



# GENESIS

## How to setup a new cashier in the Till Master

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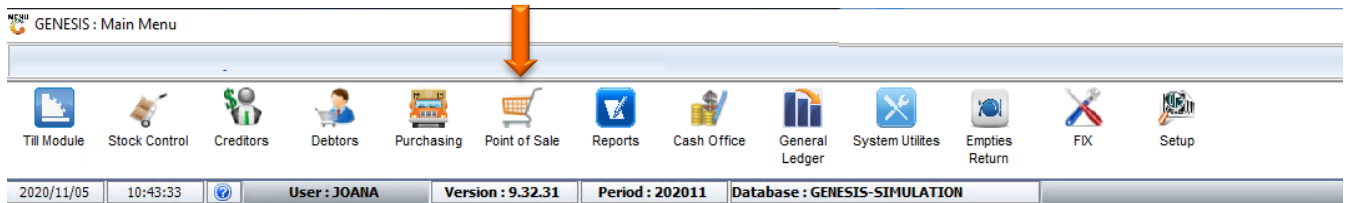
1. **Open Genesis Menu.**



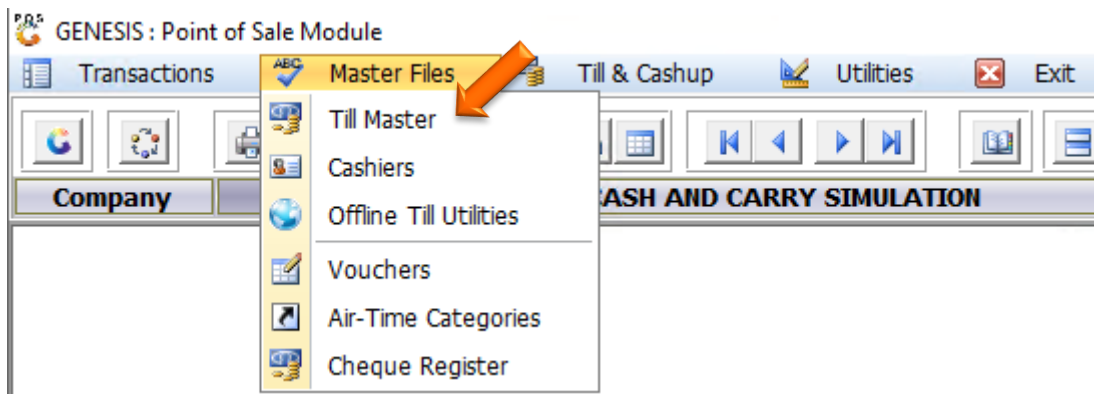
2. Type **User code** and **Password**.



3. Open **Point of Sale** from the Main menu.



4. In Point of Sales **Open Master Files** Then **Till Master**.



- In the Till master we can see all the cashiers and now need to add the cashier to the Till master. To add press Ins on your keyboard or click on Add

Status	Till No.	Cashiers Name	Opening Float	Closing Float	Relief	Return	Admin	Lock	Express	Teller	Cash Device	Cashup No.
Open	101	33 test - 33	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	550345
Open	102	JACO - JACO	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	550344
Closed	103	KEY103	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
Locked	104	MARIO - MARIO	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	550344
Counting	200	MM - MM	0.00	3 000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	550345
Closed	201	TEST	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
Closed	202	KEY 202	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
Closed	203	KEY 203	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
Closed	204	KEY 204	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
Closed	205	KEY 205	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
Open	206	OPEN TABLE - OPEN-TABEL	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	550081
Closed	207	JACO	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
Closed	498	ADMIN TILL	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
Open	499	33 test - 33	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	550345

- Under Till number we need to add a till number that is next in line such as 105 in this example as 104 has already been allocated and if you try to use an allocated number there will be an block stipulating that you cannot proceed or save.

Till No.  Till Status: C - Close

Cashiers Name

Default Name

**Current Values**

**Indicators**

**Float Values**

Opening Float  0.00

Closing Float  0.00

Default Float  0.00

Void Count  0

Pickups  0.00

Payouts  0.00

Rounding UP  0.00

Rounding Down  0.00

**Till Values**

Cash  0.00

Cheques  0.00

Credit Cards  0.00

Vouchers  0.00

Transfers  0.00

Tender 1  0.00

Tender 2  0.00

Tender 3  0.00

Tender 4  0.00

**Express Till**

Express Till

Status

Last Called  00:00:00

Call Till No.

**Till Indicators**

Relief Till

Returns Till

Admin Till

Back-Office Teller Till

Activate Returns Vouchers

Force Lock [System Reserved]

Back-Office Till (Park Sales Only)

Max. Sale Value  0.00

[ Cash Device Attached ]

POS010A Maintain Till Details

7. Under the cashier's name and default name we need to type in the desired name that we would like to use.

Under the till status make sure that the till status is set to close. If there is a float that needs to be allocated to the cashier, you can manually type in the float amount if need be.

For this example, there will be a 0 float then we can save.

Till Master Maintenance

Till No. 105

Cashiers Name Alex

Default Name Alex

Till Status C - Close

Options

F10 Save

Esc Exit

Current Values Indicators

Float Values

Opening Float 0.00

Closing Float 0.00

Default Float 0.00

Void Count 0

Pickups 0.00

Payouts 0.00

Rounding UP 0.00

Rounding Down 0.00

Till Values

Cash 0.00

Cheques 0.00

Credit Cards 0.00

Vouchers 0.00

Transfers 0.00

Tender 1 0.00

Tender 2 0.00

Tender 3 0.00

Tender 4 0.00

Express Till

Express Till

Status

Last Called 00:00:00

Call Till No.

Till Indicators

Relief Till

Returns Till

Admin Till

Back-Office Teller Till

Activate Returns Vouchers

Force Lock [System Reserved]

Back-Office Till (Park Sales Only)

Max.Sale Value 0.00

[ Cash Device Attached ]

8. Now you will see that the cashiers name will appear under the Till master

Status	Till No.	Cashiers Name	Opening Float	Closing Float	Relief	Return	Admin	Lock	Express	Teller	Cash Device	Cashup No.
Open	101	33 test - 33	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	550345
Open	102	JACO - JACO	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	550344
Closed	103	KEY 103	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
Locked	104	MARIC - JACO	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	550344
Closed	105	Alex	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Counting	200	MM - MM	0.00	3 000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		550345
Closed	201	TEST	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
Closed	202	KEY 202	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
Closed	203	KEY 203	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
Closed	204	KEY 204	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
Closed	205	KEY 205	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
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Open	499	33 test - 33	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	550345