

TITO Reconciliation – Supporting Document

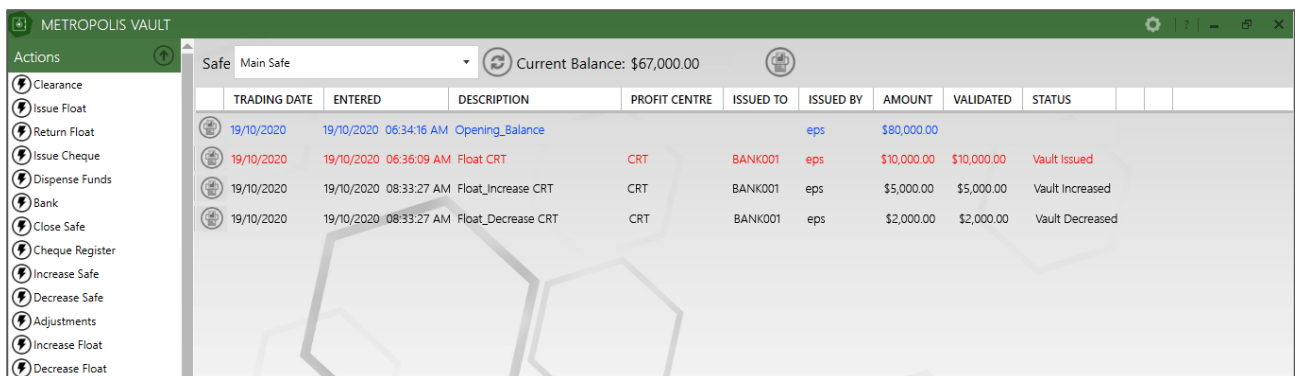
Vault – Return a CRT Float

Overview

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

Process

1. When the shift has ended, the supervisor will be required to return the float to the safe for balancing. This is a manual process that is required to be done before the Back of House - End of Day processes occur - otherwise the shift will be automatically closed, and the Float returned with a Zero balance – which will cause a variance on your **Daily Management Report**.



The screenshot shows the METROPOLIS VAULT application window. On the left is a sidebar with 'Actions' including Clearance, Issue Float, Return Float, Issue Cheque, Dispense Funds, Bank, Close Safe, Cheque Register, Increase Safe, Decrease Safe, Adjustments, Increase Float, and Decrease Float. The main area displays a table of transactions for 'Main Safe' with a current balance of \$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 08:33:27 AM	Float_Decrease CRT	CRT	BANK001	eps	\$2,000.00	\$2,000.00	Vault Decreased


2. Firstly, we need to check the CRT balance by accessing **Pay** and then the **Shift** details
3. So, from the **Metropolis Launcher** - double click on the **Pay** icon
4. Enter your **Login Name** and **Password** and select **OK**
5. From the top task bar select **Supervisor**
6. and then select **Supervisor Functions**
7. Enter in your **Supervisor Override** login details and select **OK**



8. From the Shift Menu select View Shift Totals
9. Select **F4 Select Shift**
10. We can see all the shifts that were opened within the last 72 hours
11. Select the **CRT shift**

15. Let's select **Print** to print the **Report**

16. On the **Float Reconciliation Report**, we again can see the total value of tickets redeemed via the CRT

 Float Reconciliation Report		
Cashier Name: BANK001		Shift: Mon 19 Oct 20 6:36AM to Mon 19 Oct 20 6:37AM
Cashier Location: QA-VM-118_A		
Float Type	Amount	Count
Cancel Credit	\$2,121.25	2
Machine Jackpot	\$0.00	0
Link Jackpot	\$0.00	0
Refill	\$0.00	0
Short Pay	\$0.00	0
Bonus Pay	\$0.00	0
Dispersed Prize	\$0.00	0
BreakAway	\$0.00	0
Ticket Out	\$0.00	0
Residual Ticket	\$0.00	0
Transfer Card	\$0.00	0
Transfer Card Residual	\$0.00	0
Withheld	\$0.00	0
Unclaimed	\$0.00	0
Archived	\$0.00	0
Paid Unclaimed	\$0.00	0
Payouts	\$2,121.25	2
Petty Cash	\$0.00	0
Redemptions	\$0.00	0
\$100	\$0.00	0
\$50	\$0.00	0
\$20	\$0.00	0
\$10	\$0.00	0
\$5	\$0.00	0
\$2	\$0.00	0

