How to Guide
Payments, Refunds & Wallets

MRJ Consultants

37 Weavind Ave, Eldoraigne, Centurion, 0157

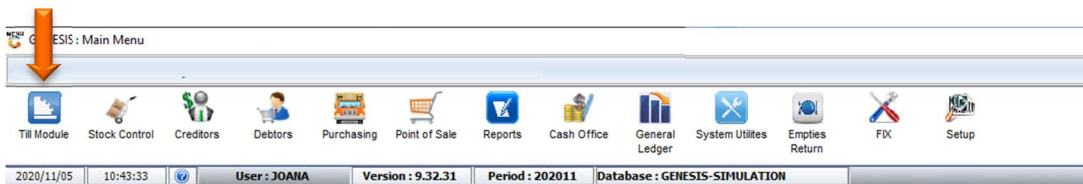*Tel: (012) 654 0300*

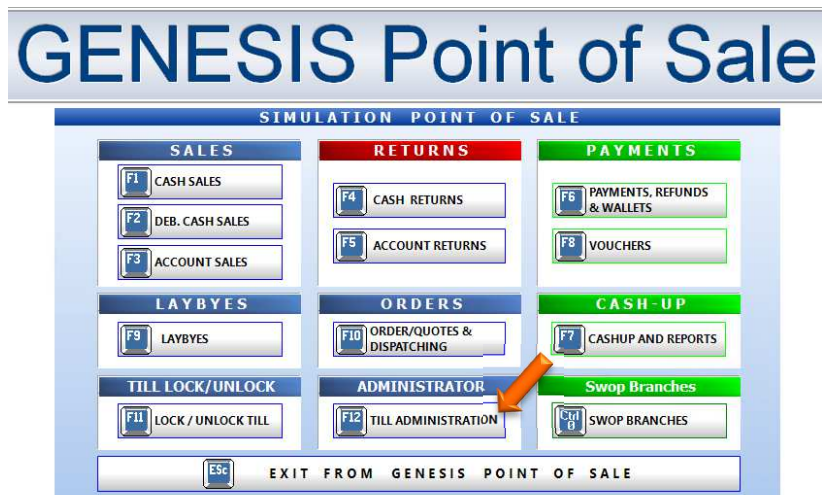*Mail: helpdesk@mrj.co.za*

1. **Open** Genesis Menu.

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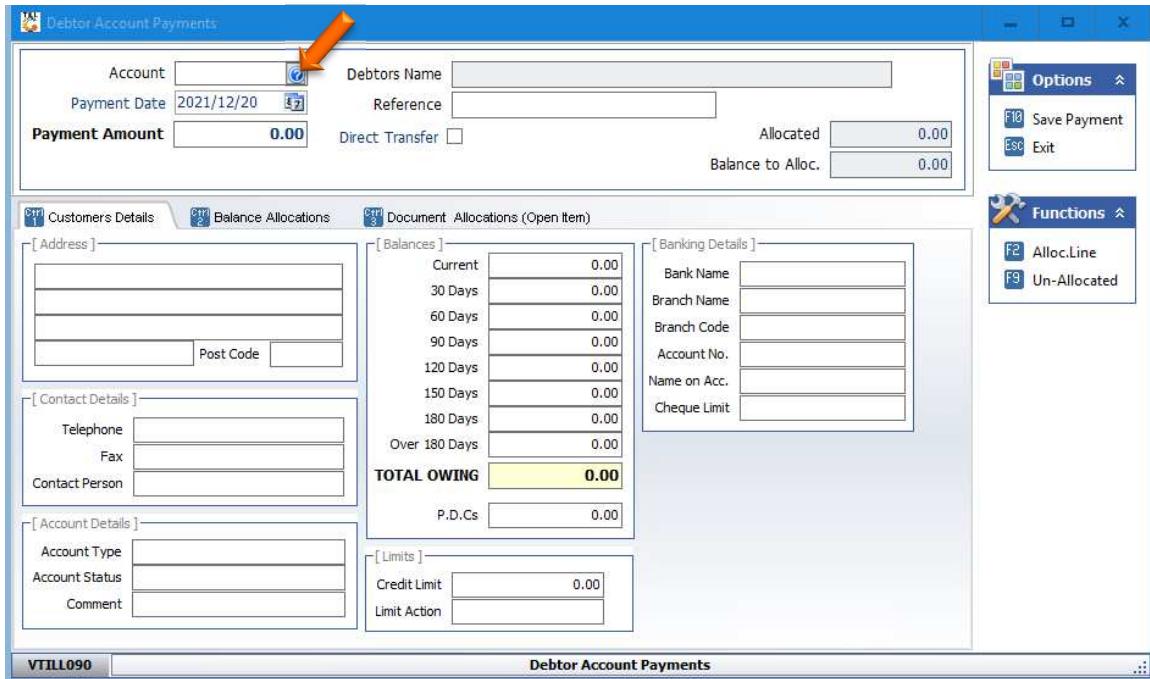

3. Open **Till Module** from the Main menu.

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

5. Once opened you can select the Account Payments option

6. 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.

8. Type in the Payment amount then press enter.

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

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.

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