How to Guide
Payments, Refunds & Wallets

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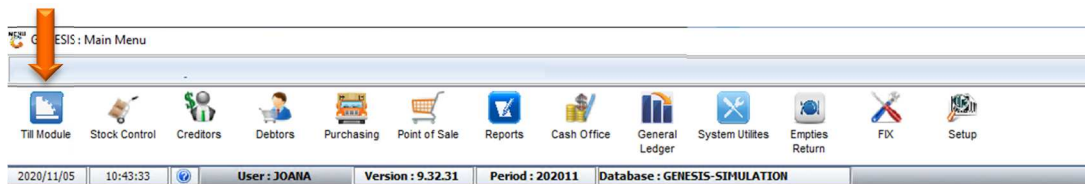*Tel: (012) 654 0300*

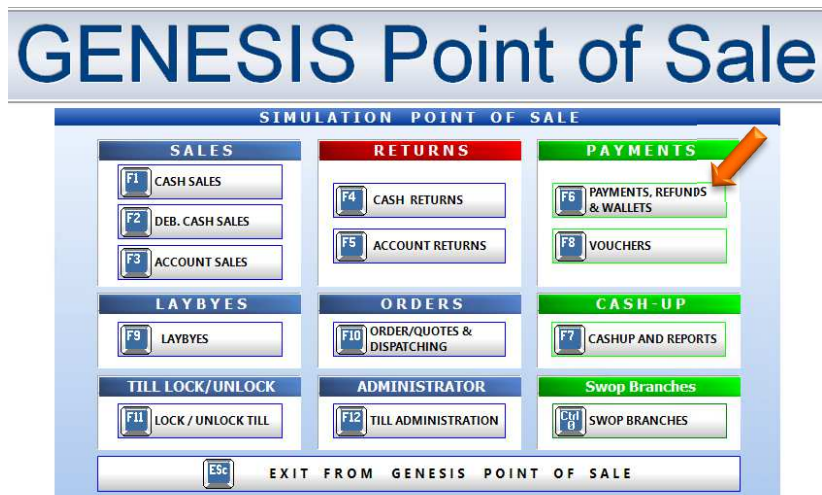*Mail: helpdesk@mrj.co.za*

1. **Open** Genesis Menu.

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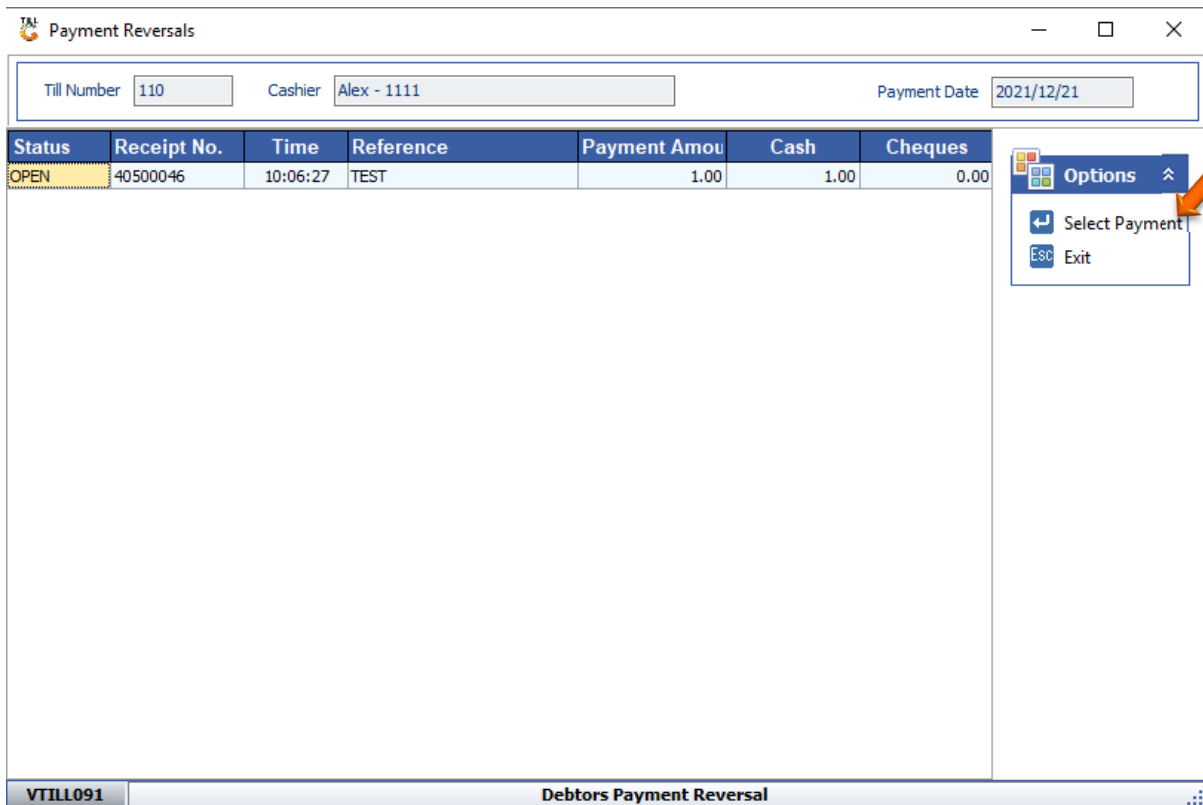

3. Open **Till Module** from the Main menu.

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

5. Once opened you can select the 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 pess F10 on your Keyboard or click on reverse payment.

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

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.