



Biz4x Software

Multi-Stock User Guide

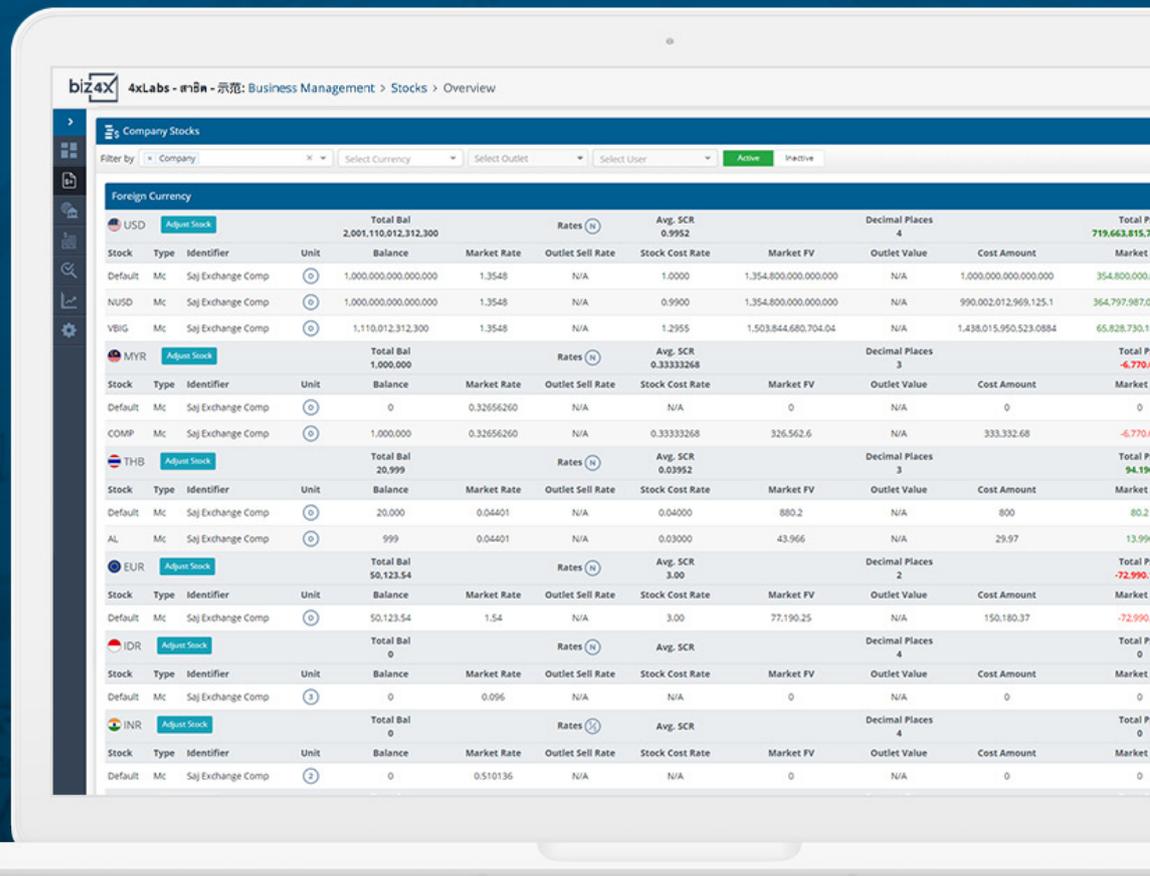




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What is multi-stock management?

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

Stock Definition

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

Company Stock

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

Outlet Stock

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

Stock Transfer

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



Stock History

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

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

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



Transition guide for existing users

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

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

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

Steps

1) Activate user level stocks

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



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

			Total Bal		Avg. SCR			Total P/ L		Total P/ L			
Stock	Type	Identifier	Unit	Balance	Market Rate	Outlet Sell Rate	Stock Cost Rate	Market FV	Outlet Value	Cost Amount	Market P/L	Outlet P/L	
Default	User	Teller Test - Saj Exchange Comp											Activate
Default	User	Testing 1 - Saj Exchange Comp											Activate
Default	User	Test Test - Saj Exchange Comp											Activate
Default	User	Manager Three - Saj Exchange Comp											Activate
Default	User	Transfer to Thuyet ABC - Saj Exchange Comp											Activate
Default	User	Thuyet Testing Transfer Stock Transfer - Saj Exchange Comp											Activate
Default	User	ASCOUET Erwan - Saj Exchange Comp											Activate

2. Add stocks to newly created stocks

2) Outlet to Teller Transfer

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



3. Select a recipient within the same outlet

Outlet to Teller Transfer

From: test outlet2 To: test outlet2

Please select Sender & Recipient

Request / Transfer

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

Outlet to Teller Transfer

From: test outlet2 To: test outlet2 Teller Two

Currency: USD Total Remaining: 50,011,332

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

Outlet to Teller Transfer

From: test outlet2 To: test outlet2 Teller Two

Currency: USD Total Remaining: 50,010,332

Amount to Transfer: 1,000

Stock Definition: Default BRAVO

6. Click "Request/Transfer"

Request / Transfer

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

8. Click 

Authorize Transfers

Created	From	To	Created by	Authorized by	Direction	Status	Actions
Tue 18/06/2019 06:16pm	test outlet2	Teller Two	Manager One		Incoming - Outgoing	Pending	



