

How-To Guide Configuring Auto Cashup & Finalise

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Introduction

The purpose of this guide is to describe the steps required to configure the Auto Cashup and Finalise job for the Back Office. This will allow to schedule a diary job that runs the cash management functions of Terminal Cashup and Empty, Terminal Finalise and opens a new Terminal Session as scheduled in the diary job.

Note:

This will **only** work for the following:

- Devices that are of the Device type Mobile POS (MPOS).
- Session Owners with the Session Type of Pay Point.
- Tenders that are configured to be Auto Picked-up.

In the POS Terminal, if there are any tenders that have been configured to be Picked-up manually (not Auto Picked-up), then this diary job will fail.

Overview

This guide will cover the following:

- Session Owner Configuration.
- Diary Entry Configuration.
- Tender Configuration.
- Auto Cashup and Finalise Behaviour.

Prior Training / Experience

You should be familiar with the following:

- Estate Manager Configuration.

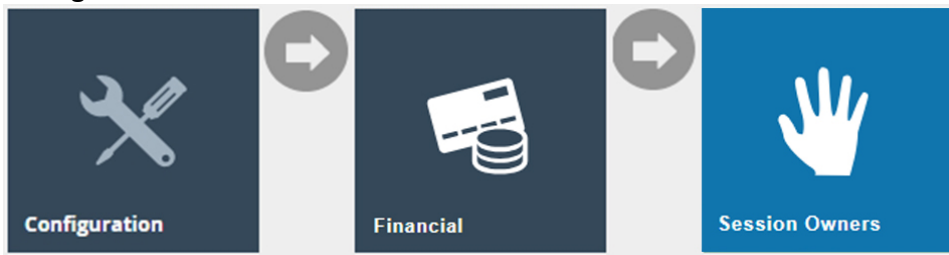
Auto Cashup and Finalise Configuration

This section covers all the necessary configurations that need to be made in the Estate Manager to configure session owner and schedule a diary to run Auto Cashup and Finalise in Enactor.

Session Owner

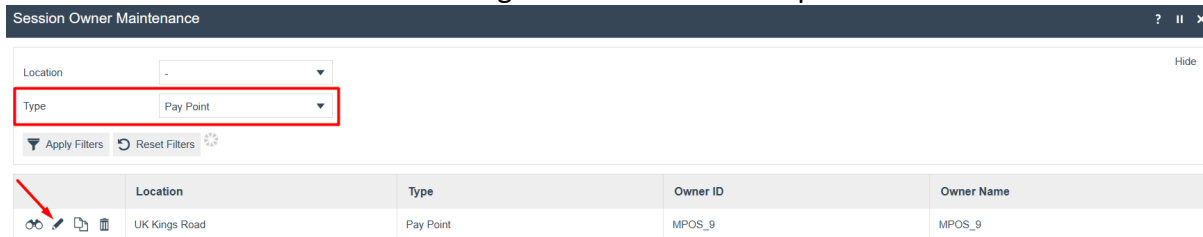
There is a configuration to the Session Owner that should be enabled for Auto Cashup and Finalise to work successfully. This configuration to the Session Owner can be made in the Session Owner Maintenance of the Estate Manager. The Session Owner Maintenance application can be accessed through:

Configuration -> Financial -> Session Owner



Note: Since Auto Cashup and Finalise is supported only on MPOS devices and for Session Owner Type of Pay Point, make sure to select the Pay Point Session Owner which will be mapped to your MPOS device.

In the Session Owner Maintenance, select the **Edit** icon of the Pay Point Session Owner, which will be used to enable the configuration of Auto Cashup and Finalise.



Enable the **Allow Auto Close And Finalise** for the Session Owner and click **Save**.

Session Owner Maintenance

You are editing Pay Point session owner **MPOS_9** for location **UK Kings Road**

Values

Owner Name

Allow Auto Close And Finalise

Allow Float (Back Office)

This will ensure that, the MPOS device that uses this Session Owner, will now be able to Auto Cashup and Finalise successfully.

