

CRM 2011 MULTI CURRENCY & CASH HANDLING





CONTENTS

Contents	2
About this Document	3
Non-Disclosure	3
Copyright	3
Document Control	3
Contact	3
Multi Currency	4
Multi Currency CRM Setup	4
Step 1. Create the Application Currency and Transaction Currency	4
Step 2. Set the Application Currencies to the Company Details	6
Step 3. Set the Change Paid Currency in the Company Details	8
Step 4. Variant Price Lists	9
Step 5. Payment Methods and Multi Currency	11
Step 6. Booking Payments and Multi Currency	14
The POS and Multi Currency Use	16
Step 1. Selecting the Currency on the POS	16
Step 2. Completing Payment and receiving Change	17
Cash Handling	19
Cash Handling CRM Setup	19
Step 1. Setting the Operator & Witness Pin in the Company Details	19
Step 2. Select the Booking Operators who can act as a Witness	20
Step 3. Setting the Till Pod Limit in the channel	21
Step 4. Cash Handling Session Report Print Transform	22
Step 5. Terminal Float Sessions	24
The POS and Cash Handling Use	27
Step 1. Starting a Terminal Float Session	27
Step 2. Till Lift/ Till Drop/ Exchange	
Step 3. Cash Handling Report	
Step 4. Ending a Terminal Float Session	32
Till Pod Limit	



ABOUT THIS DOCUMENT

This document has been prepared as a User Guide for the Multi Currency and Cash Handling functionality in CRM 2011.

NON-DISCLOSURE

All information contained in this document is to be treated as confidential information provided for the purpose of using Green 4 Solutions modules.

COPYRIGHT

© Green 4 Solutions Ltd

While every effort has been made to ensure the accuracy of the information contained in this publication, the information is supplied without representation or warranty of any kind, is subject to change without notice and does not represent a commitment on the part of Green 4 Solutions Limited. Green 4 Solutions Limited therefore, assumes no responsibility and shall have no liability, consequential or otherwise, of any kind arising from this material or any part thereof, or any supplementary materials subsequently issued by Green 4 Solutions Limited. Green 4 Solutions Limited to ensure the accuracy of this material.

DOCUMENT CONTROL

Version	Date	Change	Initials
V1.0	09/10/2015	This is a new document	JW

CONTACT

Any correspondence should be addressed to:

Product Development

Green 4 Solutions Limited 16-17 Midland Court Central Park Lutterworth Leicestershire LE17 4PN UK

Phone: +44 (0) 845 508 8149

Email: support@green4solutions.com

Web: www.green4solutions.com



MULTI CURRENCY

The Multi Currency functionality allows different currencies to be created within CRM, which can then be used within the POS to purchase products. The currency exchange rate can also be controlled, as well as which currency actual change is to be given in.

MULTI CURRENCY CRM SETUP

The steps below outline the process which must take place within CRM for the Multi Currency functionality to be enabled.

STEP 1. CREATE THE APPLICATION CURRENCY AND TRANSACTION CURRENCY

Firstly the Application Currency must be setup. For each currency that is to be used within the system an **Application Currency** must be created. Linked to the Application Currency is the **Transaction Currency**, this is where the Currency Code and Exchange rate are established for the Application Currency being created.

To create the Application Currency, the following instructions must be completed within CRM:

- a) Select Product Management on the navigation bar and from it choose Application Currencies
- b) A list of any previously created Application Currencies will be displayed. Select **New** on the ribbon.
- c) The Application Currency form will be displayed, complete the following details:

File Application Currency	All Microsoft Dynamics CRM Customice	CRM2011 Administrator 😌 StadiumTest. 😞
File Application Currency Sime Save & Delete Save Save		252.002 (1993) 966
Information L General	Application Currency New	Application Comm
Related	4 General	
Common Audit History Audit History Audit History Temmals Temmals Company Details - Ch., Booking Payments Payment Methods - P., Company Details - Sel, Processes Workflows Dialog Sessions	Name*	

- **Name.** Enter the name of the Application Currency, for example GBP, Euro or U.S Dollar.
- **Transaction Currency.** Use the magnifying glass to search and lookup the relevant Transaction Currency. This is where the Currency Code and Exchange rate of the Application Currency is controlled.

If the relevant Transaction Currency does not exist within the system, select **New** in the Look Up Record window and complete the following:

						90
File	la de la dela dela dela dela dela dela d					<u> </u>
Currency: New						
Information	▲ General					
L General	Currency Type	 System 	 Custom 			
Related	Currency Code *		Q	Currency Precision *		
▲ Common ☑ Audit History ☑ Application Currencies	Currency Name * Currency Conversion			Currency Symbol *		
Processes Workflows Dialog Sessions	GBP 1.00 = *					

- Currency Type. Select System.
- **Currency Code.** Select the magnifying glass, this will display a large list of Currency Codes. Place a tick next to the relevant Currency Code. This should be the currency code of the Application Currency that is being created. For example if creating an Application Currency of U.S Dollar, select the USD Currency Code.
- **Currency Name.** When a Currency Code has been chosen the Currency Name will be automatically completed. **E.g. US Dollar.**
- **Currency Precision.** When a Currency Code has been chosen the Currency Precision will automatically be completed.
- **Currency Symbol.** When a Currency Code has been chosen the Currency Symbol will automatically be completed e.g. \$.
- Currency Conversion. The Currency Conversion field is where the Exchange rate being offered for this currency against the default base currency in your system is entered. For example if the base currency in your system is GBP and you were creating a Transaction Currency of USD the area would be displayed with 'GBP 1.00 = USD *Enter Conversion*.
- Select **Save and Close** on the ribbon.
- d) The Look Up Record window will be displayed, select **Ok**. The Transaction Currency field will be completed in the Application Currency form.
- e) Select Save and Close on the ribbon.



Note. A plugin has been created so that Application Currencies cannot be duplicated.



Example of an Application Currency and Transaction Currency Created

The tables below show the fields that have been completed for an example Application and Transaction Currency form, created for this document.

Record Type	Name	Transaction Currency			
Application Currency	US Dollar	US Dollar			
Record Type	Currency Code	Currency Name	Currency Precision	Currency Symbol	Currency Conversion

STEP 2. SET THE APPLICATION CURRENCIES TO THE COMPANY DETAILS

The next step is to add the <u>Application Currencies</u> created in the system to the Company Details. This will determine which Currencies will be displayed in the POS so that it is possible for products to be sold using the applicable currency.

To set the Application Currency against the Company Details, complete the following instructions:

a) Select Venue Management in the navigation area before choosing Company Details



b) The currently active Company Details will be displayed, double click to open it in form view.



c) Within the navigation bar of the Company Details form, select Application Currencies.

