

TITO Reconciliation – Supporting Document

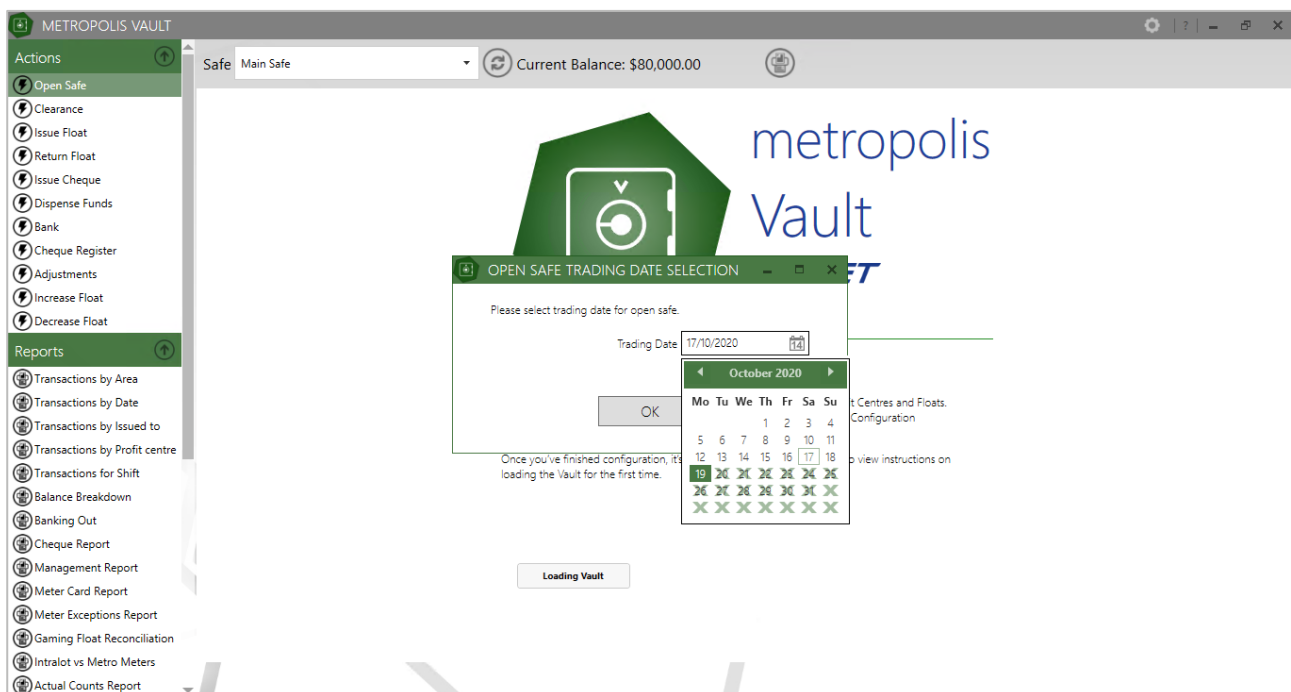
Vault – Issue Float to a CRT

Overview

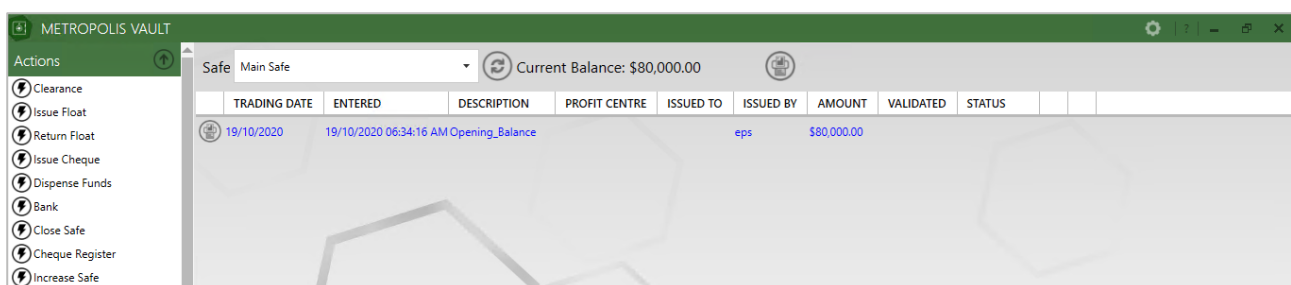
The following video will demonstrate how to **ISSUE** a float to a CRT.