17. And at the bottom of the page, we can see the total value of funds that should be remaining in the CRT, which is the figure we will be using in the **Return Float Process**

Cash Total	\$0.00	0
Cash	\$0.00	0
Cheques	\$0.00	0
Payouts	\$2,121.25	2
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)	\$2,121.25	2
Start Float	\$0.00	0
Increases	\$15,000.00	2
Decreases	\$2,000.00	1
TOTALS (B)	\$13,000.00	1
Balance (A - B)	-\$10,878.75	

Cashier: _____	Supervisor: _____
Printed: 27/11/2020 7:16:12AM	User: EPS System User
Version: 4.3.72.11 Page 1 of 1	
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18. So, let's now return to the **Vault** application and from the **Actions Menu** select **Return Float**

The screenshot shows the METROPOLIS VAULT application interface. On the left, there is an 'Actions' menu with several options: Clearance, Issue Float, Return Float (highlighted with a red box), Issue Cheque, Dispense Funds, Bank, Close Safe, and Cheque Register. The main area displays a table of transactions. The table has columns: TRADING DATE, ENTERED, DESCRIPTION, PROFIT CENTRE, ISSUED TO, ISSUED BY, AMOUNT, VALIDATED, and STATUS. The current balance is shown as \$67,000.00.

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19. From the **RETURN FLOAT** screen, we select our **Area** – which will be **CRT**

20. Next is the **Profit Centre** - This should default to **CRT**

21. And then select the **CRT** you want to return the float for

22. And then lastly our **Float**, which will also be **CRT**

23. Make sure the **CRT Return Float** box is ticked as this closes the CRT shift in **Pay**

24. Make sure the **Auto Bank In** box is ticked as this will add the return float to your safe balance

25. Under **DESCRIPTION** highlight the **Bulk** line

26. In **Amount** – type in the amount you wish to return – this is the value you noted from the **Float Reconciliation** in **Pay**

27. You will then have to click in the **Comment** field for the **OK** option to be activated. Enter in a **Comment** if required

