How to Guide:
Offline Till Cash-up

Aug 2020
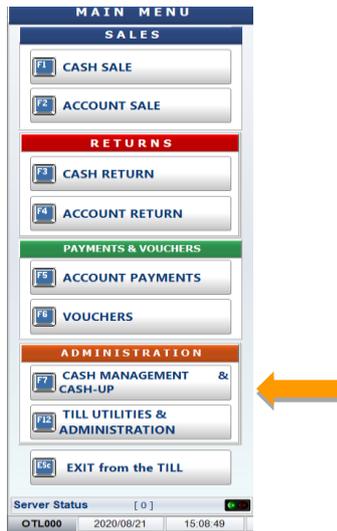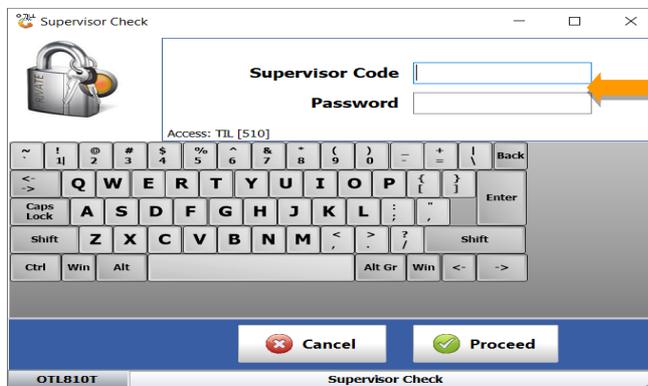
How to do a Cash-up on an Offline Till.

This document is to Guide you through the process on how to do Cash Management and Cash-up.
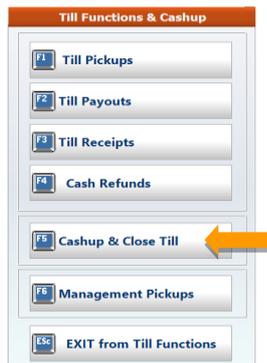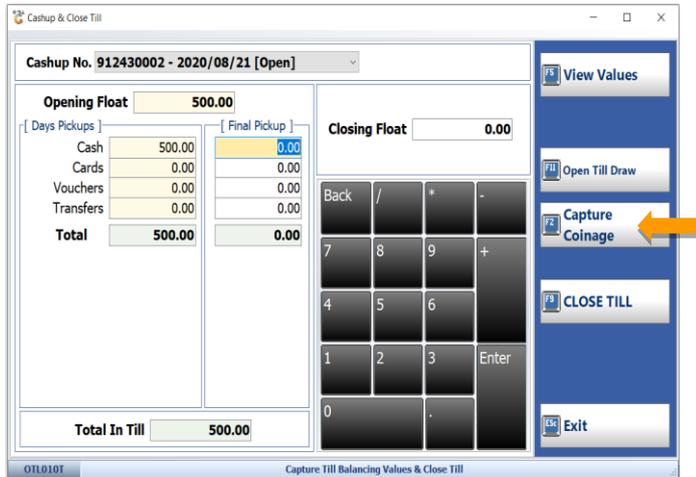
1. Go to **'CASH MANAGEMENT & CASH-UP'**.

2. Enter your Supervisor Code and Password.
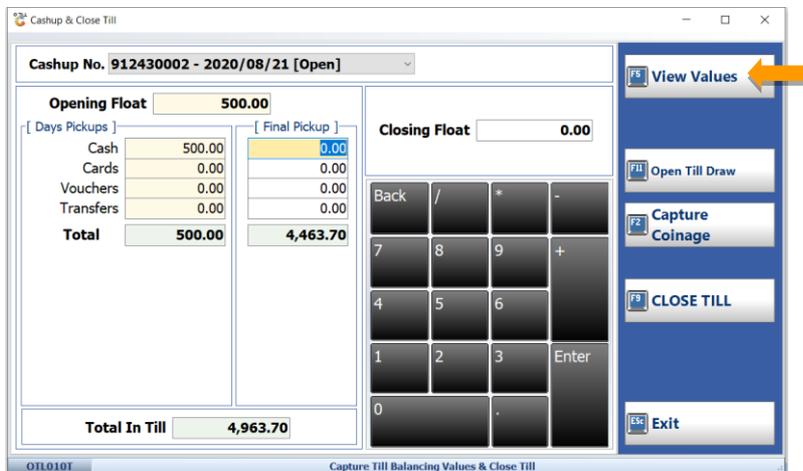

3. Go to **'Cash-up & Close Till'**.

4. Click on **'Capture Coinage'**.

5. Count coinage and click on **'Accept'**.

6. Click on **'View Values'**.

7. Make sure the Till Balanced and click **'Back'**.

8. Click on **'CLOSE TILL'**/ F3 to close your Till.

This concludes the User Guide.