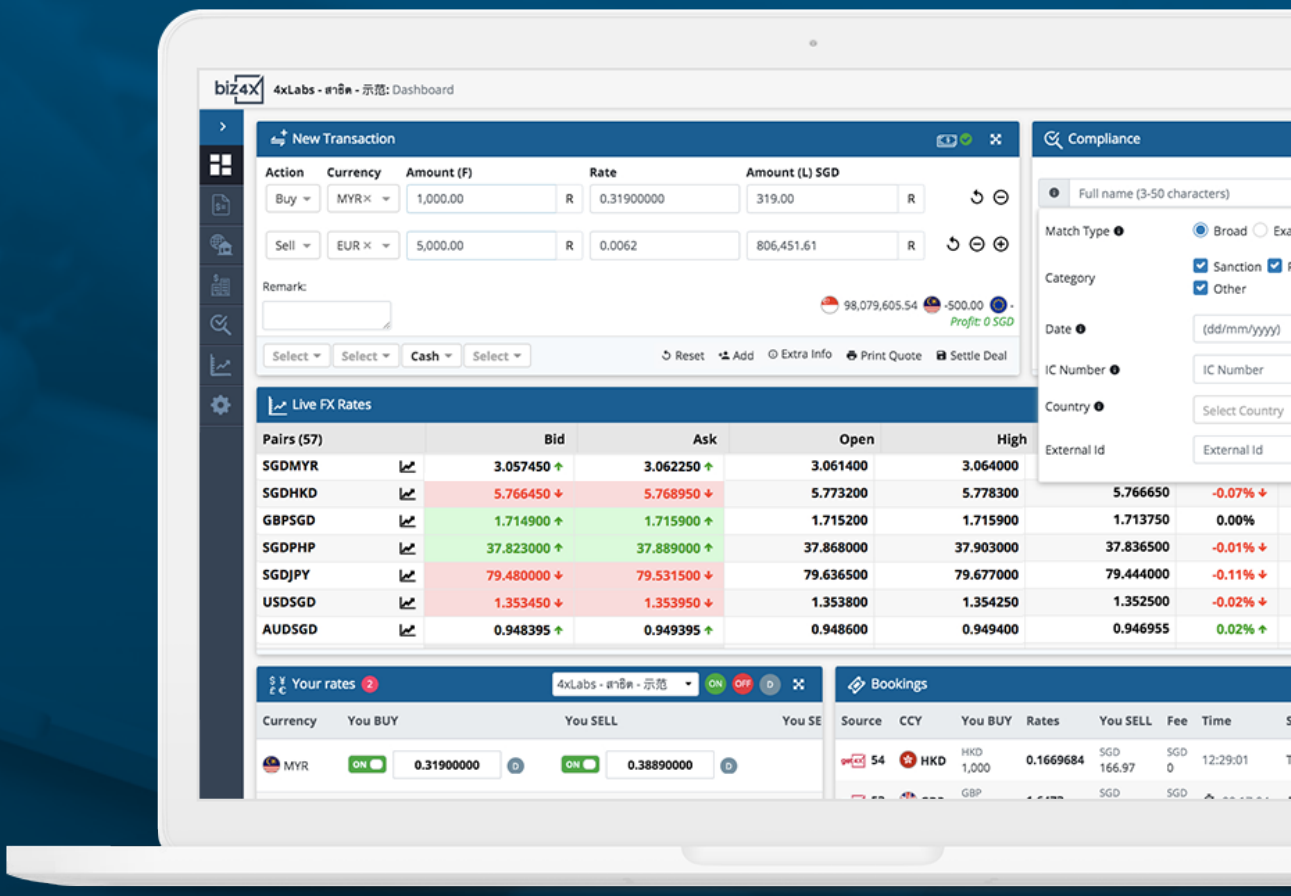
Biz4x Software

User Guide



The Biz4x User Guide

Congratulations!

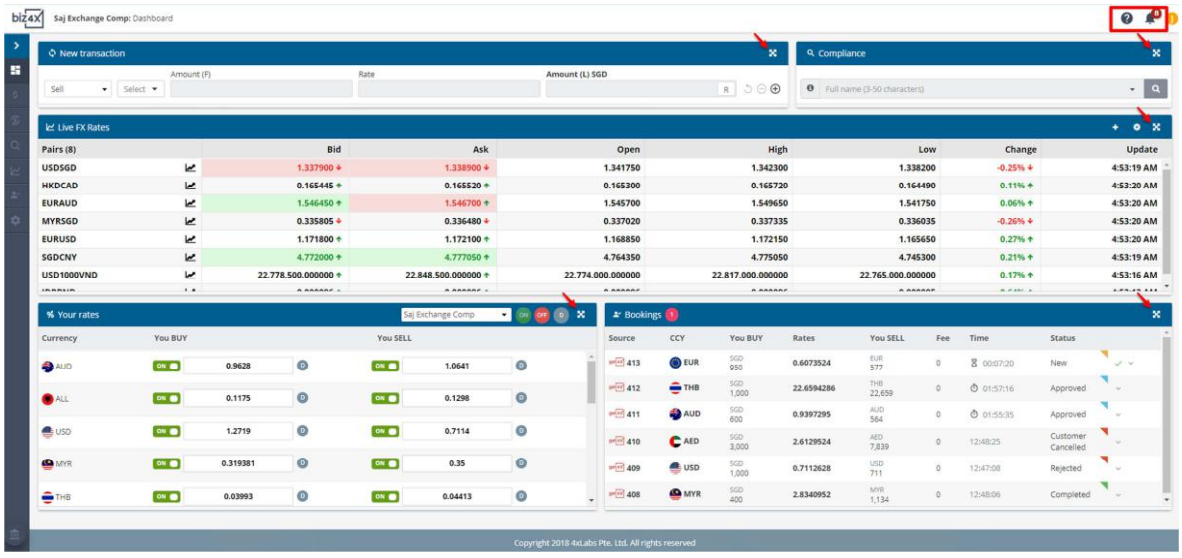
You've made the right choice, by joining our global Biz4x community. This guide will cover the essentials of using Biz4x with a walkthrough of four core modules: Business Management, Live FX Rates, Compliance and Customer Acquisition. You'll learn how to configure your system settings to get your business up and running on Biz4x in no time.

Dashboard

The Biz4x dashboard allows you to easily access the following core modules through a single console:

- With **New Transaction** under Business Management, you can record all your transactions.
- **Compliance** allows you to run Know Your Customer checks to see if they are on any anti-money laundering, politically exposed persons or sanctions list.
- **Live FX Rates** allow you to monitor real-time market data
- **Your Rates** provide a reference point as well as a way to advertise your rates on a global directory for money services businesses known as Get4x
- Finally, you can track incoming bookings through the **Bookings** section.

While you can easily access key features via this dashboard, you can also access a dedicated screen for each component of the dashboard by clicking the icon with four-way arrows. On the top right corner of the screen you will see some icons. The question mark icon allows you to access support and help documents, while the bell icon will show you any notifications for the system.



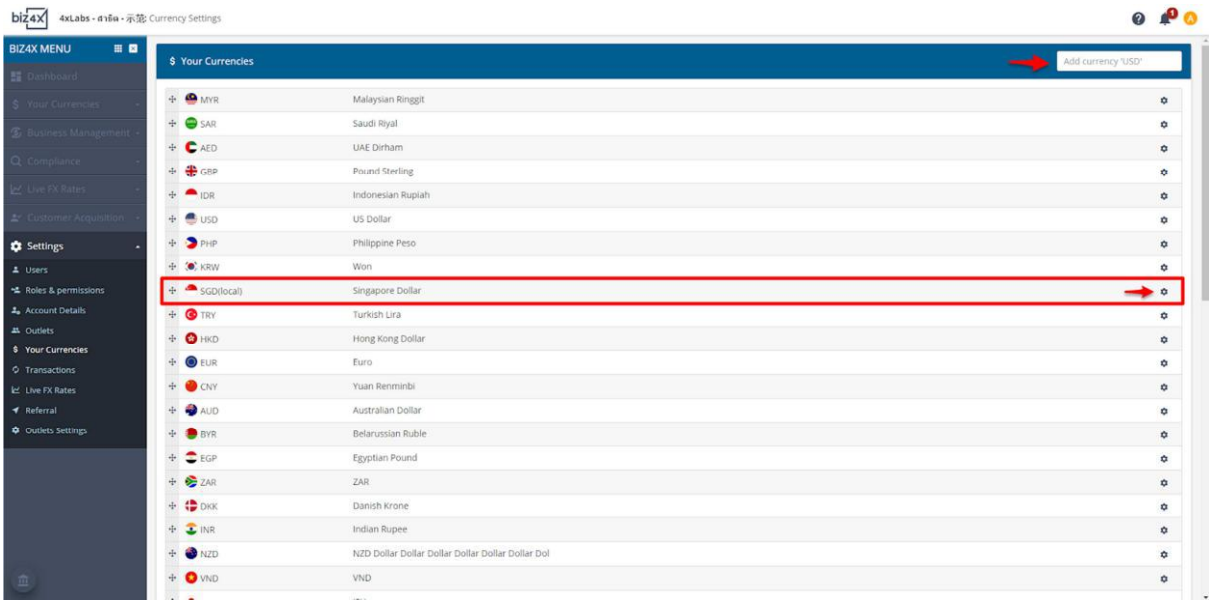
The dashboard above shows you what the Biz4x console will look like when the system is fully configured, however in actuality, the Your Rates and Bookings section will initially be blank when you first log in. You will have to configure Your Currencies and Your Rates as part of your initial set-up.

Your Currencies

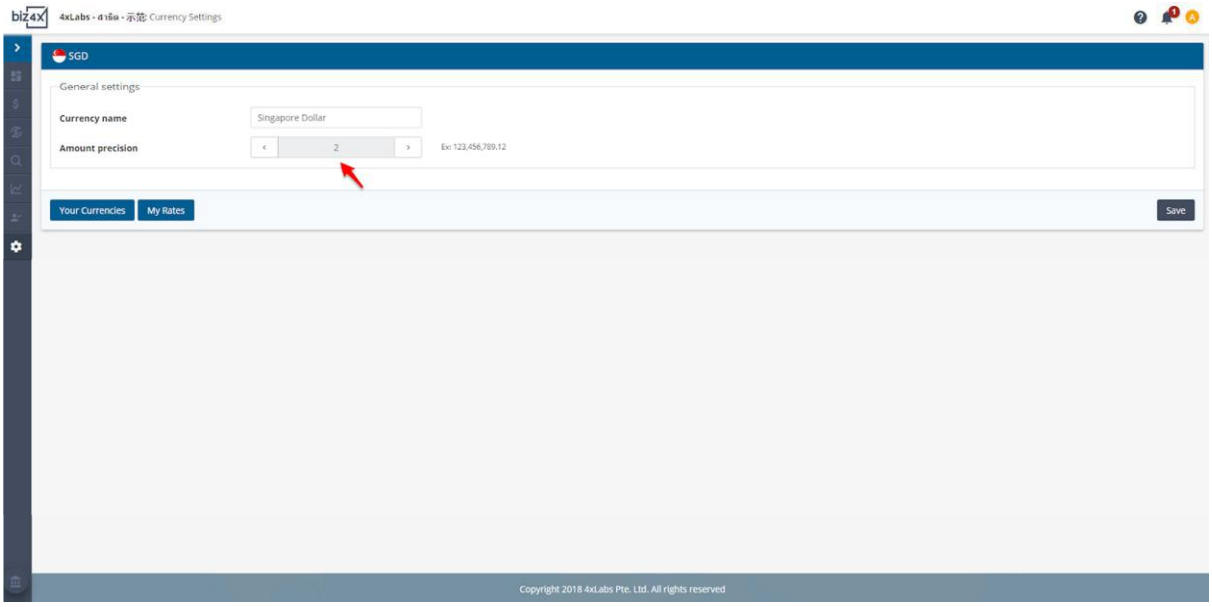
The first thing you will need to do before using Biz4x is to set up the currencies that your business wishes to trade in.

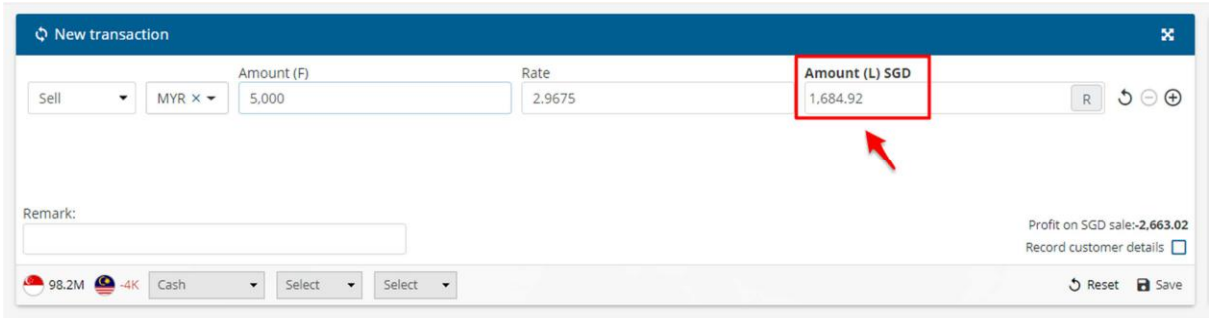
Under Your Currencies or Settings > Your Currencies, you can add a list of currencies that you would like to manage for your business in the field on the top right corner of the screen.

The local currency on your system will be set-up based on the country your business is in. For example, if you had registered your Singapore business address for Biz4x, the local currency would be SGD. Click on the gear icon to the right of the screen to configure the settings for each currency.