Company Details Ann	Columbe	CEMI2ETY Administrator O Statium Test 💩
Size A Stars & Stars Size A Control A Stars Control A Dectars Control A Dectars	Conversa Conversations Convers	
Internation General Defense Nation Academic Franceson Franceson Gel Washitteen Gel Washitteen Gel Washitteen	Company Acters	Congany betas • + +

d) The Application Currency Associated View will be displayed, select **Add Existing Application Currency** in the ribbon.

File Company Details Add	CALCULATION DISACCOLOGY	Foois Currencies	Hicrosoft Dynamics CRM	
Add Existing Application Edit	ctivate 🔀 Bulk Delete Anactivate amove	Copy a Unk	Filter Save Filters as New V	Aew Set As Default Chart View Pane +
Records		Collaborate	Current View	View
- Options Notes	Application Cur	rencies Applic	ation Currency Associated V	
Related Common Audit History Application Currencies	689		Pound Steran	g 08/07/2015 13:40
Processes Go Workflowr				

e) A Look Up Records window will open displaying the Application Currencies previously created. Place a tick next to the relevant Application Currencies before choosing **OK**.

	Look Up Records Web page Dialogue					
🖪 http:/	/ Crm.text.groon4crm.co.uk;5555/58xdiu	mTest/_com	trulu/teoloop/teoloopin	fo.aipv?LookupStyle:-multi		
Select the	p Records type of record you want to find and enter y using the View options. Repeat this prod			s and view different columns		
Look for:	Application Currently	V				
View	Application Currency Lookup View	V				
Search	Search for records	p				
J. Nat	16 A		Transaction Curr.	Created On		
🖌 (J89			Found Stering	08/07/2015 1340		
AL STR						
3 2 193	Dokar		US Doiter	54/98/2015 T1:45		
			<u>US Dollar</u>			
	2 (2 Ideated)		<u>US Dolar</u>	54/08/2015 11:45		
t-201	2 (2 selected) records		US Dolar			
t - 2 of. Selected	2 (2 selectred) decords d		US Dolar			



f) The Application Currencies will now be linked to the Company Details. Select the General tab in the navigation area before selecting Save on the ribbon.

Example of the Application Currencies that have been connected to the Company Details

The table below shows an example of the Application Currencies that have been set against the Company Details.



STEP 3. SET THE CHANGE PAID CURRENCY IN THE COMPANY DETAILS

It is possible to be able to choose the currency in which change will be provided. For example, although someone may pay in U.S Dollars change may only be given in British Pounds and this can be set within the Company Details form. The amount of change that is given if using a different currency to the one that the product has been paid in will be governed by the Currency Conversion rate entered in the Transaction Currency.

To set the Change Paid Currency complete the following process:

a) With the Company Details form still open, scroll down to the Payments section of the form and complete the following field:

Payments	
Change paid	
currency	

- Change paid currency. Use the magnifying glass to Look Up and select the <u>Application</u> <u>Currency</u> that change will be given in.
- b) Select **Save and Close** on the ribbon.

Example of the Change Paid Currency that has been set against the Company Details

The table below shows an example of the Change Paid Currency that has been set against the Company Details.





STEP 4. VARIANT PRICE LISTS

Products which are going to be sold using different currencies will need to have a Variant Price List created with an <u>Application Currency</u> related to it. The Variant Price List will then be added to the Bookable Products where the pricing is to be entered.

Variant Price Lists must be created for each currency a product is to be sold in. For example, if selling products in more than one currency, e.g. British Pounds and U.S Dollars, a Variant Price List will need to be created for each of these, with both being added to the Bookable Product.

This means that when the currency is chosen on the POS, only those products using the Variant Price List which have an Application Currency that matches the chosen POS currency will be displayed. If no products are using a Variant Price List with an Application Currency that matches the currency selected on the POS, no products will appear on sale.



Note. It must be remembered that the standard process applies to placing a product on sale that is using a Variant Price List with an Application Currency linked to it. The Variant Price List must be added to a Channel Price List that is linked to an active Sales Plan.

To create a Variant Price List and add the Application Currency, complete the following instructions:

a) Select Product Management in the navigation area before choosing Variant Price Lists.

File	Variant Price Lists	Viev	v c	harts Ad	d Cus	tomize	
New	Edit Records		E-m	oy a Link 🚽 nail a Link 🚽 aborate		Start Dialog	Run Import Report - Data -
Produc	:t Man 🚮 📴 -		Va	riant Price	Lists /	Active Va	riant Price Lists
Book Book Book Dispa Dispa Fixtur Produ Produ Produ Produ Produ Produ	uct Calendars uct Sessions uct variant location uct Zones rvations Plans	^		Name A 2013/2014 A Advanced M Bridgestop B C3 POS price C3 Special C3 web price Category A Category B Category C default	atch Ticke Jadger vs ! e list		een 4
Stock		~		Early Bird f+b Frampton Fo MatchDay Ti	cket	ı) Vs Sporti	ng Green 4
Sales Marke	ting	^		Merchandise QA QA Cup QA DPH Fixt		andard	
Loyalty Bookir				QA Season S SB	eries 2013	3-2014	
_	t Management			Series Renev Standard Pri			
Venue	Management			Standard Pri			

b) A list of the currently active Variant Price Lists within your system will be displayed. Select **New** in the ribbon.



c) Within the Variant Price List form, complete the following fields:

Die Variant Price List Add	Cuphomize.		Jill Microsoft C	Dynamics CRM			CRM2011 Administrator 🕹 StadiumTest 👝
Save & Save & New Save & Close Save	Copy a Unix Copy a Unix S-mail a Unix	Nun Start Worldow Dialog Process	Run Repeint - Data				
Information L General Related	Variant New	Price List					Variant Price Lists $- \star \oplus \oplus$
Common Audit History Sales Plans Channel Price Lists	Name * Application Curre Prices	ency			Price List Status.*	Test	V

- Name. Enter a name for the Variant Price List.
- **Price List Status.** Select the **Price List Status** from the drop-down list. Only Price Lists with a status of **Active** will be used to provide pricing information.
- Application Currency. Use the magnifying glass to look up and select the relevant Application Currency.
- d) Select Save and Close on the ribbon. A new Variant Price List must be created for each Application Currency that products will be sold. They must then be added to the applicable Bookable Product in the normal manner where the price is entered. Also ensure it has been added to a Channel Price List that is linked to an Active Sales Plan.

Example of Variant Price Lists that have a linked Application Currency

The table below shows an example of the Variant Price Lists created with Application Currencies linked to them.

