GENESIS

How to Guide
How to Lock or Unlock Till

1. **Open** Genesis Menu.

2. Type **User code** and **Password.**
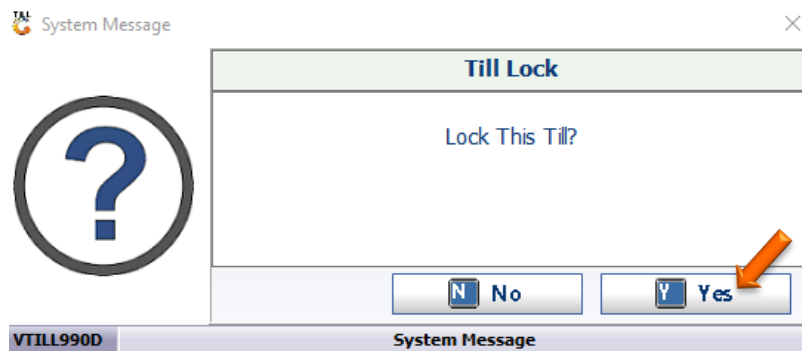

3. Open **Till Module** from the Main menu.
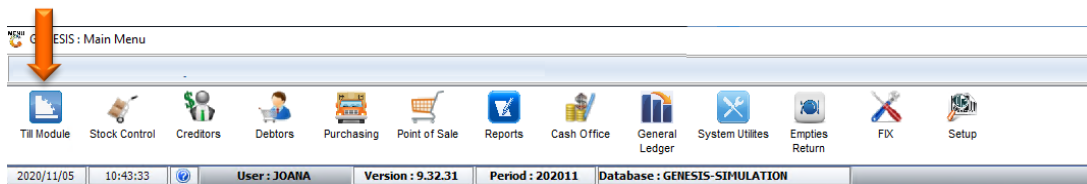
4. Once opened you will be prompted to the below, Click on Lock/unlock Till.
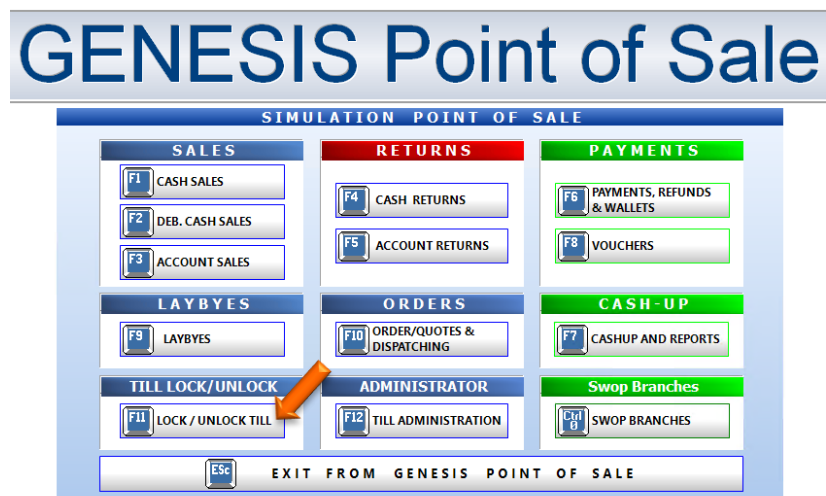
5. Once you have selected the Lock/Unlock Till option you will be prompted to the following screen where you have the option to select **No or Yes**, Select Yes to lock the till.
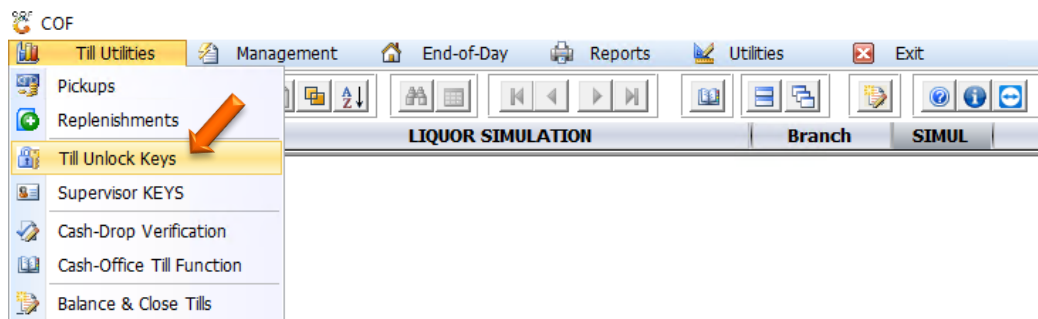

6. You will now be able to scan your un-lock key that was issued to you when you opened the till then this will open the till.
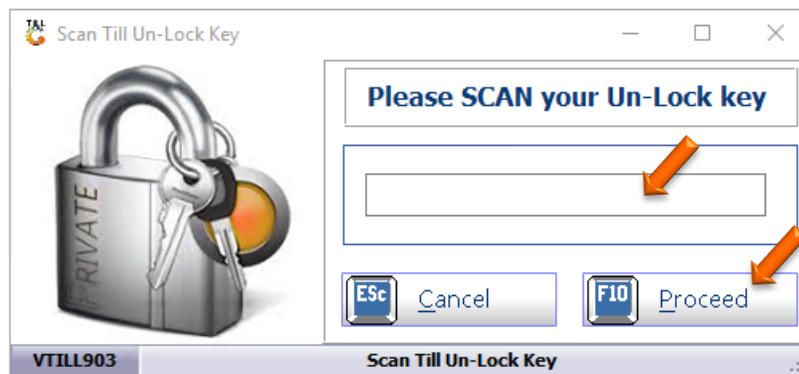
7. If the cashier has lost the unlock key there is an option to re-print the key. Go to The genesis main menu, open Cash Office.

