






The [FOREXIN, FOREOUT] Foreign Exchange Process Manual

What Is Foreign Exchange?

Foreign exchange is currency that is from another country or a currency different to the currency your Establishment trades with

-  Menu
-  Administration
-  Golfer
-  ActivityScheduler
-  SpaScheduler
-  Restaurateur
-  ShopKeeper
-  AssetManager
-  WebRes
-  InnSync
-  Fax Server
-  Phoneman
-  TimeKeeper
-  Configuration
-  EXEUP
-  Close Menu
-  Exit Menu



V4.1.7b11143 8d647da

Language: English (United Kingdom)

Database: CIMSODemo_V417 on vmserver

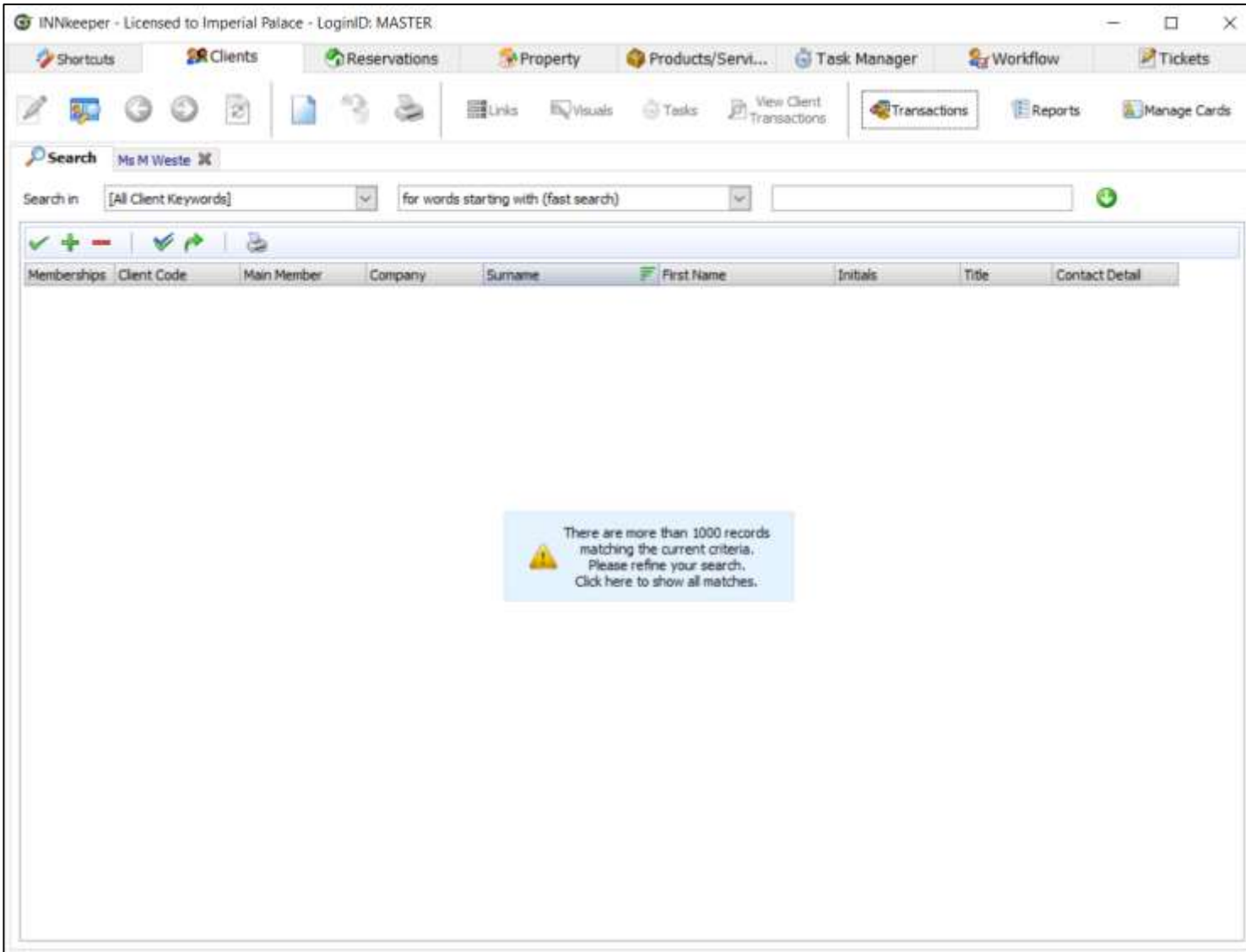
Location: MAIN Imperial Palace Rooms

Login ID: master

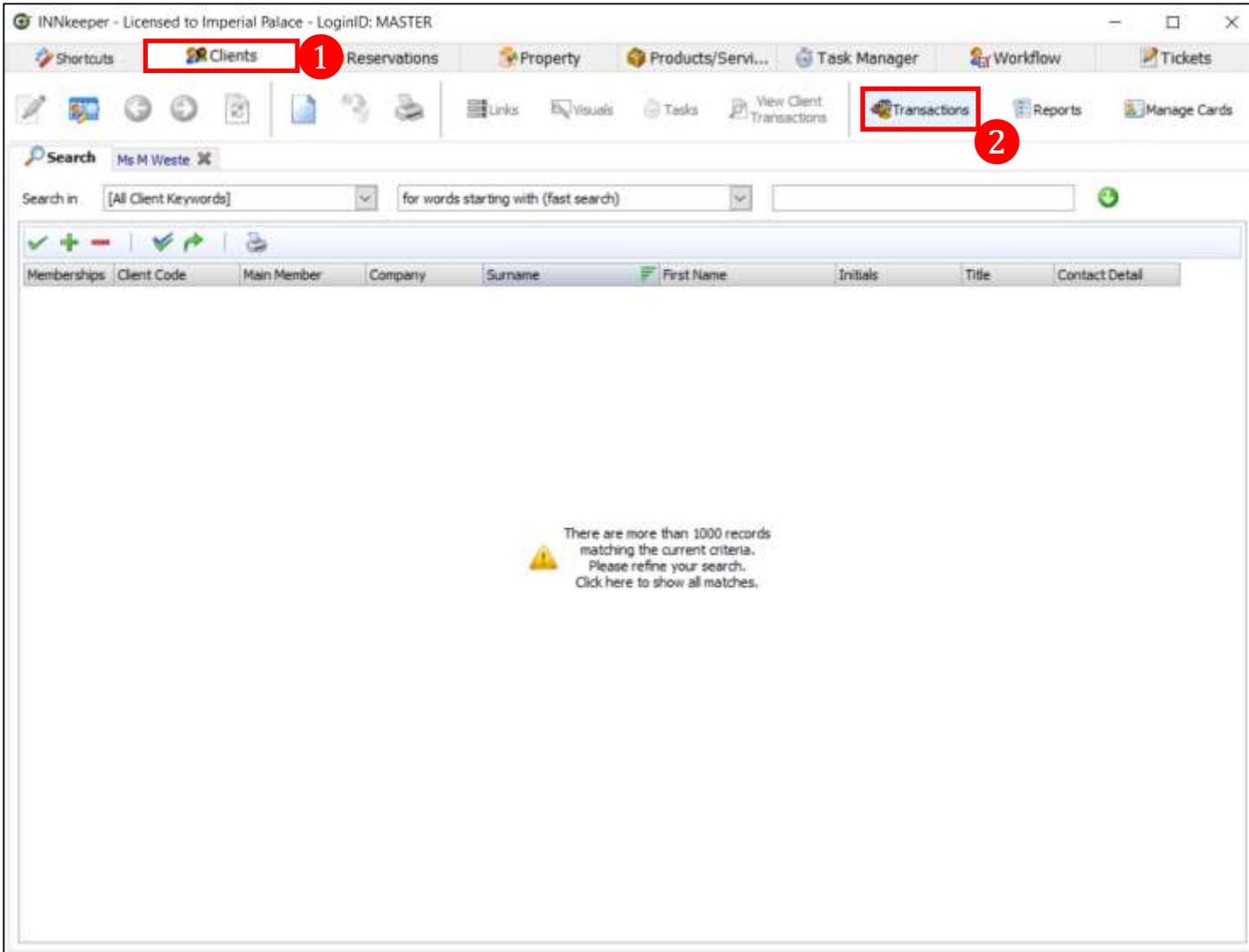
Password: []

Identification Password Log In

Start your **CiMSO Menu**, select the **Administration**. Use your given **Login ID** and **Password** to log in

