enactor®

retail systems for a digital world

How to Guide
Cash Management -
Income and Expenses

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Introduction

This document outlines the functionalities of Income and Expenses. These are cash management functions and represent the movement of cash in and out of the cash drawer or safe without a corresponding retail transaction.

Overview

The following configuration is required to enable the Income and Expense functions.

- **Menus** – Adding the functions to the POS and Back Office Menus.
- **Role** – Ensuring POS and Back Office users have the appropriate privileges to carry out Income and Expenses.
- **Reasons** – Business Rules for both functions can be defined in Reason Codes.

Configuration Steps

Menus

The Menu Maintenance application can be accessed via:
Configuration > System > Menus
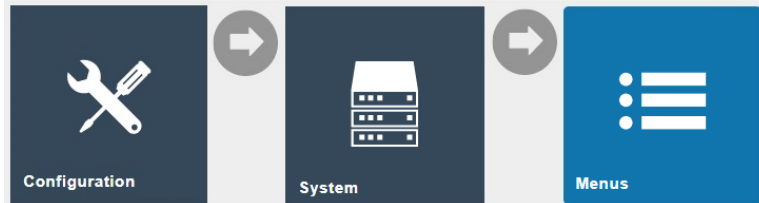
Terminal Cash Management Menu

The Terminal Cash Management menu defines the POS cash management functions available from the POS device.

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

Search by Menu ID of TERMINAL_CASH_MANAGEMENT and select the pencil icon to edit the menu. If Income and Expense are already defined in the menu, this step can be skipped. Otherwise, the following configuration is required:

Menu Maintenance

Save   **Cancel**

You are editing menu ID TERMINAL_CASH_MANAGEMENT for menu set POS, role Sales Assistant, menu group Default Standard POS, locale -

Name	TERMINAL_CASH_MANAGEMENT
Menu Type	Tree
Menu Catagory	Retail

- **TERMINAL_CASH_MANAGEMENT**
  - 1 - Terminal Float
  - 2 - Pickup
  - 5 - SpotCheck
  - 6 - CashupAndClosingFloat
  - 7 - MORE
  - 8 - Back

Add...

Click TERMINAL_CASH_MANAGEMENT (the text will go bold), then select Add > Add a new Button

Menu Maintenance

Save Cancel

You are adding a new button to 'TERMINAL_CASH_MANAGEMENT'. Please fill in the button details

| General | Data |

Type	● Event ○ Menu Link
Event*	Expense ▼
ID*	Expense
Button Label	Expense
Button Message Id	EXPENSE_BUTTON
Button Message Base	Pos/CashManagement/CashManagementMessages
Image URL	Admin/expense.png Test Image [Imag
Pressed Image URL	Test Image
Visibility Expression	#{priv:checkPrivilege('enactor.terminalExpense.Run')}
Enabled Expression	
Button Style	

Select **Expense** from the Event drop-down. All other data is pre-populated once it is selected.

Select the Save icon – the Expense function is added to the menu.

Menu Maintenance

Save Cancel

You are editing menu ID TERMINAL_CASH_MANAGEMENT for menu set POS, role Sales Assistant, menu group Default Standard POS, locale -

Name	TERMINAL_CASH_MANAGEMENT
Menu Type	Tree ▼
Menu Catagory	Retail ▼

⊟ **TERMINAL_CASH_MANAGEMENT**
— 1 - Terminal Float
— 2 - Pickup
— 3 - Expense
— 5 - SpotCheck
— 6 - CashupAndClosingFloat
⊞ 7 - MORE
— 8 - Back

Repeat this process and select **Income** from the Event drop-down.

Both functions are now configured in the Terminal Cash Management menu. Select Save to save the menu.

Safe Cash Management Menu

The Safe Cash Management menu defines the Safe cash management functions available from the POS device.

Repeating the process above can add the Expense and Income functions to the menu:

Back Office Menu

Edit the appropriate Back Office menu(s).

Select Default (the text will bold), then select Add > Add a new Execute Process Item

The following Application Processes can be configured for Income and Expense functions. In each case, selecting them from the Application Process to Run drop-down will automatically populate all other fields in the button configuration:

Safe Expense (BO)
Safe Income (BO)
Terminal Expense (BO)
Terminal Income (BO)

Menu Maintenance

Save **Cancel**

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

General Data

| Field	Value
Application Process to Run*	Terminal Income (BO) ▼
ID*	CashManagement/TerminalIncome
Item Label	Terminal Income
Item Message Id	TERMINAL_INCOME
Item Message Base	Maintenance/DefaultMenu/CashManagementMenuMes
Image URL	income.svg Test Image
Visibility Expression	
Enabled Expression	
Position	14

* Denotes Mandatory

Once all required functions have been added, save the Back Office menu.
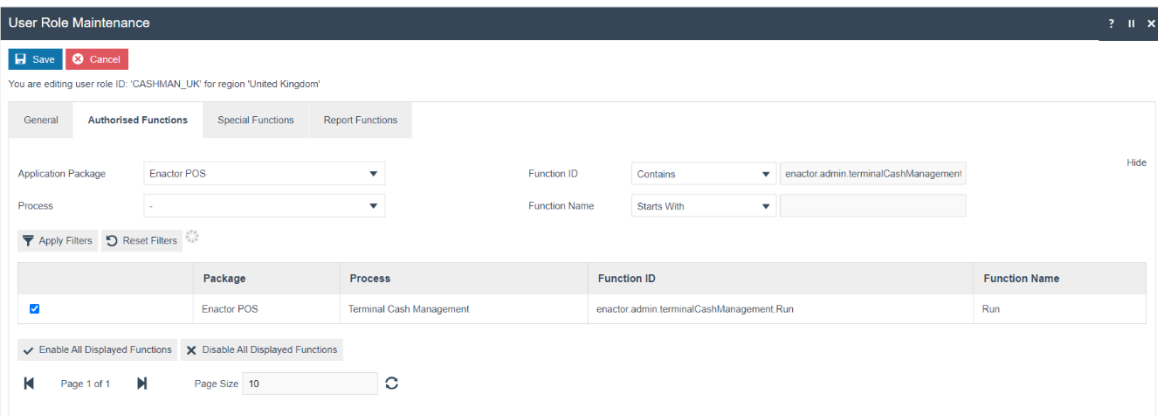
Roles

The User Roles Maintenance application can be accessed via:
Configuration > HR > User Roles
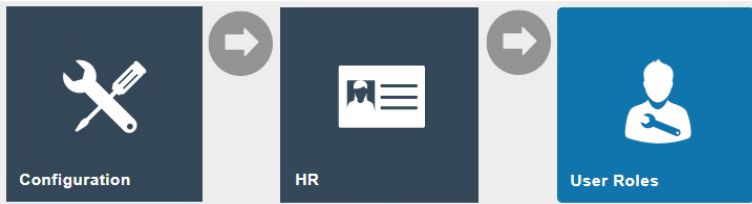
Authorisation to run the Income and Expense functions documented here is controlled with privileges maintained in Roles.
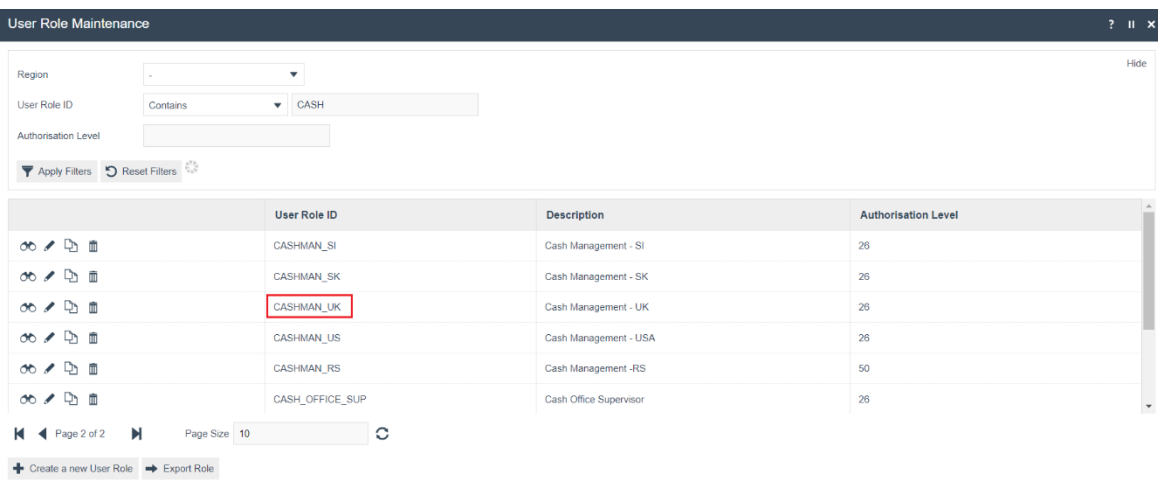
Select the appropriate Role to be edited. The role in the screenshots is CASHMAN_UK.

Select Enactor POS from the Application Package and drop-down and configure the following privileges as desired. These privileges control access to the functions on the POS and the Store Server:

Process - Terminal Expense (POS)

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

Process - Terminal Income (POS)

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

Process - Terminal History (POS)

Application Package	Function ID	Description
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 - Safe Expense (POS)

Application Package	Function ID	Description
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)

Application Package	Function ID	Description
Enactor POS	enactor.safeIncome.Auth	Allows the POS User to complete recording a Safe Income.

Application Package	Function ID	Description
Enactor POS	enactor.safeIncome.Run	Allows the POS User to run Safe Income.

Process – Safe History (POS)

Application Package	Function ID	Description
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.

Reasons

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

Reasons control the business rules that are applied for the Income and Expense functions. Multiple Reason Codes can be configured for both functions.

Expense Reasons

In Reason Maintenance, select the **Create a new Reason** button. Select the appropriate Region, select a Reason Type of Expense and enter a Reason ID:

Select **Create**

On the General tab of the page that opens, the following options are available:

Field	Description
Description	Description of the Expense e.g. Stationery.
User Defined Privilege	Allows use of this Expense Reason to be restricted to users with a specific Functional Authorisation Code assigned to them.
Capture Reference Number?	The POS will prompt for a reference number to be entered when this Expense Reason is used.
Allow No Cash Management Tenders	Allows the expense to proceed with a zero value.
Parent Reason ID	Parent Reasons can be used to reduce the size of reason lists by grouping Reasons under Parents.
Reason Start Date	Defines the start date of when the Expense Reason can be used.

Reason End Date	Defines the end date of when the Expense Reason can be used.
Number Of Copy Receipts	Controls the number of copies of the Expense slip that are printed.
Maximum Expense Amount	Defines the maximum amount that can be declared as an Expense using this reason code.
Enable Document Capture?	Allows for one or more receipts to be captured. On a fixed POS, this document needs to be on the file system. On a mobile POS, it can be captured via the device's camera.
Prompt for Document Capture?	Controls whether the operator is prompted to capture a receipt.
Min Captured Documents	If document capture is enabled, defines the minimum number of receipts to be captured.
Max Captured Documents	If document capture is enabled, defines the maximum number of receipts to be captured.
Prompt for Capture Reference User	Prompts the operator to capture a reference user for the expense (usually the staff member who incurred the Expense).
Force Capture Reference User	Forces capture of a reference user.
Allow Capture Reference User Same as Operator	Allows the POS operator to also be the reference user.
Force Notes Entry	Forces the operator to enter notes related to the Expense.

Select the Print tab:

The following options are available:

Field	Description
Number of Copy Receipts	Controls the number of copies of the Expense slip that are printed.

Select the Tax tab:

The following options are available:

Field	Description
Prompt for Tax Amount	Operator will be prompted to declare the tax amount for the expense.
Tax Group	Defines the Tax Group that will be recorded in the Expense.
Tax Details by Region and Scheme	Defines the Tax Region and Tax Scheme that will be recorded in the Expense.

Select the Applicable Tenders tab:

The tenders applicable to this Expense reason can be defined on the Applicable Tenders tab. If none are selected, any Tender may be used. Usually, but not always, Cash is the tender used to refund expenses.

Select the Transaction Types tab:

It is not necessary to select anything in this tab.

Select the Witness tab:

If a Witness is required for the Expense, the Capture Witness option can be selected. The following additional configuration then becomes available:

If a Witness is required for the Expense, the Capture Witness option can be selected. The operator is then prompted for additional configuration:

Field	Description
Witness User Function Authorisation Code	Allows restricting the Witness to a user with a specific Function Authorisation Code defined against one of their roles.
Witness Skip Function Authorisation Code	Allows a user with a specific Function Authorisation Code defined against one of their roles to skip the witness capture process.
Capture Witness Rate	Defines the probability that the user will be prompted for a witness when selecting this reason code.

Once the configuration for the Expense Reason is complete, select the **Save** button.

Income Reasons

In Reason Maintenance, select the **Create a new Reason** button. Select the appropriate Region, select a Reason Type of Income and enter a Reason ID:

Select **Create**

Reason Maintenance

Save Cancel

You are editing Income Reason ID: 'INC_1' for region 'United Kingdom'

General Print Tax Applicable Tenders Transaction Types Witness

| Description* | Charity Box | | English (UK) ▼ |

| User Defined Privilege | - ▼ |

| Capture Reference Number? | ☐ |

| Allow No Cash Management Tenders | ☐ |

| Parent Reason ID | - ▼ |

| Reason Start Date | | | ▼ | | ... |

| Reason End Date | | | ▼ | | ... |

| Number Of Copy Receipts | 0 |

| Maximum Income Amount | £0.00 |

| Enable Document Capture? | ☐ |

| Prompt for Document Capture? | ☐ |

| Min Captured Documents | 0 |

| Max Captured Documents | 0 |

| Prompt for Capture Reference User | ☐ |

| Force Capture Reference User | ☐ |

| Allow Capture Reference User Same as Operator | ☐ |

| Force Notes Entry | ☐ |

* Denotes Mandatory

On the General tab of the page that opens, the following options are available:

