

Video 5 – TITO Reconciliation – Supporting Document

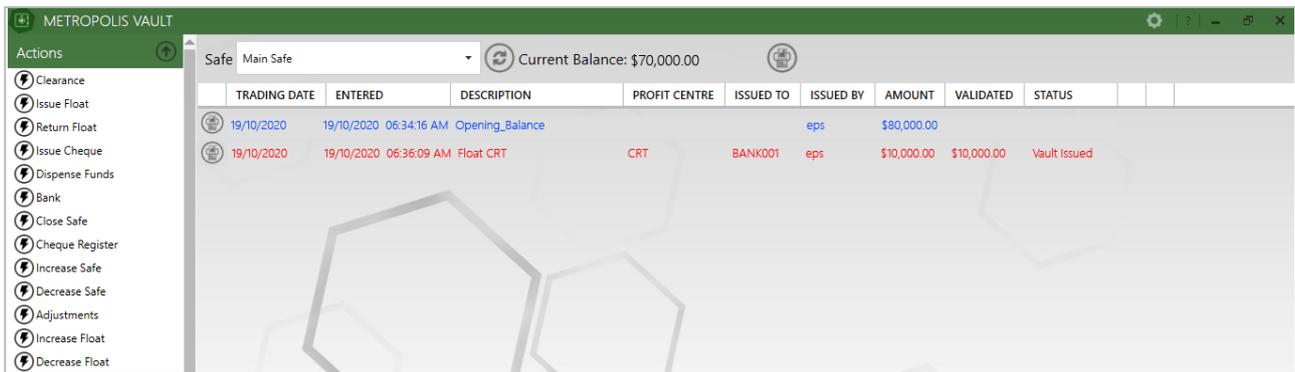
Vault – Increase CRT Float

Overview

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

Process

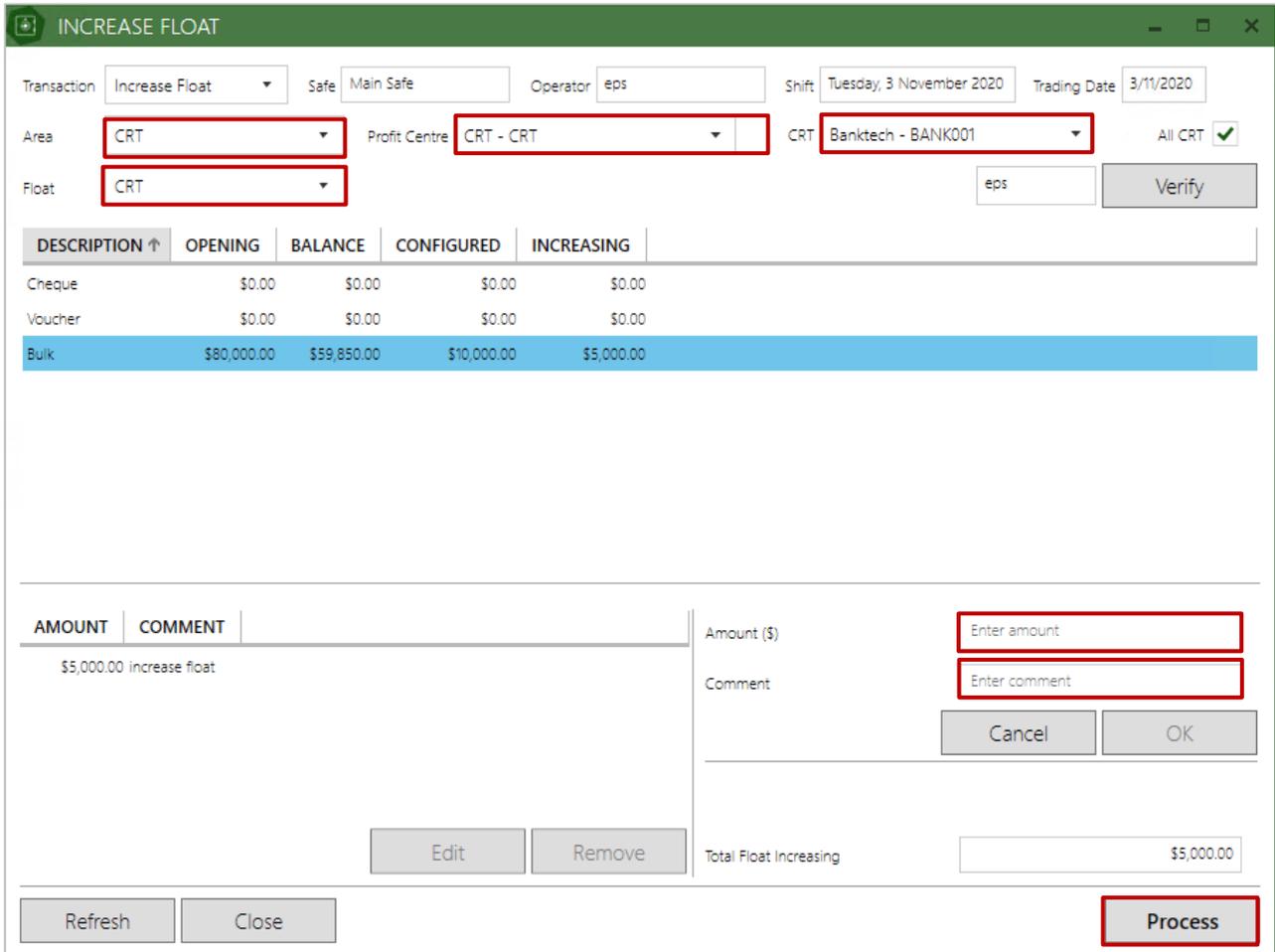
1. The process to increase a float for a CRT, is very similar to increasing for a cashier.
2. From the **Actions** menu, select **Increase Float**.



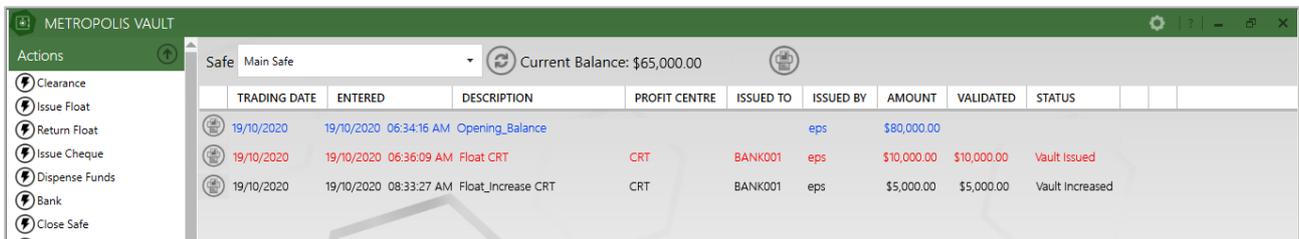
The screenshot shows the METROPOLIS VAULT software interface. On the left, there is an 'Actions' menu with various options. The main area displays a table with columns: TRADING DATE, ENTERED, DESCRIPTION, PROFIT CENTRE, ISSUED TO, ISSUED BY, AMOUNT, VALIDATED, and STATUS. The current balance is shown as \$70,000.00.

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

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**



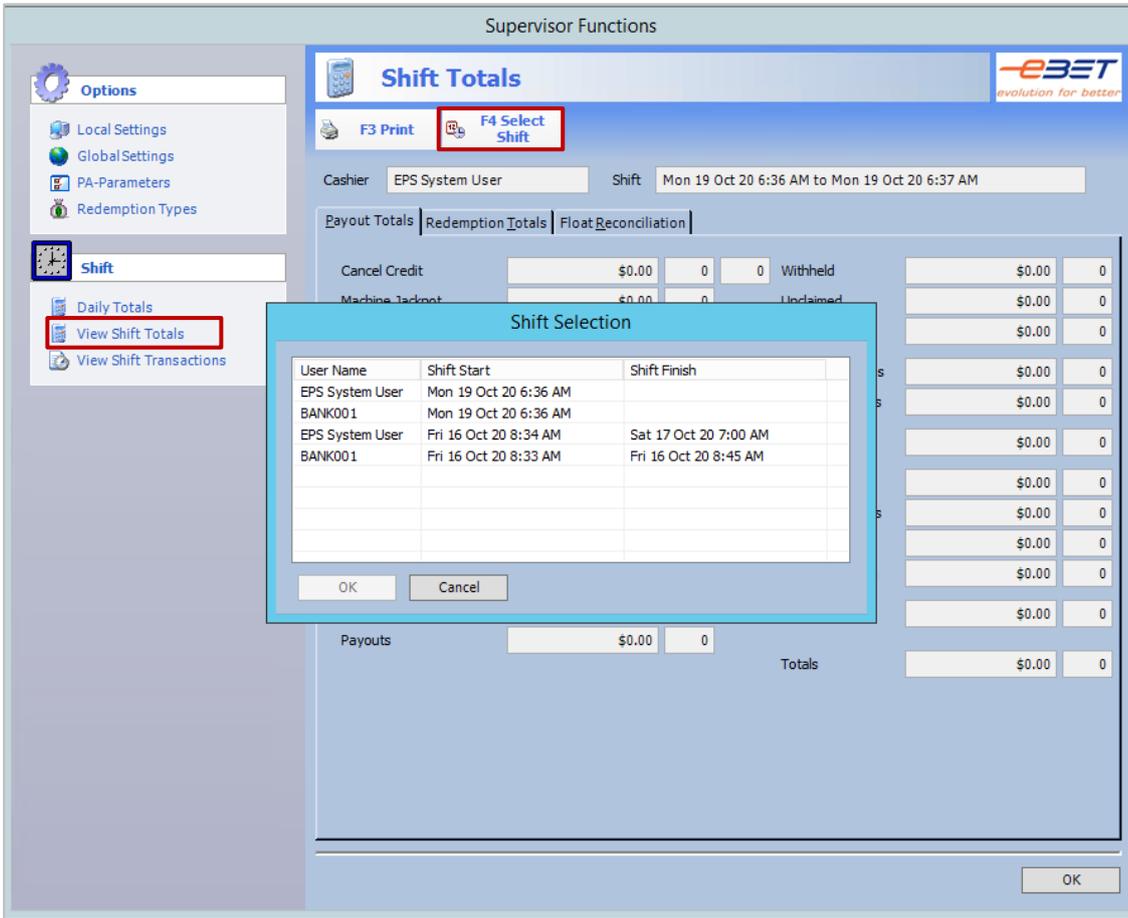
18. Enter in your **Supervisor Override** login details and select **OK**

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**.



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.