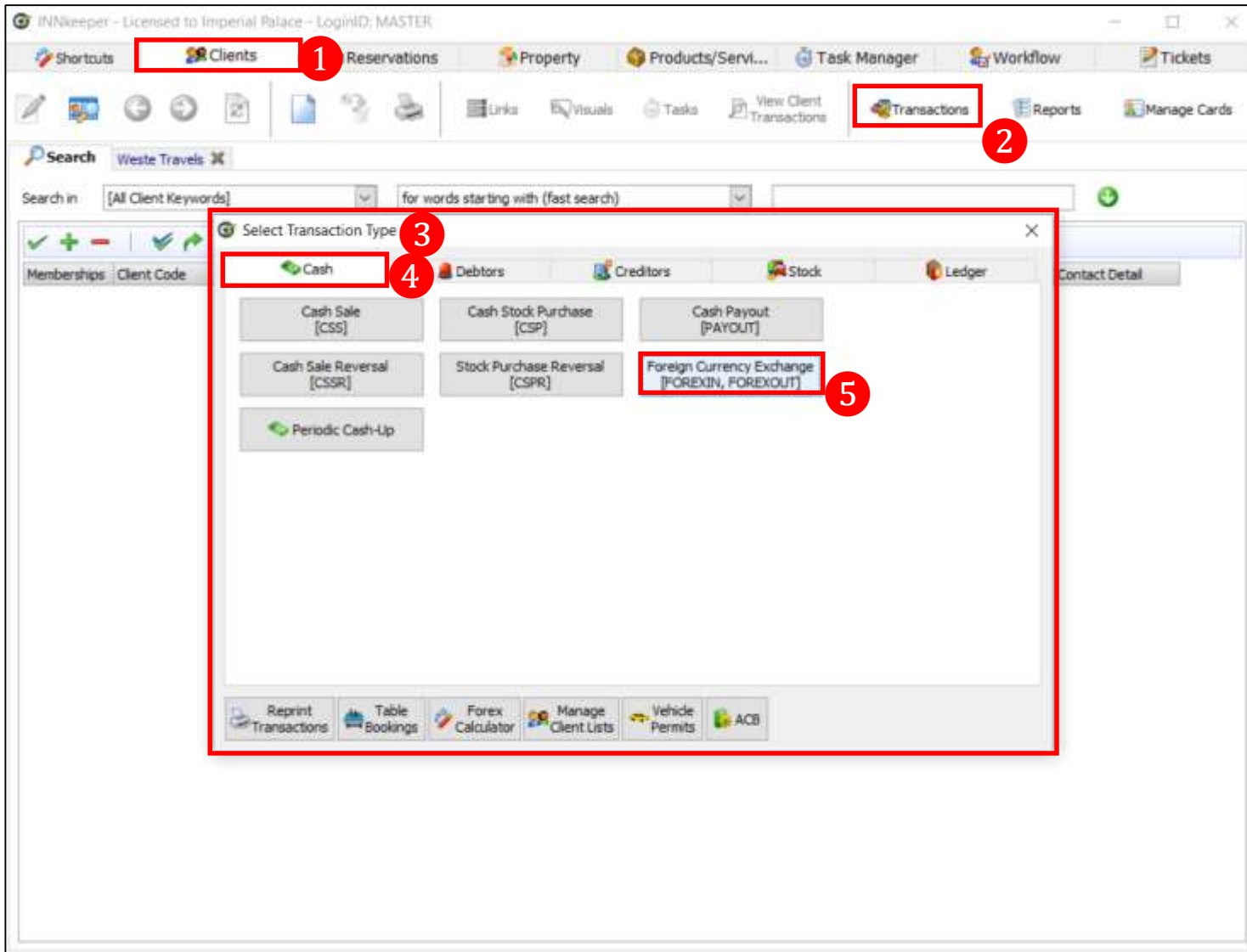


Once logged into Administration, you are able to navigate through the database



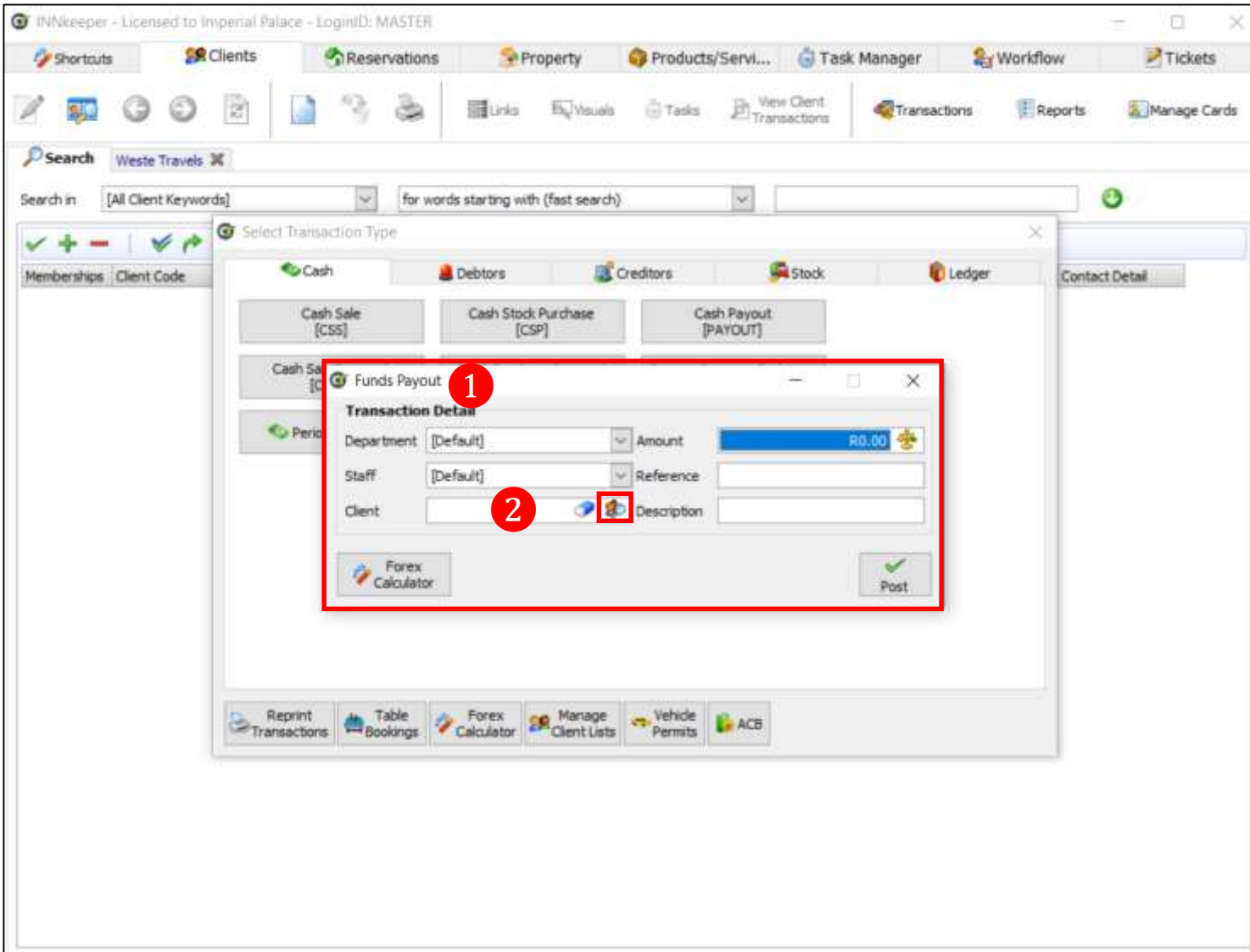
Navigation: The [FOREXIN, FOREOUT] Foreign Exchange Process

- 1 Clients tab
- 2 Select the **Transactions** button



Navigation: The [FOREXIN, FOREOUT] Foreign Exchange Process

- 1 Clients tab
- 2 Select the Transactions button
- 3 Select Transaction Type window
- 4 Cash tab
- 5 Select the Forex Currency Exchange [FOREXIN, FOREXOUT] button



The [FOREXIN, FOREOUT] Foreign Exchange Process:

- 1 **Funds Payout** window
- 2 **Client:** select the **Link A Client** (people & magnifying glass glyph)

***Note:** Depending on the establishment's regulations; you may be required to link a client profile. It is recommended to link the profile;*

Forex Beau & National Banks require you to provide the following information:

- *Proof of Identification, which you will need to make a copy for the transaction.*
- *The Client's signature on your copy of the receipt of the foreign exchange.*

Client Search - 14 record(s) found

1 Search Options

Search in: [All Client Keywords] **2** for words starting with: weste

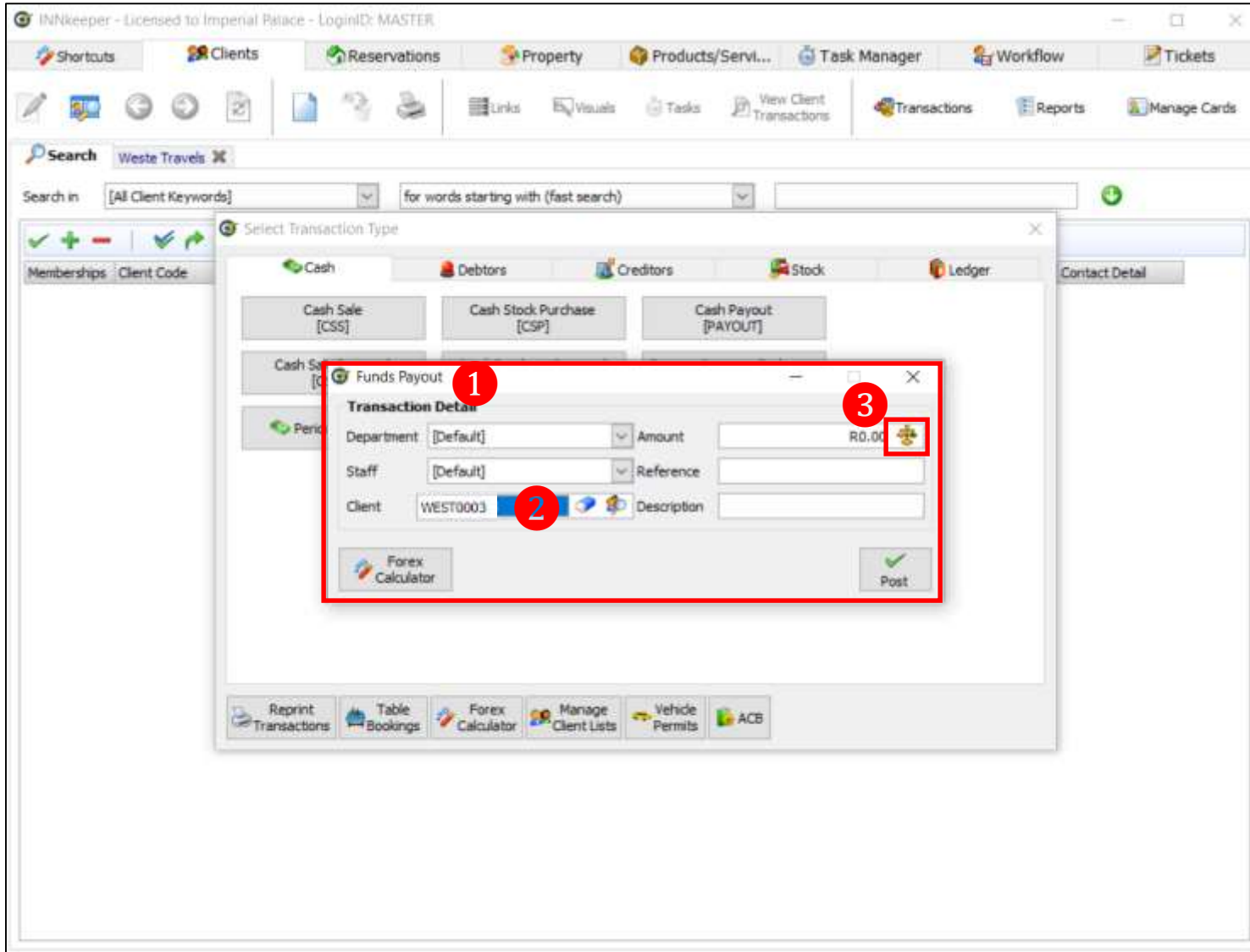
Type	Client Code	Main Member	Member Number	Member Join Date	Surname	First Name	Initials	Company	M
	NWFA0001	[MAIN]							M
	ROSE0006	[MAIN]			Rosenstein	Charles	C	Raubex	M
	RRWE0002	[MAIN]			Weste	Samuel	S	Rayne Of Talent	Di
	RRWE0003	[MAIN]			Weste	David	D		M
	RRWE0004	[MAIN]			Weste	Claire	C		M
	RRWE0005	[MAIN]			Weste	Calvin	C		M
	RRWE0006	[MAIN]			Weste	Damon	D		M
	RRWE0007	[MAIN]			Weste	Hella	H		H
	RRWE0008	RRWTRA0005			Weste	Cassidy	C		C
	STRY0002	[MAIN]			Strydom	Dirk	D		M
	WEST0003	[MAIN]	STMBC2105	6 Jun 2018	Weste	Mkado	M	Rayne Of Talent	M
	WEST0020	[MAIN]			weste	s	S	Rayne of Talent	Di
	WEST0021	RRWEST0003			Weste	Miranda	M	Rayne Of Talent	M
	WTRA0005	[MAIN]	jhsdf	8 Apr 2019	Weste	Rayne	R	Weste Travels	M

3

4 Select Cancel

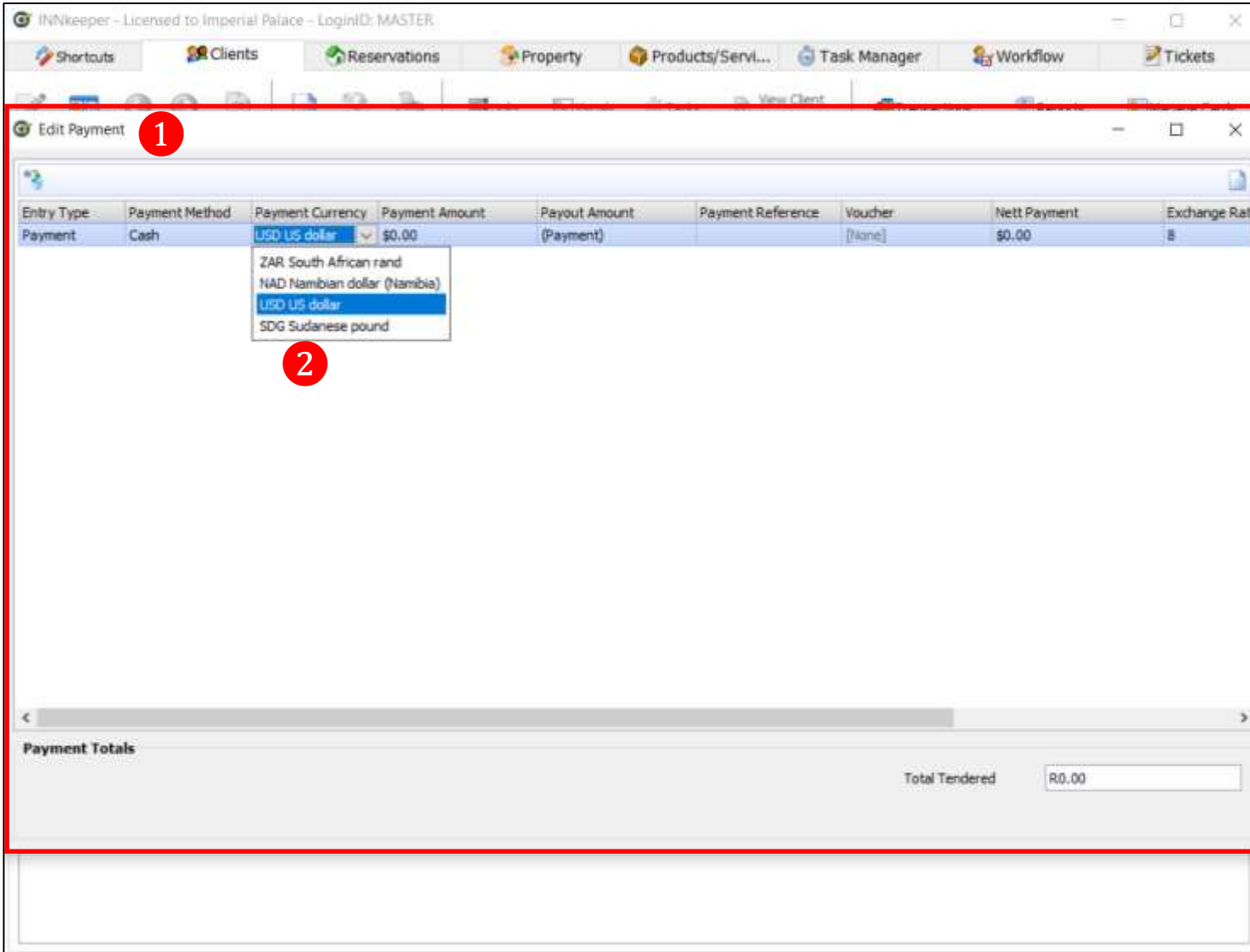
The [FOREXIN, FOREOUT] Foreign Exchange Process:

- 1** Client Search window
- 2** Fast-Search: type in the surname of the required profile
- 3** Locate & Select: select to highlight the required profile
- 4** Select the **Accept** button



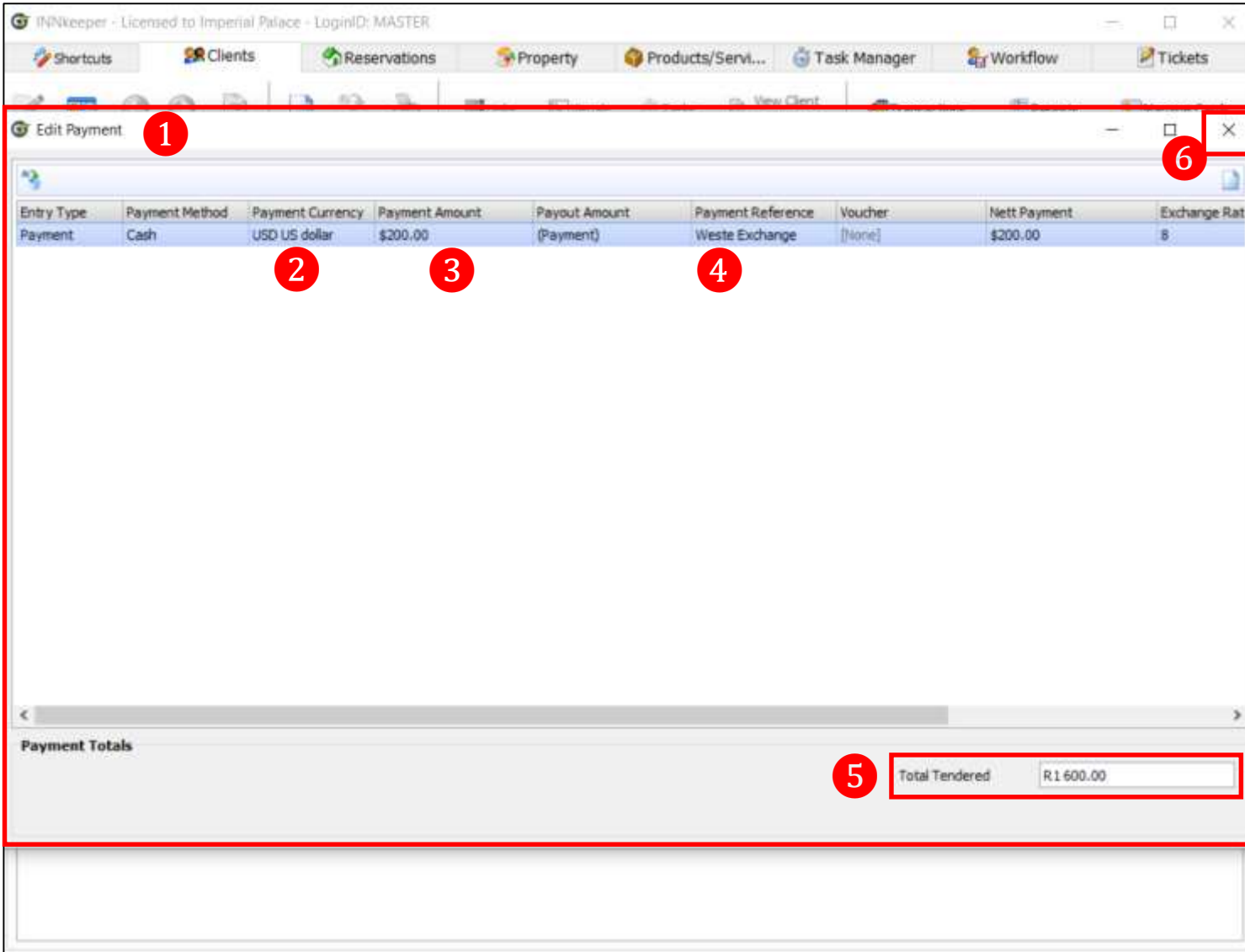
The [FOREXIN, FOREOUT] Foreign Exchange Process:

- 1 **Funds Payout** window
- 2 **Client:** the linked profile
- 3 **Amount:** Select the **Select Split** (scale like glyph)



The [FOREXIN, FOREOUT] Foreign Exchange Process:

- 1 Multi-Currency and Split Payments window
- 2 Payment Currency: use the drop box to select the currency receiving from the client



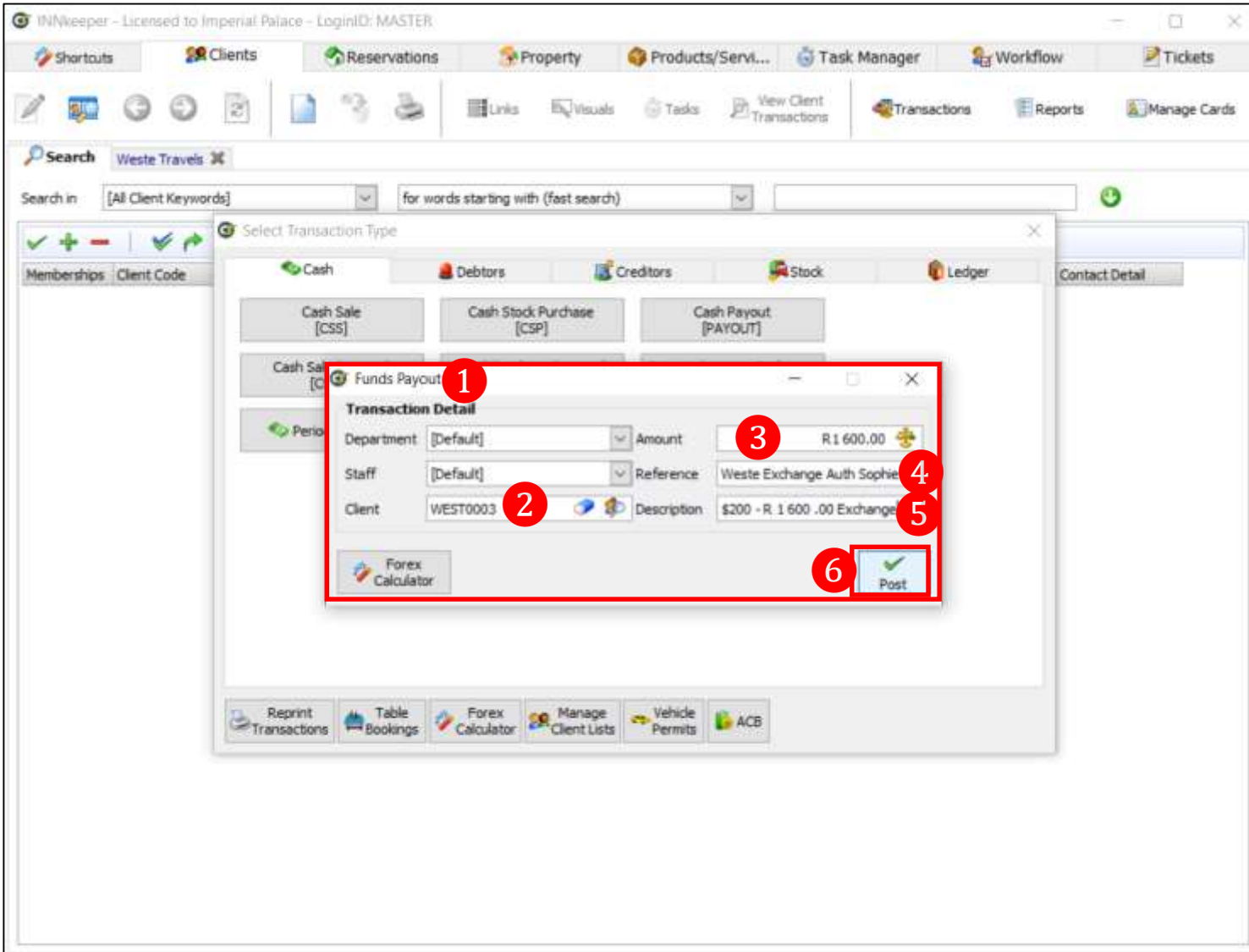
The screenshot shows the 'Edit Payment' window in the INNkeeper system. The window title is 'Edit Payment' (1). The main area contains a table with the following data:

Entry Type	Payment Method	Payment Currency	Payment Amount	Payout Amount	Payment Reference	Voucher	Nett Payment	Exchange Rat
Payment	Cash	USD US dollar	\$200.00	(Payment)	Weste Exchange	[None]	\$200.00	8

At the bottom of the window, there is a 'Payment Totals' section with a 'Total Tendered' field showing 'R1 600.00' (5). A 'Close' button is located in the top right corner (6).

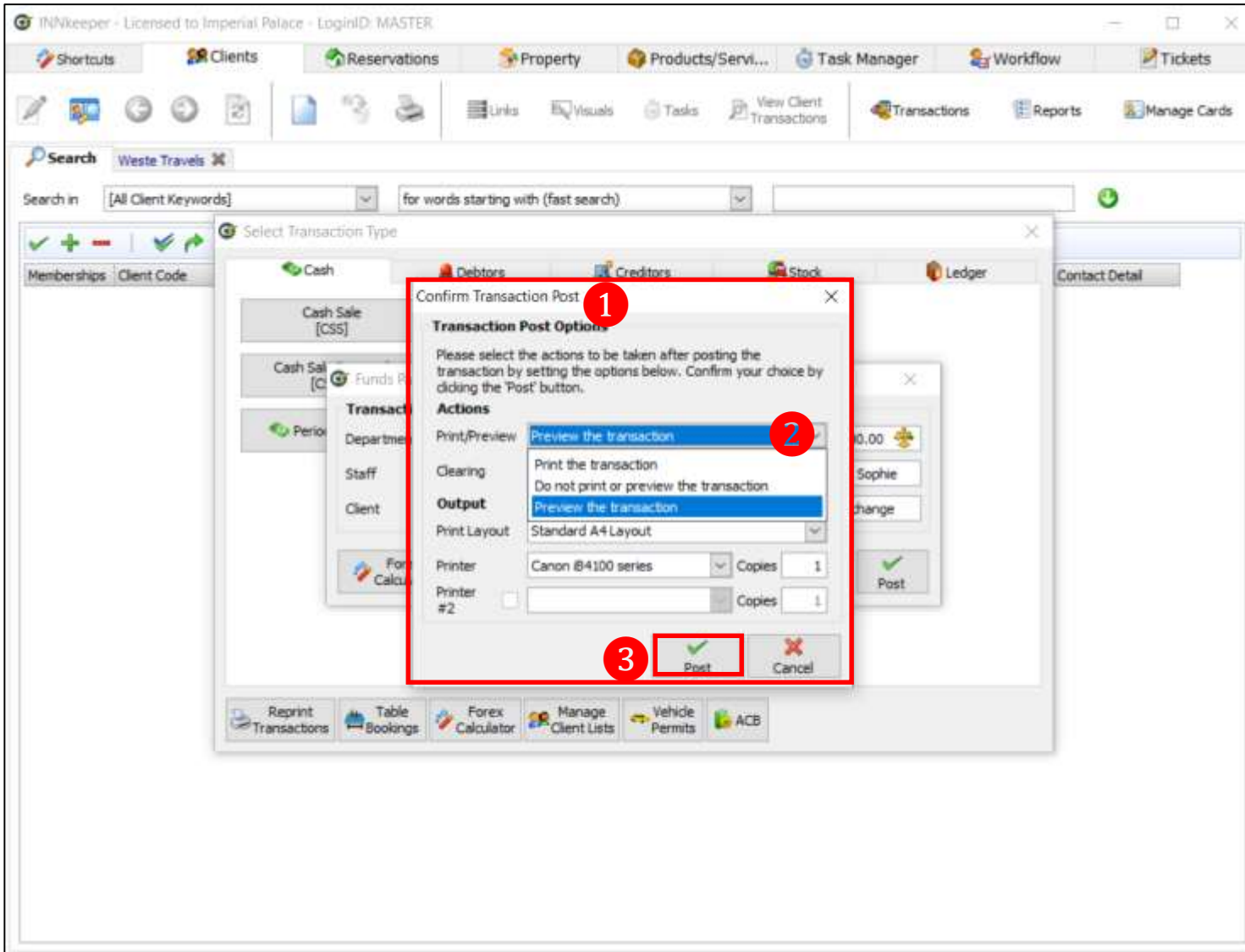
The [FOREXIN, FOREOUT] Foreign Exchange Process:

- 1 **Multi-Currency and Split Payments** window
- 2 **Payment Currency:** use the drop box to select the currency receiving from the client
- 3 **Payment Amount:** type in the amount received from the client
- 4 **Payment Reference:** type in the reference
- 5 **Total Tendered:** here you will see the exchange total in the currency the client requires
- 6 Select the **Close** button



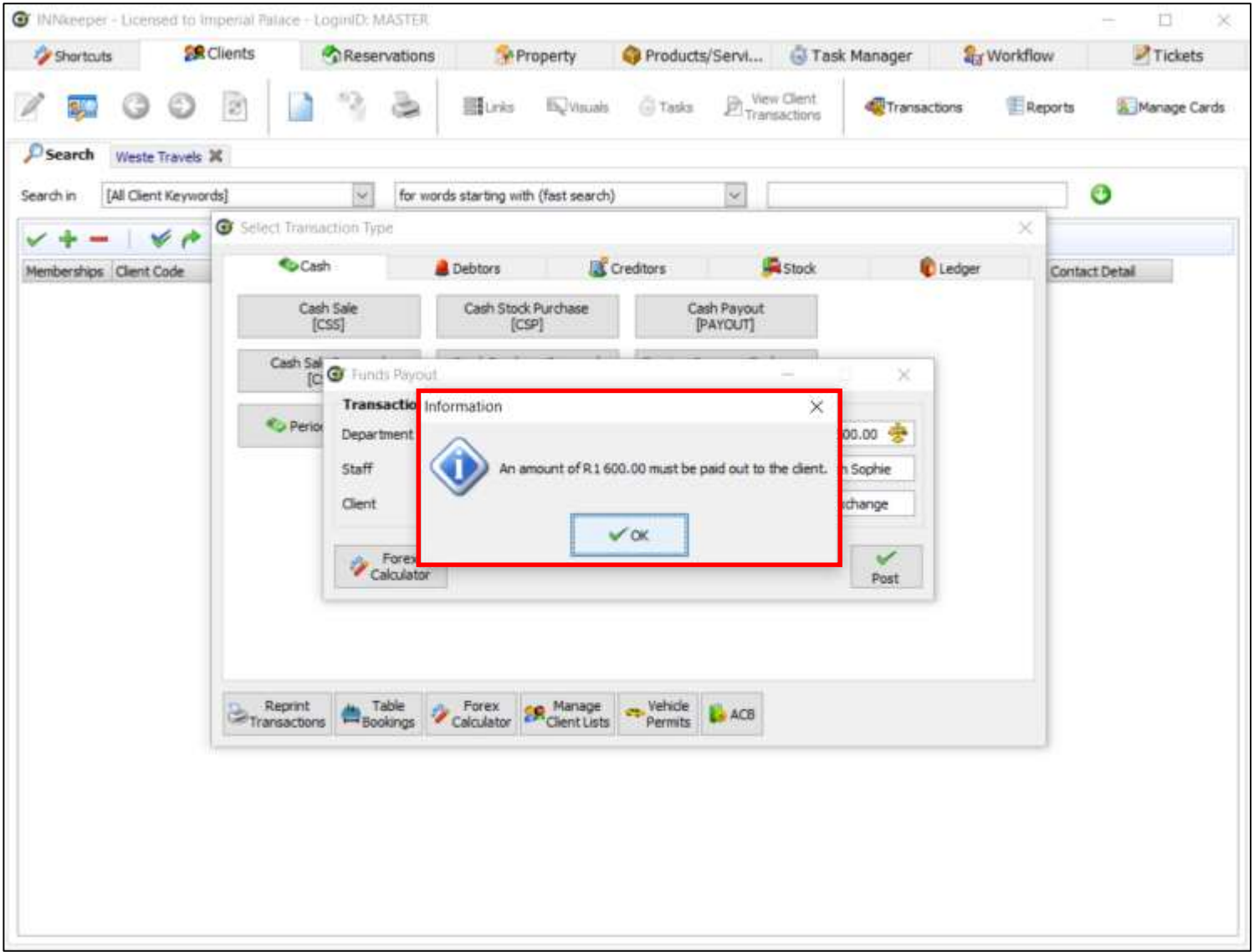
The [FOREXIN, FOREOUT] Foreign Exchange Process:

- 1 **Funds Payout** window
- 2 **Client:** the linked profile
- 3 **Amount:** the amount the client requires
- 4 **Reference:** type in the reference
- 5 **Description:** type in the description
- 6 Select the **Post** button

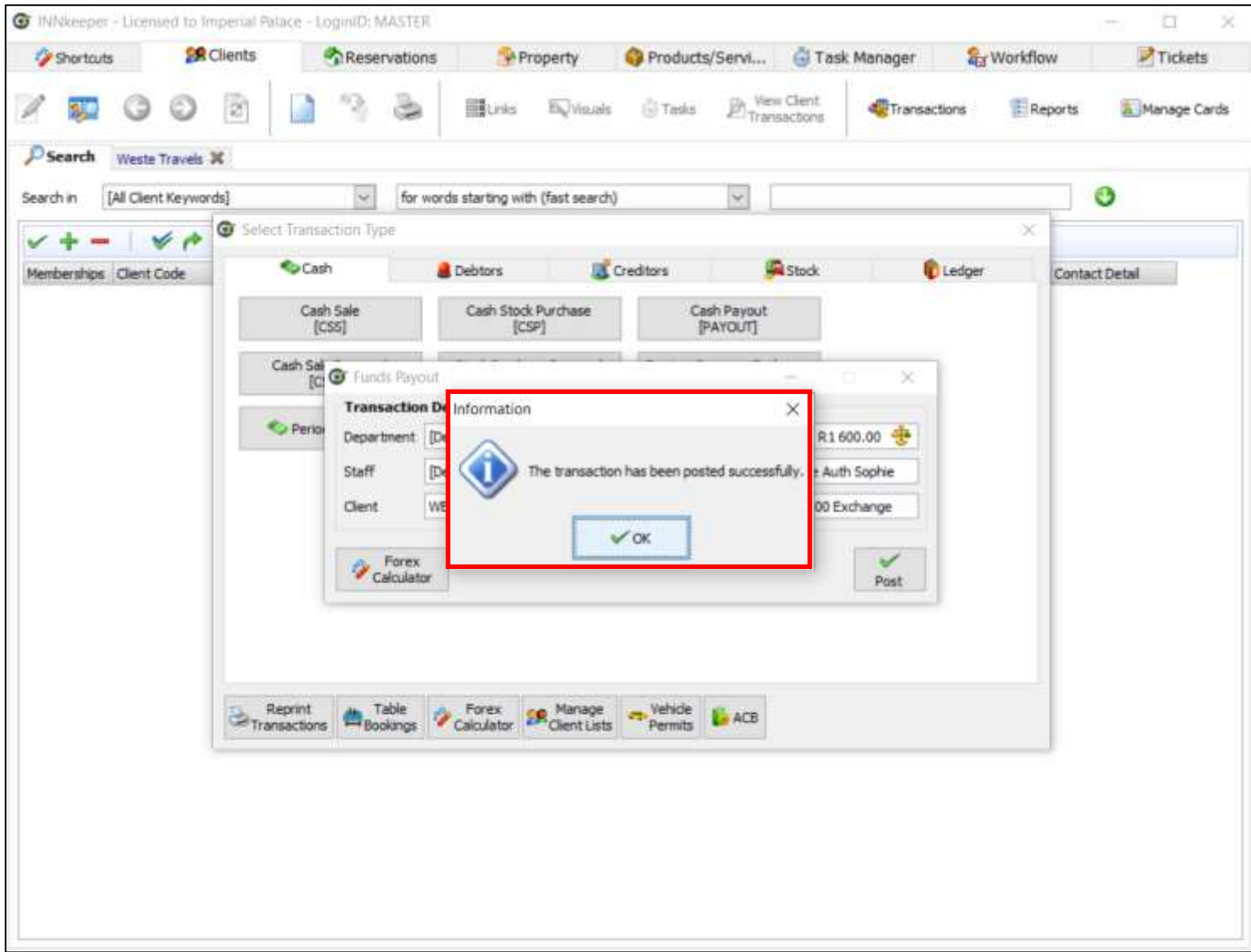


The [FOREXIN, FOREOUT] Foreign Exchange Process:

- 1 **Confirm Transaction Post** window
- 2 **Print/Preview:** use the drop down to access the list of options
- 3 Select the **Post** button



The **Information** window, confirming the Amount to be paid to the Client



The **Information** window; confirming the transaction has successfully posted

Thank you!