Video 1 – TITO Reconciliation – Supporting Document
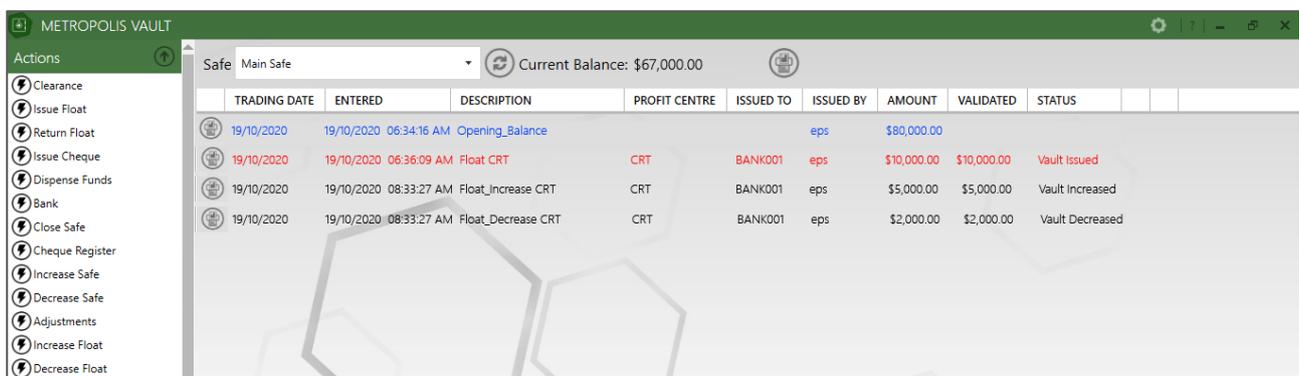
Vault – Return a CRT Float

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.**


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**.
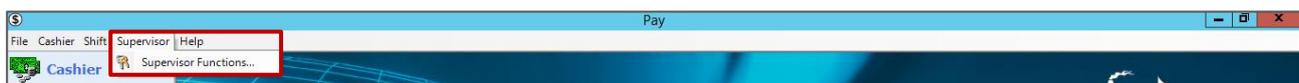
8. From the Shift Menu select View Shift Totals.

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**

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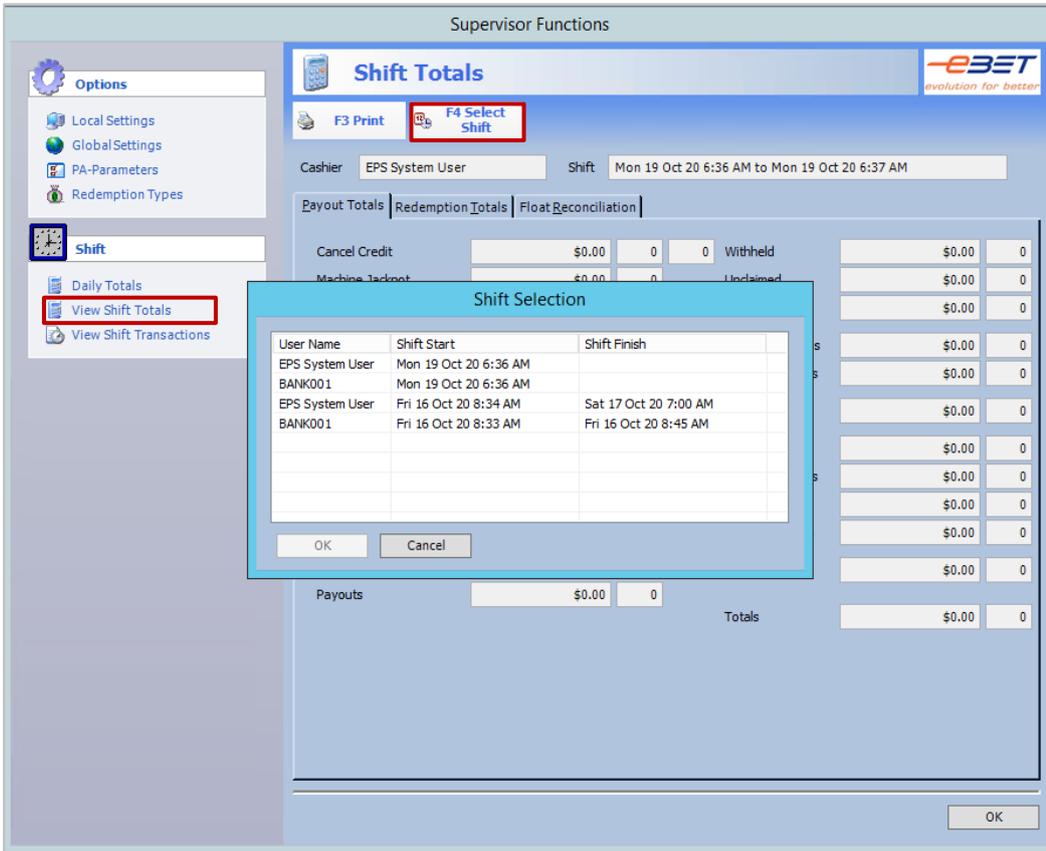
12. Select the **Float Reconciliation** tab

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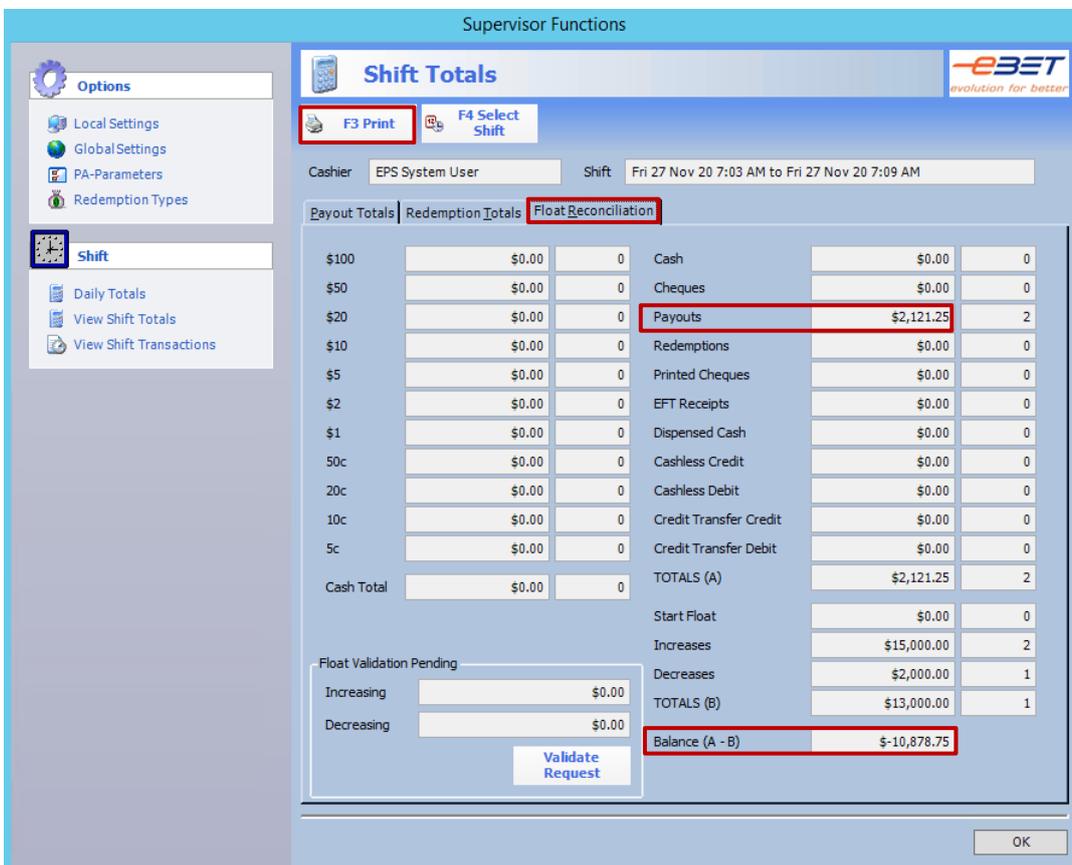
15. Let's select **Print** to print the **Report.**

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

eBET 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**

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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**

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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.**

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