



GENESIS

How to Guide How to Lock or Unlock Till

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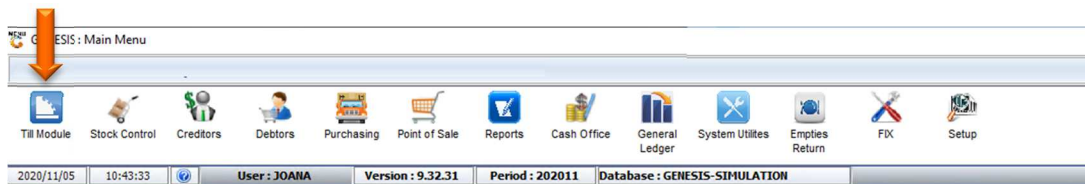
1. **Open Genesis Menu.**



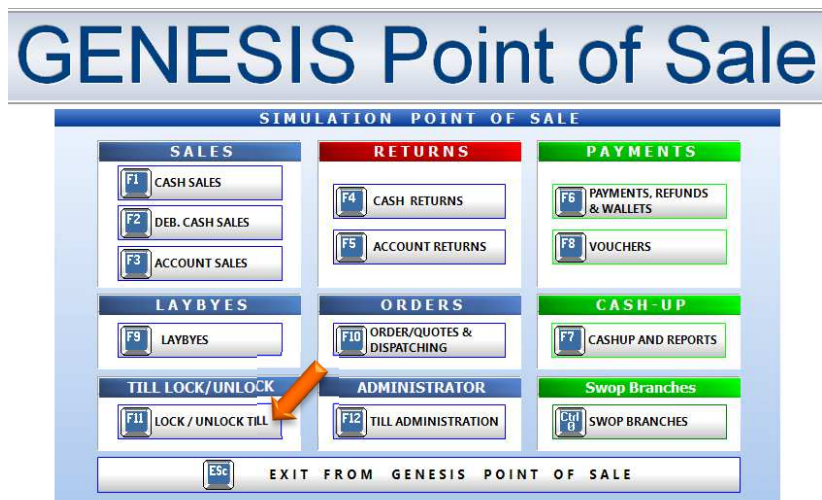
2. Type **User code** and **Password**.

A screenshot of the "GENESIS Main Module" login window. At the top, it says "GENESIS Main Module". Below that is a "Select Company" dropdown menu with "BLUE BOTTLE LIQUOR SIMULATION" selected. To the left is the Genesis logo. To the right are two input fields: "User Code" and "Password", each with an orange arrow pointing to it. Below the input fields are "Cancel" and "OK" buttons. At the bottom, there is a status bar with "CMN999", "GENESIS Main Module", and "Version : 10.33.51".

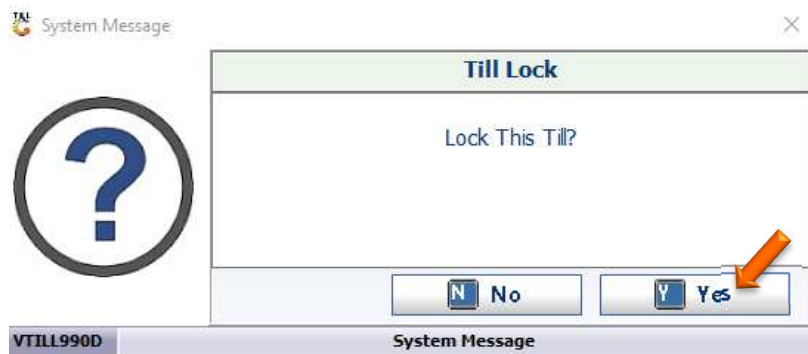
3. Open **Till Module** from the Main menu.



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



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.



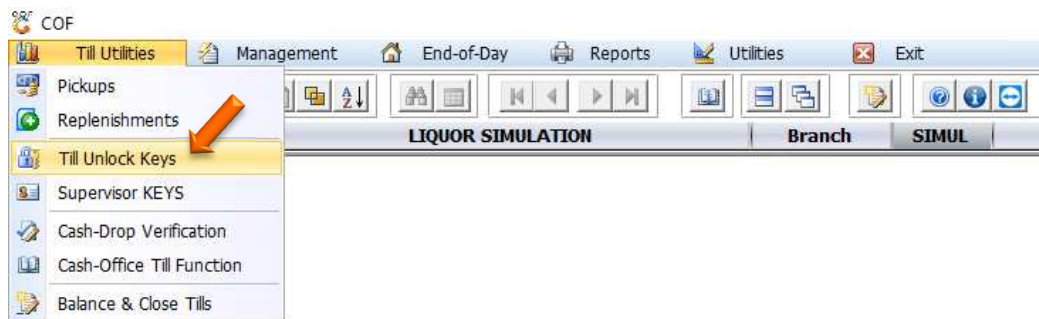
6. You will now be able to scan your un-lock key that was issued to you when you opened the till then this will open the till.



