Finn

User Manual

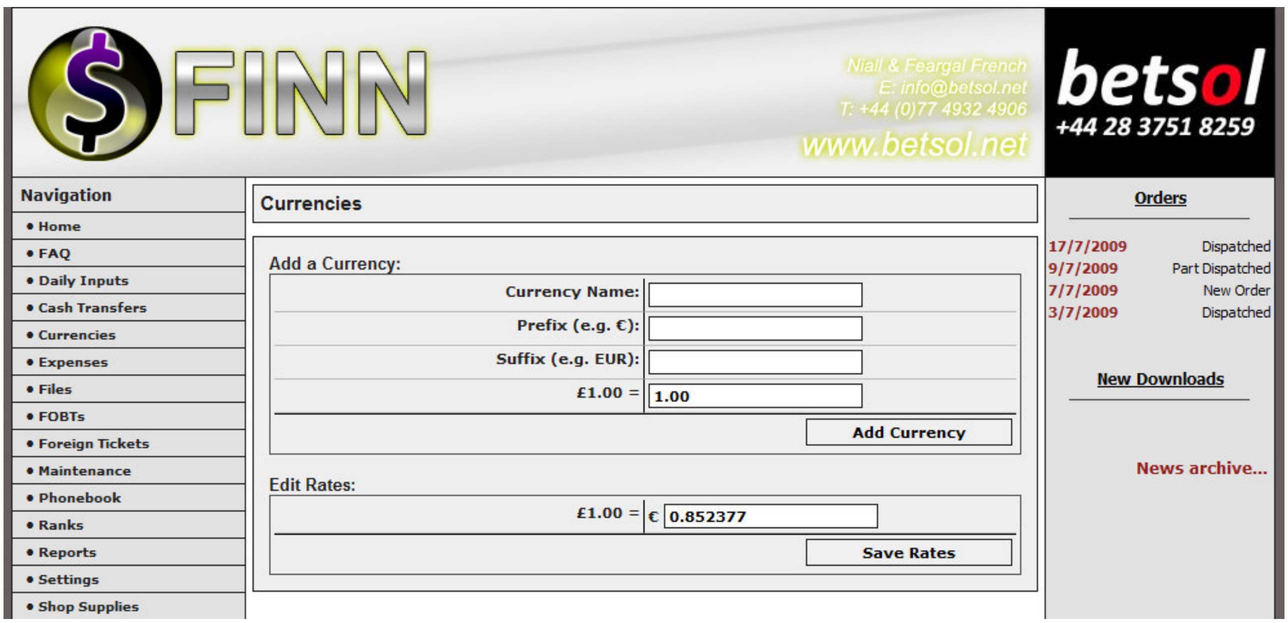
Contents

Currencies

Following consultation with you betsol have installed your application and you are ready to go.

First step will be to log in to your application using the username and password given to you by ***betsol.***

Next step is to add any additional currencies your company uses. This is only necessary if you have shops in more than one currency.

