



## How to Guide: Till Pick Up

*Aug 2020*



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## How to do a Pickup

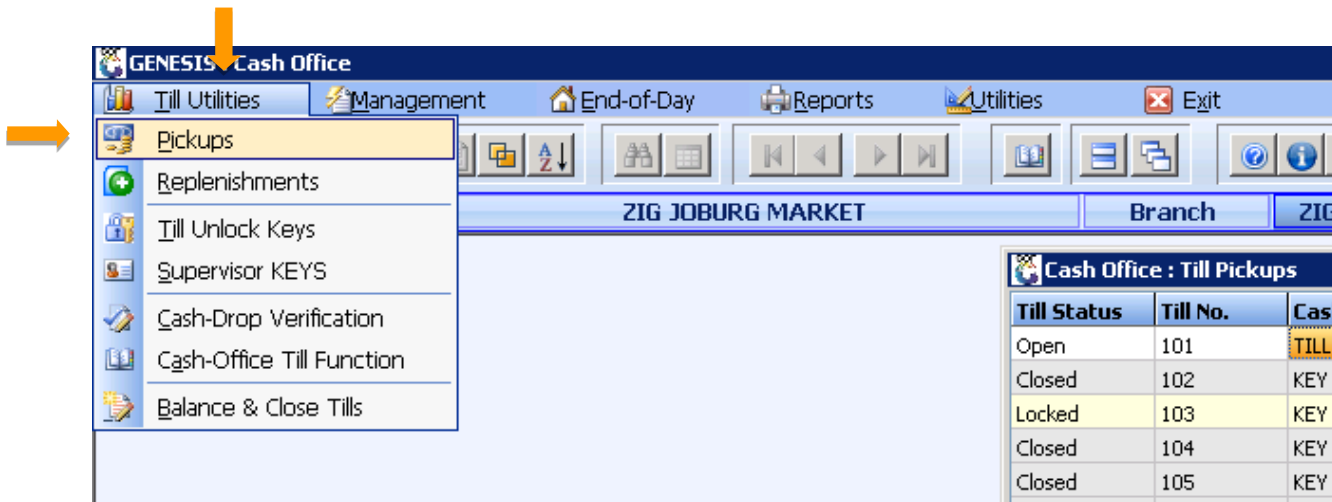
1. Log into 'GENESIS MENU'.



2. Open 'Cash Office' Module.



3. Go to 'Till Utilities' > 'Pickups'.



- Select the Cashier who you want to Pick Up, then you click on 'Pick Up' or Press F5.

Till Status	Till No.	Cashiers Name	Opening Float	Till Takings	Pickups	Value in Till	CASH in Till	Cas
Open	101	TILL 1 - 105	0.00	10.00	0.00	10.00	10.00	555
Closed	102	KEY 102	0.00	0.00	0.00	0.00	0.00	0
Locked	103	KEY 103	0.00	0.00	0.00	0.00	0.00	0
Closed	104	KEY 104	0.00	0.00	0.00	0.00	0.00	0
Closed	105	KEY 105	0.00	0.00	0.00	0.00	0.00	0
Closed	106	KEY 106	0.00	0.00	0.00	0.00	0.00	0
Open	107	KEY 107	0.00	0.00	0.00	0.00	0.00	107
Open	108	KEY 108	0.00	0.00	0.00	0.00	0.00	108
Locked	109	CRYSTAL GARSON	0.00	0.00	0.00	0.00	0.00	109
Open	110	KEY 110	0.00	0.00	0.00	0.00	0.00	110
Open	111	HERCILIA CHAMBULE	0.00	0.00	0.00	0.00	0.00	111
Open	498	Admin Till (Keep Locked)	0.00	0.00	0.00	0.00	0.00	0
Open	499	ADMIN	0.00	0.00	0.00	0.00	0.00	0

- Enter the amount of money that you picked up in the 'DRAW NOW' column. Pick up all the tender types and insert the values of cash, credit cards, etc.
- Click on 'Save Pickup' or press F10.

Tender Type	Till Takings	Pickups	Balance in Till	DRAW NOW	Tx
Cash	10.00	0.00	10.00	0.00	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
<b>Totals</b>	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>		

(Make sure you Pickup all the till users.)

*That concludes the User Guide.*