28. Select **OK**

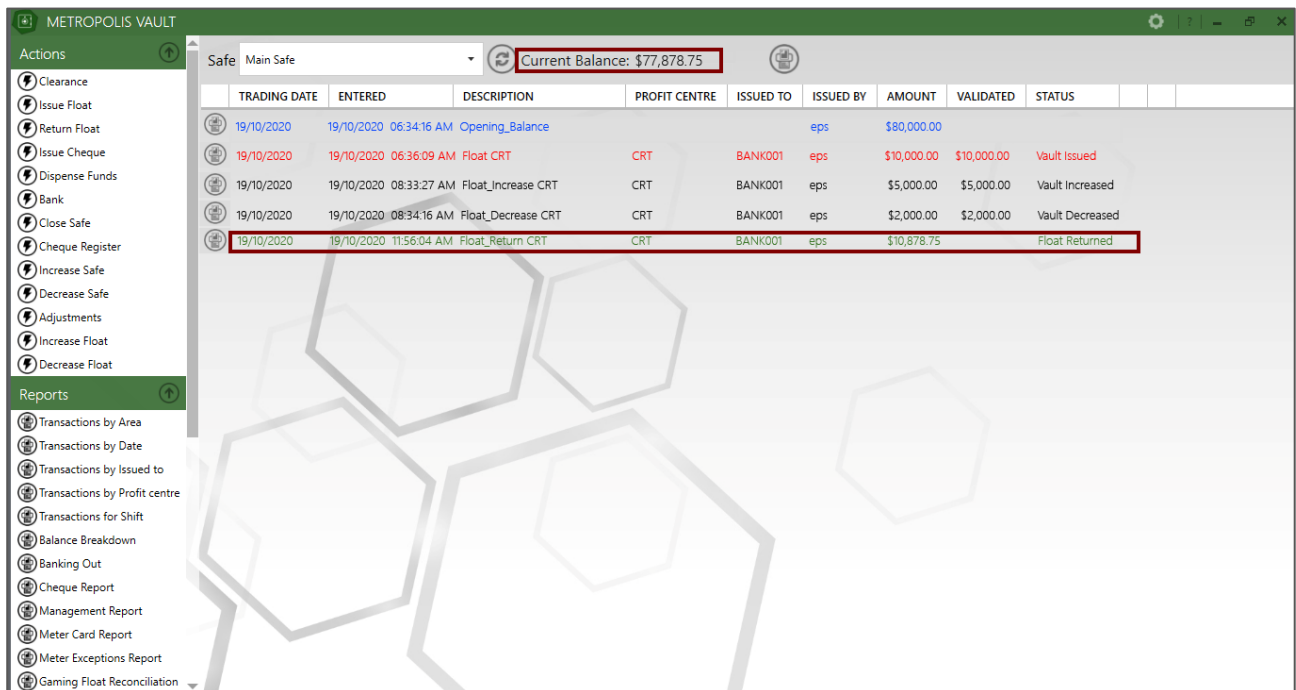
29. Select **Process**

The screenshot shows the RETURN FLOAT screen. At the top, there are fields for Transaction (Float Return), Safe (Main Safe), Operator (eps), Shift (Tuesday, 24 November 2020), and Trading Date (24/11/2020). Below these are dropdown menus for Area (CRT), Profit Centre (CRT - CRT), and CRT (Banktech - BANK001). There are also checkboxes for CRT Return Float (checked) and Auto Bank In (checked). A Verify button is present. Below the form is a table with columns: DESCRIPTION, OPENING, CONFIGURED, RETURNED, and RETURNING. The table shows three rows: Cheque, Voucher, and Bulk. The Bulk row is highlighted in blue. Below the table is a form with fields for Amount (\$), Comment, and buttons for Cancel, OK, Edit, and Remove. At the bottom, there are buttons for Refresh, Close, and Process.

DESCRIPTION	OPENING	CONFIGURED	RETURNED	RETURNING
Cheque	\$0.00	\$0.00	\$0.00	\$0.00
Voucher	\$0.00	\$0.00	\$0.00	\$0.00
Bulk	\$50,000.00	\$10,000.00	\$19,950.00	\$10,000.00

30. The **Vault Dashboard** screen will return

31. As we can see the current balance has increased by the amount of the float and there is a transaction showing that we returned \$10,878.75 from CRT BANK001. The **STATUS** is shown as **Float Returned**.



METROPOLIS VAULT

Safe: Main Safe | Current Balance: \$77,878.75

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19/10/2020	19/10/2020 08:34:16 AM	Float_Decrease CRT	CRT	BANK001	eps	\$2,000.00	\$2,000.00	Vault Decreased
19/10/2020	19/10/2020 11:56:04 AM	Float_Return CRT	CRT	BANK001	eps	\$10,878.75		Float Returned

Actions: Clearance, Issue Float, Return Float, Issue Cheque, Dispense Funds, Bank, Close Safe, Cheque Register, Increase Safe, Decrease Safe, Adjustments, Increase Float, Decrease Float.

Reports: Transactions by Area, Transactions by Date, Transactions by Issued to, Transactions by Profit centre, Transactions for Shift, Balance Breakdown, Banking Out, Cheque Report, Management Report, Meter Card Report, Meter Exceptions Report, Gaming Float Reconciliation.