Field	Description
Description	Description of the Income e.g. Charity Box.
User Defined Privilege	Allows use of this Income Reason to be restricted to users with a specific Functional Authorisation Code assigned to them.
Capture Reference Number?	The POS will prompt for a reference number to be entered when this Income Reason is used.
Allow No Cash Management Tenders	Allows the Income to proceed with a zero value.
Parent Reason ID	Parent Reasons can be used to reduce the size of reason lists by grouping Reasons under Parents.
Reason Start Date	Defines the start date of when the Income Reason can be used.
Reason End Date	Defines the end date of when the Income Reason can be used.

Number Of Copy Receipts	Controls the number of copies of the Income slip that are printed.
Maximum Expense Amount	Defines the maximum amount that can be declared as an Income using this reason code.
Enable Document Capture?	Allows for one or more receipts to be captured. On a fixed POS, this document needs to be on the file system. On a mobile POS, it can be captured via the device's camera.
Prompt for Document Capture?	Controls whether the operator is prompted to capture a receipt.
Min Captured Documents	If document capture is enabled, defines the minimum number of receipts to be captured.
Max Captured Documents	If document capture is enabled, defines the maximum number of receipts to be captured.
Prompt for Capture Reference User	Prompts the operator to capture a reference user for the Income (usually the staff member who received the Income).
Force Capture Reference User	Forces capture of a reference user.
Allow Capture Reference User Same as Operator	Allows the POS operator to also be the reference user.
Force Notes Entry	Forces the operator to enter notes related to the Income.

Select the Print tab:

The following options are available:

Field	Description
Number of Copy Receipts	Controls the number of copies of the Expense slip that are printed.

Select the Tax tab:

The following options are available:

Field	Description
Prompt for Tax Amount	Operator will be prompted to declare the tax amount for the Income.
Tax Group	Defines the Tax Group that will be recorded in the Income.
Tax Details by Region and Scheme	Defines the Tax Region and Tax Scheme that will be recorded in the Income.

Select the Applicable Tenders tab:

The tenders applicable to this Income reason can be defined on the Applicable Tenders tab. If none are selected, any Tender may be used. Usually, but not always, Cash is the tender used to receive an Income.

Select the Transaction Types tab:

It is not necessary to select anything in this tab.

Select the Witness tab:

If a Witness is required for the Income, the Capture Witness option can be selected. The following additional configuration then becomes available:

Field	Description
Witness User Function Authorisation Code	Allows restricting the Witness to a user with a specific Function Authorisation Code defined against one of their roles.
Witness Skip Function Authorisation Code	Allows a user with a specific Function Authorisation Code defined against one of their roles to skip the witness capture process.
Capture Witness Rate	Defines the probability that the user will be prompted for a witness when selecting this reason code.

Once the configuration for the Income Reason is complete, select the **Save** button.

Broadcasting Data

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

- Menus
- User Roles
- Reasons

POS Functionality

Expense

The Expense function records any money which is taken out from the till for an external use other than a sale or refund. The user can remove money from the Cash Drawer or Safe and record an Expense.

