



Training Manual

Humint O Lite
Version 16

Session and Reports



Session & Reports

Session and Reports module is for managing cash flow within the branch for example daily cash-ups and taking of payments.

| Session ID | Responsible | Opening Date | Closing Date |
|------------|--------------|---------------------|---------------------|
| 0038 | Simone Cowan | 10/19/2020 10:32:27 | 01/13/2021 14:09:27 |

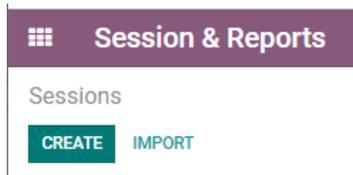
When you open your session, it will look like this.

In the search bar, it will automatically filter and only display the "logged in user's" sessions.

A session is opened at the beginning of a shift and closed at the end of a shift.

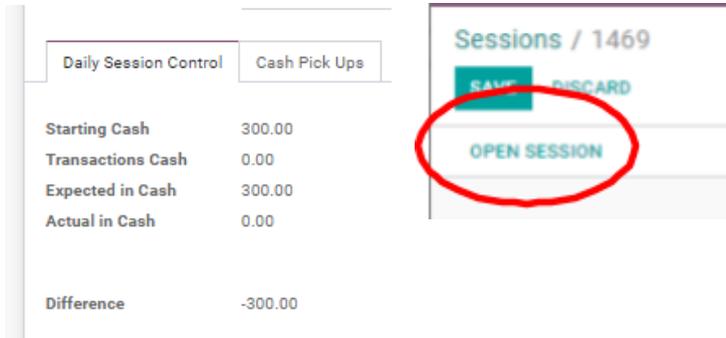
Each session will have a Session ID with an individual number, which can also be used to track payments.

Opening a new session

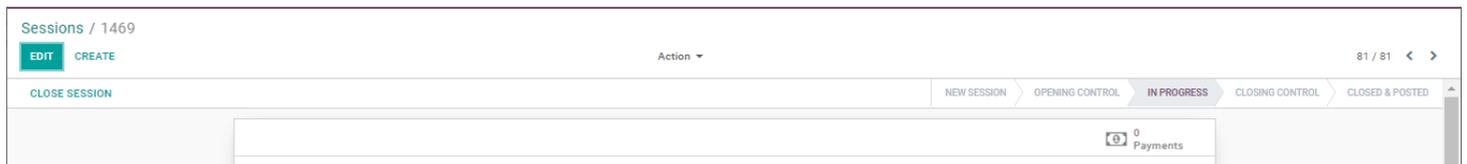


- Click on CREATE
- This will open the bar to start your session.
- Click on START SESSION
- Responsible: The User
- Payment Method: This will have to be set up. For frontline, it will only have to show the cash and Merchant bank options. But debtor’s staff will need access to more.
- Creditors and debtor’s staff will need access to more as they will process journals in most instances
- Once you have clicked on START Session, you will get to this page
- Add a line to enter your starting cash/float
- Create a separate line item for each rand value

- Click on CONFIRM
- You will then see that the STARTING CASH and EXPECTED CASH will be the balance that you have just captured.
- Click on OPEN SESSION to open your session.



Once you have opened your session, you will be able to take payments and do a cash-up at the end of the day.

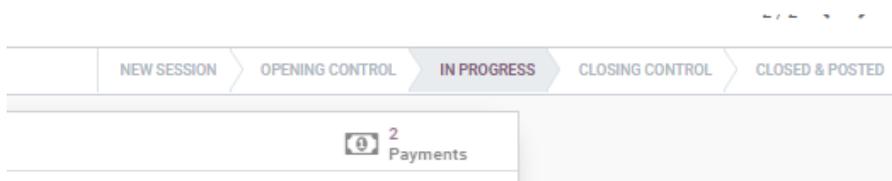


The status of your session will be displayed in the top right corner. (In Progress) and the option to CLOSE SESSION will be in the left corner.

Daily cash up

Go to the Session and Reports icon and click on the Open Session.

- You can view the Payments taken by that User by clicking on the Payments Icon in the Top Right corner.



