove icon enables you to delete an existing tender bag.

The next icon will take you to the Bank Tender Bags screen.

2.4.1   Edit Tender Bags

This screen enables you to edit (or view) information held on a particular tender bag.

This is an example of the Edit Tender Bags screen:

You can enter the amount of the tender(s) contained in the selected tender bag.

The bag history is also shown with the following information:

- Date Created

  The date and time the tender bag was created.

- Creating User ID

  The ID of you who originally created the tender bag.

- Bank Slip Reference (s)

  The bank slip reference number associated with the tender bag.

- Date Banked

  The date and time at which the tender bag was banked.

- Banking User ID

  The ID of you who banked the tender bag.

- Security Code

  The security code associated with the tender bag. It is entered when the tender bag is banked.

The save icon saves the currently displayed details and returns you to the Tender Bags screen.

The cancel icon returns you to the Tender Bags screen without saving.

2.4.2   Un-Bag Tender Bags

This option enables you to un-bag tenders which have previously been bagged.

This is an example of the Un-Bag Tender Bags screen:

The following information is shown:

- Select Safe

  The safe. You can select the safe from a pop-up menu which is maintained in Location Maintenance.

- Options

  Not applicable.

- Tender

  The tender (s) which are in the tender bag.

- Total

  The amount of each tender in the tender bag. It is read-only at this point. It is defined by you when tender bags are used in a cash management operation.

The bag history is also shown with the following information:

- Date Created

  The date and time the tender bag was created.

- Creating User ID

  The ID of you who originally created the tender bag.

- Bank Slip Reference(s)

  The bank slip reference number associated with the tender bag.

- Date Banked

  The date and time at which the tender bag was banked.

- Banking User ID

  The ID of you who banked the tender bag.

- Security Code

  The security code associated with the tender bag. It is entered when the tender bag is banked.

The save icon saves the currently displayed details and returns you to the Tender Bags screen.

The cancel icon returns you to the Tender Bags screen without saving.

2.4.3 Bank Tender Bags

This option enables you to bank tender bags.

All available tender bags are displayed in a table with the following headings:

- Options

  The actions you can perform on the selected tender bag, e.g. view, save.

- Bag Number

  The number of the tender bag.

- Date Created

  The date and time at which the tender bag was created.

- Security Code

  The security code associated with the tender bag (up to 40 alphanumeric characters).

- Selected

  When this check box is selected the tender box has been selected for banking.

- Select All

  The next icon enables you to select all available tender bags.

- deselect All

  The next icon enables you to deselect all available tender bags.

The view icon will take you to the Edit Tender Bags screen, except all fields will be read-only.

The edit icon will take you to the Edit Tender Bags screen.

The save icon saves the currently displayed details and takes you to the Banking Tender Bags screen.

The cancel icon returns you to the Tender Bags screen without saving.

2.4.3.1   Banking Tender Bags

This screen is displayed as part of the banking tender bags process. It is used to confirm the data entered on the previous screen.

All available tender bags are displayed in a table with the following headings:

- Options

  Not applicable

- Bag Number

  The number of the tender bag.

- Date Created

  The date and time at which the tender bag was created.

- Security Code

  The security code associated with the tender bag.

- Selected

  When this check box is selected, the tender box has been selected for banking.

The print icon enables you to get a hard copy of the displayed screen. You are then returned to the Tender Bags screen.

The next icon will return you to the Tender Bags screen.

2.5   Currency Purchase Orders

The Currency Purchase Order screen allows the creation and management of predefined currency purchase orders.

Depending on role, you are allowed to create; view; approve; open for editing, receive or cancel a currency purchase order.

The information required to create a currency purchase order is: Your Order Number; Date Ordered; Ordering Location; User ID; Bank Details; Currencies and Values ordered.

Bank name, address, sort code and account number default to that specified in location configuration.

On completion of the currency order creation, you have the option of printing the order. The status of the order is set to "Open".

You can select from a list of currency purchase orders that are in a status of "Open". On selecting an order, a standard currency purchase is created with the values defaulting to those in the order but the values are editable. When the operation is submitted, then the currency purchase order should be set to a status of "Received". If the action is cancelled then the order is left unchanged.

The receipt process forces two users with the appropriate role to have authorised the request.

