



GENESIS

How to Guide Open Pick-Up & Close an Online Till

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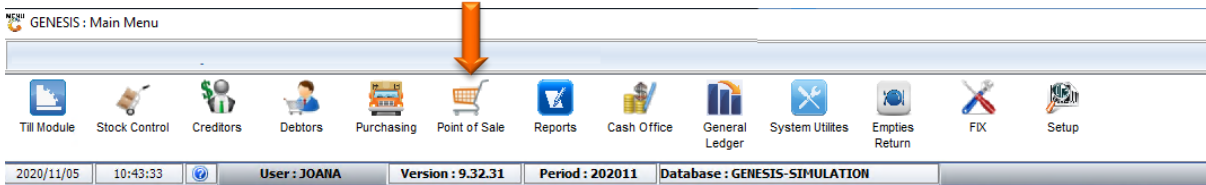
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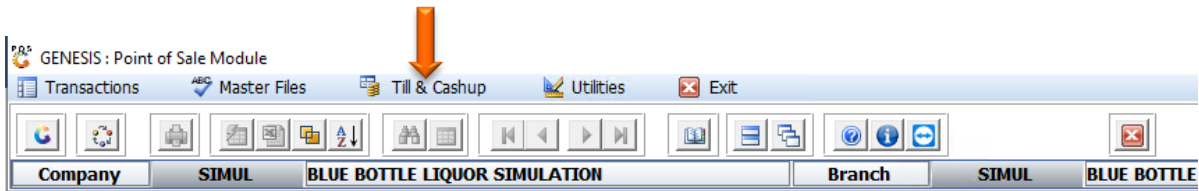


A. How to Open an Online Till in the Back Office

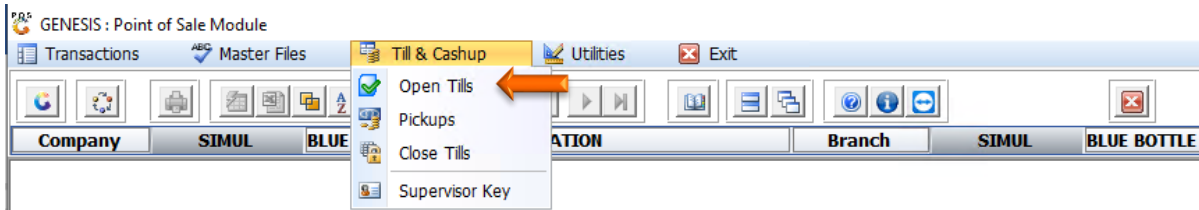
1. Log into Genesis Menu
2. Open **Point of Sale** from the main menu



3. Select **Till & Cashup**



4. Select **Till and Cash up** then **Open tills** from the drop-down menu.



5. Select the till you wish to open from the grid and press **Enter** on your keyboard or left click on **Open Till** under the Options Menu

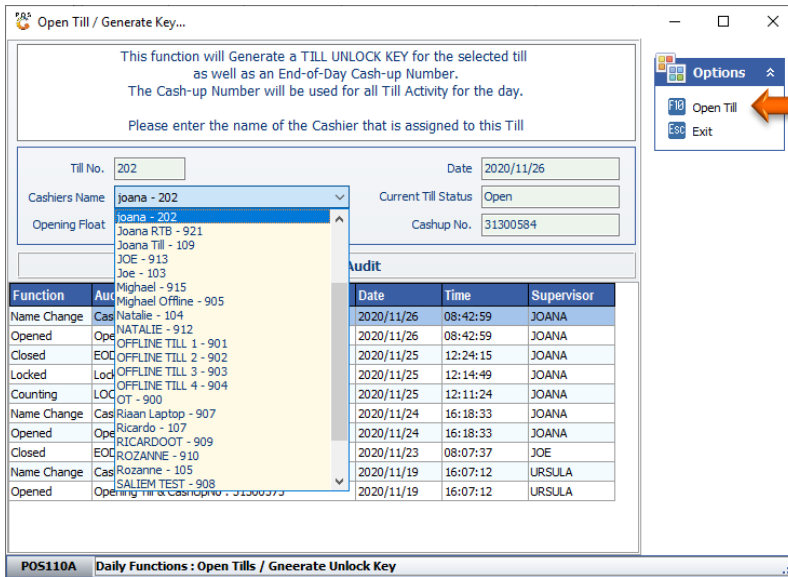
Status	Till No	Cashup No.	Cashiers Name	Opening Float
Closed	101	0	Bernice	388.85
Closed	102	0	Bruno	0.00
Closed	103	0	Joe	0.00
Closed	104	0	Natalie	0.00
Closed	105	0	Rozanne	0.00
Closed	106	0	Yvonne	700.00
Closed	107	0	Ricardo	0.00
Closed	108	0	MighaelOffline	0.00
Open	109	31300583	Joana Till - 109	0.00
Closed	201	0	EMPTIES	0.00
Closed	202	0	joana - 202	16 700.00
Closed	301	0	PARK SALE TILL	0.00
Closed	498	0	ADMIN TILL (LOCKED)	0.00
Open	900	9002	ABBY	500.00
Open	901	901430007	OT	0.00
Closed	902	0		200.00
Closed	903	0	OFFLINE TILL 3	0.00
Closed	904	0	OFFLINE TILL 4	0.00
Closed	905	0	MighaelOffline	0.00
Closed	906	0	BBL OT	0.00
Closed	907	0	Riaan Laptop	0.00
Closed	908	0	SALIE M TEST	0.00
Closed	909	0	RICARDOOT	0.00
Open	910	910430025	ROZANNE	0.00