9. Click "Approve"

Authorize Transfers							Pending	Completed
Created	From	To	Created by	Authorized by	Direction	Status	Actions	
Tue 18/06/2019 06:16pm	test outlet2	Teller Two	Manager One		Incoming - Outgoing	● Pending	▲	
test outlet2 sends								
USD	Total Current Amount 500,113.32		Amount Transferring 1,000		Final Amount 499,113.32			
Stock								
Current Amount								
Default	500,113.32		1,000		499,113.32			
Teller Two receives								
USD	Total Current Amount 100,010		Amount Receiving 1,000		Final Amount 101,010			
Stock								
Current Amount								
Default	100,010		1,000		101,010			
							✖ Reject	✔ Approve

10. Click "Ok"

Are you sure want to approve this transfer ?

test outlet2 sends

USD	Total Current Amount 500,113.32	Amount Transferring 1,000	Final Amount 499,113.32
Stock			
Current Amount			
Default	500,113.32	1,000	499,113.32

Remarks:

Remarks

Ok Cancel



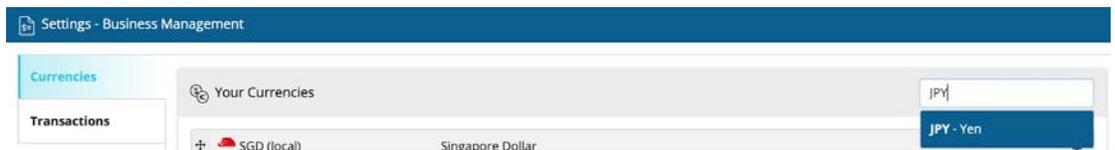
Guide for accounts with owner level permission

Initial Setup of Stocks

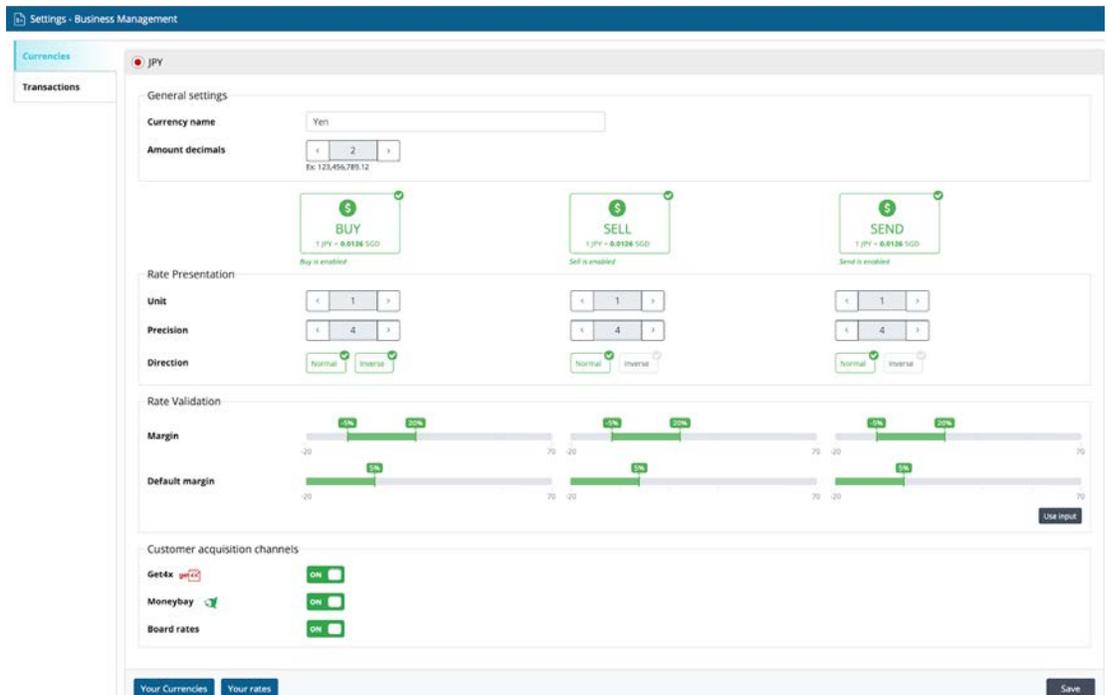
1. Adding currency
 - a. Go to Setting > Business Management > Currencies



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



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



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



- b. Click "Add Stock Definition" to create a stock definition for a specific currency

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

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

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

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

Stock	Type	Identifier	Total Bal		Avg. SCR			Total P/L		Total P/L	
			Unit	Balance	Market Rate	Outlet Sell Rate	Stock Cost Rate	Market FV	Outlet Value		Cost Amount
Default	User	Teller Test - Saj Exchange Comp									Activate
Default	User	Testing 1 - Saj Exchange Comp									Activate
Default	User	Test Test - Saj Exchange Comp									Activate
Default	User	Manager Three - Saj Exchange Comp									Activate
Default	User	Transfer to Thuyet ABC - Saj Exchange Comp									Activate
Default	User	Thuyet Testing Transfer Stock Transfer - Saj Exchange Comp									Activate
Default	User	ASCOUET Erwan - Saj Exchange Comp									Activate



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

Foreign Currency												
		Total Bal	Rates (N)		Avg. SCR				Total P/L	Total P/L		
Stock	Type	Identifier	Unit	Balance	Market Rate	Outlet Sell Rate	Stock Cost Rate	Market FV	Outlet Value	Cost Amount	Market P/L	Outlet P/L
TEST	User	Teller Two - test outlet2	0	0	0.0126	N/A	N/A	0	N/A	0	0	0
Total Foreign Stock									0	0	0	0

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

Adjust Stock
✕

Stock

Market Rate 0 N

Type: Credit Debit

Adjustment Type

Current Amount

Current Stock Cost Rate

Calculated Amount

Calculated Stock Cost Rate

Amount

Stock Cost Rate 0 N

Remarks

Cancel
Save

- d. Select a stock, type
- e. Input amount and stock cost rate
- f. Click "Save"

5. Adding rates for the currencies you want to trade
 - a. Go to Business Management > Rates > Your rates
 - b. Input the currency you want to trade with customers

\$ ¥ € Your rates
Patrick Exchange 1

Currency	You BUY	You SELL	
			USD - US Dollar
Add your currencies and set your rates			



c. Input and select the following details

d. Click "Save"

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

Deactivation of stock definitions

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

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

View inactive stock definition

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



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

UB: Stocks Definitions Active Inactive

Create your stock definition by clicking on "Add new stock definition" button below and define the properties that will let a transaction be directed to an instance of this stock definition.

