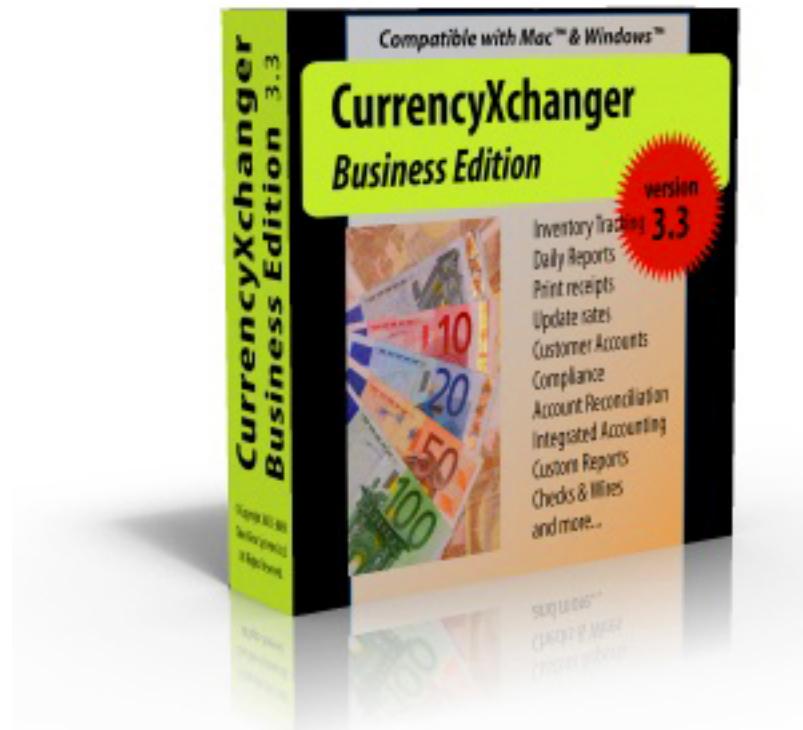


# CurrencyXchanger User Guide



Clear View Systems Ltd.

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# Currencies Module



## Adding & Modifying a New Currency

This lesson shows how to define a new currency for the system. As currencies are defined the buy and sell rates should be defined by the user. Buy and Sell rates may be linked to the currency market rate (also known as the spot rate). Margins may be defined in terms of percentage or fixed point spread from the spot rate. For example a 2% Buy margin means the BUY rate is 2% discounted from the spot rate.

### The Currency Module



Click to open the Currencies Module.

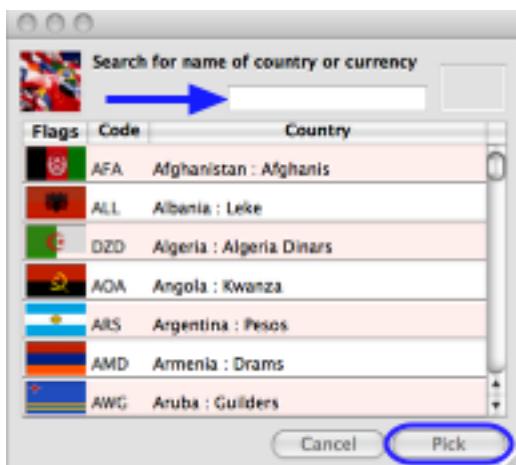
### Adding a New Currency

Currency Code	Country	We Buy	Spot	We Sell	Buy Inv.	Spot Inv.	Sell Inv.	Update
AUD	Australia Dollars	0.94286	0.9621	0.97172	1.06051	1.03939	1.0291	
BRL	Brazil Brazil Real	0.62637	0.6327	0.63903	1.59649	1.58053	1.56488	
CAD	Canada Dollars	1	1	1	1	1	1	
CNY	China Yuan Renminbi	0.14346	0.1479	0.15382	6.97044	6.76133	6.50127	

Before you can trade a currency, you need to add it to the system. Click on New in the tool bar.



## Searching for a Currency



Type in the Country code if you know it or the Country name, select and click Pick. Currency Code or Name may also be used as search criteria.

## Retrieving the Spot Rate (Market Rate)



- 1 - Check the Favourite box if this will be a popular currency.
- 2 - Then click the Fetch Spot Rate button to fetch the spot rate from the internet. The source of the rate is not yahoo. The provider claims to use multiple sources to provide the rate free of charge to us.



## Defining the Spreads (Margins from spot rate)

Commission Policy View Policies Advanced Policies

Do you Buy and Sell this currency in cash ?  Tradable In CASH  
Do you BUY coins for this currency ?  BUY Coins  
Do you SELL coins for this currency ?  SELL Coins  
Do you accept or issue cheques for this currency ?  Accept Cheque

Deduct from spot (Buy Policy) :  % -  %  % Percent  a Offset  
Add to spot (Sell Policy) :  % +  %  % +  a Offset

Ignore Commission Policies (Keep Manual Rates)

We Buy (Local)	Spot Rate	We Sell (Local)
1.05089	1.0615	1.07212
Buy Inverse	Spot Inverse	Sell Inverse
0.95158	0.94206	0.93274

Round Digit: 5  
How Many Digits for decimals acceptable ? 2

Apply Cancel Save

1 - Now the spot rate is showing at the bottom with the buy and sell rates.

These rates can be set as a percentage or a fixed point.

2 - Simply enter in the desired percentage or

3 - enter in the desired offset.

4 - The new buy rate is calculated and

5 - The new sell rate is calculated as shown.

When you are done click Save.

## List of Currencies

Currencies List

From Date: 01/01/2008 To Date: 01/01/2009  
1 lines. Today's Filter Date Range

Currency Code	Country	We Buy	Spot	We Sell	Buy Inv.	Spot Inv.	Sell Inv.	Update
USD	United States of A Dollars	1.04558	1.0615	1.08273	0.95641	0.94206	0.92359	<input checked="" type="checkbox"/>

1 - The currency has been added.

2 - To view all currencies added click on All in the tool bar.



Currencies								
		From Date: 01/01/2008 To Date: 01/01/2009						
		Filter Date Range <input type="button" value="+"/>						
Currency Code	Country	We Buy	Spot	We Sell	Buy Inv.	Spot Inv.	Sell Inv.	Update
AUD	Australia Dollars	0.94286	0.9621	0.97172	1.06061	1.03939	1.0291	<input type="button" value=""/>
BRL	Brazil Brazil Real	0.62637	0.6327	0.63903	1.59649	1.58053	1.56488	<input type="button" value=""/>
CAD	Canada Dollars	1	1	1	1	1	1	<input type="button" value=""/>
CNY	China Yuan Renminbi	0.14346	0.1479	0.15382	6.97044	6.76133	6.50127	<input type="button" value=""/>
EUR	Euro Member Ccy Euro	1.55916	1.5829	1.61456	0.64137	0.63175	0.61936	<input checked="" type="button" value=""/> <input type="button" value=""/>
EUR-VIP	Euro Member Ccy Euro	1.55935	1.5831	1.59893	0.64129	0.63167	0.62542	<input checked="" type="button" value=""/> <input type="button" value=""/>
ISK	Iceland Kroser	0.01216	0.0128	0.01344	82.23684	78.125	74.40476	<input type="button" value=""/>
USD	United States of A Dollars	1.04558	1.0615	1.08273	0.95641	0.94206	0.92359	<input checked="" type="button" value=""/> <input type="button" value=""/>
USD-CHQ	United States of A Dollars	0.9998	1.0099	1.01495	1.0002	0.9902	0.98527	<input type="button" value=""/>

Now if you need to change or modify a currency, select the currency you wish to change and then click Change on the tool bar.

**Currencies Entry**

Currency Code : **USD** ISO 4217 => CAD ISO 4217

Currency Alias : **USD**  For Display Only (no trades)

Currency Name : **Dollars**

Country Name : United States of America

Favorite

Failed Update  Automatically update the Market Rate :  Yes

Do you Buy and Sell this currency in cash ?  Tradable In CASH

Do you BUY coins for this currency ?  BUY Coins

Do you SELL coins for this currency ?  SELL Coins

Do you accept or issue cheques for this currency  Accept Cheque

Deduct from spot (Buy Policy) : **1.5%** % -

Add to spot (Sell Policy) : **2%** % +

Ignore Commission Policies (Keep Manual Rates)

We Buy (Local)	Spot Rate	We Sell (Local)	Round Digit:
1.04558	1.0615	1.08273	5
Buy Inverse	Spot Inverse	Sell Inverse	Round Digit:
0.95641	0.94206	0.92359	5

How Many Digits for decimals acceptable ? **2**

Once in this window again you can make changes and then click Save when you are done.



# Reports



## Profit & Loss

This lesson describes how to run a Profit & Loss Report.

**Select Reports**

The application window title is "ClearView Currency Exchange". The menu bar shows "4th Dimension" as the active application. Below the menu bar is a toolbar with icons for Administrator, Find, and Summarizer. The main area contains three buttons labeled "Ledger", "Sub-Ledger", and "Journal".

**Select Profit & Loss per Currency**

The dropdown menu is displayed under the "Reports" menu item. The menu items listed are: Profit & Loss per Currency, Account Balances Report, Account Positions Report, Single Account Details, Daily Till, and Print Customer Dues.



## Select a Date range

### Select Date Range

**From Date**

**To Date**

**Keyboard Shortcuts:**  
T : today's date  
Use ; and ' to subtract, add 1 day  
Use [ and ] to subtract, add 1 month  
Use - and = to subtract, add 1 year  
Use Y,R for beginning and end of year  
Use B,E for beginning and end of month



## Page Set up

Page Setup

Settings: Page Attributes

Format for: Samsung ML-2510 Series...  
Generic PostScript Printer

Paper Size: US Letter  
21.59 by 27.94 cm

Orientation:

Scale: 100 %

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? Cancel OK

Select Landscape and OK

## Preview or Print

Print

Printer: Samsung ML-2510 Series @ Tir...

Presets: Standard

? PDF ▾ Preview Cancel Print



Search PDF for text **Currency Exchange**

### Currency Holdings Report

Report Printed on 2/22/10 at 21:23:39 by Administrator

For the period 00/00/00 to 02/22/10

	Opening Balance	Total Bought (Qty)	Total Sold (Qty)	Leftover (Qty)	Cost of Purchase	Revenues from Sales	Avg. Buy Rate	Break Even Rate	Net Sales (Local)	- Cost of Goods Sold	= Profit before fees	+ Fees Received	= Profit for currency
EUR		10,345.00	45.00	10,300.00	12,000.49	67.05	1.1610312	1.1585864	67.05	41.86	25.18		25.18
GBP													
AUD			200.00	{200.00}		198.53		0.99268	198.53	198.53		3.00	3.00
CAD	27,194.02	75,399.13	{48,205.11}				1	1					
MXN	8,000.00		8,000.00	635.84		0.07948	0.07948						
USD	40,325.00	5,025.00	35,300.00	41,177.12	5,337.26	1.0211286	1.0152937	5,337.26	5,131.28	205.97	2.50	208.47	

Notes: Avg. Buy Rate is calculated based on historic purchase price and is based on the leftover inventory. Everytime all inventory is sold, the avg. buy rate gets reset.

Break even rate: for a currency with positive inventory is the lowest price which the currency can be sold without loss, but compromising all the past profits for the currency. For negative inventory, the break even rate is the highest price that can be paid without losing money, but compromising all previous profits made on the currency.

Sum of Negative Inventory	Sum of Positive Inventory
(48,403.64)	435.19

Net Sales (Local)	- Cost of Goods Sold	=Gross Profit	+ Total Fees Received	= Net Profit from Sales
5,602.84	5,371.69	231.15	5.50	236.65



## Account Balances

This lesson describes how to run an Account Balance Report.

**Select Reports**

The screenshot shows the 4th Dimension application window titled "ClearView Currency Exchange". The menu bar includes Apple, 4th Dimension, File, Edit, View, Admin, Reports (which is highlighted with a red oval), Integrity, Support, and Help. Below the menu is a toolbar with icons for Administrator, Find, and Summarizer. The main area displays three buttons: "Ledger" (blue background, "Ledger" text), "Sub-Ledger" (red background, "Sub-Ledger" text), and "Accounts/Journal" (black background, "Accounts" and "Journal" text).

**Select Account Balances Report**

The screenshot shows a dropdown menu from the "Reports" tab. The menu items are: Profit & Loss per Currency, Account Balances Report (which is highlighted with a red oval), Account Positions Report, Single Account Details, Daily Till, and Print Customer Dues.



## Select a Date range

### Select Date Range

**From Date**

**To Date**

**Keyboard Shortcuts:**  
T : today's date  
Use ; and ' to subtract, add 1 day  
Use [ and ] to subtract, add 1 month  
Use - and = to subtract, add 1 year  
Use Y,R for beginning and end of year  
Use B,E for beginning and end of month



## Page Set up

Page Setup

Settings: Page Attributes

Format for: Samsung ML-2510 Series...  
Generic PostScript Printer

Paper Size: US Letter  
21.59 by 27.94 cm

Orientation:

Scale: 100 %

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? Cancel OK

Select Landscape and OK

## Preview or Print

Print

Printer: Samsung ML-2510 Series @ Tir... ▼ ▼

Presets: Standard ▲ ▼

? PDF ▼ Preview Cancel Print



## ClearView Currency Exchange

### Ledger and Subledger Account Balances

Report Printed on 2/22/10 at 21:34:48 by Administrator

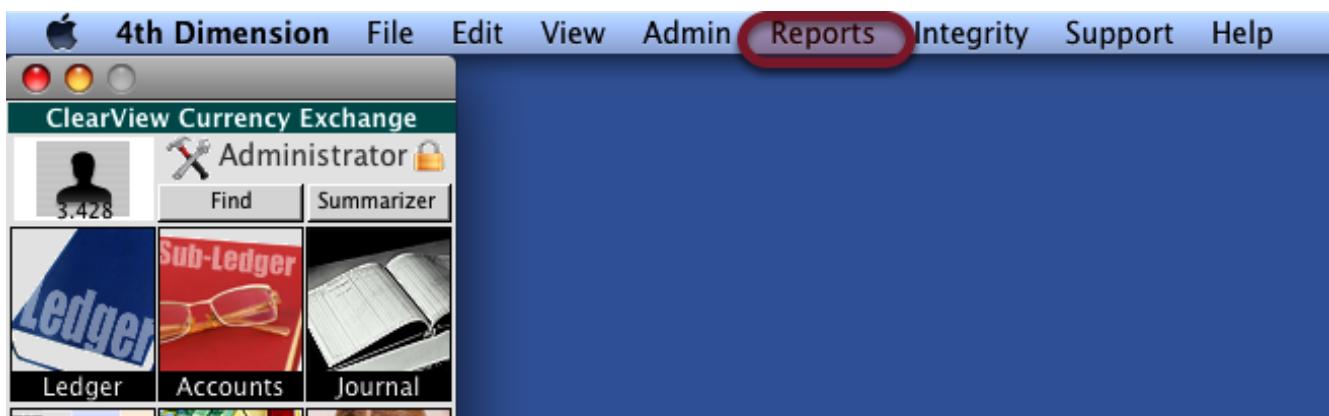
Adjustment		Date Range : 00/00/00		to 02/22/2010				
Account Name	Opening	Bought	Sold	Transfer (In)	Transfer (Out)	Balance On Hand	Debit Local	Credit Local
1 Adjustments	CAD		41.39	41,676.80		(41,635.41) CAD	41.39	41,676.80
2 Opening Account	CAD			31,937.13		(31,937.13) CAD		31,937.13
			Subtotal Local (not the market value) Debit			(73,572.54)		
Banks		Date Range : 00/00/00		to 02/22/2010				
Account Name	Opening	Bought	Sold	Transfer (In)	Transfer (Out)	Balance On Hand	Debit Local	Credit Local
3 Banks-HSBC-CAD	CAD		5,625.00	625.00		5,000.00 CAD	5,625.00	625.00
4 Banks-Western Union	CAD		3,250.00			3,250.00 CAD	3,250.00	
5 Debit Card	CAD		2,655.80	155.80		2,500.00 CAD	2,655.80	155.80
6 Banks-HSBC-EUR	EUR		4,200.00			4,200.00 EUR	6,258.00	
7 Banks-HSBC-USD	USD		26,500.00			26,500.00 USD	27,199.60	
			Subtotal Local (not the market value) Debit			44,207.60		
Cash		Date Range : 00/00/00		to 02/22/2010				
Account Name	Opening	Bought	Sold	Transfer (In)	Transfer (Out)	Balance On Hand	Debit Local	Credit Local
8 Cash-CAD	CAD		15,496.83	963.01	4,653.00	4,653.00	14,533.82 CAD	15,496.83
9 Cash-CAD-01	CAD				4,653.00	4,653.00	CAD	
10 Cash-USD	USD		13,825.00	2,525.00	9,500.00	9,500.00	11,300.00 USD	13,977.53
11 Cash-USD-01	USD				9,500.00	9,500.00	USD	2,683.96
			Subtotal Local (not the market value) Debit			25,827.39		
Expenses		Date Range : 00/00/00		to 02/22/2010				
Account Name	Opening	Bought	Sold	Transfer (In)	Transfer (Out)	Balance On Hand	Debit Local	Credit Local
12 Expenses - Phone	CAD		125.00			125.00 CAD	125.00	
13 Short Or Over	CAD			41.39		(41.39) CAD		41.39
			Subtotal Local (not the market value) Debit			83.61		
Foreign Currencies		Date Range : 00/00/00		to 02/22/2010				
Account Name	Opening	Bought	Sold	Transfer (In)	Transfer (Out)	Balance On Hand	Debit Local	Credit Local
14 Cash-AUD	AUD			200.00		(200.00) AUD		201.54
15 Cash-EUR	EUR		6,145.00	45.00	502.00	502.00	6,100.00 EUR	5,742.49
16 Cash-EUR-01	EUR				502.00	502.00	EUR	67.05
17 Cash-GBP	GBP				350.00	350.00	GBP	
18 Cash-GBP-01	GBP				350.00	350.00	GBP	
19 Cash-MXN	MXN		8,000.00		6,080.00	6,080.00	8,000.00 MXN	635.84
20 Cash-MXN-01	MXN				6,080.00	6,080.00	MXN	



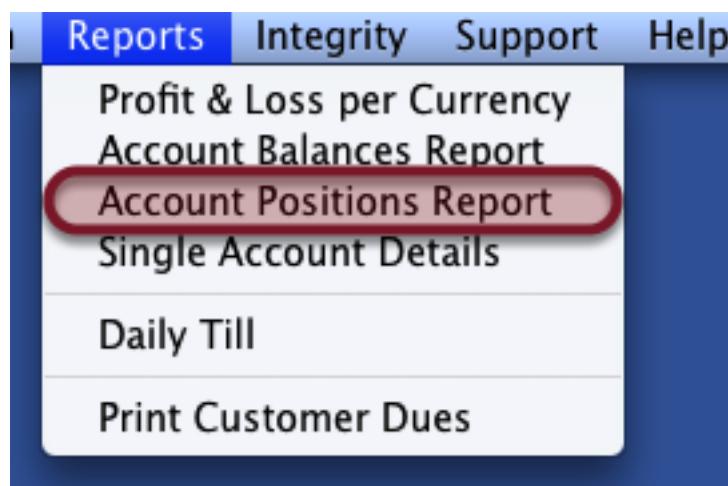
## Account Positions

This lesson describes how to run an Account Positions Report which shows the market rate of your inventory.

