



Cash Management web portal

User Guide

› Cash Management Solutions

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GardaWorld customer service, weekdays 8 am to 5pm

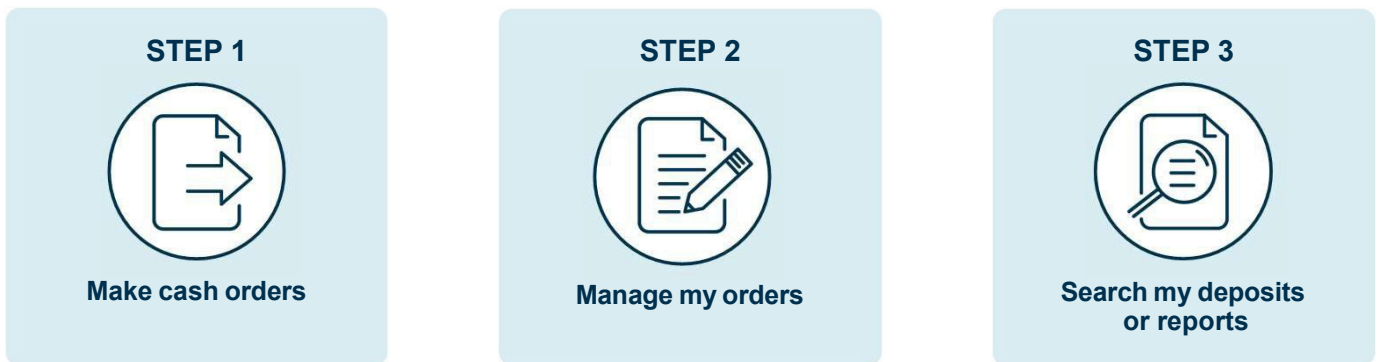
- BNCsupport@garda.com
- 1-833-652-1406

1 Sign me up!

Introduction

The Cash Management web portal allows you to manage cash activities easily and efficiently. This tool will help you place orders (CAD bills and coins), see deposits, view the transaction history, get handy and easy-to-access reports and track cash flow.

Using Money Manager web portal can be summed up in three easy steps



Where should you start?

Before you begin, you will need to understand the different types of access that are offered on the portal. There are two types of access available to you:

Corporate and Entity Group user roles: administrator access received from Garda during the application process

You will have this type of access when you need to play the administrator role. It allows you to manage, create and revoke the access of other users or administrators in the company.

Corporate User

- > Modify/delete a cash order
- > Search cash orders
- > Search deposits
- > Search reports
- > Setup users

Entity Group User

- > Enter/modify/delete a cash order
- > Search cash orders
- > Search deposits
- > Search reports
- > Setup users



Store User roles:

The roles listed below are the main roles used for store management.

Store (Orders and View Deposits)

- > Enter/modify/delete a cash order
- > Search cash orders
- > Search deposits
- > Search reports

Store (Read Only – Orders and Deposits)

- > Search cash orders
- > Search deposits
- > Search reports

Store (Orders Only)

- > Enter/modify/delete a cash order
- > Search cash orders

Store (View Deposits)

- > Search deposits
- > Search reports

IMPORTANT !

Other roles can also be assigned in the platform; however, it does not apply for clients :

- > STORE (Read Only – Orders and Shipments)
- > STORE (Orders and Shipments)
- > STORE (Shipments and Deposits)
- > STORE (Enter Deposits)
- > STORE (Orders and Enter Deposits)
- > Entity Group User (Orders and View Deposits)
- > Entity Group User (Orders Only)
- > Entity Group User (Orders and Shipments)
- > Entity Group User (Orders and Enter Deposits)

First time signing in?

- > You must contact customer service to obtain your user ID and temporary password.
- > The first time you sign in, you'll be asked to change your password.
- > Once the new password has been chosen you must select **Save** to save your new password.

Once your new password is saved, you will receive a confirmation that your password has been changed.



