



How to Guide Offline Till Cash-Up

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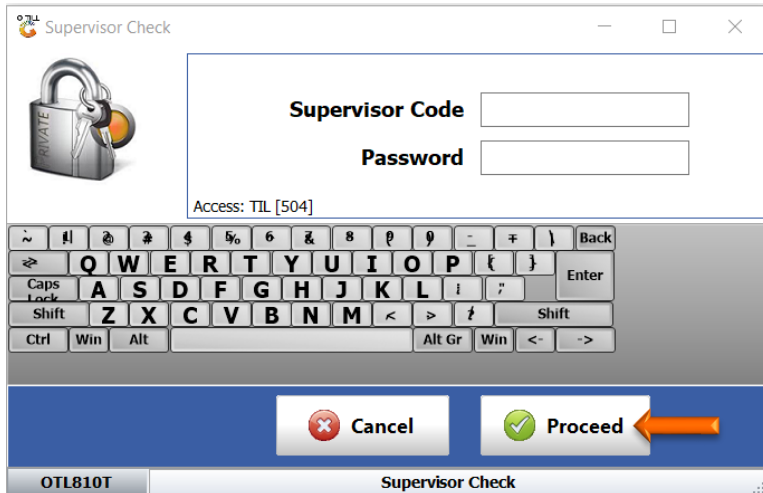
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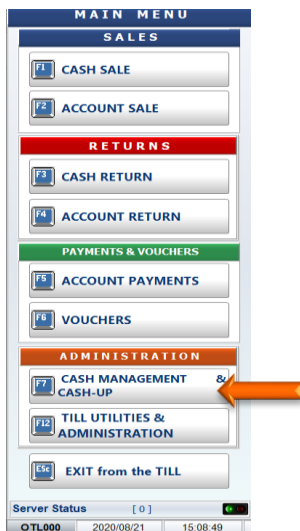


How to do a Cash Up on an Offline Till

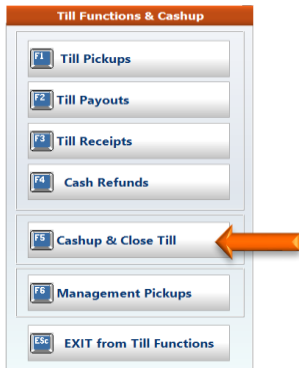
1. Log into the Offline Till. Type in your **Supervisor Code** and **Password**. Click on **Proceed**.



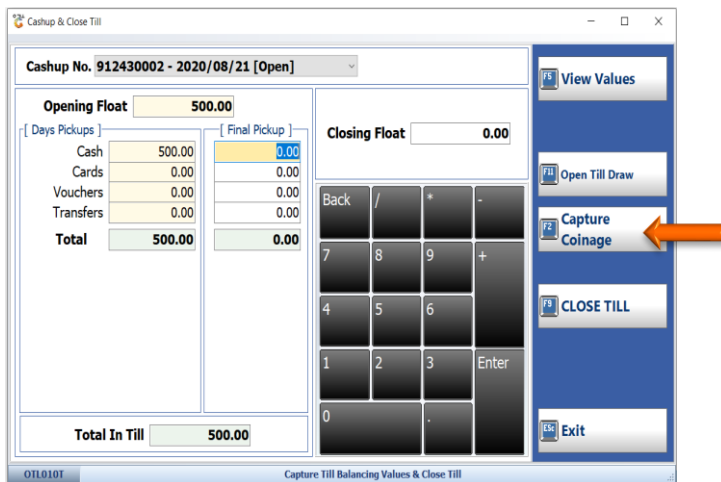
2. Press **F7** on your keyboard or click on **Cash Management and Cash-up**.



- Press **F5** on your keyboard or click on **Cash-up and Close Till**.

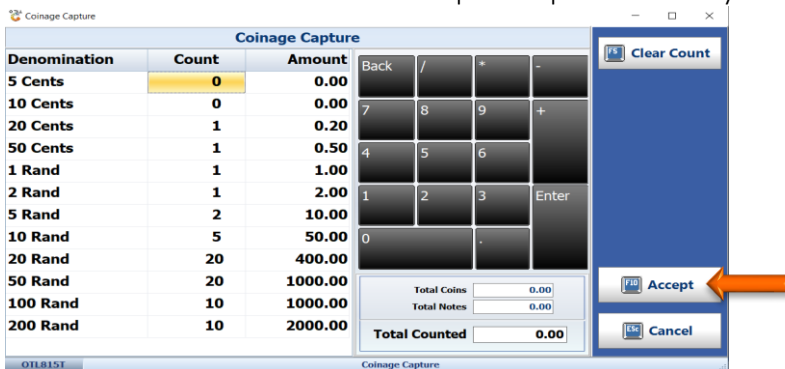


- Press **F2** on your keyboard or on **Capture Coinage**

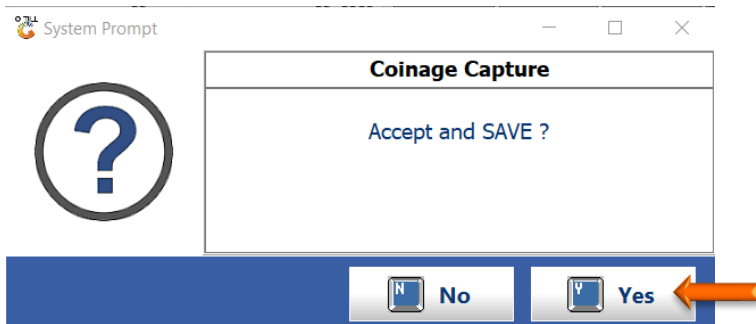


- Count the cash in the Till and capture the number counted of each denomination in the **Count** column.
E.g. **10** x R200 notes = to R2000.00

