

TITO Reconciliation – Supporting Document

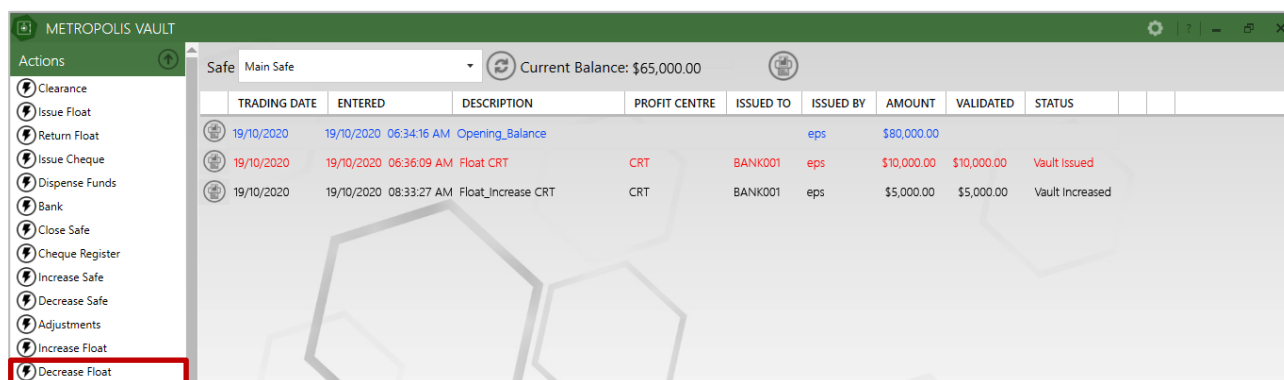
Vault – Decrease CRT Float

Overview

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

Process

1. The process to decrease a float for a CRT, is very similar to increasing for a cashier
2. From the **Actions** menu, select **Decrease Float**



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
19/10/2020	19/10/2020 08:33:27 AM	Float_Increase CRT	CRT	BANK001	eps	\$5,000.00	\$5,000.00	Vault Increased

3. From the **Decrease 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 decrease 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 decrease 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**

DECREASE FLOAT

Transaction: Decrease Float Safe: Main Safe Operator: eps Shift: Tuesday, 3 November 2020 Trading Date: 3/11/2020

Area: CRT Profit Centre: CRT - CRT CRT: Banktech - BANK001 All CRT: ☐

Float: CRT eps Verify

DESCRIPTION ↑	OPENING	CONFIGURED	DECREASING
Cheque	\$0.00	\$0.00	\$0.00
Voucher	\$0.00	\$0.00	\$0.00
Bulk	\$80,000.00	\$10,000.00	\$0.00

AMOUNT COMMENT

Amount (\$): \$2,000.00

Comment: float decrease

Cancel OK

Edit Remove

Total Float Decreasing: \$0.00

Refresh Close Process

12. The **Vault Dashboard** will return, and we can see that the current balance has been increased by the amount of the float decrease, and there is a transaction showing that we returned \$2000 from CRT BANK001.

13. This will also be reflected in the **Float Reconciliation** tab in **Pay**

METROPOLIS VAULT

Safe: Main Safe Current Balance: \$67,000.00

	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
	19/10/2020	19/10/2020 08:33:27 AM	Float_Increase CRT	CRT	BANK001	eps	\$5,000.00	\$5,000.00	Vault Increased
	19/10/2020	19/10/2020 08:34:16 AM	Float_Decrease CRT	CRT	BANK001	eps	\$2,000.00	\$2,000.00	Vault Decreased

14. So, let's now open **Pay**

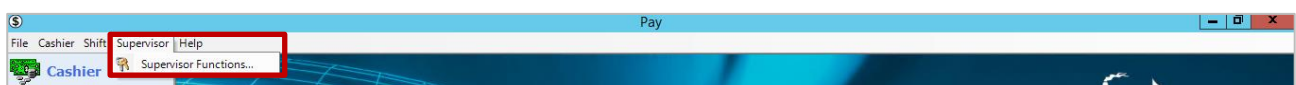
15. Double click on the **Pay** icon

16. Enter your **Login Name** and **Password** and select **OK**

17. From the top task bar select **Supervisor**

18. and then select **Supervisor Functions**

19. Enter in your **Supervisor Override** login details and select **OK**



20. From the Shift Menu select **View Shift Totals**
21. Select **F4 Select Shift**
22. We can now see all the shifts that have been opened within the last 72 hours
23. Select the Shift for the CRT and then select **OK**

Supervisor Functions

Shift Totals

F3 Print **F4 Select Shift**

Cashier: EPS System User Shift: Mon 19 Oct 20 6:36 AM to Mon 19 Oct 20 6:37 AM

Payout Totals | **Redemption Totals** | Float Reconciliation

Cancel Credit: \$0.00 0 0 Withheld \$0.00 0

Machine Jackpot: \$0.00 0 Undaimed \$0.00 0

Shift Selection

User Name	Shift Start	Shift Finish
EPS System User	Mon 19 Oct 20 6:36 AM	
BANK001	Mon 19 Oct 20 6:36 AM	
EPS System User	Fri 16 Oct 20 8:34 AM	Sat 17 Oct 20 7:00 AM
BANK001	Fri 16 Oct 20 8:33 AM	Fri 16 Oct 20 8:45 AM

OK Cancel

Payouts: \$0.00 0 Totals: \$0.00 0

OK

24. Select the **Float Reconciliation** tab
25. And we can see that we now have a decrease value of \$2000 and our Totals (B) figure has been adjusted to \$13,000

Supervisor Functions

Shift Totals

F3 Print
 F4 Select Shift

Options

Local Settings

Global Settings

PA-Parameters

Redemption Types

Shift

Daily Totals

View Shift Totals

View Shift Transactions

CRT

BANK001

Shift

Mon 19 Oct 20 6:36 AM to Mon 19 Oct 20 6:37 AM

Payout Totals

Redemption Totals

Float Reconciliation

\$100	\$0.00	0
\$50	\$0.00	0
\$20	\$0.00	0
\$10	\$0.00	0
\$5	\$0.00	0
\$2	\$0.00	0
\$1	\$0.00	0
50c	\$0.00	0
20c	\$0.00	0
10c	\$0.00	0
5c	\$0.00	0
Cash Total	\$0.00	0

Cash	\$0.00	0
Cheques	\$0.00	0
Payouts	\$0.00	0
Redemptions	\$0.00	0
Printed Cheques	\$0.00	0
EFT Receipts	\$0.00	0
Dispensed Cash	\$0.00	0
Cashless Credit	\$0.00	0
Cashless Debit	\$0.00	0
Credit Transfer Credit	\$0.00	0
Credit Transfer Debit	\$0.00	0
TOTALS (A)	\$0.00	0
Start Float	\$10,000.00	1
Increases	\$5,000.00	1
Decreases	\$2,000.00	0
TOTALS (B)	\$13,000.00	1
Balance (A - B)	-\$13,000.00	

Increasing

\$0.00

Decreasing

\$0.00

Validate Request

OK

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