

# Video 5 – TITO Reconciliation – Supporting Document

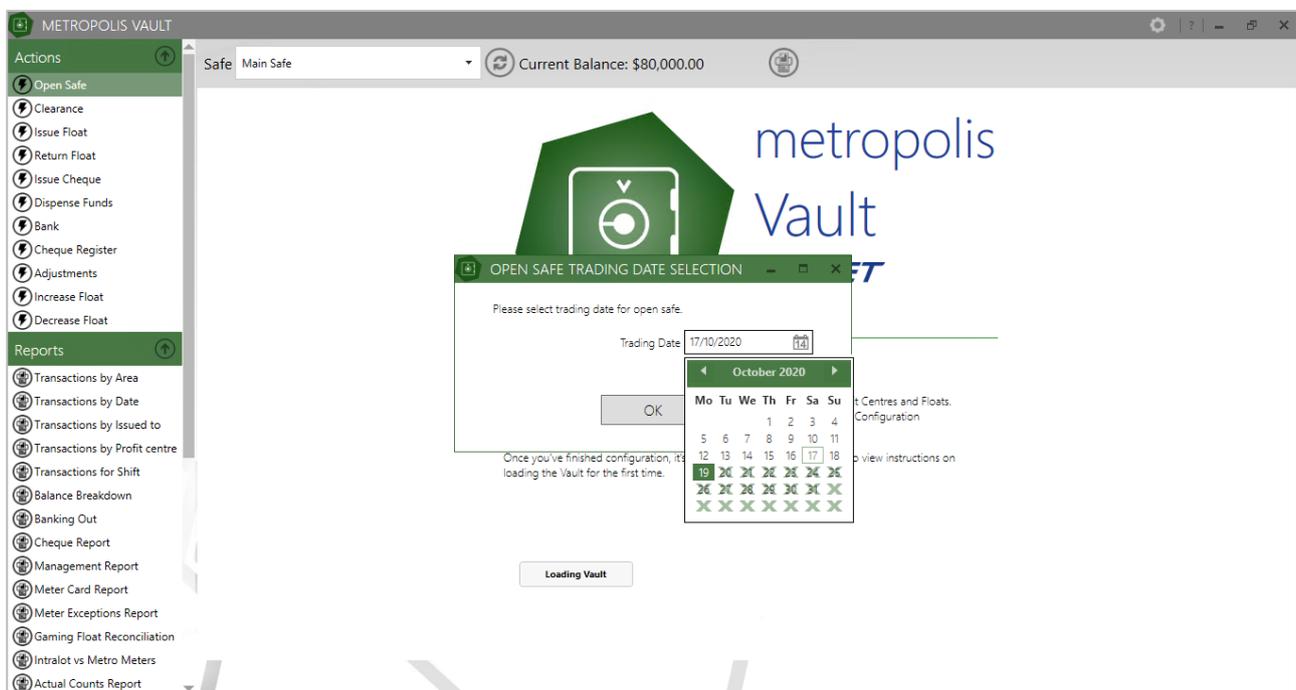
## Vault – Issuing Float to a CRT

### Overview

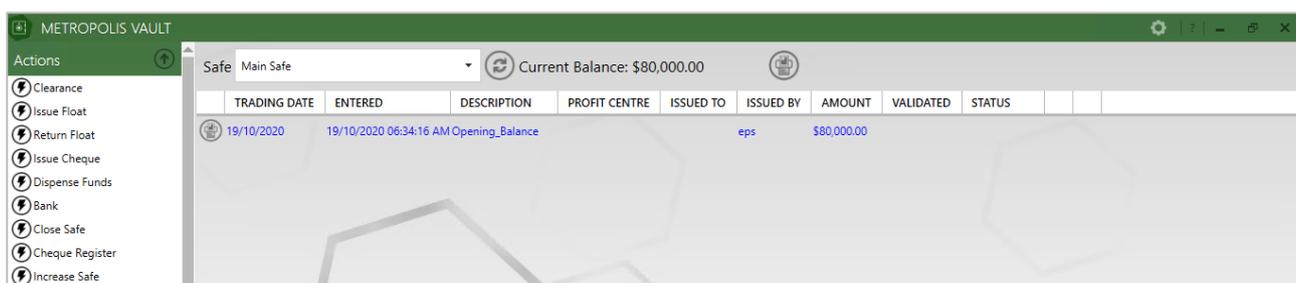
The following video will demonstrate how to ISSUE a float to the CRT

### 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.

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.

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



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	\$0.00	0	Cash	\$0.00	0
\$50	\$0.00	0	Cheques	\$0.00	0
\$20	\$0.00	0	Payouts	\$0.00	0
\$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	\$0.00	0
			Decreases	\$0.00	0
			TOTALS (B)	\$10,000.00	1
			Balance (A - B)	\$-10,000.00	

Float Validation Pending

Increasing

Decreasing

[Validate Request](#)