## How to do a Pickup

- Log in to Genesis Menu



- Open Cash Office Module

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Till Module	Stock Control	Creditors	Debtors	Purch		Reports	Cash O	ífice	General Ledger	System Utilites	Fix Utilities	Setup
2019/08/27	12:18:57	0.	User : URSULA		Version : 8.30.11	Period :	2015-	<b>Pa</b>	tabase : GENE	SIS-ZIGJHBM		
- (	Go To Til	l Utiliti	ies / Picku	ıps								

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	_ <u>Till</u> Utilities 🦳 🔏 Managem	ent	🚮 <u>E</u> nd-of-Day	eports 🖨	<u>₩U</u> tilities		🔀 E <u>x</u> it	
9	<u>P</u> ickups	h 🖬	<b>2</b> ↓ A =		N N		ন 💿	
O	<u>R</u> eplenishments							
	<u>T</u> ill Unlock Keys		ZIG JOBU	В	ZIG.			
8=	Supervisor KEYS				<b>1</b>	Cash Offic	e : Till Picku	ips
	Cash-Drop Verification						Till No.	Cast
60	Cash-Office Till Function				Ope		101	TILL
	Balance & Close Tills				Clos		102	KEY 1 KEY 1
		1			Clos		104	KEY 1
					Clos	sed	105	KEY 1

- Select the Cashier who you want to Pick Up, then you click on Pick up or Press F5

Till Status	Till No.	Cashiers Name	Opening Float	Till Takings	Pickups	Value in Till	CASH in Till Cas	
Open	101	TILL 1 - 105	0.00	10.00	0.00	10.00	10.00 5550	🚯 Options
Closed	102	KEY 102	0.00	0.00	0.00	0.00	0.00 0	The second states of the secon
Locked	103	KEY 103	0.00	0.00	0.00	0.00	0.00 0	View Till Values
Closed	104	KEY 104	0.00	0.00	0.00	0.00	0.00 0	F2 View Pickups
Closed	105	KEY 105	0.00	0.00	0.00	0.00	0.00 0	🕎 View Till Activity
Closed	106	KEY 106	0.00	0.00	0.00	0.00	0.00 0	FII View Doc. Activity
Open	107	KEY 107	0.00	0.00	0.00	0.00	0.00 107	Esci Exit
Open	108	KEY 108	0.00	0.00	0.00	0.00	0.00 108	EXIC
Locked	109	CRYSTAL GARSON	0.00	0.00	0.00	0.00	0.00 109	
Open	110	KEY 110	0.00	0.00	0.00	0.00	0.00 110	V Functions
Open	111	HERCILIA CHAMBULE	0.00	0.00	0.00	0.00		_
Open	498	Admin Till (Keep Locked)	0.00	0.00	0.00	0.00		🔁 Pick Up
Open	499	ADMIN	0.00	0.00	0.00	0.00	0.00 0	🔁 Call Cashier

Then you enter the amount of money that you picked up on the draw now column.
Here you pick up all the tender types and insert the values of cash, credit cards etc
When you have entered all the amounts you click on Save Pickup or Press F10.
Then your Pickup is complete

Cash Office	: Till Pickups	I	0.001	0.001	0.001	0.001	0.00 100	
Till No.	101	TILL 1 - 105			Openii	ng Floa	t 0.00	]
Till Status	Open				Closi	ng Floai	t 0.00	]
Cashup No.	5550002							
Pickups V	ouchers							
Fender Type	ouchero	Till Takings	Pickups	Balance in Till	DRAW NOW	Tx	A Options	*
ash		10.00	0.00	10.00	0.00		E Save PickUp	
iheques		0.00	0.00	0.00	0.00		Exit	
redit Cards		0.00	0.00	0.00	0.00	-		
ouchers		0.00	0.00	0.00	0.00	VC		
ransfers		0.00	0.00	0.00	0.00	TR	<b>W</b> Functions	*
Vallets		0.00	0.00	0.00	0.00	WL	F2 Vouchers	
							🔨 Split Cash	
otals		10.00	0.00	10.00				
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COF014	ash Office : 1	ill Pickups						_
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Make sure you Pick up all till users