Back Office
Skim Document
Version 1.1
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1. Feature Overview

1.1   Feature Description

Throughout the course of a business day, there may be times where monies will need to be removed from a cash drawer (e.g. too many checks in the cash drawer) or added to a cash drawer (e.g. not enough cash in the cash drawer).

Skim to Safe is the process to collect cash based tenders from a cash drawer and move the tenders to the store safe. Skim from Safe is the process to move cash from store safe to a cash drawer. Each provide the retailer the ability to execute a transaction for moving tenders from one location to another

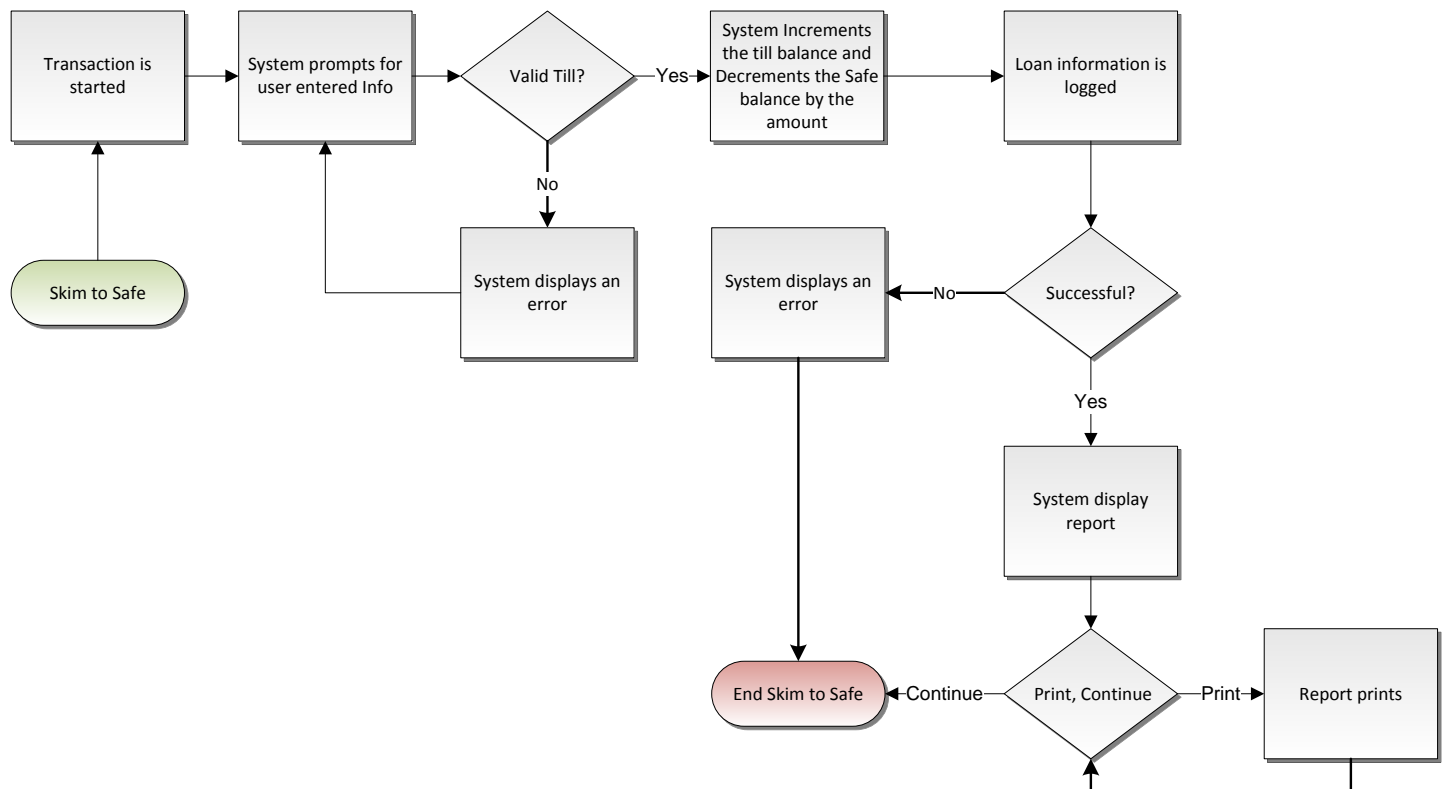# 2. Use Case: Skim From Safe

2.1   Feature Flow

Figure 1: Process Flow

2.2   Preconditions

- The operator has permission to perform the functionality.

