



## How to Guide Open Pick-Up & Close an Online Till

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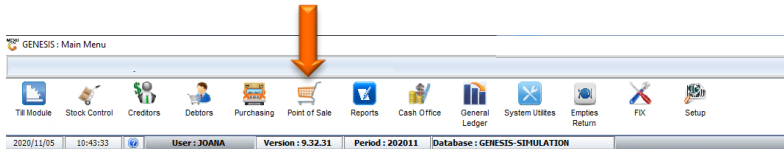
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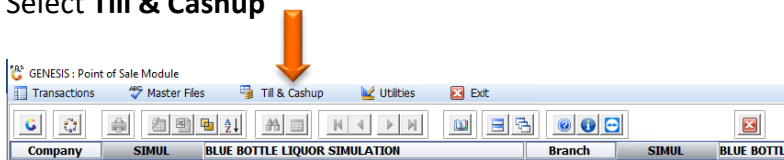


## A. How to Open an Online Till in the Back Office

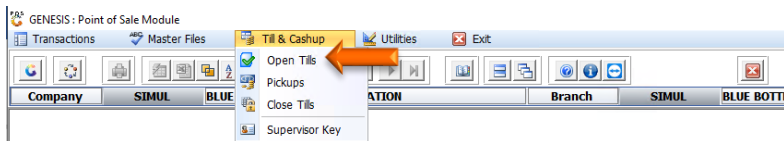
1. Log into Genesis Menu
2. Open **Point of Sale** from the main menu



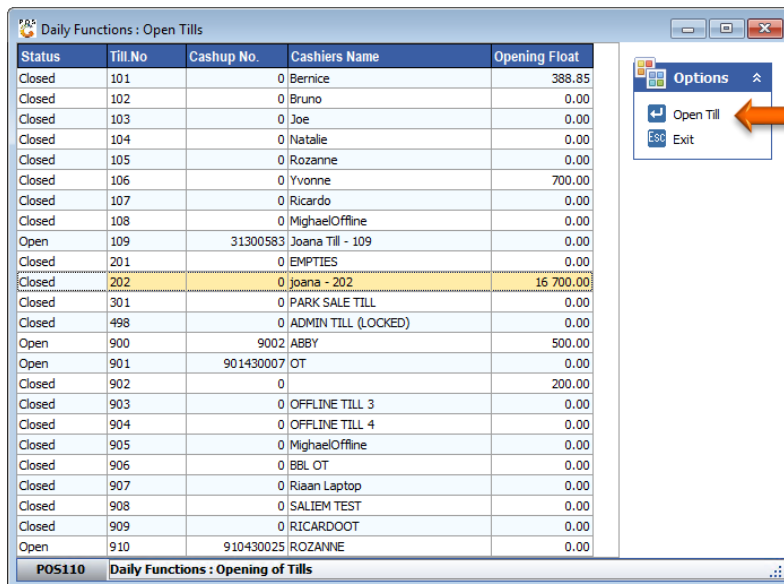
3. Select **Till & Cashup**



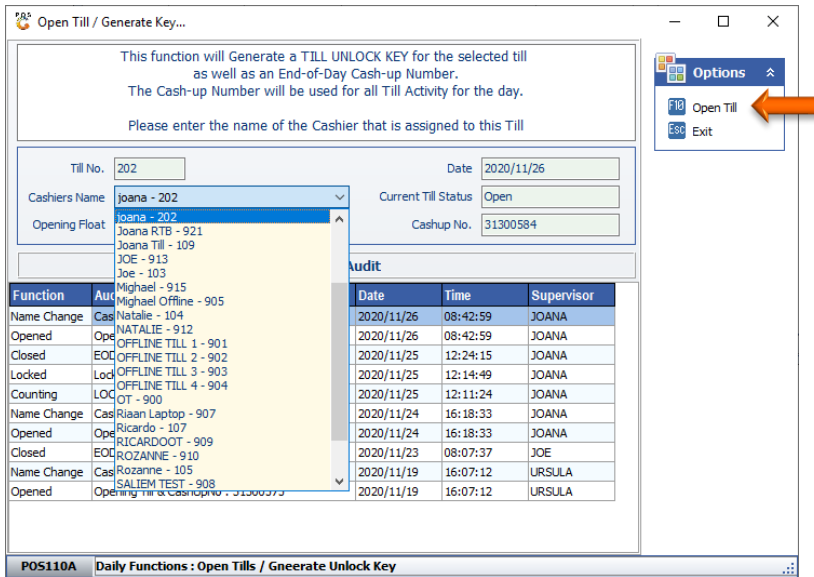
4. Select **Open Tills** from the drop-down menu



