

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'.

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O	<u>R</u> eplenishments								
8	<u>T</u> ill Unlock Keys	ZIG JOBURG MARKET				Branch		ZIG.	
8=	Supervisor KEYS				👸 c	ash Offic	e : Till Picku	ips	
	Cash-Drop Verification				Till 9	Status	Till No.	Cast	
Ð	Cash-Office Till Function				Oper	n .	101	TILL	
•	Balance & Close Tills				Close	ed ed	102	KEY 1	
	-	1			Close	ed	104	KEY 1	
					Close	ed	105	KEY 1	

4. 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 5550	40 Options	
Closed	102	KEY 102	0.00	0.00	0.00	0.00	0.00 0	The second second second	
Locked	103	KEY 103	0.00	0.00	0.00	0.00	0.00 0	View Hill Values	
Closed	104	KEY 104	0.00	0.00	0.00	0.00	0.00 0	E2 View Pickups	
Closed	105	KEY 105	0.00	0.00	0.00	0.00	0.00 0	🖞 View Till Activity	
Closed	106	KEY 106	0.00	0.00	0.00	0.00	0.00 0	View Doc. Activity	
Open	107	KEY 107	0.00	0.00	0.00	0.00	0.00 107	For East	
Open	108	KEY 108	0.00	0.00	0.00	0.00	0.00 108	EXIC	
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	W Functions	
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	🛛 🔝 Pick Up 🛛 🔶	
Open	499	ADMIN	0.00	0.00	0.00	0.00	0.00 0	🔽 Call Cashier	

- 5. 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.
- 6. Click on 'Save PickUp' or press F10.

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-	Till No. Till Status Cashup No.	101 T Open 5550002	ILL 1 - 105			Openin Closin	g Float g Float	: 0,0	00
	Pickups V		A Option	٨					
	Tender Type		Till Takings	Pickups	Balance in Till	DRAW NOW	Тх	- option	-
	Cash		10.00	0.00	10.00	0.00	CA	🔟 Save PickU	p 🗌
	Cheques		0.00	0.00	0.00	0.00	cq	Esc Exit	
	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	Example Functions	۲
	Wallets		0.00	0.00	0.00	0.00	WL	7 Vouchers 9 Split Cash	
	Totals		10.00	0.00	10.00				
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	COF014	Cash Office : T	ill Pickups						
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(Make sure you PickUp all the till users.)

That concludes the User Guide.