

How to Guide How to do a Deb.Cash Sale

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 SI	MULATION 💌
	User Code Password	
GENES	5 5 <u>© c</u> ance	el 🥝 OK
MN999	GENESIS Main Module	e Version : 10.33.51

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

G ESIS :	Main Menu												
-													
	4	88					â/	n	\times		X	B u	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Office	General Ledger	System Utilites	Empties Return	FIX	Setup	
020/11/05	10:43:33		User : JOANA	Ver	sion : 9.32.31	Period :	202011 Da	tabase : GEN	SIS-SIMULATIO	NN .			_

 Once opened you will be prompted to the below, Click on DEB.Cash Sale Sales or press F2.

SIM	ULATION POINT OF	SALE
SALES F1 cash sales F2 deb. cash sales F3 account sales	RETURNS (ASH RETURNS (ACCOUNT RETURNS	PAYMENTS F6 PAYMENTS, REFUNDS & WALLETS F8 VOUCHERS
L A Y B Y E S	O R D E R S	CASH-UP
TILL LOCK/UNLOCK	ADMINISTRATOR	Swop Branches

5. Once opened you will be prompted to the below image, **Select** the Debtor under the customer account, Press on the ? (Question mark) or type in the account number if you know it.

Customer Account		0 T		
Delivery Address			Document Date	2021/10/20
			Reference No.	
			Warehouse	01 - DEFAULT WAREHOUSE
Cellphone No.			Salesrep	
Contact Person			Ordered By	
Customer VAT No.				
VAT Indicator	I - Inclusive			
Delivery Method			Notes* (Max 250 Chara	cters)
Delivery Date	2021/10/20			
			Functio	n Keys
			Functio	n Keys
			Functio	
			Functio	n Keys

6. If you press on the Question mark all your debtors will appear, you can now select the relevant debtor. Once selected press Enter or click on select.