Process

1. Firstly, we need to ensure the Safe is open for today's trade date
2. From the **Actions** menu select **Open Safe**
3. The **OPEN SAFE TRADING DATE SELECTION** box will display
4. Select the **Trading Date** that you want to open the safe, by clicking on the calendar icon and navigating to the **required date** and then select **OK**



5. In this example, the **Safe** has opened, and is showing a current balance of \$80,000
6. The process to issue a float to a CRT, is very similar to issuing a float to a cashier
7. From the **Actions** menu select **Issue Float**



8. From the **ISSUE FLOAT** screen, we select our **Area** – which will be CRT
9. Next is the **Profit Centre**. This should default to **CRT**
10. And then select the **CRT** you want to issue the float to
11. And then lastly our **Float**, which will also be CRT
12. The **Bulk** option should default as being highlighted
13. Our float has been configured to auto populate to \$10,000. Otherwise, we would need to enter the float amount, in the **Amount (\$)** field
14. If required, we can also enter in a **Comment** for the default entry
15. If manually entering in an **Amount**, you will then have to click in the **Comment** field for the **OK** option to be activated. Enter in a **Comment** if required
16. Then select **Process** which will issue the float to the CRT

Transaction: Issue Float | Safe: Main Safe | Operator: eps | Shift: Monday, 19 October 2020 | Trading Date: 19/10/2020

Area: CRT | Profit Centre: CRT - CRT | CRT: Banktech - BANK001

Float: CRT | eps | Verify

Description ↑	Opening	Balance	Configured	Issued	Issuing
Cheque	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Voucher	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bulk	\$80,000.00	\$80,000.00	\$10,000.00	\$0.00	\$10,000.00

Amount: \$10,000.00 | Comment: Enter amount

Amount (\$): Enter amount | Comment: CRT Float

Cancel | OK

Total Float Issued: \$0.00 | Total Float Issuing: \$10,000.00

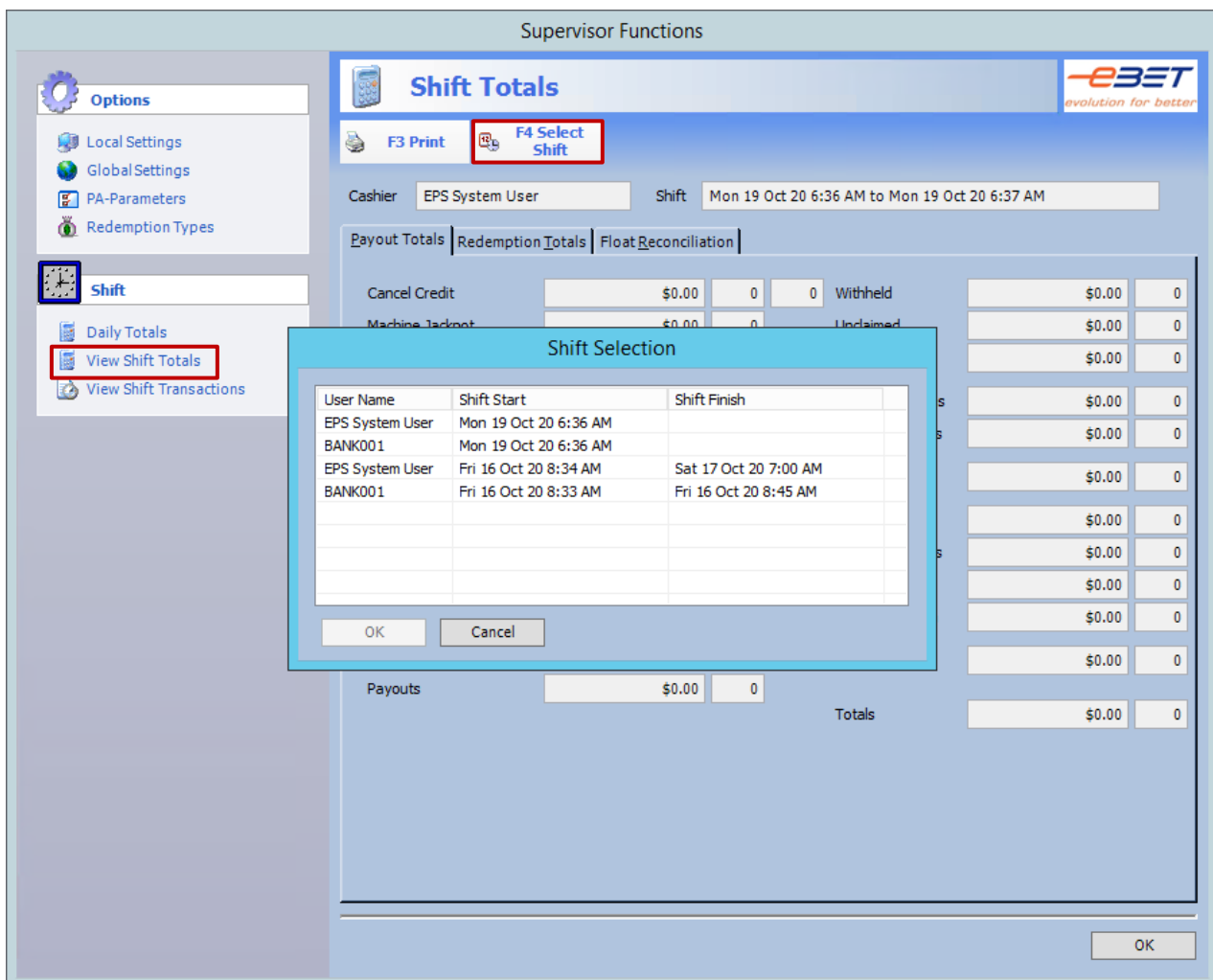
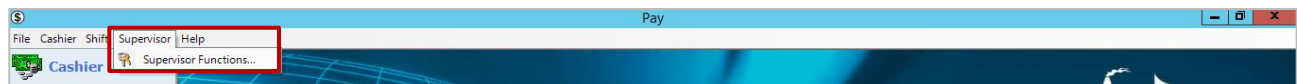
Edit | Remove | Refresh | Close | Process

