Biz4X

Biz4x Software

Multi-Stock

User Guide

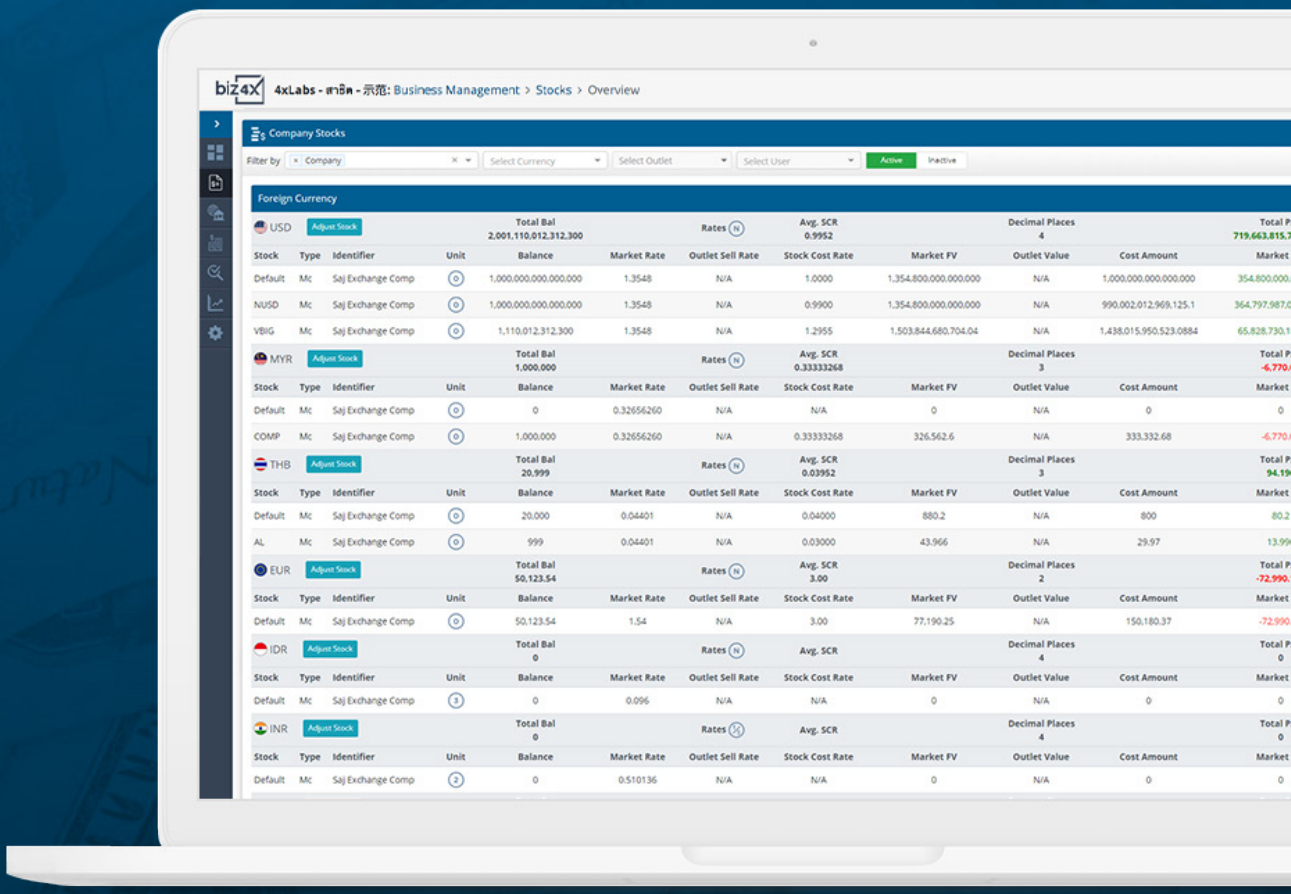


Table of Contents

What is multi-stock management? 3

Transition guide for existing users 5

Guide for accounts with owner level permission 8

- Initial Setup of Stocks 8
- Deactivation of stock definitions 11
- View inactive stock definition 11
- View the details of stock definitions 12
- Editing stock definitions 12
- Transferring Stocks 13
  - Teller to Teller Transfer 13
  - Teller to Outlet Transfer 15
  - Outlet to Teller Transfer 17
- Viewing Record of Stock Transfer Authorised 20
- Viewing Record of Stock Transfer Requested 21
- Viewing Company Stocks 21
- Viewing Outlet Stock 22
- Viewing Stock History 22
- Creating Transaction 22
- Viewing Transaction Record in Details 25

Guide for accounts with manager level permission 26

- Transferring Stocks 26
  - Teller to Teller Transfer 26
  - Teller to Outlet Transfer 28
  - Outlet to Teller Transfer 30
- Viewing Record of Stock Transfer Authorised 32
- Viewing Record of Stock Transfer Requested 32
- Viewing Company Stocks 33
- Viewing Outlet Stock 33
- Viewing Stock History 34
- Creating Transaction 34
- Viewing Transaction Record in Details 36

Guide for accounts with teller level permission 38

Creating Transaction 38
Transferring Stocks 40
Teller to Teller Transfer 40
Teller to Outlet Transfer 42
Viewing Record of Stock Transfer Authorised 44
Viewing Record of Stock Transfer Requested 44
Viewing Outlet Stock 45
Viewing Transaction Record in Details 45

What is multi-stock management?

The multi-stock feature allows for money services businesses to create their own stock categories by defining stocks that can be assigned to the company, outlet or user level. Multi-stock management allows for stock to be transferred between the company, outlets and users.

Stock Definition

Stock Definition is based on an open and flexible system that allows you to create stocks based on denominations or any other category that you can think of on the Stock Definition interface. Eg. SGD50, HKDLarge, USDCard By assigning a currency to the stock category you have created, as well as a payment method, you can choose to debit or credit certain stock held at the company, outlet or user level once you have activated the stock for these accounts at the point when a transaction is created. Only users with owner-level permission can define a stock.

Company Stock

Stock can be assigned to a company, an outlet or a user. This can be indicated when a stock definition is first created. The company stock interface allows for the activation of stock for the company, outlets and users and provides an overview of all active stock in the company account. This includes details for each foreign currency such as balance, market rate, outlet sell rate, stock cost rate, market fair value, outlet value, cost amount and both market, and stock, profit and loss.

Outlet Stock

Outlet stock is organised in a similar manner to company stock. You can activate stock for users on this interface and review all active currencies for users in that particular outlet. Both Company and Outlet stock can be adjusted with options like credit, debit, adjustment type (purchase or sale), amount and stock cost rate. Remarks can also be added to each stock adjustment.

Stock Transfer

Currencies can be transferred between outlets and users. All recipients will need to approve of incoming stock transfers. If you have initiated a transfer that has not been accepted, you can cancel the pending transfer.

Stock History

The Stock History interface allows you to review all stock adjustments that have been made whether or not it was done through a manual edit on the Outlet Stock or Company Stock screen, or by crediting or debiting from a stock of currencies through a recorded transaction.

This guide will take you through the steps required for creating and activating stock at the company, outlet and user levels for both existing and new users with various permission settings.

If you have any feedback, comments or require more assistance with configuring multi-stock, you can drop us a note at support@biz4x.com.

Transition guide for existing users

In the transition to Multi-stock Biz4x, a default stock definition for the currencies already in use are activated by us, and all the stocks from the old version are transferred to outlet stocks. To do transaction, adjustment and transfer with our new Biz4x, two setups are required:

1) Activate user level stocks
2) Transfer your stocks to user level stocks by Outlet to Teller Transfer function.

After these, you can enjoy the other new features which will be explained in detail in the guides for accounts with owner, manager and teller level permission.

Steps

1) Activate user level stocks

1. Activating stocks for company, outlet and user
    a. Go to Business Management > Stock > Company Stocks
    b. Filter by all in "Type"
    c. Go to "Inactive" screen

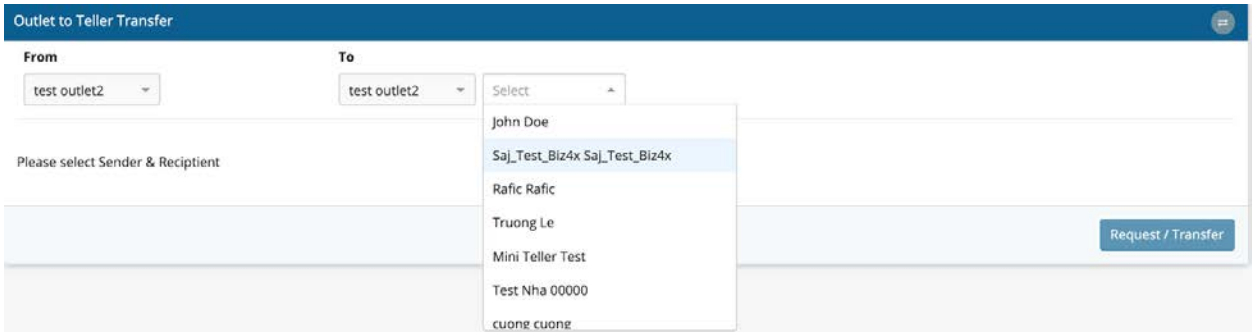
    d. Click "Activate" to activate stocks for company, outlet and users

2. Add stocks to newly created stocks

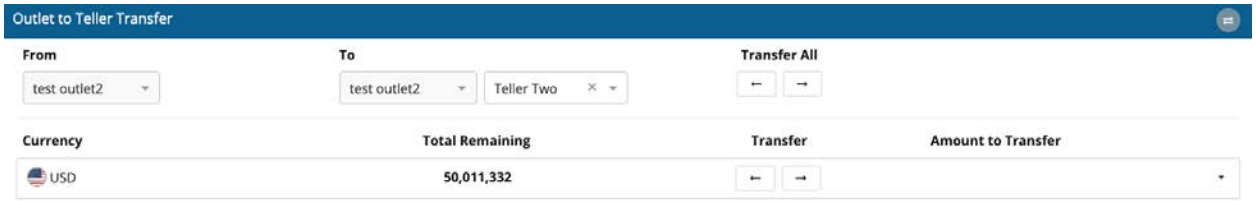
2) Outlet to Teller Transfer

1. Go to Business Management > Stocks > Stocks Transfer
2. Click "Outlet--> Teller"

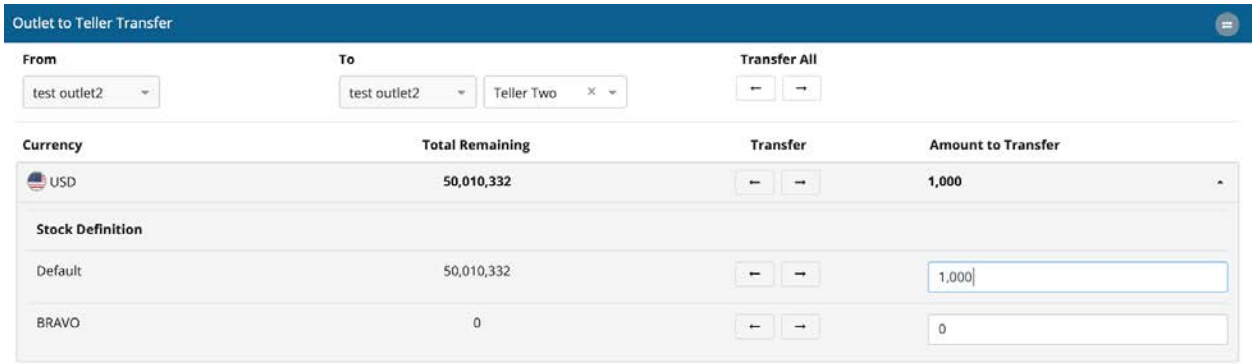
3. Select a recipient within the same outlet



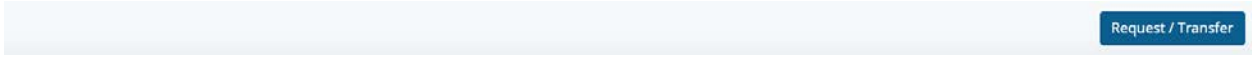
4. Click ▼ in the section of the currency you want to transfer



5. Input the amount to transfer in a selected stock definition



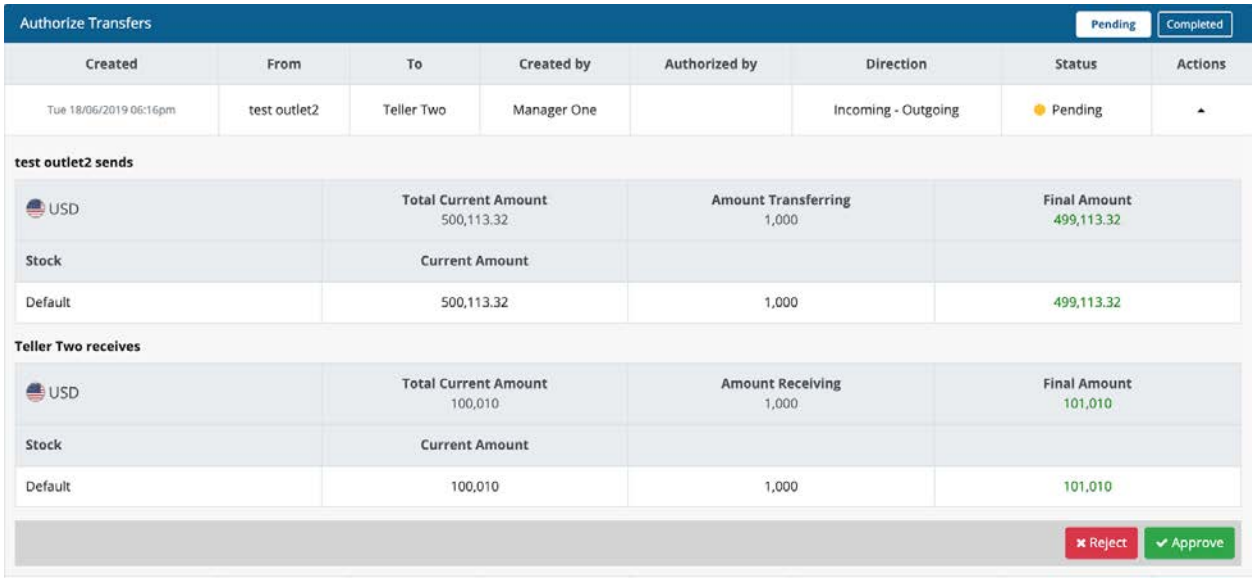
6. Click "Request/Transfer"



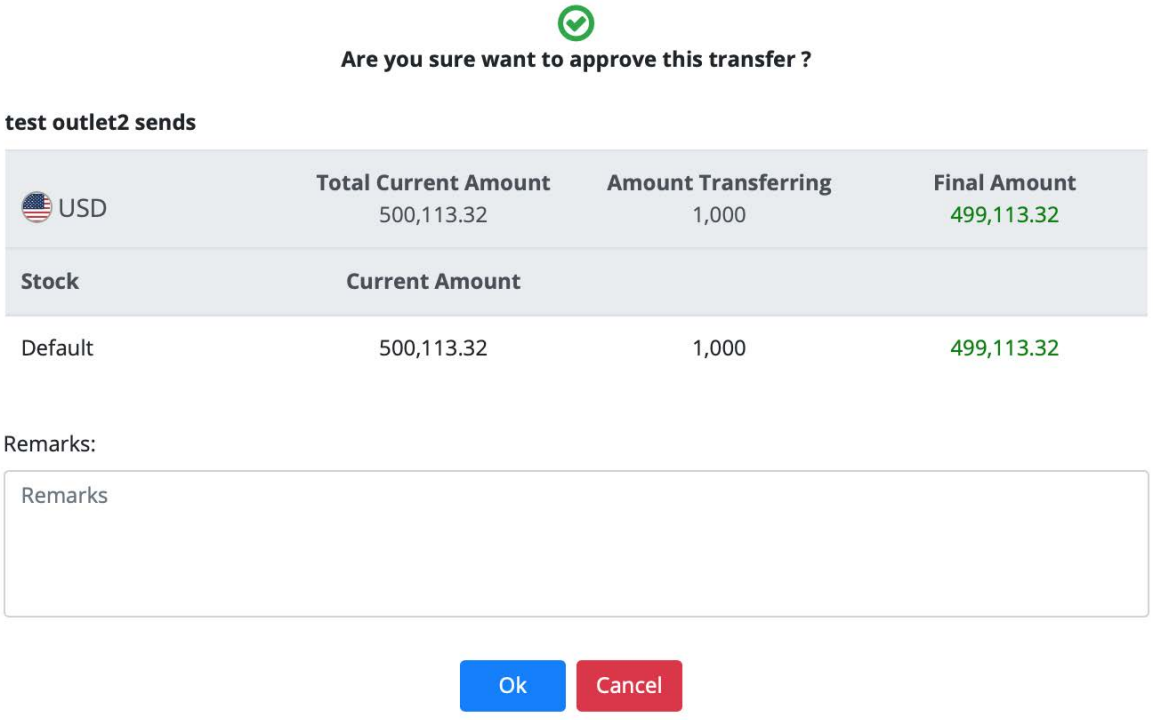
7. The teller recipient needs to go to Business Management > Stocks > Stocks Transfer > Authorize Transfers

8. Click ▼

9. Click "Approve"



10. Click "Ok"

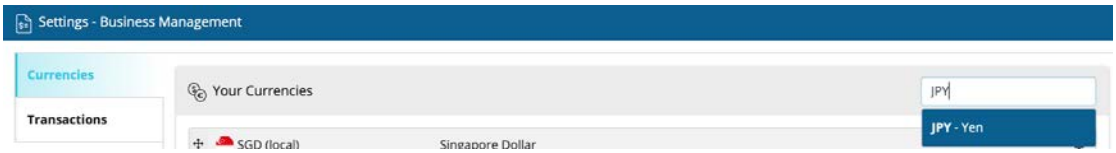


Guide for accounts with owner level permission

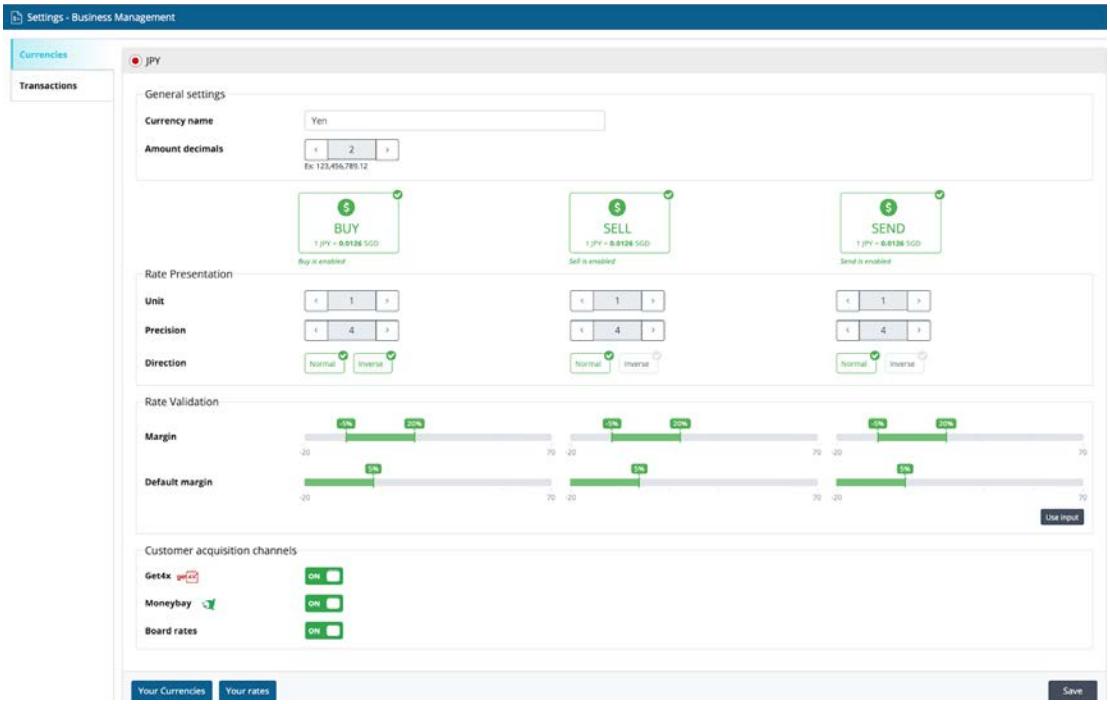
Initial Setup of Stocks

1. Adding currency
    a. Go to Setting > Business Management > Currencies

    b. Input the currency you want to add in the search box on the right

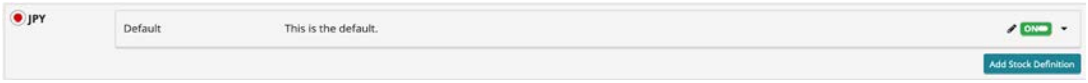


    c. Click the currency in the drop-down list
    d. Set the details

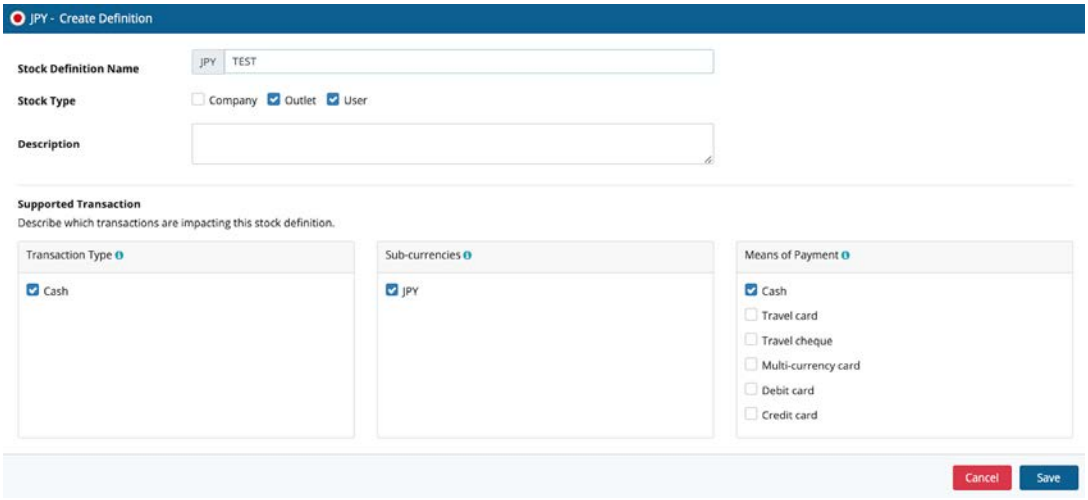


    e. Click “Save”
    f. A default stock definition for this newly created currency is automatically set.
    g. If you do not wish to create another stock definition for the newly created currency, you can skip to number 3.
2. Creating stock definitions
    a. Go to Business Management > Stock > Stock Definitions

b. Click “Add Stock Definition” to create a stock definition for a specific currency



c. Input name of stock definition (Letters must be in uppercase)



