



GENESIS

Open Till and Cashup from Cash Office

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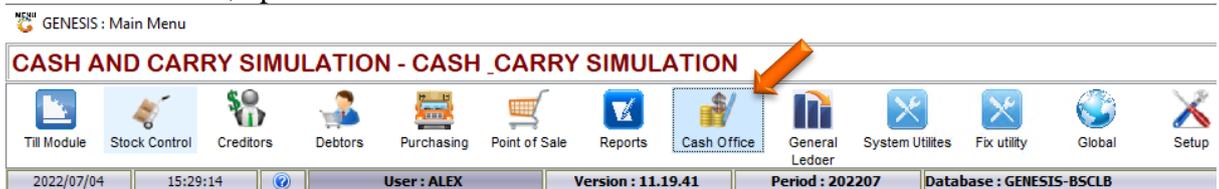


This is a quick document to go through the Cash processing, from Opening the tills in the morning, to Pick-ups at the end of the day and Cash-up; including Day Closure and posting to Ledger. As well as all processes related to Cash handling, i.e., Cash Pay-outs, Cash Refunds on Accounts and Cash Supplier Payments.

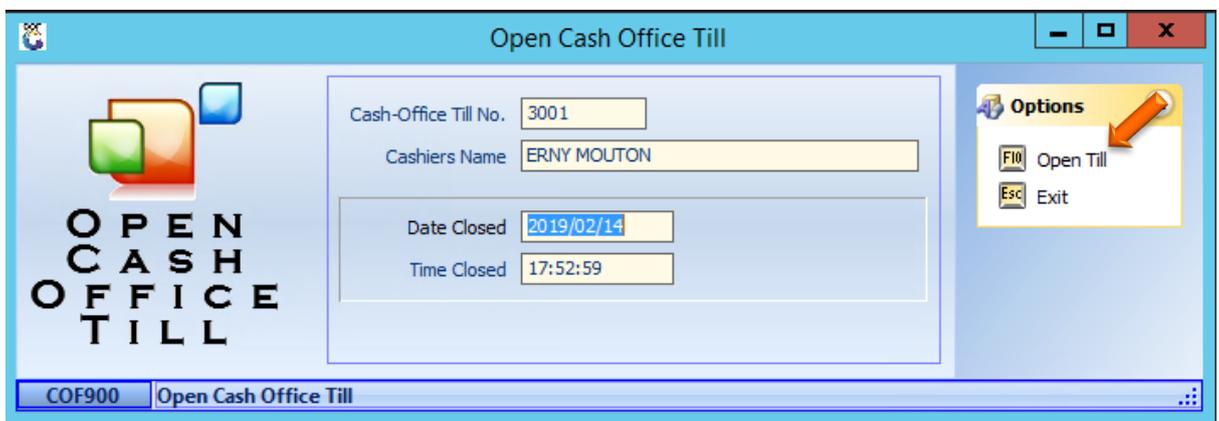
Day Start-up

Each person that does sales must have an open till users; to open a till do the following:

1. From main menu, open **CASH OFFICE**:

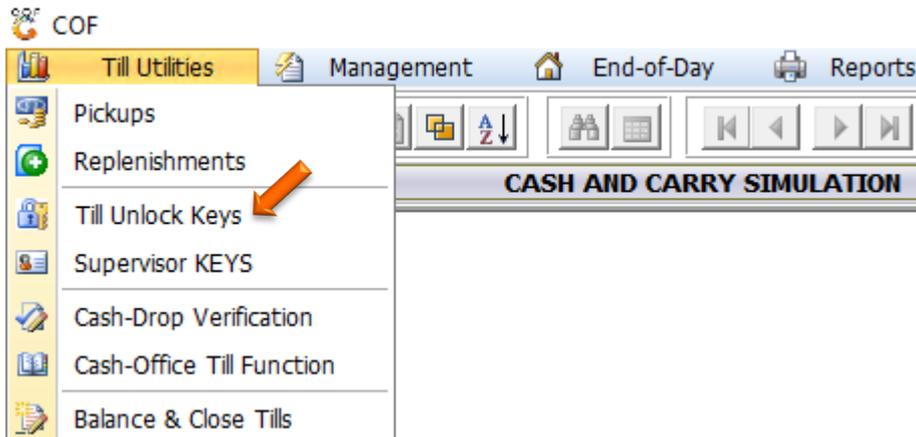


2. When you open the cash office you must see the following Window.

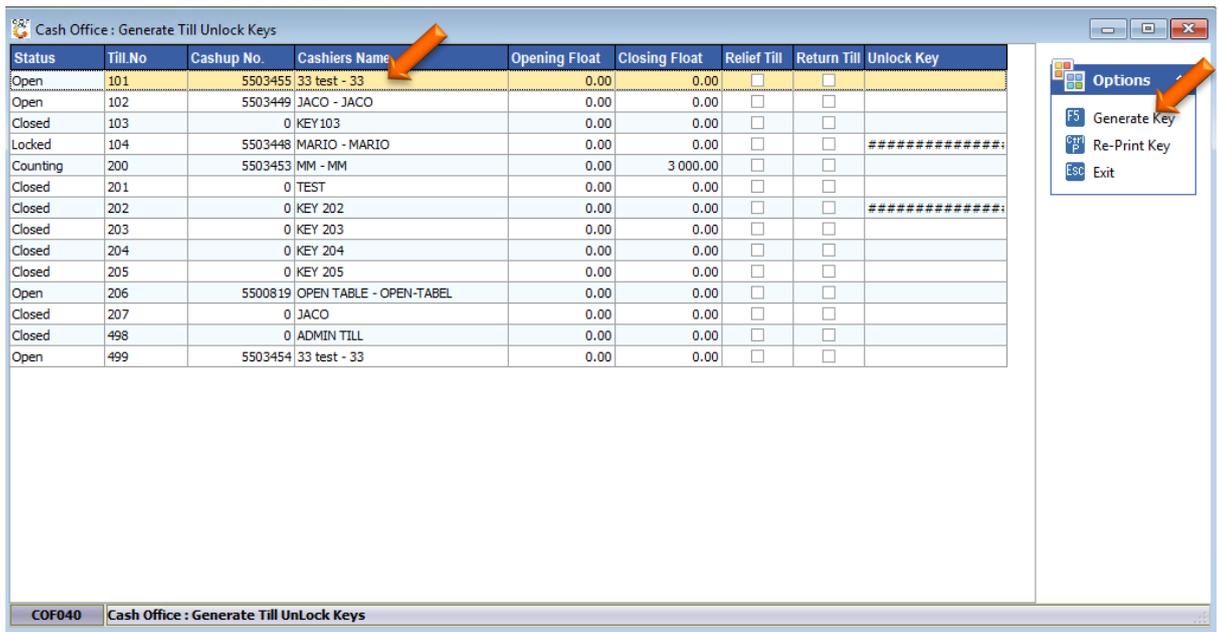


Then you must select OPEN TILL

3. Now that the Cash Office is open you need to go to **TILL UTILITIES** then **TILL UNLOCK KEYS**.



4. On the next Screen you will find all the till numbers, select the first till number and then select **GENERATE KEY**.



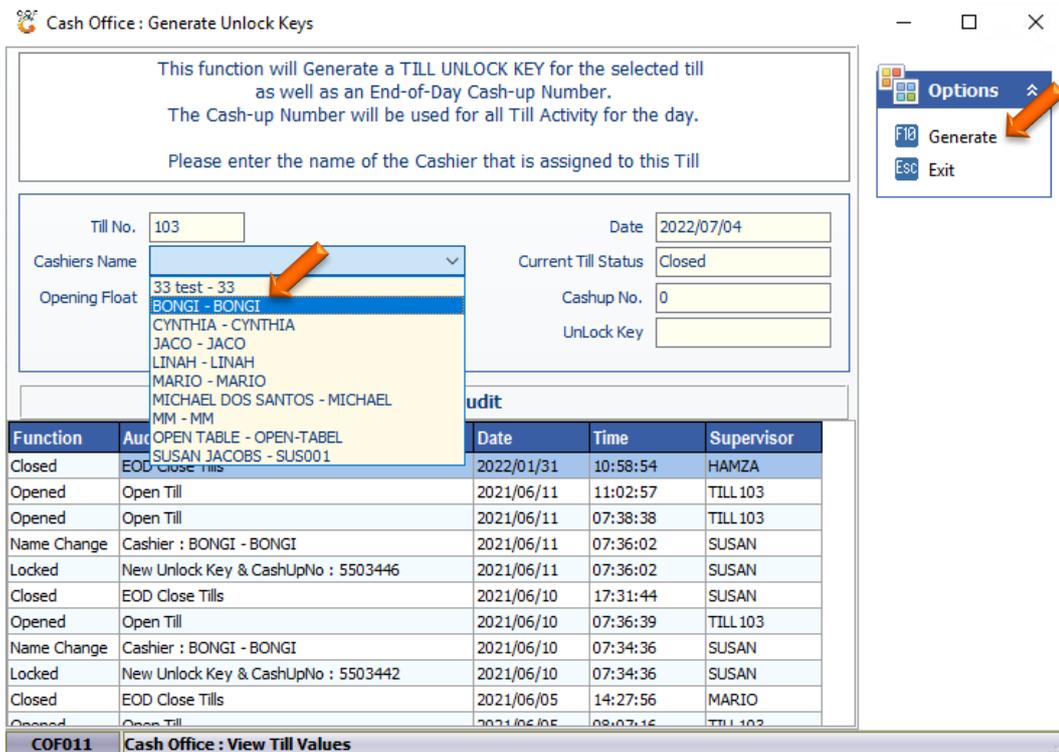
5. On this screen you will generate the key for the cashier for the till number you have selected. **(PLEASE MAKE SURE YOU SELECT ONE CASHIER FOR ONE TILL NUMBER)**

5.1 At Cashier Name please select the corresponding Cashier

5.2 Then select (F10) GENERATE

Repeat this process for each of the cashiers you have.

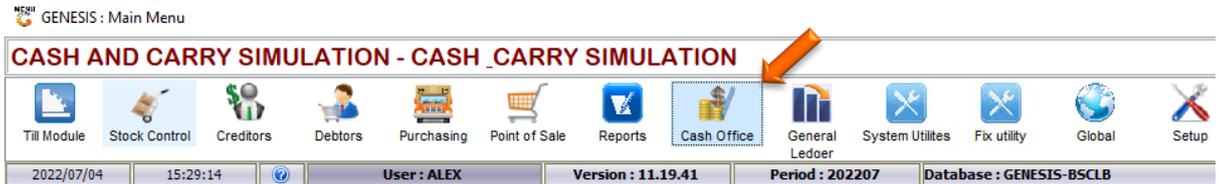
You will see there is a stub that prints after you select (F10) or Generate