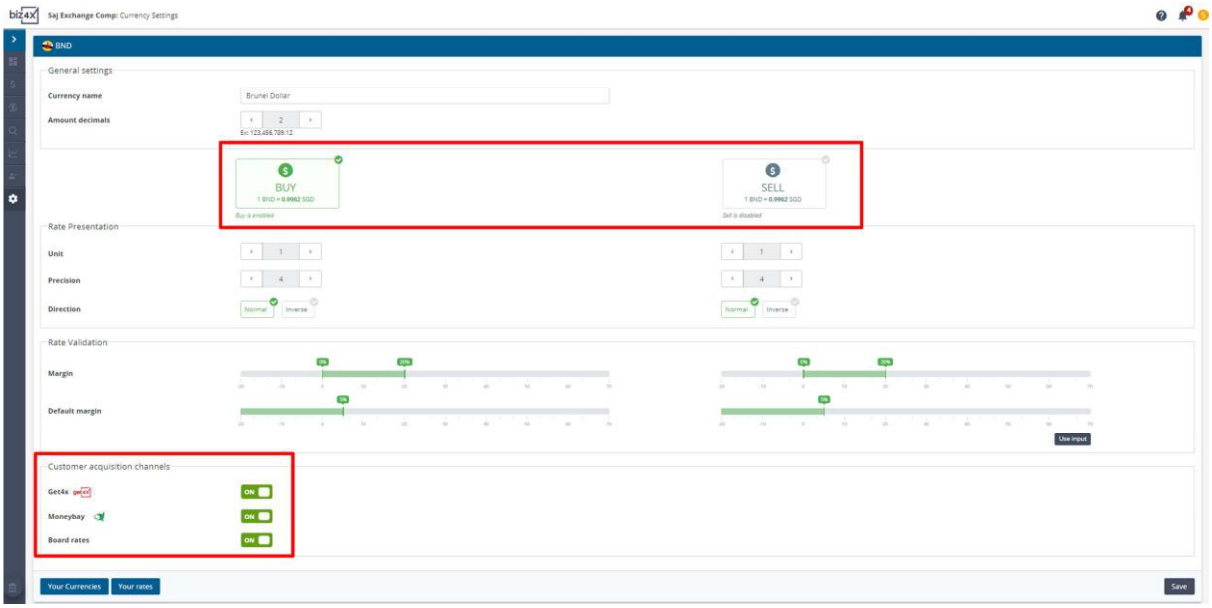


You can configure the Amount precision for up to eight decimal places under your local currency. If you select two decimal places, all transactions will be calculated, rounded off and recorded based on two decimal places.



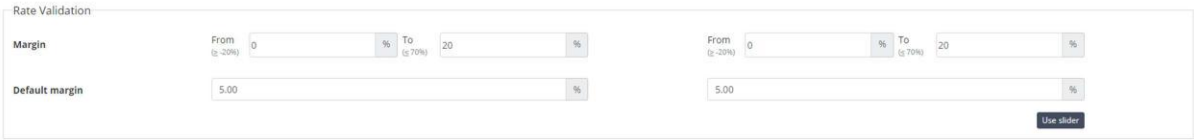


When you add a foreign currency under Your Currencies for the first time, you will be able to configure various items such as the rate of precision, the number of units, number of decimal places and the direction (normal or inverse). You can choose whether to enable, or even disable certain BUY and SELL rates, so they do not appear on rateboards and other directories. When the BUY rate is highlighted in green, it means that it is enabled, while a grey SELL rate as seen in the example below means that it is disabled.



Rate Validation allows you to indicate a default profit margin for your rates. You can also specify the parameters of the margin (min, max) within which the default profit margin must fall to be accepted. The default BUY and SELL margin that you set will be the basis for auto-rate updates that are triggered on click. This means that a user does not have to update and type in the rates manually.

While the slider scale allows you with a visual way to update your rates, you can also opt to directly input your rates by switching to an alternative view as seen below.

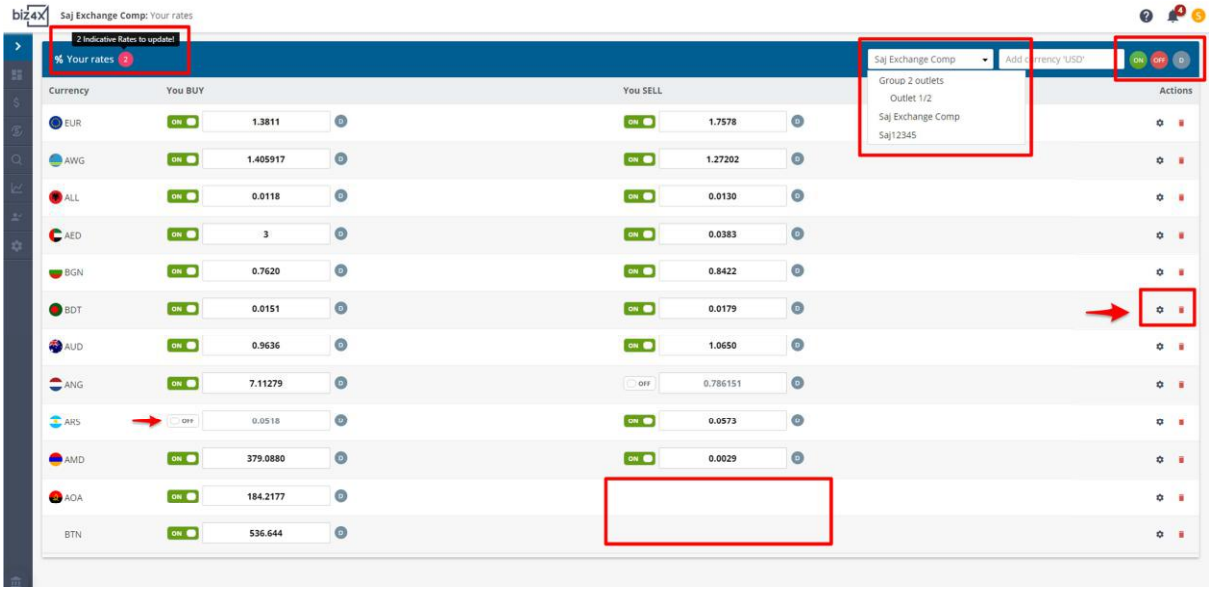


The last section of the currency set-up screen allows you to choose if you want these rates to be displayed on Get4x, other partner directories or on a rateboard.

Your Rates

Once you have set up your rate margins, you will be able to activate and deactivate all your rates with the circular ON and OFF buttons, at the top right of the screen. You can also choose to reset all your rates to the default profit margin you have earlier specified by

clicking on the circular grey D button. If you have more than one outlet on Biz4x, you can set up a separate set of rates for each outlet. You can switch between different outlets to manage the rates. To the top left of the screen, you will see a little notification that states the number of indicative rates that are active - these would be the rates that you have turned off.

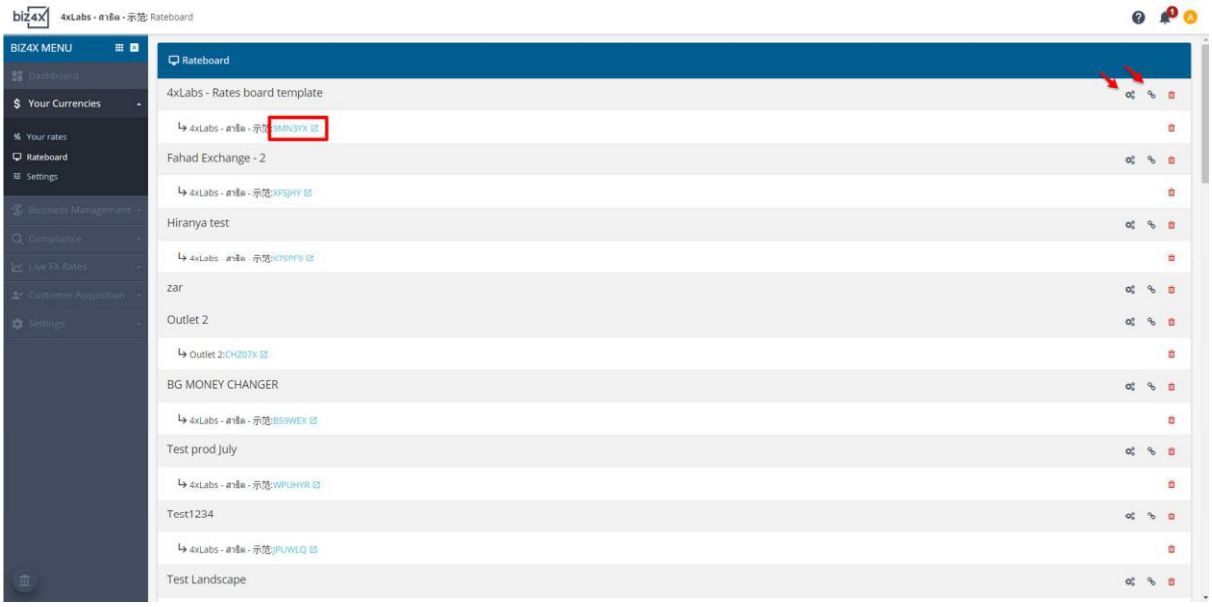


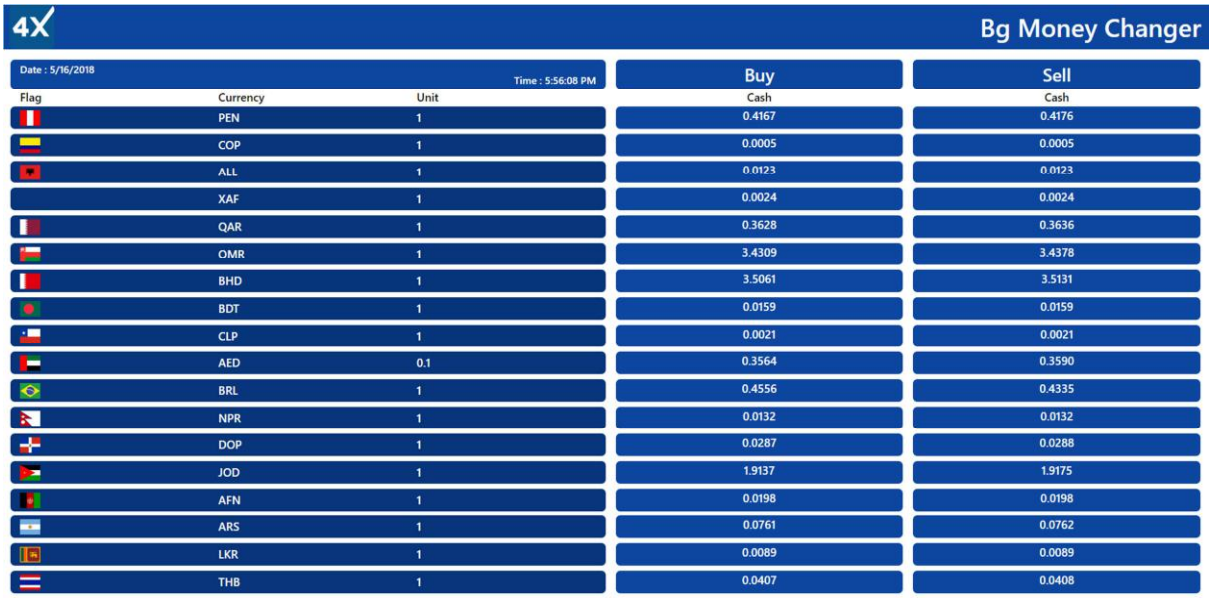
You can opt to selectively turn on and off individual BUY and SELL rates by use of the indicator beside the currencies too. In the example above, the SELL rate for AOA and BTN has been disabled, hence no rate will be displayed in that corresponding column. To edit currency settings, click on the gear icon to the right side of your screen under the Actions column. To remove a currency, you can click on the red bin icon beside the gear.

Now that you have set up your rates, you will see that these rates are listed on the main Biz4x dashboard under its corresponding section, where you will easily be able to manage and access them.

Rateboard

Once you have set up your currencies, you can also set-up and create different rate board templates. Each rate board template is assigned a code that can be used to link this template to an outlet. You can preview a rateboard that has been created by clicking on the link to launch it in a separate window. To the right side of the screen you can click on the icon with the three gears to edit rateboard setting or the chain link icon to assign a rateboard to an outlet with the associated code.