At the point of receipt, you can print a statement showing what was ordered, what was received and the discrepancy by tender.

The purchase order number is logged against the created currency purchase action but only for information. Any corrections to the currency purchase performed through the standard correction process within cash management do not affect the original order.

The currency purchase order is messaged to head office when created. If cancelled, the cancellation is messaged to head office.The sending of the currency purchase transaction updates the currency purchase order at head office to "Received".

3.0   Safes

3.1   Safe Configuration

The availability of cash and safe management features depends on role.

3.1.1   Location Configuration

A safe is a mechanism to hold all applicable tenders in a store location while the tenders are not in the POS Tills.

Safes are created in the Location Maintenance screen during store setup.

Go to Data Maintenance > Company Structure > Locations > Select Location Type (Store) > Add/Edit Location > Edit Safes > Add/Edit Safe.

When creating a safe, all pre-configured Tenders are listed. Selecting a tender here will force the user to assign a reason code for any discrepancy over a configured amount.

3.1.2   Reasons Configuration

Go to Data Maintenance > POS Support > Reasons > Select Trading Region > Select Reason Type and configure the following reasons based on your business operations.

- Safe Adjustment

- Safe Discrepancy

- Safe Discrepancy Allocation

- Terminal Discrepancy

3.1.3 Terminal Configuration

As terminals are created, they can be assigned to a particular safe that was setup in a store.

Go to Data Maintenance > POS Support > Terminals > Add/Edit Terminals and configure a safe for that terminal.

Typically there is only one safe per store, but multiple safes can be configured depending on the size of the store.

3.1.4 Tender Configuration

Each tender that will be tracked in the Safe should be configured in the tender configuration.

Go to Data Maintenance > Tendering > Tenders > Select a Trading Region > Applicable Tender (say Cash) and configure the following:

Safe Limit - Optionally, a limit can be set which can be configured to require authorisation if exceeded

Safe Cash Operation Limit - Optionally, a limit can be set which can be configured to require authorisation if exceeded

Safe Discrepancy Threshold - Optionally, a limit amount of discrepancy that will trigger the allocation to a reason

3.2 Safe Management

This screen details any discrepancies which have been identified for the specified session on the selected terminal. A positive value means that there was more money in the terminal than expected and a negative value means that there was less than expected.

A safe session can last any amount of time. In practice it is likely to last a single day or a week. Sessions are created manually or when the safe management application attempts to make a transaction and there is no existing session open. Sessions can be closed to prevent any more transactions being carried out on them. In this case any further transactions will cause a new session to be created. A session which is marked as finalised is assumed to have been audited and may be submitted to a data warehouse.

Safe sessions can be:

- Open

  That the safe session is active.

- Closed

  That the safe session will not be used for floats and pickups.

- Cashed Up

  That the safe session has been cashed up.

- Finalised

That the safe session has been finalised and no corrections can occur on it.

All safes for the specified store are displayed in a table with the following headings:

- Options

    The actions you can perform on a particular safe; in this example the next icon enables you to select the safe required.

- Store ID

    The identification number of the store selected.

- Store Name

    The name of the store selected.

- Safe Name

    The name allocated to a particular safe.

The next icon will take you to the Safe Cash Management Sessions screen.

3.2.1 Safe Cash Management Sessions

This screen details all the sessions that have not yet been finalised for the safe specified.

Against each session there will be the various operations possible as well as the current status. The session will be listed in chronological order with the latest first. If a session is marked as finalised then it will not appear in the list. If there is no current session then 'No current session' will appear and you will have the option of creating a new session to operate on.

The list of sessions for a particular safe contains the following headings:

- Options

    The view history icon will take you to the View History (SCM) screen.

    The banking icon will take you to the Banking screen.

    The currency purchase icon will take you to the Currency Purchase screen.

    The income icon will take you to the Income screen.

    The expense icon will take you to the Expense screen.

    The adjustment icon will take you to the Adjustment screen.

    The cash up icon will take you to the Cash Up screen.

    The spot check icon will take you to the Spot Check screen.

    The view discrepancies icon will take you to the Spot Check screen.

    The finalisation icon will take you to the Finalisation screen.

    The close icon closes the currently open session and automatically opens a new session.

