Oracle® Hospitality Cruise Shipboard Property Management System
Currency Exchange User Guide

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Preface

The Currency Exchange is a program that manages currency conversion accepted by the Ship throughout its voyage, based on a preset exchange rate.

Audience

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

Customer Support

To contact Oracle Customer Support, access the Customer Support Portal at the following URL:

https://iccp.custhelp.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

• 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/cruise.html.

Revision History

Table 1   Revision History

Date	Description of Change
September 2020	Initial Publication.
October 2021	Updated Enable Account Postings parameter.
January 2024	Updated Customer Portal URL
	Updated document to new format

Prerequisites, Supported Systems and Compatibility

This section describes the minimum requirement for Currency Exchange module.

Prerequisites

- Administration.exe
- Currency Exchange.exe

Compatibility

SPMS version 20.1 or later. For customers operating on version 20.1 and below, 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 alters the program behavior. Please consult Oracle Customer Support for more information on the usage.

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).

Table 1-1   (Cont.) PAR_Group Exchange

PAR Name	Description
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
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

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.

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 describes the setup rules for Currency Exchange module and its function.

Currency Code and Exchange Rate Setup

You will need to have a Credit Posting department for each currency accepted by the Ship. This is set up in Administration module, Financial Code setup. See *Administration User Guide.pdf* for more information on how to setup the codes.

Set up the Financial Codes, you can then enable the currency code and set the exchange rate in Currency Exchange module.

Figure 2-1   Currency Setup
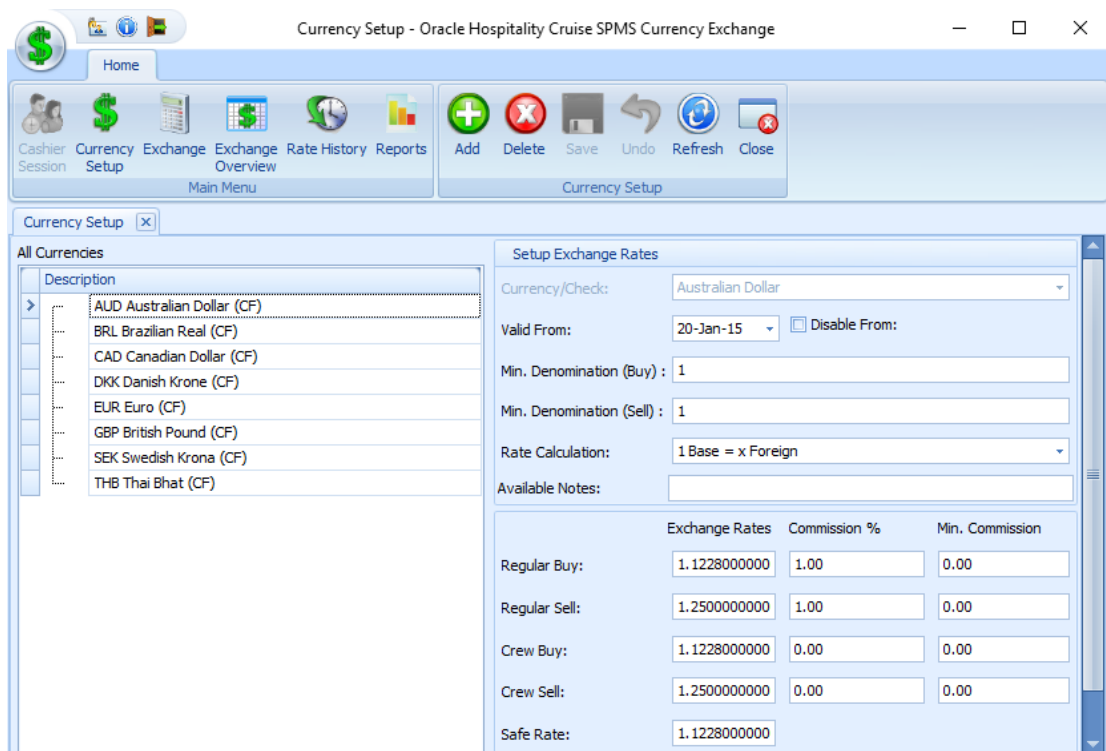
Adding Currency Code and Exchange Rates

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 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 Rate 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 crew member
   - **Safe Rate:** Rate used by the Vendor setup.

8. Enter the value in either one of the commission field or both. The **Commission** charged is based on the value defined. If both the **Commission %** and **Min. Commission** has a value, the system will post the higher calculated value for that transaction. The **Min. Commission** applies when the calculated commission by the 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.

2. Enter the **Exchange Rates** in Exchange Rates section and click **Save** to update the rate. Once saved, you cannot undo the change.