Currency	Stock Definition	Description	
SGD	Default	Default stock for SGD YOYO	ON
	1000		OFF
	LARGE		OFF
	TUY	asdsa	OFF
	YES		OFF
	AZ	sd	OFF
	USD		OFF
	USDD		OFF
	TEST	for testing (2)	OFF
	ABCD	testing again abcd	OFF

View the details of stock definitions

SGD

Default Default stock for SGD YOYO ON

[Add Stock Definition](#)

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

SGD

Default Default stock for SGD YOYO ON

[Add Stock Definition](#)

Stock Definition Name Default

Stock Type Company Group / Outlet User

Transaction Type Cash

Sub-currencies SGD

Means of Payment Cash

[Add Stock Definition](#)

Editing stock definitions

1. Go to Business Management > Stocks > Stocks Definition

Currency	Stock Definition	Description	Edit
SGD	Default	Default stock for SGD YOYO	ON Add Stock Definition

2. Click the little pen to edit



3. You can then edit the following details

SGD - Edit Definition

Stock Definition Name: SGDDefault

Stock Type: Company Outlet User

Description: Default stock for SGD YOYO

Supported Transaction

Describe which transactions are impacting this stock definition.

Transaction Type: Cash

Sub-currencies: SGD

Means of Payment: Cash, Travel card, Travel cheque, Multi-currency card, Debit card, Credit card

Cancel Save

4. Click "Save"

Transferring Stocks

Teller to Teller Transfer

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

Teller to Teller Transfer

From: test outlet2, Teller Two

To: test outlet2, Owner O... x

Transfer All: ← →

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

Teller to Teller Transfer

From: test outlet2, Teller Two

To: test outlet2, Owner O... x

Transfer All: ← →

Currency	Total Remaining	Transfer	Amount to Transfer
USD	10,001,000	← →	
HKD	150	← →	
SGD	0	← →	

Request / Transfer



- Input the amount to transfer in a selected stock definition

Teller to Teller Transfer

From: test outlet2 | Teller Two | To: test outlet2 | Owner O... | Transfer All: [←] [→]

Currency	Total Remaining	Transfer	Amount to Transfer
USD	9,991,000	[←] [→]	10,000
Stock Definition			
Default	9,991,000	[←] [→]	<input type="text" value="10,000"/>
BRAVO	0	[←] [→]	<input type="text" value="0"/>

- Click "Request/Transfer"

[Request / Transfer](#)

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

- Click  in the section of the request you want to approve

Authorize Transfers Pending Completed

Created	From	To	Created by	Authorized by	Direction	Status	Actions
Tue 18/06/2019 05:49pm	Teller Two	Owner One	Teller Two		Incoming	● Pending	▼

- Click "Approve"

Authorize Transfers Pending Completed

Created	From	To	Created by	Authorized by	Direction	Status	Actions
Tue 18/06/2019 05:49pm	Teller Two	Owner One	Teller Two		Incoming	● Pending	▲
Owner One receives							
USD	Total Current Amount 99,755.877		Amount Receiving 10,000		Final Amount 109,755.877		
Stock	Current Amount						
Default	99,755.877		10,000		109,755.877		
						✖ Reject	✔ Approve



10. Click "Ok"


Are you sure want to approve this transfer ?

Owner One receives

	Total Current Amount	Amount Receiving	Final Amount
 USD	99,755.877	10,000	109,755.877
Stock	Current Amount		
Default	99,755.877	10,000	109,755.877

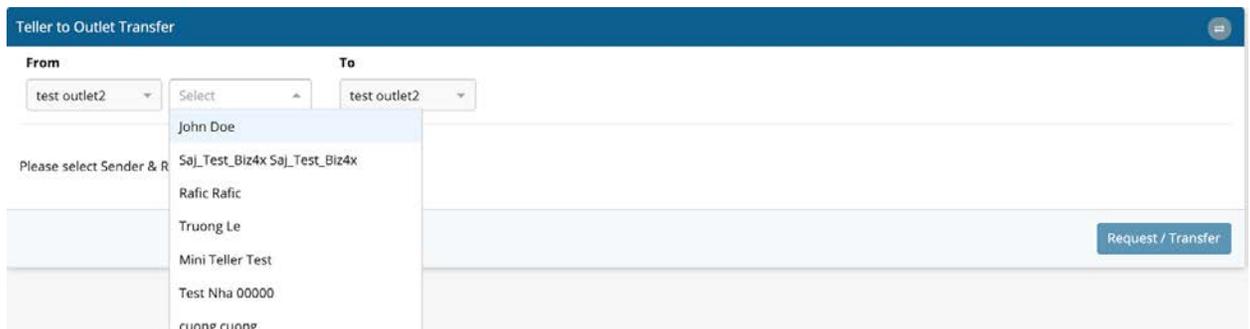
Remarks:

Remarks

Ok Cancel

Teller to Outlet Transfer

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



The screenshot shows a dialog box titled "Teller to Outlet Transfer". It has two dropdown menus for "From" and "To", both currently set to "test outlet2". A "Please select Sender & Receiver" message is displayed. A dropdown menu is open, showing a list of names: John Doe, Saj_Test_Biz4x Saj_Test_Biz4x, Rafic Rafic, Truong Le, Mini Teller Test, Test Nha 00000, and cuong cuong. A "Request / Transfer" button is located at the bottom right of the dialog.