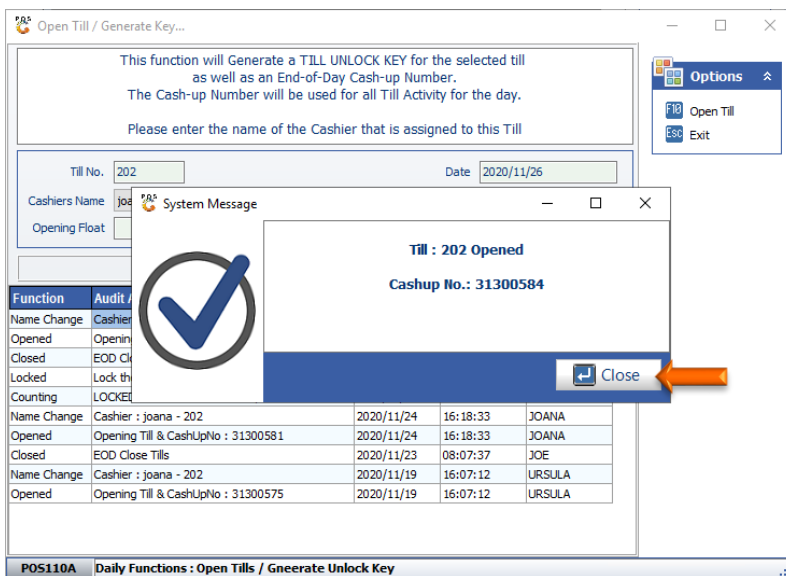
5. Select the till you wish to open from the grid and press **Enter** on your keyboard or left click on **Open Till** under the Options Menu



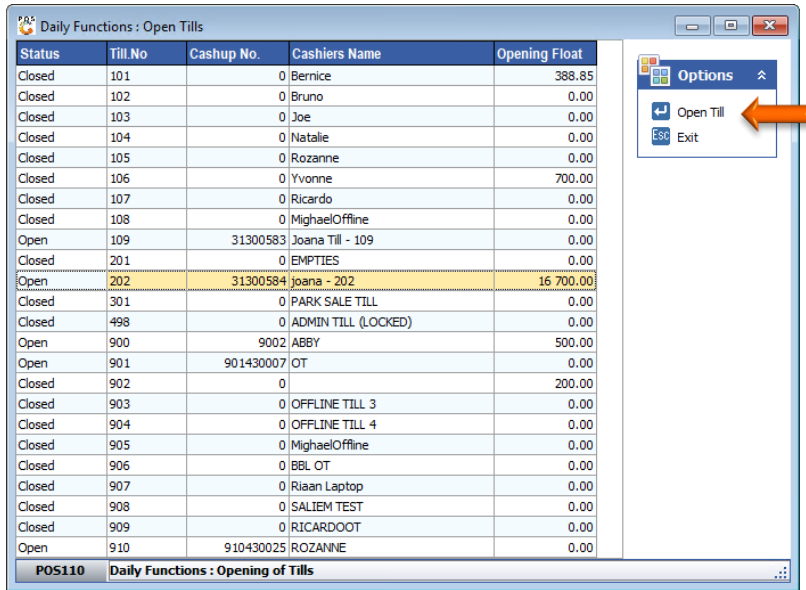
6. Select the **Cashiers Name** from the drop-down menu.
7. Press **F10** on your keyboard or left click on **Open Till** under the Options menu.



