

1.1. Cashing In EBTs Cashier

Duty Manager must ensure all DRGT transactions are correct before closing the EBT cashier's session on DRGT (Perform any corrections if required)

All EBT cashier sessions MUST be closed before the cashier is cashed up in treasury and on CMS

Steps

Click on CASH IN – select EBT Float In

Cash Issued

Floats Issued: **50000.00 - EBT Float Out to RIKI HARILALL**

Received Amount: 50 000.00

Cash In Details

Total Paid Out: 43 594.70

Credit Card Slips : 14 850.00

Card Deposit : 0.00

LPM Cash Paid Out 0.00

Cash Expected : 21 255.30

Cash Received * : 0.00

Variance : 21 255.30

Denom.

Administrator on 12.07.2020 15:43:30 @ client (192.168.92.200)

Shift Details

Cash Desk: Cash Desk 1 | Shift ID: 1 292 | Cashier: NosiphoNxolo Majola (2457428748) | Period: 09.07.2020 07:28:52 - 09.07.2020 16:36:49 | Incl. failed transactions

Summary (ZAR)

Type	Inventory			Transactions			Variance
	Opening	Closing	Difference	In	Out	Movement	
Inventory							
ZAR	0.00	0.00	0.00	1 565.00	30 309.70	-28 744.70	-
ZAR Bill	0.00	0.00	0.00	68 000.00	27 310.00	40 690.00	-
ZAR Coin	0.00	0.00	0.00	240.00	285.20	-45.20	-
Accounts							
Deposit				-	20.00	-20.00	-
Inter Cash Desk				27 595.20	68 240.00	-40 644.80	-
Player Card (Cash)				29 611.83	15 695.00	13 916.83	-
Rounding				-	2.13	-2.13	-
Custom Accounts							
Credit Card				14 850.00	-	14 850.00	-
Inventory	0.00	0.00	0.00	69 805.00	57 904.90	11 900.10	
Foreign Currency			0.00	0.00			0.00
Accounts			-26 750.10	57 207.03	83 957.13	-26 750.10	
Custom Accounts			14 850.00	14 850.00	0.00	14 850.00	
Difference			-11 900.10			0.00	

Note:

Total Paid out: Capture from DRGT Shift details report – “Movement – ZAR” + Credit Cards

Example above: from DRGT Shift details report: ZAR R28 7447.70 + 14 850 = R43 594.70

Card Deposit: Capture from DRGT Shift details report Card deposits as it appears on the Shift report

Credit Cards: Capture from DRGT Shift details report – Credit Cards + Debit Cards (Speed point EOD reports must be relevant for that cashier and reflect the amount as per DRGT shift report)

```
=====
CASHIER REPORT
=====
Site:      Goldrush Chatsworth
Session ID: 502866766
Cashier:   Sthembile Xulu
Date Closed: 2020-03-26
Time Closed: 00:54:36
=====
Opening Balance: 68,250.00
=====
Cash Received by Cashier
Cash Added (refloat): 0.00
From Players: 0.00
Total Cash Received: 0.00
=====
Cash Removed from Cashier
Cash Removed (bank): 0.00
To Players (card): 1,200.00
To Players (handpay): 14,948.69
Total Removed: 16,148.69
=====
Cashdesk Closing Values
Calculated Balance: 52,101.31
Entered Balance: 52,101.30
Difference: -0.01
=====
EFT Transactions
Total Received: 0.00
Total Paid: 0.00
Bank Card Transactions
Total Received: 0.00
Total Paid: 0.00
=====
```

IF site operates LPMs: Capture from Route Monitoring System Cashier Report –

Cash Issued	
Floats Issued:	50000.00 - EBT Float Out to RIKI HARILALL
Received Amount:	50 000.00
Cash In Details	
Total Paid Out:	43 594.70
Credit Card Slips :	14 850.00
Card Deposit :	0.00
LPM Cash Paid Out	16 148.69
Cash Expected :	5 106.61
Cash Received * :	0.00
Variance :	5 106.61
Denom.	
Confirmation and Approvals	
Treasurer * :	Confirm
Cashier * :	Accept

Documents to be uploaded:

1. That cashier's DRGT Shift Report
2. Speed point EOD report
3. Speed point slips per transaction
4. If LPMs – LPM Handpay report from Route Monitoring

