

How to Guide How to do a Account sale

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1. **Open** Genesis Menu.



2. Type User code and Password.

Select Company	BLUE BOTTLE LIQUOR SIMULA	
	User Code Password	
GENES	S Cancel	🕝 ок
MN999	GENESIS Main Module	Version : 10.33.51

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

C ESIS:	: Main Menu												
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	Vers	sion : 9.32.31	Period :	202011 Data	abase : GEN	ESIS-SIMULATIO	N			

4. Once opened you will be prompted to the below, Click on Account Sales or press F2.

SIMU	JLATION POINT OF	SALE
SALES	RETURNS	PAYMENTS
CASH SALES	F4 CASH RETURNS	F6 PAYMENTS, REFUNDS
E2 DEB. CASH SALES		& WALLETS
F3 ACCOUNT SALES	F5 ACCOUNT RETURNS	VOUCHERS
LAYBYES	ORDERS	CASH-UP
F9 LAYBYES	DISPATCHING	CASHUP AND REPORTS
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.

Delivery Address					
	-			Document Date	2021/10/20
				Reference No.	
Cellohone No.				Warehouse	01 - DEFAULT WAREHOUSE
Contact Person				Salesrep Ordorod By	
Customer VAT No.				Ordered by	
VAT Indicator	I - Inclusive	•	I		
Delivery Method					2.4
Delivery Method				Notes* (Max 250 Chara	acters)
Delivery Date	2021/10/20				
Delivery Date	2021/10/20 3				
Delivery Date	2021/10/20 1				
Delivery Date	2021/10/20				
Delivery Date	2021/10/20 2				
Delivery Date	2021/10/20 2			Functio	n Keys
Delivery Date	2021/10/20 3			Functio	n Keys
Delivery Date	2021/10/20 3			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 HELIKONPARK Brain ERN01 ERNY TEST DEBTOR erny NATO BLE BOTTLE LIQUOR 0736254869 inatalie SALEM TEST ACCOUNT 082999999 gwegwegwe ABBY Abigale van Coller 0762388111 Abby RN01 RIAAN TEST 2 PICT POM001 PMTIES RETURNS YARD piETT Image: College Coll	ASH CASH ACCOUNT 123 NP001 PICK N PAY HELKONPARK Brain RN001 ERNY TEST DEBTOR erny AT001 NATS BLUE BOTTLE LIQUOR 0736254869 natalie AL001 SALIEM TEST ACCOUNT 082999999 gweqweqwe BBY Abigaile van Coller 0762388111 Abby J001 RIAAN TEST 2 pg SM001 PG MOUTON pg PIETT BS01 ULR SOTTLE ONLINE STORE 1 Image: Store S	CASH CASH ACCOUNT 123 NPP001 PICK N PAY HELKONPARK Brain erny SRN01 ERNY TEST DEBTOR erny antable erny ANTO BLUE BOTTLE LIQUOR 0736254869 natable erny erny SALO1 SALEM TEST ACCOUNT 082999999 qweqweqwe erny gweqweqwe ABBY Abigale van Coller 0762388111 Abby 2 pg XGM001 PG MOUTON pg pg gweqweqwe ern ern XGM001 BLUE BOTTLE ON WE STORE 1 2 Z ern	CASH CASH ACCOUNT 123 PNP001 PICK N PAY HEILKONPARK Brain erny ERN01 ERNY TEST DEBTOR erny matalie erny VAT001 NATS BLUE BOTTLE LIQUOR 0736254869 natalie erny ister test ister test Select ister XAT001 SALTEM TEST ACCOUNT 082999999 quecaweque quecaweque ister test ister test	CASH CASH ACCOUNT 123 PNP001 PICK N PAY HEILKONPARK Brain ERN011 ERNY TEST DEBTOR erny NAT001 NATS BLUE BOTTLE LIQUOR 0736254869 natalie SALDEN TEST ACCOUNT 082999999 gwegwegwe abigaile van Coller 0762388111 Abby 32001 RIAAN TEST 2 pg pg SMPTYO01 EMPTIES RETURNS YARD p1ET WebB001 p1ET WEBD01 BLUE BOTTLE LOTTLE ON INE STORE 1 1 JRS001 URSULA 0714509836 Pieter ALEX alex test 0834567894 hennie	Account no.	Debtors Name	Cell Phone	Telephone #1	Telephone #2	Contact Person	·	
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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 field.