8. Press **Enter** on your keyboard or click on the **Close** button

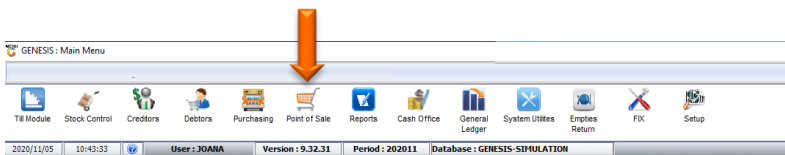


9. The till is now open. Press **Esc** on your keyboard or left click on **Exit** under the Options menu.

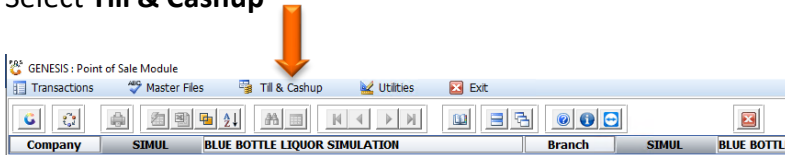


## B. How to do Pickups of the Online Till

1. Log into Genesis Menu
2. Open **Point of Sale** from the main menu



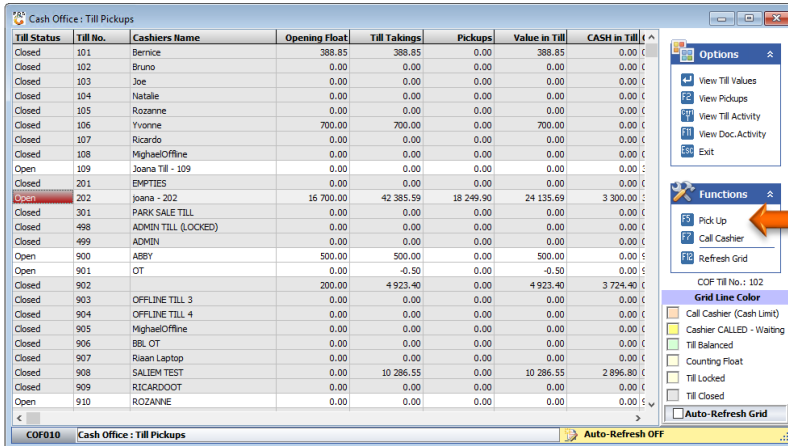
3. Select **Till & Cashup**



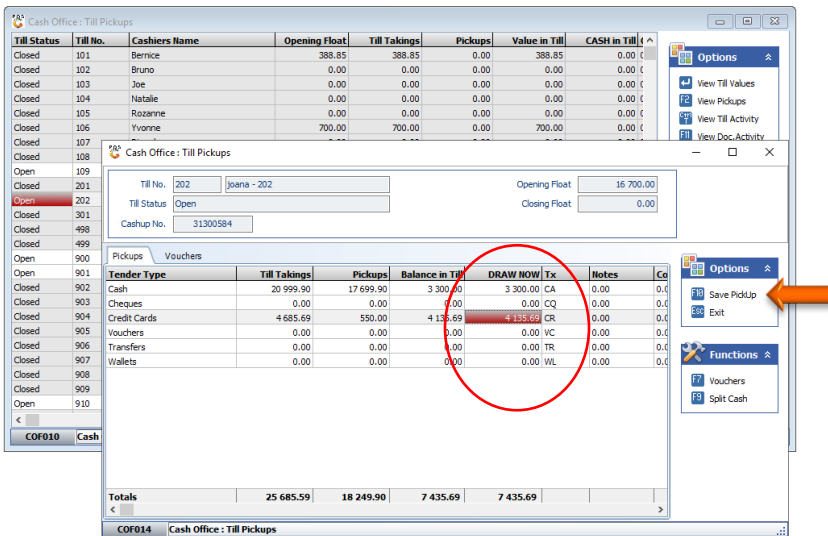
4. Select **Pickups** from the drop-down menu



