



Back Office
Cash In Cash Out Feature Document
Version 1.1
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Table of Contents

1. Feature Overview	2
1.1 Feature Description	2
2. User Impacts.....	2
2.1 Screen Process Flow	2
3. Use Case: Cash In	4
3.1 Feature Flow	4
3.2 Preconditions.....	4
3.3 Main Flow	4
3.4 Alternate Flow.....	4
4. Use Case: Cash Out	5
4.1 Feature Flow	5
4.2 Preconditions.....	5
4.3 Main Flow	5
4.4 Alternate Flow.....	6
5. Other feature Impacts	6
5.1 Daily Operations Feature	6
5.2 Manager Override Feature.....	6
5.3 Parameter Manager Feature	6
5.4 Till Functions Feature	6
6. Assumptions	6
7. Screen Layouts.....	7
7.1 Cash In.....	7
7.2 Cash Out.....	8
7.3 Dialog Messages/Message Boxes	9
8. Report.....	11
8.1 Cash In Report	11
8.2 Cash Out Report	12
9. Configurable Settings.....	13
10. Logging Changes	14
10.1 Data Output	14
11. Interface Changes	14
12. Out Of Scope.....	14
13. Business Sign Off.....	15
14. Technical Sign Off	15
15. Technical Review	15
16. Technical Inform	15
17. Revision History.....	15
17.1 Reviews	15
17.2 Revision History.....	15

1. Feature Overview

1.1 Feature Description

Over the course of a business day, there may a need to add or withdrawal local cash from a till that typically is not the result of a typical sale transaction. Generally known as Cash Ins and Cash Outs, these types of transaction allow the retailer to track additions or withdrawals outside of a standard sale or return transaction.

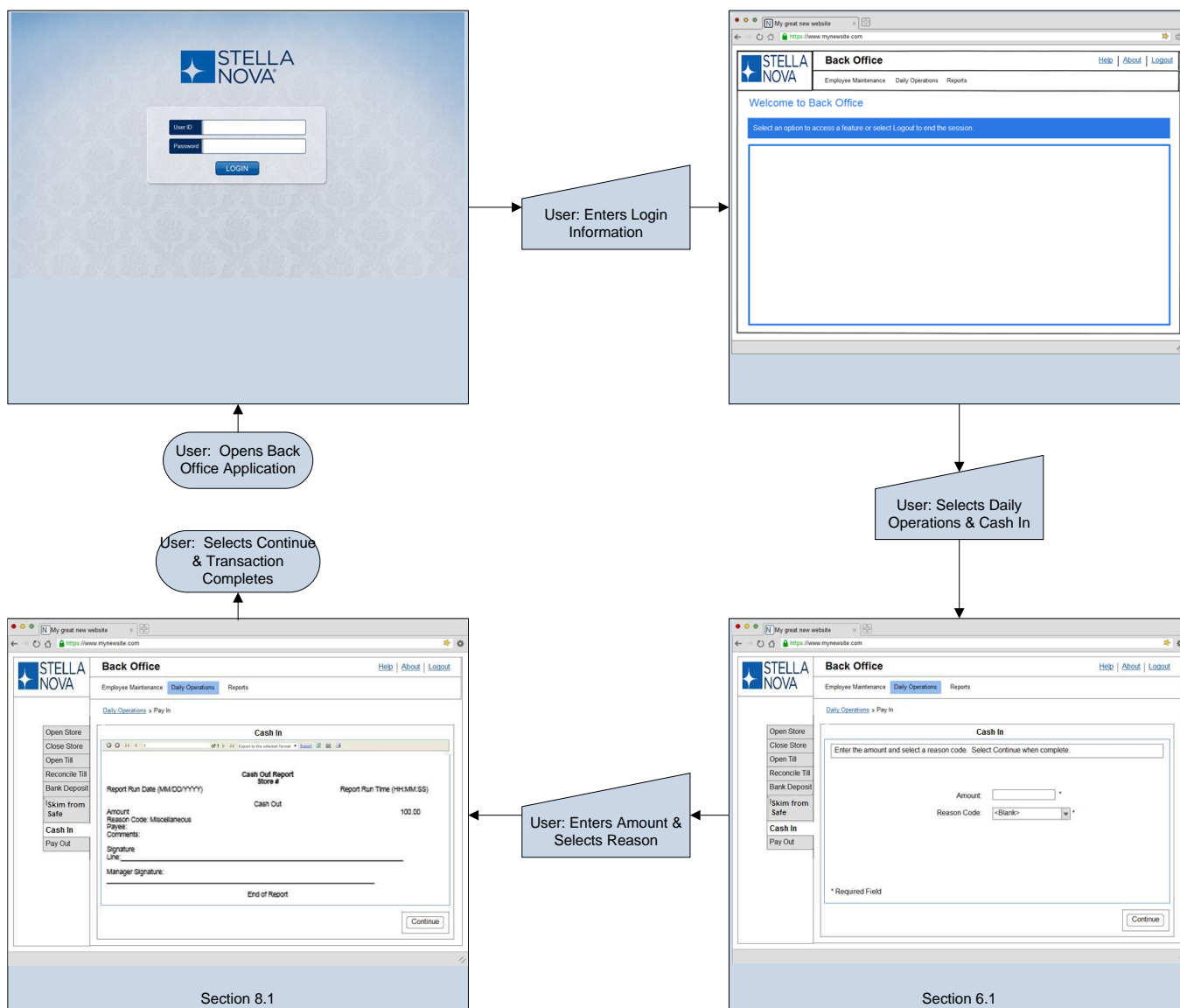
Cash Ins are commonly described as the result of revenue being entered into the system for tracking and accountability. Examples of Cash Ins include when a customer comes in to pay for an inadvertent bad check or when monies are collected from a vending machine.