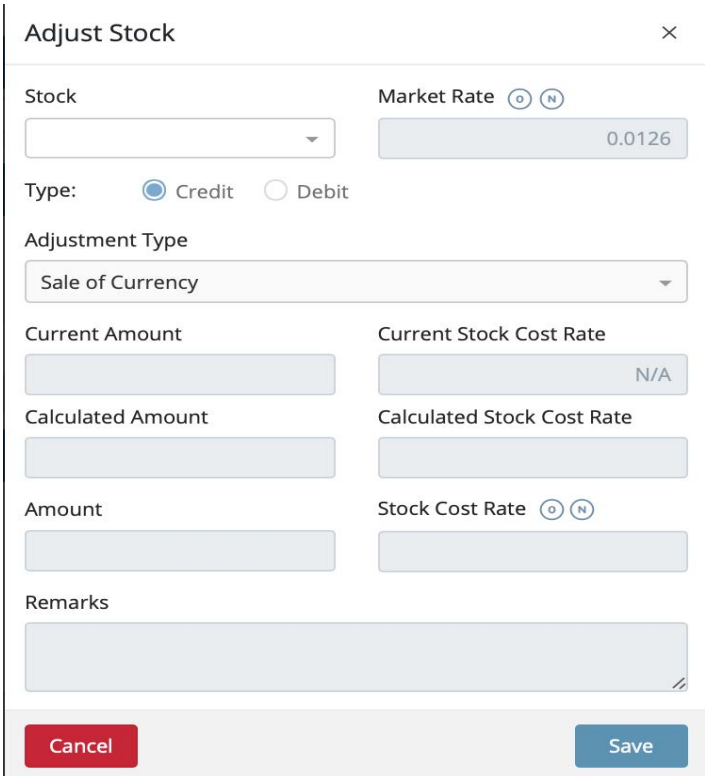
d. Select stock type (Company/Outlet/User)
e. Input description if needed
f. Select transaction type, sub-currencies and means of payment
g. Click "Save"
h. The stock definition will be automatically activated

3. Activating stocks for company, outlet and user
   a. Go to Business Management > Stock > Company Stocks
   b. Filter by all in "Type"
   c. Go to "Inactive" screen

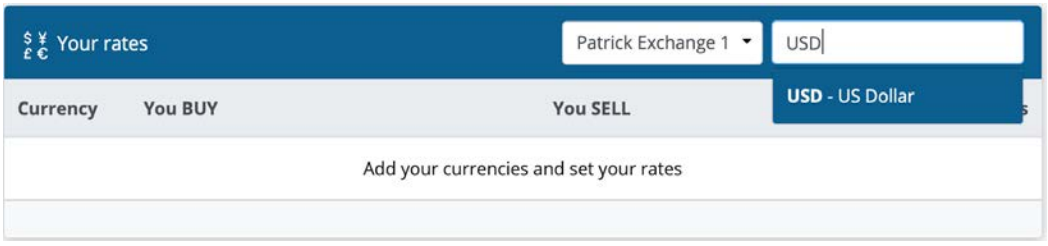
   d. Click "Activate" to activate stocks for company, outlet and users

4. Add stocks to newly created stocks
    a. Go to Business Management > Stock > Company Stocks

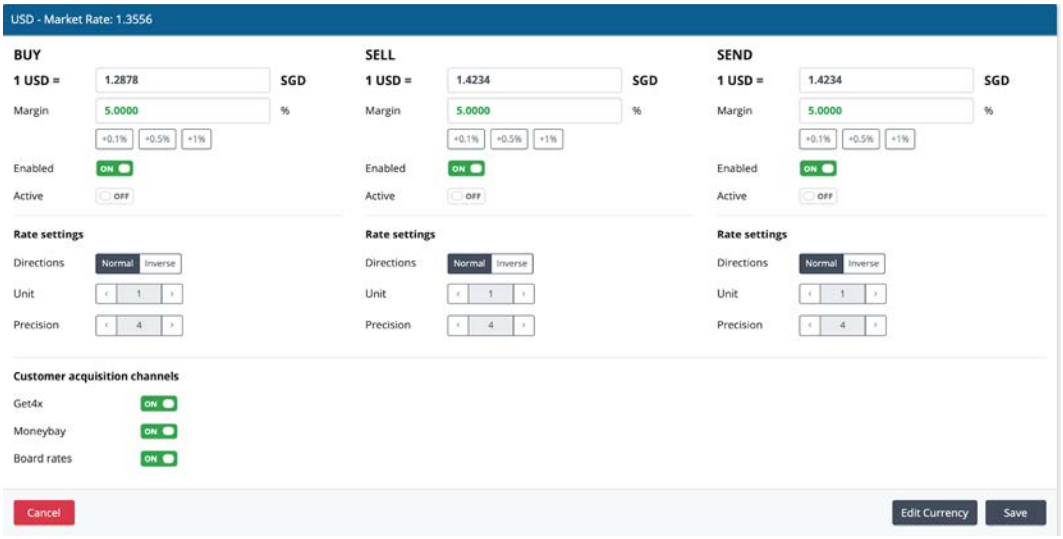
    b. Select “all” in "Type" filter
    c. Click "Adjust" to add stocks to newly created stocks



    d. Select a stock, type
    e. Input amount and stock cost rate
    f. Click "Save"
5. Adding rates for the currencies you want to trade
    a. Go to Business Management > Rates > Your rates
    b. Input the currency you want to trade with customers



c. Input and select the following details



d. Click “Save”

6. Now, users can do transaction and transfer with stocks.

Deactivation of stock definitions

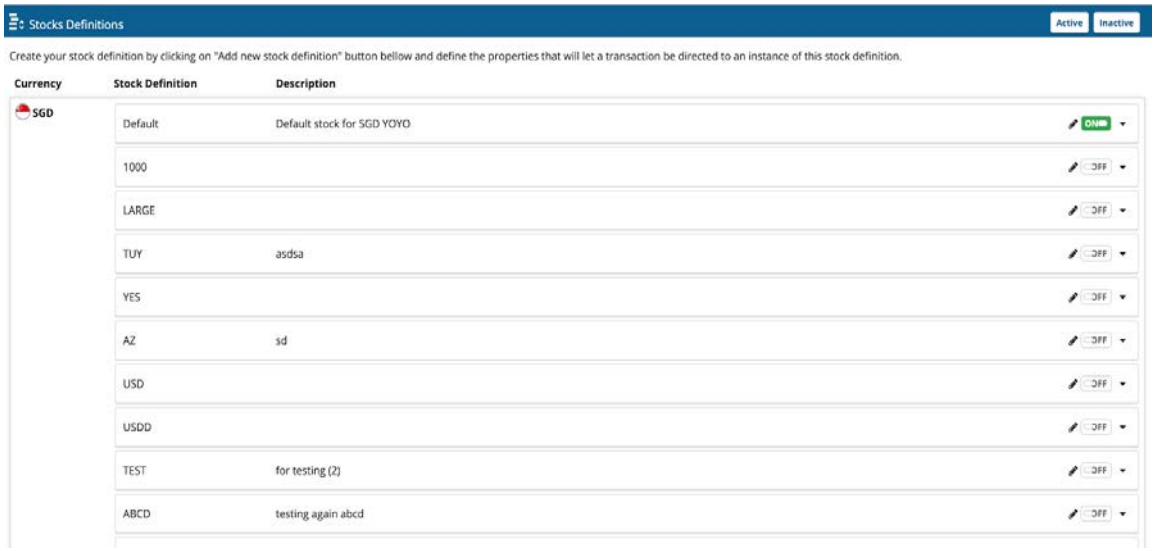
1. Go to Business Management > Stocks > Stocks Definition > Click "ON"

2. After that it will then become "OFF" and be shown in the Inactive screen.

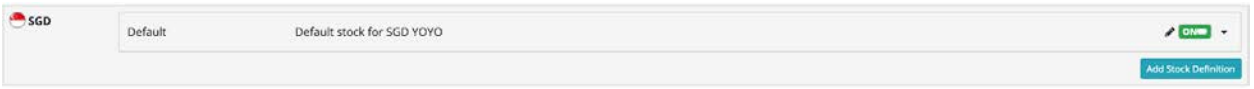
View inactive stock definition

1. Go to Business Management > Stocks > Stocks Definition > Click "Inactive"

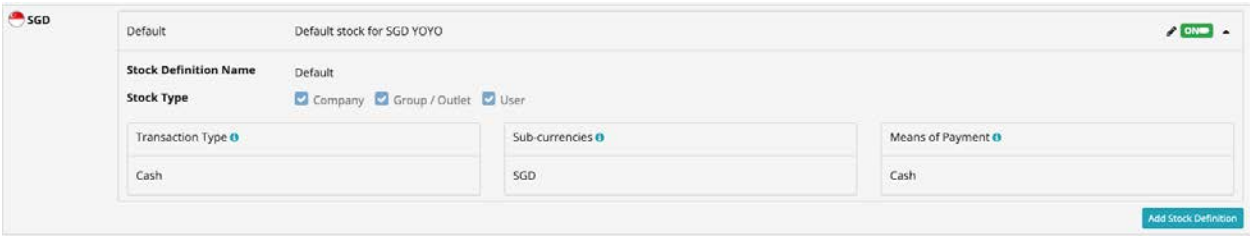
2. Then, you will see all the inactive stock definitions.



View the details of stock definitions

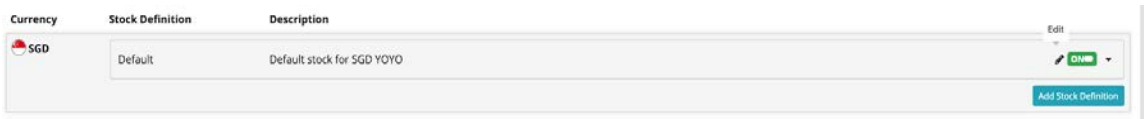


1. Go to Business Management > Stocks > Stocks Definition > Click
2. Then you can view:



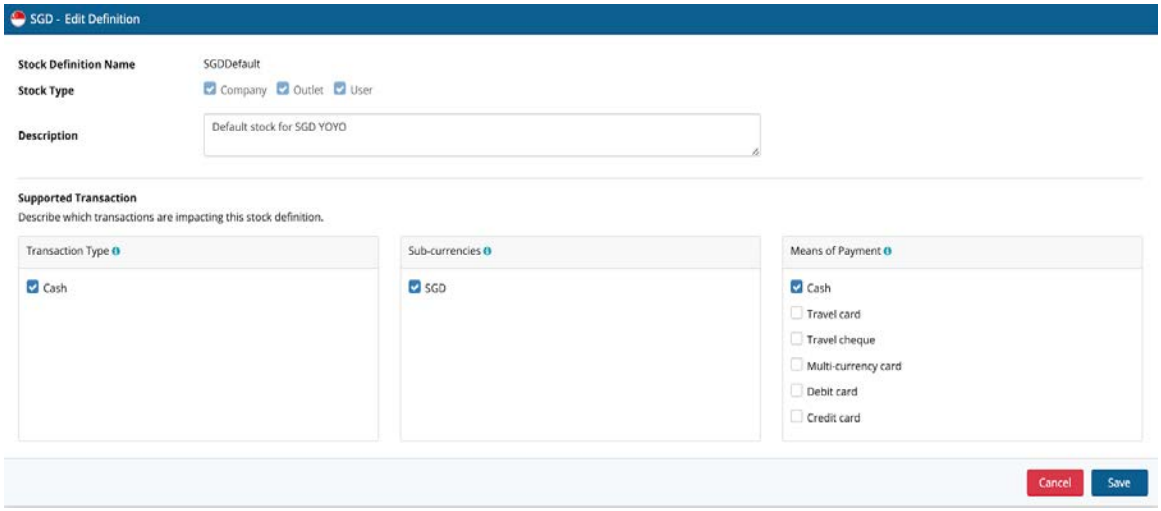
Editing stock definitions

1. Go to Business Management > Stocks > Stocks Definition



2. Click the little pen to edit

3. You can then edit the following details

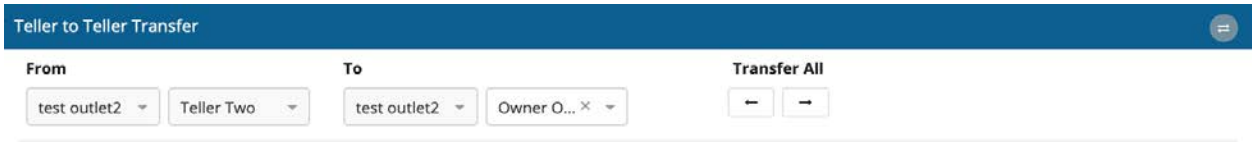


4. Click "Save"

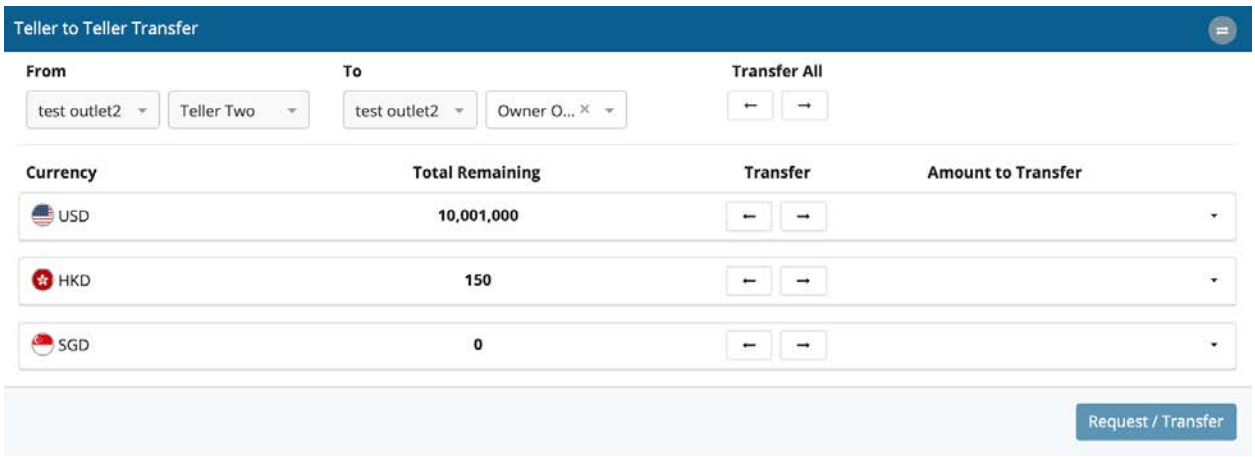
Transferring Stocks

Teller to Teller Transfer

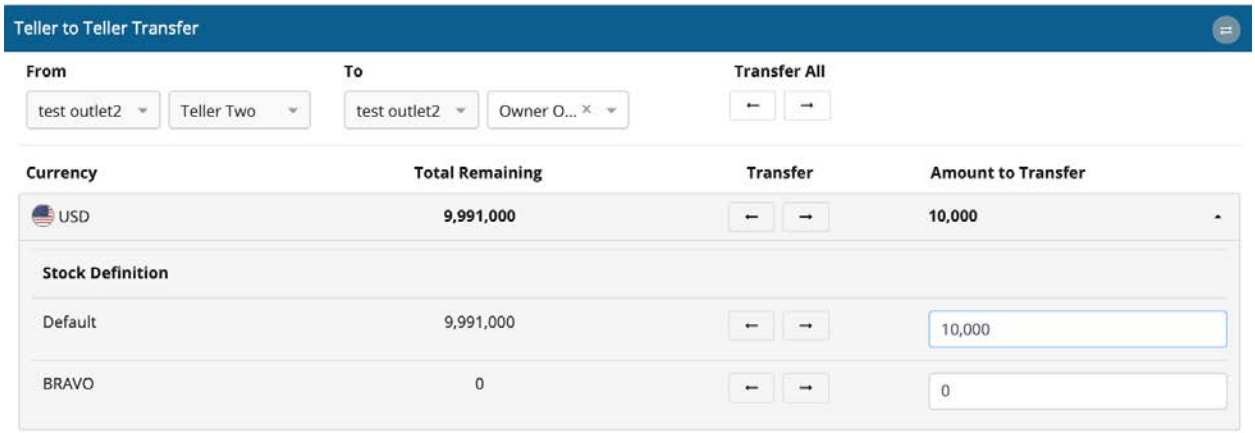
1. Go to Business Management > Stocks > Stocks Transfer
2. Click "Teller --> Teller"
3. Select a recipient from the same outlet



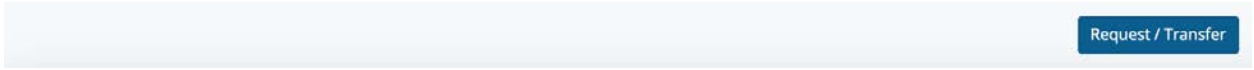
4. Click in the section of the currency you want to transfer



5. Input the amount to transfer in a selected stock definition



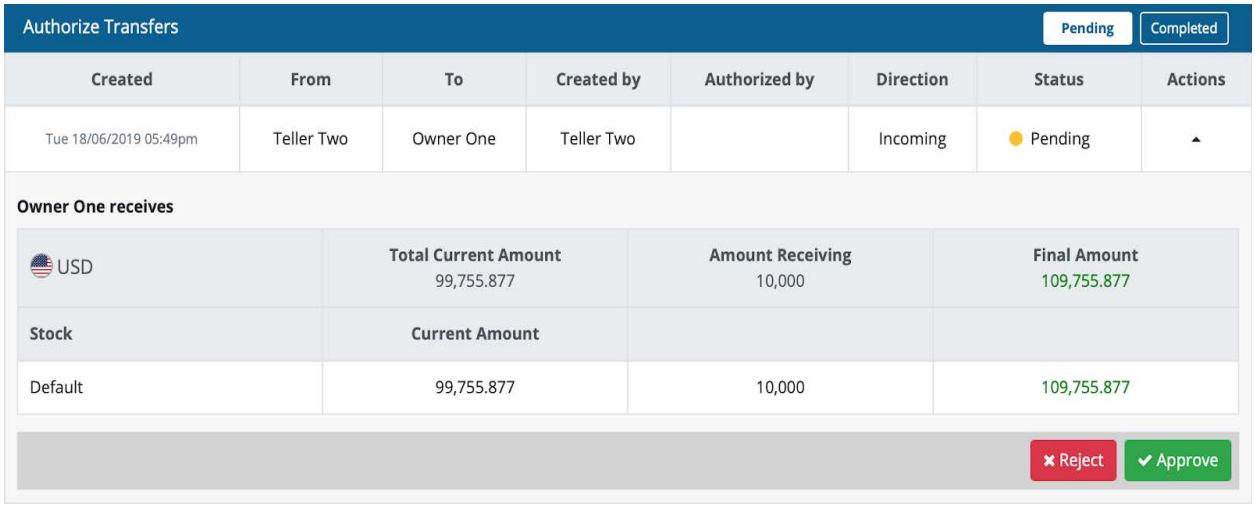
6. Click "Request/Transfer"



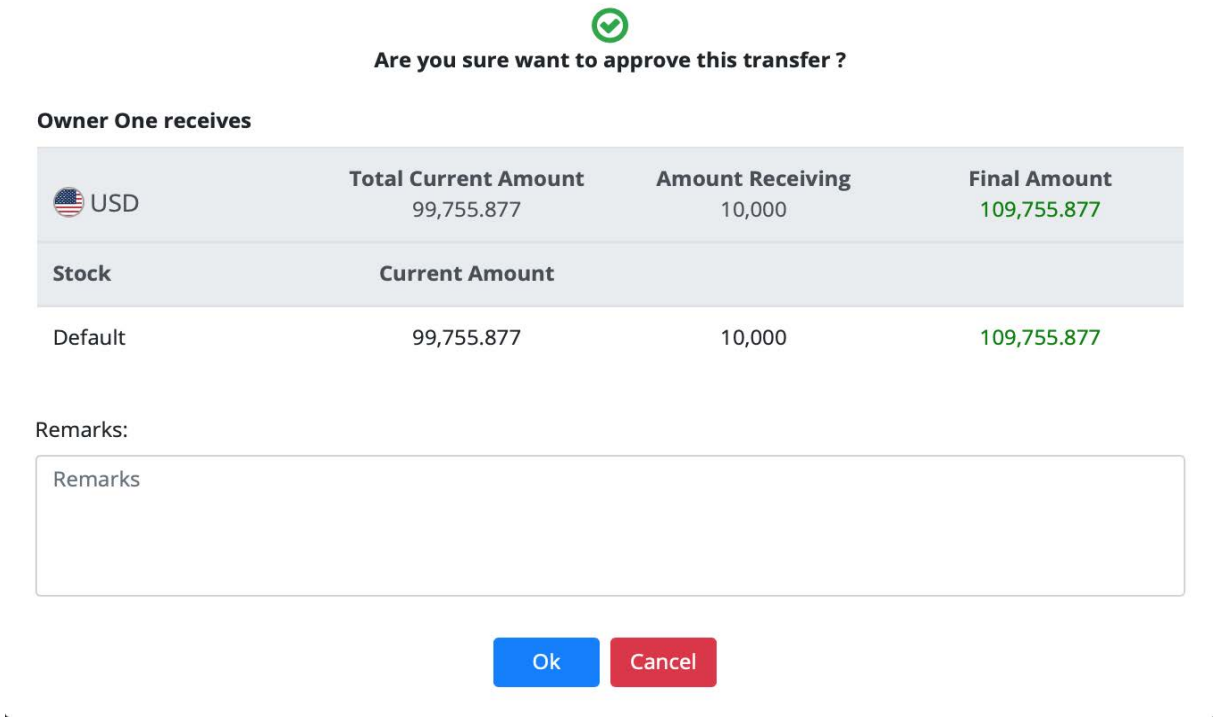
7. The recipient needs to go to Business Management > Stocks > Stocks Transfer > Authorize Transfers

8. Click ▼ in the section of the request you want to approve

9. Click "Approve"

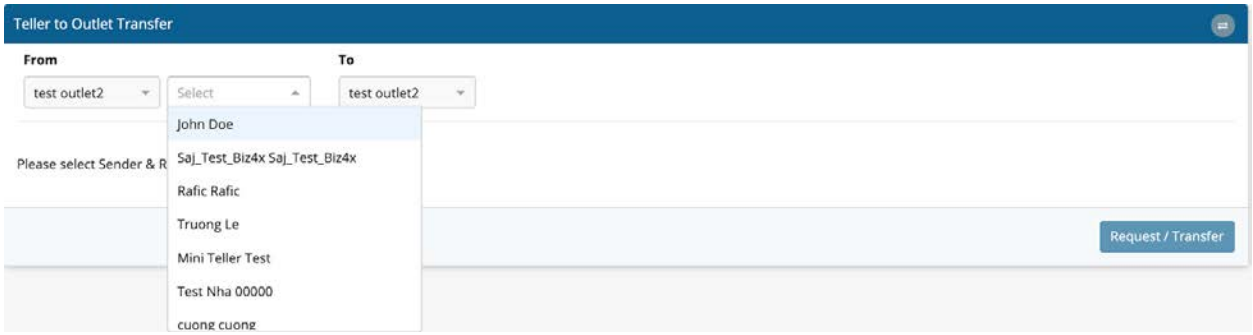


10. Click "Ok"

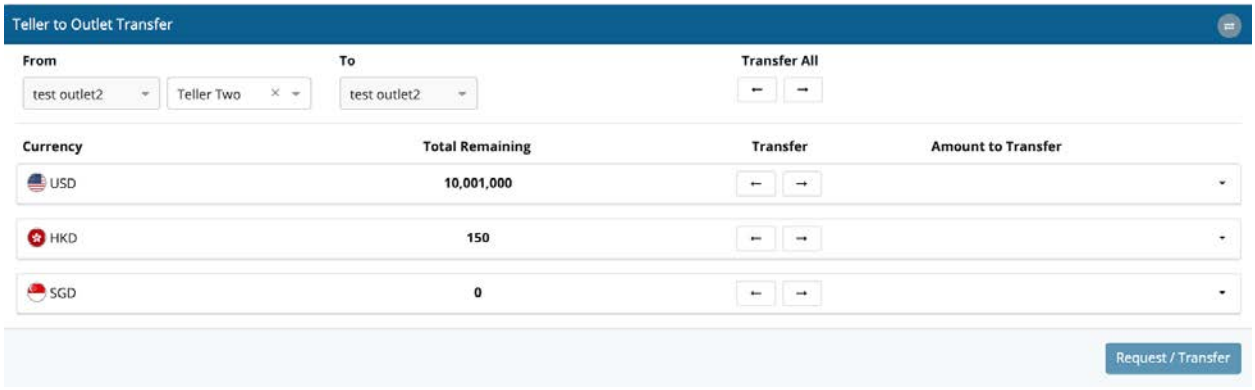


Teller to Outlet Transfer

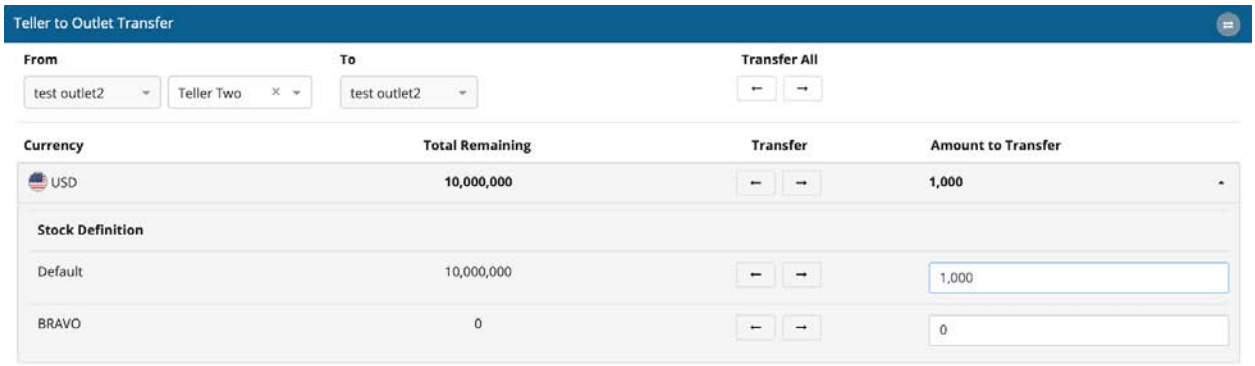
1. Go to Business Management > Stocks > Stocks Transfer
2. Click "Teller --> Outlet"
3. Select the sender (can be anyone in the outlet managers have access to)



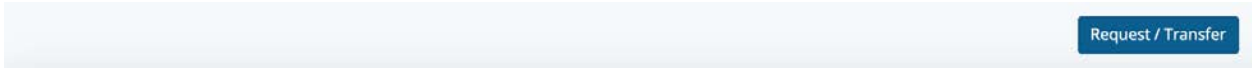
4. Click in the section of the desired currency



5. Input the amount to transfer in a selected stock definition



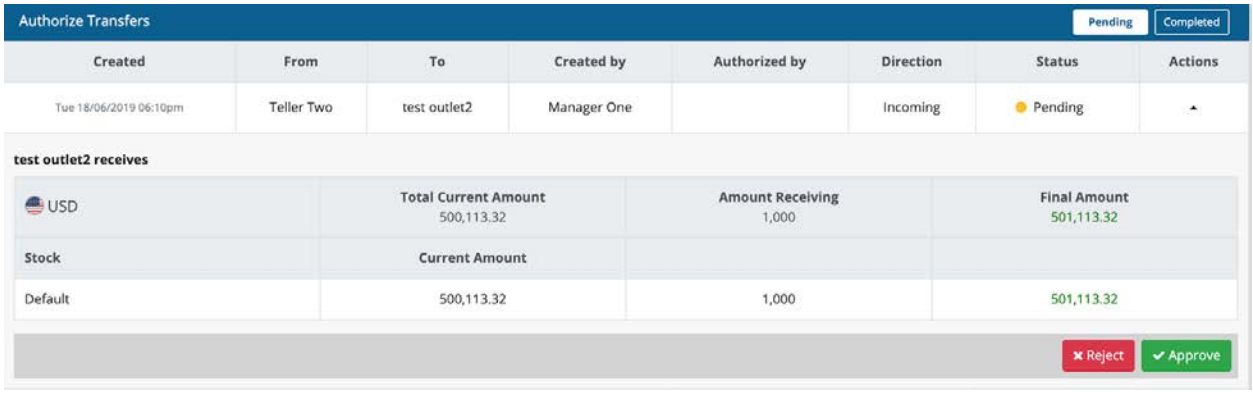
6. Click "Request/Transfer"



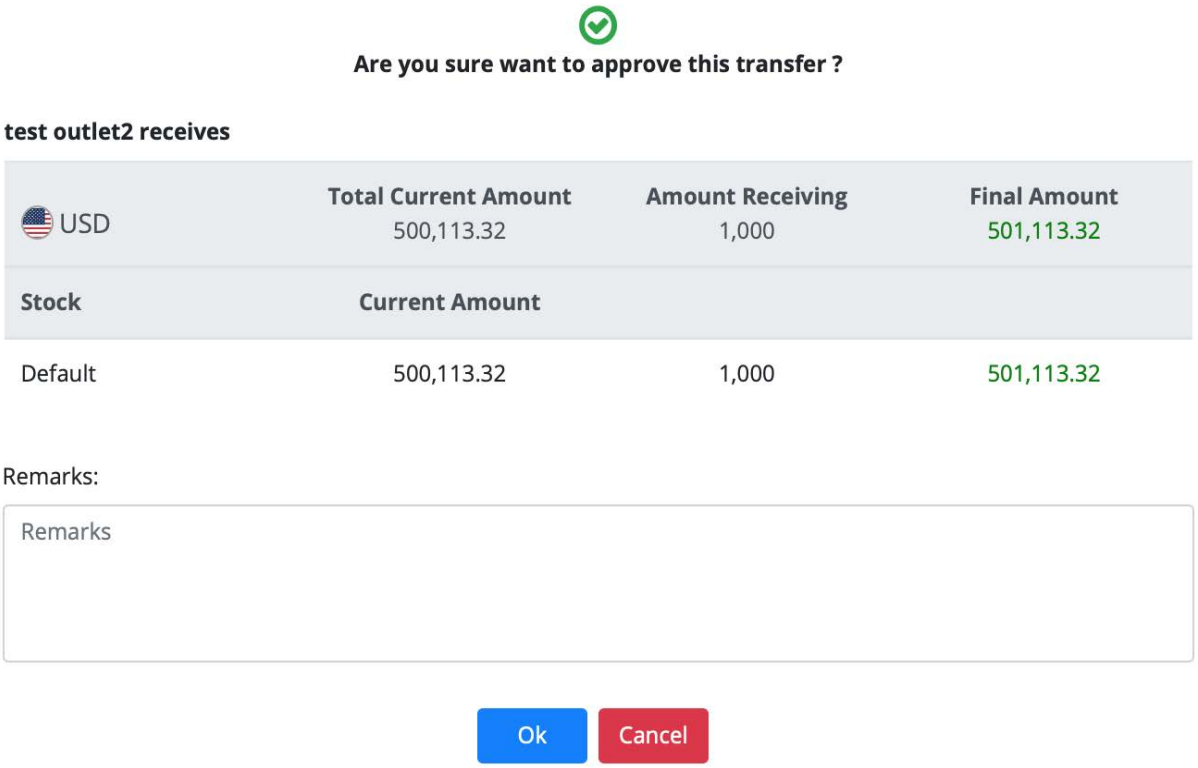
7. Go to Business Management > Stocks > Stocks Transfer > Authorize Transfers

8. Click

9. Click "Approve"



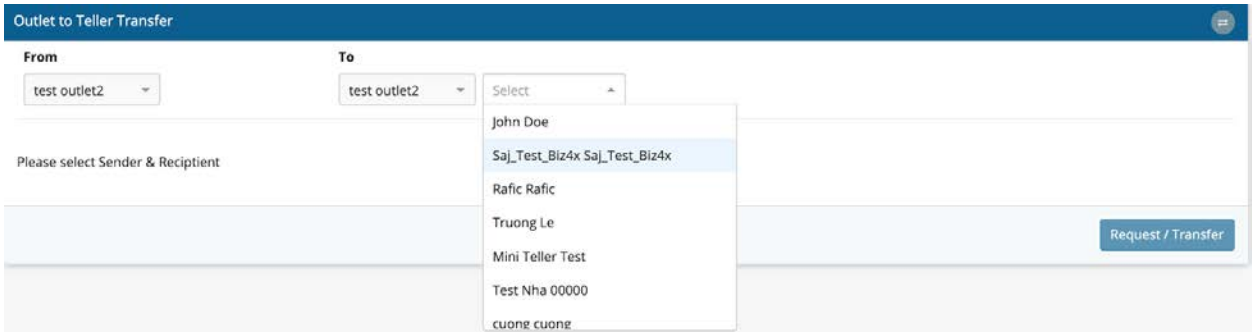
10. Click "Ok"



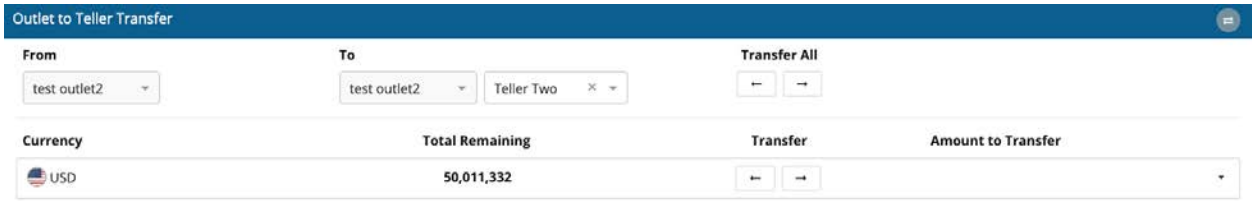
Outlet to Teller Transfer

1. Go to Business Management > Stocks > Stocks Transfer
2. Click "Outlet--> Teller"

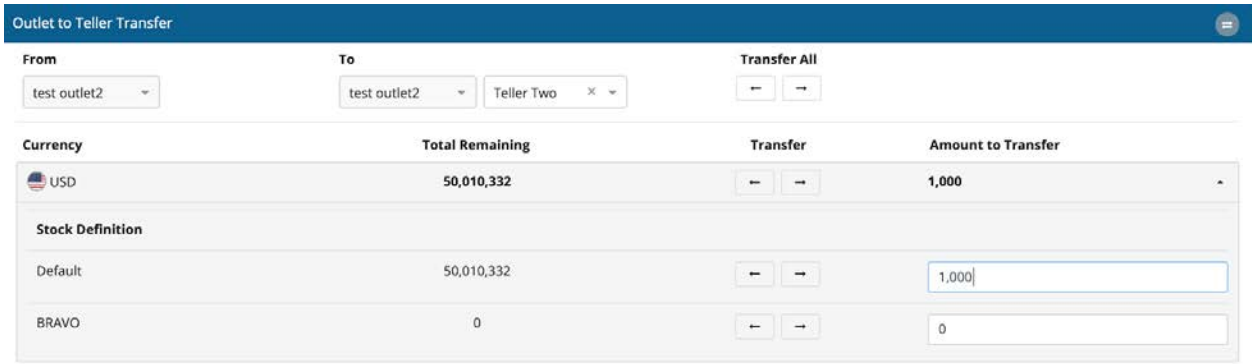
3. Select a recipient within the same outlet



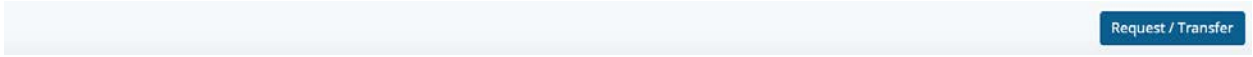
4. Click ▼ in the section of the currency you want to transfer



5. Input the amount to transfer in a selected stock definition



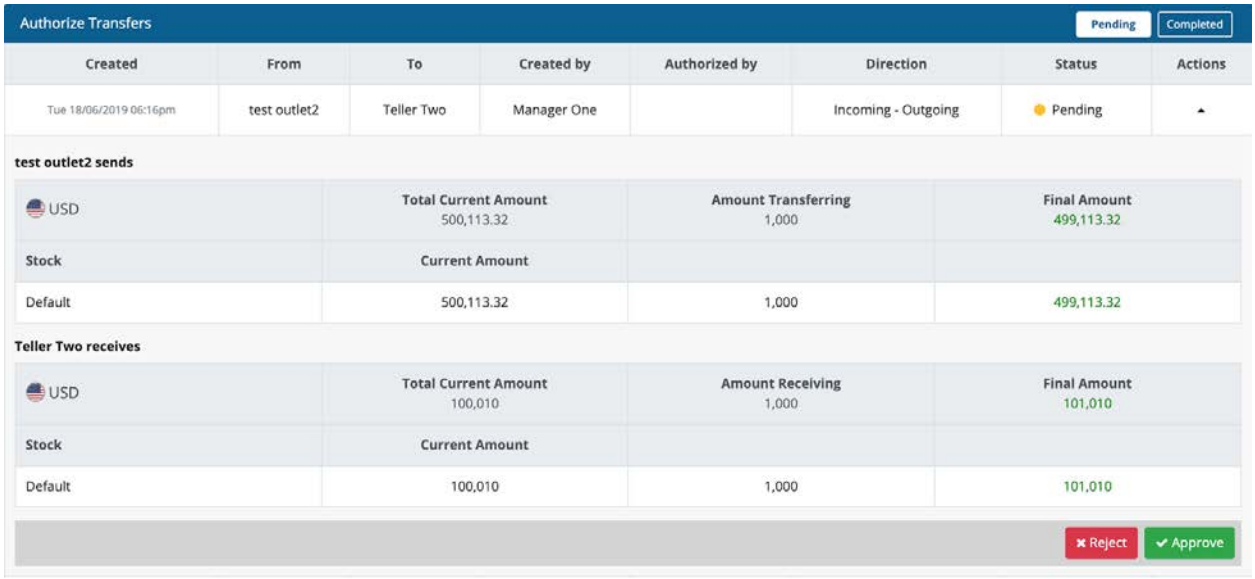
6. Click "Request/Transfer"



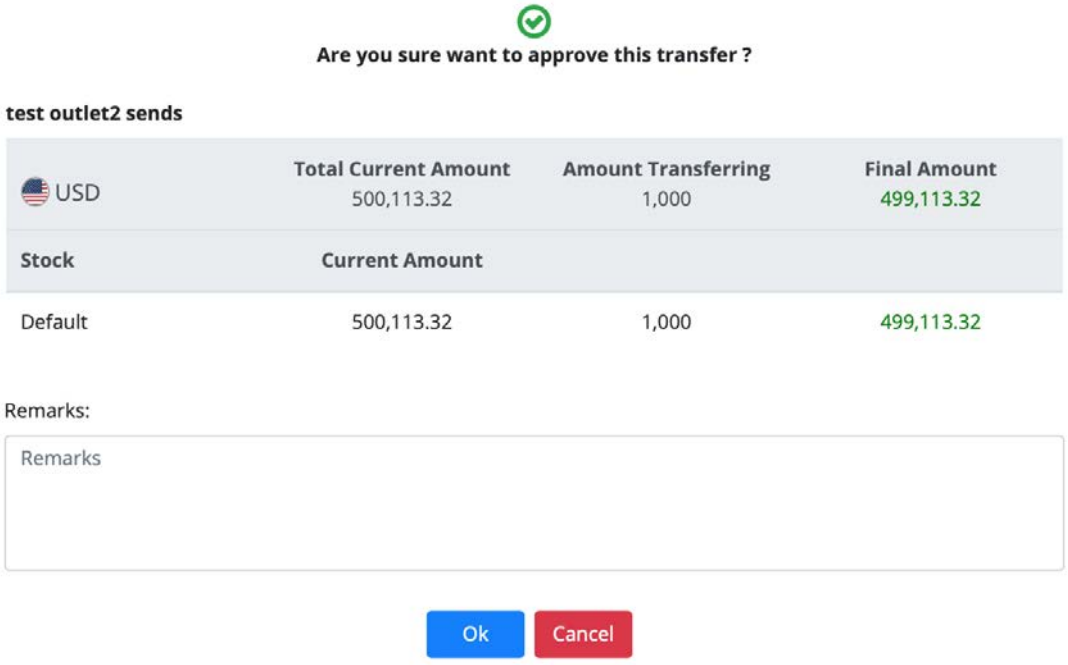
7. The teller recipient needs to go to Business Management > Stocks > Stocks Transfer > Authorize Transfers

