

CASH OFFICE

ATR RECONCILIATION

The ATR should be emptied and reconciled every morning. Each club will have 2 key cards; one staff card and one manager card. To reconcile the ATR, you will need the staff card and the keys:

1. Insert the staff card into the slot at the top of the left-hand side of the ATR
 - **Use the last 4 digits of the code on the card to log in** to the ATR via the main screen
2. Once logged in, select **SERVICE, TOOLS, CASH ACCOUNT**
 - Then, press **COUNTING RUN – WITHOUT DELETE – PRINT**
 - Then, press **COUNTING RUN – WITH DELETE – PRINT**
3. Open the ATR then **remove the £10 and £20 notes** from the metal drawers
 - Use the small key to open the cash box and **remove any cash and TITO tickets.**

DUMPING THE HOPPERS

You now need to **dump both the 10p and £1 hoppers.**

To dump the **£1 hoppers:**

- **Place a bucket under the openings of the £1 hoppers**
- Use the **RED** and **BLUE** buttons located on the inside of the door
 - o Press **BOTH** buttons together to display **SP000** on the screen
 - o Press the **RED** button to toggle through the menu until you see **SP051**
 - o Press **BOTH** buttons together again – the display will now show **DSP.TST->PHOP->86-10**
 - The 8 will be flashing
 - o Press the **RED** button **twice** until the 1 is flashing
 - o Press the **BLUE** button to change the 1 to 0.
 - **The screen should now show 86-00**

- Press **BOTH** buttons together, the screen will now show 19200.0
- Press the **RED** button to start the hopper dump
- When finished, **the screen will display the amount dispensed.**

To dump the 10p'oppers:

- Make sure you have a **coin cup ready to catch the coins:**
- Press the **BLUE** button to change the 8 on the screen to 0
 - The screen will now show 06-10
- Press the **RED** button until the 6 flashes
 - Press the **BLUE** button to change the 6 to 0
 - The screen will now show 00-10
- Press **BOTH** buttons together, the screen will show 3200.00
- Press the **RED** button to start the hopper dump
 - When finished, the screen will display the amount dispensed

Check all cash dispensed matches the totals on your Counting Run printout

RESETTING THE ATR

You will now need to RESET the ATR before you can refloat it:

1. Press **BOTH** buttons to display SP000
2. Press the **BLUE** button until SP90 is displayed
 - Press **BOTH** buttons together, **twice, to clear**
3. The screen will now show SP91. Press **BOTH** buttons together, **twice, to clear**
4. The screen will now show SP92. Press **BOTH** buttons together, **twice, to clear**
5. The screen will now show SP93, **DO NOT clear the log at this point.**
 - Press the **RED** button until SP95 is displayed
 - Press **BOTH** buttons together, **twice, to clear**
6. The screen will now show SP96. Press **BOTH** buttons together, **twice, to clear**
7. The screen will now show SP97. Press **BOTH** buttons together, **twice, to clear**
8. Press **BLUE** button until SP93 is displayed
 - Press **BOTH** buttons together, **twice, to clear**

ALL Logs have now been reset – The ATR will shut down then restart

REFLOATING THE ATR

Collect the float from the cash office, e.g.: £5000 in £20 notes, £2000 in £10 notes, 180 £1 coins and £20 in 10ps. **Ensure the notes go into the correct drawers and the coins go into the correct hopper.**

1. **Fill drawers** with £10 and £20 notes. Fill £1 and 10p **hoppers**.
 - Push the runners tight to the notes so they are secure
2. **Lock the ATR** (both locks)
3. Put **staff card** into the slot on the top of the left-hand side of the ATR,
 - **Use the last 4 digits of the code on the card to log in** to the ATR via the main screen
4. **Service**
5. **Tools**
6. **Refill**
7. The front screen will display a box with four cash denominations:
 - £20, £10, £1 and 10p
 - You will have to **select each denomination and enter the cash amount** of each one, to do this:
 - o **Select the cash tender;**
 - o Another box will appear on the screen;
 - o Press **CLEAR;**
 - o **Enter the new amount;**
 - o Press **OK;**
 - o Press **CHANGE** to update the amount of cash.
8. Press **EXIT**, take the card out of the slot and return to Cash Office with the ATR keys.