Cash Outs are when monies from a cash drawer are used to purchase something, typically for the store. Examples of Cash Outs include paying for vendor delivers goods such as pizza or for postage stamps.

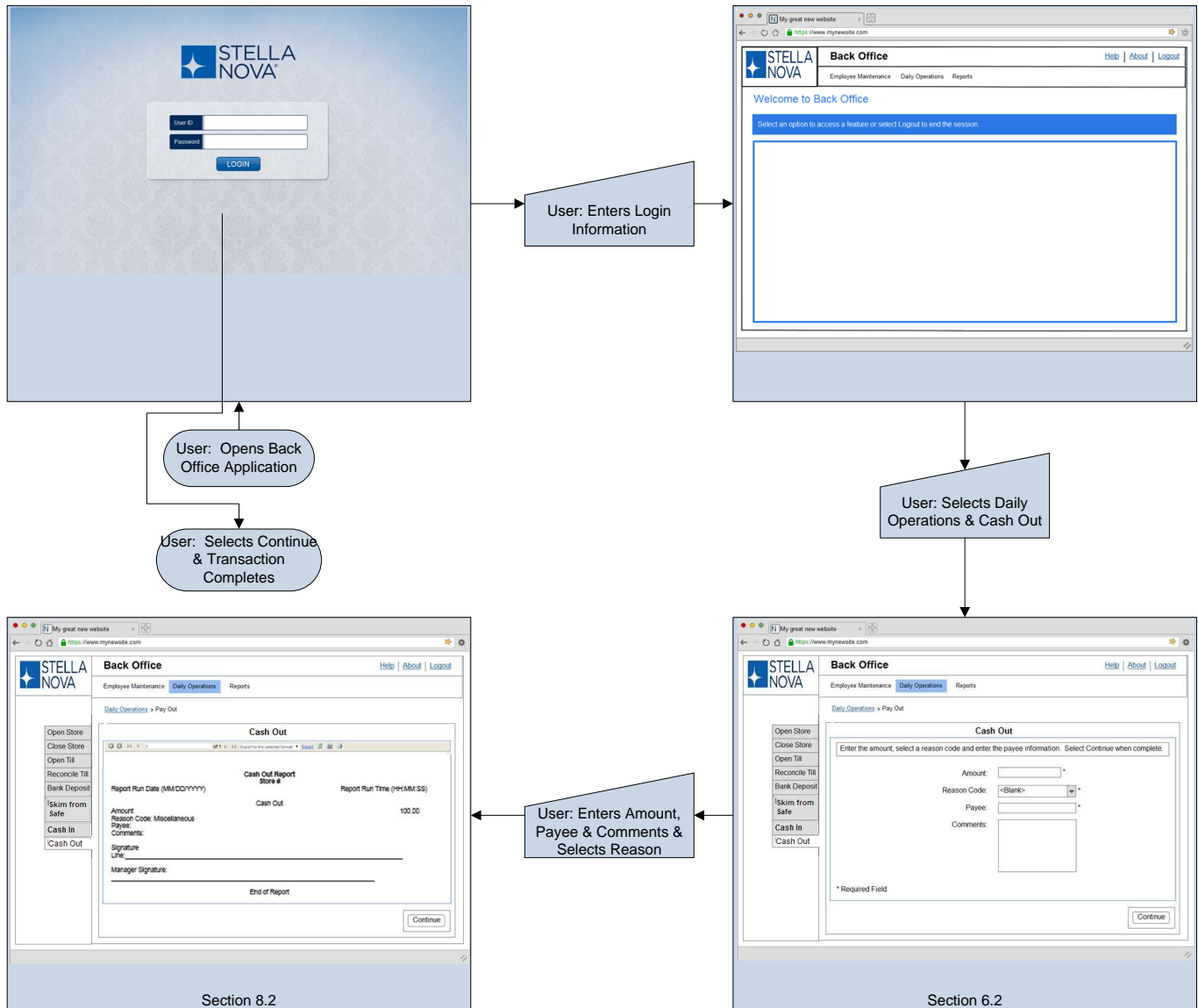
2. User Impacts

2.1 Screen Process Flow

2.1.1 Cash In