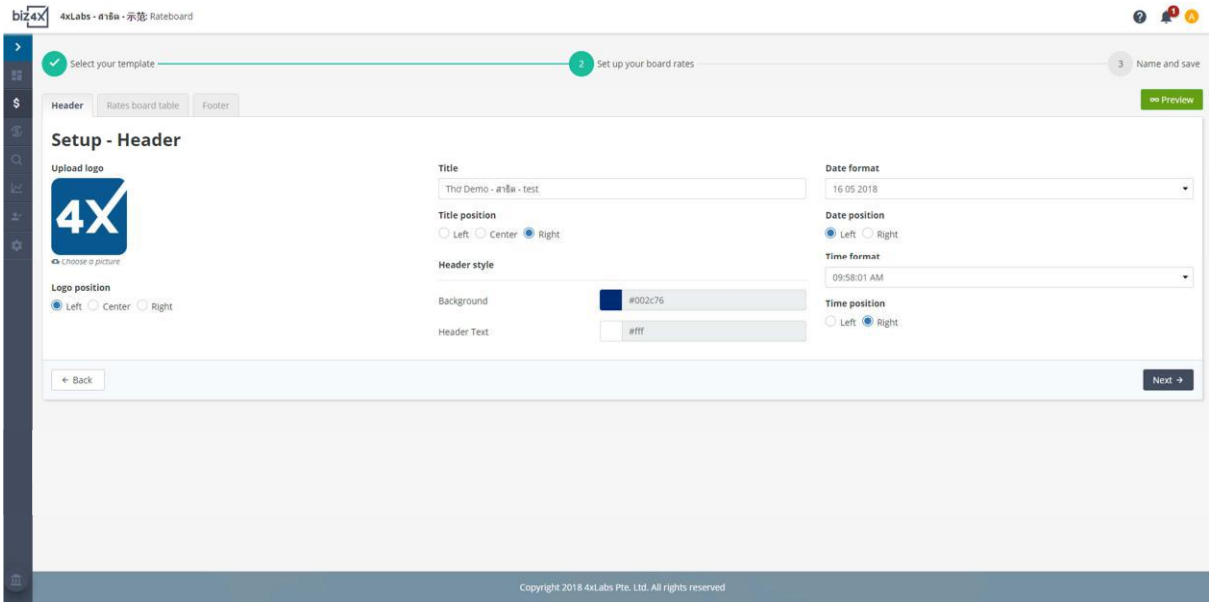
4X

Bg Money Changer

Date : 5/16/2018 Time : 5:56:08 PM

Flag	Currency	Unit	Buy Cash	Sell Cash
	PEN	1	0.4167	0.4176
	COP	1	0.0005	0.0005
	ALL	1	0.0123	0.0123
	XAF	1	0.0024	0.0024
	QAR	1	0.3628	0.3636
	OMR	1	3.4309	3.4378
	BHD	1	3.5061	3.5131
	BDT	1	0.0159	0.0159
	CLP	1	0.0021	0.0021
	AED	0.1	0.3564	0.3590
	BRL	1	0.4556	0.4335
	NPR	1	0.0132	0.0132
	DOP	1	0.0287	0.0288
	JOD	1	1.9137	1.9175
	AFN	1	0.0198	0.0198
	ARS	1	0.0761	0.0762
	LKR	1	0.0089	0.0089
	THB	1	0.0407	0.0408

Your rateboard can be customised in different ways. Upload your company logo, and change the positioning, colours, font, background and footer of your board, which can be in the portrait or landscape format.


4xLabs - สาธิต - 示范 Rateboard
Select your template
2 Set up your board rates
3 Name and save
Preview
Header
Rates board table
Footer
Setup - Header
Upload logo
Choose a picture
Logo position
Left Center Right
Title
Thử Demo - สาธิต - test
Title position
Left Center Right
Header style
Background
#002c76
Header Text
#fff
Date format
16 05 2018
Date position
Left Right
Time format
09:58:01 AM
Time position
Left Right
← Back
Next →
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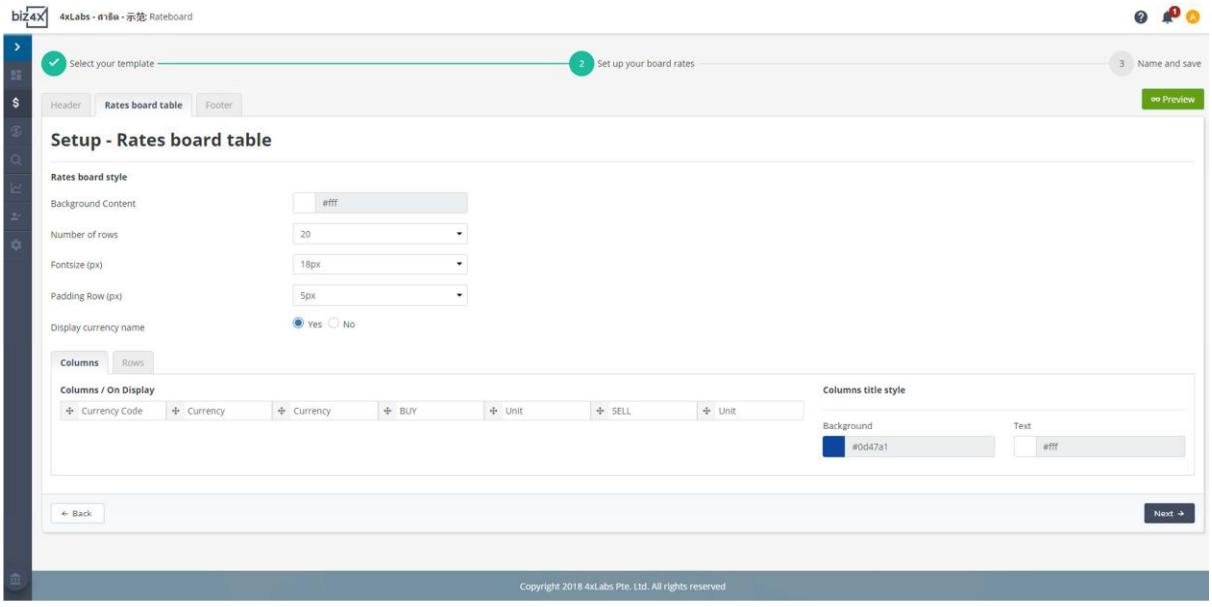
4xLabs - สาธิต - 示范 Rateboard
Select your template
2 Set up your board rates
3 Name and save
Preview
Header
Rates board table
Footer
Setup - Rates board table
Rates board style
Background Content
#fff
Number of rows
20
Fontsize (px)
18px
Padding Row (px)
5px
Display currency name
Yes No
Columns
Rows
Columns / On Display
Currency Code
Currency
Currency
BUY
Unit
SELL
Unit
Columns title style
Background
#0d47a1
Text
#fff
← Back
Next →
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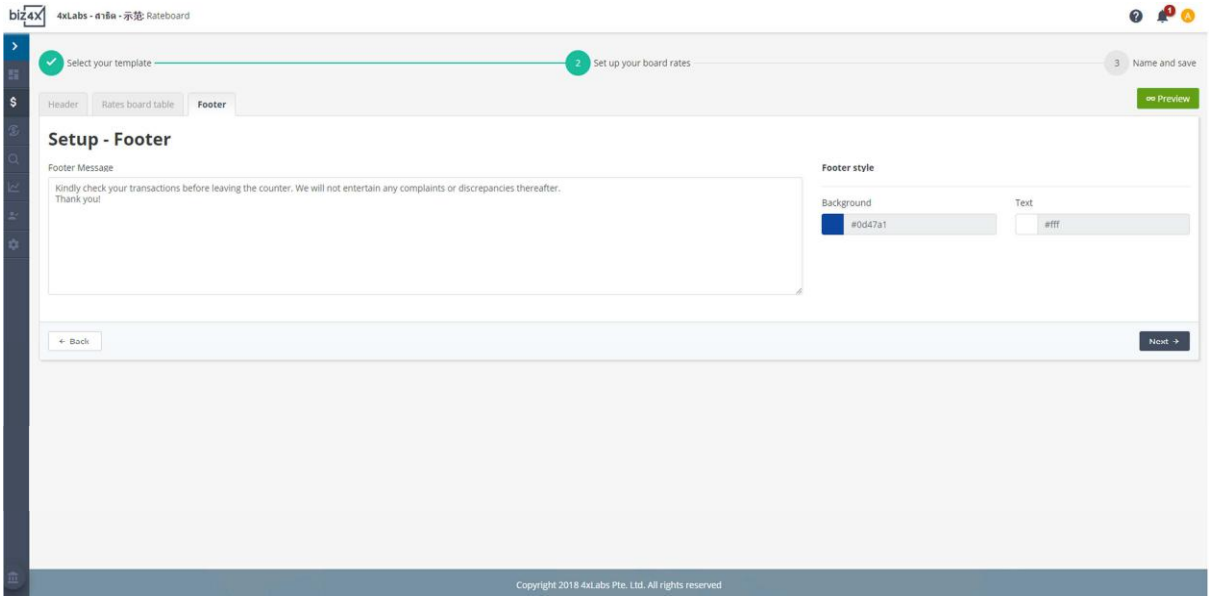
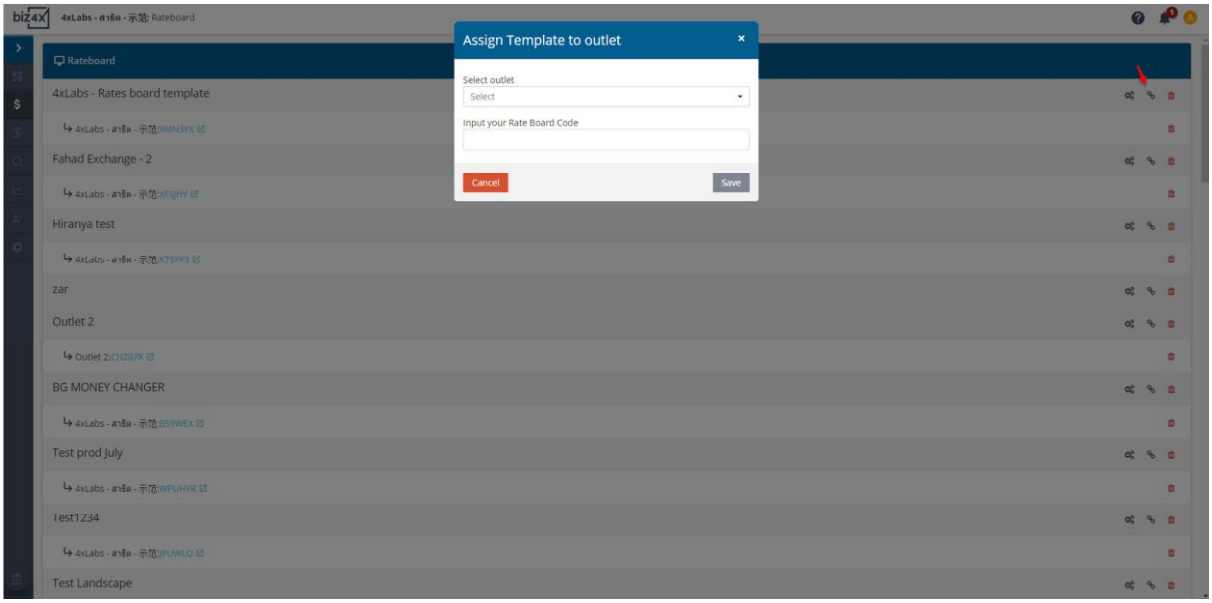


When you choose to assign the rateboard, you can select an outlet and enter the code of the rateboard you wish to assign to the outlet.



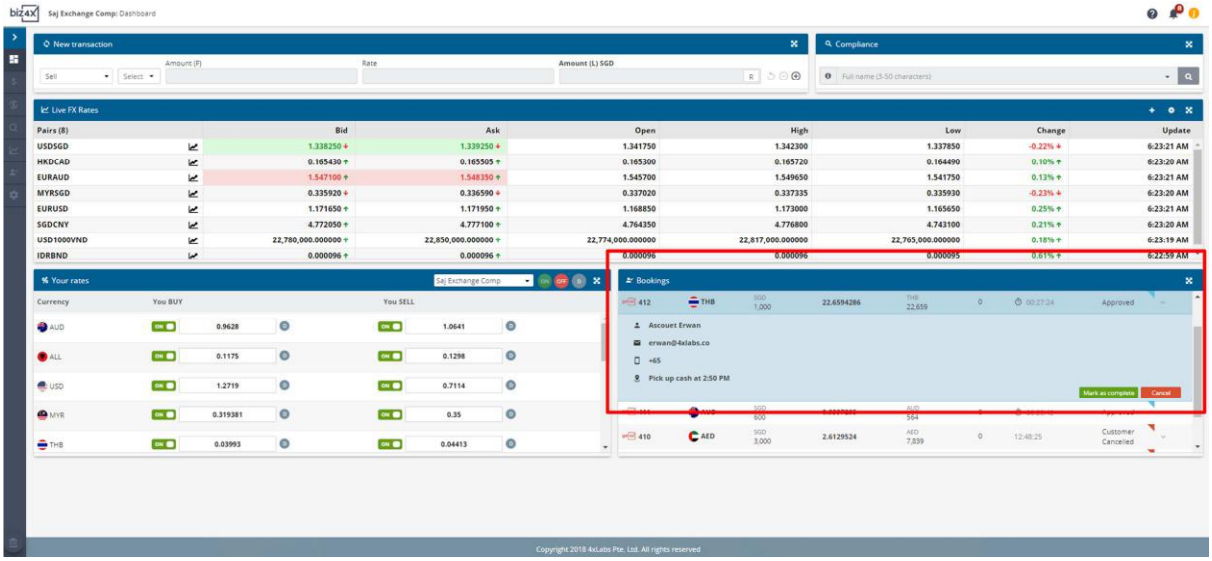
Now that you have configured your currencies, you are all set for the Business Management and Customer Acquisition module.

Customer Acquisition

Bookings are a part of the Customer Acquisition module, and incoming customer bookings mean that you have received requests from customers to book currency at the Buy or Sell Rate you had earlier specified. Speak with your account manager to ensure that your

business is listed on Get4x so it can receive bookings. You will have to provide details like the full address, opening hours and outlet pictures. Once this is set-up, ensure that your rates are listed online. You will only receive bookings if you had earlier enabled the options to have your Buy and Sell Rates displayed on Get4x or other partner websites. Customers who go to these sites can thus book your offered Buy or Sell rate.

