

**Oracle® Hospitality Cruise Shipboard Property
Management System**

Currency Exchange User Guide

Release 8.0

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Contents

Contents	3
Tables	4
Figures	5
Preface	6
Audience	6
Customer Support.....	6
Documentation.....	6
Revision History	6
Prerequisite, Supported Systems and Compatibility	7
Prerequisite	7
Compatibility.....	7
1 Parameter	8
PAR_Group Exchange.....	8
PAR_GROUP Cashier	9
User Access Rights.....	9
2 Currency Exchange Setup	10
2.1. Currency Code and Exchange Rate Setup	10
Adding Currency Code and Exchange Rates	10
Editing Currency Exchange Rate.....	11
Remove Currency Exchange Rate	11
2.2. Commission Charge Code and Account.....	11
Setting up Commission Charge Code.....	13
Setting up System Account.....	14
3 Performing Currency Exchange Transaction	15
3.1. Buy/Sell Currency Exchange	15
Exchange using 'For Amount' feature	16
3.2. Exchange Charge to Account	16
3.3. Foreign-to-Foreign Exchange	17
4 Shift Balancing	19
4.1. Open Cashier Session	19
Open Session (Empty).....	19
Open Session (Linked)	20
4.2. Exchange Transactions with Cashier Session.....	20
4.3. Close Cashier Session	20
Close Session (Balance)	20
Close Session (Empty).....	21
5 Exchange Overview Function	22
5.1. Transaction Search	22
5.2. Voiding a Transactions.....	23
6 Rate History	24

Tables

Table 1-1 - PAR Group Exchange.....	8
Table 1-2 - PAR_Group Cashier.....	9
Table 1-3 - User Access Rights.....	9

Figures

Figure 2-1 - Currency Setup..... 10

Figure 2-2 - Commission by %..... 12

Figure 2-3 - Minimum Commission Charged 12

Figure 2-4 - Payment Type Setup..... 13

Figure 3-1 - Currency Exchange..... 15

Figure 3-2 - Buy Currency Exchange (For Amount) 16

Figure 3-3 - Exchange Charged to Account..... 17

Figure 3-4 - Foreign to Foreign (Buy) 18

Figure 3-5 - Foreign to Foreign (Sell)..... 18

Figure 4-1 - Exchange Transactions with Cashier Session (Open Session) 19

Figure 4-2 - Exchange Transactions with Cashier Session (Balance) 20

Figure 4-3 - Closed Session (Balance)..... 21

Figure 5-1 - Exchange Transaction Overview 22

Figure 5-2 - Filter Builder 23

Figure 5-3 - Voided Transaction..... 23

Figure 6-1 - Overview of Exchange Rate History 24

Preface

The Currency Exchange module is a program that converts major currencies accepted by the Ship throughout its cruise voyage based on a preset exchange rate.

Audience

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

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/en/industries/hospitality/>

Revision History

Date	Description of Change
October 2017	<ul style="list-style-type: none">• Initial Publication
October 2021	<ul style="list-style-type: none">• Updated PAR description Enable Account Postings

Prerequisite, Supported Systems and Compatibility

This section describes the minimum requirement for Currency Exchange module.

Prerequisite

- Administration.exe
- Currency Exchange.exe

Compatibility

SPMS version 8.0 or later. For customer operating on version below 8.0, database upgrade to the recommended or latest version is required.

1 Parameter

This section lists the Parameters available to Currency Exchange module. Setting these parameters will alter the program behavior. If unsure, please consult Oracle Customer Support for further clarification.

PAR_Group Exchange

Table 1-1 – PAR Group Exchange

PAR Name	Description
2Way Commission Type	Define the commission type to apply when Foreign to Foreign checkbox is checked. 1: Calculate Commission On Buy. 2: Calculate Commission On Sell. 0: Calculate Commission On Buy and Sell.
Account Info Name Cabin Mandatory Option	Define if the Account name is mandatory or not. 0-Not Mandatory 1-Yes, make the field mandatory
Auto Populate Account Amount Field	Auto-populate amount when posting to an account. 0: No 1: Yes only when Enable Account Postings is enabled.
Curr. Exch. Charge Department	Exchange Posting Department setup in Financial Department.
Curr. Exch. Commission Credit Dept.	Credit Department for commission posting setup in Financial Department. Note: Applicable to cash exchange only. The credit department must be configured Commission System Account
Curr. Exch. Commission Dept.	Debit Department for charging Exchange Commission separately
Curr. Exch. Commission Type	Commission Type to apply 1: Calculate Commission On Buy. 2: Calculate Commission On Sell. 0: Calculate Commission On Buy and Sell.
Currency Exchange Daily Limit Per Crew	Define the Daily Exchange Limit Per Crew. Default = 0 (no limit).
Currency Exchange Daily Limit Per Person	Define the Daily Limit Per Person
Currency Exchange Daily Limit Per Person.	Currency Exchange Daily Limit Per Person. Default = 0 (no limit).
Currency Exchange Monthly Limit Per Crew	Currency Exchange Monthly Limit Per Crew. Default = 0 (no limit).
Currency Exchange Weekly Limit Per Crew	Currency Exchange Weekly Limit Per Crew. Default = 0 (no limit).
Curr. Exch. Daily Exchange Threshold.	Set the daily exchange threshold at \$xx.xxx per day per guest