The above created Pay Point Session Owner can be mapped to the MPOS Terminal in the POS Terminal Maintenance as follows:

POS Terminal Maintenance

You are editing POS terminal for device ID 'mpos9@0005 enactor' at store 'UK Kings Road' based on template 'React Mobile POS Terminal Template'

General Peripherals Printing Day Start Day End User Interface Tax Online Auth Loyalty Groups External Attributes **Tendering**

Tendering Consumer Benefit Excluded Debit Tender Excluded Credit Tender

Use Template Value

Default Pay Point ID

Enable DCC

Transaction Tender Limit

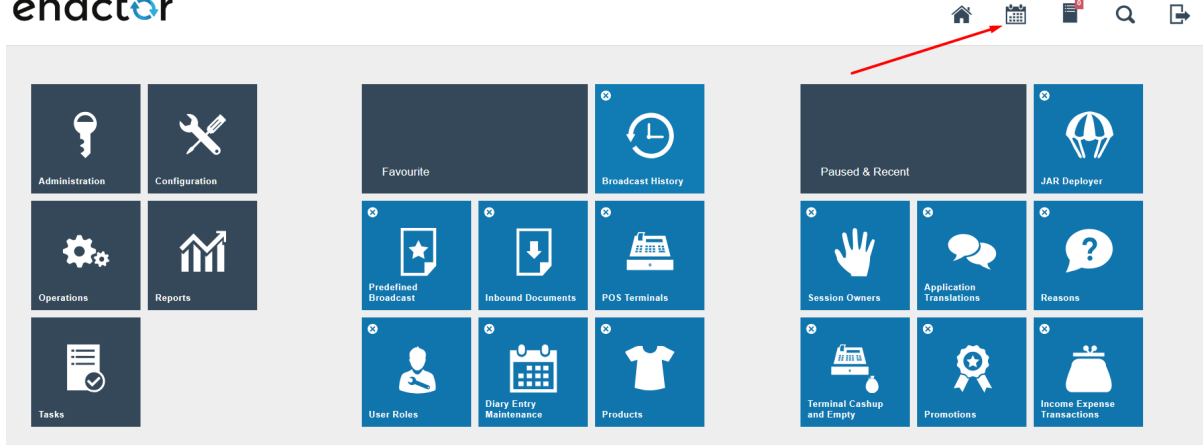
Diary Entry

The Diary Entry Maintenance allows the User to schedule specific process executions within the Enactor Application based on the frequency that is configure for each diary job.

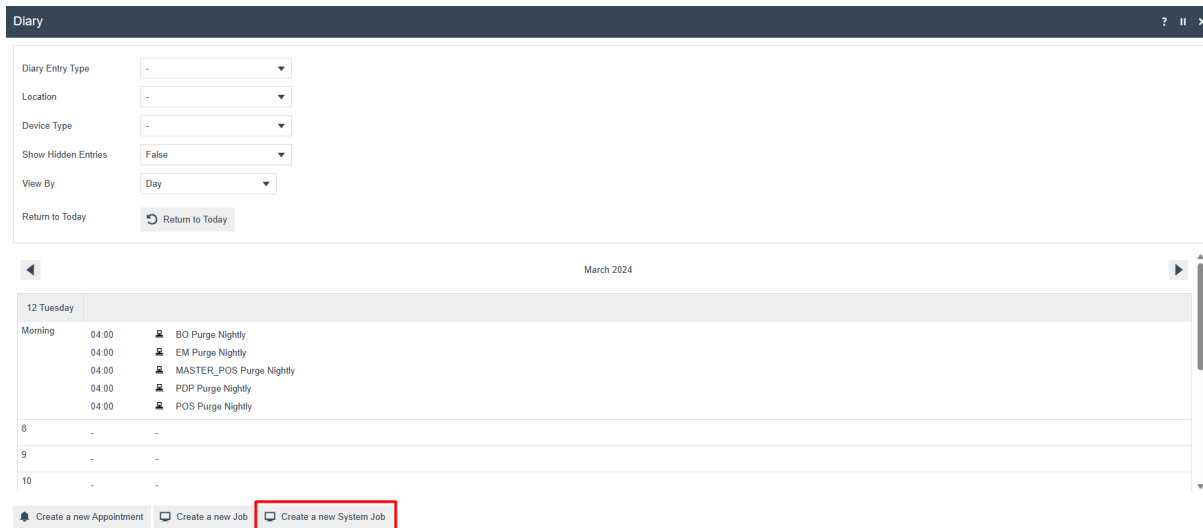
The Diary Entry Maintenance will be used to configure the scheduling of the Auto Cashup and Finalise jobs as required.

The Diary Entry Maintenance application can be accessed by clicking on the following icon in the home screen of the Estate Manager:

enactor



To create a new Diary Entry, select **Create a new System Job** in the Diary Entry Maintenance.



The Entry ID, Start Date and Diary Entry Type will be auto populated. Hence, click **Create** without making any changes.

Diary Entry – General Tab

The General tab captures the basic information of the new Diary Entry.

