enactor®

retail systems for a digital world

How to Guide – Cash Management Outlays

Table of Contents

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 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.

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	#{priv:checkPrivilege('enactor.terminalOutlay.Run')}	
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	#{priv:checkPrivilege('enactor.terminalOutlayReturn.Run')}	
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).

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.
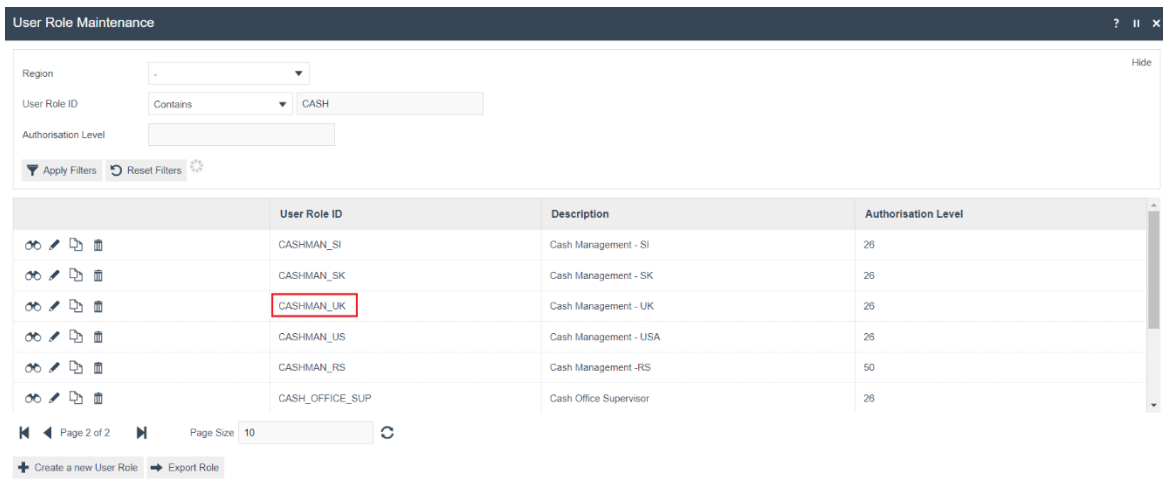
Select the appropriate Role to be edited. The example given here is CASHMAN_UK.
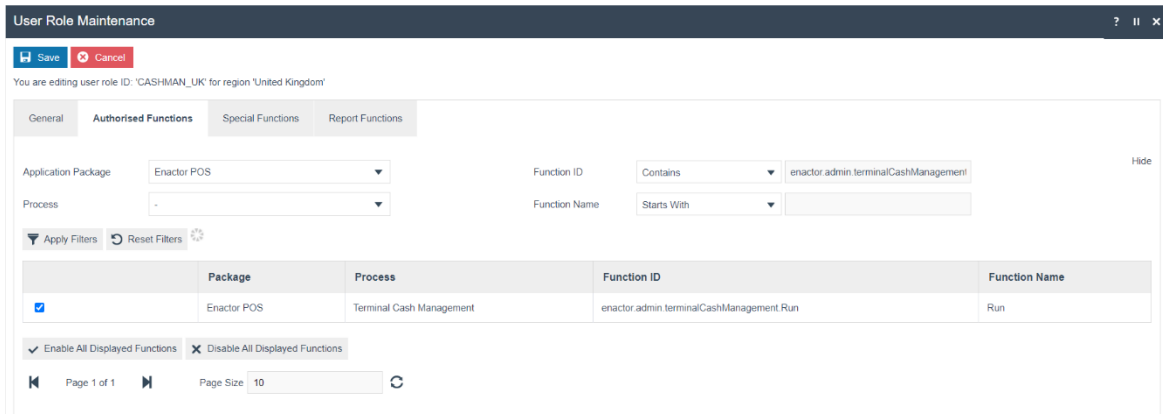
Select the Enactor POS Application Package and configure the following privileges:

Process - Terminal Expense (POS)

Application Package	Function ID	Description
Enactor POS	enactor.terminalExpense.Auth	Allows the POS User to complete recording a 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 - Terminal Outlay (POS)

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

Process - Terminal Outlay Return (POS)

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

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.
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.

Process – Safe Outlay (POS)

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

Process – Safe Outlay Return (POS)

Application Package	Function ID	Description
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.

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)

Enter any notes then select **OK**.

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.

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

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

Store Expense

Select a reason for this action.

Cleaning Materials

7	8	9	CLR
4	5	6	ENT
1	2	3	
0	.	⌨

OK

Down

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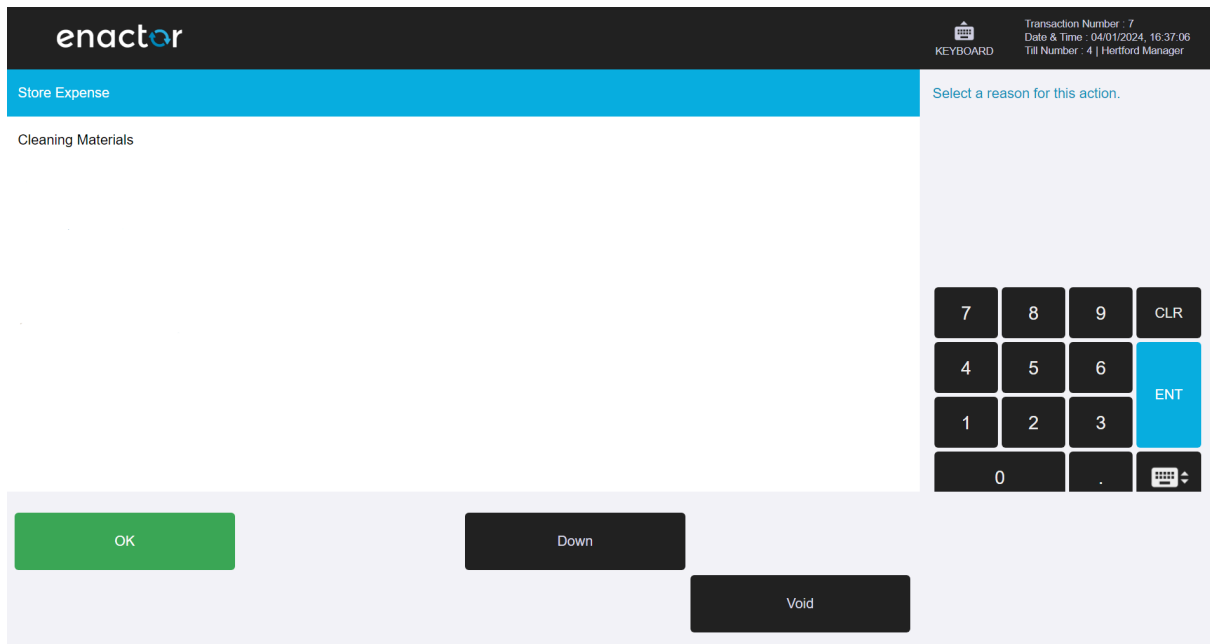
Select a reason code for the expense and select **OK**.

| **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

Complete

Notes

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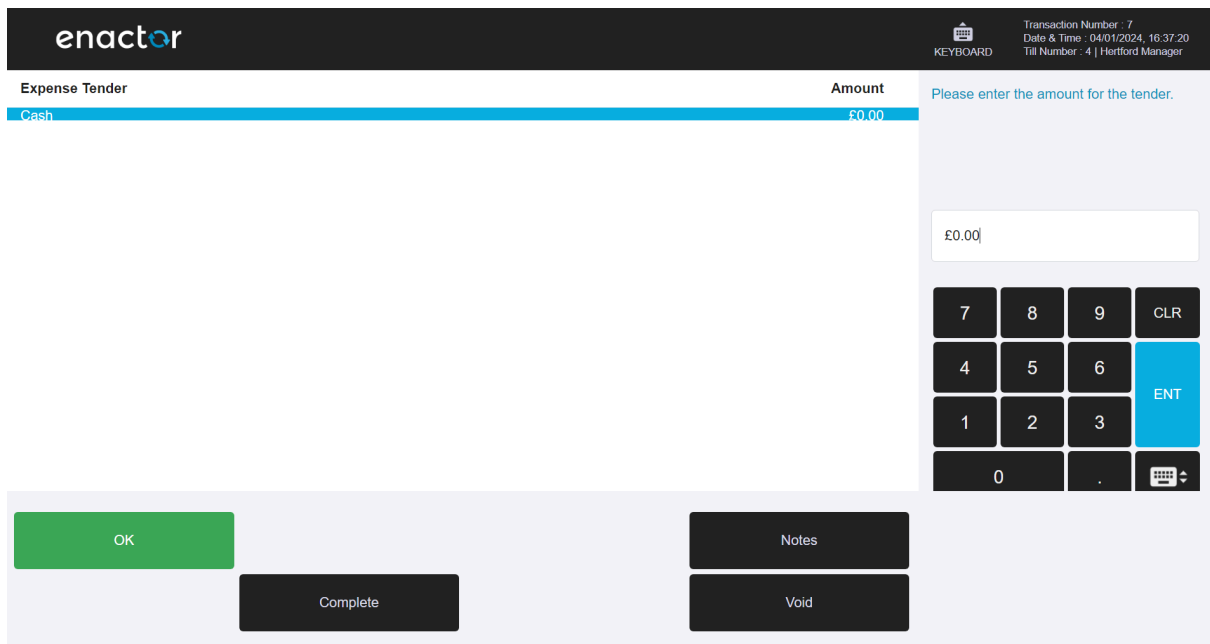
Enter an amount for the Expense, then select **OK** and **Complete**.

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.

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

Complete

Notes

Void

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

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.

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

©2023 Enactor Ltd

All documents produced by Enactor Ltd are supplied to customers subject to Copyright, commercial confidentiality and contractual agreements and must not be copied or transferred without permission.

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	Reviewed	08/11/2024	John Wood	Initial version