

GENESIS

How to Guide How to do laybys on Genesis

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1. **Open** Genesis Menu.



2. Type User code and Password.

Select Company	BLUE BOTTLE LIQUOR SIMULAT	TON
	User Code Password	←
GENES	S <u>©ancel</u>	👩 ок
MN999	GENESIS Main Module	Version : 10.33.51

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

GENESIS :	Main Menu												
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Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Offi	ce General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Vers	sion : 9.32.31	Period :	202011	Database : GEI	ESIS-SIMULATIO	ON		_	

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

5. E

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



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

SIMULATION POINT OF SALE					
SALES	RETURNS	PAYMENTS			
CASH SALES		PAYMENTS, REFUNDS			
F2 DEB. CASH SALES		& WALLETS			
F3 ACCOUNT SALES	ACCOUNT RETURNS	VOUCHERS			
	ORDERS	CASH-UP			
	FID ORDER/QUOTES &	CASHUP AND REPORTS			
	DISPATCHING				
TILL LOCK/UNLOCK	ADMINISTRATOR	Swop Branches			
FII LOCK / UNLOCK TILL	F12 TILL ADMINISTRATION	SWOP BRANCHES			