PAR Name	Description
Curr. Exch. Receipt	Default receipt printing. 0: Default enter key at 'Pay' button. 1: Default enter key at 'Pay & Print' button.
Enable Account Postings	Post currency exchange to account. 1: Enable 0: Disable

PAR_GROUP Cashier

Table 1-2 - PAR_Group Cashier

PAR Name	Description
Use Full Cashier	Enables the Cashier session handling in OHC Management, Cashier, Cashier Sessions . This enforces any purser/receptionist to open a cashier session before being able to post any transactions on any account in the system. 1: Use Full Cashier 0: Not Use Full Cashier
Show onboard Currency as this dept.	Displays the onboard currency in cashier session screen only.

User Access Rights

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

Table 1-3 - User Access Rights

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

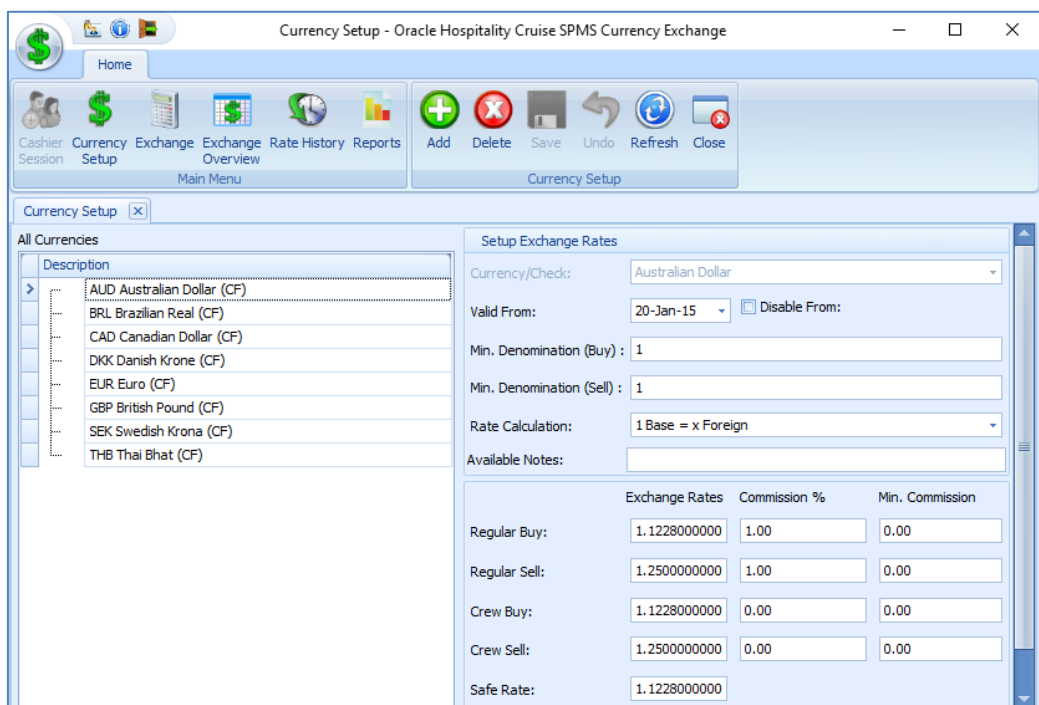
2 Currency Exchange Setup

The following section Setup describes the setup rules for Currency Exchange module and its functionality in converting currencies accepted by the cruise operator during its voyage.

2.1. Currency Code and Exchange Rate Setup

A Credit Posting department is required for each currency accepted by the Ship. This is set up in Administration module, Financial Code setup. Refer to [Administration User Guide.pdf](#) for more information on how to setup the codes.

Once the Financial Codes is setup, you can then enable the currency code and set the exchange rate in Currency Exchange module.



