



GENESIS

How to Guide How to do laybys on Genesis

MRJ Consultants

37 Weavind Ave, Eldoraigne, Centurion, 0157

Tel: (012) 654 0300

Mail: helpdesk@mrj.co.za



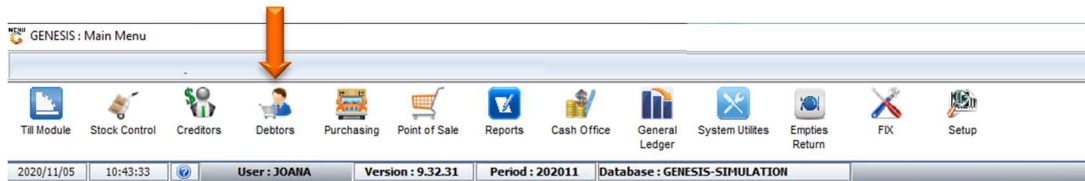
1. **Open Genesis Menu.**



2. Type **User code** and **Password**.

The screenshot shows the 'GENESIS Main Module' login window. At the top, there is a 'Select Company' dropdown menu with 'BLUE BOTTLE LIQUOR SIMULATION' selected. Below this is the Genesis logo and the text 'GENESIS'. To the right of the logo are two input fields: 'User Code' and 'Password'. Two orange arrows point to these fields from the right. At the bottom of the input area are 'Cancel' and 'OK' buttons. The status bar at the bottom of the window displays 'CMN999', 'GENESIS Main Module', and 'Version : 10.33.51'.

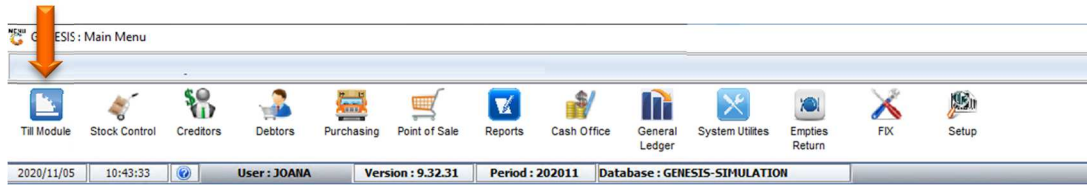
3. Open **Till Module** from the Main menu.



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

5. E

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