Record Type	Name	Application Currency	Price List Status
Variant Price List	Standard Pricing (GBP)	GBP	Active
Variant Price List	Standard Pricing (USD)	USD	Active



STEP 5. PAYMENT METHODS AND MULTI CURRENCY

The Payment Methods that give the option for the currency to be switched, when paying for a product, must be flagged to allow optional currency payment. Furthermore the <u>Application Currencies</u>, which can also be switched when using the applicable Payment Method, must also be related to the Payment Method.

To allow the Payment Method to have optional currency payment, allowing the currency to be changed when paying for a product, complete the following setup within CRM:

a) Select Venue Management in the navigation area before choosing Payment Methods.

					🚧 Microsoft Dynamics CRM
File Payment Methods	View	Charts Add Customize			
🔚 📝 🖉 Activate		Copy a Link 🗸 💦	💌 🚚 🐼 Б	kport to Excel 🛛 🔒	
🖃 🚣 🧝 Deactivate	- 🔂	E-mail a Link 🗸 🛛 🔡	📑 🔰 📕 🖉 Fi		1
New Edit			Run Import port - Data -	Advano Find	
Records	0	Collaborate Process	Da	ta	
Venue Mana 🏠 📴 -	F	Payment Methods Active Payn	nent Methods 🔻		
Bookable Resources		Name 🔺		Payment Type	Available Offline External Pay
Booking Operators		Account		Account	No
Channels		Booking Agent		Invoice	
👌 Company Details		Cash		Cash	Yes
👌 Coupon Types		Cashless		Cashless Card	No
Declarations		Chip and Pin		Chip & Pin	
🎄 Instructors à Menu Boards		Commidea Card		Card	No
💩 On Hold Reasons		Coupon		Coupon	No
Daymont Mandatos		Credit		Credit	
A Payment Methods		Credit Account		Credit Account	No
🏟 Payment Schedules		Direct Debit		Finance	No
Referred from options		Direct Debit Absolute		Finance	No
Reservation Products		Direct Debit Gloucester		Finance	No
🎄 Seat Classes 🎄 Terminals	VH	Discount		Discount	140
1		Internal		Invoice	
Workplace				Invoice	
Sales		Loyalty		Loyalty	No
Sales		One Year DD		Cash	140
Marketing		Points		Loyalty	No
Loyalty		Reservation		Reservation	140
		RFL/Sponsor		Invoice	
Bookings		rss		Invoice	
Product Management		Series		Series	No
Venue Management		Series		Series	No

- b) A list of the currently Active Payment Methods will be displayed, select and open the relevant Payment Method form, such as Cash.
- c) With the Payment Method form open, complete the following:

Allow optional currency payment	⊖ No	⊙ Yes	
contency pojinent			

- Allow optional currency payment. Select Yes for a drop down to appear in the Payment Method area of the POS where it is possible to select a different currency to complete the payment. The conversion rate will be worked out via the value entered in the <u>Transaction</u> <u>Currency</u>. Change will be given in the currency entered into the <u>Change Paid Currency</u> field of the Company Details form.
- d) Select **Save** on the ribbon.



- e) Next, the different Optional Currencies which will be available to select from when completing a payment with this Payment Method must be related to the Payment Method.
- f) Select **Optional Currencies** in the related area of the Payment Method form.

Save & New Save & Deacthore Save & Deacthore Save & Deacthore Save & Deacthore	Copy a Line Wer	An Start Report - Process Date
Information - Central - Central - Chab & Pin - App	Payment M Cash	ethod
le Notes	Name*	Cash
fielated	Payment Type	Cash
Common Activities Closed Activities Audit History Cooking Payments Additional Charges Cookings	External Payment ID Set amount to booking total Sequence Number Post Error Replirect	No O Yes 2
Product Channels	Apto Advance Days	
Membership Stateme Credit Account Transa Bookable Products Prymant Mandatas Coupon Types	Code Allow optional currency payment Okarges	O No 🖲 Ves
Optional Currencies	Charge Amount Tab Paymont	

g) The Optional Currencies Application Currency Associated View will be displayed. Select **Add Existing Application Currency** in the ribbon.

() Load	the T	Save Pillers as New York
		Durrent'slive
		Fite Coliborate syment Muthical

 h) A Look Up Records window will open displaying a list of <u>Application Currencies</u> previously created. Place a tick next to each of these which can be used as Optional Currencies and thus can be selected to change the currency to pay for a product on the POS.

Look Up Records Select the type of record you want to find and enter of data by valing the View autions, Recent this proc			c and view altheory cour	***
took for: Application Committy	9			
Ment Application Currently Lookup View	V			
Search: Search for working	ρ			
Viere -		Transder Date:	Deated D1	a
I have		600	10129/2019 1728	
-2 KBP		Spans Stems	INFIT/OFFE THAT	
🚽 es.#		Termine and the second	IE-09/2313 0850	
🗹 (610mr		stilloter	14/58/2018 11/48	
1 - 4 of 4 j4 selected)		s5.0de	HARBARTHE TRANS	1
		stone		
1 - 4 pt 4 j4 streited)		sti Dollar		19



i) Select Add before choosing OK. The Application Currencies will show in the Optional Currencies Application Currency Associated View.

n Kokoete nute Payment Method	Cony a Link Const e Link Collaborate	Nor South	Pitters as New View	Set As Default Vano	Chart Mint -	(i) Fart	Sile.	1
Payment Method			(EV)(Ph)	View		Wurkfluw Proof	Dialog	Run Report
Casii		n Currency Ass						
Name a	-			Created On				
Buro			Euro	07/09/20	15 17:26			
GEP			Pound Sterling	08/07/20	15 13:40			
HUF			forint	08/09/20	15 09:50			
US Dollar			US Dollar	14/08/20	15 11:45			
	Name a Baro GBP HUF	Name a Evro GBP HUF	Name A Euro GBP RUF	Euro Euro GBP Pound Sterling HUF Torint	Name + Transaction Curr. Creates On Euro Euro 07/09/20 ISBP Pound Sterling 08/07/20 HUF follow 08/09/20	Name + Transaction Curr., Creates On Euro Euro 07/09/2015 17:26 ISBP Pound Sterling 08/07/2015 12:48 HUF Torint 08/09/2015 09:50	Name + Transaction Curr., Creates On Euro Euro 07/09/2015 17:26 ISEP Pound Sterling 08/07/2015 15:48 HUF follow 08/09/2015 09:50	Name + Transaction Curr., Creaties On Euro Euro 07/09/2015 1726 SBP Pound Sterling 08/07/2015 13:40 HUF follow 08/09/2015 09:50

j) Select the **General** tab in the navigation area before choosing **Save and Close** on the ribbon.

Example of the Payment Method form and Multi Currency

The table below shows an example flag set in the Payment Method form and the Optional Currencies related to it.