	Exchange Rates	Commission %	Min. Commission
Regular Buy:	1.1228000000	1.00	0.00
Regular Sell:	1.2500000000	1.00	0.00
Crew Buy:	1.1228000000	0.00	0.00
Crew Sell:	1.2500000000	0.00	0.00
Safe Rate:	1.1228000000		

Figure 2-1 - Currency Setup

Adding Currency Code and Exchange Rates

1. Login to **Currency Module**.
2. At the Home tab, click **Currency Setup** and then click **Add** to setup a new Currency.
3. At the Setup Exchange Rates section, select the currency type from **Currency/Check** drop-down list.
4. At the **Valid From** field, choose the Validity Period for the exchange rates to take effect. Checking the **Disable From** prompts for a date to end date the validity period.
5. The default minimum denomination for banknote and coin is 1. Change the value if necessary.
6. The **Rate Calculation** is divided into two categories:
 - 1 Base = x Foreign (Default)
 - 1 Foreign = x Base

-
7. Enter the exchange value of that currency. The Exchange Rates it is definable by its Operation Types:
 - **Regular Buy:** Rate used by the ship to buy foreign currency from their guest.
 - **Regular Sell:** Rate used by the ship to sell foreign currency (other than the base currency) to their guest.
 - **Crew Buy:** Rate used by the ship to buy foreign currency from its crew member.
 - **Crew Sell:** Rate used by the ship to sell foreign currency to its crew member.
 - **Safe Rate:** Rate used by Vendor setup.
 8. Enter the value in either one of the commission field or both. The **Commission** charged is based the value defined. If both the **Commission %** and **Min. Commission** has a value, the system will post the higher calculated value of that the transaction. The **Min. Commission** applies when the calculated commission by percentage is less than the value specified in the commission amount.
 9. Click **Save** at the ribbon bar to save the changes.

Editing Currency Exchange Rate

1. At the Currency Setup screen, choose the currency type from the left panel.
2. Enter the Exchange Rates in Exchange Rates section and click **Save** to update the rate. Once saved, it is not possible to undo the change.

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.

2.2. Commission Charge Code and Account

By default, the system stores commission posted in the currency transaction table if the System Account is not available. If the Ship operator wish to track all commissions received through Currency Exchange module, this would require a Debit and Credit Financial Posting code and System Account. The commission applicable to buy or sell is dependent on the Parameter defined in **System Setup, Database Parameters, Exchange Group**.

- Curr. Exch. Commission Type
- 2Way Commission Type (for Foreign to Foreign Exchange)

Below are examples of currency exchange with the commission and the formula used to calculate the commission value.

Guest exchanged €100 to USD and the applicable commission is 3%. The calculation formula is $(\text{€}100/1.345) = \$74.35$. Hence the applied commission is \$2.17 $((\text{€}100/1.345)/3\%)$.

Exchange		Calculation	
Department:	9521 Euro	Foreign Cash Amount:	100.00
Operation:	Buy 100 EUR	Exchanged:	74.35
For Amount:	0.00 USD Exchange Rate: 1.34500	Commission:	2.17
Account		Folio Amount:	72.18
Name/ Cabin :		Cash Amount:	0.00
Credit:	72.18 USD	Change Due:	0.00
Details		<input type="button" value="Pay"/> <input type="button" value="Pay & Print"/>	
Notes:		<input type="button" value="Clear"/> <input type="button" value="Close"/>	
<input type="checkbox"/> Use Crew Rate <input type="checkbox"/> Foreign-to-Foreign			
<input checked="" type="checkbox"/> Account Posting			

Figure 2-2 – Commission by %

Guest exchanged €10 and minimum commission is \$2.00. The calculation formula is $(€10/1.345) - \$7.43 \times 3\% = \0.0223 . Since the calculated value is below the amount specified, the system will post \$2.00 as the applicable commission. Hence, the guest only receives \$5.43.

