

GENESIS

How to Guide Till Administration

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1. **Open** Genesis Menu.



2. Type User code and Password.

SENESIS Main Modul	e	
Select Company	BLUE BOTTLE LIQUOR SIMULA	
	User Code Password	
GENES	S <u>S</u> <u>Cancel</u>	🔗 ок
CMN999	GENESIS Main Module	Version : 10.33.51

3. Open Till Module from the Main menu.

G ESIS	: Main Menu												
	4	\$	-		Ţ	M			\times		X	M	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Office	General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Ver	sion : 9.32.31	Period :	202011 Da	abase : GEN	ESIS-SIMULATIO	N			

4. Once opened you will be prompted to the below, Click on Swop Branches

SALES	RETURNS	PAYMENTS
F1 CASH SALES	F4 CASH RETURNS	F6 PAYMENTS, REFUNDS & WALLETS
T2 DEB. CASH SALES	F5 ACCOUNT RETURNS	F8 VOUCHERS
ACCOUNT SALES		
LAYBYES	ORDERS	CASH-UP
F9 LAYBYES	F10 ORDER/QUOTES & DISPATCHING	CASHUP AND REPORTS

5. Below you will see the option to select a company and branch. If you have multi company and branches available they will all be prompted in the drop down where you will be able to select it there.

	Current Company SIMUL - LIQUOR SIMULATION	Ontions	~
P1.	Current Branch SIMUL - SIMULATION	Proceed	~
	Select a Company	Exit	
	Select a Branch		

6. Once you have selected the desired company and branch press **F10 on your keyboard** or click on Proceed.

🖔 Change Compani	es/Branches			x
P1	Current Company SIMUL - LIQUOR SIMULATION Current Branch SIMUL - SIMULATION	F10	Options Proceed	
	Select a Company SIMUL - LIQUOR SIMULATION Select a Branch SIMUL - LIQUOR SIMULATION	Esc	Exit	
VTILL904	Change Company / Branch			1.

7. You will no be back onto your till menu and can proceed as intended.