Options

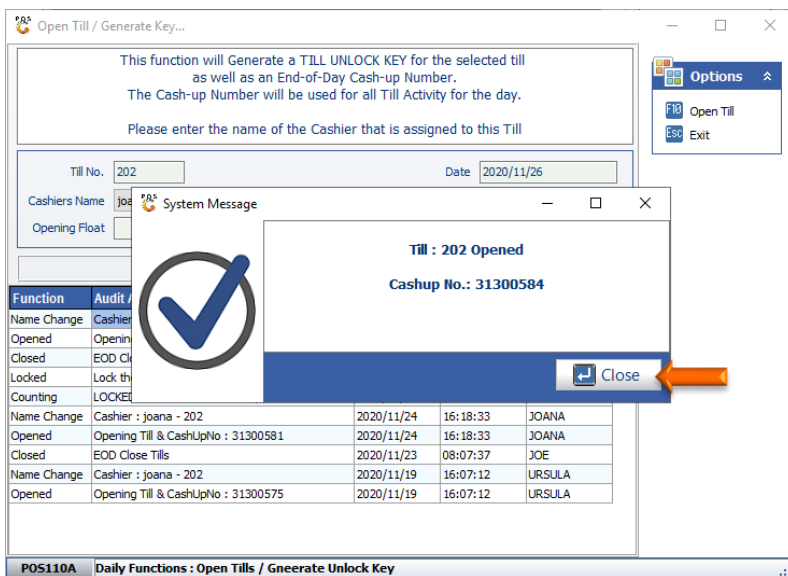
Open Till

Exit

- Select the **Cashiers Name** from the drop-down menu.
- Press **F10** on your keyboard or left click on **Open Till** under the Options menu.



- Press **Enter** on your keyboard or click on the **Close** button



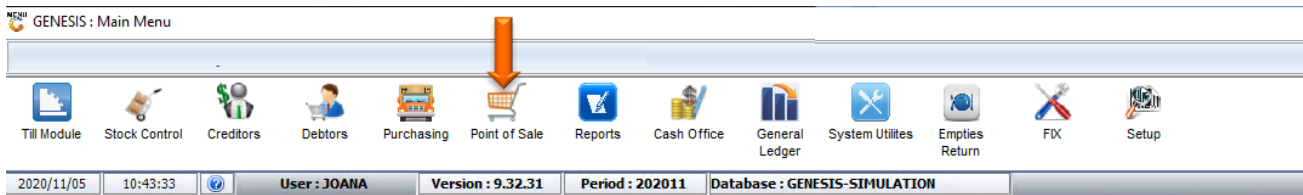
9. The till is now open. Press **Esc** on your keyboard or left click on **Exit** under the Options menu.

The screenshot shows a software window titled "Daily Functions : Open Tills". It contains a table with the following columns: Status, Till No, Cashup No., Cashiers Name, and Opening Float. The table lists various till entries, including closed tills with cashiers like Bernice, Bruno, Joe, Natalie, Rozanne, Yvonne, Ricardo, and MighaelOffline, and open tills for Joana, EMPTIES, joana - 202, PARK SALE TILL, ADMIN TILL (LOCKED), ABBY, OT, OFFLINE TILL 3, OFFLINE TILL 4, MighaelOffline, BBL OT, Riaan Laptop, SALIEM TEST, RICARDOOT, and ROZANNE. The row for till 202 is highlighted in yellow. To the right of the table is an "Options" menu with two items: "Open Till" and "Exit". An orange arrow points to the "Exit" option. At the bottom of the window, a status bar displays "POS110 Daily Functions : Opening of Tills".