Exchange		Calculation	
Department:	9521 Euro	Foreign Cash Amount:	10.00
Operation:	Buy 10 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:		Change Due:	0.00
Details		<input type="button" value="Pay"/> <input type="button" value="Pay & Print"/>	
Notes:		<input type="button" value="Clear"/> <input type="button" value="Close"/>	
<input type="checkbox"/> Use Crew Rate <input type="checkbox"/> Foreign-to-Foreign			
<input type="checkbox"/> Account Posting			

Figure 2-3 – Minimum Commission Charged

Setting up Commission Charge Code

Figure 2-4 - Payment Type Setup

1. Run **Administration** module and select **Financial Department Setup** from the drop-down list.
2. At the Credit tab, 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. Under the POS Subsystem section, **System Account No** field, assign the System Account number to link the account. Account number *must* not be identical to **Department Code**.
5. Click **OK** to save and then navigate to Debit tab.
6. Click **New** in Debit tab to create a debit department
7. Select the Type of Posting as **D Posting Department** and enter a value in **Department Code** and **Department Description**.
8. Click **OK** to save, then **Close** to exit.
9. Once both credit and debit code has been setup, update these into the **Exchange Parameter** Group in System Parameter.
 - Curr. Exch. Commission Credit Dept
 - Curr. Exch. Commission Dept

Setting up System Account

1. Run **Management** module.
2. Select **System Account** from the **Cashier** menu.
3. Click **Insert New** to create a new account.
4. Enter the **Account No, Name** and select the **Payment** and **Access Priv** from the drop-down list.
5. Check the **Posting Allow** checkbox.
6. Click **OK** to save.

3

Performing Currency Exchange Transaction

The base currency onboard is pre-determined by the Cruise Operator and this may change by voyage, depending on the country the ship sails to. In the Exchange feature, one is able to perform a buy and sell operation over the counter or have them posted to an account. If the exchange were to be posted to the account, then following Parameter must be enabled:

- Enable Account Postings
- Account Info Name Cabin Mandatory Option
- Curr. Exch. Charge Department

3.1. Buy/Sell Currency Exchange

The total cash out amount is determined by the buy/sell exchange rate and commission defined in the Currency Exchange Setup. The steps taken to perform an exchange is the same for both buy and sell.

- **Buy Operation:** The ship operator buys foreign currency other than the base currency. For example, the base currency is US Dollar (USD) and the guest is buying it with their Euro (€).
- **Sell Operation:** The ship operator sells foreign currency other than the base currency to its guest. For example, the base currency is US Dollar (USD) and the ship is selling foreign currency to the guest.

Field	Value
Foreign Cash Amount	100.00
Exchanged	74.35
Commission	2.17
Folio Amount	0.00
Cash Amount	72.18
Change Due	0.00

Figure 3-1 - Currency Exchange

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

4. The system auto-populates 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.
5. Complete the process with:
 - **Pay** – post and payout without printing a receipt.
 - **Pay & Print** – to post and print a receipt.
 - **Clear** – Clears the information on the exchange form.
 - **Close** – Closes the form.

Exchange using 'For Amount' feature

An exchange using "For Amount" converts the amount equivalent to foreign currency using the value defined in base currency.

Exchange		Calculation	
Department:	9521 Euro	Foreign Cash Amount:	1,345.00
Operation:	Buy 0.00 EUR	Exchanged:	1,000.00
For Amount:	1000 USD	Commission:	0.00
Exchange Rate:	1.34500	Folio Amount:	0.00
Account		Cash Amount:	1,000.00
Name/ Cabin :		Change Due:	0.00
Credit:	USD	<input type="button" value="Pay"/> <input type="button" value="Pay & Print"/>	
Details		<input type="button" value="Clear"/> <input type="button" value="Close"/>	
Notes:			
<input type="checkbox"/> Use Crew Rate	<input type="checkbox"/> Foreign-to-Foreign		
<input type="checkbox"/> Account Posting			

Figure 3-2 - Buy Currency Exchange (For Amount)

1. Repeat step 1 - 2 of the above.
2. In the **For Amount** field, enter the value in base currency. This value auto-populate into the **Exchanged** field.
3. The amount to collect from guest equivalent to base currency is shown in the **Foreign Cash Amount** field.
4. Complete the exchange with **Pay** or **Pay & Print**.

3.2. Exchange Charge to Account

Posting an exchange to an account is permissible only when the above-mentioned parameters is enabled.

Figure 3-3 - Exchange Charged to Account

1. Repeat the steps 1 to 4 of Buy/Sell Currency Exchange.
2. At the **Account** section, enter the **Name/Cabin number**.
3. Check the **Account Posting** checkbox in **Details** section to update **Folio Amount** in **Calculation** section and post to the account. If the **Folio Amount** remains as 0.00, this means only the guest information is recorded and the transaction is not posted to guest the account.
4. Click **Pay** or **Pay & Print** to complete the transaction.
5. The transaction is shown either as **Credit (Buy)** or as **Debit (Sell)** in the guest invoice.

3.3. Foreign-to-Foreign Exchange

This feature enables the Ship to trade foreign currencies against its base currency by combining both the Buy and Sell process in a single transaction; for example, an exchange from Euro to British Pound and the base currency is US Dollar. The Foreign-to-Foreign exchange is a two-step process, where currency conversion is first performed using Buy Currency followed by Sell Currency.