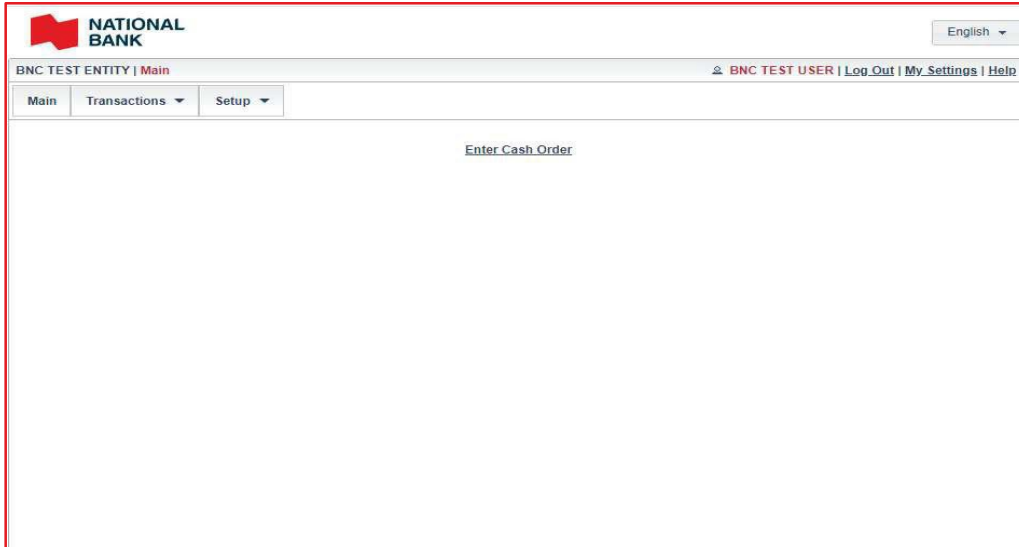
Your new password must contain:

- > Minimum length of 8 characters.
- > Maximum length of 16 characters.
- > At least one number
- > At least one letter
- > At least one lowercase letter
- > At least one uppercase letter
- > At least one special character
- > Must not contain repetitive or consecutive characters.

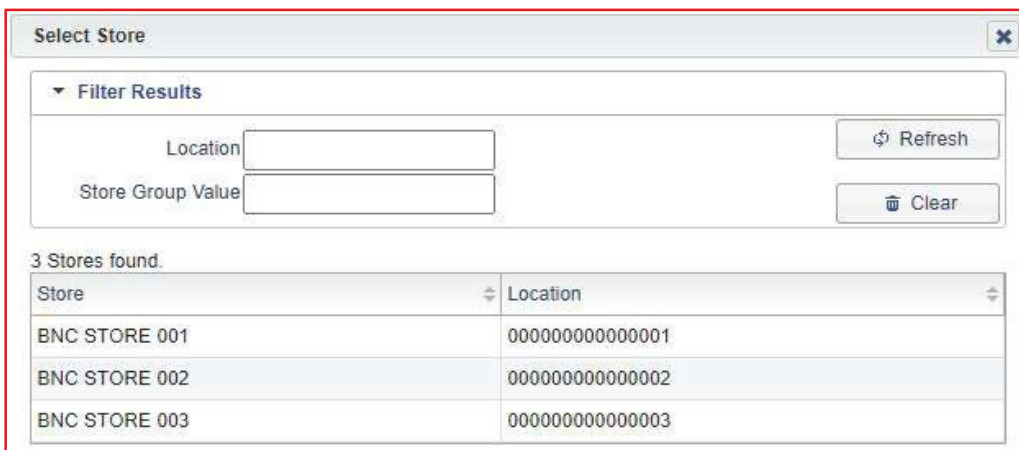
2) Get started !

Making an order

- > Once signed in and on the main screen, click **Enter Cash Order**.



- > Validate that the store name is displayed in the **Select store** field. If the store name does not appear, you can select it by clicking on the *folder* icon.



- > Indicate the date you wish to receive your order. By default, the next available delivery date is displayed. You can change it as needed.

Depending on the agreement with your carrier, orders scheduled on public holidays may be advanced or postponed.

The screenshot shows the 'Enter Cash Order' form with the following fields:

- Select Store:** BNC STORE 001
- Bank Name:** BANQUE NATIONALE DU CANADA
- Location:** 000000000000001
- Account No.:** *****8325
- Delivery Date:** 08/20/2021
- Declared Amount:** (empty field)

- > Enter the desired amount for each denomination. Two tabs are available, one for banknotes and the other for coins.

The screenshot shows the 'Enter Cash Order' form with the 'CAD Bills' tab selected. The table below shows the denominations and amounts entered:

Denomination	Amount	Amount	Fit	Total
100s	\$		\$ 10,000.00	10,000.00
50s	\$		\$ 5,000.00	5,000.00
20s		\$	\$ 10,000.00	10,000.00
10s		\$	\$ 2,000.00	2,000.00
5s		\$	\$	
Total Currency				27,000.00
Total Coin				3,500.00
Total Amount				30,500.00

- > Once this step is completed, the total amount of your order will be displayed on the screen under the **Total amount** section. Enter the same amount in the **Declare Amount** field, then click on **Continue** at the bottom right.
- > Finally, view the summary of your order. If you notice an error or just want to make a change, click the **Edit** button at the top left, otherwise click **Continue**.

Searching for an order

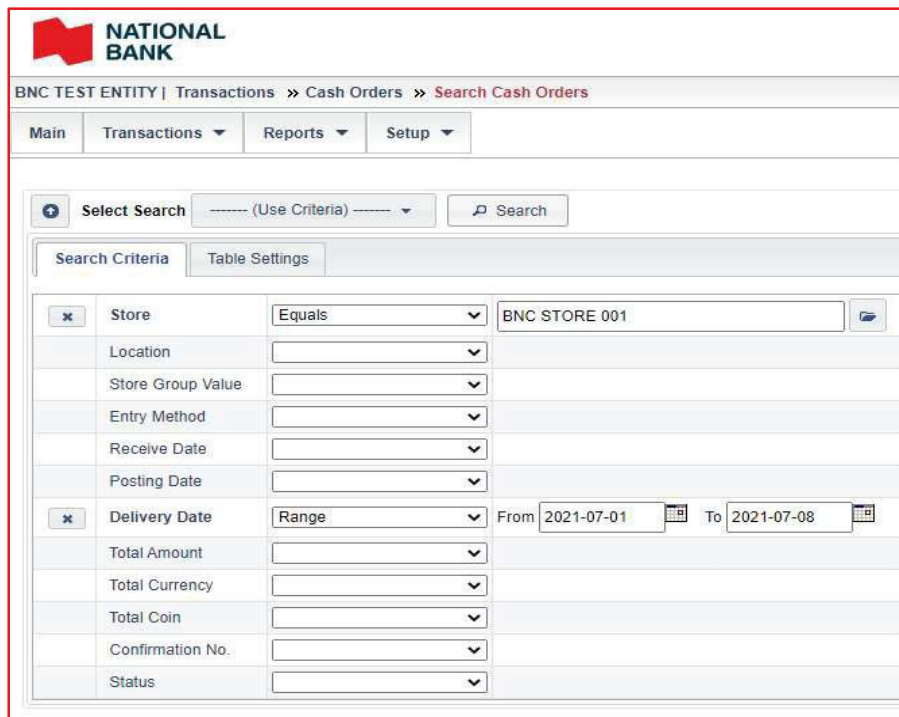
The portal allows you to search in two ways, either by using the cash order finder or by using the store calendar..

Search cash orders :

- > To search an order, select **Transactions**, then **Cash orders**, and finally the option **Search cash order**.



- > You must make a choice from the drop-down menu for the **Store** and **Date** fields. Then, complete the other search criteria according to your needs.



- > The orders matching your search criteria will be shown once you've chosen them. Select the order you want to see details for or export as needed.

NATIONAL BANK English ▾

BNC TEST ENTITY | Transactions >> Cash Orders >> Search Cash Orders BNC TEST MANAGER 2 | Log Out | My Settings | Help

Main Transactions ▾ Reports ▾ Setup ▾

Select Search (Use Criteria) ▾ Search Clear Search Save Search

4 Cash Orders found.

No.	Store	Receive Date	Posting Date	Delivery Date	Total Amount
1	BNC STORE 001	2021-08-02	2021-08-03	2021-08-04	100,000.00
2	BNC STORE 001	2021-07-29	2021-07-30	2021-07-31	58,500.00
3	BNC STORE 001	2021-07-28	2021-07-29	2021-07-30	15,000.00
4	BNC STORE 001	2021-07-20	2021-07-21	2021-07-22	10,000.00

Export to: CSV | XML | PDF

Checking the Store Calendar :

- > Once you've signed into the web portal, select **Transactions** and then **Store Calendar**.

NATIONAL BANK

BNC TEST ENTITY | Main

Main Transactions ▾ Reports ▾ Setup ▾

- Cash Orders ▶
- Deposits ▶
- Shipments ▶
- Store Calendar**

- > Validate that your store name is displayed in the **Select store** section. If not, select the file icon and the list of stores you have access to will appear.