Select the Expense function from the Terminal Cash Management menu. The POS prompts for Reason Code selection:
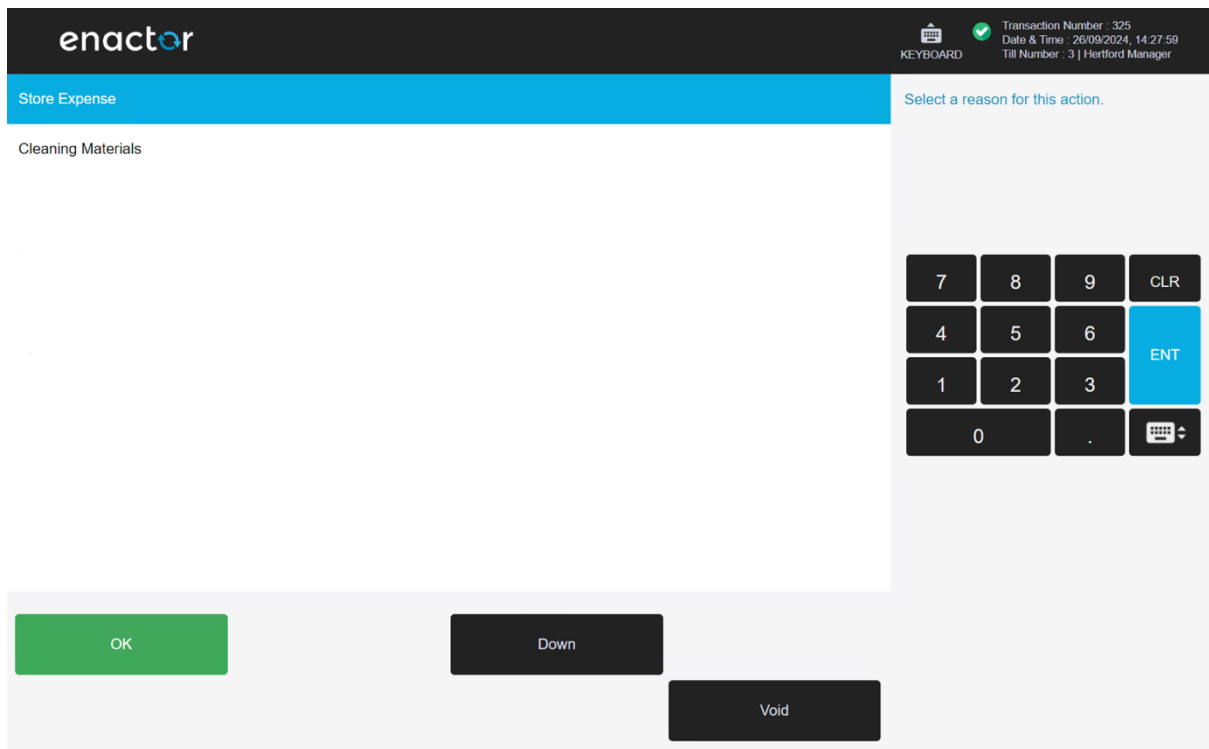
Select the relevant Reason Code and select OK. In the example below, Cash is selected as the only tender relevant for the Expense.

Enter the Expense amount, then select OK > Complete.

The function completes, the user is logged off and an Expense slip is printed.

Income
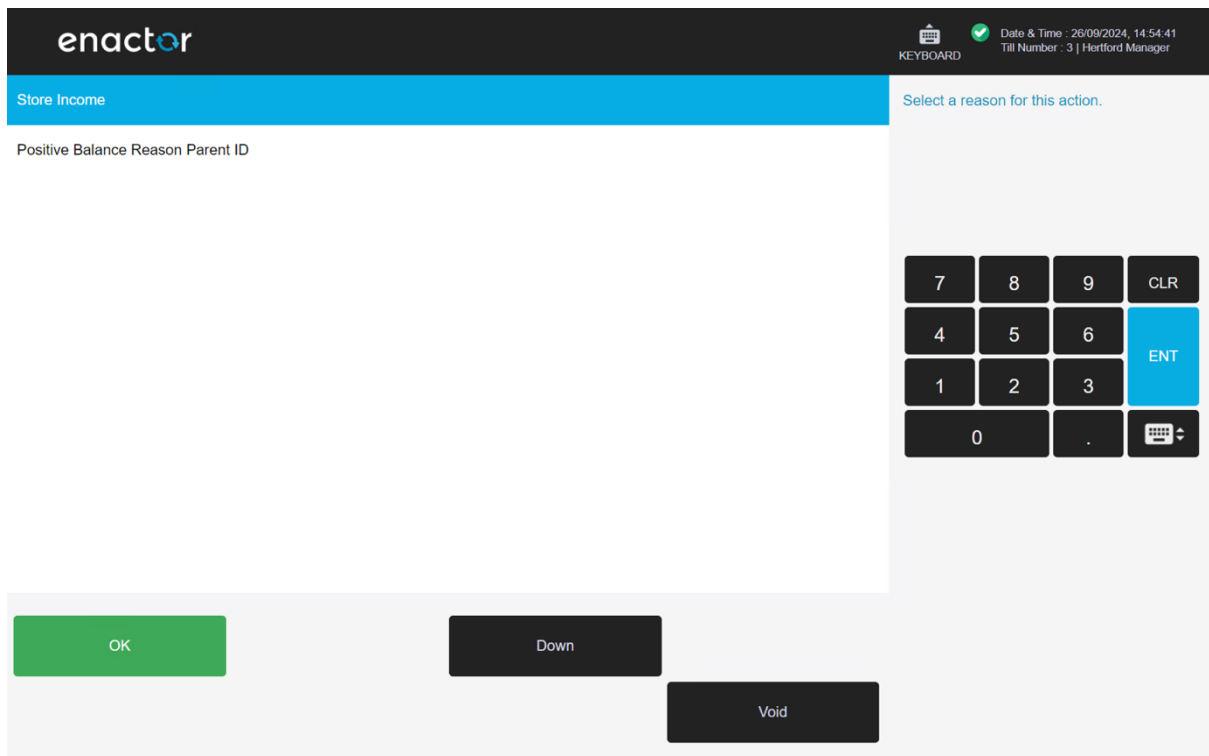
The Income function records any money which is added from an external source. The user can add money to the Cash Drawer or Safe and record an Income.