- When you click on the Payments Icon, another Tab will open, reflecting the detail of those payments.
- You can print this page by pressing CTRL + P on your keyboard, the full report with the total will print.

| Payment | Date | Name | Payment Journal | Payment Method Type | Customer | Payment Amount | Status | Company |
|--------------------------|------------|-------------------|------------------------------|---------------------|----------------------------|-----------------|--------|-------------------------------|
| <input type="checkbox"/> | 01/13/2021 | CUST.IN/2021/0003 | Cash (ZAR) | Manual | Lindelwa Nonjabulo Dlamini | R 500.00 | Posted | Spectacle Warehouse Atterbury |
| <input type="checkbox"/> | 01/13/2021 | CUST.IN/2021/0002 | Merchant Bank - Credit (ZAR) | Manual | Amanda Visser | R 2,920.00 | Posted | Spectacle Warehouse Atterbury |
| | | | | | | 3,420.00 | | |

- When you click on CLOSE SESSION, the following window will open:
- Cash Control – Here, you will add a line and enter the total cash you have in your till.
- This will be the starting cash/float + daily intake
- Actual in CC: This will be the total of your slips taken with the merchant bank

Cash Control
×

| | Coin/Bill Value | Number of Coins/Bills | Subtotal |
|----------------------------|-----------------|-----------------------|----------|
| | 100.00 | 6 | 600.00 |
| | 50.00 | 1 | 50.00 |
| | 20.00 | 4 | 80.00 |
| | 10.00 | 5 | 50.00 |
| | 5.00 | 2 | 10.00 |
| | 2.00 | 3 | 6.00 |
| | 1.00 | 2 | 2.00 |
| | 0.50 | 4 | 2.00 |
| | 0.00 | 0 | 0.00 |
| Add a line | | | 800.00 |

| | |
|---------------------------|---------|
| Actual in EFT | 0.00 |
| Actual in Voucher | 0.00 |
| Actual in Credit Card | 2920.00 |
| Actual Inter-Company Cash | 0.00 |

| | |
|----------------------|------|
| Actual in Debit Card | 0.00 |
| Actual in Loyalty | 0.00 |
| Actual in NUPay | 0.00 |

CONFIRM
CANCEL

- Actual in EFT
- Actual in Voucher
- Actual in CC (Credit Card)
- Actual Inter-Company cash
- Actual in Debit card
- Actual in Loyalty
- Actual in NUpay
- Click CONFIRM to process your cash-up
- Your cash-up will reflect your intake + differences
- Press CTRL + P to print your processed cash-up

0486

Responsible [Simone Cowan](#)
 Payment Method **Customer Invoices (ZAR) Vendor Bills (ZAR) Miscellaneous Operations (ZAR)**
Stock Journal (ZAR) Exchange Difference (ZAR) Bank Main - ATT (ZAR)
Credit Card - Pieter (ZAR) CFA Bank - ATT - EFT (ZAR) Credit Card Control (ZAR)
Merchant Bank - Credit (ZAR) Cash (ZAR) Cash Basis Tax Journal (ZAR)

Opening Date 01/13/2021 14:34:38
 Closing Date 01/13/2021 14:57:19

Daily Session Control Cash Pick Ups

| | |
|---------------------------|----------|
| Starting Cash | 600.00 |
| Transactions Cash | 500.00 |
| Expected in Cash | 1,100.00 |
| Actual in Cash | 800.00 |
| Actual in EFT | 0.00 |
| Actual in Voucher | 0.00 |
| Actual in Credit Card | 2,920.00 |
| Actual in Debit Card | 0.00 |
| Actual in Loyalty | 0.00 |
| Actual in NUPay | 0.00 |
| Actual Inter-Company Cash | 0.00 |
| Difference | -300.00 |
| Difference in EFT | 0.00 |
| Difference in Voucher | 0.00 |
| Difference in Credit Card | 0.00 |
| Difference in Debit Card | 0.00 |
| Difference in Loyalty | 0.00 |
| Difference in NUPay | 0.00 |

Your session will now reflect as CLOSED AND POSTED.

Cash Pick up

Daily Session Control Cash Pick Ups

| Sequence | Date | Reason | Amount |
|----------------------------|------|--------|--------|
| Add a line | | | |

Create Cash Pick Ups ✕

Reason Bank

Amount 800.00

SAVE & CLOSE
SAVE & NEW
DISCARD
REMOVE

You will only use this Cash Pick-up function to rectify a wrong float or captured amount at the end of the session.

Eg. If your difference is **+R300** then you will do a cash pickup of R300 to rectify.

When you close your session: You need to remove the float fix line item from your day end before processing.

Eg. If your difference is **-R300** then you need to open another session and then your starting cash needs to be the missing amount i.e. R300 excl your float. Open session, and then close session without capturing any amount in cash control.