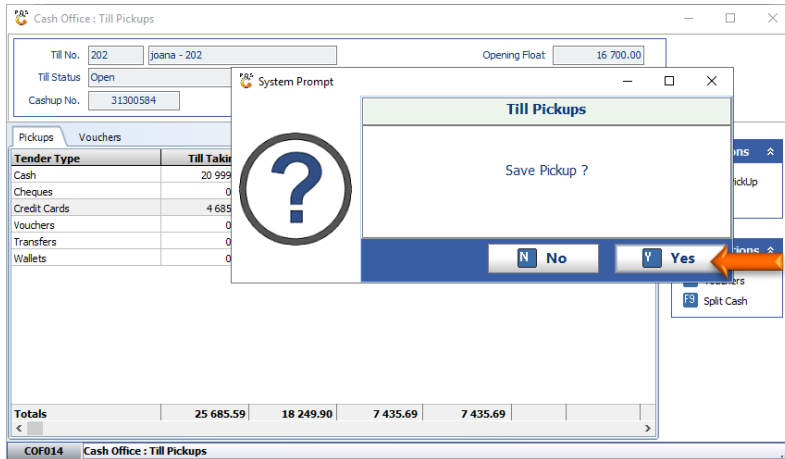
- Select the Till on the grid and press **F5** on your keyboard or left-click on **Pick Up** under the Function Menu.



- Multiple pickups can be done during the day, but a final pickup must be done to clear all moneys prior to closing the Till.
- Under the **Draw Now** column, capture the amount that you wish to draw from the till.
- Press **F10** on your keyboard or left-click on **Save Pickup** under the Options menu.



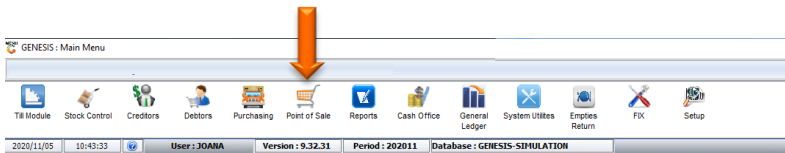
9. Press **Y** on your keyboard or click on the **YES** button.



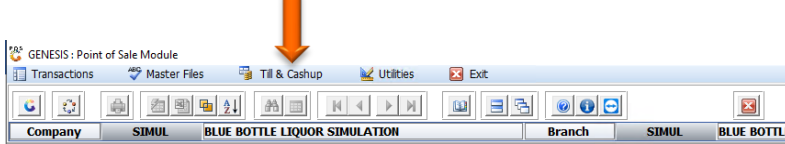
### C. How to Close an Online Till

10. Log into Genesis Menu

11. Open **Point of Sale** from the main menu



12. Select **Till & Cashup**



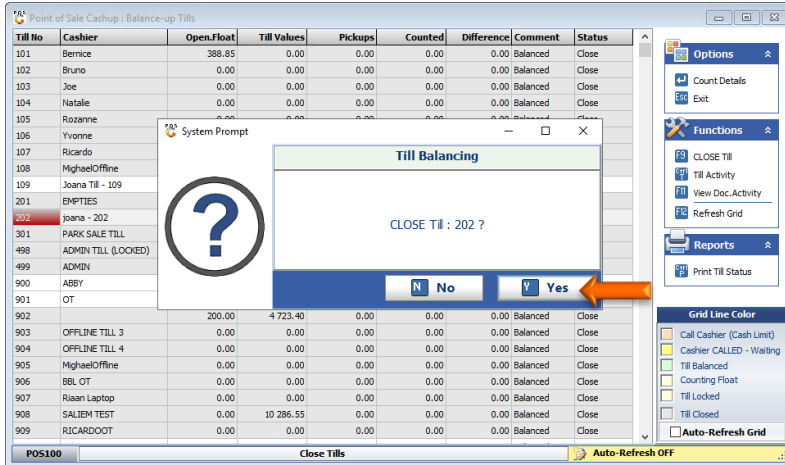
13. Select **Close Tills** from the drop-down menu