Record Type	Allow Optional Currency Payment	Related Optional Currencies
Payment Method	Yes	GBP
		Euro
		HUF
		US Dollar



STEP 6. BOOKING PAYMENTS AND MULTI CURRENCY

After a booking has been made with a payment of a different currency a Booking Payment will be created which will be linked to the Booking. Within the Booking Payment form, details of Tendered Amount and which currency this was taken will be shown as well as the Change Amount and in which currency this was given. Moreover, the Tendered Amount Exchange Rate and Change Amount Exchange Rate will be displayed in this form.

To access the Booking Payments form, complete the following instructions within CRM:

a) In the navigation area, select **Bookings**.

	lew Chart		be	
New Esit X Des	etivate 🔞	Wor	an Start Ru kflow Dialog Repo	n import
Bookings ()		Collaborate Bookings Active	Proress Bookings T	
di Bookings		Booking Referen		Booking Str
Booking Products	Ē	1000000	\$37.00	
		1000001	\$37.00	Active
	C	1900002	£21.00	Active
	E	1000003	\$37.00	Active
	C	1000004	£21.00	Active
	C	1000005	£37.00	Active
	C	1000006	£21.00	Active
	C	1000007	£37.00	Active
	E	1000008	£21.00	Active
	0	1000009	£21.00	Active
	ic.	1000010	\$21.00	Active
	0	1000011	E21.00	Active
		1000012	£21.00	Active
Workplace		1000013	£42.00	Active
	A 🗆	1000014	£21.00	Active
Sales	L	1000015	£21.00	Active
Marketing	9	1000017	£21.00	Active
Loyalty	E	1000018	\$21.00	Active
	10	1000019	£21.00	Active
Bookings	1	1000020-1	621.00	Active
Product Managem	ent	1000021	£21.00	Active
and a second second second second	Children of the	1000033	2.54.205	Autom

b) A list of Active Bookings will be displayed, use the search for records text box to find a relevant booking where multi-currency has been used. Upon finding a Booking select and open it in form view.

the set of	and a	Jan Mooest Dyna	micr CRM			needed 1105Mit	onter 😐
La Stretter	Boston (
- Verena - V	man booking	7/2015 4:48:43 PM				bearrigh.	(***
Comment Com	Annung Adminis Talah Prise Talah Prise Talah Prise Talah Prise	9 622 1006	12	Door Type Purchase The Purchaser Resson Referent Source	Al Anto Make		
Erchling Statling Charlinn Statling Phyteret Statling Phyteret Statling Phyteret Statling Phyteret Statling Phyteret	Oreners Obtainet Dischert Wale Dischert Delle	33 (0		Damari Raton Pranabari			
Profect American Product American Joad Alterations Arter A Teles Sensing System Ma.	Payment Matheat Represent Matheat Reflected Value Unclock Residuer	10 10	а	Cert Details Unrefunded Value Initialed Operator	BLOD State: O Vet		
Concern A Yourbeet A Nonline Top. A Booking Podert Dop. Docations Docations Docations Docations	Deferry Address Label Long 1 Long 2	** O*		Oly Ourty Polyode	Purse		M



c) Within the Booking form, select Booking Payments in the related area.

The busing Add Coll	List Tools tornize Blocking Paymer		Jan Microsoft Dynami	ci CRM		CRIM	A2011 Administr Stadium	Mar 🔁 Telt m
Add New Booking Add Entiting Book Pagement Records		Mal Mega 17, Co State	nales states far ConstV	Set as Default	Cat Lun Pace - Wattow		General Society Payments	
Information General Constant	order 9/7	/2015 4:48:43	РМ]	Satikings	+ + +
1. Notes	d Booking Pays	ments Booking F	Payment Associat	ed View *				£
Related	Cash Payment	Payment Weths:	Payment Amoun		Payment Status	Card Authoritati	Terniral	Carto N.C.
Common Activities Activities								
A Tausing Payments Sociang Telefits Product Answern See Alocations Tele	J							

- d) The Booking Payment Associated View will be shown, select and open the Booking Payment.
- e) Within the Booking Payment form, find the **Cash Handling** section, these fields will highlight the following:

Cash Handlin Tendered	9			
Tendered Amount	60.00	Tendered Amount Currency	US Dollar	Q
Tendered Amount Exchange Rate	0.750000000			
Change				
Change Amount	53.33	Change Amount	GBP	Q
Change Amount Exchange Rate	1.000000000	Currency		

Tendered:

- **Tendered Amount.** This will display the amount of money that was given.
- Tendered Amount Exchange Rate. The tendered amount exchange rate will be shown here.
- **Tendered Amount Currency.** The currency of the tendered amount will be displayed here.

Change:

- Change Amount. The amount of change that has been given will be shown here.
- Change Amount Exchange Rate. The Change Amount Exchange Rate will be displayed here.
- Change Amount Currency. The currency in which the change was given will be displayed here.
- f) Select **Save and Close** on the ribbon to exit the Booking Payment form.



THE POS AND MULTI CURRENCY USE

The Multi Currency functionality allows different currencies to be created within CRM that can be used within the POS for products to be purchased. Change will always be given in the Change Paid Currency that has been set within CRM.

STEP 1. SELECTING THE CURRENCY ON THE POS

The currency can be changed in the POS to control what currency the products appear on sale in. To change the Currency inside the POS, complete the following:

a) Select the **Currency** tab. A drop down will appear displaying the available Currencies that can be used on the POS.

StadiumTest	Correny : GRP Codi Handling Till Report	-Open Till LOOK	Lapine	viewe	and .
Current Booking [Find Booking] Field Sear [Table Customer Compose Cashlees Accounts.] Other Access Go	-	Kelemace No.1			
Patares Series USer	140	latw	Seats A	kel Qhy	Law
	8.00				
	40F				
		Discout And Person		Reselutions	Igent Darkes
		Darmatt And Proton	Add Comment	Resolutions Free Weard	Agenst Oscilard

b) From here select the appropriate Product to purchase. The cost of the product will be displayed in the Currency that has been selected.

2					VENUE: Stadi	umTest, VERSION: 3.7.0	.11 (Online)	
Stadium	Fest					Currency : USD	Cash Handling	Till Report
Current Booking Fixtures>Sporting Gree		Tabs Custom	er Coupon	Cashless Accounts	Other Acc	cess Gate		7
Restricted View (Adu \$ 20.00 3.Person(a)	υ						gty: -	0 +
Restricted View (Junio \$ 15.00 1 Person(x)	9()						QTY: -	0 +
Restricted View (Soni \$ 18.00 1 Person(s)	or)						QTY: -	0 +
(*) (*)								CONTINUE



STEP 2. COMPLETING PAYMENT AND RECEIVING CHANGE

Upon reaching the Payment Method window it is possible to change the currency in which payment will be received in. Using the Conversion Rate entered into CRM this will convert the cost of the product into the newly selected currency correctly making it a simple task for the POS operator to request the correct payment cost.

