

# How to Guide – Configure Cash Management Outlays

Document Type: External

Document Version: 1.0

Date: 08/09/2024

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# Introduction

The Outlay function allows the user to pay out cash prior to an Expense being incurred (e.g. a member of staff is given money out of the cash drawer or safe so they can make an Expense purchase).

The Outlay Return function allows the receipt and any change from the original Outlay to be returned to the cash drawer or safe.

This document outlines the configuration and functionality of Outlays and Outlay Returns.

The basic flow of each function is covered in this document.

This function can be executed either at the POS or at the Store Server, against a Cash Drawer or a Safe.

## Overview

Configuration in the following areas may be required for these functions:

- **Menu** – Adding Outlay and Outlay Return functions to the POS and Back Office cash management menus
- **Role** – Ensuring **POS and Back Office** Users have the appropriate privileges to carry out the Outlay and Outlay Return functions
- **Reasons** – Business Rules and behaviours are controlled through Reasons.

# Configuration Steps

## Reasons

The Reason Maintenance application can be accessed through:  
Configuration > Organisation > Reasons

## Outlay

Reasons can be used to configure the behaviour of the Outlay function. At least one Outlay reason must be defined.

The following Outlay specific options are available in the reason configuration:

Field	Description
Maximum Amount	Defines the maximum amount allowed for the Outlay.
Prompt for Capture Reference User	The POS user will be prompted to capture the Reference user (but a Skip button is available, so the Reference user capture isn't compulsory). The Reference User is the user who the Outlay cash is being given to.
Force Capture Reference User	This option is used in conjunction with Prompt for Capture Reference User, and removes the skip button, forcing the POS operator to enter a Reference User.
Allow Capture Reference User Same as Operator	The default behaviour for an Outlay is to not allow the reference user to be the same as the POS operator. This option overrides that behaviour to allow the POS user to select themselves as the Reference user

## Outlay Return

Reasons can be used to configure the behaviour of the Outlay Return function. At least one Outlay Return reason must be defined.

The following Outlay Return specific options are available in the reason configuration:

Field	Description
Print Summary Only	Prints a summary of the return outlay onto a single receipt.

### *Supporting Reason Configuration for Outlay Returns*

In addition to configuring at least one reason code for the Outlay Return, additional Reason configuration is required:

- Positive Balance Parent Reason and Positive Balance Child Reason – these are reasons of type Income and will be used when an Outlay Return has a positive balance. This scenario would occur when the Outlay Return is processed, and the sum of the Expense and Change is greater than the value of the original Outlay. There must be a parent / child relationship between these two reasons.
- Negative Balance Parent Reason and Negative Balance Child Reason – these are reasons of type Expense and will be used when an Outlay Return has a negative balance. This scenario would occur when the Outlay Return is processed, and the sum of the Expense and Change is less than the value of the original Outlay. There must be a parent / child relationship between these two reasons.
- Change Parent Reason and Change Child Reason – these are reasons of type Expense and will be used to account for the Change being returned to the POS. There must be a parent / child relationship between these two reasons.
- Expense Parent Reason and one or more Expense Child Reasons – the Child Reasons configured here will be the only Expense Reasons presented to the operator when completing an Outlay Return. There must be a single Parent Expense Reason, there can be one or more Child Expense Reasons configured – they must all have a relationship with this Parent.

# Menu

The Menu Maintenance application can be accessed through:  
Configurations > System > Menus

The Terminal Cash Management Menu provides a list of configurable Cash Management events.

The menu configuration required is as follows:

Configuration	Description
Menu Set	Set to POS.
Role	The Role POS menus are assigned to. The example here is using a Role of POS Cash Management.
Menu Group	The Menu Group configured for the POS Terminals. The example here is using a Menu Group of United Kingdom.
Locale	Appropriate Locale for the region. The example here is using English (UK).
Menu ID	Set to <code>TERMINAL_CASH_MANAGEMENT</code> .

Menu Set	Role	Menu Group	Menu ID	Name
POS	Pos Cash Management	United Kingdom	TERMINAL_CASH_MANAGEMENT	Terminal Cash Management
POS	Pos Cash Management	Restaurant	TERMINAL_CASH_MANAGEMENT	TERMINAL_CASH_MANAGEMENT
POS	Pos Cash Management	United Kingdom	TERMINAL_CASH_MANAGEMENT	TERMINAL_CASH_MANAGEMENT

Edit the Terminal Cash Management Menu. If one does not exist for the Role/Menu Group, copy one from another Role/Menu Group.

There is availability for eight (8) button items on the menu, the last button item should be configured as a back button to exit the menu.

If the required menu buttons do not exist in the selected menu, highlight the Terminal Cash Management option to add the required functions.

Select Add > Add a new button.

**Menu Maintenance**

Save Cancel

You are editing menu ID TERMINAL\_CASH\_MANAGEMENT for menu set POS, role Pos Cash Management, menu group United Kingdom, locale English (UK)

Name: Terminal Cash Management

Menu Type: Tree

Menu Category: Retail

**Terminal Cash Management**

- 1 - Terminal Float
- 2 - Terminal Spot Check
- 3 - Terminal Income
- 4 - Terminal Expense
- 5 - Terminal Pickup
- 6 - Terminal Cashup And Closing Float
- 7 - Terminal History
- 8 - Back

Add a new Folder  
 Add a new Button Folder  
 Add a new Execute Process Item  
 Add a new URL Link  
 Add a new Button  
 Add a new Event Item  
 Add...

Two new menu buttons should be configured – one with the Outlay event, the other with the Outlay Return event.

Outlay Button configuration:

*General tab*

Field Description	Value	Comment
Event	Outlay	
ID	Outlay	
Image URL	NextGen1024x768/Admin/terminaloutlay.png	Case sensitive
Visibility Expression	<code>#{priv:checkPrivilege('enactor.terminalOutlay.Run')}</code>	
Position	Enter the position number as desired.	

Outlay Return Button configuration:

*General tab*

Field Description	Value	Comment
Event	OutlayReturn	
ID	OutlayReturn	
Image URL	NextGen1024x768/Admin/terminaloutlayreturn.png	
Visibility Expression	<code>#{priv:checkPrivilege('enactor.terminalOutlayReturn.Run')}</code>	
Position	Enter the position number as desired.	

**Data Tab**

Name	Java Type	Value	Comments
enactor.cashManagement.PositiveBalanceReasonParentId	String	ID of the Positive Balance Parent Reason	Reason Type of Income – described above.
enactor.cashManagement.NegativeBalanceReasonParentId	String	ID of the Negative Balance Parent Reason	Reason Type of Expense – described above.
enactor.cashManagement.ChangeReasonParentId	String	ID of the Parent Change Reason	Reason Type of Expense – described above.
enactor.cashManagement.ExpenseReasonParentId	String	ID of the Parent Expense Reason	Reason Type of Expense – described above.

Similarly, separate menu items must be configured for Safe Cash Management for Outlay and Outlay Return functions. The Menu to edit is Safe Cash Management (SAFE\_CASH\_MANAGEMENT).

Menu Maintenance

Save
Cancel

You are editing menu ID SAFE\_CASH\_MANAGEMENT for menu set POS, role Sales Assistant, menu group Default Standard POS, locale -

Name

Menu Type

Menu Category

**SAFE\_CASH\_MANAGEMENT**

- 1 - CurrencyPurchase
- 2 - SpotCheck
- 3 - Cashup
- 4 - Banking
- 7 - MORE
- 8 - Back

