

How to Guides - Guided Cash Management Process

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Introduction

This document describes the configuration and use of the Guided Cash Management Process in a store location. These processes are performed at Day Start and Day End and are referred to as Guided Day Start and Guided Day End.

The Guided Day Start and Guided Day End processes incorporate the following Cash Management functions:

- Terminal Cashup
- Terminal Cashup and Closing Float
- Safe Cashup
- Safe Cashup & Banking
- Safe / Terminal Finalise
- Safe / Terminal Spot Check

This document describes the Guided Day Start and Day End processes along with their associated configuration.

Overview

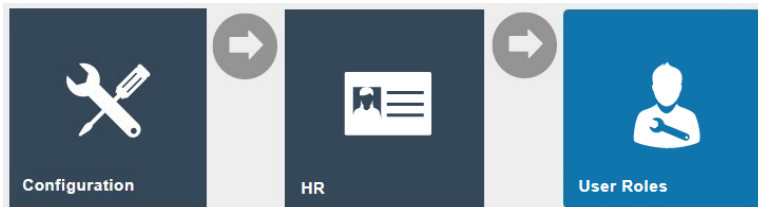
Configuration in the following areas is required to configure the Guided Cash Management processes:

- **Roles** - Privileges are added to the required Roles to enable the Guided Cash Management functions.
- **Menu** - The Guided Cash Management buttons are configured in the Back Office menu.
- **Location / Location Template** – Guided Cash Management functions are only supported where the Cash Management Method is configured as Manage by Terminal or Manage by Pay Point.
For Locations configured as Manage by Cashier, Guided Cash Management functions cannot be used.
- **POS Terminal / POS Terminal Template** – Depending on the configuration of Force Cash Declaration Method, the Guided Cash Management process will differ. If the Location of the POS Terminal is configured with Cash Management Method as Manage by Pay Point, then defining a Default Pay Point ID against each POS Terminal is mandatory.

Configuration Steps

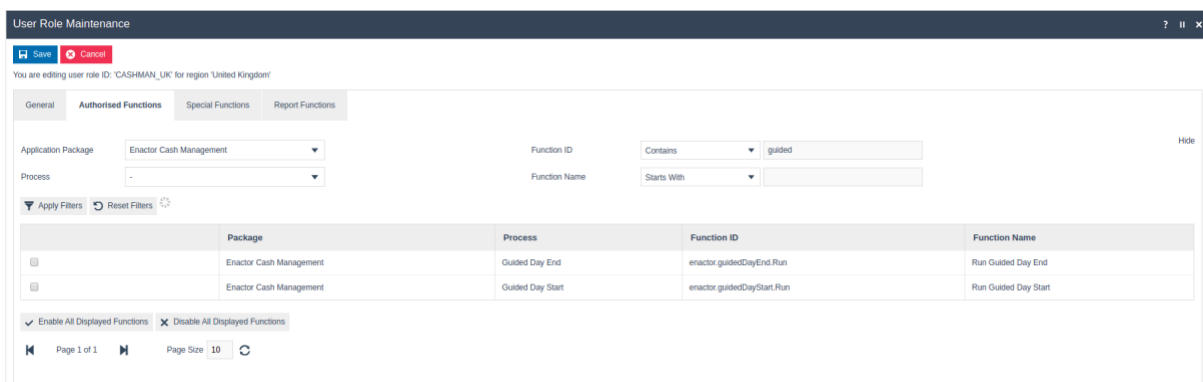
Role

Navigate to User Roles using the search or the following path:



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

Select the appropriate role to edit, the example role here is CASHMAN_UK



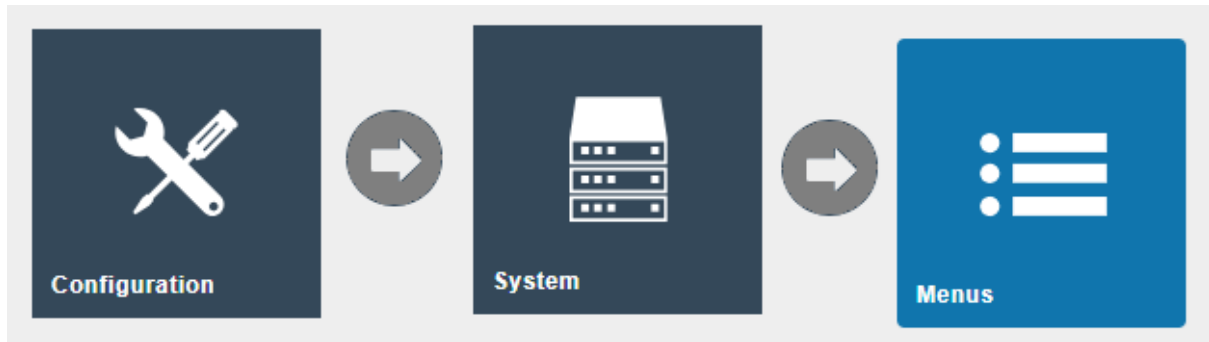
Select the Enactor Cash Management package and enable the following privileges:

Package	Function ID	Details
Enactor Cash Management	enactor.guidedDayStart.Run	This role enables the user to run the day start function on the Back Office, for the selected Terminal/PayPoint.
Enactor Cash Management	enactor.guidedDayEnd.Run	This role enables the user to run the day-end function on the Back Office, for the selected Terminal/PayPoint.
Enactor Web Maintenance	enactor.deleteStoredTransactions.DeleteSingleTransactionAllowed	This role will enable the user to delete the stored transaction single record when the Guided day end happens.
Enactor Web Maintenance	enactor.deleteStoredTransactions.AuthorisesDeleteSingleTransaction	This role authorises the user to delete the stored transaction single record when the Guided day end happens.

