

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

MRJ Consultants Bondev Office Park, 140 Cattle Egret Rd Eldoraigne, Centurion 0171 Tel (012) 654 0300 Mail: <u>helpdesk@mrj.co.za</u>



1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module		
Select Company BLUE	OTTLE LIQUOR SIMULATIO	N
	User Code Password	
GENESIS	(Cancel	🥝 ок
CMN999 GENE	SIS Main Module	Version : 10.33.51

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

🐮 GENESIS :	Main Menu												
		-			-								
	\$	<b>\$6</b>	-		<b></b>	M	s.		$\times$		X	<b>S</b>	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Offi	ce General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Ver	sion : 9.32.31	Period :	202011	Database : GEN	ESIS-SIMULATIO	N			

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

🖑 GENESIS : Point of S	Sale N	1odule					
Transactions	ABC	Master Files	Till & Cashup		Utilities	×	Exit
	9	Till Master 🚩		4		60	
	83	Cashiers		· .			
Company	٢	Offline Till Utilities	ASH AND CA	RRY	SIMULAT	ION	
		Vouchers					
	2	Air-Time Categories					
	9	Cheque Register					

5. 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

😂 Till Maste	er Mainten	ance											
Status	Till No.	Cashiers Name	Opening Float	<b>Closing Float</b>	Relief	Return	Admin	Lock	Express	Teller	Cash Device	Cashup No.	
Open	101	33 test - 33	0.00	0.00							None	550345	Dotion
Open	102	JACO - JACO	0.00	0.00							None	550344	
Closed	103	KEY103	0.00	0.00							None	1	Ins Add The Add
Locked	104	MARIO - MARIO	0.00	0.00							None	550344	🕘 Update
Counting	200	MM - MM	0.00	3 000.00								550345	Del Delete
Closed	201	TEST	0.00	0.00							None	1	
Closed	202	KEY 202	0.00	0.00							None	1	Est Exit
Closed	203	KEY 203	0.00	0.00							None	1	
Closed	204	KEY 204	0.00	0.00							None	1	
Closed	205	KEY 205	0.00	0.00							None	1	
Open	206	OPEN TABLE - OPEN-TABEL	0.00	0.00							None	550081	5 View History
Closed	207	JACO	0.00	0.00							None	1	
Closed	498	ADMIN TILL	0.00	0.00							None	1	View Audit In
Open	499	33 test - 33	0.00	0.00							None	550345	Till Activity
4												•	

6. 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 Master Maine	nance					
Till No.			Till	Status	C - Close 💌	
Cashiers Name						• Billions Options *
Default Name						F10 Save
Current Values	Indicators					Esc Exit
Float	Values	Till Val	ues		Till Indicators	l l
Opening Float	0.00	Cash	0.00	F	Relief Till	
Closing Float	0.00	Cheques	0.00	F	Returns Till	
		Credit Cards	0.00		Admin Till	
Default Float	0.00	Vouchers	0.00	E	Back-Office Teller Till	
		Transfers	0.00		Activate Returns Vouchers	
		Tender 1	0.00	F	Force Lock [System Reserved]	
Void Count	0	Tender 2	0.00			
		Tender 3	0.00	-		
Pickups	0.00	Tender 4	0.00		Back-Office Till (Park Sales Only)	
Payouts	0.00	Expres	s Till		Max.Sale Value 0.00	
		Express Till				
Rounding UP	0.00	Status	<b>_</b>	[Ca	ash Device Attached ]	
Rounding Down	0.00	Last Called 00:00:0	00 🚖			
		Call Till No.				
						<u></u>

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 Mai	nenance							×
Till No.	105		1	Fill Status	s C - Close			
Cashiers Name	Alex						Options	*
Default Name	Alex					F10	Save	
						Esc	Exit	
Current Values	Indicators	-		1				
Flo	at Values	Till Va	alues		Till Indicators			
Opening Float	. 0.00	Cash	0.00		Relief Till			
Closing Float	0.00	Cheques	0.00		Returns Till			
		Credit Cards	0.00		Admin Till			
Default Float	. 0.00	Vouchers	0.00		Back-Office Teller Till			
		Transfers	0.00		Activate Returns Vouchers			
		Tender 1	0.00		Force Lock [System Reserved]			
Void Count	0	Tender 2	0.00					
		Tender 3	0.00					
Pickups	.0.00	Tender 4	0.00		Back-Office Till (Park Sales Only)			
Payouts	. 0.00	Expres	ss Till		Max.Sale Value 0.00			
		Express Till		1				
Rounding UP	0.00	Status		-10	and Douico Attachard 1			
Rounding Down	0.00				asit Device Attached J			
		Last Called 00:00:			▼			
						J		

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

Ptatus	TUNE	Cashiera Name	Opening Elect	Closing Elect	Dollaf	Doture	Admin	Look	Everage	Tallar	Cook Douise	Cashup Na	
Status	TIII NO.	Cashiers Name	Opening Float	Closing Float	Relief	Return	Admin	LOCK	Express	Teller	Cash Device	Casnup No.	
Open	101	33 test - 33	0.00	0.00							None	550345	• Options *
Open	102	JACO - JACO	0.00	0.00							None	550344	Ins Add
Closed	103	KEY103	0.00	0.00							None		Add
Locked	104	MARIC	0.00	0.00							None	550344	Update 🛃
Closed	105	Alex	0.00	0.00									Del Delete
Counting	200	MM - MM	0.00	3 000.00								550345	Esc Exit
Closed	201	TEST	0.00	0.00							None		-
Closed	202	KEY 202	0.00	0.00							None		
Closed	203	KEY 203	0.00	0.00							None		V IItilities 🔹
Closed	204	KEY 204	0.00	0.00							None	1	
Closed	205	KEY 205	0.00	0.00							None	-	15 View History
Open	206	OPEN TABLE - OPEN-TABEL	0.00	0.00							None	550081	Kiew Audit Trail
Closed	207	JACO	0.00	0.00							None	1	View Addit Itali
Closed	498	ADMIN TILL	0.00	0.00							None	1	Till Activity
Open	499	33 test - 33	0.00	0.00							None	550345	