



GENESIS

How to Guide Payments, Refunds & Wallets

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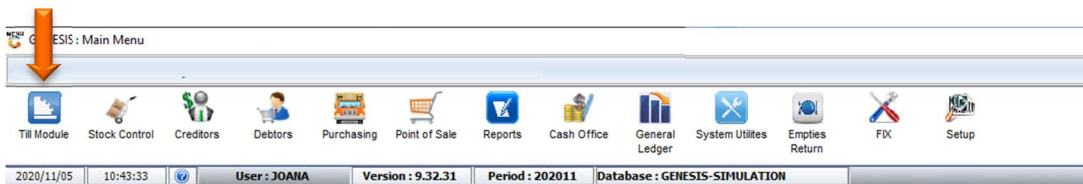
1. **Open Genesis Menu.**



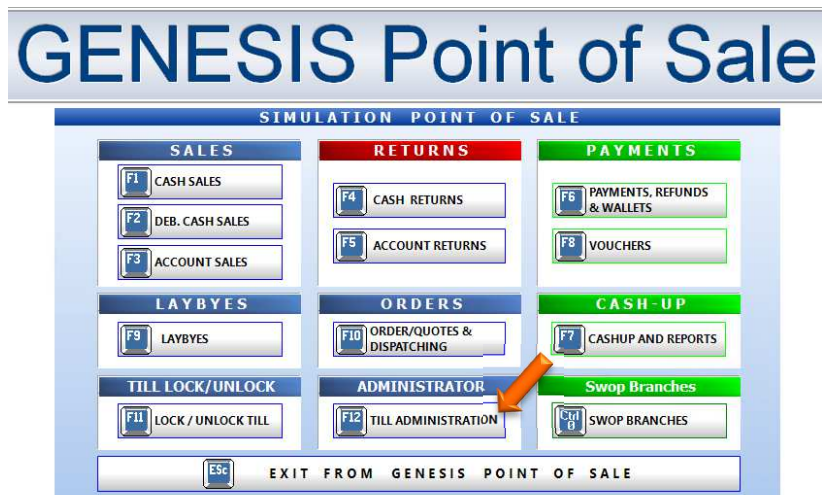
2. Type **User code** and **Password**.



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



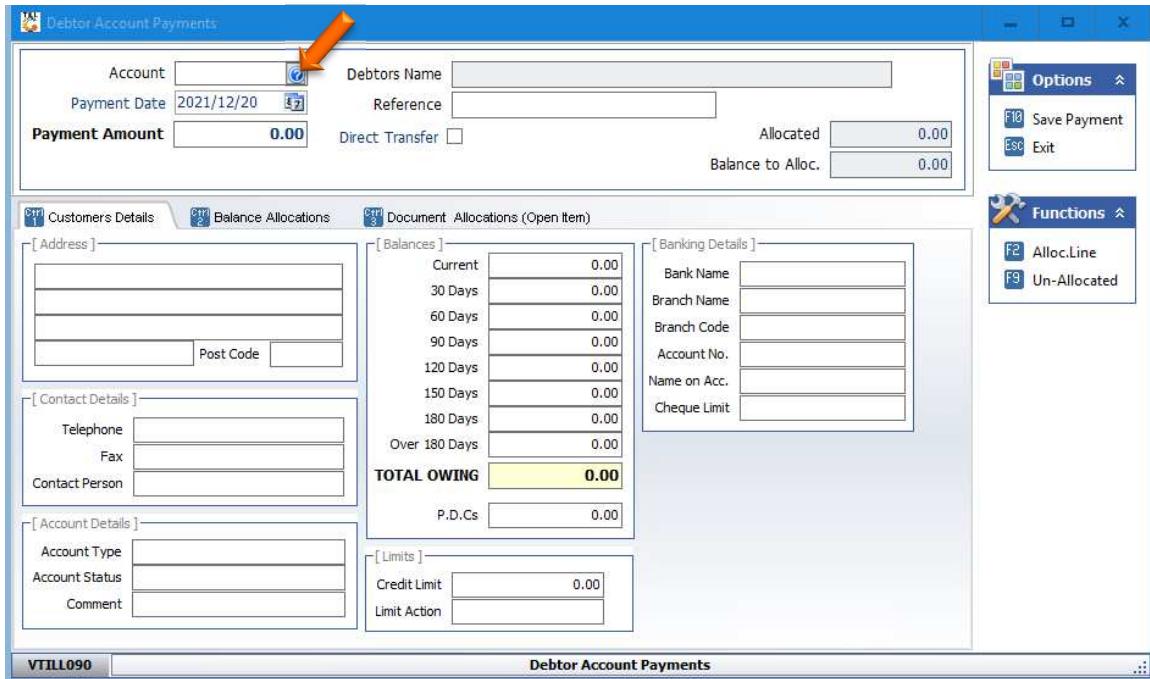
4. Once opened you will be prompted to the below, Click on **Payments, Refunds & Wallets**



- Once opened you can select the Account Payments option



- Once opened you will have to select the debtor, click on the ? (Question mark) to open all debtors.