1. Select **Exchange** from the ribbon bar.
2. At the **Department** field, select the currency type from the drop-down list.
3. In **Operation** field, select **Buy** and enter the amount accordingly.
4. Under the **Details** section, check the **Foreign-to-Foreign** checkbox.

Exchange

Department: 9521 Euro

Operation: Buy 10.00 EUR

For Amount: 0.00 USD Exchange Rate: 1.34500

Account

Name/ Cabin : [] []

Credit: [] USD

Details

Notes: []

Use Crew Rate Foreign-to-Foreign Account Posting

Calculation

Foreign Cash Amount: 10.00

Exchanged: 7.43

Commission: 0.00

Folio Amount: 0.00

Cash Amount: 7.43

Change Due: 0.00

Pay Pay & Print

Clear Close

Figure 3-4 - Foreign to Foreign (Buy)

5. Click **Pay** and the system automatically open another form with a **Sell** operation and insert the value in **For Amount** field.

Exchange

Department: 9505 British Pound

Operation: Sell 0.00 GBP

For Amount: 7.43 USD Exchange Rate: 1.64000

Account

Name/ Cabin : [] []

Debit: [] USD

Details

Notes: []

Use Crew Rate Foreign-to-Foreign Account Posting

Calculation

Foreign Cash Amount: 12.00

Exchanged: 7.32

Commission: 0.00

Folio Amount: 0.00

Cash Amount: 7.43

Change Due: 0.11

Pay Pay & Print

Clear Close

Figure 3-5 - Foreign to Foreign (Sell)

6. Select the second currency type from the drop-down list.
7. Click **Pay** to complete the exchange.
8. If the commission is applicable, it will be calculated based on the Parameter setting.

4 Shift Balancing

Maintaining balanced accounts and floats on each shift is essential, and this function describes the steps used to reconcile all transactions posted by each shift cashiers. This feature requires the parameter “Cashier”, “Use Full Cashier” in Administration, System Setup to be enable.

4.1. Open Cashier Session

At the beginning of each shift, the designated cashier is required to open their cashier session by registering the available float amount into the cashier session. There are two options to open the cashier session:

- **Open Session (Empty)** – Opens a cashier session for the selected unit.
- **Open Session (Linked)** – Opens a cashier session and linked the previous closing balances to the Opening Amount.

Open Session (Empty)

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

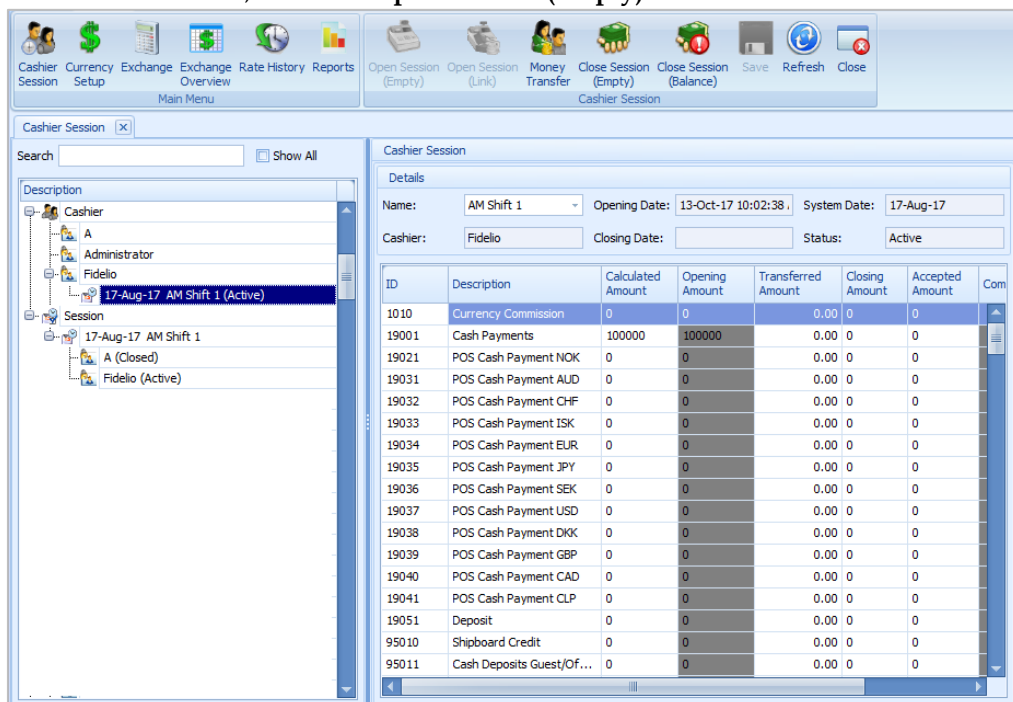


Figure 4-1 - Exchange Transactions with Cashier Session (Open Session)

4. At the Details section, select the Name from the drop-down list.
5. In the **Opening Amount** field, enter the amount for the department code and then press Tab key.
6. Click **Save** at ribbon bar.
7. The Cashier session changes from Opening to Active and is reflected the **Session** container.

Open Session (Linked)

The steps to open a linked cashier session is the same as Open Session (Empty). Instead of selecting Open Session (Linked), choose **Open Session (Linked)**.

4.2. Exchange Transactions with Cashier Session

All currency exchange transactions performed stored in the cashier session. Enabling Parameter "**Cashier**", "**Show on-board currency**" with the On-board currency Financial Department displays the currency in the cashier session.

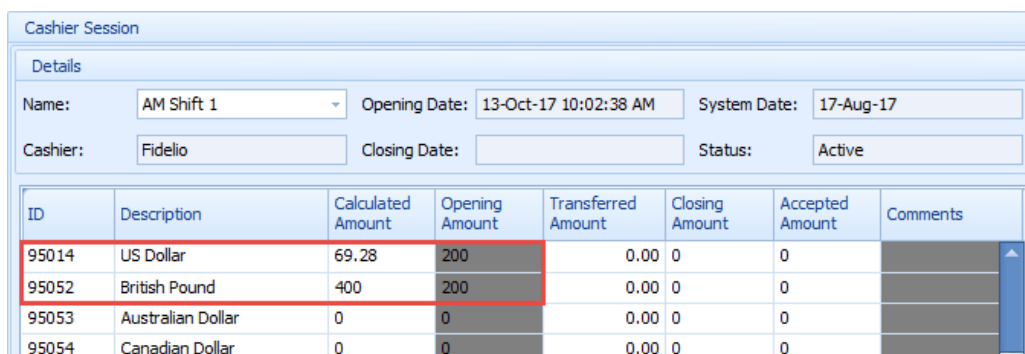
When performing an exchange by cash, the system captures the cash transaction as onboard currency by default, and to show the currency by the specified department, a parameter is required to record in **Calculated Amount** column in cashier Session. For example, a Guest exchange £200 to Ship Currency (US\$) at the exchange rate of \$1.50 and commission at 2%, and the opening balance is set at 200 respectively. In this instance, a **Buy** transaction is used and the payout to the guest is \$65.36 (£200 / 1.5 minus 2% commission charge - \$130.72).

Hence, the amount reflected in the cashier closing in **Calculated Amount** is:

Cash Currency Exchange: \$69.28 (Opening balance \$200 minus pay out \$130.72)

British Pound: £400.00 (Opening balance £200 plus amount exchanged of £200)

Please note that the Commission Charge is not included in the Cashier Session.



ID	Description	Calculated Amount	Opening Amount	Transferred Amount	Closing Amount	Accepted Amount	Comments
95014	US Dollar	69.28	200	0.00	0	0	
95052	British Pound	400	200	0.00	0	0	
95053	Australian Dollar	0	0	0.00	0	0	
95054	Canadian Dollar	0	0	0.00	0	0	

Figure 4-2 - Exchange Transactions with Cashier Session (Balance)

4.3. Close Cashier Session

At the end of each shift, cashiers are required to balance and close their shift postings and submit a report of their collection to the Finance Department.

Close Session (Balance)

1. At the **Cashier Session**, expand the **Session** container by clicking the "+".
2. Expand the date and select the active user session.
3. Click **Close Session (Balance)** at the ribbon bar. Closing Amount is calculated automatically.
4. Click **Save** to confirm closing.

Cashier Session							
Details							
Name:	AM Shift 1	Opening Date:	13-Oct-17 10:02:38	System Date:	17-Aug-17		
Cashier:	Fidelio	Closing Date:	13-Oct-17 12:34:13	Status:	Closed		
ID	Description	Calculated Amount	Opening Amount	Transferred Amount	Closing Amount	Accepted Amount	Cc
95014	US Dollar	200.00	200.00	0.00	69.28	0.00	
95052	British Pound	400.00	200.00	0.00	400.00	0.00	
95053	Australian Dollar	0.00	0.00	0.00	0.00	0.00	
95054	Canadian Dollar	0.00	0.00	0.00	0.00	0.00	

Figure 4-3 - Closed Session (Balance)

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.
3. Select the shift period from the drop-down list.
4. Enter the counted amount in the **Closing Amount** column and click **Save**.
5. If there is a discrepancy between the calculated and reported value, the system prompts an error. Selecting **Yes** sets the session Status to **Discrepancy**, allowing you to research the imbalance and close the session later.
6. Once the imbalance is found, the 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 at a final stage of closing.