8. In Cash Office select Till Utilities then Till Unlock Keys.

9. You will now be able to select the till and re-print the key.

Status	Till.No	Cashup No.	Cashiers Name	Opening Floa	Closing Float	Relief Til	Return T	Unlock Key
Closed	101	0	Bernice	388.85	0.00	☐	☐	
Closed	102	0	Bruno	0.00	0.00	☐	☐	
Open	103	31300598	Joe - 103	0.00	0.00	☐	☐	
Z	104	0	Natalie	0.00	0.00	☐	☐	
Closed	105	0	Rozanne	0.00	0.00	☐	☐	
Closed	106	0	Yvonne	0.00	0.00	☐	☐	
Closed	107	0	Ricardo	0.00	0.00	☐	☐	
Closed	109	0	Joana Till - 109	0.00	0.00	☐	☐	
Open	110	31300595	Alex - 1111	0.00	0.00	☐	☐	##############:
Locked	111	111	ERNY OT - 999	0.00	0.00	☐	☐	##############:
Closed	201	0	EMPTIES	0.00	0.00	☐	☑	
Open	202	31300588	joana - 202	0.00	0.00	☐	☐	
Closed	301	0	PARK SALE TILL	0.00	0.00	☐	☐	
Open	498	31300596	Joe - 103	0.00	0.00	☐	☐	##############:
Z	915	0	Mighael	0.00	0.00	☐	☐	
Z	921	0	CARLOS	0.00	0.00	☐	☑	

Options ⌃
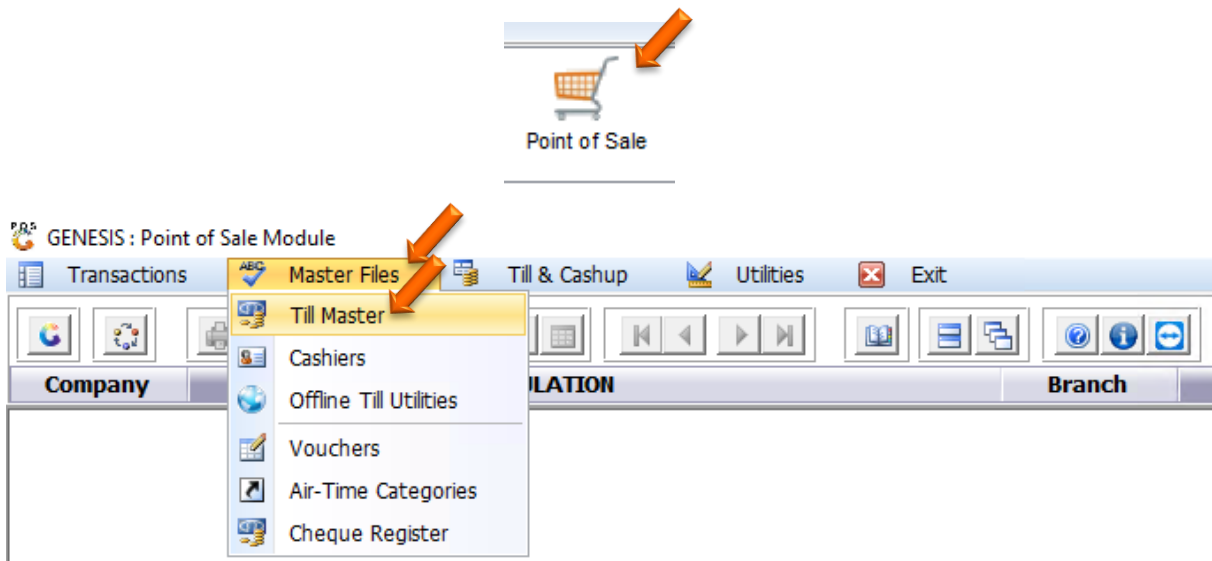F5 Generate Key
Ctrl P Re-Print Key
Esc Exit

COF040   Cash Office : Generate Till UnLock Keys

PRINT REQUEST

Re-Print Unlock Key for Till : 110 ?

N No   Y Yes

10. If a till has been locked you can go to **Point of sales – Master files – open Till Master.**

11. Here you can select the correct till and press enter on your keyboard or double click on your mouse to open.

12. On the top right under Till Status you can select the drop down where it gives you the option to **OPEN-CLOSE-LOCKED-COUNTING-BALANCED-NOT USED.**

13. Once you select the required option you can press F10 on your keyboard or click on save.