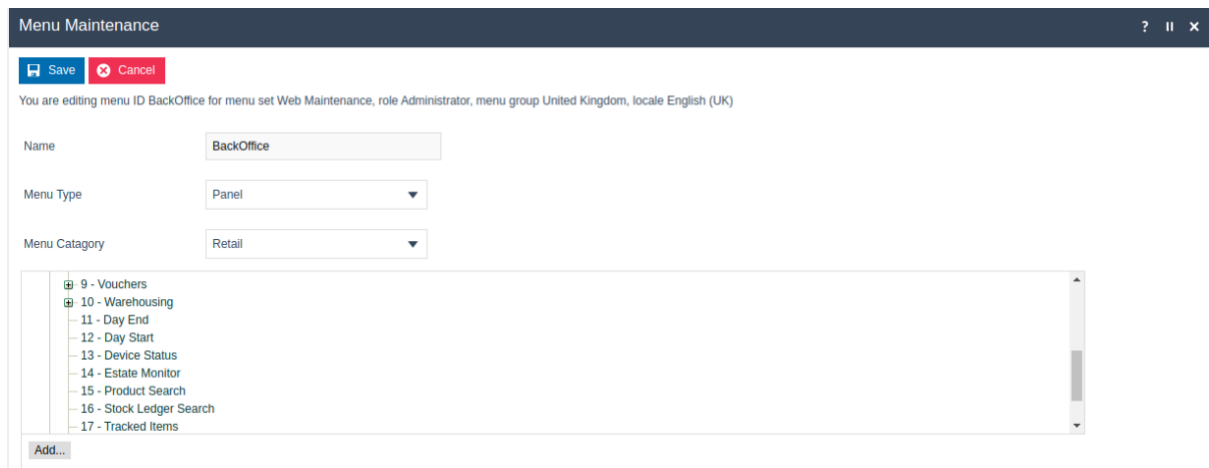
Enactor Web Maintenance	enactor.deleteStoredTransactions.DeleteAllTransactionsAllowed	This role will enable the user to delete all the stored transactions when the Guided day end happens.
Enactor Web Maintenance	enactor.deleteStoredTransactions.AuthorisesDeleteAllTransactions	This role authorises the user to delete all the stored transactions when the Guided day end happens.

Menu

Navigate to Menu Maintenance using the search or the following path:

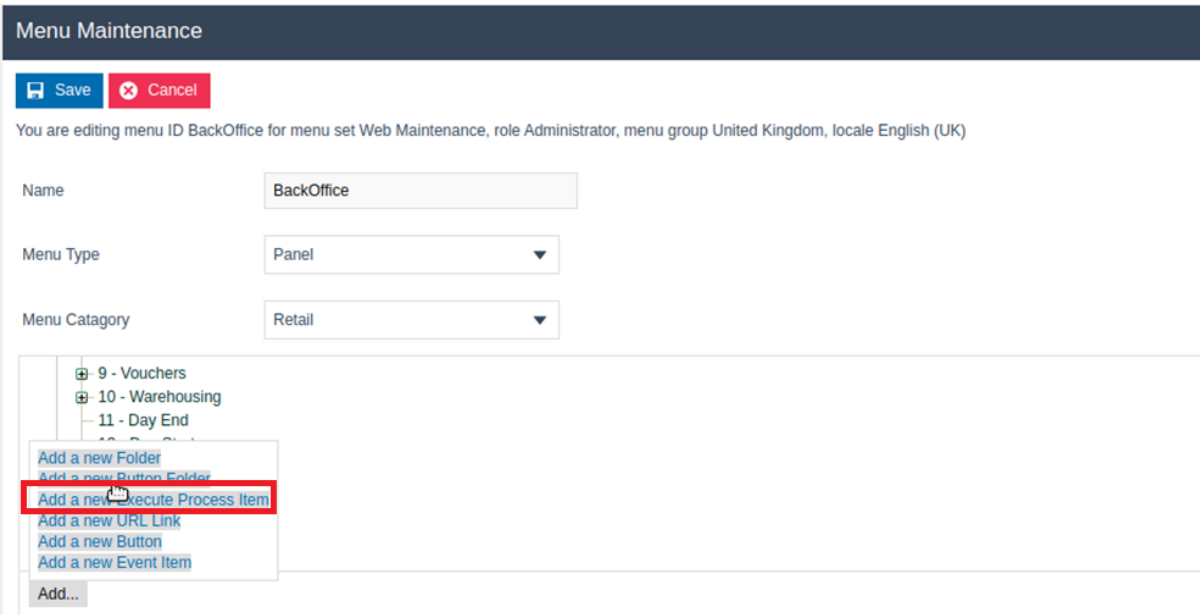


The configurable Guided Cash Management events are configured in the Back Office menu.