14. Select the till on the grid and press F9 on your keyboard or left-click on CLOSE Till under the Functions menu.

Till No	Cashier	Open.Float	Till Values	Pickups	Counted	Difference	Comment	Status
101	Bernice	388.85	0.00	0.00	0.00	0.00	Balanced	Close
102	Bruno	0.00	0.00	0.00	0.00	0.00	Balanced	Close
103	Joe	0.00	0.00	0.00	0.00	0.00	Balanced	Close
104	Natalie	0.00	0.00	0.00	0.00	0.00	Balanced	Close
105	Rozanne	0.00	0.00	0.00	0.00	0.00	Balanced	Close
106	Yvonne	700.00	0.00	0.00	0.00	0.00	Balanced	Close
107	Ricardo	0.00	0.00	0.00	0.00	0.00	Balanced	Close
108	MiguelOffline	0.00	0.00	0.00	0.00	0.00	Balanced	Close
109	Joana Till - 109	0.00	0.00	0.00	0.00	0.00	Balanced	Open
201	EMPTIES	0.00	0.00	0.00	0.00	0.00	Balanced	Close
202	joana - 202	16 700.00	25 685.59	25 685.59	0.00	-16 700.00	SHORT	Open
301	PARK SALE TILL	0.00	0.00	0.00	0.00	0.00	Balanced	Close
498	ADMIN TILL (LOCKED)	0.00	0.00	60 037.58	0.00	0.00	Balanced	Close
499	ADMIN	0.00	0.00	0.00	0.00	0.00	Balanced	Close
900	ABBY	500.00	0.00	0.00	0.00	-500.00	SHORT	Open
901	OT	0.00	-0.50	0.00	0.00	0.50	Over	Open
902		200.00	4 723.40	0.00	0.00	0.00	Balanced	Close
903	OFFLINE TILL 3	0.00	0.00	0.00	0.00	0.00	Balanced	Close
904	OFFLINE TILL 4	0.00	0.00	0.00	0.00	0.00	Balanced	Close
905	MiguelOffline	0.00	0.00	0.00	0.00	0.00	Balanced	Close
906	BBL OT	0.00	0.00	0.00	0.00	0.00	Balanced	Close
907	Riaan Laptop	0.00	0.00	0.00	0.00	0.00	Balanced	Close
908	SALIEM TEST	0.00	10 286.55	0.00	0.00	0.00	Balanced	Close
909	RICARDOOT	0.00	0.00	0.00	0.00	0.00	Balanced	Close

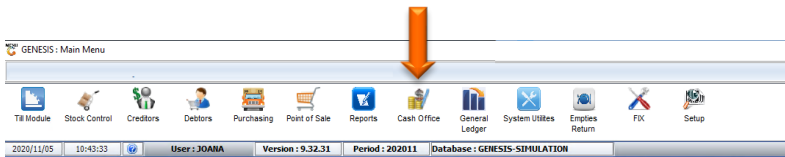
15. Press **Y** on your keyboard or click on the **YES** button



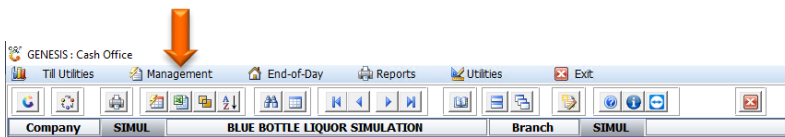
16. Press **Esc** on your keyboard to return to the main Point of Sale menu

17. Close the Point of Sale menu

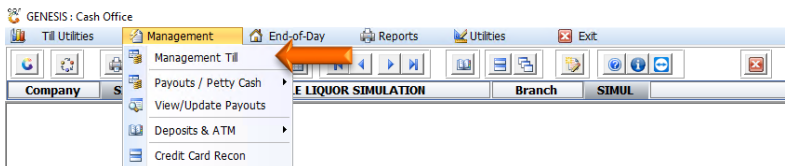
18. Open **Cash Office** from the Genesis Main Menu.