- Click  in the section of the desired currency

Teller to Outlet Transfer

From: test outlet2 To: Teller Two To: test outlet2 Transfer All: -- --

Currency	Total Remaining	Transfer	Amount to Transfer
USD	10,001,000	-- --	
HKD	150	-- --	
SGD	0	-- --	

Request / Transfer

- Input the amount to transfer in a selected stock definition

Teller to Outlet Transfer

From: test outlet2 To: Teller Two To: test outlet2 Transfer All: -- --

Currency	Total Remaining	Transfer	Amount to Transfer
USD	10,000,000	-- --	1,000
Stock Definition			
Default	10,000,000	-- --	1,000
BRAVO	0	-- --	0

- Click "Request/Transfer"

Request / Transfer

- Go to Business Management > Stocks > Stocks Transfer > Authorize Transfers

- Click 

Authorize Transfers

Created	From	To	Created by	Authorized by	Direction	Status	Actions
Tue 18/06/2019 06:10pm	Teller Two	test outlet2	Manager One		Incoming	Pending	



9. Click "Approve"

Authorize Transfers Pending Completed

Created	From	To	Created by	Authorized by	Direction	Status	Actions
Tue 18/06/2019 06:10pm	Teller Two	test outlet2	Manager One		Incoming	Pending	⌵

test outlet2 receives

USD	Total Current Amount	Amount Receiving	Final Amount
	500,113.32	1,000	501,113.32

Stock	Current Amount		
Default	500,113.32	1,000	501,113.32

✖ Reject ✔ Approve

10. Click "Ok"


Are you sure want to approve this transfer ?

test outlet2 receives

USD	Total Current Amount	Amount Receiving	Final Amount
	500,113.32	1,000	501,113.32

Stock	Current Amount		
Default	500,113.32	1,000	501,113.32

Remarks:

Remarks

Ok Cancel

Outlet to Teller Transfer

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



- Select a recipient within the same outlet

Outlet to Teller Transfer

From: test outlet2 To: test outlet2

Please select Sender & Recipient

Select

- John Doe
- Saj_Test_Biz4x Saj_Test_Biz4x
- Rafic Rafic
- Truong Le
- Mini Teller Test
- Test Nha 00000
- cuong cuong

Request / Transfer

- Click  in the section of the currency you want to transfer

Outlet to Teller Transfer

From: test outlet2 To: test outlet2 Teller Two

Transfer All: -- --

Currency	Total Remaining	Transfer	Amount to Transfer
USD	50,011,332	-- --	

- Input the amount to transfer in a selected stock definition

Outlet to Teller Transfer

From: test outlet2 To: test outlet2 Teller Two

Transfer All: -- --

Currency	Total Remaining	Transfer	Amount to Transfer
USD	50,010,332	-- --	1,000
Stock Definition			
Default	50,010,332	-- --	1,000
BRAVO	0	-- --	0

- Click "Request/Transfer"

Request / Transfer

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

- Click 

Authorize Transfers

Created	From	To	Created by	Authorized by	Direction	Status	Actions
Tue 18/06/2019 06:16pm	test outlet2	Teller Two	Manager One		Incoming - Outgoing	Pending	



9. Click "Approve"

Authorize Transfers							Pending	Completed
Created	From	To	Created by	Authorized by	Direction	Status	Actions	
Tue 18/06/2019 06:16pm	test outlet2	Teller Two	Manager One		Incoming - Outgoing	● Pending	▲	
test outlet2 sends								
USD	Total Current Amount 500,113.32		Amount Transferring 1,000		Final Amount 499,113.32			
Stock	Current Amount							
Default	500,113.32		1,000		499,113.32			
Teller Two receives								
USD	Total Current Amount 100,010		Amount Receiving 1,000		Final Amount 101,010			
Stock	Current Amount							
Default	100,010		1,000		101,010			
							✖ Reject	✔ Approve

10. Click "Ok"

Are you sure want to approve this transfer ?

test outlet2 sends

USD	Total Current Amount 500,113.32	Amount Transferring 1,000	Final Amount 499,113.32
Stock	Current Amount		
Default	500,113.32	1,000	499,113.32

Remarks:

Remarks

Ok Cancel



Viewing Record of Stock Transfer Authorised

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

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

3. Click  to view the details



Viewing Record of Stock Transfer Requested

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

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

3. Click  to view the details

Viewing Company Stocks

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

Company Stocks

Filter by

- All
- Company
- Outlet
- User

Please select a type to display the data.

