Safe Log

Setup Guide

Document Details

Document #: 160_SLSG_260707

Release Version: 20.26.06.25 or higher

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Overview

This document provides details to help corporate users complete the setup required in Enterprise Manager to enable the Safe Log feature in Net-Chef.

Download the latest version of this document here:
https://links.crunchtime.com/EMSG-SafeLogSetup

… or scan the QR code to the left.

Related User Group Permissions

Screen Name	Control Name	Description
Location Details - Safe Log	Add/Edit/Delete/Save	Allows users to create safes/drawers for the location.

Related Documentation

- NCQS – Manage Your Cash: https://links.crunchtime.com/NCQS-CashManagement

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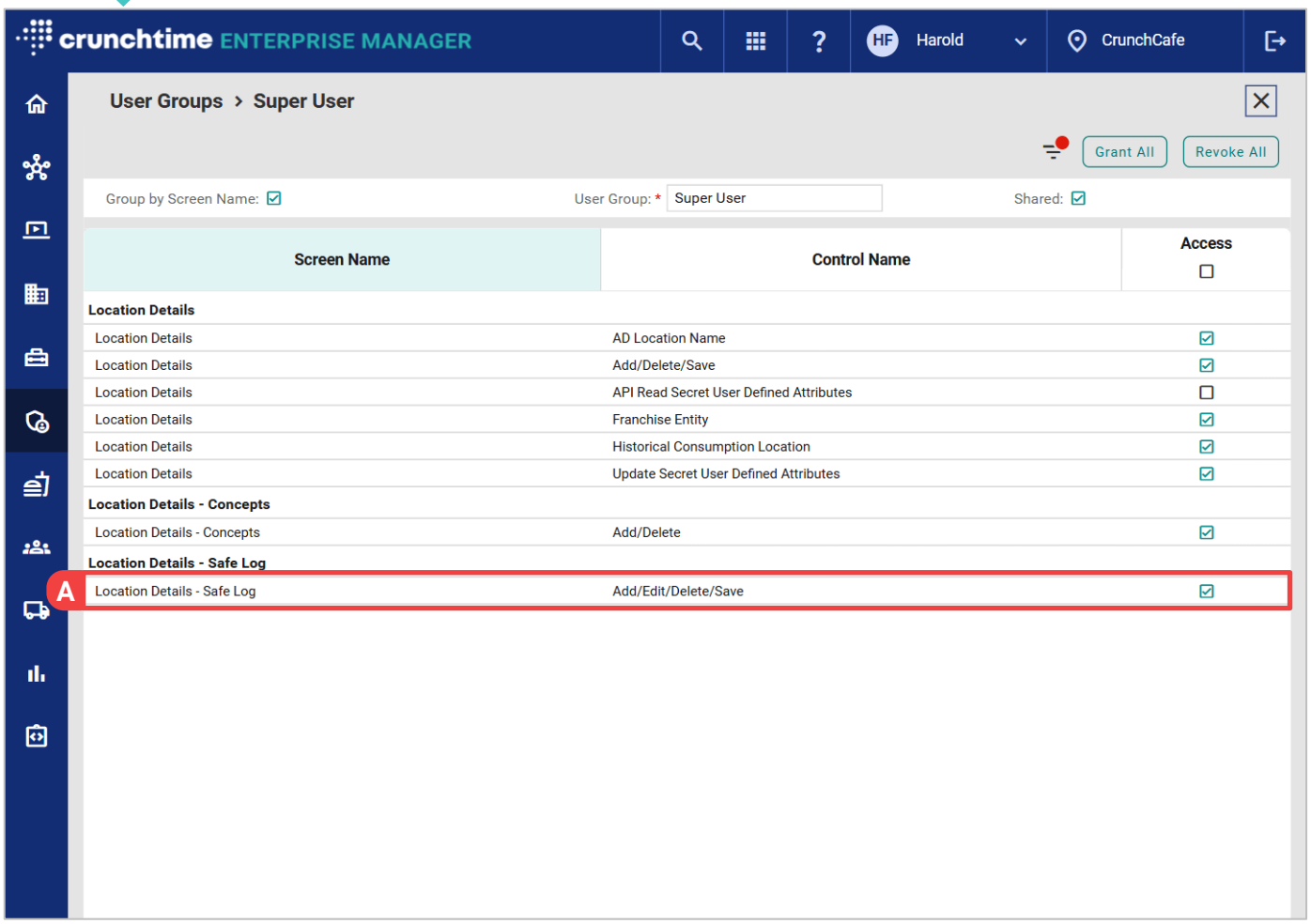
User Groups Setup

In order to create Safe Log and/or Cash Out entries in Net-Chef, at least one safe/cash drawer must be created for the location in Enterprise Manager. To govern ability to create these entries, we added a new User Group control.

Enterprise Manager > Security: User Groups > {Edit}



A *Location Details - Safe Log > Add/Edit/Delete/Save*: Enable this control for Corporate users who will create safes/cash drawers in Enterprise Manager.