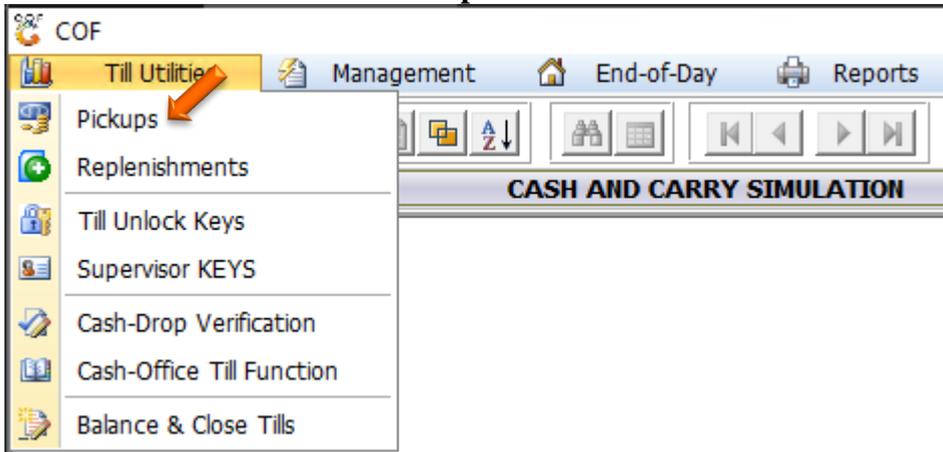
Day Closure

Each user's till that was opened during the day must be **Picked up**, so that no Cash, Cheques or Credit Cards amounts are left unaccounted for, this will determine if they are **Short** or **Over**.

1. From the main menu open **Cash Office**, with a user that is allowed to access **Cash Office**, this user is called a **Management Till** user.



2. Select **Till Utilities** and then **Pickups**.



3. The following screen will open:

Cash Office : Till Pickups

Till Status	Till No.	Cashiers Name	Opening Float	Till Takings	Pickups	Value in Till	CASH in Till	Cas
Open	101	33 test - 33	0.00	0.00	0.00	0.00	0.00	550
Open	102	JACO - JACO	0.00	0.00	0.00	0.00	0.00	550
Closed	103	KEY103	0.00	0.00	0.00	0.00	0.00	0
Locked	104	MARIO - MARIO	0.00	0.00	0.00	0.00	0.00	550
Counting	200	MM - MM	0.00	-500.00	0.00	-500.00	-500.00	550
Closed	201	TEST	0.00	0.00	0.00	0.00	0.00	0
Closed	202	KEY 202	0.00	0.00	0.00	0.00	0.00	0
Closed	203	KEY 203	0.00	0.00	0.00	0.00	0.00	0
Closed	204	KEY 204	0.00	0.00	0.00	0.00	0.00	0
Closed	205	KEY 205	0.00	0.00	0.00	0.00	0.00	0
Open	206	OPEN TABLE - OPEN-TABEL	0.00	0.00	0.00	0.00	0.00	550
Closed	207	JACO	0.00	0.00	0.00	0.00	0.00	0
Closed	498	ADMIN TILL	0.00	0.00	0.00	0.00	0.00	0
Open	499	33 test - 33	0.00	2 260.00	0.00	2 260.00	2 260.00	550

Options

- View Till Values
- View Pickups
- View Till Activity
- View Doc.Activity
- Exit

Functions

- Refresh Grid

Grid Line Color

- Call Cashier (Cash Limit)
- Cashier CALLED - Waiting
- Till Balanced
- Counting Float
- Till Locked
- Till Closed

Auto-Refresh OFF

- 4.

5. **Every user with CASH (Money) in the Till** must be picked up, select the person with the mouse and press **F5 Pick Up**. The following screen will open:

Cash Office : Till Pickups

Till No. 499 33 test - 33 Opening Float 0.00
 Till Status Open Closing Float 0.00
 Cashup No. 5503454

Tender Type	Till Takings	Pickups	Balance in Till	DRAW NOW
Cash	2 260.00	0.00	2 260.00	2260 CA
Cheques	0.00	0.00	0.00	0.00 CQ
Credit Cards	0.00	0.00	0.00	0.00 CR
Vouchers	0.00	0.00	0.00	0.00 VC
Transfers	0.00	0.00	0.00	0.00 TR
Wallets	0.00	0.00	0.00	0.00 WL
Totals	2 260.00	0.00	2 260.00	2 260.00

Options
 F10 Save PickUp
 Esc Exit

Functions
 F7 Vouchers
 F9 Split Cash

COF014 Cash Office : Till Pickups

6. Enter the total Cash counted as well as **Credit Cards** into the **DRAW NOW** column and then press **F10 Save Pickup**. *Do this for all users.* This can be done after each cashier goes home. Ideally by the person locking the store, also referred to the **Management Till** user. There must be no **Cash in the Till** for any Till, as this will affect the Day End Closing.

7. Next, we need to close each Till, select **Till Utilities**, then **Balance & Close Tills**.

COF

Till Utilities Management End-of-Day

- Pickups
- Replenishments
- Till Unlock Keys
- Supervisor KEYS
- Cash-Drop Verification
- Cash-Office Till Function
- Balance & Close Tills

CASH AND CARRY

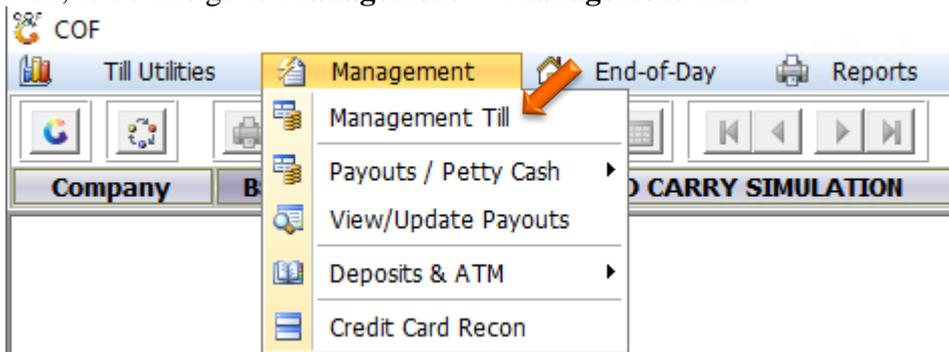
- The following screen will open, Under **COMMENT** you will see if a till **OVER**, **SHORT** or **BALANCED**. Next, Select each user and press (**F9 Close Till**) to close their till, the status will change to **Balanced**.