- Status

    The status of the safe session, for example Cashed-up, Open.

- Start Date

    The date and time that the safe session was started.

- End Date

    The date and time that the safe session was ended, if applicable.

The back icon returns you to the Safe Cash Managements screen.

3.2.2 View History (SCM)

This screen gives details of all the previous operations performed for the specified session on the specified safe.

The headings are:

- Options

    The options available to you for a particular operation on the selected safe, e.g. view, edit.

- Operation Type

    The type of operation that was performed, e.g. spot check, close.

- Date Performed

    The date and time the operation was performed.

- User

    This indicates which user performed the operation.

The view icon takes you to the relevant screen associated with the operation type. This is just for information only and you cannot make any changes.

The edit icon enables you to enter details for the option selected. The screen is described in the relevant section associated with the option.

The back icon returns you to the Safe Cash Management Sessions screen.

3.2.3 Banking

This screen is used when banking is being performed. Banking is the process of taking some or all of the safe contents to the bank. It can be performed at any point and numerous times per safe session. It enables for the entry of receipt details from the bank transaction.

The following information is shown:

- Options

    The action (s) can be performed on a particular tender, e.g. edit. It also indicates if the tender is banked automatically by Retail-J.

- Tender

    The various types of tender which the safe may contain. The tender values for the operation can be adjusted by clicking on the edit icon next to the tender totals in the list.

- Total

The total for each type of tender. You can enter amounts for any tender which is not automatically banked by Retail-J. The total will be displayed in a format dependant on the currency.

- Notes

  This enables you to enter, in free format text to a maximum of 100 alphanumeric characters, any relevant notes to be associated with the operation.

- Banking Slip Reference

  This enables you to enter a banking slip reference number, which is obtained when the money is paid into the bank.

The edit icon next to the list and denomination tender will take you to the List Tenders.

The save icon saves the currently displayed data and returns you to the Safe Cash Management Sessions screen.

The cancel icon returns you to the Safe Cash Management Sessions screen without saving.

3.2.4   Currency Purchase

This screen is used when a currency purchase is being performed. Currency Purchase operations cover all incoming cash into the safe from a bank in any currency.

The screen format is very similar to the Banking screen.

The save icon saves the currently displayed data and returns you to the Safe Cash Management Sessions screen.

The cancel icon returns you to the Safe Cash Management Sessions screen without saving.

3.2.5   Income

This screen enables you to apply an income to a selected safe. Income operations must be given a reason code for the action. It enables for all other movement of money in to the safe.

The following information is shown:

- Reason Code

  The reason code for the income, which is chosen from a pop-up menu. The list of reason codes is maintained in Reason Maintenance.

- Options

  The action (s) can be performed on a particular tender, e.g. edit. It also indicates if the tender is banked automatically by Retail-J.

- Tender

  The types of tender which can be entered into the safe according to the specified reason code. The tender allowed for a particular reason code is defined in Reason Maintenance.

- Total

  The total for each type of tender. You enters the tender value in this column. The format determined by the locale.

- Notes

This enables you to enter, in free format text to a maximum of 100 alphanumeric characters, any relevant notes to be associated with the income operation.

The save icon saves the currently displayed data and returns you to the Safe Cash Management Sessions screen.

The cancel icon returns you to the Safe Cash Management Sessions screen.

3.2.6   Expense

This screen enables you to apply an expense to a selected safe. Expense operations must be given a reason code for the action. It enables for all other movement of money out of the safe

This screen is similar to the Income scree.

The reason code is chosen from a pop-up menu. The list of reason codes is maintained in Reason Maintenance. The reason code configuration determines which tenders are allowed and therefore displayed during the operation.

The save icon saves the currently displayed data and returns you to the Safe Cash Management Sessions screen.

The cancel icon returns you to the Safe Cash Management Sessions screen without saving.

3.2.7   Adjustment

This screen enables you to apply a tender adjustment to a selected safe. An adjustment means you can alter the recorded contents of the safe.

This screen is similar to the Income screen.

The reason code is chosen from a pop-up menu. The list of reason codes is maintained in Reason Maintenance.

The save icon saves the currently displayed data and returns you to the Safe Cash Management Sessions screen.