Diary

Save
Cancel
Remove

Please enter details for this System Job

General

Job

Data

Location -

Device Type Back Office

Subject* Terminal Auto-Cashup and Auto-Finalise

Start Date* 11 September 2024

Start Time* 07 : 15

End Time* 07 : 30

Occurs
 Once
 At Minute Intervals
 Every Hour
 Every Day
 Every Week
 Every Month

Interval (minutes only) 1

Hidden

Category -

* Denotes Mandatory

Set the following values on the **General** tab as follows:

Configuration	Description
Location	Select – as the Location. This will ensure that no specific location is selected, which will then apply the selected Device Type for all Locations . In the above example, this diary entry will be applied for all the Back Office devices of all locations.
Device Type	Select Back Office as the Device Type. This will ensure that the job is run in the Back Office of the selected Location.
Subject	Enter any appropriate name that will allow to identify this Diary Entry.
Start Date	Specify the Start Date for this job.
Start Time	Specify the Start Time for this job.
End Time	Specify the End Time for this job. This is the time at which the Job Schedule expires. If the Job has not started (either for run or re-run) before this time, it will not run due to being expired. Also, a running job will not expire.
Occurs	The frequency at which this job is to be run. Select Every Day if this job is to be run daily.

Diary Entry – Job Tab

The Job tab captures the Job that is to be run as configured in the General Tab for this new Diary Entry.

Enter **CashManagement/AutoCashup/StoreAutoCashup** in the Process ID field.

Note: This is case-sensitive.

Diary

Save Cancel Copy Remove

Please enter details for this System Job

General Job Data

Process ID CashManagement/AutoCashup/StoreAutoCashup

Submitted Job ID 0

Diary Entry – Data Tab

The Data tab captures the User who will run this new Diary Entry.

Enter the following value:

Name - enactor.mfc.UserId (This is case-sensitive).

Java Type – String.

Value – Enter the User ID that is used to log into the Back Office.

Diary

Save Cancel Copy Remove

Please enter details for this System Job

General Job Data

Process Data

	Name	Java Type	Value
Remove	enactor.mfc.UserId	String	ADMIN
+ Add		String	

Select **Save**.

This will now have created a Diary Entry in the Diary as follows:

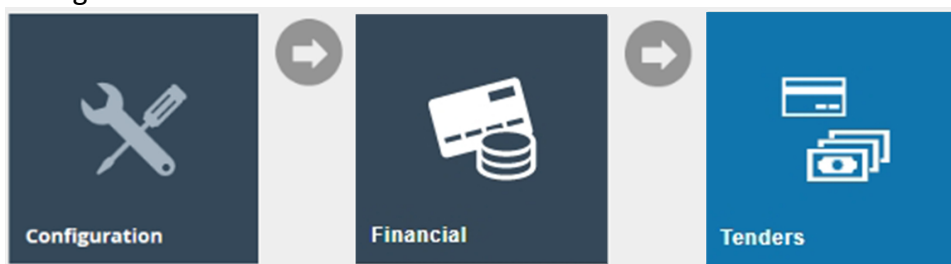
The screenshot shows the 'Diary' application window. At the top, there are several dropdown menus for 'Diary Entry Type', 'Location', 'Device Type', and 'Show Hidden Entries', along with a 'View By' dropdown set to 'Day'. Below these is a 'Return to Today' button. The main area displays a calendar for '11 Monday' in 'March 2024'. A list of entries is shown for the 'Morning' section, including 'BO Purge Nightly', 'EM Purge Nightly', 'MASTER_POS Purge Nightly', 'PDP Purge Nightly', and 'POS Purge Nightly', all at 04:00. The entry 'Terminal Auto-Cashup and Auto-Finalise' at 07:15 is highlighted with a red box.

Tender

This configured job will only work for tenders that have been configured to be Auto Picked-up. This configuration can be set in the Tender Maintenance.

The Tender Maintenance application can be accessed through:

Configuration -> Financial -> Tenders



Select the Tender that is to be configured, go to the Cash Management Tab and enable the **Auto Picked Up** configuration as follows:

The screenshot shows the 'Tender Maintenance' application. At the top, there are 'Save' and 'Cancel' buttons. Below them, it says 'You are editing Tender ID 'PDQ' for Region 'United Kingdom''. A horizontal menu at the top has several tabs: 'General', 'Restrictions 1', 'Restrictions 2', 'Discount Restrictions', 'Overlap Tenders', 'User Limits', 'Cash Management' (highlighted with a red box), 'Change', 'Surcharge', 'Cash Tender', and 'Attributes'. Below the menu is a list of tender configurations with checkboxes:

Configuration	Checked
Banking Tender	<input checked="" type="checkbox"/>
Auto Banked	<input checked="" type="checkbox"/>
Include In Safe Limit Check	<input type="checkbox"/>
Cashup Tender	<input checked="" type="checkbox"/>
Currency Purchase Tender	<input type="checkbox"/>
Float Tender	<input type="checkbox"/>
Pickup Tender	<input checked="" type="checkbox"/>
Auto Picked Up	<input checked="" type="checkbox"/>
Spot Check Tender	<input checked="" type="checkbox"/>

Select **Save**.

