USER'S MANUAL

Project or System Name

Cash Management System

December, 2023

Revision Sheet

Release No.	Date	Revision Description

User's Manual
Authorization Memorandum

I have carefully assessed the User's Manual for the (**Cash Management System**). Thisdocument has been completed in accordance with the Human Resource Information System.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____The document is accepted.

_____The document is accepted pending the changes noted.

_____The document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

NAME & SIGNATURE	DATE
Manager-TID	

NAME & SIGNATURE	DATE
TID Officer	

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1.0 GENERAL INFORMATION

The User's Manual provides the information necessary for Treasury & Investment Department and Banking Center Users to effectively use the cash management system.

System Overview

Cash management system, which from this point is referred as CMS, is a system developed to automate treasury & investment department and banking centers tasks such as cash request and cash collection. It allows banking center users from this point referred as BC users, to register cash request and cash collection and generate signable document report.As for the treasury & investment department users, from this point referred to as TID users,to approve/disapprove cash request and cash collection sent by branches. They can also register their own cash request and cash collection from their transactions with other banks and national bank. Both users(BC and TID) can exchange messages through the system and generate reports as per their privilege.

This system has 7 main sub systems:
- Log in
- Home
- Operational Limit
- Cash Book
- Cash Request
- Cash Collection
- Messages
- Reports

Operational Limit and Cash Book are only accessible by TID userss. The report section allows TID users to generate various reports.For Banking Centers they can only generate signable document report.
There are three types of accounts to use this system.
- **Administrator:** Is an IT account which manages user accounts.
- **BC Maker:** Uses the system to register cash requests and cash collections.
- **BC Checker:** Uses the system to check cash requests and cash collection registered by his/her branch. They can also exchange messages to TID checkers.
- **TID Checker:** Uses the system to approve/disapprove cash requests and cash collections registered by branches. They can also register cash collections/requests for their transactions with national bank and other banks. They can also exchange message with BC users and generate various types of reports for their internal use.

Project References

Software Requirement Specification document of CMS.

Authorized Use Permission

This software is developed for Zemen Bank S.c and cannot be used by any other entity without permission of the bank. All data displayed in pictures are sample test data not actual data.

Points of Contact

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Organization of the Manual

This document has three main sections.

- **GETTING STARTED**
  This section covers creating account, logging on, changing/resetting password and properly exiting from the system. Moreover, it gives description about the main menus displayed.
- **USING THE SYSTEM**
  This section covers the functionalities provided by the system.
- **REPORTING**
  This section focuses on generating and exporting several types of reports.

1.6　Acronyms and Abbreviations

Admin- Administrator

CMS- Cash Management System

TID- Treasury & Investment Department
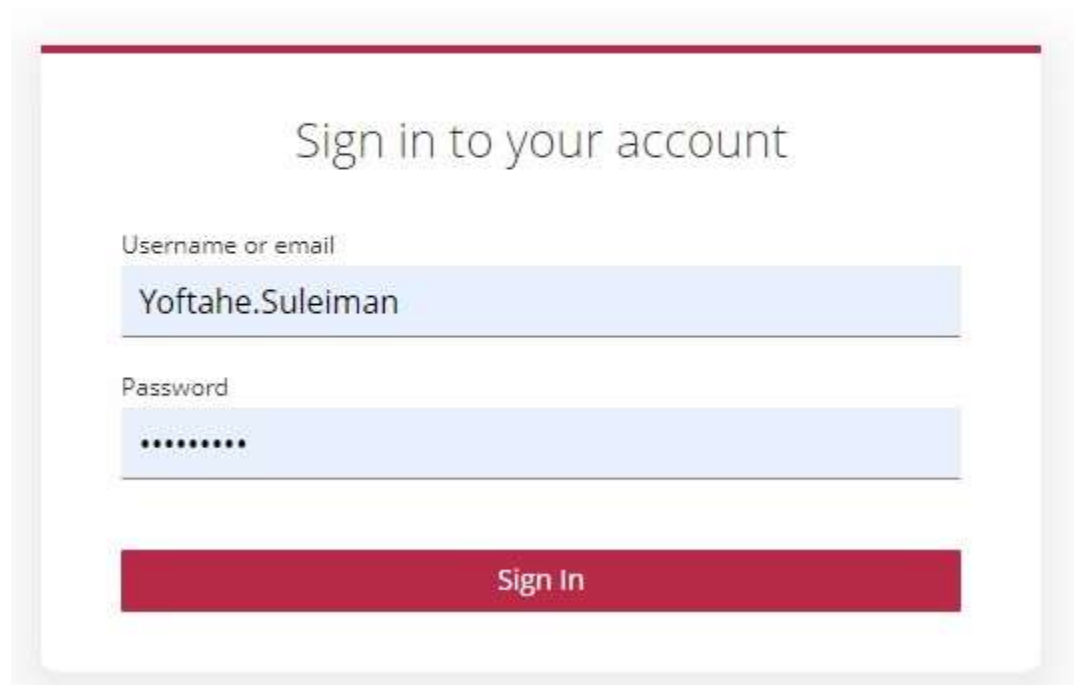
BC- Banking Center

2.0   GETTING STARTED

This section provides a general walkthrough of the system from initiation through exit. The logical arrangement of the information provided here is intended to enable the users to understand the sequence and flow of the system.

Logging On

A.   You log on to the system using your domain account.

Exit System

Proper way to exit the system is to use the **logout** link on the top-right corner of the window.

3.0 USING THE SYSTEM

In this section, the main functionalities of the system menus are described.

I. Home

This page appears when user logs in or clicks on the Home menu item. On the top right corner of the home page, a basic information of the logged in user is displayed. The links that appear on the left side of the screen vary based on the logged in user. For example, Operational Limit, Cash Book and some reports are only visible to TID users.

II.   Operational Limit

TID users use this page to register operational limit of each banking center.

Operational Limit

Branch	Operational Limit		
Arada Banking Center	100,000,000.00	Edit	Delete
Bole Medhanealem Banking center	100,000,000.00	Edit	Delete
Headquarter Branch	100,000,000.00	Edit	Delete
Kazanchis Branch	100,000,000.00	Edit	Delete

Showing 1 to 4 of 4 entries

To register new operational limit:
- ✓ Click on the link '**New Operational Limit'**

- ✓ Fill the form and click the button '**Create**'

Create Operational Limit

Branch   Addisu Gebeya Branch

Operational Limit   15,000,00

Create   Back to List

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✓ Click on the '**Create**' button.

You can also update or delete registered operational limit by clicking the links that corresponds to the record.

III. Cash Book

TID users use this page to manage their cash book balance of various currencies and denominations. The current balance is updated when cash collection or cash request transaction is completed.

Cash Book

New Cash Book

Copy	CSV	Print			Search:

Currency	Denomination	Begining Balance	Begining Date	Current Balance	
ETB	0.10	100,000,000.00	December 07, 2023	100,000,000.00	
ETB	0.25	250,000,000.00	December 07, 2023	250,000,000.00	
ETB	0.50	500,000,000.00	December 07, 2023	500,000,000.00	
CAD	1.00	10,000,000.00	December 07, 2023	10,000,000.00	
ETB	1.00	1,000,000,000.00	December 07, 2023	999,715,000.00	

IV. Cash Request

BC Makers use this page to register cash requests, BC Checkers use this page to check cash requests registered by BC makers in their branch and TID checkers use this page to approve/disapprove cash requests from banking centers also to register cash request transactions with national bank and other banks.

Cash Request

New Cash Request

Currency	Requested Amount	Requested Denomination	Date Requested	Status	
USD	1,234.00	100*150	December 22, 2023	Delivered	Detail
ETB	50,000.00	100*200 =20,000.00 50*6000 =30,000.00	December 07, 2023	Unchecked	Edit Detail

V. Cash Collection

BC Makers use this page to register cash collection when the banking center holds excess cash and wants to return to TID, BC Checkers use this page to check cash collections registered by BC makers in their branch and TID checkers use this page to approve/disapprove cash collection requests from banking centers also to register cash collection transactions with national bank and other banks.

Cash Collection

New Cash Collection

Currency	Collected Amount	Collected Denomination	Date Collected	Status	
ETB	2,000,000.00	10,000*200=2,000,000.00	December 15, 2023	Collected	**Detail**
ETB	2,000,000.00	000*200=1,000,000.00 7000*100=700,000.00 5000*50=250,000.00 4000*10=40,000.00 2000*5=10,000.00	December 13, 2023	Collected	**Detail**
ETB	2,000,000.00	10,000*200=2,000,000.00	December 13, 2023	Collected	**Detail**

VI. Messages

BC Checkers and TID checkers use this page to exchange message with each other.

Inbox

Compose Message

| Copy | CSV | Print |

Search:

Branch/Dep	Sender	Subject	Date Received	
		No data available in table		

Showing 0 to 0 of 0 entries

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VII. Reports

BC Checkers use this section to generate signable document when sending cash to TID. TID checkers use this section to generate various type of reports for their internal use.