rePAY
smart teller

Reconciling rePAY

A quick guide on all the new rePAY Functionality.

2021

How to Properly End Day

01. Login

02. Press "*End Day*"

03. Keep End Day Slip for verificaiton of physical counts.

04. Press "*ATM Day Total*".

05. Empty Hoppers and verify amount remaining compared to amount remaining on Coin Totals.

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COIN TOTALS


              *** Hopper  1  (0.05) ***

Loaded                                    : 100
Dispensed                                 : 3
Remaining                                 : 97

              *** Hopper  2  (0.25) ***

Loaded                                    : 100
Dispensed                                 : 2
Remaining                                 : 98

              *** Hopper  3  (1.00) ***

Loaded                                    : 100
Dispensed                                 : 1
Remaining                                 : 99

              *** Hopper  4  (2.00) ***

Loaded                                    : 100
Dispensed                                 : 4
Remaining                                 : 96
```

How to Properly End Day

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

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 1 ($5.00) ***

Loaded	*: 396*
Dispensed	*: 6*
Remaining	*: 390*
Rejected	*: 0*

REMAINING CASSETTE CASH: $17,750.00

07. Press "*Clear Cassette Total*" to erase the Cash Cassette Totals to Zero.

08. Press "*Clear All Hopper*" to erase the Hopper Totals to Zero

———— **FINISHED** ————

How to Properly Start Day

01. Login

02. Ensure Cassette Totals and Hopper Totals are all Zero.

03. Press "*Add Hopper 1* "
 - Add in the number of coins.

04. Press "*Add Hopper 2* "
 - Add in the number of coins.

05. Press "*Add Hopper 3* "
 - Add in the number of coins.

06. Press "*Add Hopper 4* "
 - Add in the number of coins.

07. Press "*Add Cassette 1* "
 - Add in the number of bills.

08. Press "*Add Cassette 2* "
 - Add in the number of bills.

09. Press "*Add Cassette 3* "
 - Add in the number of bills.

10. Press "*Start Day* ".

11. Log out.

———————————— **FINISHED** ————————————

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 (depot dispenses, ATM, 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.

Tips by Day
Select the Day via the Calendar. When Start/End/Trail day is pressed, the dollar amount of tips accrued on that day will be displayed on the printed receipt.

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 the coin dispensed money from "Total Dispensed".

        3. Clear the "Cash Adds".

        4. 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 HOPPERS
Press the corresponding hopper number to add the quantity of coin that has been
added to the hopper.

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
View BC Depot Records – Shows all open and closed transactions in BC Por.
Allows you to reprint receipts.

View BC Depot Records
Shows all open and closed transactions in BC Por. Allows you to reprint receipts.

Terminology - Buttons

View Journal

Allows you to drill down into all Transaction types.

Pressing Bottle Depot subcategory will show all ABDA or BC transactions.

DATE SELECTION SUMMARY - NEW!

Select a date using the calendar. *This will generate a total of the following:*

1. **Total Pay Amount** - Tips + Cash Out of Machine on date selected.
2. **Cash Out Total** - Cash dispensed for clients on date selected.
3. **Cash In Total** – Cash accepted by the bill acceptor on date selected.
4. **Total Tips** – The dollar amount of tips on date selected.

AUTO CLOSE ALL RECORDS

Closes all pending orders in the BC Por. Records will show unpaid if selected at a later date.

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.

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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