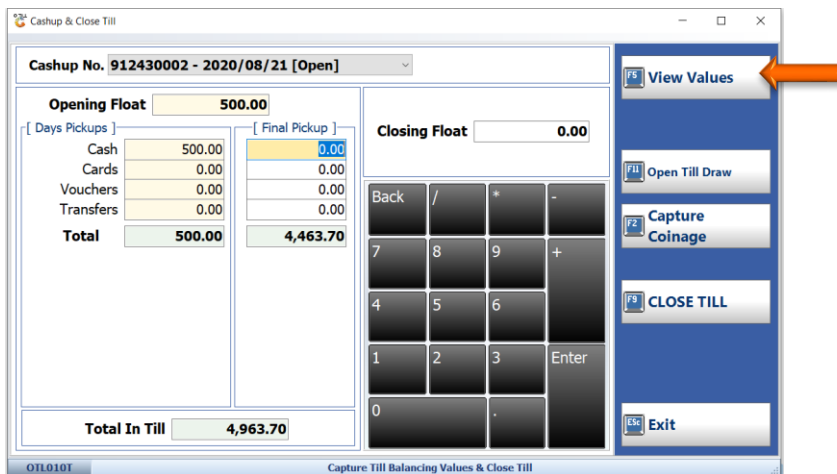
Once all the cash is counted and captured press **F10** on your keyboard or click on **Accept**



6. Confirm that the count is correct by pressing **Y** on your keyboard or click on **Yes**.
If you need to make any changes, press **N** on your keyboard or click on **No** and make the necessary changes.



7. Press **F5** on your keyboard or click on **View Values**



8. This screen allows you to view the till activities and cash counted.

If Cash Taken, Vouchers, Credit Cards etc. match to your till activities, the indicated Line will show **Till Balanced** and the value will be **Zero**. If the till does not balance, the line will show **Till is OVER** or **till is UNDER** with the difference in the amount reflected.

You can also Print the Cash-Up details by pressing **F7** on your keyboard or clicking on **Print**.

To exit the screen, press the **Esc** button on your keyboard or click on **Back**.

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

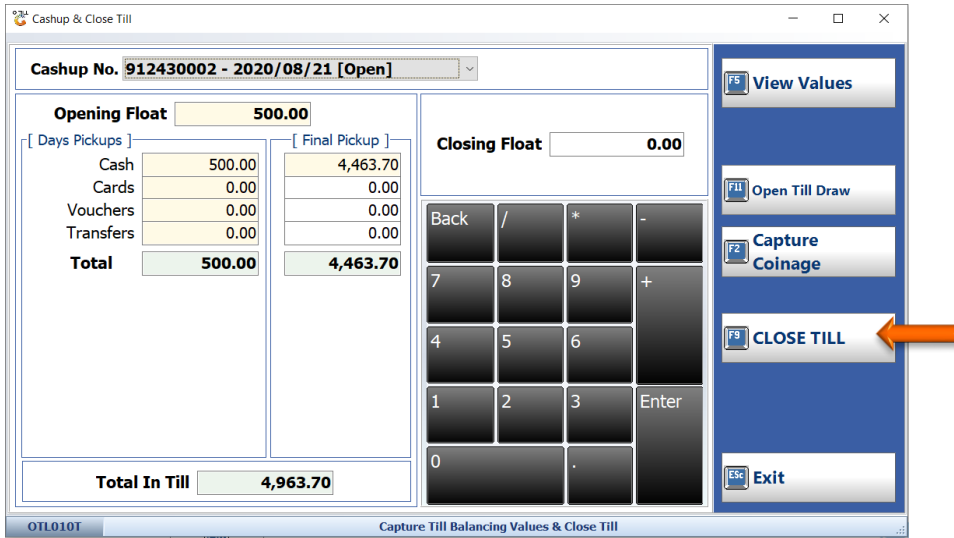
[Till Activity]		
Account Sales	0.00	0
Account Returns	0.00	0
Cash Sales	4,463.76	1
Cash Returns	0.00	0
Nett Sales	4,463.76	
Account Payments	0.00	0
Payment Reversals	0.00	0
Return Vouchers	0.00	0
Number of VOIDS	0	
Cashed Vouchers	0.00	0
Cash Backs (ATM)	0.00	0
SASSA Payouts	0.00	0
Coinage Exchange	0.00	0

[Till Values from Till Activity]	
Cash	4,463.70
Credit Cards	0.00
Vouchers	0.00
Transfers	0.00
Total Activity	4,463.70
Non-Cash Activity	0.00

[Values in Till]	
Opening Float	500.00
ADD : Cash Taken	4,463.70
ADD : Till Receipts	0.00
LESS: Till PayOuts	0.00
LESS: Cash Pickups	4,963.70
Cash in Till	0.00
LESS: Closing Float	0.00
Nett Cash in Till	0.00
Non-Cash Activity	0.00
Non-Cash Pickups	0.00
Nett Pickups	0.00
Till Balanced	0.00

OTL010T Capture Till Balancing Values & Close Till

9. To close the till press **F9** on your keyboard or click on **Close Till**.



And that concludes the User Gu 🤖