The cancel icon returns you to the Safe Cash Management Sessions screen without saving.

3.2.8   Cash Up

This screen enables you to apply a cash up to a selected safe. Cashing up is similar to that for the terminal. It will close the current session and reconcile the amount in the safe. Corrections to any operations can be made until satisfied with the balance and then the session can be marked as finalised.

This screen is similar to the Banking screen.

The save icon saves the currently displayed data and returns you to the Safe Cash Management Sessions screen.

The cancel icon returns you to the Safe Cash Management Sessions screen without saving.

3.2.9   Spot Check

This screen enables you to apply a spot check up to a selected safe. A spot check means you can compare the contents of the safe with the expected values.

This screen is similar to the Terminal Spot Check screen except it refers to safes and not terminals, but the format is the same.

When you elects to process the spot check, the following screen is displayed:

The headings are:

- Tender

  The type of tender.

- Opening

  The opening balance of each tender when the safe was opened.

- Pickup

  The total amount of each tender from terminal pickup.

- Float

  The total amount of each tender from terminal float.

- Cash Up

  The total amount of each tender declared at the terminals during cash ups.

- Banking

  The total amount of bankings of each tender.

- Currency Purchase

  The total amount of each tender when a currency purchase was performed.

- Income

  The total amount of each tender when an income was performed.

- Expense

  The amount of each tender when an expense was performed.

- Adjustment

  The total amount of each tender when an adjustment was performed.

- Expected

  The total expected amount of each tender.

- Counted

  The total actual amount of each tender counted.

- Discrepancy

  This indicates any discrepancy between the expected and counted values of each tender.

The back icon returns you to the Safe Cash Management Sessions screen.

3.2.10   Finalisation

This screen enables you to attempt to finalise the session.

The screen details the discrepancies, which were found for the specified session. A positive value in

the discrepancy column means that you counted more money in the terminal than was expected.

For each type of tender there are the following headings:

- Tender

  The types of tender which the safe can contain.

- Opening

  The opening balance of each tender.

- Terminal Pickup

  The total amount of each tender removed during a pickup.

- Terminal Float

  The total amount of each tender added during a float.

- Terminal Cash Up

  The total amount of each tender counted during a cash up.

- Banking

  The total amount of each tender removed as a result of a banking operation being performed.

- Currency Purchase

  The total amount of each tender added as a result of currency purchase.

- Income

  The total amount of each tender added as a result of an income operation.

- Expense

  The total amount of each tender removed as a result of an expense operation.

- Adjustment

  The total amount of each tender added or removed as a result of an adjustment operation.

- Expected

  The total expected amount of each tender.

- Counted

  The total actual counted amount of each tender.

- Discrepancy

  This indicates any discrepancy between the expected and counted values for each tender. A positive amount indicates that there was more money than expected. A negative amount indicates that there was less money than expected.

The accept icon will take you to the Finalisation - Accept screen.

Details of any discrepancies will be displayed in a table

On finalisation, you are returned to the Safe Cash Management Sessions screen. The finalised session will no longer be displayed in the list of session. It can be viewed via the Terminal Cash Management History Sessions screen.

The reject icon returns you to the Safe Cash Management Sessions screen.

When attempting to finalise a session that is closed and has earlier open or closed sessions, you will be prompted to finalise each earlier session in turn, before finalising the current one.

3.2.11   Finalisation - Accept

This screen shows details of any outstanding discrepancies which are outstanding following a finalisation. It enables you to accept any discrepancies and log them against a particular reason code.

The total safe discrepancies are displayed in a table with the following headings:

*   Tender

    The tender.

*   Discrepancy

    The amount of discrepancy.

*   Allocation

    The amount of tender to be allocated to the discrepancy.

You can then select a tender and allocation any remaining discrepancies to one or more reason codes, using the new icon.

The following information is shown:

*   Reason Code

    The reason code to be allocated to the discrepancy. It is chosen from a pop-up menu which is maintained in Reasons.

*   Allocation

    The amount of tender to be allocated to the reason code. It must be a numerical value.

The save icon saves the currently displayed data, finalises the session, and returns you to the Safe Cash Management Sessions screen.

The cancel icon returns you to the Safe Cash Management Sessions screen without saving.

3.3   Income

This screen enables you to perform an income operation.

