## 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

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

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.

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

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 OK

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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.


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