How to Guide
How to do a Cash Sale

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1. **Open** Genesis Menu.

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

3. Open **Till Module** from the Main menu.
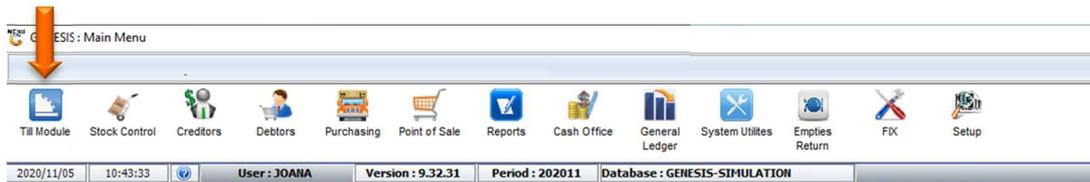
4. Once opened you will be prompted to the below, Click on Cash Sales or press F1.
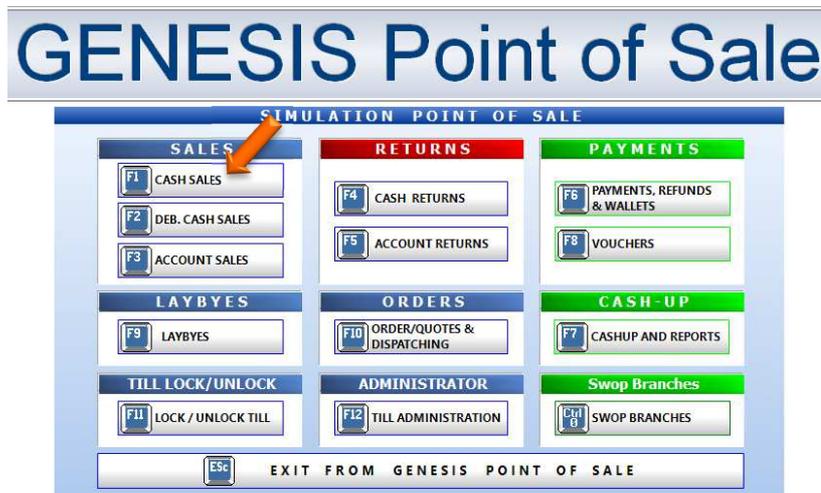
5. Once opened you will see the below image, here we can now do cash sales. For this explanation the page will be split to be able to see each section properly.
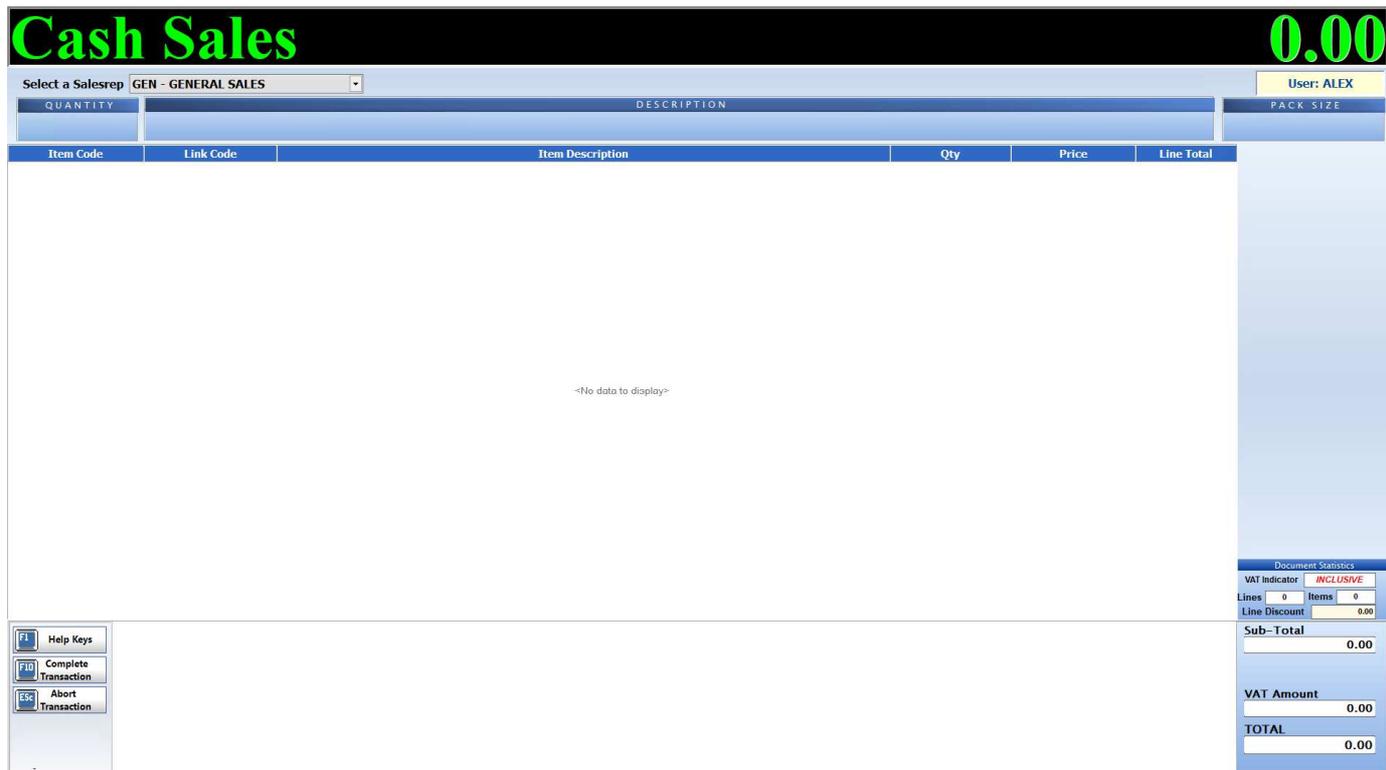
6. In the image below by the **Quantity**, this represents the quantity selected by the individual on that specific item. By **Description** this represents the items Description.