8. Click ▼

9. Click "Approve"

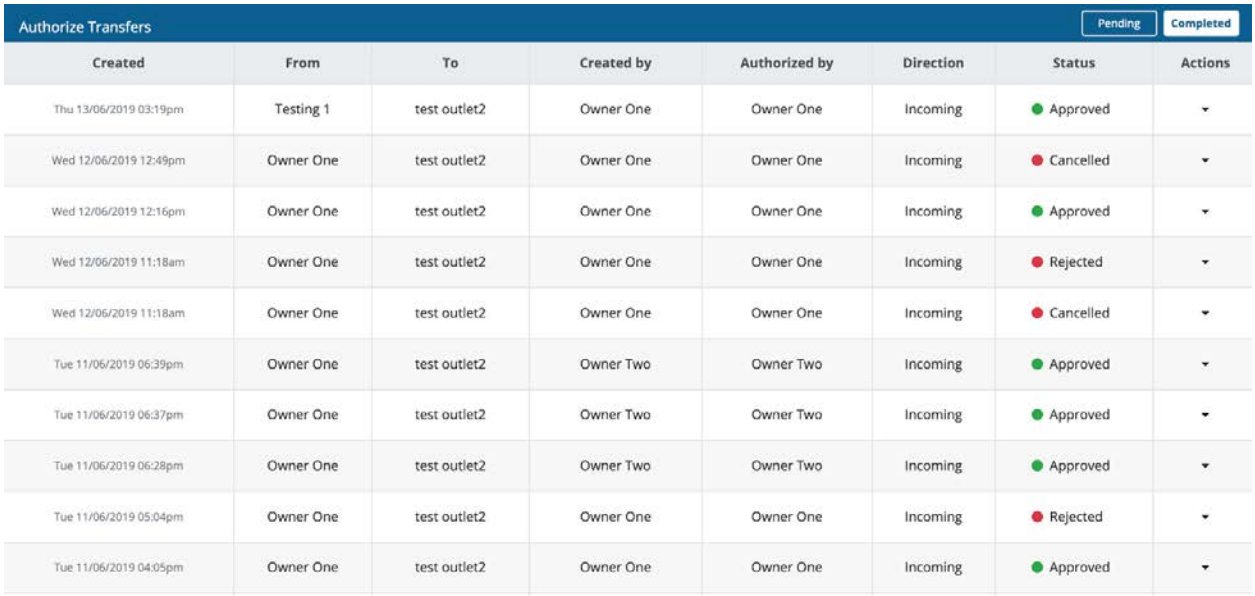


10. Click "Ok"



Viewing Record of Stock Transfer Authorised

1. Go to Business Management > Stocks > Stocks Transfer > Authorize Transfers
2. Click "Completed"

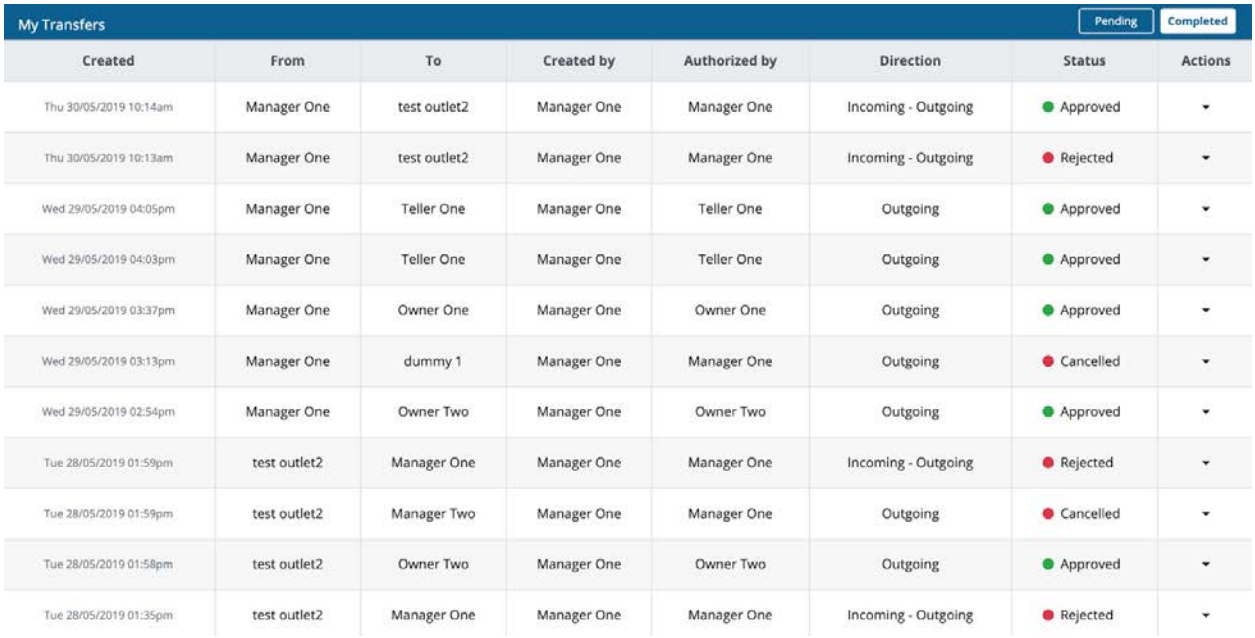


Created	From	To	Created by	Authorized by	Direction	Status	Actions
Thu 13/06/2019 03:19pm	Testing 1	test outlet2	Owner One	Owner One	Incoming	Approved	
Wed 12/06/2019 12:49pm	Owner One	test outlet2	Owner One	Owner One	Incoming	Cancelled	
Wed 12/06/2019 12:16pm	Owner One	test outlet2	Owner One	Owner One	Incoming	Approved	
Wed 12/06/2019 11:18am	Owner One	test outlet2	Owner One	Owner One	Incoming	Rejected	
Wed 12/06/2019 11:18am	Owner One	test outlet2	Owner One	Owner One	Incoming	Cancelled	
Tue 11/06/2019 06:39pm	Owner One	test outlet2	Owner Two	Owner Two	Incoming	Approved	
Tue 11/06/2019 06:37pm	Owner One	test outlet2	Owner Two	Owner Two	Incoming	Approved	
Tue 11/06/2019 06:28pm	Owner One	test outlet2	Owner Two	Owner Two	Incoming	Approved	
Tue 11/06/2019 05:04pm	Owner One	test outlet2	Owner One	Owner One	Incoming	Rejected	
Tue 11/06/2019 04:05pm	Owner One	test outlet2	Owner One	Owner One	Incoming	Approved	

3. Click to view the details

Viewing Record of Stock Transfer Requested

1. Go to Business Management > Stocks > Stocks Transfer > My Transfers
2. Click "Completed"

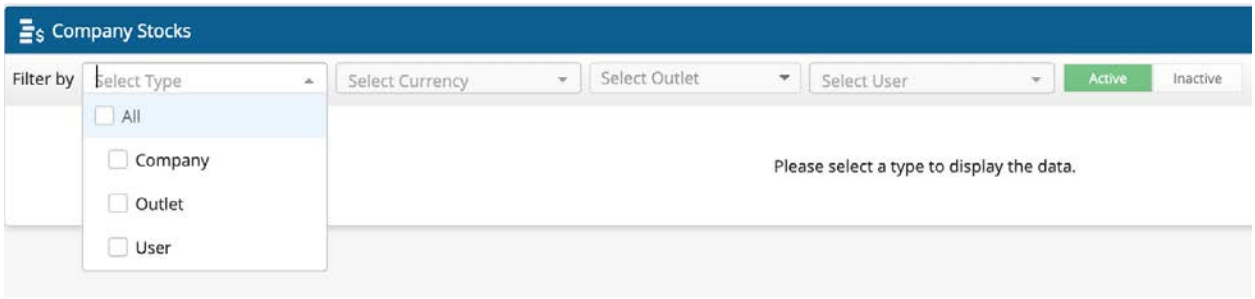


Created	From	To	Created by	Authorized by	Direction	Status	Actions
Thu 30/05/2019 10:14am	Manager One	test outlet2	Manager One	Manager One	Incoming - Outgoing	Approved	
Thu 30/05/2019 10:13am	Manager One	test outlet2	Manager One	Manager One	Incoming - Outgoing	Rejected	
Wed 29/05/2019 04:05pm	Manager One	Teller One	Manager One	Teller One	Outgoing	Approved	
Wed 29/05/2019 04:03pm	Manager One	Teller One	Manager One	Teller One	Outgoing	Approved	
Wed 29/05/2019 03:37pm	Manager One	Owner One	Manager One	Owner One	Outgoing	Approved	
Wed 29/05/2019 03:13pm	Manager One	dummy 1	Manager One	Manager One	Outgoing	Cancelled	
Wed 29/05/2019 02:54pm	Manager One	Owner Two	Manager One	Owner Two	Outgoing	Approved	
Tue 28/05/2019 01:59pm	test outlet2	Manager One	Manager One	Manager One	Incoming - Outgoing	Rejected	
Tue 28/05/2019 01:59pm	test outlet2	Manager Two	Manager One	Manager One	Outgoing	Cancelled	
Tue 28/05/2019 01:58pm	test outlet2	Owner Two	Manager One	Owner Two	Outgoing	Approved	
Tue 28/05/2019 01:35pm	test outlet2	Manager One	Manager One	Manager One	Incoming - Outgoing	Rejected	

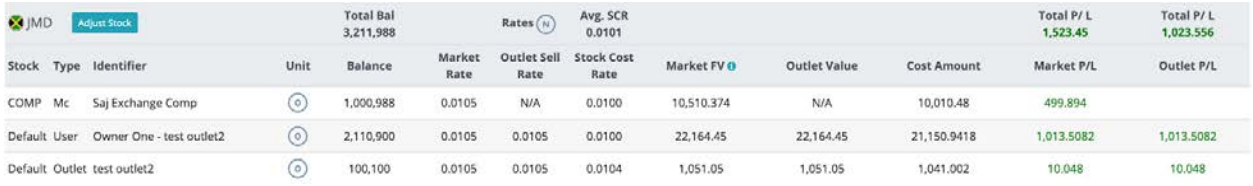
3. Click to view the details

Viewing Company Stocks

1. Go to Business Management > Stocks > Company Stocks
2. Select the type of stocks you want to view



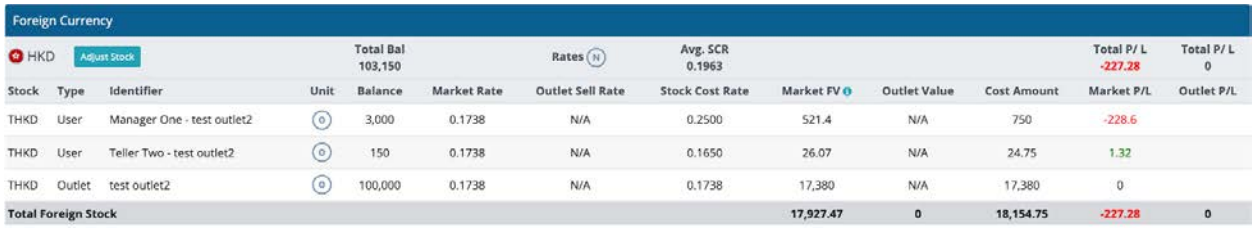
3. Filter by other criteria - currency, outlet and user (optional)
4. You will see the status of the stocks (company, outlet and user stocks)



Stock	Type	Identifier	Unit	Balance	Market Rate	Outlet Sell Rate	Stock Cost Rate	Market FV	Outlet Value	Cost Amount	Market P/L	Outlet P/L
COMP	Mc	Saj Exchange Comp		1,000,988	0.0105	N/A	0.0100	10,510.374	N/A	10,010.48	499.894	
Default	User	Owner One - test outlet2		2,110,900	0.0105	0.0105	0.0100	22,164.45	22,164.45	21,150.9418	1,013.5082	1,013.5082
Default	Outlet	test outlet2		100,100	0.0105	0.0105	0.0104	1,051.05	1,051.05	1,041.002	10.048	10.048

Viewing Outlet Stock

1. Go to Business Management > Stocks > Outlet Stocks
2. You will be able to view the following details (status of outlet/user stocks) as shown in the screenshot.



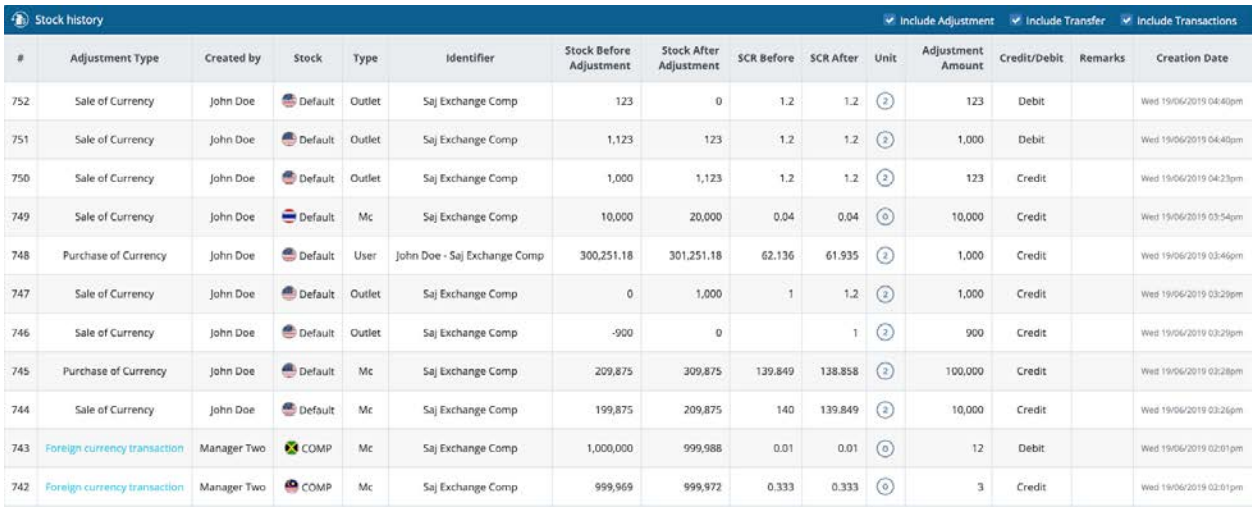
Foreign Currency

HKD | Adjust Stock | Total Bal 103,150 | Rates (N) | Avg. SCR 0.1963 | Total P/ L -227.28 | Total P/ L 0

Stock	Type	Identifier	Unit	Balance	Market Rate	Outlet Sell Rate	Stock Cost Rate	Market FV	Outlet Value	Cost Amount	Market P/L	Outlet P/L
THKD	User	Manager One - test outlet2	0	3,000	0.1738	N/A	0.2500	521.4	N/A	750	-228.6	
THKD	User	Teller Two - test outlet2	0	150	0.1738	N/A	0.1650	26.07	N/A	24.75	1.32	
THKD	Outlet	test outlet2	0	100,000	0.1738	N/A	0.1738	17,380	N/A	17,380	0	
Total Foreign Stock								**17,927.47**	**0**	**18,154.75**	**-227.28**	**0**

Viewing Stock History

1. Go to Business Management > Stocks > Stock History
2. If you can filter by adjustment record, transfer record and transaction record



Stock history — Include Adjustment | Include Transfer | Include Transactions

#	Adjustment Type	Created by	Stock	Type	Identifier	Stock Before Adjustment	Stock After Adjustment	SCR Before	SCR After	Unit	Adjustment Amount	Credit/Debit	Remarks	Creation Date
752	Sale of Currency	John Doe	Default	Outlet	Saj Exchange Comp	123	0	1.2	1.2	2	123	Debit		Wed 19/06/2019 04:40pm
751	Sale of Currency	John Doe	Default	Outlet	Saj Exchange Comp	1,123	123	1.2	1.2	2	1,000	Debit		Wed 19/06/2019 04:40pm
750	Sale of Currency	John Doe	Default	Outlet	Saj Exchange Comp	1,000	1,123	1.2	1.2	2	123	Credit		Wed 19/06/2019 04:23pm
749	Sale of Currency	John Doe	Default	Mc	Saj Exchange Comp	10,000	20,000	0.04	0.04	0	10,000	Credit		Wed 19/06/2019 03:54pm
748	Purchase of Currency	John Doe	Default	User	John Doe - Saj Exchange Comp	300,251.18	301,251.18	62.136	61.935	2	1,000	Credit		Wed 19/06/2019 03:46pm
747	Sale of Currency	John Doe	Default	Outlet	Saj Exchange Comp	0	1,000	1	1.2	2	1,000	Credit		Wed 19/06/2019 03:29pm
746	Sale of Currency	John Doe	Default	Outlet	Saj Exchange Comp	-900	0		1	2	900	Credit		Wed 19/06/2019 03:29pm
745	Purchase of Currency	John Doe	Default	Mc	Saj Exchange Comp	209,875	309,875	139.849	138.858	2	100,000	Credit		Wed 19/06/2019 03:28pm
744	Sale of Currency	John Doe	Default	Mc	Saj Exchange Comp	199,875	209,875	140	139.849	2	10,000	Credit		Wed 19/06/2019 03:26pm
743	Foreign currency transaction	Manager Two	COMP	Mc	Saj Exchange Comp	1,000,000	999,988	0.01	0.01	0	12	Debit		Wed 19/06/2019 02:01pm
742	Foreign currency transaction	Manager Two	COMP	Mc	Saj Exchange Comp	999,969	999,972	0.333	0.333	0	3	Credit		Wed 19/06/2019 02:01pm

Creating Transaction

1. Go to Business Management > Transactions > Create Transaction
2. In "Deal" section, Select "Sell" or "Buy" in under "Action"

Deal

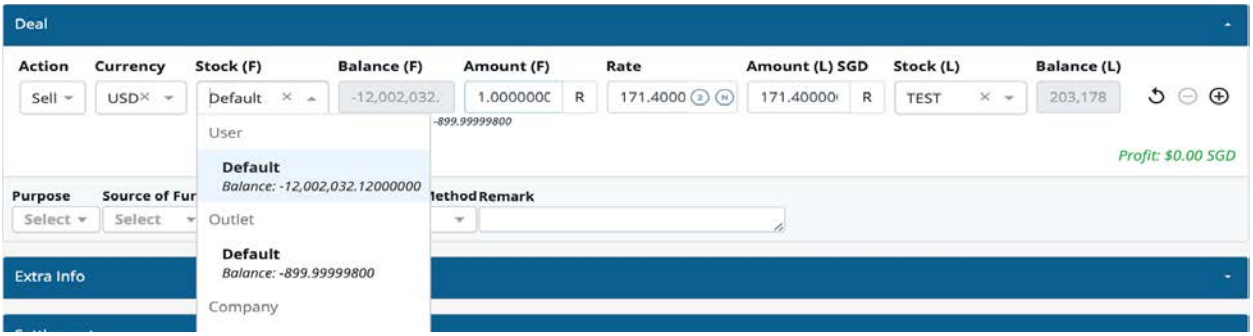
Action	Currency	Stock (F)	Balance (F)	Amount (F)	Rate	Amount (L) SGD	Stock (L)	Balance (L)
Sell	Select	Select					Select	

Buy
Sell

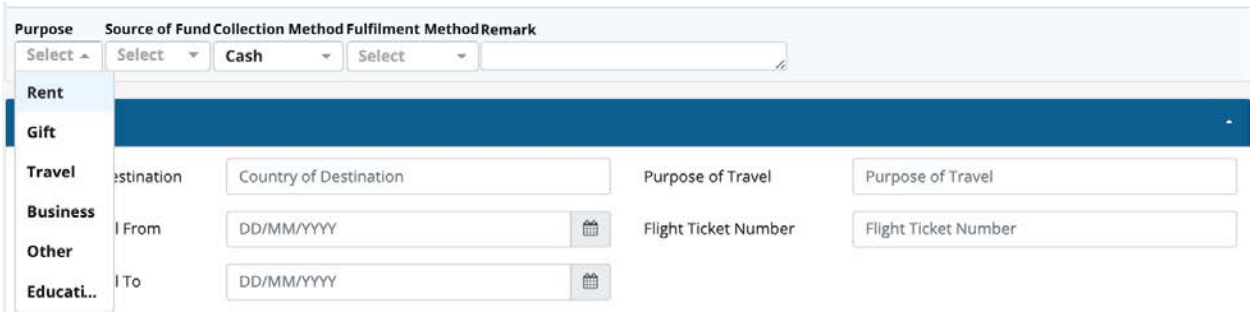
Profit: $0.00 SGD

3. Select a currency for transaction

4. Select a stock of foreign currency

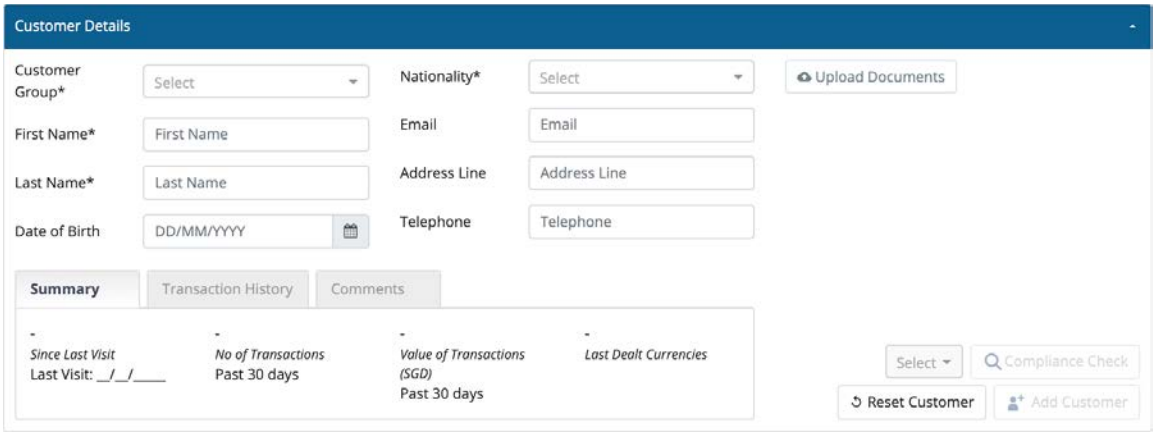


5. Input the amount of foreign currency
6. Select a stock of local currency
7. Add in purpose, source of fund, collection method and fulfillment method and remark (optional)



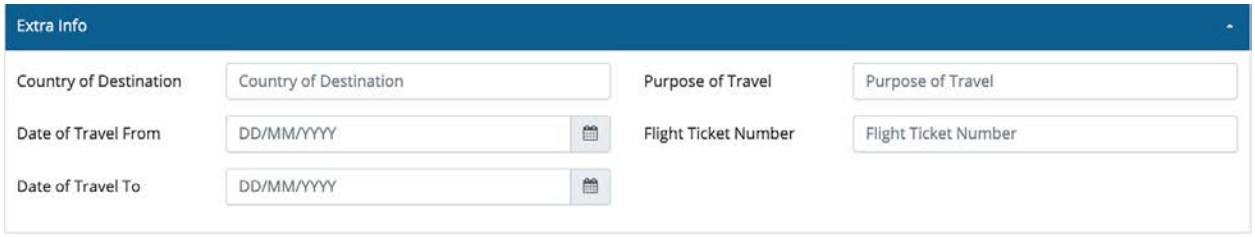
8. Add in customer details to a transaction (optional)

a. Create a new customer



b. Search for an old customer

9. Add in extra Information (optional)



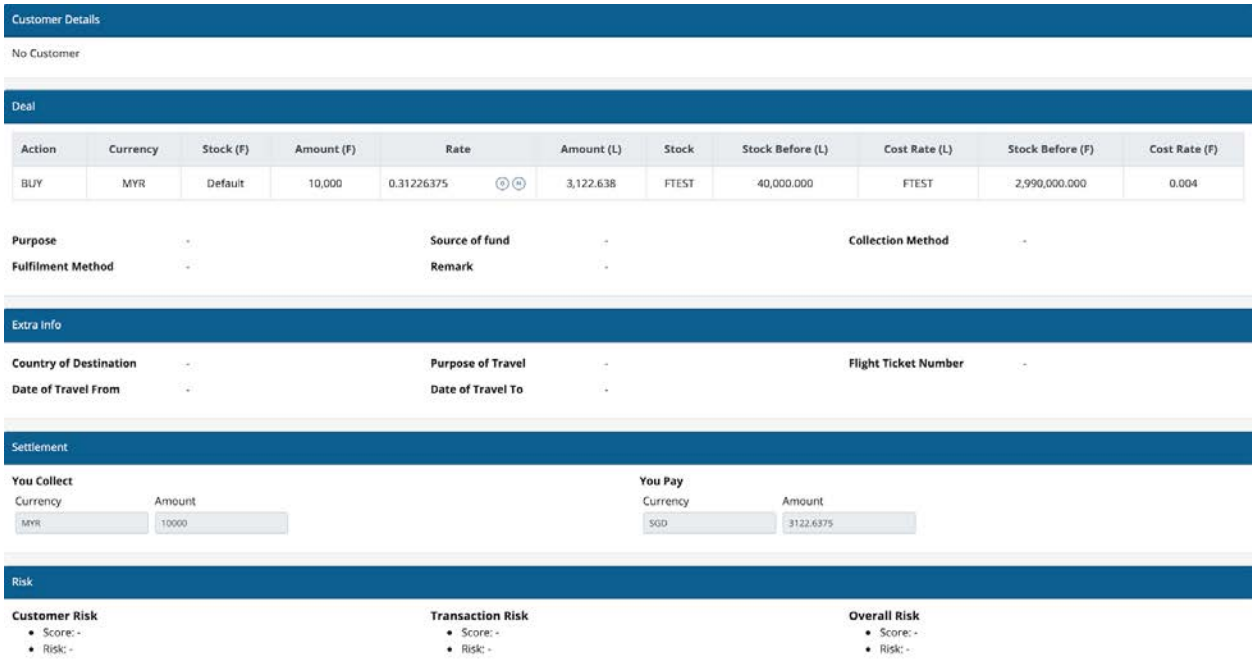
10. Click "Settle Deal" to complete the transaction

11. If you want to print out a receipt, hover over "Receipt" and choose the type of receipt you want to print out.

Viewing Transaction Record in Details

1. Go to Business Management > Transactions > Transaction History
2. Click the hyperlink in the "Transaction ID" column of the transaction record you want to check

3. You will be able to view these details:

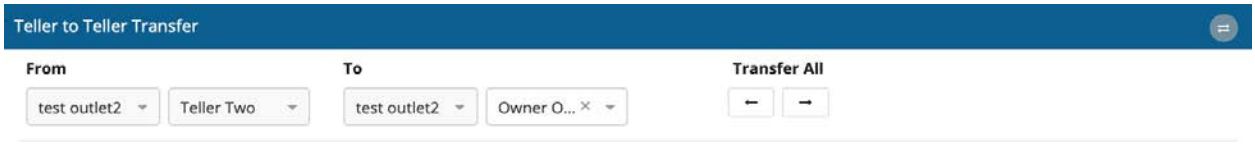


Guide for accounts with manager level permission

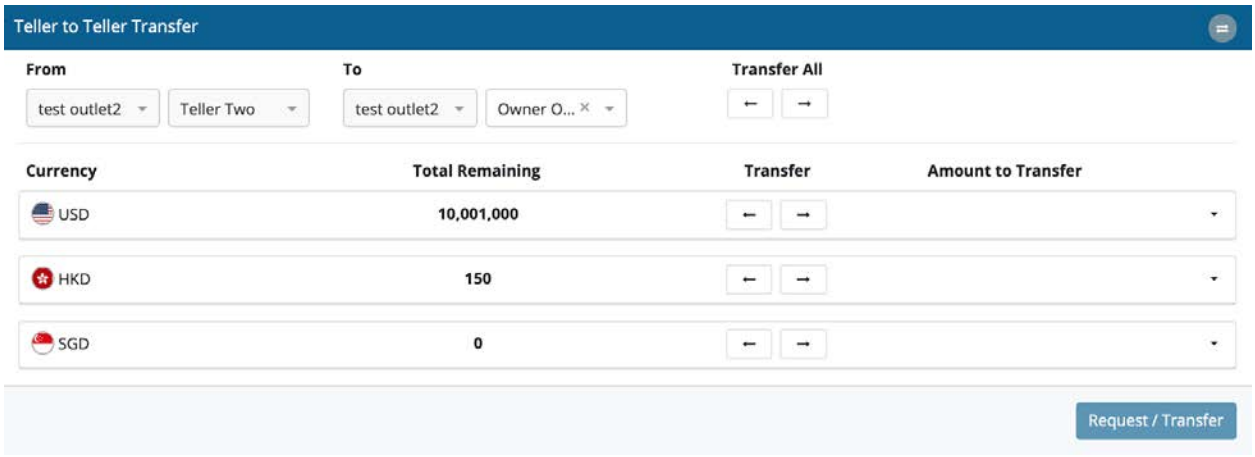
Transferring Stocks

Teller to Teller Transfer

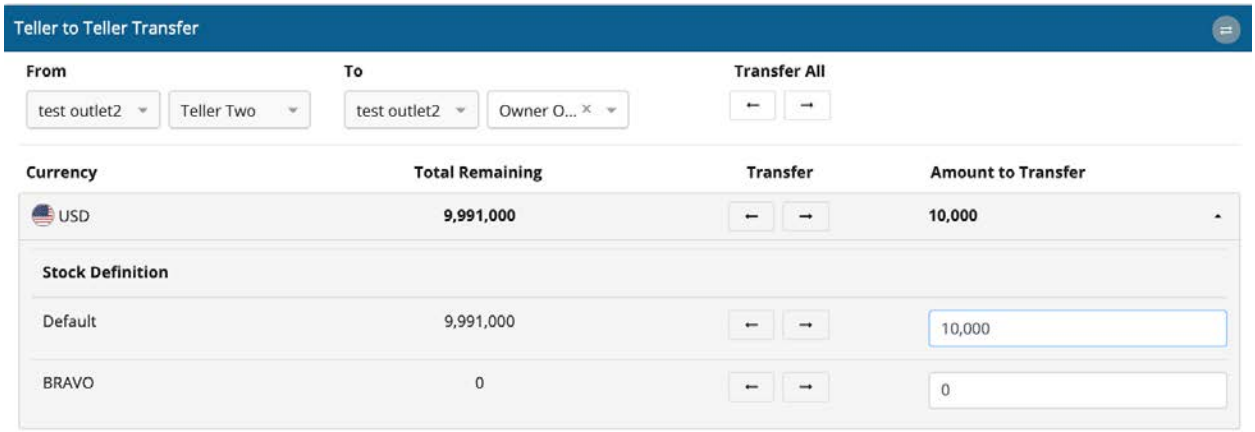
1. Go to Business Management > Stocks > Stocks Transfer
2. Click "Teller --> Teller"
3. Select a recipient from the same outlet



4. Click ▼ in the section of the currency you want to transfer



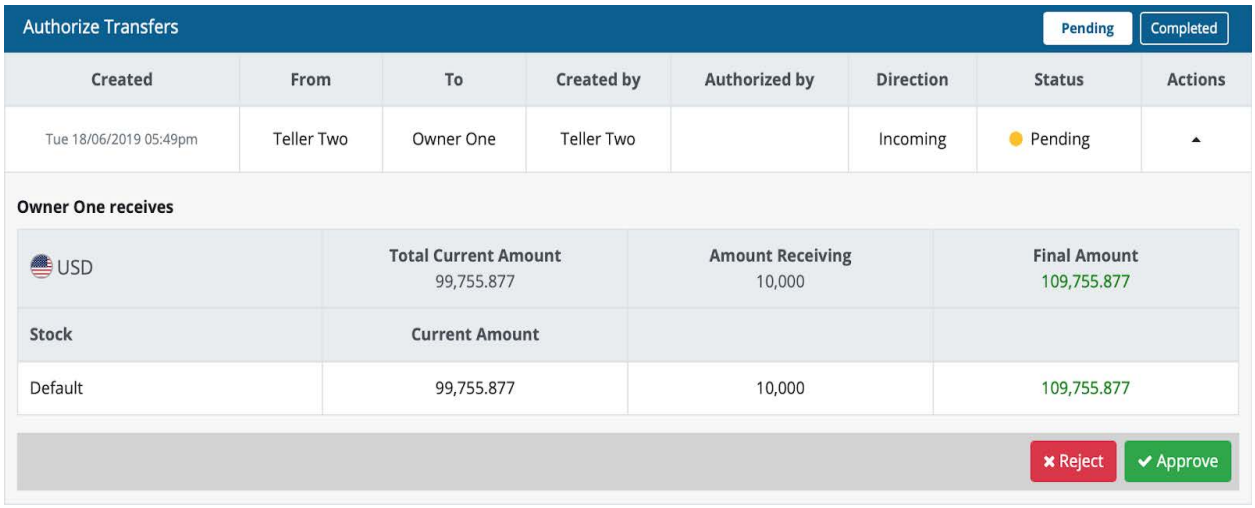
5. Input the amount to transfer in a selected stock definition



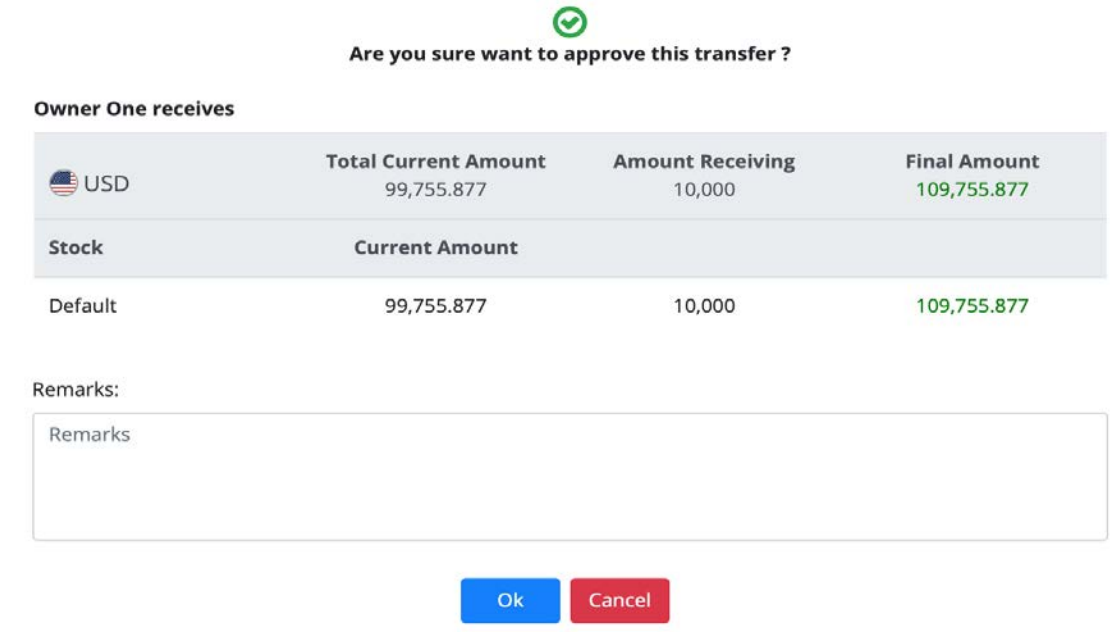
6. Click "Request/Transfer"

7. The recipient needs to go to Business Management > Stocks > Stocks Transfer > Authorize Transfers
8. Click ▼ in the section of the request you want to approve

9. Click "Approve"

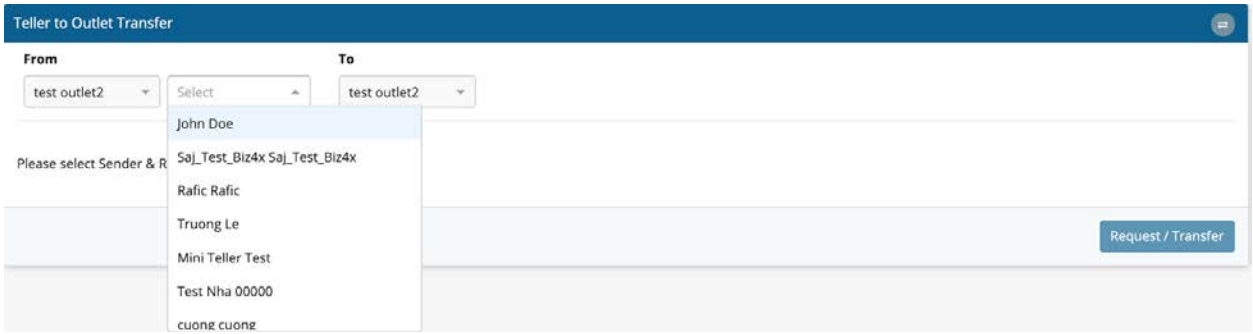


10. Click "Ok"

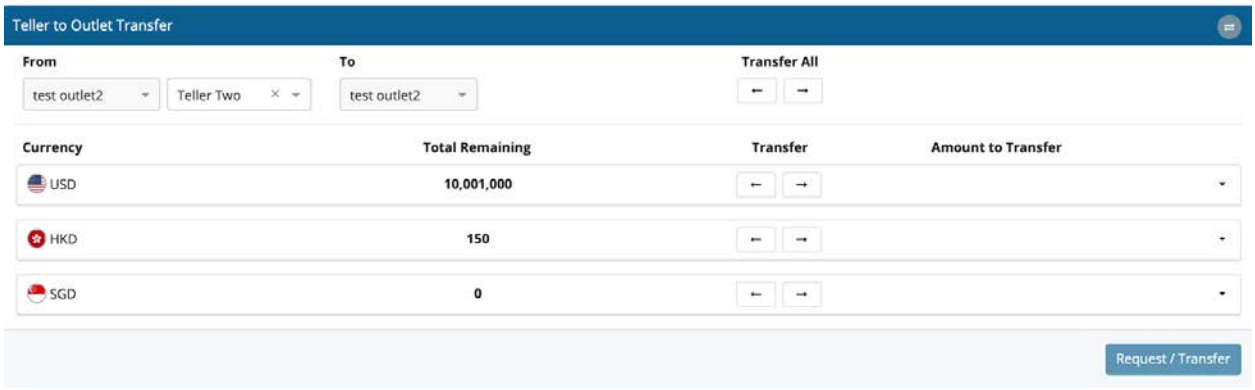


Teller to Outlet Transfer

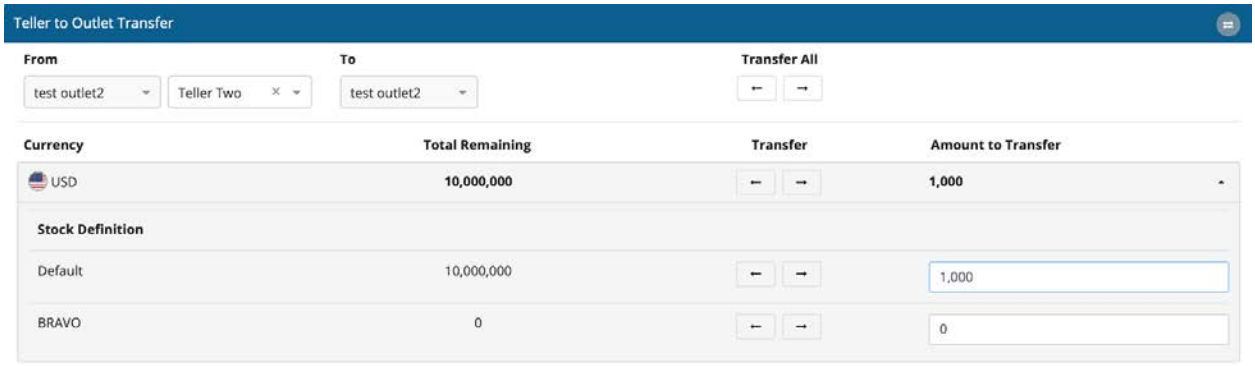
1. Go to Business Management > Stocks > Stocks Transfer
2. Click "Teller --> Outlet"
3. Select the sender (can be anyone in the outlet managers have access to)



4. Click in the section of the desired currency



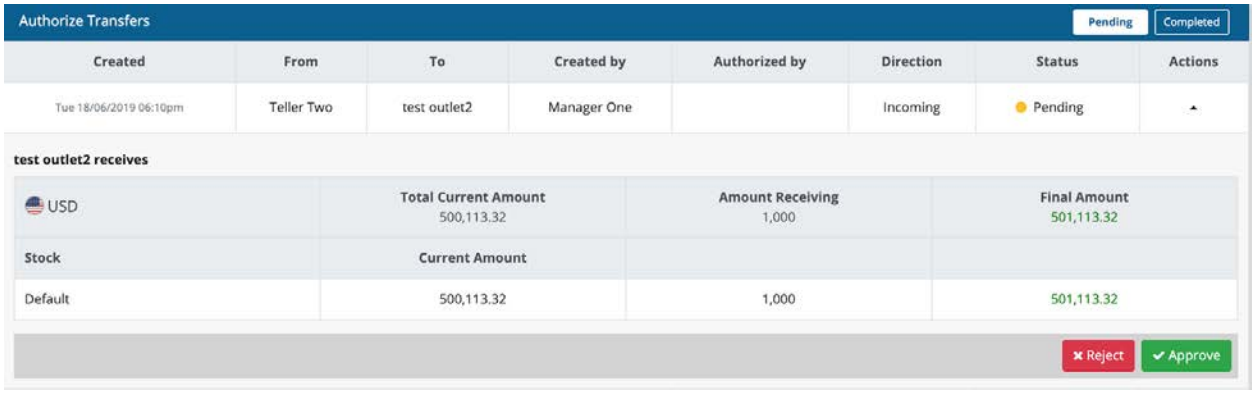
5. Input the amount to transfer in a selected stock definition



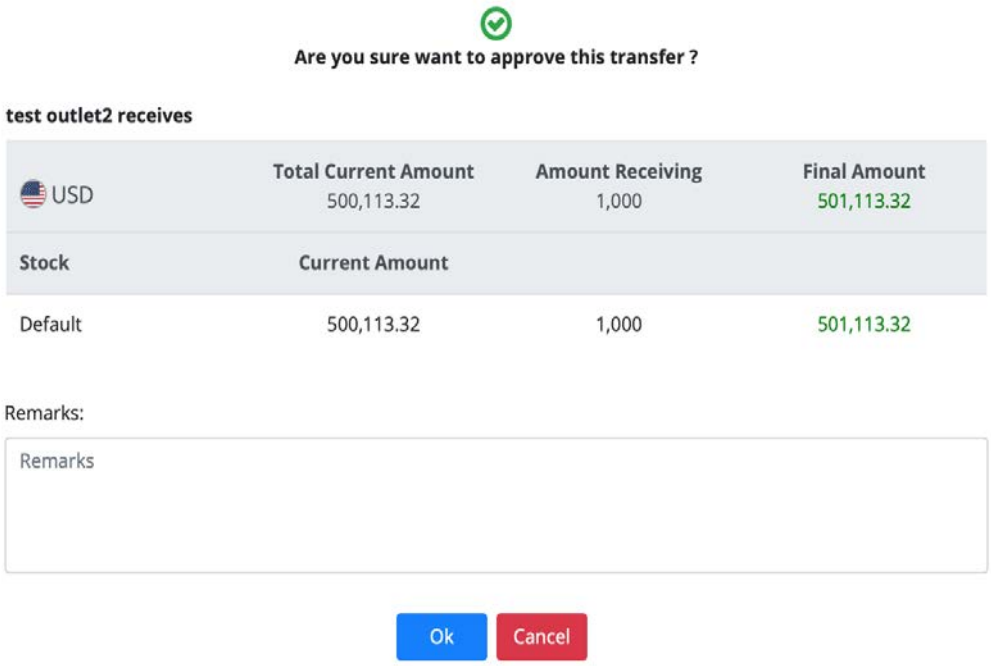
6. Click "Request/Transfer"

7. Go to Business Management > Stocks > Stocks Transfer > Authorize Transfers
8. Click

9. Click "Approve"

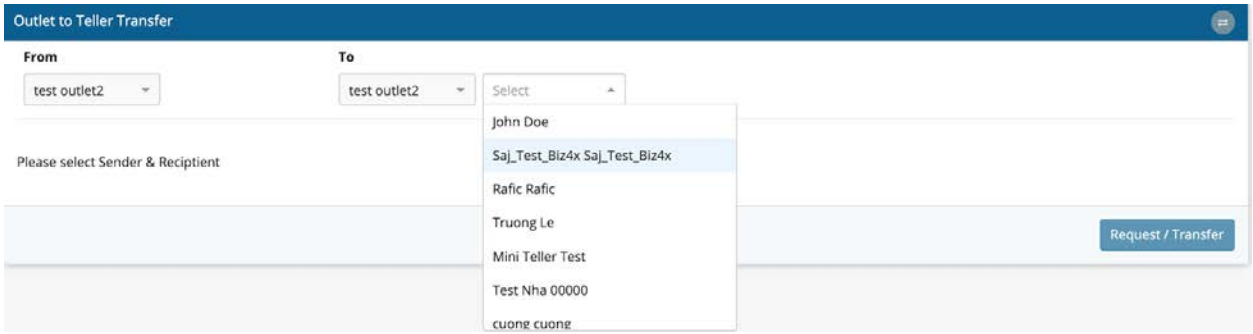


10. Click "Ok"

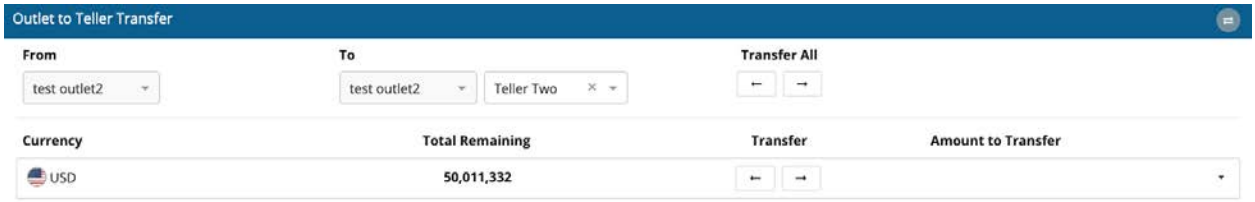


Outlet to Teller Transfer

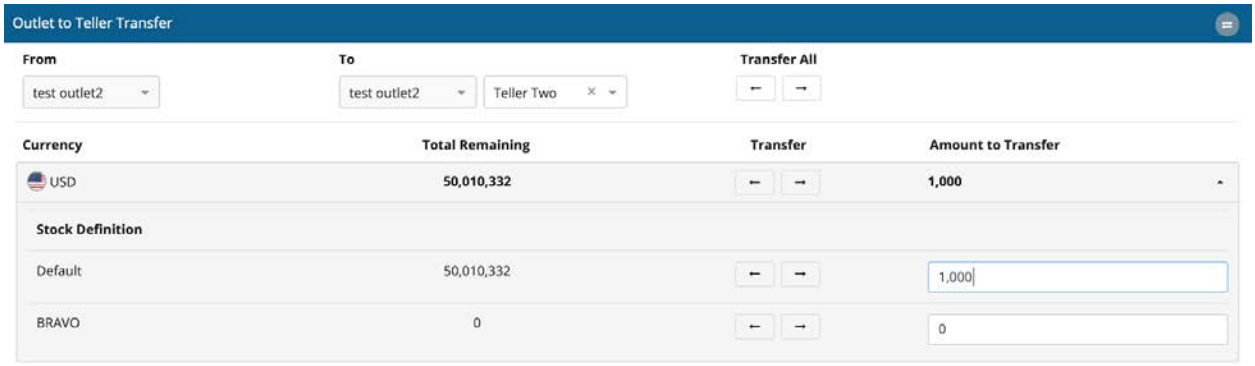
1. Go to Business Management > Stocks > Stocks Transfer
2. Click "Outlet--> Teller"
3. Select a recipient within the same outlet