19. Select **Management**

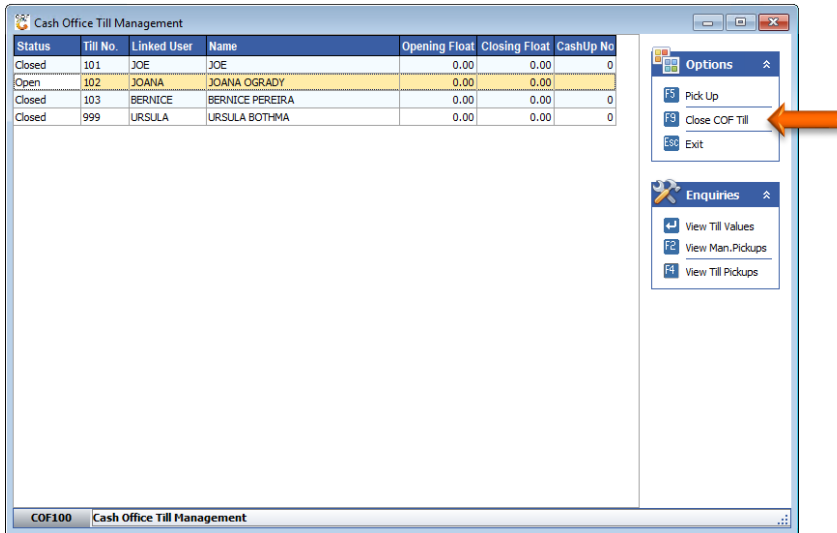


20. Select **Management Till** from the drop-down menu

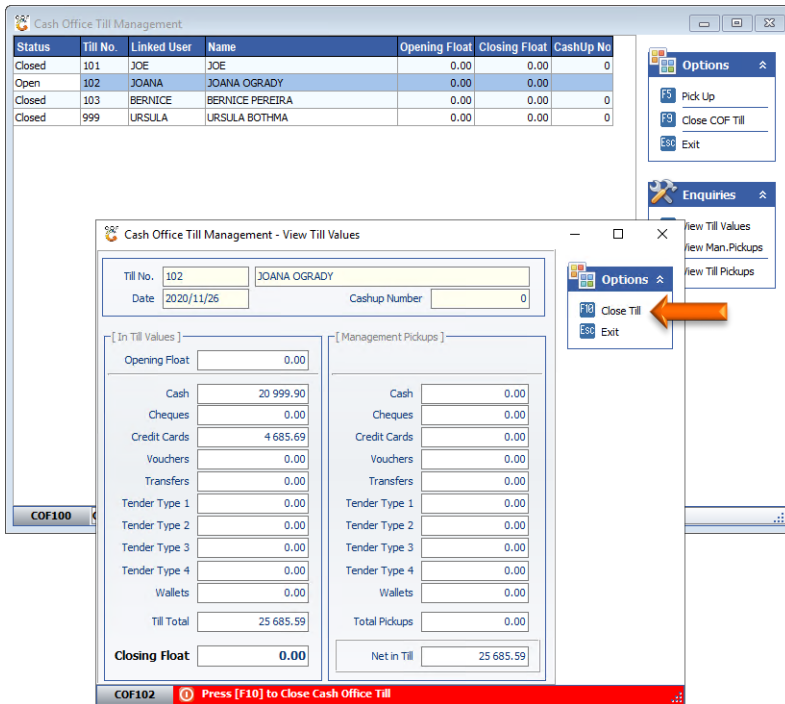




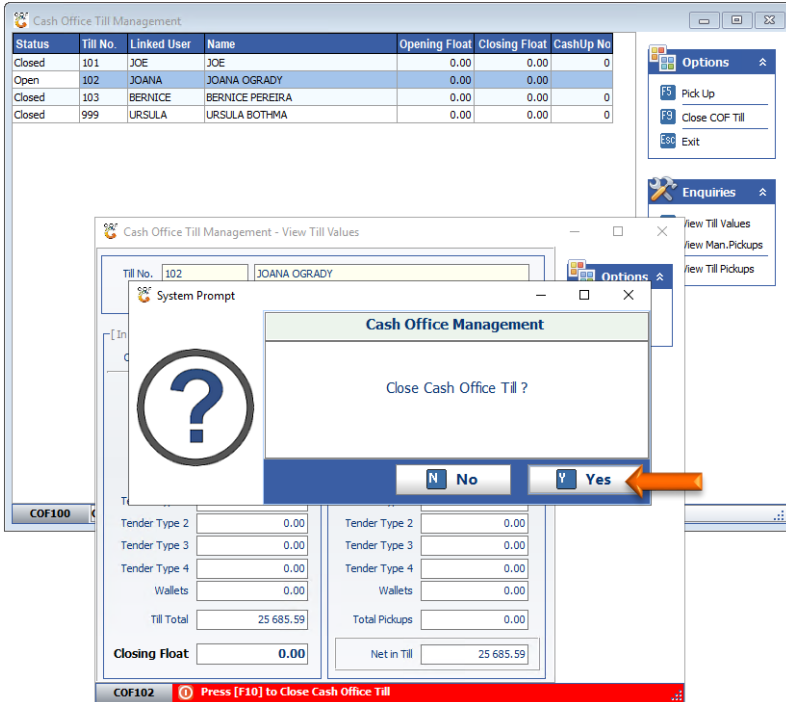
21. Select the Management till on the grid and press **F9** on your keyboard or click on **Close COF Till** under the Options Menu



