

# **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:

G	GENESIS	Main Menu													
C	ASH A	ND CAR	RY SIMU	LATIO	N - CASH		RY SIMUL	ATION	1						
		<b>\$</b>	8	-		Ţ		ń		N	$\times$		$\times$		X
Tì	II Module	Stock Control	Creditors	Debtors	Purchasing	Point of S	ale Reports	Cash Of	fice	General Ledger	System U	tilites	Fix utility	Global	Setup
:	2022/07/04	15:29	:14 🕜		User : ALEX		Version : 11.	19.41	Pe	eriod : 20	2207	Datat	ase : GENES	IS-BSCLB	

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

Č	Open Cash Office Till	_ <b>_</b> ×
O P E N C A S H O F F I C E T I L L	Cash-Office Till No. 3001 Cashiers Name ERNY MOUTON Date Closed 2019/02/14 Time Closed 17:52:59	Coptions Copen Till Esc Exit
COF900 Open Cash Office	Till	.:i

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**.

👸 Cash Offi	ce : Generate 1	Till Unlock Keys						
Status	Till.No	Cashup No.	Cashiers Name	Opening Float	Closing Float	Relief Till	Return Till	Unlock Key
Open	101	5503455	33 test - 33	0.00	0.00			
Open	102	5503449	JACO - JACO	0.00	0.00			
Closed	103	0	KEY 103	0.00	0.00			
Locked	104	5503448	MARIO - MARIO	0.00	0.00			##############
Counting	200	5503453	MM - MM	0.00	3 000.00			
Closed	201	0	TEST	0.00	0.00			
Closed	202	0	KEY 202	0.00	0.00			##############
Closed	203	0	KEY 203	0.00	0.00			
Closed	204	0	KEY 204	0.00	0.00			
Closed	205	0	KEY 205	0.00	0.00			
Open	206	5500819	OPEN TABLE - OPEN-TABEL	0.00	0.00			
Closed	207	0	JACO	0.00	0.00			
Closed	498	0	ADMIN TILL	0.00	0.00			
Open	499	5503454	33 test - 33	0.00	0.00			
							·	
COF040	Cash Office	: Generate Till U	nLock Keys					

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 )

- At Cashier Name please select the corresponding Cashier 5.1
- 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

👸 Cash Offi	ce : Generate Unlock Keys					-		×
	This function will Generate a TILL UN as well as an End-of-Day The Cash-up Number will be used fo Please enter the name of the Cashie	LOCK KEY for Cash-up Num or all Till Activ er that is assig	the selec ber. ity for the ned to th	ted till e day. nis Till		F10 Esc	Options Generate Exit	Ŷ
Till M Cashiers Na Opening Flo	No. 103 me 33 test - 33 BONGI - BONGI CYNTHIA - CYNTHIA JACO - JACO	Date 2022/07/04 Current Till Status Closed Cashup No. 0 UnLock Key						
Function	LINAH - LINAH MARIO - MARIO MICHAEL DOS SANTOS - MICHAEL MM - MM AutoPPEN TABLE - OPEN-TABEL	udit Date	Time	Supervisor				
Closed	EOD Close This	2022/01/31	10:58:54	4 HAMZA				
Opened	Open Till	2021/06/11	11:02:5	7 TILL 103				
Opened	Open Till	2021/06/11	07:38:38	3 TILL 103				
Name Change	Cashier : BONGI - BONGI	2021/06/11	07:36:03	2 SUSAN				
Locked	New Unlock Key & CashUpNo: 5503446	2021/06/11	07:36:0	2 SUSAN				
Closed	EOD Close Tills	2021/06/10	17:31:4	4 SUSAN				
Opened	Open Till	2021/06/10	07:36:39	7 TILL 103				
Name Change	Cashier : BONGI - BONGI	2021/06/10	07:34:36 SUSAN					
Locked	New Unlock Key & CashUpNo : 5503442	2021/06/10	07:34:36 SUSAN					
Closed	losed EOD Close Tills		14:27:56	.56 MARIO				
Opened	Open Till	2021/05/05	09.07.1	TTU 102				
COF011	Cash Office : View Till Values							

### **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**.

80	COF			
1	Till Utilitie 🖉 Manag	gement 🚮	End-of-Day	🖨 Reports
9	Pickups	1 🖷 👌 🛛	*1 ■	
	Replenishments			
<u>a</u>	Till Unlock Keys	CASH	AND CARRY S	SIMULATION
	Superviser KEVC			
<u>@</u> =	Supervisor KETS			
	Cash-Drop Verification			
	Cash-Office Till Function			
٦	Balance & Close Tills			

3. The following screen will open:

👸 Cash Offi	ice : Till Pick	kups						- • •
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 5503	• Options 🛛 🛠
Open	102	JACO - JACO	0.00	0.00	0.00	0.00	0.00 5503	View Till Values
Closed	103	KEY103	0.00	0.00	0.00	0.00	0.00 0	View Pickups
Locked	104	MARIO - MARIO	0.00	0.00	0.00	0.00	0.00 550:	View Till Activity
Counting	200	MM - MM	0.00	-500.00	0.00	-500.00	-500.00 5503	Ell View Data Activity
Closed	201	TEST	0.00	0.00	0.00	0.00	0.00 0	The view Doc.Activity
Closed	202	KEY 202	0.00	0.00	0.00	0.00	0.00 0	Exit
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	🏋 Functions 🛛 🛠
Closed	205	KEY 205	0.00	0.00	0.00	0.00	0.00 0	B Patrock Crid
Open	206	OPEN TABLE - OPEN-TABEL	0.00	0.00	0.00	0.00	0.00 5500	re Keiresh ond
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:	
								Grid Line Color
								Call Cashier (Cash Limit)
								Cashier CALLED - Waiting
								Till Balanced
								Counting Float
								Till Locked
								Till Closed
<							>	Auto-Refresh Grid
COF010	Cash Offi	ice : Till Pickups				1	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 Offic	e : Till Picku	ps						_		×
Till No.	499	33 tes	t - 33			Opening F	loat		0.0	0
Till Status	Open					Closing F	loat		0.0	0
Cashup No.	55034	54								
Pickups	Vouchers									
Tender Type			Till Takings	Pickups	Balance in Till	DRAW NOW			Options	*
Cash			2 260.00	0.00	2 260.00	2260 CA		F10	Save PickU	. 🔽
Cheques			0.00	0.00	0.00	0.00 CQ	2		5 w	
Credit Cards			0.00	0.00	0.00	0.00 CR		ESC	Exit	
/ouchers			0.00	0.00	0.00	0.00 VC	:   '			
Transfers			0.00	0.00	0.00	0.00 TR		37.	Function o	•
Vallets			0.00	0.00	0.00	0.00 WI	-		Functions	~
								F7]	Vouchers	
								F9]	Split Cash	
Totals			2 260.00	0.00	2 260.00	2 260.00				
<						3	>			
COF014	Cash Office	: Till Pie	kups							

- 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**.



8. 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.

👸 Point	of Sale Cashup : Balance	-up Tills						
Till No	Cashier	Open.Float	Till Values	Pickups	Counted	Difference Comme	Status	
101	33 test - 33	0.00	0.00	0.00	0.00	0.00 Balanced	Open	• Options
.02	JACO - JACO	0.00	0.00	0.00	0.00	0.00 Balanced	Open	
.03	KEY 103	0.00	0.00	0.00	0.00	0.00 Balanced	Close	Count Details
.04	MARIO - MARIO	0.00	0.00	0.00	0.00	0.00 Balanced	Locked	Esc Exit
00	MM - MM	0.00	-500.00	0.00	3 000.00	6 500.00 Over	Counting	<b>3</b> 0.
201	TEST	0.00	0.00	0.00	0.00	0.00 Balanced	Close	<b>X</b> Functions
02	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	View Doc.Activ
06	OPEN TABLE -	0.00	0.00	0.00	0.00	0.00 Balanced	Open	F12 Refresh Grid
207	JACO	0.00	0.00	0.00	0.00	0.00 Balanced	Close	
198	ADMIN TILL	0.00	0.00	0.00	0.00	0.00 Balanced	Close	Reports
199	33 test - 33	0.00	2 260.00	0.00	0.00	-2 260.00 SHORT	Open	
								Grid Line Color
								Call Cashier (Cash L
								Cashier CALLED - W
								Till Balanced
								Counting Float
								Till Locked
								Till Closed
								Auto-Refresh Gr
P0510	0		Clos	e Tills			🎲 Auto-Ref	resh OFF

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

9. 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

🟅 Cash Of	fice Till M	anagement							
Status	Till No.	Linked User	Name	Opening Float	Closing Float	CashUp No.			
Open	201	INNOCENT	INNOCENT	0.00	0.00	31300016	-	A Options	<b>^</b>
Closed	3001	ERNY	ERNY MOUTON	0.00	0.00	0			
Closed	9999	SYSTEM	SYSTEM	0.00	0.00	0		Pick Up -	
								E Close COF T	ill
								Esc Exit	

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**.

CASH A	ND CAR	RY SIMU	LATIO	N - CASH		SIMULA	TION
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Office
2022/07/04	16:20	:03 🕜		User : ALEX	V	ersion : 11.19	9.41
<b>∛</b> *∙	fr Stock Control	S Credito	rs 👫	Debtors	Point of Sale	Purchasin	g System Audits
C	ompany BS	CLB	I <u>2</u> ↓ A CASH A	IND CARRY	Sales Reports	= }	h BSCLB
				9	Cash Up Reports	•	
				50×	Price Change Rep	oorts 🔸	
				3	Laybye Reports	•	
				3	Quotations and S	Sales Orders 🔸	

AL		Daily Sales Summary Report		Options *
50	Source Branch From Date To Date Till Number Cashup No. for Till Print Profits	BSCLB - CASH & CARRY MULATION 2022/07/04 2022/07/04 *ALL* - ALL TILLS N - No ~	~	FIB Print Report
PPS001		Daily Cummany		

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

GENE	SIS : C	Cash Offic	ce				
🛄 <u>T</u> ill	Utilit	ies	🔏 <u>M</u> anage	ement		🚮 E <u>n</u> d-of-Day	📃 👱 <u>U</u> t
C	5	<u>M</u> anage	ement Till		A L		
Compan	5	<u>P</u> ayout	s	•	9	<u>G</u> eneral Payouts	
compan	Q.	<u>V</u> iew/U	pdate Payou	uts	+ <b>a</b> +	<u>Supplier</u> Payouts	
	Ð	<u>D</u> eposit	s & ATM	•	8=	<u>D</u> ebtor Refunds	
	_				5	ATM Replenishme	ents

2. The following screen will open:

🐮 Management : Payout	s		•			- 0	×
Payout Code			Payment Date	2017/06/20	<u>8</u> 7	Options	۲
Pay To Details	PCPCEL - CELLULAR - AI PCPCON - CONS- SHOP G PCPFUE - FUEL - FORKLIF PCPGAS - GAS - FORKLIF	RTIME REIMBURS	Time Document No.	22:34:57		FIII Save	
Paid Amount (Incl)	PCPMPU - MANAGEMENT PCPOVE - OVERTIME - SA PCPREB - BUILDING - RE	PAYOUT- UNALLO ALARIES/WAGES PAIR & MAINTEN/	Managers Name	RIAAN			
Cash	-500.00	KEPAIK & MAINTELY	Pickup	s	-500.00		
Credit Cards	0.00		PayOut	s s	0.00		
Vouchers	0.00						
Payout No. Payout Cod	e Payout Description	Payee	Details		Amount		
32000001 PCPGAS	GAS - FORKLIFT	FRIKKIE	REFILL OF GAS FOR I	FORKLIF	500.00		
					500.00		
COF110		Ν	Aanagement PayOuts				

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:

Cupplier Payouts		
Payment Date Pay Method Document No.	2017/06/20  Posting Date 2017/06/20 CASH	Options     Options     Options     Evit
Details	Creditors Payment	
Amount	0.00	
Source Branch	POTCH - DEMO ~	
Managers Name		
COF111 Supp	lier Payouts	

### **Debtor Refunds**

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

Account No.		
Refund Date Document No. Details Amount Source Branch	2017/06/20	Options  Options  Exit
Managers Name COF112 Debt	tors Refunds	

### Bank Deposits

Under Deposits & ATM, select Bank Deposits.
 GENESIS: Cash Office

ili <u>til</u>	Utilit	ies	🔏 <u>M</u> anagement		🚮 E <u>n</u> d-of-Day	<u>k</u> Utilities
C	5	<u>M</u> anage	ement Till	١	AA 🔳	
Compan	5	<u>P</u> ayout	5		GENESIS	
	Q.	<u>V</u> iew/U	pdate Payouts			
	Ð	<u>D</u> eposit	ts & ATM	<u>_</u>	<u>l</u> Bank Deposits	
	_			8	ATM Balance R	eturns
				F淡 ###	<u>Card Banking (b</u>	oy Device)

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

Deposit Date 2017/06/20     C Cash Office : Bank Deposits     Deposit Date   2017/06/20   Deposit Sip No.   Cash Value   0.00   Cheques Value   0.00   Cheques Value   0.00   Cheques Value   0.00   Cheques Value   0.00   Select Chequas for Deposit   100.00   Cash SALES   1000.00     Select Chequas (hequate   0.01/06/18     111        Cash SALES     1000.00        Select Cheques (hequate           Select Cheques (hequate <th>🐮 Cash</th> <th>Office : Bank Deposits</th> <th></th> <th></th> <th></th> <th></th> <th>8</th>	🐮 Cash	Office : Bank Deposits					8
Cash Office : Bank Deposits     Deposit Date   2017/06/20   Deposit Silp No.   Cash Value   0.00   Cheques Value   0.00   Cheques Outstanding : 1   Select Chequois (Cheques Outstanding : 1)   Select Chequois (Cheques Outstanding : 1)<		Deposit Date	017/06/20 🛐	1		🚯 Options	۲
Deposit Date 2017/06/20   Deposit Sip No. Reference   Cash Value 0.00   Cheques Value 0.00   Select Cheques for Deposit Total Cheques Outstanding : 1   Select Chequas AHOUNT Acco   2017/06/18 111   CASH SALES 1000.00	👸 Cash Office : Bank Deposits			- 0	×	New Depos	sit
Deposit Slip No. Reference   Cash Value 0.00   Cheques Value 0.00     Select Chequos for Deposit   Total Cheques Outstanding : 1     Select Chequot Chequities   Value   2017/06/18     111     CASH SALES     1000.00     Select Chequot Chequities     Select Chequot Chequities     AMOUNT Acco   Select Chequot Chequities     Select Chequot Chequot Chequities     Select Chequot Ch	Deposit Date 2017/06/20	Time 23:07:53		🚯 Options	۲	Esc Exit	
Select Cheques for Deposit     Select Chequos Chequos     Select Chequos	Deposit Slip No.	Reference	0.00	FIO Save			۲
Select Cheques for Deposit       Total Cheques Outstanding : 1       Cheques       Image: Chequity of the cheques						😰 Print Slip	
Select         Cheq.No.         Bank         Name         AHOUNT         Accc           2017/06/18         111         CASH SALES         1000.00         Image: Select ALL         Image: Select ALL           Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL           Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Select ALL         Image: Se	Select Cheques for Deposit	Total Cheques O	utstanding : 1	📈 Cheques	۲		
<	Select         Cheq.Date         Cheq.No.         Bank           2017/06/18         111	Name CASH SALES	AMOUNT Accc 1000.00	9 Select ALL	ALL		
	<		>				

# 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

GENESIS : Cash Offi	ce			
🛄 <u>T</u> ill Utilities	⁄ <u>M</u> anagement	🔓 E <u>n</u> d-of-Day	🖳 <u>U</u> tilities	🔀 <u>E</u> xit
	Consolidation and	I Close of Day		
	Balancing Summa	iry 🗧		Pranch
		UENE313		Dralicii

2. The following screen will open.

Consolidation Date 2017/06/18	Sunday	Day is	Open		Open Days		~
Consolidate Summary GL Posting Split	Till Tender Summary	Till Pickups	Cash-Office Pickups	- [ Deciment Tender Summa	ev 1	Options	*
Opening Float 5 00	0.00	Cash	1 247.50	Cash	1 247.50	FIII Save Values	1
Add : Till Pickups 3 33	8.80	Credit Cards	1 091.30	Credit Cards	1 091.30	Exit	
Less : Payouts & Deposits	0.00	Vouchers Transfers	0.00	Vouchers Transfers	0.00	F5 Import Value	es (*
Total in Management Till 8 33 Less Cards, Chq & Vouchers 2 09	8.80 1.30	Wallets	0.00	Wallets	0.00	Re-Calculate	2
Sub-Total 6 24	7.50		0.00		0.00	🕎 Prev.Date	
Less . Closing roat	Tot	al Pickups	3 338.80 楶	Total Tendered	3 338.80	Utilities	(2)
BALANCED	Flo	oat Variance	0.00	Difference Difference between Ne	0.00 tt Pickups and Total Tendered	Close of Da	r
Management Payouts 🔿	۱ 🕲 🕲 😳	Nett Pickups	3 338.80	Vouchers Generated Not Redeemed	0.00		
Bank Deposits 🌩 Post Dated Cheques 🜩	0.00	Correct All	ocations	Voucher Commission	0.00		

- 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.