Select Store

Filter Results

Location Refresh

Store Group Value Clear

3 Stores found.

Store	Location
BNC STORE 001	0000000000000001
BNC STORE 002	0000000000000002
BNC STORE 003	0000000000000003

- > The calendar will show all transactions carried out, orders in red and deposits in green. Select the desired transaction to view the details.

Store Calendar

Select Store

[View Settings](#)

◀ August 2021 ▶ Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 \$8,900.00	4	5	6	7
8	9	10 \$58,500.00	11	12	13	14
15	16	17	18	19	20 \$30,500.00	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Legend

Modifying or deleting an order

- > To modify an order, find the desired order by following the steps in the previous section and select **Update**. You can change the delivery date and the amount.

Details ✕

Cash Order

Store	BNC STORE 001	Bank Name	BANQUE NATIONALE DU CANADA
Location	000000000000001	Account No.	*****8325
Confirmation No.	2356	Entry Method	Web
Process Date		Entered By	BNCTEST1
Transmit Date	--	Carrier	GW NO CARRIER
Receive Date	2021-08-02 10:28 AM	Posting Date	2021-08-03
Delivery Date	2021-08-04	Total Amount	100,000.00
Status	Received		

CAD Bills

Denomination	Fit	Total
100\$		100,000.00
Total Currency		100,000.00
Total Coin		--
Total Amount		100,000.00

Enter Cash Order >> Review >> Confirmation

Return Continue

Store BNC STORE 001 Bank Name BANQUE NATIONALE DU CANADA

Location 000000000000001 Account No. *****8325

Delivery Date 2021-08-04 Declared Amount 100,000.00

CAD Bills CAD Coins

Denomination	Amount	Amount.	Fit	Total
100\$	<input type="text"/>	\$	<input type="text" value="100,000.00"/>	\$ 100,000.00
50\$	<input type="text"/>	\$	<input type="text"/>	\$
20\$		<input type="text"/>	\$ <input type="text"/>	\$
10\$		<input type="text"/>	\$ <input type="text"/>	\$
5\$		<input type="text"/>	\$ <input type="text"/>	\$


Total Currency 100,000.00

Total Coin --

Total Amount 100,000.00

Return Continue

> To delete an order, find the desired order by following the steps in the previous section and select **Remove**.



BNC TEST ENTITY | Transactions >> Cash Orders >> Search Cash Orders

Main Transactions Reports Setup

Info Cash Order deleted.



Reconcile your transactions

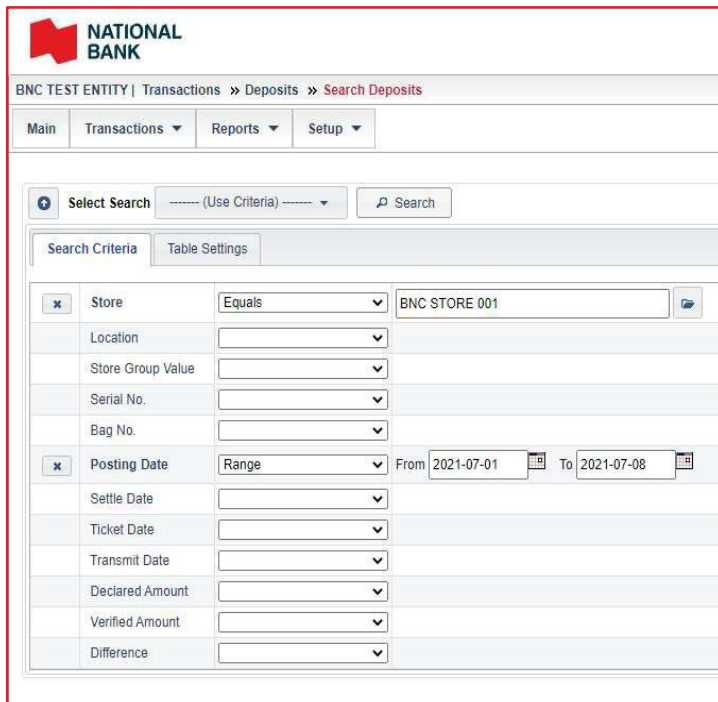
Whether it is for an order or for a deposit, once the transaction is processed by your cash management center, it will be available to you in the web portal. You can access their information by searching directly on the web portal.

Searching for a deposit

- > To access the deposit search menu, select **Transactions**, then **Deposits** and finally **Search Deposits**.



- > Make a choice from the drop-down menu for the **Store** and **Date** fields. Then, complete the other search criteria according to your needs.