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

JMD		Adjust Stock		Total Bal	Rates			Avg. SCR	Total P/ L	Total P/ L		
				3,211,988				0.0101	1,523.45	1,023.556		
Stock	Type	Identifier	Unit	Balance	Market Rate	Outlet Sell Rate	Stock Cost Rate	Market FV	Outlet Value	Cost Amount	Market P/L	Outlet P/L
COMP	Mc	Saj Exchange Comp	⓪	1,000,988	0.0105	N/A	0.0100	10,510.374	N/A	10,010.48	499,894	
Default	User	Owner One - test outlet2	⓪	2,110,900	0.0105	0.0105	0.0100	22,164.45	22,164.45	21,150.9418	1,013.5082	1,013.5082
Default	Outlet	test outlet2	⓪	100,100	0.0105	0.0105	0.0104	1,051.05	1,051.05	1,041.002	10.048	10.048



Viewing Outlet Stock

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

Foreign Currency												
HKD		Adjust Stock		Total Bal	Rates (H)			Avg. SCR			Total P/L	Total P/L
Stock	Type	Identifier	Unit	Balance	Market Rate	Outlet Sell Rate	Stock Cost Rate	Market FV	Outlet Value	Cost Amount	Market P/L	Outlet P/L
THKD	User	Manager One - test outlet2	⊖	3,000	0.1738	N/A	0.2500	521.4	N/A	750	-228.6	
THKD	User	Teller Two - test outlet2	⊖	150	0.1738	N/A	0.1650	26.07	N/A	24.75	1.32	
THKD	Outlet	test outlet2	⊖	100,000	0.1738	N/A	0.1738	17,380	N/A	17,380	0	
Total Foreign Stock								17,927.47	0	18,154.75	-227.28	0

Viewing Stock History

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

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

Creating Transaction

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

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

Profit: \$0.00 SGD



3. Select a currency for transaction

4. Select a stock of foreign currency

5. Input the amount of foreign currency

6. Select a stock of local currency

7. Add in purpose, source of fund, collection method and fulfillment method and remark (optional)

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



a. Create a new customer

b. Search for an old customer

9. Add in extra Information (optional)

10. Click "Settle Deal" to complete the transaction

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

want to print out.



Viewing Transaction Record in Details

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

Transaction History										
Transaction ID	Policy Result	Type	Currency	Foreign Amount	Rate	Local Amount	P/L	Recorded by	Extra Info	Cust
FH9D-M5B4EL		Buy	MYR	10,000	0.31226375	3,122.6375	0	Owner One		

3. You will be able to view these details:

Customer Details

No Customer

Deal

Action	Currency	Stock (F)	Amount (F)	Rate	Amount (L)	Stock	Stock Before (L)	Cost Rate (L)	Stock Before (F)	Cost Rate (F)
BUY	MYR	Default	10,000	0.31226375	3,122.638	FTEST	40,000.000	FTEST	2,990,000.000	0.004

Purpose - **Source of fund** - **Collection Method** -
Fulfilment Method - **Remark** -

Extra Info

Country of Destination - **Purpose of Travel** - **Flight Ticket Number** -
Date of Travel From - **Date of Travel To** -

Settlement

You Collect		You Pay	
Currency	Amount	Currency	Amount
MYR	10000	SGD	3122.6375

Risk

Customer Risk	Transaction Risk	Overall Risk
<ul style="list-style-type: none"> Score: - Risk: - 	<ul style="list-style-type: none"> Score: - Risk: - 	<ul style="list-style-type: none"> Score: - Risk: -



Guide for accounts with manager level permission

Transferring Stocks

Teller to Teller Transfer

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

Teller to Teller Transfer

From: test outlet2, Teller Two

To: test outlet2, Owner O... ×

Transfer All: ← →

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

Teller to Teller Transfer

From: test outlet2, Teller Two

To: test outlet2, Owner O... ×

Transfer All: ← →

Currency	Total Remaining	Transfer	Amount to Transfer
USD	10,001,000	← →	▼
HKD	150	← →	▼
SGD	0	← →	▼

Request / Transfer

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

Teller to Teller Transfer

From: test outlet2, Teller Two

To: test outlet2, Owner O... ×

Transfer All: ← →

Currency	Total Remaining	Transfer	Amount to Transfer
USD	9,991,000	← →	10,000

Stock Definition

Stock Definition	Total Remaining	Transfer	Amount to Transfer
Default	9,991,000	← →	10,000
BRAVO	0	← →	0

Request / Transfer

6. Click "Request/Transfer"



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

Authorize Transfers							Pending	Completed
Created	From	To	Created by	Authorized by	Direction	Status	Actions	
Tue 18/06/2019 05:49pm	Teller Two	Owner One	Teller Two		Incoming	● Pending	▼	

- Click "Approve"

Authorize Transfers							Pending	Completed
Created	From	To	Created by	Authorized by	Direction	Status	Actions	
Tue 18/06/2019 05:49pm	Teller Two	Owner One	Teller Two		Incoming	● Pending	▲	

Owner One receives

	Total Current Amount	Amount Receiving	Final Amount
 USD	99,755.877	10,000	109,755.877
Stock	Current Amount		
Default	99,755.877	10,000	109,755.877

✖ Reject ✔ Approve

- Click "Ok"


Are you sure want to approve this transfer ?

Owner One receives

	Total Current Amount	Amount Receiving	Final Amount
 USD	99,755.877	10,000	109,755.877
Stock	Current Amount		
Default	99,755.877	10,000	109,755.877

Remarks:

Remarks

Ok Cancel



Teller to Outlet Transfer

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

The screenshot shows the 'Teller to Outlet Transfer' form. The 'From' dropdown is open, displaying a list of users: John Doe, Saj_Test_Biz4x, Rafic Rafic, Truong Le, Mini Teller Test, Test Nha 00000, and cuong cuong. The 'To' dropdown is set to 'test outlet2'. A 'Request / Transfer' button is visible in the bottom right corner.

4. Click  in the section of the desired currency

The screenshot shows the 'Teller to Outlet Transfer' form with the 'From' dropdown set to 'test outlet2' and the 'To' dropdown set to 'Teller Two'. The 'Transfer All' section has two arrows. Below is a table for currency selection:

Currency	Total Remaining	Transfer	Amount to Transfer
USD	10,001,000	← →	
HKD	150	← →	
SGD	0	← →	

A 'Request / Transfer' button is visible in the bottom right corner.