4. Click in the section of the currency you want to transfer



5. Input the amount to transfer in a selected stock definition

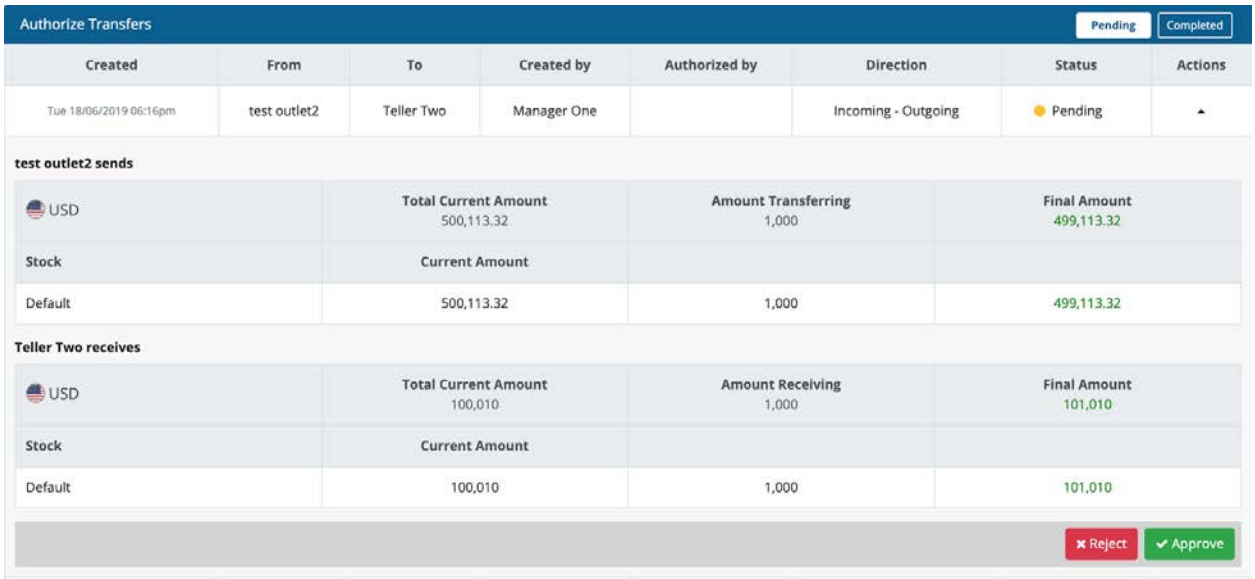


6. Click "Request/Transfer"

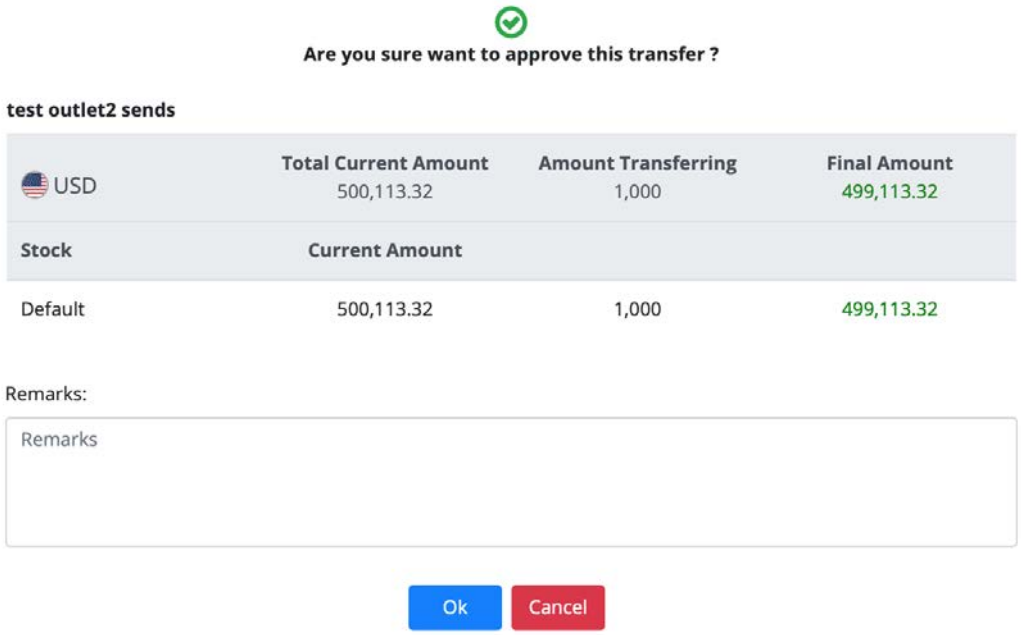
7. The teller recipient needs to go to Business Management > Stocks > Stocks Transfer > Authorize Transfers

8. Click

9. Click "Approve"

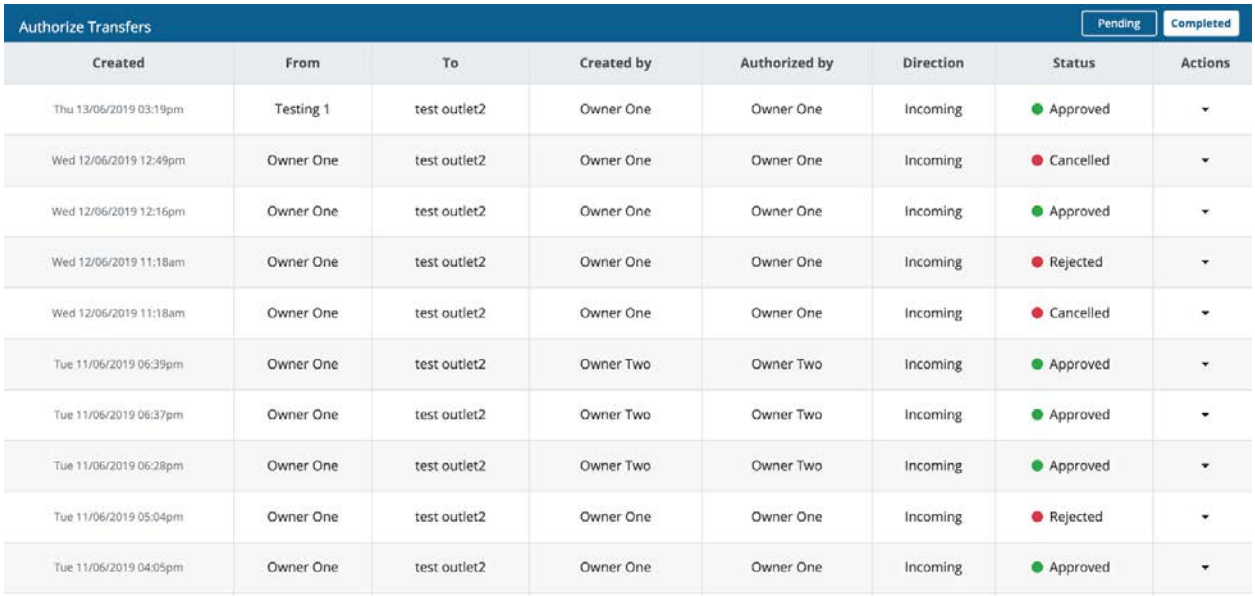


10. Click "Ok"



Viewing Record of Stock Transfer Authorised

1. Go to Business Management > Stocks > Stocks Transfer > Authorize Transfers
2. Click "Completed"



Created	From	To	Created by	Authorized by	Direction	Status	Actions
Thu 13/06/2019 03:19pm	Testing 1	test outlet2	Owner One	Owner One	Incoming	Approved	
Wed 12/06/2019 12:49pm	Owner One	test outlet2	Owner One	Owner One	Incoming	Cancelled	
Wed 12/06/2019 12:16pm	Owner One	test outlet2	Owner One	Owner One	Incoming	Approved	
Wed 12/06/2019 11:18am	Owner One	test outlet2	Owner One	Owner One	Incoming	Rejected	
Wed 12/06/2019 11:18am	Owner One	test outlet2	Owner One	Owner One	Incoming	Cancelled	
Tue 11/06/2019 06:39pm	Owner One	test outlet2	Owner Two	Owner Two	Incoming	Approved	
Tue 11/06/2019 06:37pm	Owner One	test outlet2	Owner Two	Owner Two	Incoming	Approved	
Tue 11/06/2019 06:28pm	Owner One	test outlet2	Owner Two	Owner Two	Incoming	Approved	
Tue 11/06/2019 05:04pm	Owner One	test outlet2	Owner One	Owner One	Incoming	Rejected	
Tue 11/06/2019 04:05pm	Owner One	test outlet2	Owner One	Owner One	Incoming	Approved	

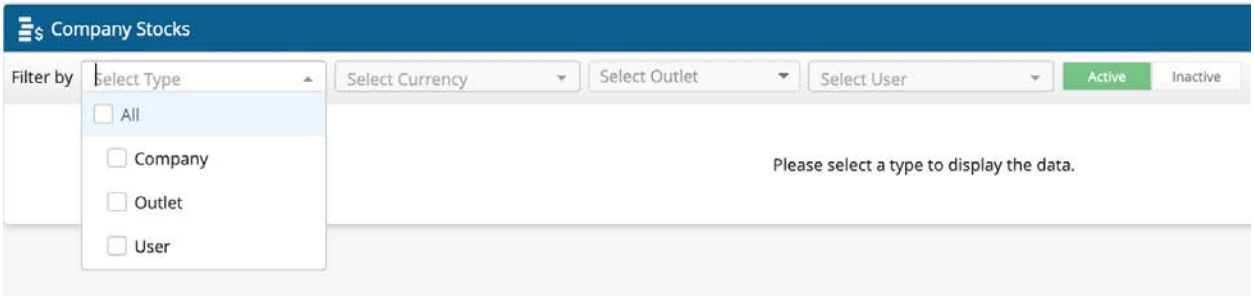
Viewing Record of Stock Transfer Requested

1. Go to Business Management > Stocks > Stocks Transfer > My Transfers
2. Click "Completed"

Created	From	To	Created by	Authorized by	Direction	Status	Actions
Thu 30/05/2019 10:14am	Manager One	test outlet2	Manager One	Manager One	Incoming - Outgoing	Approved	
Thu 30/05/2019 10:13am	Manager One	test outlet2	Manager One	Manager One	Incoming - Outgoing	Rejected	
Wed 29/05/2019 04:05pm	Manager One	Teller One	Manager One	Teller One	Outgoing	Approved	
Wed 29/05/2019 04:03pm	Manager One	Teller One	Manager One	Teller One	Outgoing	Approved	
Wed 29/05/2019 03:37pm	Manager One	Owner One	Manager One	Owner One	Outgoing	Approved	
Wed 29/05/2019 03:13pm	Manager One	dummy 1	Manager One	Manager One	Outgoing	Cancelled	
Wed 29/05/2019 02:54pm	Manager One	Owner Two	Manager One	Owner Two	Outgoing	Approved	
Tue 28/05/2019 01:59pm	test outlet2	Manager One	Manager One	Manager One	Incoming - Outgoing	Rejected	
Tue 28/05/2019 01:59pm	test outlet2	Manager Two	Manager One	Manager One	Outgoing	Cancelled	
Tue 28/05/2019 01:58pm	test outlet2	Owner Two	Manager One	Owner Two	Outgoing	Approved	
Tue 28/05/2019 01:35pm	test outlet2	Manager One	Manager One	Manager One	Incoming - Outgoing	Rejected	

Viewing Company Stocks

1. Go to Business Management > Stocks > Company Stocks
2. Select the type of stocks you want to view



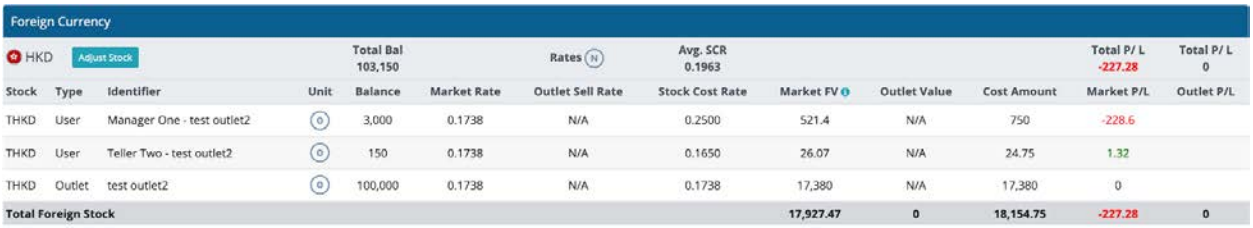
3. Filter by other criteria - currency, outlet and user (optional)
4. You will see the status of the stocks (company, outlet and user stocks)

JMD Adjust Stock — Total Bal 3,211,988 — Rates — Avg. SCR 0.0101 — Total P/ L 1,523.45 — Total P/ L 1,023.556

Stock	Type	Identifier	Unit	Balance	Market Rate	Outlet Sell Rate	Stock Cost Rate	Market FV	Outlet Value	Cost Amount	Market P/L	Outlet P/L
COMP	Mc	Saj Exchange Comp		1,000,988	0.0105	N/A	0.0100	10,510.374	N/A	10,010.48	499.894	
Default	User	Owner One - test outlet2		2,110,900	0.0105	0.0105	0.0100	22,164.45	22,164.45	21,150.9418	1,013.5082	1,013.5082
Default	Outlet	test outlet2		100,100	0.0105	0.0105	0.0104	1,051.05	1,051.05	1,041.002	10.048	10.048

Viewing Outlet Stock

1. Go to Business Management > Stocks > Outlet Stocks
2. You will be able to view the following details (status of outlet/user stocks) as shown in the screenshot.



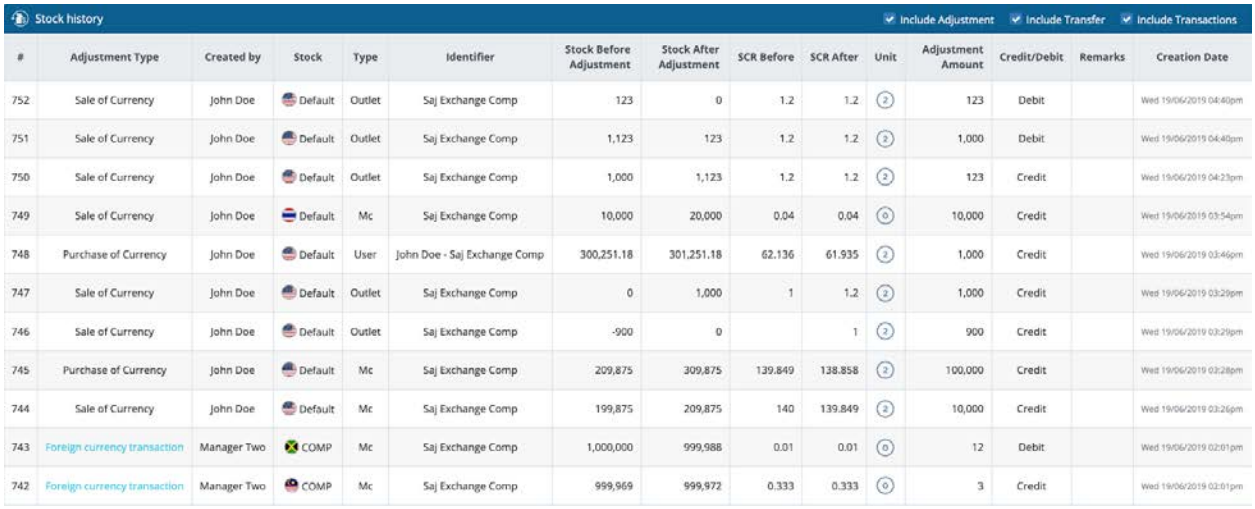
Foreign Currency

HKD Adjust Stock — Total Bal 103,150 — Rates — Avg. SCR 0.1963 — Total P/ L -227.28 — Total P/ L 0

Stock	Type	Identifier	Unit	Balance	Market Rate	Outlet Sell Rate	Stock Cost Rate	Market FV	Outlet Value	Cost Amount	Market P/L	Outlet P/L
THKD	User	Manager One - test outlet2		3,000	0.1738	N/A	0.2500	521.4	N/A	750	-228.6	
THKD	User	Teller Two - test outlet2		150	0.1738	N/A	0.1650	26.07	N/A	24.75	1.32	
THKD	Outlet	test outlet2		100,000	0.1738	N/A	0.1738	17,380	N/A	17,380	0	
Total Foreign Stock								**17,927.47**	**0**	**18,154.75**	**-227.28**	**0**

Viewing Stock History

1. Go to Business Management > Stocks > Stock History
2. If you can filter by adjustment record, transfer record and transaction record



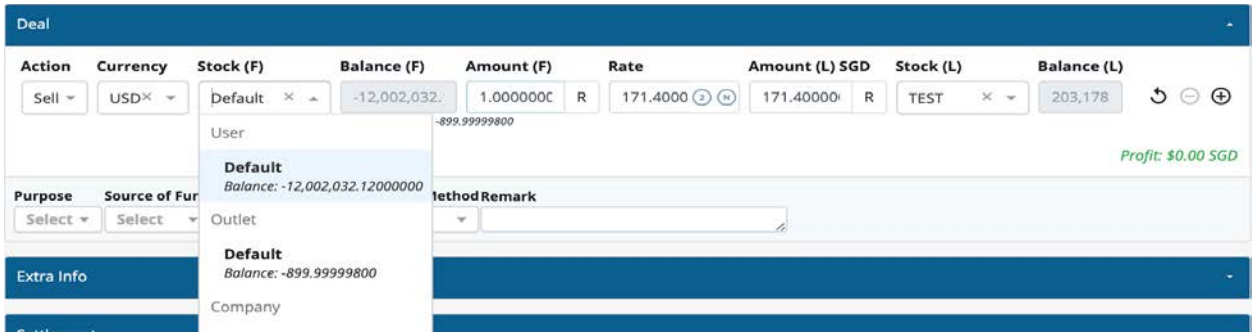
#	Adjustment Type	Created by	Stock	Type	Identifier	Stock Before Adjustment	Stock After Adjustment	SCR Before	SCR After	Unit	Adjustment Amount	Credit/Debit	Remarks	Creation Date
752	Sale of Currency	John Doe	Default	Outlet	Saj Exchange Comp	123	0	1.2	1.2	2	123	Debit		Wed 19/06/2019 04:40pm
751	Sale of Currency	John Doe	Default	Outlet	Saj Exchange Comp	1,123	123	1.2	1.2	2	1,000	Debit		Wed 19/06/2019 04:40pm
750	Sale of Currency	John Doe	Default	Outlet	Saj Exchange Comp	1,000	1,123	1.2	1.2	2	123	Credit		Wed 19/06/2019 04:23pm
749	Sale of Currency	John Doe	Default	Mc	Saj Exchange Comp	10,000	20,000	0.04	0.04	0	10,000	Credit		Wed 19/06/2019 03:54pm
748	Purchase of Currency	John Doe	Default	User	John Doe - Saj Exchange Comp	300,251.18	301,251.18	62.136	61.935	2	1,000	Credit		Wed 19/06/2019 03:46pm
747	Sale of Currency	John Doe	Default	Outlet	Saj Exchange Comp	0	1,000	1	1.2	2	1,000	Credit		Wed 19/06/2019 03:29pm
746	Sale of Currency	John Doe	Default	Outlet	Saj Exchange Comp	-900	0		1	2	900	Credit		Wed 19/06/2019 03:29pm
745	Purchase of Currency	John Doe	Default	Mc	Saj Exchange Comp	209,875	309,875	139.849	138.858	2	100,000	Credit		Wed 19/06/2019 03:28pm
744	Sale of Currency	John Doe	Default	Mc	Saj Exchange Comp	199,875	209,875	140	139.849	2	10,000	Credit		Wed 19/06/2019 03:26pm
743	Foreign currency transaction	Manager Two	COMP	Mc	Saj Exchange Comp	1,000,000	999,988	0.01	0.01	0	12	Debit		Wed 19/06/2019 02:01pm
742	Foreign currency transaction	Manager Two	COMP	Mc	Saj Exchange Comp	999,969	999,972	0.333	0.333	0	3	Credit		Wed 19/06/2019 02:01pm

Creating Transaction

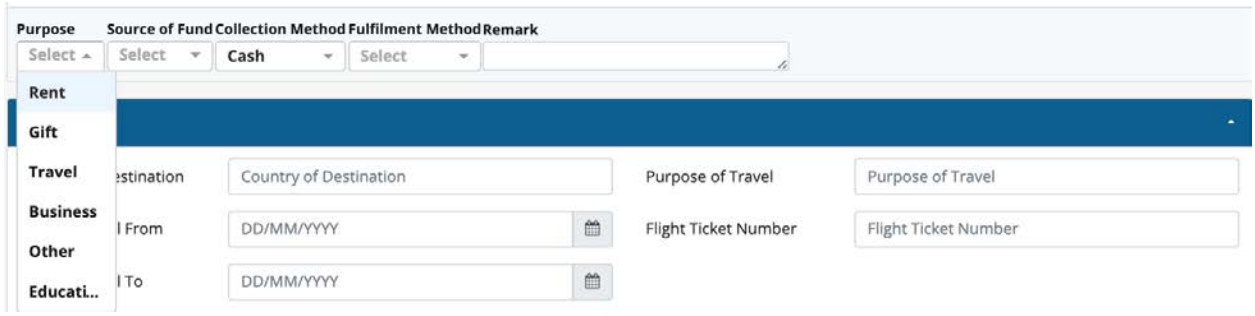
1. Go to Business Management > Transactions > Create Transaction
2. In "Deal" section, Select "Sell" or "Buy" in under "Action"

