



GENESIS
BY MRJ CONSULTANTS



How To Guide | Cash Office Cashup

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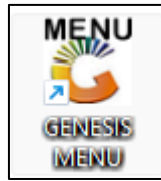
 Bondev Office Park, 140 Cattle Egret Rd,
Eldoraigne, Centurion, 0157

 www.genesis-software.co.za

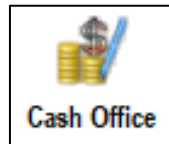
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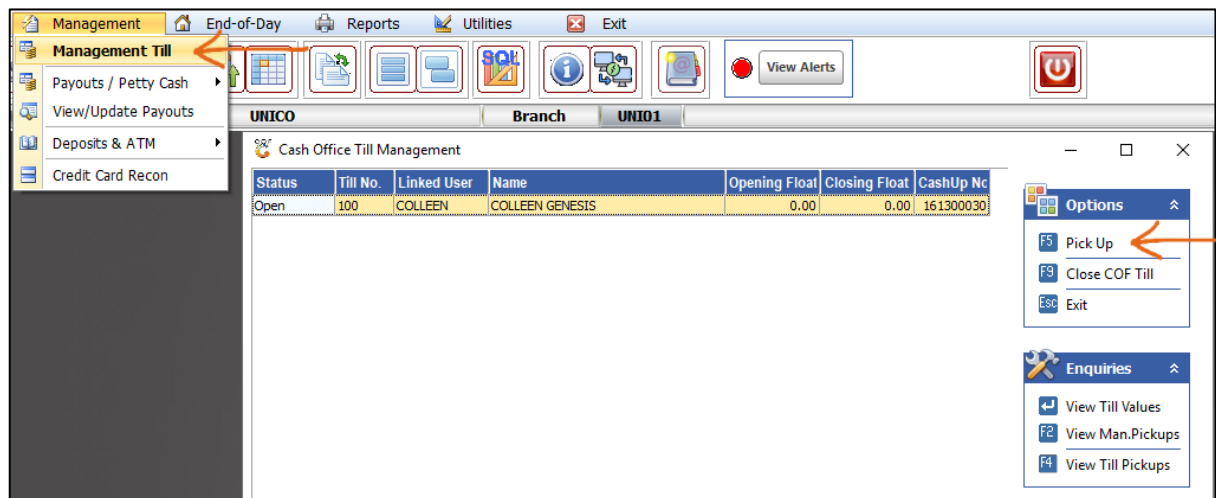
1. After **Till Cashup** has been completed, open **Genesis Menu**.
(Note: Please refer to Till Cashup manual for Guide on how to Cashup the till)



