

EUROPEN-PEN International Banking System

Adjusted to the BEEC* (*Canadian Bank for Practice Enterprises)


Overview


There are three types of users:


- **System administrator** (username: co_admin). The system administrator (the banker at the central office) can add PEs and institutions (e.g. schools, promoters...) through the Central Office Admin.
- **Trainers / Instructors / teachers**. Trainers must login with their email address. Trainers can add trainees through the PE Admin and create user accounts for each trainee. Instructors of multiple PEs will have access to all their PEs with a single login, provided that their email address has been entered in the instructor email field of each one of their PEs.
- **Trainees / students / trainees**. Each trainee must login with his/her individual user account. The format of the trainee's username is [first name].[last name].[PE number], e.g. john.coetzee.123.


There are 5 basic components


RCEE CPEN
RÉSEAU CANADIEN
DES ENTREPRISES D'ENTRAÎNEMENT
CANADIAN PRACTICE ENTERPRISE
NETWORK


PE Admin ▾


PE bank account ▾


Wholesale Marketplace ▾


Store Manager ▾


PE Directory

Welcome!

You will find information on how to start using this new banking system on the CPFN website, in the SCC section, under the PROCEDURE button.

In the same pas, you will find PROCEDURE for the wholesale marketplace.



1st Component: PE Administrator

This component can only be accessed by **trainers**. **Trainers** can complete the following tasks through the PE Admin:

- Create user accounts for trainees/students.
- Grant a trainee access to the PE's bank account.
- Update the information (e.g. address, email, opening hours, etc.) of the PE.
- Select the PE Directory categories in which the PE should appear.
- Enter a description of the PE's offerings (products / services) that must be displayed in the PE Directory.
- Enter keywords to increase the findability of the PE.



2nd component: The PE's bank accounts

- The PE bank account(s) can be accessed by the **trainer** and by **trainees** that have been granted access by the instructor.



3rd component: Wholesale Marketplace

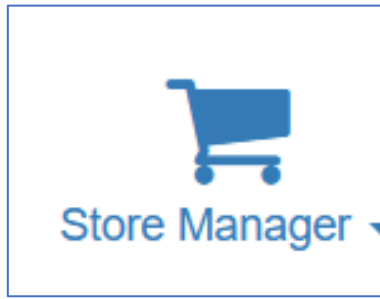
Note: Same as «Inventory» on the SCC

- Space where the PE can purchase products for resale in order to build up an inventory.



4th component: PE Directory

- The PE Directory lists all PEs around the world along with their contact information.

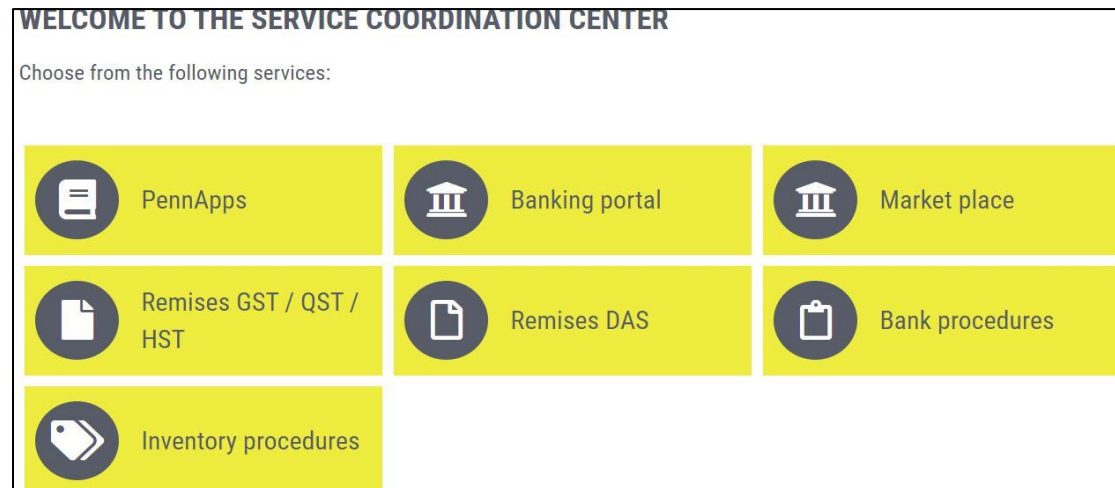


5th component: Store Manager

- The Buy buttons offer you the opportunity to sell your products through your website.

How to login?

- Click the link of the CPFN website: <https://rcee-cpen.ca/en/>
- Click the SCC button, on the right upper corner
- Click on the «Banking Portal»



- You'll then get directed to the international banking system Penworldwide.org

How to login? (...)

- You will get to the login window. Fill with your FP email (= username) and the PE password provided by the central office

Trainees:

- Access the PE's bank account.
- Access your personal bank account.
- Find domestic or foreign PEs in the PE Directory.
- Purchase inventory through the Wholesale Marketplace.
- Need help with signing in? Please ask your instructor.

Instructors:

- Manage trainee information.
- Track your PE's finances.
- Find material and resources.
- Need support? Email RCEE-CPEN: beec@rcee-cpfn.ca.

Username

Password

Sign in

Language: English [Français](#)

Trade Fair POS users:
[please sign in here](#)

How to create user account for trainees

- Click on «PE Admin» button. You'll get this page:



ARBRO INTERNATIONAL (CA01QCE-AO)

Trainees

PE profile

PE Directory listing

Trainees

View: Active | Deactivated

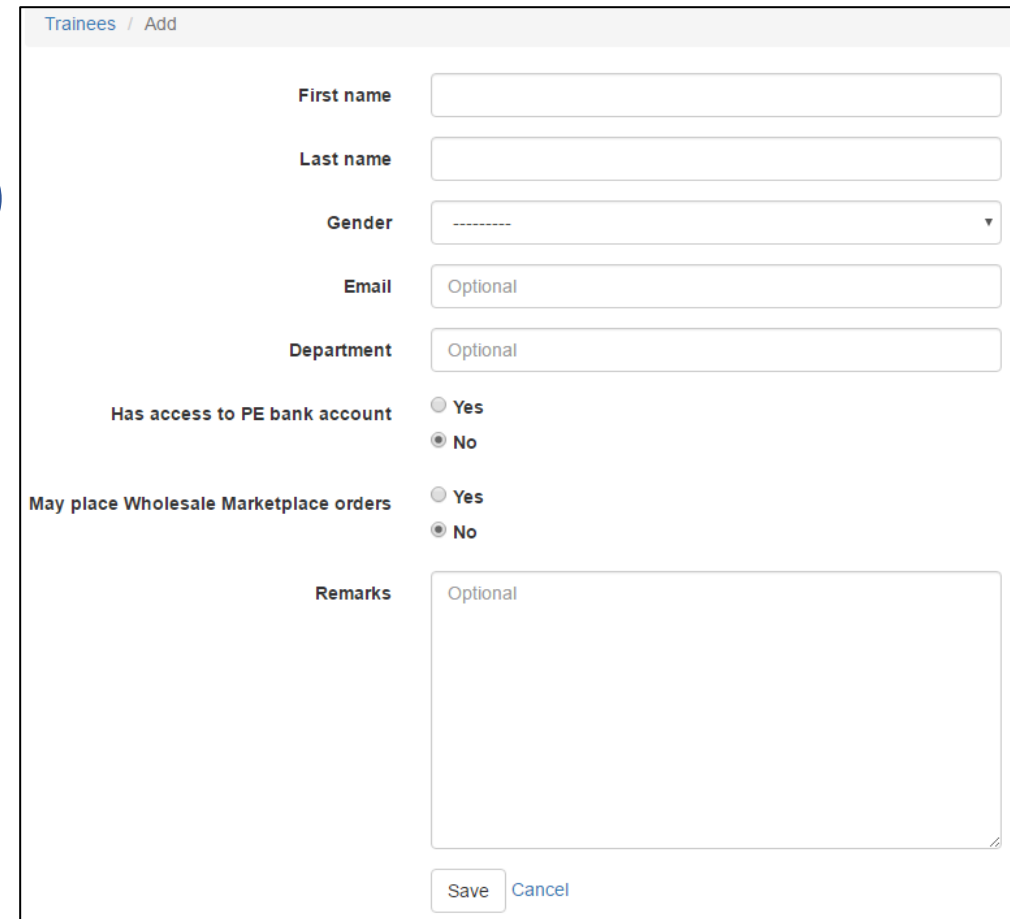
Trainee name	Reports	Username Last login	Password	Reset password	Deactivate
No trainees found					

Add

- To create a «trainee», click the «Add» button on the right upper corner.

How to create user account for trainees (...)

- Fill the requested information:
- It is at this stage that you determine the access rights of the participants (trainees) to the bank accounts of the PF to pay suppliers.
- You can also authorize inventory purchases or not.
- Do not forget to click on the "Save" button at the bottom of the screen.
- You must create profiles for each of your participants. Thus, an individual account will be created when the participant accesses the site for the first time.



The screenshot shows a web form titled "Trainees / Add". The form contains the following fields and options:

- First name**: A text input field.
- Last name**: A text input field.
- Gender**: A dropdown menu with a downward arrow.
- Email**: A text input field with the placeholder text "Optional".
- Department**: A text input field with the placeholder text "Optional".
- Has access to PE bank account**: Two radio buttons, "Yes" and "No", with "No" selected.
- May place Wholesale Marketplace orders**: Two radio buttons, "Yes" and "No", with "No" selected.
- Remarks**: A large text area with the placeholder text "Optional".

At the bottom right of the form, there are two buttons: "Save" and "Cancel".

Explore...

- You'll notice that to use the other components, you proceed as before with the bank and inventory purchases. The procedures have remained the same.

Account summary

Account details

Add payment

Add transfer between your accounts

Pending bank orders

Account Transaction account (Compte opération) - 90152042

Period from (dd/mm/yyyy) 20/05/2020 **until (dd/mm/yyyy)** 20/05/2021

Name, account number, description, amount

[Account details \(Excel\)](#) | [Account statements](#)

- Please note that you have to print your monthly bank statements: from the account details menu, top right.