



CHECK CASHING

“GETTING STARTED GUIDE”

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Setting Up Check Cashing in the SellWise Toolbar-

- ❖ **Important:** Please follow these steps in order to ensure proper setup of the check cashing feature in CAP SellWise Pro and/or Cash 'n' Carry.

Sales Codes & Securities:

1. Open **CAP SellWise Pro**.
2. Go to: **Help** → **Configuration** → **Sales Codes & Security**.
3. Click to highlight the appropriate **Sales Person**, select **Change** and press **Sell Items**. (Please see image below)

Sales Code	Shortcut	Sales Person	Password	Commission	Store #	AR Code	Description
ASSISTAN	AM	Assistant Manager	*****		1		
CAP	CP	CAPTECH	*****	10 %P	1		
CLERK	C	Clerk	*****		1		
E	E	Elizabeth Frenzel	*****	10 %P	1	D	
FRED	F	FRED	*****	0	1	D	Development
H	H	HELLO	*****	10 %P	1	D	
MANAGER	MG	Manager Profile	*****	10 %P	1		
S	S	Sally	*****	2 %S	1	D	

4. Set **Allow Cash Back from Tender** to **Yes** and press **Accept**. (Please see image below)

Allow Dollar Amount	Yes
Allow Cash Drawer Report	Yes
Allow Cash Drop	Yes
Skip Age Verify	No
Allow Cash Back from Tender	Yes

F1 Help
F10 Accept
Esc Cancel

5. Press **Accept** once more and then **Esc Exit** from *Sales Codes & Security*.

Departments:

- From the main page in Configuration, select **Departments**.
- Add a **Department** named **"Check Cashing"** and press **Accept**. (Please see image below)

Code	Dept Name	Sub Dept	Class	Tax Code	Margin	Verify Age
001.000.000	Food				10	
065.000.000	Toys			A	10	
068.000.000	Retail				10	
070.000.000	Party				10	
071.000.000	General				10	
073.000.000	Liquor				10	
073.001.000					10	
073.001.00					10	
073.001.00					10	
073.002.000					10	21
073.003.000					10	
073.003.00					10	
073.003.00					10	21
073.004.000					10	21
074.000.000	Matrix Items			A	10	
075.000.000	Cigarettes			A	10	18
075.001.000				A	10	18
076.000.000	Electronics			A	10	

Find Department
Help
Add >
Change
Delete
Print
Cancel

Add Department

Department	Sub-Department	Class
087	000	000

Department Name
 Check Cashing

Tax Code ▼
 Profit Margin % 10

Age for Sales of Restricted Products
 Enter Age Years

Sales Commission Rate for eligible Employees
 (this overrides commission set on Sales Code)
 %

NOTE: An entry of 0% means no commission will be paid on any item in this Department. Values set at Dept Level will be applied to Sub-Depts and Classes

F1 Help
F10 Accept
Esc Cancel

- Cancel** from *Departments* and **Esc Exit** from *Configuration*.
- If desired, create **Shortcut Keys** for Check Cashing in Configuration once the inventory item has been created. This is explained in the next section named "Inventory."

Inventory:

1. From the SellWise toolbar, select **Inventory**.
2. Select **Add New Item** and from the *Main* tab, add a *Description* named **"Check Cashing."** (Please take note of the *Stock Locator* that is assigned to this item as this number will be needed in the section named *Phone/Shipping/Lottery/ Miscellaneous.*)
3. From the *Main* tab, set the **Tax Code** to **Non Taxable**.
4. From the *Main* tab, select **Find Dept** and select **Check Cashing**.
5. From the *Additional Information* tab, set **Non Decrementing** to **Yes**.
6. Add all other pertinent information for the item and press **Accept**. (Please see images below)

Stock Locator 328. Description Check Cashing 138
 Vendor Item # 328 Sub-Description
 Non-Decrementing Item Edit UPC
 Unit of Measure Ea - Each

Main Additional Information Messages

Cost/Price
 Current Cost 0.00 Margin %
 Actual Cost 0.00 Markup %
 List Price 0.00
 Sell Price

Tax Code Non Taxable Volumetric Tax \$
 Find Vendor
 AltVend
 Find Dept Dept Code Dept --Sub Dept-- Class
 087.000.000 Check Cashing

Ordering Information
 On Hand 0 Maximum 1
 On Order 0 Minimum 0
 Qty / Pack 1 Has Sold Yes
 Re-Order No Last Sold 07/20/2011

