



# GENESIS

## How to Guide Payments, Refunds & Wallets

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*MRJ Consultants*

*37 Weavind Ave, Eldoraigne, Centurion, 0157*

*Tel: (012) 654 0300*

*Mail: [helpdesk@mrj.co.za](mailto:helpdesk@mrj.co.za)*



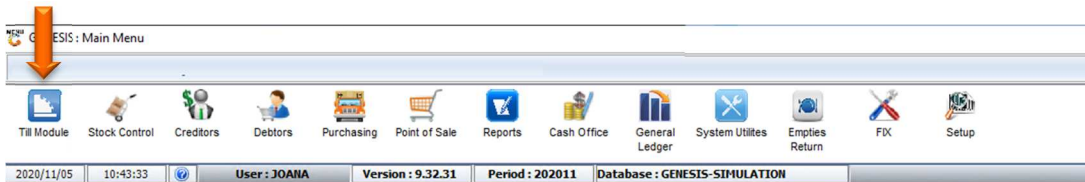
1. **Open Genesis Menu.**



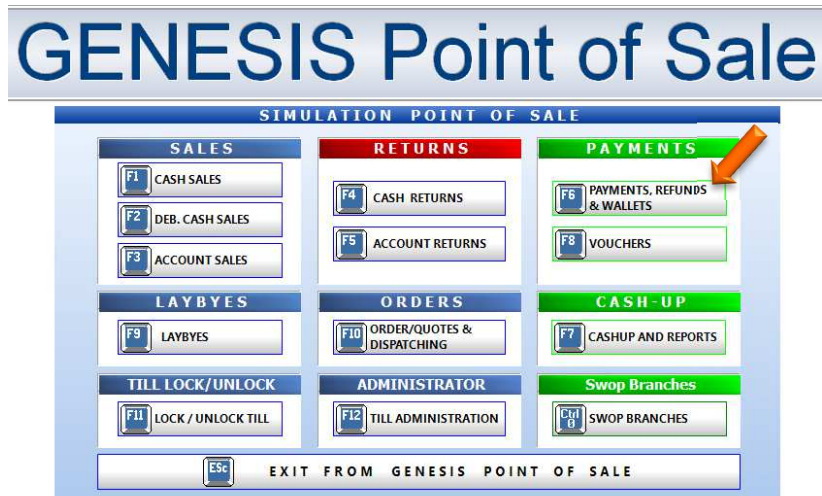
2. Type **User code** and **Password**.



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



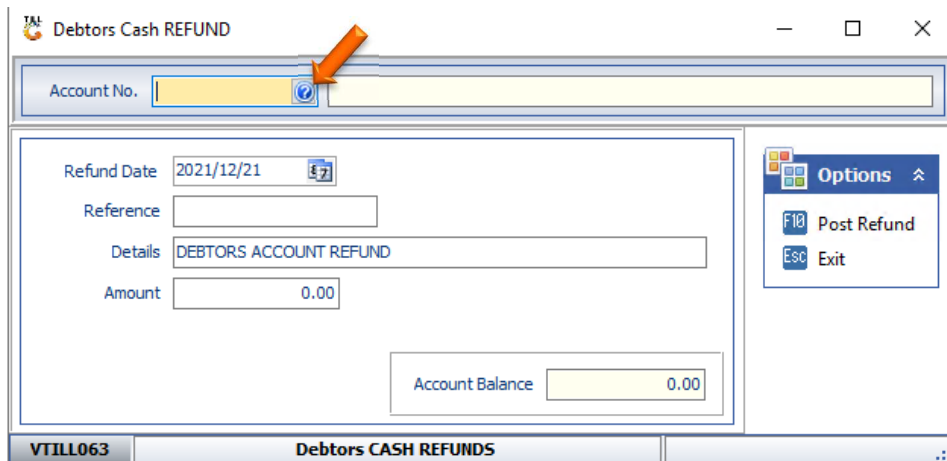
4. Once opened you will be prompted to the below, Click on **Payments, Refunds & Wallets**



5. Once opened you can select the Cash Refund option



6. Once opened you will need to select the Account number, you can either manually type it in or click on the ? (Question mark) option.



7. Select the desired Debotr then press entor on your keyboard or click on select

Browse Debtors

Account No.	Debtors Name	Cell Phone	Telephone #1	Telephone #2	Contact Person
CASH	CASH ACCOUNT				123
PNP001	PICK N PAY HEILKONPARK				Brain
ERN001	ERNY TEST DEBTOR				erny
NAT001	NATS BLUE BOTTLE LIQUOR	0736254869			natale
SAL001	SALIEM TEST ACCOUNT	0829999999			qweqweqwe
ABBY	Abigale van Coller	0762388111			Abby
RJ001	RIAAN TEST				2
PGM001	PG MOUTON				pg
EMPTY001	EMPTYES RETURNS YARD				PIET
WEB001	BLUE BOTTLE ONLINE STORE				1
URS001	URSULA				0714509836
HEX002	PIETER LOTTER				Pieter
ALEX	alex test				123456789
WH001	Wholesale Section	0834567894			hennie
LAY001	Alex Laybye Test				alex

Options

- Select
- ESC Exit

Search

- F2 Account
- F3 Name
- F4 Telephone
- F8 Restore Grid

VTILL901 Browse / Select a Debtor

8. Type in the Reference and amount then press F10 on your keyboard or click on Post Refund to proceed.

Select Yes or No to print the slip or not. Then your post will be completed. With a transaction audit number for your reference.

Debtors Cash REFUND

Account No. ALEX alex test

Refund Date 2021/12/21

Reference TEST

Details DEBTORS ACCOUNT REFI

Amount 595.64

Account Balance -595.64

Options

- F10 Post Refund
- ESC Exit

VTILL063 Debtors CASH REFUNDS

