

How to Guide How to Lock or Unlock Till

MRJ Consultants 37 Weavind Ave, Eldoraigne, Centurion, 0157 Tel: (012) 654 0300 Mail: <u>helpdesk@mrj.co.za</u>



1. **Open** Genesis Menu.



2. Type User code and Password.

User Code Password	

3. Open **Till Module** from the Main menu.

C ESIS :	: Main Menu												
	4	\$6			<u> </u>	M	<u></u>	ĥ	×		X	<u>je</u> r	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Off	ice General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User : JOANA	Ve	ersion : 9.32.31	Period :	202011	Database : GEN	ESIS-SIMULATIO	N	(

4. Once opened you will be prompted to the below, **Click on Lock/unlock Till.**

GENESI	S Poin	t of Sale
SIMU	RETURNS	PAYMENTS
[F1] CASH SALES [F2] DEB. CASH SALES [F3] ACCOUNT SALES	F4 CASH RETURNS F5 ACCOUNT RETURNS	F6 PAYMENTS, REFUNDS & WALLETS F8 VOUCHERS
LAYBYES	ORDERS	CASH-UP
TILL LOCK/UNLOCK	ADMINISTRATOR	Swop Branches
ESC EXIT	FROM GENESIS POIN	T OF SALE

5. Once you have selected the Lock/Unlock Till option you will be prompted to the following screen where you have the option to select **No or Yes**, Select Yes to lock the till.



6. You will now be able to scan your un-lock key that was issued to you when you opened the till then this will open the till.

🐉 Scan Till Un-Lock Ke	у <u>– </u>
0	Please SCAN your Un-Lock key
5	
WAT	
a f	ESC Cancel F10 Proceed
VTILL903	Scan Till Un-Lock Key

7. If the cashier has lost the unlock key there is an option to re-print the key. Go to The genesis main menu, open Cash Office.



8. In Cash Office select Till Utilities then Till Unlock Keys.

60	OF			
	Till Utilities 🛛 🖄 Mar	nagement 🔂 End-of-Day 🚔 Reports	🛛 🕍 Utilities 🛛 🔀 Ex	it
99	Pickups Replenishments			000
-	Replementer	LIQUOR SIMULATION	Branch	SIMUL
	Till Unlock Keys 💳			
8	Supervisor KEYS			
2	Cash-Drop Verification			
	Cash-Office Till Function			
	Balance & Close Tills			

9. You will now be able to select the till and re-print the key.

1 0 12 0 13 31300598	Bernice Bruno			Relief	i Return I	Unlock Key	10m
02 0 03 31300598	Bruno	388.85	0.00				Options
3 31300598	(e. e.c.	0.00	0.00				
Crast 2.5.	Joe - 103	0.00	0.00				6 Generate
4 0	Natalie	0.00	0.00				📳 Re-Print K
15 0	Rozanne	0.00	0.00				Evit
JG 0	Yvonne	0.00	0.00				LAIL
17 0	Ricardo	0.00	0.00				
0 0	Joana Till - 109	0.00	0.00				
0 31300595	Alex - 1111	0.00	0.00			##############	
.1 111	ERNY OT - 999	0.00	0.00			#############	
01 0	EMPTIES	0.00	0.00				
2 31300588	joana - 202	0.00	0.00				
01 0	PARK SALE TILL	0.00	0.00				
8 31300596	Joe - 103	0.00	0.00			#############	
15 0	Mighael	0.00	0.00				
1 0	CARLOS	0.00	0.00				
	5 0 7 0 9 0 1 111 1 0 2 31300588 1 0 2 31300586 1 0 3 31300596 5 0 1 0	5 0 Vyonne 7 0 Ricardo 9 0 Joana Till - 109 0 31300595 Alex - 1111 1 111 ERNY OT - 999 1 0 EMPTIES 2 31300588 Joana - 202 1 0 PARK SALE TILL 8 31300596 Joe - 103 5 0 Mighael 1 0 CARLOS	Construction Construction 7 0 Ricardo 0.00 9 0 Joana Till - 109 0.00 9 31300595 Alex - 1111 0.00 1 111 RINY 07 - 999 0.000 1 0 EMPTIES 0.00 2 31300596 Joana - 202 0.00 1 0 PARK SALE TILL 0.00 3 31300596 Joa - 103 0.000 5 0 Mighael 0.00 1 0 CARLOS 0.00	Source Source<	C Otoc Otoc Otoc 7 0 Ricardo 0.00 0.00 0 9 0 Joana TII - 109 0.00 0.00 0 9 0.31300595 Alex - 111 0.00 0.00 0 1 111 ENV OT - 999 0.00 0.00 0 1 0 EMPTIES 0.00 0.00 0 2 31300596 joana - 202 0.00 0.00 0 1 0 PARK SALE TILL 0.00 0.00 0 3 31300596 Joana - 103 0.00 0.00 0 5 0 Mighael 0.00 0.00 1 1 0 CARLOS 0.00 0.00 0	5 0 Vionne 0.00 0.00 0 7 0 Ricardo 0.00 0.00 0 0 9 0 Joana Tille 109 0.00 0.00 0 0 9 31300595 Alex - 1111 0.00 0.00 0 0 10 111 ERNY 07 - 999 0.00 0.00 0 0 11 0 EMPTIES 0.00 0.00 0 0 12 31300598 joana - 202 0.00 0.00 0 0 14 0 PARK SALE TILL 0.00 0.00 0 0 13 31300596 joae - 103 0.00 0.00 0 0 14 0 CARLOS 0.00 0.00 0 0	Source Source<



10. If a till has been locked you can go to Point of sales – Master files – open Till Master.

CENESIS : Point of 3	Sale M	fodule	Point of Sale	
Transactions	ABC	Master Files	Till & Cashup 🛛 🕍 Utilities	🔀 Exit
	9	Till Master		
	8	Cashiers		
Company	0	Offline Till Utilities	LATION	Branch
	2	Vouchers		
	3	Air-Time Categories		
		Cheque Register		

11. Here you can select the correct till and press enter on your keyboard or double click on your mouse to open.

Status	Till No.	Cashiers Name	Opening Flo	Closing Floa	Offline Till	Relief	Return	Admin	Lock	Expres	Teller	Cash Devi	A
Closed	101	Bernice	388,85	0.00								None	Options
Closed	102	Bruno	0.00	0.00					1			None	
Open	103	Joe - 103	0.00	0.00	Ē	F		Ē	1	E	E	None	🛛 🔤 Add
lot Used	104	Natalie	0.00	0.00								None	Update 🗲
losed	105	Rozanne	0.00	0.00	1							None	Delete
losed	106	Yvonne	0.00	0.00								None	
losed	107	Ricardo	0.00	0.00					1			None	Exit
losed	108	MighaelOffline	0.00	0.00								None	0
losed	109	Joana Till - 109	0.00	0.00	1				Г			None	00.
ocked	110	Ursula - 108	0.00	0.00					13	□2.		None	VTIITIes
ocked	111	ERNY OT - 999	0.00	0.00	Ē	Г		Ē	1		F		View History
losed	201	EMPTIES	0.00	0.00	- III							None	wiew matory
)pen	202	joana - 202	0.00	0.00	1							None	🚺 🚺 View Audit T
losed	301	PARK SALE TILL	0.00	0.00								None	Till Activity
Open	498	Joe - 103	0.00	0.00					1		E	None	
Open	499	ADMIN	0.00	0.00				~				None	
losed	900	PG TILL	0.00	0.00	V							None	
Dpen	901	OFFLINETILL 1	500.00	0.00	V					□2.		None	
lot Used	902	OT	0.00	0.00	V	Г		Ē	1		F	None	
pen	903	JoeOfflineTill	500.00	0.00								None	
Not Used	904	OFFLINE TILL 4	0.00	0.00	V			I.I.I.				None	
Open	905	MighaelOffline	1 500.00	0.00								None	
lot Used	906	BBL OT	0.00	0.00	7	F			1	E		None	
losed	907	Riaan Laptop	0.00	0.00								None	
Dpen	908	SALIEMTEST	0.00	0.00	V				1			None	-
4												•	

12. On the top right under Till Status you can select the drop down where it gives you the option to **OPEN-CLOSE-LOCKED-COUNTING-BALANCED-NOT USED.**

0.00 0.00 0.00	Till V Cash Cheques Credit Cards Vouchers Transfers	alues 16 692.84 0.00 13 000.00 0.00	O-Open C - Close X - Locked W - Counting B - Balanced Z - Not Used Till Indicators Relief Till Returns Till Admin Till Back-Office Teller Till Activate Returns Vouchers
0.00	Till V Cash Cheques Credit Cards Vouchers Transfers	alues 16 692.84 0.00 13 000.00 0.00 0.00	C - Close X - Locked W - Counting B - Balanced Z - Not Used Till Indicators Relief Til Returns Till Admin Till Back-Office Teller Till Activate Returns Vouchers
0.00 0.00 0.00	Cash Cheques Credit Cards Vouchers Transfers	alues 16 692.84 0.00 13 000.00 0.00 0.00	B - Balanced Z - Not Used Till Indicators Relief Till Returns Till Back-Office Teller Till Activate Returns Vouchers
0.00	Till V Cash Cheques Credit Cards Vouchers Transfers	alues 16 692.84 0.00 13 000.00 0.00 0.00	Till Indicators Till Indicators Relief Till Returns Till Admin Till Back-Office Teller Till Activate Returns Vouchers
0.00	Cash Cheques Credit Cards Vouchers Transfers	16 692.84 0.00 13 000.00 0.00 0.00	Relief Till Returns Till Admin Till Back-Office Teller Till Activate Returns Vouchers
0.00	Cheques Credit Cards Vouchers Transfers	0.00 13 000.00 0.00 0.00	Returns Till Admin Till Back-Office Teller Till Activate Returns Vouchers
0.00	Credit Cards Vouchers Transfers	13 000.00 0.00 0.00	Admin Till Back-Office Teller Till Activate Returns Vouchers
0.00	Vouchers Transfers	0.00	Back-Office Teller Till Activate Returns Vouchers
	Transfers	0.00	Activate Returns Vouchers
	HARDING CONTRACTOR		
	Tender 1	0.00	Force Lock [System Reserved]
0	Tender 2	0.00	Offline Till
	Tender 3	0.00	
0.00	Tender 4	0.00	Back-Office Till (Park Sales Only)
0.00			Max.Sale Value 100.00
	Express Till	SSTIII	
0.00	Status	Ţ	-I Cash Device Attached I
0.00	Last Called 00:00	1:00	
	0.00	0.00 Tender 3 0.00 Tender 4 0.00 Express Till 0.00 Status 0.00 Call Till No.	0.00 Tender 2 0.00 0.00 Tender 3 0.00 0.00 Express Till Express Till 0.00 Status Image: Called 00:00:00 0.00 Call Till No. Image: Call Till No.

13. Once you select the required option you can press F10 on your keyboard or click on save.

