



GENESIS

How to Guide Payments, Refunds & Wallets

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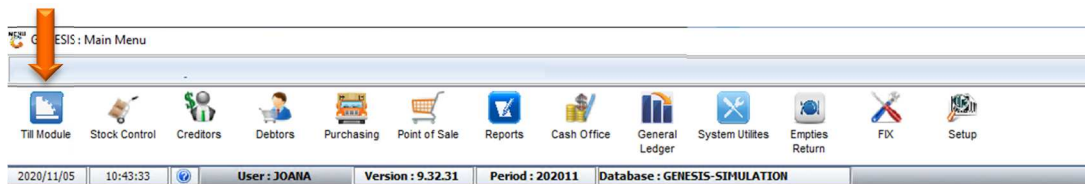
1. **Open Genesis Menu.**



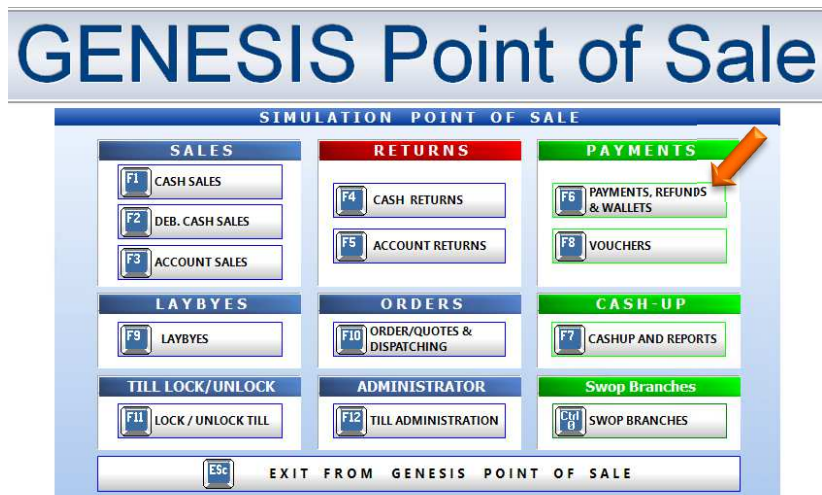
2. Type **User code** and **Password**.



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



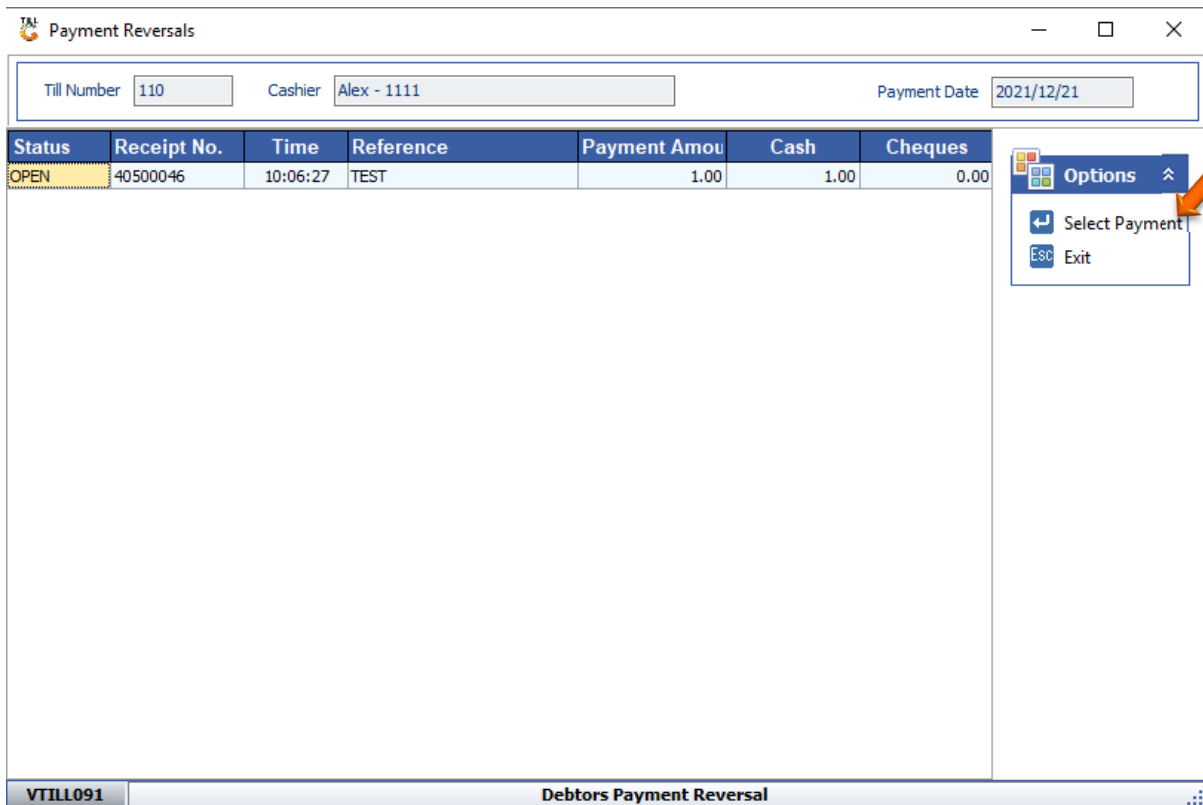
4. Once opened you will be prompted to the below, Click on **Payments, Refunds & Wallets**



5. Once opened you can select the Payment Reversal option



6. Once opened you will select the payment you would like to reverse then press Enter on your keyboard or click on select payment.



7. Here you can view the allocation to double check that everything is correct. Once happy you can press F10 on your Keyboard or click on reverse payment.

Payment Reversals - View Allocations

Account No. ALEX alex test
Payment Date 2021/12/21 Document No. 40500046
Amount Paid 1.00 Reference No. TEST
Till No. 110 Alex - 1111

Document Allocations					
Tx.Type	Document No.	Doc.Amount	Doc.Balance	Amount Paid	Discount Allowe
POSASL	1103000042	5 111.00	4 463.00	1.00	0.00

Options
F10 Reverse Payment
Esc Exit

VTILL091A View Payment Allocations

8. You can then select Yes to proceed then be prompted the printout which you can choose to print or not.

System Message

Payment Reversal

Reverse Payment?

No Yes

VTILL990D System Message

System Print Request

PRINT REQUEST

PAYMENT REVERSAL PROCESSED
Receipt No.: 40500047

Print Reversal?

No Yes

VTILL990F System Print Request

9. You will then be prompted to the Payment reversal menu where you can see the allocation in yellow which stipulates that it has been reversed.

The screenshot shows a software window titled "Payment Reversals". At the top, there are input fields for "Till Number" (110), "Cashier" (Alex - 1111), and "Payment Date" (2021/12/21). Below these is a table with the following data:

Status	Receipt No.	Time	Reference	Payment Amou	Cash	Cheques
Reversed	40500046	10:06:27	TEST	1.00	1.00	0.00

To the right of the table is an "Options" menu with the following items:

- Select Payment
- Exit

At the bottom of the window, the status bar displays "VTILL091" on the left and "Debtors Payment Reversal" on the right.