2. COUNTING THE SAFE

Steps:

Click on: General Admin

Click on: Safe Reconciliation

Click on Actual Cash in Safe (This must exclude the dud notes, which must be captured under “DUD Notes/Coins”)

EASH IN BRANCH SAFE

Ref. No.	Date/Time	Narrative	Amount	Closing Balance
018 0001011	2009/06/08 15:23:25	IBT Cash Drop from R2VAD...	155 000.00	924 168.00
018 0001012	2009/06/08 15:23:18	LRM Cash Drop from R2VAD...	192 000.00	769 168.00
018 0001013	2009/06/08 12:19:08	CITF Banking In by R2VAD...	150 000.00	577 168.00
018 0001014	2009/06/08 11:53:51	CITF Banking In by R2VAD...	167 168.00	457 168.00
018 0001015	2009/06/04 20:39:18	CITF Banking In by R2VAD...	300 000.00	300 000.00

CASH IN DETAILS

Cash In Details:

Cash Expected : 924 168.00

Actual Cash In Safe: 0.00 Denom.

DUD Notes / Coins: 0.00 Denom.

3. CIT OUT BANKING

Steps: Click on: Cash Out then Click on: CIT Out

[illegible]

If the banking device could not print a slip – Log onto the G4S webpage and print screen the banking done

1. G4S Central Webpage (To be used if G4S slip did not print)
<https://tms.deposita.co.za/>
Username: GoldrushBingo
Password: GoldrushBingo

3.1. CIT IN - Receiving cash from CIT Company

Steps:

Click on: CASH IN then Click on: CIT Float In

The screenshot displays the 'Cash Management System' interface. On the left, a sidebar menu includes 'CASH IN' (highlighted with a red circle), 'CASH OUT', 'GENERAL ADMIN', 'REPORTS', and 'MY PROFILE'. Below the menu is a row of icons for various transactions: 'ATM Post In', 'Bank Post In', 'CTT Post In' (highlighted with a red circle), 'CT Post In', 'UPM Post In', 'UPM Drop Cash Sales', and 'Petty Cash In'. The main content area shows 'CASH IN ACTIVITIES' and 'CTT CASH IN DETAILS'. Under 'CTT CASH IN DETAILS', there is a section for 'Cash Received From Bank' with a 'Cash Amount' field set to '0.00' and a 'Deposit' button (highlighted with a red circle). Below this is a 'Confirmation and Approvals' section with 'Treasurer' and 'Manager' fields, each with a 'Confirm' or 'Approve' button. At the bottom, there is a 'Supporting Documents' section with a 'CTT In Document' field and a 'Done' button. To the right of the interface is a sample 'CASH REQUEST FORM' with fields for 'Amount', 'Date', 'Location', and 'Remarks', and a table for 'Cash Request Details' with columns for 'Amount', 'Date', 'Location', and 'Remarks'. The form is filled out with sample data.

4. EBT Drop

Before starting the EBT drop on DRGT – Ensure all EBTs Smibs on the gaming floor are communicating to the DRGT server and all EBTs appear on the DRGT count report – If there are missing EBTs, request the EBT tech to restart the EBT that's missing

Steps Click on: CASH IN then Click on: EBT Drop

The screenshot shows the 'CASH IN' interface. In the top navigation bar, 'CASH IN' is selected. Below it, 'EBT Drop' is circled. The 'Cash In Details' section has 'Expected Cash' and 'Cash Received' fields, both set to 0.00. A 'Denom.' dropdown is next to 'Cash Received'. The 'Confirmation and Approvals' section has 'Treasurer' and 'Manager' buttons. The 'Supporting Documents' section has an 'EBT Report' field and a 'Browse' button. The right pane shows a 'DRGT Count' table with columns for 'Accounting #', 'Starting Day', 'Expected', 'Variance', 'Bill Count', 'Cash Received', and 'Variance'. A line connects the 'Expected Cash' field to the 'Bill Count' column in the table.

Note:

Emergency Clearance: (Yes or No) – If there was an emergence clearance done, during the operating day, then select “Yes”.

If the EBT clearance was done as per norm, select “No”

Expected Cash: Capture amount: As per the DRGT Count Report: **“Bill Count”** amount (Amount the DRGT expected to receive from each canister) **Please ensure your DRGT Report reflects “DAY RECORD”**

Cash Received: Capture Amount: As per actual cash counted and received per denominations, to be added to the treasury safe balance *(This amount should also match the DRGT Count Report: Count)*

Variance: The variance is automatically calculated between the Expected Amount and Cash Received – This should be the same variance on the DRGT Count report.

5. LPM Drop

Steps

Click on: CASH IN then Click on: LPM Drop

The screenshot shows the 'LPM Drop' form within a web application. The top navigation bar includes 'CASH IN', 'CASH OUT', 'GENERAL ADMIN', 'REPORTS', and 'MY PROFILE'. Below this, a row of icons represents various transaction types: ATM Float In, BAR Float In, CIT Float In, EBT Float In, EBT Drop, LPM Float In, LPM Drop (highlighted with a red circle), Cash Sales, and Petty Cash In. The main form area is titled 'CASH IN ACTIVITIES' and contains several sections: 'Cash From EBT' with fields for 'Emergency Clearance *' (set to 'No') and 'From EBT *' (set to 'EBT's'); 'Cash In Details' with fields for 'Expected Cash' (0.00), 'Cash Received *' (0.00), and 'Variance' (0.00); 'Confirmation and Approvals' with 'Treasurer *' (Confirm) and 'Manager *' (Approve) buttons; and 'Supporting Documents' with an 'EBT Report *' field and a 'Browse' button. A link to '1. EBT Count Report' is provided as a sample document.

Summary	
Total Expected:	210,870.00
Total Collected:	93,000.00
Total Handpay:	137,868.92
Total SystemIn	10,200.92
Total SystemOut:	36,935.33
Total GGR	46,313.11

Information must be taken from the - Route Monitoring System – Cash Collection Report

Note:

Emergency Clearance: (Yes or No) – If there was an emergence clearance done, during the operating day, then select “Yes”.

If the LPM clearance was done as per norm, select “No”

Expected Cash: Capture amount: As per the Route Monitoring System Cash Collection Report: “Total Expected” amount

Cash Received: Capture Amount: As per actual cash counted and received per denominations, to be added to the treasury safe balance (*This amount should also match the Route Monitoring Report: Total Collected*)

Variance: The variance is automatically calculated between the Expected Amount and Cash Received

6. ATM

6.1. ISSUING OUT ATM FLOAT

Steps

Click on: CASH OUT then Click on: ATM Float Out

Note: If the site has multiple ATMs, the correct ATM must be selected (Spark or ABSA)

The screenshot displays the Goldrush Cash Management System interface. At the top, a navigation bar includes 'CASH IN', 'CASH OUT', 'GENERAL ADMIN', 'REPORTS', and 'MY PROFILE'. Below this, a row of icons represents different cash out types: 'ATM Float Out', 'BAR Float Out', 'CITY Out', 'EBT Float Out', 'UPH Float Out', and 'Petty Float Out'. The 'ATM Float Out' icon is circled. Below the icons, the 'CASH OUT ACTIVITIES' section is visible. On the left, a 'My Requests' sidebar lists 'Treasury Adjustments', 'Surveillance Requests', and 'Document Update Requests'. The main content area is titled 'ATM CASH OUT DETAILS'. It contains a 'Cash Issued To ATM' section with a 'Select ATM *' dropdown menu (currently showing 'ATMs') and a 'Cash Amount *' field (currently showing '0.00'). A 'Denom.' button is circled next to the amount field. Below this is a 'Confirmation and Approvals' section with 'Treasurer *' and 'Manager *' fields, each with a 'Confirm' and 'Approve' button respectively. At the bottom, there is an orange 'DONE' button.

6.2. RECEIVING ATM FLOAT

Steps

Click on: CASH OUT then Click on ATM Float Out – Select the ATM float out from the “Cash Issued – Float Issued” drop down box

The screenshot shows the 'Goldfish Cash Management System' interface. The 'CASH IN' tab is selected, and the 'ATM Float Out' option is chosen from the 'CASH IN ACTIVITIES' dropdown. The 'My Dashboard' sidebar is visible on the left. The main form displays 'Cash Issued To ATM' details, including 'From ATM *', 'Cash Issued', 'Floors Issued', 'Received Amount', 'Cash In Details', 'Confirmation and Approvals', and 'Supporting Documents'. A 'Denom.' button is present next to the 'Cash Received' field.