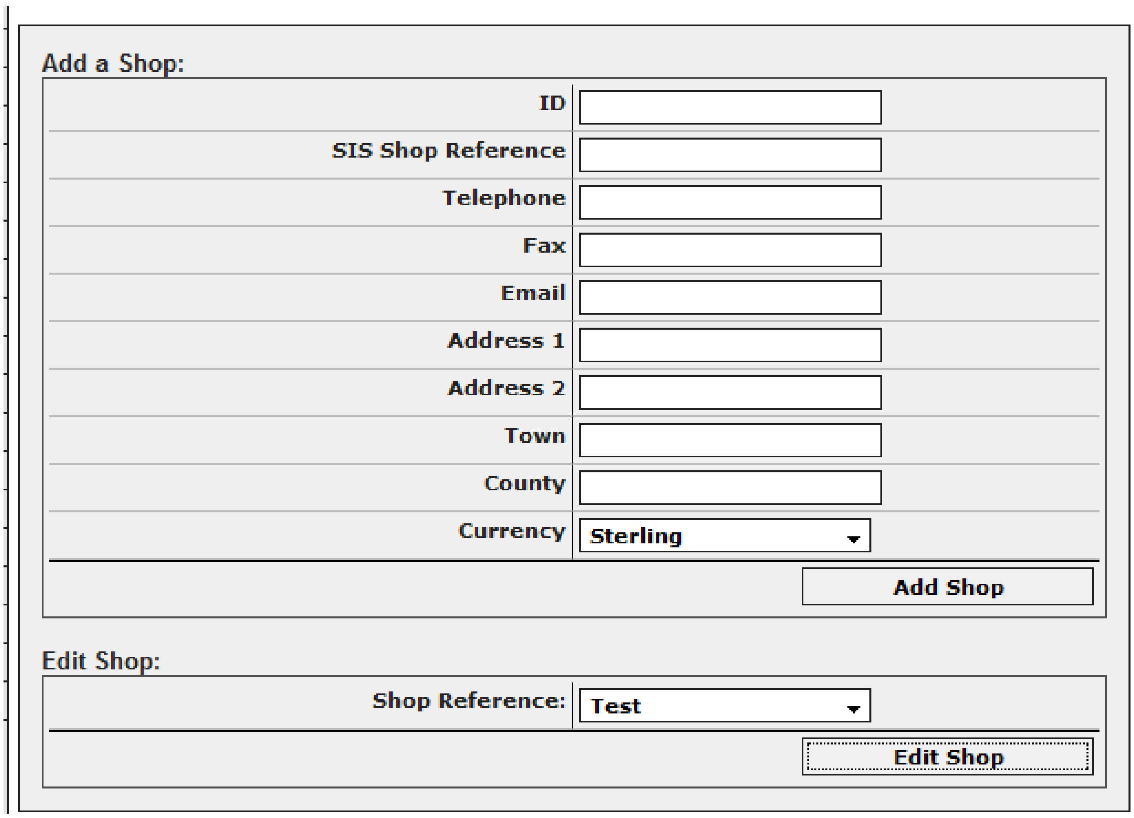


Exchange Rates

You may alter exchange rates at any time – all records are reported using the exchange rate at time of input.

Adding/Editing Shops

Always add shops through the FINN interface, not through database, and make sure you choose the correct currency, also, always enter a meaningful ID as this is the label by which the shop will be known in **FINN**.

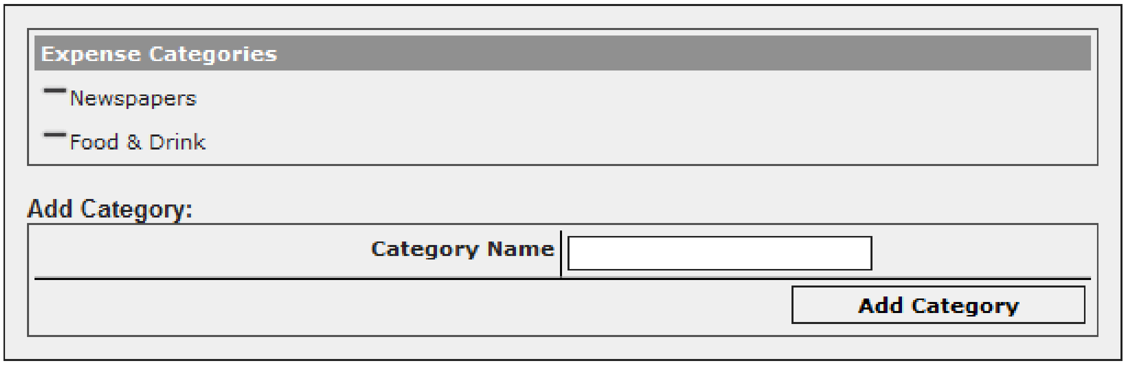


Shop details may be edited here also, to allow for change of details such as address, telephone number, etc.

Please note it is possible to also change the shop ID without negative impact on reports etc.