Select the Income function from the Terminal Cash Management menu. The POS prompts for Reason Code selection:

Select the relevant Reason Code and select OK. In the example below, Cash is selected as the only tender relevant for the Income.
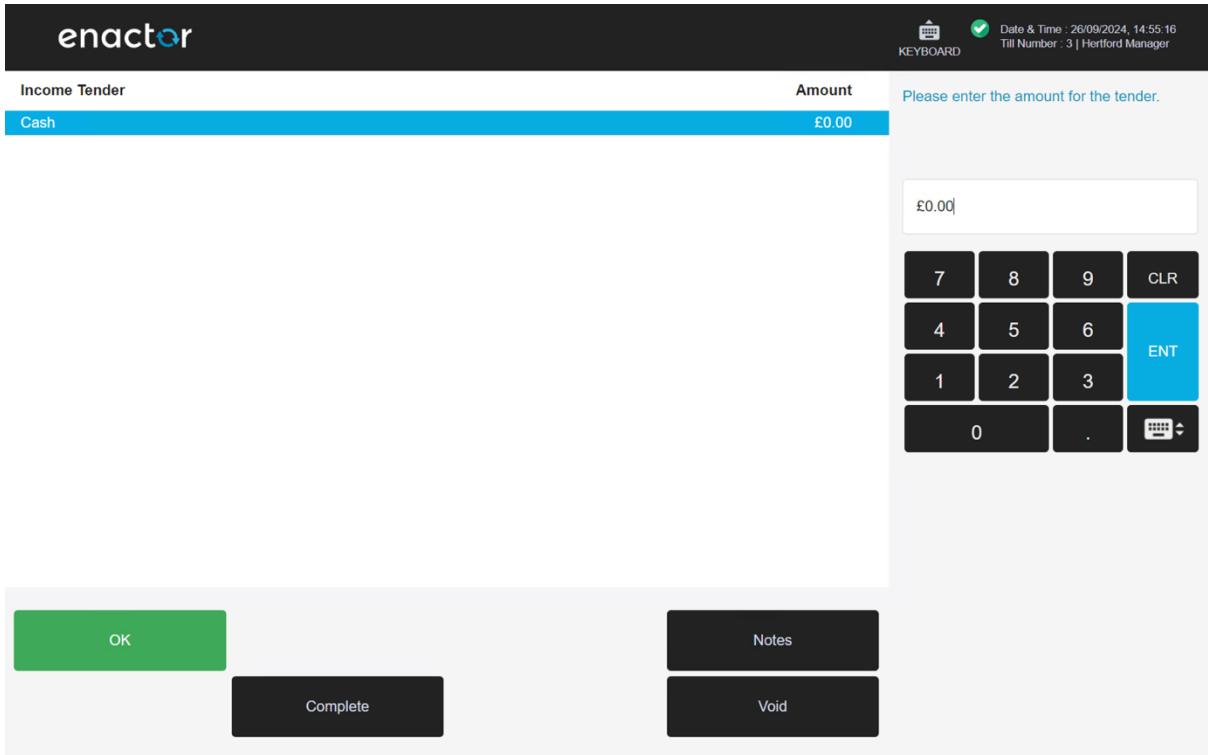
Enter the Income amount, then select OK > Complete.

The function completes, the user is logged off and an Income slip is printed.

```
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
            Terminal Income
-------------------------------------------------
                Terminal 3
            Reason: Store Income
Cash                              £55.00
-------------------------------------------------
26/09/24 14:54      000101        1 3 328
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
```