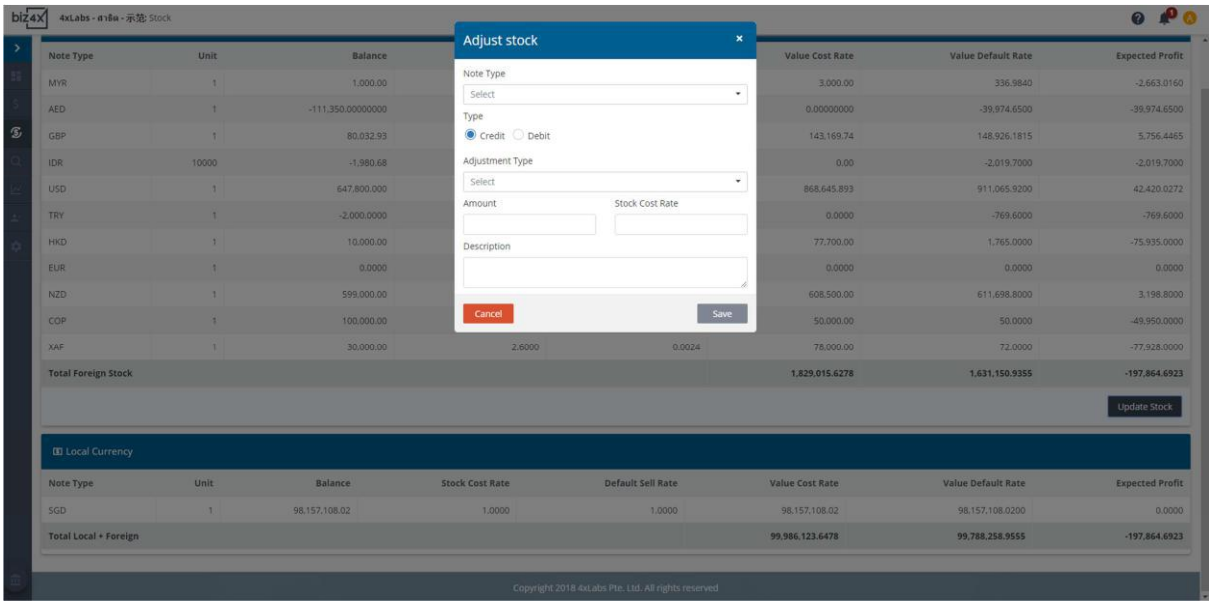
Once you have accepted their booking, you will have to lock in that rate for them for two hours. Customers who book a rate with your business, will show up with their Get4x booking ID within that time frame. You will be provided with customer contact information such as their email and mobile number after a booking has been accepted. Once the transaction has been completed, you can mark the status as complete.



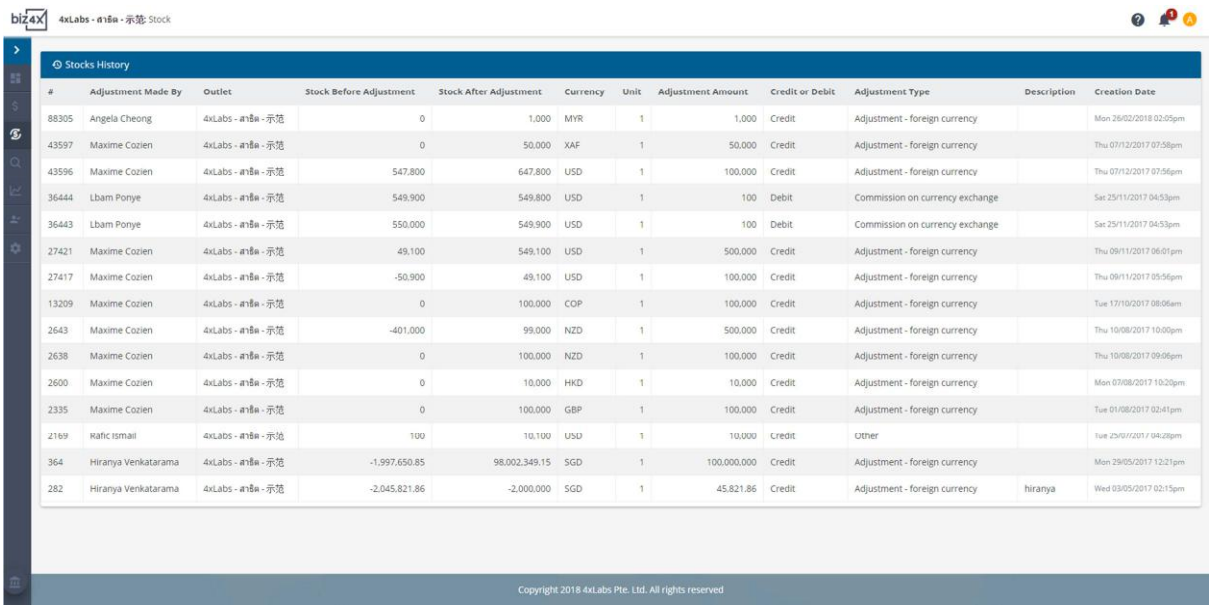
Either party may also request for a cancellation, however a reason for the cancellation must be given. Other status include New, Approved, Completed and Rejected.

Business Management

Business Management consists of several different components such as **Transactions**, **Stocks**, **Customers** and **Reports**. As you are setting up your Biz4x account for the first time, you might wish to enter all stock of your local and foreign currency and its associated cost. This will be used to tabulate your profit and loss when you begin recording transactions.

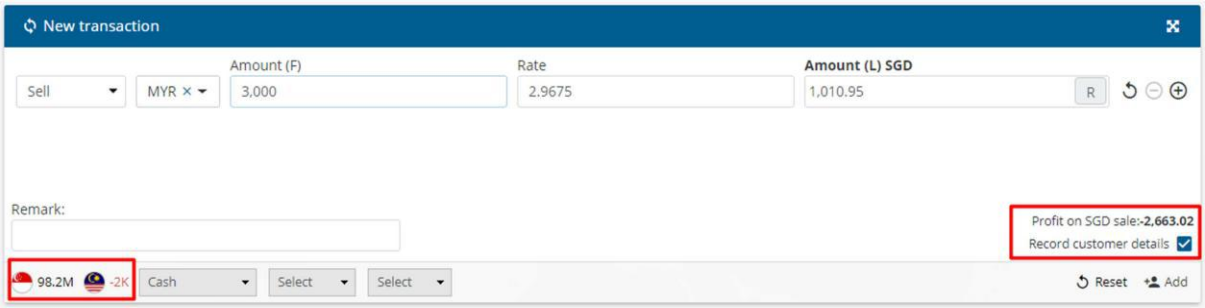


You will also be able to track all stock adjustments which you can retrace from the **Stock History** screen.

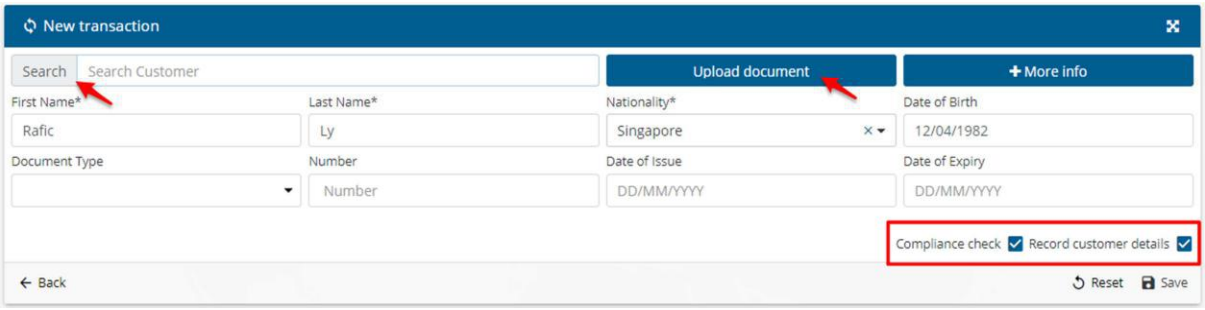


Now that you have input all your stock of currencies and your cost, you can see how much profit or loss you will make when you record transactions on the main Biz4x Dashboard. In the example below, you can see that the business does not have enough stock to proceed with this transaction. They will also incur a loss on this transaction.

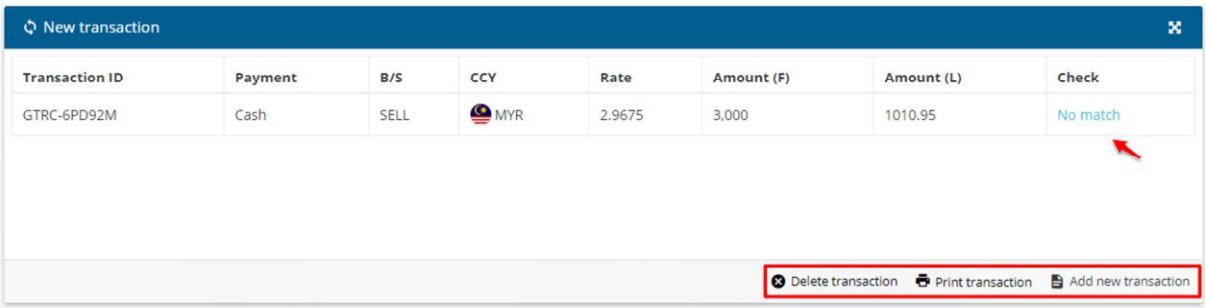
Biz4x provides you with the option to record customer details, however you can also opt to record the transaction without tagging or associating it with a customer.



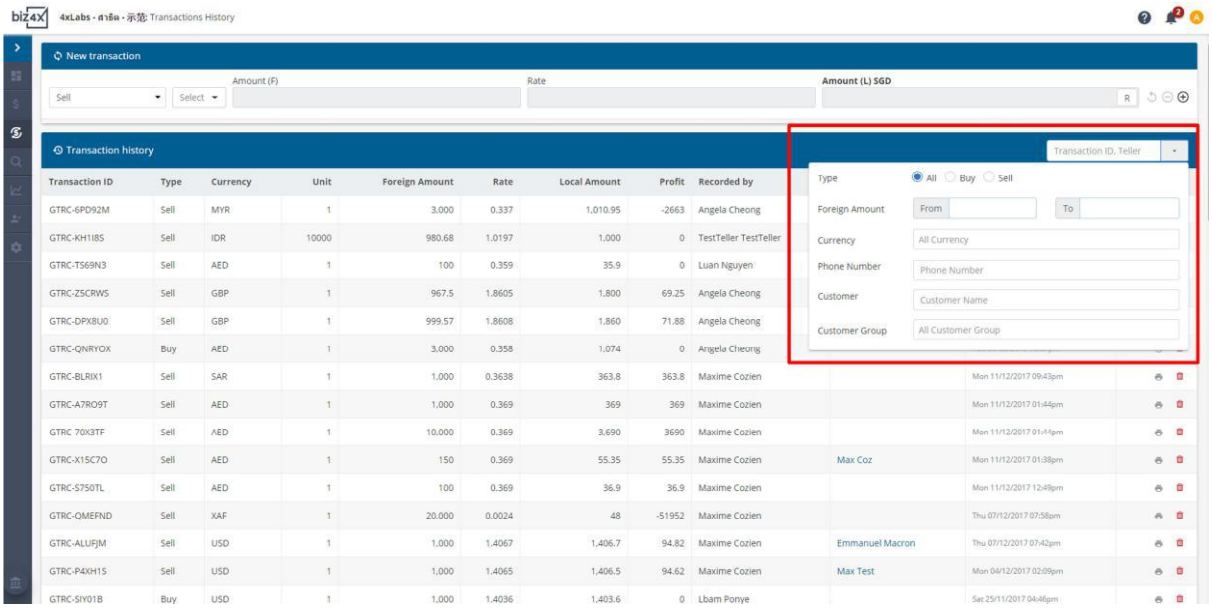
If you choose to create a customer account, you will be taken to a second screen where you can input customer details, as well as upload their identification documents. If a customer account has been created for this individual previously, you can search for that account and link it to this transaction.



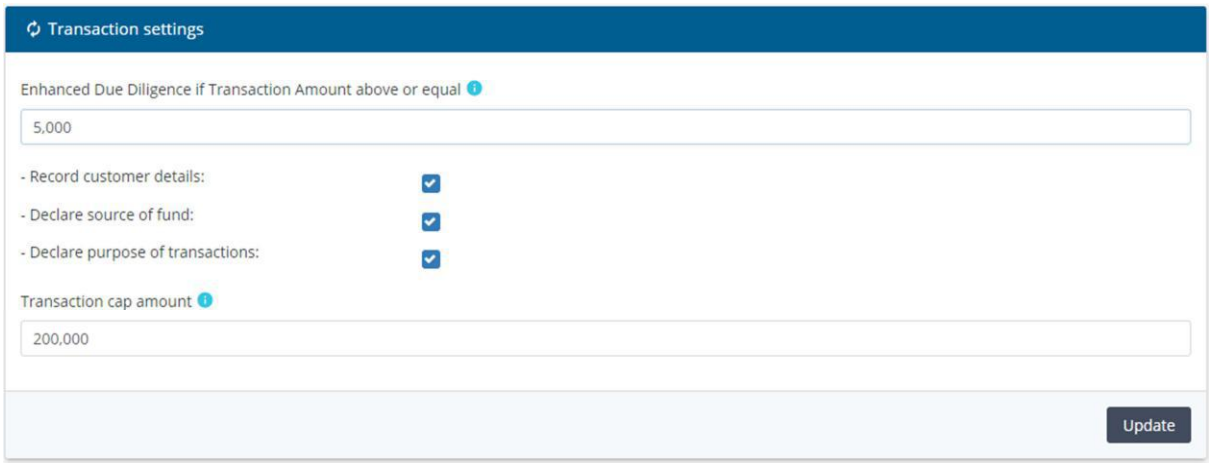
While you are recording this transaction, you can request for a compliance check to be performed on this customer simultaneously to ensure they are not on any anti-money laundering, politically exposed persons or sanctions list. Once these details have been saved in the system, you can also proceed to print. The screen below shows that no matches have come up in the compliance database for the customer name.