Expenses

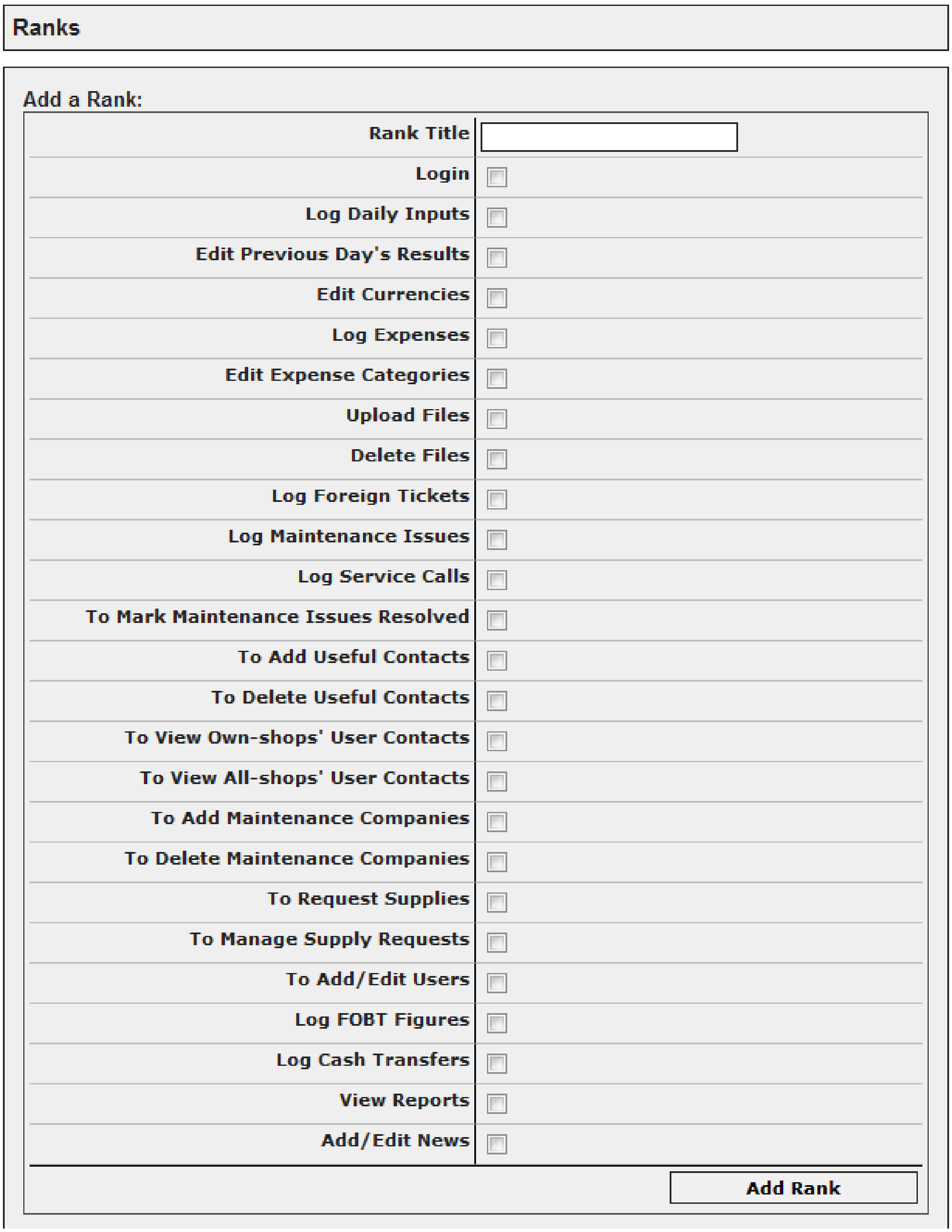
Expense categories may be added by simply adding a descriptive name and clicking add.



Categories may be added, disabled and re-enabled, but never deleted.

