

CREATE A NEW CASH UP

	STEPS TO FOLLOW	VISUAL REFERENCE
1.	Navigate to POINT OFSALE. Click on DAILY CASH UP.	System Functions Point of Sale Daily Cash-up Advanced Daily Cash-up
2.	Click on CREATE NEW CASH UP.	Create new cashup DATE: Cash-up by 2014 2015 January February
3.	Select correct date (next opening shift date).	Please provide the information required: Create Daily Cash-up Date 09-09-2015 elect Cash-up by Damme Create Cancel
4.	Enter shift manager's name in CASH UP BY block.	Create Daily Cash-up
5.	Click on CREATE.	Create Daily Cash-up Date 09-09-2015 select Cash-up by Janine Create Cancel

SPACEbiz Operating Procedures – Create a new Cash up

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6.	Cash up for next shift has been created as per User selected date.	14 WESSEL Cash-up Petty Cash Promo, Debtors & Returns 🗙 🗗
7.	If a new Cash up has not yet been created for the day a warning will flash on SPACEbiz POS.	