Stock Locator 328. Description Check Cashing 138
 Vendor Item # 328 Sub-Description
 Non-Decrementing Item Edit UPC
 Unit of Measure Ea - Each

Main **Additional Information** Messages

Pricing Options
 Price Levels
 Promo Prices
 Quantity Prices

Kit Item
☐ Kit ☐ Kit Plus
 Add Kit

Matrix
☐ Matrix Root ☐ Matrix Item
 View Matrix

Serialized Item
 Serialized ☐ No View Serialized View Warranty

Food Stamp No
 Sell by Weight No
 Sell by Dollar Amount No
 Discounts Allowed Yes
 Web Enabled No
Non Decrementing Yes
 FSA Eligible No
 Sign. Required FSA No
 Commissionable Yes
 Verify Age years

Mix 'n Match Code View
 Break Pack Link to SL Edit
 Item Link to SL Edit
 Stock Link to SL Edit

Add Picture
 Remove Picture

7. **Cancel Esc** from the inventory item and then **Exit** from the *Inventory* module.

www.capretail.com, sales@capretail.com, support@capretail.com

Sales (800) 826-5009, Support (817) 560-7007 Monday - Friday, 8:00am-6:00pm Central Time

Phone/Shipping/Lottery/Miscellaneous:

1. From the SellWise toolbar, go to: **Help** → **Configuration** → **Phone/Shipping/Lottery/Miscellaneous** and scroll to the **Check Cashing** section.
2. Apply the **Stock Locator** for the inventory item named “**Check Cashing**” next to **Stock Locator used for Check Cashing Charges**. (Please note the example below shows the stock locator number ‘328’ that was assigned to the Check Cashing inventory item which was created in the prior section.)
3. Apply the desired check cashing fee next to **Minimum Service Charge for Check Cashing**.
4. Apply the desired percentage fee for check cashing next to **Percent Service Charge for Check Cashing (used when % greater than Minimum Charge.)**
5. Apply the desired receipt message for check cashing next to **Receipt Message** and press **Accept**. (Please see example below)

Check Cashing	
Stock Locator used for Check Cashing Charges	328
Minimum Service Charge for Check Cashing	2.00
Percent Service Charge for Check Cashing (used when % greater than Minimum Charge)	5
Receipt Message	Check Cashing is subject to \$2.00 or 5% service charge, whichever is greater.

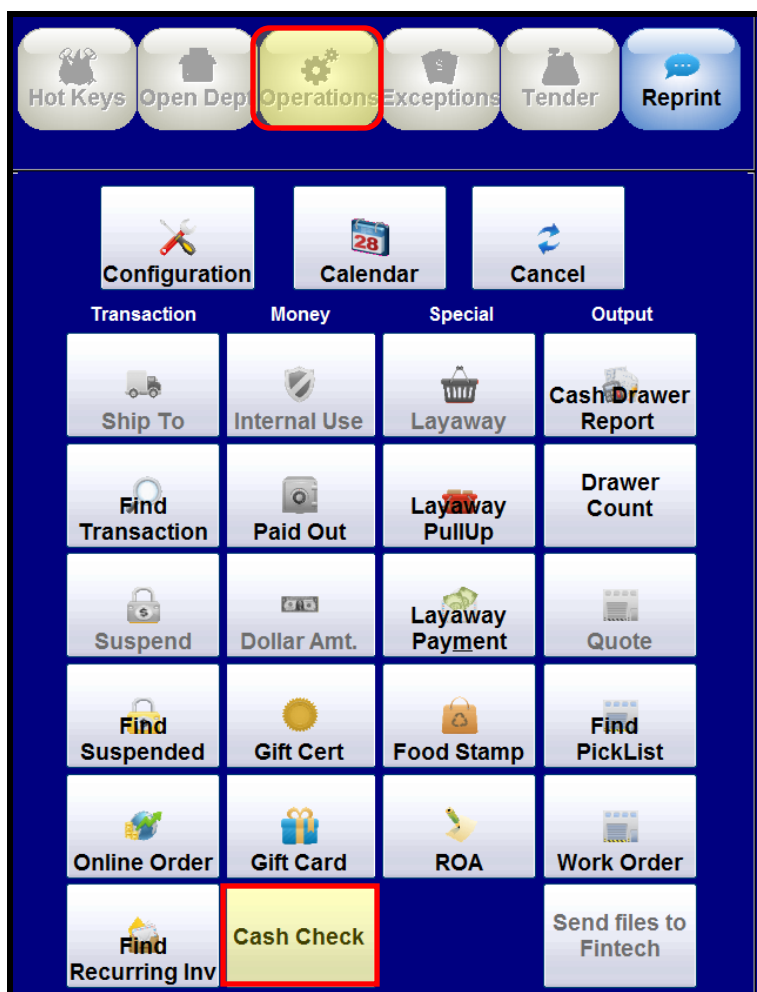
6. Press **Accept** and **Esc Cancel** from **Phone/Shipping/Lottery/Miscellaneous** and then **Exit** from **Configuration**.