Additionally, any change is only given in one set currency (This has been set in CRM) If a customer is to receive change, again this will be converted accordingly into the appropriate change currency whilst issuing a message to the POS Operator on the correct amount to give.

To complete a Payment when changing the currency, complete the following:

a) With the appropriate Payment Method window open, select the Currency button.

ω.					
Cash			P	Booking Total:5 romotion Value:5 Amount Paid:5	20.00
			P Total S	Balance to Payıs ayment Chargess or Full Payments	20.00
			An	iount Teadered:5	arrency : USD
Repeat (0.00)	Spik	TOTAL	820	-	8
		promissistions.co enhine	nið -	This Payment:\$	20.00
Sand Confirmate	on Ensel to Calibr				🧭 Print Recept
C Senit Confirmation	on Final to Operat	tar.			

b) A drop down will appear showing all of the Optional Currencies associated to this Payment Method.

looking Totalis motion Value:S Amount Paid:S alance to Pays ment Charge:S Full Payment:S unt Tendered:S	0.00 0.00 20.00 0.00 20.00
ment Charge:S Full Payment:S	0.00
unt Tendered:S	
	Currency (1/52)
\$30	GEP
	RUR
This Payment:5	14.51
	180
	Print Receipt
Pay	Ext
	Dis Payment:



c) Select the Optional Currency that the payment is to be changed to. The currency will be converted using the rate entered into CRM.

a						•
Cash			-	Booking Total:£ Promotion Value:£ Amount Paid:£		.67
				Balance to Pay:£ Payment Charge:£ for Full Payment:£	26. 0. 26.	.00
			A	mount Tendered:£	Currency : GB	1
Repeat (0.00)	5pit	TOTAL	£20	E10	45	Ĩ
Customer Details: Joseph Walke High Street, Lutter	۲ (j.walker@ worth , Leicest	green4solutions.co ershire	m)	This Payment:£	26.	.67
Send Confirmation					🛃 Print Rec	ept
				Pay	Exit	

d) Select the amount of cash given and choose pay. If change is to be given, a new window will appear showing the amount of change for this payment, this will be converted to the currency that has been entered as the Change Paid Currency in CRM.

4	Message	-		×
Change to	Give: £33.33		ок	



CASH HANDLING

The Cash Handling functionality allows cash to be easily handled within the POS interface. The functionality allows for new float sessions to be quickly created and ended when necessary as well as allowing till drops, lifts and exchanges. Moreover the Cash Handling process has the ability to work with multi currencies and all Cash Handling transactions are recorded within CRM.

With this comes the ability for a Cash Handling Report to be generated, giving precise information on the initial and final float amount as well as recording any lifts and drops into the float session.

STEP 1. SETTING THE OPERATOR & WITNESS PIN IN THE COMPANY DETAILS

Within Company Details sits the options to control whether an Operator or Witness requires a pin to add or take money out of the till.

To control whether an Operator or Witness requires a pin, complete the following details:

a) Select Venue Management in the navigation area before choosing Company Details.



- b) The currently active Company Details will be displayed, double click to open it in form view.
- c) Within the Company Details form, scroll down to the **Terminal Float Session Options** and complete the following:

Terminal Float Session Opt	tions			
Operator Pin Required		Witness Pin (Required) No	⊖ Yes

Terminal Float Session Options



- **Operator Pin Required.** Select **Yes** if a pin is required to be entered into the POS when an operator puts money into or takes money out of the till. Select **No** if a pin is not required for this process.
- Witness Pin Required. Select Yes if a pin is required to be entered into the POS by a witness when an operator puts money into or takes money out of the till. Select No if a pin is not required for this process.
- d) Select Save and Close on the ribbon.

STEP 2. SELECT THE BOOKING OPERATORS WHO CAN ACT AS A WITNESS

This step can be skipped if **Witness Pin Required** has been set to **No** during <u>Step 1</u>. If the **Witness Pin Required** has been set to **Yes**, it is important to distinguish which Booking Operator can use their Pin and act as a Witness. For example the Ticket Office Manager may be the only person who can do this.

To set Booking Operators as Witnesses, complete the following:

a) Select Venue Management in the navigation are before choosing Booking Operators.



- b) A list of Active Booking Operators will be displayed, select and open the Booking Operator whose pin can be used as a Witness Pin.
- c) Within the Booking Operator form, ensure the following flag has been set



- **Cash Handling Admin.** Select **Yes** for the Booking Operator to be able to use their pin as a Witness Pin during the Cash Handling process in the POS.
- d) Select **Save and Close** in the ribbon. Repeat the above process for any other Booking Operators who can act as witnesses.



STEP 3. SETTING THE TILL POD LIMIT IN THE CHANNEL

A Till Pod Limit can be set with the Channel settings. This will control the amount of money that can be held in the till until a warning will be displayed if the amount has been exceeded. Furthermore a setting in the Channel controls if the Terminal Float Session window will automatically open when the POS is opened, if no current session is taking place.

To set the cash handling options within the Channel, complete the following instructions:

a) Select Venue Management in the navigation area before choosing Channels.



- b) A list of Active Channels will be displayed, select and open the relevant Channel e.g. POS
- c) With the Channel form open, scroll down to the Cash Handling section and ensure the following are completed:

Cash Handlin Pod Limits	ng		
Till Pod Limit	£100.00	Till Pod Limit	3
Session Turns on Cash Handling	○ No	Warning Interval	

Pod Limits

- **Till Pod Limit.** When the till reaches this Till Pod Limit figure a warning will be displayed, requiring the till to be emptied.
- **Till Pod Limit Warning Interval.** Enter the number of bookings that have to be made for a Till Pod Limit Warning message to appear on the POS. For example, if 3 is entered and the Till Pod Limit has been exceeded, a message asking for a till pod lift to be carried out will be shown after every 3 bookings made on the POS.
- Session Turns on Cash Handling. If set to Yes, when the POS is opened the Terminal Float Session window will automatically be displayed if there is no current Terminal Float Session taking place.
- d) Select Save and Close on the ribbon.



STEP 4. CASH HANDLING SESSION REPORT PRINT TRANSFORM

A Print Transform must be added for a Cash Handling Report to be displayed when they are selected in the POS. The report will show details of the Initial Float, any Lifts and Drops into the float as well as an Expected Final Float estimate.

To create the Session Report Print Transform, complete the following details within CRM:

a) Select Settings in the navigation area before choosing Print Transforms.



b) A list of Active Print Transform will be displayed. Select **New** in the ribbon.