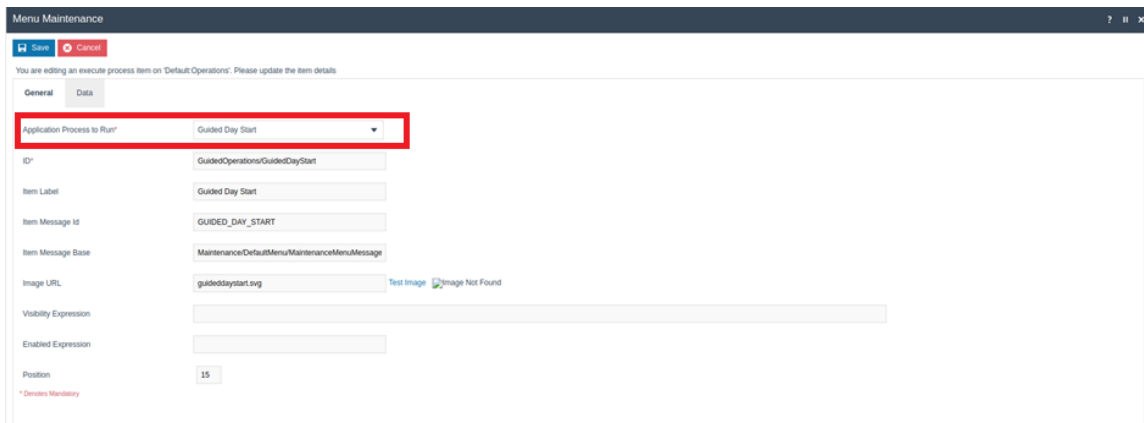


Edit the appropriate Back Office menu.

Select Add > Add a new execute process item.



For the Guided Day Start, The Application Process to Run selected is Guided Day Start.




For Guided Day End, the Application Process to Run selected is Guided Day End.

Menu Maintenance ? || X

Save Cancel

You are editing an execute process item on 'Default:Operations'. Please update the item details

General **Data**

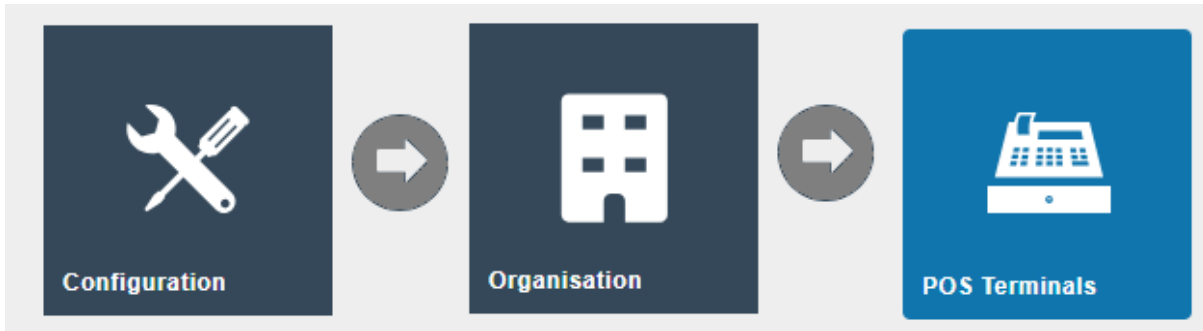
Application Process to Run*	Guided Day End
ID*	GuidedOperations/GuidedDayEnd
Item Label	Guided Day End
Item Message Id	GUIDED_DAY_END
Item Message Base	Maintenance/DefaultMenu/MaintenanceMenuMessage
Image URL	guideddayend.svg Test Image 
Visibility Expression	
Enabled Expression	
Position	14

* Denotes Mandatory

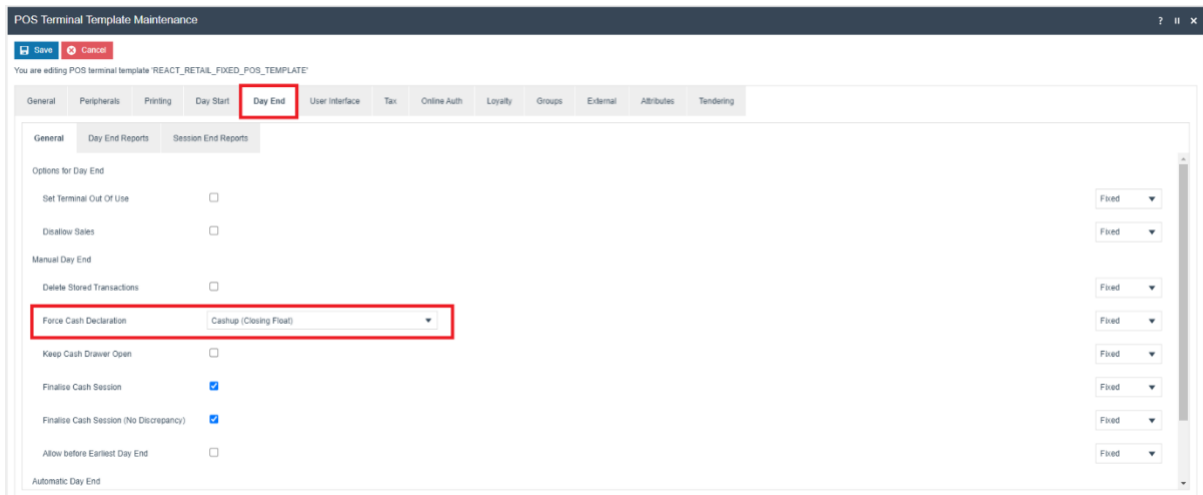
POS Terminal / POS Terminal Template

The flow of the Guided Cash Management processes is determined by the **Force Cash Declaration** method in the POS Terminal / POS Terminal Template configuration.

Navigate to POS Terminal Maintenance / POS Terminal Template Maintenance using the search or the following path.



Select the appropriate POS terminal and navigate to the Day End > General tab.