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

The screenshot shows the 'Teller to Outlet Transfer' form with the 'From' dropdown set to 'test outlet2' and the 'To' dropdown set to 'Teller Two'. The 'Transfer All' section has two arrows. Below is a table for stock definition selection:

Currency	Total Remaining	Transfer	Amount to Transfer
USD	10,000,000	← →	1,000
Stock Definition			
Default	10,000,000	← →	1,000
BRAVO	0	← →	0

The 'Amount to Transfer' field for the 'Default' stock definition is highlighted with a blue border and contains the value '1,000'. A 'Request / Transfer' button is visible in the bottom right corner.

6. Click "Request/Transfer"

The screenshot shows a close-up of the 'Request / Transfer' button, which is a blue button with white text.



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

8. Click 

Authorize Transfers								Pending	Completed
Created	From	To	Created by	Authorized by	Direction	Status	Actions		
Tue 18/06/2019 06:10pm	Teller Two	test outlet2	Manager One		Incoming	● Pending	▼		

9. Click "Approve"

Authorize Transfers								Pending	Completed
Created	From	To	Created by	Authorized by	Direction	Status	Actions		
Tue 18/06/2019 06:10pm	Teller Two	test outlet2	Manager One		Incoming	● Pending	▲		

test outlet2 receives

	Total Current Amount	Amount Receiving	Final Amount
 USD	500,113.32	1,000	501,113.32
Stock	Current Amount		
Default	500,113.32	1,000	501,113.32

✖ Reject ✔ Approve

10. Click "Ok"


Are you sure want to approve this transfer ?

test outlet2 receives

	Total Current Amount	Amount Receiving	Final Amount
 USD	500,113.32	1,000	501,113.32
Stock	Current Amount		
Default	500,113.32	1,000	501,113.32

Remarks:

Remarks

Ok Cancel



Outlet to Teller Transfer

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

Outlet to Teller Transfer

From: test outlet2 To: test outlet2

Please select Sender & Recipient

Request / Transfer

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

Outlet to Teller Transfer

From: test outlet2 To: test outlet2 Teller Two

Currency: USD Total Remaining: 50,011,332

Request / Transfer

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

Outlet to Teller Transfer

From: test outlet2 To: test outlet2 Teller Two

Currency: USD Total Remaining: 50,010,332 Amount to Transfer: 1,000

Stock Definition: Default Total Remaining: 50,010,332 Amount to Transfer: 1,000

Request / Transfer

6. Click "Request/Transfer"

Request / Transfer

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



8. Click

Authorize Transfers							Pending	Completed
Created	From	To	Created by	Authorized by	Direction	Status	Actions	
Tue 18/06/2019 06:16pm	test outlet2	Teller Two	Manager One		Incoming - Outgoing	● Pending	▼	

9. Click "Approve"

Authorize Transfers							Pending	Completed
Created	From	To	Created by	Authorized by	Direction	Status	Actions	
Tue 18/06/2019 06:16pm	test outlet2	Teller Two	Manager One		Incoming - Outgoing	● Pending	▲	

test outlet2 sends			
USD	Total Current Amount	Amount Transferring	Final Amount
	500,113.32	1,000	499,113.32
Stock	Current Amount		
Default	500,113.32	1,000	499,113.32

Teller Two receives			
USD	Total Current Amount	Amount Receiving	Final Amount
	100,010	1,000	101,010
Stock	Current Amount		
Default	100,010	1,000	101,010

✖ Reject ✔ Approve

10. Click "OK"

Are you sure want to approve this transfer ?

test outlet2 sends			
USD	Total Current Amount	Amount Transferring	Final Amount
	500,113.32	1,000	499,113.32
Stock	Current Amount		
Default	500,113.32	1,000	499,113.32

Remarks:

Remarks

Ok Cancel



Viewing Record of Stock Transfer Authorised

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

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

Viewing Record of Stock Transfer Requested

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

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



Viewing Company Stocks

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

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

JMD		Adjust Stock		Total Bal	Rates (N)			Avg. SCR			Total P/L	Total P/L
				3,211,988				0.0101			1,523.45	1,023.556
Stock	Type	Identifier	Unit	Balance	Market Rate	Outlet Sell Rate	Stock Cost Rate	Market FV	Outlet Value	Cost Amount	Market P/L	Outlet P/L
COMP	Mc	Saj Exchange Comp	⊖	1,000,988	0.0105	N/A	0.0100	10,510.374	N/A	10,010.48	499.894	
Default	User	Owner One - test outlet2	⊖	2,110,900	0.0105	0.0105	0.0100	22,164.45	22,164.45	21,150.9418	1,013.5082	1,013.5082
Default	Outlet	test outlet2	⊖	100,100	0.0105	0.0105	0.0104	1,051.05	1,051.05	1,041.002	10.048	10.048

Viewing Outlet Stock

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

Foreign Currency		Adjust Stock		Total Bal	Rates (N)			Avg. SCR			Total P/L	Total P/L
HKD				103,150				0.1963			-227.28	0
Stock	Type	Identifier	Unit	Balance	Market Rate	Outlet Sell Rate	Stock Cost Rate	Market FV	Outlet Value	Cost Amount	Market P/L	Outlet P/L
THKD	User	Manager One - test outlet2	⊖	3,000	0.1738	N/A	0.2500	521.4	N/A	750	-228.6	
THKD	User	Teller Two - test outlet2	⊖	150	0.1738	N/A	0.1650	26.07	N/A	24.75	1.32	
THKD	Outlet	test outlet2	⊖	100,000	0.1738	N/A	0.1738	17,380	N/A	17,380	0	
Total Foreign Stock								17,927.47	0	18,154.75	-227.28	0