If a till is either **Short** or **Over**, recount the money and correct the Pick-up.

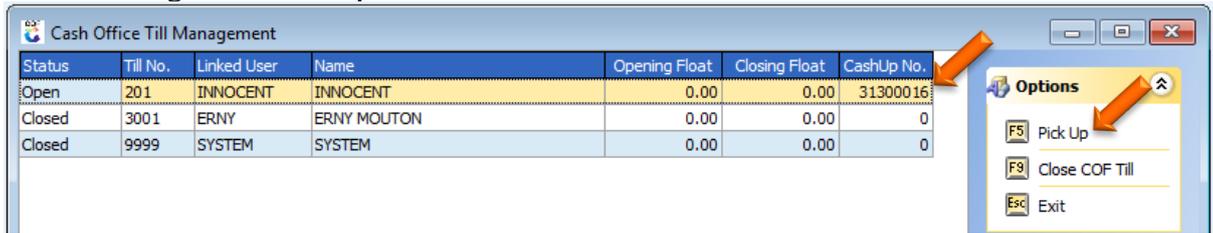
The screenshot shows a window titled "Point of Sale Cashup : Balance-up Tills". It contains a table with the following columns: Till No, Cashier, Open.Float, Till Values, Pickups, Counted, Difference, Comment, and Status. The table lists various tills, including one with a difference of 6,500.00 (Over) and another with a difference of -2,260.00 (SHORT). To the right of the table is a sidebar with sections: Options (Count Details, Exit), Functions (CLOSE Till, Till Activity, View Doc.Activity, Refresh Grid), Reports (Print Till Status), and Grid Line Color (Call Cashier, Cashier CALLED, Till Balanced, Counting Float, Till Locked, Till Closed, Auto-Refresh Grid). Two orange arrows point to the 'Comment' and 'Options' areas.

Till No	Cashier	Open.Float	Till Values	Pickups	Counted	Difference	Comment	Status
101	33 test - 33	0.00	0.00	0.00	0.00	0.00	Balanced	Open
102	JACO - JACO	0.00	0.00	0.00	0.00	0.00	Balanced	Open
103	KEY103	0.00	0.00	0.00	0.00	0.00	Balanced	Close
104	MARIO - MARIO	0.00	0.00	0.00	0.00	0.00	Balanced	Locked
200	MM - MM	0.00	-500.00	0.00	3 000.00	6 500.00	Over	Counting
201	TEST	0.00	0.00	0.00	0.00	0.00	Balanced	Close
202	KEY 202	0.00	0.00	0.00	0.00	0.00	Balanced	Close
203	KEY 203	0.00	0.00	0.00	0.00	0.00	Balanced	Close
204	KEY 204	0.00	0.00	0.00	0.00	0.00	Balanced	Close
205	KEY 205	0.00	0.00	0.00	0.00	0.00	Balanced	Close
206	OPEN TABLE -	0.00	0.00	0.00	0.00	0.00	Balanced	Open
207	JACO	0.00	0.00	0.00	0.00	0.00	Balanced	Close
498	ADMIN TILL	0.00	0.00	0.00	0.00	0.00	Balanced	Close
499	33 test - 33	0.00	2 260.00	0.00	0.00	-2 260.00	SHORT	Open

- Ensure all tills are closed, besides the 499 Admin till. At this stage the Cashiers can go home, and the Management Till user must conclude the combined Pick-ups. Once all the Tills are closed, then the persons that did the pickups must be Picked up as well, to do this go to **Management -> Management Till**.



10. The following screen will open

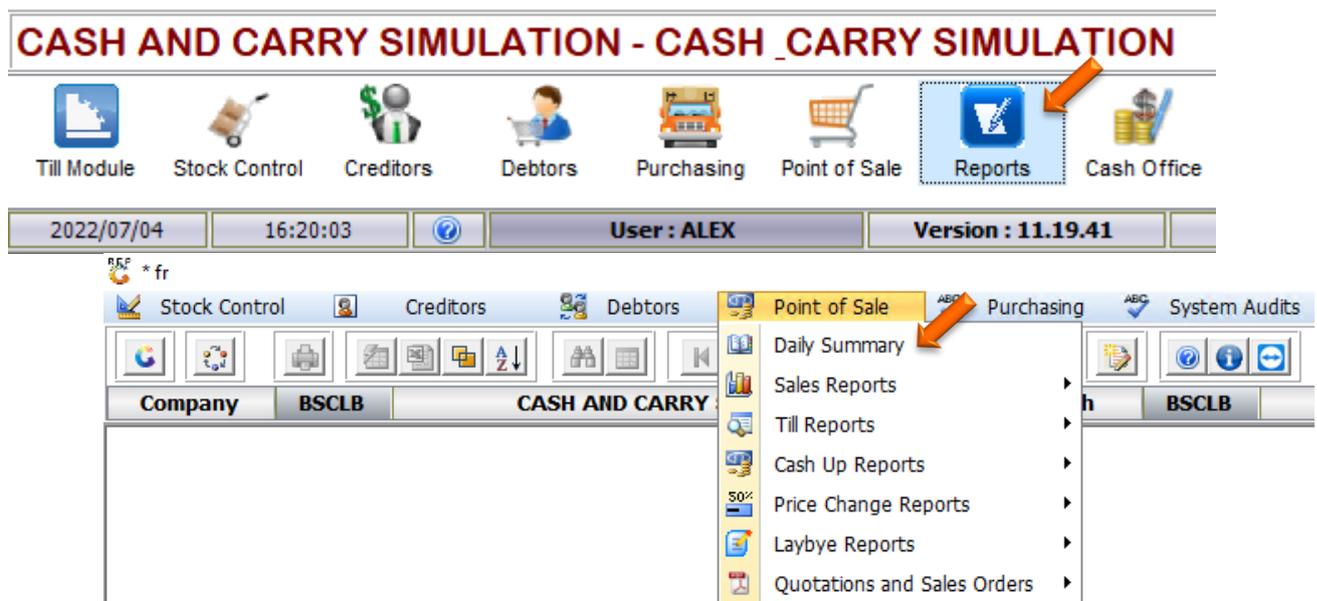


11. Select each user that has a Cash-up Number and do the **Pick Up**, once all the money is picked up, ensure that **all users** are **Closed**. Then you can close all screens and go home. The Day End can be processed the next day and the following reports can also be printed.

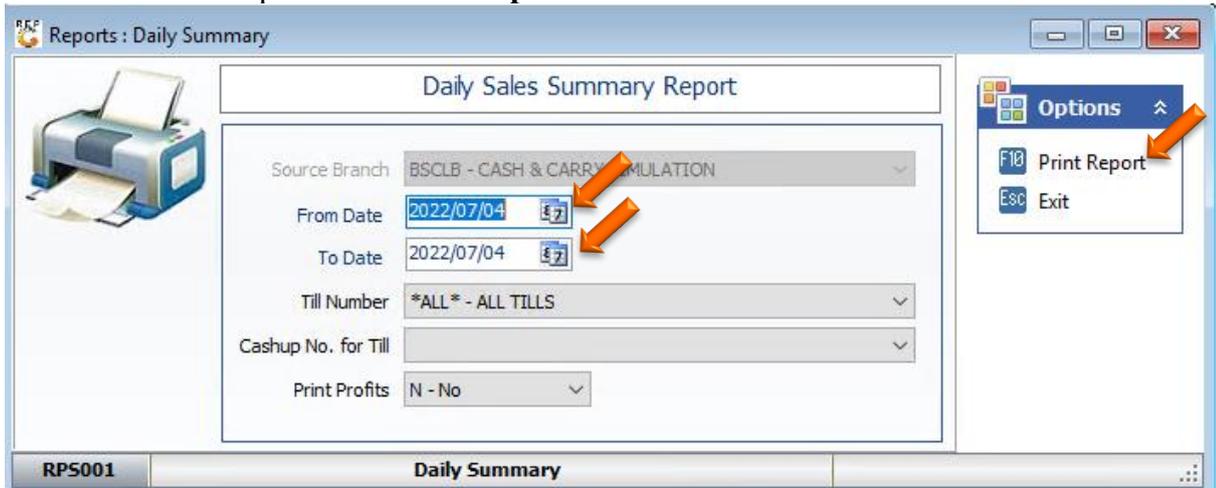
Cash Up Reports

1. Open **Reports** from the main menu, go to **Point of Sale**, select **Daily Summary**.

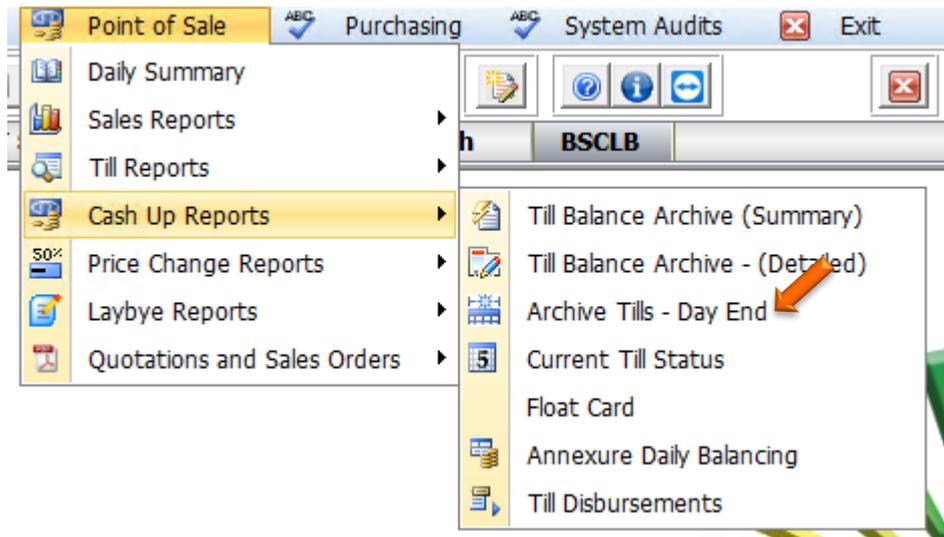
GENESIS : Main Menu



2. Enter the dates and press **F10 Print Report**



3. The second report that needs to be printed is the **Till Balance Archive**, this report can also be printed the next day, but then the **Archive Tills – Day End** must be



selected.

Pay-outs

Before the Day can be closed, all Cash paid or banked must be captured.

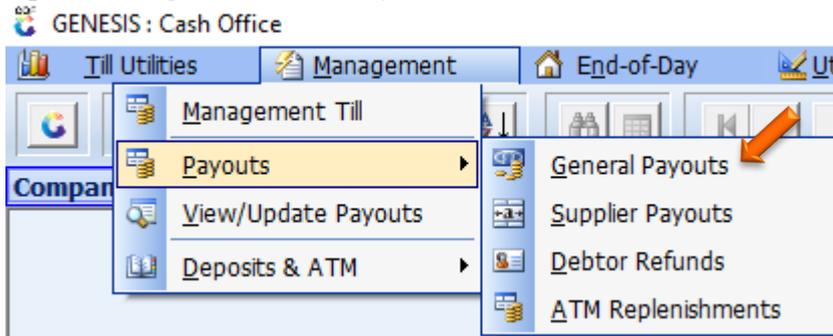
There are four types of Payouts:

- General Payouts –
- Supplier Payouts –
- Debtor Refunds –
- ATM Replenishment –

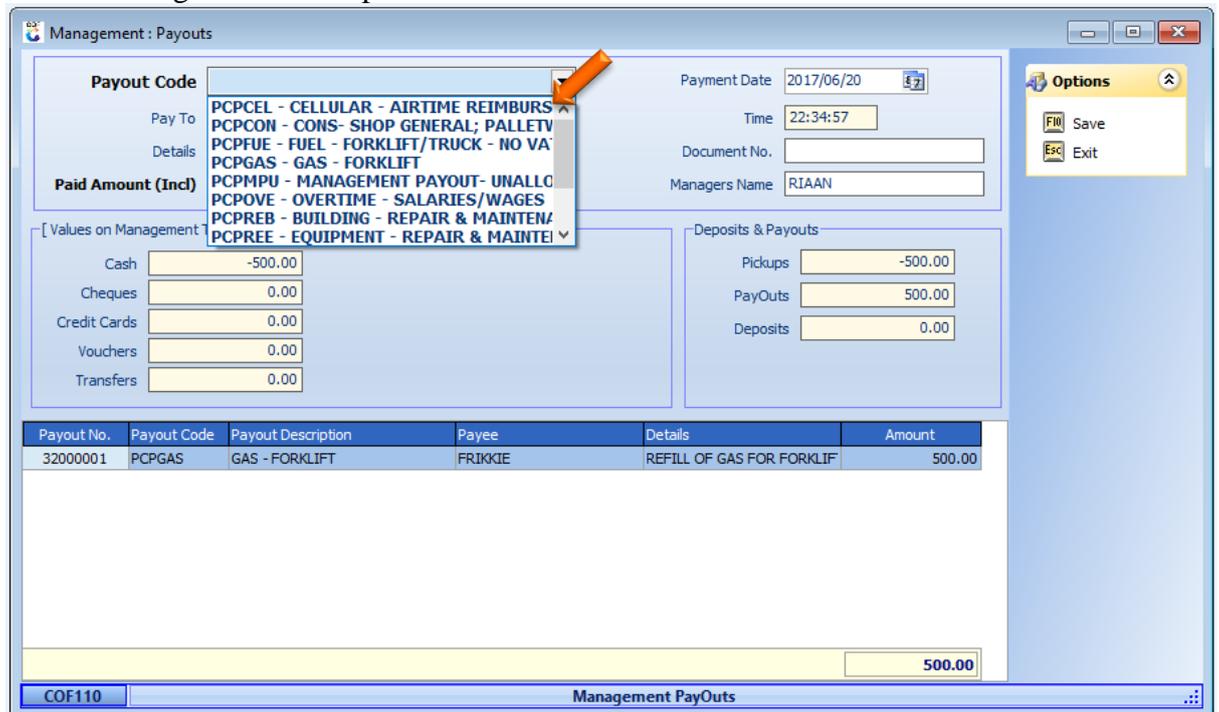
As well as money Deposited into the bank account.

General Payouts

1. Open **Management**, then **Payouts**



2. The following screen will open:



3. Select one of the existing **Pay-out Codes**, enter the **Pay To**, **Details**, **Amount** and **Document Number**, and press **F10** to save. Continue to add all pay-outs made for the day.

Supplier Payouts

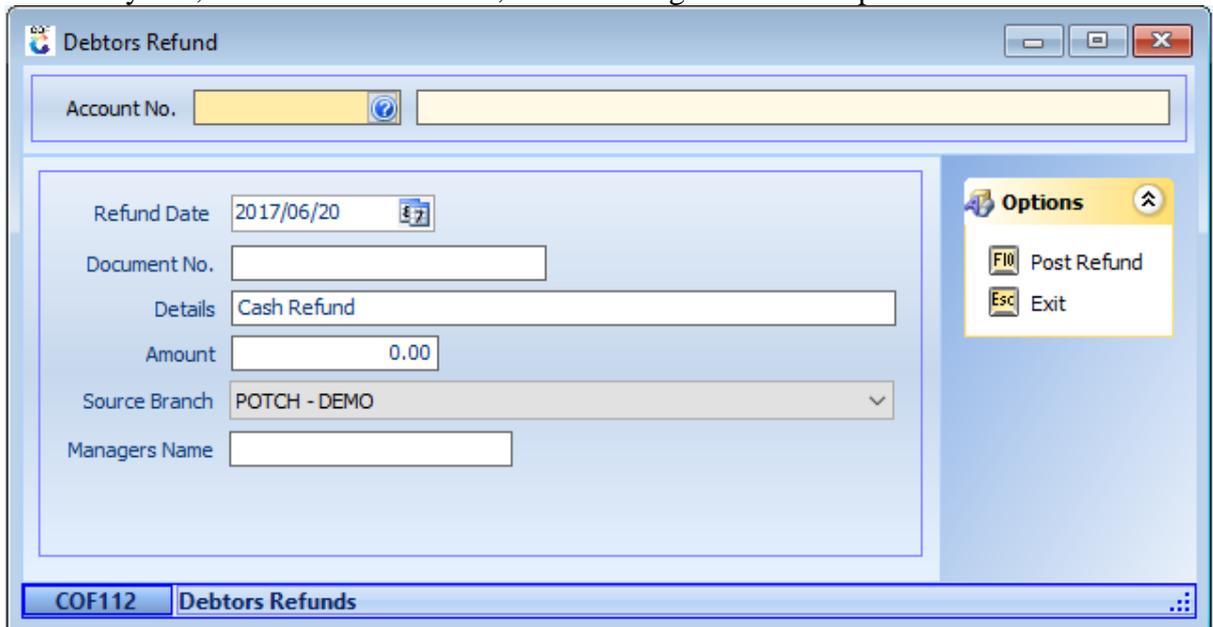
1. Under Payouts, select Supplier Payouts, the following screen will open:

The screenshot shows a software window titled "Supplier Payouts" with a standard Windows-style title bar (minimize, maximize, close buttons). The window is divided into several sections:

- Account Information:** Two rows of input fields. The first row is labeled "Account No." and the second "Main Account". Each row has a small yellow box on the left and a larger white input field on the right.
- Payment Details:** A central area containing:
 - Payment Date:** A date field with "2017/06/20" and a calendar icon.
 - Posting Date:** A date field with "2017/06/20".
 - Pay Method:** A dropdown menu currently showing "CASH".
 - Document No.:** A text input field.
 - Details:** A text input field containing "Creditors Payment".
 - Amount:** A text input field containing "0.00".
 - Source Branch:** A dropdown menu currently showing "POTCH - DEMO".
 - Managers Name:** A text input field.
- Options Panel:** A yellow-bordered panel on the right side with the title "Options" and an upward arrow icon. It contains two items:
 - F10 Post Payment**
 - Esc Exit**
- Footer:** A blue bar at the bottom left contains the text "COF111 Supplier Payouts".

Debtor Refunds

1. Under Payouts, select Debtor Refunds, the following screen will open:



The screenshot shows a window titled "Debtors Refund" with the following fields and options:

- Account No. (text input)
- Refund Date: 2017/06/20 (calendar icon)
- Document No. (text input)
- Details: Cash Refund (text input)
- Amount: 0.00 (text input)
- Source Branch: POTCH - DEMO (dropdown menu)
- Managers Name (text input)

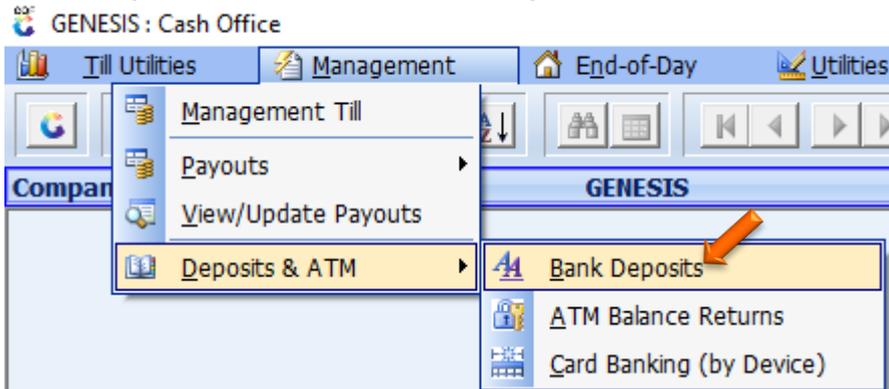
On the right side, there is an "Options" panel with the following options:

- F10 Post Refund
- Esc Exit

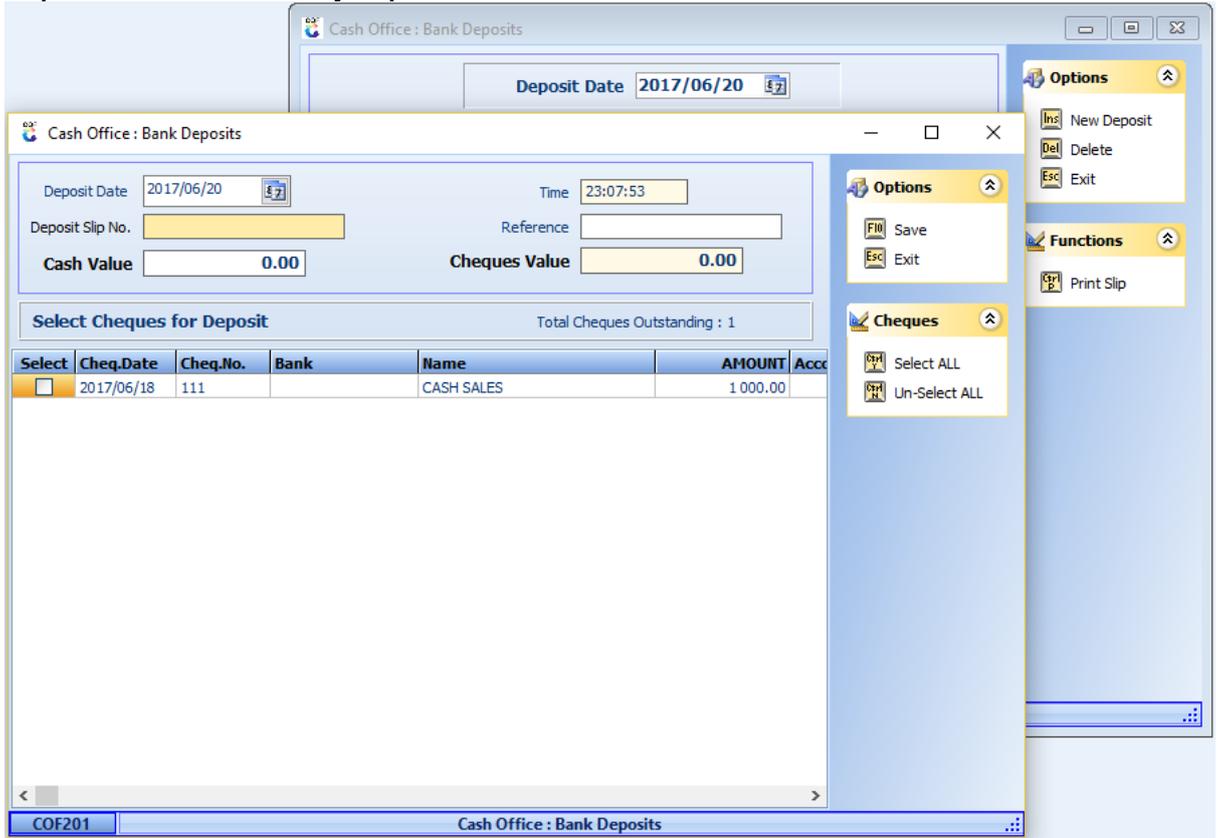
At the bottom of the window, there is a status bar with "COF112" and "Debtors Refunds".

Bank Deposits

1. Under Deposits & ATM, select Bank Deposits.



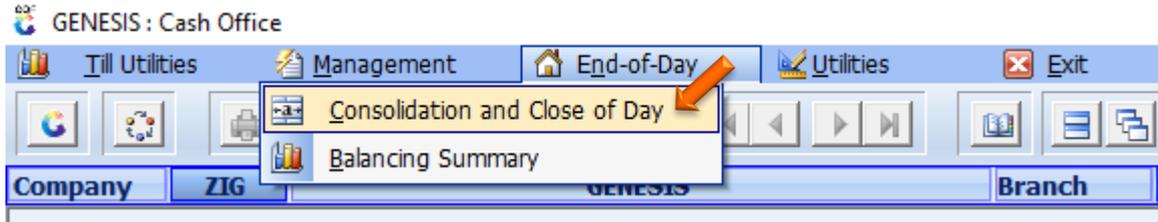
2. Capture the G4S or money deposited into the bank.



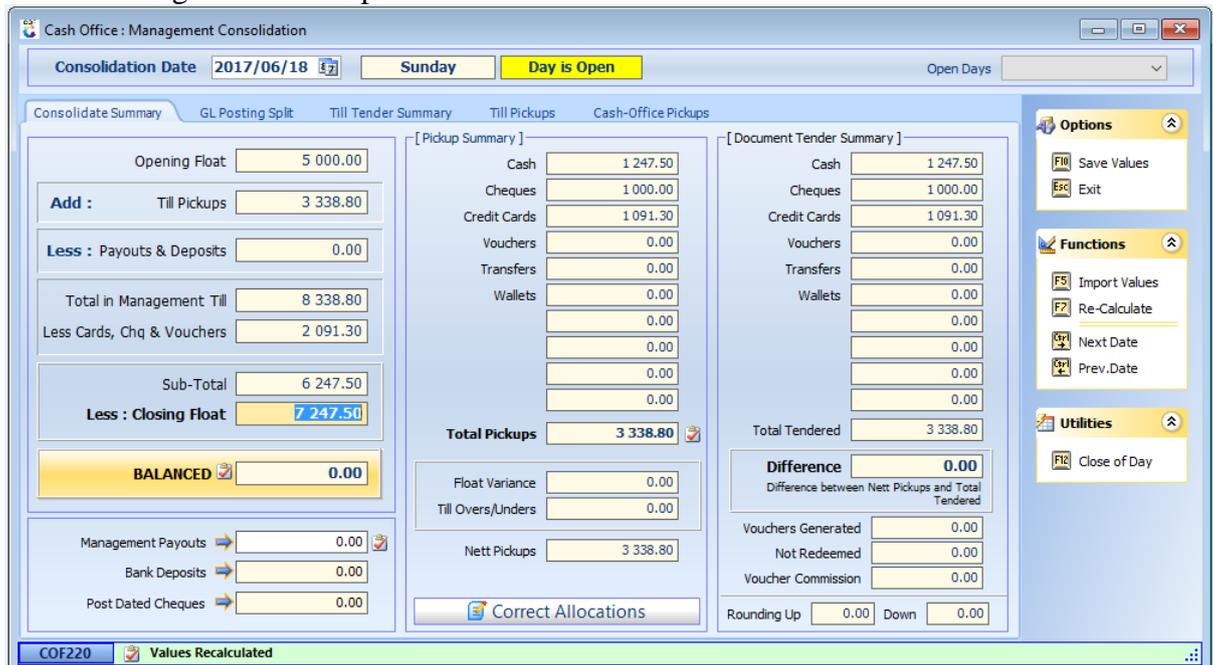
End of Day

This is now where all the monies collected and paid out gets reconciled and posted to the Ledger.

1. Open **End-of-Day** and then **Consolidate and Close of Day**



2. The following screen will open.



3. The first thing to look at is that the **Difference** field is 0, if this is not the case, then the **Till Pickups** and the **Management Till Pickups** does not balance. This needs to be rectified before continuing. This can be done by selecting the TABS on the top.
4. The second thing to check is that the Pickup Summary is indeed correct, after verifying all slips and counts, If this is not correct, press the **Correct Allocation** and correct the allocations.
5. The third items to check is that the **Opening Float** is the same as the Closing Float of the previous day. Now enter the **Closing Float**; and press the **F7 Re-calculate** button.
6. If the **BALANCED** field is 0, then press the **F10 Close of Day**. If any of these are out, then contact Genesis Support to assist in fault finding.