



Cash Management User Guide

01 November 2017

V1.20

Revision History

Date	Version	Author	Changes
17/07/2017	1.0	Tom Leeman	Created draft guide.
25/09/2017	1.1	Tom Leeman	Updated user guide for reporting update.
01/11/2017	1.2	Tom Leeman	Cash To Bank adjustment update.

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1. Getting Started

Cash Management is an online web application which is part of the Tevalis suite of online applications.

1.1. Launching the Web Application

To access Cash Management you must login to your account through the Tevalis Portal. To access the Portal, type or copy and paste the following address into your preferred web browser.

- <http://tevalis.co.uk>

Once logged into the Portal you can launch directly into the system by pressing on the Cash Management logo. If the logo is greyed out, this identifies that the application is currently unavailable to your account. Reasons for an application being unavailable are;

- The app has not been purchased by your company.
- The application is not available with any groups your account is associated with.

For more information about the Portal, please see the *Tevalis Portal User Guide*.

1.2. Requirements

Before accessing the system, there are two further requirements;

- Your account is authorised to access Cash Management.
- Your account is a member of at least one group containing at least one site (see the Tevalis Portal User Guide for more information on groups).

If your account is not authorised to access the module, the unauthorised screen will be displayed and the following message shown in Figure 1 will be displayed. Whilst your account is unauthorised, you will be unable to access other areas of the application.

If your account is not a member of at least one group containing at least one site, the zero sites screen will be displayed and the following message shown in Figure 2 will be displayed. Whilst your account has access to zero sites, you will be unable to access other areas of the application.

You Are Not Authorised

You are seeing this page because you are not authorised to view this application. If your company has purchased Cash Management, please confirm that your account has the correct privileges to access Cash Management.

If you are unable to resolve your issue, please contact Tevalis Support via email at support@tevalis.com, or by phone on +44 (0)330 002 1555.

Figure 1: The message displayed when your account is not authorised to access Stock Management

Your Account Has 0 Sites Associated With It

You are seeing this page because your account has access to 0 sites. To correct this, please contact your administrator asking them to include your account (t.leeman@tevalis.com) into a group which has access to at least 1 site.

You may need to log back into your account once granted access to your group.

If you are unable to resolve your issue, please contact Tevalis Support via email at support@tevalis.com, or by phone on +44 (0)330 002 1555.

Figure 2: The message displayed when your account has access to zero sites

1.3. Acronym Guide

Field	Definition
ATM	Automated Teller Machine.
AWP	Amusement with Prize e.g. fruit machine.
SWP	Skill with Prize e.g. Quiz machine.
PDQ	Process Data Quickly e.g. a chip and pin payment terminal.

2. Common Functions

2.1. Filtering

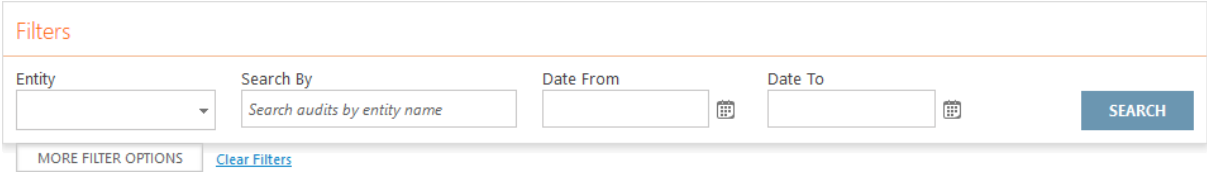


Figure 3: Example of the Filters configuration panel.

One common function seen throughout the module is the ability to filter through information easily using the Filters configuration panel. The filters available are dependent upon the information viewed. The example shown in Figure 3 above displays the filters available for the Audit Log screen.

Additional filters for a page can be viewed by pressing the *More Filter Options* button. After pressing the button, additional filters will be displayed as seen in Figure 4 below. To clear any existing filters, press the *Clear Filters* link. Pressing this link will clear every filter from the configuration panel. To apply the filters, press the *Search* button. Pressing the search button will filter the information displayed on the screen, which will typically be in the form of a table.

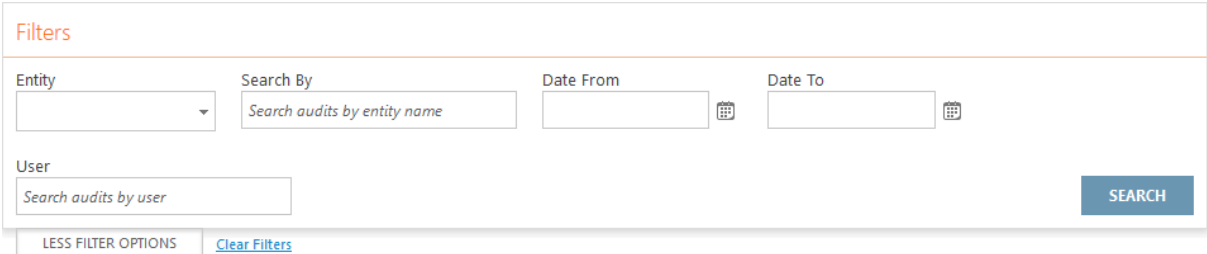


Figure 4: Example of the Filters configuration panel expanded.

2.2. Table Pagination

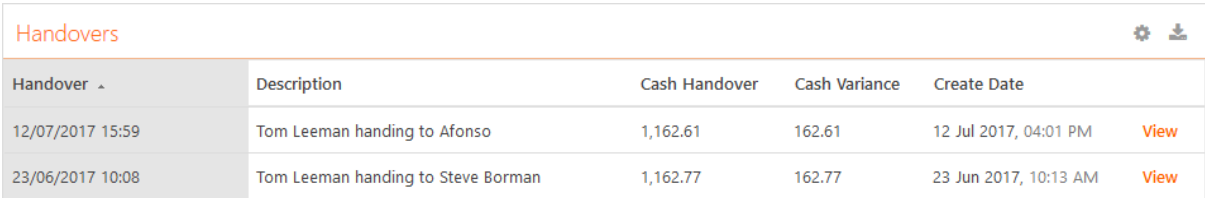
When tables are present on the screen quite often the data is separated into pages of data. The default page size is 10 records, meaning that at most ten records will be displayed in a table by default. However the page size may be altered by selecting a new page size in the *Page Size* dropdown list as shown below in Figure 5 below. The options available are 10, 20 and 50 records. A new default page size may also be set through the My Account screen.



Figure 5: Example of table pagination.

2.3. Table Sorting

When tables are present on the screen, the system offers the ability to sort selected columns in either ascending or descending order, for example sorting Handovers A-Z on the handover name. Columns can be sorted by pressing the column header such as *Handover* in the example in Figure 6 below. The first press of a column header will sort the table by that column in ascending order, the next press will sort in descending order and the third press will reset the table to its default sort order. The sorted column will be highlighted in grey.



Handover	Description	Cash Handover	Cash Variance	Create Date
12/07/2017 15:59	Tom Leeman handing to Afonso	1,162.61	162.61	12 Jul 2017, 04:01 PM View
23/06/2017 10:08	Tom Leeman handing to Steve Borman	1,162.77	162.77	23 Jun 2017, 10:13 AM View

Figure 6: Example of sorting a column in descending order.

2.4. Tooltips

Whilst many fields in the system are self-explanatory, there are a few instances when some clarification is needed. Tooltips have been introduced to help clarify in these cases. Tooltips can be found by the **i** icon displayed on the screen. To view the tooltip message, hover over the **i** icon as seen in Figure 7 below.

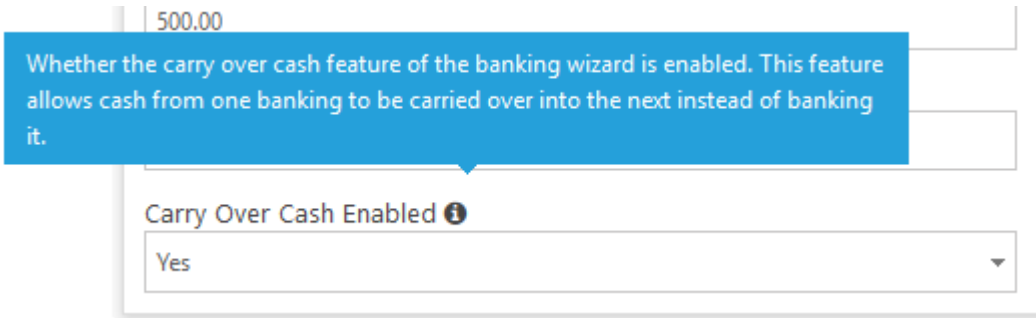


Figure 7: Hovering over the tooltip for the Carry Over Cash Enabled field.

2.5. CSV Exports

To allow easy access to your data for further analysis or for exporting into third party programs – the system, offers the ability in many modules to export data into CSV format. The data to be exported

may be filtered prior to the export or filtered afterwards using your preferred CSV reader. To filter the data prior to the export, select the filters to apply in the Filter Configuration Panel (if present) and press the *Export CSV* hyperlink.



Figure 8: An example of the Export CSV hyperlink present in many areas of the system.

2.6. Alerts

There are four types of alert; red, green, blue and yellow. Each colour represents a different type of alert. Red alerts show an error, blue alerts show useful information, green alerts indicate success and yellow alerts show a warning.

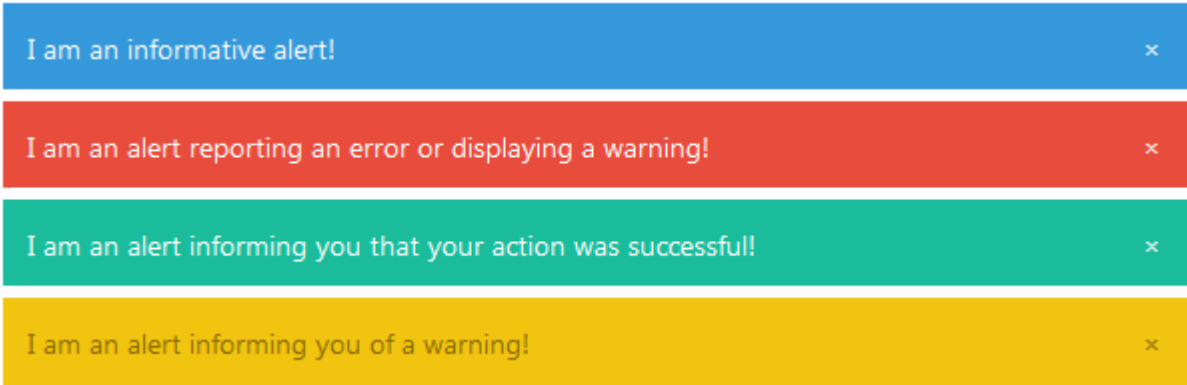


Figure 9: An example of the four types of alert used within the system.

