

## How to Guide How to do a Deb.Cash Sale

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## 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>B</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
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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
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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
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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
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				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-	
		<ul> <li>Ho data to display</li> </ul>	
			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	