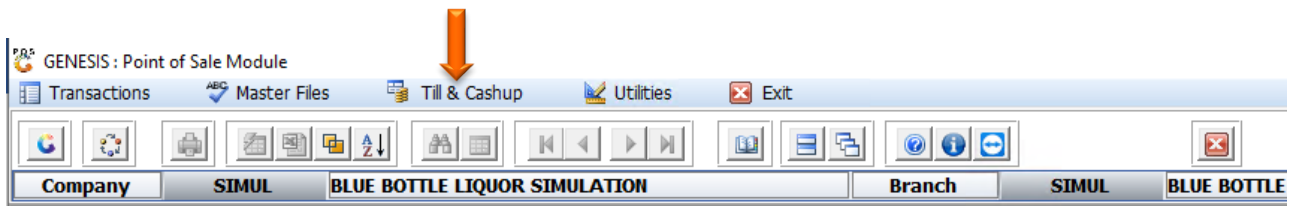
Status	Till No	Cashup No.	Cashiers Name	Opening Float
Closed	101	0	Bernice	388.85
Closed	102	0	Bruno	0.00
Closed	103	0	Joe	0.00
Closed	104	0	Natalie	0.00
Closed	105	0	Rozanne	0.00
Closed	106	0	Yvonne	700.00
Closed	107	0	Ricardo	0.00
Closed	108	0	MighaelOffline	0.00
Open	109	31300583	Joana Till - 109	0.00
Closed	201	0	EMPTIES	0.00
Open	202	31300584	joana - 202	16 700.00
Closed	301	0	PARK SALE TILL	0.00
Closed	498	0	ADMIN TILL (LOCKED)	0.00
Open	900	9002	ABBY	500.00
Open	901	901430007	OT	0.00
Closed	902	0		200.00
Closed	903	0	OFFLINE TILL 3	0.00
Closed	904	0	OFFLINE TILL 4	0.00
Closed	905	0	MighaelOffline	0.00
Closed	906	0	BBL OT	0.00
Closed	907	0	Riaan Laptop	0.00
Closed	908	0	SALIEM TEST	0.00
Closed	909	0	RICARDOOT	0.00
Open	910	910430025	ROZANNE	0.00

B. How to do Pickups of the Online Till

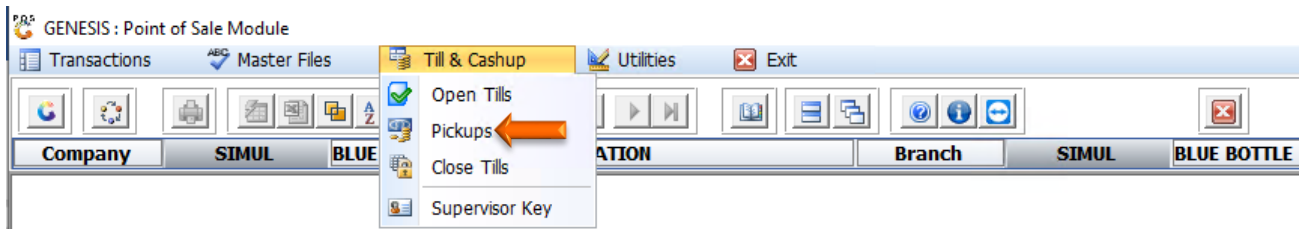
1. Log into Genesis Menu
2. Open **Point of Sale** from the main menu



3. Select **Till & Cashup**



4. Select **Pickups** from the drop-down menu



- Select the Till on the grid and press **F5** on your keyboard or left-click on **Pick Up** under the Function Menu.

Cash Office : Till Pickups

Till Status	Till No.	Cashiers Name	Opening Float	Till Takings	Pickups	Value in Till	CASH in Till
Closed	101	Bernice	388.85	388.85	0.00	388.85	0.00
Closed	102	Bruno	0.00	0.00	0.00	0.00	0.00
Closed	103	Joe	0.00	0.00	0.00	0.00	0.00
Closed	104	Natalie	0.00	0.00	0.00	0.00	0.00
Closed	105	Rozanne	0.00	0.00	0.00	0.00	0.00
Closed	106	Yvonne	700.00	700.00	0.00	700.00	0.00
Closed	107	Ricardo	0.00	0.00	0.00	0.00	0.00
Closed	108	MighealOffline	0.00	0.00	0.00	0.00	0.00
Open	109	Joana Till - 109	0.00	0.00	0.00	0.00	0.00
Closed	201	EMPTYIES	0.00	0.00	0.00	0.00	0.00
Open	202	joana - 202	16 700.00	42 385.59	18 249.90	24 135.69	3 300.00
Closed	301	PARK SALE TILL	0.00	0.00	0.00	0.00	0.00
Closed	498	ADMIN TILL (LOCKED)	0.00	0.00	0.00	0.00	0.00
Closed	499	ADMIN	0.00	0.00	0.00	0.00	0.00
Open	900	ABBY	500.00	500.00	0.00	500.00	0.00
Open	901	OT	0.00	-0.50	0.00	-0.50	0.00
Closed	902		200.00	4 923.40	0.00	4 923.40	3 724.40
Closed	903	OFFLINE TILL 3	0.00	0.00	0.00	0.00	0.00
Closed	904	OFFLINE TILL 4	0.00	0.00	0.00	0.00	0.00
Closed	905	MighealOffline	0.00	0.00	0.00	0.00	0.00
Closed	906	BBL OT	0.00	0.00	0.00	0.00	0.00
Closed	907	Riaan Laptop	0.00	0.00	0.00	0.00	0.00
Closed	908	SALIEM TEST	0.00	10 286.55	0.00	10 286.55	2 896.80
Closed	909	RICARDOOT	0.00	0.00	0.00	0.00	0.00
Open	910	ROZANNE	0.00	0.00	0.00	0.00	0.00

COF010 Cash Office : Till Pickups Auto-Refresh OFF

- Multiple pickups can be done during the day, but a final pickup must be done to clear all moneys prior to closing the Till.
- Under the **Draw Now** column, capture the amount that you wish to draw from the till.
- Press **F10** on your keyboard or left-click on **Save Pickup** under the Options menu.

Cash Office : Till Pickups

Till Status	Till No.	Cashiers Name	Opening Float	Till Takings	Pickups	Value in Till	CASH in Till
Closed	101	Bernice	388.85	388.85	0.00	388.85	0.00
Closed	102	Bruno	0.00	0.00	0.00	0.00	0.00
Closed	103	Joe	0.00	0.00	0.00	0.00	0.00
Closed	104	Natalie	0.00	0.00	0.00	0.00	0.00
Closed	105	Rozanne	0.00	0.00	0.00	0.00	0.00
Closed	106	Yvonne	700.00	700.00	0.00	700.00	0.00
Closed	107						
Closed	108						
Open	109						
Closed	201						
Open	202	joana - 202	16 700.00	42 385.59	18 249.90	24 135.69	3 300.00
Closed	301						
Closed	498						
Closed	499						
Open	900						
Open	901						
Closed	902						
Closed	903						
Closed	904						
Closed	905						
Closed	906						
Closed	907						
Closed	908						
Closed	909						
Open	910						

COF010 Cash Office : Till Pickups

Till No. 202 joana - 202 Opening Float 16 700.00
Till Status Open Closing Float 0.00
Cashup No. 31300584

Tender Type	Till Takings	Pickups	Balance in Till	DRAW NOW	Tx	Notes	Co
Cash	20 999.90	17 699.90	3 300.00	3 300.00	CA	0.00	0.0
Cheques	0.00	0.00	0.00	0.00	CO	0.00	0.0
Credit Cards	4 685.69	550.00	4 135.69	4 135.69	CR	0.00	0.0
Vouchers	0.00	0.00	0.00	0.00	VC	0.00	0.0
Transfers	0.00	0.00	0.00	0.00	TR	0.00	0.0
Wallets	0.00	0.00	0.00	0.00	WL	0.00	0.0

Totals 25 685.59 18 249.90 7 435.69 7 435.69

COF014 Cash Office : Till Pickups

9. Press **Y** on your keyboard or click on the **YES** button.

The screenshot shows the 'Cash Office : Till Pickups' application window. At the top, there are input fields for 'Till No.' (202), 'joana - 202', and 'Opening Float' (16 700.00). Below these are 'Till Status' (Open) and 'Cashup No.' (31300584). A 'System Prompt' dialog box is centered, titled 'Till Pickups', with the text 'Save Pickup?' and two buttons: 'N No' and 'Y Yes'. An orange arrow points to the 'Y Yes' button. To the left of the dialog is a large question mark icon. The background window has a table with the following data:

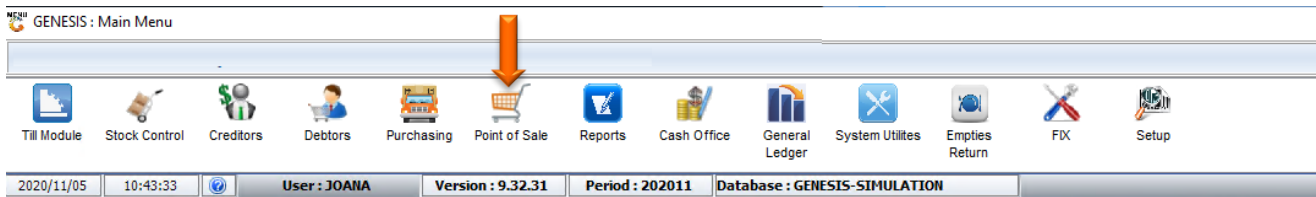
Tender Type	Till Takin
Cash	20 999
Cheques	0
Credit Cards	4 685
Vouchers	0
Transfers	0
Wallets	0
Totals	25 685.59

At the bottom of the window, there is a status bar with 'COF014' and 'Cash Office : Till Pickups'.