CASH CASH ACCOUNT 123 PNP001 PICK N PAY HEILKONPARK Brain erny ERN001 ERNY TEST DEBTOR erny natalie NAT001 NATS BLUE BOTTLE LIQUOR 0736254869 natalie select SALDEN TEST ACCOUNT 0825999999 qweqweqwe Abby RBY Abigale van Coller 0762388111 Abby R3001 RIAAN TEST 2 Select PGM001 PG MOUTON pg piETT Select WEB001 BLUE BOTTLE ON INE STORE 1 Marce Select URS001 URSULA 0714509836 PiETF Marce Marce HX002 PIETER LOTION Pieter Pieter Marce Marce	CASH CASH ACCOUNT 123 PNP001 PICK N PAY HEILKONPARK Brain ERN01 ERNY TEST DEBTOR erny NAT001 NATS BLUE BOTTLE LIQUOR 0736254869 natalie SAL001 SALIEM TEST ACCOUNT 082999999 qweqweqwe ABBY Abigale van Coller 0762388111 Abby R3001 RIAAN TEST 2 Image: Coller Pg PGM001 PG MOUTON pg Image: Coller Account R3001 RIAAN TEST 1 Image: Coller Account PGM001 PG MOUTON PIET Image: Coller Account NEBOO1 BLUE BOTTLE ON INE STORE 1 Image: Coller Account INSSO1 URSULA 0714509836 Image: Coller Image: Coller NEBOO1 URSULA 0714509836 Image: Coller Image: Coller Image: Coller ALEX alex test 123456789 Image: Coller Image: Coller Image: Coller	CASH CASH ACCOUNT 123 PNP001 PICK N PAY HEILKONPARK Brain erny ERN011 ERNY TEST DEBTOR erny natalie NAT001 NATS BLUE BOTTLE LIQUOR 0736254869 natalie erny SALIEM TEST ACCOUNT 082999999 qweqweqwe Abby R3001 SALIEM TEST ACCOUNT 082999999 qweqweqwe R3001 RIAAN TEST 2 erny PGM0011 PG MOUTON pg piETT PGM0011 BUE BOTTLE ON INE STORE 1 i NESSO11 UNSULA 0714509836 ei Telephone NESSO12 PIETER ILLOW 0714509836 eix test Telephone	CASH CASH ACCOUNT 123 PNP001 PICK N PAY HEILKONPARK Brain erny ERN001 ERNY TEST DEBTOR erny erny NAT001 NATS BLUE BOTTLE LIQUOR 0736254869 natalie erny SALDEI SALTEM TEST ACCOUNT 0829999999 gweqweqwe erny ABBY Abigale van Coller 0762388111 Abby Exit R3001 RIAAN TEST 2 pg erny PGM001 PG MOUTON pg piETT erny erny NESSO11 ENPTIES RETURNS YARD piETT erny erny erny erny NESSO11 URSULA 0714550836 piEter F erny select erny erny <td< th=""><th>Account No.</th><th>Debtors Name</th><th>Cell Phone</th><th>Telephone #1</th><th>Telephone #2</th><th>Contact Person</th><th></th><th></th></td<>	Account No.	Debtors Name	Cell Phone	Telephone #1	Telephone #2	Contact Person		
PNP001 PICK N PAY HEILKONPARK Brain Brain Image: Select of the se	PNP001 PICK N PAY HELKONPARK Brain erny if if<	PNP001 PICK N PAY HEILKONPARK Brain erny Brain RRN011 ERNY TEST DEBTOR orny natalie erny Brain Image: Select	PNP001 PICK N PAY HEILKONPARK Brain erry RRN011 ERWY TEST DEBTOR erry erry VAT001 NATS BLUE BOTTLE LIQUOR 0736254869 natalie is Evit SAL001 SALIEM TEST ACCOUNT 082999999 qweqweqwe Abby ABBY Abigale van Coller 076238811 Abby is Evit is Evit SQ001 RIAAN TEST 2 2 is Evit is Evit is Evit VGM001 PG MOUTON Pg pitter is Evit is Evit is Evit is Evit NEB001 BLUE BOTTLE ON INTES STORE I Pg is Account is Name IRS001 URSULA Installe 0714509836 is Telephone IEX002 PIETER LINE Installe in 123456789 is Evit	A DESCRIPTION OF A DESC					and the state of t		Options