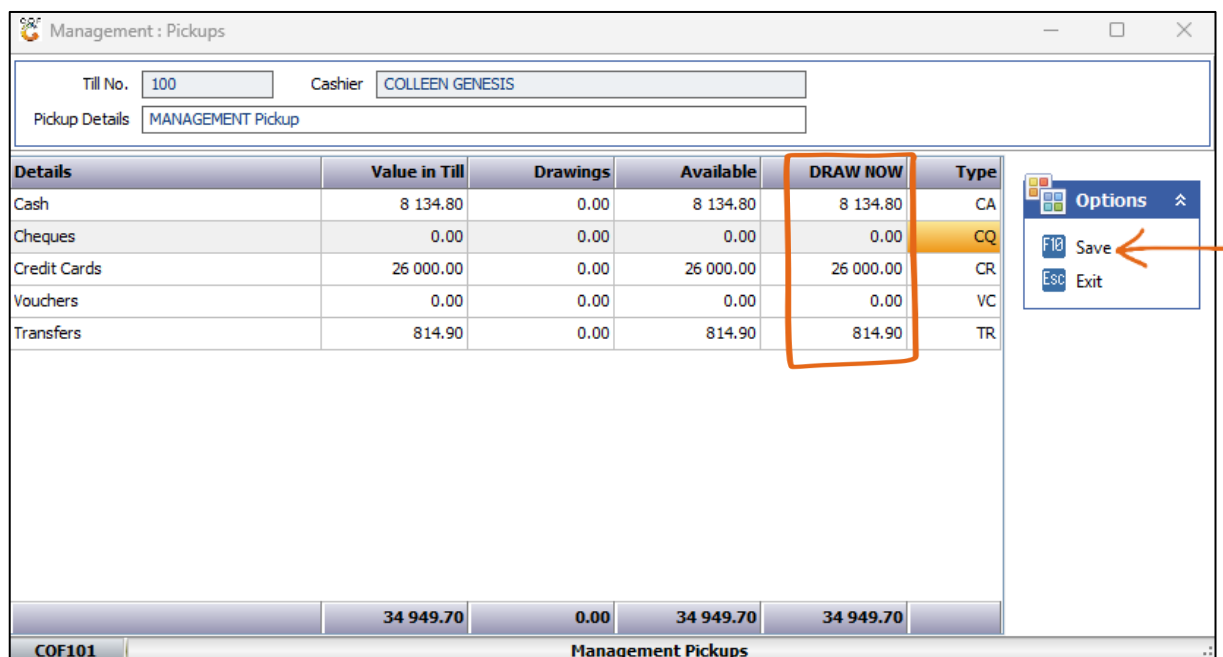
2. Open the **Cash Office Module**



3. To **start off the Cash Office Cashup**, you will need to process the **Management Pickups**. In the Cash Office module navigate to **Management > Management Till > Click on the Pickup option**.



4. In the Management Till Pickup screen, enter the **total values counted from the Till pickups** in the relevant Tender Option under the **DRAW NOW** heading and **save the pickup** values once done.



- After doing the Management Pickup, navigate to the **End-Of-Day tab > Consolidation and Close of Day**

Explanation of Consolidate Summary Screen

Cash Office: Management Consolidation

Date: 2025/09/09 Tuesday Day is Open Open Days

Consolidate Summary GL Posting Split Till Tender Summary Till Pickups Cash-Office Pickups

Consolidate Summary

Opening Float 3 236.00 [1]

Add : Till Pickups 34 949.70 [2]

Less : Bank Deposits 0.00 [3]

Total in Management Till 38 185.70 [4]

Less Cards, Chq & Vouchers 26 814.90 [5]

Sub-Total 11 370.80

Less : Closing Float 0.00 [6]

[7] **SHORT** 11 370.80

[- Cash Office Payouts]

Management Payouts 0.00

Management Replenishments 0.00

ATM Replenishments 0.00

ATM Returns 0.00

Bank Deposits 0.00

[Cash Office Pickup Summary]

Cash 8 134.80

Cheques 0.00

Credit Cards 26 000.00

Vouchers 0.00

Transfers 814.90

Wallets 0.00

[8] **Total Pickups** 34 949.70

Float Variance 0.00 [13]

Till Overs/Unders -34 949.70 [14]

Nett Pickups 69 899.40 [15]

Till Open Floats 0.00 [16]

[Document Tender Summary]

Cash 8 134.80

Cheques 0.00

Credit Cards 26 000.00

Vouchers 0.00

Transfers 814.90

Wallets 0.00

LESS : Payouts 0.00 [9]

LESS : Round Down 0.00 [10]

Total Tendered 34 949.70 [11]

Difference -34 949.70 [12]

Difference between Net Pickups & Total Tendered

Vouchers Generated 0.00

Not Redeemed 0.00

Voucher Commission 0.00

Rounding Up 0.00 Down 0.00

Correct Allocations

COF220 Values Recalculated

- First highlighted values represent the total physical Cash on Premises excluding the floats in the Tills. This is also excluding money in the Drop Safe and money banked.
 - Opening Float:** Total physical Cash at the start of the day for the whole store
 - Add: Till Pickups:** This is the total pickups done from the Tills
 - Less: Bank Deposits:** Bank Deposits get deducted from opening Float
 - Total in Management Till:** Total in the Cash office till after Cash office pickup
 - Less Cards, Chq & Vouchers:** Virtual money is subtracted from the management Till as it is not physical cash on hand.
 - Sub-Total:** This is what the Total closing float of the business should be for the day.
 - Less-Closing Float:** Manually enter the true count of physical cash on premises here.
 - Short:** Difference between system calculated sub-total and closing float.
- Management Payouts:** This is where the Cash Office user goes to view or process payouts from the Cash Office. This deducts from the Float of the business.
- Management Replenishments:** This is money brought into the Cash Office from external sources, i.e. Not from the Tills.
- ATM Replenishments:** Remove money from the business float to put in ATM inside the Shop.
- ATM Returns:** To return money from the ATM into the business float.
- Bank Deposits:** Cash money deposited in the Drop Safe.