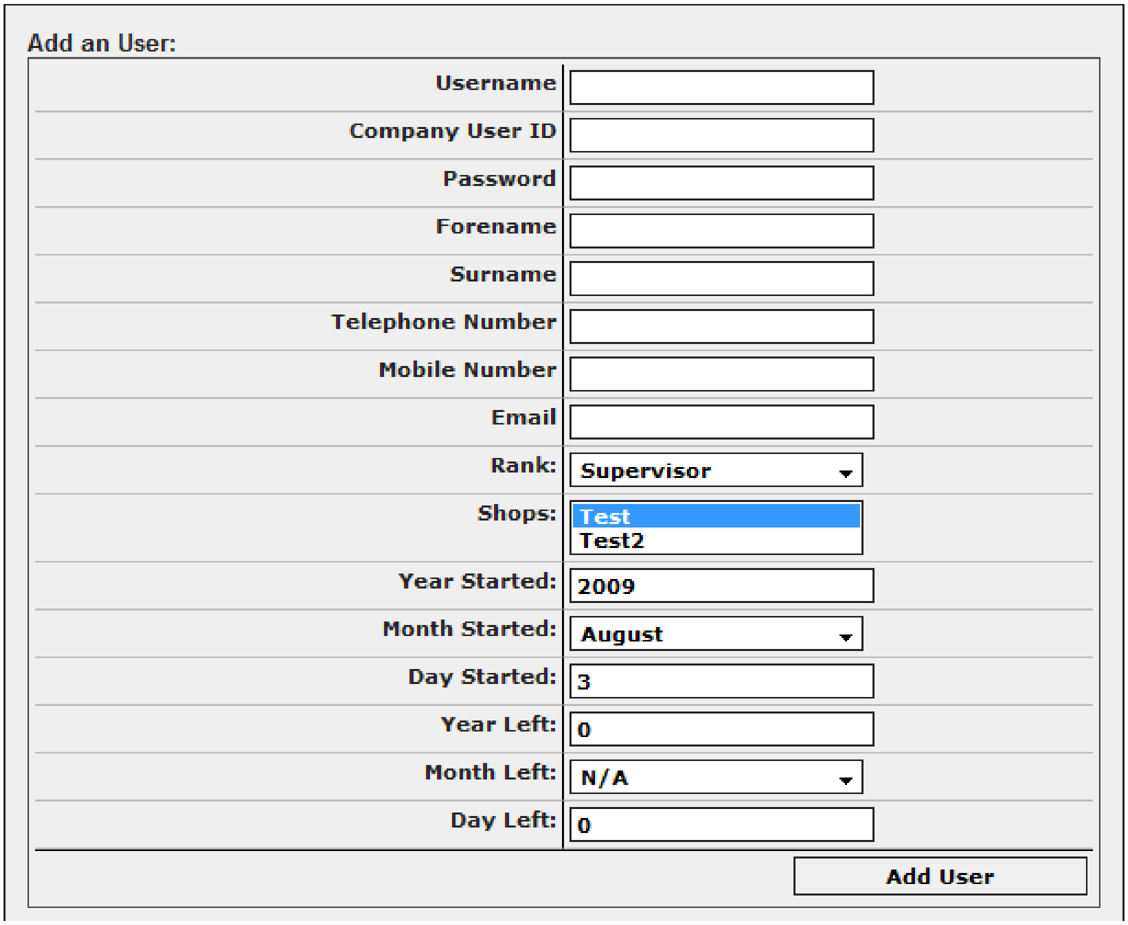
Adding Users

When setting up users we firstly need to create “Ranks” and assign appropriate permissions to each rank.



Adding Users

Next we need to add your individual users.

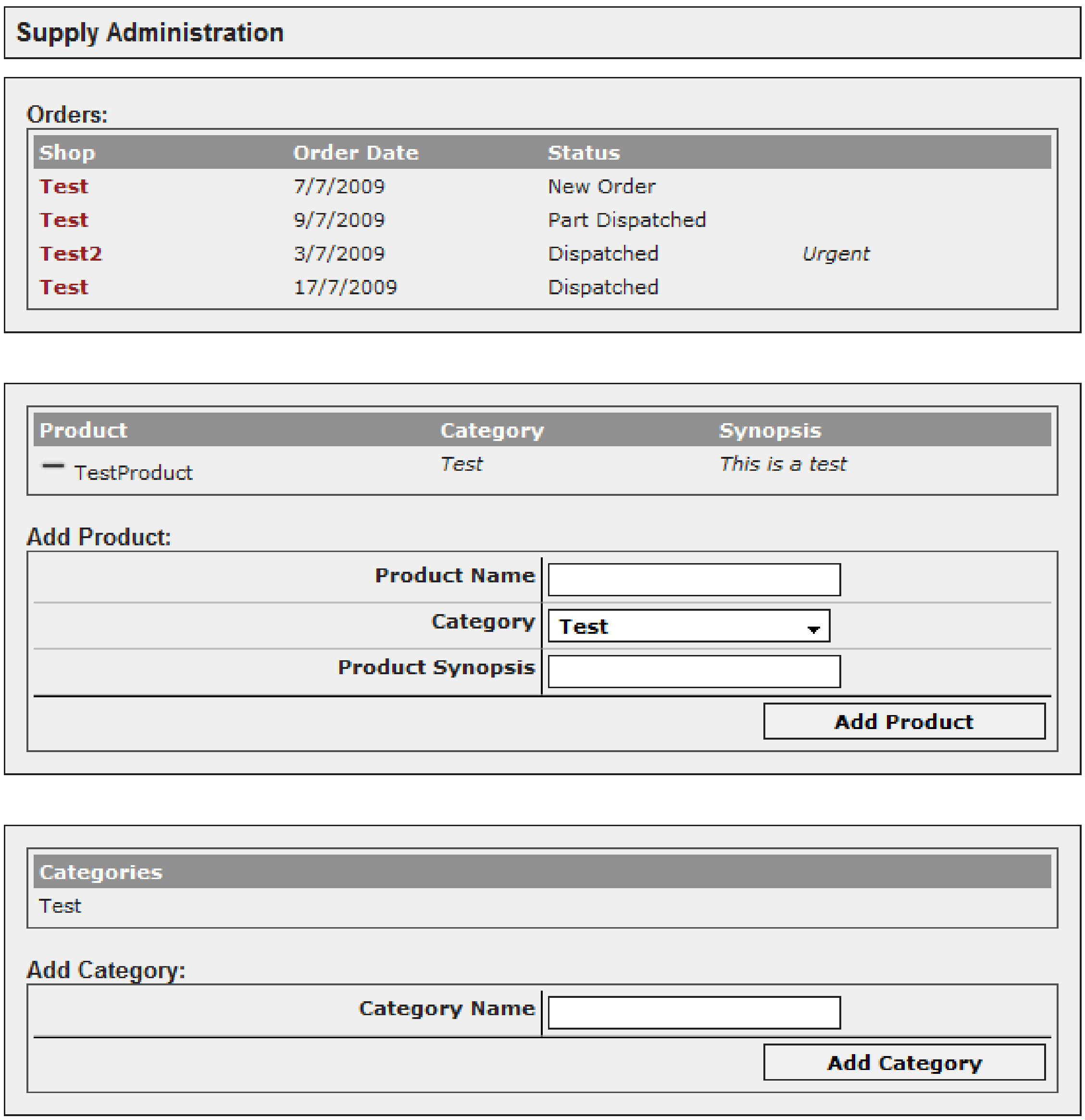


When adding users you may link individual users to a shop or group of shops. This will ultimately allow you to run reports for that individuals group of shops (performance for an area manager's group, for example). To do so, hold "Ctrl" key whilst selecting each shop. Always enter password, always fill both ID and username even if they are the same, and ensure correct rank is chosen.