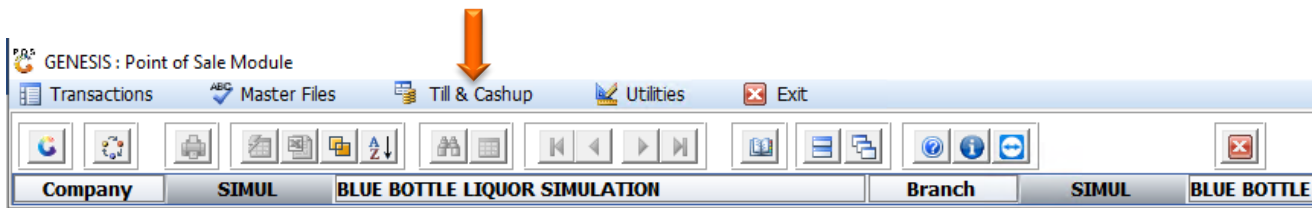
C. How to Close an Online Till

10. Log into Genesis Menu

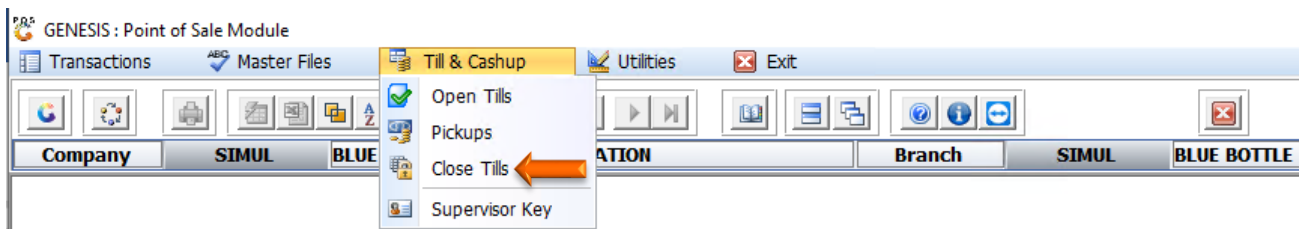
11. Open **Point of Sale** from the main menu



12. Select **Till & Cashup**



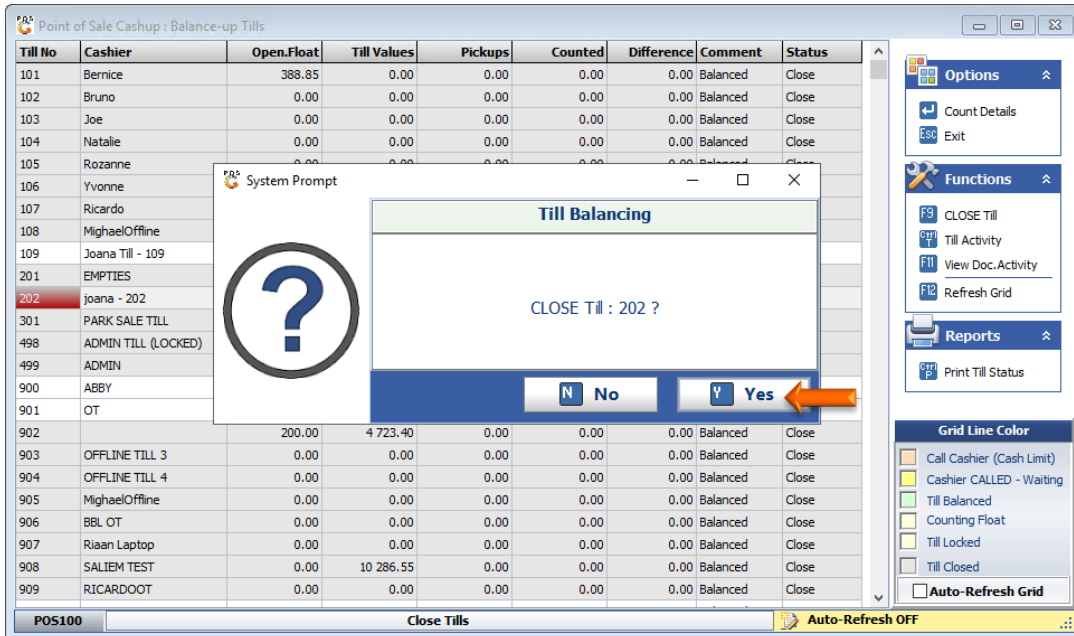
13. Select Close Tills from the drop-down menu



14. Select the till on the grid and press F9 on your keyboard or left click on CLOSE Till under the Functions menu.

Till No	Cashier	Open.Float	Till Values	Pickups	Counted	Difference	Comment	Status
101	Bernice	388.85	0.00	0.00	0.00	0.00	Balanced	Close
102	Bruno	0.00	0.00	0.00	0.00	0.00	Balanced	Close
103	Joe	0.00	0.00	0.00	0.00	0.00	Balanced	Close
104	Natalie	0.00	0.00	0.00	0.00	0.00	Balanced	Close
105	Rozanne	0.00	0.00	0.00	0.00	0.00	Balanced	Close
106	Yvonne	700.00	0.00	0.00	0.00	0.00	Balanced	Close
107	Ricardo	0.00	0.00	0.00	0.00	0.00	Balanced	Close
108	MighaelOffline	0.00	0.00	0.00	0.00	0.00	Balanced	Close
109	Joana Till - 109	0.00	0.00	0.00	0.00	0.00	Balanced	Open
201	EMPTYES	0.00	0.00	0.00	0.00	0.00	Balanced	Close
202	Joana - 202	16 700.00	25 685.59	25 685.59	0.00	-16 700.00	SHORT	Open
301	PARK SALE TILL	0.00	0.00	0.00	0.00	0.00	Balanced	Close
498	ADMIN TILL (LOCKED)	0.00	0.00	60 037.58	0.00	0.00	Balanced	Close
499	ADMIN	0.00	0.00	0.00	0.00	0.00	Balanced	Close
900	ABBY	500.00	0.00	0.00	0.00	-500.00	SHORT	Open
901	OT	0.00	-0.50	0.00	0.00	0.50	Over	Open
902		200.00	4 723.40	0.00	0.00	0.00	Balanced	Close
903	OFFLINE TILL 3	0.00	0.00	0.00	0.00	0.00	Balanced	Close
904	OFFLINE TILL 4	0.00	0.00	0.00	0.00	0.00	Balanced	Close
905	MighaelOffline	0.00	0.00	0.00	0.00	0.00	Balanced	Close
906	BBL OT	0.00	0.00	0.00	0.00	0.00	Balanced	Close
907	Riaan Laptop	0.00	0.00	0.00	0.00	0.00	Balanced	Close
908	SALIEH TEST	0.00	10 286.55	0.00	0.00	0.00	Balanced	Close
909	RICARDOOT	0.00	0.00	0.00	0.00	0.00	Balanced	Close

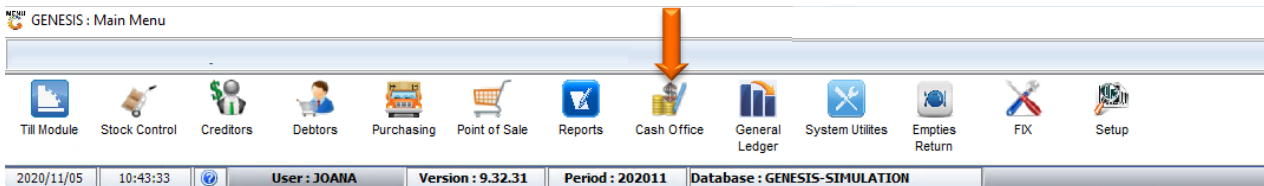
15. Press **Y** on your keyboard or click on the **YES** button



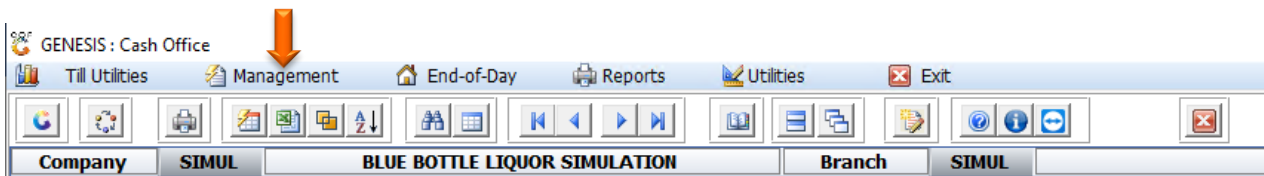
16. Press **Esc** on your keyboard to return to the main Point of Sale menu