Search Criteria		Table Settings	
<input checked="" type="checkbox"/>	Store	Equals	BNC STORE 001
<input type="checkbox"/>	Location		
<input type="checkbox"/>	Store Group Value		
<input type="checkbox"/>	Serial No.		
<input type="checkbox"/>	Bag No.		
<input checked="" type="checkbox"/>	Posting Date	Range	From 2021-07-01 To 2021-07-08
<input type="checkbox"/>	Settle Date		
<input type="checkbox"/>	Ticket Date		
<input type="checkbox"/>	Transmit Date		
<input type="checkbox"/>	Declared Amount		
<input type="checkbox"/>	Verified Amount		
<input type="checkbox"/>	Difference		

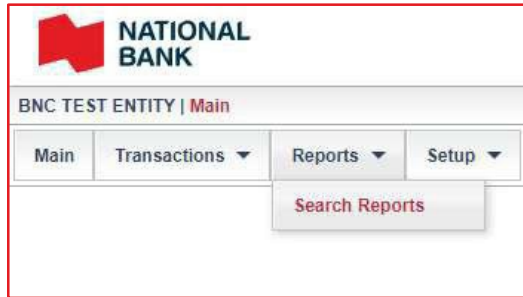


- > Once the criteria have been chosen, select **Search**. The list of your deposits will be displayed on your screen.
- > To add another criteria, click on **Table Settings**. This will allow you to add the location of your store to your search panel.
- > The screen displays the dates of deposits, their values, as well as any corrections that may have occurred in your transaction.
- > Click on the transaction to get all the details or click on the export options to get them in a file or PDF format.

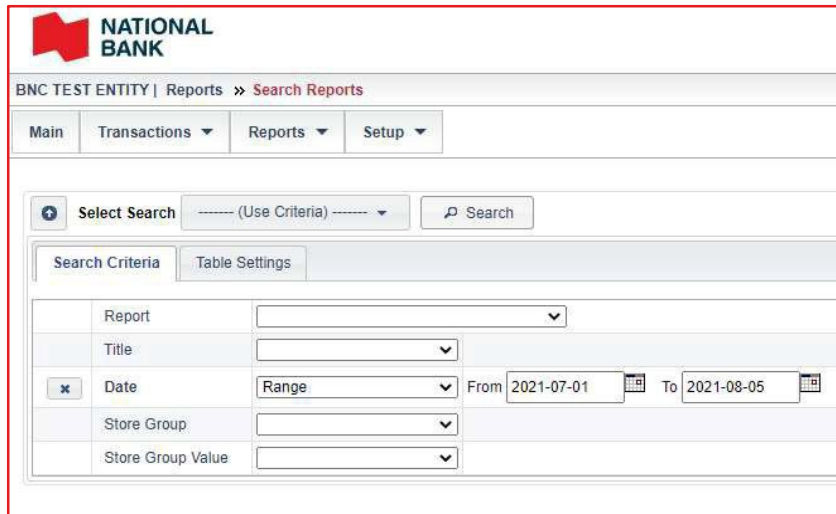
Searching for a report

The portal allows you to view and download the « *Deposits Received and Corrections* » Report. This report confirms the deposit date, the bank account number and any corrections that might have been made in the account.

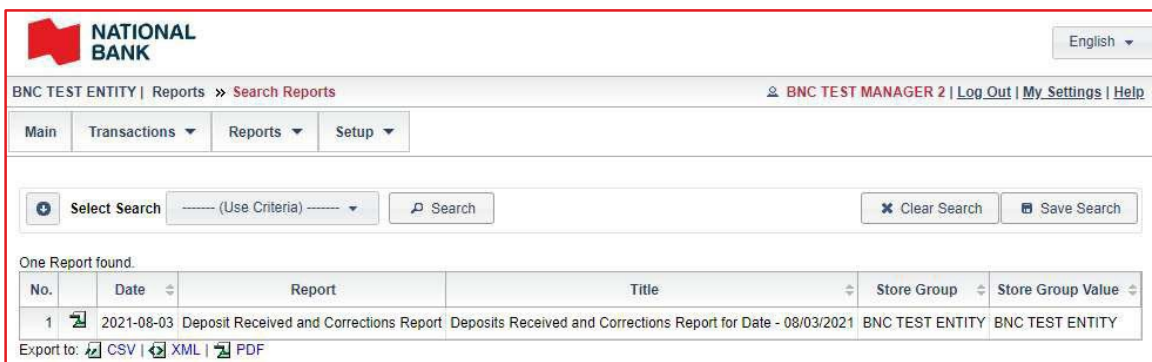
- > To access the search reports menu, select **Reports** then **Search Reports**.