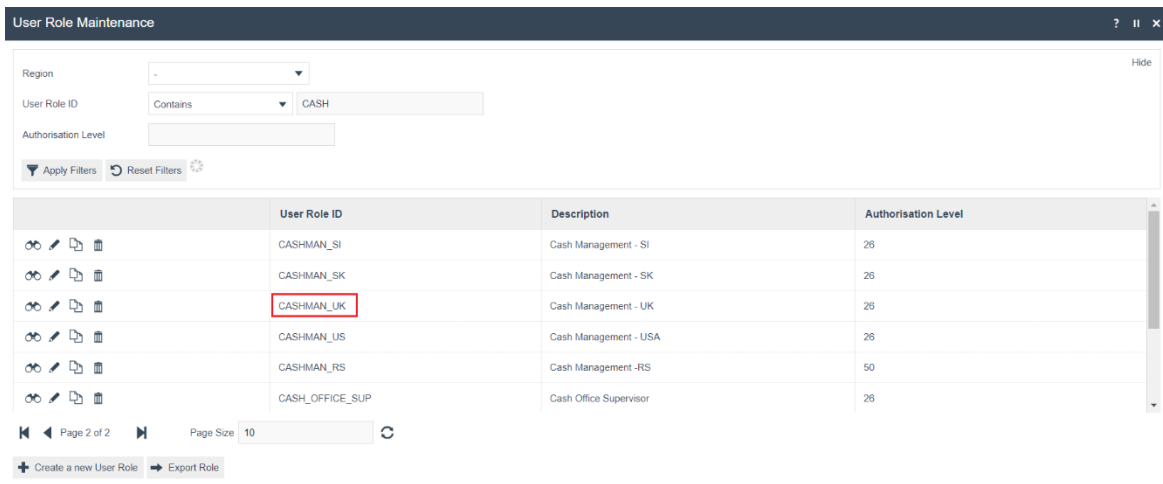


# Roles

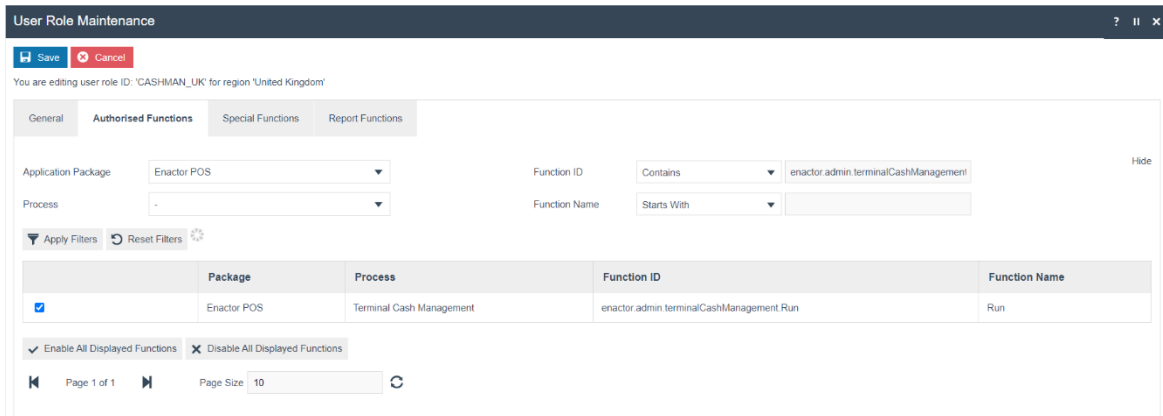
The User Roles Maintenance application can be accessed through:  
Configurations > HR > User Roles

Authorisation to run the specific functionality documented here is controlled with privileges maintained in Roles.

Note that part of the Outlay Return process involves completing Expense and Income functions, so the necessary privileges for these functions are also listed here.



Select the appropriate Role to be edited. The example given here is CASHMAN\_UK.



Select the Enactor POS Application Package and configure the following privileges:

## Process - Terminal Expense (POS)

Application Package	Function ID	Description
Enactor POS	enactor.terminalExpense.Auth	Allows the POS User to complete recording a Terminal Expense.
Enactor POS	enactor.terminalExpense.Run	Allows the POS User to run Terminal Expense.

*Process - Terminal Income (POS)*

<b>Application Package</b>	<b>Function ID</b>	<b>Description</b>
Enactor POS	enactor.terminalIncome.Auth	Allows the POS User to complete recording a Terminal Income.
Enactor POS	enactor.terminalIncome.Run	Allows the POS User to run Terminal Income.

*Process - Terminal History (POS)*

<b>Application Package</b>	<b>Function ID</b>	<b>Description</b>
Enactor POS	enactor.terminalExpense.Correct	Allows the POS User to correct any discrepancies in Terminal Expenses recorded.
Enactor POS	enactor.terminalIncome.Correct	Allows the POS User to correct any discrepancies in Terminal Income recorded.

*Process - Terminal Outlay (POS)*

<b>Application Package</b>	<b>Function ID</b>	<b>Description</b>
Enactor POS	enactor.terminalOutlay.Run	Allows the POS User to run Terminal Outlay.