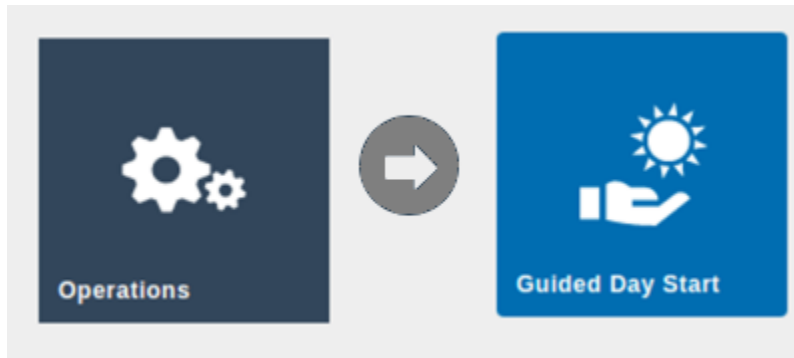
Configuration	Example Value	Description
Force Cash Declaration	Cashup and Closing Float	<p>If the Force Cash Declaration method is defined as Cashup (Empty), the configured POS Terminals will go through the following steps when the Guided Day Start occurs. Day Start > Cashup (Safe) > Finalise (Safe) > Opening Float</p> <p>If the Force Cash Declaration method is configured as Cashup and Closing Float, the configured POS Terminals will go through the following steps when the Guided Day Start</p>

		occurs. Day Start > Terminal Spot check.
--	--	---

Guided Day Start Process

Guided Cash Management processes are performed at the Store Server.

Select the Guided Day Start function (the menu path for this button may vary, depending on the Store Server Menu configuration).



Safe Cashup

When the user selects the Guided Day Start button the Back Office navigates to the Safe Cashup screen.

When the selected location has two or more safes, the user is prompted to select the safe which is associated with the day start process. If only one safe is defined, that safe is automatically be selected.

The first screenshot shows the 'Guided Day Start' screen. It has a dark header with the title 'Guided Day Start' and a help icon. Below the header, it says 'Please select a Safe from the list below to perform a new Cashup.' There is a table with two columns: 'Safe' and 'Name'. The first row has '1' in the 'Safe' column and 'Enactor Store' in the 'Name' column. The second row has 'SAFE0001' in the 'Safe' column and '0001-Hartford-Safe' in the 'Name' column. A red box highlights the '1' in the first row.

The second screenshot shows the 'Cash Management - Cashup' screen. It has a dark header with the title 'Cash Management - Cashup' and a help icon. Below the header, there are 'Done' and 'Cancel' buttons. It says 'You are performing a Cashup for 0003-UK Oxford Street-Safe and the current session.' There is a 'Loose' tab and a 'General' tab. Below the tabs is a table with columns for 'Tender', 'Total', and 'Amount'. The 'Cash' row is highlighted with a red box. The 'Total' column shows '£0.00' for 'Cards PDD (Auto Banked)', '£0.00' for 'Cash', '£0.00' for 'Cheques', and '£0.00' for 'Credit Note (Auto Banked)'. There is a 'Next >>' button at the bottom right.

The Safe Cashup is completed against to the currently open safe session. If there are no open sessions for the safe then the Guided Day Start process will end.

Terminal Spot Check and Opening Float

Once the Safe session is finalised, then the process opens the Terminal Spot Check / Opening Float of the Pay Point or Terminal. Whether the process moves to the Terminal Spot Check or Opening Float first is determined by the **Force Cash Declaration** configuration in the **POS Terminal** configuration.

Opening Float Process

When the **Force Cash Declaration** in the POS terminal is configured as Cashup and Empty, then the Opening Float function is the first step.

The process opens the Opening Float screen where each Terminal or Paypoint can be selected using the Play button.

Guided Day Start

Please select a Pay Point from the list below.

Pay Point	Name	Latest Opening Float	Latest Spot Check
▶ 1	1	20/04/24 07:05	

Next

The following screen is displayed to perform the opening float to the configured POS terminals. This declares the cash amount that the POS will start the session with.

Cash Management - Opening Float

Done Cancel

You are performing an Opening Float for 1 and the current session.

Loose General

Reason: Opening Float

Tender	Total
Cash	10
Cash - Icelandic Krona	ISK0
Cash SS	€0.00
Euros - UK	€0.00
United States Dollar - UK	\$0.00

Next >>

The Terminal Opening Float can be completed for each of the Pos Terminals. Once each Opening Float is completed then the completed date and time is recorded against the terminal in the Guided Day Start screen.

Guided Day Start

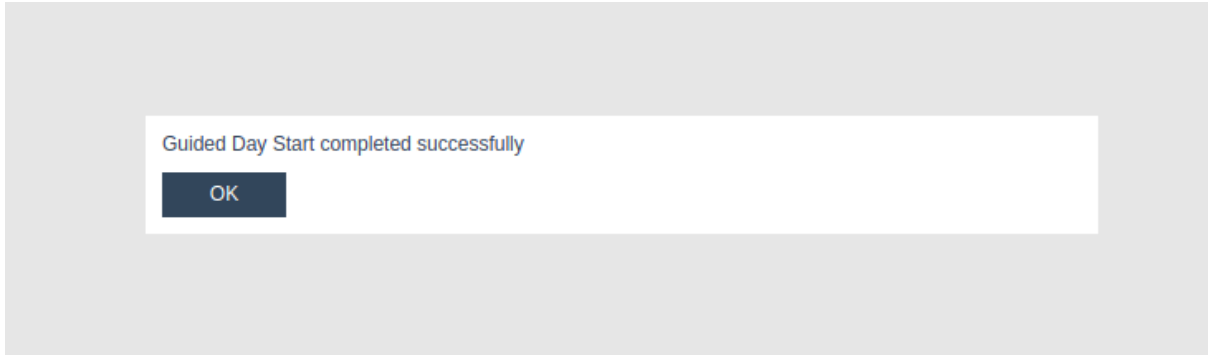
Please select a Pay Point from the list below.

Pay Point	Name	Latest Opening Float	Latest Spot Check
▶ 1	1	20/04/24 08:43	

Next

Once the Opening Float has been declared for each terminal, selecting the Next button completes the Guided Day Start process.

The following confirmation popup is displayed:



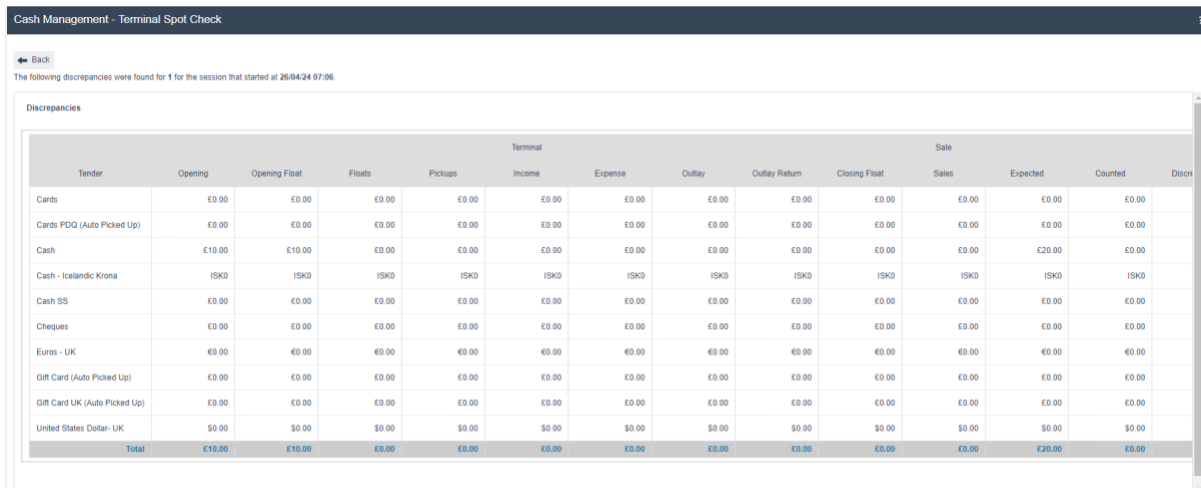
Terminal Spot Check Process

When the **Force Cash Declaration** in the POS terminal is configured as Cashup and Closing Float then the Terminal Spot Check function is performed as the first step in the Guided Day Start. The float for each terminal has already been declared during the Cashup process for the previous session.

The user is directed to the Terminal Spot Check after the Safe Finalise, and a list of terminals is displayed.



When the user selects the Play button against the terminal, the Terminal Spot Check screen is displayed.

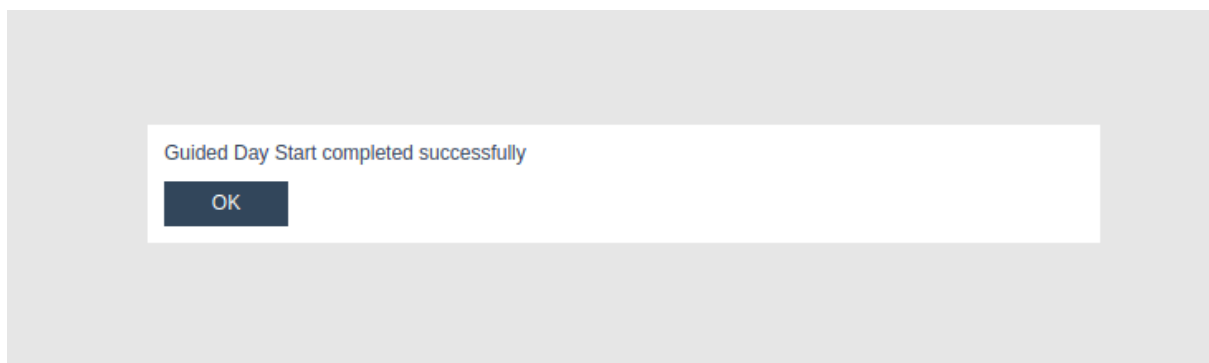


Once a terminal spot check has been completed the completed date and time are recorded against the terminal.

Pay Point	Name	Latest Opening Float	Latest Spot Check
▶ 1	1	26/04/24 09:24	26/04/24 10:01

Next

The Terminal Spot Check in Guided Day Start is a simple verification process. The user can complete the Guided Day Start without completing a terminal spot check against each terminal. On selecting the Next button, the Guided Day Start process completes and the following confirmation popup is displayed:



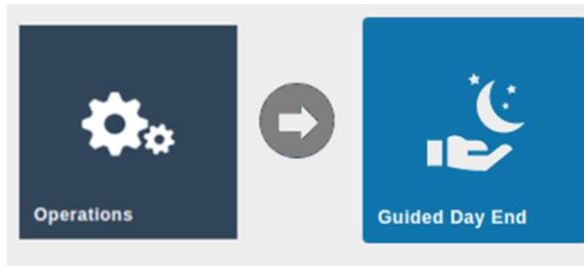
Guided Day Start Process Completion Activities.

During the Guided Day Start process, transactions are created and sent to the Estate Manager. These transactions will be created according to the flow of the Guided Day Start. For example:

- safeOpenTransaction
- safeFinaliseTransaction
- terminalSpotCheckTransaction

Guided Day End Process

Select the Guided Day End function (the menu path for this button may vary, depending on the Store Server Menu configuration).



Similar to the Guided Day Start process, the Guided Day End process has several steps.

Delete Stored Transactions on a Guided Day End Process.

When the user selects the Guided Day End function, the system will first check whether there are any stored transactions against the location. If there are any transactions stored, the user is directed to the following screen:

A screenshot of a software interface titled "Delete Stored Transactions". Below the title is the subtitle "Stored transactions for Location ID: '0006'". The main area contains a table with the following data:

Location	Device	Terminal	Date Time	User	Storage ID	Total	Voidable	Training
Enactor Store	pos1@0006-Kings Road (React)	1	25/04/24 10:13	Hertford Manager	TRANSACTION_ID 91596001090012404261443962	GBP1,150.00	Yes	No

At the bottom left of the screen, there are two buttons: "Delete All" and "Cancel".

Any stored transactions must be dealt with before the process can continue. This can involve recalling them at a POS and either completing or voiding them, or using the delete function provided in the above screen.

To delete stored transactions, the user needs to have the relevant privileges assigned to one of their User Roles. These are described in the Roles section.

According to the privileges set to the user, the following buttons are displayed:

Button	Action	Details
Delete All	To delete all the stored transactions listed in the Delete Stored Transaction screen.	Requires the delete all privilege described in the Roles section.
Cancel	This will Cancel and exit the guided day-end process.	When the user selects the Cancel button, a message is displayed to advise the Guided Day End process is cancelled.

Day End Declaration on Guided Day End Process.

Once the stored transactions are completed and there are no stored transactions for the specific location then the system navigates to the next screen for Day End declarations.

Guided Day End Process where the Location Cash Management Method is Manage by Paypoint or Manage by Terminal

If the Cash Management method is Manage By Paypoint or Manage By Terminal, the next step is the Terminal Cashup process.

The following screen is displayed for the user to select from:



The screenshot shows a mobile application interface titled "Guided Day End". Below the title bar, there is a message: "Please select a Pay Point from the list below:". Below this message is a table with four columns: "Pay Point", "Name", "Date Time", and "Status". The table contains one row of data. A red square highlights a play button icon in the first cell of the first row.

Pay Point	Name	Date Time	Status
1	1	25/04/24 10:03	Count

Terminal Cashup on a Guided Day End Process.

When the user selects the Play button then the Back Office navigates to the declaration method defined for the location's terminals. This could be either Terminal Cashup and Closing Float or Terminal Cashup.

If Terminal Cashup and Closing Float is configured in the terminal then the user is presented with the following screen:



The screenshot shows a mobile application interface titled "Cash Management - Closing Float". At the top, there are "Done" and "Cancel" buttons. Below the title bar, there is a message: "You are performing a Closing Float for 1 and the current session.". Below this message, there are two tabs: "Loose" and "General". Below the tabs, there is a section labeled "Reason". Below the "Reason" section, there is a table with two columns: "Tender" and "Total". The table contains five rows of data. A "Next >>" button is located at the bottom right of the table.

Tender	Total
Cash	
Cash - Icelandic Krona	ISK0
Cash SS	€0.00
Euros - UK	€0.00
United States Dollar- UK	\$0.00

This screen allows the user to declare the Closing Float – this is the money that will remain in the drawer and be used as the float for the next session.

When the Closing Float is declared and the Done option selected, the user is presented with the Cashup screen:

Done Cancel

You are performing a Cashup And Empty for pos4@0001-Hertford (React) and the current session.

Loose General

Safe 0001-Hertford-Safe

Reason Cash Up Reason

Tender		Total
Cash UK		10

Next >>

This screen allows the user to record the cash being removed from the drawer and added to the safe. On selecting Done, the Cashup and Closing Float process is complete.

If the Terminal Cashup and Empty is configured in the terminal, then the user is presented with the following screen:

Cash Management - Cashup And Empty

Done Cancel

You are performing a Cashup And Empty for 1 and the current session.

You are at the Cashing Up stage.

Loose General

Reason

Tender	Total
Cards	1
Cards PDQ (Auto Picked Up)	£0.00
Cash	£0.00
Cash - Icelandic Krona	ISK0
Cash SS	£0.00
Cheques	£0.00
Credit Note (Auto Picked Up)	£0.00
Credit Note (Auto Picked Up)	£0.00
Euros - UK	€0.00
United States Dollar - UK	\$0.00

There is no float declaration, and the user declares the entire amount of cash in the drawer to transfer to the safe.

Terminal Finalise on a Guided Day End Process.

Once the Cashup for the terminal is completed, then the session is finalised:

Cash Management - Finalise

Confirm Back

The following discrepancies were found for 1 for the session that started at 26/04/24 10:03

Discrepancies General

Tender	Terminal									Sale				Discrepancy
	Opening	Opening Float	Floats	Pickups	Income	Expense	Outlay	Outlay Return	Closing Float	Sales	Expected	Counted		
Cash	£10.00	£0.00	£10.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10.00	£0.00	£10.00	£0.00	-£10.00
Total	£10.00	£0.00	£10.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10.00	£0.00	£10.00	£0.00	-£10.00

Finalising locks the previous session and it can no longer be edited.

On finalising the session, the process returns to the Guided Day End screen, and any further terminals can be cashed up.

Guided Day End

Please select a Pay Point from the list below:

Pay Point	Name	Date Time	Status
1	1	26/04/24 10:03	Count

The status of each terminal is displayed in the status column. Any terminals with a status of Count need to be declared. Once the declaration and finalisation is completed, the status moves to Finalised.

Guided Day End

Please select a Pay Point from the list below:

Pay Point	Name	Date Time	Status
1	1	26/04/24 10:25	Finalised

Cashup Cashup and Banking

Safe Transactions on a Guided Day End Process.

Once the terminal sessions are completed, the user can select either Safe Cashup or Safe Cashup & Banking. This enables the user to optionally go through the Safe Banking process in addition to cashing it up.

The screenshot shows a 'Guided Day End' screen. At the top, it says 'Please select a Pay Point from the list below:'. Below this is a table with the following data:

Pay Point	Name	Date Time	Status
1	1	26/04/24 10:25	Finished

Below the table, there are two buttons: 'Cashup' and 'Cashup and Banking'. Both buttons are highlighted with a red box.

Button	Action
Cashup & Banking	Safe Cashup and Banking.
Cashup	Skip Banking and continue to Safe Cashup.

Safe Cashup on a Guided Day End Process.

If the user selects Cashup the Back Office navigates to the Safe Cashup process where the safe is declared. The following screen is displayed:

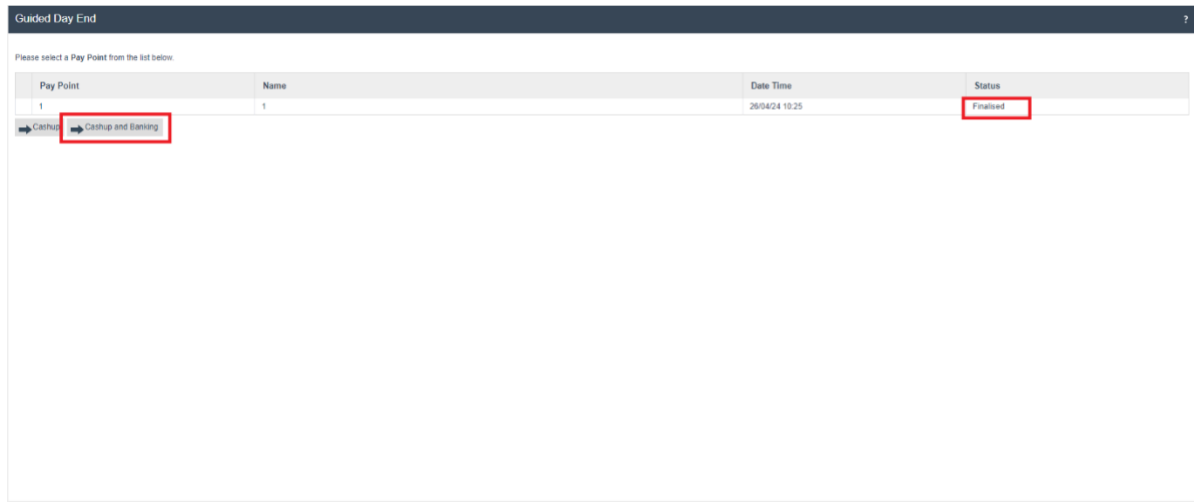
The screenshot shows the 'Cash Management - Cashup' interface. At the top, there are 'Done' and 'Cancel' buttons. Below the header, a message states: 'You are performing a Cashup for Enactor Store and the current session.' The main area is divided into 'Loose' and 'General' tabs, with 'General' selected. A table lists various tender types with their corresponding total amounts. The table has two columns: 'Tender' and 'Total'. The 'Total' column contains input fields with pre-filled values. At the bottom right, there is a 'Next >>' button.

Tender	Total
Cards (Auto Banked)	£0.00
Cards PDQ (Auto Banked)	£0.00
Cash	
Cash - Icelandic Krona	ISK0
Cash SS	£0.00
Cheques	£0.00
Credit Note (Auto Banked)	£0.00
Credit Note (Auto Banked)	£0.00
Euros - UK	€0.00
United States Dollar- UK	\$0.00

The user enters the counted amounts in the safe then selects Done. Note that there is no requirement to declare any Tenders configured as Auto Banked – these are declared automatically.

Cashup & Banking

Once the terminal sessions are finalised and the user selects Cashup & Banking, a slightly different process is followed:



First the process navigates to the Safe Cashup screen the user is prompted to declare the money that will remain in the safe. The following screen is displayed:



The user declares any cash amounts and then selects Done to complete the process.

The back office then moves to the Safe Banking step. This screen allows the user to declare any cash amounts to be banked:

Cash Management - Banking

Done Cancel

You are performing a Banking for 0001-Hertford-Safe and the current session.

Loose General

Tender	Cash Up	Banking
Cards PDQ UK (Auto Banked)		£0.00
Cards UK (Auto Banked)		£0.00
Cash UK	£11,111.00	
Cheques UK		£0.00
Credit Note UK (Auto Banked)		£0.00
Customer Account UK (Auto Banked)		£0.00
Employee Account UK (Auto Banked)		£0.00
Gift Card UK (Auto Banked)		£0.00

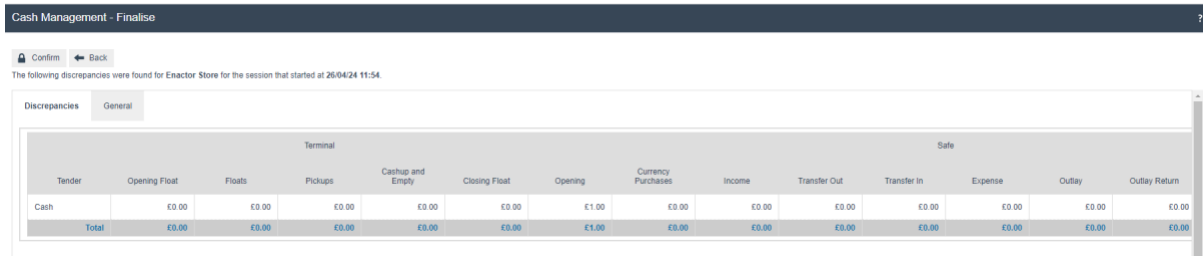
Next >>

In this screen, the user records the cash amounts to be banked in the Banking column. Once the amounts have been added the user can navigate to the General tab and record any Banking details such as the Banking Slip Reference, the Banking Bag Reference and any notes.

