

Welcome

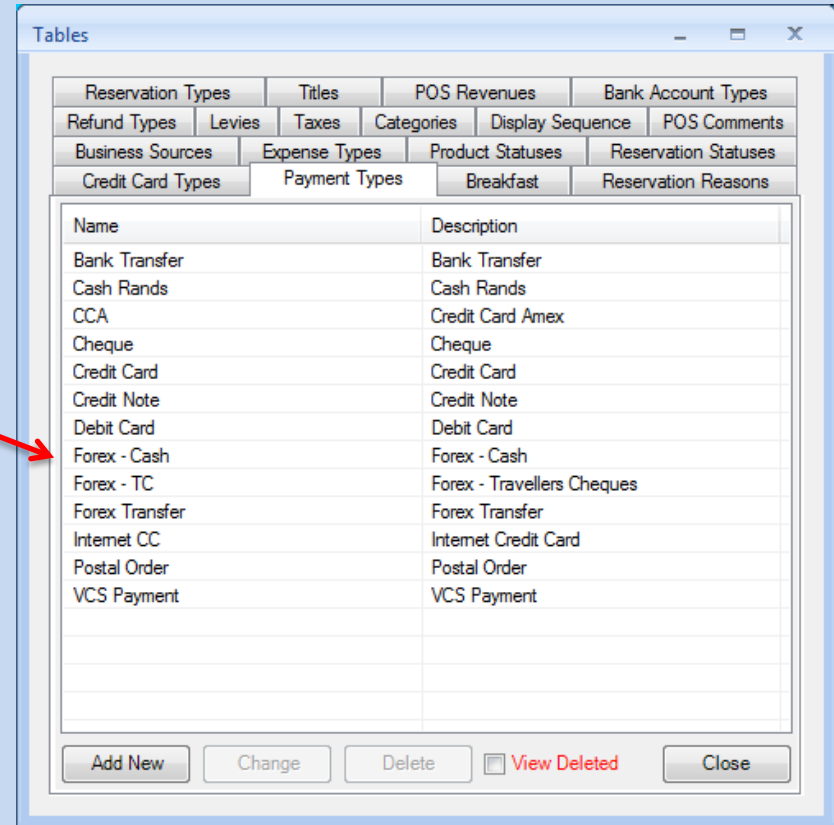
This training module deals with
Foreign Exchange Management

Foreign Exchange Types

Two entries need to be present within your Data Table (found under Setup & Admin → Data Tables) that deal with foreign exchange.

These are Cash and Travellers Cheques.

If they are not required, they can be de-activated and will not display when selecting payments.



The screenshot shows a window titled 'Tables' with a grid of tabs and a table of data. The tabs include: Reservation Types, Titles, POS Revenues, Bank Account Types, Refund Types, Levies, Taxes, Categories, Display Sequence, POS Comments, Business Sources, Expense Types, Product Statuses, Reservation Statuses, Credit Card Types, Payment Types, Breakfast, and Reservation Reasons. The 'Payment Types' tab is selected, showing a table with two columns: Name and Description.

Name	Description
Bank Transfer	Bank Transfer
Cash Rands	Cash Rands
CCA	Credit Card Amex
Cheque	Cheque
Credit Card	Credit Card
Credit Note	Credit Note
Debit Card	Debit Card
Forex - Cash	Forex - Cash
Forex - TC	Forex - Travellers Cheques
Forex Transfer	Forex Transfer
Internet CC	Internet Credit Card
Postal Order	Postal Order
VCS Payment	VCS Payment

At the bottom of the window are buttons for 'Add New', 'Change', 'Delete', a checkbox for 'View Deleted', and 'Close'.

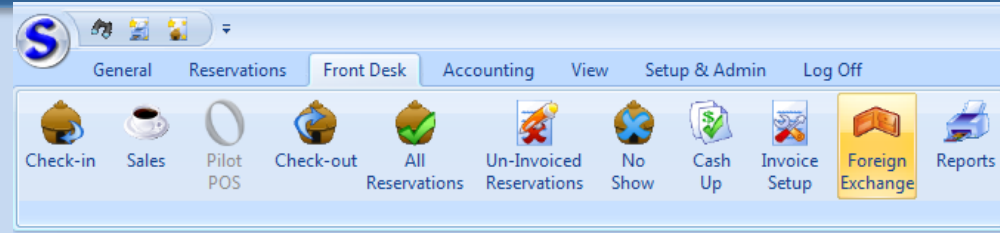
Front Office

Define all the currencies that you deal with in the Foreign Exchange table.

