How to open the tills.

Log in to Genesis Menu



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- Open Cash Office Module

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Till Module 🖇	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Office	General Ledger	System Utilites	Fix Utilities	Setup	
2010/08/27	12-18-57	0		Vor	sion • 8 30 11	Deriod :	2010	abase : CEN	ESTE-ZIC IHRM			

👸 G	ENESIS : Cash O	ffice						
	<u>T</u> ill Utilities	Managemer 🖉	nt 🛛 🚮 Er	nd-of-Day	eports 🖨	<u>v</u> tilities	🔀 E <u>x</u> i	t
9	Pickups	1		AA ===		N		
Ø	<u>R</u> eplenishment	s						
	Till Unlock Key:	s		ZIG JOBU	JRG MARKET		Branch	ZIG
8=	<u>S</u> upervisor KEY	′S						
	<u>C</u> ash-Drop Veri	ification						
60	C <u>a</u> sh-Office Till	Function						
	Balance & Clos	e Tills						

- Then you select a Till Number/ Key Number and then click on Generate key Or Press F5

Open Closed Closed Closed Closed Closed Closed Open Open Locked	101 102 103 104 105 106 107	5550002 0 0 0 0 0 0 0 0 0 0 0 0	TILL 1 - 105 KEY 102 KEY 103 KEY 104 KEY 105	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00		##############	45 Option	ns 📀
Closed Closed Closed Closed Closed Open Open Locked	102 103 104 105 106 107	0 0 0 0 0	KEY 102 KEY 103 KEY 104 KEY 105	0.00	0.00				
Locked Closed Closed Closed Open Open Locked	103 104 105 106 107	0	KEY 103 KEY 104 KEY 105	0.00	0.00				Karr
Closed Closed Closed Open Open Locked	104 105 106 107	0	KEY 104	0.00					herate Key
Closed Closed Open Open Locked	105 106 107	0	KEV 105		0.00			🖺 Re-	Print Key
Closed Open Open Locked	106 107	0	KET 100	0.00	0.00			Exil	t
Open Open Locked	107		KEY 106	0.00	0.00				
Open Locked		107	KEY 107	0.00	0.00				
Locked	108	108	KEY 108	0.00	0.00				
	109	109	CRYSTAL GARSON	0.00	0.00				
Open	110	110	KEY 110	0.00	0.00				
Open	111	111	HERCILIA CHAMBULE	0.00	0.00				

- Then you click on the cashier name Dropbox and it will show you all your cashiers. Now you have to select a Cashier that you want to assign to the Till Number you have selected.

):	👸 Cash Office : (Generate Unlock Keys				. 🗆 ×
).):		This function will Generate a TILL UN as well as an End-of-Day	JLOCK KEY for the selec • Cash-up Number.	ted till	🚯 Options	۲
))(The Cash-up Number will be used f	for all Till Activity for the	e day.	FIII Generate	
););		Please enter the name of the Ca	r that is assigned to th	nis Till	Exit	
1	Till No.	102	Date	2019/08/27		
-	Cashiers Name	·	Current Till Status	Closed		
	Opening Float	PTILL 1 - 101 PTILL 2 - 102	Cashup No.	0		
		PTILL 3 - 103 PTILL 4 - 104	UnLock Key			
		TILL 1 - 105				
		TILL 2 - 106 TILL 3 - 107 TILL 4 - 108	udit			
	Function Au	USER110 - 110 USER9 - 109	Date Time	Supervisor		

- When you have selected a Cashier you have to click on Generate or Press F10

This function will General as well as an	te a TILL UNLOCK KEY for the selected till End-of-Day Cash-up Number.	🖧 Options 🙁
The Cash-up Number w Please enter the name o	ill be used for all Till Activity for the day. of the Cashier that is assigned to this Till	FIII Generate Esc Exit
Till No. 102 Cashiers Name FTILL 2 - 102 Opening Float 0.00	Date 2019/08/27 Current Till Status Closed Cashup No. 0 UnLock Key	
Т	I Activity Audit	

- Now a Cashup number was assigned to this till user and an unlock key will print by your slip Printer and The cashier will use this key for the day to Open and Close her till