

# Video 1 – TITO Reconciliation – Supporting Document

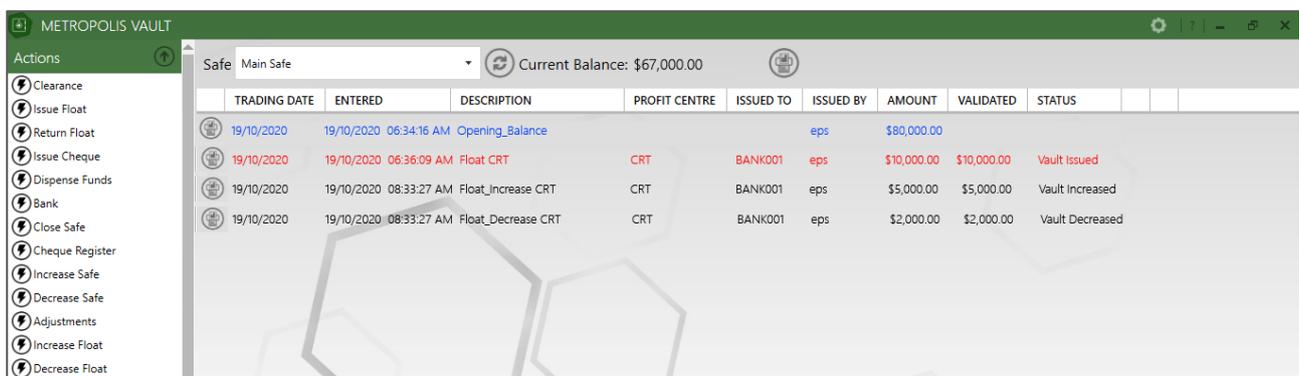
## Vault – Return a CRT Float

### Overview

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

### Process

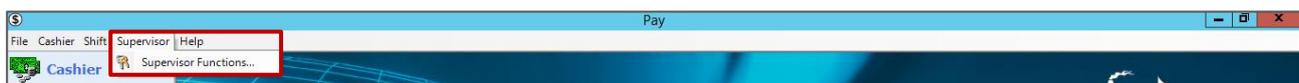
1. When the shift has ended, the supervisor will be required to return the float to the safe for balancing. This is a manual process that is required to be done before the Back of House - End of Day processes occur - otherwise the shift will be automatically closed, and the Float returned with a Zero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



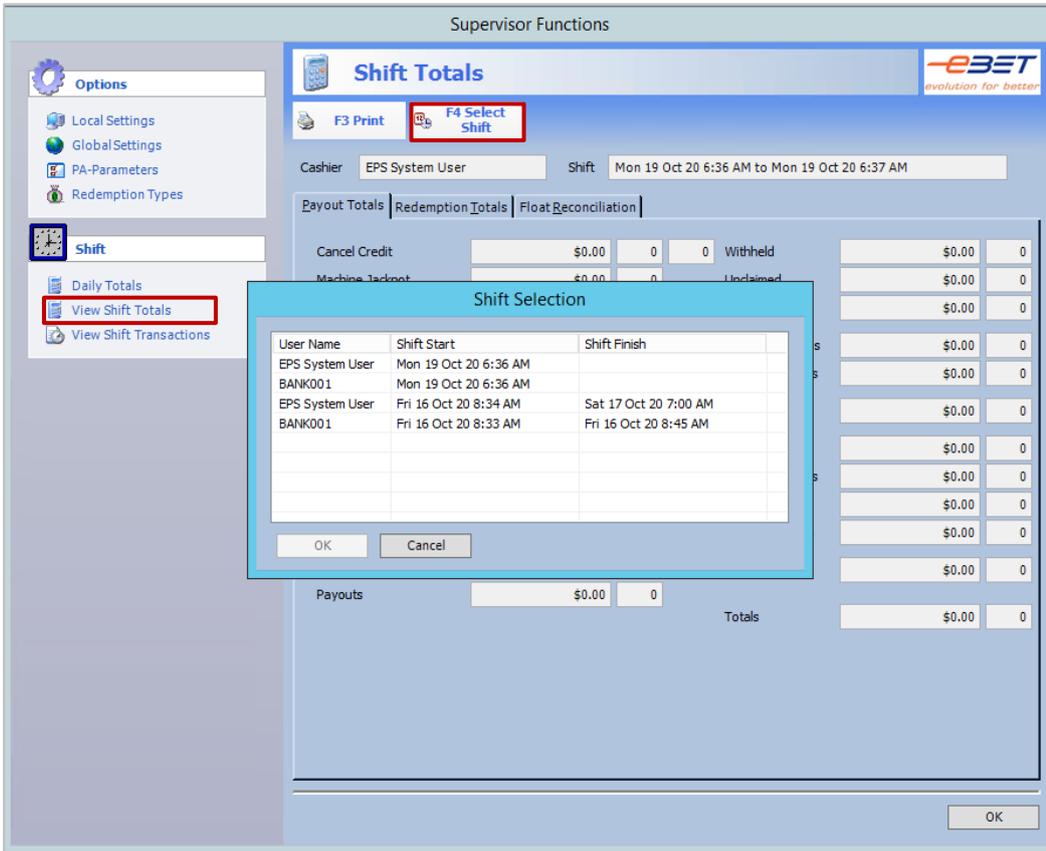
The screenshot shows the METROPOLIS VAULT software interface. The top bar displays 'Safe: Main Safe' and 'Current Balance: \$67,000.00'. Below this is a table with the following columns: TRADING DATE, ENTERED, DESCRIPTION, PROFIT CENTRE, ISSUED TO, ISSUED BY, AMOUNT, VALIDATED, and STATUS. The table contains four rows of data:

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	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

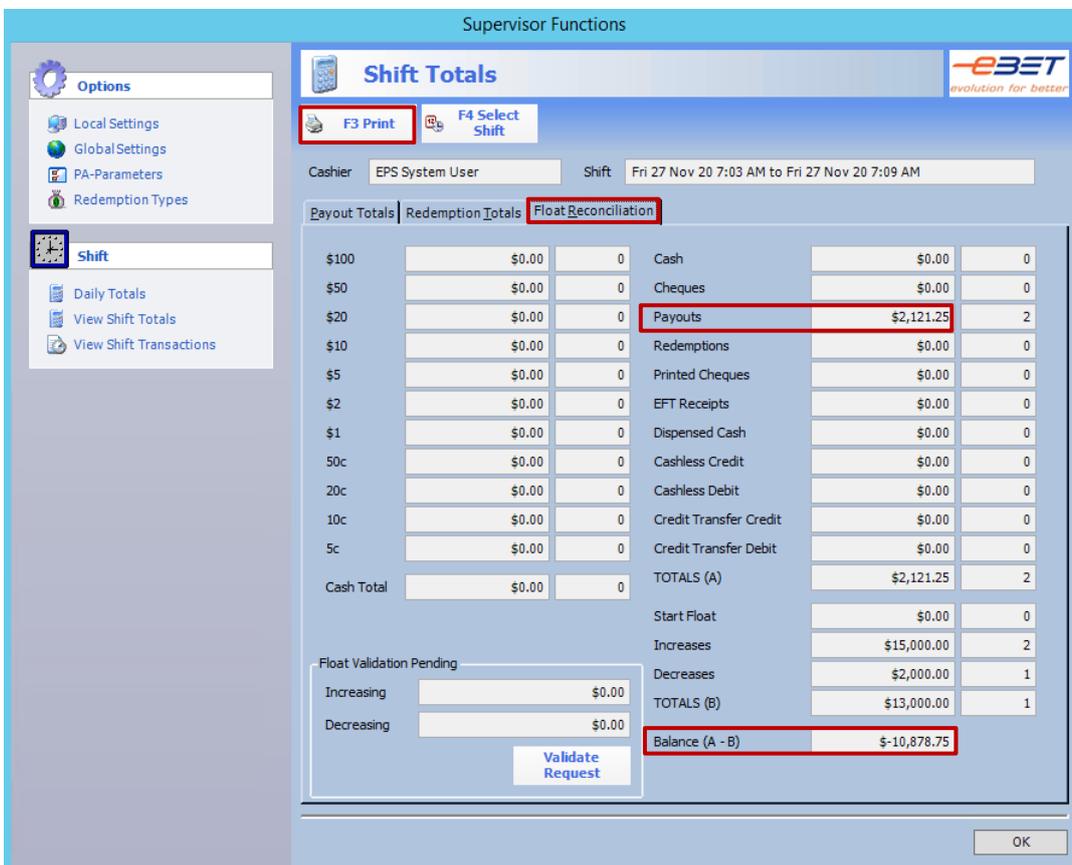
2. Firstly, we need to check the CRT balance by accessing **Pay** and then the **Shift** details
3. So, from the **Metropolis Launcher** - double click on the **Pay** icon.
4. Enter your **Login Name** and **Password** and select **OK**
5. From the top task bar select **Supervisor**
6. and then select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



12. Select the **Float Reconciliation** tab
13. We can see that there has been **\$2,121.25** worth of **tickets redeemed** through the CRT and our **Balance (A-B)** figure is **\$10,878.75** – this is the figure we need for the **Return Float** process.
14. We can just note this figure down or we can print the **Float Reconciliation Report**.



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.

 <b>Float Reconciliation Report</b>		
<b>Cashier Name:</b> BANK001	<b>Shift:</b> Mon 19 Oct 20 6:36AM to Mon 19 Oct 20 6:37AM	
<b>Cashier Location:</b> 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
<b>Balance (A - B)</b>	<b>-\$10,878.75</b>	

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**

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

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**

RETURN FLOAT

Transaction: Float Return    Safe: Main Safe    Operator: eps    Shift: Tuesday, 24 November 2020    Trading Date: 24/11/2020

Area: **CRT**    Profit Centre: **CRT - CRT**    CRT: Banktech - BANK001

Float: **CRT**    CRT Return Float:     Auto Bank In:

eps    Verify

DESCRIPTION ↑	OPENING	CONFIGURED	RETURNED	RETURNING
Cheque	\$0.00	\$0.00	\$0.00	\$0.00
Voucher	\$0.00	\$0.00	\$0.00	\$0.00
<b>Bulk</b>	<b>\$50,000.00</b>	<b>\$10,000.00</b>	<b>\$19,950.00</b>	<b>\$10,000.00</b>

AMOUNT	COMMENT
\$10,878.75	Return Float

Amount (\$)    10878.75

Comment    Return Float

Cancel    OK

Total Float Returned    10878.75

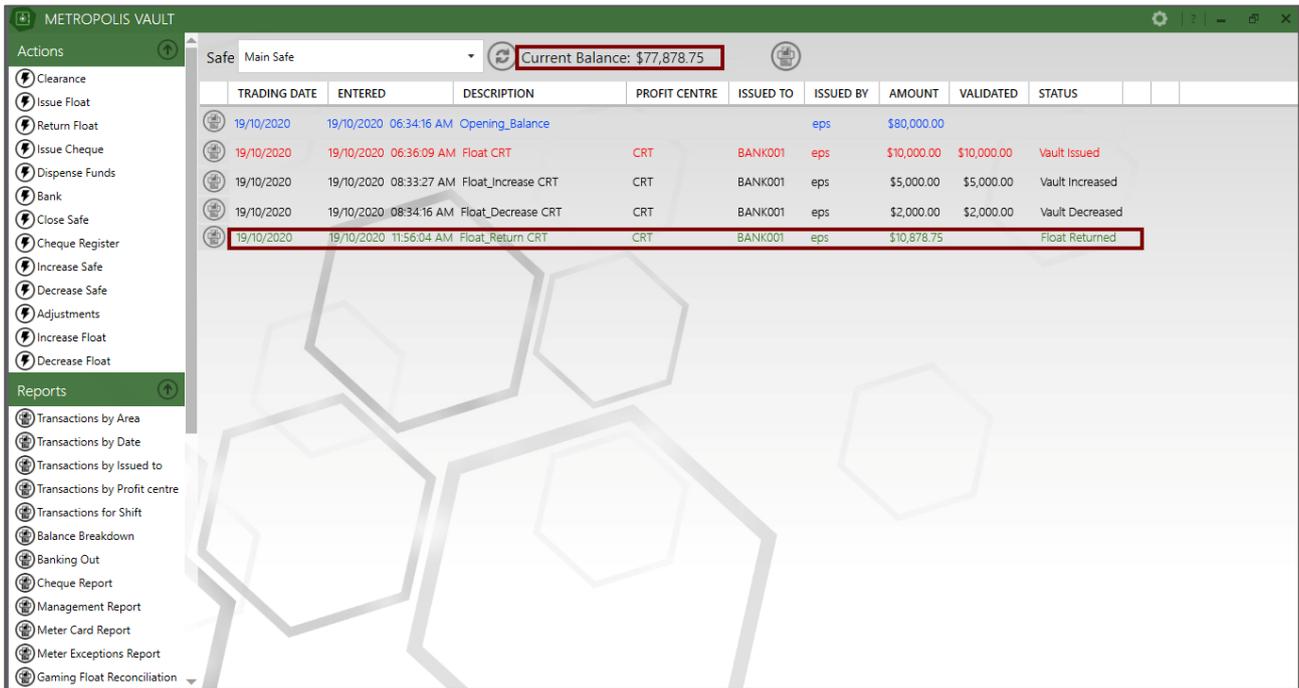
Total Float Returning    10878.75

Edit    Remove

Refresh    Close    **Process**

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**.



The screenshot displays the METROPOLIS VAULT interface. At the top, the 'Current Balance' is shown as \$77,878.75. Below this is a table of transactions with the following columns: TRADING DATE, ENTERED, DESCRIPTION, PROFIT CENTRE, ISSUED TO, ISSUED BY, AMOUNT, VALIDATED, and STATUS. The table contains five entries, with the last one, 'Float\_Return CRT', highlighted in red.

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
19/10/2020	19/10/2020 11:56:04 AM	Float_Return CRT	CRT	BANK001	eps	\$10,878.75		Float Returned