				Cidlan	127				
New	Edit	Deschafte	Constative .	Refl Workflow	Start Diakog	Run Report -	import Data -	 Eport to South V Filter 	Advance Find
	Ratio	101	Collaborate	Prop	esi.			Dela	
Settings	Rato	a 🔉 •	Collaborate Print Transfo			t Transfo	rm *	Dala	_

c) A new Print Transform will open, complete the following details:

The Turstore Act	Coloring	Jin Micron	oft Dynamice CRM		CEN2011 Administrator	
Term Cone	City of the	Non Stat. Non Many Stat.				
information - XSUT = - XSUT =	Print Tran New General	et a franc			(Fast Same) - (#) &	•
Related	Name*					
4 Common	Printer July Type		14	Printer Driver Type	a	
Territoli Terri	Single Articlase + XSLT + HSLT South	e ter ○ Yes		Use RLT +		
	NGT Section 1 Inclusion NGT Section 1	O No. 🕷 No.				
	Well List Section Technology	⊛ Her. ⊖ Her.				*



General

- Name. Enter a Name for the Print Transform, for example Session Report.
- Printer Job Type. Select the magnifying glass to open up a Look Up records window, choose New. A new Printer Job Type form will open, enter the Name; SessionReport before selecting Save and Close on the ribbon and choosing OK in the Look Up Record window. The new Printer Job Type will have been added to the Print Transform form.
- **Printer Driver Type.** Use the magnifying glass to look up and find the **Windows** Printer Driver Type.

XSLT

- **Transform.** Enter the Cash Handling Session Report Print Transform here. This can be found by contacting a Green 4 Consultant.
- d) Select **Save and Close** on the ribbon. Next the Print Transform must be linked to the relevant Terminal.
 - Terrinals: View Charts -Add Active Copy # Unit . Deschude Asign BE-matalies . Number Davg 644 Run Impa X Dette -Colaborate Verue Mana... 🙆 📮 - Terminala Active Terminals • Name -Bookable Resources CARDY Booking Operators à Ousselv Correides Containly De Deno Coupon Types Deno Tablet Declarations Develo er TU tratractors. C Giest Menu Boards On Hold Reasons 2 0 53 count Methods T 17 Byment Schedules 1 Referred from noti din Products Workplace Sales Marketing Loyalty duct Managem Venue Management
- e) Select Venue Management in the navigation area before choosing Terminals.

- f) A list of Active Terminals will be displayed. Select and open the Terminal that the Cash Handling Session Report is to be linked to.
- g) With the relevant Terminal open in form view ensure that the following two fields have been completed.

Session Report Printer	Q	Session Report Transform	Q

- Session Report Printer. Use the magnifying glass to search and look up the Printer that is going to be used to print out the Cash Handling Session Report
- Session Report Transform. Use the magnifying glass to search and look up the Session Report Print Transform previously created.
- h) Select Save and Close on the ribbon.



STEP 5. TERMINAL FLOAT SESSIONS

Each time a float session is opened in the POS, a new Terminal Float Session will be created within CRM. This will display the Start Time and (if applicable) End Time of the float, the Operator who added or removed the float as well as any Float Add/Removal witnesses.

Linked to a Terminal Float Session are the Booking Payments that were made during the Float Sessions. A Terminal Float Session Transaction is linked, which displays all the transactions that have taken place during the float session such as the Initial Float as well as any Lifts and Drops.

To view the Terminal Float session and the related entities linked to it, complete the following:

a) Select Venue Management in the navigation area before selecting Terminals.



- b) A list of the currently Active Terminals will be displayed, select and open the Terminal which the Terminal Float Sessions should be viewed in.
- c) With the Terminal form open, select **Terminal Float Sessions** in the Related area of the navigation bar.





d) The Terminal Float Sessions Associated View will be displayed. All the Float Sessions related to the Terminal that have either been Started and Ended, as well as any that are ongoing will be shown.

The Terrinal Act. Co	Un foo		Microsoft Dynan	KO CRM		CR	M20111 Admin Slad	istrator 😟
Add New Terminal Roat: Add Existin	o Terranal Riset		The Casy of UN Science a Long assessing	The States	Se Albebar Day	Contraction of the second seco	Report +	ort Terminal Fical Sectors
Information - Ganeral - Pergeneral Devices	Demo						(feminals	····•
- Zona Settings - Cartain	The second	at Sessions Termin	nal Float Sessio	n Associated	i View *	T		P
Lome	Denv	Start Date Time 08/09/2015 14:47	End Date Time 06/08/2015 15:03					9
Related	D Dens	08/09/2018 14:48	08/09/2015 15:09					
Common	Deno	08/09/2015 15:19 08/09/2015 15:39	06/09/2215 15:00					
Audit History Audit History Allocking: Allocking: Allocking: Allocking: Anome Anom	Deni	2010/2013 13:38						

e) Double click on a Terminal Float Session to open it in form view.

Terminal Roat Session	All Galeries		A Masoft Dynam	ics CRM			CEMODITI Administrator	
Save & Save & New Save & Deactivete Come X Deactivete Save	Correct Constant		Bun Report -					
Information Canang Larins		kat Session 9201511:41					Terrieral Neal Sessions +	4
Related	* General							-
Activities	Name*	01-1408201611:41						
	Sensor Start	à Demo						
Autit History	Start Date Time	1409/2015	28 w 12 H	W	Post apped by	Steve Worthing		
Southing Payments Southing Payments Terminal float Second. Wondlown Go Wondlown Datag Seconds	Tical Add Witness Texation Text	3 Stein Worthing						
	End Date Time		18 V		Root Removed by			
	Roat Removal Witness			1				

- f) The Terminal Float Session form will display the Session Start and End Date/Time as well as who added and removed the float, and any Witness that has Added or Removed a float will also be displayed.
- g) In the Related area of the navigation bar are the options of **Booking Payments** and **Terminal Float** Session Transactions.
- h) Select **Booking Payments** for all Booking Payments that have been made.