Notes: This permission is separate from the other Location Details controls so you can give users the ability to edit ONLY this part of the Location setup. To see permissions for the related Net-Chef features, go to the QuickStart Guide, here: https://links.crunchtime.com/NCQS-CashManagement

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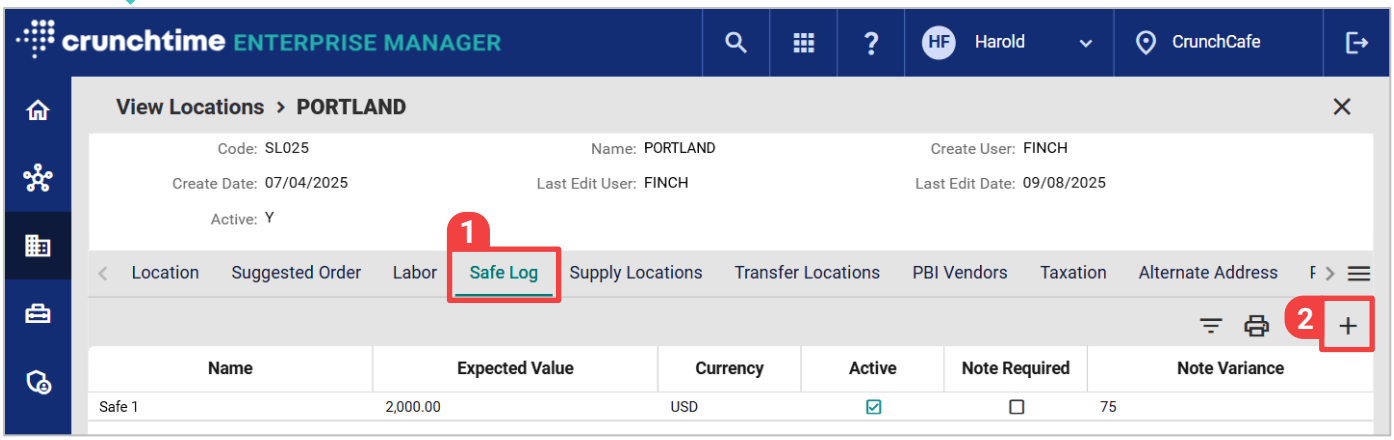
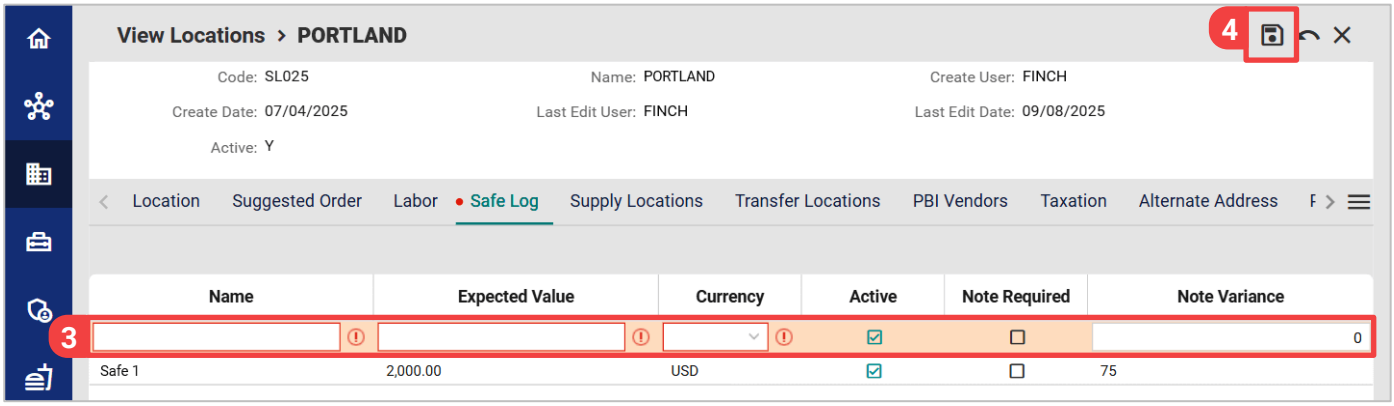
Locations: Safe Log Setup

At least one safe/cash drawer must be created for the location in order for managers to be able to create Safe Log and/or Cash Out entries in Net-Chef.

Enterprise Manager > Corporate: Locations > {Edit} > Safe Log tab



1. In the Location Details screen, select the *Safe Log* tab.
2. To create a new safe/drawer, click the **+** (*Add*) icon. This will add a new row to the screen.



3. Define the following details:
   - *Name* – Enter the name of the safe or cash drawer.
   - *Expected Value* – Enter the total amount of money that should be found in this entry.
   - *Currency* – Select the currency associated with the money in this entry.

     Note: Currently, we support 'USD', 'CAD', 'GBP', 'EUR', 'AUD', 'AED', and 'SAR'.
   - *Active* – Checked by default; clear the check box to make this unavailable to users.
   - *Note Required* – Check this box to require Net-Chef users to include a note with each Safe Log entry where the Actual value is ≥ to the Note Variance value defined below.
   - *Note Variance* – Enter an amount to indicate the acceptable threshold for a discrepancy between the Expected and Actual values. (*Required if "Note Required" is checked.*)
4. To save your changes, select the *Disk* (Save) icon.

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