

Quickstart Guide

Quickstart Guide

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Introduction

Introduction to CurrencyXchanger

CurrencyXchanger will help keep a record all of your company transactions and fund movements. Every cash or electronic funds which are within your company may be added to CurrencyXchanger so that you may always have all your balances available to you at a click of a button. CurrencyXchanger also keeps track of which employee is responsible for each of the transactions which helps keep up with the necessary training and problem solving when an account is off balance.



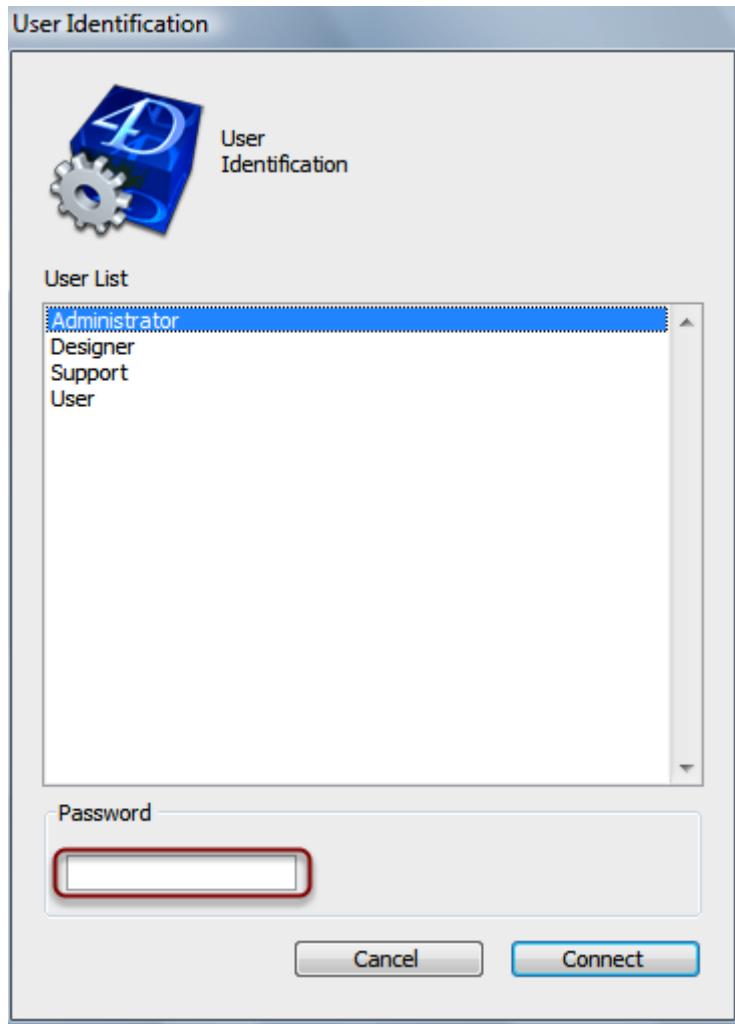
Running the program

This lesson describes how to run CurrencyXchanger.

Running in standalone mode

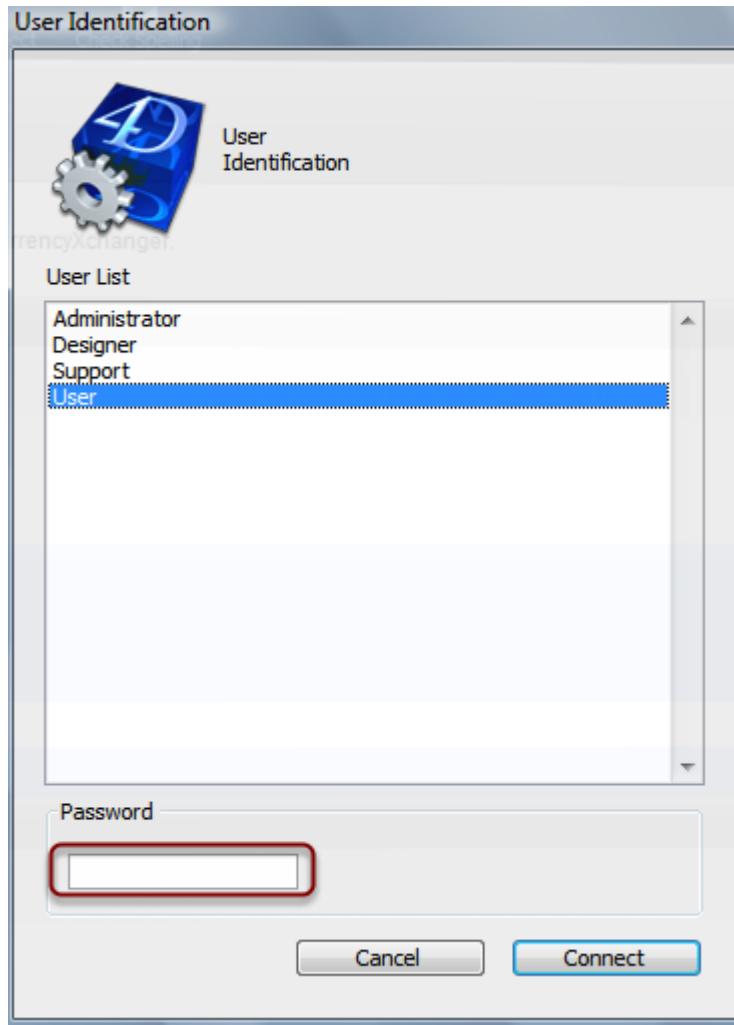
Sign in as administrator

To sign in as an Administrator, select Administrator then write in the password given to you by your service provider. The default password for Administrator is normally 'admin'.



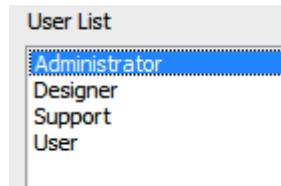
Running in Client/Server mode

To run on Client/Server mode select User and enter the given password. To set up accounts and passwords for each user please follow the steps below.

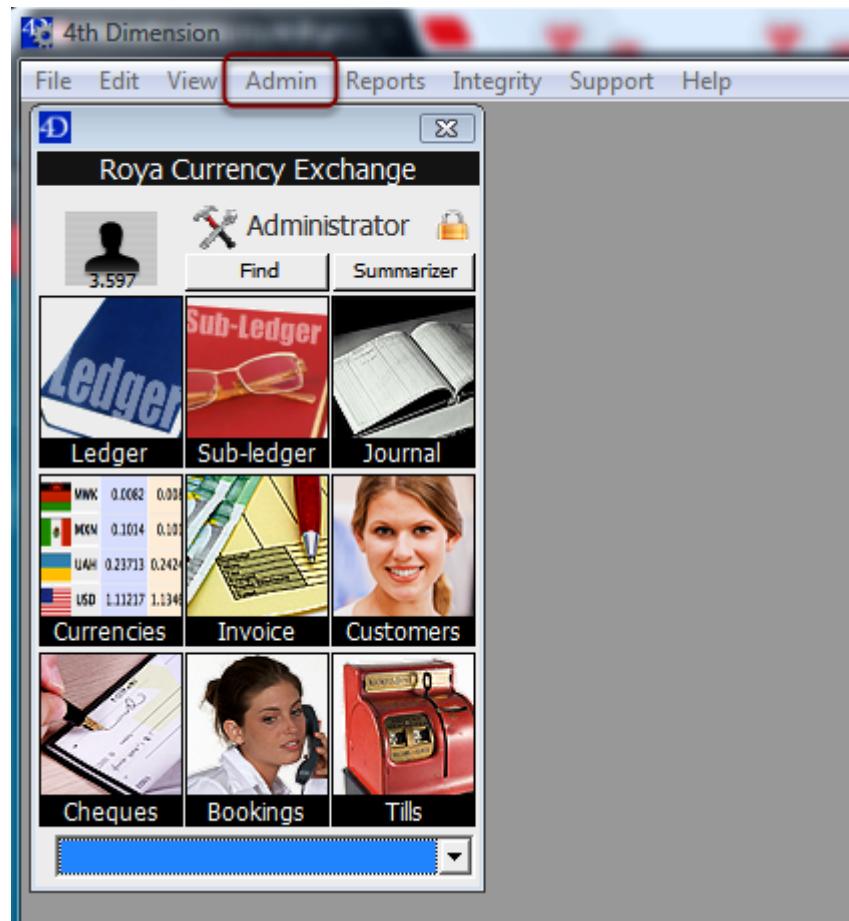


Setting up new users.

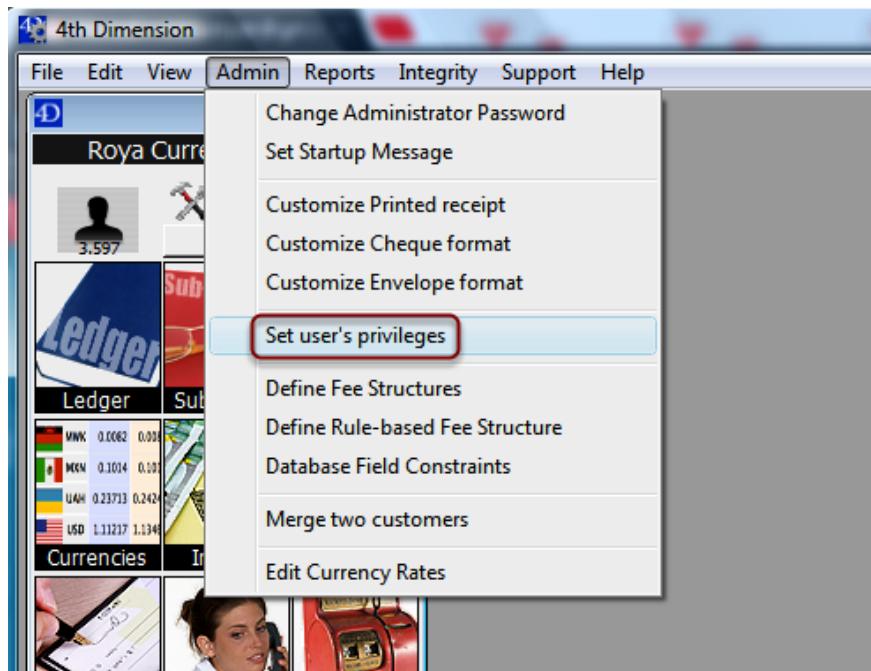
Start by signing in as an Administrator.



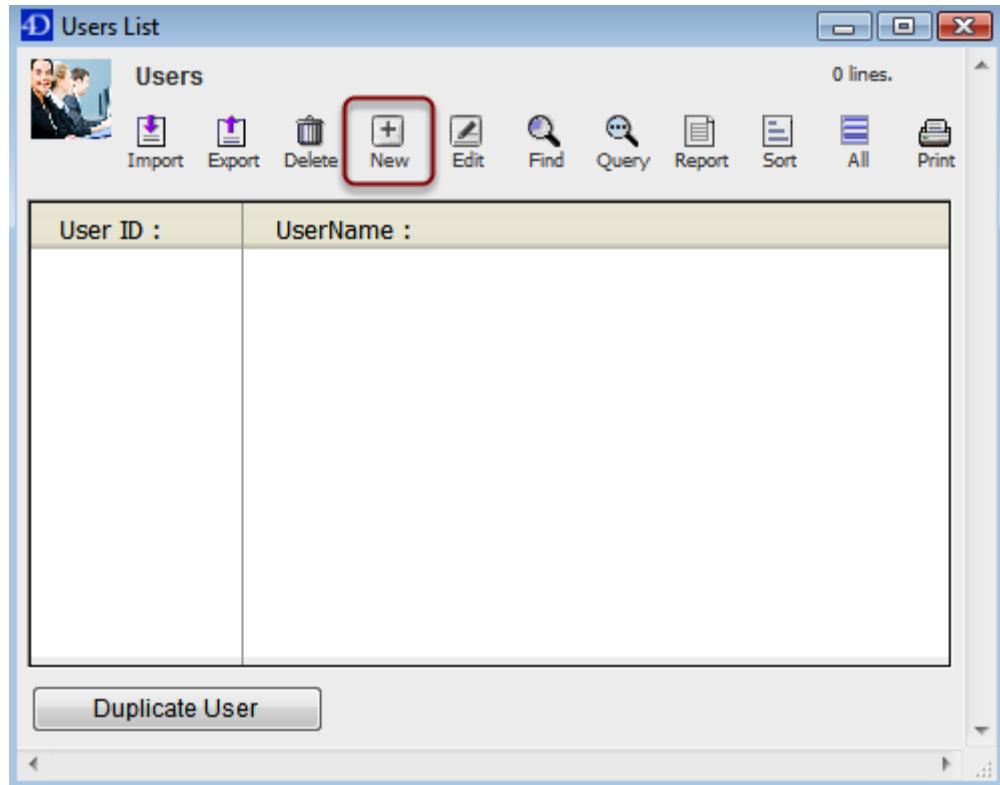
Select Admin on the toolbar on the top left.



Within the Admin tab select 'Set user's privileges' and a new window will show up on your screen.



This window shows all the users which have access to your CurrencyXchanger. To add a new user select 'New'.



This window allows you to set all privileges and limits for the user as well as setting up a name and password.

- Remember that the password is case-sensitive
- Read through each section and check the boxes you wish to allow the user to have access to
- The table at the bottom provides you with a 'Default privileges' section, if anything within the table above it is an exception for the defaults set you may add it to the list below and they will be the exceptions to the rule
- Once you're done Select the 'Save' button

Users Entry

User #: USE11 User Name : Inactive

Password : View Password

Password Reminder :

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

Branch :

User is a Manager Managers can print all reports
 User is Compliance Officer Allow printing cheques
 Allow transferring between accounts Allow viewing Profits/Loss
 Allow reconciliation of accounts Allow printing reports

Table #	Module Name
1	Cheques
2	BLACKLIST_IND
3	Customers
4	AttachedDocuments
5	Invoices
6	Currencies

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Cheques	<input checked="" type="checkbox"/>				

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

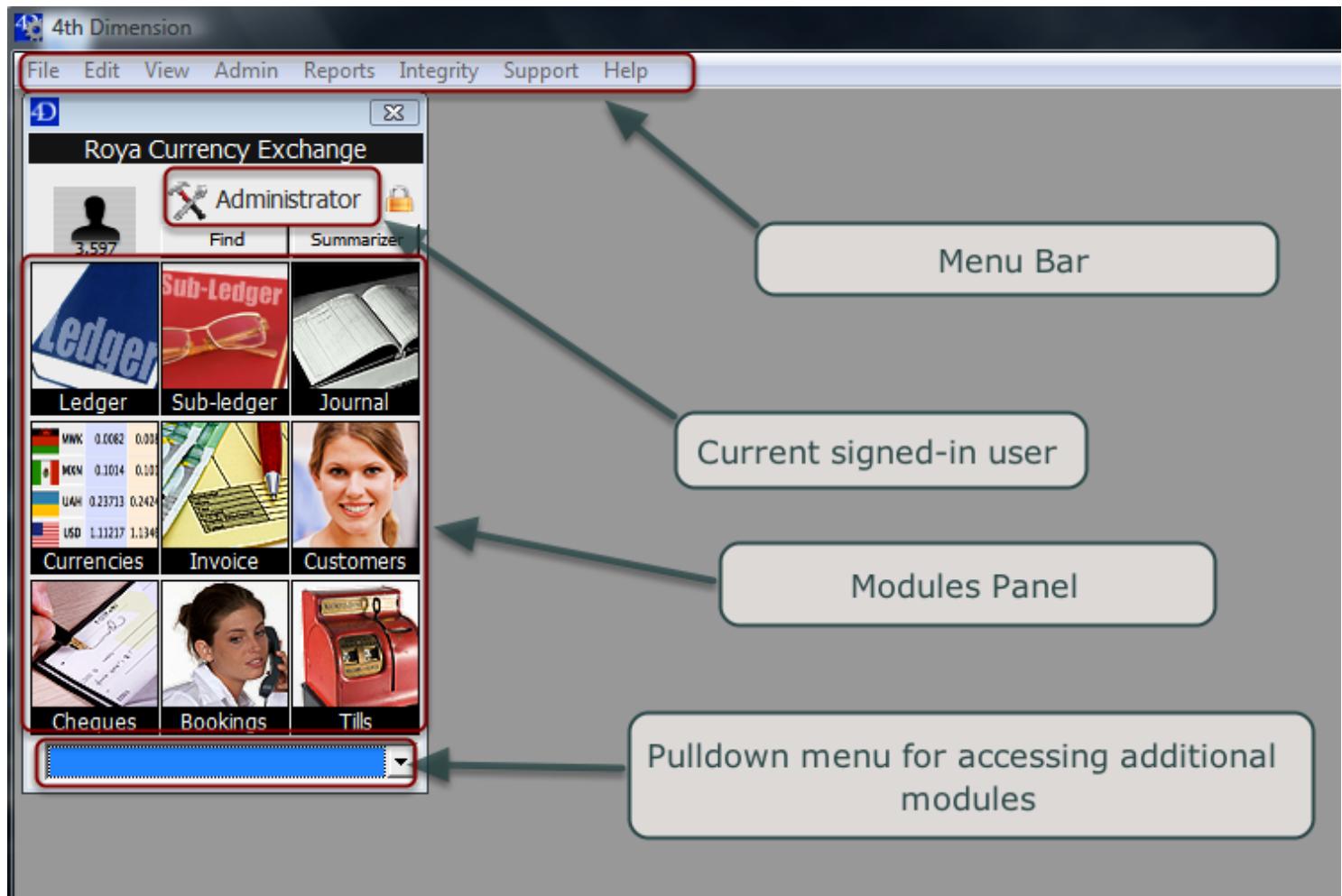
Apply << >> << >> 0 of 0 Cancel Save

The user is now able to sign in on their own and start working with CurrencyXchanger. Close this window once you're done adding any other users you wish to have.