File Terminal Ploat Session	Add Custonize	List Toots A Booking Payments	All Microsoft Dynam	ics CRM		CR	M2011 Administ Stadiur	nTest o
Add New Booking Add Existing Booking Payment Payment	1 a	🚮 Mail Merger 🐴 Copy 😪 E-ma	statice The	Set As Default	Chert Run Pane WorkTow	Start Report	Export Booking Payments	
flecontr		Collaborate	Current V	les yies	Pro	125	Orte	
E General Notes		loat Session 99201515:35					Terminal Float Ses	slons * 🕈 🗍
	à Booking P	avments Booking Pa	wment Associat	ed View *		Se		\$
Related	Booking P	Payments Booking Pa Payment Metho		and the second	Payment Status	Se Card Authorisati.	Terminal	Card N C
Common	and a second	Payment Metho	ayment Associat Payment Amoun £35.00	Booking Operat	Payment Status Approved	And Description and	. Terminal Demo	1
Common	Name	Payment Metho Cash	Payment Amoun	Booking Operat SH1	- A Street Street Street Street	And Description and		1
Activities	Cash Payment	Payment Metho Cash Cash	Payment Amoun £35.00	Booking Operat SH1 SH1	Approved	And Description and	Demo	1
Common	Name Cash Payment Cash Payment	Payment Metho Cash Cash Cash	Payment Amoun £35.00 £35.00	Booking Operat SH1 SH1 SH1	Approved Approved	And Description and	Demo Demo	1



i) Select **Terminal Float Session Transactions** to display the Transaction that have taken place. This will display the Initial and Final Float as well as the Lifts and Drops that have occurred during the session.

Me Terminal Roat Section	Add Cu	funcias Terminal	List Tools Float Session Transa		a Microsoft Dynamics	CRM	CRM2011 Administrator 🔍 StadiumTest 💩
Ado New Terminal Float Session: Ad Transaction	d Existing Term Trans	tral Roat Session t		8 . 18 8 . 18	View	Overt Run Sta Pane - Wortflow Date	
Information E-General Notes	- 434	erminal Float See 11 - 08092015	sion	elaborite Currenti	New Vite	Process	Terminal Ploat Sessions • 1
Related		and the second second second			at Session Transa	CONT PESOCIAISED	inarch for records
And the second s	and the second sec	ated On #	Transaction Typ	Currency	Transaction Amo	Transaction Amo	4
Common Activities	2	08/09/2015 14:47	initial Float	Pound Sterling	£10.00	£10.00	
		08/05/2015 14:50	LIR	Pound Sterling	£20.00	£20.00	
Closed Activities		08/09/2015 15:03	Final Float	Pound Sterling	\$200.00	£200.00	
A Audit History A Boolong Payments A Terminal Float Sector. Processes Ge Workflows Dialog Sessions							



THE POS AND CASH HANDLING USE

The instructions below give information as to how the Cash Handling process should be carried out in the POS by a Booking Operator. Information can be found on Starting and Ending a float session as well as Till Lifts, Drops and Exchanges. Information is also given on how to gain a Cash Handling report.

STEP 1. STARTING A TERMINAL FLOAT SESSION

The first step is create and start a Terminal Float Session. If **Session Turns on Cash Handling** has been set to **Yes** within the POS Channel form of CRM, upon opening the POS the Terminal Float Session form will automatically appear if no float session is currently ongoing.

StadiumTes	t			Openers (BP) Call handle	e Til Rent	liper 11	120	Loper	time	845
Current Booking Find	Socking Find last	Telas Cumistar	Coupon Cashina Accounts Other	Acomeliate						
						Referenz Mo.				
- Enteres	beet.					Rate			unt (97	ure
11000000	1.1.1	0%	1 .							
		-	0	Terminal Fical Sensor		100				
			Anset	Services	- 4					
			anat	Date(h)						
			Question PM	Million Pill	1					
					17 <u>-</u>					
			All the	size they	Cetef					
						-				

Alternatively, select the Cash Handling tab, before choosing the Start/End Session button.

StadiumTes D1. Stave Worthing	st			Correcto I date	Coll Honding	TR Popult	Quen Trê	uan .	Lique	Harrison
Current Booking (File	t Bucking [First Seat]	Talis Customer Cou	pin [CasNess Atomits] O	Over (Access Gate)			Reference No.	e		
Tatura	(Series)	Obe					Auro.		110	NE QU LA
			御	Cash Handling	- 1					
			Dist(Del Sepre	underge Exchange	Agert					
						_				

To Start a Terminal Float Session, with the Terminal Float Session Window open, complete the following details:

<u>(4)</u>	T	erminal Float Session	
Amount		Currency	*
Amount		Currency	
Operator PTN		Witness PIN	



a) Firstly the **Amount** of cash that is being added to the float should be entered and the **Currency** of this cash must be chosen from the drop down.

Amount	300	Currency	GBP	~

b) Upon entering the Amount of cash and the Currency, select **Add Float.** The Amount and Currency will be displayed in the Terminal Float Sessions table.

Annet		Currency	G89 +
Amutart 300		Carrency	· · · · · · · · · · · · · · · · · · ·
		100	-60
Operator PM	-	Witness F34	

c) Next, select Session Start to begin the Terminal Float Session.



Note. If the flags **Operator Pin Required** and/or **Witness Pin Required** have been set to **Yes** in the Company Details form of CRM it will be necessary to enter an Operator and/or Witness PIN in order to start a session.

Operator PIN	Witness PIN	

STEP 2. TILL LIFT/ TILL DROP/ EXCHANGE

When a Terminal Float Session has started as is shown in <u>Step 1</u> it becomes possible to Lift, Drop or Exchange cash out or into the float session.

This can be done by completing the following:

a) Select the **Cash Handling** tab at the top of the POS, a new Cash Handling window will open.



- b) Select the Lift/Drop/Exchange button.
- c) The **Terminal Float Transactions** window will open, depending on your requirements complete the following:

	Terrorial Noat Tiernach	ion.
Recot	C.erens	
Operator PID9	The second secon	N
ut Amont	THE LAR	TELEVO
Oraș Atunat	Garance	
Ownie	Statility Ba	Campe David



Till Lifts and Till Drop

To complete a Till Lift or a Till Drop:

a) Enter the **Amount** of cash that is to be either lifted from or dropped into the till and the relevant **Currency** of the cash.

Amount	50	Currency	GBP	¥

b) Next, select either the **Till Lift** or **Till Drop** button depending on your activity. The Lift Amount and Currency or Drop Amount and Currency will be displayed in the table of the Terminal Float Transactions window.

	Till Lift	Till Drop
Lift Amount	Currency	
50	GBP	
Drop Amount	Currency GBP	

c) Depending on the activity that is being undertaken, select the Start Lift or Start Drop button.



•	Operator PIN	Witness PIN	

l.	Terminal Float Transacti	ions .
Aniount	Currency	GBP +
Operator PIN	Witness PI	14
	TILLIR	Tái Drop
Lift Amount	Currency	
50	CBP	
Drop Amount	Carriency	
Start Lift	Start Drep Exc	change Cancel

d) The Terminal Float Transaction window will close.



Exchange

If exchanging a certain amount of cash by Lifting and Dropping cash into and out of the float session at the same time, complete the following:

- a) Enter the Amount of cash that is going to be lifted into the till before choosing the Currency.
- b) Next, select the Till Lift button.
- c) Enter the Amount of cash that is going to be dropped into the till before choosing the Currency.
- d) The Lift and Drop Amounts entered will be displayed in the Terminal Float Transactions windows table.