2.7. Selectable Columns

When tables are present in various areas of the system, the system offers the ability to choose the columns of data to be shown on screen. To change the visible columns, press the ⚙ icon and select or deselect the columns to show. To save the selection of columns so the view will be defaulted to next time you enter the screen, press the 📁 icon.

Handovers						⚙️	📄
Handover	Description	Cash Handover	Cash Variance	Create Date	ID		
12/07/2017 15:59	breakfastclub@tevalis.com handing to Afonso	1,162.61	162.61	12 Jul 2017		✓ Name	
23/06/2017 10:08	Tom Leeman handing to Steve Borman	1,162.77	162.77	23 Jun 2017		✓ Description	

- House Float
- Combined Float
- Cash Handover
- Cash Variance
- Create Date

Figure 10: Example of selecting the columns to show on the Handover List screen.

3. Dashboard

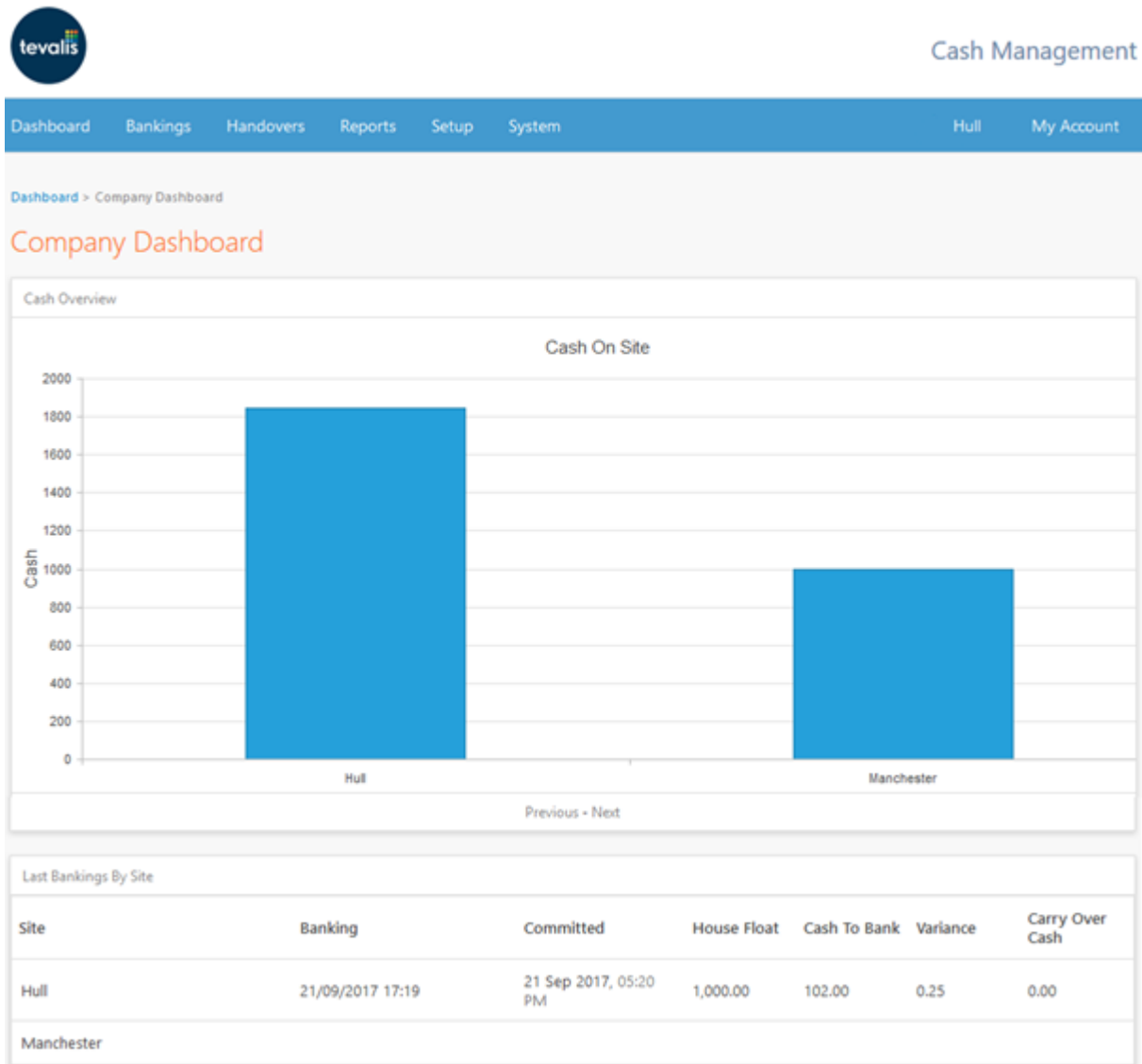


Figure 11: Screenshot of the Cash Management dashboard.

The Cash Management dashboard provides an overview across your estate. The first widget Total Cash Overview provides a summary of 1) the total cash recorded as being on site which is a combination of the house float plus and money left within the safe, and 2) the total cash waiting to clear the bank. The second widget, Last Banking's By Site provides an overview of the status of the most recent banking at each site.

4. Banking's

4.1. Banking List

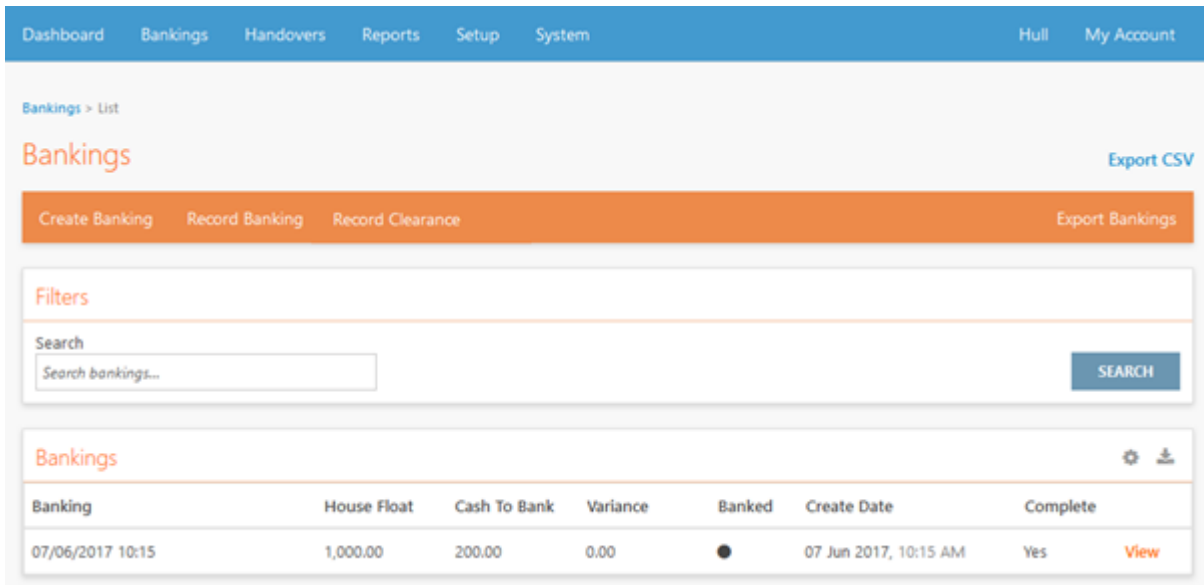


Figure 12: Screenshot of the Banking List screen.

The Banking List screen is used to; quickly search and find historical banking's, to continue an existing banking, to create a new banking, to record the deposit of money to a bank, and to record the clearance of money at the bank.

A new banking may only be created if all banking's at the site are complete, to begin the process press the *Create Banking* button in the orange sub-menu. Banking's can be viewed or edited by pressing the corresponding hyperlink in the banking's table.


4.2. Banking Details


The Banking Details screen provides a read-only look at the entire banking, providing details of the data recorded within each stage of the Banking Wizard. An open banking may be continued by pressing the *Continue Banking* button in the orange sub-menu and an export of the banking's details can be downloaded by pressing the *Banking Report* download link within the *Export* menu item in the same menu.


Bankings > 07/06/2017 10:15


Banking: 07/06/2017 10:15

Details Audit Log Export

 House Float
1,000.00

 Combined Float Value
1,000.00

 Cash To Bank
200.00

 Variance
-1,058.44

Details

Name / Reference	07/06/2017 10:15
Created	07 Jun 2017, 10:15 AM
Committed	07 Jun 2017, 10:19 AM by Tom Leeman
Expected Banking Date	06 Jun 2017
Actual Date Banked	13 Jun 2017
Banking Reference	ABC123

Expected Banking	1,348.21
Cash To Bank	200.00
Carry Over Cash	23.33
Banking Number	HBC001/0001
Z-Reports	Z-Report 329

Floats

House Float	1,000.00
Till Float	500.00
ATM Float	0.00
AWP / SWP Float	0.00
Cash Carried Over	0.00
Change Safe #1	250.00
Change Safe #2	250.00

Legal Tender Count

Legal Tender	Quantity	Value
£50	4	200.00
£20	1	20.00

Figure 13: An example of the Banking Details screen for a complete banking

4.3. Audit Log

Banking: 07/06/2017 10:15

Details Audit Log Export

Filters

Search By Date From Date To

[MORE FILTER OPTIONS](#) [Clear Filters](#) SEARCH

Audit Log

[Export CSV](#) | [Export PDF](#)

Description	Action	Audit Date	User
Banking 07/06/2017 10:15 updated.	Update	13 Jun 2017, 09:26 AM	Tom Leeman
Banking 07/06/2017 10:15 updated.	Update	08 Jun 2017, 11:21 AM	Tom Leeman
Banking 07/06/2017 10:15 updated.	Update	07 Jun 2017, 10:26 AM	Tom Leeman
Banking 07/06/2017 10:15 updated.	Update	07 Jun 2017, 10:19 AM	Tom Leeman
Banking 07/06/2017 10:15 updated.	Update	07 Jun 2017, 10:19 AM	Tom Leeman
BankingLegalTenderCount £50 updated in Banking 07/06/2017 10:15.	Update	07 Jun 2017, 10:19 AM	Tom Leeman
BankingLegalTenderCount £20 updated in Banking 07/06/2017 10:15.	Update	07 Jun 2017, 10:19 AM	Tom Leeman
BankingLegalTenderCount 50p updated in Banking 07/06/2017 10:15.	Update	07 Jun 2017, 10:19 AM	Tom Leeman
BankingLegalTenderCount 20p updated in Banking 07/06/2017 10:15.	Update	07 Jun 2017, 10:19 AM	Tom Leeman
BankingLegalTenderCount 10p updated in Banking 07/06/2017 10:15.	Update	07 Jun 2017, 10:19 AM	Tom Leeman

Page size: 10 65 items in 7 pages

Figure 14: An example of the Audit Log screen for a banking.