17. The **Vault Dashboard** will return, and we can see that the current balance has been reduced by the amount of the float, and there is a transaction showing that we issued \$10000 to CRT BANK001
18. The status is showing as **Vault Issued**, which causes a **Pay** shift to be created for the CRT

Safe: Main Safe | Current Balance: \$70,000.00

TRADING DATE	ENTERED	DESCRIPTION	PROFIT CENTRE	ISSUED TO	ISSUED BY	AMOUNT	VALIDATED	STATUS
19/10/2020	19/10/2020 06:34:16 AM	Opening_Balance		eps		\$80,000.00		
19/10/2020	19/10/2020 06:36:09 AM	Float CRT	CRT	BANK001	eps	\$10,000.00	\$10,000.00	Vault Issued


19. Unlike the cashier float, when a Supervisor issues a float to a CRT, it will automatically be accepted in **Pay**
20. The CRT shift can now be viewed as a Read Only screen by accessing the **Supervisor Functions** menu in the **Pay** application
21. Let us navigate to **Pay** to view this process
22. Double click on the **Pay** icon
23. Enter your **Login Name** and **Password** and select **OK**
24. From the top task bar select **Supervisor** and then select **Supervisor Functions**
25. Enter in your **Supervisor Override** login details and select **OK**
26. From the Shift Menu select **View Shift Totals**
27. Select **F4 Select Shift**
28. We can now see all the shifts that have been opened within the last 72 hours



29. Select the Shift for the CRT and then select **OK**

30. Select the **Float Reconciliation** tab and we can see that we have a **Start Float** of \$10,000

Supervisor Functions


 **Options**

Local Settings

Global Settings

PA-Parameters


Redemption Types


 **Shift**


Daily Totals

View Shift Totals

View Shift Transactions

 **Shift Totals**

 F3 Print

 F4 Select Shift

CRT Shift

Payout Totals

Redemption Totals

Float Reconciliation

\$100	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	Cash	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>
\$50	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	Cheques	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>
\$20	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	Payouts	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>
\$10	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	Redemptions	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>
\$5	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	Printed Cheques	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>
\$2	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	EFT Receipts	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>
\$1	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	Dispensed Cash	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>
50c	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	Cashless Credit	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>
20c	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	Cashless Debit	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>
10c	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	Credit Transfer Credit	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>
5c	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	Credit Transfer Debit	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>
Cash Total	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	TOTALS (A)	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>
			Start Float	<input type="text" value="\$10,000.00"/>	<input type="text" value="1"/>
			Increases	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>
			Decreases	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>
			TOTALS (B)	<input type="text" value="\$10,000.00"/>	<input type="text" value="1"/>
			Balance (A - B)	<input type="text" value="\$-10,000.00"/>	

Float Validation Pending

Increasing

Decreasing

Validate Request

OK