- The operator has selected to perform a Loan from the Daily Operations menu.

2.3   Main Flow

1. The system assigns a transaction number and a log entry is written.

2. The system prompts the operator to enter the destination till ID and the total amount of the Skim.

3. The operator enters the destination till ID and the total amount of the Skim and accepts the entry.

4. The system validates the till ID and determines the status of the till.

5. If a communication error occurs, the system displays a message, the operator acknowledges the message and the use case ends.

6. If the till ID is not found, the system displays a message, the operator acknowledges the message and Main Flow restarts.

7. If the till ID is currently not open, the system displays a message, the operator acknowledges the message and Main Flow restarts.

8. The system logs the Skim information.

9. The system decrements the Safe balance by the Skim from Safe amount.

10. The system increments the Payment Station balance by the Skim amount.

11. The system saves the Skim from Safe information to the database.

12. If a communication error occurs, the system displays a message, the operator acknowledges the message and the use case ends.

13. The system displays a summary report and prompts the operator to print the report or continue.

14. If the operator selects to print, the Print Report alternate flow is executed.

15. The operator selects to continue.

16. The use case ends and the system returns to the calling use case.

2.4   Alternate Flow

2.4.1   Print Report

1. The operating system/browser displays a printing dialog message.

2. If the operator selects to not print a report, the alternate flow ends and the Main Flow restarts where the system displays the report.

3. The operator selects to print a report.

4. The report is printed and the alternate flow ends and the Main Flow restarts where the system displays a summary report

2.5 Post Condition

- The Till balance is incremented by the Skim amount.

- The Safe balance is decremented by the Skim amount.

3. Other feature Impacts

3.1   Daily Operations Feature

The Cash In and Cash Out uses cases update the Transaction Summary section of the End of Day Report.

3.2   Manager Override Feature

Skim from Safe functionality is based on security access. If access is not available, the option is not visible in the UI.

3.3   Parameter Manager Feature

Skim from Safe parameters are available for modifications via the Parameter Manager functionality.

3.4   Till Functions Feature

The Skim from Safe uses cases update the Transaction Summary section of the Reconcile Till Report.

4. Assumptions

1. Pickup is not used in Best Buy Canada.

2. Skim to Safe is a loan transaction type.

3. A Safe is always available.

4. Safe is set up as a till.

5. The Database will define the tender types valid for Skim to Safe (typically this is only local cash) (section 7).

5. Screen Layouts

5.1 Skim to Safe

This screen appears during the Skim to Safe process and prompts the operator to enter the destination location and the amount. The page prompts the operator to enter the total amount of each "loanable" tender. Note that the tenders below are examples and the actual tenders will be defined in the database.

Figure 2: Skim from Safe

5.1.1 Screen Definitions

5.1.1.1 Instruction Text

Instructions
Select the destination till ID and amount of the Skim. Select Continue when complete.

5.1.1.2 Navigation/Menu Keys

Label	Next	Notes
Open Store	Daily Operations use case	None
Close Store	Daily Operations use case	None
Open Till	Open Till use case	None
Reconcile Till	Reconcile till use case	None
Bank Deposit	Bank Deposit use case	None
Skim from Safe	Skim from Safe use case	None
Pay In	Pay In use case	None
Pay Out	Pay Out use case	None

5.1.1.3 Menu Buttons

Button Text	Next	Notes
Continue	• Communication Error: Communication Error • Till ID not Open: Till ID Not Open • Invalid Data: Invalid Data Notice • Loan Report	None

5.1.1.4 Data/Input Field Enhancements

Label	Editable	Req'd?	Data Type	Min Length	Max Length	Notes
Till ID:	Yes	Yes	List	N/A	N/A	List of valid open Till IDs
Cash:	Yes	No	Currency	4	9	Mask is 6.2

5.1.2 Dialog Messages/Message Boxes

5.1.2.1 Communication Error

Size	Small
Title	Communication Error
Description	This generic message is displayed when there is a communication error between the client and an external system/interface/database. The message is displayed on the screen where the communication error occurred. Upon acknowledging the message, the system returns to the previous screen.
Message Text	Communication error, please try again.
Prompt Text	Select OK to continue.
Button(s)	OK
Notes	Configurable generic message used when there is a communication error

5.1.2.2 Till ID Not Open

Size	Small
Title	Till ID Not Open
Description	This message is displayed when the till ID is not open. Upon acknowledging the message, the system returns to the previous screen. **Note:** The system does not removes the previous entry upon returning to the previous screen.
Message Text	The till ID is not open.
Prompt Text	Select OK to select another till ID.
Button(s)	OK
Notes	Configurable message

6. Reports

The following report mockup outlines the content window for the report. The report mockup is intended to be a reasonable facsimile of the application version of the report. Due to efficiency of maintaining this document, the surrounding screen areas are not maintained within the report mockup and should not be expected to match the application version of the report.

6.1   Skim from Safe

This report is displayed after a Skim from Safe is successfully completed. Once generated, the operator has the option to print the report.

6.1.1   Mockup

1.	Loan Report
	Store #
2.	Destination: <Safe ID> Loan Till ID: <Entered Till ID>
3.	Report Run Date (MM/DD/YYYY) Report Run Time (HH:MM:SS)
4.	
5.	Loan Tenders Amount
6.	Cash 100.00
7.	
8.	Total 100.00
9.	
10.	Signature
	Line:_____
11.	
12.	Manager Signature:
	_____
13.	
14.	End of Report

6.1.2   Report Information

#	Description	Formula
1.	Report Title and Store #	
2.	Destination : <Safe ID> & Loan Till ID: <Entered Till ID>	• Safe ID is system defaulted • Till ID is entered during the Loan process
3.	Date and time of report (system time)	
4.	BLANK ROW	

6.1.3   Skim Tenders Section

1.	Pickup Tenders (Header)	Amount (Header)
2.	Cash	Amount entered by the operator
3.	BLANK ROW	
4.	Total	Sum = Skim amounts
5.	BLANK ROW	
6.	Signature Line	
7.	BLANK ROW	
8.	Manager Signature	
9.	BLANK ROW	
10.	End of Report heading	

7. Configurable Settings

Parameter Mnemonic	Description	Valid Values
Skim from Safe Allowed	Determines if the Skim from Safe functionality is enabled. If not, the option is not displayed in the UI.	• Yes • No
Skim to Safe Allowed	Determines if the Skim to Safe functionality is enabled. If not, the option is not displayed in the UI.	• Yes • No
Cash	Determines if the tender type is available for Skim to Safe	• Yes • No
CA Cash	Determines if the tender type is available for Skim to Safe	• Yes • No
Checks	Determines if the tender type is available for Skim to Safe	• Yes • No
Traveler's Check	Determines if the tender type is available for Skim to Safe	• Yes • No

8. Logging Changes

8.1   Data Output

Data Element	Description	Destination
Operator ID	Operator completing the Loan	• Log File • POSLog
Time	Time the Loan was completed	• Log File • POSLog
Date	Date the Loan was completed	• Log File • POSLog
Destination Till ID	Destination Till ID for the Loan amount	• Log File • POSLog
Source ID	Source location for the Loan amount – Safe ID	• Log File • POSLog
Loan Indicator	Indicator that the transaction is a Loan transaction	• Log File • POSLog
Total Loan Amount	The total amount of the loan.	• Log File • POSLog

9. Interface Changes

Interface	Description
None	

10.   Out Of Scope

• *This Specification covers the changes needed to implement the changes for Skim from Safe. Functionality that has no changes from the current processes is not covered unless needed to provide context.*

11.   Business Sign Off

Name	Organization	Approval Email and/or Date Received
Jesse Wielgan	Best Buy	

12. Technical Sign Off

Name	Organization	Approval Email and/or Date Received
Mark Houghton	Best Buy	
Kevin Bahng	Best Buy	

13. Technical Review

Name	Organization	Approval Email and/or Date Received
Andy Liang	Best Buy	

14. Technical Inform

Name	Organization	Approval Email and/or Date Received
Sam Martinez	Best Buy	
Greg Irvin	Best Buy	
David Hawkins	Storeworks	
Mark Donley	Storeworks	
Vinodh Narayanan	Storeworks	

15. Revision History

15.1 Reviews

Date	Iteration	Result
7/23/2015	V1.0 – Internal Review	Updates in v1.1

15.2 Revision History

Reviser	Revision	Date	Version
Amy Byers	Initial Document	7/1/2015	1.0
Amy Byers	Updates from Internal	7/28/2015	1.1