Managing Supplies

Our supplies module consists of two parts – categories (e.g. betting slips) and products (e.g. Plain slips, Lucky 15 slips, etc.).

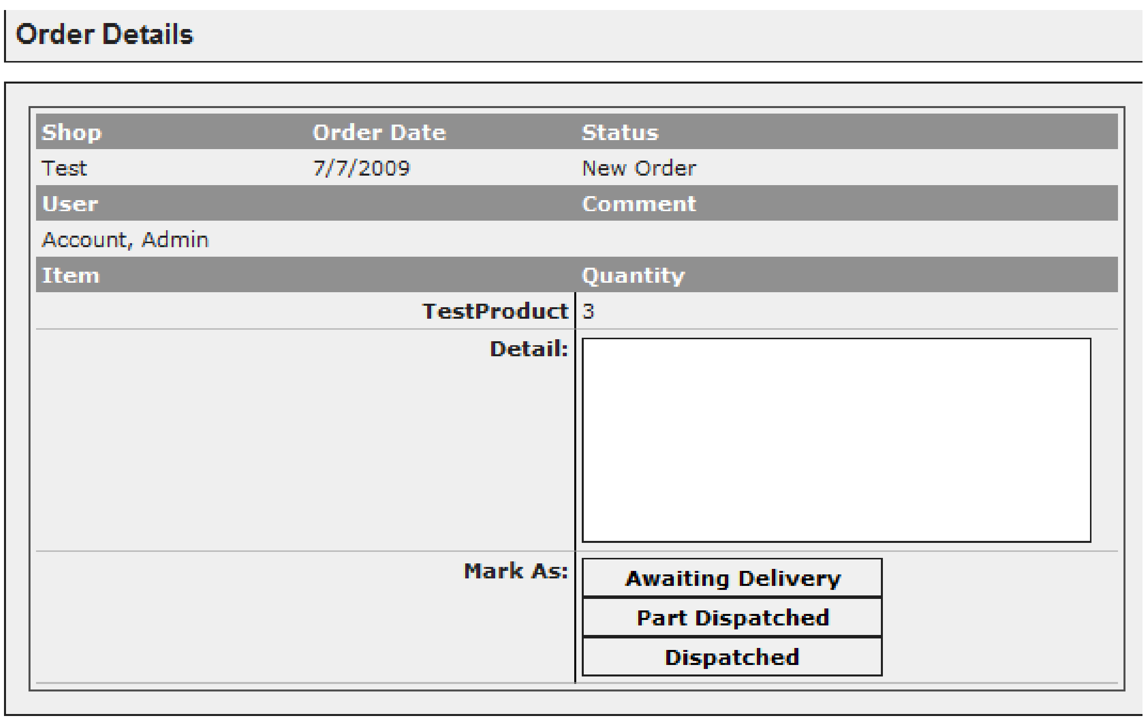
Please create your categories before product as you must assign each product to a category. Please note categories will only display when they contain active products. Unused categories cannot be deleted, unused products may be disabled.



