



# How to Guide: Offline Till Cash-up

*Aug 2020*

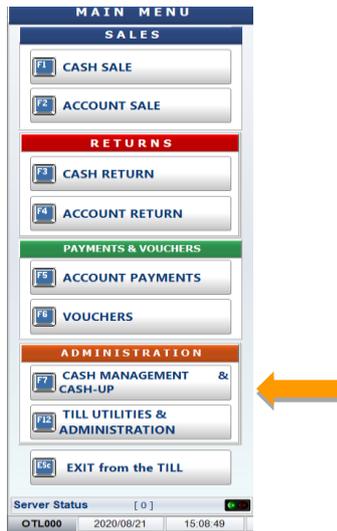


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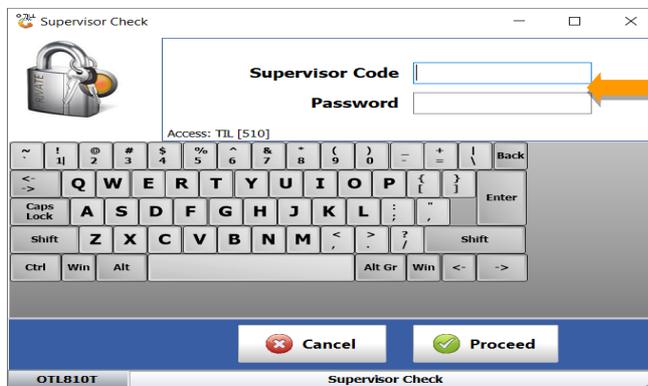
## How to do a Cash-up on an Offline Till.

This document is to Guide you through the process on how to do Cash Management and Cash-up.

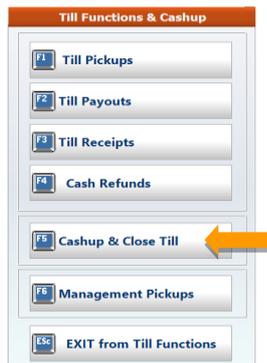
1. Go to 'CASH MANAGEMENT & CASH-UP'.



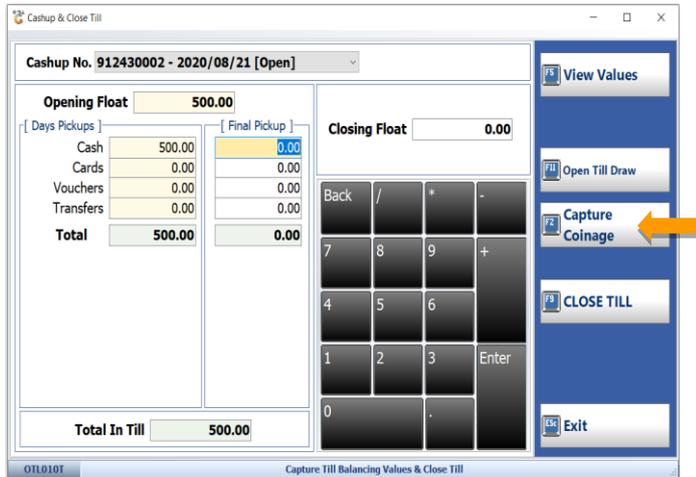
2. Enter your Supervisor Code and Password.



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



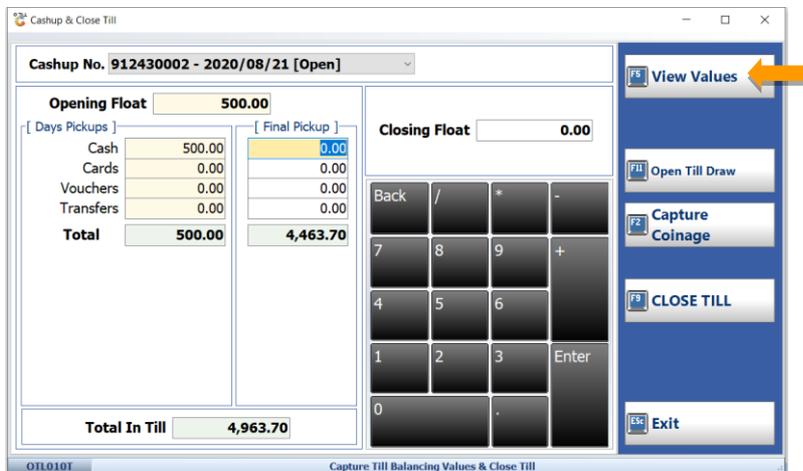
- Click on 'Capture Coinage'.



- Count coinage and click on 'Accept'.



- Click on 'View Values'.



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 ]	
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	ADD : Till Receipts	0.00
Cash Returns	0.00 0	Transfers	0.00	LESS: Till PayOuts	0.00
<b>Net Sales</b>	<b>4,463.76</b>	<b>Total Activity</b>	<b>4,463.70</b>	LESS: Cash Pickups	4,963.70
Account Payments	0.00 0	<b>Non-Cash Activity</b>	<b>0.00</b>	<b>Cash in Till</b>	<b>0.00</b>
Payment Reversals	0.00 0			LESS: Closing Float	0.00
Return Vouchers	0.00 0			<b>Net Cash in Till</b>	<b>0.00</b>
Number of VOIDS	0			Non-Cash Activity	0.00
Cashed Vouchers	0.00 0			Non-Cash Pickups	0.00
Cash Backs (ATM)	0.00 0			<b>Nett Pickups</b>	<b>0.00</b>
SASSA Payouts	0.00 0			<b>Till Balanced</b>	<b>0.00</b>
Coinage Exchange	0.00 0				

OTL010T Capture Till Balancing Values & Close Till

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

Cashup & Close Till

Cashup No. 912430002 - 2020/08/21 [Open]

Opening Float		Closing Float	
500.00	500.00	0.00	0.00

[ Days Pickups ]	[ Final Pickup ]
Cash 500.00	4,463.70
Cards 0.00	0.00
Vouchers 0.00	0.00
Transfers 0.00	0.00
<b>Total 500.00</b>	<b>4,463.70</b>

**Total In Till 4,963.70**

OTL010T Capture Till Balancing Values & Close Till

*This concludes the User Guide.*