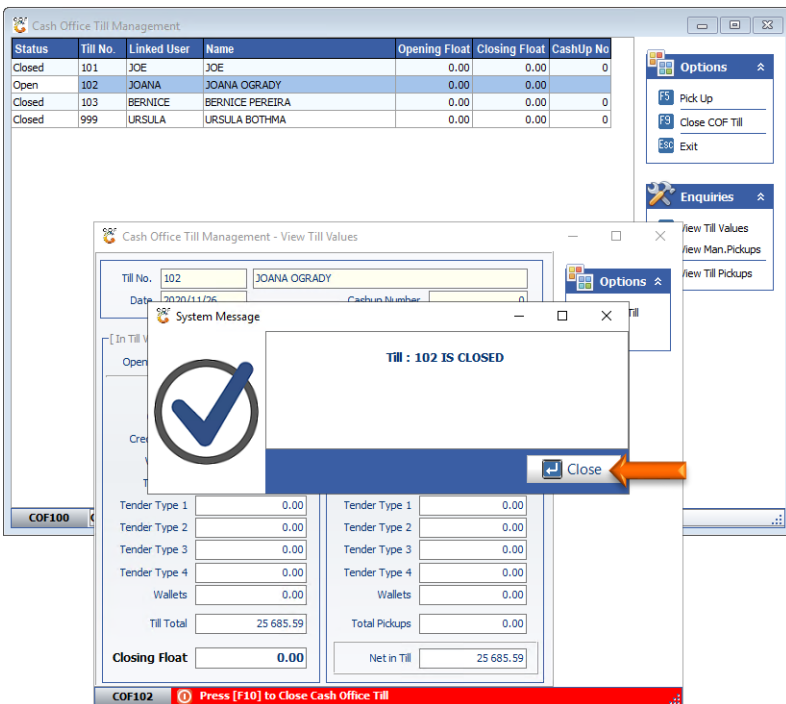
22. Press **F10** on your keyboard or click on **Close Till** under the Options menu.



23. Press **Y** on your keyboard or click on the **YES** button



24. Press **Enter** on your keyboard or click on the **Close** button.



And that concludes the User Guide