Managing Supplies

All orders placed will display in supply administration and also on right hand side of application window.

Clicking on an order link will open the Order Detail window, from where the order can be progressed.

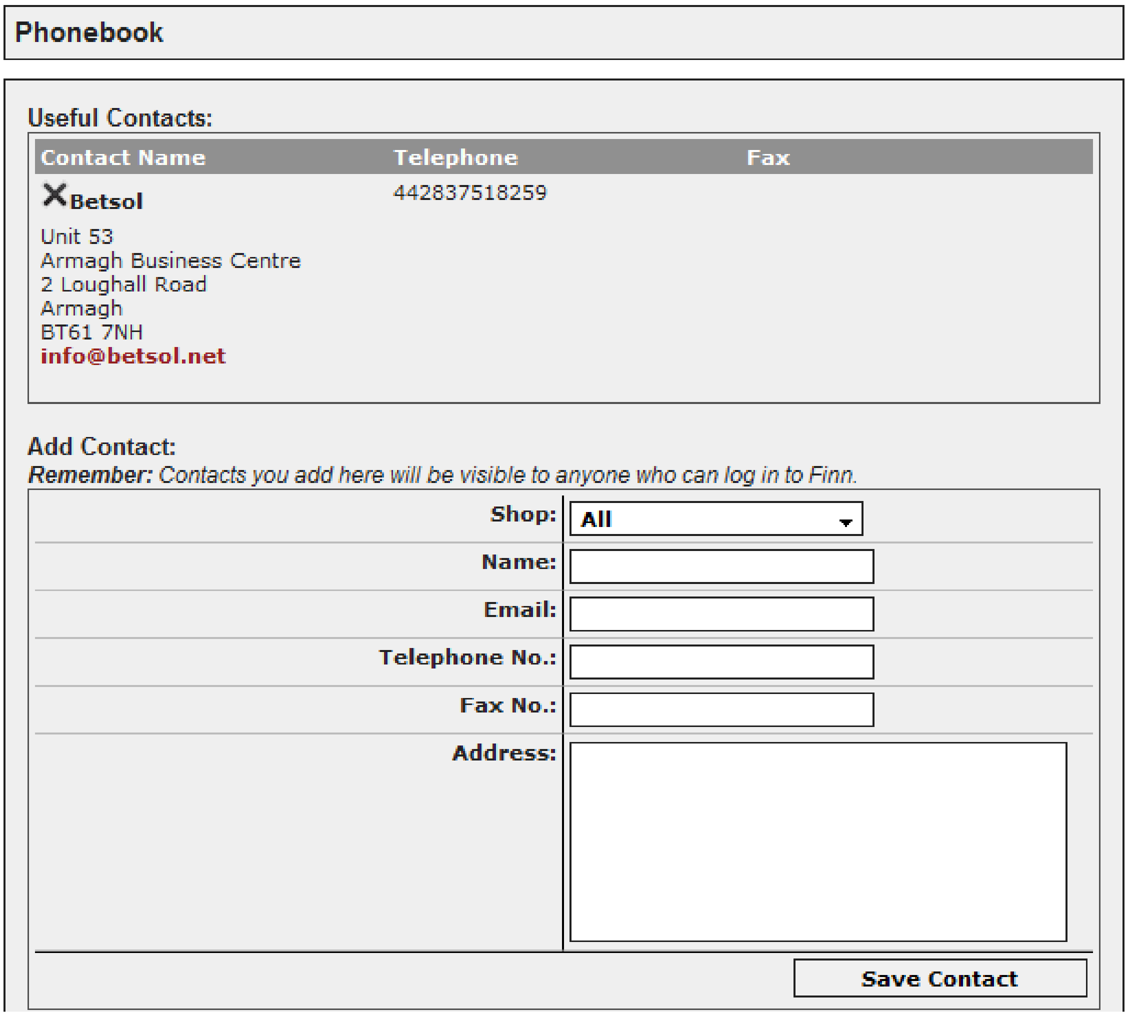


The order status may be amended as appropriate and remains visible until fully dispatched.

Phonebook

FINN has the following contact details:

- Your shops (Available to all users)
- Maintenance companies (Available to all users)
- Users details (configurable to be shown to all or restricted to individual shops)

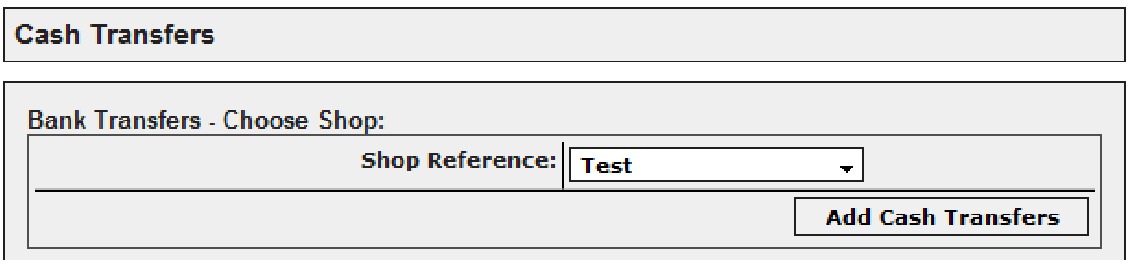


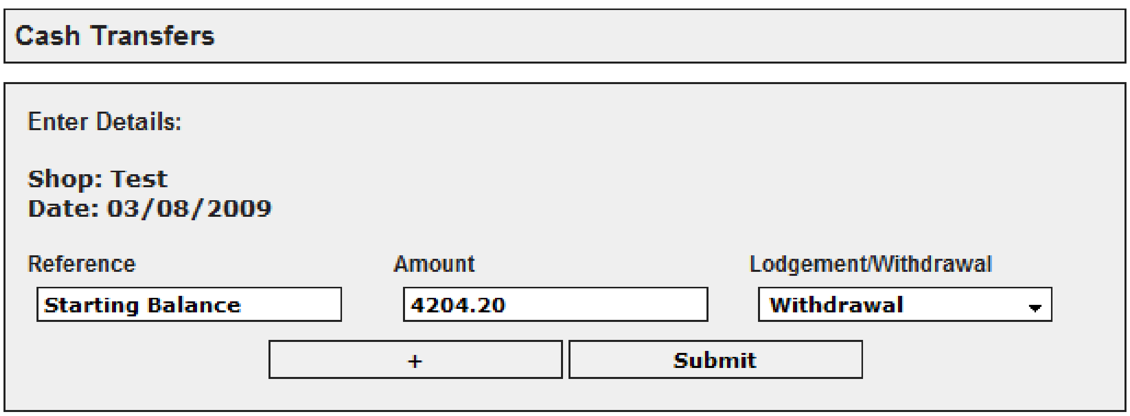
Please note only companies in the maintenance list can have maintenance issues logged against them.

Entering Financial Data

Now that the setup is complete you are now ready to add data for your shops.