- > At least one date must be selected as a search criteria.



- > Once you have chosen the criteria select Search. The list of available reports will be shown.

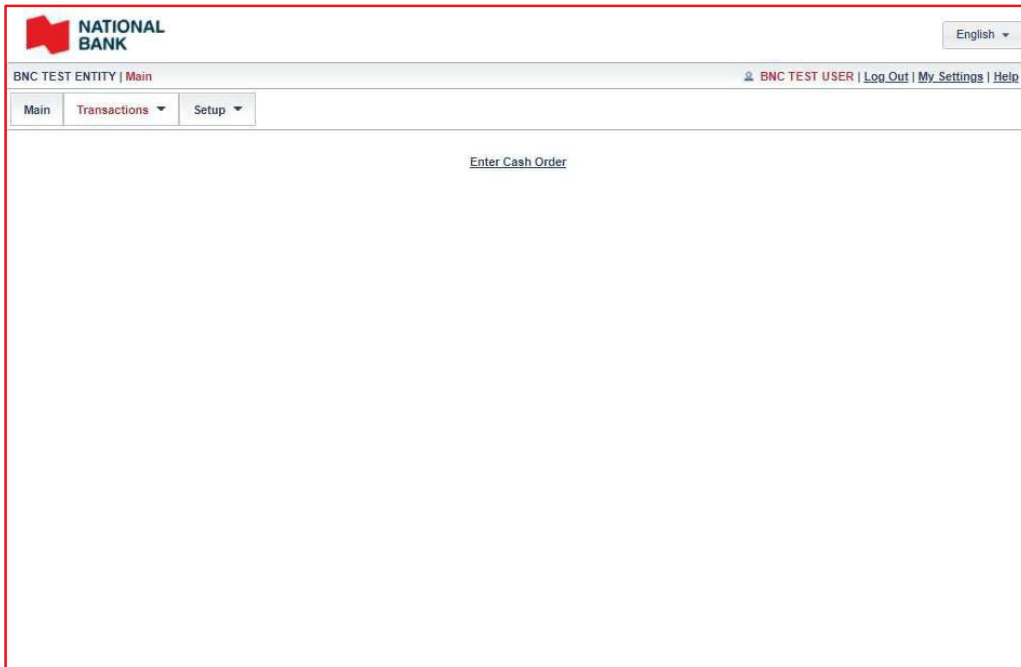


3 Managing your profile!



My settings

The **My settings** menu is located at the top right in the main menu. This menu allows you to update your personal information, such as your name, email address, and phone number. From this menu, you can also change your password or modify your security question.



- > To change your personal information, select **General settings**. To change your password and security question, select **Security**.

My Settings

General Security

User Id: BNC TEST1 Role: Entity Group User (Orders and Deposits)

* First Name: BNC TEST USER Last Name: []

Contact Phone: 905 999 8833 * Email: BNCUSER@BNC.COM

Mobile Phone: [] * Language Preference: English

Save

My Settings

General Security

Change Password

* Current Password: []

* New Password: []

* Retype New Password: []

[Password Requirements]

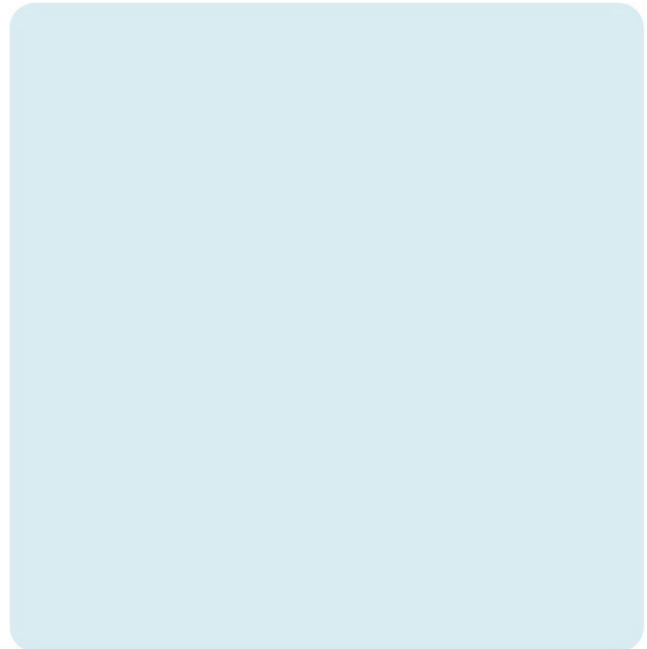
Save

Security Questions

Adding a user

If you have a Corporate User or Entity Group User role, you have the permissions to create a new user from your account.