Store Server Functionality

Expense

Select the Terminal Expense function from the Store Server menu. The Store Server prompts for the POS to be selected.
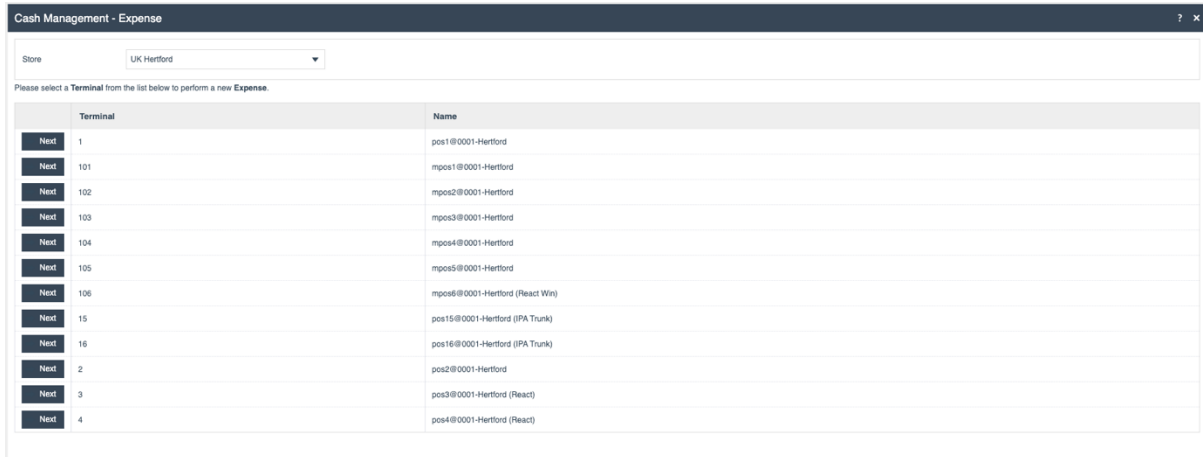
Select the Next button adjacent to the selected POS. The Store Server prompts the user to select the session the Expense is to be recorded against (in most cases there will only be one open session to select from).

Select the Next button adjacent to the session details. The Store Server prompts for a Reason to be selected from the drop-down list.
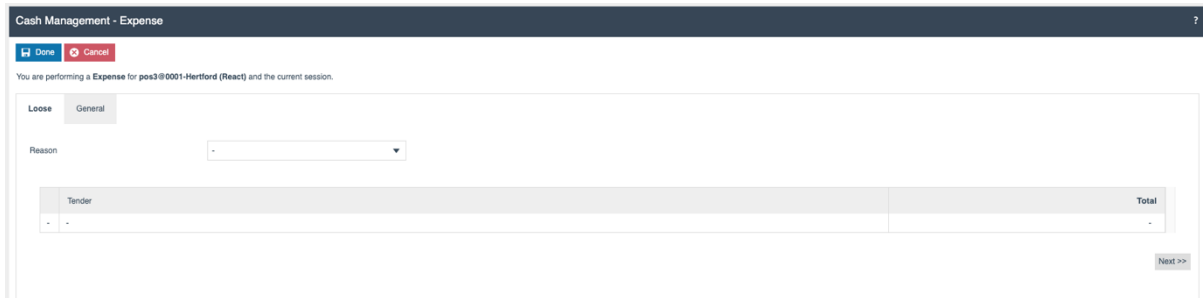
On selecting a Reason, the Tenders configured against that Reason are displayed.

Enter the amount of the Expense in the Cash field.

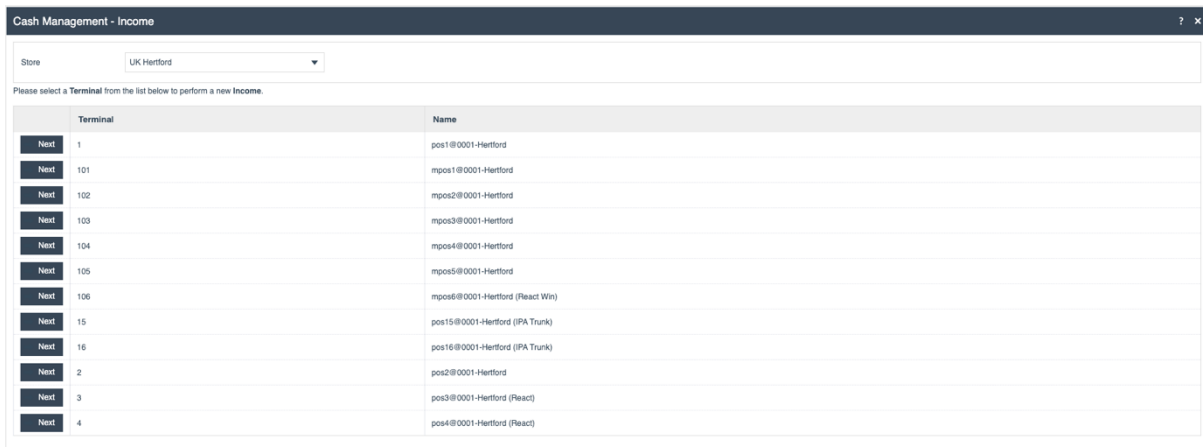Optionally, the Next button or the General tab can be selected to enter Notes related to the Expense.