The Audit Log screen provides a detailed list of all actions taken on the banking from creation all the way to completion. Each entry in the Audit Log can be expanded to show further details by pressing the corresponding entry in the table. Additionally, all audit information for the banking can be exported to a CSV file or as a PDF export.

4.4. Creating A Banking

Bankings > Create

Create Banking

Details

Name

Z-Reports

Help

To begin the cashup process, enter a name or reference into the Name textbox, select the Z-Reports to create a banking for and then press the Create button to begin the banking wizard.

Note! The tenders from the E-POS will be assigned to the Bankable Payment Type setup within the Tender Types section of your sites details. Ensure that your tender type mappings are correct before creating the banking.

Note! Only the assets and legal tenders created prior to beginning the banking will be included. Ensure that all assets and legal tenders are created before creating the banking.

Figure 15: An example of creating a banking.

To begin creating a new banking, press the *Create Banking* button in the orange sub-menu of the Banking List screen. A banking may only be created if there are no open banking's at site. Pressing this button will redirect to the Create Banking screen, simply enter a name or reference for the banking to be created and select the Z-Reports from the Tevalis e-POS which should be included for this banking. Afterwards, press the *Create* button to create the banking and enter the first step of the 10-step banking wizard.

Note! The tenders from the E-POS will be assigned to the Bankable Payment Type setup within the Tender Types section of your sites details. Ensure that your tender type mappings are correct before creating the banking.

Note! Only the assets and legal tenders created prior to beginning the banking will be included. Ensure that all assets and legal tenders are created before creating the banking.

4.4.1. Banking Wizard Basics

To help simplify the cash up process, the Banking Wizard is separated into 10 simple steps. Each step will guide you through what actions to take before proceeding onto the next step of the wizard.

During each step, the actions to take will always be presented on the left side of the screen, and help on the right side of the screen.

However, not all steps in the wizard are mandatory – there will be at most 10 steps to complete.

Upon creating the banking, the system will determine how to create the wizard based on each sites setup information. For example, if your restaurant does not use ATM machines then Step 5: ATM will be bypassed.

Lastly, the top-right of the wizard will display the balance remaining. Whilst completing each step of the wizard, the balance remaining will change. The goal by step 10 is to bring the balance remaining down to £0.00 so there is no outstanding balance to reconcile. A balance of £0.00 means that all money has been accounted for and there are no variances between what the system has recorded (expected) and what has been entered in the wizard (actual).

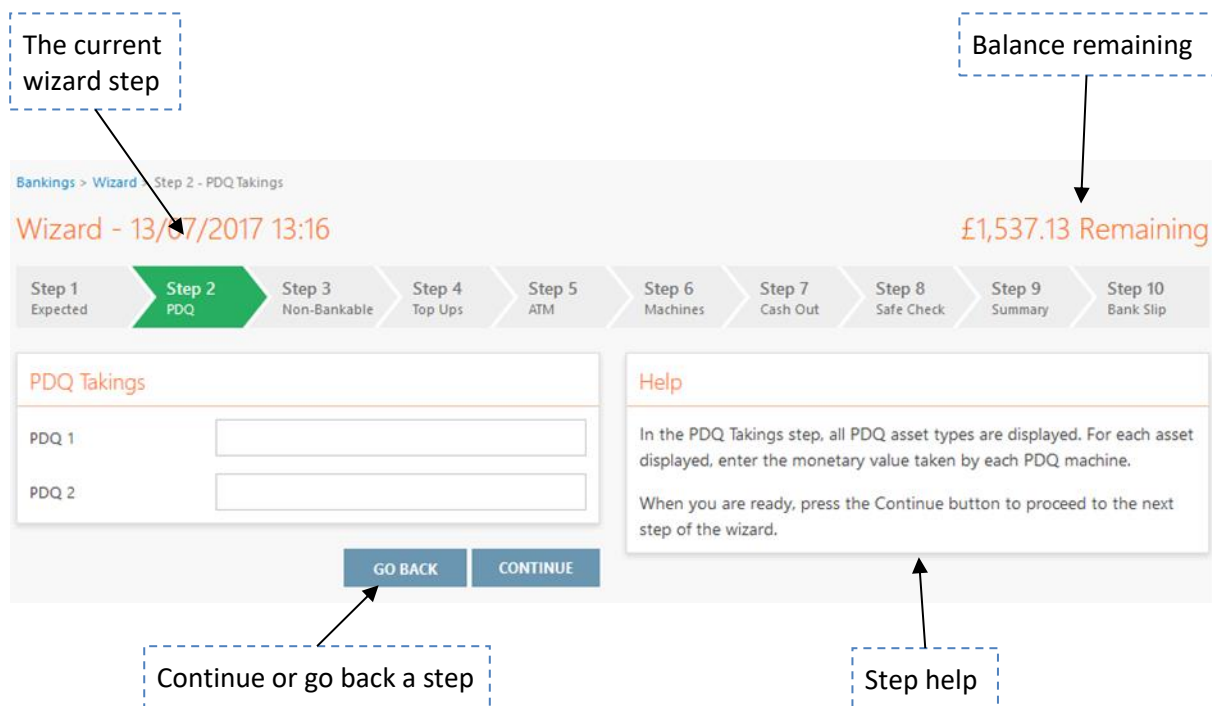


Figure 16: Annotated banking wizard.

4.4.2. Banking Wizard Step 1: Expected

Bankings > Wizard > Step 1 - Expected

Wizard - 13/07/2017 13:16 £1,537.13 Remaining

Step 1 Expected Step 2 PDQ Step 3 Non-Bankable Step 4 Top Ups Step 5 ATM Step 6 Machines Step 7 Cash Out Step 8 Safe Check Step 9 Summary Step 10 Bank Slip

Expected Tender Total Since Last Cashup

The Z-Reports included in this cashup are;

- Z-Report 330 - 22 Mar 2017, 07:55 PM

Total

CONTINUE

Help

The Expected Banking step is the first step in the cash-up wizard. It displays the sum of all tenders taken via the tevalis E-POS since the last banking was performed. There is no direct action to take on this screen, the expected banking figure is read only.

When you are ready, press the Continue button to proceed to the next step of the wizard.

Figure 17: An example of the first banking wizard step, Expected.

The first step of the wizard simply details the expected tender total recorded as taken through the e-POS for all Z-Reports included in the banking. There is no direct action to take on this screen, the expected banking figure is ready only. Once the information has been reviewed, press the *Continue* button to proceed to the next step of the wizard.

4.4.3. Banking Wizard Step 2: PDQ

Bankings > Wizard > Step 2 - PDQ Takings

Wizard - 13/07/2017 13:16 £1,519.77 Remaining

Step 1 Expected Step 2 PDQ Step 3 Non-Bankable Step 4 Top Ups Step 5 ATM Step 6 Machines Step 7 Cash Out Step 8 Safe Check Step 9 Summary Step 10 Bank Slip

PDQ Takings

PDQ 1	<input type="text" value="17.36"/>
PDQ 2	<input type="text" value="0.00"/>

GO BACK **CONTINUE**

Help

In the PDQ Takings step, all PDQ asset types are displayed. For each asset displayed, enter the monetary value taken by each PDQ machine.

When you are ready, press the Continue button to proceed to the next step of the wizard.

Figure 18: An example of the PDQ banking wizard step.

This is an optional step that is bypassed if no PDQ assets have been created at site. In this step, all PDQ asset types are displayed. For each asset, enter the monetary value taken by each PDQ machine. This information should be retrievable by performing a Z Read on each PDQ.

4.4.4. Banking Wizard Step 3: Non-Bankable

Bankings > Wizard > Step 3 - Non Bankable Payments

Wizard - 13/07/2017 13:16 £809.43 Remaining

Step 1 Expected | Step 2 PDQ | **Step 3 Non-Bankable** | Step 4 Top Ups | Step 5 ATM | Step 6 Machines | Step 7 Cash Out | Step 8 Safe Check | Step 9 Summary | Step 10 Bank Slip

Tender	Value
Amazon	<input type="text" value="250.00"/>
Hey Diner	<input type="text" value="120.00"/>
Non Bankables	<input type="text" value="340.34"/>

Help

In the Non Bankable step, all active non bankable tenders are display. Tender Types with a Bankable Payment Type of 'Non Bankable' will be displayed under 'Non Bankables'. Tender Types with a Bankable Payment Type of 'Non Bankable Ungrouped' will be displayed with their Tender Type Name. For each tender, enter the monetary value taken.

When you are ready, press the Continue button to proceed to the next step of the wizard.

Figure 19: An example of the Non-Bankable banking wizard step.

This is an optional step that is bypassed if there no active non-bankable tenders' setup for your site. In this step, all active non-bankable tenders are displayed. Tender Types with a Bankable Payment Type of *Non Bankable* will be displayed under *Non Bankables*. Tender Types with a Bankable Payment Type of *Non Bankable Ungrouped* will be displayed with their Tender Type Name. Refer to section 7.1 for information on setting up your sites tenders. For each tender displayed, enter the monetary value taken.