Removing Currency Exchange Rate

To remove the date, choose the currency type from the drop-down list and click **Delete**.

Commission Charge Code and Account

By default, the system stores commission posted in 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 use to calculate the commission value.

To exchange €100 to USD that has applicable commission at 3%. The calculation formula is (€100/1.345) = $74.35. Hence the applied commission is $2.17 ((€100/1.345)/3%)).

Figure 2-2   Commission by %

To exchange €10 and minimum commission is $2.00, the calculation formula is (€10/1.345) – $7.43 x 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 receive $5.43.

Figure 2-3   Minimum Commission Charged

Setting Up Commission Charge Code

1. Run the **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 the **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 onboard base currency is pre-determined by the cruise operator and this may change by voyage, depending on the country the ship sails to. In this function, you can perform a buy and sell operation over the counter or post to an account. If you want to have the exchange posted to an account, then following Parameter must be enabled.

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

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 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
- **Sell Operation:** The ship operator sells foreign currency other thatn the base currency to its guest. For example, the base currency is US Dollar (USD) and the ship is selling foreign currency, other than USD to the guest.

Figure 3-1   Currency Exchange

1. Click the **Exchange** button.

2. At the **Department** field, choose the currency from the drop-down list.

3. In **Operation** field, choose to **Buy** or **Sell**, and then enter in the amount accordingly.

4. The exchange rate of the selected currency is auto-populated, with the conversion value reflected at the **Calculation** pane.

   • **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 Charge to Account

You are allowed to post an exchange to an account only when the above-mentioned parameters enabled.

Figure 3-2   Exchange Charged to Account

1. Repeat 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 the 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 the guest account.

4. Click **Pay** or **Pay & Print** to complete the transaction.

5. The transaction shown either as Credit (buy) or as Debit (Sell) in the guest invoice.

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 the first currency conversion is 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.

Figure 3-3   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.

Figure 3-4   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 is calculated based on the Parameter setting.

4

Shift Balancing

Maintaining a 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. To use this feature, you must enable parameter "**Cashier", "Use Full Cashier"** in **Administration, System Setup**.
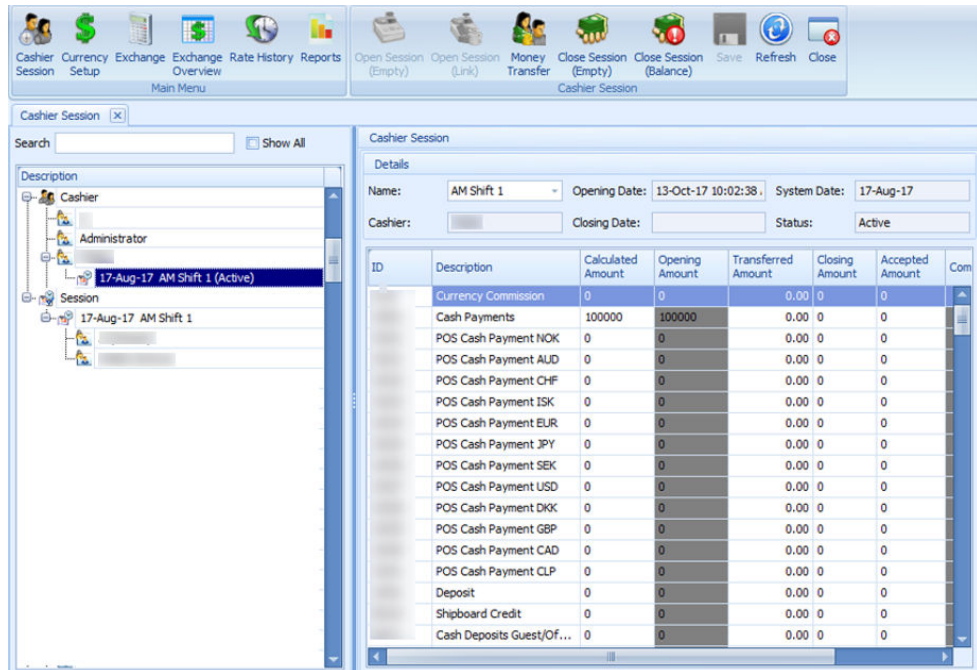
Open Cashier Session

At the beginning of each shift, as a designated cashier, you are required to open your cashier session by registering the available float amount into the cashier session. There are two (2) options to open the cashier sessions:

- **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. Use the **Tab** key to navigate.

6. Click **Save** at the ribbon bar. This changes the cashier session from Opening to Active and is reflected in 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)**.

Exchange Transactions with Cashier Session

All currency exchange transactions performed are 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. 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 with a commission of 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)

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

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

Close Cashier Session

At the end of each shift, you are required to balance and close your shift postings and submit a report of your 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.

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 provide a historical view of past exchanges, voided transactions and report generation.
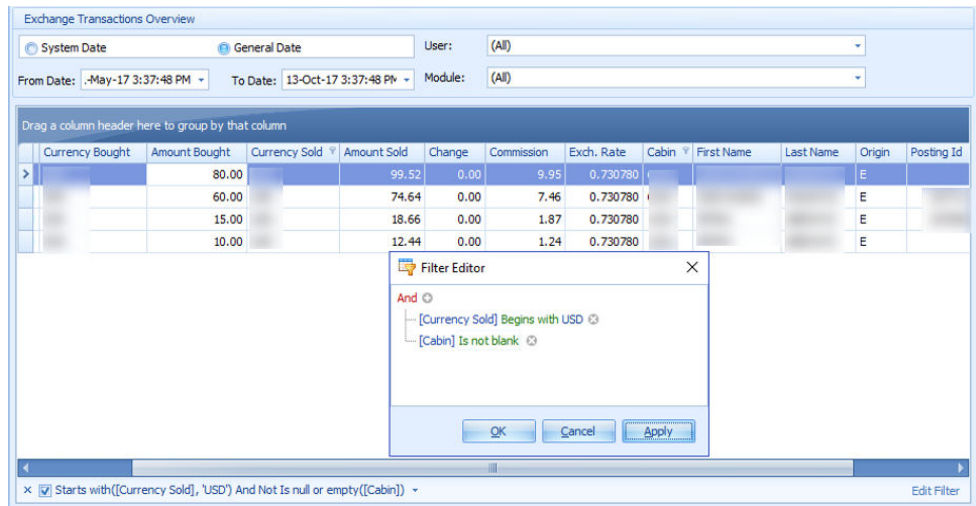
Transaction Search

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

You can sort the search results 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 you 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.
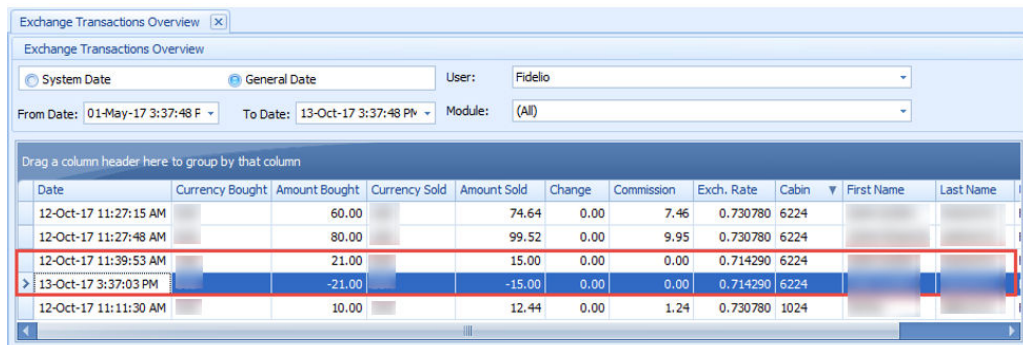
Figure 5-1   Filter Builder

Voiding a Transactions

This function reverse a posted transaction.

Figure 5-2   Voided Transaction
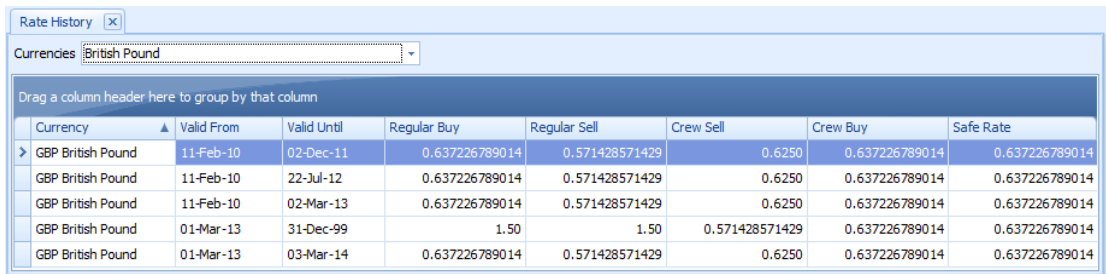

1. In the Exchange Transaction Overview screen, select the period to display using either **System Date** or **General Date, User or Module.**

2. Click **Search** on the ribbon bar.

3. Select the transaction to void and then click **Void** at the ribbon bar.

4. Select the void reason from the drop-down list when prompt.

5. Click **OK** to confirm. This post a negative 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. You can group them either by column header or by using the field chooser similar to Exchange Overview function.

Figure 6-1   Overview of Exchange Rate History