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.



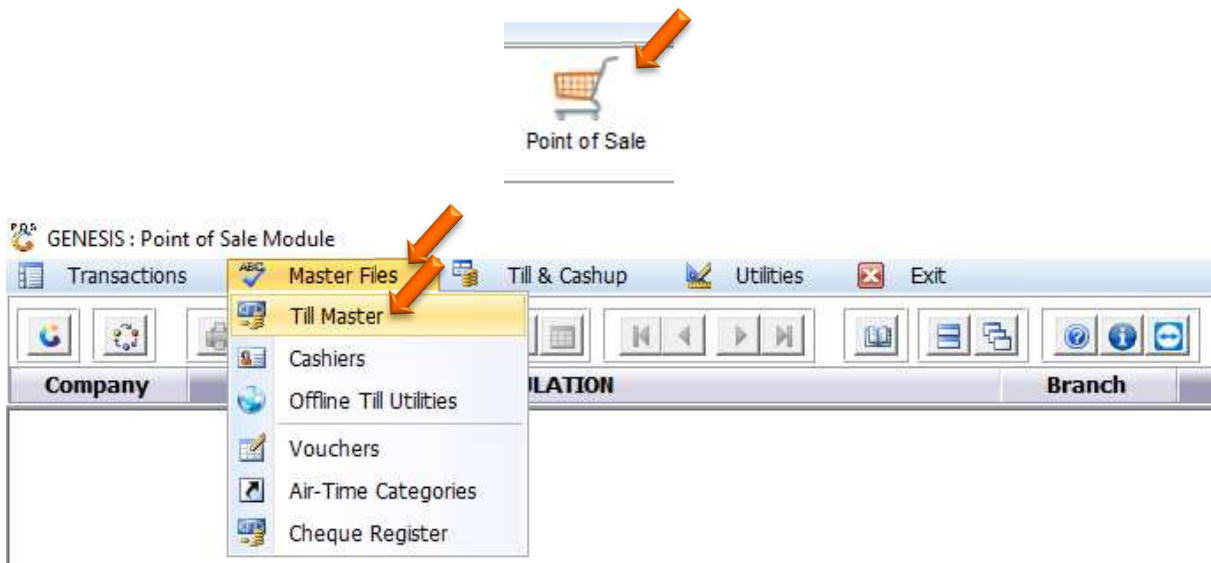
9. You will now be able to select the till and re-print the key.

The screenshot shows a window titled "Cash Office : Generate Till Unlock Keys". It contains a table with the following columns: Status, Till.No, Cashup No., Cashiers Name, Opening Floa, Closing Float, Relief Ti, Return T, and Unlock Key. The table lists various tills with their respective statuses and cashiers. An orange arrow points to the row for Till No. 110, which is currently "Open" and assigned to "Alex - 1111". To the right of the table is an "Options" menu with three items: "Generate Key" (F5), "Re-Print Key" (F7), and "Exit" (ESC). An orange arrow points to the "Re-Print Key" option.

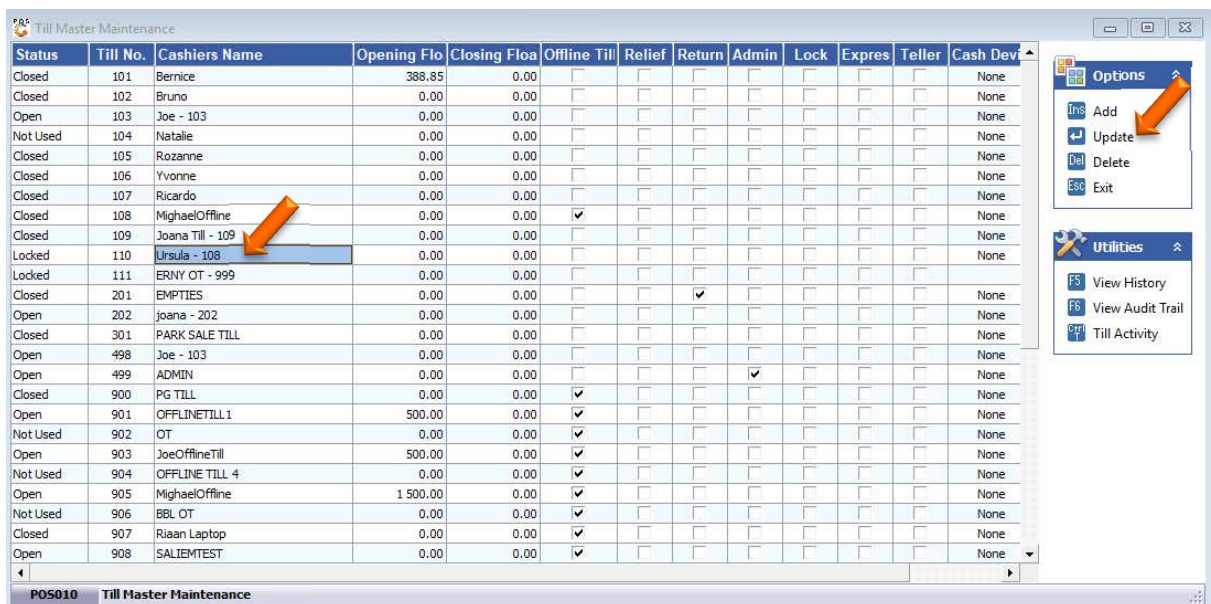
Status	Till.No	Cashup No.	Cashiers Name	Opening Floa	Closing Float	Relief Ti	Return T	Unlock Key
Closed	101	0	Bernice	388.85	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	102	0	Bruno	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Open	103	31300598	Joe - 103	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Z	104	0	Natalie	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	105	0	Rozanne	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	106	0	Yvonne	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	107	0	Ricardo	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	109	0	Joana Till - 109	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Open	110	31300595	Alex - 1111	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	#####
Locked	111	111	ERNY OT - 999	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	#####
Closed	201	0	EMPTIES	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Open	202	31300588	joana - 202	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	301	0	PARK SALE TILL	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Open	498	31300596	Joe - 103	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	#####
Z	915	0	Mighael	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Z	921	0	CARLOS	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

The screenshot shows a "Print Request" dialog box with a printer icon on the left. The main text reads "PRINT REQUEST" and "Re-Print Unlock Key for Till : 110 ?". At the bottom, there are two buttons: "N No" and "Y Yes". An orange arrow points to the "Y Yes" button.

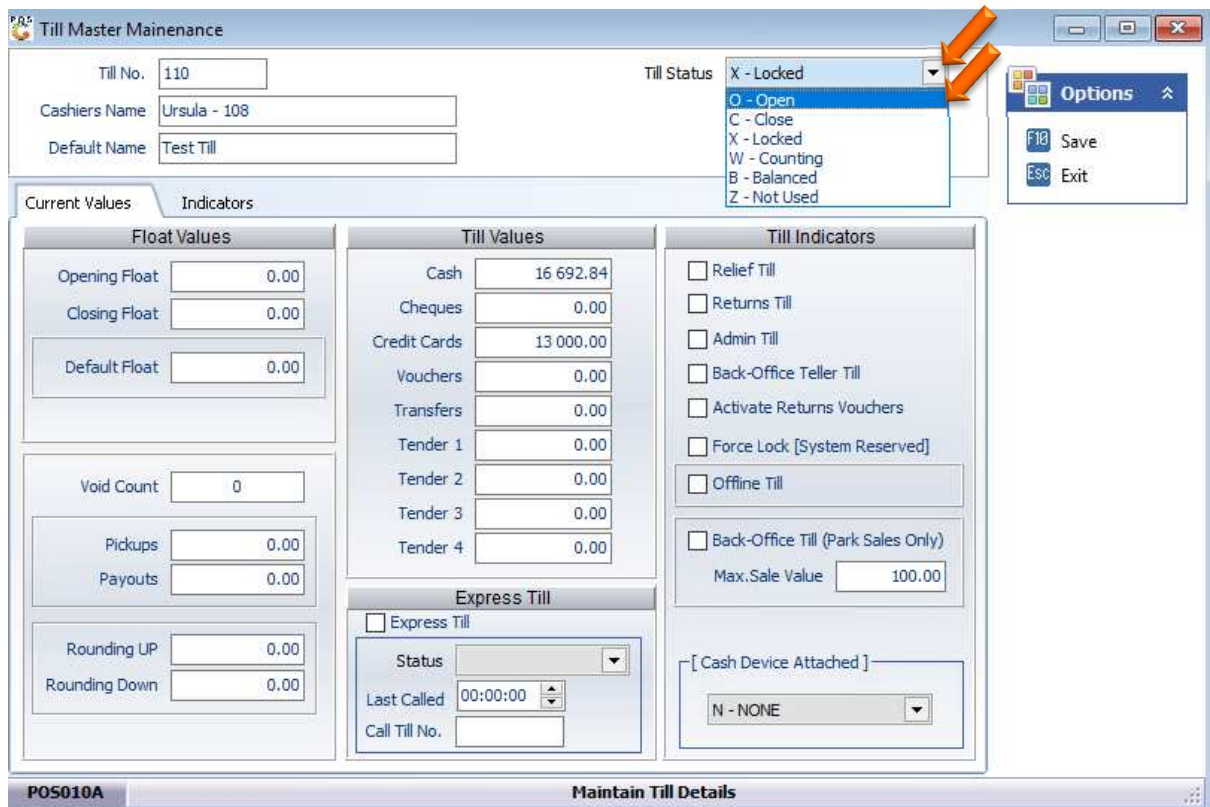
10. If a till has been locked you can go to **Point of sales – Master files – open Till Master**.



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



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**.



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

