



# GENESIS

## How to Guide How to do a Cash Return

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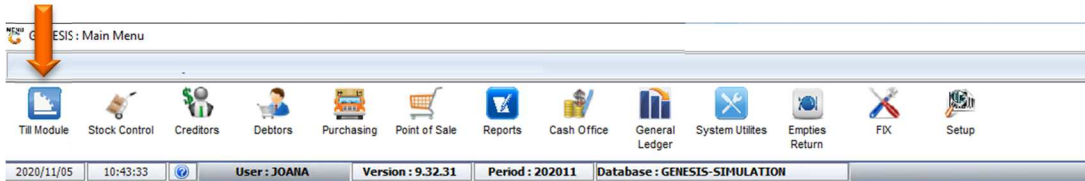
1. **Open Genesis Menu.**



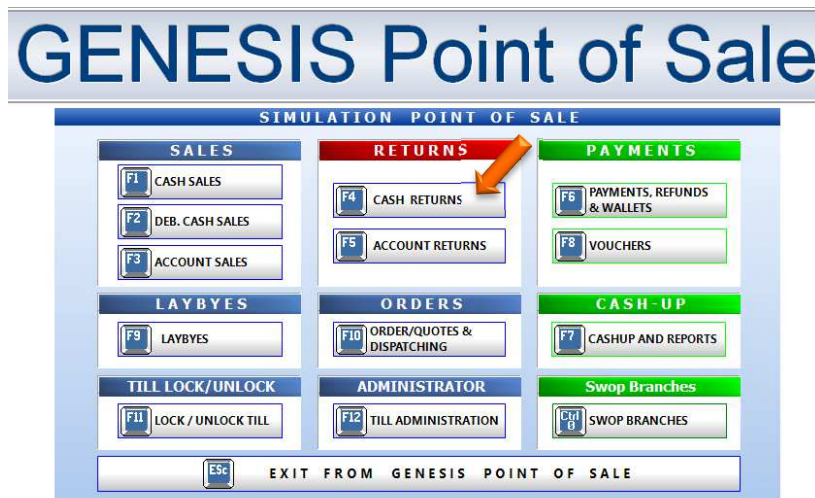
2. Type **User code** and **Password**.

A screenshot of the 'GENESIS Main Module' login window. At the top, it says 'GENESIS Main Module'. Below that is a 'Select Company' dropdown menu with 'BLUE BOTTLE LIQUOR SIMULATION' selected. To the left is the Genesis logo. In the center, there are two input fields: 'User Code' and 'Password'. Two orange arrows point to these fields from the right. Below the input fields are 'Cancel' and 'OK' buttons. At the bottom, there is a status bar with '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 **DEB.Cash Sale Sales** or press **F2**.



- You will then be prompted to the below image, here you can select the desired account that you would like to do the Cash Return on.

To select a Debtor, click on the ? (Question Mark) to open the list of Debtors, Select the desired Debtor then press Enter on the keyboard or click on Select.

Capture Account Details

Customer Account: ALEX  alex test

Delivery Address: [Empty]

Cellphone No.: [Empty]

Contact Person: 123456789

Customer VAT No.: [Empty]

VAT Indicator: I - Inclusive

Delivery Date: 2021/10/20

Document Date: 2021/10/20

Reference No.: [Empty]

Warehouse: 01 - DEFAULT WAREHOUSE

Salesrep: GEN - GENERAL SALES

Ordered By: [Empty]

Invoice No.: [Empty]

Credit Note Reason: 01 - EXPIRED STOCK

Notes\* (Max 250 Characters): [Empty]

Function Keys:

- F2 Import Documents
- F5 Unallocated Transaction
- F10 PROCEED
- Esc ABORT

VTILL001 Document Header Details

Browse Debtors

| Account No. | Debtors Name             | Cell Phone | Telephone #1 | Telephone #2 | Contact Person |
|-------------|--------------------------|------------|--------------|--------------|----------------|
| CASH        | CASH ACCOUNT             |            |              |              | 123            |
| PIPO01      | PICK N PAY HEILKONPARK   |            |              |              | Brain          |
| ERN001      | ERNY TEST DEBTOR         |            |              |              | erny           |
| NAT001      | NATS BLUE BOTTLE LIQUOR  | 0736254869 |              |              | natale         |
| SAL001      | SALIEM TEST ACCOUNT      | 0829999999 |              |              | qweqweqwe      |
| ABBY        | Abigale van Coller       | 0762388111 |              |              | Abby           |
| RJ001       | RIJAAN TEST              |            |              |              | 2              |
| PGM001      | PG MOUTON                |            |              |              | pg             |
| EMPTY001    | EMPTYIES RETURNS YARD    |            |              |              | PIET           |
| WEB001      | BLUE BOTTLE ONLINE STORE |            |              |              | 1              |
| URS001      | URSULA                   |            |              |              | 0714509836     |
| HEX002      | PIETER LOTTER            |            |              |              | Pieter         |
| ALEX        | alex test                |            |              |              | 123456789      |
| WH001       | Wholesale Section        | 0834567894 |              |              | hennie         |

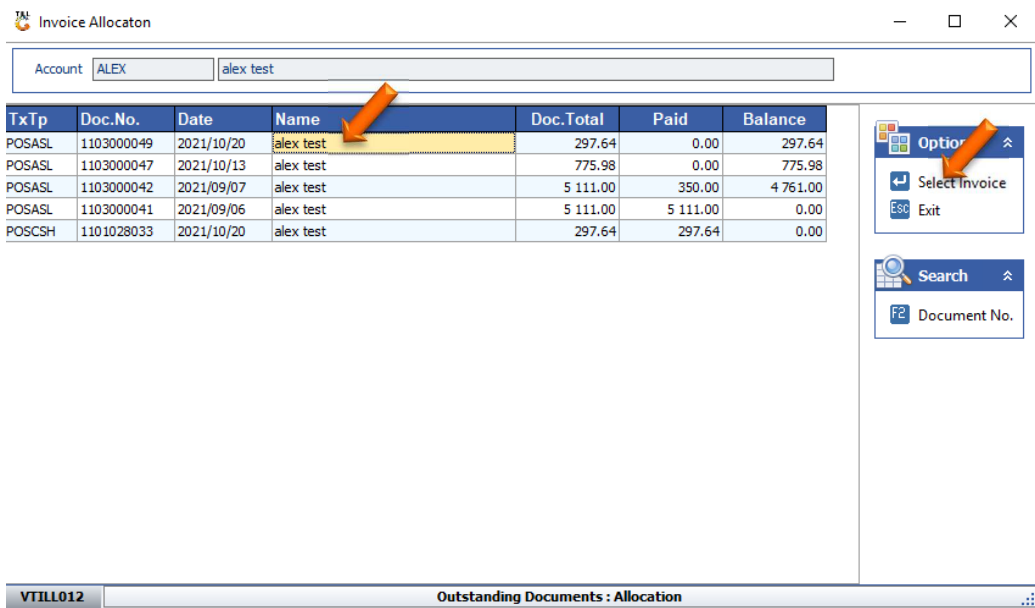
Options: Select, Exit

Search: Account, Name, Telephone, Restore Grid

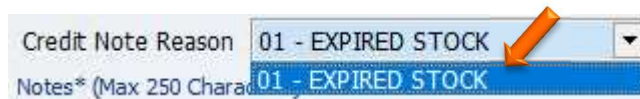
VTILL901 Browse / Select a Debtor

- Once you have selected the Correct account press enter then it will automatically fill in all the blank fields (If you have filled in all the fields when creating the Debtor).

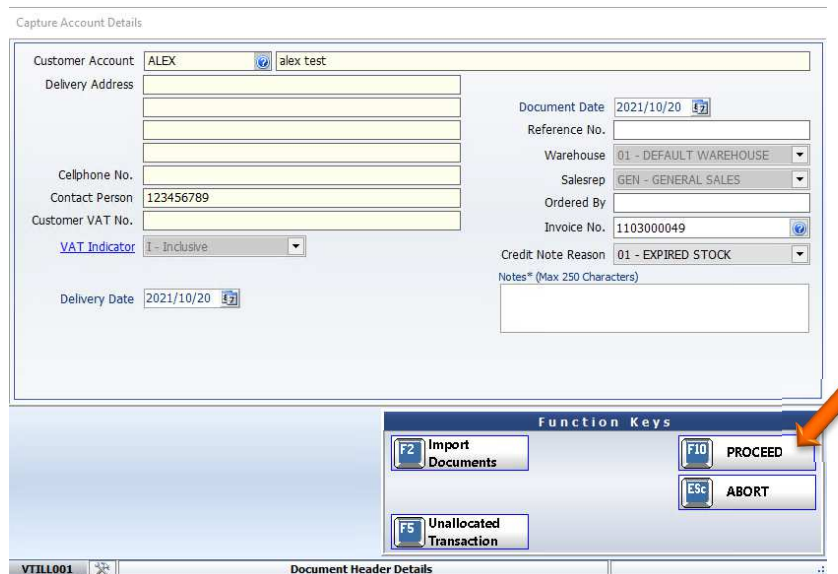
- By invoice No. Click on the ? (Question Mark) this will open all invoices, select the desired invoice and Press enter on your keyboard or click on select invoice. This will now use that invoice no as a reference to the return.



- Under credit note reason, you can select the reason for the return.

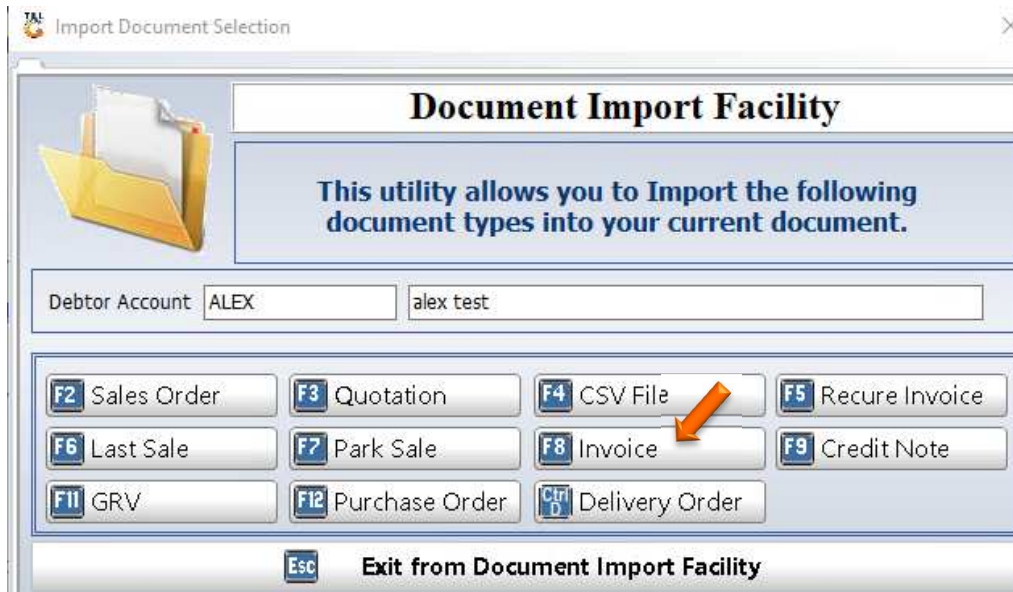


- Once all information has been entered you can proceed, Press F10 on your keyboard or click on Proceed

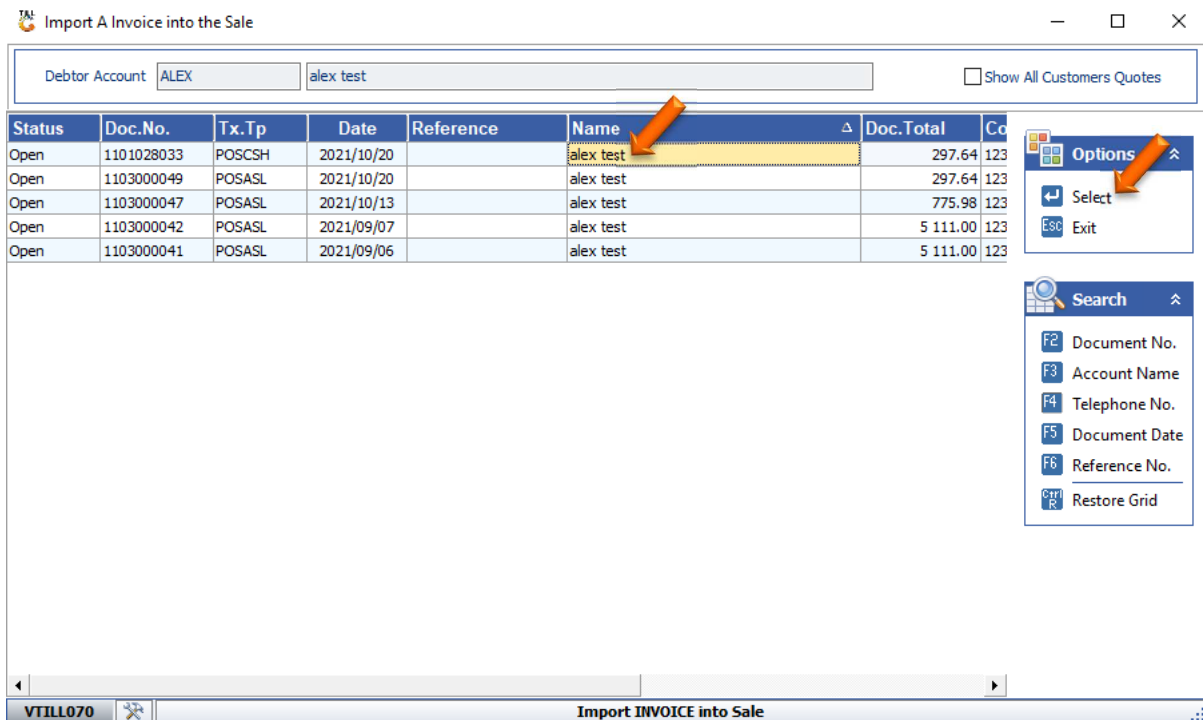


11. You can import a document by pressing F2 on your keyboard or clicking on Import Documents. Once opened you will see the below image.

For this example we will be importing the invoice. Press F8 on the keyboard or click on Invoice.



12. Once opened you can select the invoice and press enter on your keyboard or click on Select.



13. Once selected you will be prompted back to the below image, here you can see the import sale has the invoice number appearing next to it. You can now press F10 on your keyboard or click on Proceed.

Capture Account Details

|                  |                |                             |                        |
|------------------|----------------|-----------------------------|------------------------|
| Customer Account | ALEX alex test | Document Date               | 2021/10/20             |
| Delivery Address |                | Reference No.               |                        |
| Cellphone No.    |                | Warehouse                   | 01 - DEFAULT WAREHOUSE |
| Contact Person   | 123456789      | Salesrep                    | GEN - GENERAL SALES    |
| Customer VAT No. |                | Ordered By                  |                        |
| VAT Indicator    | I - Inclusive  | Invoice No.                 | 1101028033             |
| Delivery Date    | 2021/10/20     | Credit Note Reason          | 01 - EXPIRED STOCK     |
|                  |                | Notes* (Max 250 Characters) |                        |
|                  |                | Import Sale                 | 1101028033             |

Function Keys

F2 Import Documents F10 PROCEED  
 F5 Unallocated Transaction Esc ABORT

VTILL001 Document Header Details

14. You will then be prompted to the below image, to do the cash return Press F10 to Complete Line and Complete Sale. The Payment tender will appear, you can now select the amount and Proceed with the return.

**Total Due 297.64**

Cash Returns (ALEX) alex test User: ALEX

| Item Code | Link Code | Item Description    | Qty | Price  | Discount | Line Total |
|-----------|-----------|---------------------|-----|--------|----------|------------|
| 11698     | 11698-001 | 031. Vodka 750ml X1 | 1   | 297.64 | 0.00000  | 297.64     |

STOCK ITEM SELECTION

Stock Code: Link Code:  
 Description #1:  
 Description #3:  
 Quantity: 1  
 Price: 0.00  
 Discount: 0.00

Document Statistics

|               |           |
|---------------|-----------|
| VAT Indicator | INCLUSIVE |
| Lines         | 1         |
| Items         | 1         |
| Line Discount | 0.00      |
| Sub-Total     | 258.82    |
| VAT Amount    | 38.82     |
| TOTAL         | 297.64    |

Payment Tender

|                                  |                     |
|----------------------------------|---------------------|
| <b>Vouchers</b> <b>F5</b> 297.64 | <b>Cash Returns</b> |
|                                  | Total Due 297.64    |
|                                  | Tendered 297.64     |
|                                  | Balance 0.00        |
|                                  | <b>CHANGE 0.00</b>  |

**ESc** ABORT    **F10** PROCEED

VTILL003    Payment Tender Form