User ID :	UserName :
USE11	Henry

Familiarize yourself with the program

Once CurrencyXChanger has been opened this will be the main screen. Familiarize yourself with the menu bar, modules, toolbar and the current user section.



The Module Browser

1. Ledger: all main accounts are made, modified and viewed within this module
2. Sub-ledger: all sub accounts are made, modified and viewed within this module
3. Journal: all transactions and transfers are modified and viewed within this module
4. Currencies: all of the currencies used are made within this module, you may also decide which rates you wish to use for invoices depending on the spot rate
5. Invoice: all invoice for clients and transfers are completed here, there is also options such as editing and deleting invoice but not all users have access to this
6. Customers: all customers are created and edited within this module
7. Cheques: within this module you may create, modify, edit, print or even clear or bounce cheques
8. Bookings: this module allows one to book a rate for a customer over the phone. The booking module can also be used to printout a quote for a customer

9. Tills: all employees may use this module to sign into a till or count their cash once opening or closing
10. More modules are accessible from the pulldown menu in the bottom.



The toolbar

The toolbar is mainly used by the manager or the administrator to configure, setup, backup, integrity check, configure and print reports.



Adding Essential Accounts

Adding a new currency

Canadian currency is added to the system by default, all other currencies must be added manually.

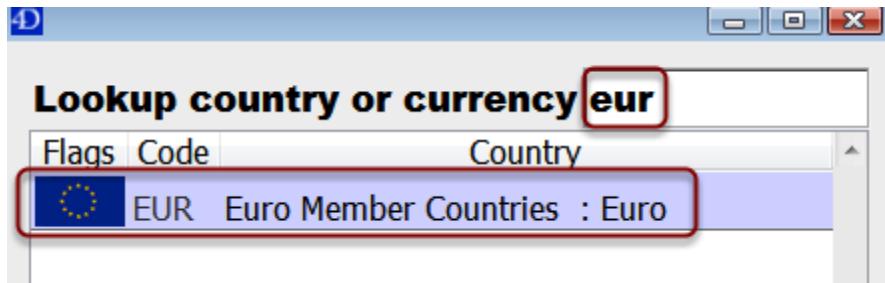
To add new currencies select the 'Currencies' module and a window will pop up.



Click on the New button in the 'Currencies List' to add a currency.

Currencies						
Currency Code		Country	We Buy LC	Spot LC	We Sell LC	Buy Inv.
	CAD	Canada Dollars	1	1	1	1
	USD	United States of America Dollars	0.93889	0.9883	1.03772	1.06509

A new window will open with a list of currencies, start typing the currency you want to add and it will appear within the list. Highlight the currency and select pick.



Once the currency has been selected the details may be changed.

- Click on 'Update Market Rate Now' to have the updates done automatically
- Check the small box by 'Automatically create cash accounts in the ledger' to create a cash account for the currency made
- Changing the rate you use is also another option, add or deduct a specific amount from the spot rate to modify the rate you use in invoices

Currencies Entry

<input type="checkbox"/> Flags	<input type="checkbox"/> Code	<input type="checkbox"/> Country	<input type="checkbox"/> Flagged
	Currency Code EUR ISO 4217 ➡ CAD ISO 4217		<input type="checkbox"/> Failed Update
<input type="checkbox"/> For display only (not for trade)	Currency Alias EUR		Wikipedia...
<input type="checkbox"/> For display only (not for trade)	Currency Name Euro		
<input type="checkbox"/> For display only (not for trade)	Country Name Euro Member Countries		

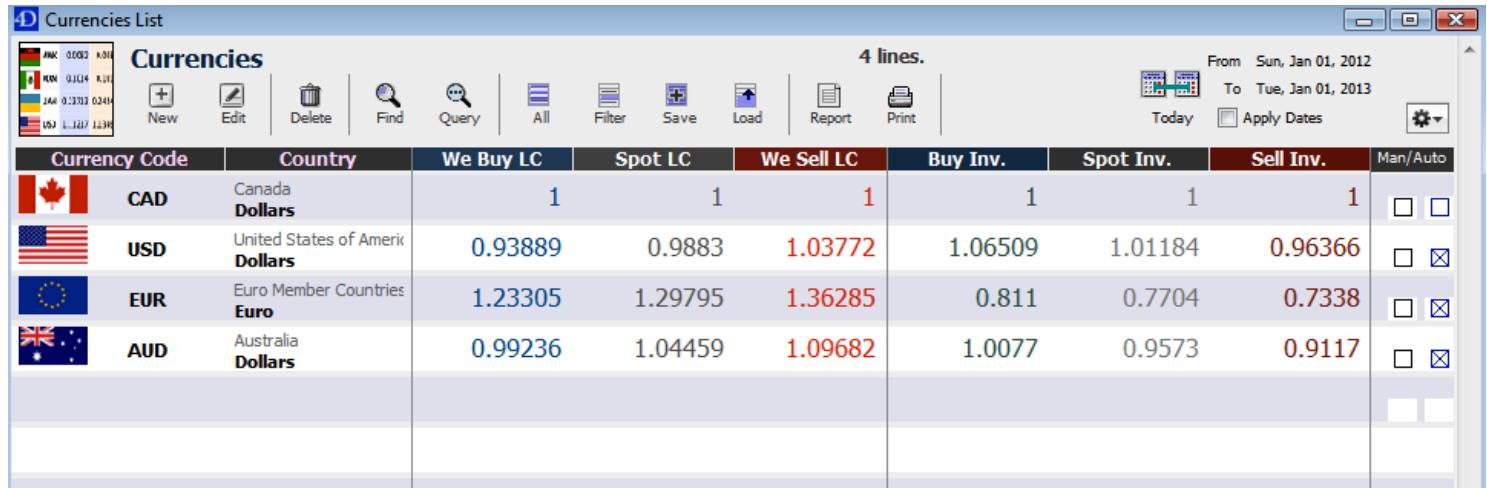
Spreads & Margins Definition

<input type="checkbox"/> Manual Buy Rate	<input checked="" type="checkbox"/> Auto-update market rate	<input type="checkbox"/> Manual Sell Rate
We Buy (LC) 1.23305	Market Rate (spot) 1.29795	We Sell (LC) 1.36285
1 Discount % from spot 5%	Update Market Rate Now	5 Round Digit: 5
- Deduct from spot	Calculate % Markup	+ Add to spot
3	5%	4
Spread between buy and sell 10.52% Profit made on each EUR sold is 0.1298		
Buy Inverse (FC) 0.811	Spot Inverse (FC) 0.7704	Sell Inverse (FC) 0.7338
2 Spread in points 0.0772	Round Digit: 4	
<input checked="" type="checkbox"/> Automatically create cash accounts in the ledger <input type="checkbox"/> Show this flag on the invoice page		

* LC = Local Currency
* FC = Foreign Currency

Save Load Apply Cancel Save

Once saved you may repeat the steps above to add as many currencies as necessary. To close the Currencies List press the red 'X' button on the top right side of the window.



The screenshot shows a software window titled 'Currencies List'. At the top, there's a toolbar with buttons for New, Edit, Delete, Find, Query, All, Filter, Save, Load, Report, and Print. To the right of the toolbar, it says '4 lines.' and shows date ranges from 'Sun, Jan 01, 2012' to 'Tue, Jan 01, 2013'. Below the toolbar is a table with columns: Currency Code, Country, We Buy LC, Spot LC, We Sell LC, Buy Inv., Spot Inv., Sell Inv., and Man/Auto. The table contains four rows for CAD, USD, EUR, and AUD, each with its respective flag and name.

Currency Code	Country	We Buy LC	Spot LC	We Sell LC	Buy Inv.	Spot Inv.	Sell Inv.	Man/Auto
CAD	Canada Dollars	1	1	1	1	1	1	<input type="checkbox"/> <input checked="" type="checkbox"/>
USD	United States of America Dollars	0.93889	0.9883	1.03772	1.06509	1.01184	0.96366	<input type="checkbox"/> <input checked="" type="checkbox"/>
EUR	Euro Member Countries Euro	1.23305	1.29795	1.36285	0.811	0.7704	0.7338	<input type="checkbox"/> <input checked="" type="checkbox"/>
AUD	Australia Dollars	0.99236	1.04459	1.09682	1.0077	0.9573	0.9117	<input type="checkbox"/> <input checked="" type="checkbox"/>

Adding manual rates

To add a currency with manual rates select the currency you wish to use similar to the steps above.



Start by un checking the 'Auto-update market rate' the check off the 'Manual Buy Rate' on the two sides of the Market rate. In the 'We Buy' section type in the rate you wish to use when buying this currency then in the 'We Sell' section type in the amount you wish to sell

this currency for. Select 'Save' once you're done modifying the currency.

Currencies Entry

Currency Code: MXN **ISO 4217:** CAD **Flagged:**

Currency Alias: MXN **For display only (not for trade):**

Currency Name: Pesos **Failed Update:**

Country Name: Mexico **YAHOO! FINANCE:** [YAHOO! FINANCE](#) **Wikipedia...:** [Wikipedia...](#)

Spreads & Margins Definition

Manual Buy Rate: We Buy (LC) 0.068 **Auto-update market rate:** Market Rate (spot) 0.074 **Manual Sell Rate:** We Sell (LC) 0.08 Round Digit: 5

Discount % from spot: 5% Calculate % Markup Markup in %: 5% - Deduct from spot Calculate Spread + Add to spot CAD

Spread between buy and sell: 17.64% Profit made on each MXN sold is 0.012 CAD

Buy Inverse (FC): 14.7059 **Spot Inverse (FC):** 13.5135 **Sell Inverse (FC):** 12.5 Round Digit: 4

Spread in points: 2.2059

Automatically create cash accounts in the ledger * LC = Local Currency
 Show this flag on the invoice page * FC = Foreign Currency

Buttons: Save, Load, Apply, Cancel, Save

After saving you will go back to the main currencies window. On the right side of all currencies there is an indicator of whether or not they are automatically updated, this helps remember which currencies you will need to manually update.

Currency Code	Country	We Buy LC	Spot LC	We Sell LC	Buy Inv.	Spot Inv.	Sell Inv.	Man/Auto
CAD	Canada Dollars	1	1	1	1	1	1	<input type="checkbox"/> <input checked="" type="checkbox"/>
USD	United States of America Dollars	0.93889	0.9883	1.03772	1.06509	1.01184	0.96366	<input type="checkbox"/> <input checked="" type="checkbox"/>
EUR	Euro Member Countries Euro	1.23305	1.29795	1.36285	0.811	0.7704	0.7338	<input type="checkbox"/> <input checked="" type="checkbox"/>
AUD	Australia Dollars	0.99236	1.04459	1.09682	1.0077	0.9573	0.9117	<input type="checkbox"/> <input checked="" type="checkbox"/>
CNY	China Yuan Renminbi	0.14883	0.15666	0.16449	6.7192	6.3833	6.0793	<input type="checkbox"/> <input checked="" type="checkbox"/>
AFA	Afghanistan Afghans	0.02132	0.02132	0.02132	46.9043	46.9043	46.9043	<input type="checkbox"/> <input checked="" type="checkbox"/>
MXN	Mexico Pesos	0.068	0.074	0.08	14.7059	13.5135	12.5	<input checked="" type="checkbox"/> <input type="checkbox"/>

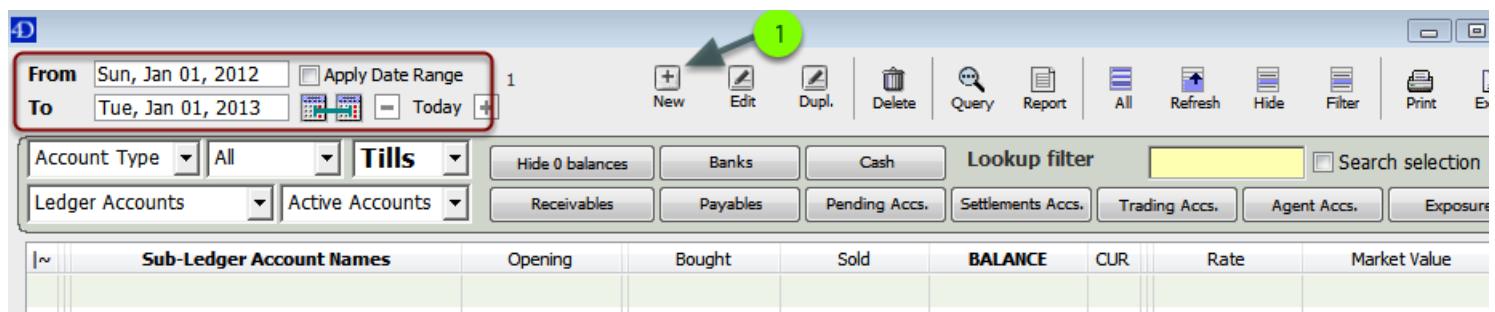
Adding Bank Account(s)

Any bank accounts used in your business must be added, follow the steps below to add all bank accounts.

Click on the 'Sub-Ledger' module to start creating your new accounts.



Select 'New' to create a bank account, you may also edit or delete accounts within this window. (View accounts used within a certain day by modifying the date section.)



Begin by entering the name of the account you wish to add. When you go onto the 'General Ledger Account' another window will pop up as demonstrated below. Next you are asked to pick the currency of the account which would be CAD (Canadian). Check off the boxes 'Bank Account' and 'Display this account in the pull down menu' then proceed to save the account.

Sub-Ledger Subledger Accounts Entry

<input type="checkbox"/> Flagged Account (Favorite)	Code	<input type="text"/>
Account Name Royal Bank		Rename
General Ledger Account Receivables		
Account Currency CAD		(ex : CAD, USD, EUR, ...)
Currency Alias <input type="text"/>		
Account Type Assets		
<input type="radio"/> Basic <input checked="" type="radio"/> Advanced		
<input checked="" type="checkbox"/> Bank Account <input type="checkbox"/> Cash account (ex: debit card, cash) <input type="checkbox"/> Pending Account (ex: use for unsettled , awaiting, undetermined, receivable, payable,) <input type="checkbox"/> Settlement Account (ex: use for settled accounts, deposit accounts, trust, agents) <input type="checkbox"/> Trading account (ex: use for stock, bonds, tradeable paper, inventory)		
<input checked="" type="checkbox"/> Display this account in the pulldown menu (in invoice)		
Link this account to customer : <input type="text"/>		
Description <input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Load"/> <input type="button" value="Apply"/> <input type="button" value="Cancel"/> <input style="border: 2px solid red;" type="button" value="Save"/>		

General Ledger Account

A bank account would be an asset and should be a receivable account. Select 'Receivables' and click 'Pick' to proceed.

Please pick a Main Account

Receivables

Ledger Account Name	Main Type
Cash	Assets
Debt	Liabilities
Foreign Currencies	Assets
Opening	Equities
Payables	Liabilities
Receivables	Assets

Description

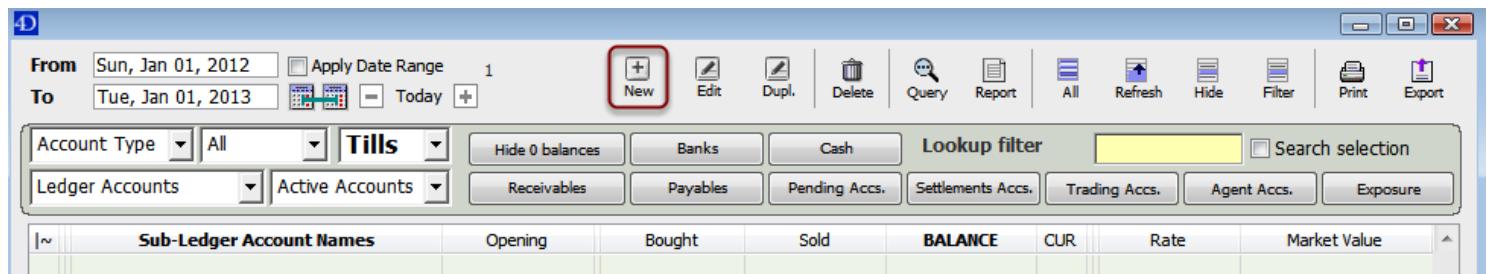
Debit Card Account

If you're using a debt card machine you must also add an account for it.

Select the 'Sub-ledger' module to begin.



In the new window select 'New'.



Begin with naming the account, Debit Card. The 'General Ledger Account' pulls up a new window as shown below. The currency of this account has already been selected as Canadian. Check off the 'Cash account' box and the 'Display this account in the pull down menu' box then click on 'Save' to create the account.

Sub-Ledger Accounts Entry

Flagged Account (Favorite) Code

Account Name General Ledger Account 

Account Currency (ex : CAD, USD, EUR, ...)

Currency Alias

Account Type Liabilities

Basic **Advanced**

Bank Account
 Cash account (ex: debit card, cash)
 Pending Account (ex: use for unsettled , awaiting, undetermined, receivable, payable,)
 Settlement Account (ex: use for settled accounts, deposit accounts, trust, agents)
 Trading account (ex: use for stock, bonds, tradeable paper, inventory)

Display this account in the pulldown menu (in invoice)

Link this account to customer :

Description

 Save  Load 

General Ledger Account

A debit card account is a liability, highlight 'Payables: Liabilities' and select pick to close this window.

Please pick a Main Account!

Ledger Account Name	Main Type
Cash	Assets
Debt	Liabilities
Foreign Currencies	Assets
Opening	Equities
Payables	Liabilities
Receivables	Assets

Description

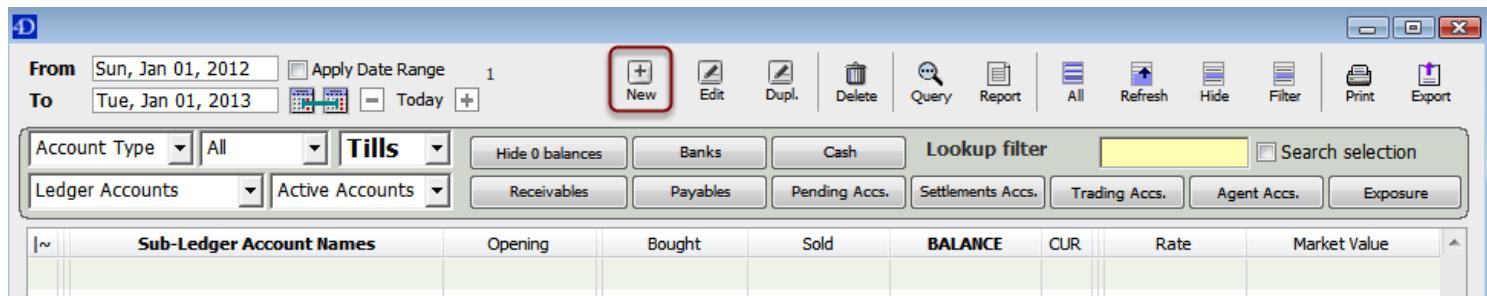
Opening Inventory

To start putting funds into the created accounts, you must also have an account to keep track of your opening inventory.

Open the 'Sub-ledger' module.



Select 'New' to create an account.



Name this account Inventory, in the 'General Ledger Account' a new window will open as shown below. Select CAD for currency and make sure to check off the marked area so that you may use this account within invoices.

Sub-Ledger Subledger Accounts Entry

<input type="checkbox"/> Flagged Account (Favorite)	Code <input type="text"/>
Account Name <input type="text" value="Inventory"/>	<input type="button" value="Rename"/>
General Ledger Account <input type="text" value="Opening"/>	
Account Currency <input type="text" value="CAD"/>	(ex : CAD, USD, EUR, ...)
Currency Alias <input type="text"/>	
Account Type Equities	
<input type="radio"/> Basic <input checked="" type="radio"/> Advanced	
<input type="checkbox"/> Bank Account <input type="checkbox"/> Cash account (ex: debit card, cash) <input type="checkbox"/> Pending Account (ex: use for unsettled, awaiting, undetermined, receivable, payable,) <input type="checkbox"/> Settlement Account (ex: use for settled accounts, deposit accounts, trust, agents) <input type="checkbox"/> Trading account (ex: use for stock, bonds, tradeable paper, inventory)	
<input checked="" type="checkbox"/> Display this account in the pulldown menu (in invoice)	
Link this account to customer : <input type="text"/>	
Description <input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Load"/> <input type="button" value="Apply"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>	

The inventory account is an equity, select 'Opening: Equities' then 'Pick to close this window and proceed.

Please pick a Main Account

Ledger Account Name	Main Type
Cash	Assets
Debt	Liabilities
Foreign Currencies	Assets
Opening	Equities
Payables	Liabilities
Receivables	Assets

Description
Opening Balance

Cash Tills

Creating a New Till

Tills must be created depending on the amount of people in the office. The Safe Deposit register is for all the cash within the office safe. Starting from 01 make as many tills as necessary. Also if you wish to have one till shared by all users during the day you may also create a shared till.

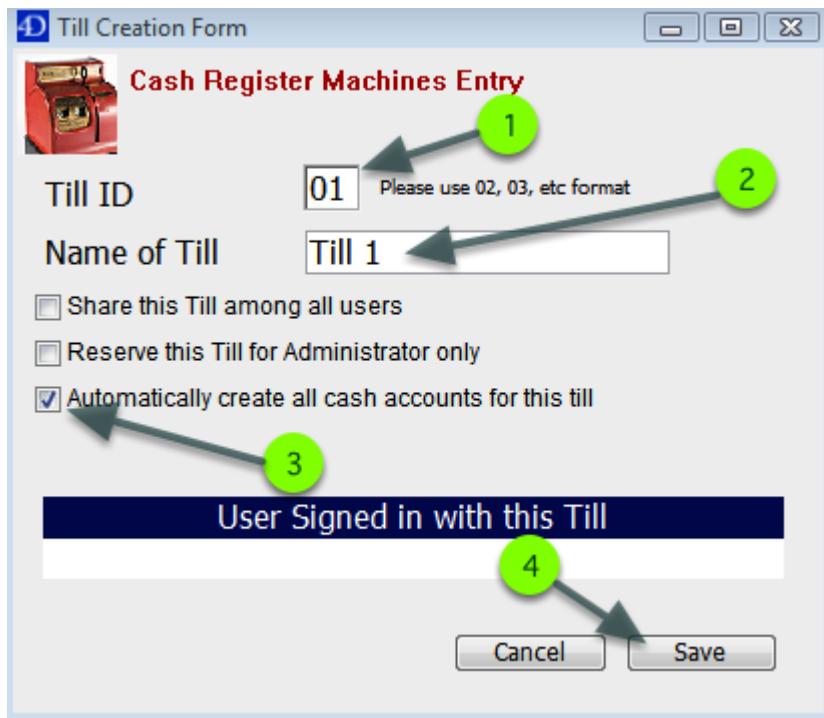
Select the 'Tills' module to begin.



The Safe Deposit till exists by default as till 00. Click on New to add other tills.

Cash Register Machines List					
		Cash Register Machines			
Cash Register Alias	Signed In User	Sign In Date	Sign In		
00 Safe Deposit	Admin	00/00/00	00:00:00		

Fill in your till id starting with till 01 and the name of your till, check off the automatically create all cash accounts for this till so that the teller is able to use all currencies. Save. Repeat this procedure to create as many tills as necessary.



Shared Till

To create a shared till follow the steps above but make sure to also check off the 'Share this Till among all users' so that more than one user may have access to it at once. This till is necessary for offices which would like to have one till used amongst more than one teller.

The screenshot shows the 'Till Creation Form' window. The 'Till ID' field contains '10' and has a note: 'Please use 02, 03, etc format'. The 'Name of Till' field contains 'Shared Till'. The 'Share this Till among all users' checkbox is checked and highlighted with a red border. The 'Automatically create all cash accounts for this till' checkbox is also checked and highlighted with a red border. The 'Save' button is visible at the bottom right.

How to Sign Up with a Till

When a teller is ready to get started they must first sign into a till. If you wish to all use the same till all tellers should sign into the Shared Till.

Select the 'Tills' module to sign in.



Double click on the till you wish to use. The Safe Deposit is not for regular transactions.

Cash Register Machines				
		Signed In User		Sign In Date
Cash Register Alias	Signed In User	Sign In Date	Sign In	3 lines.
00 Safe Deposit	Admin	Auto Cash	00/00/00	00:00:00
01 Till 1	Admin	✓ Auto Cash	00/00/00	00:00:00
10 Shared Till	Admin	✓ Auto Cash	00/00/00	00:00:00

Click on 'Sign In', once you've done that your name will show up on it with the time and date you signed into the till. Close the window to proceed.



Once saved the tellers name will show on the main page with their sign in date and time so other tellers don't use the same till.

Cash Register Machines List				
Cash Register Machines		3 lines.		
	Cash Register Alias	Signed In User	Sign In Date	Sign In
00	Safe Deposit	Admin	Auto Cash	00/00/00
01	Till 1	Admin	✓ Auto Cash	03/29/2012
10	Shared Till	Admin	✓ Auto Cash	00/00/00

Customers Module

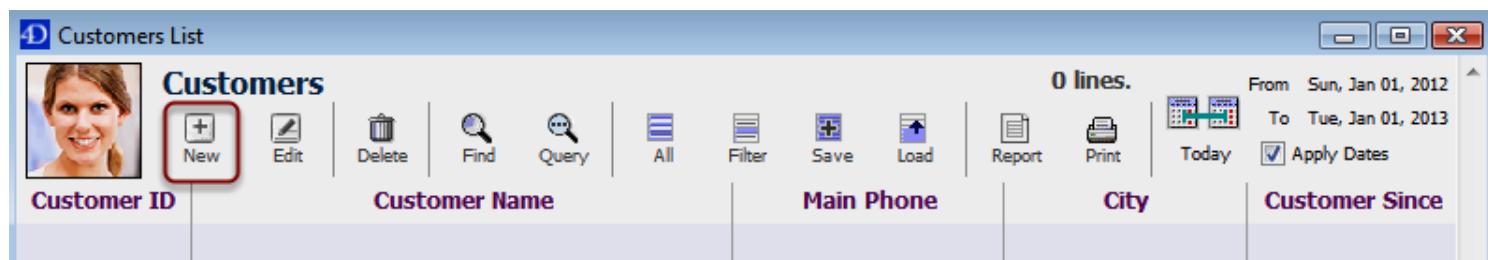
Adding a Customer

As per certain regulations and for better customer service there are many fields which may be completed to open a customer account. It is not necessary to complete all fields to open the account.

Select the 'Customer' module to create a new customer account.



Select 'New' for the customer form to open.



. Complete the customer form to the best of your knowledge. To add a client picture ID press 'Browse file' and select the file saved on your computer. For more information you may select the tabs.

Cities Entry

CUS20003

First Name	Mr.	John	<input type="checkbox"/> Flagged
Last Name	Doe	Check	
Occupation	Animator		
Company	<input type="checkbox"/> Corporate Customer (Company)		
Main Phone	EA Sports		
Work Phone			
Fax			
Cell Phone			
<input type="button" value="Lookup"/>			
Main Address	123 Burn Street		
City	Vancouver		
Province/State			
Country	Canada		
Date of Birth	Sun, Feb 03, 1980		
Nationality	German		
Country of Residence	Canada		
Email	John.Doe@gmail.com		

General Info **Company Info** **Banking** **Additional Documents** **Risk Factors** **Misc**

Main Picture ID #	Social Security (SIN)		
Type of Picture ID			
Exp. Date	Preferred Contact Method		
State/Prov. of Issue	Preferred Language		
Country of Issue	Unicode Name		
<input type="file"/>	<input type="checkbox"/> On Hold	(Provide the reason why customer on hold in following box)	
Confidential notes			
<input type="checkbox"/> Credit Rating <input type="button" value="Not Rated"/> <input type="checkbox"/> Allow Internet Access <input type="checkbox"/> View Password (Admin Only)			
Credit Rating <input type="button" value="Not Rated"/> <input type="checkbox"/> Granting Internet Access			
<input type="password"/> Password <input type="button" value="Email Password"/> <input type="password"/> Secret Word			
<input type="button" value="Enlarge Picture ID"/> <input type="button" value="Archive Picture"/>			
<input type="button" value="Save"/> <input type="button" value="Load"/>		<input type="button" value="Apply"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>	
1 of 2			

Clients may also have internet access to their accounts complete the 'Granting Internet Access' section to give them a chance to view their transactions from home. Make sure to check off the 'Allow Internet Access' box before saving.

Granting Internet Access

<input type="checkbox"/> Allow Internet Access	<input type="checkbox"/> View Password (Admin Only)
<input type="password"/> Password	<input type="button" value="Email Password"/>
<input type="password"/> Secret Word	

Adding a Company

How to add a new corporate customer, such as a Bank, an MSB (Money Service Business), or any other company that you deal with on a regular basis. These companies could be suppliers (wholesalers of currency) or buyers.

Select the 'Customers' module to begin.



Click on 'New' for a new company to be added.

Customers List					
 Customers		New	Edit	Delete	Find
Customer ID	Customer Name		Main Phone	City	Customer Since
CUS20003	John Doe		555-555-5555	Vancouver	04/06/2012
Self	Roya Currency Exchange				03/13/2012
000	Walk-in Customer				03/13/2012

For a company account start by checking off the box 'Corporate Customer (Company)' then follow the form and complete as much information as possible. Select 'Save' one done.

Customers Entry

CUS20004

First Name	Craig	Flagged
Last Name	Doe	Check
Occupation	Owner	
1 - Company	<input checked="" type="checkbox"/> Corporate Customer (Company)	
Company	Rugs Inc.	
	<input checked="" type="checkbox"/> Wholesaler or Bank	
	<input type="checkbox"/> MSB (Money Service Business)	
Main Phone	604-555-2347	Lookup
Work Phone		
Fax		
Cell Phone		
General Info Company Info Banking Additional Documents Risk Factors Misc		
Main Picture ID #		
Type of Picture ID		
Exp. Date	00/00/00	
State/Prov. of Issue		
Country of Issue		
<input type="button" value="Browse file..."/>		
<input type="checkbox"/> On Hold (Provide the reason why customer on hold in following box)		
Confidential notes		
<input type="checkbox"/> Credit Rating Not Rated		
<input type="checkbox"/> Granting Internet Access		
<input type="checkbox"/> Allow Internet Access <input type="checkbox"/> View Password (Admin Only)		
<input type="password"/> Password <input type="button" value="Email Password"/>		
<input type="password"/> Secret Word		
<input type="button" value="Enlarge Picture ID"/> <input type="button" value="Archive Picture"/>		<input type="button" value="Cancel"/> <input type="button" value="Save"/>
<input type="button" value="Save"/> <input type="button" value="Load"/>		<input type="button" value="Apply"/> <input type="button" value="Next"/>
1 of 3		

Invoicing

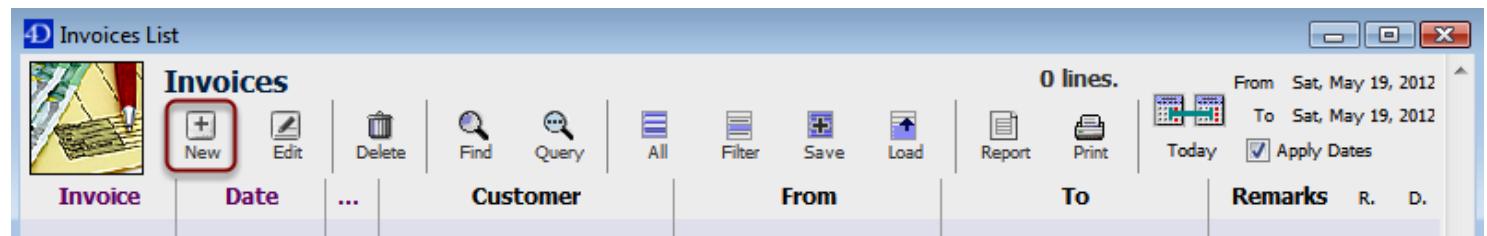
Opening Balance

Before using this software in your office you must add all the funds you have for each currency and within each bank account. This is an essential step and needs to be done very precisely.

Select the 'Invoice' module to begin.



Select 'New' to start a new transaction.



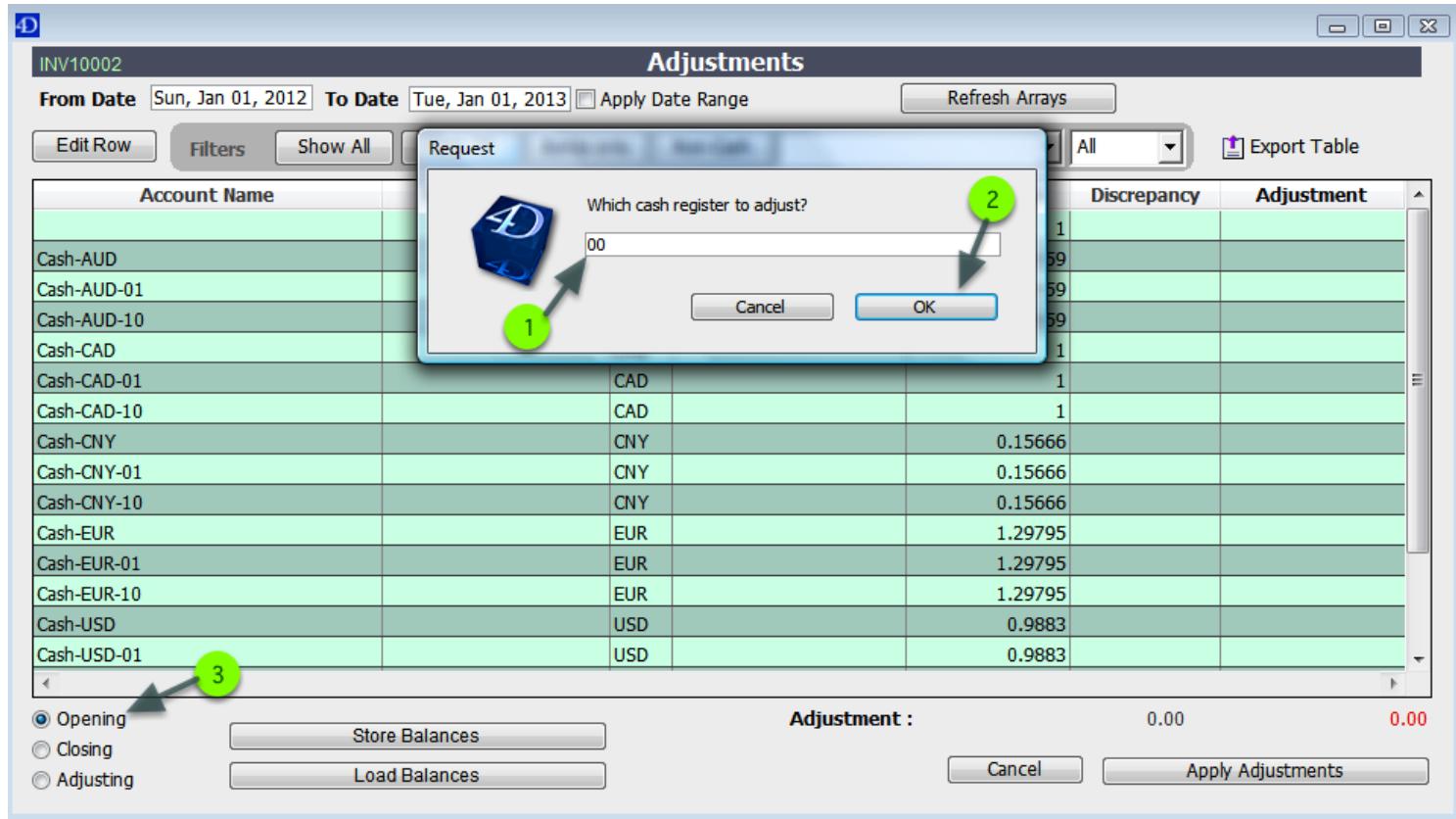
Start by changing the date of this invoice to yesterdays date. Within the invoice click on Adjustments.

The screenshot shows the INVOICE screen for INV10002. At the top right, there is a 'Date' field set to 'Thu, Apr 05, 2012'. A green circle labeled '1' points to this field. Below it is a '3rd Party' section with a 'View Customer' button. A green circle labeled '2' points to the 'Adjustments' button located in the bottom right corner of the main form area.

Since all the cash is stored in the safe which is cash 00 we will put all the funds within each currency into that till. Select 'Cash Till' and a new window will pop up as shown below.

The screenshot shows the 'Adjustments' screen for INV10012. At the top, there are date range fields ('From Date' and 'To Date') and a 'Refresh Arrays' button. Below these are several filter buttons: 'Edit Row', 'Filters', 'Show All', 'Cash Till' (which is highlighted with a red box), 'Banks only', and 'Non-Cash'. To the right of these filters are dropdown menus for 'All' and 'Export Table'. The main table has columns: 'Account Name', 'System Balance', 'Curr', 'Manual Count', 'Market Rate', 'Discrepancy', and 'Adjustment'. There are two rows of data in the table.

Write 00 and press OK. Make sure to click on opening on the left bottom corner.



Highlight each currency and press Edit Row so you may write the exact amount you have in the Manual Count section.

Account Name	System Balance	Curr	Manual Count	Market Rate	Discrepancy	Adjustment
Cash-AUD		AUD	15,000.00	1.04459	15,000.00	15,668.85
Cash-CAD		CAD	30,000.00	1	30,000.00	30,000.00
Cash-CNY		CNY	40,000.00	0.15666	40,000.00	6,266.40
Cash-EUR		EUR	10,000.00	1.29795	10,000.00	12,979.50
Cash-USD		USD	20,000.00	0.9883	20,000.00	19,766.00

Next click on Banks only. Highlight the bank account, click on 'Edit Row' and write how much you have within that bank account.

Account Name	System Balance	Curr	Manual Count	Market Rate	Discrepancy	Adjustment
Royal Bank		CAD	80,000.00	1	80,000.00	80,000.00

After saving all the Adjustments you will come back to the invoice. To balance the invoice out you must complete the invoice exactly as indicated above. This way the funds will come out of the account created before hand called 'Inventory'. In the 'Buy/Sell' section type 'P' and paid will show up, in the 'Method' section press 'A' and account will show up and it will take you to the next section where you should type in 'I' for inventory, as for the amount type in the exact amount on the bottom right side of the invoice, for currency write CAD for Canadian, click on 'Add Row' to save what you've done so far.

Customer self **Roya Currency Exchange**

Buy/Sell 1 Paid **We SELL** **Clear Form**

Method 2 Account **Inventory** 3

Amount 4 164680.75 CAD 5 .00

164,680 Calculate Pay off

Exchange Rate 1 CAD / CAD
Inverse Rate 1 CAD / CAD

Amt before fees 164,680.75 CAD

Commission % 0.00% = 0.00 CAD Edit Fees

Our fee in CAD

Amount due 164,680.75 CAD .00

3rd Party Flagged Transfer Date: Wed, Apr 04, 2012
 View Customer Asked about 3rd party

Country	We Buy	Spot	We Sell
CAD	1	1	1
Canada	1	1	1
Dollars	1	1	1

Occupation
(h)
(w)
(c)

ID: 00/00/00
Exp.: 00/00/00
SS #: Roya Currency Exchange

+ Add Row +
Edit Row
Delete Row

Adjustments
Multi Transfers
Transfer
Open Till
Close Till

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
Cash-AUD	15,000.00		AUD	1.04459		15,668.85	
Cash-CAD	30,000.00		CAD	1		30,000.00	
Cash-CNY	40,000.00		CNY	0.15666		6,266.40	
Cash-EUR	10,000.00		EUR	1.29795		12,979.50	
Cash-USD	20,000.00		USD	0.9883		19,766.00	

Printable Remarks
Private Remarks

Sum 164,680.75

Due payable 164,680.75

Must be reported Suspicious Reported Ref # Rep. on 00/00/00 KYC Checked Apply Preview Cancel

Once the check mark has appeared on the right bottom side of your invoice this indicates that your invoice is balanced and that you may save.

INV10002

Customer self Roya Currency Exchange

Buy/Sell	We SELL		Clear Form
Method	Cash	Inventory	
Amount	0.00	CAD	.00
Exchange Rate	CAD / CAD		
Inverse Rate	CAD / CAD		
Amt before fees	0.00 CAD		
Commission %	0.00%	= 0.00 CAD	<input type="checkbox"/> Edit Fees
Our fee in CAD			
Amount due	0.00 CAD .00		

Flagged	Transfer	Date: Wed, Apr 04, 2012												
View Customer														
3rd Party		<input type="checkbox"/> Asked about 3rd party												
<table border="1"> <tr> <td>Canada</td> <td>We Buy</td> <td>Spot</td> <td>We Sell</td> </tr> <tr> <td>Dollars</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td></td> <td>1</td> <td>1</td> <td>1</td> </tr> </table>		Canada	We Buy	Spot	We Sell	Dollars	1	1	1		1	1	1	
Canada	We Buy	Spot	We Sell											
Dollars	1	1	1											
	1	1	1											
<table border="1"> <tr> <td>Canada</td> <td>We Buy</td> <td>Spot</td> <td>We Sell</td> </tr> <tr> <td>Dollars</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td></td> <td>1</td> <td>1</td> <td>1</td> </tr> </table>		Canada	We Buy	Spot	We Sell	Dollars	1	1	1		1	1	1	Occupation (h) (w) (c)
Canada	We Buy	Spot	We Sell											
Dollars	1	1	1											
	1	1	1											
<table border="1"> <tr> <td>ID: 00/00/00</td> <td>SS #: 00/00/00</td> </tr> <tr> <td colspan="2">Roya Currency Exchange</td> </tr> </table>		ID: 00/00/00	SS #: 00/00/00	Roya Currency Exchange										
ID: 00/00/00	SS #: 00/00/00													
Roya Currency Exchange														
<input type="button"/> Add Row <input type="button"/> Edit Row <input type="button"/> Delete Row		<input type="button"/> Adjustments <input type="button"/> Multi Transfers <input type="button"/> Transfer <input type="button"/> Open Till <input type="button"/> Close Till												

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

Cash-AUD	15,000.00		AUD	1.04459		15,668.85	
Cash-CAD	30,000.00		CAD	1		30,000.00	
Cash-CNY	40,000.00		CNY	0.15666		6,266.40	
Cash-EUR	10,000.00		EUR	1.29795		12,979.50	
Cash-USD	20,000.00		USD	0.9883		19,766.00	

Printable Remarks
Private Remarks

Must be reported Suspicious Reported Ref # Rep. on 00/00/00 KYC Checked Apply Preview Cancel Save Invoice

164,680.75

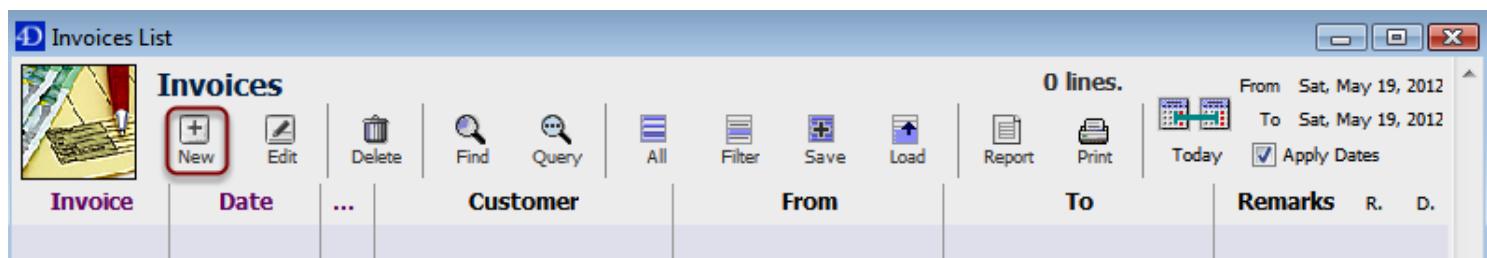
Understanding an Invoice

An invoice is made for all customer transactions, transfers within accounts, or any other movement of funds from any of the company accounts.

Begin by opening the 'Invoice' module.



Select 'New' for every new transaction.



1. If your client has an account their name should be typed into the 'Customer' section
2. If you are buying a currency type in 'B' if you are selling a currency type in 'S'
3. Select the method of payment, by typing in the first letter of the word you want the rest will automatically be entered
4. Type in the amount
5. Type in the currency
6. Type in the an amount if there are any fee's for this transaction

7. Double check to make sure to amount due is correct (always in Canadian currency)
8. Press to save the first part of transaction, you may also press * on your keyboard as a short cut
9. Once you've Paid and Received the funds and the invoice is balanced it will show you a green check mark and you may save the invoice

Customer **000**

Walk-in Customer

Buy/Sell **Received**

Method **Cash**

Amount **0.00** USD

Exchange Rate **0.93889 CAD / USD**

Inverse Rate **1.06509 USD / CAD**

Amt before fees **0.00 CAD**

Commission % **0.00% = 0.00 CAD**

Our fee in CAD **0.00 CAD**

Amount due **0.00 CAD**

USD	We Buy	Spot	We Sell
United States of America Dollars	0.93889	0.9883	1.03772
	1.06509	1.01184	0.96366

Canada	United States
ID: 00/00/00	Occupation (h) (w) (c)
Exp.: 00/00/00	
SS #: 00/00/00	

Add Row **Edit Row** **Delete Row**

Adjustments **Multi Transfers** **Transfer**

Open Till **Close Till**

Printable Remarks **Private Remarks**

Sum

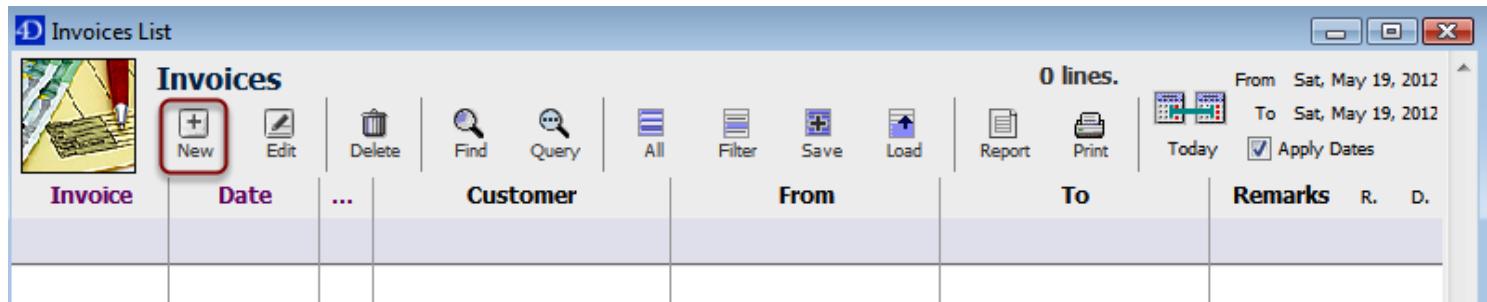
Must be reported Suspicious Reported Ref # Rep. on 00/00/00 KYC Checked Preview

Buying Foreign Currency

Select the 'Invoice' module to begin a new transaction.



Click on 'New' to open a fresh invoice.



Start by typing in 'R' to receive the from your customer, then 'C' to show that it's in cash form. Type in the amount your customer has given you and the currency it comes in. If there are any fee's for this transaction type it into the 'Our fee in CAD' section. If you wish to alter the rates you may do so in this section. By moving the dot on the left you may alter all parts except where the dot has been put. so if you wish to choice the CAD amount your self you may move it to the Exchange Rate and according to the CAD amount the exchange rate will alter. Once done press * or select Add Row to save.

Buy/Sell	Received 1	We BUY	<input type="button" value="Clear Form"/>
Method	Cash 2		
<input checked="" type="radio"/> Amount	3 500.00	USD 4	000 .00
<input type="button" value="Calculate Pay off"/>			
<input checked="" type="radio"/> Exchange Rate	0.93889	CAD / USD	
Inverse Rate	1.0650874	USD / CAD	
Amt before fees	469.45	CAD	
<input checked="" type="radio"/> Commission %	0.00% = 0.00 CAD	<input type="checkbox"/> Edit Fees	
<input checked="" type="radio"/> Our fee in CAD	5 2.00	2.00	<input type="button" value=""/>
<input checked="" type="radio"/> Amount due	467.45	CAD	.00

If there are no other translations to be done click on 'Add Row' or type the * key. This will finish the transaction for you and let you know how much you must pay the client.

Customer	000	Walk-in Customer	<input type="checkbox"/> Flagged	<input type="checkbox"/> Transfer	Date: Fri, Apr 06, 2012																
			<input type="button" value="View Customer"/>																		
			3rd Party	<input type="checkbox"/> Asked about 3rd party																	
Buy/Sell	<input type="button" value="Clear Form"/>		CAD	We Buy	Spot																
Method	<input type="button" value=""/>		Canada	1	1																
<input checked="" type="radio"/> Amount	0.00	CAD	Dollars	1	1																
<input checked="" type="radio"/> Exchange Rate	CAD / CAD																				
Inverse Rate	CAD / CAD																				
Amt before fees	0.00	CAD																			
<input checked="" type="radio"/> Commission %	0.00% = 0.00 CAD	<input type="checkbox"/> Edit Fees																			
<input checked="" type="radio"/> Our fee in CAD	5 2.00																				
<input checked="" type="radio"/> Amount due	0.00	CAD	.00																		
<table border="1"> <tr> <td> </td> <td>Occupation (h) (w) (c)</td> </tr> <tr> <td>ID: Exp.: SS #:</td> <td>00/00/00</td> </tr> <tr> <td><input type="button" value="+ Add Row"/></td> <td><input type="button" value="+"/></td> </tr> <tr> <td><input type="button" value="Edit Row"/></td> <td><input type="button" value="Adjustments"/></td> </tr> <tr> <td><input type="button" value="Delete Row"/></td> <td><input type="button" value="Multi Transfers"/></td> </tr> <tr> <td></td> <td><input type="button" value="Transfer"/></td> </tr> <tr> <td></td> <td><input type="button" value="Open Till"/></td> </tr> <tr> <td></td> <td><input type="button" value="Close Till"/></td> </tr> </table>							Occupation (h) (w) (c)	ID: Exp.: SS #:	00/00/00	<input type="button" value="+ Add Row"/>	<input type="button" value="+"/>	<input type="button" value="Edit Row"/>	<input type="button" value="Adjustments"/>	<input type="button" value="Delete Row"/>	<input type="button" value="Multi Transfers"/>		<input type="button" value="Transfer"/>		<input type="button" value="Open Till"/>		<input type="button" value="Close Till"/>
	Occupation (h) (w) (c)																				
ID: Exp.: SS #:	00/00/00																				
<input type="button" value="+ Add Row"/>	<input type="button" value="+"/>																				
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<input type="button" value="Delete Row"/>	<input type="button" value="Multi Transfers"/>																				
	<input type="button" value="Transfer"/>																				
	<input type="button" value="Open Till"/>																				
	<input type="button" value="Close Till"/>																				
Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)														
Cash-USD-01	500.00		USD	0.93889	2.00	467.45															
Cash-CAD-01		467.45	CAD	1			467.45														
Printable Remarks				Sum	2.00	467.45	467.45														
Private Remarks																					

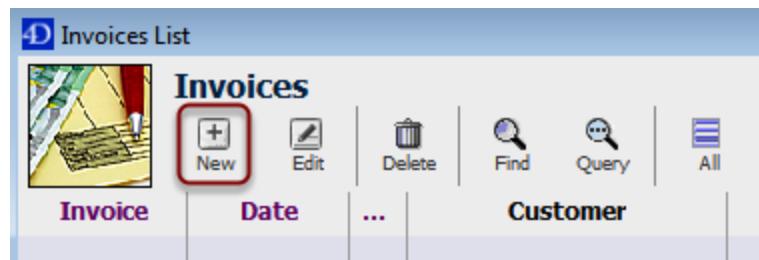
Must be reported Suspicious Reported Ref # Rep. on 00/00/00 KYC Checked
✓

Selling Foreign Currency

Open the 'Invoice' module.



Select 'New' to start a fresh invoice.



Start by typing in 'P' so that you may pay the customer the amount they want and the currency they want to have it in. Then select 'C' for cash, and type in the amount and the currency they want the amount in. If you wish to change the rate you may do so in the 'Exchange Rate' section and the Canadian equivalent will be altered according to the rate you've chosen. Click on 'Add Row' or type * to save this part of the invoice.

If the client doesn't have exact change receive the amount they've given you in Canadian currency. You may do this by first typing in 'R' to receive, the 'C' for cash, and the amount they've giving you. Click on 'Add Row' or type in * to save this part of the invoice.

Buy/Sell	Received	1	We BUY		Clear Form
Method	Cash	2			
Amount	3	850.00	CAD	1 CAD .00	Calculate Pay off
Exchange Rate	1		CAD / CAD		
Inverse Rate	1		CAD / CAD		
Amt before fees	850.00		CAD		
Commission %	0.00%	=	0.00 CAD	<input type="checkbox"/> Edit Fees	
Our fee in CAD					
Amount due	850.00		CAD .00		

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

CAD
 USD

Occupation
 (h)
 (w)
 (c)

ID:
 Exp.: 00/00/00
 SS#:

+ Add Row
4
Adjustments

Edit Row
Multi Transfers
Open Till

Delete Row
Transfer
Close Till

The amount left over will be shown at the bottom in red and that's the change that should be given to the client. By clicking on 'Add Row' or typing * it will automatically pay that off the due amount that you've giving back to your client in Canadian.

Buy/Sell	Paid	27.55	We SELL		Clear Form
Method	Cash				
Amount	27.55		CAD	1 CAD .00	Calculate Pay off
Exchange Rate	1		CAD / CAD		
Inverse Rate	1		CAD / CAD		
Amt before fees	27.55		CAD		
Commission %	0.00%	=	0.00 CAD	<input type="checkbox"/> Edit Fees	
Our fee in CAD					
Amount due	27.55		CAD .00		

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

CAD
 USD

Occupation
 (h)
 (w)
 (c)

ID:
 Exp.: 00/00/00
 SS#:

+ Add Row

Adjustments

Edit Row
Multi Transfers
Open Till

Delete Row
Transfer
Close Till

Since we had three different parts to this invoice you can see there are three different lines to represent everything done for the transaction. There is also a green check mark on the right bottom corner indicating that the invoice is balanced and that you may save and print it for the customer.

INV10004

Customer 000 **Walk-in Customer**

Flagged Transfer Date: Mon, Apr 09, 2012

3rd Party Asked about 3rd party

Buy/Sell

Method **Cash**

Amount **0.00 CAD** 000.00

Calculate Pay off

Exchange Rate CAD / CAD
Inverse Rate CAD / CAD

Amt before fees **0.00 CAD**

Commission % **0.00%** = 0.00 CAD Edit Fees

Our fee in CAD

Amount due **0.00 CAD .00**

CAD
Canada
Dollars

We Buy Spot We Sell

Occupation
(h)
(w)
(c)

ID: Exp.: 00/00/00 SS #:

+ Add Row + Adjustments
Edit Row Multi Transfers
Delete Row Transfer Open Till
Close Till

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)	
Cash-CNY-01		5,000.00	CNY	0.16449			822.45	
Cash-CAD-01	850.00		CAD	1		850.00		
Cash-CAD-01		27.55	CAD	1			27.55	
					Sum	850.00		
Printable Remarks							850.00	
Private Remarks								

Must be reported Suspicious Reported Ref # Rep. on 00/00/00 KYC Checked



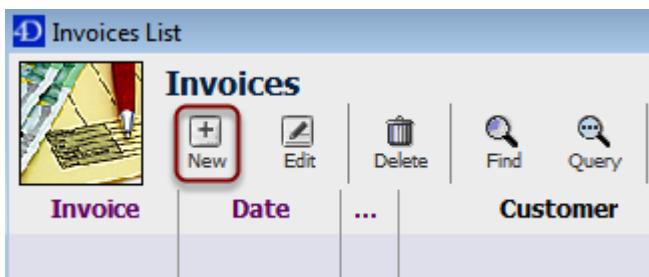
Some clients might have a trip to a couple of different countries and want to buy more than one currency, this may all be done within the same invoice.

When a client wants to buy \$400 USD and \$1,000 EUR in cash and pay for it in CAD cash.

Select the 'Invoice' module.



Click on 'New' to start a fresh invoice.



Start by paying the customer the USD and EUR. First type in 'P' for paid, then 'C' for cash, and type in the amount and the currency. The Canadian equivalent at the daily rate will automatically be calculated, type * or click on 'Add row' to save this part and proceed.



Buy/Sell	Paid 1	We SELL	Clear Form
Method	Cash 2		
Amount	3 400.00	USD 4	000 .00
	Calculate Pay off		
Exchange Rate	1.03772	CAD / USD	
Inverse Rate	0.9636510	USD / CAD	
Amt before fees	415.09	CAD	
Commission %	0.00%	=	0.00 CAD
Our fee in CAD		Edit Fees	
Amount due	415.09	CAD .00	

To pay the EUR follow the above procedure. Type 'P' for paid, 'C' for cash, and the amount and currency, then click on 'Add row' or type * to save.

The screenshot shows a currency exchange calculator interface. At the top, it says "We SELL". The "Buy/Sell" field is set to "Paid" (1) and the "Method" is "Cash" (2). Below this, under "Amount", the input is "1,000.00" (3) and the currency is "EUR" (4). A green circle highlights the "Amount" input field. To the right, there's a "Calculate Pay off" button. The next section shows exchange rates: "Exchange Rate" (1.36285) CAD / EUR and "Inverse Rate" (0.7337564) EUR / CAD. It also displays "Amt before fees" (1,362.85) CAD. Below that, "Commission %" (0.00%) is listed as 0.00 CAD with an "Edit Fees" link. The "Our fee in CAD" field is empty. Finally, the "Amount due" is calculated as "1,362.85" CAD. A green circle highlights the "Amount due" field.

After the currencies have been received, receive the Canadian amount the client has given you. Type in 'R' to receive the funds, 'C' for cash then type in the amount they've given you and the currency it is in. Type * or press 'Add row' to save.

The screenshot shows a currency exchange calculator interface. At the top, it says "We BUY". The "Buy/Sell" field is set to "Received" (1) and the "Method" is "Cash" (2). Below this, under "Amount", the input is "1,800.00" (3) and the currency is "CAD" (4). A green circle highlights the "Amount" input field. To the right, there's a "Calculate Pay off" button. The next section shows exchange rates: "Exchange Rate" (1) CAD / CAD and "Inverse Rate" (1) CAD / CAD. It also displays "Amt before fees" (1,800.00) CAD. Below that, "Commission %" (0.00%) is listed as 0.00 CAD with an "Edit Fees" link. The "Our fee in CAD" field is empty. Finally, the "Amount due" is calculated as "1,800.00" CAD. A green circle highlights the "Amount due" field.

The due change will be on the bottom right of the invoice press the * key to pay it off, then press save to save and print the invoice.

INV10005
Customer 000 Walk-in Customer

Buy/Sell:
Method: **Cash**

Amount: **0.00 CAD**

Exchange Rate: CAD / CAD
Inverse Rate: CAD / CAD

Amt before fees: **0.00 CAD**

Commission %: **0.00%** = 0.00 CAD Edit Fees

Our fee in CAD:

Amount due: 0.00 CAD

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
Cash-USD-01		400.00	USD	1.03772			415.09
Cash-EUR-01		1,000.00	EUR	1.36285			1,362.85
Cash-CAD-01	1,800.00		CAD	1		1,800.00	

Printable Remarks:
Private Remarks:

Sum: **1,800.00** Due payable **22.06**

Must be reported Suspicious Reported Ref #: Rep. on 00/00/00 KYC Checked

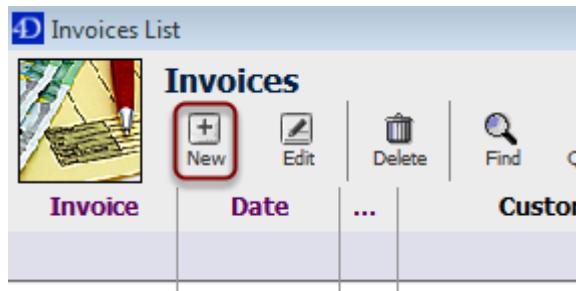
Some clients wish to buy higher amounts of currency and therefore wish to pay with a cheque rather than cash. The following is a cheque transaction.

Customer wants to buy \$3,500 EUR with a \$5,000 CAD cheque and receive the change in Canadian cash.

Select the 'Invoice' module to create an invoice.



Click on 'New'.



- To receive a cheque start by signing into the clients account on the new invoice then receive the cheque. To have the invoice under a clients account you must first make sure they have an account with your company if not make one then come back to creating an invoice. If they already have an account write their last name in the customer section and a new window will open as indicated below (example 1).
- Now proceed to receiving the cheque, type in 'R' to receive and 'CH' for cheque. The next tab is a scroll which opens up to see which bank account you wish to deposit this cheque into, if you have multiple accounts select the one you will be using for this specific cheque (example 2).
- Type in the amount and currency of the cheque then click on 'Add Row' or type * to proceed.

D

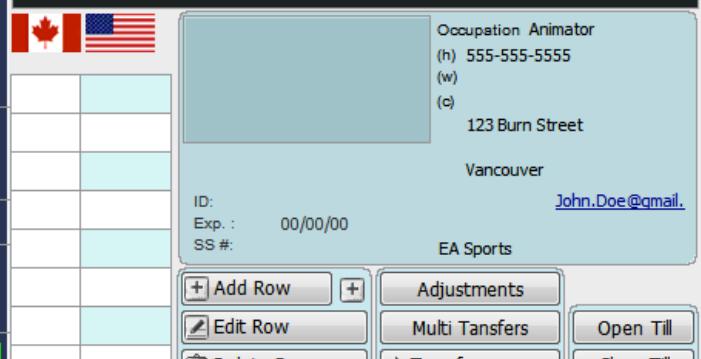
INV10007 Customer CUS20003 John Doe

Flagged Transfer Date: Wed, Apr 11, 2012

3rd Party Asked about 3rd party

Buy/Sell	Received	We BUY	<input type="button" value="Clear Form"/>
Method	Cheque	Royal Bank	<input type="button"/>
Amount	5,000.00	CAD	<input type="button" value="Calculate Pay off"/>
Exchange Rate	1	CAD / CAD	
Inverse Rate	1	CAD / CAD	
Amt before fees	5,000.00	CAD	
Commission %	0.00%	= 0.00 CAD	<input type="button" value="Edit Fees"/>
Our fee in CAD			
Amount due	5,000.00	CAD .00	

Canada CAD	We Buy	Spot	We Sell
Canada Dollars	1	1	1
United States CAD	1	1	1



Occupation Animator
(h) 555-555-5555
(w)
(c)
123 Burn Street
Vancouver
John.Doe@gmail.com
EA Sports

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

Printable Remarks
Private Remarks

Must be reported Suspicious Reported Ref # Rep. on 00/00/00 KYC Checked Preview

Example 1: Adding customer's name on an invoice.

Once the new window opens a list of names will appear select the one you want and click on 'Pick'.

Search For Customer

doe 1

Customer ID	Full Name of Customer
CUS20003	John Doe

First Name
Last Name
Job Title
Home Phone
Work Phone
Fax
Cell Phone
Address

Confidential Notes

Email

Has Internet Access On Hold
 Suspicious Customer

+ New Customer Cancel Pick

Example 2: Choosing a bank account.

In this situation we only have one account to choose from, select the back and move to the next section of the invoice.



Before the invoice lets you save this window opens so that all the cheque details are saved. Add all the information from the cheque onto this form. At this point you have the option of clearing the cheque so the amount gets added to your bank account or leaving it pending so that you may clear it when you've done the actual deposit into your bank. Complete the 'Pick a Bank to Deposit into' if you wish to clear the cheque, if not click on 'Pending' to leave it for another day. Save once done to proceed with the invoice.

Cheques Entry

Receive Cheque

Date of Issue	Wed, Apr 11, 2012	Transaction #	CHE100001
Customer	CUS20003 John Doe	Invoice Number	INV10007
Cheque #	00168976	Register ID	
Due Date of Cheque	Wed, Apr 11, 2012	[Today] [Calendar]	
Cheque Type	Draft		
\$ Amount	5,000.00 CAD		
Roya Currency Exchange			
Stamp Customer Name			
Issue Bank	BMO		
Pick a Bank to Deposit into	Royal Bank	Cleared	
Deposit Account	Button	Royal Bank	
Current Balance of Account	80,000.00		
Balance after this cheque clears	85,000.00 CAD		
Deposit Date	04/11/12	Pending	
Exchange Rate : 1 CAD / CAD Inverse Rate : 1 CAD / CAD Spot Rate : 1 Amount before fees : 5,000.00 CAD % Commission : 0.00% = 0.00 CAD Flat Fee : 0 CAD Total Fees : 0 CAD Local Amount : 5000 CAD			
Internal Memo <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
<input type="button" value="Enlarge Scan"/> <input type="button" value="Load Scan..."/> <input type="button" value="Cancel"/> <input style="border: 2px solid red; border-radius: 10px;" type="button" value="Save"/>			

Pay the amount and currency the client want to buy. Press 'P' for paid, then 'C' for cash, type in the amount and currency they want then click on 'Add Row' or type * to save.

Buy/Sell **Paid** 1
Method **Cash** 2
Amount 3 **3,500.00** EUR 4 **000.00**
Exchange Rate **1.36285** CAD / EUR
Inverse Rate **0.7337564** EUR / CAD
Amt before fees **4,769.98** CAD
Commission % **0.00%** = 0.00 CAD Edit Fees
Our fee in CAD **0.00**
Amount due **4,769.98** CAD **.00**

Once the bottom right in green the invoice will indicate how much Canadian is owed to the client, to pay it off in cash press * and save.

INV10007
Customer CUS20003 John Doe
Flagged Transfer Date: Wed, Apr 11, 2012
View Customer
3rd Party Asked about 3rd party
Buy/Sell **Paid** We SELL Clear Form
Method **Cash**
Amount **0.00** CAD **000.00**
Calculate Pay off
Exchange Rate **1** CAD / CAD
Inverse Rate **1** CAD / CAD
Amt before fees **0.00** CAD
Commission % **0.00%** = 0.00 CAD Edit Fees
Our fee in CAD **0.00**
Amount due **0.00** CAD **.00**

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
Royal Bank	5,000.00		CAD	1		5,000.00	
Cash-EUR-01		3,500.00	EUR	1.36285			4,769.98

Printable Remarks | Private Remarks | Due payable **230.02**

Must be reported Suspicious Reported Ref # Rep. on 00/00/00 KYC Checked Apply Preview Cancel

Cheque cashing transactions

Some clients want to cash their cheques, which means give you a cheque and get the equivalent in cash. To do this follow the steps below, there's usually a fee for this type of transaction as well so this will be part of the invoice below.

Discounting a cheque using a commission

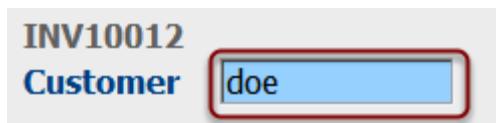
Select the 'Invoice' module.



Click on 'New' to open a new invoice.



If a client wants to do such a transaction he/she should have a customer account with your company, if not create one and come back to this invoice. Write the clients last name in the 'Customer' section and a new window will open.



Select the customer you're wish and click on 'Pick'.

Customer ID	Full Name of Customer
CUS20003	John Doe

First Name John
Last Name Doe
Job Title Animator
Home Phone (5-5) 55-5555
Work Phone
Fax
Cell Phone
Address
123 Burn Street

Vancouver
Canada

Confidential Notes

Email

Has Internet Access On Hold Suspicious Customer

Receive the cheque and minus the commission. To do this type in 'R' to receive, 'CH' for cheque, select the bank account, and type in the amount and it's currency. Fee's may be calculated in two ways, one is via commission and second is a flat rate. In this case we've charged our client with a 1.5% fee for cashing this cheque. The amount is automatically calculated and deducted from the amount due. Click on 'Add Row' or type * to save and proceed and the cheque window will open for more details.

Buy/Sell Received 1 **We BUY**

Method Cheque 2 Royal Bank 3

Amount 4 8,500.00 CAD 5 000.00

Exchange Rate 1 CAD / CAD

Inverse Rate 1 CAD / CAD

Amt before fees 8,500.00 CAD

Commission % 6 1.5% = 127.50 CAD Edit Fees

Our fee in CAD 127.50

Amount due 8,372.50 CAD .00

Calculate Pay off

Begin filling up all of the sections of the form using the cheque received. At the 'Cheque Type' section a window will open as shown below (example 1). At the 'Issue Bank' section another window will open as shown below (example 2). Once all the cheque information has been completed click on 'Save' to proceed.

Cheques Entry

Receive Cheque

Date of Issue Sat, May 19, 2012
Customer CUS20003 John Doe
Cheque # 0198349
Due Date of Cheque Fri, Jun 01, 2012
Cheque Type
\$ Amount 8,500.00 CAD

Roya Currency Exchange

Issue Bank HSBC

Pick a Bank to Deposit into Royal Bank Cleared
Deposit Account Royal Bank

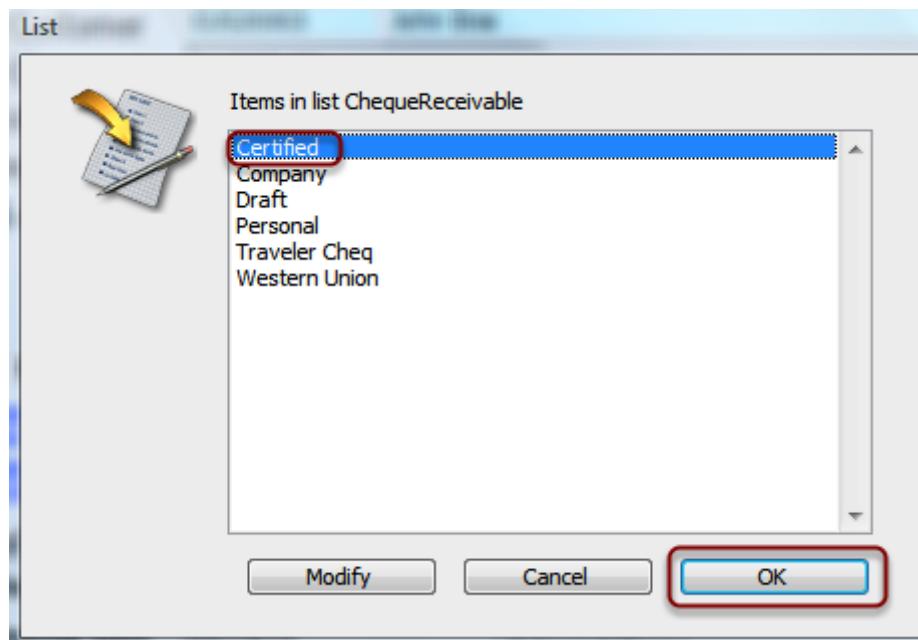
Current Balance of Account 85,500.00 Pending
Balance after this cheque clears 94,000.00 CAD

Deposit Date 05/19/12 Internal Memo

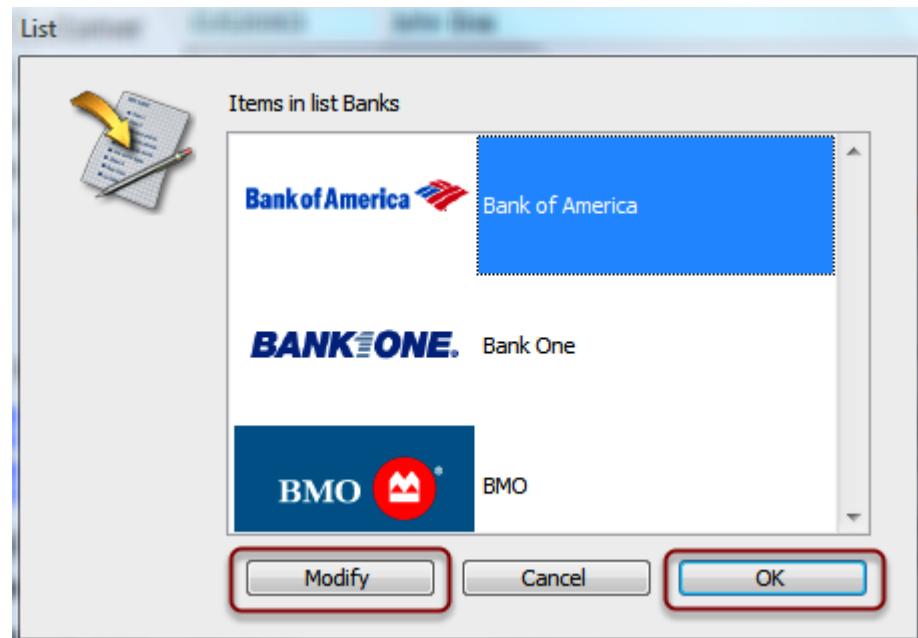
Exchange Rate 1 CAD / CAD
Inverse Rate : 1 CAD / CAD
Spot Rate : 1
Amount before fees 8,500.00 CAD
% Commission : 1.5% = 127.50 CAD
Flat Fee : 0 CAD
Total Fees : 127.5 CAD
Local Amount : 8372.5 CAD

Cheque Type

Select what type of cheque you've received and click on 'OK' to proceed.



Select the bank the cheque has been issued from if the name of that specific bank isn't in this list click on 'Modify' and create a new bank then press 'OK' when done to proceed.



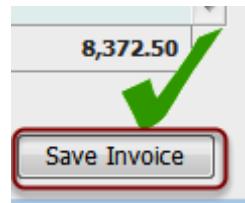
In the bottom right corner the due amount is indicated, pay the amount in cash to the customer then select 'Add Row' or type * to pay it off in the invoice.

The screenshot shows a software interface for managing invoices. At the top, there are several buttons: '+ Add Row' (highlighted with a red box), 'Edit Row', 'Delete Row', 'Adjustments', 'Multi Transfers', 'Open Till', 'Transfer', and 'Close Till'. Below these are two rows of data in a table:

Rate	Fee	Debit (Local)	Credit (Local)
1	127.50	8,372.50	
Sum 127.50 8,372.50			

Below the table, the text 'Due payable 8,372.50' is displayed in red and green. At the bottom of the screen are several buttons: 'KYC' (unchecked), 'Checked' (unchecked), 'Apply' (disabled), 'Preview', 'Cancel', and 'Save Invoice' (disabled).

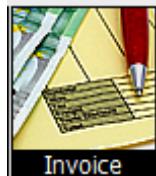
Once you see the green check mark that means the invoice has been completed properly, save the invoice and print.



Debit Card Transactions

A customer is buying some Mexican Peso's and USD and wishes to use her debit card for the transaction.

Select the 'Invoice' module.



Click on 'New' for a new invoice.

Invoices List			
Invoice	Date	...	
INV10012	5/19/2012	-	John D

Pay the \$500 MXN by typing in 'P' for paid, 'C' for cash, then the amount and currency. Press 'Add Row' or type * to save.

Buy/Sell	Paid 1	We SELL	Clear Form
Method	Cash 2		
Amount	3 500.00	MXN 4	.00
			Calculate Pay off
Exchange Rate	0.08	CAD / MXN	
Inverse Rate	12.5	MXN / CAD	
Amt before fees	40.00	CAD	
Commission %	0.00%	= 0.00 CAD	<input type="checkbox"/> Edit Fees
Our fee in CAD			
Amount due	40.00	CAD .00	

Pay the \$200 USD by typing 'P' for paid, 'C' for cash, then the amount and currency. Press 'Add Row' or type * to save.

We SELL

Buy/Sell: Paid 1
Method: Cash 2

Amount: 3 200.00 USD 4 000 .00

Calculate Pay off

Exchange Rate: 1.03772 CAD / USD
Inverse Rate: 0.9636510 USD / CAD

Amt before fees: 207.54 CAD

Commission %: 0.00% = 0.00 CAD Edit Fees

Our fee in CAD:

Amount due: 207.54 CAD .00

The due amount is indicated in red on the bottom right corner.

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
Cash-MXN-01		500.00	MXN	0.08			40.00
Cash-USD-01		200.00	USD	1.03772			207.54
Printable Remarks	<input type="text"/>				Sum		247.54
Private Remarks	<input type="text"/>				Due receivable 247.54		
<input type="checkbox"/> Must be reported <input type="checkbox"/> Suspicious <input type="checkbox"/> Reported Ref # <input type="text"/> Rep. on 00/00/00 KYC <input type="checkbox"/> Checked	<input type="button" value="Apply"/>		<input type="button" value="Preview"/>		<input type="button" value="Cancel"/>		

To receive the funds via debit card type in 'R' for received, 'A' for account then a scroll down comes up on the right side as shown below (example 1). Type in the amount shown in red at the bottom corner of the invoice and press 'Add Row' or type * to save.

We BUY

Buy/Sell: Received
Method: Account Debit Card

Amount: 247.54 CAD 000 .00

Calculate Pay off

Exchange Rate: 1 CAD / CAD
Inverse Rate: 1 CAD / CAD

Amt before fees: 247.54 CAD

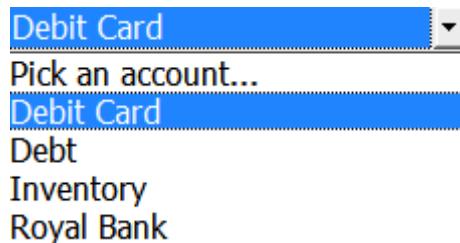
Commission %: 0.00% = 0.00 CAD Edit Fees

Our fee in CAD:

Amount due: 247.54 CAD .00

Example 1: Pick an account

Pick 'Debit Card' for this transaction and proceed with the invoice.



Before saving this window will open to confirm the Debit card transaction click on save to proceed.

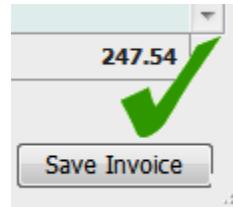
The screenshot shows the "Receive in Account" dialog box. At the top, there are fields for "Transaction #": ACC100004, "Invoice Number": INV10013, and "Register ID". Below these, the "Customer" field is set to "Walk-in Customer". The "Value Date" is set to "Saturday, May 19, 2012".

The main area is titled "Sub-Ledger Account" and has a dropdown menu currently set to "Debit Card". On the left, there is a group of radio buttons and input fields for financial calculations:

- Amount : 247.54 CAD
- Balance before : 0.00 CAD
- Balance after : 247.54 CAD
- Exchange Rate : 1 CAD / CAD
- Inverse Rate : 1 CAD / CAD
- Spot Rate : 1
- Before Fees : 247.54 CAD
- % Commission : 0.00% = CAD
- Flat Fee : CAD
- Total Fees : CAD
- Local Amount : 247.54 CAD

On the right side of the dialog box, there are two sections labeled "Bank Info 1" and "Bank Info 2", each with a large text input field. Below these is a section titled "Memo / Printable on the Invoice" with a large text input field. At the bottom right, there are "Cancel" and "Save" buttons, with "Save" being highlighted by a red rectangle.

Once the green check mark is on the invoice it's save to 'Save Invoice' and print if necessary.

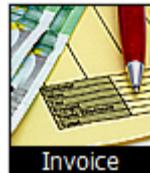


Transferring Funds Between Accounts

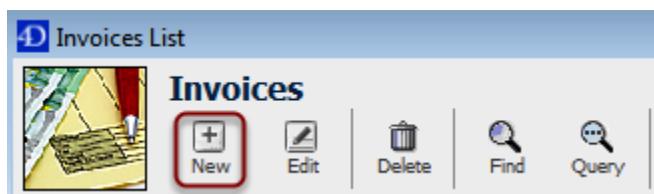
If you have depositing cash into your bank account or are closing and need to balance accounts. Here are a couple of ways it may be done.

The following demonstrates how to transfer cash into your bank.

Select the 'Invoice' module.



Click on 'New' for a new invoice.



Click on 'Transfer'.

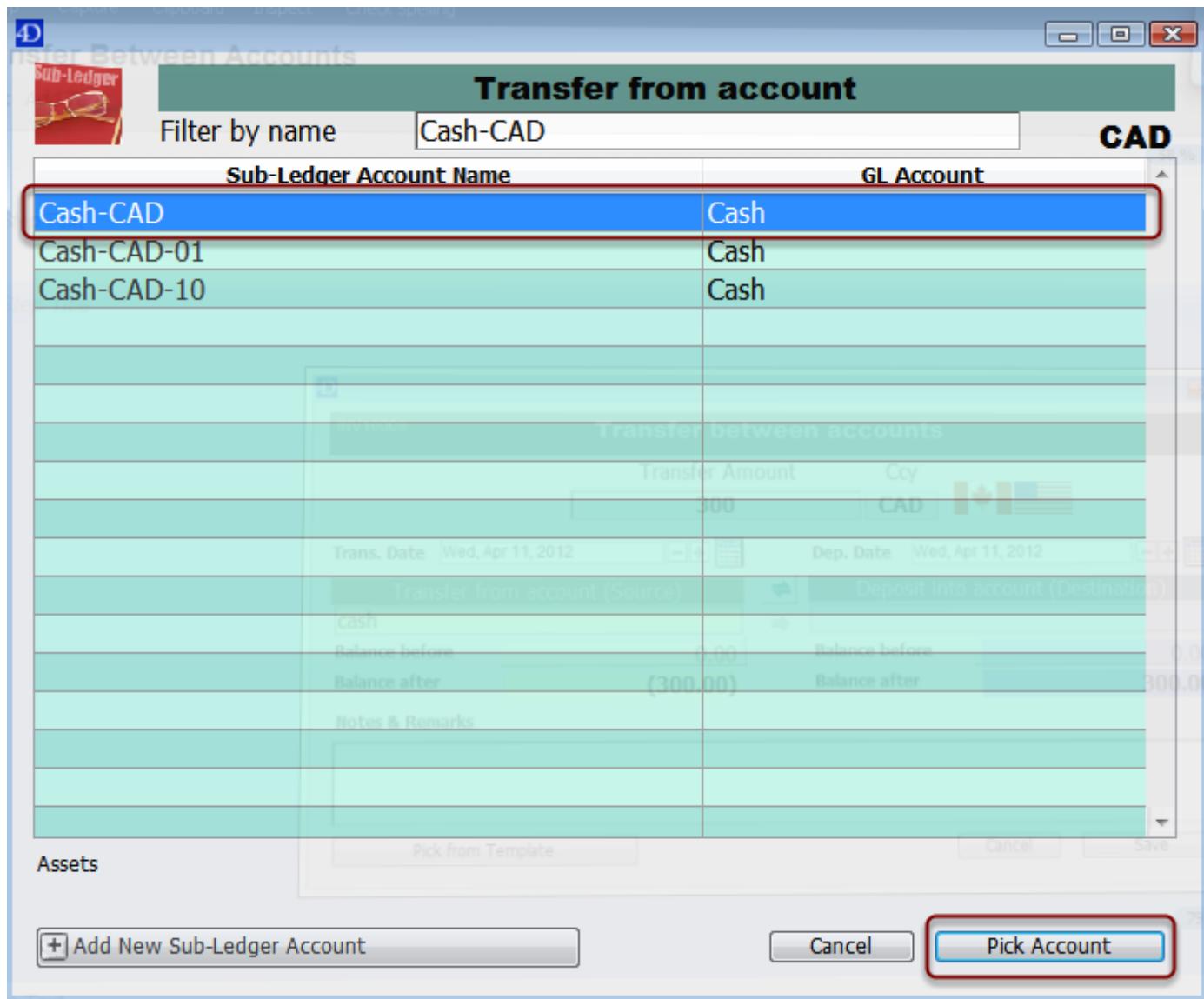


Type in the amount and currency of the cash being transferred. In the 'Transfer from account' section type in cash and a new window will open see below (example 1). In the 'Deposit into account' section write down the name of the bank account you're transferring into and another window will open (example 2). Click on 'Save' to proceed.

A screenshot of the 'Transfer between accounts' dialog box. The dialog has two main sections: 'Transfer from account (Source)' and 'Deposit into account (Destination)'.
1. Transfer Amount: Set to 300.
2. Ccy: Set to CAD, with Canadian and American flags shown.
3. Trans. Date: Set to Wed, Apr 11, 2012.
4. Deposit into account (Destination): Set to Royal Bank.
Below these sections are 'Balance before' and 'Balance after' tables for both source and destination accounts. The source account shows a balance of 30,000.00 before and 29,700.00 after. The destination account shows a balance of 85,000.00 before and 85,300.00 after.
At the bottom are 'Notes & Remarks' and 'Save' buttons.

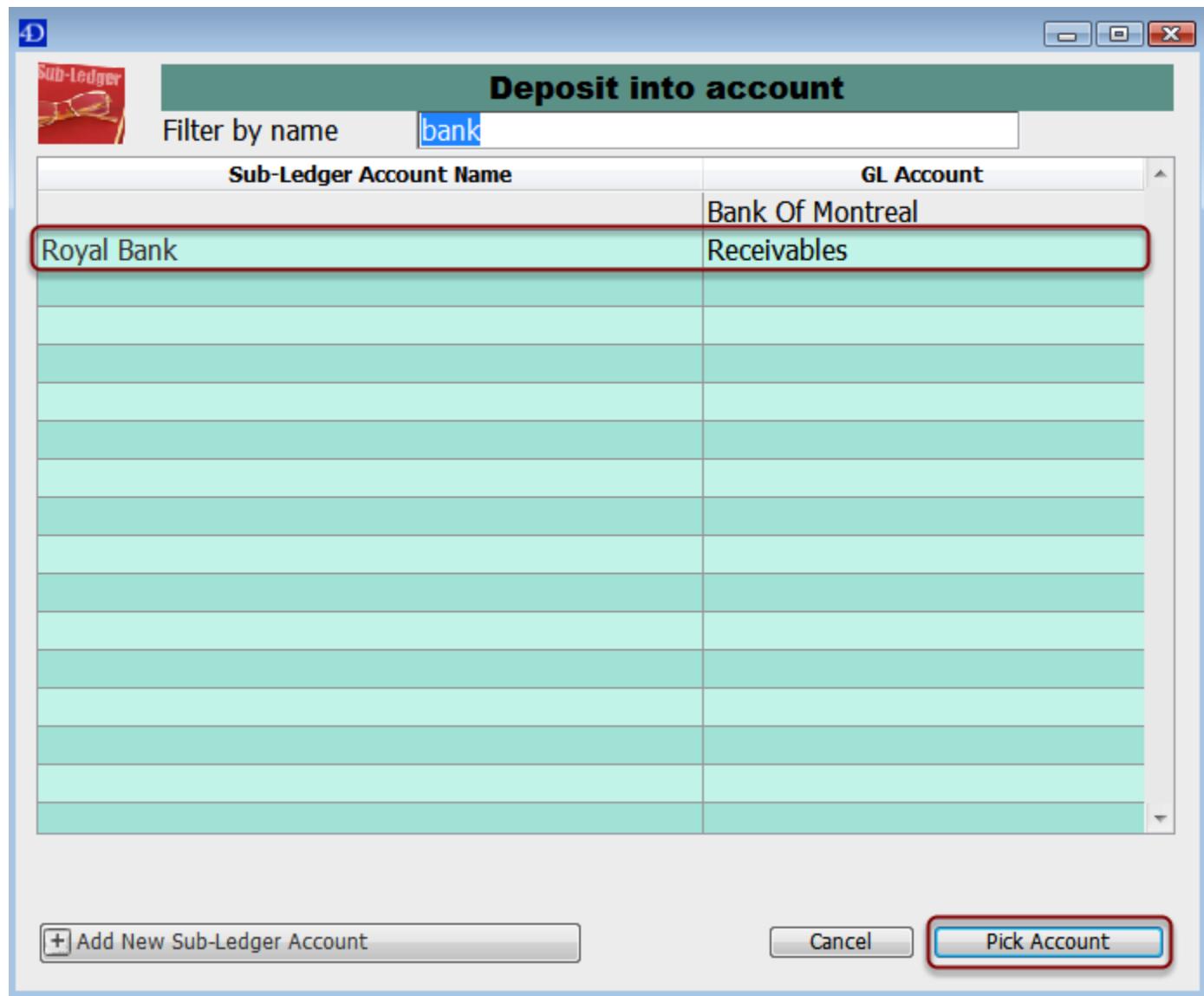
Example 1: Transfer from account

This window will ask which cash account you're transferring the funds from, in this case we're taking the funds directly out of the safe which is Cash-Cad. After highlighting the cash account click on 'Pick Account' to proceed.



Example 2: Deposit into account

In this window it will want to know which bank account you wish to use. Select the bank account and click on 'Pick Account' when done.



Once the transfer is saved the invoice will be balanced and it will automatically change the customer from Walk In to Self, click on 'Save Invoice' to save.

D

INV10009 Account Due (LC) 80,000.00 CAD Flagged Transfer Date: Wed, Apr 11, 2012

Customer self Roya Currency Exchange

Buy/Sell Received **We BUY**

Method Cash

Amount 300.00 USD

Exchange Rate 0.93889 CAD / CAD
Inverse Rate 1.0650874 CAD / CAD

Amt before fees 281.67 CAD

Commission % 0.00% = 0.00 CAD Edit Fees

Our fee in CAD

Amount due 281.67 CAD .00

3rd Party Asked about 3rd party

USD	We Buy	Spot	We Sell
Canada	0.93889	0.9883	1.03772
Dollars	1.06509	1.01184	0.96366

Occupation
(h)
(w)
(c)

ID: 00/00/00
Exp.: 00/00/00
SS #: Roya Currency Exchange

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)
Cash-CAD		300.00	CAD				
Royal Bank	300.00		CAD				

Printable Remarks
Private Remarks

Sum

Must be reported Suspicious Reported Ref # Rep. on 00/00/00 KYC Checked Preview

Closing Procedures

Closing the till

To close first the cashier must transfer all funds out of their till then sign out of the till itself.

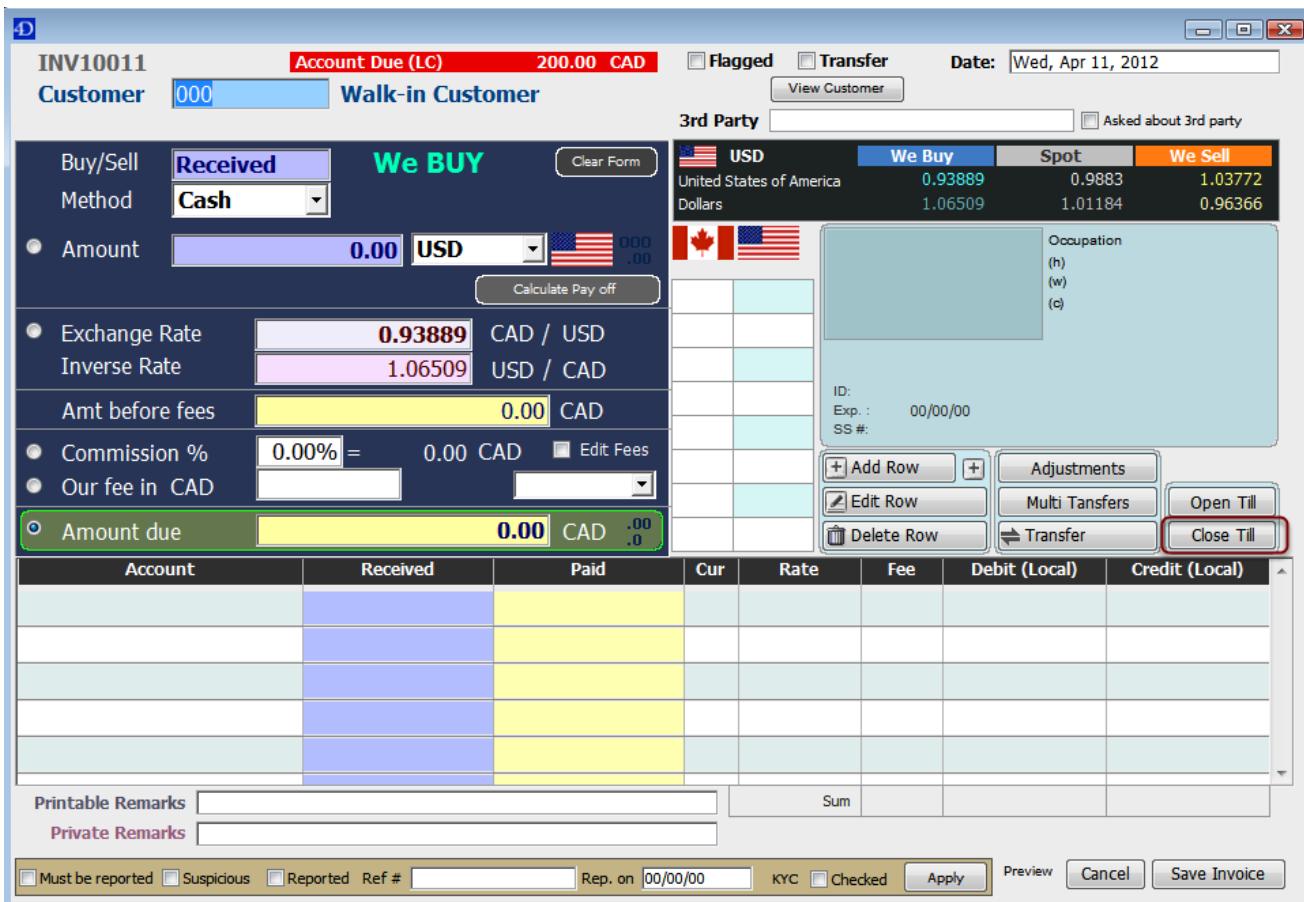
Click on the 'Invoice' module to begin.



Click on 'New' for a new invoice.

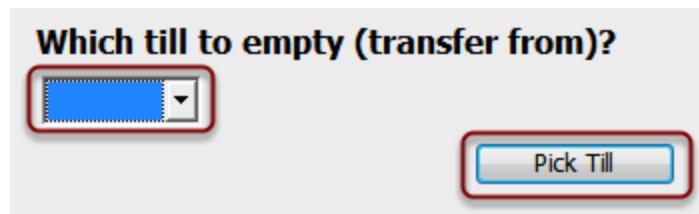


To transfer out the cash from ones till open a new invoice and click on 'Close Till'.

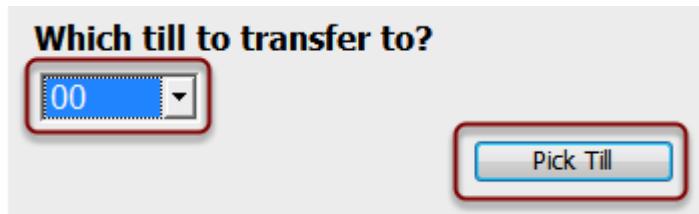


The screenshot shows the 'Invoices List' window with the 'New' button highlighted. The main area displays a transaction form for a customer named 'INV10011' with an account due of '200.00 CAD'. The 'Buy/Sell' section shows 'Received' and 'We BUY'. The 'Method' is set to 'Cash'. The 'Amount' is set to '0.00'. The exchange rates shown are '0.93889 CAD / USD' and '1.06509 USD / CAD'. The 'Commission %' is '0.00%'. The 'Amount due' is '0.00 CAD'. To the right, there is a currency converter table for USD to CAD. Below the form is a table with columns for Account, Received, Paid, Cur, Rate, Fee, Debit (Local), and Credit (Local). At the bottom, there are sections for 'Printable Remarks' and 'Private Remarks', and a footer with various status checkboxes and buttons like 'Save Invoice', 'Cancel', and 'Close Till'.

First window select the till which was being used for the day then click on 'Pick Till'.



Second window select the Safe till (Till 00) so that all funds are safely deposited into the safe.



The invoice will automatically occur under Self as customer. All the cash which was in the 01 till will be moved into till 00. Make sure to do this invoice after the teller has counted all their cash and balanced their till. Select 'Save' to finish the transaction.

Account	Received	Paid	Cur	Rate	Fee	Debit (Local)
Cash-CAD-01		1,671.25	CAD			
Cash-CAD	1,671.25		CAD			
Cash-USD-01		7.27	USD			
Cash-USD	7.27		USD			
Cash-EUR-01	4,480.00		EUR			

Next open the 'Tills' module.



Double click on the till you're signed into.

Cash Register Machines				
	Cash Register Alias	Signed In User	Sign In Date	Sign In
00	Safe Deposit	Admin	00/00/00	00:00:00
01	Till 1	Administrator	05/19/2012	16:54:58
10	Shared Till	Admin	00/00/00	00:00:00

Select 'Sign Out' and close the window.

The window displays the following information:

- User Signed in with this Till: Administrator
- Sign In Date: 03/29/2012
- Sign In Time: 15:54:48
- Buttons: Sign Out (highlighted), Sign In
- Tables:
 - Cash Accounts: Shows columns for Cash In, Cash Out, and Cash Balance. The Cash In column has a value of 0.
 - Cash Denominations: Shows columns for Denom., Cur, Sys. Count, Calc. Amt., Man. Coun, Calc. Amt., Short, and Short Amt. The Man. Coun column has a value of 0.
- Buttons: Transfer To Safe, Close (highlighted)

Closing the Debit Machine Batch

This lesson explains how to close (or settle) the debit card machine.

Click on the 'Invoice' module to start.



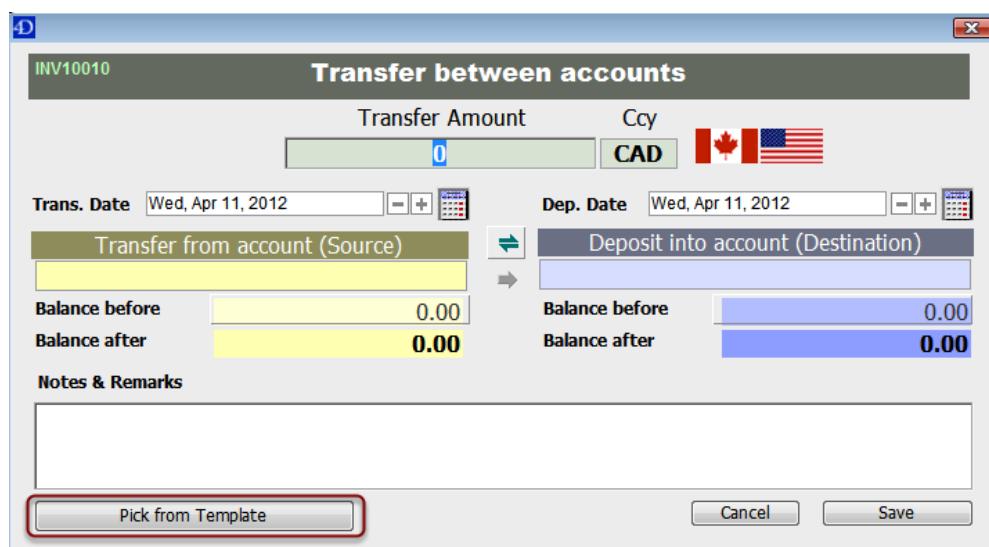
Click on 'New' to start a new invoice.



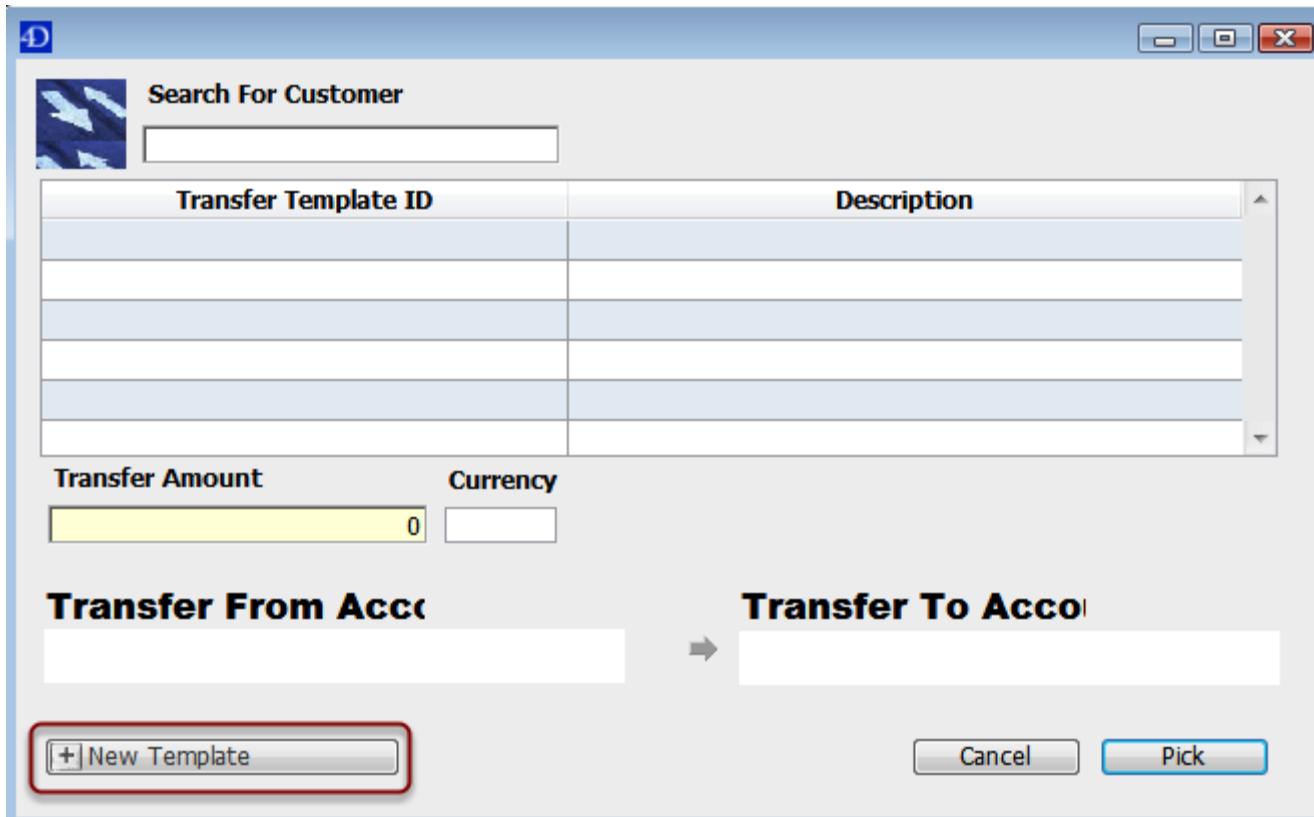
Click on 'Transfer' to make a new transfer.



When the transfer window opens click on the 'Pick from Template' button.

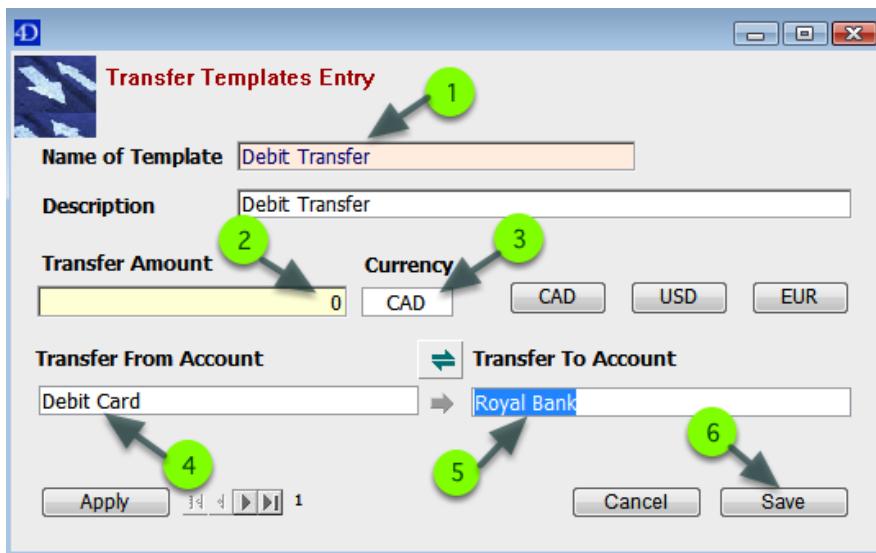


Since this is the first time using the template click on 'New Template'.



Complete the template window as follows:

1. Name the template: Debit Transfer
2. The amount should be left blank since it's going to be different for each transaction
3. The currency would be Canadian
4. Transfer from: Debit Card
5. Transfer to Bank (Pick the bank account which will be debited from): Royal Bank
6. Click on 'Save' when done.



Once the template has been chosen the window will show you how much there is in the debt account and in your back account. Write the balance of the debt account into the 'Transfer Amount' section and save.

INV10010 Transfer between accounts

Transfer Amount		Ccy	
200	CAD	 	
Trans. Date	Wed, Apr 11, 2012	Dep. Date	Wed, Apr 11, 2012
Transfer from account (Source)		Deposit into account (Destination)	
Debt		Royal Bank	
Balance before	200.00	Balance before	85,300.00
Balance after	0.00	Balance after	85,500.00
Notes & Remarks			
Debt Transfer.			
Pick from Template		Cancel	Save

Once saved the invoice will be balanced and ready to save.

INV10010 Account Due (LC) 80,000.00 CAD

Customer		self	Roya Currency Exchange	Flagged		<input checked="" type="checkbox"/> Transfer	Date: Wed, Apr 11, 2012																																								
Buy/Sell				View Customer			Asked about 3rd party																																								
Method		Cash																																													
Amount		200.00	000.00	Calculate Pay off																																											
Exchange Rate		CAD / CAD		We Buy		Spot	We Sell																																								
Inverse Rate		CAD / CAD																																													
Amt before fees		0.00	CAD																																												
Commission %		0.00%	= 0.00 CAD	<input type="checkbox"/> Edit Fees																																											
Our fee in CAD																																															
Amount due		0.00	CAD 0.00																																												
<table border="1"> <thead> <tr> <th>Account</th> <th>Received</th> <th>Paid</th> <th>Cur</th> <th>Rate</th> <th>Fee</th> <th>Debit (Local)</th> <th>Credit (Local)</th> </tr> </thead> <tbody> <tr> <td>Debt</td> <td></td> <td>200.00</td> <td>CAD</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Royal Bank</td> <td>200.00</td> <td></td> <td>CAD</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Account	Received	Paid	Cur	Rate	Fee	Debit (Local)	Credit (Local)	Debt		200.00	CAD					Royal Bank	200.00		CAD																				
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Debt		200.00	CAD																																												
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Printable Remarks <input type="text"/> Private Remarks <input type="text"/>																																															
<input type="checkbox"/> Must be reported <input type="checkbox"/> Suspicious <input type="checkbox"/> Reported Ref # <input type="text"/> Rep. on 00/00/00 KYC <input type="checkbox"/> Checked <input type="button" value="Apply"/> Preview <input type="button" value="Cancel"/> <input type="button" value="Save Invoice"/>																																															