A handwritten receipt from 'KASH - CONVENIENCE SERVICE' dated 2018-08-25. It shows a 'TRIAL CASSETTE' with a 'Sequence' of 6110 and a 'Shift Date' of 2018-08-25. The receipt lists the following amounts: 1. Loaded: 0000, 2. Dispersed: 0000, 3. Rejected: 0000, 4. Remaining: 0000. The total amount is 0000. The receipt is signed by 'Alfred Monyama Mhlahlo'.

7. Issuing out cashier floats

Steps

Click on CASH OUT – select float to be issued

The screenshot shows the 'Goldfish Cash Management System' interface. The 'CASH OUT' tab is selected, and the 'EBT CASH OUT DETAILS' form is displayed. The form includes fields for 'Select EBT *', 'Select Cashier *', and 'Cash Amount *'. The 'Cash Amount' is set to 5 600.00. The 'Confirmation and Approvals' section shows 'Treasurer *' and 'Cashier *' buttons. A 'DONE' button is at the bottom.

7.1. Cashing In BAR

Steps

Click on CASH IN – select BAR Float In

The screenshot shows the Goldrush Cash Management System interface. The top navigation bar includes 'CASH IN', 'CASH OUT', 'GENERAL ADMIN', 'REPORTS', and 'MY PROFILE'. Below this is a sub-menu for 'CASH IN ACTIVITIES' with options like 'ATM Float In', 'BAR Float In', 'CIT Float In', 'EBT Float In', 'EBT Drop', 'LPM Float In', 'LPM Drop', 'Cash Sales', and 'Petty Cash In'. The main area is titled 'My Dashboard' and contains a sidebar with 'Outstanding Floats', 'Cash In Safe', 'Variances', 'Transaction Activities', and 'View EFT Requests'. The central panel is 'BAR CASH IN DETAILS'. It has sections for 'Cash Issued To Bar' (From Bar: Bars, From Cashier: RIKI HARILALL), 'Cash Issued' (Floats Issued: 700.00 - Bar Float Out to RIKI HARILALL, Received Amount: 700.00), and 'Cash In Details' (Total Bar Sales: 2 016.00, Credit Card Slips: 100.00, Discounts Non-Banking: 697.00, Cash Purchases: 1 219.00, Cash Expected: 1 919.00, Cash Received: 1 919.00, Variance: 0.00). A 'Denom.' button is next to the Cash Received field. At the bottom is a 'Confirmation and Approvals' section.

The screenshot shows a 'Summary' report with the following data:

Total(Incl.Tips)	: 2021.00
Less : Tips	: 5.00
Total(Excl.Tips)	: 2016.00
Less : Non-Banking:	: 697.00
Total net Non-Bank:	: 1319.00
Add : C/C Levy	: 0.00
Add : Breakages	: 0.00
Add : Levy	: 0.00
Less: Earnings	: 0.00
Total Banking	: 1319.00
Less: Credit Cards:	: 100.00
Less: Cheques	: 0.00
Less: On Account	: 0.00
Cash	: 1219.00

Note:

Total Bar Sales: Capture from GAAP Cash Up Summary – “Total (Excl. Tips)”

Credit Cards: Capture from GAAP Cash Up Summary – “Less: Credit Cards”
Upload the Bar person’s speed point EOD report that balances back to the GAAP cash up slip for that bar person only

Discount Non-Banking: Capture from GAAP Cash UP Summary – “Less: Non-Banking”
Upload the GAAP discount report indicating why transactions were discounted

8. Issuing Petty Cash

- a) All Petty cash transactions must be authorized by the Duty Manager when cashed out from the CMS
- b) The Duty Manager is only authorized to issue petty cash to the value of R5 000.00 and below.
- c) No petty cash will be issued out to anyone after **17H30** unless it is in the form of promotional prize money paid out to a winning customer.
- d) All promotional winnings
- e) No Treasurer will be permitted to issue cash over the amount of R5 000.00 without written authorization from the relevant Regional Managers, which must be uploaded on CMS for that transaction

Steps

Click on CASH Out – select Petty Float Out

The screenshot shows the 'CASH OUT' section of the CMS. The top navigation bar includes 'CASH IN', 'CASH OUT', 'GENERAL ADMIN', 'REPORTS', and 'MY PROFILE'. Below this, there are icons for 'ATM Float Out', 'BAR Float Out', 'CIT Out', 'EBT Float Out', 'LPM Float Out', and 'Petty Float Out'. The 'Petty Float Out' icon is highlighted. The main content area is titled 'PETTY CASH OUT DETAILS'. It contains a 'Cash Issued To Petty Cash' section with a dropdown for 'Select Petty Cash *' (set to 'Petty Cash'), a dropdown for 'Select Employee *' (set to 'RIKI HARILALL'), and a text input for 'Cash Amount *' (set to '500.00') with a 'Denom.' button. Below this is a 'Confirmation and Approvals' section with buttons for 'Treasurer *' (Confirm), 'Employee *' (Accept), and 'Manager Approval *' (Approve). A large orange 'DONE' button is at the bottom.

8.1. Receiving Petty Cash

- a) All petty cash issued must be returned and cashed in on the CMS before close of business.
- b) All petty cash slips must be verified and signed off by the Duty Manager before the Treasurer cashes in the change and slips from the petty cash issued.
- c) If stock is purchased for the Bar or kitchen, the treasurer must ensure the GAAP delivery note is received by the manager before they cash in the Petty Cash

Steps

Click on CASH IN – select Petty Cash In

Select "From Employee" – Click "ADD" Click "Select Payment" - Type in details of transaction – Type in value spent (inclusive of vat) – Click "SAVE"

CASH IN

CASH OUT

GENERAL ADMIN

REPORTS

MY PROFILE

ATM Float In

BAR Float In

CIT Float In

EBT Float In

EBT Drop

LPM Float In

LPM Drop

Cash Sales

Petty Cash In

CASH IN ACTIVITIES

My Dashboard

Outstanding Floats

Cash In Safe

Variances

Transaction Activities

View EFT Requests

PETTY CASH IN DETAILS

Cash Issued

From Petty Cash * : Petty Cash

From Employee * : RIKI HARILALL

Cash Issued

Floats Issued: 500.00 - Petty Cash issued to RIKI HARILALL

Received Amount: 500.00

Account	Details	Amount (Incl. VAT)

ADD

REMOVE

Cash In Details

Cash Purchases : 0.00

Cash Expected : 500.00

Cash Received * : 0.00

Variance : 500.00

Denom.

Capture Petty Cash Payment

Select Payment : Cleaning Material

Details: Handy Andy

Amount (Incl.): 260.00

SAVE

CANCEL

Each store slip must be added onto the CMS system as a separate line – DO NOT ADD UP ALL STORE RECEIPTS AND CAPTURE ONE SINGLE TRANSACTION ON THE CMS

9. Cash Sales

- d) All cash received from outside the main income streams (Bar revenue and EBT/LPM revenue) must be cash in as CASH sales on the CMS.
- e) The Treasurer must select the relevant Sales type on the CMS.

Steps

Click on CASH IN – select Cash Sales

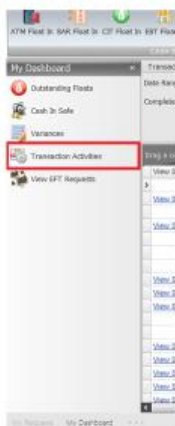
The screenshot displays the Goldrush Cash Management System interface. The top navigation bar includes tabs for CASH IN, CASH OUT, GENERAL ADMIN, REPORTS, and MY PROFILE. Below this, a row of icons represents various transaction types: ATM Float In, BAR Float In, CIT Float In, EBT Float In, EBT Drop, LPM Float In, LPM Drop, Cash Sales, and Petty Cash In. The main content area is titled 'My Dashboard' and features a sidebar with links to Outstanding Floats, Cash In Safe, Variances, Transaction Activities, and View EFT Requests. The central panel is titled 'CASH SALES' and contains several sections: 'Other Incomes Sales' with a 'Sale Type *' dropdown menu (currently showing 'Select Type Of Sale' and a list of options including Oil Sales, Vending machine income, Membership Card Sales, Other Income, Lost Money Found, and Cash Sales); 'Cash In Details' with fields for 'Total Sale Amount', 'Cash Received *', and 'Variance' (set to 0.00); 'Confirmation and Approvals' with fields for 'Treasurer *' (with a 'Confirm' button) and 'Manager *' (with an 'Approve' button); and 'Supporting Documents' with a 'Cash Sales Slip *' field and a 'Browse' button. A 'DONE' button is located at the bottom of the form. The Windows taskbar at the bottom shows the system clock as 15:47 on 2020/06/16.

10.Adjustments

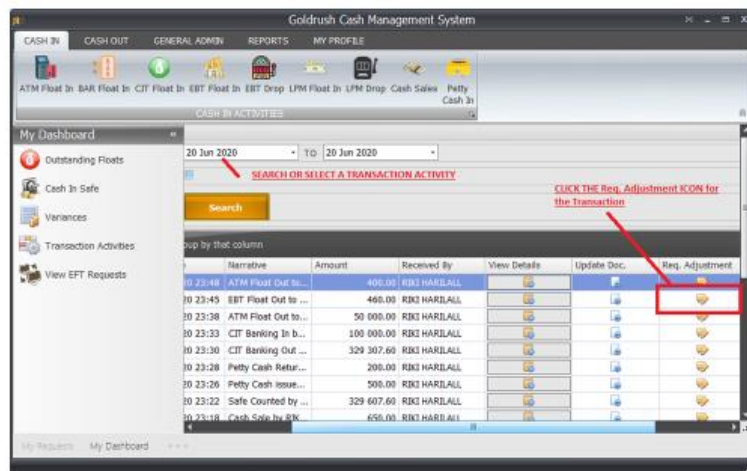
- Each Duty Manager will verify if all cash in transactions was captured correctly on the CMS system before the treasurer ends their shift to ensure there are no capturing errors and the correct supporting documents are uploaded on the CMS
- If there was a capturing error and incorrect supporting documents upload on the CMS – the Duty Manager must discipline the treasurer as per the Goldrush Disciplinary Code: 2.7 – Poor work performance
- The Duty Manager will then create an Adjustment request on the CMS and upload the disciplinary documents
- This MUST be done by the Duty Manager on the same shift as the capturing error occurred and before the treasure leaves the site

BRANCH: Request Adjustment

1) Select Transaction Activities



2) Select the required Transaction Activity and Click the Req. Adjustment Icon in the transaction row.



BRANCH: Request Adjustment

3) Provide the details of the Adjustment and Submit the request.

ADJUSTMENT REQUEST

Transactional Activity Details

Type : EBT Float Out Branch : Goldrush Cresta

Date/Time : 20 Jun 2020 23:45 Amount : 460.00

View Document : Completed : ☒

Narrative : EBT Float Out to RIKI HARILALL

Adjustment Request Details

Requester : Requester Provide the full details of the required adjustment

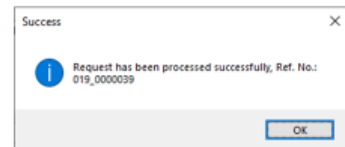
Branch : Branch

Request Details : Please Adjust the EBT Float Out from R460 to R460 000. Provide the documentation

Select New Document: Browse

Click the SUBMIT Button to send the Request to Treasury

SUBMIT CANCEL



4) The System will provide a reference number for the request.



BRANCH: View the Status of the Adjustment Request

Goldrush Cash Management System

CASH IN CASH OUT GENERAL ADMIN REPORTS MY PROFILE

ATM Float In BAR Float In CIT Float In EBT Float In EBT Drop LPM Float In LPM Drop Cash Sales Petty Cash In

CASH IN ACTIVITIES

My Requests

Treasury Adjustments

Surveillance Requests

Document Update Requests

1) Click Here

2) Click on Treasury Adjustments

Treasury Adjustment Search

Date Range: 01 Jul 2020 TO 08 Jul 2020 3) Search for the Adjustment

Status: NEW

Search

Drag a column header here to group by that column

View	Ref. No.	Status	Request Date	Branch
	019_000039	NEW	2020/07/08 12:12:26	Goldrush Cresta

4) Click to View the Adjustment Request Details and Status