7. As seen in the image below the top right Total amount represents the combined total of all the items on the cash sale. Under User this will represent the current user signed into this till and under the pack size this this displays the selected Pack size for that item.

8. On the right-hand side, you will see the Totals section.

9. Depending on how it was setup the cashier will not be able to change the quantity or selling price but a parameter can be setup for the user to do so

10. If you click on F10 this will give you the option to insert a new line or update etc.

11. When pressing F1 a matrix will prompt up and give details on what each and every short cut key is and what it does.

Till Process Function Key List

These set of Function Keys are Active from the Item GRID

[Grid Mode]

- Ins — Add a New Line
- ↵ — Update Line Details
- Del — Delete a Line
- F2 — Show Account Form
- F5 — Show Line Profit Stats
- F9 — Supervisor Over-ride
- F11 — Park the Sale
- F12 — Import a Parked Sale
- Ctrl L — Re-Number Lines
- Ctrl T — Add Group Title Line
- Ctrl P — Document Line Stats
- [Ctrl-V] Show VIP Screen
- F10 — Complete SALE
- Esc — Abort Sale

These set of Function Keys are Active when in Line Capure Mode

[Stock Item Capture Mode]

- Ctrl 3 — Show Purchase Order Qty
- F3 — Select a Selling Price
- Ctrl 4 — Last Documents
- Ctrl 5 — View Selling Price Grid
- Ctrl F5 — Additional Desc
- F6 — View Line Profit Stats
- F7 — View Last Price
- Ctrl F8 — View Variant Promotions
- [Ctrl-O] View Onhand Grid
- F9 — Supervisor Over-ride
- F10 — Complete Line Capture
- Esc — Abort Line Capture

↵ **Press [Enter] to Close this Form**

VTILL994 — **Function Keys available in the Till Module**

12. Once you have scanned in an item it will appear on the screen as below.

13. Once all items have been scanned and you want to complete the sale press F10 on the keyboard to complete the sale. Select the payment method, if its cash type in the amount of cash given then press enter to proceed. Once payment is received give the change back if need be then the sale will complete and you may carry on with the next sale.