Genesis How to setup Cash drop on online Tills

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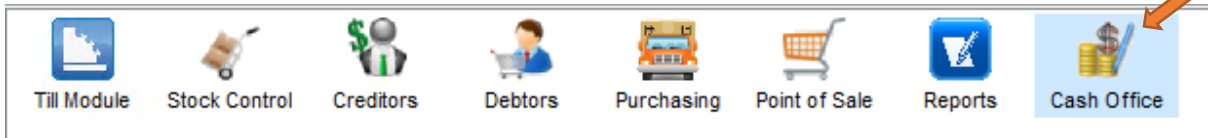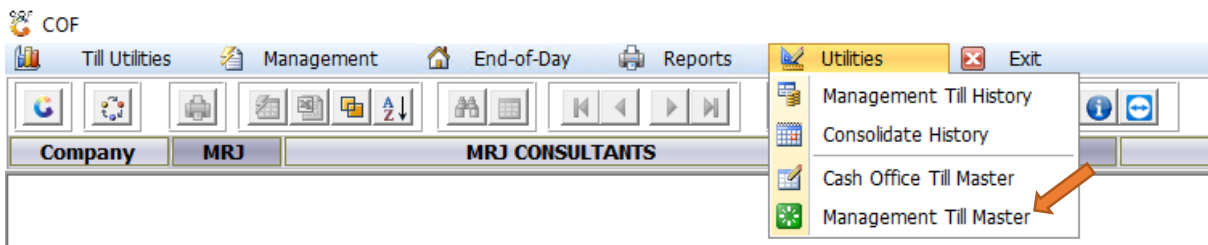
Mail: *helpdesk@mrj.co.za*
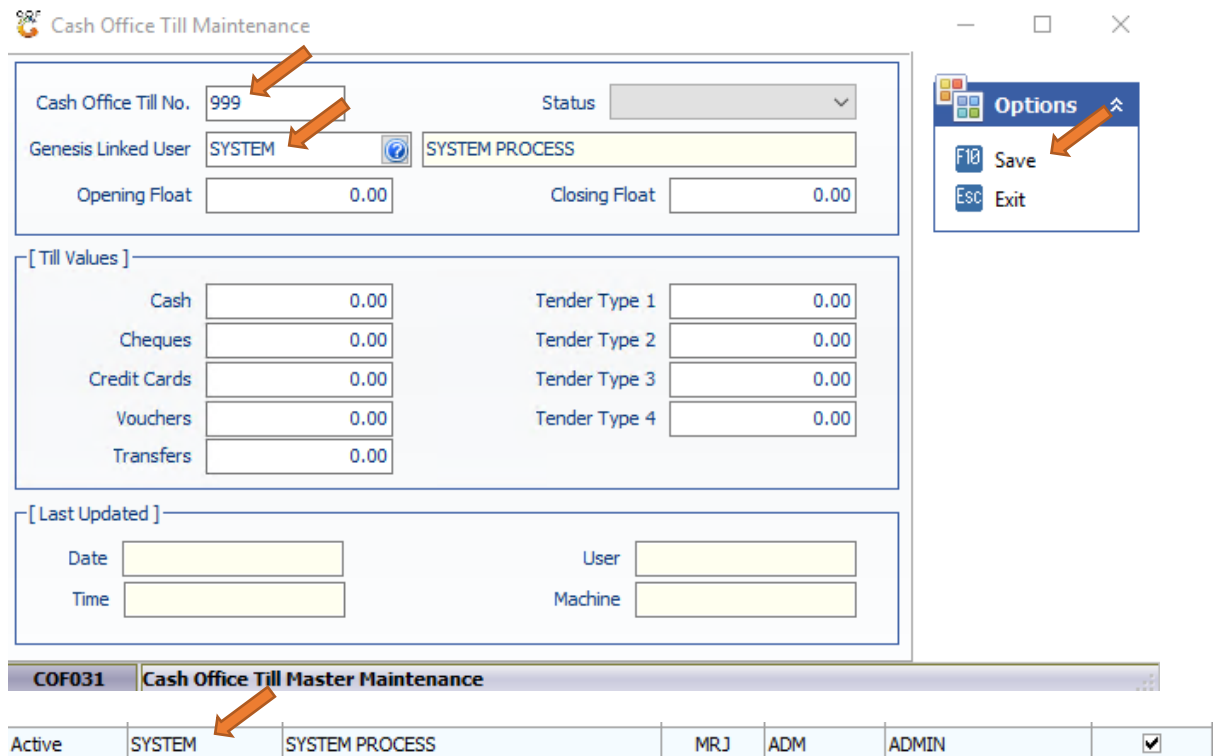
1. Please log into genesis menu

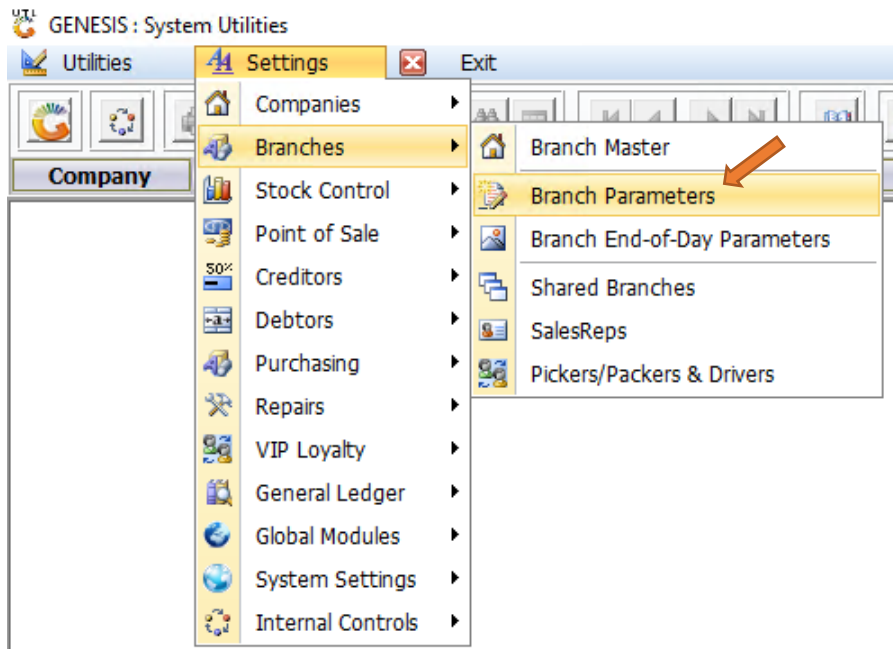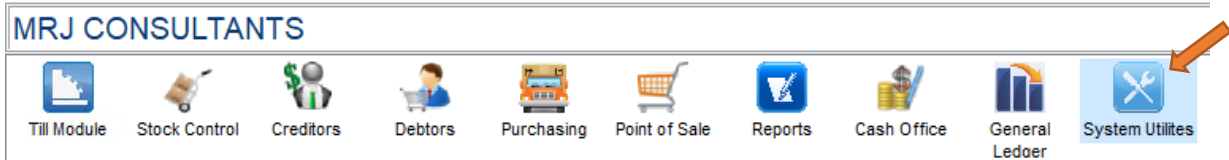2. Then navigate to Cash Office and Open

3. In Cash Office under Utilities Select Management Till Master

4. Create cash office till no 999 then link to a user, To add Press Add then Under cash office till number type in 999 then link it to the SYSTEM User.Once done press SAVE.

5. We will now need to change branch Parameter 16,129 and 17.
   a. Log into System Utilites
   b. Navigate to Settings, Branches then Branch Utilities
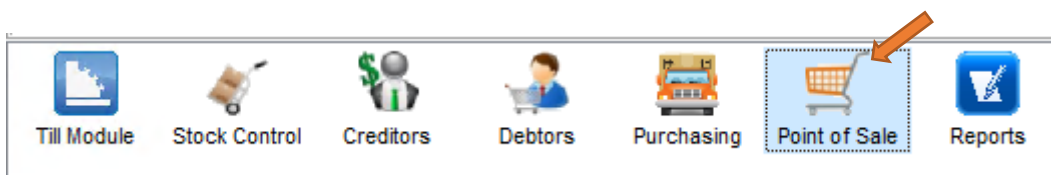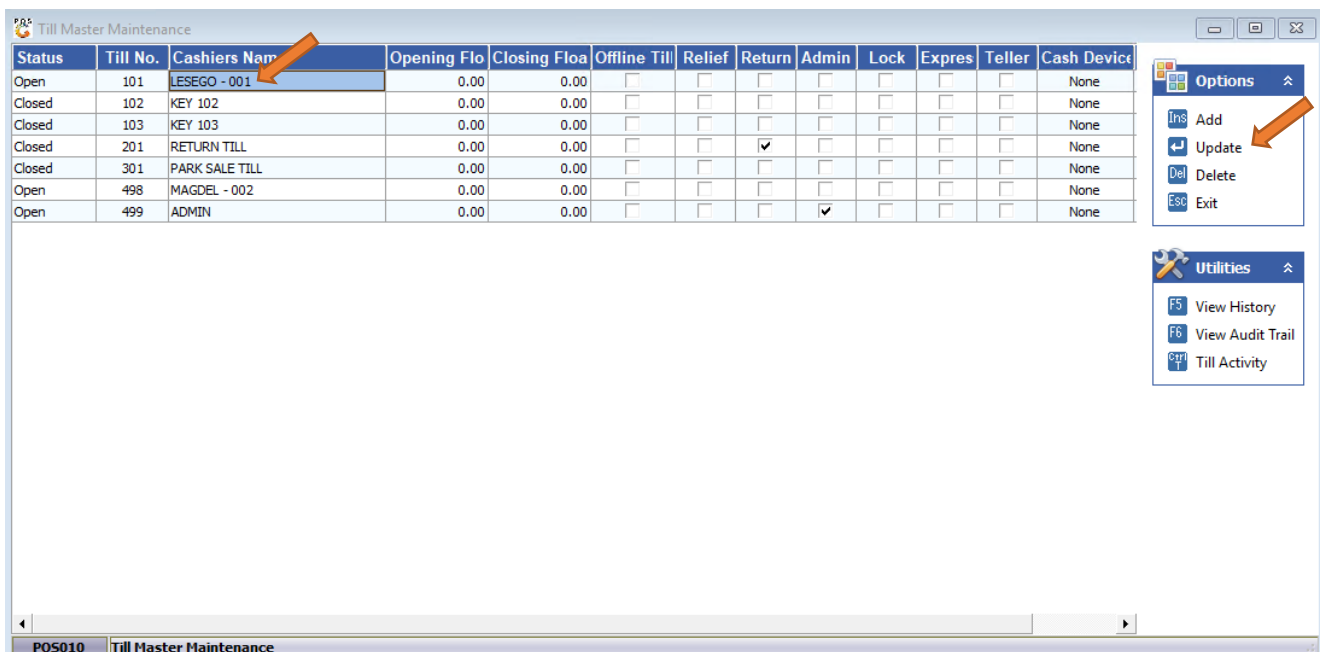   c. Change Param 16 and 129 to Y and Param 17 to 999

6. Now that we are done with the Parameters we must open the Pont of sale module.

7. Navigate to Master files, Till Master then Open
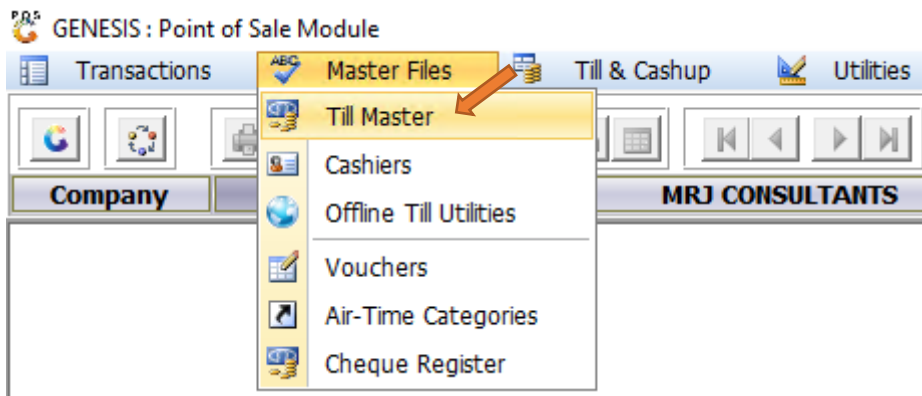
8. Open a Cashier, Either double click on it or press enter to open.

9. Once opened Select the Indicators tab then under the Default Cash Office Till select the drop down then click on 999. Once done Save and exit.