Check Cashing at the POS-

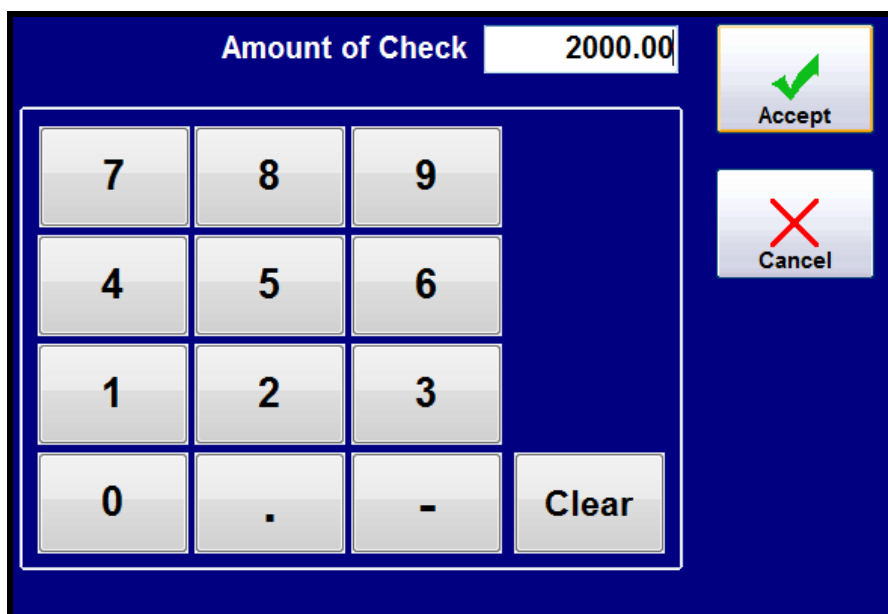
1. Open **CAP POS**.
2. Select **Cash Check**.
 - a. If a **Check Cashing Short Cut Key** is present, select the key on the main screen of the POS. (Please see image below)





- b. If a *Check Cashing Shortcut Key* is not present, select **Operations** and then select **Cash Check**. (Please see image below)



3. Enter the amount of the check being cashed and press **Accept**. (Please see image below)



4. A box will appear showing the *Check Amount* and the *Service Charge* that was setup in Configuration. The *Pay Out* amount will automatically be populated by the software. Press **Accept**. (Please see image below)

Check Amount	2000.00	 Accept
Service Charge	100.00	
Pay Out	1900.00	 Cancel

5. Enter the check number and press **Accept**. (Please see image below)

<div> <div>PriceCheck</div> <div>Quantity</div> <div>Item</div> <div>Name</div> <div>...</div> </div>					<div> <div>Hot Keys</div> <div>Open Dept</div> <div>Operations</div> <div>Exceptions</div> <div>Tender</div> <div>Remark</div> </div>																																																																																																																							
Qty = 1 <input type="text"/> Valued Customer					<div> <div>Balance</div> <div>Check Amount</div> <div>Amount</div> <div>Check Number</div> <div>Check #</div> </div>																																																																																																																							
<table border="1"> <thead> <tr> <th>Qty</th> <th>Item ID</th> <th>Description</th> <th>Price</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>328</td> <td>Check Cashing</td> <td>100.00</td> <td>100.00</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Qty	Item ID	Description	Price	Total	1	328	Check Cashing	100.00	100.00																																																																																																										<div> <div>1234</div> <div>Accept</div> <div>Cancel</div> <div>Clear</div> </div>				
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<div> <div>Sales Pers</div> <div>Printer ON</div> <div>HELLO</div> </div>					<div> <div>Sub Total</div> <div>Tax</div> <div>Total</div> <div>100.00</div> <div>.00</div> <div>100.00</div> </div>																																																																																																																							

6. Press **Accept** once more to complete the check cashing transaction.

Check Cashing Reports-

- ❖ There are 4 key reports that report on Check Cashing transactions:
 - Sales Summary
 - Transaction Detail
 - Cash Drawer
 - Sales by Department