2.1.2 Cash Out



3. Use Case: Cash In

3.1 Feature Flow

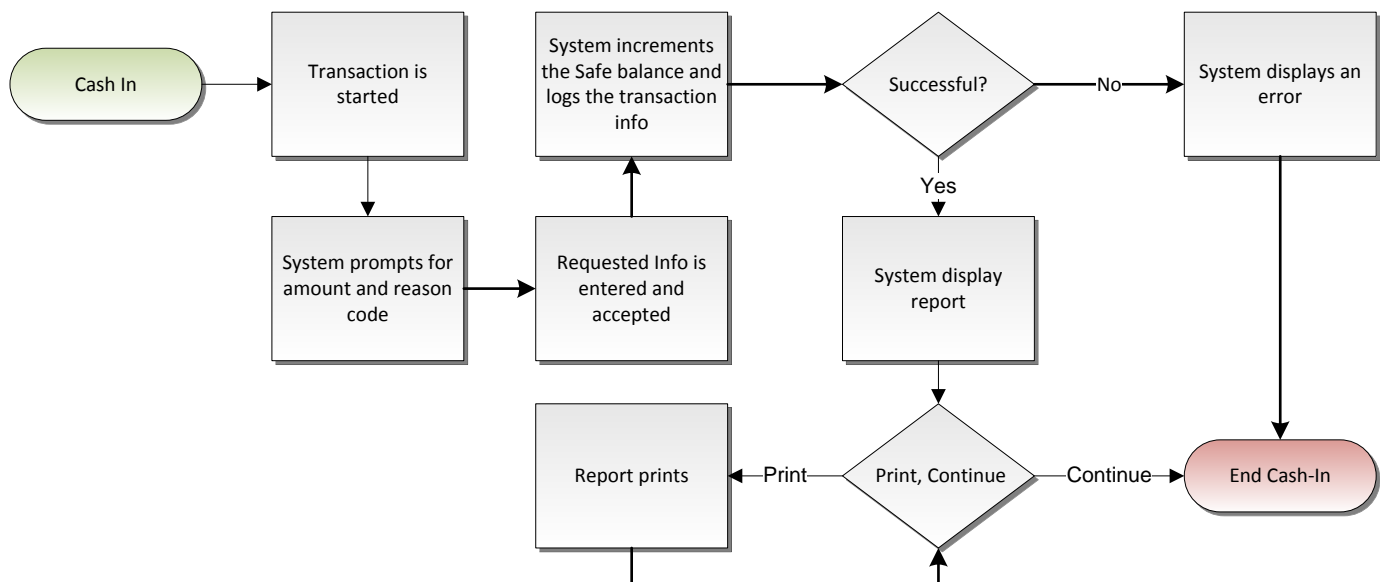


Figure 1: Cash In Flow

3.2 Preconditions

- The operator has selected to perform a Cash In from the Daily Operations menu.
- The operator has permission to complete Cash In transactions.
- The store is open.