7. Select the desired Debtor then press enter on your keyboard or click on select.

The screenshot shows the 'Browse Debtors' window with a table of debtors. An orange arrow points to the 'Select' option in the 'Options' menu.

Account No.	Debtors Name	Cell Phone	Telephone #1	Telephone #2	Contact Person
CASH	CASH ACCOUNT				123
PNP001	PICK N PAY HEILKONPARK				Brain
ERN001	ERNY TEST DEBTOR				erny
NAT001	NATS BLUE BOTTLE LIQUOR	0736254869			natalie
SAL001	SALIEM TEST ACCOUNT	0829999999			qweqweqwe
ABBY	Abigail van Coller	0762388111			Abby
RJ001	RIAAAN TEST				2
PGM001	PG MOUTON				pg
EMPTY001	EMPTYES RETURNS YARD				PIET
WEB001	BLUE BOTTLE ONLINE STORE				1
URS001	URSULA				0714509836
HEX002	PIETER LOTTER				Pieter
ALEX	alex test				123456789
WH001	Wholesale Section	0834567894			hennie
LAY001	Alex Laybye Test				alex

Options menu: Select (highlighted), Exit

Search menu: Account, Name, Telephone, Restore Grid

Bottom status bar: VTILL901 Browse / Select a Debtor

8. Type in the Payment amount then press enter.

The screenshot shows the 'Debtor Account Payments' window. An orange arrow points to the 'Payment Amount' field.

Account: ALEX Debtors Name: alex test
 Payment Date: 2021/12/20 Reference: TEST
 Payment Amount: 298.00 Direct Transfer: Allocated: 0.00
 Balance to Alloc.: 0.00

Customers Details: Address, Contact Details (Telephone: 123456789, Contact Person: 123456789), Account Details (Account Type: OI - OPEN ITEM, Account Status: O - Open)

Balance Allocations: [Balances]

Current	-297.64
30 Days	0.00
60 Days	0.00
90 Days	0.00
120 Days	0.00
150 Days	0.00
180 Days	0.00
Over 180 Days	0.00
TOTAL OWING	-297.64
P.D.C.s	0.00

[Limits] Credit Limit: 10 000.00 Limit Action: S - Stop

[Banking Details] Bank Name, Branch Name, Branch Code, Account No., Name on Acc., Cheque Limit: 0

Options menu: Save Payment, Exit

Functions menu: Alloc.Line, Un-Allocated

Bottom status bar: VTILL090 Debtor Account Payments

9. Under Balance allocations this shows you all the balances.

Account: ALEX Debtors Name: alex test
 Payment Date: 2021/12/20 Reference: TEST
 Payment Amount: 298.00 Direct Transfer: Allocated: 298.00
 Balance to Alloc.: 0.00

Current Balances		Allocation Balances	
Current	-297.64	Current	0.00
30 Days	0.00	30 Days	0.00
60 Days	0.00	60 Days	0.00
90 Days	0.00	90 Days	298.00
120 Days	0.00	120 Days	0.00
150 Days	0.00	150 Days	0.00
180 Days	0.00	180 Days	0.00
Over 180 Days	0.00	Over 180 Days	0.00
		ALLOCATED	0.00

10. Under Document allocations this shows you all allocations made from that Debtor.

Once happy you can press F10 on the keyboard or click on Save Payment to proceed the payment.

Account: ALEX Debtors Name: alex test
 Payment Date: 2021/12/20 Reference: TEST
 Payment Amount: 298.00 Direct Transfer: Allocated: 298.00
 Balance to Alloc.: 0.00

Transaction Type	Doc.No.	Doc.Date	Amount	Balance	Allocate Amt	Discount	Dr/Cr	TxTp
Account Sales	1103000042	2021/09/07	5111.00	4761.00	298.00	0.00	D	POSASL
DEBTORS JOURNAL	10006	2021/09/16	100.00	100.00	0.00	0.00	D	DEBJDR
Account Sales	1103000047	2021/10/13	775.98	775.98	0.00	0.00	D	POSASL
Account Sales	1103000049	2021/10/20	297.64	297.64	0.00	0.00	D	POSASL

11. Select the payment type and fill in the payment amount. Then proceed. You will then get a printout.

The 'Payment Tender' window displays the following data:

Payment Type	Amount
Cash	0.00
Credit Cards	0.00
Vouchers	0.00
Transfers	0.00
Cheques	0.00

DEBTORS PAYMENTS	
Total Due	298.00
Tendered	0.00
Balance	298.00
CHANGE	0.00

Buttons: **Esc** ABORT, **F10** PROCEED

Window Title: Payment Tender Form

The 'System Print Request' dialog box displays the following information:

PRINT REQUEST

PAYMENT PROCESSED
Receipt No.: 40500045

Print Receipt?

Buttons: **N** No, **Y** Yes

Window Title: System Print Request