



GENESIS
BY MRJ CONSULTANTS



How To Guide | Online till Cashup



+27 12 111 7777
+27 12 654 0300



Bondev Office Park, 140 Cattle Egret Rd,
Eldoraigne, Centurion, 0157



www.genesis-software.co.za



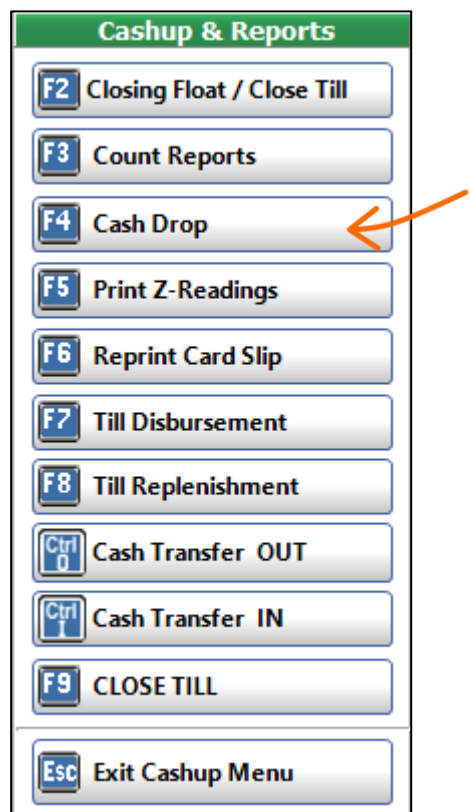
sales@mrj.co.za



1. After trade for the day is completed, in the Till screen navigate to the Cashup & Reports function.



2. On the next menu that opens, select the Cash Drop function.



3. In the Cash Drop screen, you need to capture the Cash values you are removing from your Till, excluding the Till Float. This works on the physical count of the Money in the Till, e.g. 5 x R2 coins, 3 x R10 Notes, etc.

Till No. 106 COLLEEN - 106

Cashup No. 161300014 Cash-Drop to Cash Office Till 101

Denomination	Count	Amount	Type	Code
5 Cents	0	0.00	C	5C
10 Cents	1	0.10	C	10C
20 Cents	1	0.20	C	20C
50 Cents	1	0.50	C	50C
1 Rand	1	1.00	C	R1
2 Rand	1	2.00	C	R2
5 Rand	1	5.00	C	R5
10 Rand	0	0.00	N	R10
20 Rand	22	440.00	N	R20
50 Rand	20	1000.00	N	R50
100 Rand	10	1000.00	N	R100
200 Rand	5	1000.00	N	R200

Total Coins 8.80
Total Notes 3 440.00
Count Total 3 448.80
Drop Total 219 196.79

Cheques 0.00
Credit Cards 210 747.99
Vouchers 5 000.00
Transfers 0.00
Wallets 0.00

VTILL040 Cash Office : Cash Drop

At the bottom of the screen, you declare your Credit Card and other tender type values. (**Count Total = Cash counted values and Drop Total = Count Total + Other Tenders**). Then you can save the drop.

4. After all Cash Drops have been done for the Till, navigate to the CLOSE TILL function for the last step.

Cashup & Reports

F2 Closing Float / Close Till

F3 Count Reports

F4 Cash Drop

F5 Print Z-Readings

F6 Reprint Card Slip

F7 Till Disbursement

F8 Till Replenishment

Ctrl O Cash Transfer OUT

Ctrl I Cash Transfer IN

F9 CLOSE TILL

Esc Exit Cashup Menu

5. In the Close Till screen, you need to ensure that you capture the Closing Float for the Till, and then you can Close Till

CLOSE TILL

Till No: 106 COLLEEN - 106 Cashup No.: 161300014
Cashup Date: 2025/07/31

Options
F10 Close Till
Esc Exit

Reports
Print Slip

Capture Cashup Values

Capture Till Closing Values		
Opening Float	500.00	
Cash	3 448.80	3 448.80
ADD: PayOuts	0.00	0.00
Credit Cards	210 747.99	210 747.99
Vouchers	5 000.00	5 000.00
Transfers	0.00	0.00
Total In Till	219 196.79	219 196.79
LESS: Pickups/Drops	219 196.79	
LESS: PayOuts	0.00	
Closing Float	500.00	
Till Balanced	0.00	

Pickups/Cash Drops

Time	Cash	Cheques	Cards	Vouchers	Transfers
14:15:58	3 448.80	0.00	210 747.99	5 000.00	0.00

Cash Payouts

Time	Payee	Details	Amount	Ref
<No data to display>				

VTILL021 Close this TILL

This concludes the How to Guide for Till Cashup

VERSION:

1.23 - 2

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BY: Colleen

COMMENTS: