

# Calyx Solutions

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CEBS USER GUIDE

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# CEBS Guide ver 1.0

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This document guides you through the various functionalities of CEBS. The reports generated by CEBS are widely accepted and gives the auditors a fair view of your bureau's day to day transactions.

## 1. Start of the Day

### 1.1. Update Rates [Auto Update]

When you start your shift and login to CEBS the first and utmost important task is to update rates. CEBS fetches latest currency exchange rates from internet. This service is free to CEBS clients and will always be free. To update the rates please follow below steps:

- a. Click on **Extras**
- b. Click on **Update Rates**
- c. A new window frame will open with title of update rates. Click on **'Update'** button which is located at the right side bottom. The update rates window shows you buying and selling rates against respective currencies. These buying and selling rates are as per the margins set for your bureau.
- d. It takes 5 to 10 seconds to update the rates. After updating rates a message is shown saying **'Rates Updated Successfully'**. Click on **'OK'** button.
- e. Click on the **'Refresh'** button to view the updated exchange rates. The currency rates are updated now.

### 1.2. Update Spot Rates [Manual Update]

This functionality is mostly used if you do not have internet connection. As you cannot fetch latest exchange rates from the internet due to no internet connection, you can use update spot rate facility. The main objective of update spot rates functionality is to update the spot rates manually. To update the spot rates manually please follow below steps:

- a. Click on **HelpDesk**
- b. Click on **'Update Spot Rate'**
- c. A new window frame will open with title of update rates. Double click on any of the rate that you want to update. Change the Spot rate of selected currency and then press 'tab' or 'enter' button of your keyboard.
- d. Once you are done with changing Spot rates of the currencies, then click on **'Update'** button.
- e. It takes 5 to 10 seconds to update the rates. After updating rates a message is shown saying **'Rates Updated Successfully'**. Click on **'OK'** button.
- f. Click on the **'Refresh'** button to view the updated exchange rates. The currency rates are updated now. Your buying and selling rates are automatically updated against the set margins.

**\*\*Use Update Spot Rates only if you do not have internet connection on your desktop/laptop.**

### 1.3. Print Stock

After updating the exchange rates you are ready to count the stock. A printed copy of your available stock will facilitate you in counting the stock. To print the available currency stock please follow the below steps:

- a. Click on **'Stock'**
- b. Click on **'Available Stock'**
- c. Click on any currency row. Once you click on the row its colour changes to blue.
- d. Now **'Right Click'** on the same row. Option for 'Print Stock' will come up. Click on **'Print Stock'**.

You can print stock any number of times.

#### 1.4. Check Balance

Sterling is the base currency for the currency exchange in the UK and so you would like to check exact physical stock you got against the Sterling amount in CEBS. CEBS provides facility to count sterling as per denomination notes and coins. Please follow the below steps to check balance Sterling stock:

- a. Click on **'Extras'**
- b. Click on **'Check Balance'**
- c. A new window frame will open with title as Check Balance. Here you can put the number of notes that you physically got in stock against each denomination. **'Till Total'** shows you calculated value of Sterling. **'Actual Total'** is the current GBP N stock in CEBS. **'Difference'** is the difference amount between actual total and till total.
- d. You can use **'tab'** button of your keyboard to go ahead to next denomination. As you proceed ahead the total is counted and show in Till Total as well as difference between actual total and till total is shown in Difference.
- e. Once you complete you can click on **'Submit'** and your Check Balance is printed.

Check Balance is used often in bureaus where Cashiers works in shifts and other cashier comes to give break to the Cashier working in the bureau.

## 2. Retail & Wholesale Transactions

This section guides you how to use CEBS for doing retail and wholesale transactions.

### 2.1. Retail Transactions

#### 2.1.1. Retail – Sell

To do a Retail Sell transaction, please follow the below mentioned steps:

- a. Click on 'Retail'
- b. Click on 'Retail Transaction'
- c. A new window opens with the title as 'Retail Transactions'. Select 'Sell' by a mouse click in the Retail Transaction section.
- d. Click on Currency Code, on the first row first cell, and type the currency code. E.g. if its EURO transaction then type EUR and press tab. In Currency Type column by default N is selected which stands for notes. If the transaction is for travellers cheques then select T from Currency Type. Press tab, the rate is picked automatically for the Currency typed in currency code column. Type amount in Amount column and press tab. The amount to be collected from the customer is shown in 'Amount In GBP' column.
- e. You can sell multiple currencies in one transaction by repeating step d.
- f. The total amount to be collected from the customer is shown at the right hand bottom corner just above Help button.
- g. Payment Method is by default Cash. The customer can also pay by Credit Card which is explained in section 2.1.1.3.
- h. Click on 'Submit' to save the transaction. A pop up message appear which give summary of the selling transaction. If you find something incorrect you can click on 'No' on this pop up and no action will be taken. If everything is fine with the transaction then click on 'Yes'. New pop up message is displayed which confirms the amount to be collected from the customer.
- i. When you click on 'OK', the transaction is saved, the stock is amended accordingly and the receipt is printed.

##### 2.1.1.1. Rate Override

The instructions for overriding the rates are displayed on the Retail Transaction window. This functionality will be demonstrated.

##### 2.1.1.2. BuyBack

The instructions for overriding the rates are displayed on the Retail Transaction window. This functionality will be demonstrated.

##### 2.1.1.3. Credit Cards

To take the payment from the customer by Credit Card, follow the below mentioned instructions:

- a. Follow the steps a, b, c, d, e and f from section 2.1.1.
- b. In the Payment Method, Select 'Credit Debit Card'.
- c. A new window frame will open with title as 'Card Details'. This window is divided in 3 sections, Card Details, ID Details and Amount & Receipt.
- d. Fill the details in respective sections and click on 'OK'.
- e. The transaction proceeds in normal way as mentioned in section 2.1.1. h & i.

#### **2.1.1.4. Customer Database [AML]**

This functionality will be demonstrated.

#### **2.1.2. Retail - Buy**

To do a Retail Buy transaction, please follow the below mentioned steps:

- a. Click on 'Retail'
- b. Click on 'Retail Transaction'
- c. A new window opens with the title as 'Retail Transactions'. By default 'Buy' is selected in the Retail Transaction section.
- d. Click on Currency Code, on the first row first cell, and type the currency code. E.g. if its EURO transaction then type EUR and press tab. In Currency Type column by default N is selected which stands for notes. If the transaction is for travellers cheques then select T from Currency Type. Press tab, the rate is picked automatically for the Currency typed in currency code column. Type amount in Amount column and press tab. The amount to pay to the customer is shown in 'Amount In GBP' column.
- e. You can buy multiple currencies in one transaction by repeating step d.
- f. The total amount to pay to the customer is shown at the right hand bottom corner just above Help button.
- g. Payment Method is by default Cash.
- h. Click on 'Submit' to save the transaction. A pop up message appear which give summary of the buying transaction. If you find something incorrect you can click on 'No' on this pop up and no action will be taken. If everything is fine with the transaction then click on 'Yes'. New pop up message is displayed which confirms the amount to pay to the customer.
- i. When you click on 'OK', the transaction is saved, the stock is amended accordingly and the receipt is printed.

##### **2.1.2.1. BuyBack**

The instructions for overriding the rates are displayed on the Retail Transaction window. This functionality will be demonstrated.

##### **2.1.2.2. CRC – Cash Back**

If the customer wants cash back on their card then please follow the below mentioned steps:

- a. Follow steps a, b and c from section 2.1.2.
- b. Type the currency code as CRC. And press tab, type in the amount and press tab.
- c. By default the commission percent is 8% which can be modified. The amount to pay to the customer is shown in 'Amount In GBP' column.
- d. You cannot add multiple currencies along with CRC as the Payment Method will be Credit Debit Card.
- e. In the Payment Method, Select 'Credit Debit Card'.
- f. A new window frame will open with title as 'Card Details'. This window is divided in 3 sections, Card Details, ID Details and Amount & Receipt.
- g. Fill the details in respective sections and click on 'OK'.
- h. Follow steps h & i from section 2.1.2.

## 2.2. Wholesale Transactions

### 2.2.1. Wholesale Sell

To do a Wholesale Sell transaction, please follow the below mentioned steps:

- a. Click on 'Retail'
- b. Click on 'Wholesale Transaction'
- c. A new window opens with the title as 'Wholesale Transactions'. Select 'Sell' by a mouse click in the Retail Transaction section.
- d. Select the name of the Wholesaler you are selling currencies to from the drop down named 'To Client'.
- e. Click on Currency Code, on the first row first cell, and type the currency code. E.g. if its EURO transaction then type EUR N and press tab. N stands for notes. If the transaction is for travellers cheques then type the currency code as EUR T. Press tab, the rate is not picked up automatically because the rates with wholesalers are very competitive. Type amount in Amount column and press tab. User can type the rate in rate column. The amount to be collected from the wholesaler is shown in 'Amount In GBP' column.
- f. You can sell multiple currencies in one transaction by repeating step e.
- g. The total amount to be collected from the wholesaler is shown at the right hand bottom corner just above Help button.
- h. Payment Method is by default Cash.
- i. Click on 'Submit' to save the transaction. A pop up message appear which give summary of the selling transaction. If you find something incorrect you can click on 'No' on this pop up and no action will be taken. If everything is fine with the transaction then click on 'Yes'. New pop up message is displayed which confirms the amount to be collected from the wholesaler.
- j. When you click on 'OK', the transaction is saved, the stock is amended accordingly and the receipt is printed.

### 2.2.2. Wholesale Buy

To do a Wholesale Buy transaction, please follow the below mentioned steps:

- a. Click on 'Retail'
- b. Click on 'Wholesale Transaction'
- c. A new window opens with the title as 'Wholesale Transactions'. By default 'Buy' is selected in the Retail Transaction section.
- d. Select the name of the Wholesaler you are buying currencies from the drop down named 'From Client'.
- e. Click on Currency Code, on the first row first cell, and type the currency code. E.g. if its EURO transaction then type EUR N and press tab. N stands for notes. If the transaction is for travellers cheques then type the currency code as EUR T. Press tab, the rate is not picked up automatically because the rates with wholesalers are very competitive. Type amount in Amount column and press tab. User can type the rate in rate column. The amount to be paid to the wholesaler is shown in 'Amount In GBP' column.
- f. You can buy multiple currencies in one transaction by repeating step e.



- g. The total amount to be paid to the wholesaler is shown at the right hand bottom corner just above Help button.
- h. Payment Method is by default Cash.
- i. Click on 'Submit' to save the transaction. A pop up message appear which give summary of the buying transaction. If you find something incorrect you can click on 'No' on this pop up and no action will be taken. If everything is fine with the transaction then click on 'Yes'. New pop up message is displayed which confirms the amount to be paid to the wholesaler.
- j. When you click on 'OK', the transaction is saved, the stock is amended accordingly and the receipt is printed.

### 3. View Transactions

CEBS gives facility to view today's transactions as well as previous dated transactions. Use View All Transactions option for a quick view of today's transactions and use View History to view previous date's transactions.

#### 3.1. View All Transactions

To view today's transactions you can follow the below steps:

- a. Click on **'Retail'**
- b. Click on **'View All Transactions'**
- c. A new window frame will open with title as View All Transactions. Here your 'today's' transactions are displayed with 1<sup>st</sup> transaction of the day at the top followed by the rest.

##### 3.1.1. Delete Transaction

Once deleted the transaction cannot be reinstate. To delete a particular transaction follow the below mentioned steps:

- a. Click on **'Retail'**
- b. Click on **'View All Transactions'**
- c. Click on the transaction row which you want to delete. [If there are more than one currencies in one transaction then select any of the transaction row with same receipt id]. The colour of row will turn blue.
- d. Right Click on the selected transaction. A menu will come up. Click on **'Delete Transaction'**.
- e. Confirmation pop-up will come asking **'Do You Really Want To Delete Transaction?'** If you click 'No' then the transaction will not be deleted. You need to click on 'Yes' to delete the transaction.
- f. **'Deleted Successfully'** message will be displayed. Click on 'OK'.
- g. Close the View All Transactions window and re-open it. The deleted transaction will be highlighted in **Red**.

##### 3.1.2. Reprint Transaction Receipt

You can follow the below mentioned steps to reprint any of today's transaction:

- a. Click on **'Retail'**
- b. Click on **'View All Transactions'**
- c. Click on the transaction row which you want to reprint the receipt of. [If there are more than one currencies in one transaction then select any of the transaction row with same receipt id]. The colour of row will turn blue.
- d. Right Click on the selected transaction. A menu will come up. Click on **'Reprint Transaction'**.

