

ATM Procedures

To fill/balance your ATM

Print the following reports in this order when you are ready to balance/refill:

- Also: Please staple your reports in your paper books in the same order; we want to see the Day Total on top, then the Cassette Total underneath it, and finally the Add Cash report.
1. Day Total: See Example Below (Note: Your report may look a little different but it will contain the same information.)

```
=====
          * DAY TOTAL *
=====
START          = 12/13/2012 08:19:26
TODAY         = 12/14/2012 06:59:45
TERMINAL #    = CRO12390
HOST RESULT   = (OK)
.....
[ 1.HOST TOTALS ]
COUNT OF WITHDRAWAL =          17
COUNT OF BALANCE    =           7
COUNT OF TRANSFER   =           0
AMOUNT OF DISPENSE   =        $2,220.00
[ 2.TERMINAL TOTALS ]
COUNT OF WITHDRAWAL =          17
COUNT OF BALANCE    =           7
COUNT OF TRANSFER   =           0
COUNT OF NON-CASH   =           0
COUNT OF REVERSAL   =           0
AMOUNT OF DISPENSE   =        $2,220.00
AMOUNT OF NON-CASH   =           $0.00
AMOUNT OF SURCHARGE  =         $35.00
***HOST TOTALS SUMMARY***
Debits          0017
AMOUNT DEBITS   00002220.00
AMOUNT SETTLEMENT 00002255.00
```

2. Cassette Total: See Example Below (Note: Your report may look a little different but it will contain the same information.)

```
=====
          * CASSETTE TOTAL *
=====
START          = 12/07/2012 07:57:15
TODAY         = 12/14/2012 06:59:55
TERMINAL #    = CRO12390
COMMUNICATION ID = CTSTRI
-----
CASSETTE      :  CST1  CST2  CST3  CST4
-----
DENOMINATION($) :  20,   0,   0,   0
INITIAL        :  791,   0,   0,   0
-----
REMAINING      :  290,   0,   0,   0
REJECTED(APPROX) :   0,   0,   0,   0
JAMMED        :   0,   0,   0,   0
DISPENSED     :  501,   0,   0,   0
-----
INITIAL AMOUNT =          $15,820.00
REMAINING AMOUNT =          $5,800.00
```

3. Add Cash: See Example Below (Note: Your report may look a little different but it will contain the same information.)

```

=====
* ADD CASH #1 *
=====
START          = 12/14/2012 07:03:35
TODAY          = 12/14/2012 07:03:35
TERMINAL #     = CR012390
COMMUNICATION ID = CTSTRI
=====
CASSETTE       : CST1 CST2 CST3 CST4
=====
DENOMINATION($): 20, 0, 0, 0
=====
REMAINING COUNT : 0, 0, 0, 0
ADDITION COUNT  : 400, 0, 0, 0
=====

```

To refill your ATM machine:

- Replace any rejected bills with clean crisp bills.
- After you have swapped out any rejected bills, count your current ATM balance.
- Once you have your ATM balance you can count the amount you need to replenish the ATM.
- The amount you come up with to replenish your ATM should equal the “Amount of Dispense” on your “Day Total” report.
- When you go to “Add Cash” you will have to put in the amount of the total cassette (AKA your starting balance). Running a “Cassette Total” zeros out the ATM machine. You have to tell the ATM that you are putting ALL the cash back in. (Example: If your ATM machine has a \$5,000 balance, you will tell it you are adding 250). This will help make the reports more accurate.

```

=====
* DAY TOTAL *
=====
START          = 12/13/2012 08:19:28
TODAY          = 12/14/2012 06:59:45
TERMINAL #     = CR012390
HOST RESULT    = (OK)
=====
[ 1.HOST TOTALS ]
COUNT OF WITHDRAWAL = 17
COUNT OF BALANCE    = 7
COUNT OF TRANSFER   = 0
AMOUNT OF DISPENSE   = $2,220.00
[ 2.TERMINAL TOTALS ]
COUNT OF WITHDRAWAL = 17
COUNT OF BALANCE    = 7
COUNT OF TRANSFER   = 0
COUNT OF NON-CASH   = 0
COUNT OF REVERSAL   = 0
AMOUNT OF DISPENSE   = $2,220.00
AMOUNT OF NON-CASH   = $0.00
AMOUNT OF SURCHARGE  = $35.00
***HOST TOTALS SUMMARY***
Debits          0017
AMOUNT DEBITS   00002220.00
AMOUNT SETTLEMENT 00002255.00

```

These amounts should be the same and should equal your ATM Replenish.