3.3 Main Flow

1. The system assigns a transaction number and a log entry is written.
2. The system prompts the operator to enter an amount and select a reason code.
3. The operator enters an amount, selects a reason code and accepts the entry.
4. The system logs the Cash In information.
5. The system increments the Safe balance by the Cash In amount.
6. The system saves the Cash In information to the database.
7. If a communication error occurs, the system displays a message, the operator acknowledges the message and the use case ends
8. The system displays a summary report and prompts the operator print the report or continue.
9. If the operator selects to print, the Print Report alternate flow is executed.
10. The operator selects to continue.
11. The use case ends and the system returns to the calling use case.

3.4 Alternate Flow

3.4.1 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.

4. Use Case: Cash Out

4.1 Feature Flow

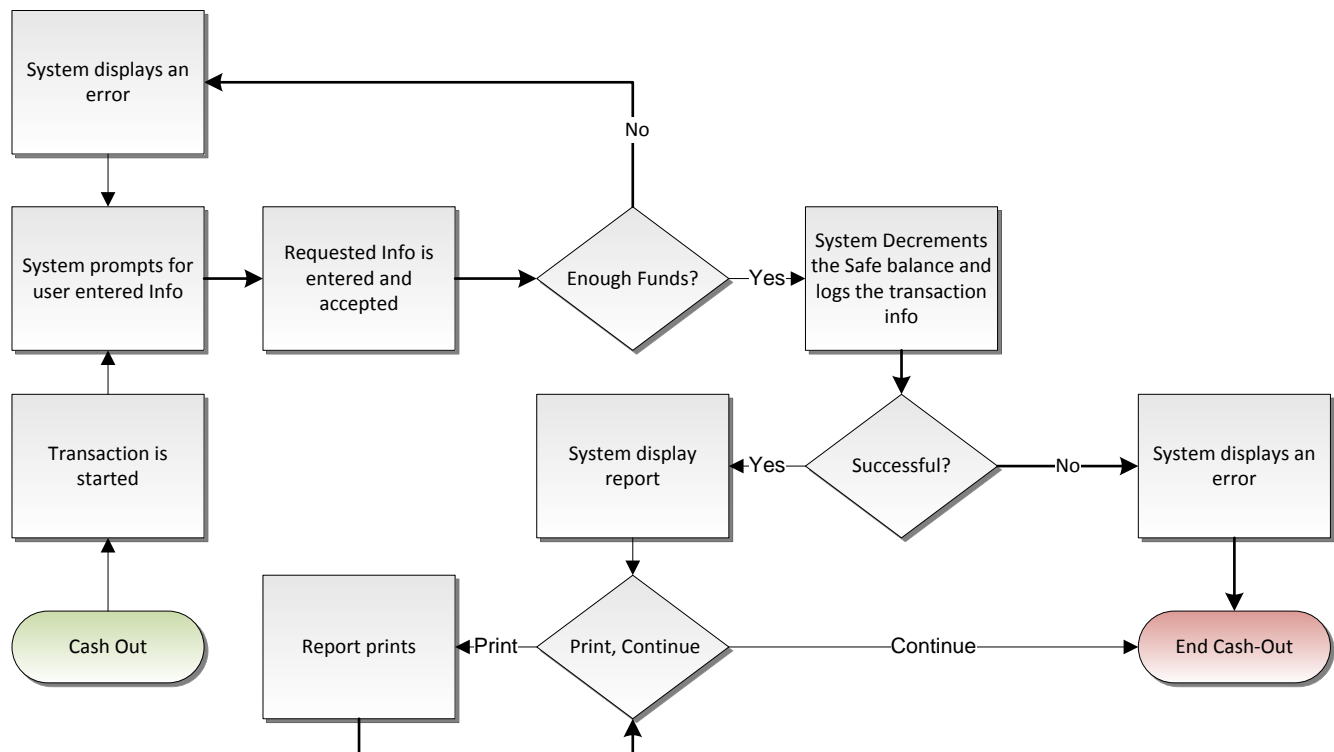


Figure 2: Cash Out Flow

4.2 Preconditions

- The operator has selected to perform a Cash Out from the Daily Operations menu.
- The operator has permission to complete Cash Out transactions.
- The store is open.

4.3 Main Flow

1. The system assigns a transaction number and a log entry is written.
2. The system prompts the operator to enter an amount, select a reason code and enter the payee information.
3. The operator enters an amount, selects a reason code, enters the payee information and accepts the entry.
4. The system determines if the amount is available.
5. If the amount is not available, the system displays a message, the operator acknowledges the message and the Main Flow resumes where the system prompts the operator to enter an amount.
6. The system logs the Cash Out information.
7. The system decrements the Safe balance by the Cash Out amount.