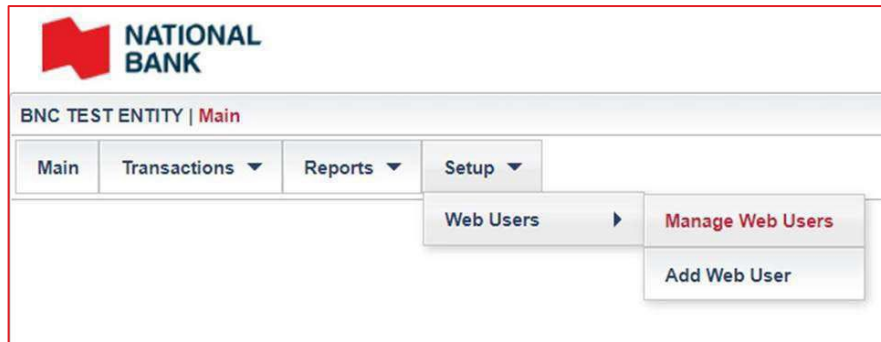
- > To create a new user, select **Setup**, then **Web Users** and then **Add Web User**.
- > You'll then need to enter the user information for the new account..
- > Refer to Appendix A for specifications on how to complete each of the fields in this section
- > Fields with an asterisk are required.

A screenshot of the "Add Web User" form. The form is titled "Add Web User" and has a "Return" button on the left and a "Save" button on the right. The form is divided into three sections: "General", "Store Assignment", and "Security".
General
* User ID: [text input]
* Role: [dropdown menu: (Please Select)]
* First Name: [text input] Last Name: [text input]
* Email: [text input] Phone: [text input]
Store Assignment
* Assign By: Individual Stores Store Groups
* Select Store: [dropdown menu]
Security
* Password: [text input] * Retype Password: [text input]
Note: User will be required to change this password
[Password Requirements]

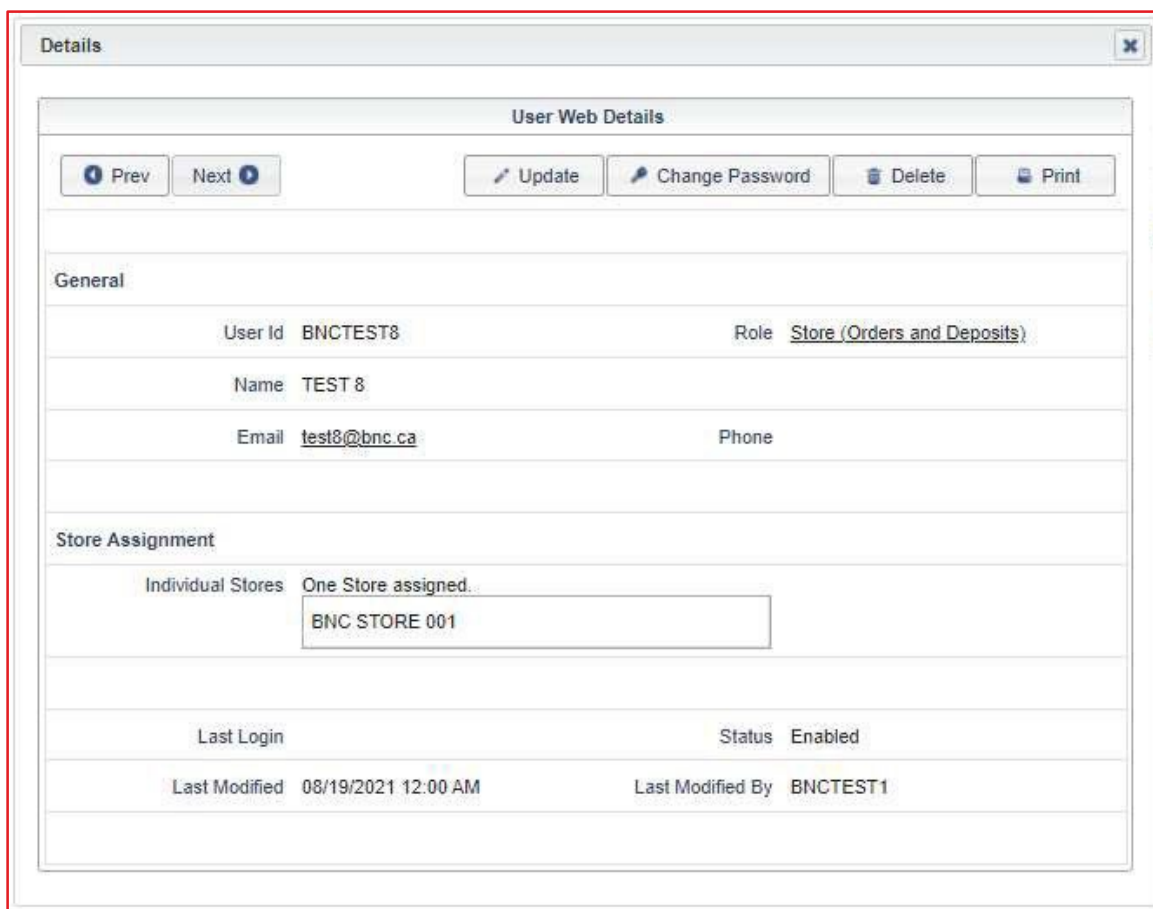
Managing users

Once your users have been created, if your permissions allow, you can change their access details.

- > Go to the main screen. In the **Setup** menu, select **Web Users** and **Manage Web Users**.



- > The list of store users that you have access to will be shown. Select the user you would like to modify and from the options at the top right of your screen, click on the desired modification.





Appendice A

Required fields	Value to be added
User ID	<p>You must respect the following requirements:</p> <ul style="list-style-type: none">> Up to five characters from the first letters in the company name> Followed by the first letter of the user's first name> Followed by the first six characters of the user's last name> Followed by two characters to avoid duplicates (numbers or letters, such as 01 to zz) <p>For example :</p> <p>Company : BNC Employee name : Roger Tremblay User ID will be: Bncrtrembl01</p>
First name	Enter the user's first name
Email	Enter the user's email
Role	<p>For role features, select one and click the folder icon. Make sure you assign roles that match your employees' duties.</p> <p>Example for the Store role (Orders and Deposits)</p>

Required fields**Value to be added****Store Assignment**

Assign users to::

- > One or more individual stores: select the store(s) from the list and click "Assign".

Store Assignment

* Assign By Individual Stores Store Groups

* Select Store

- > Store Groups: select the group from the list and add it to the Selected values section. A store group must have been created before the portal was set up for your company.

Security

Create a temporary password for the user.
Follow these requirements:


- > At least 8 characters
- > At least one lower-case letter and one upper-case letter
- > At least one number, one letter and one special character
- > No consecutive repeating characters




Appendice B

Authorization form for new users

**Change Order Request (COR)
Web User Authorization Form**





New Account

Password Change

Limit Change

First Name	
Last Name	
Store(s) #	
Daily Ordering Limit	
Bank Name	
Bank Account	
Bank Transit	
Authorized by: Contact Name	
Contact Phone	



Appendice C

Glossary

CASH ORDER SEARCH		DEPOSITS SEARCH	
Field	Description	Field	Description
STORE:	Store name	STORE	Store name
LOCATION:	Street number of the store	LOCATION	Street number of the store
STORE GROUP VALUE:	Entity's sub group (if any)	STORE GROUP VALUE:	Entity's sub group (if any)
ENTRY METHOD:	Web = order done through the Web portal Manual = order done by Fax/phone	SERIAL NB:	Deposit slip serial number
RECEIVE DATE:	Order entry date	BAG N:	Parcel bag number
POSTING DATE:	Account debit date (Usually same day as process date)	POSTING DATE:	Account credit date
DELIVERY DATE:	Filter by the date of the order delivery	SETTLE DATE:	Order counting date
TOTAL CURRENCY :	Total amount of bills ordered	TICKET DATE:	Order counting date for large deposits processed over midnight
TOTAL COIN:	Total amount of coins ordered	TRANSMIT DATE:	Same as posting date
PROCESS DATE:	Date that GARDA prepared the order	DECLARED AMOUNT:	Amount declared by the client
CONFIRMATION NO:	Order identification number	VERIFIED AMOUNT:	Total amount counted by Garda
STATUS:	Order status: If the order is paid, processed, adjusted, cancelled or rejected	DIFFERENCE:	Difference between the amount declared and the amount counted