5 Exchange Overview Function

The Exchange Rate History Overview provides a historical view of past exchanges, voided transactions and report generation.

5.1. Transaction Search

The historical data are extractable either by:

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

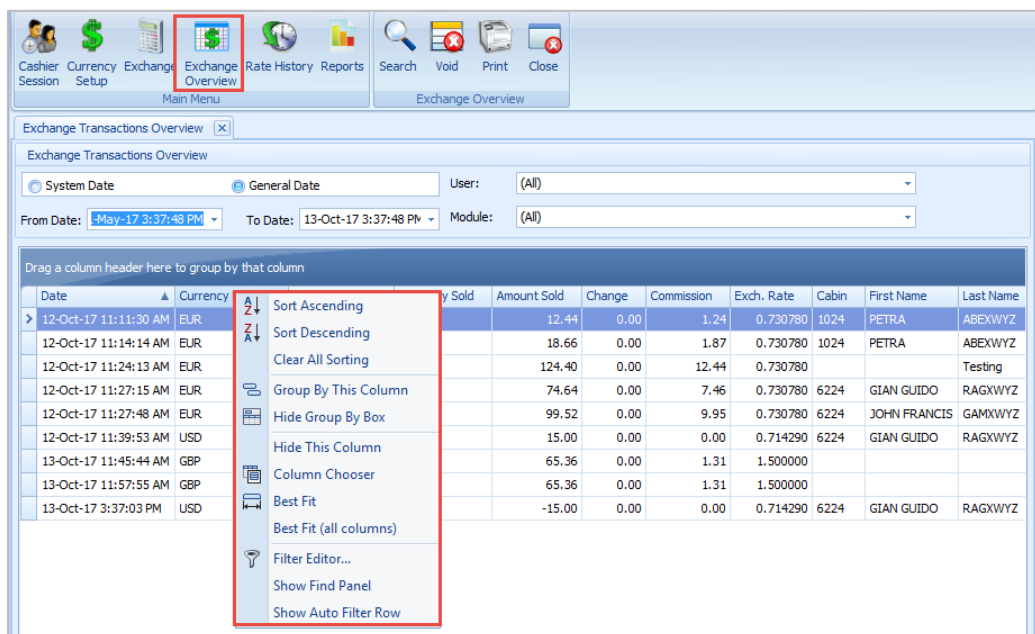


Figure 5-1 - Exchange Transaction Overview

Search results may be sorted by clicking the column header or use one of these options:

- **Sort Ascending / Descending**
- **Sort Descending**
- **Group By This:** Group selected column. If more than one column is selected, it further groups the next column header and displays 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:** Auto fit the column width.
- **Filter Editor:** Customized selection by field name, date selection, user ID by using controls such as **Equals to**, **Is Greater Than**, and others. Multiple selections is possible with Filter Editor.

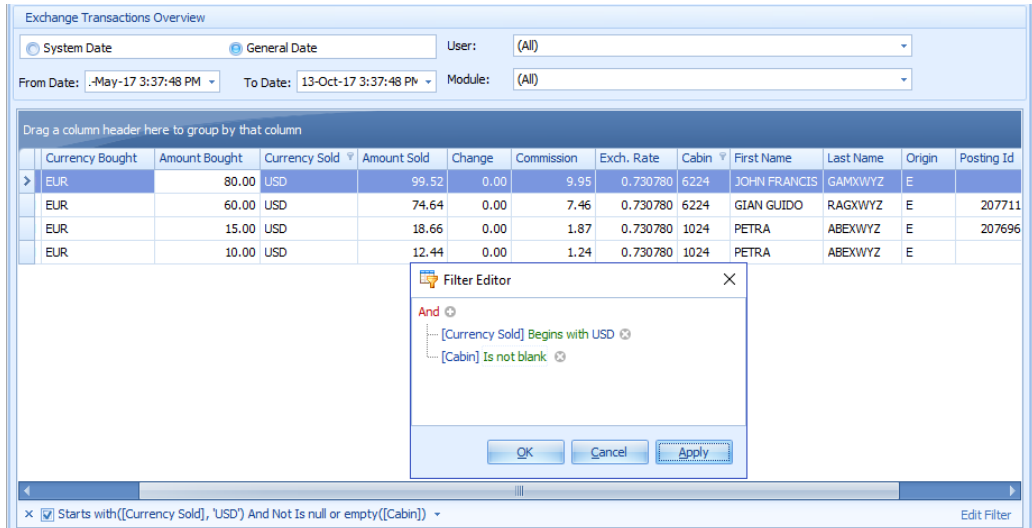


Figure 5-2 - Filter Builder

5.2. Voiding a Transaction

The Void function is used to reverse a posted transaction.

