

## 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 <u>S</u>	🥝 ок
CMN999	GENESIS Main Module	Version : 10.33.5

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

ESIS:	Main Menu												
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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

SALES	RETURNS	PAYMENTS
F1 CASH SALES   F2 DEB. CASH SALES	F4 CASH RETURNS	F6 PAYMENTS, REFUNDS & WALLETS
F3 ACCOUNT SALES	6 R D E R S	CASH-UP
F9 LAYBYES	FID ORDER/QUOTES & DISPATCHING	CASHUP AND REPORTS

5. Once opened you can select the Payment Reversal option

SIMU	JLATION POINT OF	SALE
F1   CASH SALES     F2   DEB. CASH SALES     F3   ACCOUNT SALES	F4 CASH RETURNS   F5 ACCOUNT RETURNS	PAYMENTS, REFUNDS & WALLETS
LAYBYES	ORDERS	CASH-UP
TILL LOCK/UNLOCK	ADMINISTRATOR	Swop Branches
2 Account	PAYMENTS F5 Mobi-Cash Deposits	thdrawal
ESC EXIT from Payments	F6 clevaPAY Top-Up F8 cle	vaPAV Refunds

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

🖔 Paymen	t Reversals							_		Х
Till Numbe	er 110	Cashier	Alex - 1111				Payment Date	2021/12/	21	
Status OPEN	Receipt No. 40500046	Time 10:06:27	Reference TEST	Pay	ment Amou 1.00	Cash 1.00	Cheques 0.00		Options Select Pay Exit	ment
VTILL091				Debtors I	Payment Rever	rsal				.::

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.

Account No.	ALEX	alex test				]   [		Ontions	\$
Payment Date	2021/12/21			Document No.	40500046			peions	
Amount Paid	1.00			Reference No.	TEST		F10 F	Reverse Pa	yment
Till No.	110	Alex - 1111		]			ESC	xit	
		Docume	ent Allocations						
.Type D	ocument No. [	oc.Amount	Doc.Balance	Amount Paid	Discount Allowe				
ASL 11	103000042	5 111.00	4 463.00	1.0	0.00				

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.

🖑 Paymer	nt Reversals						_		×
Till Numb	Till Number     110     Cashier     Alex - 1111     Payment Date								
Status	Receipt No.	Time	Reference	Payment Amou	Cash	Cheques			
Reversed	<u>40500046</u>	10:06:27	TEST	1.00	1.00	0.00	E	elect Payr	* ment
VTILL091			Del	otors Payment Revers	al				.::