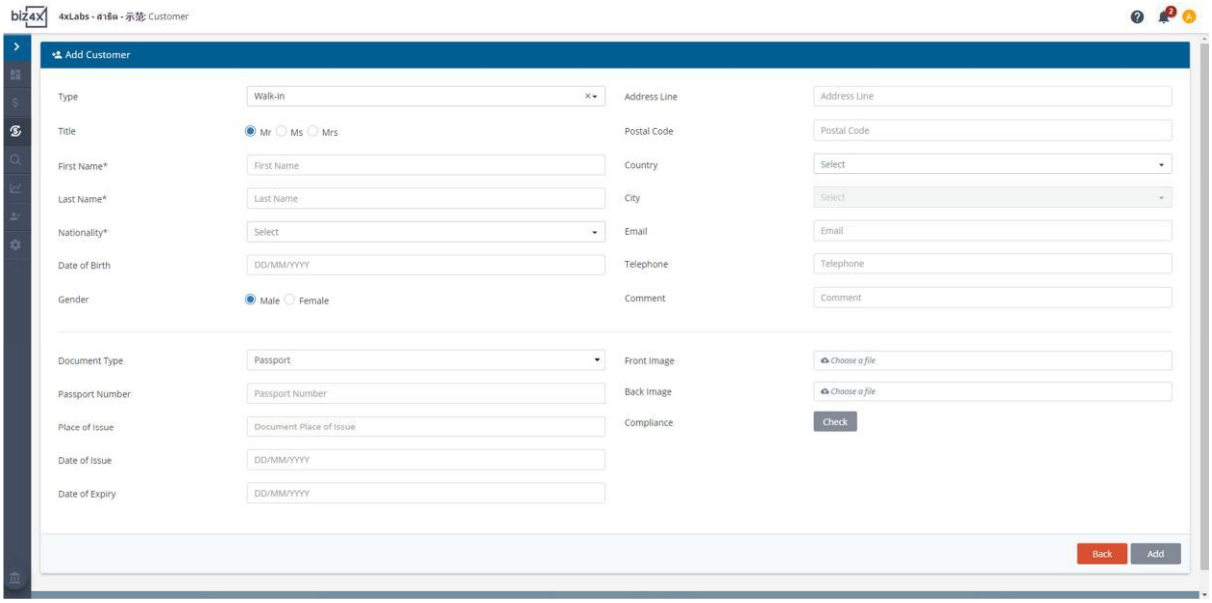
You can review the list of all saved transactions through the **Transactions History** screen. Search filters allow you to sort through the results to locate the particular transaction you are seeking.



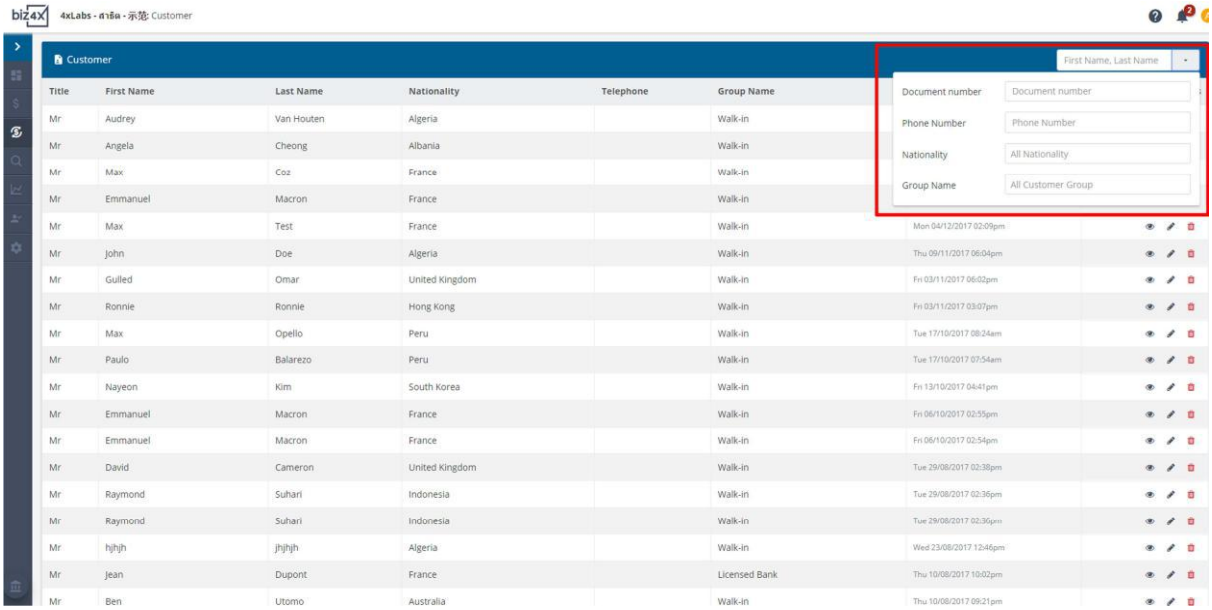
The input of data in the new transactions screen is governed by the **Transaction Settings** that are specified. In the example, below, a compliance check must be conducted on all transactions that are equal to or greater than 5000 in local currency. The business owner can also make it mandatory for the tellers to submit customer details, source of funds and purpose of transactions. If these details are not submitted, the teller will not be able to save the transaction in the system. A limit can also be set so that tellers can only record transaction amounts up to a certain cap.



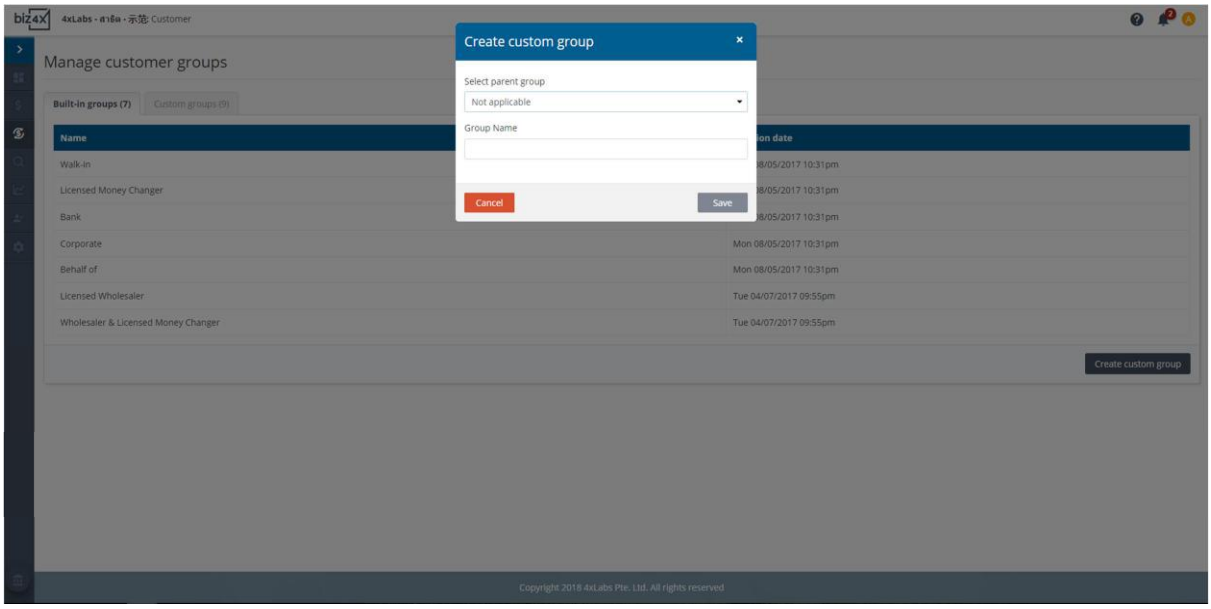
While you can enter details about the customer through the main console, you can also access a dedicated screen which will allow you to input even more customer information in greater detail.



A list of all created customers can be found in the **Customer list** and you can filter through this list as well.



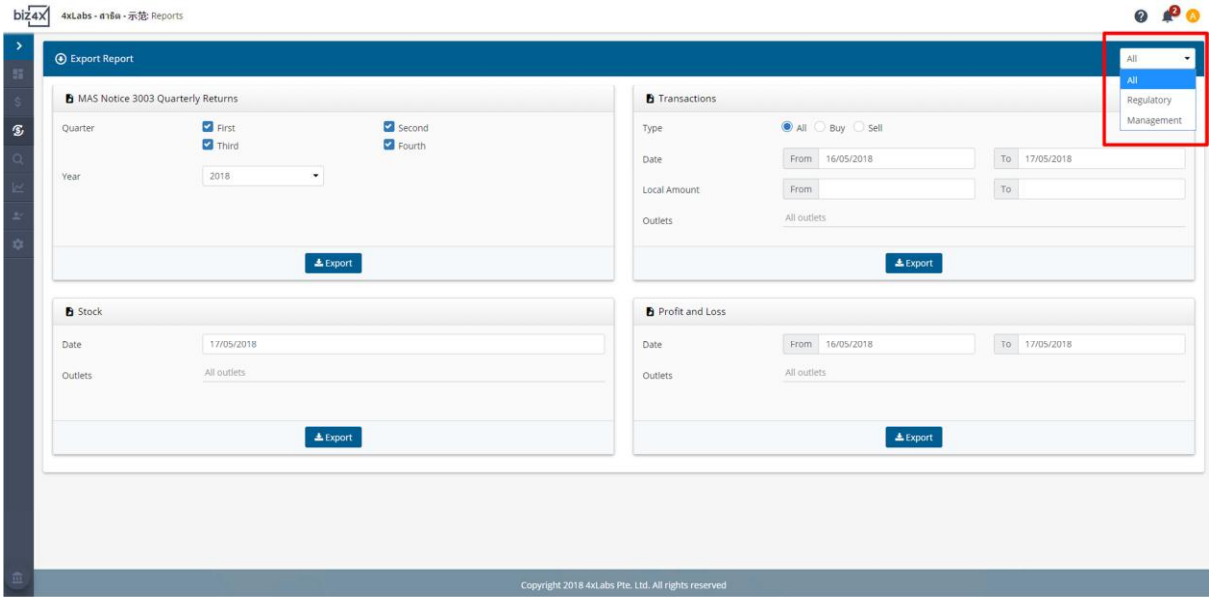
Finally, customers can be categorised into different groups for easy reference. While we have created some default groups, businesses can also create their own custom groups.



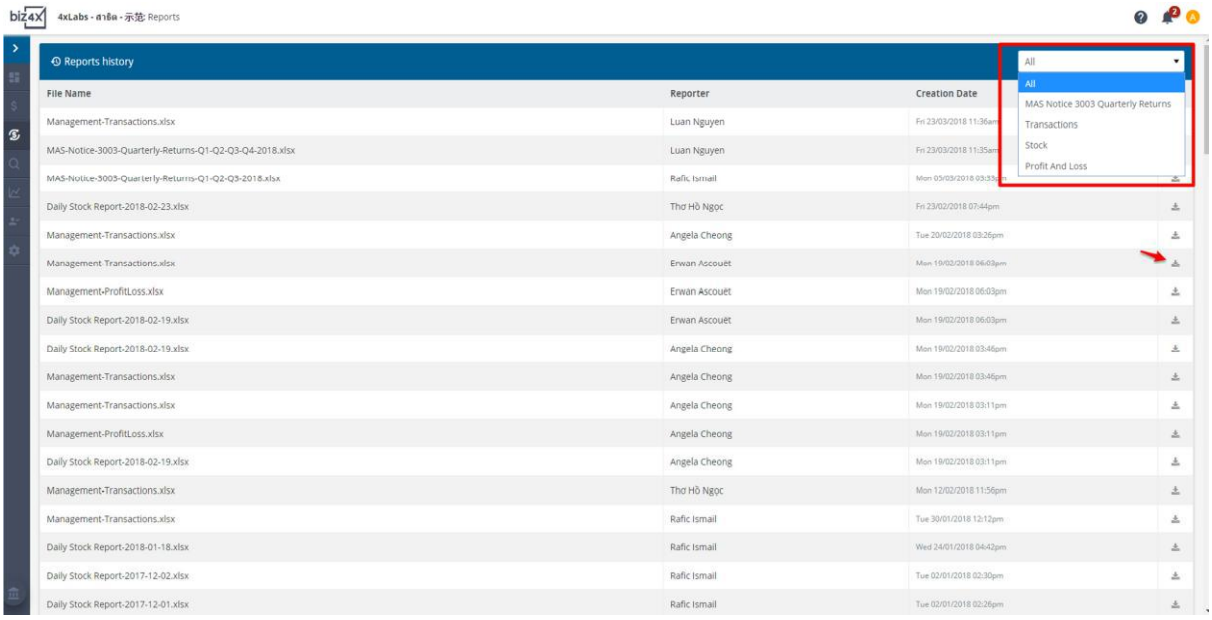
Biz4x makes it easy to monitor the performance of a currency exchange business with its automated management reports - Transactions, Stock and Profit and Loss from the **Reports** screen. Choose your time frame and outlets. When you click on the Export button, a csv file with the information you requested will be downloaded to your device.

You can filter between regulatory and management reports. You will only be able to see the option for generating local regulatory reports for the country in which your business is based. For example, you will only be able to see the MAS 2003 Notice if your business is in Singapore. If your business is in Malaysia, you will see a different set of regulatory reports such as MSB02 and Line by Line reports.

We only support local regulatory reports for Singapore, Malaysia and Hong Kong at the moment, but will continue to develop more regulatory reports based on customer demand.



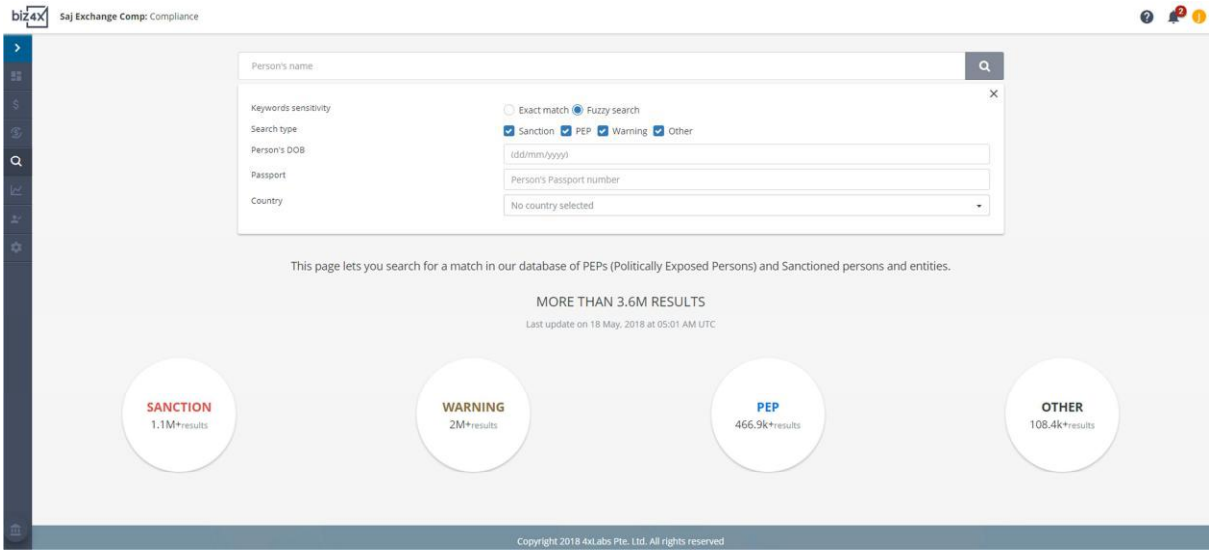
The **Reports history** screen will show you all the reports that have been generated, the dates they were generated and by which user. It will also provide the option to download the reports that were previously generated. Here again, reports can be filtered based on your selection.



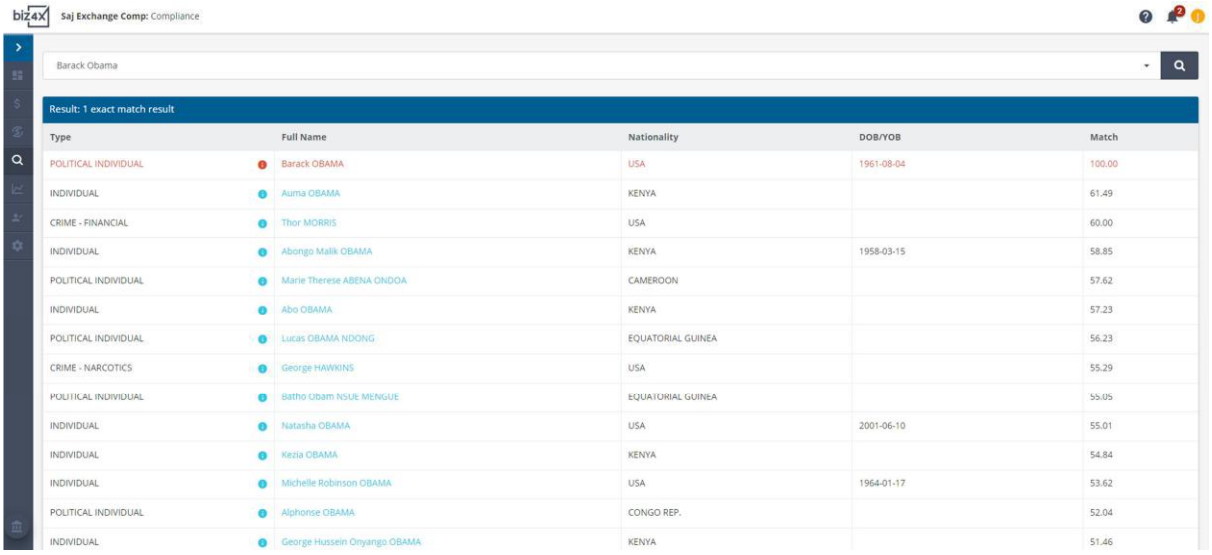
Compliance

Regulators in different countries mandate that money service businesses conduct a Know Your Customer check on any individual that wishes to exchange currency beyond a certain amount. This amount differs from country to country. While you can conduct the compliance check as you are saving a transaction, customer screening can also be done in its own

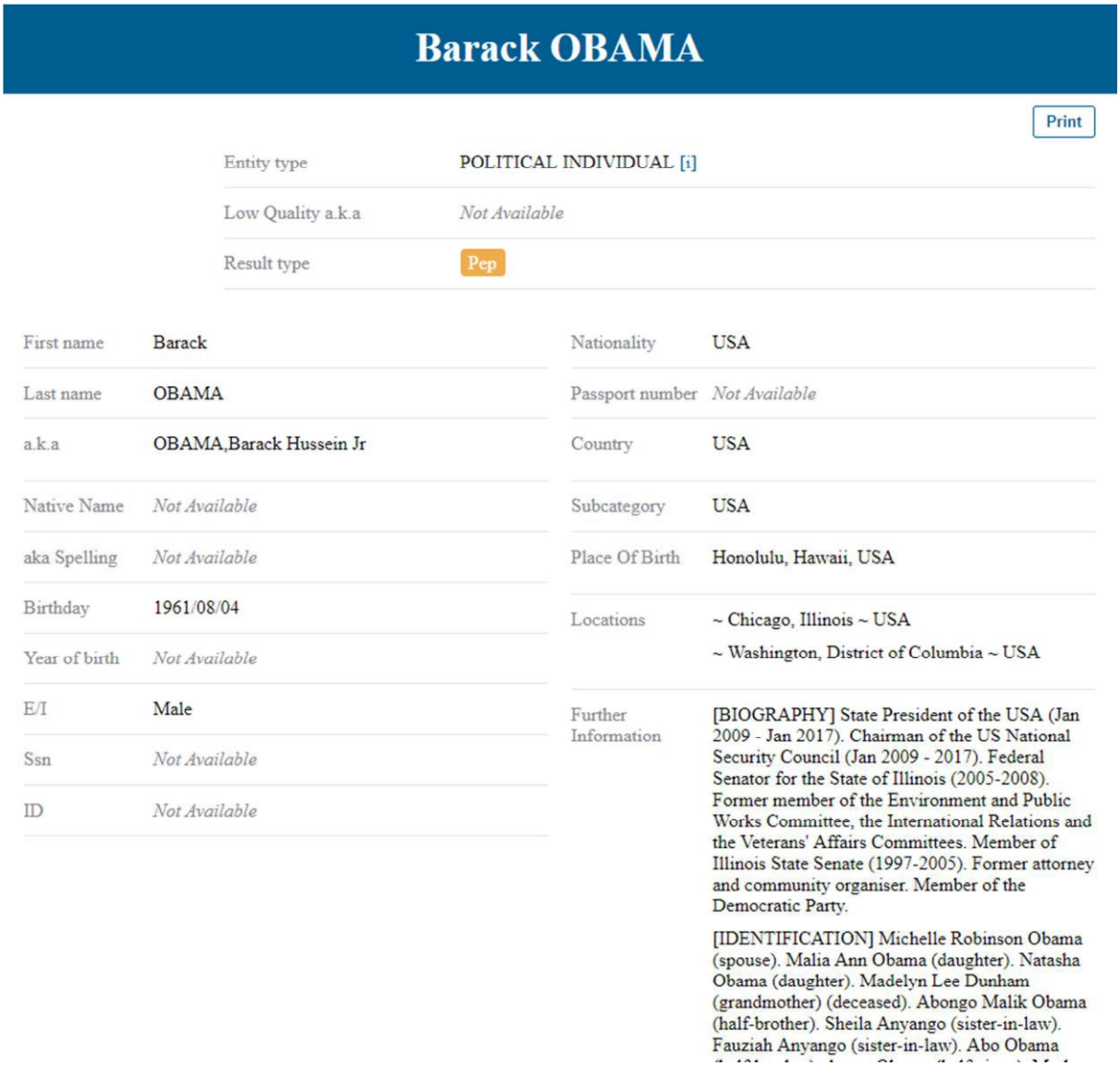
separate module in Biz4x. To increase the accuracy of your search, you can opt for exact matches to increase keyword sensitivity. You can also choose to only search within certain lists, or search by a person's date of birth, identification number or country to narrow down the results.



Once you have begun the search, you will see that the system provides a percentage match scoring to help you better assess the risk of different individuals. In the example below, the keyword Barack Obama has a 100% match under type Political Individual.



Clicking on that particular search result will reveal further details as to why Barack Obama has been listed in the results (previous US president).



Barack OBAMA

Print

Entity type	POLITICAL INDIVIDUAL [i]
Low Quality a.k.a	*Not Available*
Result type	Pep

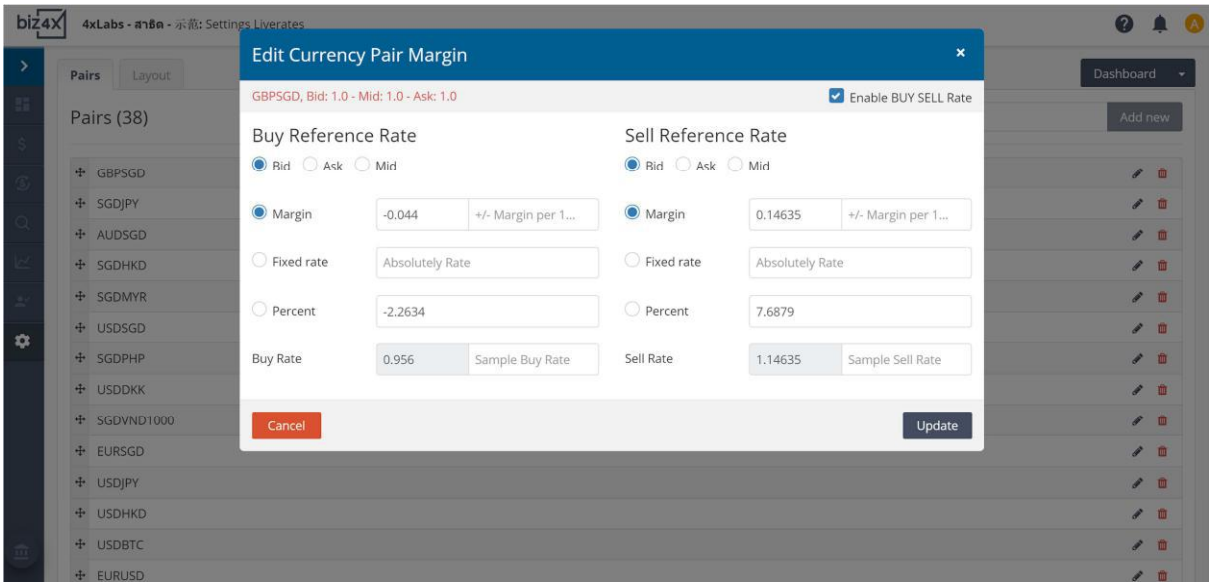
First name	Barack
Last name	OBAMA
a.k.a	OBAMA,Barack Hussein Jr
Native Name	*Not Available*
aka Spelling	*Not Available*
Birthday	1961/08/04
Year of birth	*Not Available*
E/I	Male
Ssn	*Not Available*
ID	*Not Available*

Nationality	USA
Passport number	*Not Available*
Country	USA
Subcategory	USA
Place Of Birth	Honolulu, Hawaii, USA
Locations	~ Chicago, Illinois ~ USA ~ Washington, District of Columbia ~ USA
Further Information	[BIOGRAPHY] State President of the USA (Jan 2009 - Jan 2017). Chairman of the US National Security Council (Jan 2009 - 2017). Federal Senator for the State of Illinois (2005-2008). Former member of the Environment and Public Works Committee, the International Relations and the Veterans' Affairs Committees. Member of Illinois State Senate (1997-2005). Former attorney and community organiser. Member of the Democratic Party. [IDENTIFICATION] Michelle Robinson Obama (spouse). Malia Ann Obama (daughter). Natasha Obama (daughter). Madelyn Lee Dunham (grandmother) (deceased). Abongo Malik Obama (half-brother). Sheila Anyango (sister-in-law). Fauziah Anyango (sister-in-law). Abo Obama

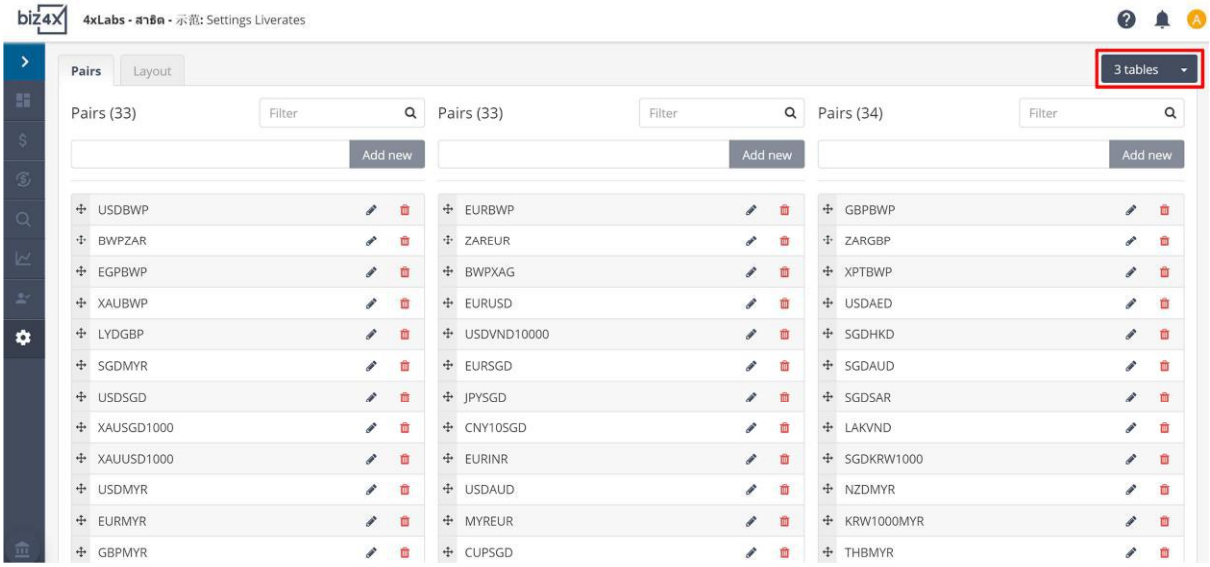
Live FX Rates

To add currency pairs to your Live FX Rates table, go to Settings under the Live FX Rates module. You can add new currency pairs to the list at the top right corner of the screen. Clicking and dragging the icon to the left of the currency pair will allow you to reorder these pairs to your convenience. You can also specify a reference Buy and Sell rate for these currency pairs by clicking on the pencil edit icon to the right of the currency pair.

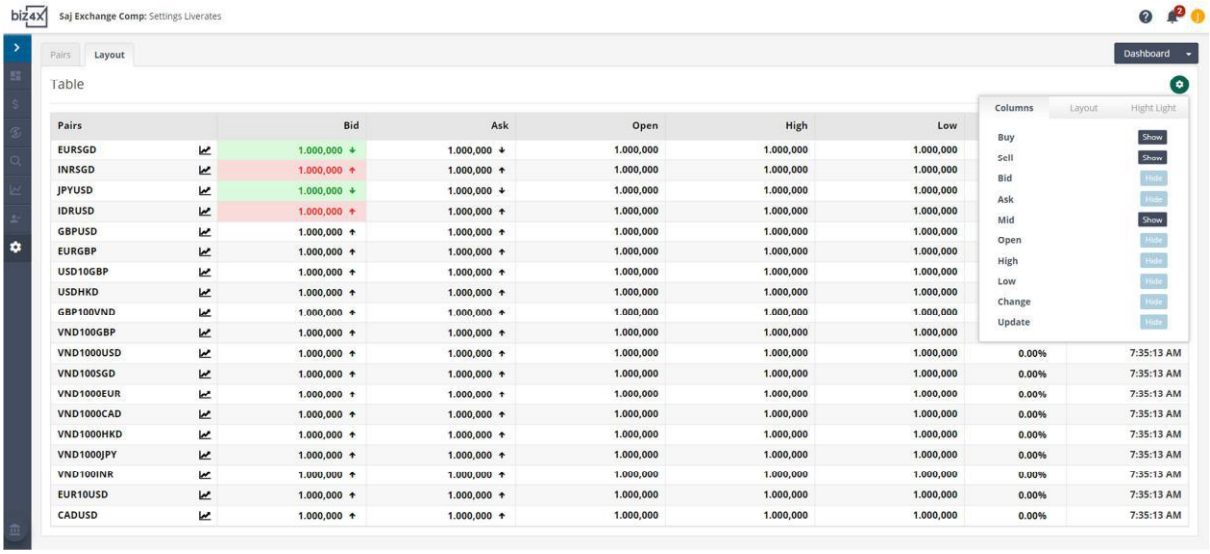
From the screen below, you will be able to enable the reference Buy and Sell rate as well as customise the margins for these figures.



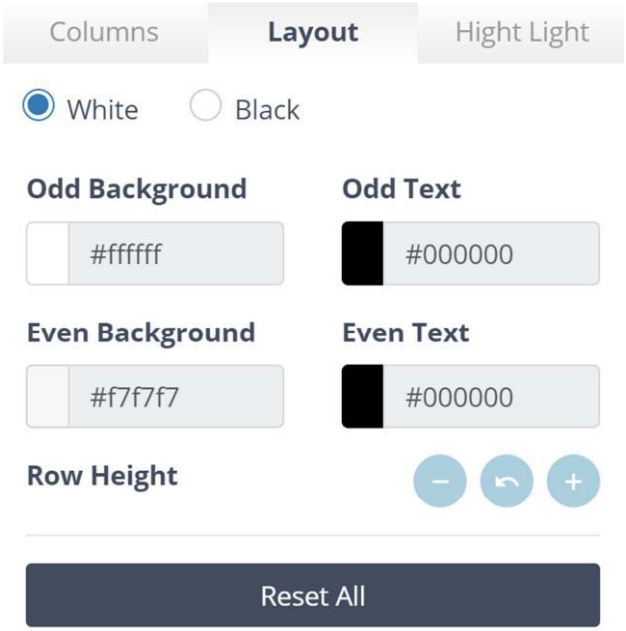
Clicking on the dropdown menu under Dashboard to the top right of the Live FX Rates settings screen will allow you to switch from one table to multiple table formats and edit the currency pairs for these.



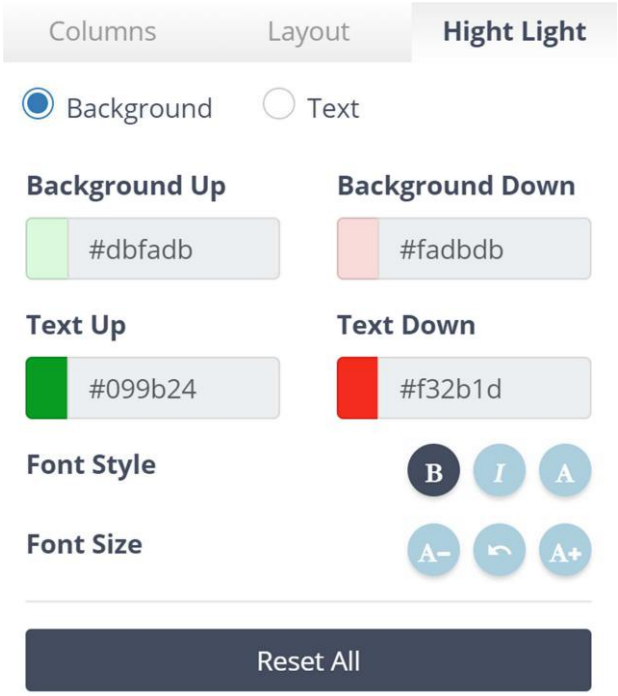
Switch from the Pairs tab on the Live FX Rates Settings screen to the Layout tab and you will be able to customise the display of your Live FX Rates, when you click on the gear icon to the top right of the screen. Choose which columns you want to display under Columns.



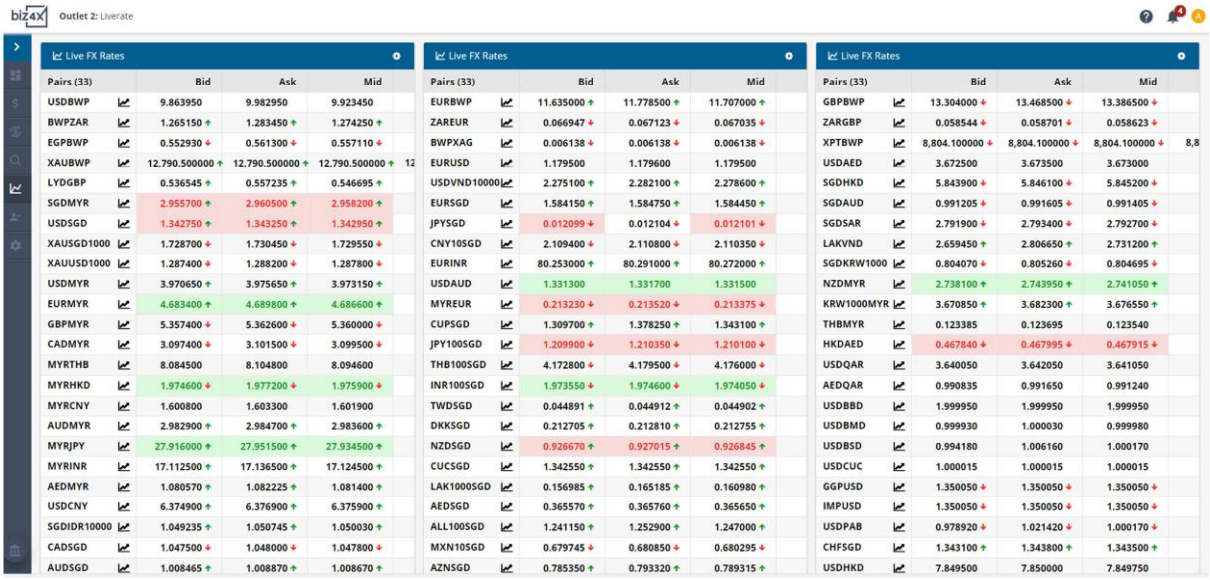
Select the Layout tab and you will be able to change the colour of the background and row height.



Select the Highlight tab to access options for changing the colour of the highlighted rates, as well as font style and font size.



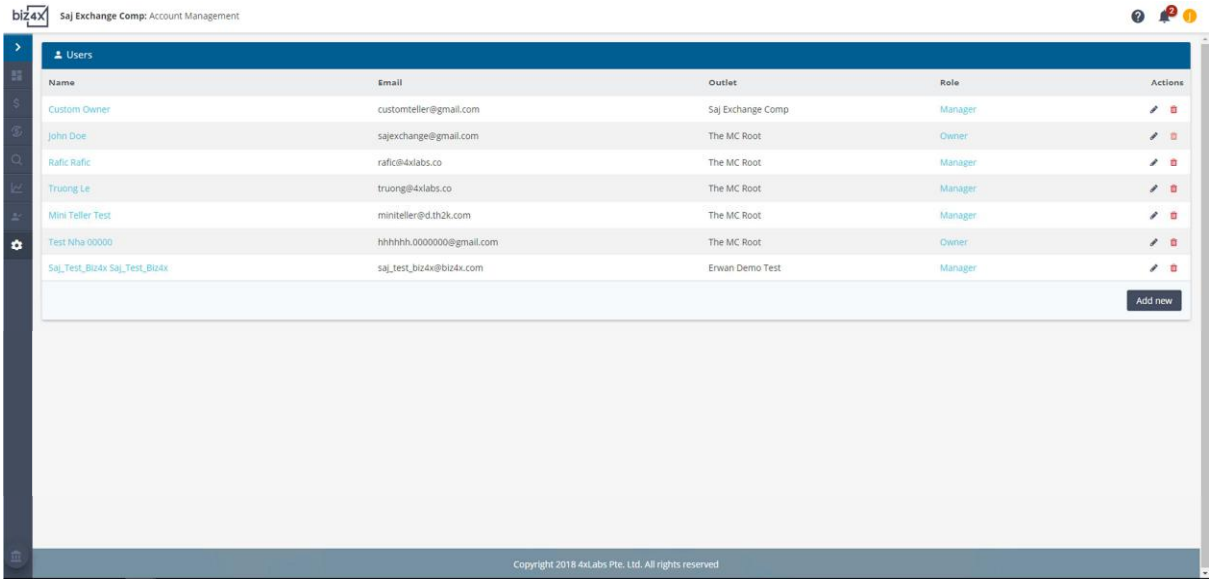
Once you are done with customising your display, you can choose to view the Live FX Rates in a one table or a three-table format on a dedicated screen.



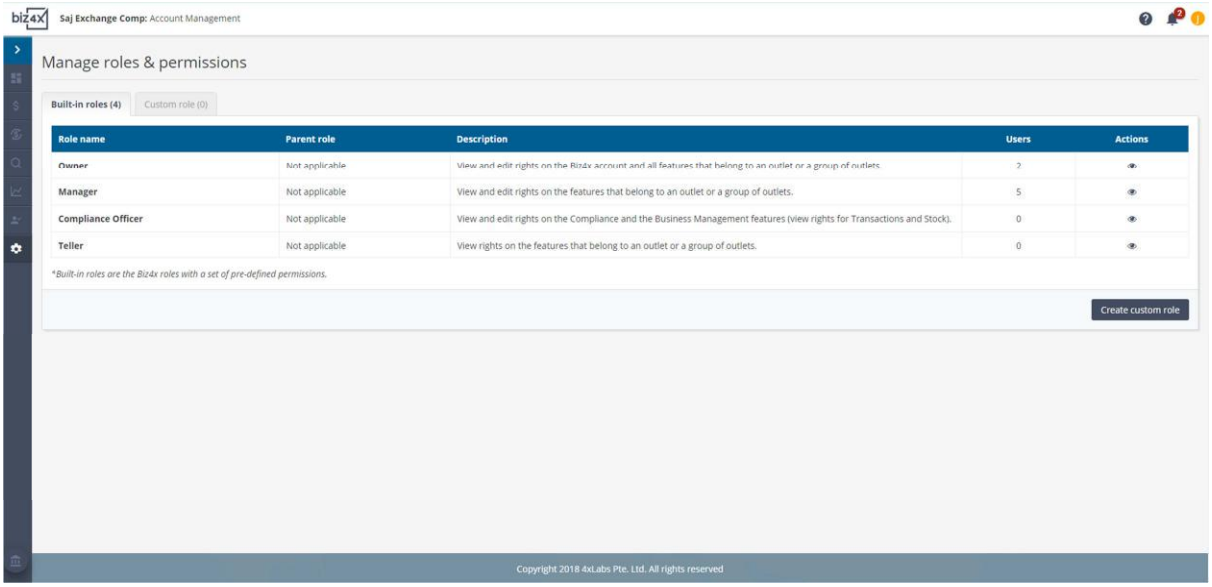
Settings

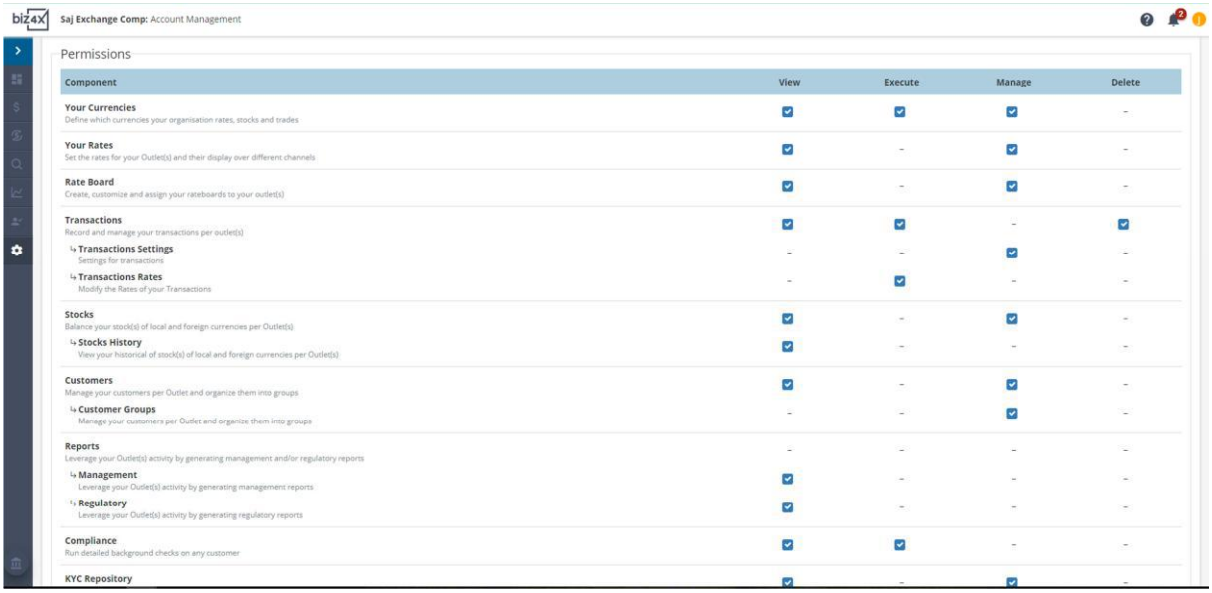
Some of the settings here have been included in the relevant sections about those modules. Others are described below.

Under **Users**, businesses can create and register new users, as well as assign default roles to them.

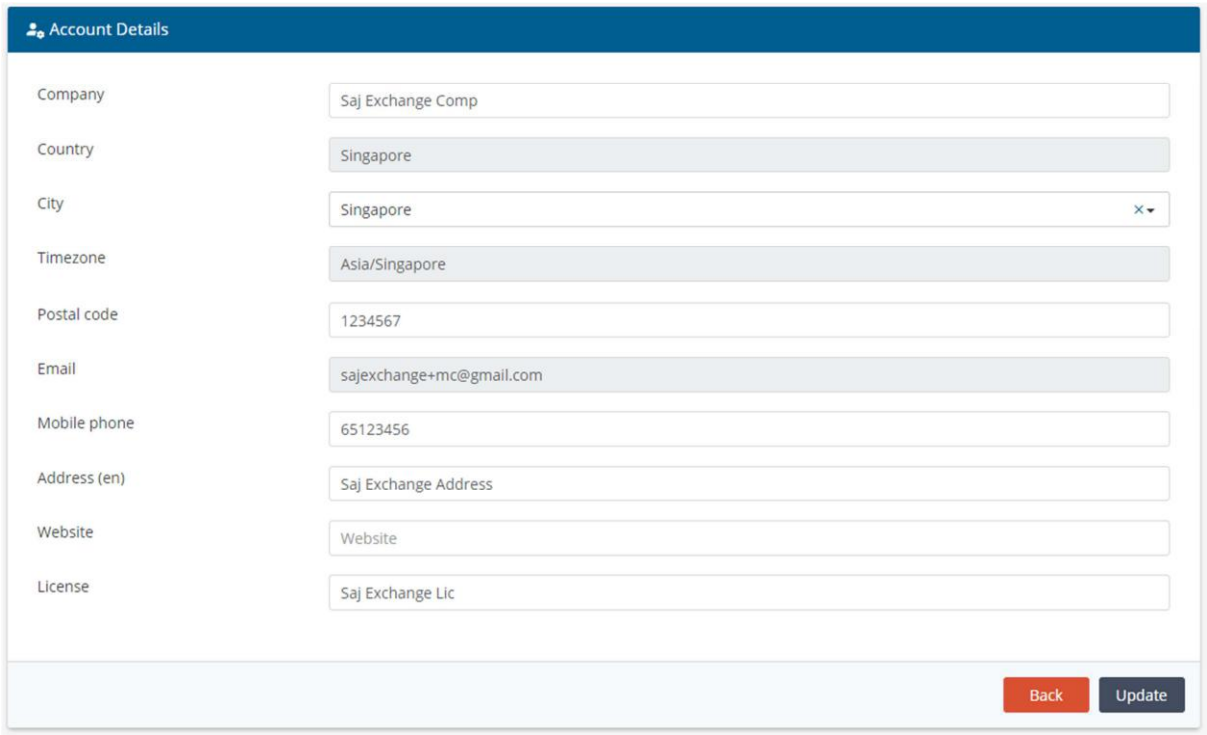


Roles & Permissions allow businesses to review what kind of permissions default roles like Owner, Manager, Compliance Officer and Teller have. Businesses can also create custom roles to limit or extend more permissions to their employees.

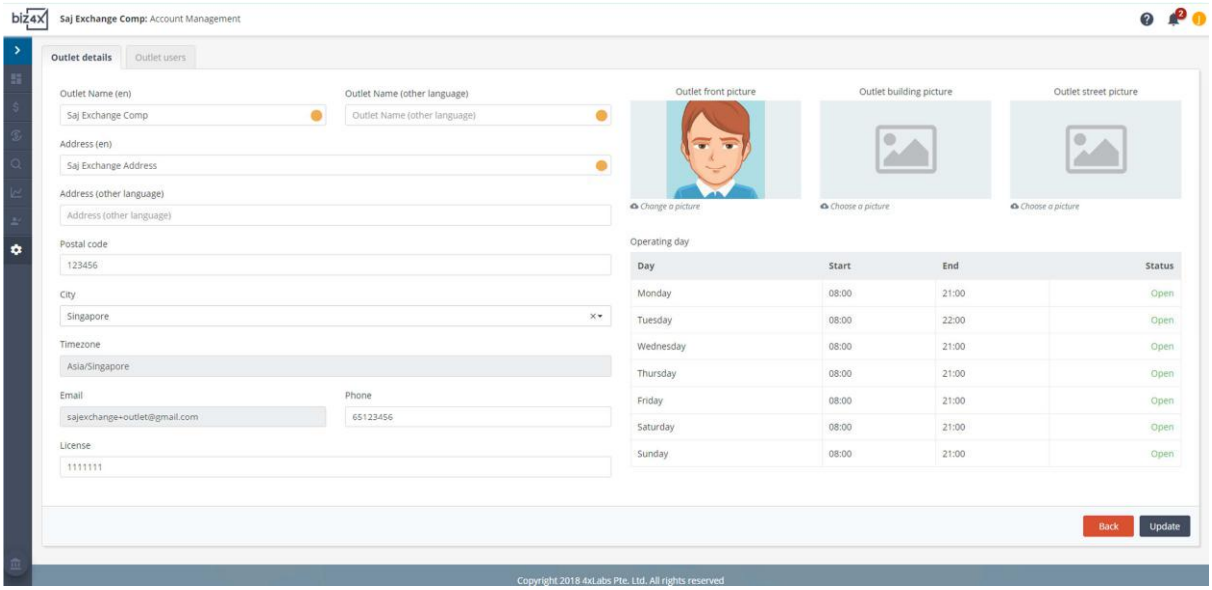




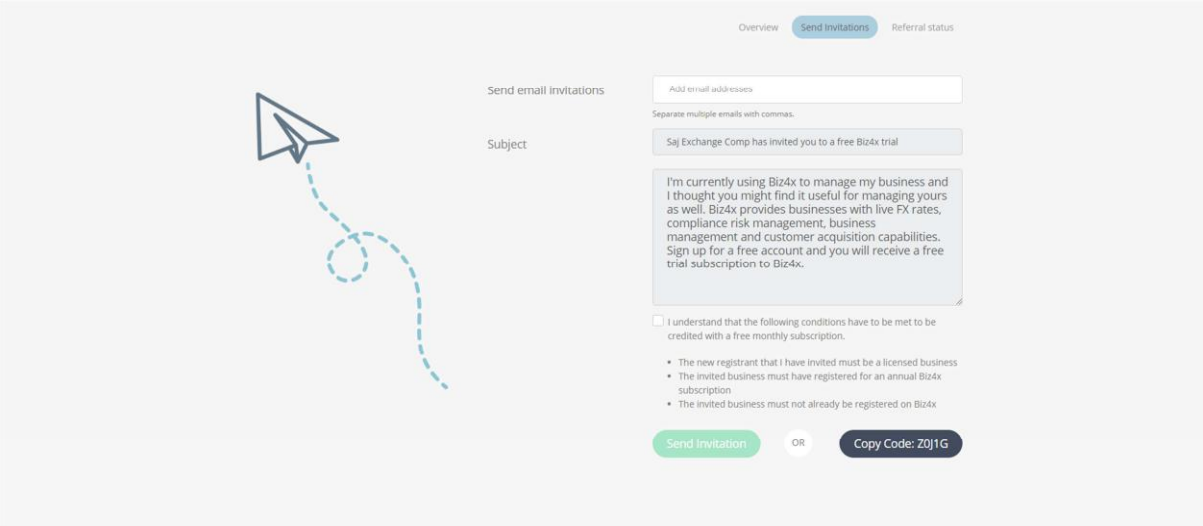
Account Details is where you might edit some key details about your business.



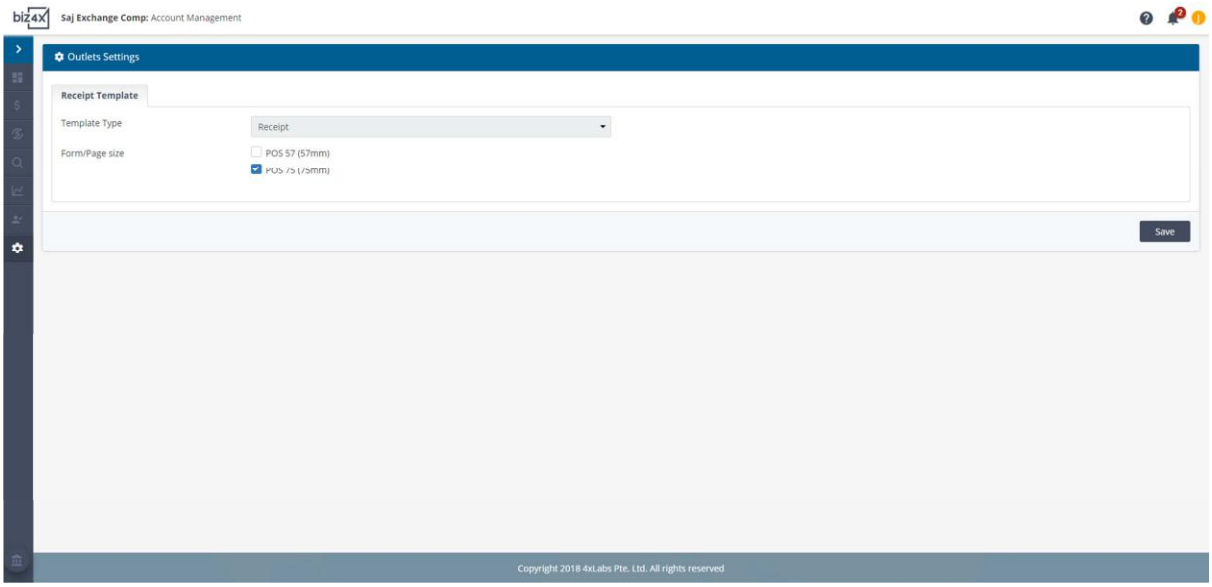
Outlets enables you to set up your various branch outlets by adding a picture, or through input of opening hours and pictures of their storefront.



Through a **Referral**, businesses can introduce their peers or other money services businesses to Biz4x through sending an email referral. Businesses who successfully refer contacts, will be granted a free trial for several months.



Outlet Settings allow businesses to choose between two different receipt sizes.



... And that's all you need to know to begin using Biz4x!

This guide to Biz4x was created based on Biz4x version 2.4. For information on how to use the Biz4x Marketplace, check out the separate Biz4x Marketplace guides. If you have a question about this guide, do feel free to send us a note at support@biz4x.com.