Viewing Stock History

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

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

Creating Transaction

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

Deal
⌵

Action	Currency	Stock (F)	Balance (F)	Amount (F)	Rate	Amount (L) SGD	Stock (L)	Balance (L)		
Sell ▾	Select ▾	Select ▾			R		R	Select ▾		Profit: \$0.00 SGD
Buy										
Sell										

3. Select a currency for transaction

Deal
⌵

Action	Currency	Stock (F)	Balance (F)	Amount (F)	Rate	Amount (L) SGD	Stock (L)	Balance (L)		
Sell ▾	USD× ▾	Default × ▾	-12,002,032.	1.000000C	R	171.4000	R	TEST × ▾	203,178	Profit: \$0.00 SGD
	MYR									
	ARS									

Balance of Outlet: -899.99999800



- Select a stock of foreign currency

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

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

- Search for an old customer



9. Add in extra Information (optional)

Extra Info

Country of Destination	<input type="text" value="Country of Destination"/>	Purpose of Travel	<input type="text" value="Purpose of Travel"/>
Date of Travel From	<input type="text" value="DD/MM/YYYY"/>	Flight Ticket Number	<input type="text" value="Flight Ticket Number"/>
Date of Travel To	<input type="text" value="DD/MM/YYYY"/>		

10. Click "Settle Deal" to complete the transaction

[Reset Form](#) [Print Quote ▲](#) [Settle & Print ▲](#) [Settle Deal](#)

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

POS 57 (57mm)
POS 75 (75mm)

[New Transaction](#) [Receipt ▲](#) [Settled](#)

want to print out.

Viewing Transaction Record in Details

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

Transaction History [Export](#) Transaction ID, Teller

Transaction ID	Policy Result	Type	Currency	Foreign Amount	Rate	Local Amount	P/L	Recorded by	Extra Info	Cust
FH9D-M5B4EL		Buy	MYR	10,000	0.31226375	3,122.6375	0	Owner One		



Guide for accounts with teller level permission

Creating Transaction

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

The screenshot shows the 'Deal' form with the following fields: Action (Sell), Currency (Select), Stock (F) (Select), Balance (F) (empty), Amount (F) (empty), Rate (R), Amount (L) SGD (empty), Stock (L) (Select), and Balance (L) (empty). A 'Profit: \$0.00 SGD' is displayed on the right.

3. Select a currency for transaction

The screenshot shows the 'Deal' form with the following fields: Action (Sell), Currency (USD), Stock (F) (Default), Balance (F) (-12,002,032), Amount (F) (1.000000), Rate (R), Amount (L) SGD (171.4000), Stock (L) (TEST), and Balance (L) (203,178). A 'Balance of Outlet: -899.99999800' is shown below the Balance (F) field. A 'Profit: \$0.00 SGD' is displayed on the right.

4. Select a stock of foreign currency

The screenshot shows the 'Deal' form with the following fields: Action (Sell), Currency (USD), Stock (F) (Default), Balance (F) (-12,002,032), Amount (F) (1.000000), Rate (R), Amount (L) SGD (171.4000), Stock (L) (TEST), and Balance (L) (203,178). A 'Balance of Outlet: -899.99999800' is shown below the Balance (F) field. A 'Profit: \$0.00 SGD' is displayed on the right. A dropdown menu is open for 'Stock (F)', showing options: User (Default, Balance: -12,002,032.12000000), Outlet (Default, Balance: -899.99999800), and Company.

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

The screenshot shows the 'Deal' form with the following fields: Purpose (Rent), Source of Fund (Select), Collection Method (Cash), Fulfillment Method (Select), and Remark (empty). Below these fields are input fields for: Destination (Country of Destination), Purpose of Travel (Purpose of Travel), From (DD/MM/YYYY), Flight Ticket Number (Flight Ticket Number), and To (DD/MM/YYYY).



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

Summary			
-	-	-	-
Since Last Visit	No of Transactions	Value of Transactions	Last Dealt Currencies
Last Visit: _/ _/ _	Past 30 days	(SGD)	
		Past 30 days	

- b. Search for an old customer

- 9. Add in extra Information (optional)

Country of Destination	Country of Destination	Purpose of Travel	Purpose of Travel
Date of Travel From	DD/MM/YYYY	Flight Ticket Number	Flight Ticket Number
Date of Travel To	DD/MM/YYYY		

- 10. Click "Settle Deal" to complete the transaction

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

want to print out.



Transferring Stocks

Teller to Teller Transfer

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

Teller to Teller Transfer

From	To	Transfer All
test outlet2 ▾ Teller Two ▾	test outlet2 ▾ Owner O... × ▾	← →

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

Teller to Teller Transfer

From	To	Transfer All
test outlet2 ▾ Teller Two ▾	test outlet2 ▾ Owner O... × ▾	← →

Currency	Total Remaining	Transfer	Amount to Transfer
USD	10,001,000	← →	▾
HKD	150	← →	▾
SGD	0	← →	▾

[Request / Transfer](#)

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

Teller to Teller Transfer

From	To	Transfer All
test outlet2 ▾ Teller Two ▾	test outlet2 ▾ Owner O... × ▾	← →

Currency	Total Remaining	Transfer	Amount to Transfer
USD	9,991,000	← →	10,000 ▾
Stock Definition			
Default	9,991,000	← →	10,000
BRAVO	0	← →	0

