

GENESIS

How to Guide Payments, Refunds & Wallets

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1. **Open** Genesis Menu.



2. Type User code and Password.

Select Company	BLUE BOTTLE LIQUOR SIMULAT	
	User Code Password	
GENES	S 🔞 Cancel	👩 ок

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

ESIS:	Main Menu												
	2	8	-		Ţ,		ŵ/		\times		X	B ù	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Offic	Ce General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Ver	sion : 9.32.31	Period :	202011	Database : GEN	ESIS-SIMULATIO	ON		_	_

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

SIM	JLATION POINT OF	SALE
SALES	RETURNS	PAYMENTS
CASH SALES	F4 CASH RETURNS	PAYMENTS, REFUNDS & WALLETS
DEB. CASH SALES	F5 ACCOUNT RETURNS	F8 VOUCHERS
LAYBYES	ORDERS	CASH-UP
F9 LAYBYES	ORDER/QUOTES & DISPATCHING	CASHUP AND REPORTS
TILL LOCK/UNLOCK	ADMINISTRATOR	Swop Branches

5. Once opened you can select the Account Payments option

SIMU	JLATION POINT OF	SALE
SALES	RETURNS	PAYMENTS
F1 CASH SALES F2 DEB. CASH SALES F3 ACCOUNT SALES	F4 CASH RETURNS F5 ACCOUNT RETURNS	PAYMENTS, REFUNDS & WALLETS
LAYBYES	ORDERS	CASH-UP
F9 LAYBYES	ORDER/QUOTES & DISPATCHING	CASHUP AND REPORTS
TILL LOCK/UNLOCK	ADMINISTRATOR	Swop Branches
LOCK / UNLOCK TILL	TILL ADMINISTRATION	SWOP BRANCHES
	PAYMENTS	
F2 Account Payments F4 Cash Refunds	F5 Mobi-Cash Deposits F6 clevaPAY Top-Up F8 clev	vaPAY Indrawal vaPAY Refunds
ESC EXIT from Paymer	nts Function Menu and Return to t	he POINT OF SALE Menu

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

🐮 Debtor Account Payments			- 🗆 X.
Account Payment Date 2021/12/20 22 Payment Amount 0.00 D	Debtors Name Reference rect Transfer	Allocated 0.00 Balance to Alloc. 0.00	Options \$ Image: Save Payment \$ Image: Exit \$
Contact Details Contact Details Contact Details Contact Person Comment Comme	Document Allocations (Open Item) [Balances] Current 0.00 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 0.00 P.D.Cs 0.00 [Limits]	[Banking Details] Bank Name Branch Name Branch Code Account No. Name on Acc. Cheque Limit	Functions *
VTILL090	Debtor Account	t Payments	

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

👸 Browse De	btors					_ □
Account No.	Debtors Name	Cell Phone	Telephone #1	Telephone #2	Contact Person	
CASH	CASH ACCOUNT				123	• Options
PNP001	PICK N PAY HEILKONPARK				Brain	
ERN001	ERNY TEST DEBTOR				erny	Select
NAT001	NATS BLUE BOTTLE LIQUOR	0736254869			natalie	Esc Exit
SAL001	SALIEM TEST ACCOUNT	0829999999			qweqweqwe	
ABBY	Abigaile van Coller	0762388111			Abby	
RJ001	RIAAN TEST				2	🖳 Search
PGM001	PG MOUTON				pg	
EMPTY001	EMPTIES RETURNS YARD				PIET	Count 12
WEB001	BLUE BOTTLE ONLINE STORE				1	F3 Name
URS001	URSULA				0714509836	Telephone
HEX002	PIETER LOTTER				Pieter	receptione
ALEX	alex test				123456789	Restore Gri
WH001	Wholesale Section	0834567894			hennie	
LAY001	Alex Laybye Test				alex	
VTILL901	Browse / Select a	Debtor				

8. Type in the Payment amount then press enter.

Image: Second state of the second s	0.00 0.00 Exit	Payment
Account Details J OI - OPEN ITEM Account Status O - Open Comment O - Open	Contraction of the second seco	Lions 🛠

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

Account Payment Date Payment Amount	ALEX 0 2021/12/20 2 298.00	Debtors Name alex test Reference		Allocated Balance to Alloc.	298.00	Options \$ Image: Save Payment \$ Image: Save Payment \$ Image: Save Payment \$
Customers Details	Balance Allocation	S Bocument Allocations	(Open Item)			🎇 Functions 💈
Current	Balances	Allocation Ba	lances			C Alloc.Line
Current	-297.64	Current	0.00			5 Auto-Allocate
30 Days	0.00	30 Days	0.00			Un-Allocated
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.

👸 Debtor Account Pay	yments							_		x
Account ALEX Debtors Name alex test Payment Date 2021/12/20 Image: Content of the second										Â
Payment Amount	298	.00 Direct	Transfer			Allocated Balance to Alloc.	298.00 0.00	Esc	Save Payı Exit	ment 🟲
🕎 Customers Details	🕎 Balance All	ocations 👔	Document Allocati	ons (Open Item)				$\mathbf{\tilde{x}}$	Function	1 5 ×
Transaction Type	Doc.No.	Doc.Date	Amount	Balance	Allocate Amt	Discount Dr/Cr	ТхТр	62	Alloc Line	
Account Sales	1103000042	2021/09/07	5111.00	4761.00	298.00	0.00 D	POSASL		Anocient	
DEBTORS JOURNAL	10006	2021/09/16	100.00	100.00	0.00	0.00 D	DEBJDR	FO	Auto-Allo	ocate
Account Sales	1103000047	2021/10/13	775.98	775.98	0.00	0.00 D	POSASL	F9	Un-Alloc	ated
Account Sales	1103000049	2021/10/20	297.64	297.64	0.00	0.00 D	POSASL			
<							>			
VTILL090				Debtor A	ccount Payments					

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

👸 Payment Tender			_		x
Cash	0.00	DEBTORS	РАУМЕ	NTS	
Credit Cards	0.00	Total Due		298	3.00
Vouchers 📧	0.00	, i i i i i i i i i i i i i i i i i i i			
Transfers	0.00	Tendered		C	0.00
Cheques	0.00	Balance		298	.00
ESC ABORT	FIO PROCEED Payment T	CHANGE		0	<mark>.00</mark> .
System Print Reques					×
	PR	LINT REQUEST			
	PAYI Rece	MENT PROCESSED ipt No.: 40500045 Print Receipt?			
tyr-Sec.		No No	Y	Yes	
VTILL990F		Print Request			