

## How to Guide Offline Till Cash-Up

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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.

🐮 Supervisor Che	xck — — X
RIVATE	Supervisor Code Password
	Access: TIL [504]
~ I Image: Constraint of the second	\$   \$r_0   6   \$\vec{a}\$   8   \$\vec{b}\$   \$\vec{b}\$
	😮 Cancel 🥪 Proceed 🦛
OTL810T	Supervisor Check

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

👸 Coinage Capture							- 🗆 ×
	Coi	nage Captur	e				
Denomination	Count	Amount	Back / * -			Clear Count	
5 Cents	0	0.00		l'			
10 Cents	0	0.00	7	8	9	+	
20 Cents	1	0.20					
50 Cents	1	0.50	4	5	6		
1 Rand	1	1.00					
2 Rand	1	2.00	1	2	3	Enter	
5 Rand	2	10.00					
10 Rand	5	50.00	0				
20 Rand	20	400.00					
50 Rand	20	1000.00		T-t-LC-t-		0.00	Accept
100 Rand	10	1000.00		Total Note	5	0.00	
200 Rand	10	2000.00					Cancel
			fota	Counted	<b>1</b>	0.00	Cuncer
OTL815T			Coinage	Capture			-1 .1

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** 

Cashup & Close Till							×
Opening Float	30002 - 2020,	/08/21 [Open]	~				📧 View Values
Days Pickups ] Cash	500.00	[ Final Pickup ]	Closir	ng Float		0.00	
Vouchers Transfers	0.00	0.00	Back	/	*	-	Capture
Total	500.00	4,463.70	7	8	9	+	Coinage
			4	5	6		CLOSE TILL
			1	2	3	Enter	
Total In	Till 4,	963.70	0		ŀ		Est Exit
OTLO10T		Captu	re Till Balan	cing Value	s & Close Ti		

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 & Close Till					-		×
Cashup & Close Till      [ Cashup No.: 912430002 - 2020/08/21 ]     [ Till Activity ]     [ Account Sales   0.00     Account Returns   0.00     Cash Sales   4,463.76     1   Cash Returns   0.00     Nett Sales   4,463.76     Account Payments   0.00   0     Payment Reversals   0.00   0     Number of VOIDS   0   0     Cash Backs (ATM)   0.00   0	Till Values from Till Cash Credit Cards Vouchers Transfers Total Activity Non-Cash Activity	l Activity ] 4,463.70 0.00 0.00 0.00 4,463.70 0.00	[ Values in Opening Float ADD : Cash Taken ADD : Till Receipts LESS: Till PayOuts LESS: Cash Pickups <b>Cash in Till</b> LESS: Closing Float <b>Nett Cash in Till</b> Non-Cash Activity Non-Cash Pickups <b>Nett Pickups</b>	Till ] 500.00 4,463.70 0.00 4,963.70 0.00 0.00 0.00 0.00 0.00 0.00		Print	t
SASSA Payouts 0.00 0 Coinage Exchange 0.00 0			Till Balanced	0.00		ESC Bac	k
OTLOIOT	Capture Till	Balancing Value	es & Close Till				

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

່ Cashup & Close Till							- 🗆 X
Cashup No. 91243	30002 - 2020/	08/21 [Open]	) ~				F View Values
<b>Opening Float</b>	500	.00					
[ Days Pickups ]		[ Final Pickup ]	Closi	ng Float		0.00	
Cash	500.00	4,463.70		-			
Cards	0.00	0.00					🛄 Open Till Draw
Vouchers	0.00	0.00	Back	/	*	-	
Transfers	0.00	0.00		ľ,			Capture
Total	500.00	4,463.70		-	_		Coinage
			7	8	9	+	
			4	5	6		CLOSE TILL
							_
			1	2	3	Enter	
			0		1.		
Total In T	fill 4,9	63.70					Esc Exit
DTL010T		Captu	re Till Bala	ncing Value	s & Close Ti	11	.:!

And that concludes the User Gu