It has the same format as the Safe Cash Management Income screen.

3.4   Expense

This screen enables you to perform an expense operation.

It has the same format as the Safe Cash Management Expense screen.

3.5   Safe Cash Management History

Safe management history will allow you to view all the past sessions and the operations that were undertaken on a particular safe.

It is very similar to the Terminal Cash Management History screens, except that it refers to safes, rather than terminals.

4.0   Role Based Functions

The following cash management functions can be enabled for a particular role.

Select Terminal

View Terminal Operations

Edit Terminal Operations

Float

Use Default Float Values for Float

Pickup

Uncounted Pickup

View Uncounted Pickups

Cash-up Terminal

Cash-up and Leave

Cash-up and Empty

Cash-up and Closing Float

Spot Check Terminal

Close Terminal Session

Finalise Terminal Session

Audit Terminal Cash Operations

View Terminal Discrepancies

Create Terminal Session

Terminal Income

Terminal Expense

Skip Second Terminal Income Transaction Authorisation

Skip Second Terminal Expense Transaction Authorisation

Opening Float

Skip Tender Bag Entry For Pickups

Use Existing Tender Bags

Allow Editing of Default Float Tenders

Disable Opening Float Warning if Previous Session not Closed

Count Uncounted Pickup

Blind Spot Check Terminal

Terminal Uncounted Pickup Close

Cancel Float

Cancel Pickup

Cancel Uncounted Pickup

Cancel All Uncounted Pickups in Session

Cancel Cash-up and Leave

Cancel Cash-up and Empty

Cancel Cash-up and Closing Float

Cancel Spot Check Terminal

Cancel Close Terminal Session

Cancel Finalise Terminal Session

Cancel Terminal Income

Cancel Terminal Expense

Cancel Terminal Uncounted Pickup Close

Cancel Opening Float

Cancel Blind Spot Check Terminal

Select Safe

View Safe Operations

Edit Safe Operations

Banking

Cancel Banking

Skip Second Banking Authorisation

Show Safe Status After Banking

Skip Entry of Banking Slip Reference Confirmation

Return to Centre

Skip Second Return to Centre Authorisation

Show Safe Status After Return to Centre

Currency Purchase

Skip Second Currency Purchase Order Receipt Authorisation

Encash Cheque

Safe Income

Safe Expense

Adjust

Cash-up Safe

Skip Second Cash-up Authorisation

Spot Check Safe

Close Safe Session

Finalise Session

Audit Safe Cash Operations

View Safe Discrepancies

Create Safe Session

Bag Tenders

Skip Second Safe Income Transaction Authorisation

Skip Second Safe Expense Transaction Authorisation

Override Terminal Cash Operation Limit

Override Safe Cash Operation Limit

Override Float Available Safe Amount

Override Available Safe Amount

Override Return to Centre Available Safe Amount

Override Available Drawer Amount

Override Terminal Discrepancy Threshold

Override Safe Discrepancy Threshold

Override Safe Limit

Skip Force Bulk Count Uncounted Pickups

Allow Finalisation of Terminals before Safe Cash-up

Allow Safe Cash-up before Close

Allow Terminal Cash-up before Close

Allow Cash-up of Safe before Terminals

Allow Finalisation of Safe before Terminals

Allow Multiple Session Finalisation

Allow Search Uncounted Pickups

Return to Select Terminal after Uncounted Pickup Search

Allow Multiple Terminal Cash-up

Allow Multiple Terminal Float

Allow Multiple Terminal Finalisation

Allow Multiple Terminal Pick-up

Select Tender Bags

View Tender Bags

Edit Tender Bags

Un-Bag Tender Bags

Remove Tender Bags

Bank Tender Bags

View Transaction Detail in Finalise Acceptance

Display Banking Tender Bag Totals

Allow Blank Tender Bag Security Code

Skip Second Tender Bag Banking Authorisation

Select Currency Purchase Order

View Currency Purchase Order

Create/Edit Currency Purchase Order

Remove Currency Purchase Order

Approve Currency Purchase Order

Cancel Currency Purchase Order

Receive Currency Purchase Order

Safe Expense Validate Employee

Safe Expense Confirm Employee

Safe Expense Cancel Employee