



GENESIS

How to Guide How to Lock or Unlock Till

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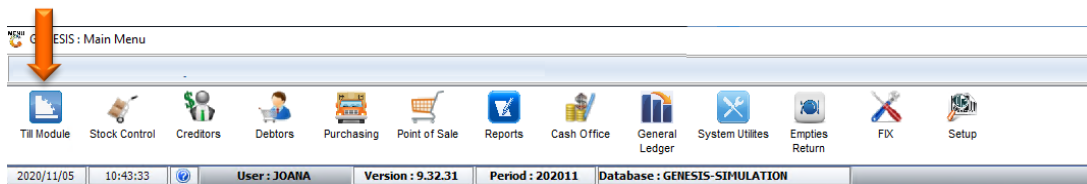
1. **Open Genesis Menu.**



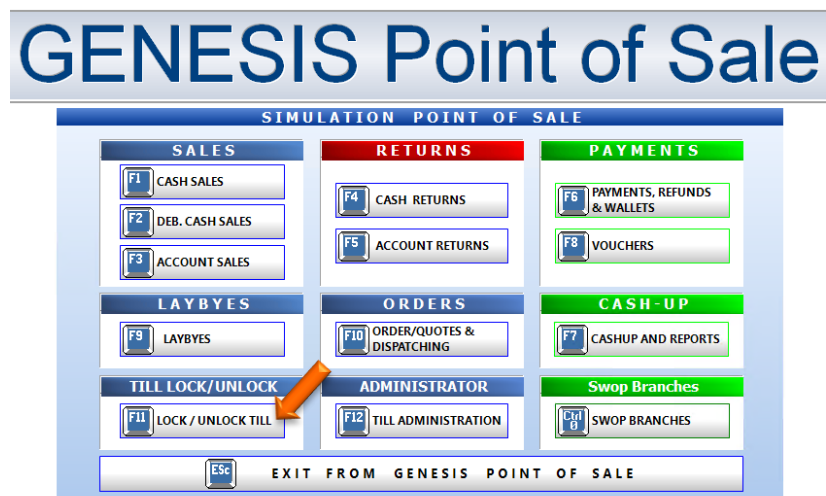
2. Type **User code** and **Password**.

The screenshot shows the 'GENESIS Main Module' login window. It includes a 'Select Company' dropdown menu set to 'BLUE BOTTLE LIQUOR SIMULATION'. Below this is the 'GENESIS' logo. To the right are input fields for 'User Code' and 'Password', each with an orange arrow pointing to it. At the bottom are 'Cancel' and 'OK' buttons. The status bar at the very bottom shows 'CMN999', 'GENESIS Main Module', and 'Version : 10.33.51'.

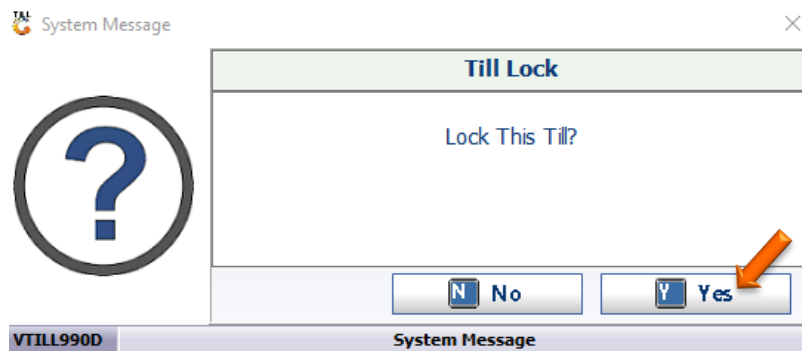
3. Open **Till Module** from the Main menu.



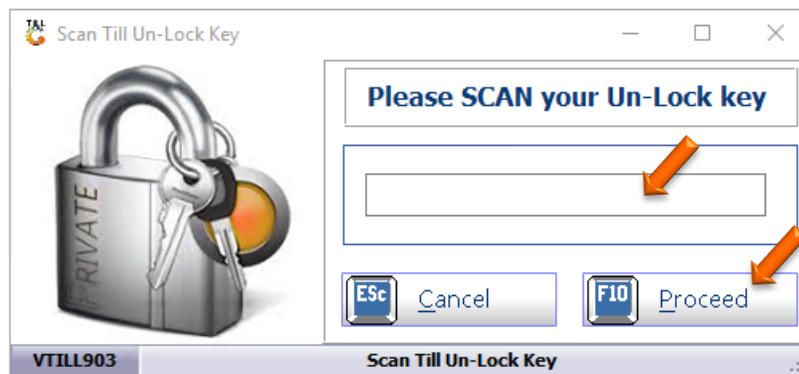
4. Once opened you will be prompted to the below, Click on Lock/unlock Till.



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.



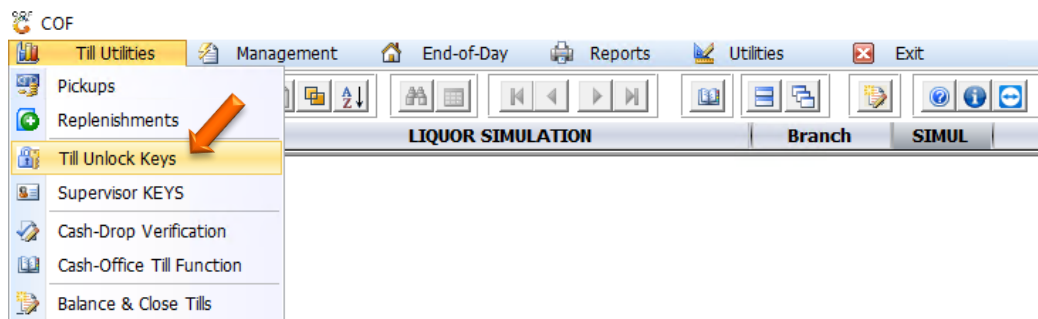
6. You will now be able to scan your un-lock key that was issued to you when you opened the till then this will open the till.



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.

Cash Office : Generate Till Unlock Keys

Status	Till.No	Cashup No.	Cashiers Name	Opening Floa	Closing Float	Relief Ti	Return T	Unlock Key
Closed	101	0	Bernice	388.85	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	102	0	Bruno	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Open	103	31300598	Joe - 103	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Z	104	0	Natalie	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	105	0	Rozanne	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	106	0	Yvonne	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	107	0	Ricardo	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	109	0	Joana Till - 109	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Open	110	31300595	Alex - 1111	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	#####:
Locked	111	111	ERNY OT - 999	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	#####:
Closed	201	0	EMPTYIES	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Open	202	31300588	joana - 202	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	301	0	PARK SALE TILL	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Open	498	31300596	Joe - 103	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	#####:
Z	915	0	Migael	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Z	921	0	CARLOS	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Options

- F5 Generate Key
- Ctrl P Re-Print Key
- ESC Exit

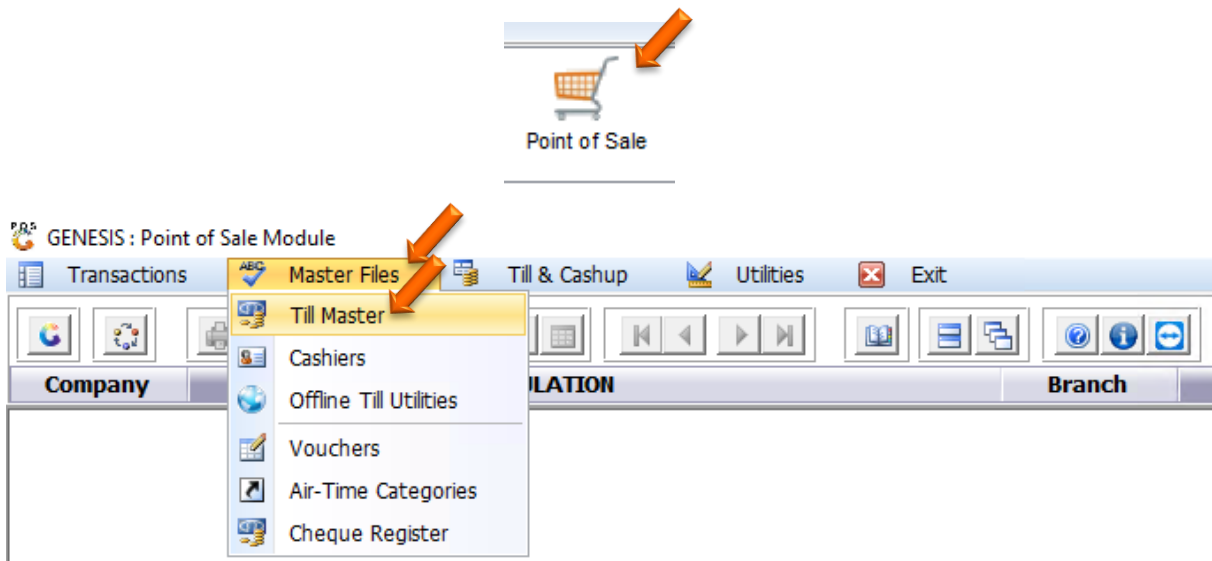
COF040 Cash Office : Generate Till UnLock Keys

Print Request

PRINT REQUEST

Re-Print Unlock Key for Till : 110 ?

