How to Guide
Offline Till Cash-Up

MRJ Consultants

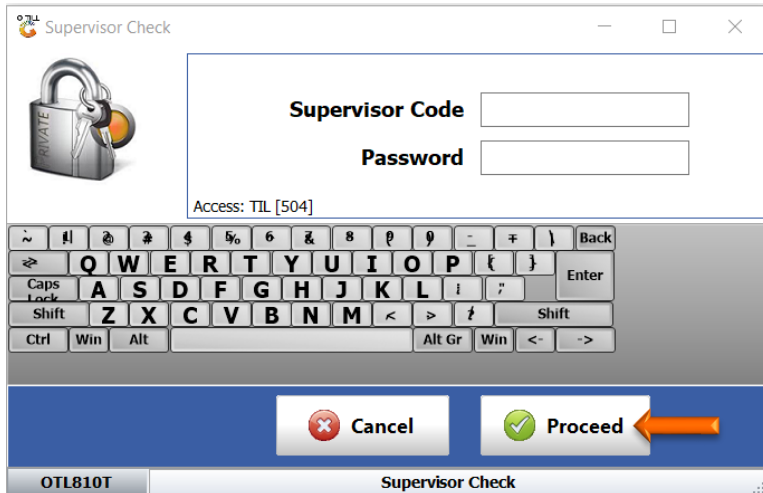*37 Weavind Ave, Eldoraigne, Centurion, 0157*

Tel: (012) 654 0300
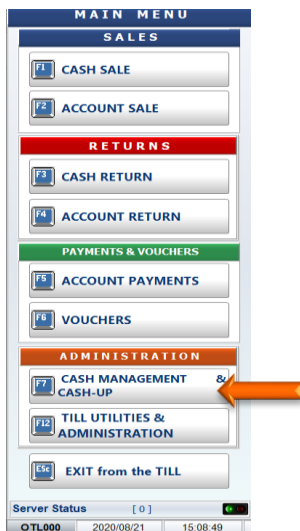
Mail: helpdesk@mrj.co.za
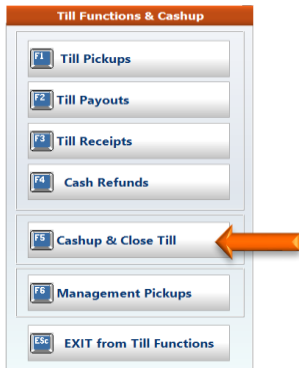
How to do a Cash Up on an Offline Till

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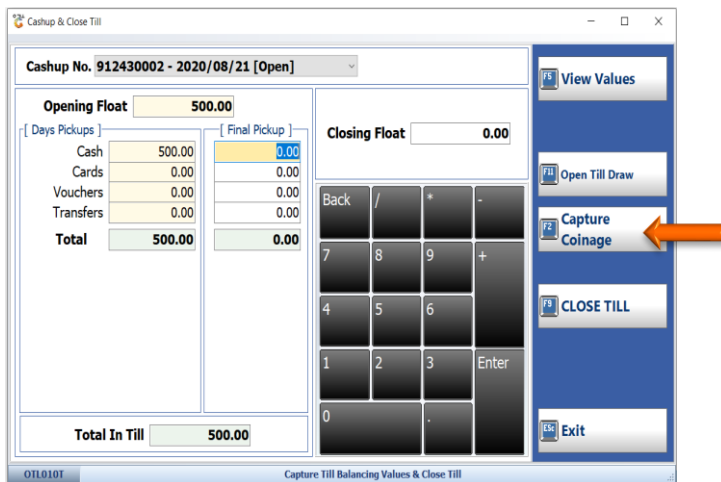

2. Press **F7** on your keyboard or click on **Cash Management and Cash-up**.

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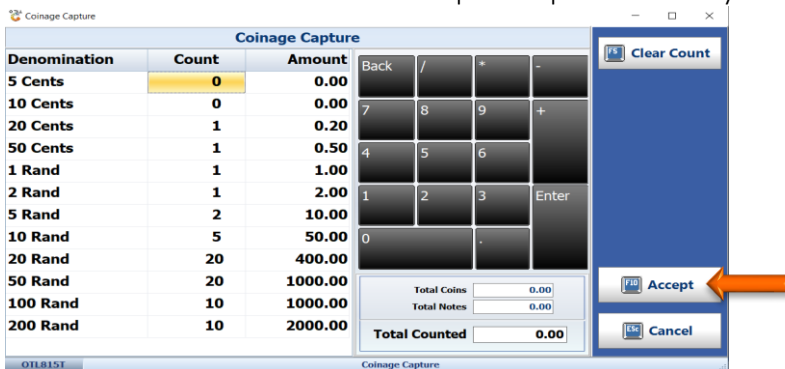

4. Press **F2** on your keyboard or on **Capture Coinage**

5. Count the cash in the Till and capture the number counted of each denomination in the **Count** column.
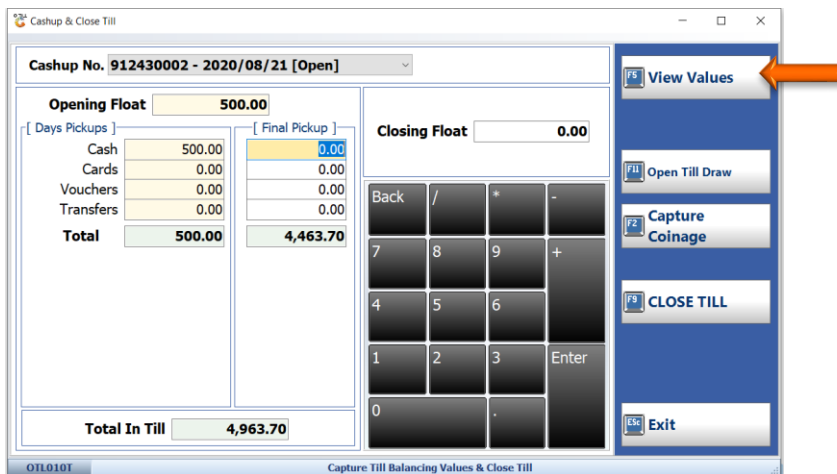E.g. **10** x R200 notes = to R2000.00
Once all the cash is counted and captured press **F10** on your keyboard or click on **Accept**

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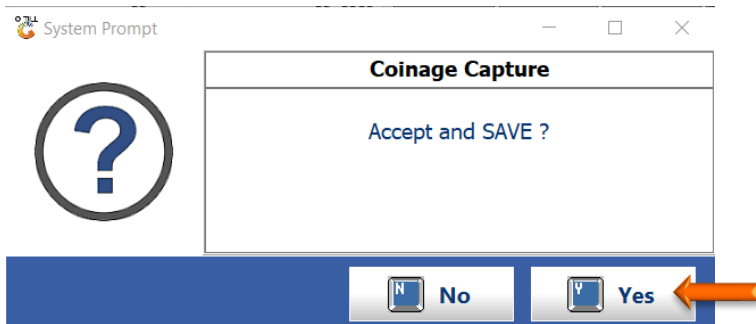
7. Press **F5** on your keyboard or click on **View Values**

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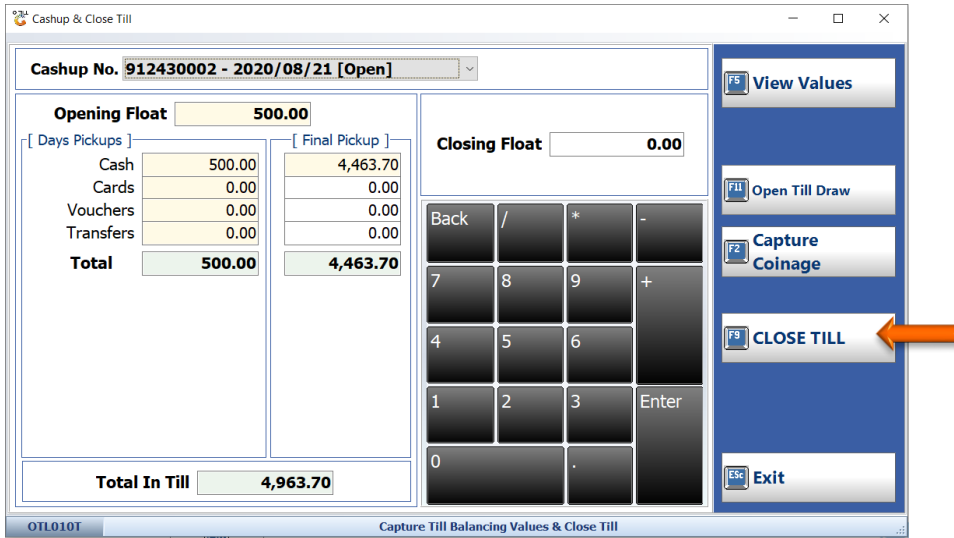   To exit the screen, press the **Esc** button on your keyboard or click on **Back.**

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

And that concludes the User Gu 😁