

## How to Guide: Offline Till Cash-up

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## 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.

🖑 Supervisor Check	-	$\times$
A REAL	Supervisor Code Password	
	Access: TIL [510]	
~! @ # ! ` 1  2 3	\$ % ^ & * ( ) - +   Back	
Q W E	R T Y U I O P { }{ }{ 1	
Caps Lock A S D		
shift ZX	C V B N M < > ? shift	
Ctrl Win Alt	Alt Gr Win <>	
	😵 Cancel 🛛 🔗 Proceed	
OTL810T	Supervisor Check	

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



4. Click on 'Capture Coinage'.

Cashup No. 912430002 - 2020/08/21 [Open]							<sup>75</sup> View Values
Opening Float ays Pickups ] Cash	500.00	0.00 [ Final Pickup ] 0.00	Closin	g Float		0.00	
Cards	0.00	0.00					1 Open Till Draw
Vouchers Transfers	0.00	0.00	Back	/	*	-	_
Total	500.00	0.00					Capture Coinage
local	500.00	0.00	7	8	9	+	Comage
			4	5	6		
			1	2	3	Enter	
Total In 1	[	500.00	0				EST Exit

5. Count coinage and click on 'Accept'.

	Co	inage Capture	5					
Denomination	Count	Amount	Back	/	*	-	🔝 Cle	ar Count
5 Cents	0	0.00						
10 Cents	0	0.00	7	8	9	+		
20 Cents	1	0.20						
50 Cents	1	0.50	4	5	6			
L Rand	1	1.00						
2 Rand	1	2.00	1	2	3	Enter		
5 Rand	2	10.00						
LO Rand	5	50.00	0					
20 Rand	20	400.00						
50 Rand	20	1000.00		Total Coir	ns	0.00	F10	Accept
100 Rand	10	1000.00		Total Note	es	0.00		
200 Rand	10	2000.00	Tota	l Counte	4	0.00	ESc	Cancel

6. Click on 'View Values'.

ashup No. 9124	🛯 🔟 View Values 🤙						
<b>Opening Floa</b>	t 500.00	)					
Days Pickups ]	[	Final Pickup ]	Closin	g Float		0.00	
Cash	500.00	0.00		-			
Cards	0.00	0.00					🔛 Open Till Draw
Vouchers	0.00	0.00	Back	1	*	-	
Transfers	0.00	0.00	Buck	ľ			Capture
Total	500.00	4,463.70					Capture Coinage
			7	8	9	+	
			4	5	6		CLOSE TILL
				5	ľ		
				ł	_		
			1	2	3	Enter	
			0				

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

🚰 Cashup & Close Till			- 🗆 ×
[ Cashup No.: 912430002 - 2020/08/21 ]			
[ Till Activity ]	[ Till Values from Till Activity ]	[ Values in Till ]	Print
Account Sales 0.00 0	Cash 4,463.70	Opening Float 500.00	
Account Returns 0.00 0	Credit Cards 0.00	ADD : Cash Taken 4,463.70	
Cash Sales 4,463.76 1	Vouchers 0.00 Transfers 0.00	ADD : Till Receipts 0.00	
Cash Returns 0.00 0		LESS: Till PayOuts 0.00	
	Total Activity 4,463.70 Non-Cash Activity 0.00	LESS: Cash Pickups 4,963.70	
Nett Sales 4,463.76			
Account Payments 0.00 0		Cash in Till 0.00	
Payment Reversals 0.00 0		LESS: Closing Float 0.00	
		Nett Cash in Till 0.00	
Return Vouchers 0.00 0			
Number of VOIDS 0		Non-Cash Activity 0.00	
		Non-Cash Pickups 0.00	
		Nett Pickups 0.00	
Cashed Vouchers 0.00 0		·	
Cash Backs (ATM) 0.00 0			
SASSA Payouts 0.00 0			
Coinage Exchange 0.00 0		Till Balanced 0.00	🔤 Back 🦊
		IL	
OTL010T	Capture Till Balancing Valu	es & Close Till	

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

ashup No. 912430	F5 View Values						
Opening Float	500.00 0.00	0 [ Final Pickup ] 4,463.70 0.00	Closing	g Float (		0.00	🔟 Open Till Draw
Vouchers Transfers Total	0.00 0.00 500.00	0.00 0.00 0.00	Back 7	/ 8	*	-+	Capture Coinage
			4	5	6		🖪 CLOSE TILL 🔶
			1	2	3	Enter	
Total In Ti	II 4 96	3.70	0		•		Esc Exit

This concludes the User Guide.