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.

The screenshot shows the 'Till Master Maintenance' window. It contains a table with columns: Status, Till No., Cashiers Name, Opening Flo, Closing Floa, Offline Till, Relief, Return, Admin, Lock, Expres, Teller, and Cash Dev. The row for 'Ursula - 108' is highlighted in blue, with an orange arrow pointing to it. To the right of the table, there are two panels: 'Options' with buttons for Add, Update, Delete, and Exit; and 'Utilities' with buttons for View History, View Audit Trail, and Till Activity.

Status	Till No.	Cashiers Name	Opening Flo	Closing Floa	Offline Till	Relief	Return	Admin	Lock	Expres	Teller	Cash Dev
Closed	101	Bernice	388.85	0.00								None
Closed	102	Bruno	0.00	0.00								None
Open	103	Joe - 103	0.00	0.00								None
Not Used	104	Natalie	0.00	0.00								None
Closed	105	Rozanne	0.00	0.00								None
Closed	106	Yvonne	0.00	0.00								None
Closed	107	Ricardo	0.00	0.00								None
Closed	108	MichaelOffline	0.00	0.00	<input checked="" type="checkbox"/>							None
Closed	109	Joana Till - 109	0.00	0.00								None
Locked	110	Ursula - 108	0.00	0.00								None
Locked	111	ERNY OT - 999	0.00	0.00								None
Closed	201	EMPTYES	0.00	0.00			<input checked="" type="checkbox"/>					None
Open	202	Joana - 202	0.00	0.00								None
Closed	301	PARK SALE TILL	0.00	0.00								None
Open	498	Joe - 103	0.00	0.00								None
Open	499	ADMIN	0.00	0.00				<input checked="" type="checkbox"/>				None
Closed	900	PG TILL	0.00	0.00	<input checked="" type="checkbox"/>							None
Open	901	OFFLINETILL 1	500.00	0.00	<input checked="" type="checkbox"/>							None
Not Used	902	OT	0.00	0.00	<input checked="" type="checkbox"/>							None
Open	903	JoeOfflineTill	500.00	0.00	<input checked="" type="checkbox"/>							None
Not Used	904	OFFLINE TILL 4	0.00	0.00	<input checked="" type="checkbox"/>							None
Open	905	MichaelOffline	1 500.00	0.00	<input checked="" type="checkbox"/>							None
Not Used	906	BBL OT	0.00	0.00	<input checked="" type="checkbox"/>							None
Closed	907	Riaan Laptop	0.00	0.00	<input checked="" type="checkbox"/>							None
Open	908	SALIENTEST	0.00	0.00	<input checked="" type="checkbox"/>							None

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**.

The screenshot shows the 'Till Master Maintenance' window. At the top, there are input fields for 'Till No.' (110), 'Cashiers Name' (Ursula - 108), and 'Default Name' (Test Till). To the right, the 'Till Status' dropdown menu is open, showing options: O - Open, C - Close, X - Locked, W - Counting, B - Balanced, and Z - Not Used. Two orange arrows point to this dropdown. On the far right, an 'Options' panel shows 'F10 Save' and 'Esc Exit'. The main area is divided into three sections: 'Float Values' (Opening, Closing, Default Float), 'Till Values' (Cash, Cheques, Credit Cards, Vouchers, Transfers, Tender 1-4), and 'Till Indicators' (Relief Till, Returns Till, Admin Till, Back-Office Teller Till, Activate Returns Vouchers, Force Lock, Offline Till, Back-Office Till (Park Sales Only), Max. Sale Value). There is also an 'Express Till' section with a status dropdown, last called time, and call till number.

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

The screenshot shows a 'System Prompt' dialog box titled 'TILL Master Maintenance'. It contains the text 'Update Till Information ?'. At the bottom, there are two buttons: 'N No' and 'Y Yes'. An orange arrow points to the 'Y Yes' button. To the left of the dialog box is a large blue question mark icon.