3. Select a currency for transaction

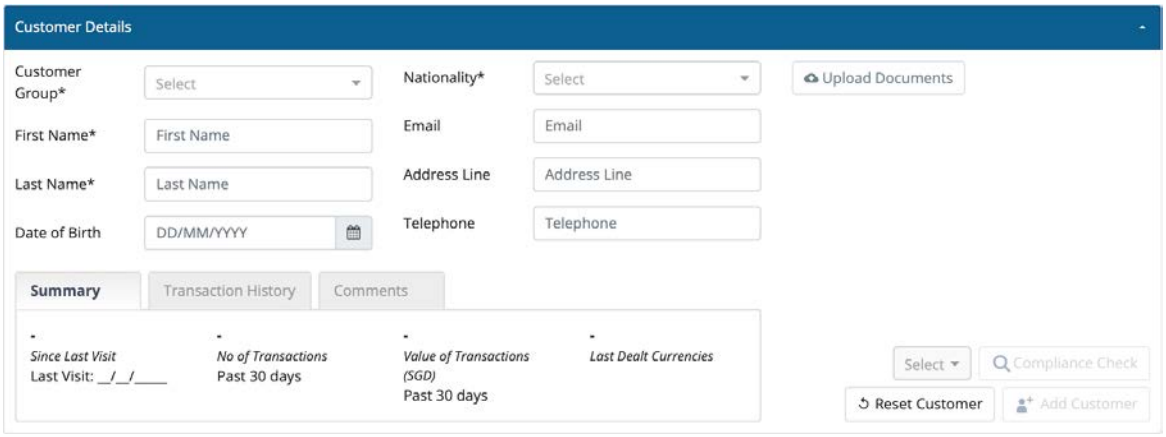
4. Select a stock of foreign currency



5. Input the amount of foreign currency
6. Select a stock of local currency
7. Add in purpose, source of fund, collection method and fulfillment method and remark (optional)

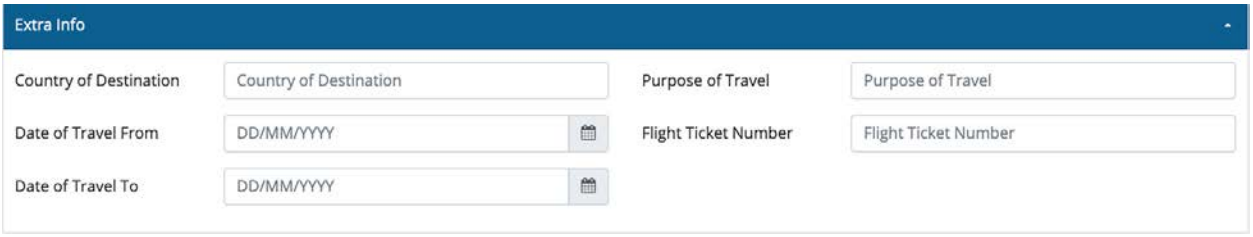


8. Add in customer details to a transaction (optional)
    a. Create a new customer



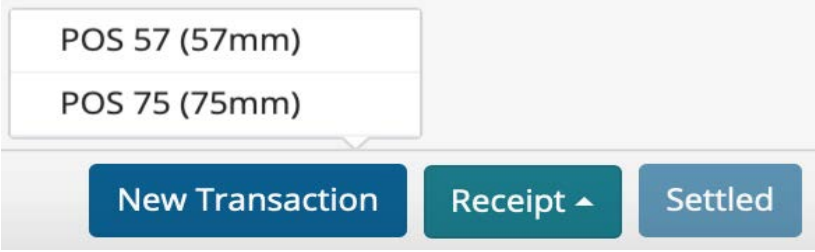
    b. Search for an old customer

9. Add in extra Information (optional)



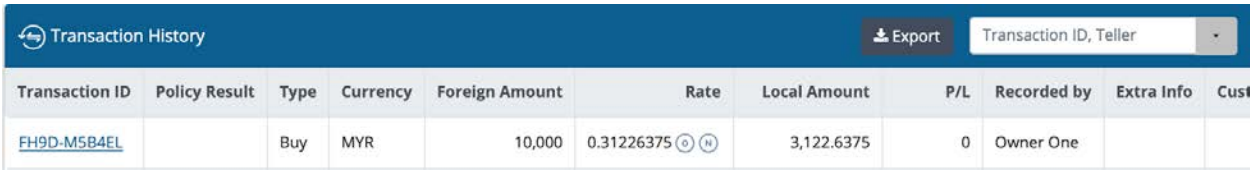
10. Click "Settle Deal" to complete the transaction

11. If you want to print out a receipt, hover over "Receipt" and choose the type of receipt you want to print out.

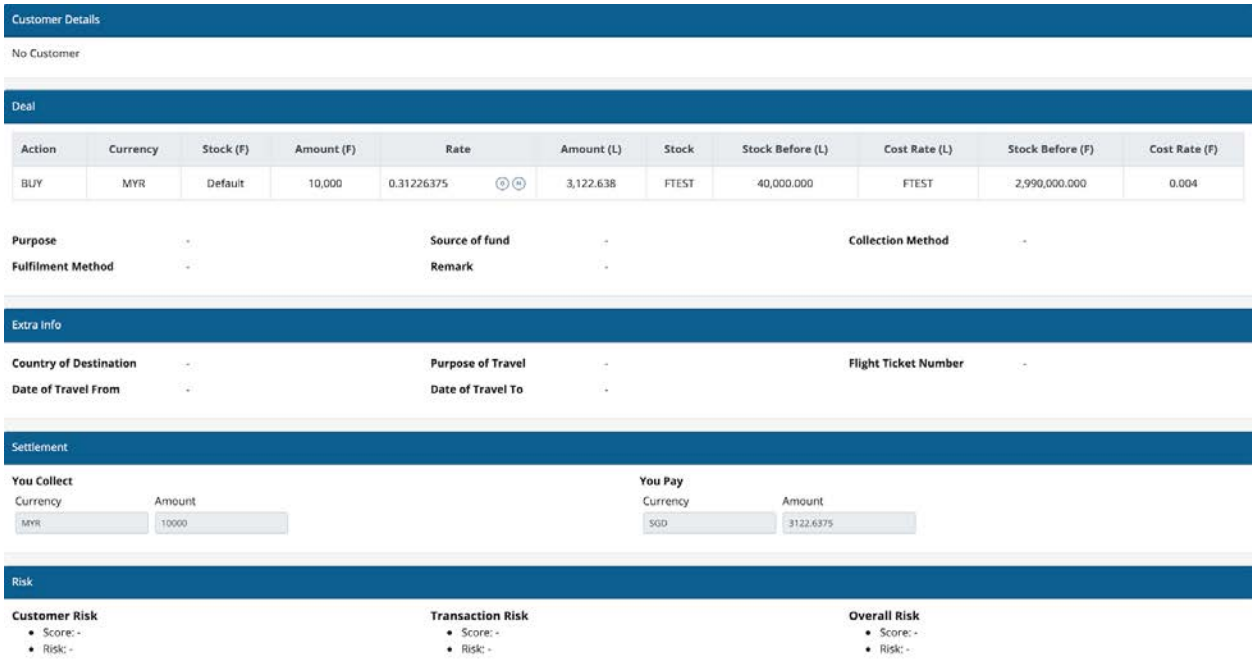


Viewing Transaction Record in Details

1. Go to Business Management > Transactions > Transaction History
2. Click the hyperlink in the "Transaction ID" column of the transaction record you want to check



3. You will be able to view these details:



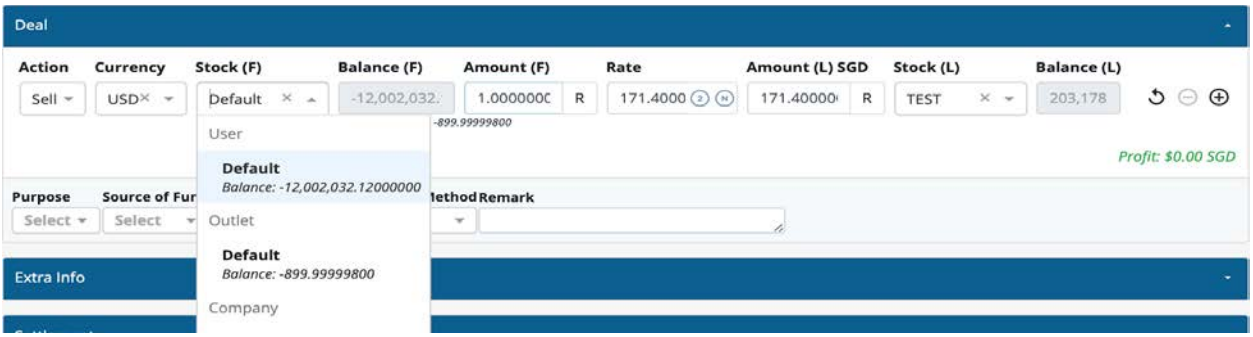
Guide for accounts with teller level permission

Creating Transaction

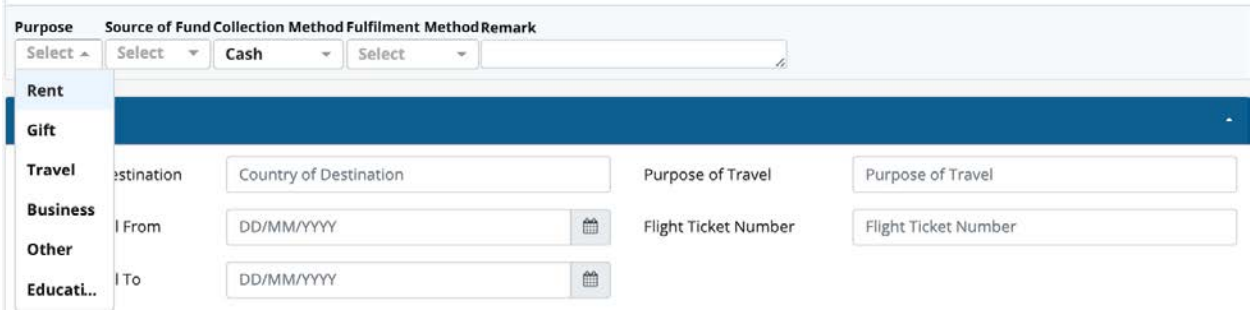
1. Go to Business Management > Transactions > Create Transaction
2. In "Deal" section, Select "Sell" or "Buy" in under "Action"

3. Select a currency for transaction

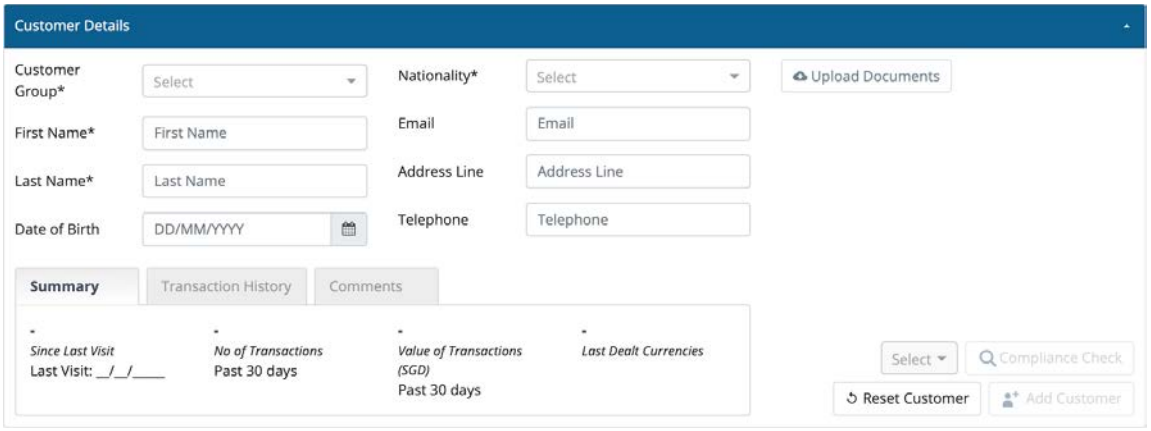
4. Select a stock of foreign currency



5. Input the amount of foreign currency
6. Select a stock of local currency
7. Add in purpose, source of fund, collection method and fulfillment method and remark (optional)

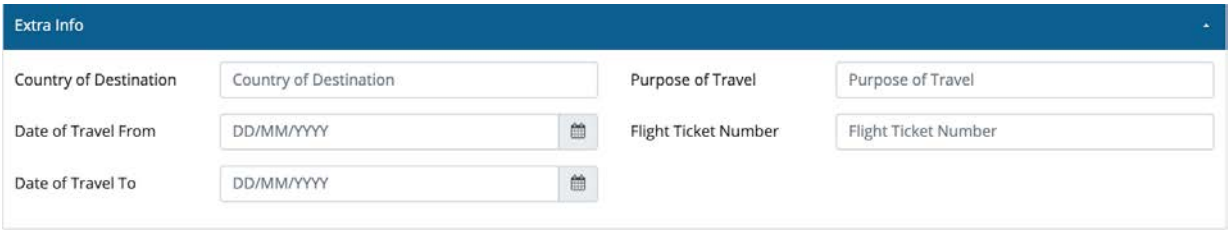


8. Add in customer details to a transaction (optional)
    a. Create a new customer



    b. Search for an old customer

9. Add in extra Information (optional)



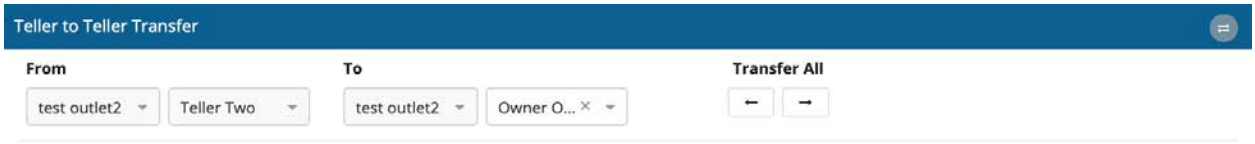
10. Click "Settle Deal" to complete the transaction

11. If you want to print out a receipt, hover over "Receipt" and choose the type of receipt you want to print out.

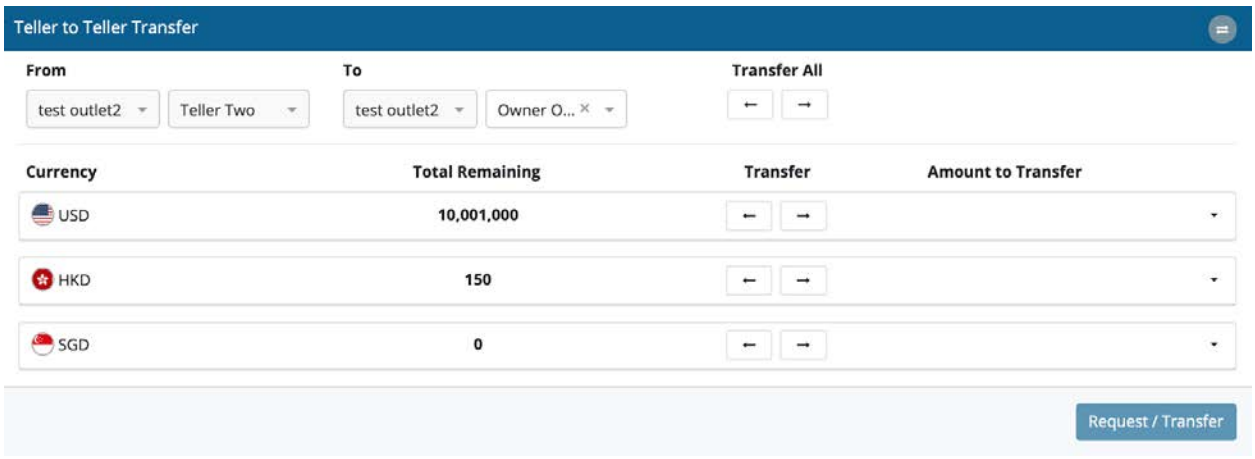
Transferring Stocks

Teller to Teller Transfer

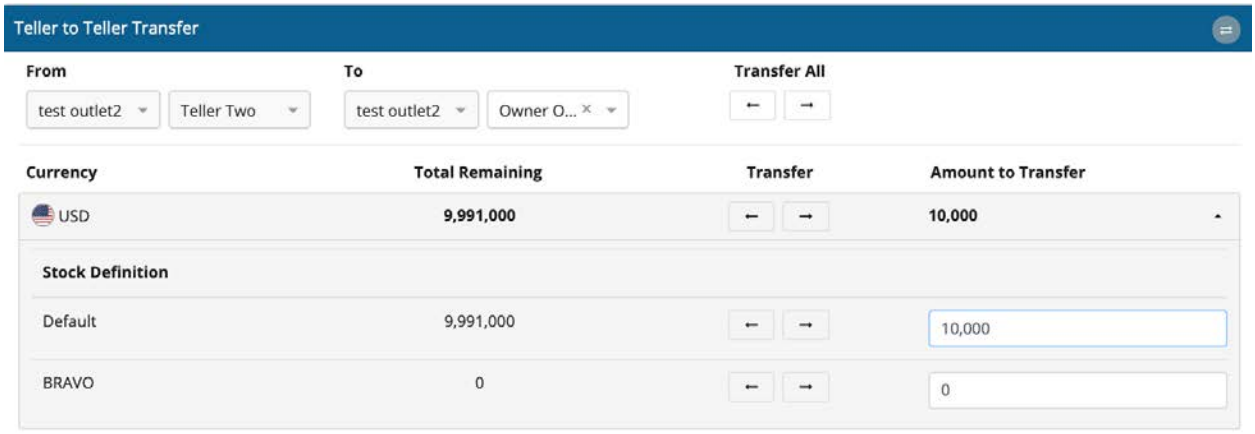
1. Go to Business Management > Stocks > Stocks Transfer
2. Click "Teller --> Teller"
3. Select a recipient from the same outlet



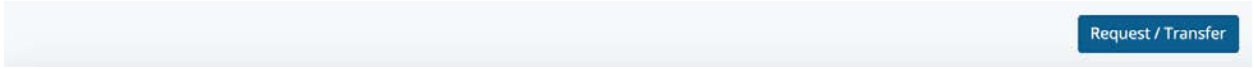
4. Click ▼ in the section of the currency you want to transfer



5. Input the amount to transfer in a selected stock definition



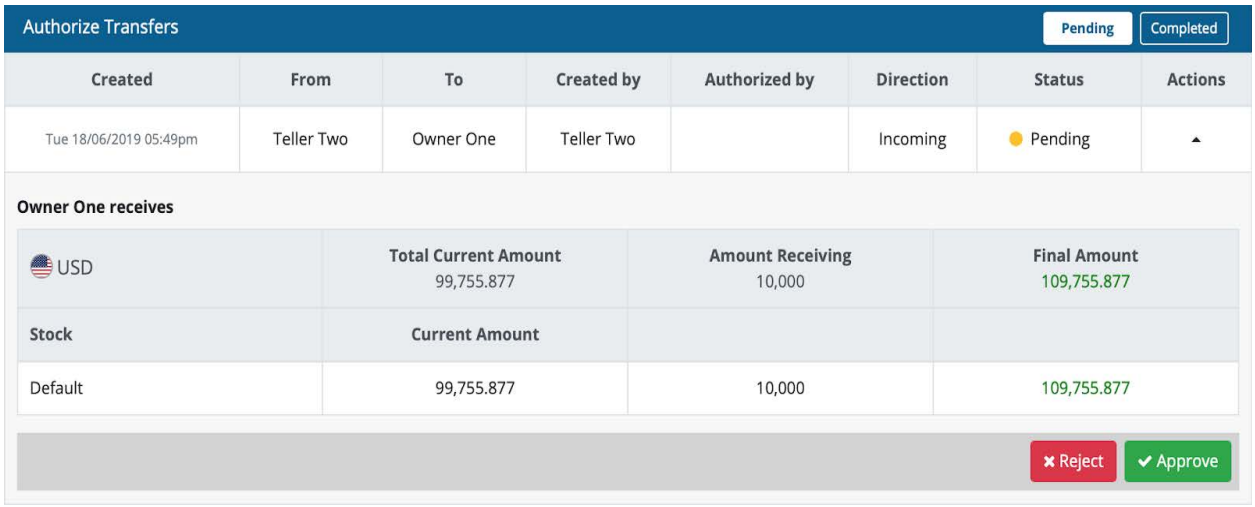
6. Click "Request/Transfer"



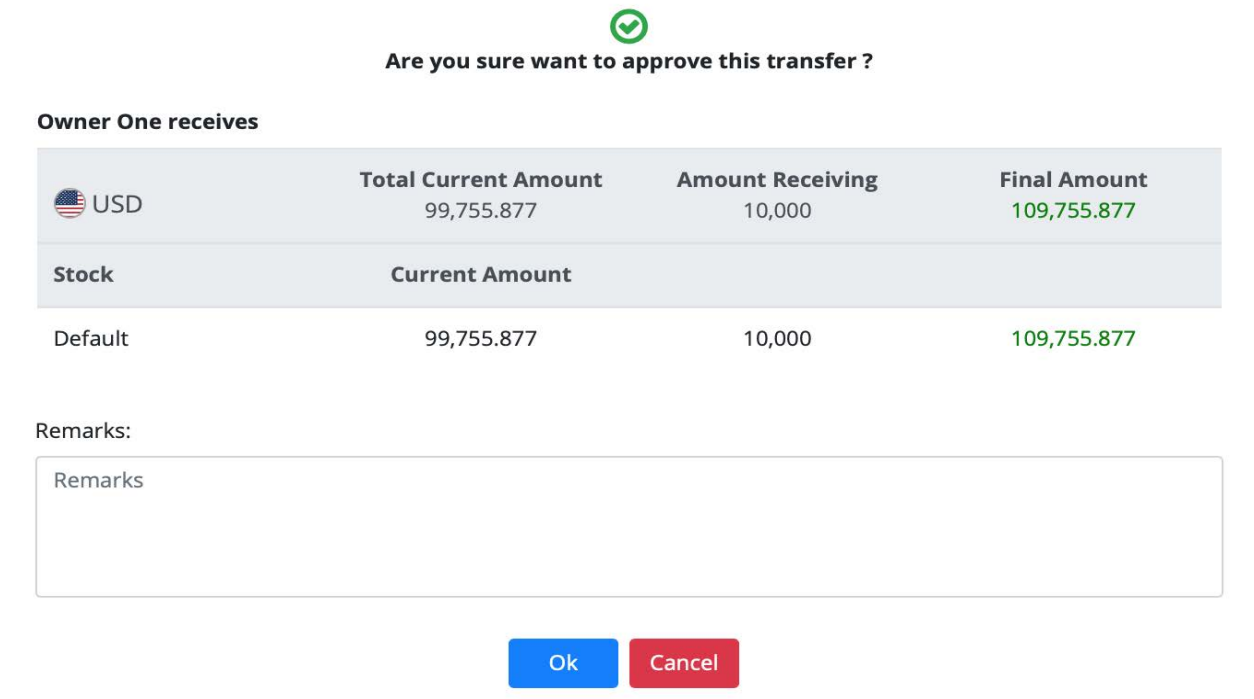
7. The recipient needs to go to Business Management > Stocks > Stocks Transfer > Authorize Transfers

8. Click in the section of the request you want to approve

9. Click "Approve"

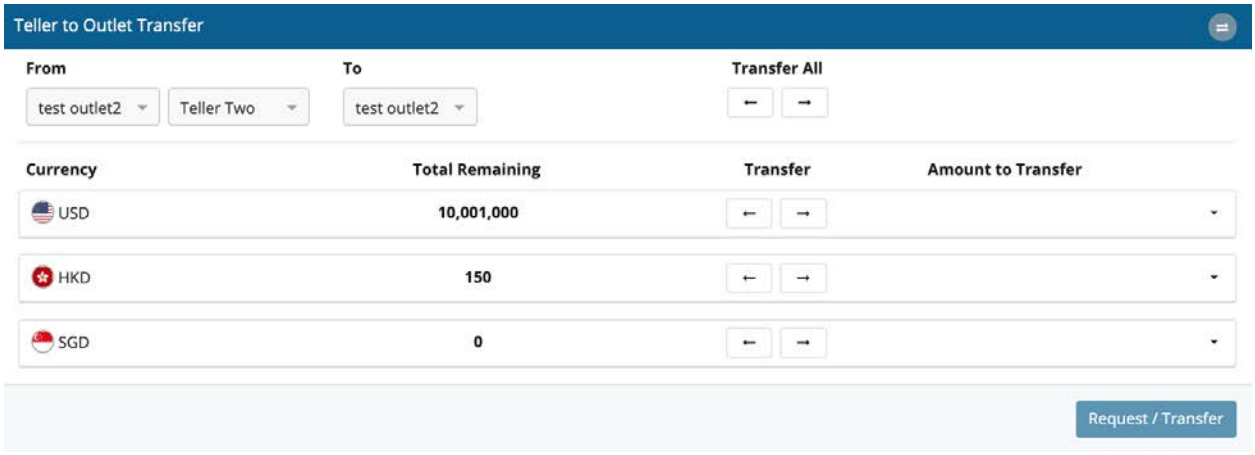


10. Click "Ok"

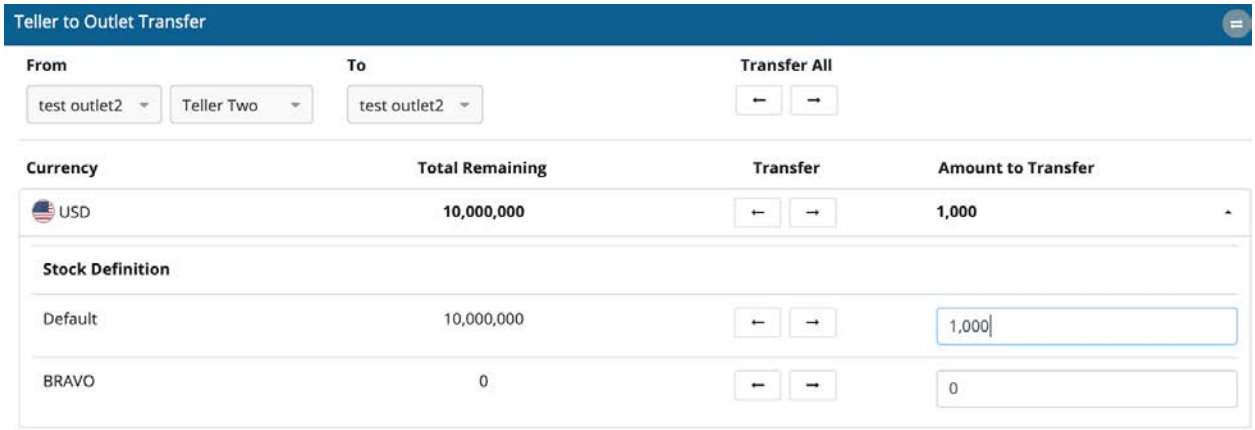


Teller to Outlet Transfer

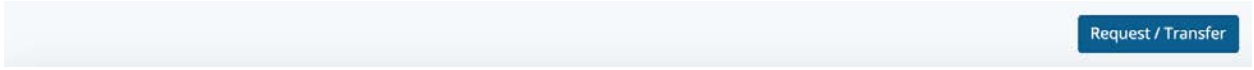
1. Go to Business Management > Stocks > Stocks Transfer
2. Click "Teller --> Outlet"
3. Click ▼ in the section of the currency you want to transfer



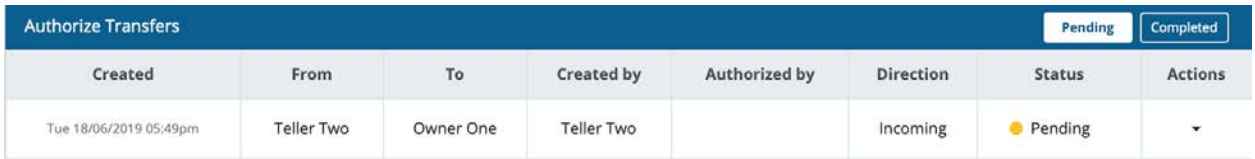
4. Input the amount to transfer in a selected stock definition



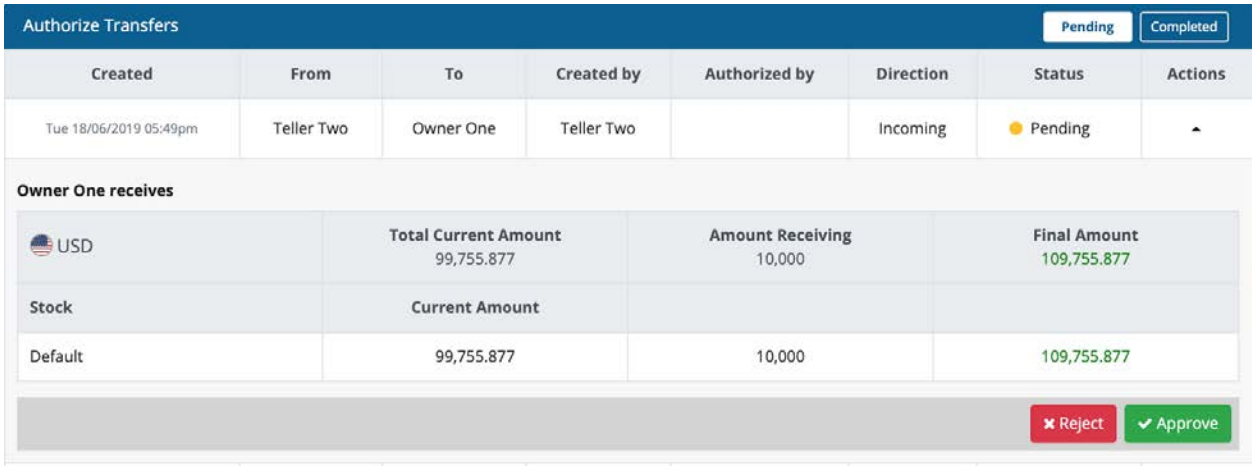
5. Click "Request/Transfer"



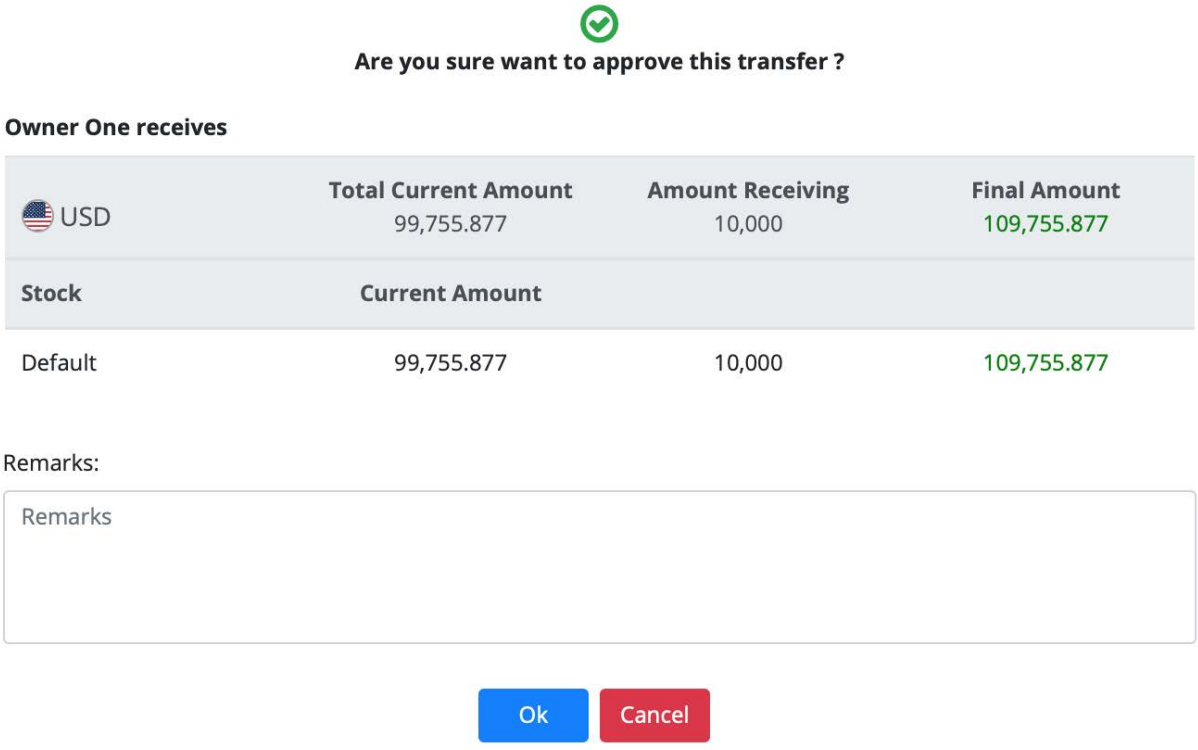
6. Managers or owners need to go to Business Management > Stocks > Stocks Transfer > Authorize Transfers
7. Click ▼ in the section of the request you want to approve



8. Click "Approve"

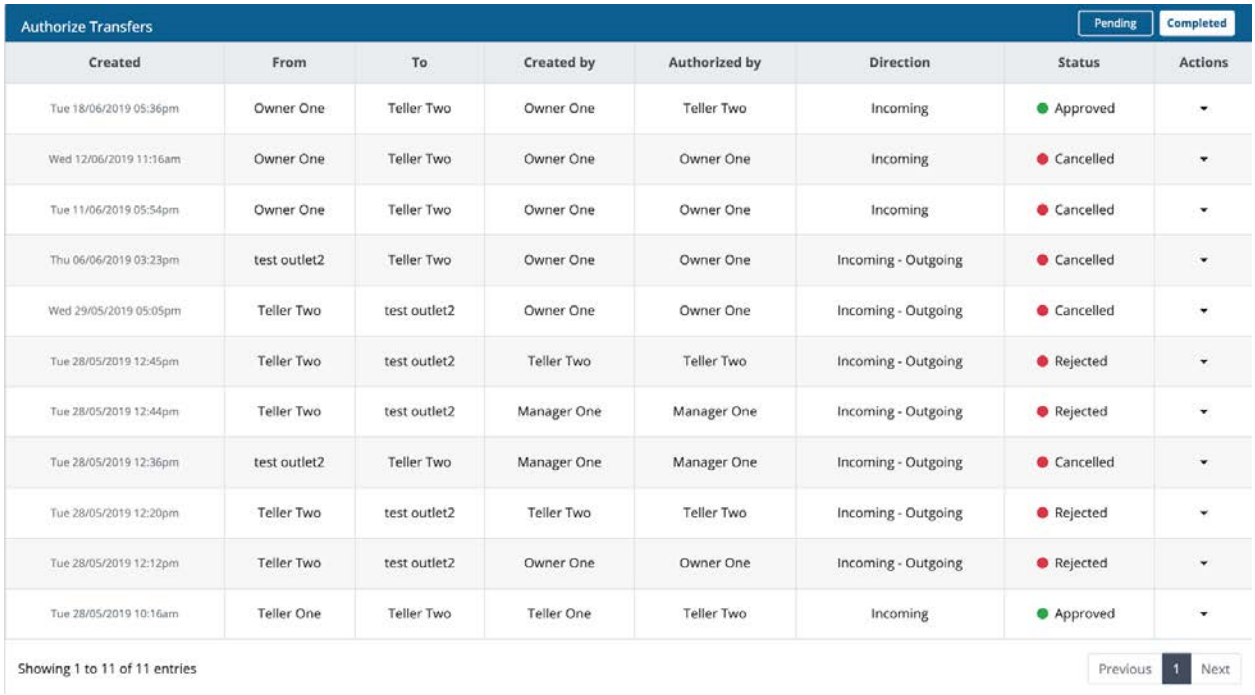


9. Click "Ok"



Viewing Record of Stock Transfer Authorised

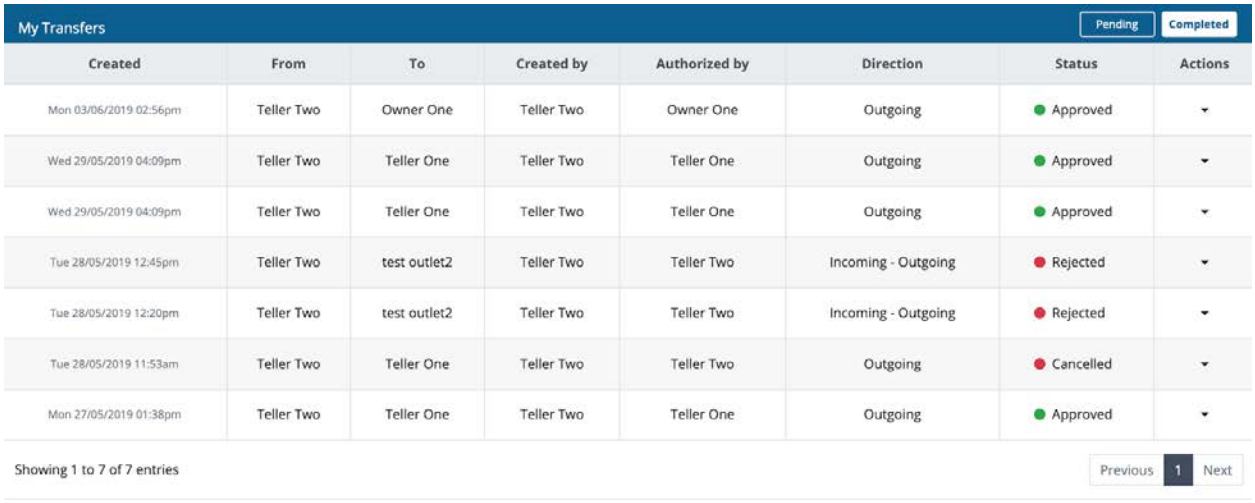
1. Go to Business Management > Stocks > Stocks Transfer > Authorize Transfers
2. Click "Completed"



Created	From	To	Created by	Authorized by	Direction	Status	Actions
Tue 18/06/2019 05:36pm	Owner One	Teller Two	Owner One	Teller Two	Incoming	Approved	
Wed 12/06/2019 11:16am	Owner One	Teller Two	Owner One	Owner One	Incoming	Cancelled	
Tue 11/06/2019 05:54pm	Owner One	Teller Two	Owner One	Owner One	Incoming	Cancelled	
Thu 06/06/2019 03:23pm	test outlet2	Teller Two	Owner One	Owner One	Incoming - Outgoing	Cancelled	
Wed 29/05/2019 05:05pm	Teller Two	test outlet2	Owner One	Owner One	Incoming - Outgoing	Cancelled	
Tue 28/05/2019 12:45pm	Teller Two	test outlet2	Teller Two	Teller Two	Incoming - Outgoing	Rejected	
Tue 28/05/2019 12:44pm	Teller Two	test outlet2	Manager One	Manager One	Incoming - Outgoing	Rejected	
Tue 28/05/2019 12:36pm	test outlet2	Teller Two	Manager One	Manager One	Incoming - Outgoing	Cancelled	
Tue 28/05/2019 12:20pm	Teller Two	test outlet2	Teller Two	Teller Two	Incoming - Outgoing	Rejected	
Tue 28/05/2019 12:12pm	Teller Two	test outlet2	Owner One	Owner One	Incoming - Outgoing	Rejected	
Tue 28/05/2019 10:16am	Teller One	Teller Two	Teller One	Teller Two	Incoming	Approved	

Viewing Record of Stock Transfer Requested

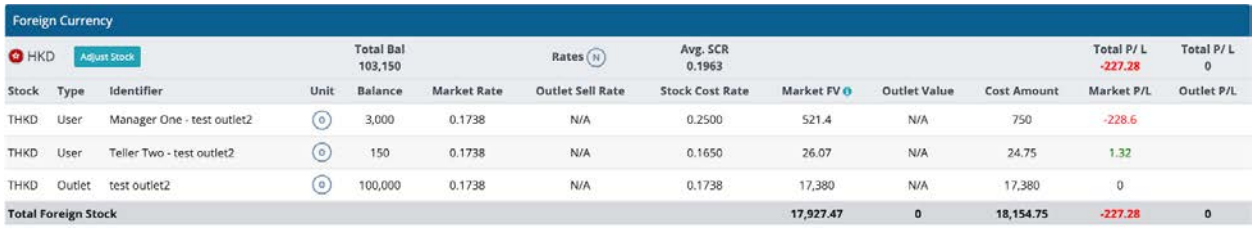
1. Go to Business Management > Stocks > Stocks Transfer > My Transfers
2. Click "Completed"



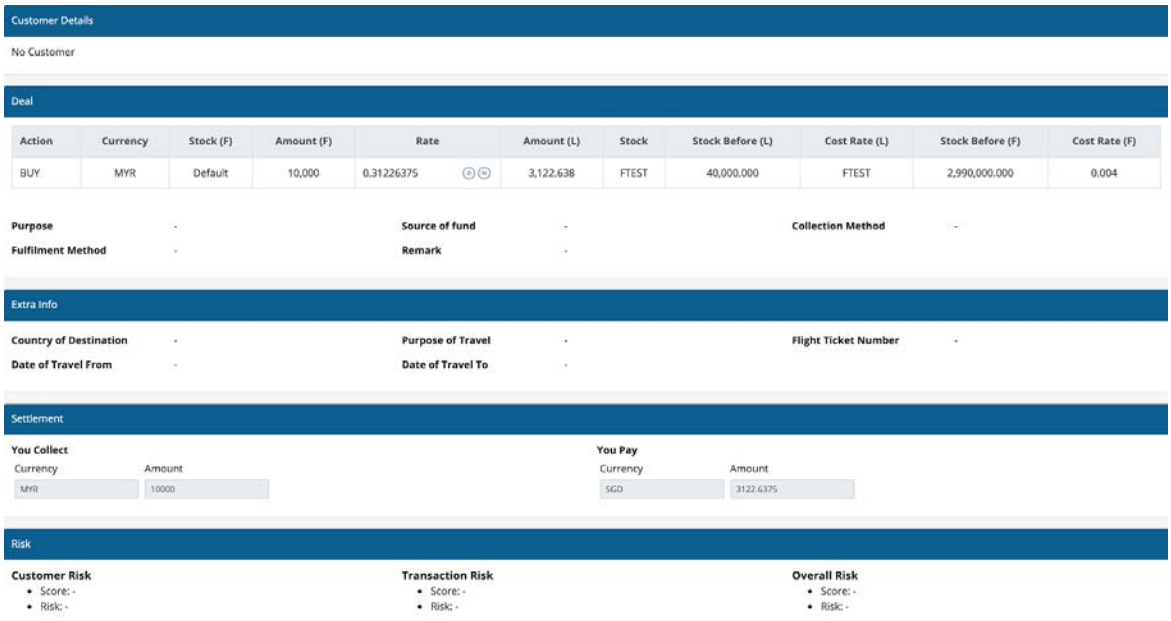
Created	From	To	Created by	Authorized by	Direction	Status	Actions
Mon 03/06/2019 02:56pm	Teller Two	Owner One	Teller Two	Owner One	Outgoing	Approved	
Wed 29/05/2019 04:09pm	Teller Two	Teller One	Teller Two	Teller One	Outgoing	Approved	
Wed 29/05/2019 04:09pm	Teller Two	Teller One	Teller Two	Teller One	Outgoing	Approved	
Tue 28/05/2019 12:45pm	Teller Two	test outlet2	Teller Two	Teller Two	Incoming - Outgoing	Rejected	
Tue 28/05/2019 12:20pm	Teller Two	test outlet2	Teller Two	Teller Two	Incoming - Outgoing	Rejected	
Tue 28/05/2019 11:53am	Teller Two	Teller One	Teller Two	Teller Two	Outgoing	Cancelled	
Mon 27/05/2019 01:38pm	Teller Two	Teller One	Teller Two	Teller One	Outgoing	Approved	

Viewing Outlet Stock

1. Go to Business Management > Stocks > Outlet Stocks
2. You will be able to view the following details (status of outlet/user stocks) as shown in the screenshot.



Viewing Transaction Record in Details

1. Go to Business Management > Transactions > Transaction History
2. Click the hyperlink in the "Transaction ID" column of the transaction record you want to check

3. You will be able to view these details: