#### Oracle<sup>®</sup> Hospitality Cruise Shipboard Property Management System OHC Currency Exchange User Guide Release 7.30.870 E83356-01

January 2017



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## Preface

Currency Exchange module is used to convert major currencies accepted by the cruise operator throughout its cruise voyage.

### Audience

This document is intended for application specialist and users of Oracle Hospitality Cruise Shipboard Property Management System.

## **Customer Support**

To contact Oracle Customer Support, access My Oracle Support at the following URL: https://support.oracle.com

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received and any associated log files
- Screen shots of each step you take

### Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at http://docs.oracle.com

## **Revision History**

Date	Description of Change
September, 2016	<ul> <li>Initial publication.</li> </ul>
December, 2016	<ul> <li>Update Safe Rate description</li> </ul>

## Prerequisite, Supported Systems and Compatibility

This section describes the minimum requirement for FC Currency Exchange module.

### Prerequisite

- FC Currency Exchange.exe
- FC Administration.exe

## **Supported Systems**

- Operating System
  - Microsoft Windows 7 32-bit / 64 bit System
  - Microsoft Windows 8 32 bit / 64 bit System
  - Microsoft Windows 10 32 bit / 64 bit System

### Compatibility

Oracle Hospitality Cruise Shipboard Property Management System version
 7.30.870 or later. For customer operating on version below 7.30.870, database upgrade to the recommended or latest version is required.

## 1. Currency Exchange Setup

The Currency Exchange Setup describes the setup rules for FC Currency Exchange and its functionality, and usage in converting major currencies that are accepted by the cruise operator during its voyage.

## 1.1. Setting up Currency Code and Exchange Rate

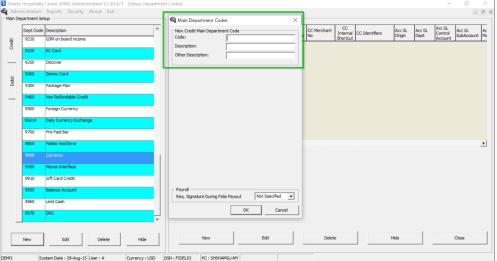


Figure 1-1 - Main Department Codes Setup

- 1. Login to FC Administration, click Financial Setup and click Department Codes.
- 2. Select New in the Main Department Codes.
- 3. Insert the Code number at **Code** field.
- 4. In **Description**, key in the description accordingly.

Currency Setup - Fidelio Cru	ise Management Sy	stem - Currency Exchange I	Module	- 🗆 🗙
Home				
Cashier Currency Exchange Exchange Rate History Reports Add Delete	Save Undo R	efresh Close		
Main Menu	Currency Setup			
Currency Setup ×				
All Currencies	Setup Exchange Ra	tes		
Description	Currency/Check:	Euro		•
GBP British Pound (CF)     MYR Malaysian Ringgit (CF)	Valid From:	01/08/2014 👻	Until 3:	l/12/2014 🗸
Fritter beid yeiter reingigte (en y	Min. Denomination:	1		
	Rate Calculation:	1 Base = x Foreign		<b>*</b>
	Available Notes:			
		Exchange Rates	Commission %	Min. Commission
	Regular Buy:	1.33	0.00	0.00
	Regular Sell:	1.34	0.00	0.00
	Crew Buy:	1.32	0.00	0.00
	Crew Sell:	1.32	0.00	0.00
	Safe Rate:	1.30		
DEMO System Date : 12/04/2013 User : a Currency : USD DSN : FIDELIO	PC : JESLYN Ver	sion 7.30.857		

Figure 1-2 - Currency Setup (Add New)

- 1. Login to **FC Currency Module**, click **Currency Setup** and then click **Add** to setup a new Currency.
- 2. At the Currency/Check, select the currency type from the drop-down list.

- 3. In **Valid From**, choose the Validity Period you want these exchange rates to take effect. Check **Disable From** to choose the end date for the validity period.
- 4. In Min. Denomination the minimum currency value for coins or banknotes is 1.
- 5. **Rate Calculation** is divided into two categories:
  - 1 Base = x Foreign (Default)
    - 1 Foreign = x Base

.

- 6. For Exchange Rate it is definable by its Operation Types:
  - **Regular Buy**: Rate used by ship to buy foreign currency from their guest.
    - Regular Sell: Rate used by ship to sell foreign currency (other than the base currency) to their guest.
  - Crew Buy: Rate used by ship to buy foreign currency from its crew member.
  - Crew Sell: Rate used by ship to sell foreign currency to its crew member.
  - Safe Rate: Rate used by Vendor setup
- 7. Commission is charged based on the calculated percentage (%).
- 8. **Min. Commission** applies when the calculated commission by percentage is less than the value specified in the commission amount.

#### 1.1.1. Edit Currency Exchange Rate

- 1. Choose the currency type from the drop-down list on the left panel.
- 2. Enter all required fields. If you want to Undo, click **Undo** and proceed to click **Save** to update the form.

#### 1.1.2. Remove Currency Exchange Rate

- 1. Choose the currency type from the drop-down list on the left panel.
- 2. Click **Delete** to remove the rate.

### 1.2. Setup Commission Charge

Commission Charge is calculated either by percentage value of the transaction or a minimum value defined in the exchange rate setup. This is configurable in Currency Setup.

ashler Currency Exchange Exchange Rate History Reports Overview Main Menu	lete Save Undo F	Close		
Rate History 🛞 Currency Setup 🗵				
Il Currencies	Setup Exchange Ra	ates		
Description	Currency/Check:	Euro		
CC     CC     GP British Pound (CF)	Valid From:	01/08/2014 👻	Until	31/12/2014
S MYR Malaysian Ringgit (CF)	Min. Denomination	: 1		
	Rate Calculation:	1 Base = x Foreign		
	Available Notes:			
		Exchange Rates	Commission %	Min. Commission
	Regular Buy:	1.34500000000	3.00	2.00
	Regular Sell:	1.34000000000	3.00	2.00
	Crew Buy:	1.32000000000	1.00	1.00
	Crew Sell:	1.32000000000	1.00	1.00
	Safe Rate:	1.30000000000		

Figure 1-3 - Setup Commission Charge

To setup a commission:

- 1. Enter the value in either commission % field or both. If both the **Commission** % and **Min. Commission** has a value, system will post the higher calculated value during the transaction.
- 2. If the Ship would like to track all commissions received through Currency Exchange, a System Account is required.

Exchange Calculation Department: 10006 Euro	
Department: 10006 Euro	
	Amount: 100.00
Operation: Buy + 100.00 EUR Exchanged:	74.35
For Amount: 0.00 USD Exchange Rate: 1.34500 Commission:	2.17
Account Folio Amount:	0.00
Name/ Cabin : Cash Amount:	72.18
Credit: USD Change Due:	0.00
Details Notes: Use Crew Rate Account Posting	Pay & Print

Figure 1-4 - Commission Exchange (Buy)

Example: Guest exchanged €100 to USD and the applicable commission is 3%. The calculation formula is (€100/1.345) = USD 74.35. Hence the applied commission is USD 2.17 ((€100/1.345)/3%)).

\$	urrency Exchange	×
Exchange	Calculation	
Department: 10006 Euro	✓ Foreign Cash Amount:	10.00
Operation: Buy + 10.00	EUR Exchanged:	7.43
For Amount: 0.00 USD Exchange Rate: 1	.34500 Commission:	2.00
Account	Folio Amount:	0.00
Name/ Cabin :	Cash Amount:	5.43
Credit: USD	Change Due:	0.00
Details Notes: Use Crew Rate Account Posting	gn	Pay & Print

Figure 1-5 - Commission Exchange (Sell)

Example: Guest exchanged €10 and minimum commission is \$2.00. The calculation formula is (€10/1.345) – USD7.43 x 3% = \$0.0223. Since the calculated value is below the amount specified, system will post \$2.00 as the applicable commission. Hence guest only gets USD 5.43 in total.

Table 1-1 – Commissions Calculated in Parameter Setting (PAR)

Parameter Group	Parameter Name	Setting
Exchange	Curr. Exch. Commission Type	1-Calculate Commission On Buy 2-Calculate Commission On Sell
Exchange	2Way Commission Type (for Foreign to Foreign Exchange)	1-Calculate Commission On Buy 2-Calculate Commission On Sell

## 1.3. Setting up System Account

System Account is required to track all commission posted during the exchange. Without the System Account, OHC SPMS software will only store commissions posted in the currency transaction table.

To setup a system account:

- 1. Go to FC Administration module, Financial Department Setup.
- 2. Click **New** to create a credit department.
- 3. Select the Payment Type as **CB** Cash Payment and enter a value in **Department** Code and Department Description.
- 4. In Payment Type in POS Subsystem section, assign the System Account code in the **System Account No** field to link the account. Account number *must* not be identical to **Department Code**.

ō.	Payments Setup			
Main Department: 10100 Cash         Payment Type:       CB Cash Payment         Department Code:       10100         Description:       Cash         Other Description:       I         Department Grouping	Payment Representation in External Subsystem     External Department Id: 10100     External Itemizer Id:     G.Ledger Id:     Toom - 001 - 9013			
Payment Type Details           Credit Card Digits:           Credit Card Id:           Credit Card Id:           Credit Card Internal Id:           Credit Card Merchant No:           Foreign Currency Code:           Floor Limit:           0.00           Crew Floor Limit:           0.00           Commission Department           None           Commission Rate           0.00           Daily Limit (0=No Limit):           0.00	Non-Refundable       Eligible Departments:       100 On - Board Credit       10010 Non-Refund Credit       10020 Refundable Credit       200 Gratuites       2001 Dining Room Server       2002 Dining Room Asst Server       Collector Department:       r       Reset Count Period:       (None)       Redirection Account:       Apply Count:       1			
Debit Card No Commission charge     Commission is fix value     Rewards Card     Auto Balance (Interfaces)     Gift Card	Department Security Dept. Security Level Credit Department Level 1			
Payment Type in POS Subsystem POS Tender Type No: 100 System Account No: 10100 Incentives Payout Group: (None)	Payroll Req. Signature During Folio Payout Not Specified			
For Micros POS Cabin Charge Only ✓ Allow Posting to Guest Cabin ✓ Allow Posting to Crew Cabin ✓ Allow Posting to Gift Card	Department for routing     OK     Cancel			

#### Figure 1-6 - Payments Setup

- 5. Click **New** in Debit tab to create a debit department
- 6. Select the Type of Posting as **D Posting Department** and enter a value in Department Code and Department Description.

<b>4</b>	Debit Dep	artment Code Setup	
-Current Main Department	: 940 Currency Exchange	Department Discounts -	
Type of Posting	D Posting Department	Guest Discounts Dept.	(undefined)
Department Code:	9402	Crew Discounts Dept.	(the same as for guests)
Description	Currency Exchange Commission	Department Security	
Other Description		Dept. Security Level	Debit Department Level 1
Department Grouping	-	Non-Refundable Co	upon
Department Representat	ion in POS Subsystem	Eligible Departments:	
POS Revenue Center		(All)	^
POS Sales Itemizer No			fund Credit
POS Sales Period			able Credit
POS Revenue C.Desc.		20 Gratuities Reset Count Period:	(None)
D.Code for Gratuities M.	None	Redirection Account:	(vone)
D.Code for Gratuities A.	None		
D.Code for Taxes	None	Apply Count:	Apply Value:
Gratuity Typ	None	Representation in Gene	ral Ledger System
Gratuity/Service Tax D	Department		
Department Representat	ion in PBX Subsystem	General Ledger Descrip	tion
PBX Call Type	(undefined)		
Department Representat	ion in Casino		
Max. Daily Limit	0.00		
Service Charge Dept.	-	I I	
Service Charge		Department VAT Tax -	
Max. Cruise Limit	0.00	VAT Tax Class	(No Tax)
Payroll	-	Casino Department	
Req. Signature During Fo	Not Specified	Exclude from Revenue	Overview OK Cancel

Figure 1-7 - Debit Department Code Setup

7. Once both credit and debit code has been setup, update these into the System Parameter in **System Setup**, **Database Parameters**.

Parameter Group	Parameter Name	Description
Exchange	Curr. Exch. Commission Credit Dept	Credit Charge Department Code
Exchange	Curr. Exch. Commission Dept	Debit Department Code

Table 1-2 - Credit Charge and Debit Department Code in Parameter Setting

## 8. Create a System Account in FC Management, Cashier, System Accounts for commission postings to be captured by clicking on **Insert New**.

- Key in Account No
- Enter the Name
- Choose the type of Payment from the drop-down list.
- Choose Access Priv from the drop-down list.
- Check Posting Allowed

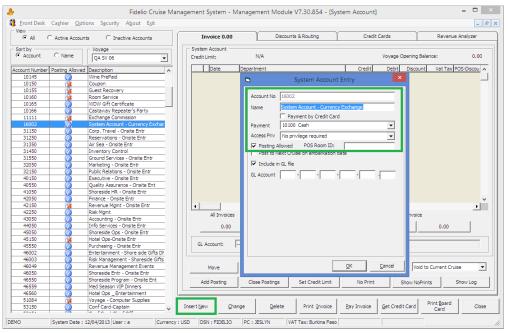


Figure 1-8 - System Account Entry

- 9. To test the setup, perform a currency exchange transaction. To verify that the commission is posted, login to FC Management, Cashier, System Accounts and select the designated account for commission postings.
  - The debit posting refers to the department code defined in Parameter, Exchange, Curr. Exch. Commission Dept.
  - The credit posting refers to the department code defined in Parameter, Exchange, Curr. Exch. Commission Credit Dept.

1	nvoice 0.00	Discounts & Routing	Cred	Credit Cards		Revenue Analyzer		
Syste Credit	m Account Limit:	N/A		Voyage (	Opening Bala	nce:	0.00	
	Date	Department	Credit	Debit	Discount	Vat Tax	POS-Discou	
$\mathbf{F}$	12/04/2013	16000 Ourrency Exchange	3.00		0.00	0.00	0.00	
	12/04/2013	940 Currency Exchange		3.00	0.00	0.00	0.00	
	12/04/2013	16000 Currency Exchange	2.00		0.00	0.00	0.00	
	12/04/2013	940 Currency Exchange		2.00	0.00	0.00	0.00	
	12/04/2013	16000 Currency Exchange	2.17		0.00	0.00	0.00	
	12/04/2013	940 Currency Exchange		2.17	0.00	0.00	0.00	

Figure 1-9 - Debit and Credit Posting In Invoice

**Note:** This account always balances itself with a debit and credit entry.

# 2. Performing Currency Exchange Transaction

The base currency on-board is pre-determined by the Cruise Operator and this may vary depending on the country the ship sails to.

## 2.1. PAR\_GROUP Currency

Table 2-1 - PAR Group Exchange

PAR Name	PAR Value	Description
Enable Account	1	1 – Tick by Default if PAR – Enable Account
Postings		Posting = 1
		0 – Untick by Default if PAR – Enable Account
		Posting = 0
Account Info Name	1	1 = PAR Account Info Name Cabin Mandatory
Cabin Mandatory		Option
		- Only allowed for account posting & cash posting
		with account linked.
		- Must have account selected only the Pay /
		Pay&Print buttons will be enabled.

## 2.2. Buy Currency Exchange

Buy Currency is a process of buying foreign currency against the base currency set by the cruise operator. e.g.: Cruise Operator base currency is US Dollars (USD) and guest would like to purchase US Dollar (USD) with Euro ( $\in$ ).

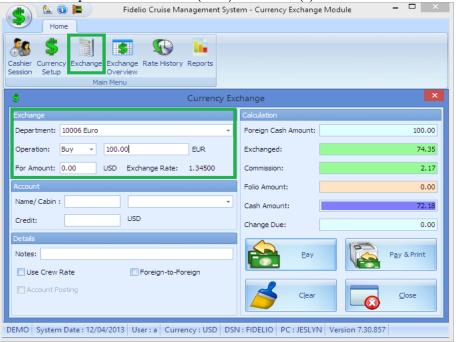


Figure 2-1 - Buy Currency Exchange

- 1. Click **Exchange** at the ribbon bar and at **Department** field, choose the currency from the drop-down list.
- 2. In **Operation** field choose **Buy** and key in the amount accordingly.

- 3. Once the basic information is entered, system will auto populate the exchange rate of the selected currency against the base currency, with the conversion value reflected on the **Calculation** pane on the right of the screen.
  - **Foreign Cash Amount** is the amount to be converted in foreign currency.
  - **Exchanged** is the converted amount in base currency.
  - **Commission** is the commission applied to the converted value.
  - **Folio Amount** is the amount charged to the folio.
  - **Change Due** is the change due to guest in base currency.
- 4. Click **Pay** to complete the process.
- 5. Click **Pay & Print** to complete the process and print a receipt.
- 6. Click **Clear** to cancel and clear the exchange form.
- 7. Click **Close** to exit.

#### 2.2.1. Performing Buy Currency Using 'For Amount' Function

Currency Setup - Fidelio Cruise Ma	anagement System - Currency Exchange M 🗕 🗆 🗙
Cashier Currency Exchange Exchange Rate History Reports Session Setup Overview Main Menu	Add     Delete     Save     Undo     Refresh     Close       Currency Setup
\$ Currency	y Exchange
Exchange	Calculation
Department: 10001 British Pound	▼ Foreign Cash Amount: 150.00
Operation: Buy - 0.00 GBP	Exchanged: 100.00
For Amount: 100.00 USD Exchange Rate: 1.50000	Commission: 0.00
Account	Folio Amount: 100.00
Name/ Cabin :	Cash Amount: 0.00
Credit: 100.00 USD	Change Due: 0.00
Details Notes: Use Crew Rate Foreign-to-Foreign	Pay & Print
Count Posting	Clear Close
DEMO System Date : 12/04/2013 User : a Currency : USD	DSN : FIDELIO PC : JESLYN Version 7.30.857

Figure 2-2 - Buy Currency Exchange (For Amount)

- 1. Repeat step 1 of the above.
- 2. In the Currency Exchange form, enter the amount to exchange, equivalent to the base currency, e.g.: USD 100. Value will auto-populate into the **Exchanged** field.
- 3. The amount to be collected from guest for amount of USD 100 in foreign currency is shown in the **Foreign Cash Amount** field.

## 2.3. Sell Currency Exchange

Sell Currency is a process of selling the foreign currency against its base currency set by the cruise operator. e.g.: Cruise Operator base currency is US Dollars (USD) and guest would like to sell US Dollar (USD) with Euro ( $\in$ ).

ashier Currence ession Setup		Exchange Rate Histo Overview	ry Reports		
	Main	n Menu			
5			Currency E	xchange	
Exchange				Calculation	
Department:	10006 Euro		+	Foreign Cash Amount:	100.00
Operation:	Sell 👻	100.00	EUR	Exchanged:	74.63
For Amount:	0.00 U	JSD Exchange Rate:	: 1.34000	Commission:	2.24
Account				Folio Amount:	0.00
Name/ Cabin :			•	Cash Amount:	76.87
Debit:		USD		Change Due:	0.00
Details					
Notes:				] Pay	P <u>a</u> y & Print
Use Crew F	Rate	🔲 Foreign-to-	Foreign		
Account Po	sting			Clear	Close

Figure 2-3 - Sell Currency Exchange

- 1. Click **Exchange** at the ribbon bar, and at **Department** field, select the currency type from the drop-down list.
- 2. In **Operation** field, choose **Sell** and insert the amount accordingly.
- 3. Once the basic information is entered, system will auto populate the exchange rate of the selected currency against the base currency, with the conversion value reflected on the **Calculation** pane on the right of the screen.
  - Foreign Cash Amount is the amount to be converted in foreign currency.
  - **Exchanged** is the converted amount in base currency.
  - **Commission** is the commission applied to the converted value.
  - Folio Amount is the amount charged to the folio.
  - **Change Due** is the change due to guest in base currency.
- 4. Click **Pay** to complete the process.
- 5. Click **Pay & Print** to complete the process and print a receipt.
- 6. Click **Clear** to cancel and clear the exchange form.
- 7. Click **Close** to exit.

#### 2.3.1. Performing a Sell Currency Using 'For Amount' Function

Currency Setup - Fidelio Cruise Manag	ement System - Currency Exchange M 🗕 🗖 🗙
Cashier Currency Exchange Exchange Rate History Reports Session Setup Main Menu	d Delete Save Undo Refresh Close
5 Currency Ex	change 🛛 🗙
Exchange	Calculation
Department: 10001 British Pound 👻	Foreign Cash Amount: 140.00
Operation: Sell - 0.00 GBP	Exchanged: 100.00
For Amount: 100.00 USD Exchange Rate: 1.40000	Commission: 0.00
Account	Folio Amount: 100.00
Name/ Cabin :	Cash Amount: 0.00
Debit: 100.00 USD	Change Due: 0.00
Details Notes:  Use Crew Rate Foreign-to-Foreign	Eay Day & Print
Account Posting	
DEMO System Date : 12/04/2013 User : a Currency : USD DS	N : FIDELIO PC : JESLYN Version 7.30.857

Figure 2-4 - Sell Currency Exchange (For Amount)

- 1. Repeat step 1 of the above.
- 2. In the **For Amount** field, enter the amount to exchange, equivalent to the base currency, e.g.: USD 100. Value will auto-populate into the **Exchanged** field.
- 3. The amount to be collected from guest for amount of USD 100 in foreign currency is shown in the **Foreign Cash Amount** field.

### 2.4. Exchange Charge to Account

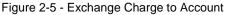
Currency Exchange allows an exchange to be posted to guest account when the following is set up in the Database parameter.

To setup Exchange Charge to Account in system account:

- 1. Go to FC Administration module, System Setup, Database Parameter.
- 2. Under the Exchange group, click **Curr. Exch. Charge Department** and set the **Parameter Details** to **Enabled =** 1.

To post this transaction to an account, follow the Buy/Sell process, then enter the cabin number or guest name in the Account Section. If the Financial Charge Department is not setup, system will prompt an error when trying to post to the account.





**Note:** If the Financial Charge Department is not set up, system will prompt an error when trying to post to the account.

#### 2.4.1. Buy Currency

If the buy process is charged to an account, Folio Amount on the Calculation section is filled when the calculated amount is inserted into the Credit field.

	ome 📄							
18 🦻			10					
shier Curren ssion Setu;	p	Exchange Overview	Rate History	/ Reports				
	Ma	ain Menu						
\$				Currency	/ Exc	hange		×
ixchange						Calculation		
Department:	10006 Euro				*	Foreign Cash Amount:		100.00
Operation:	Buy 👻	100.00		EUR		Exchanged:		74.35
For Amount:	0.00	USD Exch	ange Rate:	1.34500		Commission:		2,17
Account						Folio Amount:		72.18
Name/ Cabin	: 1040	104	0 Ba		×	Cash Amount:		0.00
Credit:	72.18	USD				Change Due:		0.00
Details								
Notes:						Eav Eav	Pay	& Print
Use Crew	Rate		Foreign-to-Fo	oreign		<b></b>		
🔲 Account P	osting					Clear		lose

Figure 2-6 - Exchange Charge to Account (Buy Transaction)

The posting in guest account is shown as a negative posting (Credit) for a **Buy** transaction.

 Date
 Department
 Credit
 Debit
 Discount
 Vat Tax /POS-Discou /Buyer
 Trans.ID
 User
 Gross /Check #
 Manual Post

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Figure 2-7 - Exchange Charge to Account (Negative Posting for a Buy Transaction)

### 2.4.2. Sell Currency Exchange

The Sell Currency process is the same as Buy Currency transaction. However, the amount posted in the guest account will be of a Debit Amount.

S Cruise Management Syst	tem - Currency Exchange Module 🛛 🗕 🔍 🗙
Cashier Currency Exchange Exchange Rate History Reports Session Setup Main Menu	
S Currency Ex	change 🔀
Exchange	Calculation
Department: 10006 Euro 👻	Foreign Cash Amount: 100.00
Operation: Sell - 100.00 EUR	Exchanged: 74.63
For Amount: 0.00 USD Exchange Rate: 1.34000	Commission: 2.24
Account	Folio Amount: 76.87
Name/ Cabin : 1040 1040 Ba 🗸	Cash Amount: 0.00
Debit: 76.87 USD	Change Due: 0.00
Details Notes: DUSE Crew Rate Foreign-to-Foreign	Pay & Print
Account Posting  DEMO System Date : 12/04/2013 User : a Currency : USD DSI	Clear Close

Figure 2-8 - Exchange Charge to Account (Sell Transaction)

In the Sell transaction, the posting in guest account is shown as Debit. dit Debit Discount Vat Tax POS-Discou Buyer 4.69 0.00 0.00 0.00 Ba Date Department
 12/04/2013 940 Currency Exchan

Figure 2-9 - Exchange Charge to Account (Negative Posting for a Sell Transaction)

Note: Guest have an option to partially settle the transaction by cash or charge the full sum to their account.

20076170 a

4.69

#### 2.5. Foreign to Foreign Exchange

This function enables trading of foreign currencies other than against its base currency by combining a both Buy and Sell process within one function. The Foreign to Foreign exchange is a two-step process, where currency conversion is processed with Buy Currency followed by Sell Currency.

- Click **Exchange** at the ribbon bar and at **Department** field, select the currency type 1. from the drop-down list.
- 2. In **Operation** field, select **Buy** and insert the amount accordingly.
- 3. Under Details section, check Foreign-to-Foreign.
- 4. Click **Pay** and system will automatically open another Form with a **Sell** operation.
- Click **Pay** to complete the exchange. 5.

\$ Currency Exe	change ×
Exchange	Calculation
Department: 10001 British Pound 🔹	Foreign Cash Amount: 100.00
Operation: Buy v 100.00 GBP	Exchanged: 66.67
For Amount: 0.00 USD Exchange Rate: 1.50000	Commission: 1.31
Account	Folio Amount: 0.00
Name/ Cabin :	Cash Amount: 65.36
Credit: USD	Change Due: 0.00
Details Notes: Use Crew Rate	Pay & Print
C Account Posting	

Figure 2-10 - Foreign to Foreign (Buy)

\$ Currency Ex	change ×
Exchange	Calculation
Department: 10007 Australian Dollar 🔹 👻	Foreign Cash Amount: 80.00
Operation: Sell - 0.00 AUD	Exchanged: 64.00
For Amount 65.36 USD Exchange Rate: 1.25000	Commission: 1.31
Account	Folio Amount: 0.00
Name/ Cabin :	Cash Amount: 65.36
Debit: USD	Change Due: 0.05
Details Notes: Use Crew Rate Account Posting	Pay & Print

Figure 2-11 - Foreign to Foreign (Sell)

Note: Commission is calculated based on Parameter setting.

## 3. Shift Balancing

Maintaining a balanced accounts and floats on each shift is essential, and this function describes the steps in recording all transactions posted by each shift cashiers. This requires a parameter to be enabled in FC Administration System Setup.

### 3.1. Enabling Shift Balancing function.

- 1. Login to FC Administration System Setup, Database Parameter, Cashier and set User Full Cashier to 1.
- 2. With the below setting, user will be prompted to open a cashier session prior to performing a posting / transaction by enabling the setting as below:

Parameter Group	Parameter Name	Setting
Cashier	User Full Cashier	1

Table 3-2 – Cahier Sign In Setting

	FC Currency Exchange	×
<u> </u>	You must open cashier session before you can change curren	ncy.
	QK	

Figure 3-1 - User Need To Open Cashier Session

## 3.2. Open Cashier Session

At the beginning of each shift, designated cashier is required to open their cashier session by entering the available float amount.

#### 3.2.1. Open Cashier Session

There are two options in Opening Cashier Session below:

- Open Session (Empty)
- This function opens a cashier session for the selected unit.
- **Open Session (Linked)** This function opens a cashier session and linked the previous closing balances to the Opening Amount, facilitating cashers who work split shifts.

#### 3.2.2. Open Session (Empty)

- 1. At the ribbon bar, select **Cashier's Session**.
- 2. Expand the **Cashier** container by clicking the '+'.
- 3. Select the user name, and click **Open Session (Empty)** at the ribbon bar.

ier Currency Exchange Exchange Rate on Setup Overview Main Menu	e History Reports	Open Session (Empty) Open Session Mon (Link) Trans		(Balance)	Refresh Close			
rch Show All	Cashier Ses	sion						
ch Show All	Details							
scription	Name:	Morning Front Desk	- Opening	Date: 02/08/2014 1	5:54:25	System Date:	12/04/2013	
L 📉 a	Cashier:	a	Closing D	ate:		Status:	Opening	
n Session	ID	Description	Calculated Amount	Opening Amount	Transferred Amount	Closing Amount	Accepted Amount	Comments
	10100	Cash	0.00	1000.00	0.00	0.00		
	10 100 1	Cash - Gift Card	0.00	0.00	0.00	0.00		
	101002	Cash - Package Plan	0.00	0.00	0.00	0.00		
	10103	Disney Dollars	0.00	0.00	0.00	0.00		
	10123	F&B Folio Charge	0.00	0.00	0.00	0.00		
	10124	Retail Folio Charge	0.00	0.00	0.00	0.00		
	10125	Folio Charge	0.00	0.00	0.00	0.00		
	10140	Special Services Prepaid	0.00	0.00	0.00	0.00		
	10142	Gratuity Payable	0.00	0.00	0.00	0.00		
	10145	Wine PrePaid	0.00	0.00	0.00	0.00		
	10150	Coupon	0.00	0.00	0.00	0.00		
	10165	WDW Gift Certificate	0.00	0.00	0.00	0.00		
	14001	Shorex Prepaid Refund	0.00	0.00	0.00	0.00		
	16001	Cash Currency Exchange	0.00	0.00	0.00	0.00		
	16002	Cash Exchange Commission	0.00	0.00	0.00	0.00		
	1							

Figure 3-2 - Exchange Transactions with Cashier Session (Open Session)

- 4. Select shift period from the drop-down list. These are set up in **FC Administration**, **System Code**, **Session Codes**.
- 5. Insert the opening amount in the department code and then click **Apply** to save.

#### 3.2.3. Open Session (Linked)

- 1. Repeat above step 1 and 2.
- 2. Select the user name, click **Open Session (Linked)** at the ribbon bar.
- 3. Select shift period from the drop-down list. These are set in **FC Administration**, **System Code**, **Session Codes**.
- 4. Insert the opening amount in the department code and then click Apply to save.

### 3.3. Exchange Transactions with Cashier Session

All currency exchange transactions performed during the shift are stored in the cashier session.

Parameter Group	Parameter Name	Description
Cashier	Show on-board currency	1

Table 3-2 - Show On-Board Currency Setting

When performing an exchange by cash, system capture the cash transaction as onboard currency by default, and to show the currency by specified department, a parameter is required to record in **Calculated Amount** column in cashier Session. For example: Guest exchanges €100 to Ship Currency at an exchange rate at 1.50 and commission at 2%, and the opening balance is set at 200 respectively. In this instance a **Buy** process is used and the pay out to guest is \$65.36 (£100 / 1.5 minus 2% commission charge - \$65.36).

Hence the amount reflects in the cashier closing Calculated Amount are:

Cash Currency Exchange British Pound : \$134.64 (Opening balance \$200 minus pay out \$65.36) : £300.00 (Opening balance £200 plus amount exchange of £100)

Home	_	-		~ -				
8 5 🛯 👅 📢 🖬		- 🕵 🏄 🕴				0		
hier Currency Exchange Exchange Rate History Reports	Open Session		Session Close		e Refresh Cl	ose		
sion Setup Overview Main Menu			mpty) (Ba ier Session	lance)				
,		Cash	ier Session					
shier Session ×								
arch 🔲 Show All	Cashier Sess	ion						
	Details							
escription	Name:	Morning Session 🔹	Opening Date:	24/09/2014 1	5:50:00 Syste	m Date: 1	2/04/2013	
- 🎎 Cashier - 💖 Session	Calling		de la constante		Ch.L		-11	
- mg session iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	Cashier:	a	Closing Date:		Statu	s: A	lctive	
a (Active)			Calculated	Openin 🔔	Transferred	Closing	Accepted	-
12/04/2013 Late Morning Front Desk	ID	Description	Amount	g	Amount	Amount	Amount	Cor
12/04/2013 Morning Front Desk	95014	US Dollar	200.00	200.00	0.00	0.00		
	10007	Australian Dollar	200.00	200.00	0.00	0.00		
	10001	British Pound	300.00	200.00	0.00	0.00		
	16001	Cash Currency Exchange	134.64	200.00	0.00	0.00		
	950143	US Dollar	0.00	0.00	0.00	0.00		
	950142	Singapore Dollar	0.00	0.00	0.00	0.00		
	10102	Travelers Checks	0.00	0.00	0.00	0.00		
	90121	Refund	0.00	0.00	0.00	0.00		
	90120	Cabin Charge Micros	0.00	0.00	0.00	0.00		
	95150	Settlement Via Payroll	0.00	0.00	0.00	0.00		
	9081	Cash - Pay to Purser	0.00	0.00	0.00	0.00		
	19999	System Account Closing	0.00	0.00	0.00	0.00		
	15052	Guest Communications GSR	0.00	0.00	0.00	0.00		
	15051	Ground Services - Shores	0.00	0.00	0.00	0.00		_
	15050	Ground Services - DO NO	0.00	0.00	0.00	0.00	_	

Figure 3-3 - Exchange Transactions with Cashier Session (Balance)

**Note:** Commission charged is not included in Cashier Session.

### 3.4. Close Cashier Session

At the end of each shift, cashiers are required to balance their shift postings and report the collection for the day by closing their active cashier session.

#### 3.4.1. Close Session (Balance)

- 1. Go to FC Management module, Cashier, Cashier Sessions.
- 2. Expand the **Session** container by clicking the '+'.
- 3. Select the active user session and the click **Close Session (Balance)** at the ribbon bar. Closing Amount is calculated automatically.

Home	-	ssion Open Session Money	Since Session	Close Session	n Save Refre	sh Close			
ssion Setup Overview Main Menu				(Balance)					
ashier Session ×									
earch Show All	Cashier Sess	ion							
	Details								
Description	Name:	Late Morning Front Desk	- Op	ening Date: 26	6/08/2014 10:07:	00	System	Date: 12/04/2013	
🖻 🏭 Cashier					-,,		_		_
🖻 🗽 a	Cashier:	a	Clo	sing Date:			Status:	Closing	
- m <sup>2</sup> 12/04/2013 Late Morning Front Desk m <sup>2</sup> 12/04/2013 Morning Front Desk (Clo	[	-	Calculated	Opening	Transferred	Closing	Accepted		
Session	ID	Description	Amount	Amount	Amount	Amount	Amount	Comments	
😑 📌 12/04/2013 Late Morning Front Desk	10001	British Pound	200.00	0.00	0.00	200.00			
a (Active)	10002	Malaysian Ringgit	0.00	0.00	0.00	0.00			
니까? 12/04/2013 Morning Front Desk	10003	US Dollar	0.00	0.00	0.00	0.00			
	10004	Japanese Yen	0.00	0.00	0.00	0.00			
	10005	Denar	0.00	0.00	0.00	0.00			
	10006	Euro	0.00	0.00	0.00	0.00			
	10007	Australian Dollar	-45.18	0.00	0.00	-45.18			
	95014	US Dollar	500.00	500.00	0.00	500.00			
	953	Line	0.00	0.00	0.00	0.00			
	954	German Mark	0.00	0.00	0.00	0.00			
	10130	Guest Receivable	0.00	0.00	0.00	0.00			
	10135	Crew Receivable	0.00	0.00	0.00	0.00			
	10136	Crew Receivables - Uncol	0.00	0.00	0.00	0.00			
	10190	On-Board Credit (Refund	0.00	0.00	0.00	0.00			
	10191	On-Board Credit (Non-Re	0.00	0.00	0.00	0.00			
	10192	NPP Refundable OBC	0.00	0.00	0.00	0.00			

Figure 3-4 - Exchange Transactions with Cashier Session (Active Status)

4. Click **Save** to confirm the calculated closing value and proceed with closing.

Home								
hier Currency Exchange Exchange Rate History	Reports Op	en Session Open Session Mo (Empty) (Link) Trar	ney Close Ses		Save Refresh Close			
Main Menu			Cashier S	ession				
ashier Session ×								
arch Show All	Cashier Ses	ssion						
arch Show All	Details							
lescription	Details Name:	Late Morning Front Desk		pening Date: 26/08/	2014 10:07:00	System Date:	12/04/2013	
lescription	Details Name:	Late Morning Front Desk		pening Date: 26/08/		_	12/04/2013	
Description		Late Morning Front Desk		pening Date: 26/08/ osing Date: 24/09/		System Date: Status:	12/04/2013 Closed	
escription Cashier M Session M	Name:	-				_	Closed	omments
Pescription - 읎 Cashier - 아이 Session - 아이 12/04/2013 Late Morning Front Desk	Name: Cashier:	a	Calculated	osing Date: 24/09/	2014 15:25:36 Transferred Amount	Status: Closing Amount V	Closed Accepted Amount Co	omments
lescription - Mg Cashier - Mg Session - 다양 12/04/2013 Late Morning Front Desk - La (Cosed)	Name: Cashier: ID	8 Description	Calculated Amount	osing Date: 24/09/ Opening Amount	2014 15:25:36 Transferred Amount	Status: Closing Amount ¥ 500.00	Closed Accepted Amount Co S00.00	omments
Pescription 우료 Cashier - 아양 Session - 마양 12/04/2013 Late Morning Front Desk - Log a (Closed)	Name: Cashier: ID 95014	a Description US Dollar	Calculated Amount 500.00	Opening Amount	2014 15:25:36 Transferred Amount 0.00	Status: Closing Amount ¥ 500.00 200.00	Closed Accepted Amount Cc 500.00 200.00	omments
escription Cashier Session Child 12/04/2013 Late Morning Front Desk a (Closed)	Name: Cashier: ID 95014 10001	a Description US Dollar British Pound	Calculated Amount 500.00 200.00	Opening Amount 500.00 0.00	2014 15:25:36 Transferred Amount 0.00 0.00	Status: Closing Amount ▼ 500.00 200.00 -0.01	Closed Accepted Amount Cc 500.00 200.00 -0.01	omments

Figure 3-5 - Closed with Accepted Amount

#### 3.4.2. Close Session (Empty)

- 1. Repeat above step 1 and 2.
- 2. Select the active user session and then click **Close Session (Empty)** at the ribbon bar. Closing Amount is calculated automatically.
- 3. Select the shift period from the drop-down list.
- 4. Enter the counted amount in **Closing Amount** column and click **Save**.

 FC Currency Exchange
Discrepancy between calculated and reported values detected. Payments details may be saved but session will not be closed before all discrepancies are resolved. Are you sure you want to save session details?
<u>Xes</u> <u>No</u>

Figure 3-6 - Closing Amount with Discrepancy

- 5. System will prompt if there is any discrepancy.
- 6. Selecting **Yes** sets the session status to **Discrepancy**, allowing user to research the imbalance and close the session.

Home shier Currency Exchange Exchange Rate Histor Overview Main Menu	y Reports Op	(Empty) (Link) Transfer (Em	Session Close S pty) (Bala r Session		resh Close			
ashier Session ×								
arch Show All	Cashier Ses	ion						
	Details							
Description Đ-🎎 Cashier	Name:	Late Morning Front Desk 🗸	Opening Date	: 26/08/2014 10:07	1:00	System Date:	12/04/2013	
- R Session	Cashier:	a	Closing Date:			Status:	Discrepancy	
😑 🚀 12/04/2013 Late Morning Front Desk								
a (Discrepancy)	ID	Description	Calcula v ted	Opening Amount	Transferred Amount	Closing Amount	Accepted Amount	Comments
	95014	US Dollar	500.00	500.00	0.00	500.00		
	10001	British Pound	200.00	0.00	0.00	200.00		
	10100	Cash	-0.01	0.00	0.00	-0.01		
	10007	Australian Dollar	-45.18	0.00	0.00	-45.18		
	16001	Cash Currency Exchange	-87.42	0.00	0.00	-87.42		
	950143	US Dollar			0.00			
	950142	Singapore Dollar			0.00			
	10102	Travelers Checks			0.00			
	90121	Refund			0.00			
	90120	Cabin Charge Micros			0.00			
	95150	Settlement Via Payroll			0.00			
	9081	Cash - Pay to Purser			0.00			
	19999	System Account Closing			0.00			
	15052	Guest Communications GSR			0.00			
	15051	Ground Services - Shoreside Assistance			0.00			
				_				

Figure 3-7 - Discrepancy Status with Accepted Amount

- 7. Once the imbalance is found, user must close their session by:
  - Selecting the session as **Close Session (Balance)**.
  - Enter the correct amount in **Accepted Amount**.
  - Click **Save** to accept the balance.
  - Print Closing report as a final stage of closing.

## 4. Exchange Overview Function

Exchange Rate History Overview provides user a historical view of transacted currency, voided transactions and report generation.

## 4.1. Voiding Transactions

Void is used to revert a posted transaction.

- 1. Select the line item from the Exchange Overview screen, click **Void** at the ribbon bar.
- 2. System will prompt for a void reason input. Select the reason from the drop-down list.
- 3. Click **OK** to confirm.

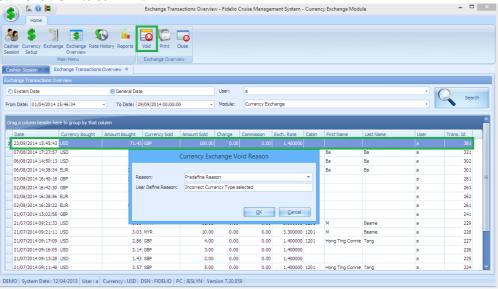


Figure 4-1 - Currency Exchange Overview Void Reason

A negative transaction is added and the same transaction will be reverted from the guest account if it is posted to the on-board account.

### 4.2. Transaction Search

The historical data can be extracted either by:

- System Date Fidelio System Date
- General Date Current PC Date
- User Selected user who posted
- From Date Date Period Selection
- Module Module transaction posted

Home														
iter Currency Exchanges	ge Exchange Overview Kain Menu		Reports	Void Print	Close									
hange Transactions Ov	erview ×													
hange Transactions Ove	erview													
System Date		0	General	Date			User: a						- 0	
								- 10						Seard
om Date: 12/04/2013		*	To Date	12/04/2013		*	Module: (	All)						•
rag a column header her	e to group by	r that column												
Date	Curren 🔺	Amount Bou	≜L So	t Ascending		Change	Commission	Exch. Rate	Cabin	First Name	Last Name	User	Trans. Id	
04/09/2014 10:34:06			- · ·	t Descending		8.82	0.09				age	a	361	
26/08/2014 15:59:52	AUD			ar Sorting		-0.01	0.11	1.122800	1038	NON US	TESTER	а	342	
26/08/2014 10:28:24	AUD		CIE	ar sorting		0.00	0.00	1.122800	1038	NON US	TESTER	a	341	
06/08/2014 14:38:34			🔁 Gro	oup By This Coli	ımn	0.00	2.17			Ba	Ba	а	301	
02/08/2014 16:38:56			🔠 Gro	oup By Box		0.00	2.00					a	262	
02/08/2014 16:28:22	EUR	- 1	🖶 Co	lumn Chooser		0.00	2.17	1.345000				а	261	
03/08/2014 16:40:16	GBP	1	🚍 Be	st Fit		0.00	3.12	1.400000				a	281	
02/08/2014 16:42:30	GBP			ar Filter		0.00	3.00	1.400000				а	263	
21/07/2014 15:02:56						0.00	0.00					a	241	
23/09/2014 15:51:51	USD		Y Filt	er Editor		0.00	0.00	1.400000				а	382	
23/09/2014 15:45:43	USD		Be	st Fit (all column	is)	0.00	0.00	1.400000				а	381	
07/08/2014 17:27:57	USD		us		20100	0.00	0.00	1.400000	1040	Ba	Ba	а	321	
06/08/2014 14:50:13	USD	7	76.87 EU	R	100.00	0.00	2.24	1.340000	1040	Ba	Ba	a	302	
	USD		3.33 MI	R	11.00	0.00	0.00	3.300000	1201	м	Beanie	а	229	
21/07/2014 09:21:33	USD		3.03 MY	R	10.00	0.00	0.00	3.300000	1201	м	Beanle	а	228	
21/07/2014 09:21:33 21/07/2014 09:21:11			2.86 GB	P	4.00	0.00	0.00	1.400000	1201	Hong Ting Connie	Tang	a	227	
1.1	USD				3.00	0.00	0.00	1.400000				a	226	
21/07/2014 09:21:11			2.14 GB	P	5.00	0.00								

Figure 4-2 - Currency Exchange Overview Options

Search results may be sorted by clicking the column header or using these options:

- **Sort Ascending** Sorting is based on start of the alphabetical order / number sequence.
- **Sort Descending** Sorting is based on end of the alphabetical order / number sequence.
- Group By This Select column to group display and if more than one column is selected, it will further group the next column header and display in a tree view.
   Group By Box Hides the tree view panes above the column header.
- Column Chooser Permit user to choose additional columns such as Posting ID and Origin.
- **Best Fit** -To choose accordingly as what is most suitable.
- Filter Editor Customized selection by field name, date selection, user ID by using controls such as Equals to, Is Greater Than, etc. Multiple selection is possible with Filter Editor.

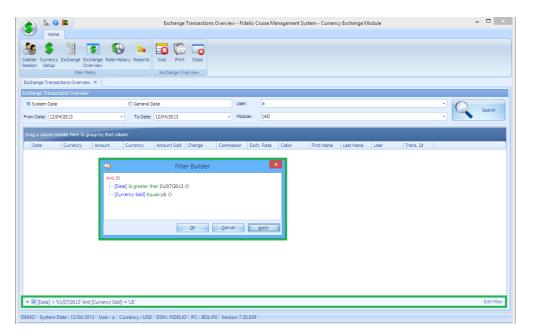


Figure 4-3 - Currency Exchange Filter Builder

Y	Filter Builder 🛛 🗙
And O [Date], [Curre	<ul> <li>Screater than 01/07/2013 Ø</li> <li>⇒ Equals</li> <li>≠ Does not equal</li> <li>&gt; Is greater than</li> <li>&gt; Is greater than or equal to</li> <li>&lt; Is less than</li> <li>&lt; Is less than or equal to</li> <li>A Is between</li> <li>A Is between</li> <li>&gt; Is not between</li> <li>&gt; Is blank</li> <li>Ø Is not blank</li> <li>∞ Is any of</li> </ul>
	Cancel Apply

Figure 4-4 - Currency Exchange Filter Builder (Available Criteria)

ц.		Filter Builder ×
	e) Is greater than 01// rency Soldl Equals US Amount Bought Cabin Change Commission Currency Bought Currency Sold Date Exch. Rate First Name Last Name Origin Posting Id Trans. Id User	

Figure 4-5 - Currency Exchange Filter Builder (Field Chooser)

## 5. Rate History

Rate History stores past records of the exchange rate used and is in accordance to the selection prompt when user update of the rate. To view currency history, choose the currency code from the drop-down list. The display can be grouped by column header or field chooser, similar to Exchange Overview function.

🕥 🖆 🔕 📕 🖉							- 6
Home							
ser Currency Exchange Exchan ion Setup Overvie Main Menu	sw	esh Close Ite History					
e History ×							
endes (All Currencies)		•					
and and have been deep been to serve a	bu that out one						
ag a column header here to group	Valid From	Valid Until	Regular Buy	Regular Sell	Crew Sel	Crew Buy	Safe Rate
EUR Euro	26-Feb-14	31-Dec-99	0.8850		0.86	0.86	Sale Rate 0.81
UR Euro	26-Feb-15	31-Dec-99	0.830		0.85	0.85	0.80
UR Euro	26-Feb-14	03-Mar-15	0.8750		0.85	0.85	0.80
EUR Euro	01-Jun-15	01-Jun-15	1.40		1.40	1.40	1.40
EUR Euro	06-Aug-15	06-Aug-15	1.40		1.40	1.40	
EUR Euro	01-Apr-14	01-Apr-14	2		2		
EUR Euro	01-May-14	01-May-14	2.12		2.12	2.12	2.12
EUR Euro	01-Jun-14	01-Jun-14	2.12		2.12	2.12	2.12
EUR Euro	08-Jun-15	08-Jun-15	1.40	1.40	1.40	1.40	1.40
EUR Euro	06-Jul-15	06-Jul-15	1.40	1.40	1.40	1.40	1.40
GBP British Pound	26-Feb-14	23-Dec-14	0.64	0.64	0.62	0.61	0.60
GBP British Pound	26-Feb-14	23-Dec-14	0.64	0.64	0.62	0.61	0.60
GBP British Pound	26-Feb-14	03-Mar-15	0.64	0.64	0.62	0.61	0.60
GBP British Pound	26-Feb-14	31-Dec-99	0.64	0.64	0.62	0.61	0.60
GBP British Pound	26-Feb-14	23-Dec-14	0.64	0.64	0.62	0.61	0.60
GD Singapore Dollar	06-Aug-15	06-Aug-15	0.80	0.80	0.80	0.80	0.80
	06-Jul-15	06-Jul-15	0.80	0.80	0.80	0.80	0.80
GD Singapore Dollar					0.80	0.80	

Figure 5-1 - Overview of Exchange Rate History

## Appendices

## Appendix A

Below is the list of Parameters related to FC Currency Exchange module and the PAR\_GROUP name is "**Exchange**".

	Lichange .	
PAR Name	PAR Value	Description
2Way Commission	1: Calculate Commission On	Apply commission when 'Foreign to
Type	Buy.	Foreign' checkbox is $$ .
	2: Calculate Commission On Sell.	
	0: Calculate Commission On Buy	
	and Sell.	
Auto Populate	0: No	Auto populate amount when post to
Account Amount Field	1: Yes only when Enable Account	account.
	Postings is enabled.	
Curr. Exch. Charge		Exchange Posting Department when
Department		post to account.
Curr. Exch.		Credit Department to post
Commission Credit		commission into system account.
Dept.		Note: This apply to cash exchange
		only. The credit department must
		configure a system account
Curr. Exch.		Debit Department for charging
Commission Dept.		Exchange Commission separately
Curr. Exch.	1: Calculate Commission On Buy.	Apply to normal commission
Commission Type	2: Calculate Commission On Sell.	charge.
	0: Calculate Commission On Buy	
	and Sell.	
Curr. Exch. Receipt	0: Default enter key at 'Pay'	
	button.	
	1: Default enter key at 'Pay &	
	Print' button.	
Curr. Exch. Return		This is obsolete
Change		
Enable Account	1: Enable	Post currency exchange to account.
Postings	2: Disable	

## Appendix B

Listed below are the User Security Access rights permissible to Currency Exchange functionalities.

Security Ref. No	Description
223	Change Currency
267	Currencies
370	Enable Crew Rate
395	Exchange Rate History