*Process - Terminal Outlay Return (POS)*

<b>Application Package</b>	<b>Function ID</b>	<b>Description</b>
Enactor POS	enactor.terminalOutlayReturn.Run	Allows the POS User to run Terminal Outlay Return.

*Process - Safe Expense (POS)*

<b>Application Package</b>	<b>Function ID</b>	<b>Description</b>
Enactor POS	enactor.safeExpense.Auth	Allows the POS User to complete recording a Safe Expense.
Enactor POS	enactor.safeExpense.Run	Allows the POS User to run Safe Expense.

*Process – Safe Income (POS)*

<b>Application Package</b>	<b>Function ID</b>	<b>Description</b>
Enactor POS	enactor.safeIncome.Auth	Allows the POS User to complete recording a Safe Income.
Enactor POS	enactor.safeIncome.Run	Allows the POS User to run Safe Income.

*Process – Safe History (POS)*

<b>Application Package</b>	<b>Function ID</b>	<b>Description</b>
Enactor POS	enactor.safeExpense.Correct	Allows the POS User to correct an Expense operation in the Safe history maintenance.
Enactor POS	enactor.safeIncome.Correct	Allows the POS User to correct an Income operation in the Safe history maintenance.

*Process – Safe Outlay (POS)*

<b>Application Package</b>	<b>Function ID</b>	<b>Description</b>
Enactor POS	enactor.safeOutlay.Run	Allows the POS User to run Safe Outlay.

*Process – Safe Outlay Return (POS)*

<b>Application Package</b>	<b>Function ID</b>	<b>Description</b>
Enactor POS	enactor.safeOutlayReturn.Run	Allows the POS User to run Safe Outlay Return.

# Broadcasting Data

In-order to deliver the configuration changes to the POS, broadcast the following entities.

- Menus
- User Roles
- Reasons

# POS Functionality

## Outlay

Select the Outlay function from the Terminal Cash Management menu.

The screenshot shows the enactor POS terminal interface. The top header includes the enactor logo and system information: Transaction Number : 5, Date & Time : 04/01/2024, 15:22:43, and Till Number : 4 | Hertford Manager. A 'KEYBOARD' icon is present. The main display area shows 'Amount' with '£0.00' and a prompt 'Please enter the amount for the tender.' A numeric keypad is visible on the right side of the screen. At the bottom, there are buttons for 'OK', 'Complete', 'Notes', and 'Void'.

Enter the Outlay amount, then hit **OK** and **Complete**. The POS prompts for notes to be entered (assuming the Outlay Reason is configured to prompt for notes)

The screenshot shows the enactor POS terminal interface. The top header includes the enactor logo and system information: Transaction Number : 5, Date & Time : 04/01/2024, 15:23:53, and Till Number : 4 | Hertford Manager. A 'KEYBOARD' icon is present. The main display area shows a large text input field and a prompt 'Please enter any notes.' A numeric keypad is visible on the right side of the screen. At the bottom, there is a button for 'OK'.

Enter any notes then select **OK**.

enactor

Transaction Number: 6  
 Date & Time: 04/01/2024, 15:56:48  
 Till Number: 4 | Hertford Manager

ID	Surname	Forename
000101	Hertford Manager	000101
000102	Hertford Sales Asst	000102

Please select a reference user from the list or scan the card of the reference user.

OK

Down

Filters

Cancel

KEYBOARD

7	8	9	CLR
4	5	6	ENT
1	2	3	
0	.		

Select the Reference User, then select **OK**.  
 The Outlay completes and the Outlay slip is printed.

```

Terminal Outlay
-----
Terminal 4
Reference User: 000102
Cash                               £100.00
-----
Stationery purchase

Signature -----
-----
04/01/24 15:56      000101          1 4 6
-----
  
```

# Outlay Return

Select the Outlay Return function from the Terminal Cash Management menu.

Date	Outlay Reason	Recipient	Value	Outstanding
04/01/24 15:56	Outlay Advance Out	Hertford Sales Asst	£100.00	-£100.00

Please select an outlay

7 8 9 CLR  
4 5 6 ENT  
1 2 3  
0 .

OK  
Balanced  
Additional Filters  
Cancel

The POS shows a list of all current Outlays. Select an Outlay from the list and hit **OK**.

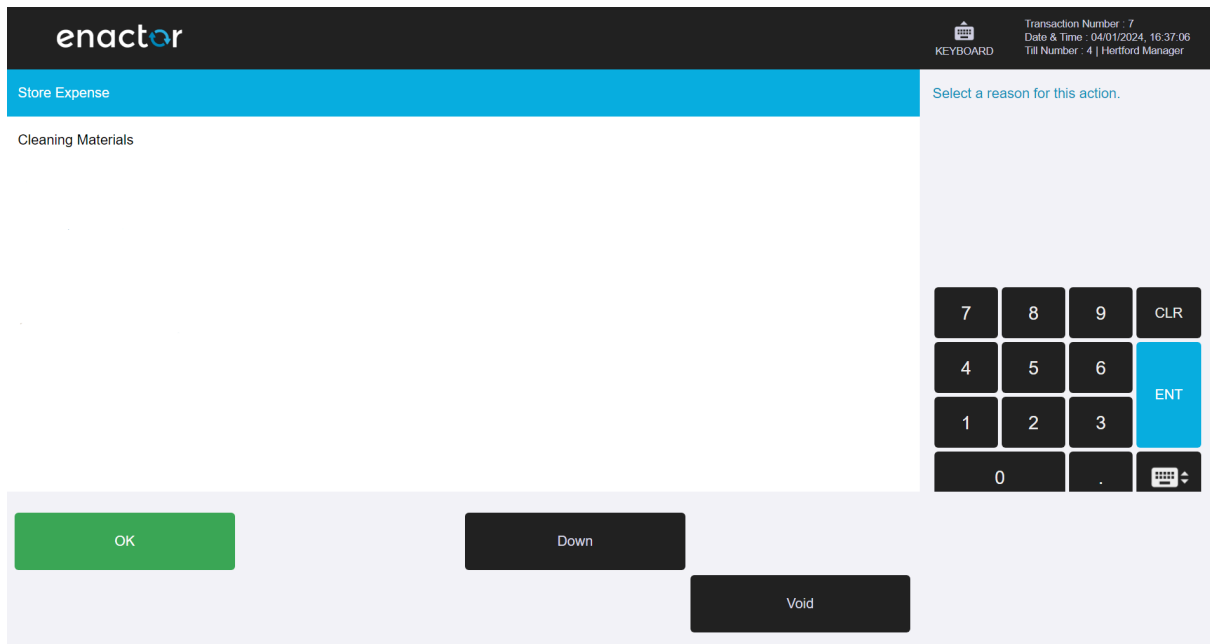
Reason	Reason	Value
Outlay Return	Outlay Return	£100.00
Balance		£100.00

Complete the outlay

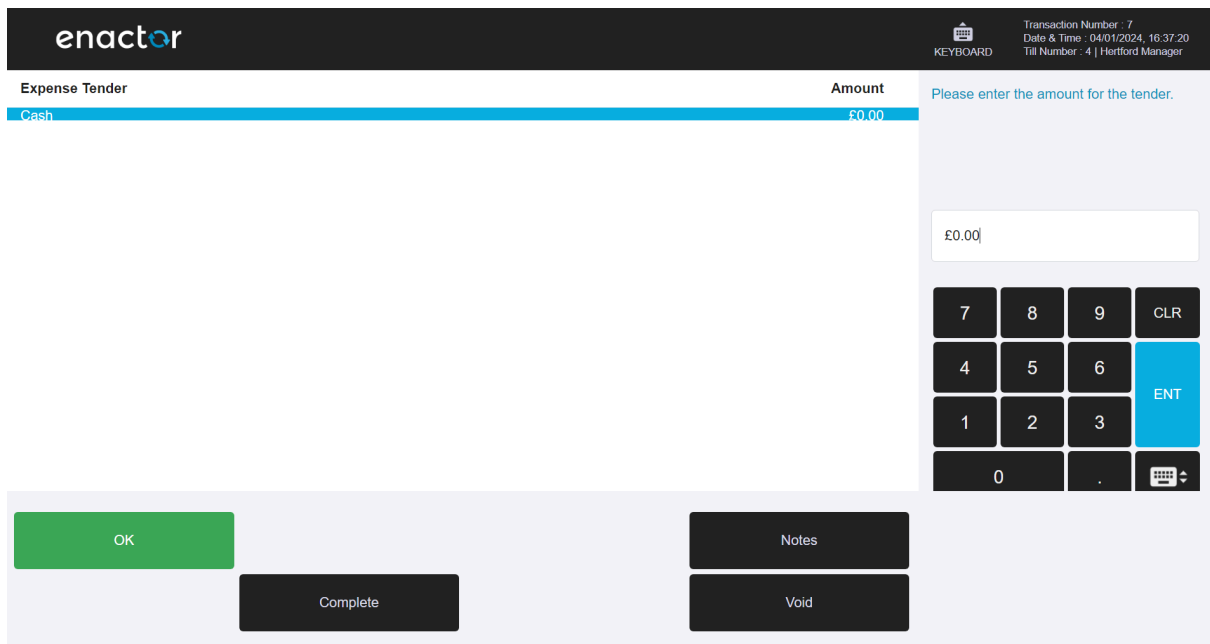
7 8 9 CLR  
4 5 6 ENT  
1 2 3  
0 .