8. The system saves the Cash Out information to the database.
9. If a communication error occurs, the system displays a message, the operator acknowledges the message and the use case ends.
10. The system displays a summary report and prompts the operator to print the report or continue.
11. If the operator selects to print, the Print Report alternate flow is executed.
12. The operator selects to continue.
13. The use case ends and the system returns to the calling use case.

4.4 Alternate Flow

4.4.1 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.

5. Other feature Impacts

5.1 Daily Operations Feature

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

5.2 Manager Override Feature

Cash In and Cash Out functionality is based on security access. If access is not available, the option is not visible in the UI.

5.3 Parameter Manager Feature

Cash In and Cash Out parameters are available for modifications via the Parameter Manager functionality.

5.4 Till Functions Feature

The Cash In and Cash Out uses cases update the Transaction Summary section of the Reconcile Till Report.

6. Assumptions

1. Cash In is a transaction type.
2. Cash Out is a transaction type.
3. Cash In and Cash Out transactions use local cash tender.
4. A Safe is always available.
5. Safe is set up as a till.

7. Screen Layouts

7.1 Cash In

This screen appears during the Cash In process and prompts the operator to enter an amount and select a reason code.

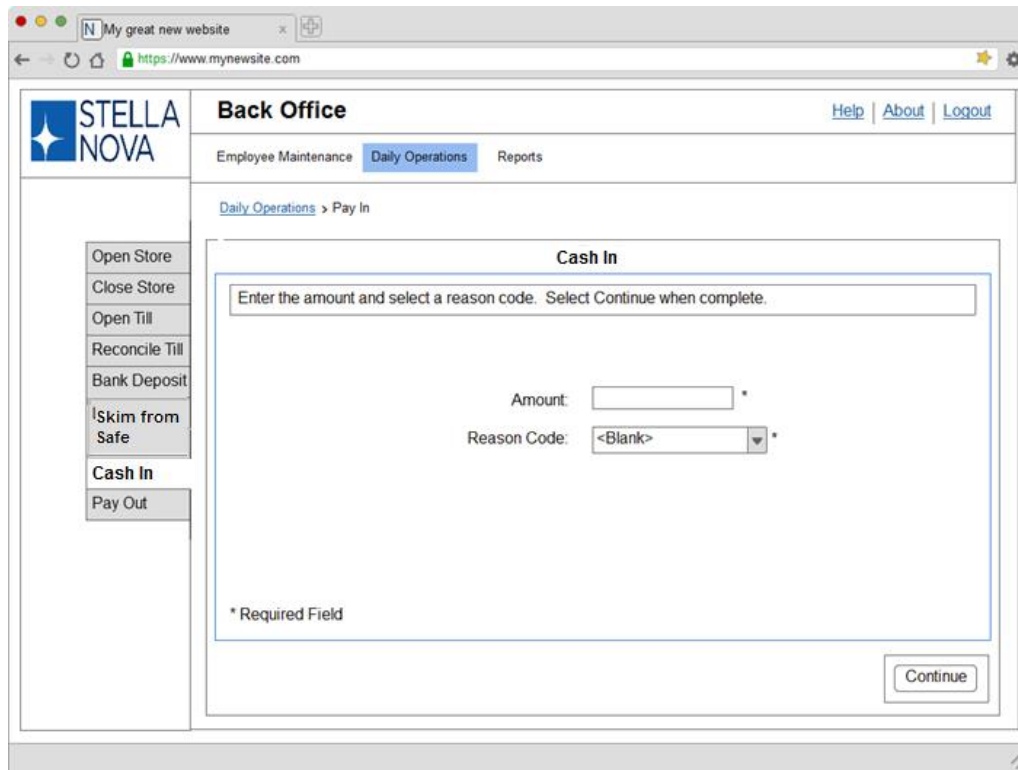


Figure 3: Cash In

7.1.1 Instruction Text

Instruction Text

Enter the amount and select a reason code. Select Continue when complete.

7.1.2 Left Hand Navigation

Label	Next Screen	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
Cash In	Cash In use case	None
Cash Out	Cash Out use case	None

7.1.3 Menu Buttons

Button Text	Next	Notes
Continue	<ul style="list-style-type: none">Communication Error: Communication ErrorInvalid Data: Invalid Data NoticeCash In Report	None

7.1.4 Data/Input Field

Label	Editable	Req'd?	Data Type	Min Length	Max Length	Notes
Amount:	Yes	Yes	Currency	4	9	Mask is 6.2
Reason Code	Yes	Yes	List	N/A	N/A	None

7.1.5 Reason Code

Reason Code	Valid Values	Default Value
Cash In	<ul style="list-style-type: none"> Skim from Safe Bad check payment Vending Machine Funds Miscellaneous 	Default to blank (so selected reason code), not a valid value

7.2 Cash Out

Figure 4: Cash Out

7.2.1 Instruction Text

Instruction Text
Enter the amount, select a reason code and enter the payee information. Select Continue when complete.

7.2.2 Left Hand Navigation

Label	Next Screen	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
Cash In	Cash In use case	None
Cash Out	Cash Out use case	None

7.2.3 Menu Buttons

Button Text	Next	Notes
Continue	<ul style="list-style-type: none"> Communication Error: Communication Error Invalid Data: Invalid Data Notice Amount Not Available: Amount Not Available Cash Out Report 	None

7.2.4 Data/Input Field

Label	Editable	Req'd?	Data Type	Min Length	Max Length	Notes
Amount:	Yes	Yes	Currency	4	9	Mask is 6.2
Reason Code	Yes	Yes	List	N/A	N/A	None
Payee:	Yes	Yes	Text	1	40	None
Comment:	Yes	No	Text	1	256	None

7.2.5 Reason Code

Reason Code	Valid Values	Default Value
Cash Out	<ul style="list-style-type: none"> Skim to Safe Postage Office Supplies Miscellaneous 	Default to blank (so selected reason code), not a valid value

7.3 Dialog Messages/Message Boxes

7.3.1 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

7.3.2 Invalid Data Notice

Size	Small
Title	Invalid Data Notice
Description	This message informs the operator that the data entered in data fields is invalid (e.g. incorrect format). The <ARG> described in the message is replaced with the name of the data field that contains the invalid data. If there are multiple data fields with invalid data, the system only displays the name of the first data field with invalid data. Upon acknowledging the message, the system returns to the previous screen.
Message Text	The following field has invalid data: <ARG>.
Prompt Text	Select OK to correct the data.
Button(s)	OK
Notes	This is a generic message to be reused when required data is incorrect.

7.3.3 Amount Not Available

Size	Small
Title	Amount Not Available
Description	This message informs the operator that the amount entered is not available in the Safe. Upon acknowledging the message, the system returns to the previous screen.
Message Text	The amount entered is not available.
Prompt Text	Select OK to enter a new amount.
Button(s)	OK
Notes	Configurable message

8. Report

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.

8.1 Cash In Report

8.1.1 Screen

The screenshot shows a web browser window with the URL 'https://www.mynewsite.com'. The application is 'STELLA NOVA' and the user is in the 'Back Office'. The navigation menu includes 'Employee Maintenance', 'Daily Operations', and 'Reports'. Under 'Daily Operations', there is a 'Pay In' link. The main content area is titled 'Cash In' and contains a form with the following fields:

- Report Run Date (MM/DD/YYYY)
- Cash Out Report Store #
- Report Run Time (HH:MM:SS)
- Amount: 100.00
- Reason Code: Miscellaneous
- Payee:
- Comments:
- Signature Line:
- Manager Signature:

The form ends with 'End of Report' and a 'Continue' button.

8.1.2 Mockup

1.	Cash In Report
2.	Store #
3.	Report Run Date (MM/DD/YYYY)
4.	Report Run Time (HH:MM:SS)
5.	Cash In
6.	Amount
7.	Reason Code: Miscellaneous
8.	Signature
9.	Line: _____
10.	Manager Signature: _____
11.	_____
12.	End of Report

Figure 5: Cash In Report

8.1.3 Report Information

#	Description	Formula
1.	Report Title and Store #	
2.	Date and time of report (system time)	
3.	BLANK ROW	

8.1.4 Pickup Tenders Section

1.	Cash In (Header)	
2.	Amount	Amount entered by the operator
3.	Reason Code	Reason Code selected by the operator
4.	BLANK ROW	
5.	Signature Line	
6.	BLANK ROW	
7.	Manager Signature	
8.	BLANK ROW	
9.	End of Report heading	