Amount	Currency	EUR ~
Operator PIN	Witness PD	24
	THUR	Till Drop
Lift Amount	Currency	
10	GBP	
Drop Amount	Currency	
10	EUR	
Start Lift	Start Drop Exc	change Cancel

e) Upon adding a Lift Amount and Drop Amount together the Exchange button will become activated. Select the **Exchange** button.



Operator PIN	Witness PIN	

STEP 3. CASH HANDLING REPORT

For each Terminal Float Session that is started a Cash Handling Report is created. This Report gives details on the Initial Float, any Lifts and Drops into the float as well as an Expected Final Float estimate.

To view Cash Handling Reports, complete the following within the POS:

a) Select the **Cash Handling** tab at the top of the POS, a new Cash Handling window will open.

	Cash Handling	
Start/End Session	Lift/Drop/Exchange	Report
start/End Session	Lift/Drop/Exchange	Report

b) Select the Report button, the Cash Handling Report window will open.



<u>4</u>		ash Handling Report		
Start Date	12/09/2015	End Date	14/09/2015	1
Session Name	Load Session	End Date		
d1 - 1409201514:53	9/14/2015 3:53:42 PM		Report	1
d1 - 1409201514:09	9/14/2015 3:09:38 PM	9/14/2015 3:53:01 PM	Report	Ī
d1 - 1409201513:39	9/14/2015 2:39:42 PM	9/14/2015 3:08:39 PM	Report	Ī
d1 - 1409201512:47	9/14/2015 1:47:39 PM	9/14/2015 2:39:24 PM		1

c) Select the **Start** and **End Date** from which you would like to see the Reports for. Upon selecting the applicable dates, select the **Load Sessions** button.



- d) All Float Sessions and their reports that sit between the selected Start and End date will be displayed.
- e) The **Sessions Report** button can be selected for all of the Reports that have been loaded between the Start and End Date to be printed together.
- f) To print an individual Cash Handling Report, select the **Report** button next to the Float Session that you would like to see the report for.

E		ash Handling Report		
Start Date	31/08/2015	End Date	14/09/2015	13
	Load Session	s Sessions Repor	t	
Session Name	Start Date	End Date		
d1 - 1409201514:53	9/14/2015 3:53:42 PM		Report	~
d1 - 1409201514:09	9/14/2015 3:09:38 PM	9/14/2015 3:53:01 PM	Report	
d1 - 1409201513/39	9/14/2015 2:39:42 PM	9/14/2015 3:08:39 PM	Report	
d1 + 1409201512:47	9/14/2015 1:4739 PM	9/14/2015 2:39:24 PM		



g) The Cash Handling report will be printed in the following format as the example below shows.

Session Repor	t	d1 - 1409201514:53	Transaction Details;				
Floet Details			Created On	Booking	Tender Currency	Tender Amount	Change
Float Type	Amount	Currency.	2015-09-14T16:10:39.090	1032326	Pound Sterling	114.00	0.00
InitialFloat	100.00	Pound Sterling	2015-09-14716-08-52-270	1032325	Pound Sterling	600.00	0.00
Lift	10.00	Pound Starting	2015-09-14T16:07:23.953	1032324	Pound Sterling	300.00	0.00
Drop	10 00 60 00	US Dollar Pound Sterling					
Drop	50.00	Pound Sterling					
Amount In Det	ails						
Currency		Amount-In					
US Dollar		10.00					
Pound Sterling	0.5	1164.00					
Amount Out De	otails						
Currency		Amount-Out					
Pound Steding	6	70.00					
	12201104						
Expected Final	Float	E MANYARI MENJARI M					
Currency		Expected Final					
US Dollar		10.00					
Pound Starling	05	1094.00					
Actual Final Fi	oot Details						
Currency		Actual Final					

STEP 4. ENDING A TERMINAL FLOAT SESSION

When a Float Session is to be ended the following process must be carried out within the POS.

a) Select **the Cash Handling** tab before selecting the **Start/End Session** button from the Cash Handling window.

Fest					ſ	Currenky : GBP	Cash Handling	Till Report
Find Booking Find Seat	Tabs Customer	Coupon	Cashless Accounts	Other	Access Gate	0		
Series	Other							
			8		Cash	Handling	-	•
			Staty Set 5	esson	UR/Dre	o/Fathinge	Report	
	Find Booking Find Seat	Find Booking Find Seat Tabs Customer	Find Booking Find Seat Table Customer Coupon	Find Booking Find Seat Tabe Customer Coupon Cashless Accounts Series Other	Find Booking Find Seat Tabs Customer Coupon Cashless Accounts Other Series Other	Find Booking Find Seat Tabs Customer Coupon Cashless Accounts Other Access Gate Serve Other Color Cashless Accounts Other Cashless Accounts Color Cashless	Find Booking Find Seat Tabs Customer Coupon Cashless Accounts Other Access Gate Series Other Coupon Cashless Accounts Cather Access Gate	Find Booking Find Seat Tabs Customer Coupon Cashless Accounts Other Access Gate



b) The Terminal Float Session window will open.

Amount	Curriency	GBP -
Amount	Currency	
Operator PIN	 Witness PIN	

c) Enter the Amount of cash and Currency that is to be removed from the float.

Amount	5000	Currency	GBP v

d) Select the **Remove Float** button. The **Amount** and **Currency** being removed will be displayed in the Terminal Float Session Windows table.

Amount	-	Currency	GBP «
Amount		Currency	
5000		GBP	
Operator PIN		Witness PIN	1

e) When all of the amount of cash and currency has been selected to be removed, select the **Session End** button.

Amount		Currency	EUR ~
Amount		Currency	
5000		GBP	1
500		EUR	
Operator PDN	ī	Witness PIN	Ī
Operator PIN	Semoni Start.	Witness PIN Season End	





Note. If the flags **Operator Pin Required** and/or **Witness Pin Required** have been set to **Yes** in the Company Details form of CRM it will be necessary to enter an Operator and/or Witness PIN in order to end the session.

Operator PIN	Witness PIN	

f) The Cash Handling Window will be displayed and the Lift/Drop/Exchange button will become deactivated. The options to Start a new Session (<u>Step 1</u>) or receive a Report (<u>Step 3</u>) will remain activated.

2)	Cash Handling	- • ×
Start/End Session	Lift/Drop/Exchange	Report

TILL POD LIMIT

If the Till Pod Limit that has been entered into the Channel form on CRM has been exceeded, upon payment of a Booking the message below will appear warning the Booking Operator that they should carry out a Till Lift as soon as possible.



END OF DOCUMENT