4.4.5. Banking Wizard Step 4: Top Ups

Bankings > Wizard > Step 4 - Top Ups

Wizard - 13/07/2017 13:16 £709.43 Remaining

Step 1 Expected | Step 2 PDQ | Step 3 Non-Bankable | **Step 4 Top Ups** | Step 5 ATM | Step 6 Machines | Step 7 Cash Out | Step 8 Safe Check | Step 9 Summary | Step 10 Bank Slip

ATM #1	<input type="text" value="100.00"/>
Fruit Machine #1	<input type="text" value="0.00"/>
Fruit Machine #2	<input type="text" value="0.00"/>
Quiz Machine #1	<input type="text" value="0.00"/>

Help

In the Top Ups step, AWP, SWP and ATM assets are displayed. For each asset, enter the monetary value topped up for each asset. If no top-ups were performed, enter a value of 0.

When you are ready, press the Continue button to proceed to the next step of the wizard.

Figure 20: An example of the Top Ups banking wizard step.

This is an optional step that is bypassed if there are no AWP, SWP or ATM asset types created for the site. In this step, for each asset displayed enter the monetary value topped up for each asset. This is the amount of cash that has been topped up (added) into the machine during the banking. If no top-up was performed, enter a value of 0.

4.4.6. Banking Wizard Step 5: ATM Withdrawals

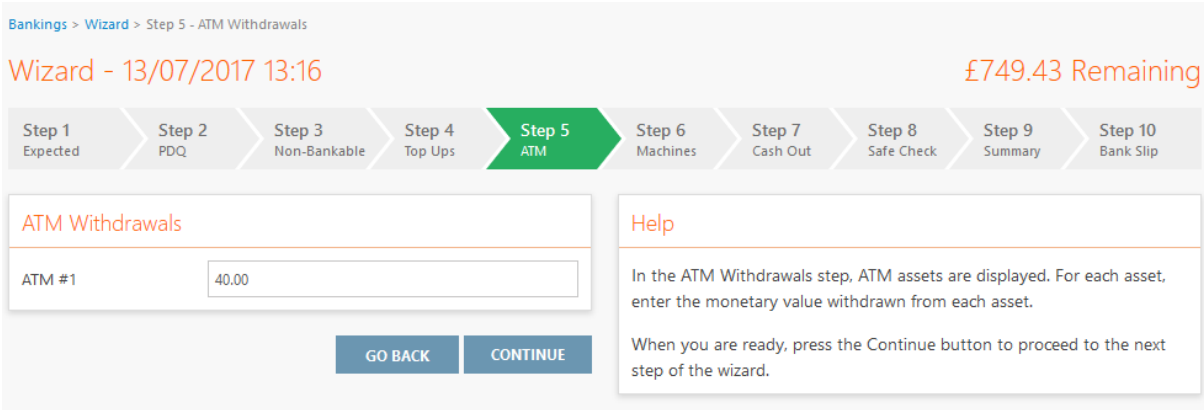


Figure 21: An example of the ATM Withdrawals banking wizard step.

This is an optional step that is bypassed if there are no ATM asset types created for the site. In this step, for each ATM displayed, enter the monetary value withdrawn from the ATM machine by users. This information should be retrievable by performing a Z Read on each ATM. In the examples presented so far, there has been a £100 top up and a £40 withdrawal from ATM #1 – once we reach Step 8: Safe check, we should see a £60.00 float assigned to the ATM which will be carried over into the next banking.

4.4.7. Banking Wizard Step 6: Machine Counts

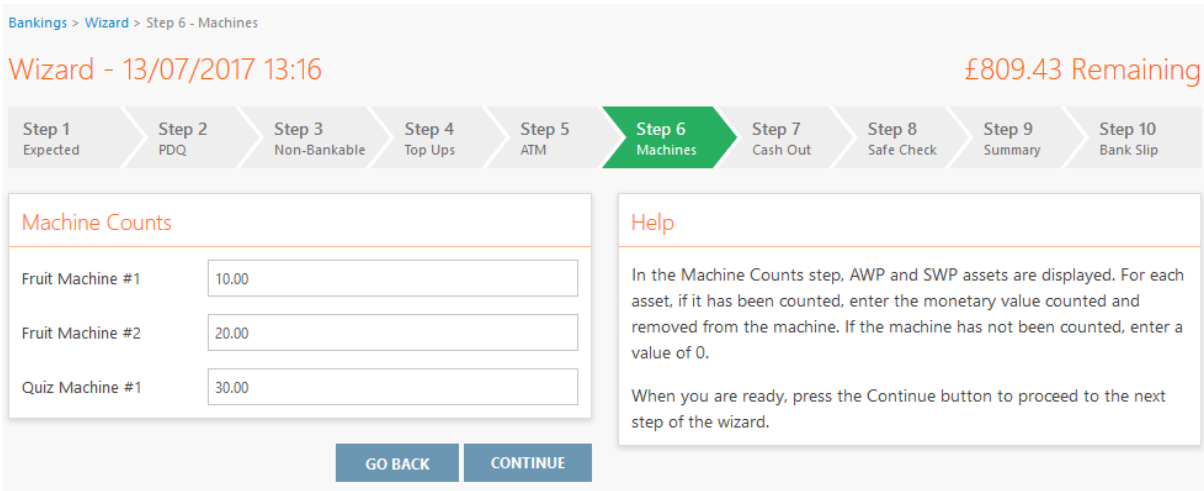


Figure 22: An example of the Machine Counts banking wizard step.

This is an optional step that is bypassed if there are no AWP or SWP asset types created for the site. In this step, for each machine displayed, enter the monetary value that has been counted and removed from the machine. If the machine has not been counted during this banking, enter a value of 0.00.

In the examples presented so far, there has been no top-up for any machine listed on this step but there is £60.00 recorded as being removed. This £60.00 adds onto the remaining balance and is cash which needs to be accounted for in Step 8: Safe Check.

4.4.8. Banking Wizard Step 7: Cash Out


Bankings > Wizard > Step 7 - Cash Out

Wizard - 13/07/2017 13:16 £788.08 Remaining

Step 1 Expected Step 2 PDQ Step 3 Non-Bankable Step 4 Top Ups Step 5 ATM Step 6 Machines **Step 7 Cash Out** Step 8 Safe Check Step 9 Summary Step 10 Bank Slip


Cash Outs

[Add Cash Out](#)

Description	Gross	VAT	Net	
Milk Money	2.65	0.00	2.65	Edit Delete
Window Cleaner 	18.50	3.70	14.80	Edit Delete


[GO BACK](#) [CONTINUE](#)


Help

In the Cash Out step, enter all money leaving your business which has not already been recorded through the E-POS. All E-POS cash outs will be displayed on this screen with an  symbol next to the record. For each cash out, provide a description of the cash out and the monetary value withdrawn.

When you are ready, press the Continue button to proceed to the next step of the wizard.

Figure 23: An example of the Cash Out banking wizard step.

In this step, enter all money leaving your business which has not already been recorded through the e-POS. All cash outs recorded through the e-POS will be displayed on screen with a  next to the entry.

To record a new cash out, press the *Add Cash Out* hyperlink within the Cash Outs section on the left-side of the screen, enter a description, the Gross and the VAT amounts and press *Add* to create the new cash out. Each cash out entered will decrease the balance remaining. Existing cash outs can be modified by pressing the *Edit* link against the corresponding row in the cash outs grid. Optionally an attachment can be uploaded for each cash out, entries with an attachment uploaded will have an  icon next to the entry which when pressed will display the attachment.


4.4.9. Banking Wizard Step 8: Safe Check


Bankings > Wizard > Step 8 - Safe Check


Wizard - 13/07/2017 13:16 £0.00 Remaining


Step 1 Expected Step 2 PDQ Step 3 Non-Bankable Step 4 Top Ups Step 5 ATM Step 6 Machines Step 7 Cash Out **Step 8 Safe Check** Step 9 Summary Step 10 Bank Slip


Floats

House Float 

Till Float 

ATM Float 

AWP / SWP Float 

Cash Carried Over 

Change Safe #1

Change Safe #2

Help


In the Safe Check step, declare your floats if applicable and then enter the tender values to be cashed up. The tenders in the Legal Tender Count section are the physical cash amounts in hand which are to be counted. The tenders in the Cheque Counts section are all active cheque tenders created at site based on your sites tender type mappings.

When you are ready, press the Continue button to proceed to the next step of the wizard.

Figure 24: An example of the Safe Check banking wizard step.

In this step, declare your floats if applicable and then enter the tender values to be cashed up.

Floats

Within the Floats section all icons with an  against the entry are read-only values. An overview of the entries in this section is presented below.

Field	Definition
House Float	The house float (setup in section 7.1) which is the cash which should be available onsite for day-to-day operations.
Till Float	The till float (setup in section 7.1) which is the combined float value for all tills at site. This value is part of the house float.
ATM Float	The monetary value recorded as being held in all ATMs based on Top Ups and Withdrawals.
AWP / SWP Float	The monetary value recorded as being held in AWP and SWP machines based on Top Ups and Machine Counts.
Cash Carried Over	A value of cash carried over from the previous banking into this banking which should be reconciled.

Legal Tender Counts

Legal Tender Counts		
Legal Tender	Quantity	Value
£50	<input type="text" value="1"/>	<input type="text" value="50.00"/>
£20	<input type="text" value="3"/>	<input type="text" value="60.00"/>
£10	<input type="text" value="9"/>	<input type="text" value="90.00"/>
£5	<input type="text" value="20"/>	<input type="text" value="100.00"/>
£2	<input type="text" value="7"/>	<input type="text" value="14.00"/>
£1	<input type="text" value="26"/>	<input type="text" value="26.00"/>
50p	<input type="text" value="5"/>	<input type="text" value="2.50"/>
20p	<input type="text" value="18"/>	<input type="text" value="3.60"/>
10p	<input type="text" value="6"/>	<input type="text" value="0.60"/>
5p	<input type="text" value="16"/>	<input type="text" value="0.80"/>
Bronze	<input type="text" value="58"/>	<input type="text" value="0.58"/>

Figure 25: An example of the Legal Tender Counts section in the Safe Check wizard step.

The tenders in the Legal Tender Counts section are the physical cash amounts in hand which are to be counted. The tenders available are based on the sites setup information at the time the banking was created. For each entry in the section the value counted may be entered by either quantity or by value. For example, on the £50 legal tender line, a quantity of 1 records a value of £50.00 and a value of £100.00 will record a Quantity of 2 x £50 notes counted.

Cheque Counts

Cheque Counts	
Cheque	Value
Cheque	<input type="text" value="0.00"/>

Figure 26: An example of the Cheque Counts section in the Safe Check wizard step.

The tenders in the Cheque Counts section are all cheque amounts in hand which are to be counted. The cheques listed are based on the sites setup information at the time the banking was created.

Totals

 Cash To Bank 348.08	 Cheques To Bank 0.00
--	---

Figure 27: An example of the Totals section in the Safe Check wizard step.

Upon entering values in this step, the total Cash To Bank and Cheques to Bank figures at the bottom of the screen are calculated along with adjustments to the remaining balance. The aim at the end of this step is to have a £0.00 remaining balance and a Cash To Bank figure which will be the amount of cash to be deposited into your sites safe and later deposited in the bank.

4.4.10. Banking Wizard Step 9: Summary

Bankings > Wizard > Step 9 - Summary

Wizard - 13/07/2017 13:16 £0.00 Remaining

Step 1 Expected Step 2 PDQ Step 3 Non-Bankable Step 4 Top Ups Step 5 ATM Step 6 Machines Step 7 Cash Out Step 8 Safe Check **Step 9 Summary** Step 10 Bank Slip

Summary			
Tender	Expected	Counted	Variance
Cash	348.08	348.08	0.00
Card	17.36	17.36	0.00
Cheque	0.00	0.00	0.00
Combined Float	1,000.00	1,000.00	0.00
Non Bankable	710.34	340.34	-370.00
Amazon	0.00	250.00	250.00
Hey Diner	0.00	120.00	120.00
Total	2,075.78	2,075.78	0.00

Help

In the Summary step, review the tenders expected and counted. You may go back to previous steps and ammend information before proceeding onto the next step.

When you are ready, press the Continue button to proceed to the next step of the wizard.

Figure 28: An example of the Summary banking wizard step.

In this step, review the tenders expected and counted. At this stage of the banking wizard ideally there should be a £0.00 balance remaining, should there be any variances between the expected vs the actual counts for any tender, these may be investigated and counts optionally altered by returning to a previous step. Once the variance (if any) has been accepted, proceed onto the last step of the wizard.

In the example presented, there is a variance of -£370 on the Non Bankable line but this is accounted for by the Amazon and Hey Diner tender lines. A potential reason for this discrepancy could be that a user on the e-POS pressed a non-bankable tender type for payment on a bill instead of pressing the Amazon or Hey Diner tender.

Tender	Expected	Counted
Cash	Expected cash is calculated as follows; + Cash from E-POS + Cash Carried Over + Machine Counts - Cash Out	The sum of all legal tender counts from the Safe Check wizard step.
Card	Card payments recorded by the e-POS.	PDQ counts in the PDQ wizard step.
Cheque	Cheque payments recorded by the e-POS.	Cheque counts in the Safe Check wizard step.
Combined Float	The sites house float.	Counted combined float is calculated as follows; + Till float + ATM float + Machine float + Change Safe float
Non Bankable	Non bankable payments recorded by the e-POS.	Non Bankable payments recorded in the Non Bankable wizard step.
Amazon	<i>A type of non bankable tender.</i>	
Hey Diner	<i>A type of non bankable tender.</i>	

4.4.11. Banking Wizard Step 10: Bank Slip

Bankings > Wizard > Step 10 - Bank Slip

Wizard - 13/07/2017 13:16 £0.00 Remaining

Step 1 Expected Step 2 PDQ Step 3 Non-Bankable Step 4 Top Ups Step 5 ATM Step 6 Machines Step 7 Cash Out Step 8 Safe Check Step 9 Summary **Step 10 Bank Slip**

Bank Slip

Cash To Bank

Carry Over Cash

Banking Number

Banking Date

Help

In the Bank Slip step, confirm the cash value to bank, enter any cash to be carried over from this banking into the next and then enter the banking number for this cashup. Once complete, press the Commit Banking button to complete the banking.

GO BACK **COMMIT BANKING**

Figure 29: An example of the Blank Slip banking wizard step.

This is the last step in the banking wizard. In this step, confirm the cash value to bank (this is the same value as shown in the Total: Cash To Bank section in the Safe Check step), enter any cash to be carried over from this banking into the next and then enter the banking number for this cash up and the expected date that cash from this banking will be deposited into your bank.

To complete the banking, press the *Commit Banking* button. Once committed, the banking wizard will be completed and the banking no longer editable.

4.5. Recording the Deposit of Cash to a Bank

When a banking is completed, the system assumes that cash recorded during the banking wizard has been taken and has been placed into a safe at site. This cash will continue to accumulate in the safe until the banking has been marked as deposited into the bank.

To record the deposit of cash, press the *Recording Banking* button in the orange sub-menu which will open a new window containing a list of all unbanked (non-deposited) banking's. Enter the date that the cash is deposited, a reference number if applicable and select the banking(s) to mark as banked. Afterwards, press the *Record Bankings* button to record the cash from the selected banking's leaving your business and being deposited in the bank.

For sites requiring a record of when money has cleared the bank (see section 7.1) the *Banked* status on the Banking List screen will change from (unbanked) to (banked). For sites not requiring this record, the banking will be recorded as banked and will be automatically set as having cleared the bank, its status will change from (unbanked) to (cleared).

Record Banking
✕

On this screen confirm the date that cash for your bankings was actually taken to the bank and deposited. Enter the date banked and a reference number, select the appropriate bankings and then press Record Bankings to record cash leaving your business and being deposited in the bank.

Date Banked

Reference

Bankings
✕

<input checked="" type="checkbox"/>	ID	Banking	Cash To Bank	Banking Nr
<input checked="" type="checkbox"/>	76	07/06/2017 10:15	200.00	HBC001/0001

RECORD BANKINGS

Figure 30: An example of recording the deposit of cash to a bank.


4.6. Recording the Clearance of Cash at a Bank

After recording the deposit of cash into a bank, for sites requiring a record of when the cash has cleared the bank (see section 7.1), there will be an option on the Banking List within the orange sub-menu named *Record Clearance*. Until cash has been recorded as cleared, the *Cash To Clear* total at your site will continue to accumulate for each *banked* banking.

To record the clearance of cash, press the *Record Clearance* button in the orange sub-menu which will open a new window containing a list of all banked (deposited) banking's which have not yet been recorded as having cleared the bank. Enter the date that the cash cleared the bank and select the banking(s) to mark as cleared. Afterwards, press the *Record Clearance* button to record the cash from the selected banking's as having cleared the bank and their transactions settled.

Record Clearance ✕

On this screen confirm the date that cash for your bankings actually cleared the bank and the transaction was settled. Enter the clearance date and select the appropriate bankings and then press Record Clearance to record the clearance and acceptance of cash deposited into the bank.

Clearance Date 

Bankings

<input type="checkbox"/>	ID	Banking	Cash Deposited	Banking Nr	Banking Ref
<input type="checkbox"/>	14	21/09/2017 17:18	740.75	CBC001/002	25-SEP-B1

RECORD CLEARANCE

Figure 31: An example of recording the clearance of cash at a bank.

4.7. Adjusting the Cash To Bank Figure

Adjust Cash To Bank ✕

You may adjust the final Cash To Bank figure after the banking is complete but before being declared as 'Banked'. Confirm the adjusted Cash To Bank figure, enter the reason for the adjustment and press Record Adjustment to update the banking.

Original Cash To Bank

Adjusted Cash To Bank

Reason For Adjustment

RECORD ADJUSTMENT

Figure 32: Adjusting the Cash To Bank figure of a committed Banking.

Should a discrepancy arise with the Cash To Bank figure after committing a Banking, it is possible to adjust the Cash To Bank figure before the Banking is recorded as *Banked* (see section 4.5). For users with privilege this may be performed on the Banking Details screen by pressing the *Adjust Cash To Bank* button in the orange menu.

To record the adjustment, enter the adjusted Cash To Bank value and a reason for the adjustment and then press Record Adjustment. Adjustments can continue to be performed up until the Banking is recorded as banked. After an adjustment is performed, the new cash to bank figure is displayed and highlighted in red. Hovering over an adjusted cash to bank figure will provide the details of the adjustment entered previously.

5. Handovers

A Handover is a record of an exchange of cash from one member of staff to another mid-shift. Typically, a handover would be recorded when there is a change of manager during the day and there is to be control over the exchange of cash between these persons.

5.1. Handover List

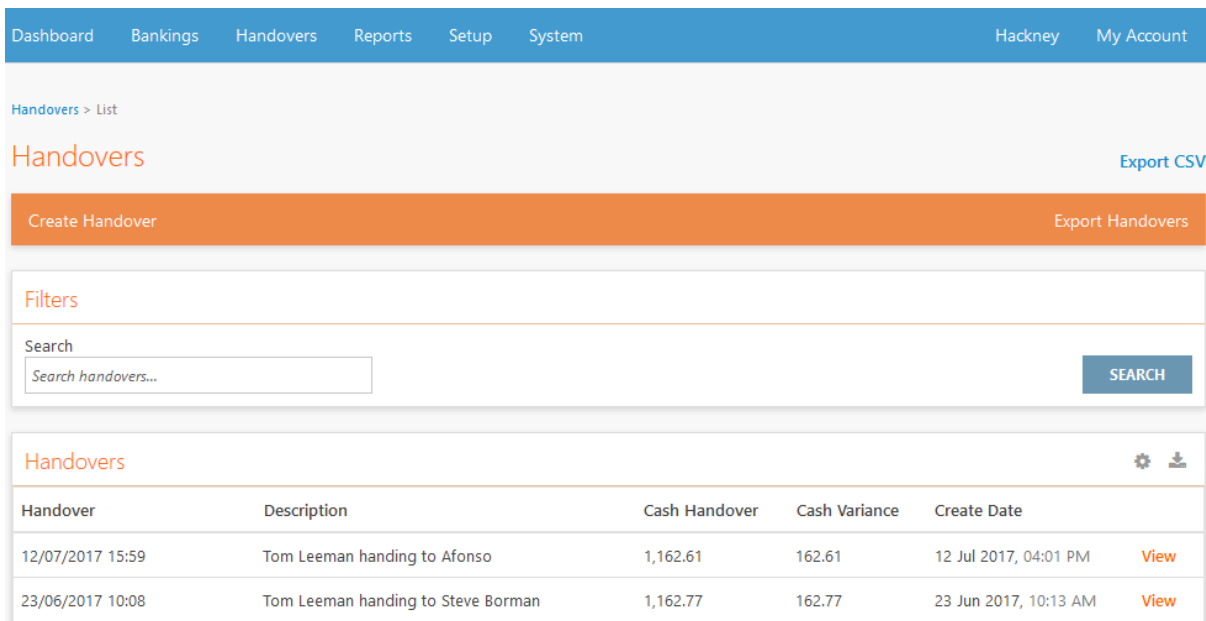


Figure 33: Screenshot of the Handover List screen.

The Handover List screen is used to quickly search and find handovers previously recorded and to create a new Handover by pressing the *Create Handover* button in the orange sub-menu. Existing handovers can be viewed by pressing the *View* hyperlink next to the corresponding row in the handovers table.

5.2. Handover Details

The Handover Details screen provides a read-only look at a handover, providing details of the data recorded at handover. An export of the handovers details can be downloaded by pressing the *Handover Report* download link within the *Export* menu item of the orange sub-menu.

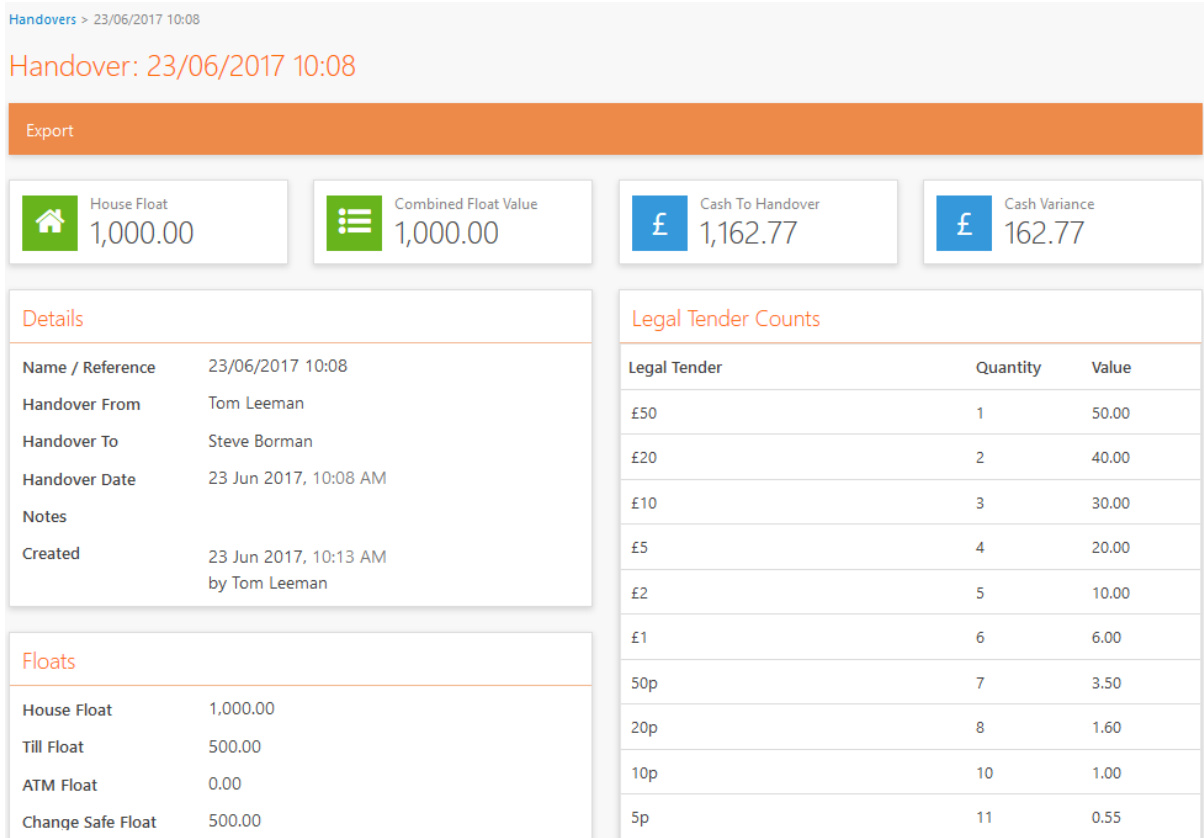


Figure 34: Screenshot of the Handover Details screen

5.3. Recording a Handover

To begin recording a handover, press the *Create Handover* button in the orange sub-menu of the Handover List screen. A handover may only be created if there are no open banking's at site. Pressing this button will redirect to the Create Handover screen.

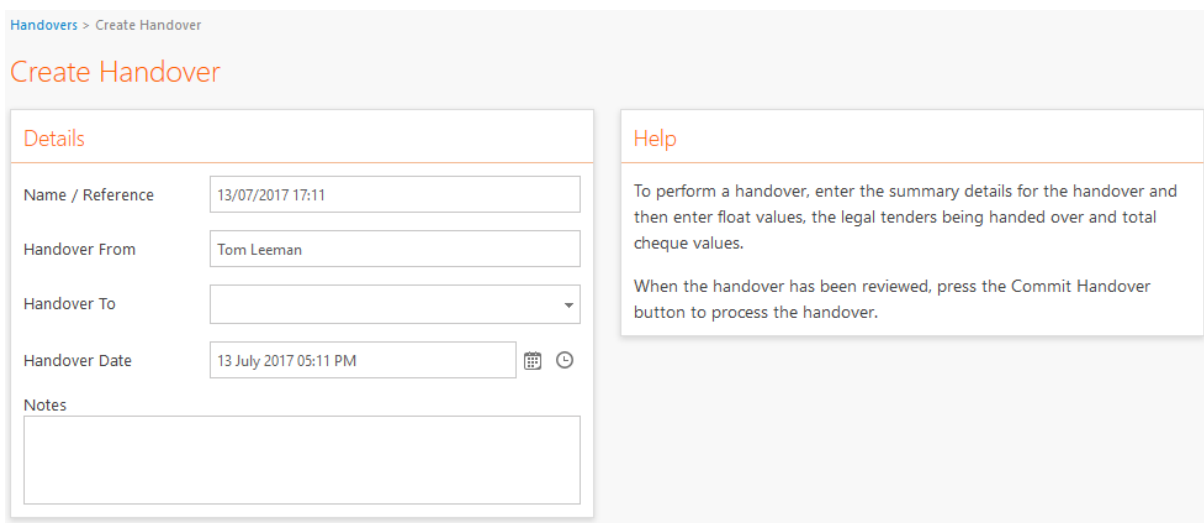
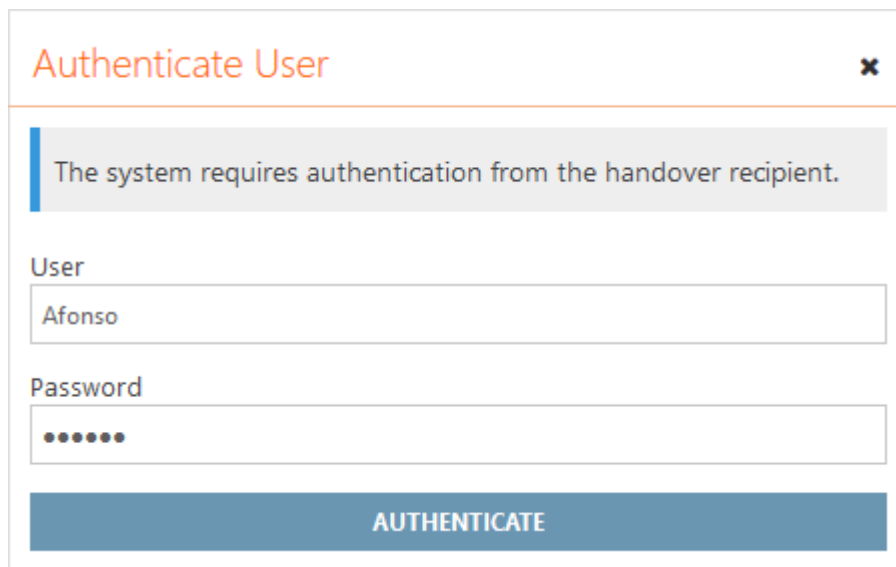


Figure 35: Screenshot of the Create Handover screen.

Details

An overview of the fields in the Details section of the Create Handover form is presented below.

Field	Definition
Name / Reference	A name or reference used to identify the handover.
Handover From	The person that is handing over the cash to another person (locked to your account).
Handover To	A drop-down list of all users with access rights to accept a handover. Upon selecting a user, that user must authorise the action via confirming their online Tevalis Portal credentials. See Figure 36 for an example.
Handover Date	The date and time that the handover took place.
Notes	Any additional notes regarding the handover.



The screenshot shows a modal dialog box titled "Authenticate User" with a close button (X) in the top right corner. Inside the dialog, there is a grey message box that says "The system requires authentication from the handover recipient." Below this, there are two input fields: "User" containing the text "Afonso" and "Password" containing six dots. At the bottom of the dialog is a blue button with the text "AUTHENTICATE" in white capital letters.

Figure 36: An example of the handover recipient authorising their receipt of the handover.

Floats

An overview of the entries in this section is presented below.

Floats

House Float 🔒	1,000.00
Till Float	500.00
ATM Float	200.00
Change Safe #1	150.00
Change Safe #2	150.00

Figure 37: An example of the floats section when creating a handover.

Field	Definition
House Float	The house float (setup in section 7.1) which is the cash which should be available onsite for day-to-day operations. This field is read-only.
Till Float	The daily combined till float.
ATM Float	The monetary value held within the ATM at the start of the day.
Change Safe #N	A Change Safe asset type setup in section X. Enter the monetary value held within each change safe at handover.

Legal Tender Counts

The tenders in the Legal Tender Counts section are the physical cash amounts in hand which are being handed over to the recipient. For each entry in the section the value counted may be entered by either quantity or by value. For example, on the £50 legal tender line, a quantity of 1 records a value of £50.00 and a value of £100.00 will record a Quantity of 2 x £50 notes counted.

Legal Tender Counts		
Legal Tender	Quantity	Value
£50	<input type="text" value="1"/>	<input type="text" value="50.00"/>
£20	<input type="text" value="3"/>	<input type="text" value="60.00"/>
£10	<input type="text" value="9"/>	<input type="text" value="90.00"/>
£5	<input type="text" value="20"/>	<input type="text" value="100.00"/>
£2	<input type="text" value="7"/>	<input type="text" value="14.00"/>
£1	<input type="text" value="26"/>	<input type="text" value="26.00"/>
50p	<input type="text" value="5"/>	<input type="text" value="2.50"/>
20p	<input type="text" value="18"/>	<input type="text" value="3.60"/>
10p	<input type="text" value="6"/>	<input type="text" value="0.60"/>
5p	<input type="text" value="16"/>	<input type="text" value="0.80"/>
Bronze	<input type="text" value="58"/>	<input type="text" value="0.58"/>

Figure 38: An example of the Legal Tender Counts section when creating a handover.

Totals

 Cash To Handover 1348.08	 Cash Variance 348.08
---	---

Figure 39: An example of the Totals section when creating a handover.

Upon changing any monetary value when creating a handover, the totals at the bottom of the screen are calculated. Cash To Handover is the total amount of cash being handed over to the recipient and the Cash Variance total is the variance to the house float.

6. Reports

6.1. Report Generator

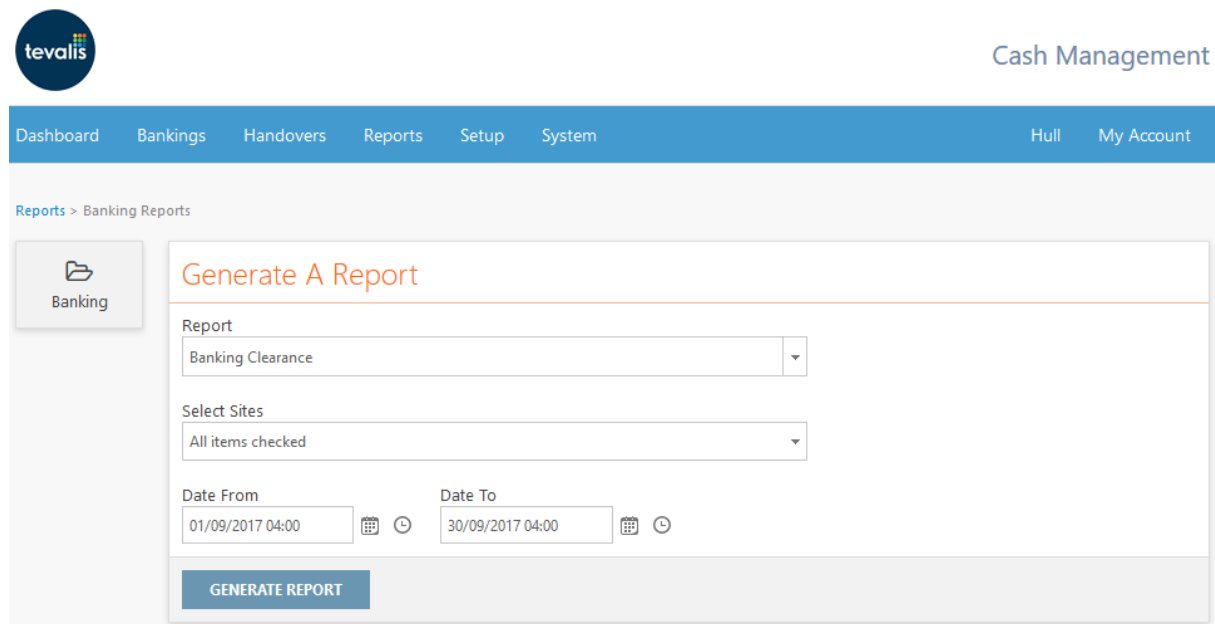


Figure 40: Screenshot of the Reports screen when generating the Banking Clearance report.

The Reports screen is used to generate detailed reports on your banking’s and the position of cash within your business i.e. what’s in the safe, what’s waiting to clear the bank etc. To generate a report, select the report to generate from the *Report* dropdown list, enter the parameters (if applicable) and press the *Generate Report* button.

The reports available within this section will be dependent on the setup of your account within the Tevalis Portal. If reports are unavailable in your account, please contact your administrator. For more information about the Portal, please see the *Tevalis Portal User Guide*.

6.1.1. Banking Reports

Report	Definition
Banking Clearance	Displays all banking’s for the selected site(s) which were cleared by the bank during the date-range specified.
Banking Reconciliation	Displays all banking’s for the selected site which were committed during the date-range specified. For each banking, an overview of the EPOS sales

and monetary values recorded during the banking wizard are shown, along with totals to help reconcile sales totals vs. banking totals.

Banking Summary Displays all banking's for the selected site(s) which were committed during the date-range specified. For each banking, an overview of the monetary values recorded during the banking wizard are shown along with the total, variance and cash to bank figure calculated at the end of the wizard.

Banking Variance Displays all banking's for the selected site(s) which were committed during the date-range specified. For each banking, an overview of the total variance between the expected tender values and the counted tender values are shown.

Cash Out Displays all cash outs (petty cash) for the selected site(s) which were recorded during the date-range specified.

Cash Overview Displays for the selected site(s) an overview of the location of cash within each business i.e. the total cash value at site and the total cash value waiting to clear the bank.

6.2. Audit Log

The screenshot shows the 'Audit Log' interface. At the top, there is a breadcrumb 'Reports > Audit Log' and an 'Export CSV' link. Below this is an orange bar with 'Export Audit Log'. The main section is titled 'Filters' and contains several input fields: 'Entity' (a dropdown menu), 'Search By' (a text box with the placeholder 'Search audits by entity name'), 'Date From' (a date picker), and 'Date To' (a date picker). A 'SEARCH' button is located to the right of these fields. Below the search fields are links for 'MORE FILTER OPTIONS' and 'Clear Filters'. The main content area is titled 'Audit Log' and contains a table with the following data:

Type	Description	Action	Audit Date	User
Banking	BankingAsset PDQ 2 updated in Banking 14/07/2017 09:58.	Update	14 Jul 2017, 09:59 AM	Tom Leeman
Banking	BankingAsset PDQ 1 updated in Banking 14/07/2017 09:58.	Update	14 Jul 2017, 09:59 AM	Tom Leeman
Banking	Banking 14/07/2017 09:58 updated.	Update	14 Jul 2017, 09:59 AM	Tom Leeman
Banking	Banking 14/07/2017 09:58 updated.	Update	14 Jul 2017, 09:58 AM	Tom Leeman
Banking	BankingOtherTenderCount Non Bankables inserted to Banking 14/07/2017 09:58.	Insert	14 Jul 2017, 09:58 AM	Tom Leeman
Banking	BankingOtherTenderCount Amazon inserted to Banking 14/07/2017 09:58.	Insert	14 Jul 2017, 09:58 AM	Tom Leeman
Banking	BankingOtherTenderCount Voucher Redemption inserted to Banking 14/07/2017 09:58.	Insert	14 Jul 2017, 09:58 AM	Tom Leeman
Banking	BankingOtherTenderCount Hey Diner inserted to Banking 14/07/2017 09:58.	Insert	14 Jul 2017, 09:58 AM	Tom Leeman
Banking	BankingMachineFloat Quiz Machine #1 inserted to Banking 14/07/2017 09:58.	Insert	14 Jul 2017, 09:58 AM	Tom Leeman
Banking	BankingMachineFloat Fruit Machine #2 inserted to Banking 14/07/2017 09:58.	Insert	14 Jul 2017, 09:58 AM	Tom Leeman

At the bottom of the table, there is a pagination control showing 'Page size: 10' and '1314 items in 132 pages'.

Figure 41: Screenshot of the Audit Log screen.

Actions users take within the system are recorded such as creating a new banking, recording a handover or editing site configuration information. The Audit Log screen is a centralised area to review actions performed on your system by its users. Audits may be searched for and filtered using the Filter Configuration Panel and a detailed list of all audits may be exported to a CSV file. Each entry in the Audit Log may also be expanded to show further details by pressing the corresponding entry in the table.

7. Setup

7.1. Site Settings

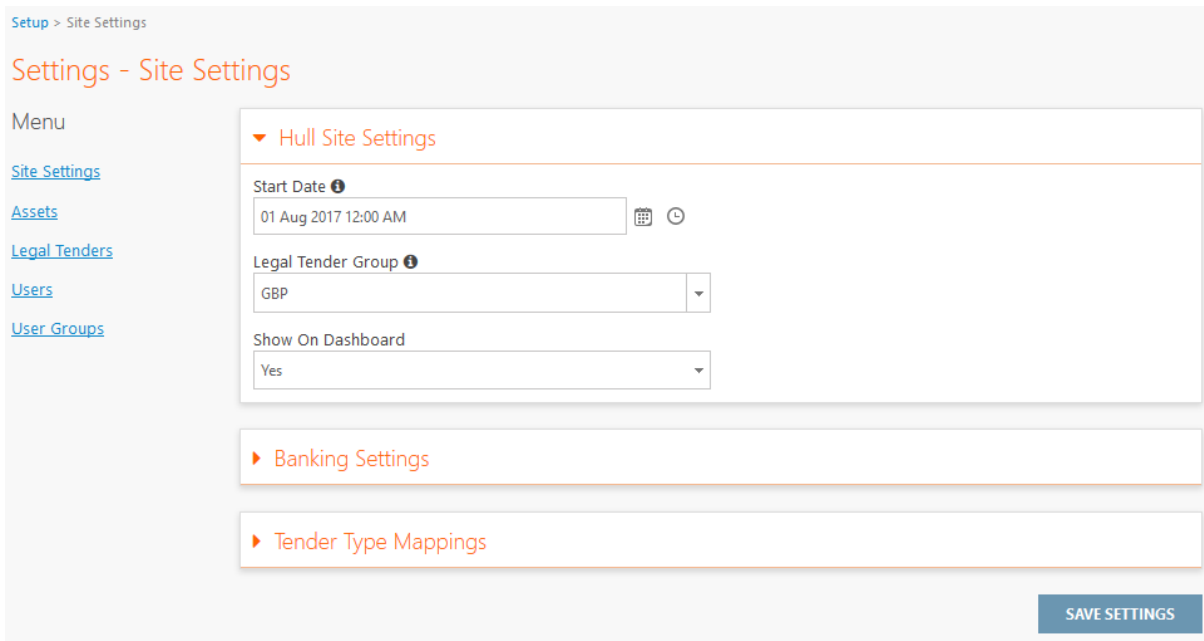


Figure 42: Screenshot of the Site Settings screen.

The Site Settings screen is used to configure the basic setup information for the site which is currently selected. An overview of the settings on this screen is presented below.

Site Settings

Field	Definition
Start Date	The date which the system will begin searching for available banking's for. Z-Reports from the E-POS before the date chosen will not be included in any banking's.
Legal Tender Group	The legal tender group associated with the site.
Show On Dashboard	Whether the site will appear on the dashboard.

Banking Settings

Field	Definition
House Float	The house float which is the cash which should be available onsite for day-to-day operations.

Combined Till Float	The combined (total) float for all tills at the site.
Banking Number Prefix	A default prefix applied to the banking number shown on the Bank Slip Wizard Step (see section 4.4.11).
Carry Over Cash Enabled	Whether the carry over cash feature of the banking wizard is enabled. This feature allows cash from one banking to be carried over into the next instead of banking it.
Require Banking Clearance	Whether the site requires a record of when deposits of money to the bank have cleared. For sites requiring clearance, each committed Banking will need to be both recorded as being sent and deposited into the bank (Banked) and as having cleared the bank (Cleared).

Tender Type Mappings

Field	Definition
Tender Type	The type of tender e.g. card, cash, voucher etc.
Active	Whether the tender is active on the e-POS.
Bankable Payment Type	<p>The category assigned to the tender type when creating a banking.</p> <p>Card, Cash and Cheque types will be assigned to the relevant areas in the banking wizard.</p> <p>Non Bankable types will be assigned to a generic group named Other in the Non Bankable and Summary steps of the banking wizard.</p> <p>Non Bankable Ungrouped will assign each tender to its own group in the Non Bankable and Summary steps of the banking wizard.</p>

7.2. Assets

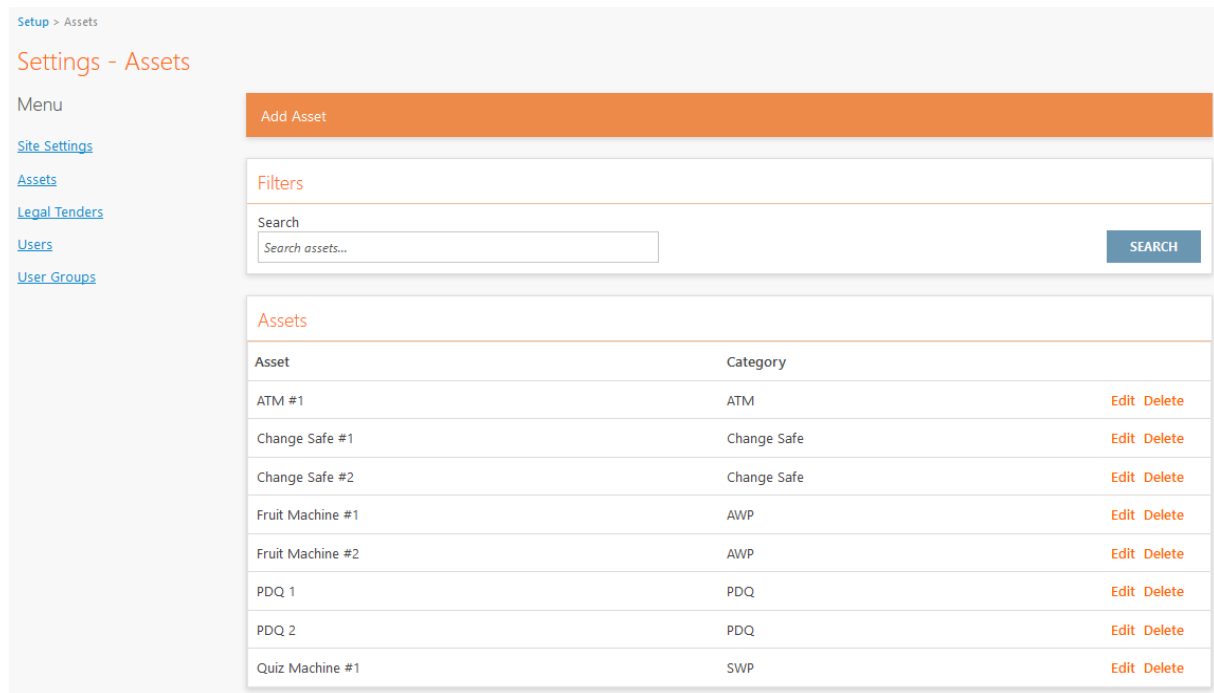


Figure 43: Screenshot of the Assets setup screen.

The Assets setup screen is used to manage the assets at your site. The assets setup on this screen determine how the Banking Wizard will be generated. For example, if no ATM asset types are created, all wizard steps for the ATM asset type will be bypassed.

New assets can be created by pressing the *Add Asset* button in the orange sub-menu. Existing assets can be edited or deleted by pressing the corresponding hyperlink in the assets table.

Asset	Definition
ATM	Automated Teller Machine. Applicable to steps 4, 5 and 8 of the banking wizard.
AWP	Amusement With Prize e.g. fruit machine. Applicable to steps 4, 6 and 8 of the banking wizard.
Change Safe	A petty cash safe. Applicable to step 8 of the banking wizard.
PDQ	Process Data Quickly e.g. a chip and pin payment terminal. Applicable to step 2 of the banking wizard.
SWP	Skill With Prize e.g. Quiz machine. Applicable to steps 4, 6 and 8 of the banking wizard.

7.3. Legal Tenders

Setup > Legal Tenders

Settings - Legal Tenders

Menu

- [Site Settings](#)
- [Assets](#)
- [Legal Tenders](#)
- [Users](#)
- [User Groups](#)

[Add Legal Tender Group](#)

Legal Tender Groups		
Asset	Tenders	
Dollar	1	Edit Delete
Euro	2	Edit Delete
GBP	11	Edit Delete

GBP Legal Tenders			
Add Legal Tender			
Tender	Divisible By	Order	
£50	50.00	1	Edit Delete
£20	20.00	2	Edit Delete
£10	10.00	3	Edit Delete
£5	5.00	4	Edit Delete
£2	2.00	5	Edit Delete
£1	1.00	6	Edit Delete
50p	0.50	7	Edit Delete
20p	0.20	8	Edit Delete
10p	0.10	9	Edit Delete
5p	0.05	10	Edit Delete
Bronze	0.01	11	Edit Delete

Figure 44: Screenshot of the Legal Tenders setup screen.

The Legal Tenders setup screen is used to centrally manage the available legal tender lists available for your sites to choose from. A Legal Tender Group is a collection of tenders for a currency which is associated with your site e.g. GBP. The Legal Tender Group selected for your site will determine what appears in the Legal Tender Counts section of both the banking wizard and when creating handovers.

7.4. Users

Setup > Users

Settings - Users

Menu

- [Site Settings](#)
- [Assets](#)
- [Legal Tenders](#)
- [Users](#)
- [User Groups](#)

Filters

Search

 [SEARCH](#)

Users			
Name	Email	User Group	
Aaron	aaron@tevalis.com	User Group	Edit
Afonso	afonso@tevalis.com	Admin Group	Edit
Steve Borman	steve@tevalis.com	Admin Group	Edit
Tom Leeman	t.leeman@tevalis.com	Admin Group	Edit

Figure 45: Screenshot of the Users setup screen.

The Users setup screen is used to manage the users who have been granted access to the Cash Management application. To edit a user, press the *Edit* hyperlink next to the user, change the values in the form that appears and press *Save* to save changes to the user. Currently only the users *User Group* can be modified. A user group is a group which grants or denies access to various modules and actions within those modules.

7.5. User Groups

The User Groups setup screen is used to create and manage the user groups which can be assigned to your users. A User Group is a set of permissions which either grant or deny access to various modules of the system and actions within those modules. To add a new group, press the *Add User Group* button, or to edit or delete an existing group, press the corresponding link in the user groups table.

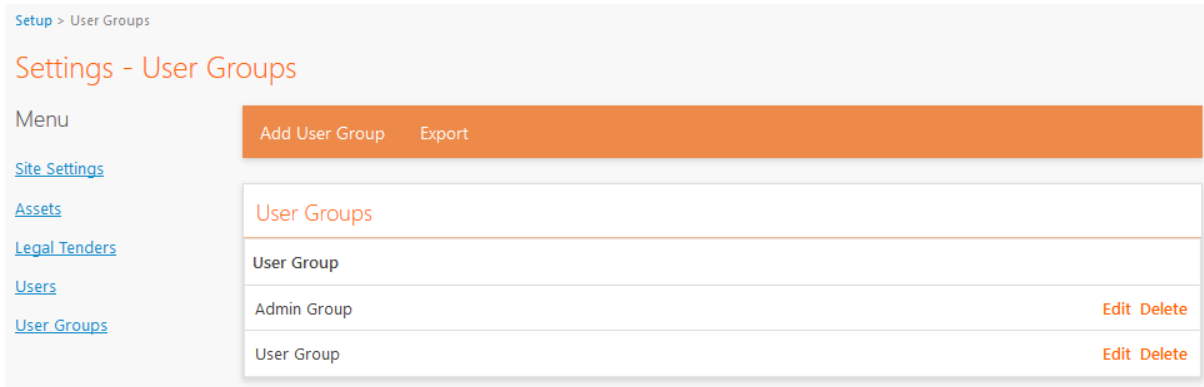


Figure 46: Screenshot of the User Groups screen.

Editing Admin Group

Name

Can Accept Handovers

Settings

- Bankings
 - Save
 - Delete
- Handovers
 - Save
 - Delete
- Setup
 - Site Settings
 - Assets
 - Legal Tenders
 - Users
 - User Groups
- Audit Log