17. Close the Point of Sale menu

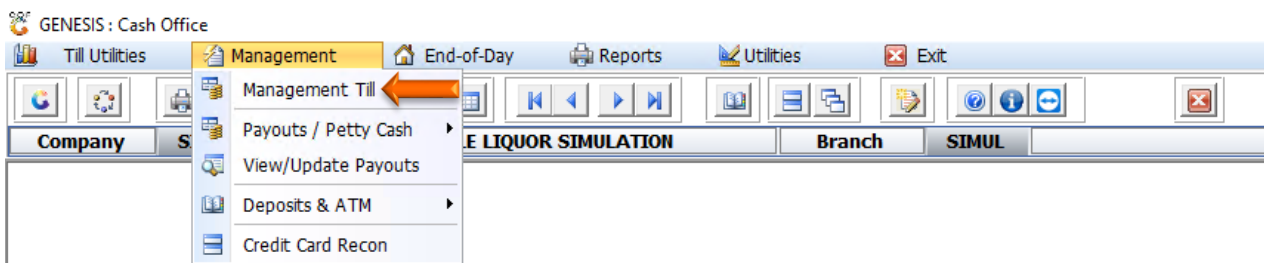
18. Open **Cash Office** from the Genesis Main Menu.



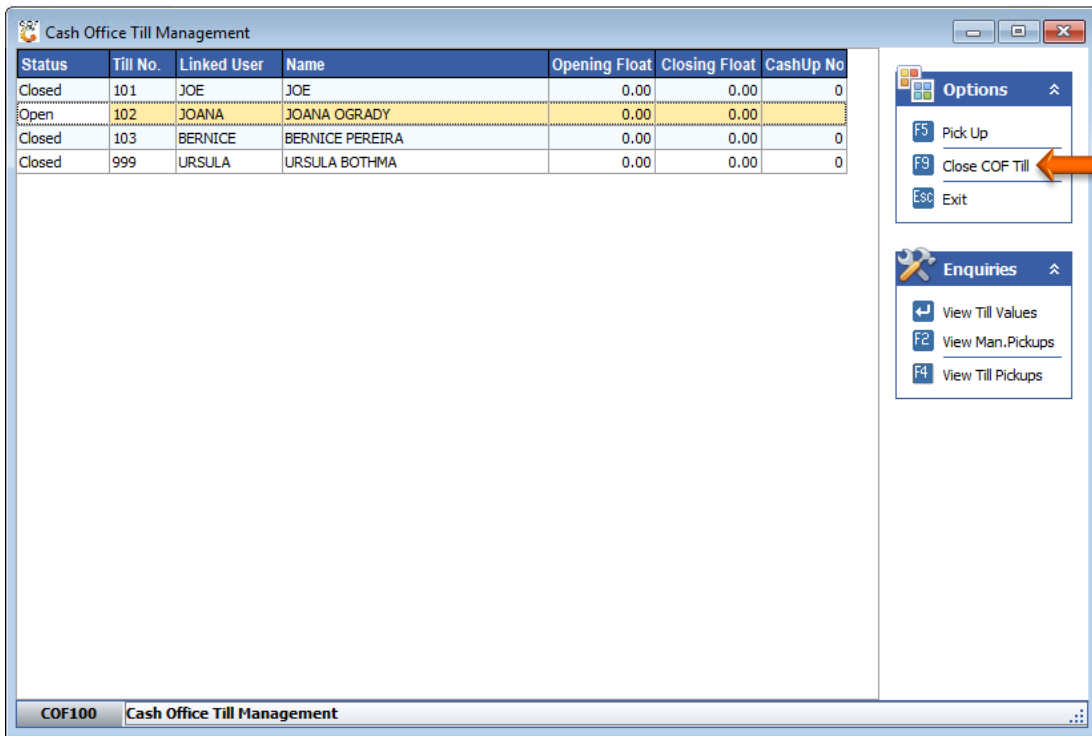
19. Select **Management**



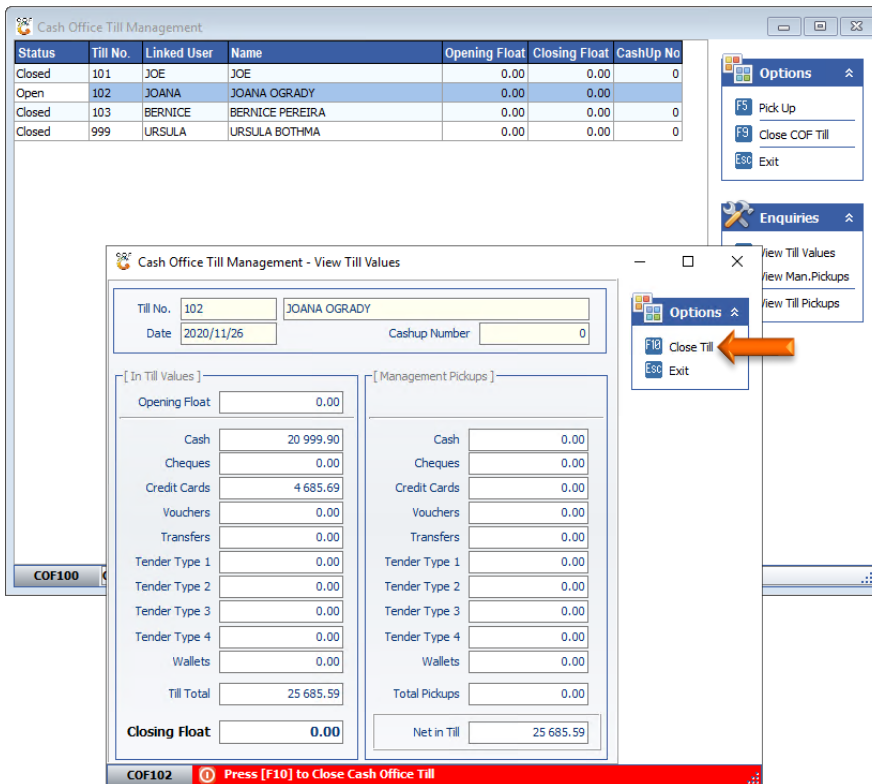
20. Select **Management Till** from the drop-down menu



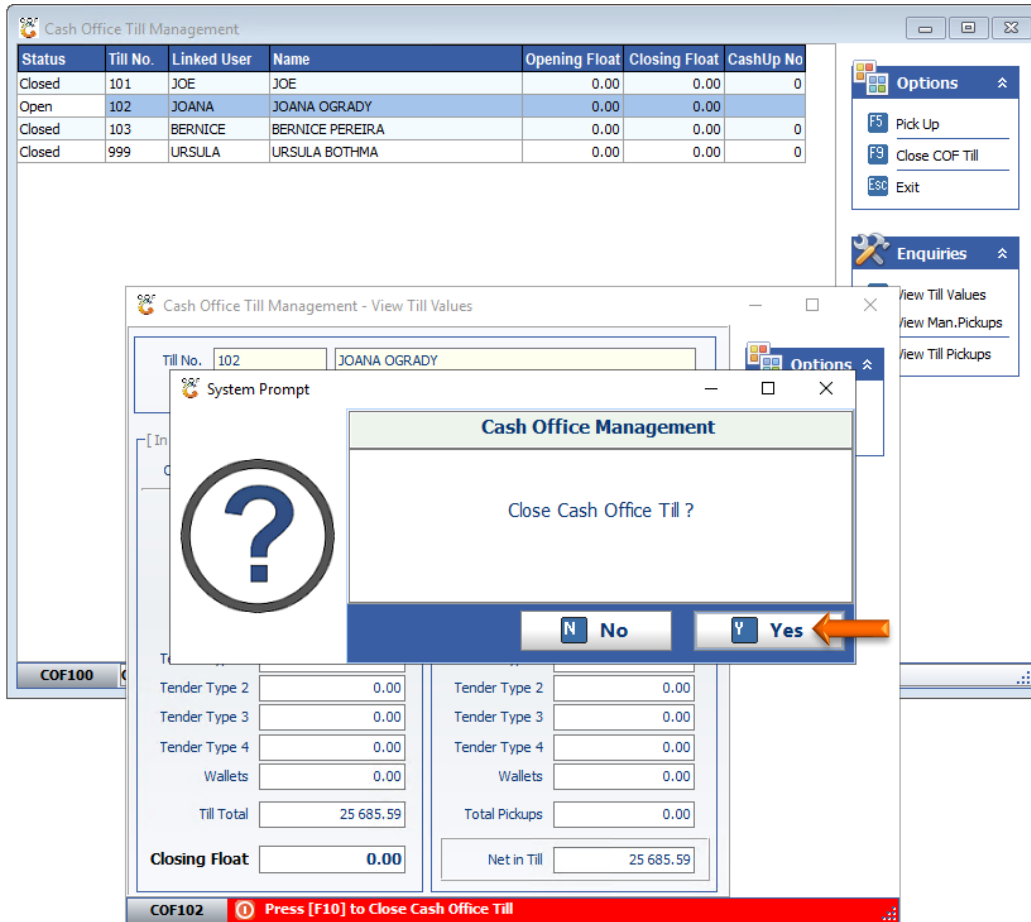
21. Select the Management till on the grid and press **F9** on your keyboard or click on **Close COF Till** under the Options Menu



22. Press **F10** on your keyboard or click on **Close Till** under the Options menu.



23. Press **Y** on your keyboard or click on the **YES** button



24. Press **Enter** on your keyboard or click on the **Close** button.