Continuation on Next Page ->

Cash Office : Management Consolidation

Date: 2025/09/09 Tuesday Day is Open Open Days

Consolidate Summary GL Posting Split Till Tender Summary Till Pickups Cash Office Pickups

[Cash Office Pickup Summary]

Opening Float	3 236.00	[1]
Add : Till Pickups	34 949.70	[2]
Less : Bank Deposits	0.00	[3]
Total in Management Till	38 185.70	[4]
Less Cards, Chq & Vouchers	26 814.90	[5]
Sub-Total	11 370.80	
Less : Closing Float	0.00	[6]
[7] SHORT	11 370.80	

[Cash Office Payouts]

Management Payouts	0.00
Management Replenishments	0.00
ATM Replenishments	0.00
ATM Returns	0.00
Bank Deposits	0.00

[Cash Office Pickup Summary]

Cash	8 134.80	
Cheques	0.00	
Credit Cards	26 000.00	
Vouchers	0.00	
Transfers	814.90	
Wallets	0.00	
	0.00	
	0.00	
	0.00	
[8] Total Pickups	34 949.70	
Float Variance	0.00	[13]
Till Overs/Unders	-34 949.70	[14]
Nett Pickups	69 899.40	[15]
Till Open Floats	0.00	[16]

[Document Tender Summary]

Cash	8 134.80		
Cheques	0.00		
Credit Cards	26 000.00		
Vouchers	0.00		
Transfers	814.90		
Wallets	0.00		
	0.00		
	0.00		
	0.00		
LESS : Payouts	0.00	[9]	
LESS : Round Down	0.00	[10]	
Total Tendered	34 949.70	[11]	
Difference	-34 949.70	[12]	
Difference between Net Pickups & Total Tendered			
Vouchers Generated	0.00		
Not Redeemed	0.00		
Voucher Commission	0.00		
Rounding Up	0.00	Down	0.00

Correct Allocations

COF220 Values Recalculated

Options: Save Values, Exit

Functions: Refresh Day, Import Values, Re-Calculate, Next Date, Prev.Date

Utilities: Close of Day

- **Cash Office Pickup Summary:** These values represent the total of each tender type collected by the Cash Office (From Cash to Wallets)
- **Float Variance:** This is the difference between the Opening and Closing Floats on the Tills compared to the previous trading date's floats.
- **Tills Overs/Unders:** This is the Overs and Unders of the Tills based on the transaction activity versus the Till pickups.
- **Nett Pickups:** This is the Total pickups after Tills overs and unders are deducted.

Continuation on Next Page ->

5.2

Cash Office : Management Consolidation

Date: 2025/09/09 Tuesday Day is Open Open Days

Consolidate Summary GL Posting Split Till Tender Summary Till Pickups Cash-Office Pickups

[Cash Office Pickup Summary]

[Document Tender Summary]

Options: Save Values, Exit

Functions: Refresh Day, Import Values, Re-Calculate, Next Date, Prev.Date

Utilities: Close of Day

COF220 Values Recalculated

- **Document Tender Summary:** These are the sum of each tender method selected when sales were done at the Tills that day (From Cash to Wallets)
- **Less: Payouts:** This is the total value of the Payouts/Disbursements done across all Tills. This gets deducted from the Total document tender summary.
- **Less: Round Down:** This the total of all rounding across all sales.
- **Total Tendered:** Sum of all Tender Types less payouts and less round down.
- **Difference:** It is the difference between Total Tendered and Nett Pickups.
- **Vouchers Generated:** Total Value of vouchers Generated for the day.
- **Not Redeemed:** Total Value of non-redeemed vouchers for the day.

5.2.1 **Note:** You ideally want the closing float on the left of the screen and the difference on the right of the screen to be zero. This indicates the day is balancing.

Cash Office : Management Consolidation

Date: 2025/09/09 Tuesday Day is Open Open Days

Consolidate Summary GL Posting Split Till Tender Summary Till Pickups Cash-Office Pickups

[Cash Office Pickup Summary]

[Document Tender Summary]

Options: Save Values, Exit

Functions: Refresh Day, Import Values, Re-Calculate, Next Date, Prev.Date

Utilities: Close of Day

COF220 Values Recalculated

Explanation of Till Tender Summary Screen

Cash Office : Management Consolidation

Date: 2025/09/09 Tuesday Day is Open Open Days: [v]

Consolidate Summary GL Posting Split **Till Tender Summary** Till Pickups Cash-Office Pickups

Till No.	Cashier	Cash	Cheques	Credit Cards	Vouchers	Transfers	Wallets	Tender1	Tender2	Te
101	AHMED - 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
106	COLLEEN - 106	8 134.80	0.00	26 000.00	0.00	814.90	0.00	0.00	0.00	
		8 134.80	0.00	26 000.00	0.00	814.90	0.00	0.00	0.00	

COF220 Values Recalculated

Options

- Save Values (F10)
- Exit (Esc)

Functions

- Refresh Day (F2)
- Import Values (F5)
- Re-Calculate (F7)
- Update Floats (F9)
- Manual Pickup (Ctrl+P)
- Till Activity (Ctrl+T)
- Doc.Activity (F11)
- Next Date (Ctrl+N)
- Prev.Date (Ctrl+P)

Utilities

- Close of Day (F12)

To investigate Till Overs and Unders, navigate to the **Till Tender Summary** tab.

- **Refresh Day:** Refreshes the till values for the day.
- **Import Values:** Imports all figures for all tills for the day.
- **Re-Calculate:** Recalculates the figures for the day based on tender methods and pickups.
- **Update Floats:** Allows you to adjust the opening and closing floats for a till for the day.
- **Manual Pickup:** Allows you to do a pickup on a till in case it was not done.
- **Till Activity:** Allows you to view the overall movement of funds in the till for the day.
- **Doc Activity:** Lets you drill down into each document processed on a till which displays the tender method used.
- **Next Date:** Moves to the next day's Cashup figures.
- **Prev Date:** Moves to the previous day's Cashup figures.

Continuation on Next Page ->

Explanation of Till Activity Screen

Till Activity for a Date

Till Number: 106 COLLEEN - 106 Process Date: 2025/09/09

[Till Activity]

Account Sales	0.00	0
Account Returns	0.00	0
Cash Sales	34 949.70	6
Cash Returns	0.00	0
Nett Sales	34 949.70	
Account Payments	0.00	0
Laybye Payments	0.00	0
Payment Reversals	0.00	0
Laybye Exp.Refund	0.00	0
Cashed Vouchers	0.00	0
Cash Backs (ATM)	0.00	0
SASSA Payouts	0.00	0
Coinage Exchange	0.00	0
Cash Transfer OUT	0.00	0
Cash Transfer IN	0.00	0

[Till Values from Till Activity]

Cash	8 134.80
Cheques	0.00
Credit Cards	26 000.00
Vouchers	0.00
Transfers	814.90
Wallets	0.00
Total Activity	34 949.70

[Values in Till]

Opening Float	0.00
Cash	8 134.80
Cheques	0.00
Credit Cards	26 000.00
Vouchers	0.00
Transfers	814.90
Wallets	0.00
Other Tenders	0.00
Rounding Down	0.00
Till Total	34 949.70
Closing Float	0.00
Nett in Till	34 949.70
Pickups	34 949.70
PayOuts	0.00
Balanced	0.00

Options

- F5 View Doc.Activity
- F6 View Till Payouts
- Esc Exit

Reports

- Cash Slip

Enquiries

- F2 Currency Summary

POS100B Till Activity Detail

- **Till Activity:** The sum of each document type processed on the till for the day.
 - **Till Values from Till Activity:** The sum of the Tenders processed on the till.
 - **Values in Till:** The values that are left in the till ready to be picked up. This will show your shorts and overs based on Till Pickups.
 - **F5 View Doc. Activity:** Allows you to view the documents processed on the till and shows you what tender method was selected for individual documents.
 - **F6 View Till Payouts:** Allows you to view the payouts processed on that till for the day.
- NOTE:** If any changes are made to pickup values, you can recalculate the short or over in this screen by pressing **CTRL + U** on your keyboard.

7. You can view the till pickups from the **Till Pickups** tab. You can update the pickup as well from here.

Cash Office: Management Consolidation

Date: 2025/09/09 Tuesday Day is Open Open Days

Consolidate Summary GL Posting Split Till Tender Summary **Till Pickups** Cash-Office Pickups

Till No. 106

Cashup No.	Time	Cash	Cheques	Credit Cards	Vouchers	Transfers	Wallets	Tender #1	Tender #2	Tender #3
161300021	08:48:22	8 134.80	0.00	26 000.00	0.00	814.90	R0.00	0.00	0.00	0.00
		8 134.80	0.00	26 000.00	0.00	814.90		0.00	0.00	0.00

Options

- F10 Save Values
- Esc Exit

Functions

- F2 Refresh Day
- F5 Import Values
- F7 Re-Calculate
- F8 Update Pickup**
- Ctrl Next Date
- Ctrl Prev.Date

Utilities

- F12 Close of Day

COF220 Values Recalculated

8. To View and Update Management Till Pickups, navigate to the **Cash-Office Pickups** tab.

Cash Office : Management Consolidation

Date: 2025/09/09 Tuesday Day is Open Open Days: [v]

COF Till No.	Date	Time	Cash	Cheques	Credit Cards	Vouchers	Transfers	Wallets	Tender #1	Tender #2	T
100	2025/09/09	16:37:22	8 134.80	0.00	26 000.00	0.00	814.90	0.00	0.00	0.00	

Options: F10 Save Values, ESC Exit

Functions: F2 Refresh Day, F5 Import Values, F7 Re-Calculate, **F8 Update Pickup**, F11 Manual PickUp, Ctrl+N Next Date, Ctrl+P Prev.Date

Utilities: F12 Close of Day

COF220 Values Recalculated

9. Close of Day

Provided all your values on the Consolidate Summary tab are balancing, you can proceed to close the day for trade using the **Close of Day** option on the bottom right of the screen. This will post your sales to the general ledger.

Cash Office : Management Consolidation

Date: 2025/09/09 Tuesday Day is Open Open Days: [v]

Consolidate Summary	GL Posting Split	Till Tender Summary	Till Pickups	Cash-Office Pickups
Opening Float 3 236.00 [1] Add : Till Pickups 34 949.70 [2] Less : Bank Deposits 0.00 [3] Total in Management Till 38 185.70 [4] Less Cards, Chq & Vouchers 26 814.90 [5] Sub-Total 11 370.80 Less : Closing Float 11 370.80 [6] [7] BALANCED 0.00			[8] Total Pickups 34 949.70 [16] Float Variance 0.00 [13] Till Overs/Unders 0.00 [14] Nett Pickups 34 949.70 [15] Till Open Floats 0.00 Correct Allocations	[Document Tender Summary] Cash 8 134.80 Cheques 0.00 Credit Cards 26 000.00 Vouchers 0.00 Transfers 814.90 Wallets 0.00 LESS : Payouts 0.00 [9] LESS : Round Down 0.00 [10] Total Tendered 34 949.70 [11] Difference 0.00 [12] Difference between Net Pickups & Total Tendered Vouchers Generated 0.00 Not Redeemed 0.00 Voucher Commission 0.00 Rounding Up 0.00 Down 0.00

Options: F10 Save Values, ESC Exit

Functions: F2 Refresh Day, F5 Import Values, F7 Re-Calculate, Ctrl+N Next Date, Ctrl+P Prev.Date

Utilities: **F12 Close of Day**

COF220 Values Recalculated

This concludes the How to Guide for Cash Office Cashups

VERSION:

6.1 – 2

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BY: Colleen

COMMENTS: