



# GENESIS

## How to Guide How to do a Cash Sale

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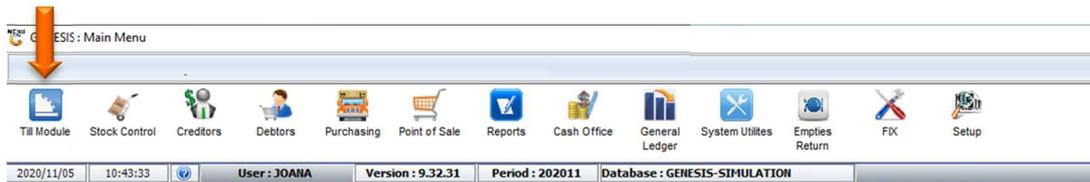
1. **Open** Genesis Menu.



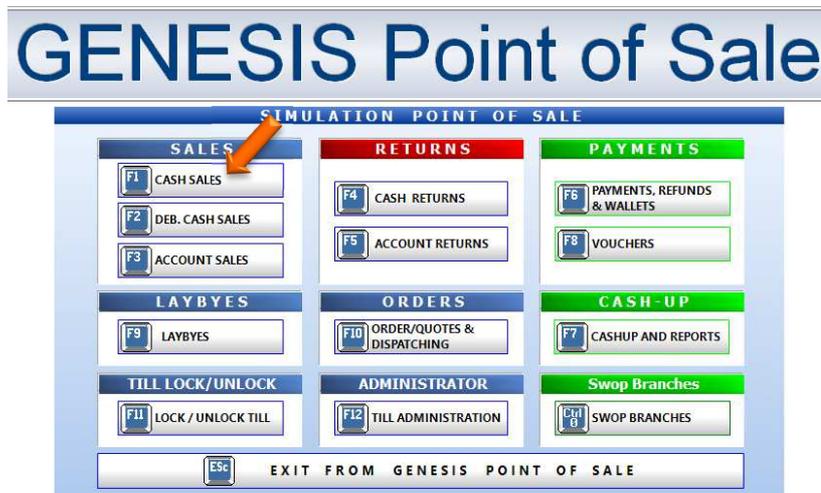
2. Type **User code** and **Password**.

A screenshot of the 'GENESIS Main Module' login window. At the top, it says 'GENESIS Main Module'. Below that is a 'Select Company' dropdown menu with 'BLUE BOTTLE LIQUOR SIMULATION' selected. To the left is the Genesis logo. In the center, there are two input fields: 'User Code' and 'Password'. Two orange arrows point to these fields from the right. Below the input fields are 'Cancel' and 'OK' buttons. At the bottom, there is a status bar with 'CMN999', 'GENESIS Main Module', and 'Version : 10.33.51'.

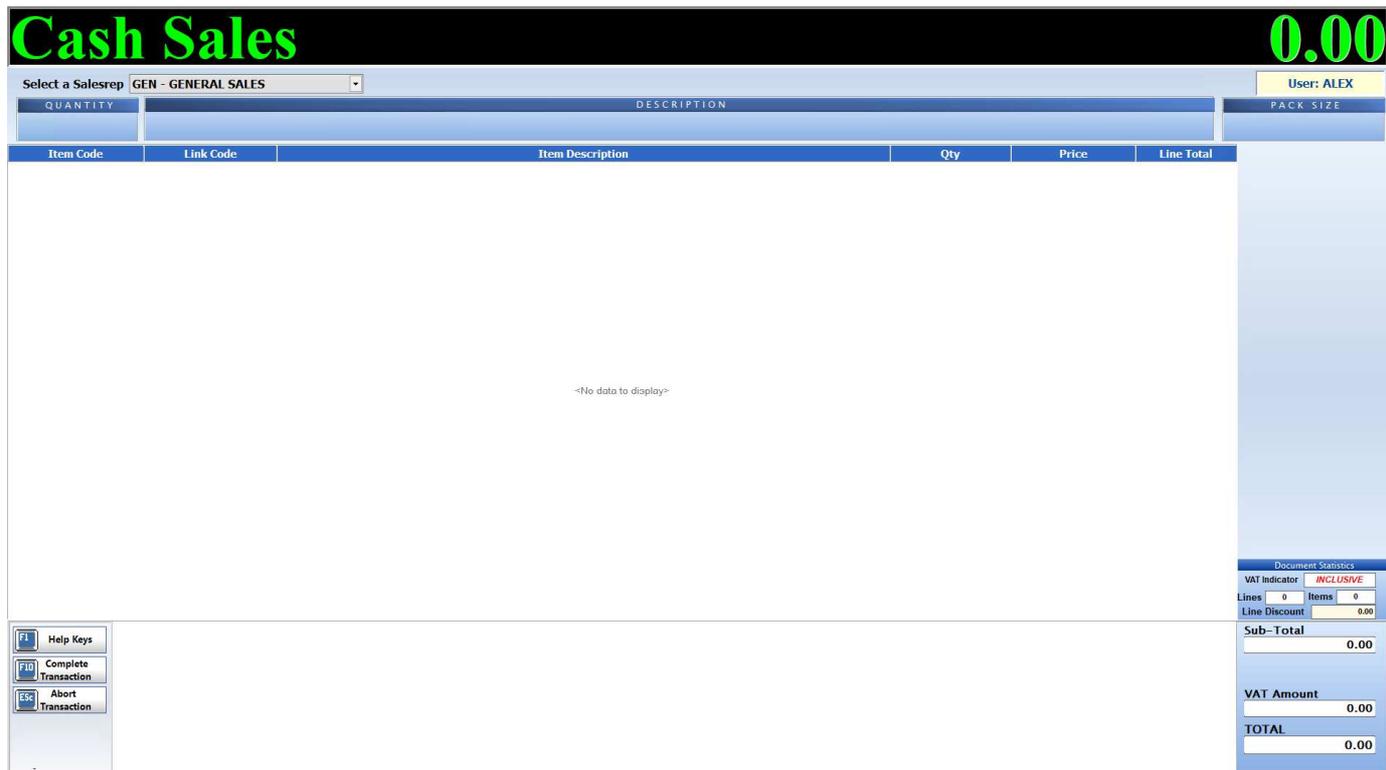
3. Open **Till Module** from the Main menu.



4. Once opened you will be prompted to the below, Click on Cash Sales or press F1.



- 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.



- 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.



- 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 displays the selected Pack size for that item.



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

Document Statistics	
VAT Indicator	<b>INCLUSIVE</b>
Lines	0
Items	0
Line Discount	0.00
<b>Sub-Total</b>	
	0.00
<b>VAT Amount</b>	
	0.00
<b>TOTAL</b>	
	0.00

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

STOCK	
Stock Code	<input type="text"/>
Link Code	<input type="text"/>
Description #1	<input type="text"/>
Description #3	<input type="text"/>
Quantity	<input type="text" value="1"/>
Price	<input type="text" value="0.00"/>
Discount	<input type="text" value="0.00"/>
Warehouse	01 - DEFAULT WAREHOUSE
Salesrep	GEN - GENERAL SALES

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

<b>Ins</b> Insert Line	<b>F11</b> Park the Sale
<b>↵</b> Update Line	<b>F12</b> Import ParkSale
<b>Del</b> Delete Line	
<b>F2</b> Show Account Form	<b>F8</b> Document Discount
<b>F3</b> Show Selling Prices	<b>F9</b> Supervisor Override
	<b>Ctrl D</b> Debtors Deals
	<b>Ctrl S</b> Serial Numbers

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.



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

<b>Cash Sales</b>		<b>(CASH) CASH ACCOUNT</b>				User: ALEX	
QUANTITY		DESCRIPTION				PACK SIZE	
1		1313 Brandy 750ml X6				1X6X750ML	
Item Code	Link Code	Item Description	Qty	Price	Discount	Line Total	
64565	64565-006	1313 Brandy 750ml X6	1	5111.00	0.00000	5111.00	

<b>STOCK ITEM SELECTION</b>	
Stock Code	Link Code
Description #1	
Description #3	
Quantity	1
Price	0.00
Discount	0.00
Warehouse	01 - DEFAULT WAREHOUSE
Salesrep	GEN - GENERAL SALES

Document Statistics	
VAT Indicator	INCLUSIVE
Lines	1
Items	1
Line Discount	0.00
Sub-Total	
4 444.35	
VAT Amount	
666.65	
TOTAL	
5 111.00	

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.

<b>Payment Tender</b>																					
<table border="1"> <tr> <td>Cash</td> <td>0.00</td> </tr> <tr> <td>Credit Cards</td> <td>0.00</td> </tr> <tr> <td>Vouchers</td> <td>0.00</td> </tr> <tr> <td>Transfers</td> <td>0.00</td> </tr> <tr> <td>Cheques</td> <td>0.00</td> </tr> </table>	Cash	0.00	Credit Cards	0.00	Vouchers	0.00	Transfers	0.00	Cheques	0.00	<table border="1"> <tr> <td colspan="2"><b>Cash Sales</b></td> </tr> <tr> <td>Total Due</td> <td>5111.00</td> </tr> <tr> <td>Tendered</td> <td>0.00</td> </tr> <tr> <td>Balance</td> <td>5111.00</td> </tr> <tr> <td><b>CHANGE</b></td> <td><b>0.00</b></td> </tr> </table>	<b>Cash Sales</b>		Total Due	5111.00	Tendered	0.00	Balance	5111.00	<b>CHANGE</b>	<b>0.00</b>
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VTILL003 Payment Tender Form																					