

How to do a Balance and Close the Tills

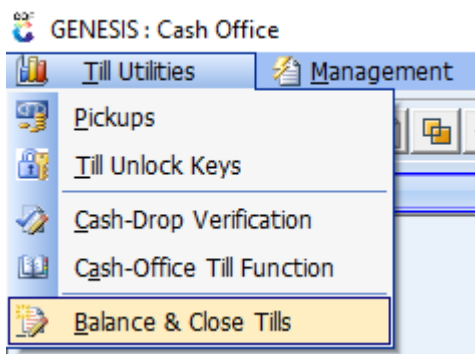
- Log in to Genesis Menu



- Open Cash Office Module



- Go To Till Utilities / Pickups



The Following screen will open

 A screenshot of the 'Point of Sale Cashup : Balance-up Tills' window. It displays a table with columns: Till No, Cashier, Open.Float, Till Values, Pickups, Counted, Difference, Comment, and Status. The table lists 10 tills (100-209) with their respective cashier names and statuses. A right-hand panel contains 'Options' (Count Details, Exit) and 'Functions' (F9: CLOSE Till, F10: Till Activity, F11: View Doc.Activity, F12: Refresh Grid).

Till No	Cashier	Open.Float	Till Values	Pickups	Counted	Difference	Comment	Status
100	MPOLOKENG - 100	0.00	0.00	0.00	0.00	0.00	Balanced	Open
101	TESSA	0.00	0.00	0.00	0.00	0.00	Balanced	Close
201	INNOCENT - 201	0.00	266.00	0.00	0.00	-266.00	SHORT	Open
202	JANICE - 202	0.00	0.00	0.00	0.00	0.00	Balanced	Open
203	VAS	0.00	0.00	0.00	0.00	0.00	Balanced	Close
204	AGNES	0.00	0.00	0.00	0.00	0.00	Balanced	Close
205	SELINAH	0.00	0.00	0.00	0.00	0.00	Balanced	Close
206	AMORIA	0.00	0.00	0.00	0.00	0.00	Balanced	Close
207	GLORIA	0.00	0.00	0.00	0.00	0.00	Balanced	Close
208	ANNAH	0.00	0.00	0.00	0.00	0.00	Balanced	Close
209	VENESSA	0.00	0.00	0.00	0.00	0.00	Balanced	Close

- Under comment it will show if till is over, short or balanced
- Select Each Till user and press F9 (Close Till)
- Ensure all tills are closed, besides the 499 Admin till.

When This is done The person who did the pickups must also be picked up.