

## GENESIS

## How to Guide Payments, Refunds & Wallets

MRJ Consultants 37 Weavind Ave, Eldoraigne, Centurion, 0157 Tel: (012) 654 0300 Mail: <u>helpdesk@mrj.co.za</u>



## 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												
	2	8	-		Ţ,		ŵ/		$\times$		X	<b>B</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

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	F8 VOUCHERS
F9 LAYBYES	FID ORDER/QUOTES & DISPATCHING	CASHUP AND REPORTS

5. Once opened you can select the Cash Refund option

SIM	ULATION POINT OF	SALE
SALES	RETURNS	PAYMENTS
F1   CASH SALES     F2   DEB. CASH SALES     F3   ACCOUNT SALES	F4   CASH RETURNS     F5   ACCOUNT RETURNS	F6 PAYMENTS, REFUNDS & WALLETS F8 VOUCHERS
LAYBYES	O R D E R S	CASH-UP
TILL LOCK/UNLOCK	ADMINISTRATOR	Swop Branches
	PAYMENTS	
F2 Account Payments F3 Payment F4 Cash Refund:	F6 clevaPAY Top-Up	waPAY thdrawal waPAY Refunds
ESC EXIT from Paym	ents Function Menu and Return to	the POINT OF SALE Menu

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

🐉 Debtors Cash F				_		×
Account No.						
Refund Date Reference Details Amount	2021/12/21	Account Balance	0.00	F10 Esc	Options Post Refur Exit	* nd
VTILL063	Debtors CA	SH REFUNDS				

🖔 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			l
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			ľ
EMPTY001	EMPTIES RETURNS YARD				PIET	F2	Account	
WEB001	BLUE BOTTLE ONLINE STORE	e			1	F3	Name	
URS001	URSULA				0714509836	F4	Telenhone	
HEX002	PIETER LOTTER				Pieter		relephone	_
ALEX	alex test				123456789	R	Restore Gri	C
WH001	Wholesale Section	0834567894			hennie			
LAY001	Alex Laybye Test				alex			
VTILL901	Browse / Select a Del	btor						

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

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 Ca	sh REFUND	-		×
Account No.	ALEX 🕡 alex test			
Refund Da Referen Deta Amou	te 2021/12/21 Eg	F10 Esc	Options Post Refu Exit	â
VTILL063	Debtors CASH REFUNDS			

