TITO Reconciliation - Supporting Document Vault – Increase CRT Float

Overview

The following video will demonstrate how to INCREASE a float to the CRT.

Process

- 1. The process to increase a float for a CRT, is very similar to increasing for a cashier.
- 2. From the Actions menu, select Increase Float

											0	? =	e ×
Actions	Safe M	vlain Safe		• (Current Balance	\$70,000.00								
Clearance				\smile		9							
🕖 Issue Float	TR	RADING DATE	ENTERED	DESCRIPTION	PROFIT CENTRE	ISSUED TO	ISSUED BY	AMOUNT	VALIDATED	STATUS			
Return Float	19/1	10/2020	19/10/2020 06:34:16 AM	Opening_Balance			eps	\$80,000.00					
Issue Cheque	(a) 19/*	10/2020	19/10/2020 06:36:09 AM	Float CRT	CRT	BANK001	eps	\$10,000.00	\$10,000.00	Vault Issued			
Dispense Funds	-												
Bank													
Close Safe													
Cheque Register													
Increase Safe													
Decrease Safe													
Adjustments					7								
Increase Float		11											
Decrease Float													

- 3. From the INCREASE FLOAT screen, we select our Area which will be CRT
- 4. Next is the Profit Centre. This should default to CRT
- 5. and then select the CRT you want to increase the float for
- 6. and then lastly our Float which will also be CRT
- 7. The Bulk option should default as being highlighted
- 8. Enter the amount to increase the CRT float by
- 9. You will then have to click in the **Comment** field for the **OK** option to be activated. Enter in a **Comment** if required
- 10. Select OK
- 11. Then select Process which will issue the increase to the CRT



INCR	REASE FI	LOAT										- = ×
Transaction	Increase	Float 🔻	Safe Main	Safe	Operator eps		Shift Tu	esday, 3 Nover	nber 2020	Trading D	ate 3/1	/2020
Area	CRT		▼ Pro	ofit Centre CRT - C	RT	•	CRT Ba	anktech - BAN	K001	•		
Float	CRT		Ŧ						eps			Verify
DESCRIP	TION 🕆	OPENING	BALANCE	CONFIGURED	INCREASING							
Cheque		\$0.00	\$0.00	\$0.00	\$0.00							
Voucher		\$0.00	\$0.00	\$0.00	\$0.00							
Bulk		\$80,000.00	\$59,850.00	\$10,000.00	\$5,000.00							
AMOUN	T CON	IMENT				Amount (\$)			Enter a	mount		
\$5,000	0.00 increas	e float				Comment			Enter co	omment		
									Car	ncel		OK
				Edit	Remove	Total Float In	ncreasing					\$5,000.00
Refr	esh	Close				I					F	Process

12. The **Vault Dashboard** will return, and we can see that the current balance has been reduced by the amount of the float increase, and there is a transaction showing that we issued \$5000 to CRT BANK001.

											0	? -	- 8	×
Actions	Safe	Main Safe		• (😨) Current Balance	: \$65,000.00	(
Clearance				DECORIDITION	DROFIT CENTRE			AMOUNT	VALIDATED	CTATUC				
🕖 Issue Float		TRADING DATE	ENTERED	DESCRIPTION	PROFIT CENTRE	ISSUED TO	ISSUED BY	AMOUNT	VALIDATED	STATUS				
Return Float	1	19/10/2020	19/10/2020 06:34:16 AM	Opening_Balance			eps	\$80,000.00						
Issue Cheque	1	19/10/2020	19/10/2020 06:36:09 AM	Float CRT	CRT	BANK001	eps	\$10,000.00	\$10,000.00	Vault Issued				
Dispense Funds	(m) 1	19/10/2020	19/10/2020 08:33:27 AM	Float_Increase CRT	CRT	BANK001	eps	\$5,000.00	\$5,000.00	Vault Increased				
🕖 Bank														
Close Safe														

Pay

- 13. This will also be reflected in the Float Reconciliation tab in Pay
- 14. So, let's now open Pay
- 15. Double click on the Pay icon
- 16. Enter your Login Name and Password and select OK
- 17. From the top task bar select Supervisor and then select Supervisor Functions

File Cashier Shift Supervisor Help
Cashier Supervisor Functions...