6. Click "Request/Transfer"

[Request / Transfer](#)

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



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

Authorize Transfers							Pending	Completed
Created	From	To	Created by	Authorized by	Direction	Status	Actions	
Tue 18/06/2019 05:49pm	Teller Two	Owner One	Teller Two		Incoming	● Pending	▼	

9. Click "Approve"

Authorize Transfers							Pending	Completed
Created	From	To	Created by	Authorized by	Direction	Status	Actions	
Tue 18/06/2019 05:49pm	Teller Two	Owner One	Teller Two		Incoming	● Pending	▲	

Owner One receives

	Total Current Amount	Amount Receiving	Final Amount
 USD	99,755.877	10,000	109,755.877
Stock	Current Amount		
Default	99,755.877	10,000	109,755.877

✖ Reject ✔ Approve

10. Click "Ok"


Are you sure want to approve this transfer ?

Owner One receives

	Total Current Amount	Amount Receiving	Final Amount
 USD	99,755.877	10,000	109,755.877
Stock	Current Amount		
Default	99,755.877	10,000	109,755.877

Remarks:

Remarks

Ok Cancel



Teller to Outlet Transfer

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

Teller to Outlet Transfer ≡

From: test outlet2 | Teller Two | To: test outlet2 | Transfer All:

Currency	Total Remaining	Transfer	Amount to Transfer
USD	10,001,000	<input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>
HKD	150	<input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>
SGD	0	<input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>

[Request / Transfer](#)

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

Teller to Outlet Transfer ≡

From: test outlet2 | Teller Two | To: test outlet2 | Transfer All:

Currency	Total Remaining	Transfer	Amount to Transfer
USD	10,000,000	<input type="checkbox"/> <input type="checkbox"/>	1,000
Stock Definition			
Default	10,000,000	<input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="1,000"/>
BRAVO	0	<input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="0"/>

5. Click "Request/Transfer"

[Request / Transfer](#)

6. Managers or owners need to go to Business Management > Stocks > Stocks Transfer > Authorize Transfers

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

Authorize Transfers [Pending](#) [Completed](#)

Created	From	To	Created by	Authorized by	Direction	Status	Actions
Tue 18/06/2019 05:49pm	Teller Two	Owner One	Teller Two		Incoming	● Pending	<input type="text"/>



8. Click "Approve"

Authorize Transfers Pending Completed

Created	From	To	Created by	Authorized by	Direction	Status	Actions
Tue 18/06/2019 05:49pm	Teller Two	Owner One	Teller Two		Incoming	Pending	▲

Owner One receives

	Total Current Amount	Amount Receiving	Final Amount
USD	99,755.877	10,000	109,755.877
Stock	Current Amount		
Default	99,755.877	10,000	109,755.877

✖ Reject ✔ Approve

9. Click "Ok"

Are you sure want to approve this transfer ?

Owner One receives

	Total Current Amount	Amount Receiving	Final Amount
USD	99,755.877	10,000	109,755.877
Stock	Current Amount		
Default	99,755.877	10,000	109,755.877

Remarks:

Remarks

Ok Cancel



Viewing Record of Stock Transfer Authorised

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

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

Showing 1 to 11 of 11 entries

Previous **1** Next

Viewing Record of Stock Transfer Requested

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

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

Showing 1 to 7 of 7 entries

Previous **1** Next



Viewing Outlet Stock

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

Foreign Currency												
HKD		Adjust Stock		Total Bal	Rates (H)			Avg. SCR	Total P/L		Total P/L	
				103,150				0.1963	-227.28		0	
Stock	Type	Identifier	Unit	Balance	Market Rate	Outlet Sell Rate	Stock Cost Rate	Market FV (H)	Outlet Value	Cost Amount	Market P/L	Outlet P/L
THKD	User	Manager One - test outlet2	(D)	3,000	0.1738	N/A	0.2500	521.4	N/A	750	-228.6	
THKD	User	Teller Two - test outlet2	(D)	150	0.1738	N/A	0.1650	26.07	N/A	24.75	1.32	
THKD	Outlet	test outlet2	(D)	100,000	0.1738	N/A	0.1738	17,380	N/A	17,380	0	
Total Foreign Stock								17,927.47	0	18,154.75	-227.28	0

Viewing Transaction Record in Details

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

Transaction History											
Transaction ID	Policy Result	Type	Currency	Foreign Amount	Rate	Local Amount	P/L	Recorded by	Extra Info	Cust	
FH9D-M5B4EL		Buy	MYR	10,000	0.31226375 (D) (H)	3,122.6375	0	Owner One			

3. You will be able to view these details:

Customer Details												
No Customer												
Deal												
Action	Currency	Stock (F)	Amount (F)	Rate	Amount (L)	Stock	Stock Before (L)	Cost Rate (L)	Stock Before (F)	Cost Rate (F)		
BUY	MYR	Default	10,000	0.31226375 (D) (H)	3,122.638	FTEST	40,000.000	FTEST	2,990,000.000	0.004		
Purpose			-	Source of fund			-	Collection Method				-
Fulfillment Method			-	Remark			-					
Extra Info												
Country of Destination			-	Purpose of Travel			-	Flight Ticket Number				-
Date of Travel From			-	Date of Travel To			-					
Settlement												
You Collect						You Pay						
Currency	Amount					Currency	Amount					
MYR	10000					SGD	3122.6375					
Risk												
Customer Risk				Transaction Risk				Overall Risk				
• Score: -				• Score: -				• Score: -				
• Risk: -				• Risk: -				• Risk: -				