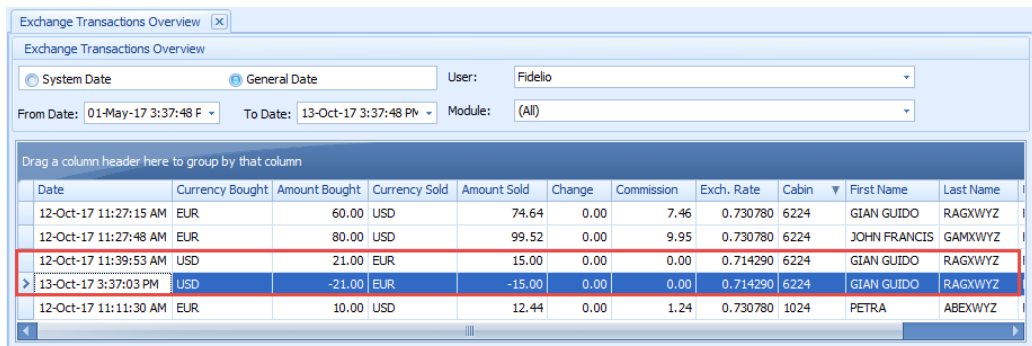
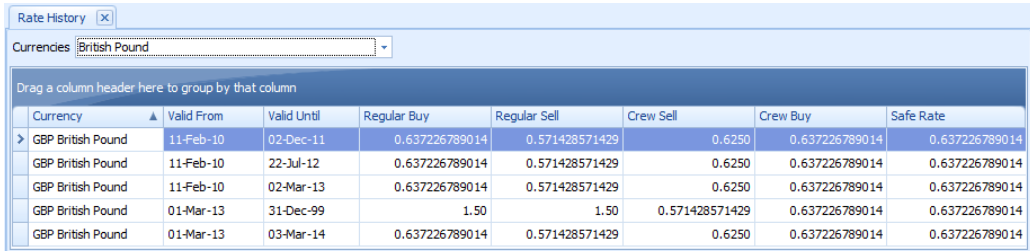


Figure 5-3 - Voided Transaction

1. In the Exchange Transaction Overview screen, select the period to display using either **System Date** or **General Date**, **User** or **Module**.
2. Click **Search** on the ribbon bar.
3. Select the transaction line to void from the grid and then click **Void** at the ribbon bar.
4. Select the void reason from the drop-down list when prompted.
5. Click **OK** to confirm. This adds a negative transaction and reverses the transaction from the guest account if it is posted to an onboard account.

6 Rate History

The Rate History stores historical exchange rates and display in currencies order. To view historical rates, choose the currency code from the drop-down list. The display can either be grouped by column header or use the field chooser similar to Exchange Overview function.



The screenshot shows a web application window titled "Rate History". At the top, there is a tab with a close button. Below the tab is a "Currencies" dropdown menu currently set to "British Pound". Underneath is a header bar with the text "Drag a column header here to group by that column". The main content is a table with the following data:

Currency	Valid From	Valid Until	Regular Buy	Regular Sell	Crew Sell	Crew Buy	Safe Rate	
→ GBP British Pound	11-Feb-10	02-Dec-11	0.637226789014	0.571428571429		0.6250	0.637226789014	0.637226789014
GBP British Pound	11-Feb-10	22-Jul-12	0.637226789014	0.571428571429		0.6250	0.637226789014	0.637226789014
GBP British Pound	11-Feb-10	02-Mar-13	0.637226789014	0.571428571429		0.6250	0.637226789014	0.637226789014
GBP British Pound	01-Mar-13	31-Dec-99		1.50	1.50	0.571428571429	0.637226789014	0.637226789014
GBP British Pound	01-Mar-13	03-Mar-14	0.637226789014	0.571428571429		0.6250	0.637226789014	0.637226789014

Figure 6-1 - Overview of Exchange Rate History