Once all Banking tenders have been recorded, the user can complete the process by selecting the Done button. The back office will navigate to the Safe Finalise screen.

Safe Finalise on a Guided Day End Process.

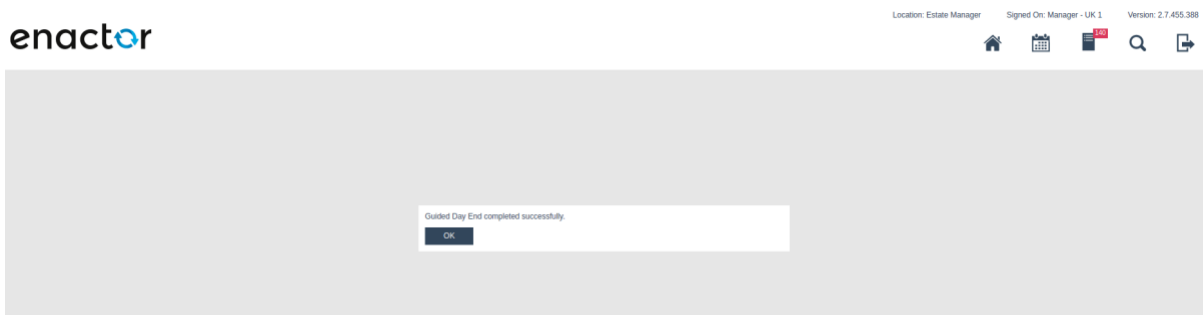
On selecting the Done button then the Back Office navigates to the Safe Finalise screen. If the safe is configured to auto-finalise after Cashup then the finalise screen is shown with any discrepancies.



The screenshot shows the 'Cash Management - Finalise' interface. At the top, there are 'Confirm' and 'Back' buttons. Below them, a message states: 'The following discrepancies were found for Enactor Store for the session that started at 26/04/24 11:54'. A 'Discrepancies' tab is active, showing a table with columns for Terminal and Safe. The table has 14 columns: Tender, Opening Float, Floats, Pickups, Cashup and Empty, Closing Float, Opening, Currency Purchases, Income, Transfer Out, Transfer In, Expense, Outlay, and Outlay Return. The data row shows values for each category, with a total row at the bottom.

Terminal							Safe						
Tender	Opening Float	Floats	Pickups	Cashup and Empty	Closing Float	Opening	Currency Purchases	Income	Transfer Out	Transfer In	Expense	Outlay	Outlay Return
Cash	£0.00	£0.00	£0.00	£0.00	£0.00	£1.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total	£0.00	£0.00	£0.00	£0.00	£0.00	£1.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

If the user Selects Confirm to finalise the session, then the Guided Day End process completes and the following prompt is displayed:



If the user selects the Back option, then the Guided Day End process does not complete and the user is redirected to the Safe Cashup screen.

Tender Bags on a Guided Day End Process.

If the Location is configured to allow Tender Bags, when the user selects either Cashup or Cashup & Banking then the New Bag tab is displayed.

The screenshot shows the 'Cash Management - Cashup' application. At the top, there are 'Done' and 'Cancel' buttons. Below that, a message states: 'You are performing a Cashup for Enactor Store and the current session.' The main area has three tabs: 'Loose', 'New Bag', and 'General'. The 'New Bag' tab is active, displaying a table with the following data:

Tender	Total
Cards (Auto Banked)	0.00
Cards PDQ (Auto Banked)	0.00
Cash	
Cash - Icelandic Krona	ISK0
Cash SS	0.00
Cheques	0.00
Credit Note (Auto Banked)	0.00
Credit Note (Auto Banked)	0.00
Euros - UK	0.00
United States Dollar - UK	0.00

At the bottom right of the table, there is a 'Next >>' button.

Here the user can declare the cashup amounts and add them to tender bags. The user can to create a new tender bag from the New Bag tab and record the tender amounts.

Using the New Bag tab the user can record the following tender bag details:

Configuration	Description
Bag Number	A unique name for the new tender bag is created. This is used for the identification process of the Tender Bag
Serial Number	A unique number for the new tender bag is created. This is used for the identification process of the Tender Bag

The following buttons are displayed:

Button	Action
Clear Values	Deletes the amounts added against each tender.
Bag Tenders	Creates a new tender bag with the recorded values. A new Existing Bag tab is created once this is completed.
Next	Used to navigate to the next tab

The Existing Bags tab gives details of any bags that were created for that safe.

Cash Management - Cashup

Done Cancel

You are performing a Cashup for Enactor Store and the current session.

Loose New Bag Existing Bags General

Bag Number	Bag Type	Cashup
1	Banking	<input type="checkbox"/>
1	Banking	<input type="checkbox"/>

<< Previous Next >>

If the user has the selected Cashup & Banking process, they can also create one or more Banking Bags during the Banking process.

Guided Day End Process Completion Activities

During the Guided Day End process, transactions are created and sent to the Estate Manager. These transactions will be created according to the flow in which the Guided Day End has happened. An example list of the transaction types generated is shown below:

- TerminalCashupTransaction
- TerminalFinaliseTransaction
- safeCashupTransaction
- safeCashup&BankingTransaction
- safeFinaliseTransaction
- safeOpenTransaction

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.

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