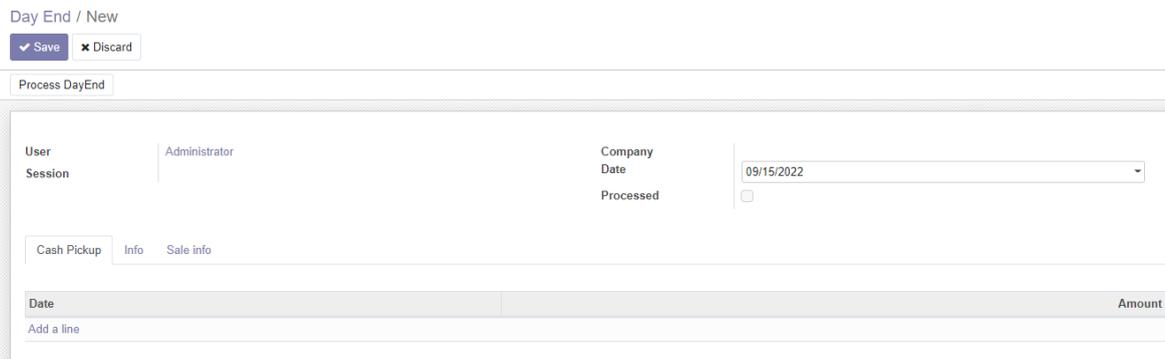
You will then only process your day end. It will pull through both session numbers. The total to be entered in the day end is your float + daily cash + difference rectification.

Day End



To “BANK” your cash of the day and finish your cash up, you need to complete a **DAY END**

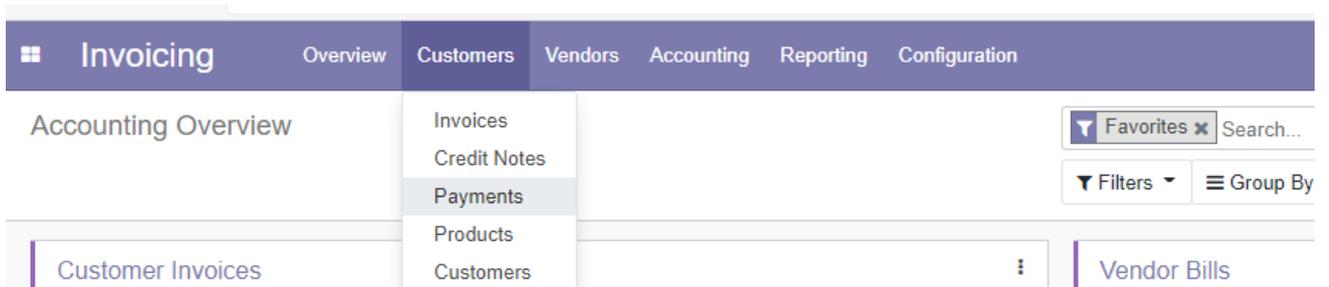
- Click on Day End, then again on Day End
- Click on CREATE
- This screen will appear



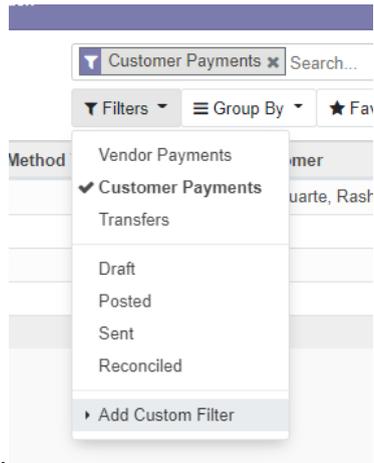
- NB!! First click on SAVE then EDIT (This will pull through your current session number to link the Day End to that session)
- Your session number will now appear in the session tab
- Click on Add a Line
- Choose the date of your day end
- Enter the amount of cash you are banking together with your float amount
- Click on Process Day End
- After you have done this, the tick box next to Processed will be

ticked To pull the daily cash-up report for all the payments taken:

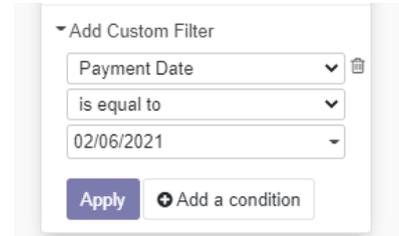
Go to: Invoicing – Customers – Payments



Click on Add custom filter



Payment date – Is equal to – date



Click on Apply

Press CTRL + P to print the daily report