8.2 Cash Out Report

8.2.1 Screen

The screenshot shows a web application interface for 'STELLA NOVA'. The top navigation bar includes 'Back Office', 'Help', 'About', and 'Logout'. Below this, there are tabs for 'Employee Maintenance', 'Daily Operations', and 'Reports'. The 'Daily Operations' tab is active, and a sub-tab 'Pay Out' is selected. On the left sidebar, there is a list of actions: 'Open Store', 'Close Store', 'Open Till', 'Reconcile Till', 'Bank Deposit', 'Skim from Safe', 'Cash In', and 'Cash Out'. The main content area displays a 'Cash Out' report form. The form has a title 'Cash Out Report' and a subtitle 'Store #'. It includes fields for 'Report Run Date (MM/DD/YYYY)', 'Report Run Time (HH:MM:SS)', 'Amount' (displayed as 100.00), 'Reason Code: Miscellaneous', 'Payee:', 'Comments:', 'Signature Line:', and 'Manager Signature:'. At the bottom right of the form is a 'Continue' button. The form also includes a 'Cash Out' label and an 'End of Report' label.

8.2.2 Mockup

1.	Cash Out Report	
2.	Store #	
3.	Report Run Date (MM/DD/YYYY)	Report Run Time (HH:MM:SS)
4.	Cash Out	
5.	Amount	100.00
6.	Reason Code: Miscellaneous	
7.	Payee:	
8.	Comments:	
9.		
10.	Signature	
11.	Line: _____	
12.	Manager Signature:	
13.	_____	
14.	End of Report	

Figure 6: Cash Out Report

8.2.3 Report Information

#	Description	Formula
1.	Report Title and Store #	
2.	Date and time of report (system time)	
3.	BLANK ROW	

8.2.4 Pickup Tenders Section

1.	Cash Out (Header)	
2.	Amount	Amount entered by the operator
3.	Reason Code	Reason Code selected by the operator
4.	Payee:	Entered by the operator
5.	Comments:	Entered by the operator
6.	BLANK ROW	
7.	Signature Line	
8.	BLANK ROW	
9.	Manager Signature	
10.	BLANK ROW	
11.	End of Report heading	

9. Configurable Settings

Parameter Mnemonic	Description	Valid Values
Cash In Allowed	Determines if the Cash In functionality is enabled. If not, the option is not displayed in the UI.	<ul style="list-style-type: none"> Yes No
Cash Out Allowed	Determines if the Cash Out functionality is enabled. If not, the option is not displayed in the UI.	<ul style="list-style-type: none"> Yes No

10. Logging Changes

10.1 Data Output

Data Element	Description	Destination
Operator ID	Operator completing the Cash In or Cash Out	<ul style="list-style-type: none">Log FilePOSLog
Time	Time the Cash In or Cash Out was completed	<ul style="list-style-type: none">Log FilePOSLog
Date	Date the Cash In or Cash Out was completed	<ul style="list-style-type: none">Log FilePOSLog
Cash In Indicator	Indicator that the transaction is a Cash In transaction	<ul style="list-style-type: none">Log FilePOSLog
Cash Out Indicator	Indicator that the transaction is a Cash Out transaction	<ul style="list-style-type: none">Log FilePOSLog
Reason Code	Selected reason code for Cash In	<ul style="list-style-type: none">Log FilePOSLog
Total Amount	The total amount of the Cash In	<ul style="list-style-type: none">Log FilePOSLog
Amount	The amount of the Cash Out.	<ul style="list-style-type: none">Log FilePOSLog
Payee	Person or entity receiving the Cash Out	<ul style="list-style-type: none">Log FilePOSLog
Comment	Any captured free form text	<ul style="list-style-type: none">Log FilePOSLog

11. Interface Changes

None

12. Out Of Scope

- This Specification covers the changes needed to implement the changes for Cash In Cash Out. Functionality that has no changes from the current processes is not covered unless needed to provide context.*

13. Business Sign Off

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

14. Technical Sign Off

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

15. Technical Review

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

16. 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	

17. Revision History

17.1 Reviews

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

17.2 Revision History

Reviser	Revision	Date	Version
Amy Byers	Initial Documentation	7/12/2015	1.0
Amy Byers	Updates from internal review	7/28/2015	1.1