On a daily basis , (or whenever you need to process foreign currency) the exchange rate must be set up for that specific day.

The date and rate has to be set, to enable the recording of transactions.

You may set the exchange rate for a day or change it multiple times during a day to reflect volatile currency fluctuations.



Foreign Exchange

Applies to : 26 March 2012

	Currency Name	Currency Symbol	Exchange Rate
▶	Euro	€	10.0000
	US\$	\$	7.5000

Add

Delete

✓ OK

✗ Cancel

Foreign Exchange Management

Foreign currency transactions can be recorded on reservations or within debtors.

When recording, select the **Payment (receipt)** button.

Select the currency type (Cash or travellers cheque).

Transaction Details - Folio #978 - Sally Gates

Reservation | Group Reservations | Group Transactions | Rooming List

Display Transactions
 Summary Detailed
 As Invoice
 Entire Group All Accounts

Billing Accounts
 Sally Gates

Deposit Details
 Due Date : 03 April 12
 Deposit Due : 400.00 Perc. : 50.00
 Received : 0.00 Owing : 400.00

 Email Display

Effective Date	Room	Product	Description	Invoice	Folio #	Allocated to	Qty	Unit Price	Tax	Amount	Use
10 April 2012	10	10	Single room	Not Inv...	978	Sally Gates	4	200.00	98.24	800.00	Ber

Payments allocated to : Mr Sally Gates

Payment Type : Forex - Cash
 Forex Exchange : Euro - €
 Bank Date : 27 March 2012
 Description : Deposit - Forex - Cash (Euro - €)
 Forex Tendered € : 900 (R900.00)
 Local Amount R : 800 (€80.00)
 Change R : 100.00

Deposit Yes No

Sally Gates
Pro-formas

 Email Display

Room

Balances
 Guest/s : 800.00
 Company/s : 0.00
 Total Due : 800.00

Total Accum Due - As per Rate Table Selected
 Mr Sally Gates 800.00

Provisional

Foreign Exchange Management

The forex tendered is the actual amount received by the guest (Note the converted local currency amount is displayed in brackets behind the local amount)

Transaction Details - Folio #978 - Sally Gates

Reservation | Group Reservations | Group Transactions | Rooming List

Display Transactions
 Summary Detailed
 As Invoice
 Entire Group All Accounts

Billing Accounts
Sally Gates

Deposit Details
Due Date : 03 April 12
Deposit Due : 400.00 Perc. : 50.00
Received : 0.00 Owing : 400.00

 Email Display

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Local Amount R : 800 (€80.00)
Change R : 100.00

Deposit Yes No

Sally Gates
Pro-formas
 Email Display

Room
Selected Rate
Rate

Balances
Guest/s : 800.00
Company/s : 0.00
Total Due : 800.00

Total Accum Due - As per Rate Table Selected
Mr Sally Gates 800.00

Provisional

Foreign Exchange Management

The forex tendered is the actual amount received by the guest (Note the converted local currency amount is displayed in brackets).

The Local amount is the amount you wish to apply to the account i.e. the amount outstanding
 Note the foreign currency conversion amount displayed in brackets – this enables the guest to tender the exact foreign currency amount.

Transaction Details - Folio #978 - Sally Gates

Reservation | Group Reservations | Group Transactions | Rooming List

Display Transactions
 Summary Detailed
 As Invoice
 Entire Group All Accounts

Billing Accounts
 Sally Gates

Deposit Details
 Due Date : 03 April 12
 Deposit Due : 400.00 Perc. : 50.00
 Received : 0.00 Owing : 400.00

 Email Display

Effective Date	Room	Product	Description	Invoice	Folio #	Allocated to	Qty	Unit Price	Tax	Amount	Use
10 April 2012	10	10	Single room	Not Inv...	978	Sally Gates	4	200.00	98.24	800.00	Ber
										800.00	
										0.00	
										0.00	

Payments allocated to: Mr Sally Gates

Payment Type : Forex - Cash
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 Bank Date : 27 March 2012
 Description : Deposit - Forex - Cash (Euro - €)
 Forex Tendered € : 90 (R900.00)
 Local Amount R : 800 (€80.00)
 Change R : 100.00

Deposit Yes No

Sally Gates
Pro-formas

 Email Display

Room

Balances
 Guest/s : 800.00
 Company/s : 0.00
 Total Due : 800.00

Total Accum Due - As per Rate Table Selected
 Mr Sally Gates 800.00

Provisional

Foreign Exchange Management

The forex tendered is the actual amount received by the guest (Note the converted local currency amount is displayed in brackets).