After entering the amount and any notes (if required), selecting Done completes the Expense process.
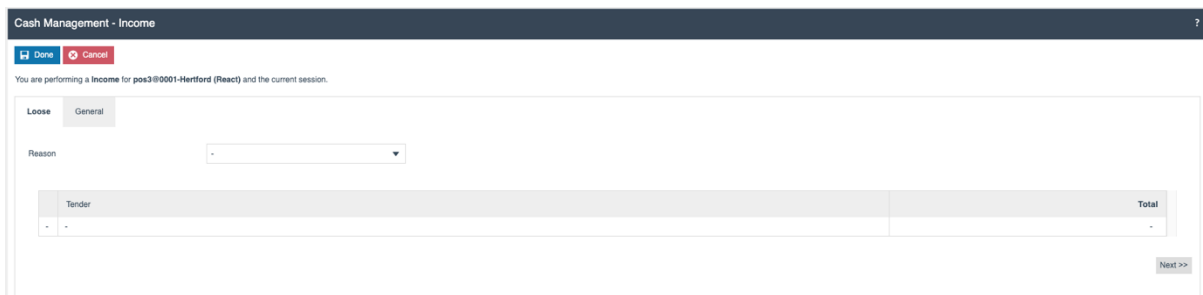
Income

Select the Terminal Income function from the Store Server menu. The Store Server prompts for the POS to be selected.

Select the Next button adjacent to the selected POS. The Store Server prompts the user to select the session the Income is to be recorded against (in most cases there will only be one open session to select from).

Select the Next button adjacent to the session details. The Store Server prompts for a Reason to be selected from the drop-down list.
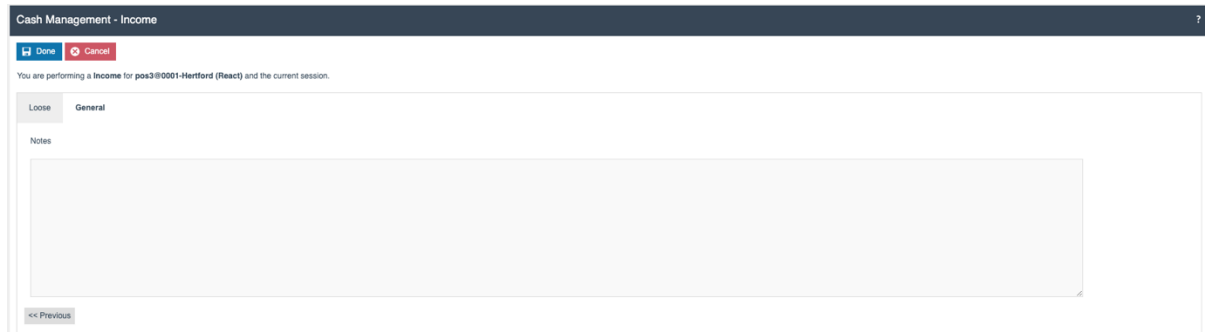

On selecting a Reason, the Tenders configured against that Reason are displayed.
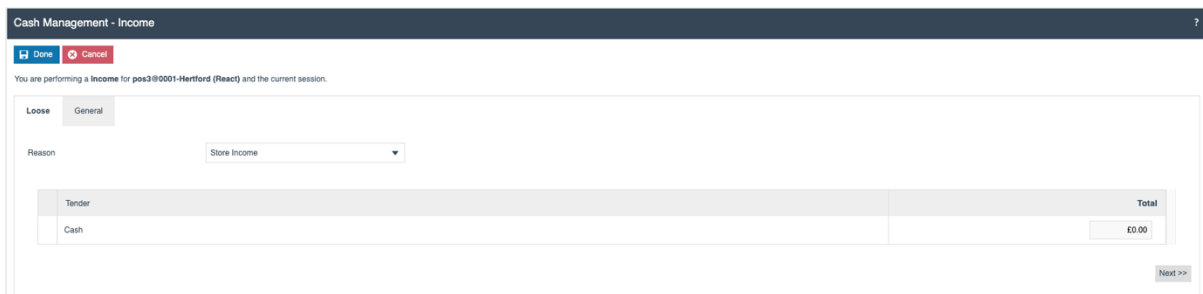
Enter the amount of the Income in the Cash field.

Optionally, the Next button or the General tab can be selected to enter Notes related to the Income.

After entering the amount and any notes (if required), selecting Done completes the Income process.

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 2.1
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	Reviewed	26/10/2024	John Wood	