On the first day a shop uses **Finn,** they should use the cash transfers page to transfer in, as a withdrawal Bank transfer, their starting balance:

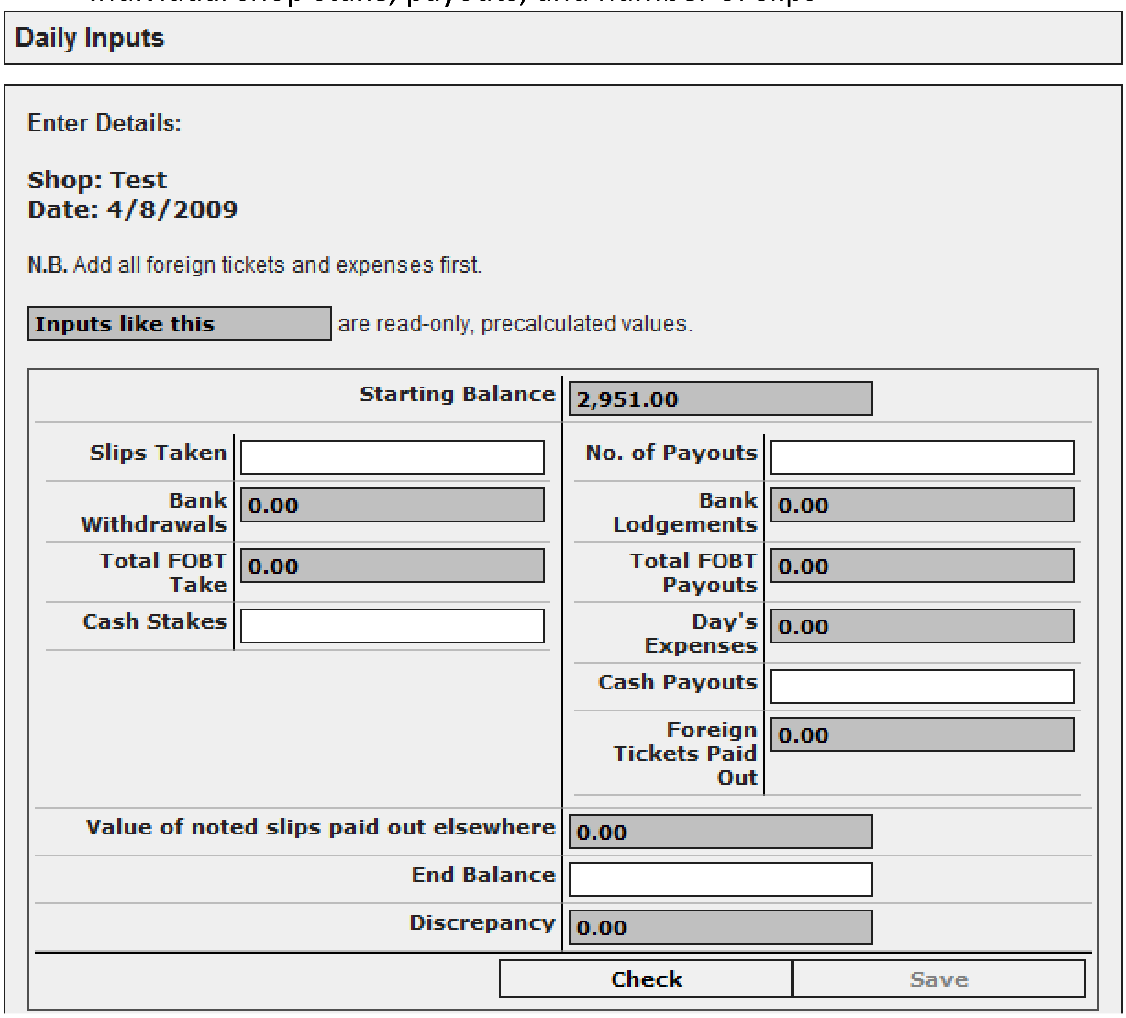




Entering Financial Data

Following this you may now continue entering additional data as and when required for the following purposes:

- Additional cash transfers
  - Between shops
  - To & from bank
- Expenses
- Recording foreign tickets
  - Paid out in your shop
  - Paid elsewhere from your shop
- Individual shop stake, payouts, and number of slips


Daily Inputs

Enter Details:

Shop: Test
Date: 4/8/2009

N.B. Add all foreign tickets and expenses first.

Inputs like this are read-only, precalculated values.

		Starting Balance	2,951.00
Slips Taken		No. of Payouts	
Bank Withdrawals	0.00	Bank Lodgements	0.00
Total FOBT Take	0.00	Total FOBT Payouts	0.00
Cash Stakes		Day's Expenses	0.00
		Cash Payouts	
		Foreign Tickets Paid Out	0.00
		Value of noted slips paid out elsewhere	0.00
		End Balance	
		Discrepancy	0.00

Check Save

Entering Financial Data

Cash Transfers