You can reprint the transaction receipt any number of times.

##### 3.1.3. View Details of Transaction

You can view the details of any of today's transaction using following steps:

- a. Click on **'Retail'**

- b. Click on **‘View All Transactions’**
- c. Click on the transaction row which you want to view details of. [If there are more than one currencies in one transaction then select any of the transaction row with same receipt id]. The colour of row will turn blue.
- d. Right Click on the selected transaction. A menu will come up. Click on **‘View Details’**.

The View Details option is used to view information in following cases:

- a. If the transaction is selling of currency using Credit Card or cash back and you want to view the Credit Card and ID details.
- b. If the transaction is above AML limit of your bureau and you want to view details of Primary and Secondary ID details of the customer.

## 3.2. View History

If you want to view transactions which are of previous date’s then you can do this by following below steps:

- a. Click on **‘Retail’**
- b. Click on **‘View History’**
- c. A new window frame will open with title as View Branch Transaction. This window is divided into two sections View Transaction and Result. In the View Transaction section your bureau/branch name will be by default selected. You can select the type of transaction you want to view. And you can enter date of which you want to view the transactions on right hand top corner.
- d. Click on **‘Search’**. The transactions matching your search criteria will be displayed in the results sections.

### 3.2.1. Reprint Transaction Receipt – Previous Date

To reprint the receipt of transaction of previous date please follow the below mentioned steps:

- a. Follow steps a, b, c and d of section 3.2.
- b. Click on the transaction row which you want to reprint the receipt of. [If there are more than one currencies in one transaction then select any of the transaction row with same receipt id]. The colour of row will turn blue.
- c. Right Click on the selected transaction. A menu will come up. Click on **‘Reprint Transaction’**.

### 3.2.2. View Details of Transaction – Previous Date

To view details of transaction of previous date please follow the below mentioned steps:

- a. Follow steps a, b, c and d of section 3.2.
- b. Click on the transaction row which you want to view details of. [If there are more than one currencies in one transaction then select any of the transaction row with same receipt id]. The colour of row will turn blue.
- c. Right Click on the selected transaction. A menu will come up. Click on **‘View Details’**.

## 3.3. Stock

The stock is displayed in two different ways which is as follows:

### **3.3.1. Available Stock**

This is the quick way to have a look at the stock. The available stock shows you only those currencies which you have physically in stock in your bureau or the sold out currencies. In layman's language, the currencies whose opening balance or buying or selling or current stock is non-zero are shown in Available Stock. You can print stock from available stock window, please refer section 1.1.3.

### **3.3.2. View Stock**

View Stock shows all the currencies which CEBS deals with. Even if the currency's opening balance, buying, selling and current stock are zero are displayed here.

## 4. Admin

You can use Admin module to do admin related activities such as Add a new branch or modifying address details of existing bureau, adding new employee and many more.

### 4.1. Employee

You can add or modify or delete employees from this section.

#### 4.1.1. Add Employee

To Add Employee please follow the below mentioned steps:

- a. Click on **'Admin'**
- b. Take the mouse to Employee, two options will come up. Click on **'Add Employee'**.
- c. A new window frame will open with title as Add Employee. The important selection in this form is **'User Role'**. If you select the user role as **'Admin'** then the user will have access to all the modules in CEBS. If you select the user role as **'Cashier'** then the user will have access to all the modules except Admin and HelpDesk modules in CEBS.
- d. The **User Name** and **Password** information filled on this form will be used to login into CEBS. Rest of the form is straight forward and none of the field is mandatory.
- e. After filling rest of the details click on **'Save'**. A message will be displayed saying **'Saved Successfully'**.

You can insert any number of employees here.

#### 4.1.2. Edit Employee

To edit details of existing employee please follow the below steps:

- a. Click on **'Admin'**
- b. Take the mouse to Employee, two options will come up. Click on **'Edit Employee'**.
- c. A new window frame will open with title as View Employees. Select the row of the employee whose details you want to modify by clicking on the row.
- d. Right Click on the selected row. A menu will come up, click on **'Edit Employee'**.
- e. A new window opens with the title as **'Edit Employee Information'**. This form is the same as Add Employee with all the details of selected employee auto filled.
- f. You can change any of the details you want and click on **'Save'**. A message will be displayed saying **'Saved Successfully'**.
- g. The **'Edit Employee Information'** window gets closed. On the **'View Employees'** window, click on **'Refresh'** button. You can see the modified details of the employee in View Employees list.