This tender will now be able to Auto Cashup when the Auto Cashup and Finalise job is run.

Note: The above tender configuration is essential for the Auto Cashup and Finalise job to be successful. If the POS has even one tender that does not have the above Auto Picked Up configuration, this job will fail. Hence, make sure that your POS will only have Auto Picked Up tenders to successfully run the Auto Cashup and Finalise job.

Broadcasting

To deliver the configuration changes, broadcast the following entities to all the devices.

- Cash Management Session Owner.
- POS Terminal.
- Diary Entry.
- Tender.

Auto Cashup and Finalise Behaviour

In the POS, when a spot check is done, the following Tender and values can be seen:
Cards – Configured to be Auto Picked Up.

The screenshot shows the enactor POS interface. At the top left is the 'enactor' logo. At the top right, it displays 'KEYBOARD', 'Date & Time : 11/03/2024, 12:36:48', and 'Till Number : 797 | Hertford Manager'. The main content area features a table with the following data:

	Expected	Counted	Discrepancy
Cards (Auto Picked Up)	£359.99	£359.99	£0.00
Total	£359.99	£359.99	£0.00

The row for 'Cards (Auto Picked Up)' is highlighted with a red border. To the right of the table, there is a text prompt: 'This is the session summary.' Below this is a numeric keypad with buttons for digits 0-9, a decimal point, a CLR button, and an ENT button. At the bottom left of the interface is a green 'OK' button.

In the Estate Manager or Back Office, navigate to Terminal Cash Management History to view the Cash Management activities of your POS Terminal:

Cash Management - History

← Back

Please select a session for mpos9@0005-Kings Road (React Win) from the list below.

	Status	Start Date	End Date
Next	Open	11/03/24 06:59	
Next	Finalised	11/03/24 06:56	11/03/24 06:59
Next	Finalised	11/03/24 06:27	11/03/24 06:56
Next	Finalised	11/03/24 06:26	11/03/24 06:27
Next	Finalised	11/03/24 06:25	11/03/24 06:26
Next	Finalised	11/03/24 06:18	11/03/24 06:25
Next	Finalised	08/03/24 09:39	11/03/24 06:18
Next	Finalised	12/01/24 08:58	08/03/24 09:39

The above shows an **Open** session with a Start Date of **11/03/24 06:59**.

Click **Next** to view more details on this Open session.

Cash Management - History

← Back

All the operations for mpos9@0005-Kings Road (React Win) for the session that started at 11/03/2024, 06:59 are shown below.

Operation	Date	User	Voided
Open	11/03/2024, 06:59	000101	<input type="checkbox"/>

When a Terminal Spot Check is run, following are the results of this Open session:

Cash Management - History

← Back

All the operations for mpos9@0005-Kings Road (React Win) for the session that started at 11/03/24 06:59 are shown below.

Operation	Date	User	Voided
Terminal Spot Check	11/03/24 07:06	000101	<input type="checkbox"/>
Open	11/03/24 06:59	000101	<input type="checkbox"/>

Cash Management - History

← Back

The following discrepancies were found for mpos9@0005-Kings Road (React Win) for the session that started at 11/03/24 06:59:

Tender	Terminal								Sale				
	Opening	Opening Float	Floats	Pickups	Income	Expense	Outlay	Outlay Return	Closing Float	Sales	Expected	Counted	Discrepancy
Cards (Auto Picked Up)	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00
Cards (Auto Picked Up)	£3.99	£3.99	£3.99	£3.99	£3.99	£3.99	£3.99	£3.99	£3.99	£359.99	£359.99	£359.99	£3.99
Cash	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00

This shows that the Tender Cards (Auto Picked Up) has the value of £359.99.

Now the Auto Cashup and Finalise job is set to run at **07:15** on this same day.
 After the job is run, the status of this job can be viewed in the Scheduled Job Maintenance as follows:

Scheduled Job Maintenance

Job ID	Parent Job ID	Description (Process ID)	Runtime Context	Run At Device	Run At Date Time	Status
737		(StoreAutoCashup)	Enactor Web Store Processing	BO@0005.enactor	11/03/24 07:15	Successful

Once this job has run successfully, you can also confirm the cash management functions that have been run in this job, by navigating to Inbound Documents in the Estate Manager as follows:

Inbound Document Viewer

Document ID	Source	Source ID	Content Type	Document Type	Date Received	Status
12049	BO@0005.enactor	BackOffice_319_Mon Mar 11 07:15:43 GMT 2024	XML	terminalCashupAndEmptyTransaction	11/03/2024, 07:16	Processed
12051	BO@0005.enactor	BackOffice_320_Mon Mar 11 07:15:43 GMT 2024	XML	terminalFinaliseTransaction	11/03/2024, 07:16	Processed
12050	BO@0005.enactor	BackOffice_321_Mon Mar 11 07:15:43 GMT 2024	XML	terminalOpenTransaction	11/03/2024, 07:16	Processed
12045	mpos5@0005.enactor	POS-SN.18	XML	systemEvent	11/03/2024, 07:14	Processed
12042	BO@0005.enactor		XML	updateAcknowledgement	11/03/2024, 07:13	Processed
12036	pos9@0005.enactor		XML	updateAcknowledgement	11/03/2024, 07:13	Processed
12037	pdp@0005.enactor		XML	updateAcknowledgement	11/03/2024, 07:13	Processed

The above shows that Terminal Cashup and Empty, Terminal Finalise and Terminal Open have been run.

Now if you navigate back to Cash Management Terminal History and select your POS Terminal, the following can be seen:

Cash Management - History

← Back

Please select a session for **mpos9@0005-Kings Road (React Win)** from the list below.

	Status	Start Date	End Date
Next	Open	11/03/24 07:15	
Next	Finalised	11/03/24 08:59	11/03/24 07:15

The above shows that the session started at 06:59 has been closed and a new session has started at 07:15.

Navigating into the 06:59 Closed Session shows the following:

Cash Management - History

← Back

All the operations for mpos9@0005-Kings Road (React Win) for the session that started at 11/03/24 06:59 are shown below.

Operation	Date	User	Voided
Finalise	11/03/24 07:15	ADMIN	<input type="checkbox"/>
Cashup And Empty	11/03/24 07:15	ADMIN	<input type="checkbox"/>
Pickup	11/03/24 07:15	ADMIN	<input type="checkbox"/>
Terminal Spot Check	11/03/24 07:06	000101	<input type="checkbox"/>
Open	11/03/24 06:59	000101	<input type="checkbox"/>

This shows the 3 cash management functions that have been run automatically through the Auto Cashup and Finalise job, which can be viewed as follows:

Pickup

Cash Management - History

🔒 Back

You are viewing a Pickup for mpos9@0005-Kings Road (React Win) for the session that started at 11/03/24 06:59.

Loose General

Safe

Reason

Tender	Total
Cards (Auto Picked Up)	£0.00
Cards PDQ (Auto Picked Up)	£359.99
Cash	£0.00
Cash Italy	0.0
Cheques	£0.00
Credit Note (Auto Picked Up)	£0.00

CashUp And Empty

Cash Management - History

🔒 Back

You are viewing a Cashup And Empty for mpos9@0005-Kings Road (React Win) for the session that started at 11/03/24 06:59.

Loose General

Safe

Reason

Tender	Total
Cards PDQ (Auto Picked Up)	£359.99
Cash	£0.00

Finalise

Cash Management - History

Back

The following discrepancies were found for mpos9@0005-Kings Road (React Win) for the session that started at 11/03/24 06:59.

Discrepancies General

Tender	Opening	Opening Float	Floats	Pickups	Terminal				Sale				Expected	Counted	Discrepancy	Tracked Item	
					Income	Expense	Outlay	Outlay Return	Closing Float	Sales							
Cards	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Cash	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£350.99	£350.99	£350.99	£350.99	£0.00		

Following is the new session that is opened at 07:15.

Cash Management - History

Back

All the operations for mpos9@0005-Kings Road (React Win) for the session that started at 11/03/24 07:15 are shown below:

Operation	Date	User	Voided
Open	11/03/24 07:15	ADMIN	<input type="checkbox"/>

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 2.7

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

Document History

The following versions of the document have been produced:

VERSION	STATUS	ISSUE DATE	AUTHOR	REASON FOR ISSUE
1.0	Initial Version	07/09/24	Hadhi Jawahir	Initial version