\$

- 18. Enter in your Supervisor Override login details and select OK
- 19. From the Shift Menu select View Shift Totals
- 20. Select F4 Select Shift
- 21. We can now see all the shifts that have been opened within the last 72 hours
- 22. Select the Shift for the CRT and then select \mathbf{OK}

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	Su	pervisor Functions			
Options	Shift Tota	s		evolution	357 Ior better
Local Settings Global Settings PA-Parameters	Gashier EPS System User	ielect hift Shift Mor	n 19 Oct 20 6:36 AM to Mon 1	9 Oct 20 6:37 AM	
Redemption Types	Payout Totals Redemption	<u>T</u> otals Float <u>R</u> econciliation			
Shift	Cancel Credit	\$0.00	0 0 Withheld	\$0.00	0
Daily Totals	Machine Jacknot	Shift Selection	0 Undaimed	\$0.00	0
View Shift Totals				\$0.00	
View Shift Transactions	User Name Shift Start	Shift Finis	sh	s \$0.00	0
	EPS System User Mon 19 Oct 2 BANK001 Mon 19 Oct 2	20 6:36 AM 20 6:36 AM		s \$0.00	0
	EPS System User Fri 16 Oct 20	8:34 AM Sat 17 O	ct 20 7:00 AM	\$0.00	0
	BANK001 Fri 16 Oct 20	8:33 AM Fri 16 Oc	t 20 8:45 AM		
				\$0.00	0
				s \$0.00	0
				\$0.00	0
	OK Cancel			\$0.00	0
		1		\$0.00	0
	Payouts	\$0.00	0		
			Totals	\$0.00	0
					ок

23. Select the **Float Reconciliation** tab and we can see that we now have an increase value of \$5000 and our Totals (B) figure has been adjusted to \$15,000.

		Supervisor F	unctions			
Options	Shif	t Totals			evol	e3=7 Iution for better
Local Settings Global Settings	🍓 F3 Print	₽ F4 Select Shift				
PA-Parameters	CRT BANK	001	Shift N	1on 19 Oct 20 6:36 AM to Mo	on 19 Oct 20 6:37 AM	
🝈 Redemption Types	<u>P</u> ayout Totals	Redemption <u>T</u> otals Floa	t <u>R</u> econciliati	on		
119						
Shift	\$100	\$0.00	0	Cash	\$0.00	0
Daily Totals	\$50	\$0.00	0	Cheques	\$0.00	0
View Shift Totals	\$20	\$0.00	0	Payouts	\$0.00	0
View Shift Transactions	\$10	\$0.00	0	Redemptions	\$0.00	0
	\$5	\$0.00	0	Printed Cheques	\$0.00	0
	\$2	\$0.00	0	EFT Receipts	\$0.00	0
	\$1	\$0.00	0	Dispensed Cash	\$0.00	0
	50c	\$0.00	0	Cashless Credit	\$0.00	0
	20c	\$0.00	0	Cashless Debit	\$0.00	0
	10c	\$0.00	0	Credit Transfer Credit	\$0.00	0
	5c	\$0.00	0	Credit Transfer Debit	\$0.00	0
	Cash Total	\$0.00	0	TOTALS (A)	\$0.00	0
				Start Float	\$10,000.00	1
				Increases	\$5,000.00	1
	-Float Validation	Pending		Decreases	\$0.00	0
	Increasing		\$0.00	TOTALS (B)	\$15,000.00	1
	Decreasing		\$0.00	Palance (A - P)	-\$15,000,00	
		Va Re	lidate quest	Dalarice (A * D)	513,000.00	
						ОК

