



Reconciling appruv

A quick guide on all the new appruv Functionality.

2022

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Important Information Regarding the Crypto Application:

These Kiosks have the option for a consumer to purchase Cryptocurrencies.

Your Kiosk will:

- Allow for the purchase of Cryptocurrencies with Canadian cash
- Accept and store a consumer's Canadian cash
- It is the Site Owners responsibility to remove cash from the Bill Acceptor weekly and deposit to their operating account
- Cash needs to be deposited **NO LATER THAN 8:00 AM MST every Wednesday** or ensure you have sufficient funds as your account will be debited for what was collected from the previous seven-day week from Monday at 12:00am through Sunday at 11:59pm.
We recommend balancing the machine Monday Morning – weekly.
- Reporting is available at: <https://portal.rapidcashatm.ca:9002/login>
- A \$100 fee will be applied for any returned debit attempts

How to Properly End Day

End Days are to be completed only when you wish to physically count the cash in the terminal. Due to the nature of how you are debited for BTC Deposits, we recommend doing this at least once weekly, **ideally on Monday**. This gives you lots of time to deposit the Bill Acceptor money into your account.

01. Login by pressing the center of the top banner (*within the yellow box marked below*).



02. Enter your Password.

03. Press “ **End Day** ”.

α. Keep End Day slip for verification of physical counts.

04. Press “ **Clear Bill Acceptor Totals** ”.

05. Press “ **ATM Day Total** ”.

06. Press “ **Clear Cassette Total** ” to erase the Cash Cassette totals to zero.

07. Empty Cassettes and verify amount remaining compared to amount on Cassette Totals.

09. All notes removed from the Bill Acceptor are to be deposited into your account.

CASSETTE TOTALS	
*** Cassette 1 (\$50.00) ***	
Loaded	: 171
Dispensed	: 3
Remaining	: 168
Rejected	: 0
*** Cassette 2 (\$20.00) ***	
Loaded	: 372
Dispensed	: 2
Remaining	: 370
Rejected	: 0
*** Cassette 3 (\$5.00) ***	
Loaded	: 396
Dispensed	: 6
Remaining	: 390
Rejected	: 0
REMAINING CASSETTE CASH: \$17,750.00	

How to Properly Start Day

01. Login by pressing the center of the top banner (*within the yellow box marked below*).



02. Enter your Password.

03. Press “ **Cash Management** ”.

04. Ensure Cassette Totals and Bill Acceptor Totals are all Zero.

05. Press “ **Add Cassette 1** ”.

a. Add in the number of bills.

06. Press “ **Start Day** ”.

07. Log Out.

How to Add Cash

Cash adds are to occur when the machine is running low on cash however you do not have enough time to physically balance and deposit the Bill Acceptor and Cassettes.

01. Login by pressing the center of the top banner (*within the yellow box marked below*).



02. Enter your Password.

03. Press “ **Cash Management** ”.

04. Ensure Cassette Totals and Bill Acceptor Totals are all Zero.

05. Enter the number of notes you adding to the Kiosk.

06. Press “ **Trial Totals** “ **Print Only** ” ”.

a. This will give you a running total of the notes you added. Keep this for your records when you complete a full balance of the Cassettes and Bill Acceptor.

This **WILL NOT** erase your totals.

Terminology - Day Total Summary

Start Day

The Date the reconciliation period was started.

Start Cash

The amount of cash that was in the Kiosk when "Start Day" was pressed.
This is all the cash located in the Bill Acceptor, Hoppers and Cassettes.

Total Dispensed

The amount of money dispensed from all applications (BTC, ATM, Loan, etc).

Cash Collected

The amount of money collected by the Bill Acceptor for revenue generating applications like Bitcoin (BTC). This number will only be cleared when RapidCash comes to extract the notes from the Bill Acceptor.

ATM Cash Dispensed

The amount of money dispensed by the ATM application.
This will reset after "Clear Cassette Totals" is pressed.

Cash Adds

The totals amount of Coin Cash and Cassette Cash used in a Start/End Day Cycle.
This number is cleared when End Day is pressed.

Remaining Cash

The amount of Coin and Cassette cash that is remaining in the Kiosk.
This is only the amount of funds that can be used for transactions.

Total Cash

The amount of Coin and Cassette cash that is remaining in the Kiosk.
This is only the amount of funds that can be used for transactions.

Total Tips

The dollar amount of tips received in a Start/End Day Cycle.
This number clears when End Day is pressed.

Terminology - Buttons

End of Day

The end of the reconciliation cycle. **Pressing this will:**

1. Print a receipt that shows the reconciliation since the last Start Day.
2. Clear "Start Cash".
3. Clear the "Cash Adds".

Clear Cassette Totals

Clears the full Cassette Totals. Nothing will print.

This is only to be pressed after an End Day during a full reconciliation.

Email Totals

Sends an email of the current totals to the managers/operators' emails.

Trail Totals

Prints a receipt that shows the current dispensed and collected amounts since the Start Day. Pressing this does not erase any numbers, unlike the End Day.

ATM Day Total

This prints a slip of the ATM transactions that occurred since the last time ATM Day Total was pressed. The ATM Totals on this slip are erased every time it is pressed.

Start Day

Enter all Hopper and Cassette Totals prior to pressing this.

This will Start the reconciliation cycle.

ADD CASSETTES

Press the corresponding cassette number to add the quantity of bills that have been added to the cassettes.

Cash Summary

This is the main page to enter and clear numbers.

Shutdown Kiosk

Shuts down the PC.

Please do this prior to powering off the entire machine.

Restart Kiosk

Restarts just the computer.

This does not restart the other peripheral devices.

Terminology - Buttons

Test Internet

Confirms if there is internet to the Kiosk.

Test Devices

Tests the peripheral devices.

This must be used from the cash summary page.

Log out

Logs out of the management.

Contact

Thank you.

If need additional support please contact us:

We pride ourselves on our exceptional client support -
If you're still having a problem with one of our Kiosks, please get in touch and we'll help resolve the issue as fast as possible.



Call Toll Free:

1 855 820 2274



Email Support:

support@rapidcashatm.ca

For additional resources, please visit: rapidcashatm.ca

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