NATO 1 NATS BLUE BOTTLE LIQUOR 0736254869 initialie SAL001 SALIEM TEST ACCOUNT 082999999 qweqweqwe ABBY Abigale van Coller 076238111 Abby SAL001 SALIEM TEST ACCOUNT 076238111 Abby CMO01 PG MOUTON 2 PGM01 PG MOUTON Pg EMPTY001 EMPTIES RETURNS YARD PIET VEB001 BLUE BOTTLE ON INE STORE 1 JRS001 URSULA 0714509836 PIETER LOT ALL PIETER PIETER ALEX alex test 123456789	NATO 1 NATS BLUE BOTTLE LIQUOR 0736254869 natalie SAL001 SALIEM TEST ACCOUNT 0829999999 qweqweqwe ABBY Abigale van Coller 076238111 Abby R3001 RIAAN TEST 2 orgoon PG MOUTON 2 EMPTY001 EMPTLES RETURNS YARD PIET WEB001 BLUE BOTTLE ON INE STORE 1 JRS001 URSULA 0714509836 HEXO2 PIETER LOTAN PIETEr ALEX alex test 123456789	NATO 1 NATS BLUE BOTTLE LIQUOR 0736254869 natalie SAL001 SALIEM TEST ACCOUNT 082999999 qweqweqwe ABBY Abigale van Coller 076238111 Abby SAL001 RIAAN TEST 2 SQ001 PG MOUTON 2 EMPTY001 EMPTIES RETURNS YARD PIET WEB001 BLUE BOTTLE ON INE STORE 1 JRS001 URSULA 0714509836 HEXO2 PIETER LOURA Pieter ALEX alex test 123456789	NATOOI NATS BLUE BOTTLE LIQUOR 0736254869 natalie SAL001 SALIEM TEST ACCOUNT 082999999 qweqweqwe ABBY Abigale van Coller 076238111 Abby R3001 RIAAN TEST 2 SeqM01 PG MOUTON pg EMPTY001 EMPTIES RETURNS YARD PIET MEBOU1 URSULA 0714509836 HEXO2 PIETER Pieter ALEX alex test 123456789	PNP001	PICK N PAY HEILKONPARK				Brain		
SALIDI SALIEM TEST ACCOUNT 082999999 qweqweqwe ABBY Abigale van Coller 075238111 Abby Abby R3001 RIAAN TEST 2 2 Search Pg Image: Search	SALIDA1 SALIEM TEST ACCOUNT 0829999999 qweqweqwe ABBY Abigale van Coller 075238111 Abby ABBY Abigale van Coller 075238111 Abby R3001 RIAAN TEST 2 CM001 PG MOUTON P9 [2] EMPTY001 EMPTIES RETURNS YARD PIET VEB001 BLUE BOTTLE ON ANE STORE 1 JRS001 URSULA 071450836 PIETER LOTAN Abby PIETER ALEX alex test 123456789	SALIDA SALIEM TEST ACCOUNT 082999999 qweqweqwe ABBY Abigale van Coller 075238111 Abby Abby R3001 RIAAN TEST 2 Pg Image: Search Pg Image: Search Search Image: Search Search Image: Search Search Image: Se	SALEM TEST ACCOUNT 082999999 qweqweqwe ABBY Abgale van Coller 076238111 Abby ABBY Abgale van Coller 076238111 Abby R3001 RIAAN TEST 2 SALOTON PG Pg EMPTY001 EMPTIES RETURNS YARD PIET BLUE BOTTLE ON TWE STORE 1 1 JRS001 URSULA 0714509836 HEXO2 PIETER LANS 123456789	ERN001	ERNY TEST DEBTOR				erny		Select -
SALIDI SALIEM TEST ACCOUNT 082999999 qweqweqwe ABBY Abigale van Coller 075238111 Abby Abby R3001 RIAAN TEST 2 2 Search Pg Image: Search	SALIDA1 SALIEM TEST ACCOUNT 0829999999 qweqweqwe ABBY Abigale van Coller 075238111 Abby ABBY Abigale van Coller 075238111 Abby R3001 RIAAN TEST 2 CM001 PG MOUTON P9 [2] EMPTY001 EMPTIES RETURNS YARD PIET VEB001 BLUE BOTTLE ON ANE STORE 1 JRS001 URSULA 071450836 PIETER LOTAN Abby PIETER ALEX alex test 123456789	SALIDA SALIEM TEST ACCOUNT 082999999 qweqweqwe ABBY Abigale van Coller 075238111 Abby Abby R3001 RIAAN TEST 2 Pg Image: Search Pg Image: Search Search Image: Search Search Image: Search Search Image: Se	SALEM TEST ACCOUNT 082999999 qweqweqwe ABBY Abgale van Coller 076238111 Abby ABBY Abgale van Coller 076238111 Abby R3001 RIAAN TEST 2 SALOTON PG Pg EMPTY001 EMPTIES RETURNS YARD PIET BLUE BOTTLE ON TWE STORE 1 1 JRS001 URSULA 0714509836 HEXO2 PIETER LANS 123456789	NAT001	NATS BLUE BOTTLE LIQUOR	0736254869			natalie	Esc	Exit