#### 4.1.3. Delete Employee

To delete details of existing employee please follow the below steps:

- a. Follow steps a, b and c from section 4.1.2. You will select the row of the employee you wanted to delete.
- b. Right Click on the selected row. A menu will come up, click on **'Delete Employee'**.

- c. Message will pop-up to confirm the delete action saying ‘Do You Really Want To Delete Employee?’ When you click on ‘No’ no action will take place. You need to click on ‘Yes’ to delete the employee.
- d. ‘Deleted Successfully’ message pops up. Click on ‘OK’. On the ‘View Employees’ window, click on ‘**Refresh**’ button. You can see that the deleted employees is not listed in the View Employees list.

\*\*Remaining functionalities of Admin module will be published in next version of CEBS Guide.

## 5. End of the Shift & Reports

At the end of the day CEBS helps you to organise the activities carried out in the entire day. CEBS gives you overview of all the retail buying and selling transactions as well as wholesale buying and selling transactions along with the profit calculation for the day. You can follow the below steps during end of the shift:

### 5.1. General Transaction Report

This is the first report you need to print before closing the shift for the day. General transaction report lists all the transactions you have done for the day and you can print it and file it. Please follow the below mentioned steps to print General Transaction Report:

- a. Click on 'Report'
- b. Click on 'General Transaction Report'
- c. A new window frame will open with title as 'View Branch Transaction Report'. Check either Retail Transaction or Wholesale Transaction and click on 'Search'. Results will be displayed in Result section.
- d. Click on 'Print' to print the report.
- e. You can print this report any number of times in a day as well as you can print the General Transaction report of previous dates by just changing the Date. You can print this report and file it.

### 5.2. Profit and Loss Report

The second step towards closing the shift is printing profit and loss report. Please follow the below steps for printing Profit and Loss report:

- a. Click on 'Report'
- b. Click on 'Profit & Loss Report'
- c. A new window frame will open with title as 'Profit & Loss Report'. By default the name of your bureau/branch will be selected in the Branch Name. Also, the 'Date' is set to today's date. You can change the date to any previous date you wish.
- d. Click on 'Generate Report' button to print the Profit and Loss report.

You can print this report any number of times in a day as well as you can print the Profit and Loss report of previous dates by just changing the Date. You can print this report and file it.

### 5.3. Shift Close

Now you have counted the stock and ready for closing the shift for the day. To close the shift follow the below mentioned steps:

- a. Click on 'Target'
- b. Click on 'Shift Close'
- c. A new window frame will open with title as 'Shift Close'. This window shows your opening balance, buying, selling and current stock in CEBS.
- d. You need to fill in you actual counted stock in 'Actual Stock' column. For this you can check the Checkbox at the left hand bottom of the Shift Close window.
- e. Amend any of the currency amount in Actual Stock and give reason. E.g. if GBP N is 29,502.00 in Current Stock and when you counted your physical stock it is 29,501.00. In this

case Change the Actual Stock amount for GBP N to 29,501.00 and give reason in the 'Reason' column as 'Short by one pound' or whatever the actual reason is. Make sure after typing in the reason you press tab or enter on your keyboard.

- f. You can click on 'Close Shift' button. A message pops up to confirm shift close saying 'You want to do Day End?' Click 'OK'.
- g. It takes approximately 5 to 10 seconds to close the shift. A message pops up displaying Saved Successfully and Shift Close report is printed.
- h. You can print this report and file it.

You can close shift multiple times. This is done when one cashier is ending the shift and other cashier is starting the shift. If you are the only one working the bureau then it is recommended to close shift only once.

#### **5.4. Shift Close Report – Reprint**

You can reprint the Shift Close report as per the date. Please follow the below mentioned steps to reprint the Shift Close report:

- a. Click on 'Report'
- b. Click on 'Shift Close Report'
- c. A new window frame will open with title as 'Shift Close Report'. By default the name of your bureau/branch will be selected in the Branch Name. Also, the 'Date' is set to today's date. You can change the date to any previous date you wish.
- d. Click on 'Generate Report' button to print the Shift Close report.