

# CashTotalPro (CTP)

## Installation and User Guide

Mach 6, Mach 9 and Mach 12

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# CashTotalPro



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# 1: What is CashTotalPro (CTP)?

CashTotalPro (CTP) is simple and effective software designed to take information directly from your Glory Mach coin sorter and convert it into usable error free data *for onward manipulation*. It works on a **single PC for a single user** with Glory Mach 6, Mach 9 and Mach 12 high speed coin sorters and with all currencies.

CTP is subscription based software that records all the data entered into the coin sorter and with one click exports the whole file to Excel, CSV or Tab-Delimited formats.

CTP records: Batch numbers, Sub number, Grand number, the date and full denominational breakdown including bank notes. It can also compare manual entry data with the recorded monies that pass through the Mach 6/9/12 Machine. Double click on any of the batches (anywhere on the line) and you will see a copy of the actual report generated by the Mach 6/9/12 Machine.

At the bottom left of the screen you will see the running total.

## 2: Everyday User - Guide

This part of the guide is for the everyday user of CashTotalPro.

### 2.1: Starting Up CTP?

CTP is here to make your life easier! Double click on the CTP icon to open the system. You will see a blank page and seriously that is all you need. In the blue bar at the bottom of the page it will say 'Ready to Use,' well it means it!

Just drop your batch of coins into the Mach 6/9/12 in the normal way and when you press the **Accept** button a line entry will appear in CTP and the program will have recorded all the details of that particular batch along with its unique identity.

You can still enter sub totals and grand totals as your day progresses and these entries will appear in CTP but the running total that you see in the bottom left hand corner of the screen will not be effected by these entries.

And you can still print out your Mach 6/9/12 report from the machine in the normal way but CTP has now safely recorded all the details of each batch.

And you don't need to wait, CTP is ready to take the next batch straight away.

## **2.2: More than one Mach machine?**

That's fine. If there are two or more Mach machines in your department/office and several of you counting coins at the same time, CTP takes this in its stride. Just enter your batches just as you normally would and let CTP sort out the rest. CTP will store each batch separately wherever it has come from.

## **2.3: What if I make a mistake?**

Don't worry! All you need to do is tell the administrator and ask them to mark it as **excluded**. That way it will still be on the system but will not effect the overall total.

## **2.4: End of the Day**

When you're done for the day CTP has already saved the data so just close it!

## 3: Administrator Functions in CTP (Requires Login)

This part of the Guide is for those with Administrator rights. Firstly are the functions to set up your unique system and this is followed by those functions you would use on a daily basis.

### 3.1: Log in to CTP and changing your PIN

CTP is ready to accept batch data the moment it is opened. You will see the blue bar at the bottom of the page says 'Ready to Use'. But as the Administrator you will have options in CTP that an Everyday User will not and to access these you need to **Login**. You can do this via the main start screen or via the menu at the top of the page.

Enter your four digit PIN number which is set at default to **2222**. We recommend you change your Administrator PIN to something you will remember. Only use numbers. If you do forget your number contact the engineer who will be able to set your PIN back to the default 2222.

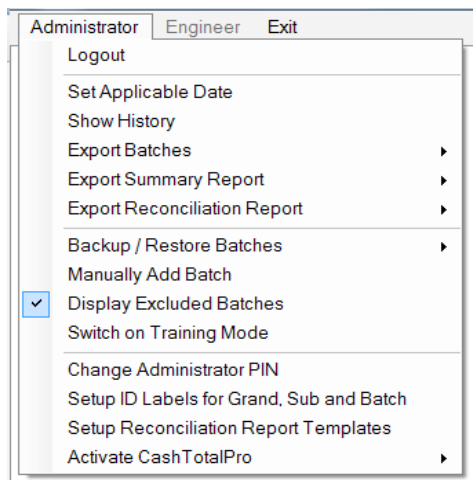
Once you have logged in you will see the bar at the bottom of the page has changed colour. The text will now say '*Administrator Mode Active*' and the menu bar will have the engineer option greyed out. All your options are in a drop-down menu, just click on **Administrator**.

Batches can still go through the Mach machine(s) and are recorded by CTP only now you have an additional column on the grid which allows you to **exclude** a batch, and options in a drop-down menu.

There is an Administration Set-up option that allows you to change the Batch, Sub and Grand labels associated with the Mach machine Id's. Doing this allows you to apply relevant in-house terms that will then be reflected in your reports.

## 3.2: Administrator Set-up

The following functions you will only need to do once so you will find the options towards the bottom of the Administrator menu.



### 3.2.1: Change Administrator PIN

We recommend you change yours immediately.

### 3.2.2: Setup ID Labels for Grand, Sub and Batch

This allows you to change the Grand, Sub and Batch labels associated with the Mach machine Id's. Doing this allows you to apply relevant in-house terms that will then be reflected in your reports.

For Example, Grand could be set to something like *X County Council*, Sub to *Canteen* and Batch to the *collection box number 23533*.

In this way you are able to use terms that are relevant to your organisation and the resultant reports will be easier to read.

### 3.2.3: Set up Reconciliation Templates

You can create custom reconciliation reports to ensure that the monies counted by CTP match the monies retrieved from a particular machine, for example, from a car parking or vending machine. Select whether you want the reconciliation to be at Batch, Sub or Grand Level and select which labels that you want to reconcile against. Save these details as a template.

When you wish to run a reconciliation report, select a date, currency, and which reconciliation template you are interested in. The totals for each specified label, for that date and that currency, are calculated and saved into the report. As administrator, you then have the opportunity to enter the expected value for the label (e.g. the monies retrieved from the car parking or vending machine).

Differences are highlighted to facilitate the process of fraud detection and the diagnosis of machine faults. The details of the report are stored in the database, along with the entered 'expected' values, for future reference, and the report can be exported at any time.

### 3.2.4: Activate Cash TotalPro

You are given a *trial code* so that you can assess the suitability of the product to your organisation. Just enter this code in the **Enter Activation Code** menu option. You will see in the blue bar that the product recognises the code as a trial and gives the expiry date. You can only use a trial code once and after that you will need to buy a standard subscription. To do this, request an activation code and Cash Handling Systems will send you your new activation code. Enter your new code, and CTP will become fully active. Subscriptions last for one year.

The trial version will work in **exactly** the same way as the normal subscription and all data in the trial system *will remain available* when you transfer from Trial to normal Subscription.

## **3.3: Administrator Daily Use**

These are functions you are likely to use on a daily basis. You will find these towards the top of your drop down menu.

### ***3.3.1: Set Applicable Date***

As Administrator you can set the applicable date so that monies collected over a weekend can be accurately attributed to the date when counted on a Monday morning. The date will show in the Batch Export.

### ***3.3.2: Show History***

This enables you to select a date range and see all batches processed during that period. By default, CTP only shows you the batches that were scanned on the current day.

### ***3.3.3: Export Batches***

This deposits data into an Excel spreadsheet retaining the CTP column headings and currency tabs. It included any labels set against the Id's, the applicable date , if set, and the User who was logged onto the PC at the time.

You can choose to have your output in CSV or Tab-Delimited to facilitate import direct into your own system.

### ***3.3.4: Export Summary Report***

This report will give you the total figures for cash that has passed through your Mach machine during the day.

### ***3.3.5: Export Reconciliation Report***

This report enables you to look at what has passed through your



Mach machine during the day versus what you expected to be there, as per the figure manually recorded from a parking meter or vending machine printout.

### **3.3.6: Backup/Restore Batches**

Encrypted data is backed up on-site to a specified location from which it can be restored.

### **3.3.7: Manually Add Batch**

This is an option for adding media batches such as cheques or notes should this be required.

### **3.3.8: Display Excluded Batches**

**As Administrator you have the ability to Exclude a batch directly on the batch grid, as batches are being counted.** If you tick the checkbox in this column, it excludes the batch and that entry will be omitted. There is an option on the administrator menu to show the excluded batches, so you can 'restore' any of those excluded batches should you need to.

This menu option allows you to see all batches that you have excluded and restore in necessary.

### **3.3.9: Switch to Training Mode**

This enables a new User to experience CTP without compromising live data held by the system. Notice the Message bar colour changes and it says '*Training Mode Active*'. Here a new user can watch the entries appearing on the screen and feel comfortable that they can't really do anything wrong!

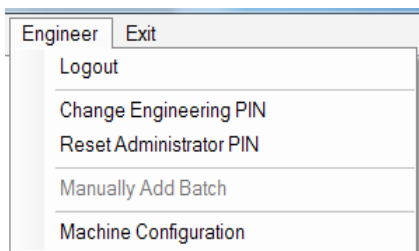
## 4: Engineer Functions in CTP (Requires Login)

As Engineer you have additional functionality in CTP, not least of which is setting up the system, so you will have more options on your menu. **Login** as Engineer with the default PIN number **9999**.

Once you have logged in you will see the bar at the bottom of the page has changed colour. The text will now say '*Engineer Mode Active*' and the menu bar will have the administrator option greyed out. All your options are in a drop-down menu, just click on **Engineer**.

Batches can still go through the Mach machine(s) to test set up but are recorded by CTP in a separate 'test' file to protect the integrity of the live data. You also have additional options on a drop-down menu.

In addition to the **Logout** option your menu contains the following:-



### 4.1: Change Engineer PIN

We strongly recommend you change yours immediately. If you forget it you will need to reset the system.

### 4.2: Reset Administrator PIN

In case of emergency, this resets the Administrator pin to 2222

### 4.3: Manually Add Batch

This will test that the software is working i.e. to eliminate a potential software issue from problems with the coin sorting machine itself or the cable. This is only available once a machine is added to CTP via the Machine Configuration screen.

### 4.4: Machine Configuration

Used to add and identify specific coin sorting machines that are attached to your copy of CTP. You will notice that most of the information is already pre-set, to the standard settings of the coin sorter and already populates the **Add Machine Configuration** screen.

The only entries you will need to complete are the description for each individual cash counting machine, the Date Format and the COM port it is attached to. *You find the com port information in the control panel of your PC - Systems/Device Manager/Ports.*

If a cash counting machines are not added, CTP will tell you it can't connect to them!

When you are finished just Close or Add another machine.

You will now see that CTP has correctly identified the machine and currencies. A separate tab will appear for each currency.

If no machines are connected, or you have changed the com port, you will see a message saying that CTP can't connect to anything but you can still run a manual test via the menu option Manually Add Batch. This information is stored in a separate file leaving the live data clean.

If the machines have been added, just drop some coins into each machine to test them.

## 5: Installing CashTotalPro

### 5.1: CashTotalPro Checklist

Before installing CashTotal Pro you will need to check your PC will run it.

You will need one of the following versions of Windows;

- Windows Vista
- Windows 7
- Windows 8
- Windows 8.1
- Windows 2008 Server
- Windows 2008 R2 Server

The latest CashTotalPro installation package must be downloaded from the Cash Handling Systems website, and copied onto PC.

If your PC is offline you will need to copy the software to a CD or Key Drive to install it that way.

You will also need the Trial Key copied onto PC (for example in a text file) Watch out for white space at the end of the string as this will make the activation fail.

You must have Administrative rights to install applications and drivers

You must have the appropriate connection made to cash counting machine.

If the PC you are using does not have a a serial port, you may need a USB Serial Convertor cable, with a 9-pin Male serial connector. Follow the manufacturer's instructions for installing this type of cable.

Whichever type of serial connection you are using, you will need to

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identify the COM port used by the connection. The port number can be discovered by referring to the Device Manager, available under the 'System' option on your Control Panel.

Please note any changes to the factory default settings of the communication ports on the machine.

## **5.2: CashTotalPro can be installed on;**

Windows Vista, Windows 7, Windows 8, Windows 8.1  
Windows 2008 Server, Windows 2008 R2 Server

## **5.3: Mach 6, 9 and 12 Setup;**

Batch Print set to Long Printout

Program Ports (Port 1)

Baud Rate = 9600

Parity = None

Databits = 7

Format = PRN

Disable ACK/NAK

Disable DTR/DSR

Disable RTS/CTS

1. **Engineer** install the Cash Counting Machines and configure as usual
2. Attach to PC using the Serial Cable
3. Make a note of which machine is attached to which COM port
4. Install CTP on PC
5. Login As Engineer PIN 9999 (you must change this)
6. From your menu select 'Machine Configuration' and 'Add'
7. Identify the first machine giving it a unique description, and COM port. Check and change the options as per that machine and 'Save'. You will see it in the Machine Configuration panel. Add next machine if required or close.

The latest version of the software can be downloaded from:-

**<http://www.cashhandlingsystems.co.uk/CashTotalProSoftware>**

## 6: Activating the CTP Trial software

1. Login As **Administrator** using initial PIN 2222
2. From the Administrator menu select Product Activation
3. Copy the code from the Cash Handling Systems Website and enter it in Enter Activation Code. You will see the system activate and the trial expiry date will appear in the blue bar at the bottom of your screen.

## 7: Activate your Subscription

The subscription service and this gives you access to all upgrades and enhancements as soon as they are available.

1. Select Request Activation Code
2. Set the number of machines you will be using and then select, 'Copy & Save'. Sent the request code to:-

**activate@cashtotalpro.com**

2. When the code is returned you need to enter this into Enter Activation Code field and again you will see the system become 'live' and the expiry date will appear at the bottom of your screen.
3. All data entered into the trial system will remain available to you.
4. To clear all data collected in the trial version please contact CTP at:

**info@cashtotalpro.com**

## 8: Output Check

On occasion the USB port on the Mach Machine can fail to work correctly. To test this you can simply plug in your Mach Printer if you have one. If you cannot print anything then the Mach is faulty and you need to call your service engineer.