At the bottom left there is an Account Balances box where you can see the Current Balances, Total Owing, Credit limit and Balance Overdue on that specific Account.

Customer Account	ALEX	alex test		4:	
Delivery Address				Document Date	e 2021/10/20 🛐
Cellohone No				Warehous	e 01 - DEFAULT WAREHOUSE
Contact Person	123456789			Salesre	p GEN - GENERAL SALES ▼
Customer VAT No.					У
VAT Indicator	I - Inclusive	•			
Delivery Method	01 - COLLECTIO	201		Notes* (Max 250 Cha	racters)
Delivery Method Delivery Date	01 - COLLECTIO	วท ปี		▼ Notes* (Max 250 Cha	aracters)
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Delivery Method Delivery Date	01 - COLLECTIO 2021/10/20 [COUNT Bal	ances		Notes* (Max 250 Cha	on Keys
Delivery Method Delivery Date	01 - COLLECTIC 2021/10/20 [count Bal 1035.99]	a n c e s Credit Limit		Functi port	on Keys
Delivery Method Delivery Date Curry 30 Days	01 - COLLECTIO 2021/10/20 (count Bal 1035.99 750.00	a n c e s Credit Limit 10 000.		Functi wort	on Keys
Delivery Method Delivery Date Curre 30 Days 60 Days	01 - COLLECTIO 2021/10/20 E count Bal 1035.99 750.00 0.00	a n c e s Credit Limit 10 000.	F2 Imp	Functio	on Keys FIO 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

	Docum	ient Import Fa	acility (1997)
	This utility allow document type	ws you to Import t s into your curren	the following t document.
Debtor Account ALE	alex test		
Debtor Account ALE	(alex test	CSV File	155 Recure Invoice
Debtor Account ALE F2 Sales Order F6 Last Sale	alex test	F4 CSV File F8 Invoice) [5] Recure Invoice] [5] Credit Note

9. Once all information has been entered you can press F10 on the Keyboard or press Proceed.

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

Casł	1 Sales	0.00
Cash Sale	s (ALEX) alex test	User: ALEX
QUANTITY	DESCRIPTION	PACK SIZE
Item Code	Link Code Item Description Qty Price Discount Line Total	
	-No data to display-	
		Document Statistics
		VAT Indicator INCLUSIVE
		Line Discount 0.00
🚺 Help Keys	STOCK ITEM SELECTION	Sub-Total 0.00
FID Complete	Stock.com	
Abort	Description #3	VAT Amount
Transaction	Quantity 1 1	0.00
		TOTAL 0.00
	Warehouse 01-DEFAULT WAREHOUSE • Salesrep (281-GB1ESAU SALES •	0.00

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

		LIQUOR SIN	ULAT	ION			
	5)	110 Kenneth Road Greenhills Randfontein 1763			F Reg V	Tel: 0861 [•] ax: No: 2021/ 'AT: 49005	017 446 01574/17 i124511
TAX	INVOICE						
alex test giant biceps			Docu Docu	ument No. ment Date Salesrep	11030 2021/1 GENE	000049 0/20 RAL SALES	1
LicenseNo:	Accounts Balanci	R297.64	Cust./ Cust. Cust. Cust.Co	Account No. Reference st.VAT. No. mp.Reg.No.	ALEX	6789	
Telephone 123456789	Fax Number			Page	1 of 1		
Stock Code 3 Description	E	Units	Qty	Price	v	.A.T.	Total
11698-001 031 Vodka 7	50ml X1	1	1	297.6	64	38.82	297.64
Undersigned acknowledge	es the order of the above	e goods, and the		Sub-T	otal	ł	R258.82
customer, by this signature of Agreement available or	e, accepts the Standard	lerms and Conc omer acknowled	litions	V	A.T		R38.82
the above amount is due u	inconditionally and that i	t is payable in ful	lon	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