Complete  
Add Expense  
Add Change  
Cancel

The Outlay is now shown. Select **Add Expense**.



Select a reason code for the expense and select **OK**.



Enter an amount for the Expense, then select **OK** and **Complete**.



enactor Transaction Number : 7  
Date & Time : 04/01/2024, 16:37:36  
Till Number : 4 | Hertford Manager

Reason	Reason	Value
Outlay Return	Outlay Return	£100.00
Expense	Store Expense	£75.00
Balance		£25.00

Complete the outlay

7 8 9 CLR  
4 5 6 ENT  
1 2 3  
0 .

Complete Add Expense Add Change Cancel

The Expense is now added to the Outlay and the Outlay has an outstanding balance. Select the **Add Change** button.

enactor Transaction Number : 7  
Date & Time : 04/01/2024, 16:38:30  
Till Number : 4 | Hertford Manager

Expense Tender	Amount
Cash	£0.00

Please enter the amount for the tender.

£0.00

7 8 9 CLR  
4 5 6 ENT  
1 2 3  
0 .

OK Notes  
Complete Void

Enter an amount for the change amount, then select **OK** and **Complete**.

enactor Transaction Number : 7  
Date & Time : 04/01/2024, 16:38:48  
Till Number : 4 | Hertford Manager

Reason	Reason	Value
Outlay Return	Outlay Return	£100.00
Expense	Store Expense	£75.00
Change	Change	£25.00
Balance		£0.00

Complete the outlay

7	8	9	CLR
4	5	6	ENT
1	2	3	
0	.		

Complete

Add Expense

Cancel

Select **Complete** to finish the Outlay.

enactor Transaction Number : 7  
Date & Time : 04/01/2024, 16:39:00  
Till Number : 4 | Hertford Manager

Please scan or enter a product or select another function.

Outlay is balanced

OK
Cancel

7	8	9	CLR
4	5	6	ENT
1	2	3	
0	.		

TOTAL £0.00

The Expense and Change amounts add up to the original Outlay amount, so the Outlay is balanced. Select **OK**.

Terminal Outlay Balance

---

Terminal 4	
Outlay Return	£100.00
Store Expense	£75.00
Change	£25.00

Signature -----  
-----  
04/01/24 16:36      000101                      1 4 7  
-----

The Outlay Return slip is printed.

# About This Document

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The amendment history of this document can be found in the table below.

## Current Document Version information

Document Version 1.0

Product Version 2.6

## Document Context

This document is part of the Enactor Product Documentation Series. All Enactor products include a comprehensive documentation set designed to improve understanding of the product and facilitate ease of use.

## Document Inquiries

At Enactor we aspire to producing the highest quality documentation to reflect and enhance the quality of our product. If you find that the document is inaccurate or deficient in any way, please assist us in improving our standard by letting us know.

For matters of document quality or any other inquiries regarding this document please contact:

By Email: [documentation@enactor.co.uk](mailto:documentation@enactor.co.uk)

# Document History

The following versions of the document have been produced:

VERSION	STATUS	ISSUE DATE	AUTHOR	REASON FOR ISSUE
1.0	Initial Version	08/09/2024	John Wood	Initial version