### Select Reports



### Select Account Positions Report





## Select a Date range

### Select Date Range

**From Date**

**To Date**

**Keyboard Shortcuts:**  
T : today's date  
Use ; and ' to subtract, add 1 day  
Use [ and ] to subtract, add 1 month  
Use - and = to subtract, add 1 year  
Use Y,R for beginning and end of year  
Use B,E for beginning and end of month



## Page Set up

Page Setup

Settings: Page Attributes

Format for: Samsung ML-2510 Series...  
Generic PostScript Printer

Paper Size: US Letter  
21.59 by 27.94 cm

Orientation:

Scale: 100 %

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Select Landscape and OK

## Preview or Print

Print

Printer: Samsung ML-2510 Series @ Tir...

Presets: Standard



## ClearView Currency Exchange

### General Ledger and Subledger Account Positions (Market Value)

Report Printed on 2/22/10 at 21:36:54 by Administrator

#### Adjustment

Date Range : 00/00/00 to 02/22/2010

Account Name	Opening	Bought	Sold	Transfers In/Out	Balance On Hand	Market Rate	Market Value (Position)
1 Adjustments		41.39	41,676.80		(41,635.41) CAD	1	(41,635.41)
2 Opening Account			31,937.13		(31,937.13) CAD	1	(31,937.13)

Sum of Market Value

(73,572.54)

#### Banks

Date Range : 00/00/00 to 02/22/2010

Account Name	Opening	Bought	Sold	Transfers In/Out	Balance On Hand	Market Rate	Market Value (Position)
3 Banks-HSBC-CAD		5,625.00	625.00		5,000.00 CAD	1	5,000.00
4 Banks-Western Union		3,250.00			3,250.00 CAD	1	3,250.00
5 Debit Card		2,655.80	155.80		2,500.00 CAD	1	2,500.00
6 Banks-HSBC-EUR		4,200.00			4,200.00 EUR	1.49	6,258.00
7 Banks-HSBC-USD		26,500.00			26,500.00 USD	1.0264	27,199.60

Sum of Market Value

44,207.60

#### Cash

Date Range : 00/00/00 to 02/22/2010

Account Name	Opening	Bought	Sold	Transfers In/Out	Balance On Hand	Market Rate	Market Value (Position)
8 Cash-CAD		15,496.83	963.01		14,533.82 CAD	1	14,533.82
9 Cash-CAD-01					CAD	1	
10 Cash-USD		13,825.00	2,525.00		11,300.00 USD	1.0264	11,598.32
11 Cash-USD-01					USD	1.0264	

Sum of Market Value

24,132.14

#### Expenses

Date Range : 00/00/00 to 02/22/2010

Account Name	Opening	Bought	Sold	Transfers In/Out	Balance On Hand	Market Rate	Market Value (Position)
12 Expenses - Phone		125.00			125.00 CAD	1	125.00
13 Short Or Over			41.39		(41.39) CAD	1	(41.39)

Sum of Market Value

83.61

#### Foreign Currencies

Date Range : 00/00/00 to 02/22/2010

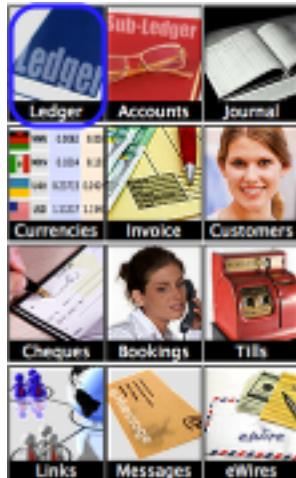
Account Name	Opening	Bought	Sold	Transfers In/Out	Balance On Hand	Market Rate	Market Value (Position)
14 Cash-AUD			200.00		(200.00) AUD	0.9545	(190.90)
15 Cash-EUR		6,145.00	45.00		6,100.00 EUR	1.49	9,089.00
16 Cash-EUR-01					EUR	1.49	
17 Cash-GBP					GBP	1.652	
18 Cash-GBP-01					GBP	1.652	
19 Cash-MXN		8,000.00			8,000.00 MXN	0.0811	648.80
20 Cash-MXN-01					MXN	0.0811	



## Ledger & Subledger



## **Creating General Ledger Accounts**



Click on the Ledger icon to open.



General Ledger Accounts Entry

<input type="checkbox"/> Reserved By System	
Ledger Account Name	Equipment <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>
Type of Account	Assets <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>
Description	eg. Computer equipment
Ledger Code	

1 - Enter in your new Ledger account name eg: Equipment or Other Revenues.

2 - Type of account will be Asset, Liability, Expense, Equity or Revenue.

In this example if we add Equipment as our Ledger account then this will be an Asset type of account.

## Adding Sub Ledger Accounts

General Ledger Accounts Entry

<input type="checkbox"/> Reserved By System	
Ledger Account Name	Equipment
Type of Account	Assets
Description	eg. Computer equipment
Ledger Code	
<input checked="" type="checkbox"/> Normally has a debit balance ex: Cash, Bank, Stocks, expenses, ...	
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span> + Add Rows	
Sub-Ledger	Currency
Computer Equipment	CAD
Communications Equipment	CAD
Equipment-Computer Equipment	CAD
Equipment-Communications Equipment	CAD

1 - Now we need to enter in the Sub Ledger Accounts.

2 - Simply click on the Add Rows button

3 - Enter in your Sub Ledger Accounts row by row

4 - When finished click Save and you will be brought back to the main menu.



General Ledger Accounts

General Ledger Account	Account Type	Debit (local)	Credit (local)	Balance (local)
Equipment	Assets			

From Date 01/01/2008 To Date 01/01/2009 Today's Filter Data Range

1 lines.

1

Change

Now back in the General Ledger Accounts main menu changes can be made to other accounts if needed. For example when the software is first used the 6 main accounts are automatically generated but not the sub ledger accounts.

So take the account Banks and create the sub ledger accounts as follows.

1 - Select Banks and then click on Change on the tool bar.

General Ledger Accounts Entry

Ledger Account Name	Banks	<input type="checkbox"/> Reserved By System
Type of Account	Assets	
Description	Bank accounts is the parent account for all your banks.	
Ledger Code		
<input checked="" type="checkbox"/> Normally has a debit balance ex. Cash, Bank, Stocks, expenses, ...		+ Add Rows
Sub-Ledger	Currency	
Banks-HSBC-CAD	CAD	1
Banks-HSBC-USD	USD	
Banks-HSBC-EUR	EUR	
Banks-Western Union	CAD	
Banks-Debit	CAD	

1 - Simply click Add Rows and enter in your bank accounts.

2 - Remembering to pay attention to the currency field as it is important to clarify the different currencies for your different accounts you may have.

When finished click Save.



## Creating Sub-Ledger Accounts



Another way to create Sub Ledger Accounts is as follows.

Click on the Accounts icon.

Subledger Accounts List					
Account	Opening	In	Out	Balance	Curr
Adjustments					CAD
Banks-Debit		601.64		601.64	CAD
Banks-HSBC-CAD			1,585.13	(1,585.13)	CAD
Banks-HSBC-EUR					EUR
Banks-HSBC-USD					USD
Banks-Western Union		4,991.15	4,991.15		CAD
Cash-AUD					AUD
Cash-AUD-01		33,500.00	3,500.00	30,000.00	AUD
Cash-BRL					BRL
Cash-BRL-01					BRL

The main menu shows all Sub Ledger accounts already created.

To add a new account click on New on the tool bar.



Subledger Accounts Entry

1  Account Name

2  Ledger Account

3 CAD (xx : CAD, USD, EUR, ...)

4  Account Type

Is a Trade account (ex: stock, bonds, tradeable paper, inventory)

Is a Bank Account

Is a Cash account

Create shortcut for easy access in invoice

Restricted to managers The balance of this account won't be visible to standard users

Description

Is this account managed by an agent? Authorized Agent in charge of this account?

Agent Full Name   
City / Province

Is a debit account  
 Reserved By System

Account Code

Apply | 1 of 48 | Cancel | Save | 4

- 1 - Enter in the new Sub Ledger account name.
- 2 - Choose the Ledger Account from the pop up menu that appears.
- 3 - The Account type will be automatically generated by which Ledger account you choose.
- 4 - When finished click Save.



## Tool Bar

Sub-Ledger Accounts																
	Delete	1	New	Change	2	Find	Query	Report	Sort	All	3	Filter	Save	Load	Print	From Date 01/01/2008 To Date 01/01/2009 Today's <input type="checkbox"/> Filter Date Range
Account	Opening	In	Out	Balance	Curr											
Adjustments					CAD											
Banks-Debit		601.64		601.64	CAD											
Banks-HSBC-CAD			1,585.13	(1,585.13)	CAD											
Banks-HSBC-EUR					EUR											
Banks-HSBC-USD					USD											

Currency Xchanger is designed to be as easy to use as possible. The tool bar has been created with the same layout and functions for each module so when you learn how to use it for one you can then transfer these skills to all modules.

Sub Ledger Tool bar:

- 1 - Select the Sub Ledger account you need to edit and then click on Change on the tool bar. Make the changes needed and then click Save.
- 2 - Click Find on the tool bar and enter in the account name or partial account name you are searching for. Click Search.
- 3 - Select a few accounts you need to filter (this can be done by holding down control on your PC or Command on you Mac) and then click Filter on the tool bar.



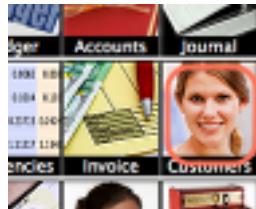
## Customers Module



## Adding, Changing and Searching for a customer

This lesson shows how to create a new customer profile

### Adding a New Customer



Click and open the Customer Module.

### New Customer

Customers List				
Customers		4 lines.		
		From Date 01/01/2008	To Date 01/01/2009	
		<input type="button" value="Today's"/>	<input type="checkbox"/> Filter Date Range	
Customer ID	Customer Name	Main Phone	City	Customer Since
CUS20005	Bmo Nesbitt Burns	(604) 259-7600	Vancouver	06/16/2008
CUS20007	Elizabeth Henry			07/06/2008
CUS20003	Jessica Smith	(604) 839-1569	Kitsilano	06/16/2008
000	Walk-in Customer			07/29/2008

Click on New on the tool bar.



## Fill in the Profile Info

**Customers Entry**  
CUS20010

Title	<input type="text"/>	Lookup
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Occupation	<input type="text"/>	
Company Name	<input type="checkbox"/> Customer is a Company	
Main Phone	<input type="text"/>	
Work Phone	<input type="text"/>	
Fax	<input type="text"/>	
Cell Phone	<input type="text"/>	
<a href="#">General Info</a> <a href="#">Company Info</a> <a href="#">Banking Info</a> <a href="#">Additional Picture IDs</a> <a href="#">FINTRAC/FINCEN</a> <a href="#">More...</a>		
Picture ID No.	<input type="text"/>	
Type of Picture ID	<input type="text"/>	
Exp. Date (mm/dd/yy)	00/00/00	
City of Issue	<input type="text"/>	
Country of Issue	<input type="text"/>	
<input type="button" value="Browse File..."/>		
<input type="button" value="Enlarge Picture ID"/> <input type="button" value="Archive Picture"/>		
<b>2</b>		
Credit Rating <input type="button" value="Not Rated"/>		
Granting Internet Access <input type="checkbox"/> Allow Internet Access		
Password <input type="text"/> Email Password <input type="text"/>		
Email <input type="text"/>		
<input type="button" value="Apply"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>		

Enter in the customers information in the appropriate fields.

- 1 - If you select Customer as a Company this customer will be saved and searchable by the Company name. (in that case Company Name is mandatory)
- 2 - Scan the customers ID and add to their page, remembering the expiry date.
- 3 - Each tab holds different information for your customer, so click on each tab and enter in any relevant details. Click Save once you are done and you will be brought back to the main menu.

**Customers List**

Customer ID	Customer Name	Main Phone	City	Customer Since
CUS20010	Jason Meachin	(604) 846-9531	North Vancouver	10/19/2008

- 1 - Your customer has been added.
- 2 - To view all customers click on All on your tool bar.



## Changing a Customer

Customers List

Customer ID	Customer Name	Main Phone	City	Customer Since
CUS20005	Bmo Nesbitt Burns	(604) 259-7600	Vancouver	06/16/2008
CUS20007	Elizabeth Henry			07/06/2008
CUS20010	Jason Meachin	(604) 846-9531	North Vancouver	10/19/2008
CUS20003	Jessica Smith	(604) 839-1569	Kitsilano	06/16/2008
000	Walk-in Customer			07/29/2008

5 lines. From Date 01/01/2008 To Date 01/01/2009 Print Today's Filter Date Range

1 Change 2 Find

Here you can view all your customers.

1 - You can change or update any customer by simply selecting the customer and then clicking Change on the tool bar. You will be brought back to the customer entry window where your changes can be made and then saved.

2 - You can search for a particular customer by clicking on Find on the tool bar.

## Searching for a Customer

Customers List

Search for

Search within current selection

Perform deep search Inside all fields  
Deep search takes considerably longer

Type in part or all of the customers first or last name and click on Search.



## Found a match

Customers List				
Customer ID	Customer Name	Main Phone	City	Customer Since
CUS20010	Jason Meachin	(604) 846-9531	North Vancouver	10/19/2008

You will be brought back to the main Customer menu with the customer you were searching for appearing. If you simply want to view this customers details and no changes or updates are needed, simply double click on the customer.

## View Mode

	<b>Customer Identifier</b> CUS20010
First Name Jason	Created on 10/19/2008 13:20 Administrator
Last Name Meachin	Modified on 00/00/00 00:00
Job Title Project Manager	Date of Birth 7/26/72
Home Phone (604) 846-9531	Resident of Canada
Work Phone	Address 2890 Keith Rd
Fax (604) 364-9234	City North Vancouver
Cell Phone (778) 359-1358	Province BC
Citizenship Canadian	Country V7K 1H7 Canada
eMail	Exp. Date: 00/00/00
<input type="checkbox"/> Is Allowed Internet Access	Lookup
<b>Main</b> Invoices Cheques Wires eWires Links Dues Bookings Banks Msgs Logs Misc	
<b>Company Info</b>	
Business Name StockGroup	Picture ID No.
Type of Business	Picture ID Type
Business Phone 1	Expiry Date
Business Phone 2	Issued In
Incorporation #	
Incorporated In	
<b>Remarks</b>	
<b>New Invoice</b>	

Once double clicking the customer name you will be brought to the view mode as shown, where no editing can be done.

Simply Exit out of this mode to return to the main menu.



## Invoicing (Recording Transactions)

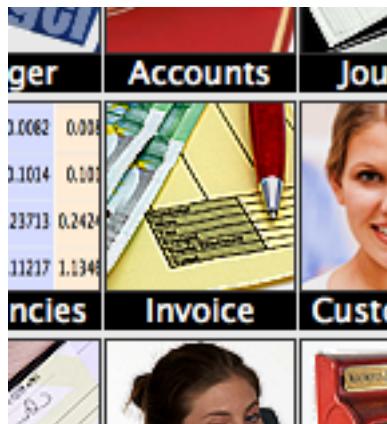


## Buying Foreign Currency (Cash)

This lesson describes how to record a "buy" foreign currency transaction in Cash.

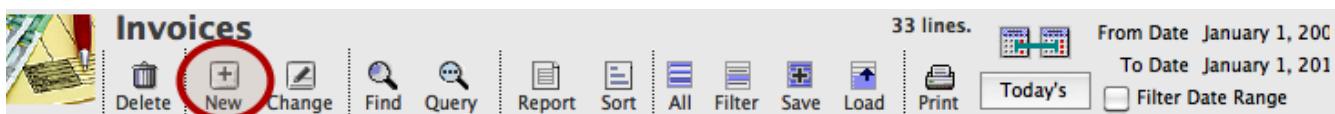
A Buy Transaction is: Receiving a foreign currency and paying local currency (USD) for it.

### Open the Invoice module



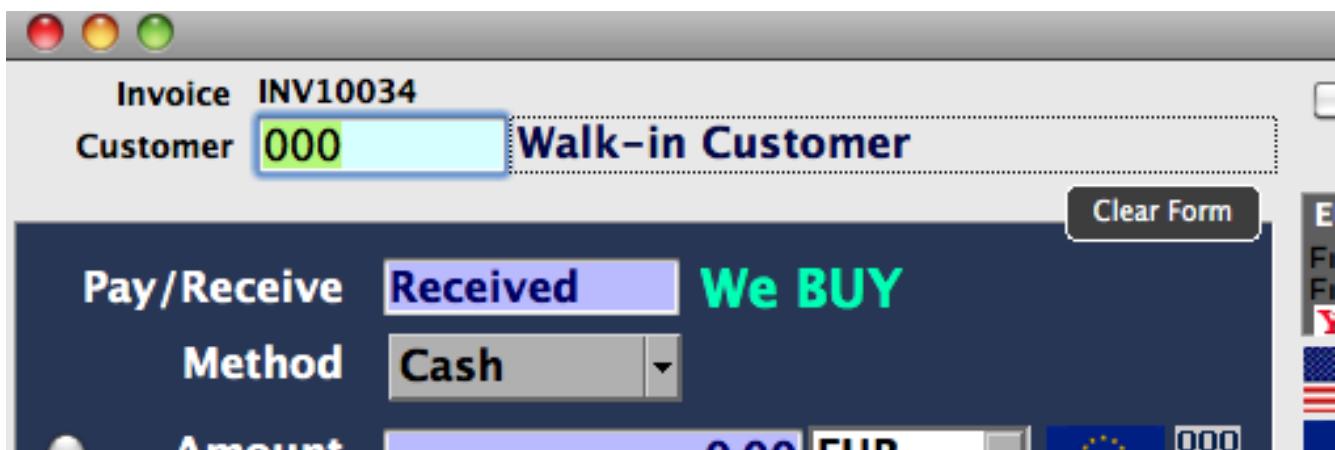
All monetary transactions should be done using the INVOICE module. Click the INVOICE module and then click on NEW (Shortcut is CTRL+N).

### Add a new Invoice



To create a new Invoice click on NEW or press CTRL+N

### Search for a customer



In the customer field you can enter the name (or last name) of the customer.



## Enter part of the name

The screenshot shows the CurrencyXchanger software interface. In the main window, the invoice number is INV10034 and the customer is listed as "howard" under "Customer". A red arrow labeled "1" points from the "Customer" field to the "Search For Customer" dialog box. The "Search For Customer" dialog has a search bar containing "howard" with a red arrow labeled "2" pointing to it. The results table shows one entry:

Customer ID	Full Name of Customer
CUS20006	John W. Howard

Make sure you don't enter the full name as it will lower the chance for the system to find the exact match. Sometimes names are not 100% entered with correct spelling. Therefore, if you are looking for John W. Howard, simply type "howard" or "john".



## Click on the match

Search For Customer

1 JS20006 1

Customer ID	Full Name of Customer
CUS20006	John W. Howard 2

Picture ID and other information about the customer appears

First Name John  
Last Name W. Howard  
Job Title Prime Minister Of Australia  
Home Phone ( di ) scl-osed  
Work Phone  
Fax  
Cell Phone  
Address  
555 Howard Johnson Dr.  
Angeles 334234  
PR United States

**IDENTITY CARD**

555 2024 22992 123  
JOHN W. HOWARD  
EXPIRY DATE: 10/07  
PRIME MINISTER  
OF AUSTRALIA

New Customer

Email

Has Internet Access  On Hold  
 Suspicious Customer

Cancel Pick

You can search for a customer name by entering part of his/her full name. The system will filter all possible matches and present a list of matches. Once you highlight a record from the list additional information about that customer will display below the listbox. If a match is not found, click on "New Customer" to add the customer into the system.



## Buy

Clear Form

1 Pay/Receive Received We BUY

Method Cash

Amount 2 200.00 EUR 3

Rate 4 1.37494 USD for each EUR

Inverse Rate 0.7273 EUR for each USD

Amount before fees 274.99 USD

Commission % 5 3% = 8.24 USD Edit Rates

USD Service Fee 2.00

Amount due 6 264.74 USD .00

Pay off

The system usually defaults to a BUY transaction, therefore if you are buying you don't have to do anything. You can always press R for Receiving or B for Buying. The concept of Receiving a foreign currency is equivalent to buying that currency.

- 1) Press R or leave as it is. Press the TAB key to go to the next field. You can use the Shift-TAB key for go the previous field
- 2) Enter the amount that you are buying from the customer
- 3) Select the currency that you are buying
- 4) The rate will be populated automatically. Unless you have a reason to change the rate, leave it as it is and TAB out of it
- 5) You can enter the commission % or flat charge
- 6) The amount that you owe to the customer (shown in yellow) is after all deductions (3% commission and 2.00 service fee)

## Register the transaction

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
Cash-EUR-01	200.00		EUR	1.37494	10.25	264.74	

Press the \* key on the keypad (right hand of the keyboard) to register the line. You can also use the + key (Add Line) to come to the same result.



## Complete the transaction

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
Cash-EUR-01	200.00		EUR	1.37494	10.25	264.74	
Cash-USD-01		264.74	USD	1			264.74

Cost of Purchase in USD

264.74

Pay off amount in USD

If you want to pay the due amount in cash, you should simply press the \* key again. That will pay off the due balance in cash.

## Save the Invoice

Invoice	INV10034	Customer	CUS20006 John W. Howard	<input type="checkbox"/> Flagged	<input type="checkbox"/> Transfer	Date:	January 17, 20	23:23:46																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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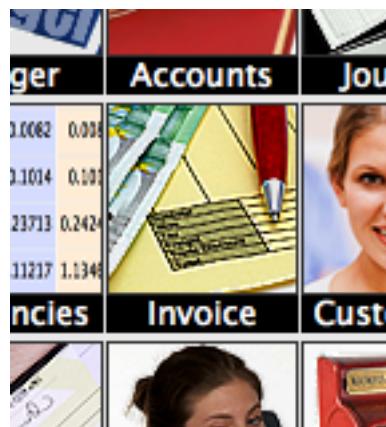


## Selling Foreign Currency (in Cash)

This lesson describes how to record a "sell" foreign currency transaction in Cash.

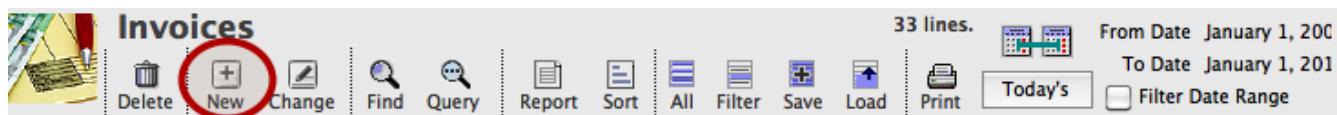
Selling Foreign Currency in cash is very similar to buying, but normally takes an extra step. In this example we demonstrate how to sell 200 EUR to John W. Howard.

### Open the Invoice module



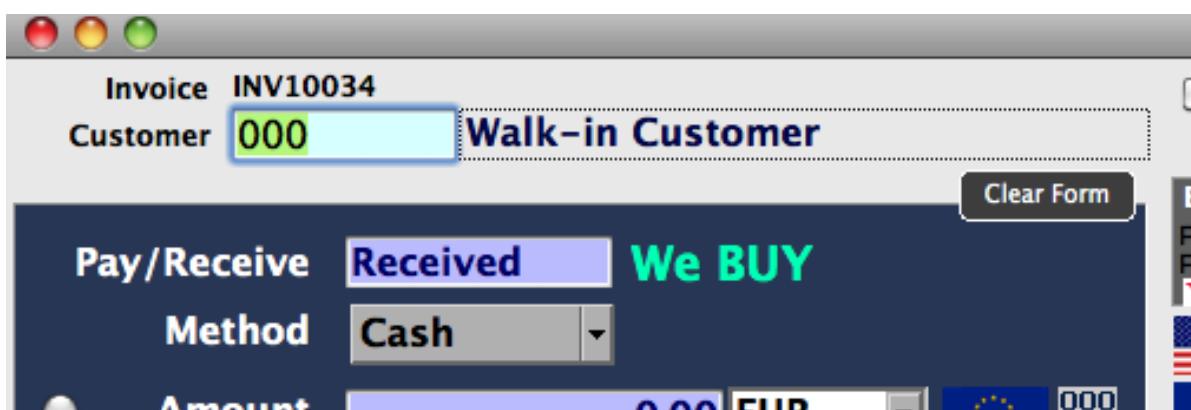
All monetary transactions should be done using the INVOICE module. Click the INVOICE module and then click on NEW (Shortcut is CTRL+N).

### Add a new Invoice



To create a new Invoice click on NEW or press CTRL+N

### Search for the customer



In the customer field you can enter the name (or last name) of the customer. (e.g. Howard)



## Enter part of the name

The screenshot shows the CurrencyXchanger software interface. In the background, there's a main window titled "Invoice INV10034" with fields for "Customer" (containing "howard") and "Walk-in Customer". A red arrow points from a circled "1" to the "Customer" field. In the foreground, a modal dialog titled "Search For Customer" is open. It has a search input field containing "howard" with a circled "2" above it. A red arrow points from the "howard" input field to the search results table. The table has columns for "Customer ID" and "Full Name of Customer". One visible row shows "CUS20006" and "John W. Howard".

Customer ID	Full Name of Customer
CUS20006	John W. Howard

Make sure you don't enter the full name as it will lower the chance for the system to find the exact match. Sometimes names are not 100% entered with correct spelling. Therefore, if you are looking for John W. Howard, simply type "howard" or "john".



## Click on the match

Search For Customer

1 JS20006 1

Customer ID	Full Name of Customer
CUS20006	John W. Howard 2

Picture ID and other information about the customer appears

First Name John  
Last Name W. Howard  
Job Title Prime Minister Of Australia  
Home Phone ( di ) scl-osed  
Work Phone  
Fax  
Cell Phone  
Address  
555 Howard Johnson Dr.  
Angeles 334234  
PR United States

**IDENTITY CARD**  
555 2024 22992 123  
JOHN W. HOWARD  
EXPIRY DATE: 10/07  
PRIME MINISTER  
OF AUSTRALIA

**Confidential Notes**

Email

Has Internet Access  On Hold  
 Suspicious Customer

**New Customer** **Cancel** **Pick**

You can search for a customer name by entering part of his/her full name. The system will filter all possible matches and present a list of matches. Once you highlight a record from the list additional information about that customer will display below the listbox. If a match is not found, click on "New Customer" to add the customer into the system.



## Sell 200 EUR

Invoice	INV10034	Flagged	Transfer	Date:	January 25, 20	01:57:30																																																																																
Customer	CUS20006 John W. Howard	Third Party of:																																																																																				
Pay/Receive	Paid	1	We SELL	Clear Form																																																																																		
Method	Cash																																																																																					
<input type="radio"/> Amount	200.00	EUR	000.00																																																																																			
<input type="radio"/> Rate	1.54121	USD	for each EUR	Pay off																																																																																		
Inverse Rate	0.6488408	EUR	for each USD																																																																																			
Amount before fees	308.24	USD																																																																																				
<input type="radio"/> Commission %	20%	=	61.64	USD	<input type="checkbox"/> Edit Rates																																																																																	
<input type="radio"/> USD Service Fee	0		61.65																																																																																			
<input checked="" type="radio"/> Amount due	5	369.89	USD	.00																																																																																		
<table border="1"> <tr> <td>EUR</td> <td>We Buy</td> <td>Spot</td> <td>We Sell</td> </tr> <tr> <td>Euro Membr</td> <td>Direct</td> <td>1.37494</td> <td>1.4627</td> <td>1.54121</td> </tr> <tr> <td>Euro</td> <td>Inverse</td> <td>0.72731</td> <td>0.68367</td> <td>0.64884</td> </tr> <tr> <td colspan="2">YAHOO! FINANCE</td> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td colspan="3"><input type="checkbox"/> Suspicious</td> </tr> <tr> <td></td> <td></td> <td colspan="3"></td> </tr> <tr> <td colspan="2">ID: 12345678PR Exp.: 10/10/20 Driver's license SS #: 123-45-6789</td> <td colspan="3">Government Of Australia</td> </tr> <tr> <td colspan="2"><input type="button"/> Add Line</td> <td colspan="2"><input type="button"/> Adjustment</td> <td><input type="button"/> Open Till</td> </tr> <tr> <td colspan="2"><input type="button"/> Edit Line</td> <td colspan="2"><input type="button"/> Adjust Qtys</td> <td><input type="button"/> Close Till</td> </tr> <tr> <td colspan="2"><input type="button"/> Del. Line</td> <td colspan="2"><input type="button"/> Transfer</td> <td></td> </tr> </table>								EUR	We Buy	Spot	We Sell	Euro Membr	Direct	1.37494	1.4627	1.54121	Euro	Inverse	0.72731	0.68367	0.64884	YAHOO! FINANCE							<input type="checkbox"/> Suspicious																																						ID: 12345678PR Exp.: 10/10/20 Driver's license SS #: 123-45-6789		Government Of Australia			<input type="button"/> Add Line		<input type="button"/> Adjustment		<input type="button"/> Open Till	<input type="button"/> Edit Line		<input type="button"/> Adjust Qtys		<input type="button"/> Close Till	<input type="button"/> Del. Line		<input type="button"/> Transfer		
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The system usually defaults to a BUY transaction, therefore if you are selling, you should press S (for Sell) or P (for Pay). The concept of selling a foreign currency is equivalent to paying the customer with that currency.

- 1) Press S in this field. Press the TAB key to go to the next field. You can use the Shift-TAB key for go the previous field
  - 2) Enter the amount that you are selling to the customer
  - 3) Select the currency that you are selling
  - 4) The rate will be populated automatically. Unless you have a reason to change the rate, leave it as it is and TAB out of it
  - 5) You can enter the commission % or flat charge
  - 6) The amount that you the customer owes you is shown in blue in the 'Amount Due'. You have to receive that amount from the customer

## Register the transaction

Press the \* key on the keypad (right hand of the keyboard) to register the line. You can also use the + key (Add Line) to come to the same result.



## Receive the amount

**Pay/Receive** **1 Received** **We BUY**

**Method** **Cash**

**Amount** **2 380.00 USD** **000 .00**

**Rate** **1 USD for each USD**

**Inverse Rate** **1 USD for each USD**

**Amount before fees** **380.00 USD**

**Commission %** **0.00% = 0.00 USD** **Edit Rates**

**USD Service Fee**

**Amount due** **380.00 USD .00**

The customer owes us 369.89 USD, but since the customer usually doesn't carry exact change, let's assume that he/she pays us 380 USD.

- 1) Receive
- 2) 380 USD
- 3) Press \* (on the Keypad)

## Register the cash received from the customer

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
Cash-EUR-01		200.00	EUR	1.54121	61.65		369.89
Cash-USD-01	380.00		USD	1		380.00	

The amount we owe to the customer (shown in blue)

Customer cannot be edited when there are active registers. To change the customer first delete all lines.

Printable Remarks :

Private Remarks :

Sum 61.65 380.00 369.89

Off Balance

Since the customer paid us more than the balance due, now we owe the cusotmer 10.11 USD.



## Finalize the transaction

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
Cash-EUR-01		200.00	EUR	1.54121	61.65		369.89
Cash-USD-01	380.00		USD	1		380.00	
Cash-USD-01		10.11	USD	1			10.11

Customer cannot be edited when there are active registers. To change the customer first delete all lines.

Printable Remarks :	<input type="text"/>	Sum	61.65	380.00	380.00
Private Remarks :	<input type="text"/>	Off Balance	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Must Report <input type="checkbox"/> Reported Ref # <input type="text"/> Reported on <input type="text"/> 00/00/00		<a href="#">View More Details</a>		<a href="#">Cancel</a>	<a href="#">Save Invoice</a>

To settle this payment in cash, simply press the \* key one more time. This will pay off the remaining amount due in USD cash (local currency).

## Save the invoice

Invoice INV10034 Customer CUS20006 John W. Howard	<input type="checkbox"/> Flagged <input type="checkbox"/> Transfer Date: January 25, 20 01:57:30 Third Party of : <input type="text"/>																																																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">USD</td> <td style="padding: 2px;">We Buy</td> <td style="padding: 2px;">Spot</td> <td style="padding: 2px;">We Sell</td> </tr> <tr> <td style="padding: 2px;">United States</td> <td style="padding: 2px;">Direct</td> <td style="padding: 2px;">1</td> <td style="padding: 2px;">1</td> </tr> <tr> <td style="padding: 2px;">Dollars</td> <td style="padding: 2px;">Inverse</td> <td style="padding: 2px;">1</td> <td style="padding: 2px;">1</td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Pay off</td> <td colspan="3" style="padding: 2px;"></td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 2px;">           ID: 12345678PR          Exp.: 10/10/20 Driver's license          SS #: <input type="text"/>          Government Of Australia       </td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 2px;"> <input type="checkbox"/> Suspicious       </td> </tr> <tr> <td style="padding: 2px;">Pay/Receive</td> <td style="padding: 2px;">Method</td> <td style="padding: 2px;">Amount</td> <td style="padding: 2px;">Commission %</td> </tr> <tr> <td style="padding: 2px;">Cash</td> <td style="padding: 2px;">USD</td> <td style="padding: 2px;">0.00</td> <td style="padding: 2px;">0.00%</td> </tr> <tr> <td style="padding: 2px;">Amount</td> <td style="padding: 2px;">USD</td> <td style="padding: 2px;">000</td> <td style="padding: 2px;">000</td> </tr> <tr> <td style="padding: 2px;">Rate</td> <td style="padding: 2px;">USD</td> <td style="padding: 2px;">for each USD</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Inverse Rate</td> <td style="padding: 2px;">USD</td> <td style="padding: 2px;">for each USD</td> <td style="padding: 2px;"></td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 2px;"> <b>Amount before fees</b> <input type="text"/> 0.00 USD       </td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 2px;"> <input type="checkbox"/> Commission % 0.00% = 0.00 USD <input type="checkbox"/> Edit Rates       </td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 2px;"> <input type="checkbox"/> USD Service Fee <input type="text"/> </td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 2px;"> <b>Amount due</b> <input type="text"/> 0.00 USD .00       </td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 2px;"> <input type="button" value="Add Line"/> <input type="button" value="Edit Line"/> <input type="button" value="Del. Line"/> </td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 2px;"> <input type="button" value="Adjustment"/> <input type="button" value="Adjust Qty's"/> <input type="button" value="Transfer"/> </td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 2px;"> <input type="button" value="Open Till"/> <input type="button" value="Close Till"/> </td> </tr> </table>		USD	We Buy	Spot	We Sell	United States	Direct	1	1	Dollars	Inverse	1	1					Pay off				 ID: 12345678PR Exp.: 10/10/20 Driver's license SS #: <input type="text"/> Government Of Australia				<input type="checkbox"/> Suspicious				Pay/Receive	Method	Amount	Commission %	Cash	USD	0.00	0.00%	Amount	USD	000	000	Rate	USD	for each USD		Inverse Rate	USD	for each USD		<b>Amount before fees</b> <input type="text"/> 0.00 USD				<input type="checkbox"/> Commission % 0.00% = 0.00 USD <input type="checkbox"/> Edit Rates				<input type="checkbox"/> USD Service Fee <input type="text"/>				<b>Amount due</b> <input type="text"/> 0.00 USD .00				<input type="button" value="Add Line"/> <input type="button" value="Edit Line"/> <input type="button" value="Del. Line"/>				<input type="button" value="Adjustment"/> <input type="button" value="Adjust Qty's"/> <input type="button" value="Transfer"/>				<input type="button" value="Open Till"/> <input type="button" value="Close Till"/>			
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Customer cannot be edited when there are active registers. To change the customer first delete all lines.

Printable Remarks :	<input type="text"/>	Sum	61.65	380.00	380.00
Private Remarks :	<input type="text"/>	Off Balance	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Must Report <input type="checkbox"/> Reported Ref # <input type="text"/> Reported on <input type="text"/> 00/00/00		<a href="#">View More Details</a>		<a href="#">Cancel</a>	<a href="#">Save Invoice</a>

Now the invoice is balanced. You may now save the invoice by pressing the SAVE INVOICE key or by pressing the ENTER key (on the keypad only)



## Transfers between accounts

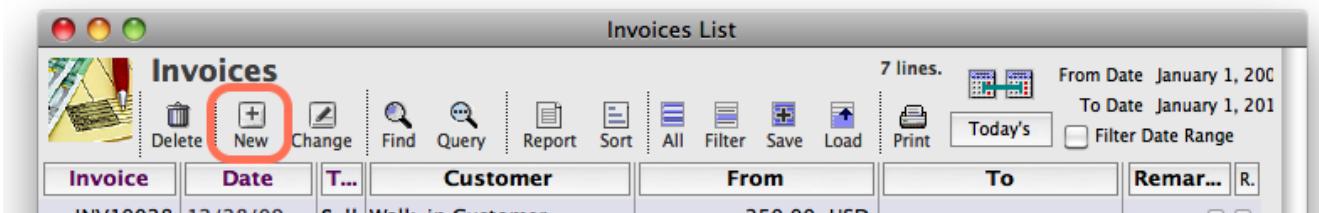
This lesson describes how to transfer between two accounts. The transfer can be applied to transfer between two tills, two bank accounts, cash to bank, and any form of currency movement from one account to another. This example shows how to transfer some money from cash to bank.

### Open the Invoice



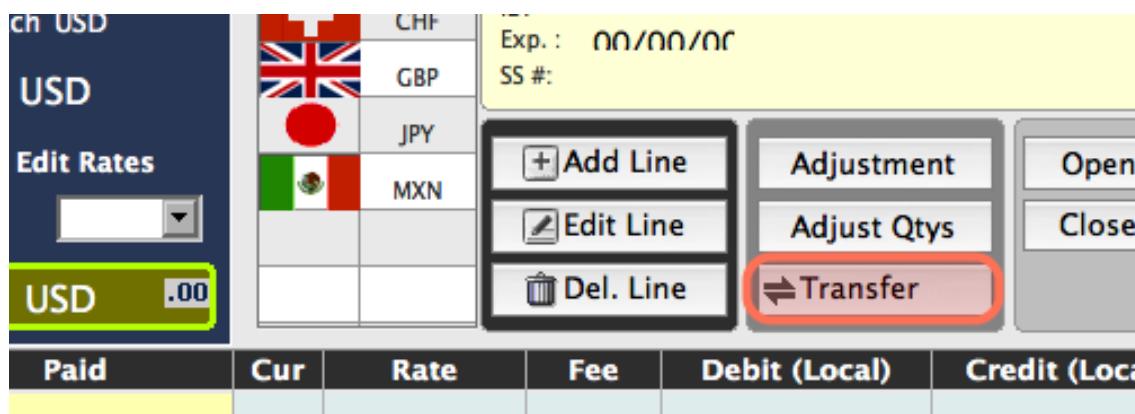
All monetary transactions are done through the invoice Click on the Invoice module.

### New Invoice



Click New button or press CTRL+N

### Transfer



Click the Transfer button in the invoice or press CTRL+T.



## The Transfer Dialog

INV10035      **Transfer Between Accounts** 01/25/2010

**Transfer Amount**      **Currency**

0 1 USD

**Transfer From Account**

**Transfer To Account**

**Balance before** 0.00 **Balance before** 0.00

**Balance after** 0.00 **Balance after** 0.00

**Notes & Remarks**

Pick from Template Cancel Transfer

Once you click the Transfer button, a dialog box appears where you should enter the transfer amount, currency, and pick the accounts that you wish to transfer between.

**Amount to Transfer**

INV10035      **Transfer Between Accounts** 01/25/2010

**Transfer Amount** 1 **Currency** 2 USD

**Transfer From Account**

**Transfer To Account**

In the Transfer Amount field, enter the amount you wish to transfer and then pick the currency. In this example, we entered 200 USD. You can use the TAB key to navigate from one field to the next.



## Transfer from...

Sub-Ledger

### Transfer From Account

Enter account name **Cash-USD**

Account Name	Account Type
Bank of America-USD	Banks
<b>Cash-USD</b>	<b>Cash</b>
Cash-USD-01	Cash
Debit Card	Cash
Gift Checks-USD	Cash
Lost or Stolen Currency	Expenses

Account Type Assets  
Code

**[+]** New Account      Cancel      Pick

When you tab to the next field pick the account that you wish to transfer from, in this case Cash-USD.

## Transfer from Cash-USD to ...

INV10036      Transfer Between Accounts 01/25/2010

Transfer Amount      Currency  
200      USD     

Transfer From Account      Transfer To Account

Cash-USD	→		
Balance before	38,059.28	Balance before	0.00
Balance after	<b>37,859.28</b>	Balance after	<b>200.00</b>

Notes & Remarks

Pick from Template      Cancel      Transfer

As you can see the system displays the **balance before** and the **balance after** the transfer.



## Transfer to...

The screenshot shows a software window titled "Transfer to account". In the center, there is a search field labeled "Enter account name" containing the text "bank". A red box highlights this search field, and a red arrow points from it to a callout bubble. The bubble contains the text: "As you start typing the name of the account, the list gets filtered down". Below the search field is a table with two columns: "Account Name" and "Account Type".

Account Name	Account Type
Bank of America-USD	Banks
Western Union	Banks

Below the table, there are fields for "Account Type" (with a dropdown menu) and "Code" (with a dropdown menu). At the bottom left is a button labeled "+ New Account". On the right side, there are "Cancel" and "Pick" buttons.

When you tab (or click on) the Transfer To field, you can pick from a list of accounts again. In order to quickly find "Bank of America-USD" from the list, start typing a few letter (e.g. bank) from the account name to filter out the bank and select it from a much shorter list. Select Bank of America-USD from the list or simply Press Enter to select the top of the list.



## Confirm the transfer

INV10035      Transfer Between Accounts    01/25/2010

Transfer Amount      Currency

200      USD     

Transfer From Account      Transfer To Account

Cash-USD      Bank of America-USD

Balance before      Balance after

38,259.28	1,900.00
38,059.28	2,100.00

Notes & Remarks

You can change the direction of the transfer anytime.

Pick from Template      Cancel      Transfer

A red circle highlights the double-headed arrow icon between the 'Transfer From Account' and 'Transfer To Account' fields. A red arrow points from the text 'You can change the direction of the transfer anytime.' towards this icon.

Make sure the direction of the transfer is correct. You can confirm that by looking at the balance before/after of each account. The above transfer will reduce Cash-USD balance by \$200 and increase the Bank of America-CAD account by \$200. If you need to change the direction of the transfer, you may click on the blue button in the middle of the fields.



## Transfer Completed, Save Invoice

Saving the Standard Transfer

Invoice INV10035  
Customer Self **The Travel Authority**

Pay/Receive **Received** We BUY  
Method Cash  
Amount 200.00 EUR 000.00  
Rate 1.37494 USD for each USD  
Inverse Rate 0.7273044 USD for each USD  
Amount before fees 274.99 USD  
Commission % 0.00% = 0.00 USD  Edit Rates  
USD Service Fee  
Amount due 274.99 USD .00

Flagged  Transfer Date: January 25, 2010 04:46:11  
Third Party  
USD We Buy Spot We Sell  
United States Dollars Direct Inverse YAHOO FINANCE 0.00  
AUD CHF GBP JPY MXN  
EUR CAD NZD HKD  
CNY JPY MXN  
JPY MXN  
MXN  
Suspicious  
http://  
ID: 00/00/00  
Exp.: 00/00/00  
SS #: The Travel Authority

+ Add Line Adjustment Open Till  
Edit Line Adjust Qty's Close Till  
Del. Line Transfer

Customer cannot be edited when there are active registers. To change the customer first delete all lines.

Printable Remarks : Sum 0.00 200.00 200.00  
Private Remarks : Off Balance 200.00 200.00

Must Report  Reported Ref # Reported on 00/00/00 View More Details Cancel Save Invoice

Once you are satisfied with the transfer, it would be time



## Transfer Template

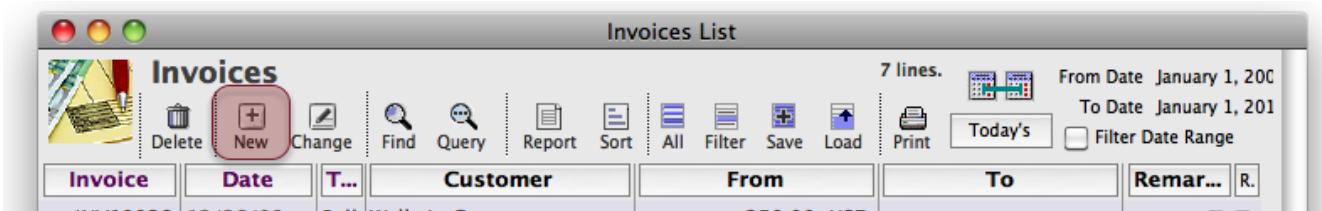
This lesson describes how to create a transfer template that can be set up for regular payments.

### Open the Invoice



All monetary transactions are done through the invoice Click on the Invoice module.

### New Invoice



Click on New or press CTRL+N

### Create internal transaction

The form includes fields for:

- Invoice: INV10049
- Customer: Self
- Pay/Receive: Received
- Method: Cash
- Amount: 0.00 EUR 000 .00
- Buttons: Clear Form, Pay off

Type in Self into the Customer field



## Transfer

Customer Self ClearView Currency Exchange

Pay/Receive Received We BUY  
Method Cash  
Amount 0.00 EUR 000.00  
Rate 0.9304 CAD for each  
Inverse Rate 1.0748065 for each CAD  
Amount before fees 0.00 CAD  
Commission % 0.00% = 0.00 CAD  Edit Rates  
CAD Service Fee  
Amount due 0.00 CAD 000.00

Third Party of: [ ]  
We Buy Spot We Sell  
Direct 0.9304 1.49 2.5496  
Inverse 1.07481 0.67114 0.39222  
YAHOO FINANCE .00  
Suspicious  
http://www.clearviewsys.com  
ID: Exp.: 00/00/00 SS #: ClearView Currency Exchange  
+ Add Line Adjustment Open Till  
Edit Line Adjust Qtys Close Till  
Del. Line Transfer

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
---------	----------	------	-----	------	-----	---------------	----------------

Click on Transfer in the invoice or press CTRL+T.

## Creating a Template

INV10049 Transfer Between Accounts 02/22/2010

Transfer Amount Currency  
0 CAD   

Transfer From Account  Transfer To Account 

Balance before 0.00 Balance before 0.00  
Balance after 0.00 Balance after 0.00

Notes & Remarks

Pick from Template Cancel Transfer

Click Pick from Template



## New Template

 **Search For Customer**

Transfer Template ID	Description
Monthly Rent	Unit #116

**Transfer Amount** **Currency**

**Transfer From Account**  **Transfer To Account**  

**+ New Template** **Cancel** **Pick**

As this is a new template it will not appear in the template list. Click on New Template.



## Create the template

 Transfer Templates Entry

Name of Template

Description

Transfer Amount  Currency

Transfer From Account  Transfer To Account

Enter in the name and description needed. For this example the monthly phone bill is entered at \$125 CAD. Click in the Transfer From Account field.



## Select Account

**Sub-Ledger** Transfer From Account

Enter account name Banks-HSBC-CAD

As you start typing the name of the account, the list gets filtered down

Account Name	Account Type
Adjustments	Adjustment
Banks-HSBC-CAD	Banks
Banks-Western Union	Banks
Cash-CAD	Cash
Cash-CAD-01	Cash
Cheque Payable-CAD	Payables
Cheque Receivable-CAD	Receivables
Communications Equipment	Equipment
Computer Equipment	Equipment
Debit Card	Banks
Equipment-Communications Equipment	Equipment
Equipment-Computer Equipment	Equipment
Expense-Bank Fees	Expenses
Expenses-Rent	Expenses
Expenses-Salaries & Wages	Expenses

Account Type Assets  
Code

Select the Account to transfer from and click Pick.



## Transfer To Account

 Transfer Templates Entry

Name of Template

Description

Transfer Amount  Currency

Transfer From Account   Transfer To Account

 26

Click in the Transfer To Account field.



## Select the Account

**Sub-Ledger Transfer to account**

Enter account name **Expenses - Phone** CAD

Account Name	Account Type
Expense-Bank Fees	Expenses
Expenses - Phone	Expenses
Expenses-Rent	Expenses
Expenses-Salaries & Wages	Expenses
Rent	Expenses
Salaries & Wages	Expenses
Short Or Over	Expenses

Account Type Expenses

Code

Select the Account and click on Pick



## Save the template

 Transfer Templates Entry

Name of Template

Description

Transfer Amount  Currency

Transfer From Account  Transfer To Account

## Finalizing the transfer

INV10049 Transfer Between Accounts 02/22/2010

Transfer Amount  Currency

Transfer From Account  Transfer To Account

Balance before  Balance before   
Balance after  Balance after

Notes & Remarks

Click on Transfer



## Save the Invoice

Invoice INV10049  
Customer Self **ClearView Currency Exchange**

Pay/Receive **Received** We BUY  
Method **Cash**

Amount **125.00** EUR

Rate **0.9304** CAD for each CAD  
Inverse Rate **1.0748065** CAD for each CAD

Amount before fees **116.30** CAD  
Commission % **0.00%** = 0.00 CAD  Edit Rates

CAD Service Fee

**Amount due** **116.30** CAD

Customer cannot be edited when there are active registers. To change the customer first delete all lines.

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
Banks-HSBC-CAD		125.00	CAD	1			125.00
Expenses - Phone	125.00		CAD	1		125.00	

**Sum** 0.00 **Off Balance** 125.00 **125.00**

Must Report  Reported Ref #  Reported on  00/00/00



## Creating Invoices (older version)

### Open the Invoice Module



Click on the Invoice icon.

### Create a new invoice

Invoices		21 lines.										From Date	01/01/2008	To Date	01/01/2008	Print	Today's	Filter Date Range
Invoice	Date	T...	Customer			From			To			Remarks						
INV10022	9/8/08	Tr	Clear View Systems Ltd.	▼		1,585.13	CAD		1,585.13	CAD								
INV10021	9/8/08		Jessica Smith															
INV10020	9/8/08	Tr	Clear View Systems Ltd.	▼		1,585.13	CAD		1,585.13	CAD								

Click on New on the tool bar.



Invoice INV10023  
Customer ID 000 **Walk-in Customer**

Receive/Pay **Received** Press R/P, B/S, D/C Clear **.00**

Method **Cash**

Amount **0.00**

Exchange Rate @ **CAD** for each ???  
**Inverse Rate** ??? for each CAD

Local Amt. before fees **0.00 CAD**

Fee Structure  
 Commission % **0.00% = 0.00 CAD**  
 CAD Service Fee **0.00 0.00**

Local Amt. after fees **0.00 CAD**

Account	Received	Paid	Cur	Rate	Fee	Debit Local	Credit Local

Printable Remarks :   
Sum **0.00**

Private Remarks :  ... Off Balance (due) **0.00**

Transfer

1 - Enter in the customers name or first few letters of the first or last name of the customer and press tab or enter on your keyboard.



Search For Customer  
CUS20010

Customer ID	Full Name of Customer
CUS20010	Jason Meachin

First Name Jason  
Last Name Meachin  
Job Title Project Manager  
Home Phone (604) 846-9531  
Work Phone  
Fax (604) 364-9234  
Cell Phone (778) 359-1358  
Address  
2890 Keith Rd  
  
North Vancouver V7K 1H7  
BC Canada

Confidential Notes

Email   
 Has Internet Access  On Hold  
 Suspicious Customer

1 - Find the customer from the list and select.

2 - Click Pick.



## Buying USD Cash

Invoice	INV10023	Flagged	Date:	10/19/2008	14:51:42															
Customer ID	CUS20010	Jason Meachin																		
<input type="checkbox"/> Third Party of :																				
Receive/Pay	Paid	<input type="button" value="Clear"/>	.00																	
Method	Cash																			
<input type="radio"/> Amount	1,000.00	USD		.00																
<input type="radio"/> Exchange Rate @	1.08273	CAD	for each USD																	
Inverse Rate	0.9235912	USD	for each CAD																	
Local Amt. before fees		1,082.73 CAD																		
Fee Structure		<input type="button" value="Open Till"/>																		
<input type="radio"/> Commission %	0.00%	=	0.00 CAD																	
<input type="radio"/> CAD Service Fee	0.00		0.00																	
<input checked="" type="radio"/> Local Amt. after fees	1,082.73 CAD				.00															
<input type="button" value="Add Line"/> Pay off / <input type="checkbox"/> Suspicious																				
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Dollars	Inverse	0.95641	0.94206	0.92359																
Main Phone (604) 846-9531 <input type="checkbox"/> Suspicious																				
Picture ID: Exp. Date: 00/00/00																				
<input type="button" value="Adjust Qtys"/> <input type="button" value="Transfer"/> <input type="button" value="Adjust"/>																				
<input type="button" value="Till to Safe"/>																				

In this example Jason would like to buy \$1000 USD.

- 1 - Type in Paid and then Cash.
  - 2 - The amount of \$1000
  - 3 - Select the currency USD.
  - 4 - The exchange rate will be calculated from your buy and sell rates you originally set in the Currencies module.
  - 5 - Now click Add Line.

- 1 - In the next pop up window, denominations of the cash given to the customer can be entered or not, this will be shown on the receipt.
  - 2 - Click Save.



## Paying with CAD cash

Invoice INV10023  
Customer ID CUS20010 Jason Meachin  
Customer cannot be edited

Receive/Pay  Press R/P, B/S, D/C Clear .00

Method Cash

Amount 0.00 CAD

Exchange Rate @  CAD for each CAD  
Inverse Rate  CAD for each CAD

Local Amt. before fees 0.00 CAD

Fee Structure  
 Commission % 0.00% = 0.00 CAD  
 CAD Service Fee 0.00 0.00

Local Amt. after fees 0.00 CAD

**1**  **2** Pay off / Edit Line Del. Line

Account	Received	Paid	Cur	Rate	Fee	Debit Local	Credit Local
Cash-USD-01		1,000.00	USD	1.08273			1,082.73

1 - Now the line has been added.

But we are still owed for this transaction.

So lets say Jason pays for this with CAD cash and with the exact amount.

2 - Simply click Add Line and Save (or + enter on your keyboard) to finish off the transaction.

Invoice INV10023  
Customer ID CUS20010 Jason Meachin  
Customer cannot be edited

Receive/Pay  Press R/P, B/S, D/C Clear .00

Method Cash

Amount 0.00 CAD

Exchange Rate @  CAD for each CAD  
Inverse Rate  CAD for each CAD

Local Amt. before fees 0.00 CAD

Fee Structure  
 Commission % 0.00% = 0.00 CAD  
 CAD Service Fee 0.00 0.00

Local Amt. after fees 0.00 CAD

**1**  **2** Pay off / Edit Line Del. Line

Account	Received	Paid	Cur	Rate	Fee	Debit Local	Credit Local
Cash-USD-01		1,000.00	USD	1.08273			1,082.73
Cash-CAD-01		1,082.73	CAD	1		1,082.73	

Printable Remarks :   
Private Remarks :   
 Transfer

Sum 0.00 1,082.73 1,082.73  
Off Balance (due) **1**  **2**

1 - You can see the invoice is now balanced.

2 - Click Save.



## Paying by CAD Cheque

Invoice INV10023  
Customer ID CUS20010 Jason Meachin  
Customer cannot be edited

Receive/Pay **Received**   
Method **Cheque**

Amount **0.00 CAD**

Exchange Rate @ **1 CAD for each CAD**  
Inverse Rate **1 CAD for each CAD**

Local Amt. before fees **0.00 CAD**

Fee Structure  
 Commission % **0.00% = 0.00 CAD**  
 CAD Service Fee **0.00 0.00**

Local Amt. after fees **0.00 CAD**

Main Phone (604) 846-9531  
 Suspicious

Picture ID:  
Exp. Date: 00/00/00

Adjust Qty's  
Transfer   
 **(2)**

Open Till  
Till to Safe  
Adjust

Account	Received	Paid	CUR	Rate	Fee	Debit Local	Credit Local
Cash-USD-01		<b>1,000.00</b>	USD	1.08273			<b>1,082.73</b>

In this example Jason actually paid for his \$1000 USD with a personal cheque.

So after the USD cash has been paid out to Jason as above.

1 - Type in Received and Cheque as above.

2 - Click Add Line.



**Cheques Entry**

**Receive Cheque**

Date of Issue	10/19/08	Fix	Transaction #	CHE100006
Customer	CUS20010	Jason Meachin	Invoice Number	INV10023
Cheque #	1			Register ID
Date of Cheque	10/19/08	Sunday, October 19, 2008		
Cheque Type	2			
\$ Amount	1,082.73 CAD			3
Clear View Systems Ltd.				
<input type="button" value="Stamp Customer Name"/>				
Issue Bank	3			
Deposit into Bank				Pending
Account ID				
Current Balance of Account	1,587.38			Pending
Balance after this cheque clears	2,670.11 CAD			
Deposit Date	00/00/00	0		
Exchange Rate	1 CAD / CAD			
Inverse Rate :	1 CAD / CAD			
Spot Rate :	1			
Amount before fees	1,082.73 CAD			
% Commission :	0.00%	=	0.00 CAD	
Flat Fee :	0 CAD			
Total Fees :	0 CAD			
Local Amount :	1082.73 CAD			
<b>Internal Memo</b>				
<input type="button" value="Cancel"/> 4 <input type="button" value="Save"/>				

Enter in the requested information:

- 1 - Cheque #
- 2 - Type eg: personal
- 3 - Issue Bank
- 4 - Click Save.



Invoice INV10023  
Customer ID CUS20010 Jason Meachin  
Customer cannot be edited

Receive/Pay	Press R/P, B/S, D/C	Clear	<input 3"="" type="button" value=".&lt;/input&gt;&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;Method&lt;/td&gt; &lt;td&gt;Cash&lt;/td&gt; &lt;td colspan="/>				
Amount	0.00 CAD		.00				
Exchange Rate @	CAD for each CAD						
Inverse Rate	CAD for each CAD						
Local Amt. before fees	0.00 CAD						
Fee Structure	<input type="radio"/> Commission % 0.00% = 0.00 CAD <input type="radio"/> CAD Service Fee 0.00 0.00						
Local Amt. after fees	0.00 CAD .00						
Account	Received	Paid	Cur	Rate			
Cash-USD-01		1,000.00	USD	1.08273		1,082.73	
Cheque Receivable-CAD	1,082.73		CAD	1		1,082.73	
Printable Remarks :					Sum 0.00	1,082.73	1,082.73
Private Remarks :					Off Balance (due)		
<input type="checkbox"/> Transfer	<input type="button" value="View More Lines"/>				<input type="button" value="Cancel"/>	<input type="button" value="Save Invoice"/>	<input type="button" value="2"/>

1 - Now the transaction is balanced.

2 - Click Save.

## Multiple Currencies Payment

Invoice INV10023  
Customer ID CUS20010 Jason Meachin  
Customer cannot be edited

Receive/Pay	Received	Press R/P, B/S, D/C	Clear	<input 3"="" type="button" value=".&lt;/input&gt;&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;Method&lt;/td&gt; &lt;td&gt;Cash&lt;/td&gt; &lt;td colspan="/>		
Amount	200.00 AUD		.00			
Exchange Rate @	0.94286 CAD for each AUD					
Inverse Rate	1.0606028 AUD for each CAD					
Local Amt. before fees	188.57 CAD					
Fee Structure	<input type="radio"/> Commission % 0.00% = 0.00 CAD <input type="radio"/> CAD Service Fee 0.00 0.00					
Local Amt. after fees	188.57 CAD .00					
Account	Received	Paid	Cur	Rate		
Cash-USD-01		1,000.00	USD	1.08273		1,082.73
+ Add Line	<input type="button" value="Pay off /"/>	<input type="button" value="Edit Line"/>	<input type="button" value="Del. Line"/>			

Another example of method of payment would be multiple currencies.

Lets say we have sold Jason his \$1000 USD and now he would like to pay us in multiple currencies.

He first of all has \$200 AUD



- 1 - Enter in Received and Cash as above
- 2 - Enter the amount
- 3 - Enter in the currency
- 4 - Click Add Line or simply + enter on your keyboard.

## Off Balance to receive from customer

Invoice INV10023  
Customer ID CUS20010 Jason Meachin  
Customer cannot be edited

Receive/Pay  Press R/P, B/S, D/C

Method

Amount  CAD

Exchange Rate @  CAD for each CAD  
 Inverse Rate CAD for each CAD

Local Amt. before fees  CAD

Fee Structure   
 Commission %  =  CAD  
 CAD Service Fee

Local Amt. after fees  CAD

Flagged Date:  15:15:11  
Third Party of:

YAHOO FINANCE

Canada	We Buy	Spot	We Sell
Dollars	<input type="button" value="Direct"/> 1	1	1
CAD	<input type="button" value="Inverse"/> 1	1	1

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 Suspicious

Picture ID:  
Exp. Date:

Account	Received	Paid	Cur	Rate	Fee	Debit Local	Credit Local
Cash-USD-01		<input type="text" value="1,000.00"/>	USD	<input type="text" value="1.08273"/>			<input type="text" value="1,082.73"/>
Cash-AUD-01	<input type="text" value="200.00"/>		AUD	<input type="text" value="0.94286"/>		<input type="text" value="188.57"/>	

Printable Remarks:   
Private Remarks:

Sum 0.00      Off Balance (due)  188.57 1,082.73

1 - As shown above the AUD line is added.

2 - \$894.16 CAD is still owed.



Invoice INV10023  
Customer ID CUS20010 Jason Meachin  
Customer cannot be edited

Receive/Pay [ ] Press R/P, B/S, D/C Clear ← .00  
Method Cash  
Amount 0.00 CAD .00  
Exchange Rate @ [ ] CAD for each CAD  
Inverse Rate [ ] CAD for each CAD  
Local Amt. before fees 0.00 CAD  
Fee Structure [ ]  
Commission % 0.00% = 0.00 CAD  
CAD Service Fee 0.00 0.00  
Local Amt. after fees 0.00 CAD .00

Flagged Date: 10/19/2008 15:15:11  
Third Party of: [ ]

Canada Dollars CAD Direct 1 1 1  
Inverse 1 1 1

Main Phone (604) 846-9531  
 Suspicious

Picture ID: Exp. Date: 00/00/00  
Adjust Qty's Transfer Adjust Open Till  
+ Add Line / Pay off / Edit Line Del. Line  
Till to Safe

Account	Received	Paid	Cur	Rate	Fee	Debit Local	Credit Local
Cash-USD-01		1,000.00	USD	1.08273			1,082.73
Cash-AUD-01	200.00		AUD	0.94286		188.57	
Cash-EUR-01	500.00		EUR	1.55916		779.58	

Printable Remarks : [ ] Sum 0.00 Off Balance (due) 2 968.15 1,082.73  
Private Remarks : [ ] 114.58

1 - Jason then pays 500 EUR done exactly the same as the AUD.

2 - \$114.58 CAD is still owed.



Invoice INV10023  
Customer ID CUS20010 Jason Meachin  
Customer cannot be edited

Receive/Pay  Press R/P, B/S, D/C Clear

Method

Amount  CAD

Exchange Rate @  CAD for each CAD  
Inverse Rate  CAD for each CAD

Local Amt. before fees  CAD

Fee Structure  0.00% = 0.00 CAD  
 0.00 0.00

Local Amt. after fees  CAD .00

Account	Received	Paid	Cur	Rate	Fee	Debit Local	Credit Local
Cash-USD-01		1,000.00	USD	1.08273			1,082.73
Cash-AUD-01	200.00		AUD	0.94286		188.57	
Cash-EUR-01	500.00		EUR	1.55916		779.58	
Cash-CAD-01	120.00		CAD	1		120.00	

Printable Remarks :   
Private Remarks :

Flagged Date: 10/19/2008 15:15:11  
Third Party of:

YAHOO! FINANCE

Canada Dollars CAD	We Buy	Spot	We Sell
Direct	1	1	1
Inverse	1	1	1

Main Phone (604) 846-9531  
 Suspicious

Picture ID: Exp. Date: 00/00/00

Sum 0.00 1,088.15 1,082.73  
Off Balance (due)  5.42

1 - He then pays \$120 CAD.

Enter in Received, Cash, the amount \$120 and the currency like before and then press + enter on your keyboard or click Add Line and Save.

2 - Now \$5.42 is owed in change to Jason.



Invoice INV10023  
Customer ID CUS20010 Jason Meachin  
Customer cannot be edited

Receive/Pay  Press R/P, B/S, D/C

Method

Amount  CAD

Exchange Rate @  CAD for each CAD  
 Inverse Rate CAD for each CAD

Local Amt. before fees  CAD

Fee Structure

Local Amt. after fees  CAD

Account	Received	Paid	Cur	Rate	Fee	Debit Local	Credit Local
Cash-USD-01		1,000.00	USD	1.08273			1,082.73
Cash-AUD-01	200.00		AUD	0.94286		188.57	
Cash-EUR-01	500.00		EUR	1.55916		779.58	
Cash-CAD-01	120.00		CAD	1		120.00	
Cash-CAD-01		5.42	CAD	1			5.42

Printable Remarks :  Sum  1,088.15 1,088.15  
Private Remarks :  Off Balance (due)

Transfer

To finish this transaction off simply press + enter on your keyboard or click Add Line and Save.

1 - As shown above the invoice is now balanced.

2 - Click Save.

## Paying Rent

Invoices List

1 lines. From Date 01/01/2008 To Date 01/01/2009 Print Today's Filter Date Range

Change Find Query Report Sort All Filter Save Load

Invoice	Date	T...	Customer	From	To	Remar...	R.
INV10021	9/8/08		Jessica Smith				

Click on New on the tool bar to create a new invoice.



Invoice	INV10023	<input type="checkbox"/> Flagged	Date:	10/19/2008	17:44:03																
Customer ID	Self	Clear View Systems Ltd.																			
Receive/Pay	Paid	<input type="checkbox"/> B/S, D/C	Clear																		
Method	Account																				
<input type="radio"/> Amount	0.00 CAD																				
<input type="radio"/> Exchange Rate @	1 CAD for each CAD																				
Inverse Rate	1 CAD for each CAD																				
Local Amt. before fees	0.00 CAD																				
Fee Structure	<input type="button" value="Add Line"/>																				
<input type="radio"/> Commission %	0.00%	=	0.00 CAD	<input type="button" value="Pay off /"/>																	
<input type="radio"/> CAD Service Fee	0.00		0.00	<input type="button" value="Edit Line"/>																	
<input checked="" type="radio"/> Local Amt. after fees	0.00 CAD	.00	<input type="button" value="Adjust Qty's"/>	<input type="button" value="Del. Line"/>																	
			<input type="button" value="Transfer"/>	<input type="button" value="Adjust"/>	<input type="button" value="Open Till"/>																
			<input type="button" value="Picture ID:"/>	<input type="button" value="Exp. Date: 00/00/00"/>																	
			<input type="button" value="Add Line"/>	<input type="button" value="Edit Line"/>																	
<table border="1"> <tr> <td></td> <td>We Buy</td> <td>Spot</td> <td>We Sell</td> </tr> <tr> <td>Canada</td> <td>Direct</td> <td>1</td> <td>1</td> </tr> <tr> <td>Dollars</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CAD</td> <td>Inverse</td> <td>1</td> <td>1</td> </tr> </table>							We Buy	Spot	We Sell	Canada	Direct	1	1	Dollars				CAD	Inverse	1	1
	We Buy	Spot	We Sell																		
Canada	Direct	1	1																		
Dollars																					
CAD	Inverse	1	1																		
<p>Main Phone</p> <input type="checkbox"/> Suspicious <a href="http://www.clearviewsys.com">http://www.clearviewsys.com</a>																					

- 1 - Type in Self in the customer ID field. This should be done for all internal transactions.
  - 2 - Type in Paid and Account into the appropriate fields.
  - 3 - Click Add Line

- 1 - Type in the account you want to pay the rent from.
  - 2 - In this case we will choose the CAD Bank account, so select this.
  - 3 - Click Pick.



**Pay from an Account**

Transaction #	ACC100033
Invoice Number	INV10023
Register ID	
<b>Pay to</b>	Clear View Systems Ltd.
Date	10/20/2008
AccountID	Banks-HSBC-CAD
<input type="radio"/> Amount :	2,500.00 CAD
Balance before :	(1,585.13) CAD
Balance after :	(4,085.13) CAD
<input type="radio"/> Exchange Rate :	1 CAD / CAD
Inverse Rate :	1 CAD / CAD
Spot Rate :	1
Before Fees :	2,500.00 CAD
% Commission :	0.00% = 0.00 CAD
Flat Fee :	0 CAD
Total Fees :	0 CAD
<input checked="" type="radio"/> Local Amount :	2,500.00 CAD

Memo

**Save**

1 - Enter in the amount of rent being paid.

2 - Click Save.

Invoice INV10023

Customer ID	Self	Clear View Systems Ltd.	Flagged	Date: 10/20/2008	19:02:31		
Customer cannot be edited							
Receive/Pay	Received	Method	Account				
<input type="radio"/> Amount	0.00 CAD		.00				
<input type="radio"/> Exchange Rate @	1 CAD for each CAD	Inverse Rate	1 CAD for each CAD				
Local Amt. before fees				0.00 CAD			
Fee Structure							
<input type="radio"/> Commission %	0.00% = 0.00 CAD	<input type="radio"/> CAD Service Fee	0.00	0.00			
<input checked="" type="radio"/> Local Amt. after fees	0.00 CAD	.00					
<input type="button" value="Add Line"/> <input type="button" value="Pay off /"/> <input type="button" value="Edit Line"/> <input type="button" value="Del. Line"/>							
Account	Received	Paid	Cur	Rate	Fee	Debit Local	Credit Local
Banks-HSBC-CAD		2,500.00 CAD		1			2,500.00

1 - The row has been added. But now the invoice needs to be balanced.

2 - Type in Received and Account as shown above.

3 - Click Add Line.



- 1 - Enter the Account from where the rent was received.
  - 2 - In this case Expenses - Rent, select
  - 3 - Click Pick.

Receive in an account	
Transaction #	ACC100032
Invoice Number	INV10023
Register ID	
<b>Pay to</b>	Clear View Systems Ltd.
<b>Date</b>	10/20/2008
<b>AccountID</b>	Expenses-Rent
<input type="radio"/> Amount : 2,500.00 CAD Balance before : 10,000.00 CAD Balance after : 12,500.00 CAD	
<input type="radio"/> Exchange Rate : 1 CAD /CAD Inverse Rate : 1 CAD / CAD Spot Rate : 1  Before Fees : 2,500.00 CAD	
<input type="radio"/> % Commission : 0.00% = 0.00 CAD <input type="radio"/> Flat Fee : 0 CAD Total Fees : 0 CAD	
<input checked="" type="radio"/> Local Amount : 2,500.00 CAD	
<b>Memo</b> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

**Click Save.**



Invoice INV10023  
Customer ID Self Clear View Systems Ltd.  
Customer cannot be edited

Receive/Pay [Yellow Box] Press R/P, B/S, D/C Clear

Method Cash

Amount 0.00 CAD .00

Exchange Rate @  CAD for each CAD  
Inverse Rate  CAD for each CAD

Local Amt. before fees 0.00 CAD

Fee Structure   
Commission % 0.00% = 0.00 CAD  
CAD Service Fee 0.00 0.00

Local Amt. after fees 0.00 CAD

Account	Received	Paid	Cur	Rate	Fee	Debit Local	Credit Local
Expenses-Rent	2,500.00		CAD	1		2,500.00	
Banks-HSBC-CAD		2,500.00	CAD	1			2,500.00

Printable Remarks :  Sum 0.00 2,500.00 2,500.00  
Private Remarks :  Off Balance (due)

Transfer     2

Main Phone  
 Suspicious  
<http://www.clearviewsys.com>

Picture ID:  
Exp. Date: 00/00/00

1 - Both rows are added and the invoice is balanced.

2 - Click Save.



## Entering Opening Balances

This lesson describes how to enter in Opening balances in the cash registers.

### Create an internal transaction

The screenshot shows the software interface for creating an internal transaction. At the top, it displays "Invoice INV10048" and "Customer Self". Below that, there's a section labeled "Pay/Receive Received We BUY" and "Method Cash". A red oval highlights the "Customer Self" field.

Enter SELF into the customer field so the system knows this will be an internal transaction.

### Click on Adjustment

The screenshot shows the software interface with the "Customer Self" field selected. On the right side, there's a currency exchange rate table for EUR. In the bottom right corner of the main window, there's a toolbar with several buttons. One button, "Adjustment", is highlighted with a red oval.



## Select filters

INV10048 **Adjustments**

From Date 01/01/10 To Date 01/01/11  Apply Date Range

Filters Show All **Cash Till** Banks only Non-Cash

Account Name	System Balance	Curr	Counted Balance	Market Rate	Short/Over	Loss/Surpl...
Adjustments	(41,516.21)	CAD	-41516.21		1	
Banks-Debit		CAD			1	
Banks-HSBC-CAD	5,000.00	CAD	5,000.00		1	
Banks-HSBC-EUR	4,200.00	EUR	4,200.00	1.49		
Banks-HSBC-USD	26,500.00	USD	26,500.00	1.0264		
Banks-Western Union	3,100.00	CAD	3,100.00		1	
Cash-AUD		AUD		0.9545		
Cash-AUD-01		AUD		0.9545		
Cash-CAD	5,836.99	CAD	5,836.99		1	
Cash-CAD-01		CAD			1	
Cash-CNY		CNY		0.151		
Cash-CNY-01		CNY		0.151		
Cash-EUR	6,100.00	EUR	6,100.00	1.49		
Cash-EUR-01		EUR		1.49		
Cash-GBP		GBP		1.652		
Total CAD 01		CAD		1.652		

Opening Sum of short/over : 0.00 0.00

Closing

Adjusting

Depending on which adjustment you are doing you will need to select your filters. So for this example, entering Opening balances, select Cash Till.

## Select a cash register

Request

Which cash register to adjust?

00

Type in the cash register you wish to enter in your opening balances and click OK



## Enter in the amounts

Make sure Opening is selected and then manually enter in the cash amounts for the relevant currencies. Click on Apply Adjustments once you are finished.



## Balancing the transaction

Customer Self ClearView Currency Exchange

Third Party of :

Pay/Receive Paid We SELL

Method Account

Amount 13,243.55 CAD

Rate 1 CAD for each CAD

Inverse Rate 1 CAD for each CAD

Amount before fees 13,243.55 CAD

Commission % 0.00% = 0.00 CAD  Edit Rates

CAD Service Fee

Amount due 13,243.55 CAD .00

Account Received Paid Cur Rate Fee Debit (Local) Credit (Local)

Cash-CAD	5,836.99		CAD	1		5,836.99	
Cash-MXN	4,000.00		MXN	0.0811		324.40	
Cash-USD	6,900.00		USD	1.0264		7,082.16	

Customer cannot be edited when there are active registers. To change the customer first delete all lines.

Printable Remarks :

Private Remarks :  ...

Sum 0.00 13,243.55  
Off Balance  13,243.55

In order to balance this transaction an account must be selected to pay the money out from.

So type P for Paid or S for Sell and select the method as Account then press \* on the keypad to select the account to be used.



## Selecting an Account

Enter in Opening Account to select and click Pick



Click Save

## Pay from Account

Transaction # ACC100043

Invoice Number INV10048

Register ID

Pay to ClearView Currency Exchange

Date 02/22/2010

AccountID Opening Account

<input type="radio"/>	Amount :	13,243.55	CAD
	Balance before :	(18,693.58)	CAD
	Balance after :	(31,937.13)	CAD
<input type="radio"/>	Exchange Rate :	1	CAD / CAD
	Inverse Rate :	1	CAD / CAD
	Spot Rate :	1	
	Before Fees :	13,243.55	CAD
<input type="radio"/>	% Commission :	0.00%	= CAD
<input type="radio"/>	Flat Fee :		CAD
	Total Fees :		CAD
<input checked="" type="radio"/>	Local Amount :	13,243.55	CAD

### Bank Info 1

### Memo / Printable on the Invoice

Cancel

Save

## Finishing the transaction

Amount due		0.00 CAD .00	JPY	MXN	<input type="button"/> Edit Line	<input type="button"/> Del. Line	<input type="button"/> Adjust Qtrs	<input type="button"/> Close Trn
Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)	
Cash-CAD	5,836.99		CAD	1		5,836.99		
Cash-MXN	4,000.00		MXN	0.0811		324.40		
Cash-USD	6,900.00		USD	1.0264		7,082.16		
Opening Account		13,243.55	CAD	1			13,243.55	

Customer cannot be edited when there are active registers. To change the customer first delete all lines.

Printable Remarks :  Sum 0.00 13,243.55 13,243.55  
Private Remarks :  Off Balance  ...  Cancel  Save Invoice

Must Report  Reported Ref #  Reported on  View More Details

Click Save Invoice.



## Short & Over

This lesson describes how to account for being short or over in a cash till.

### Create an internal transaction

Invoice INV10048  
Customer **Self** ClearView Currency Exchange  
Pay/Receive **Received** We BUY  
Method **Cash**

Enter SELF into the customer field so the system knows this will be an internal transaction.

### Click on Adjustment

Customer Self ClearView Currency Exchange  
Pay/Receive Received We BUY  
Method Cash  
Amount 0.00 EUR .00  
Rate 0.9304 CAD for each EUR  
Inverse Rate 1.0748065 EUR for each CAD  
Amount before fees 0.00 CAD  
Commission % 0.00% = 0.00 CAD  Edit Rates  
CAD Service Fee  
Amount due 0.00 CAD .00  
Account Received Paid Cur Rate Fee Debit (Local) Credit (Local)

EUR	We Buy	Spot	We Sell
Euro Member Direct	0.9304	1.49	2.5496
Euro Inverse	1.07481	0.67114	0.39222

Third Party of:  Suspicious  
http://www.clearviewsys.com  
ID: 00/00/00  
Exp.: 00/00/00  
SS #: ClearView Currency Exchange  
+ Add Line **Adjustment** Open Till  
Edit Line Adjust Qty's Close Till  
Del. Line Transfer



## Select filters

INV10048 **Adjustments**

From Date 01/01/10 To Date 01/01/11  Apply Date Range

Filters Show All **Cash Till** Banks only Non-Cash

Account Name	System Balance	Curr	Counted Balance	Market Rate	Short/Over	Loss/Surpl...
Adjustments	(41,516.21)	CAD	-41516.21		1	
Banks-Debit		CAD			1	
Banks-HSBC-CAD	5,000.00	CAD	5,000.00		1	
Banks-HSBC-EUR	4,200.00	EUR	4,200.00	1.49		
Banks-HSBC-USD	26,500.00	USD	26,500.00	1.0264		
Banks-Western Union	3,100.00	CAD	3,100.00		1	
Cash-AUD		AUD		0.9545		
Cash-AUD-01		AUD		0.9545		
Cash-CAD	5,836.99	CAD	5,836.99		1	
Cash-CAD-01		CAD			1	
Cash-CNY		CNY		0.151		
Cash-CNY-01		CNY		0.151		
Cash-EUR	6,100.00	EUR	6,100.00	1.49		
Cash-EUR-01		EUR		1.49		
Cash-GBP		GBP		1.652		
Total CAD 01		CAD		1.652		

Opening      Sum of short/over : 0.00      0.00  
 Closing  
 Adjusting

Depending on which adjustment you are doing you will need to select your filters. So for this example, select Cash Till.

## Select a cash register

Request

Which cash register to adjust?

00

Type in the cash register you wish to balance and click OK



## **Enter in the true amounts**

Make sure Opening is selected and then manually enter in the correct cash amounts for the relevant currencies. Click on Apply Adjustments once you are finished.

## Balancing the transaction

<input checked="" type="radio"/> Commission %	0.00%	=	0.00 CAD	<input type="checkbox"/> Edit Rates				
<input type="radio"/> CAD	Service Fee			<input type="button" value="▼"/>				
<b>Amount due</b>			<b>0.00 CAD .00</b>					
Account		Received	Paid	Cur				
Cash-EUR			500.00	EUR	1.49			745.00
Cash-MXN			3,800.00	MXN	0.0811			308.18
Cash-USD		700.00		USD	1.0264		718.48	
<p>Customer cannot be edited when there are active registers. To change the customer first delete all lines.</p> <p><b>Printable Remarks :</b> <input type="text"/></p> <p><b>Private Remarks :</b> <input type="text"/></p>								
					<b>Sum</b>	0.00	718.48	1,053.18
					<b>Off Balance</b>		<b>334.70</b>	
					<input type="button" value="..."/>			
					<input type="button" value="View More Details"/>			
							<input type="button" value="Cancel"/>	<input type="button" value="Save Invoice"/>

In order to balance this transaction an account must be selected to pay the money out from.

So type P for Paid or S for Sell and select the method as Account then press \* on the keypad to select the account to be used.



## Select an Account

**Please Select An Account**

Sub-Ledger 

Enter account name  

Account Name	Account Type
Cash-CAD	Cash
Cash-CAD-01	Cash
Shareholder loan - Elizabeth Henry	Adjustments
Shareholder loan - Jessica Smith	Adjustments
Short Or Over	Expenses

Account Type

Code

Select the Account Short or Over and click on Pick



Save

## Receive in Account

Transaction # ACC100047

Invoice Number INV10054

Register ID

Pay to ClearView Currency Exchange

Date 02/22/2010

AccountID Short Or Over

Amount : 334.70 CAD

Balance before : (41.39) CAD

Balance after : 293.31 CAD

Exchange Rate : 1 CAD /CAD

Inverse Rate : 1 CAD / CAD

Spot Rate : 1

Before Fees : 334.70 CAD

% Commission : 0.00% = CAD

Flat Fee : CAD

Total Fees : CAD

Local Amount : 334.70 CAD

### Bank Info 1

### Memo / Printable on the Invoice

Cancel

Save



## Save the Invoice

Invoice INV10054  
Customer Self **ClearView Currency Exchange**

Flagged  Transfer Date: 02/22/10 21:11:18  
Third Party of:

**Pay/Receive** **We BUY**

Method Cash

Amount **0.00 CAD**

Rate CAD for each CAD  
Inverse Rate CAD for each CAD

Amount before fees **0.00 CAD**

Commission % **0.00% = 0.00 CAD**  Edit Rates  
 CAD Service Fee

**Amount due **0.00 CAD****

**CAD** **We Buy** **Spot** **We Sell**

CAD	Canada Dollars	Direct	1	1	1
					<input type="checkbox"/> Suspicious
					<a href="http://www.clearviewsys.com">http://www.clearviewsys.com</a>
				<input type="checkbox"/> ID: Exp.: 00/00/00 SS #:	ClearView Currency Exchan
				<input type="button" value="Add Line"/> <input type="button" value="Edit Line"/> <input type="button" value="Del. Line"/>	<input type="button" value="Adjustment"/> <input type="button" value="Open Till"/> <input type="button" value="Close Till"/> <input type="button" value="Adjust Qty"/> <input type="button" value="Transfer"/>

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
Cash-EUR		<b>500.00</b>	EUR	1.49			745.00
Cash-MXN		<b>3,800.00</b>	MXN	0.0811			308.18
Cash-USD	<b>700.00</b>		USD	1.0264		<b>718.48</b>	
Short Or Over	<b>334.70</b>		CAD	1		<b>334.70</b>	

Customer cannot be edited when there are active registers. To change the customer first delete all lines.

Printable Remarks:  Sum 0.00 1,053.18 1,053.18  
Private Remarks:  Off Balance

Must Report  Reported Ref #  Reported on 00/00/00   **Save Invoice**



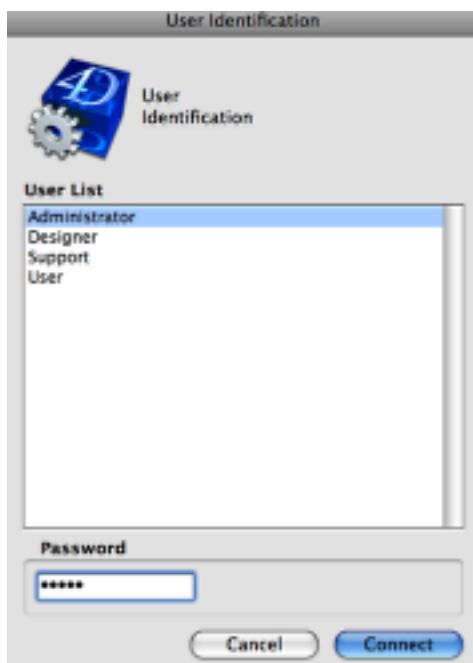
## Administrative Setups



## Changing the Administrator Password

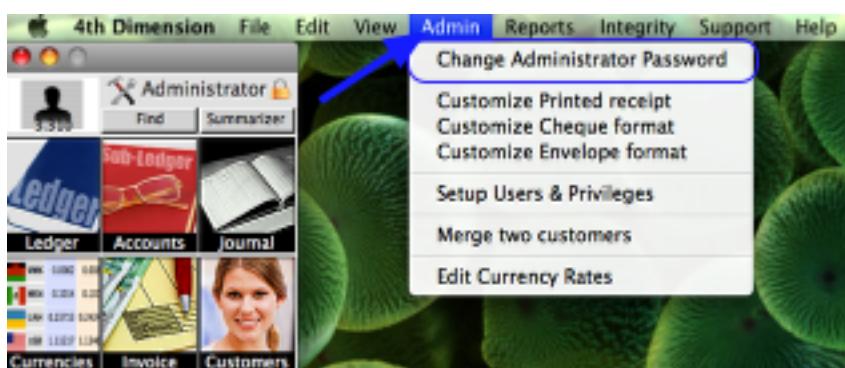
When you first sign in to CurrencyXchanger, you will be presented with a list of main users. The Administrator is person who is responsible for setting up accounts, users, privileges, and has full privilege when using the system.

### Login or Sign-in as Administrator



When you first use the software the Administrator the default password is "admin". The administrator's password is case-sensitive.

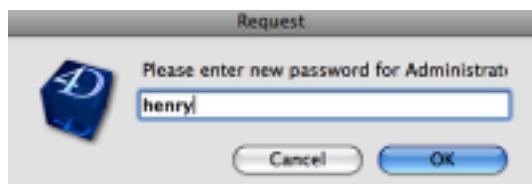
### Changing the Administrator Password (for Security)



Click Admin on your tool bar and select Change Administrator Password from the drop down menu.



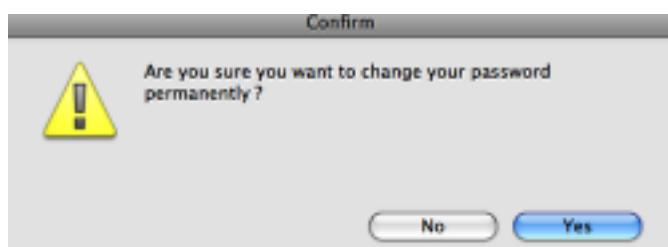
## Entering a new password



Enter in a new password of your choice and click OK.

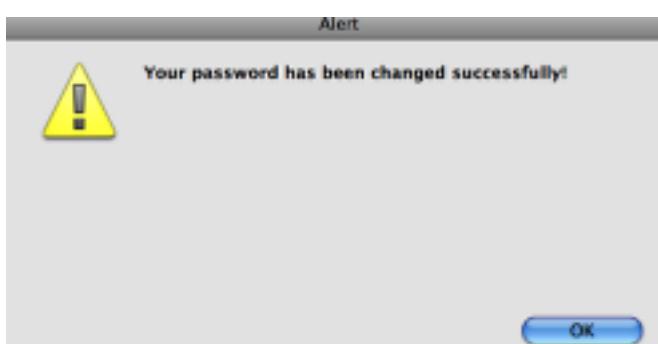
Then re-enter in your new password and click OK.

## Confirm Password change



Click YES.

## Done



Now your new password has been set up for the next time you log in as the Administrator. Make sure you remember the password cause no one else can retrieve that for you.



## Setting Up Users and Privileges

One of the jobs of an administrator is to setup the users accounts. Each user may have a different set of privileges depending on his or her role in the office. For example, an accountant may need to setup accounts, check the balance of accounts, print profit reports, and enter transactions. Whereas, a front desk clerk may not need to access the

### Adding new users and assigning privileges

The screenshot shows the 4th Dimension software interface. At the top, there is a toolbar with various icons and a menu bar containing "4th Dimension", "File", "Edit", "View", "Admin" (which is highlighted in blue), "Reports", "Integrity", "Support", and "Help". Below the toolbar, there is a sidebar with sections for "Sub-Ledger Designer", "Accounts", "Journal", "Invoice", and "Customers". The main area displays a list of items with small preview images. A context menu is open over one of the items, listing several options: "Change Administrator Password", "Customize Printed receipt", "Customize Cheque format", "Customize Envelope format", "Setup Users & Privileges" (which is highlighted with a yellow background), "Define Fee Structures", "Define Rule-based Fee Structure", "Merge two customers", and "Edit Currency Rates".

Make sure you are logged in as the Administrator. Go to Admin on your tool bar and select Setup Users & privileges from the drop down menu.

### Adding a new User

The screenshot shows the "Users Entry" screen. At the top, there is a toolbar with icons for Import, Export, Delete, New (which is highlighted with a blue border), Change, Find, Query, Report, Sort, and All. Below the toolbar, there is a table with two columns: "User ID :" and "UserName :". The "User ID :" column contains the value "USE15", and the "UserName :" column contains the value "Elizabeth".

Click New from the tool bar to create a new user.



## Entering the privileges

**Users Entry**

User # : USE14

1 User Name : Tiran  
Password :   View Password  
Password Reminder : Name of my first dog

2  Allow user to modify exchange rates  
Percentage allowed to modify rates :  e.g. 0.01 for 1%  
 Allowed to edit fees and commissions in invoice

3  This user is a Manager Managers can print all reports  
 Allowed to Transfer funds between accounts  
 Allowed to Reconcile Accounts  
 Allowed To Print Cheques  
 Allowed To View Profits/Loss  
 Allowed To Print Reports

Table # Module Name

1	Cheques
2	BLACKLIST_IND
3	Customers
4	PictureIDs

Add an exception for a module

Table No Table Name View Create Modify Delete Print

4 0 Default privileges

Table No. '0' is the default privilege that you want the user to have. Other lines are the exceptions !

Apply

1 of 3

1 - Enter in the users name and password. You can also enter a reminder in case the user misses entering the password more than 3 times.

2 - If this user is allowed to modify exchange rates, check the appropriate box and then you can then set what



percentage the user can change the exchange rate in the invoice.

3 - Simply check the boxes to allow the user to have access to different reports and special features (such as printing cheques).

4- The "Default Privileges" refer to the user's access level to each module. In the above snapshot, the user is given the privilege to VIEW, CREATE, MODIFY, and PRINT from all modules. However the user is not allowed to DELETE any record.

## Adding Exceptions

Table #	Module Name
1	1 Cheques
2	2 BLACKLIST_IND
1	3 Customers
4	4 PictureIDs

Table No	Table Name	View	Create	Modify	Delete	Print
0	Default privileges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	3 Customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sometimes you want to have an exception with the user's access to some modules. For example if we need to add a special case for the Customers module, then we should:

- 1 - Select the module that we need to add the exception for from the module's list (in this case the Customers module)
- 2 - Click Add an Exception
- 3 - The Exception will be add to the table below. Now we need to set the privileges for the Customers module only.



## Special Cases

Table #	Module Name
7	Forms
8	Wires
9	Accounts
10	Registers
...	...

[Add an exception for a module](#)      [Delete Row](#)

Table No	Table Name	View	Create	Modify	Delete	Print
0	Default privileges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Customers	<input checked="" type="checkbox"/>				
6	Currencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

When you add an exception, then you need to specify the privileges of the user's access on that particular module (Table). Exceptions always override the default privilege. In this case, the user is not allowed to create, modify, nor delete anything from the Currencies module. However, the user has full access to the Customers module.



## Save the settings

**Users Entry**

User # : USE14	User Name : <input type="text" value="Tiran"/>
	Password : <input type="password" value="*****"/> <input type="checkbox"/> View Password
Password Reminder : <input type="text" value="Name of my first dog"/>	
<input checked="" type="checkbox"/> Allow user to modify exchange rates	
Percentage allowed to modify rates : <input type="text" value="0.02"/> e.g. 0.01 for 1%	
<input checked="" type="checkbox"/> Allowed to edit fees and commissions in invoice	
<input checked="" type="checkbox"/> This user is a Manager <span style="margin-left: 10px;">Managers can print all reports</span>	
<input checked="" type="checkbox"/> Allowed to Transfer funds between accounts	
<input type="checkbox"/> Allowed to Reconcile Accounts	
<input checked="" type="checkbox"/> Allowed To Print Cheques	
<input type="checkbox"/> Allowed To View Profits/Loss	
<input checked="" type="checkbox"/> Allowed To Print Reports	

Table # Module Name

7	Forms
8	Wires
9	Accounts
10	Registers

Add an exception for a module Delete Row

Table No	Table Name	View	Create	Modify	Delete	Print
0	Default privileges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Customers	<input checked="" type="checkbox"/>				
6	Currencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Table No. '0' is the default privilege that you want the user to have. Other lines are the exceptions !

1 of 3

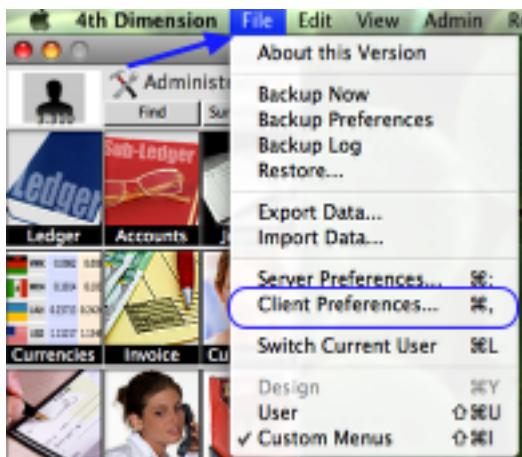
Once you have set the user's privileges, you should save the settings.



## Setting Up Client Preferences

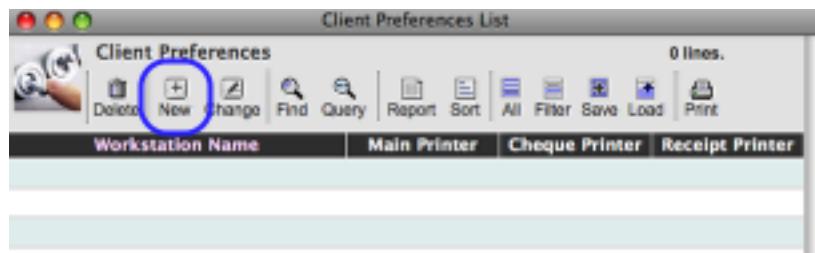
When CurrencyXchanger is running on multiple computers, it is said to be running in a Client/Server environment. The Server is the main computer that stores all the data. The Clients are the workstations that execute the program. Each computer must have a "Client Profile" where the administrator defined specific settings of that computer.

### Changing the Client Preferences



Go to File on your tool bar and select Client Preferences from the drop down menu.

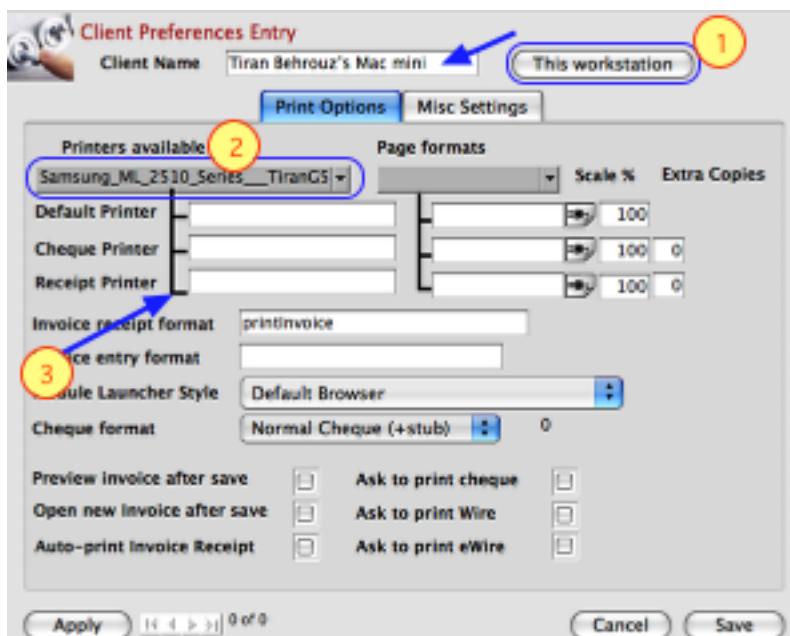
### Creating a new profile for the computer



Click on New in the tool bar.



## Client Preference Form



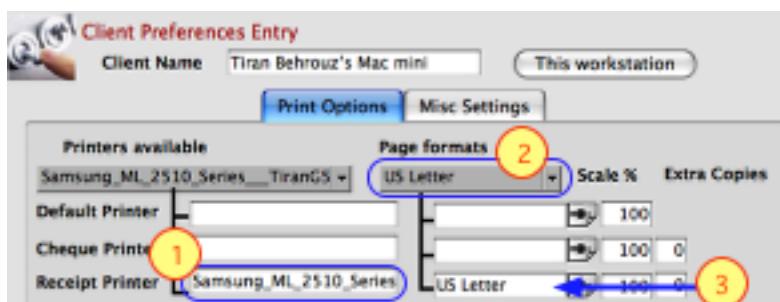
1 - Enter in the workstation you wish to set up. Click on This workstation button if it is the one you are using.

2 - Then select the printer you wish to use. Now allocate this printer to the correct fields.

Lets make this printer our Receipt printer, so

3 - To enter this into the correct field simply click on the black line to the left of the empty field.

## Setting up the printer for Receipt Printing



1 - As you can see the receipt printer field is now populated with the printer name.

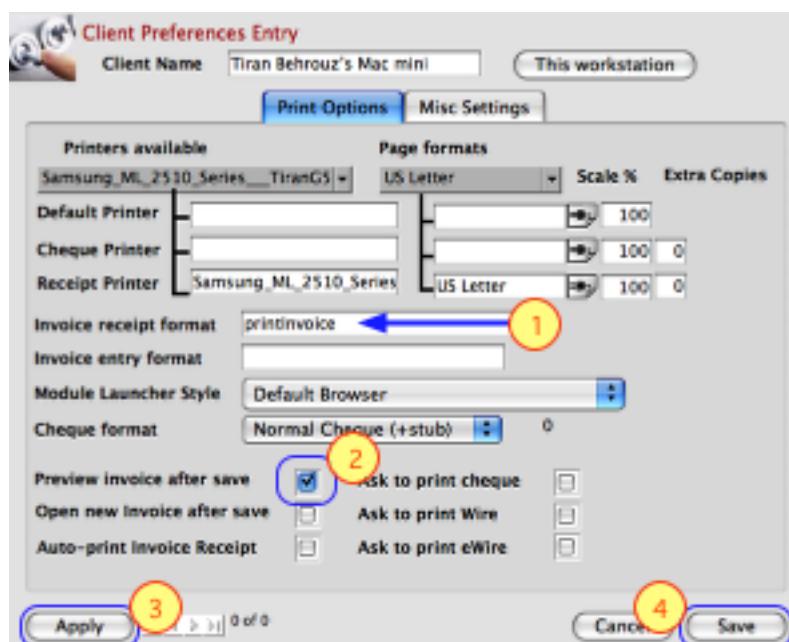
Now do the same for the Page formats.

2 - Select the paper type and size from the drop down menu and then allocate that to the desired fields.

3 - In this example we are allocating it to the receipt printer as well.

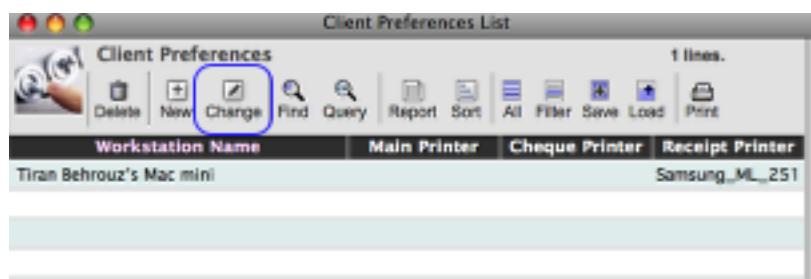


## Setting up the print format and other settings



- 1 - Now you can select your Invoice receipt format and check any boxes you wish from the list.
- 2 - In this example we will preview invoices after saving.
- 3 - When finished click on Apply.
- 4 - Then Save.

## Changing a user preference



Now your preferences have been set.

If at any point you need to change these just select the Workstation name and then click on Change in the tool bar.

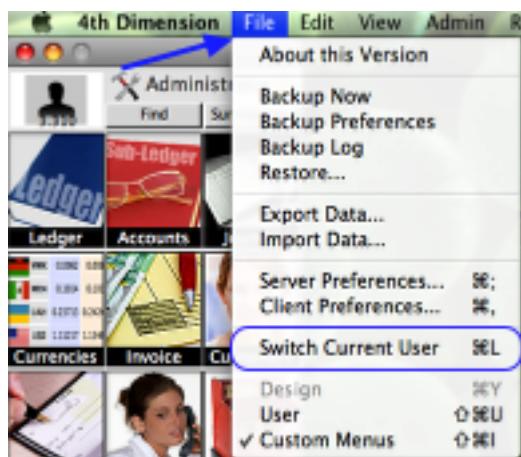
Make your changes and then click Save.



## Switching the current user

This section describes how to sign in as a different user without restarting the application.

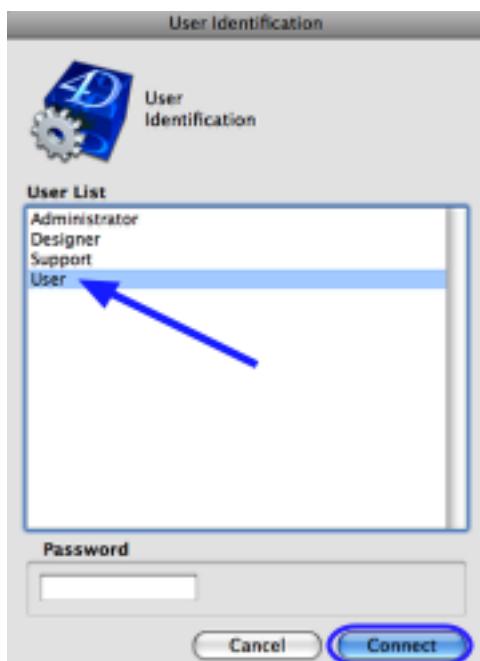
### Switch the user



Go to File on your tool bar and select Switch Current User from the drop down menu. You can also use the CTRL+L shortcut on Windows (CMD+L on Mac).

You may also click on the name of the current signed in user to switch.

### Signing in as a non-administrator user



All users besides the administrator should select the "User" option to sign in. Select User and leave the Password blank, then click on Connect.



## Selecting the user



Choose the user from the drop down menu. You can also enter the first letter of the name of the user to quickly select it from the list without clicking on it.

## Authenticating with password



Enter in their Password and click on Login. If you miss the password 3 times, a reminder will be shown as hint. if you cannot remember your password, you have to ask the administrator to reset it.

## Signed-in User



You will now see the User name has been changed on your main window.



## Common Problems

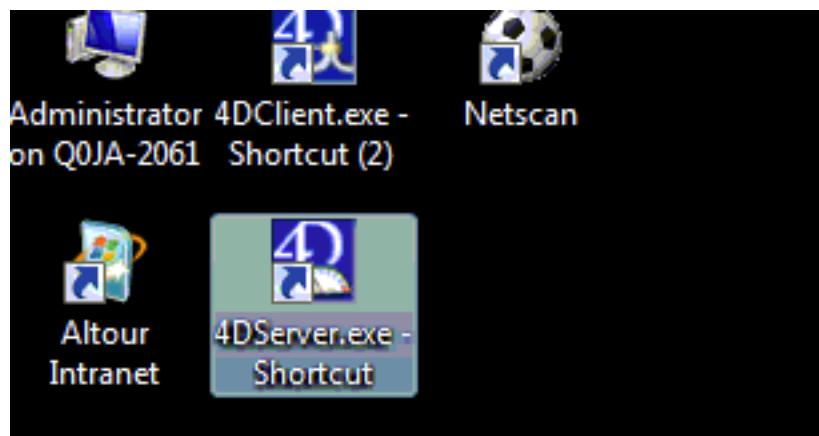


## How to Restart 4D Server

**CurrencyXchanger** by *Clear View Systems Ltd.* (The software that runs the Foreign Exchange operation) runs on a database server called **4D Server**. 4D Server must be running at all times to ensure the front desk clerks can use the system.

- **4D Server** is a Database Server
- 4D Server is running on the Server Computer (back room)
- 4D Server must be running at all times
- All data is kept on the server (or on a location specified in the Backup Preference of 4D Server)
- All backups are done on the server
- If the Server is not running the 4D Clients cannot run
- Unless you really have to, do not quit 4D Server. Before quitting 4D Server warn users to save their data and exit the 4D Client
- If 4D Server is not running, 4D Client will send an error -10002 (Database cannot be used)

### Open 4D Server



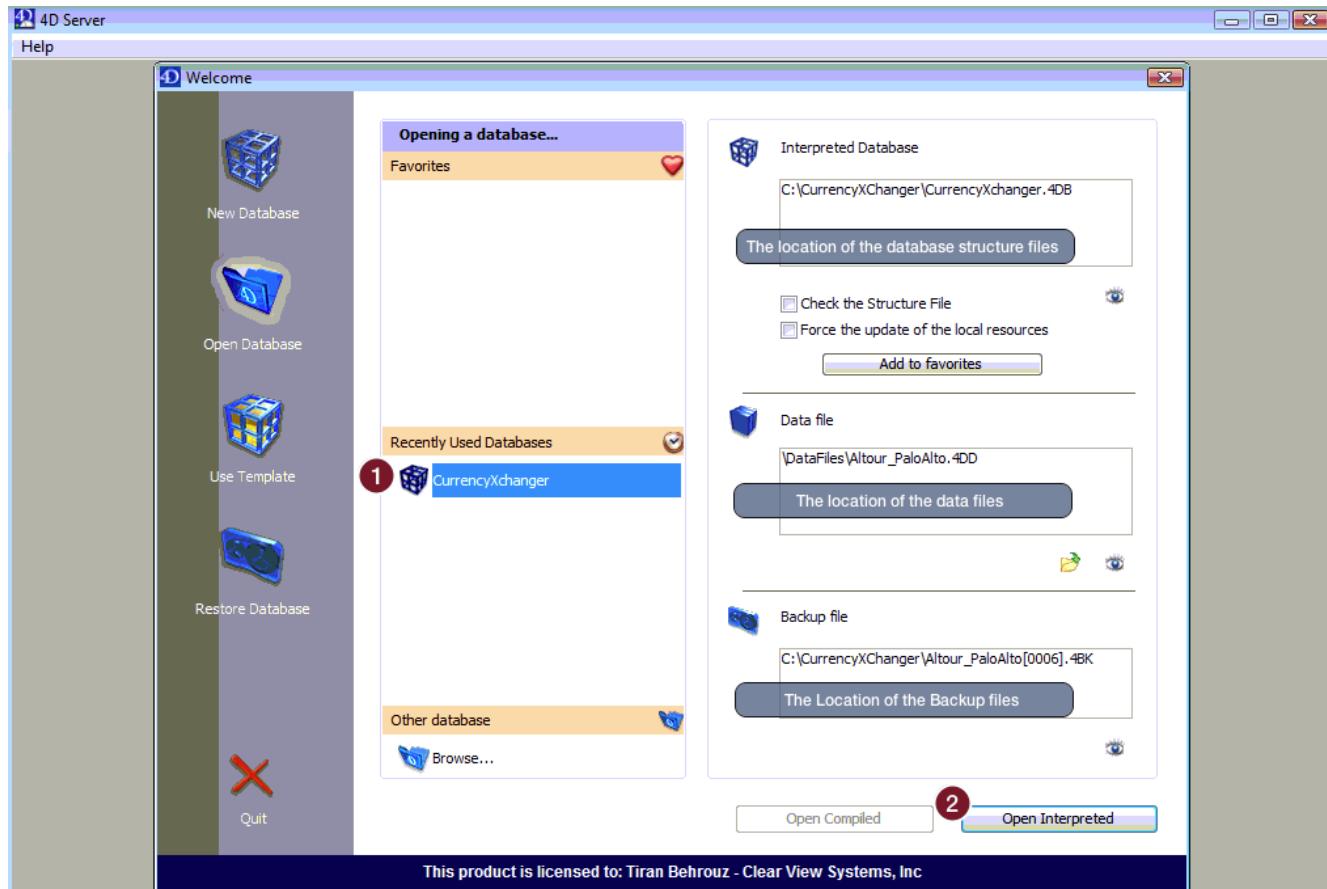
Double click 4D Server.exe shortcut.

A shortcut to 4D Server is usually placed on the desktop during the initial installations.

If you cannot find it on the desktop, look for the original file inside the C:\Program Files\4D\_Programs\4D Server



## Open CurrencyXchanger



Once you open 4D Server, you should be presented with a dialog box similar to above.

Click the Open Interpreted button (2) or just double click CurrencyXchanger (1).



## 4D Server Monitor Window

The screenshot shows the 4D Server Monitor window. At the top, it displays the 4D Server version 2004 and copyright information from 1985-2009. Below this, it lists server configuration details: Structure (CurrencyXchanger.4DB), Data File (C:\CurrencyXChanger\DataFiles\Altour\_PaloAlto.4DD), Log File (C:\CurrencyXChanger\Altour\_PaloAlto[0006].4BK), Connected User(s) (0), and Processes Running (3). It also shows the last backup date (1/22/2010 at 06:00:00) and the next scheduled backup.

Total Memory:	34 541 K	Activity:
Cache Memory:	32 768 K	Cache Hit Ratio:

A detailed table titled "Users" provides a breakdown of active processes:

User	Time	Status	Ratio
Kernel	00:00:00	Executing	0 %
#1 : User Interface	00:00:00	Executing	0 %
#2 : Client Manager	00:00:00	Delayed	0 %
#3 : Cache Manager	00:00:00		0 %

At the bottom, a message states: "This product is licensed to: Tiran Behrouz - Clear View Systems, Inc".

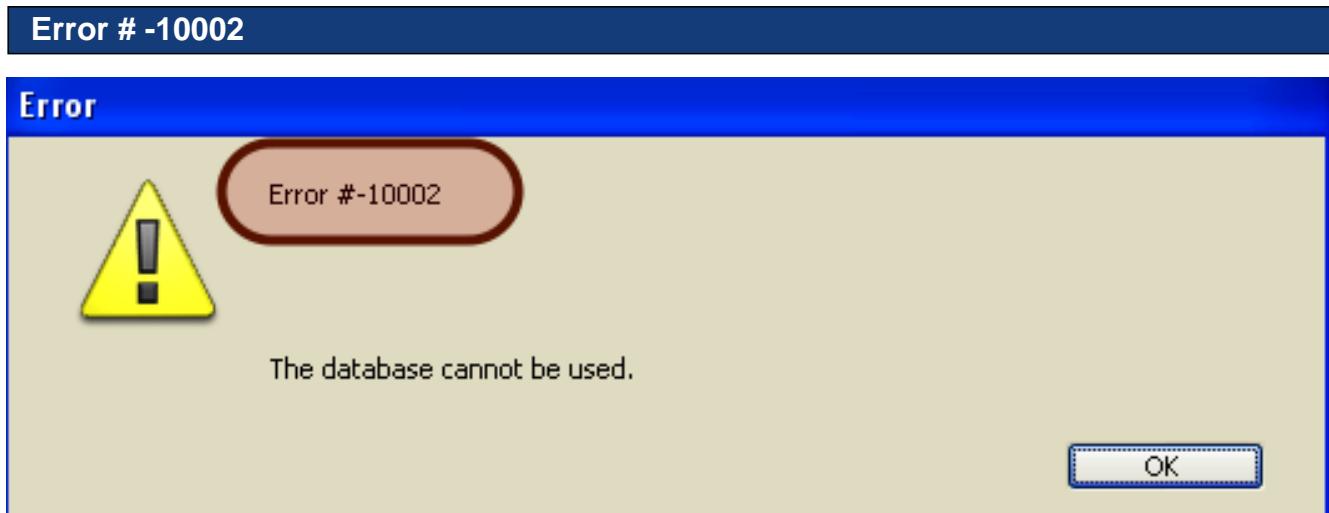
When 4D Server is running, it displays a server monitor page like the snapshot above. 4D Server shows the number of connected computers (client computers) and active processes along with the percentage ratio each project is taking.

Now 4D Clients should be able to connect to the server.



## 4D Client Error -10002

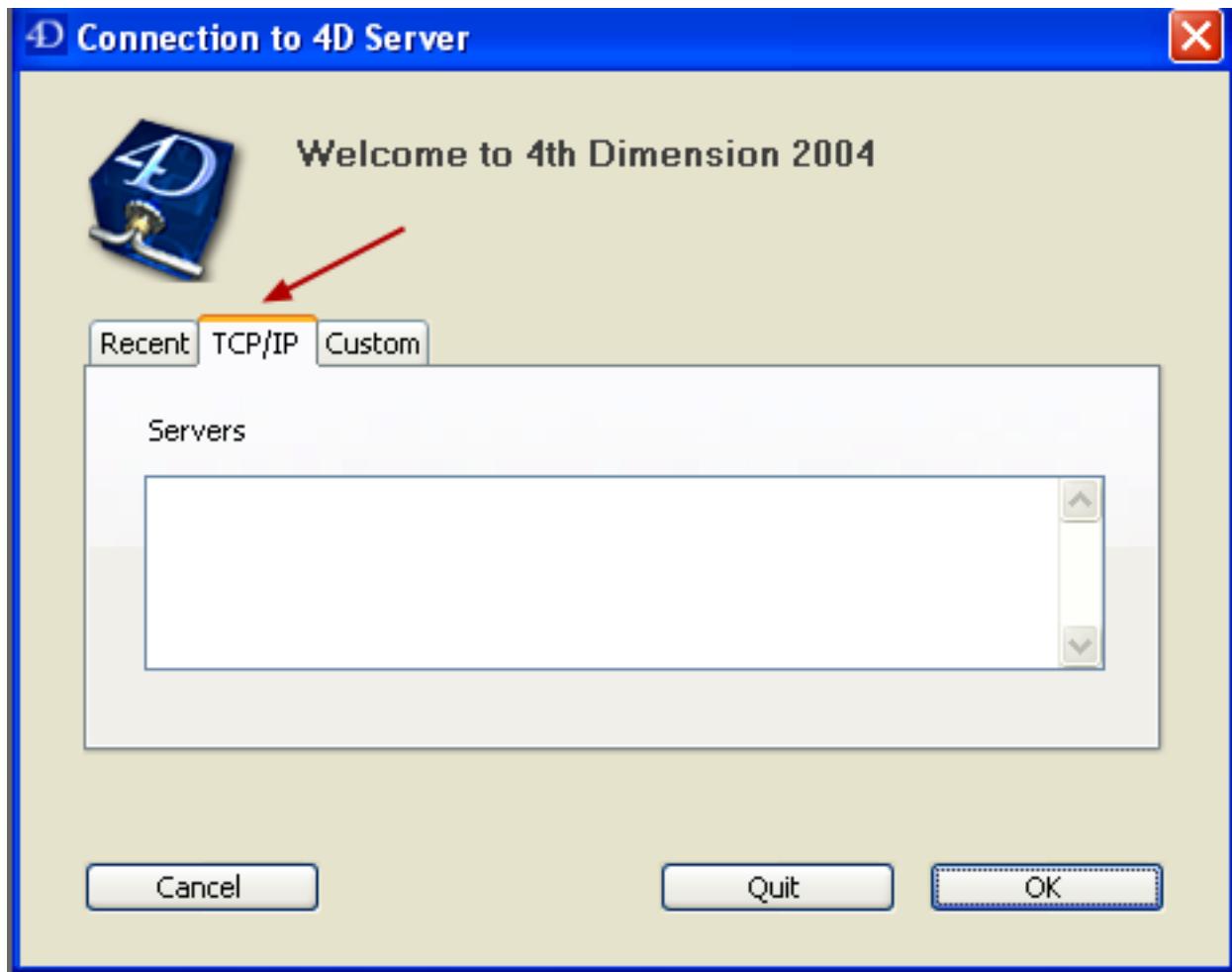
You try to open 4D Client as usual but you get the error -10002. This is one of the most common problems with 4D Client. **This error occurs when 4D Server is not running.**



When you see this error, it means that 4D client cannot connect to 4D Server. Make Sure 4D Server is running. For more information on how to restart 4D Server refer to the next section **Restarting 4D Server**.



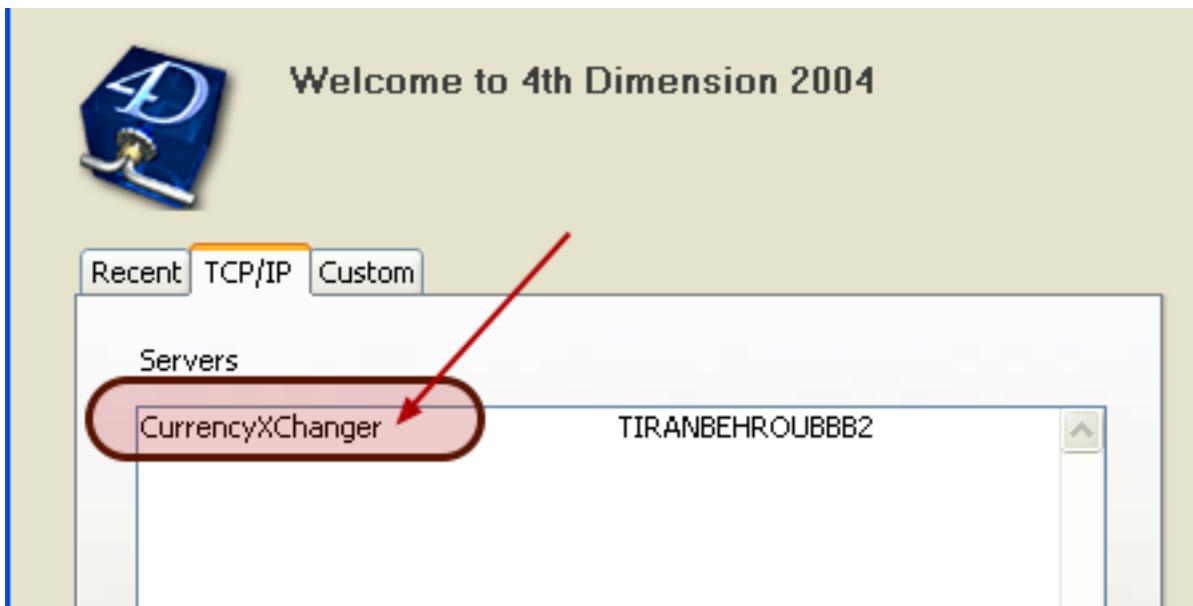
## Run 4D Client again



Once you are sure that 4D Server is running, run 4D Client once again. Click on the middle tab TCP/IP and wait for a few second.



## Wait till CurrencyXchanger appears



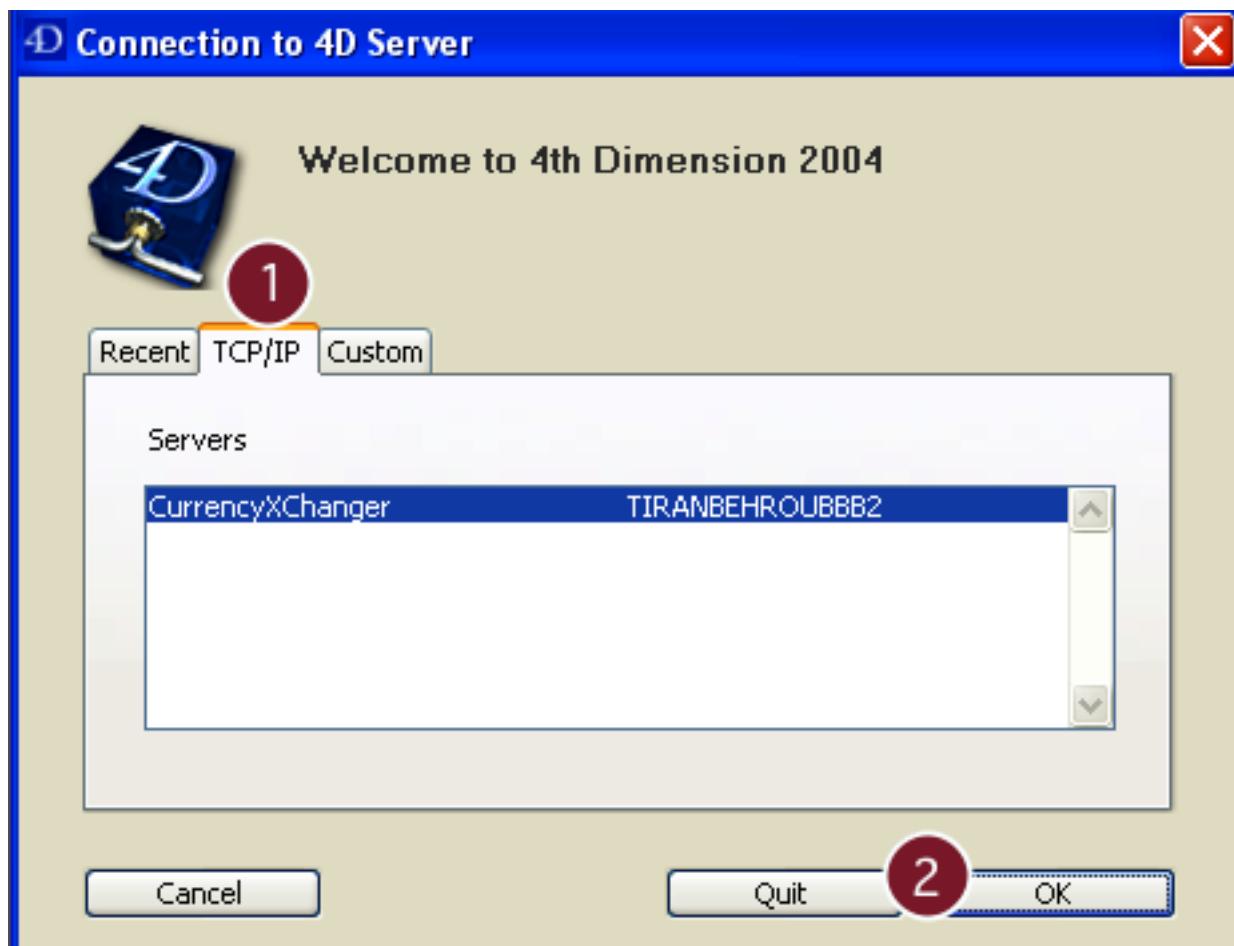
After a while you should see CurrencyXchanger appear under Servers. Once you see CurrencyXchanger appear, double click on it, or simply select it and click OK.

If CurrenXchanger does not appear after 30 seconds, then your 4D server may not be running. Once again, make sure you follow the instruction on how to restart 4D Server.

If you are 100% sure 4D Server is running and 4D Client cannot detect it under the TCP/IP tab, then make sure that your network connection is working. You can check that by trying accessing the Internet. Sometimes Windows firewall configuration may interfere with 4D Client; you may want to ask an IT personnel to check that.



After a few seconds...



Double click CurrencyXchanger or highlight CurrencyXchanger and click OK.