RJAON TEST 2 2 Search PGM001 PG MOUTON pg EMPTY001 EMPTY001 PIET BLUE BOTTLE ON ONE STORE 1 URSULA 0714509836 PEtter 123456789	R3001 RIAAN TEST 2 2 Image: Constraint of the second secon	RJ001 RLAAN TEST 2 PGM001 PG MOUTON Pg PGM011 EMPTY001 EMPTY001 EMPTY001 EMPTY001 PIET JRS001 URSULA 1 URSULA 0714509836 Pieter 123456789	R3001 RIAN TEST 2 PGM001 PG MOUTON Pg PGM001 EMPTY001 EMPTIES RETURNS YARD EMPTY001 EMPTIES RETURNS YARD PIET WEB001 BLUE BOTTLE ON INE STORE 1 JRS001 URSULA 0714509836 PEX002 PIETER LOT Pieter ALEX alex test 123456789	SAL001	SALIEM TEST ACCOUNT	0829999999			gwegwegwe		000.00
PG MOUTON Pg pg EMPTY001 EMPTIES RETURNS YARD PIET BLUE BOTTLE ON INE STORE 1 I JRS001 URSULA 0714509836 PEX002 PIETER LOL PIET ALEX alex test 123456789	PG MOUTON Pg EMPTY001 EMPTY01 EMPTY001 BULE BOTTLE ON INE STORE BLUE BOTTLE ON INE STORE 1 JRS001 URSULA VERSULA 0714509836 PIETER Pieter ALEX alex test	PG MOUTON Pg Pg EMPTY001 EMPTIES RETURNS YARD PIET MEBO01 BLUE BOTTLE ON INTE STORE 1 JRS001 URSULA 0714509836 PiETC Pieter 123456789	PG MOUTON Pg EMPTY001 EMPTY011 BLUE BOTTLE ON INE STORE PIET INS001 BLUE BOTTLE ON INE STORE URSULA 0714509836 PIETE LOU Pieter ALEX alex test	ABBY	Abigaile van Coller	0762388111			Abby		
EMPTY001 EMPTIES RETURNS YARD PIET PIET PIET WEB001 BLUE BOTTLE ON INE STORE 1 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	EMPTY001 EMPTIES RETURNS YARD PIET If Account WEB001 BLUE BOTTLE ON THE STORE 1 If Name JRS001 URSULA 0714509836 If Telephone HEX alex test 123456789 If Xatabase If Xatabase	EMPTY001 EMPTIES RETURNS YARD PIET Ifild Account WEB001 BLUE BOTTLE ON INE STORE 1 Ifild Account JRS001 URSULA 0714509836 Ifild Telephone HEX alex test 123456789 Ifild Return Control Ifild Return Control	EMPTY001 EMPTIES RETURNS YARD PIET PIET WEB001 BLUE BOTTLE ON INE STORE 1 Image: Name JRS001 URSULA 0714509836 Image: Name HEX alex test 123456789 Restore Grip	RJ001	RIAAN TEST				2		Search
WEB001 BLUE BOTTLE ON INE STORE 1 JRS001 URSULA 0714509836 HEX002 PIETER LOT Pieter ALEX alex test 123456789	WEB001 BLUE BOTTLE ON INE STORE 1 Image: Constraint of the store of the	WEB001 BLUE BOTTLE ON INE STORE 1 JRS001 URSULA 0714509836 JEX002 PIETER LOT Pieter ALEX alex test 123456789	WEB001 BLUE BOTTLE ON THE STORE 1 1 JRS001 URSULA 0714509836 0714509836 HEX002 PIETER LOT Pieter 123456789 123456789	PGM001	PG MOUTON				pg		
JRS001 URSULA 0714509836 Image: Constraint of the second seco	JRS011 URSULA 0714509836 Image: Constraint of the second seco	JRS001 URSULA 0714509836 Image: Comparison of the comparison of	JRS001 URSULA 0714509836 Pieter Pieter 123456789 123456789	EMPTY001	EMPTIES RETURNS YARD				PIET	F2	Account
1EX002 PIETER LOCAL Pieter Pieter Restored 123456789 Restore	HEX PIETER LOT Pieter ALEX alex test 123456789	HEX PIETER LOT Pieter ALEX alex test 123456789	HEX alex test Pieter	WEB001	BLUE BOTTLE ONLINE STORE				1	F3	Name
HEX002 PIETER LO Pieter Pieter ALEX alex test 123456789 Restore	HEX002 PIETER LOT Pieter Pieter Restore Grid	HEX002 PIETER LO Pieter Pieter ALEX alex test 123456789 Restore Grid	HEX002 PIETER LO Pieter Pieter Restore Gri Restore Gri Restore Gri Restore Gri Restore Gri Pieter Restore Gri Rest	JRS001	URSULA				0714509836	F4	Telephone
				HEX002	PIETER LOT				Pieter	100	
WH001 Wholesale Section 0834567894 hennie	WH001 Wholesale Section 0834567894 hennie	WH001 Wholesale Section 0834567894 hennie	WH001 Wholesale Section 0834567894 hennie	ALEX	alex test				123456789	Ctri R	Restore Gr
				WH001	Wholesale Section	0834567894			hennie		
			•							-	