The Local amount is the amount you wish to apply to the account i.e. the amount outstanding
 Note the foreign currency conversion amount displayed in brackets – this enables the guest to tender the exact foreign currency amount.

If the amount tendered is greater than the amount outstanding, (once converted) then you would owe the guest the balance and the system will calculate the change (in the local currency) you need to pay the guest.

Transaction Details - Folio #978 - Sally Gates

Reservation | Group Reservations | Group Transactions | Rooming List

Display Transactions: Summary Detailed As Invoice Entire Group All Accounts

Billing Accounts: Sally Gates

Deposit Details: Due Date: 03 April 12 | Deposit Due: 400.00 Perc.: 50.00 | Received: 0.00 Owing: 400.00 Email Display

Effective Date	Room	Product	Description	Invoice	Folio #	Allocated to	Qty	Unit Price	Tax	Amount	Use
10 April 2012	10	10	Single room	Not Inv...	978	Sally Gates	4	200.00	98.24	800.00	Ber
										800.00	
										0.00	
										0.00	

Payments allocated to: Mr Sally Gates

Payment Type: Forex - Cash
 Forex Exchange: Euro - €
 Bank Date: 27 March 2012
 Description: Deposit - Forex - Cash (Euro - €)
 Forex Tendered €: 900 (R900.00)
 Local Amount R: 800 (€80.00)
 Change R: 100.00

Deposit: Yes No

Pro-formas: Email Display

Charge (Sale) | Payment (Receipt) | Expense (C.O.S) | Edit | Reverse | Refund

Room Balances: Guest/s: 800.00 | Company/s: 0.00 | Total Due: 800.00

Total Accum Due - As per Rate Table Selected: Mr Sally Gates 800.00

Provisional | Close

Foreign Exchange Management

The forex tendered is converted to the local currency and displayed as a transaction.

If change must be paid to the guest a separate transaction is generated in the local currency (The assumption is that the change will always be paid to the guest using the local currency).

Transaction Details - Folio #978 - Sally Gates

Reservation | Group Reservations | Group Transactions | Rooming List

Display Transactions: Summary Detailed
 As Invoice
 Entire Group All Accounts

Billing Accounts: Sally Gates

Re-alloc | Split | Other | To Master | To Guests

Deposit Details: Due Date: 03 April 12
Deposit Due: 400.00 Perc.: 50.00
Received: -900.00 Owing: -500.00

 Email Display

Effective Date	Room	Product	Description	Invoice	Folio #	Allocated to	Qty	Unit Price	Tax	Amount	Us
April 2012	10	10	Single room	Not Inv...	978	Sally Gates	4	200.00	98.24	800.00	Ber
10 April 2012	10	Forex - C...	Deposit - Forex ...	Not Inv...	978	Sally Gates	1	-900.00	0.00	-900.00	Ber
27 March 2012	10	Change	Change	Not Inv...	978	Sally Gates	1	100.00	0.00	100.00	Ber
		Charges				Guest				800.00	
		Payments				Guest				-900.00	
		Expenses				Guest				100.00	
		Invoiced				Guest				0.00	

Sally Gates

Pro-formas: Email Display

Invoices: Email Display

Charge (Sale) | | Expense (C.O.S.)

Correspondence Documents | Generate Room Charges:

Invoices: Guest=0 Company=0

Balances: Guest/s : 0.00
Company/s : 0.00
Total Due : 0.00

Total Accom Due - As per Rate Table Selected
Mr Sally Gates 800.00

Confirmed

Select the Transaction log report to display all foreign currency recorded for a day or for a period.

The screenshot shows the 'Reports (SecurityID=S072)' window. On the left, a tree view shows categories: Monthly (Key Statistics, Occupancy (Yearly), Occupancy Graph, Reservations Analysis) and Weekly. On the right, a list of reports is shown, including: Patron and Employee Account Reports, Reservations, Revenue, Revenue Projections, System, Transactions (Casual Sales, Departmental By GL Code, Gratuities, Inhouse Reservations, Monthly Analysis, Per Day By Product, Per Day By Product Type, POS Revenue Centres, Reversed Transactions, Sumarised by Product, Sumarised by Product Type, Sumarised by Reservation Date), Transaction Log (highlighted in blue), and User selected. Below the lists are buttons for 'Add Header', 'Remove Header', and 'Rename Header', and an 'Employee' dropdown menu set to 'Bernhard Potgieter'. A description box contains the text: 'A list of transactions created between specified dates'. At the bottom, there are radio buttons for 'View in Excel' (selected) and 'View in Browser', and a 'Close' button.

End of training module

Foreign Exchange Management