

How to setup a new cashier

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1. **Open** Genesis Menu.



2. Type User code and Password.

| GENESIS Main Module | | |
|-----------------------|-------------------------|--------------------|
| Select Company BLUE B | OTTLE LIQUOR SIMULATION | N 💌 |
| | User Code Password | |
| GENESIS | 🔞 <u>C</u> ancel | 🥝 ок |
| CMN999 GENE | SIS Main Module | Version : 10.33.51 |

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

| 🐮 GENESIS : | : Main Menu | | | | | | | | | | | | |
|-------------|---------------|------------|-------------|------------|---------------|----------|----------|----------------------|-----------------|-------------------|-----|----------|--|
| | | - | | | - | | | | | | | | |
| | * | \$6 | - | | | M | * | | \times | | X | M | |
| Till Module | Stock Control | Creditors | Debtors | Purchasing | Point of Sale | Reports | Cash Off | ice Genera Ledger | System Utilites | Empties Return | FIX | Setup | |
| 2020/11/05 | 10:43:33 | | User: JOANA | Vers | ion : 9.32.31 | Period : | 202011 | Database : GE | NESIS-SIMULATIO | DN | | | |

4. In Point of Sales Open Master Files Then Cashiers



- 5. Once opened you will see all cashiers, we will now be adding a new cashier.
 - a. Press Ins on your keyboard or click on Add.

| Status | | and the second se | | |
|--------|-------------|---|------------|--------|
| Otaras | Cashier No. | Cashier Name | User Group | ID No. |
| Active | 33 | 33 test | TILLS | 33 |
| Active | BONGI | BONGI | TILL | |
| Active | CYNTHIA | CYNTHIA | TILL | |
| Active | JACO | JACO | TILLP | |
| Active | LINAH | LINAH | TILL | |
| Active | MARIO | MARIO | ADM | |
| Active | MICHAEL | MICHAEL DOS SANTOS | ADM | |
| Active | MM | MM | ADM | |
| Active | OPEN-TABEL | OPEN TABLE | TILL | |
| Active | SUS001 | SUSAN JACOBS | TILL | |
| | | | | |
| | | | | |

6. Enter in the Cashier no and name eg. (Alex)

| Point of Sale : | Cashier Maintenance | _ | | × |
|---|----------------------------|-------|-------------------------|---|
| Cashier No. Cashiers Name I.D. Number User Group Cashier Status | | F18 s | Options Save Exit | * |
| 05070A | Cashier Master Maintenance | | | |

7. Under user group there are multiple options. Depending on what permissions you want but for adding a cashier we will be selecting the till pay points.

| 🐮 Point of Sale : | Cashier Maintenance | _ | | × |
|-------------------|---|-----|---------|---|
| Cashier No. | ALEX | | Options | * |
| Cashiers Name | alex | F10 | Save | |
| I.D. Number | | Esc | Exit | |
| User Group | | | | |
| Cashier Status | MAN - SHOP MANAGERS OFA - OFFICE ADMIN SEC - SECURITY TUL - TUL PAY POINTS | | | |
| | TILLP - TILL PARK SALES TILLS - TILL SUPERVISOR TILLW - TILL WHOLESALE | | | |
| P05070A | Casnier Master Maintenance | | | |

8. The cashier status will determine if anything can be done once created, for this we will be setting this cashier to Active so that the cashier will be able to do their duties. Once completed press F10 on your keyboard or click on save to save this new cashier.

| I.D. Number | Esc | Exit | |
|-------------------------------------|-----|-----------------|---|
| Cashier No. ALEX Cashiers Name alex | F10 | Options Save | * |

9. You will now see that this cashier has been created and ready for use.

| 😂 Point of | f Sale : Cashier Ma | ster Maintenance | | | |
|------------|---------------------|--------------------|------------|--------|--------------------------------|
| Status | Cashier No. | Cashier Name | User Group | ID No. | |
| Active | 33 | 33 test | TILLS | 33 | 📲 Options 🛛 🛠 |
| Active | ALEX | alex | TILL | | |
| Active | BONGI | BONGI | TILL | | Ins Add |
| Active | CYNTHIA | CYNTHIA | TILL | | Update |
| Active | JACO | JACO | TILLP | | Del Delete |
| Active | LINAH | LINAH | TILL | | |
| Active | MARIO | MARIO | ADM | | ESU Exit |
| Active | MICHAEL | MICHAEL DOS SANTOS | ADM | | |
| Active | MM | MM | ADM | | |
| Active | OPEN-TABEL | OPEN TABLE | TILL | | |
| Active | SUS001 | SUSAN JACOBS | TILL | | |
| | | | | | |
| | 1 | | | | Cashier Status A - Active ~ |
| PO5070 | Cashier Mast | er Maintenance | | | |