7. Once you have selected the desired Debtor press enter and it will populate the rest of the screen. There is an option to type in a reference number and ordered by option. If there are any notes you would like to put it you can type them in by the Notes filed.

Customer Account	ALEX	alex test		
Delivery Address			Document Date	2021/10/20 5
			Reference No.	01 - DEFAULT WAREHOUSE
Cellphone No.			Warehouse Salesrep	01 - DEFAULT WAREHOUSE
Contact Person	123456789		Ordered By	
Customer VAT No.				
VAT Indicator	I - Inclusive			
Delivery Method	01 - COLLECTION	•	Notes* (Max 250 Chara	acters)
Delivery Date	2021/10/20			
			IA	
			Functio	n Keys
		Impo Docu	ments	FID PROCEED
				ESC ABORT

8. If you have a document you would like to import press F2 on the keyboard or click on Import Documents. There are multiple options you can select



9. Once you have selected the desired option you can Press F10 or click on Proceed.

Customer Account Delivery Address	ALEX 🕡 alex test		
		Document Date	2021/10/20 12
	L	Reference No.	
		Warehouse	01 - DEFAULT WAREHOUSE
Cellphone No.		Salesrep	GEN - GENERAL SALES
Contact Person	123456789	Ordered By	
Customer VAT No.			
VAT Indicator	I - Inclusive		
Delivery Method	01 - COLLECTION	Notes* (Max 250 Chara	octers)
Delivery Date	2021/10/20 47		
	1	Functio	
		F2 Import Documents	PROCEED
			ESC AROPT
			ESC ABORT

10. You will now be prompted to the below where you can select the items that you want then complete the sale

Cas	h Sa	les	0.00
Cash Sale	es	(ALEX) alex test	User: ALEX
QUANTITY		DESCRIPTION	PACK SIZE
Item Code	Link Code	Item Description Qty Price Discount Line Total	
		-No data to display-	
		 Ho data to display 	
			Document Statistics
			VAT Indicator INCLUSIVE
			ines 0 Items 0 Line Discount 0.00
Fi Help Keys			Sub-Total
and the second s	Stock Code	Link Code	0.00
Complete LINE	Description #1		
Abort	Description #3		VAT Amount
Transaction	Quantity 15	1 0.00	0.00
	Discount	0.00	TOTAL 0.00
	Warehouse 01 - DEF/		0.00

11. Once completed you will then be able to print out the tax invoice.

			ULAT	ION			
		110 Kenneth Road Greenhills Randfontein 1763			Fax Reg No	:: 2021	017 446 /01574/17 /5124511
alex test giant biceps	X INVOICE		2.077	ument No. ment Date Salesrep	2021/10/2	20	 S
LicenseNo:	Accounts Balance	R297.64	Cust. Cus	Reference st.VAT. No. mp.Reg.No.	ALEX		
Telephone 123456789	Fax Number			Page			
Stock Code 3 Descrip	otion	Units	Qty	Price	V.A.	T.	Total
1698-001 031 Vod	ka 750ml X1	1	1	297.6	54	38.82	297.6
	dges the order of the above			Sub-T	otal		R258.82
	ture, accepts the Standard			V	A.T		R38.82
	ue unconditionally and that it			TO	TAL		R297.64

delivery. BANKING DETAILS: Joana's BANK, BRANCH: Any Branch XXXXXX,

Date / Time	Customers Name :	
Checker :	Customer Signature :	
Driver :	Payment Amount :	
Drivers Help :	Payment Type: EFT CASH	