GENESIS

How to Guide
Till Administration

MRJ Consultants

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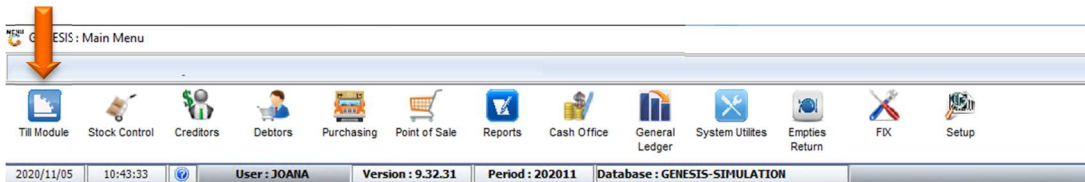*Tel: (012) 654 0300*

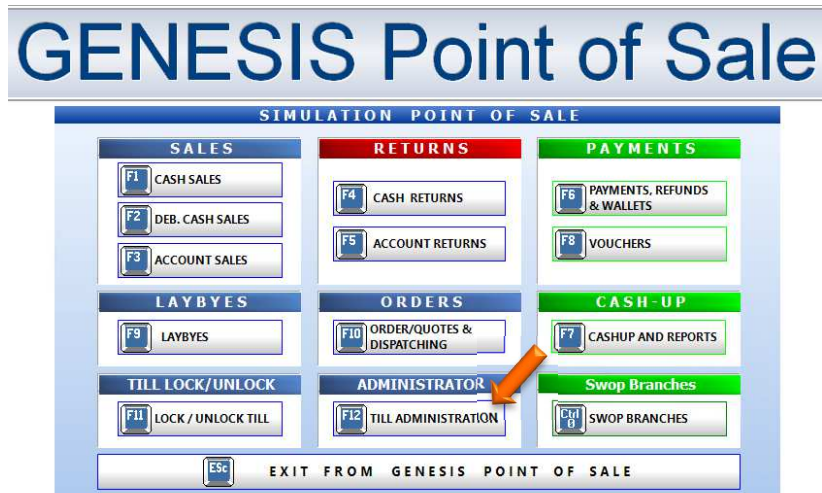*Mail: helpdesk@mrj.co.za*

1. **Open** Genesis Menu.

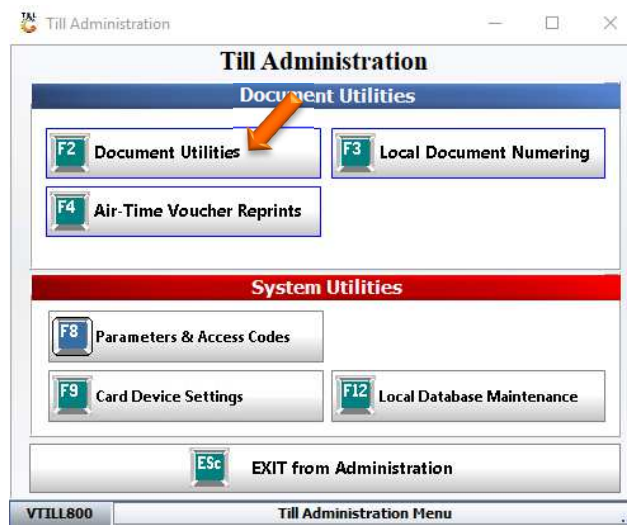2. Type **User code** and **Password.**

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

4. Once opened you will be prompted to the below, Click on Till Administration.
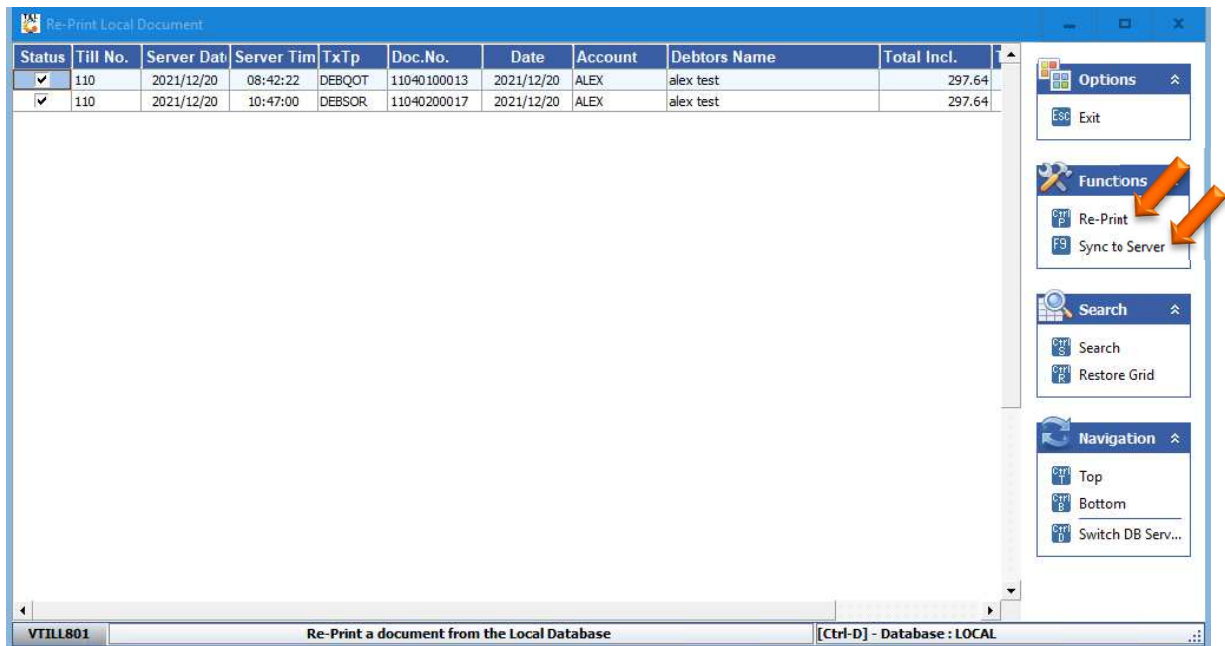
5. Once opened you will see the Till administration menu, we will be going through each option and what they do.

6. In the document utilities you will see all documents that have been processed during the day. Here you have the option to Re-Print the document

   If there is any errors during a sale you can Sync to Server from here as well.

7. Below is what the print-out looks like when selecting the document.

SIMULATION
110 Kenneth Road
Greenhills
Randfontein
Telephone : 0861 017 446   Fax No.:
Reg.No : 2021/01574/17   VAT No.: 49005124511
E-Mail : sales@simulation.com

| ALEX	- alex test		
		Document No.	11040100013
		Document Date	2021/12/20
		Customer Reference	
Telephone 123456789	Customer Acc.No : ALEX	Ordered By	
VAT No.		Delivery Date	2021/12/20
VAT Ind. INCLUSIVE		Page Number	1

THIS QUOTATION IS ONLY VALID IF IT IS SIGNED BY AN AUTHORISED MANAGER AND / OR IS ACCOMPANIED BY A COMPANY STAMP.   THIS QUOTATION IS VALID FOR 7 DAYS ONLY.

| Stock Code	Description	Quantity	Price	V.A.T	TOTAL
11698-001	031 Vodka 750ml X1	1.00	297.64	38.82	297.64

| Undersigned acknowledges the order of the above goods, and the customer, by this signature, accepts the Standard Terms and Conditions of Agreement available on our website. The Customer acknowledge that the above amount is due unconditionally and that it is payable in full on delivery. BANKING DETAILS: Joana's BANK, BRANCH: Any Branch XXXXXX, ACC NO: 123125 XXX XXX XXXX	Approved by & Approved Date	Sub-Total	258.82
		V.A.T	38.82
		TOTAL	297.64
	Signature		

Quotation Updated by :

8. The below image is what it looks like when you select the sync to server option.
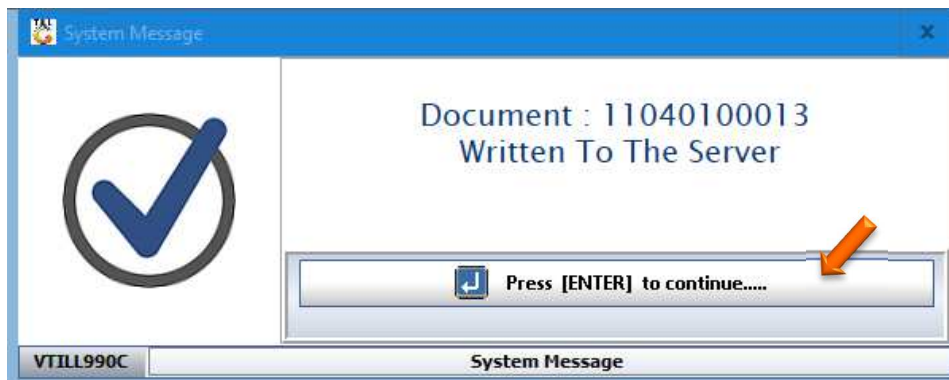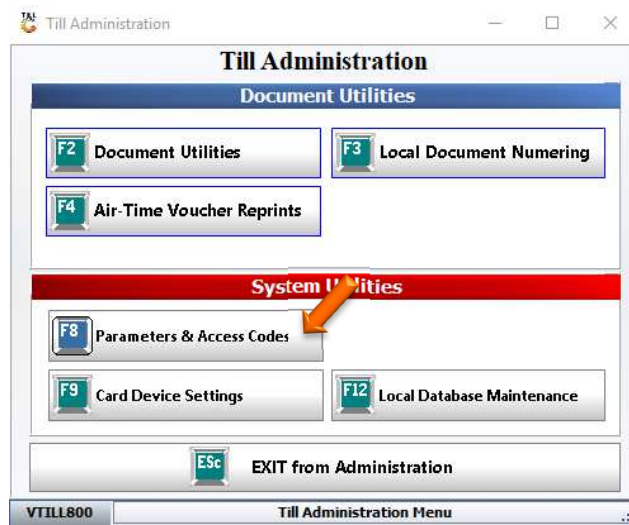
9. Under local Document Numbering this will give you an indication of where the documents numbering is currently at. This is for Administrator users only and cannot be seen by anyone.
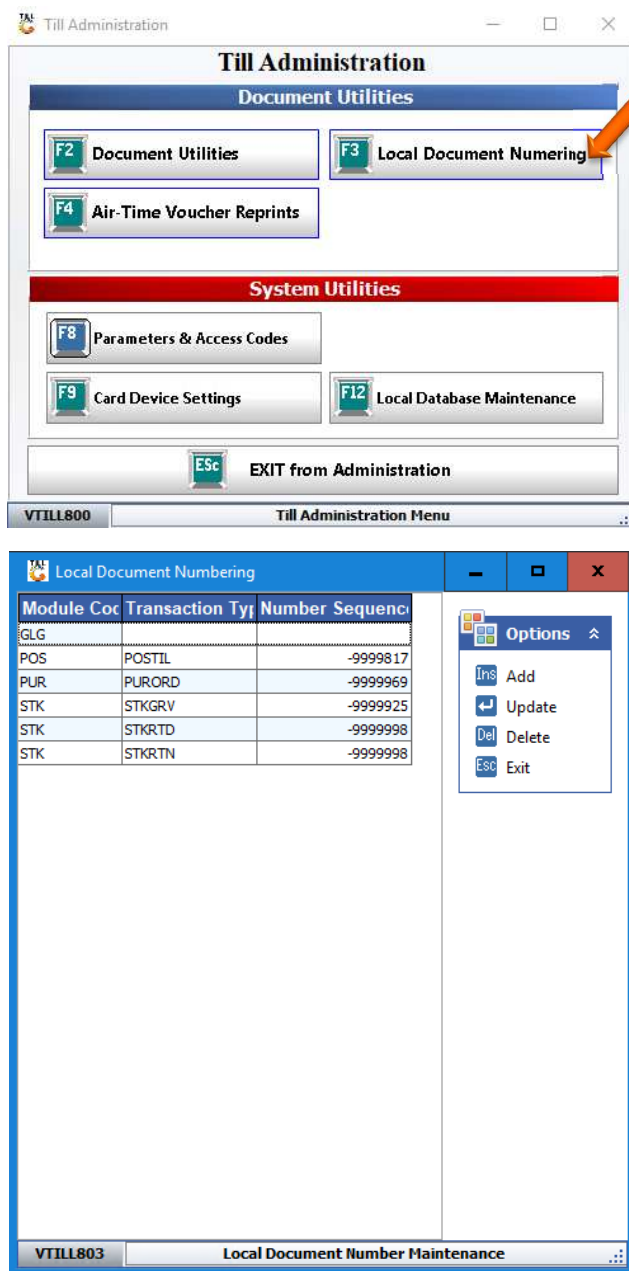
10. Under airtime voucher reprints here you can select the voucher that needs reprinting, for e.g., when you run out of paper and need to reprint the voucher you can reprint it from here.
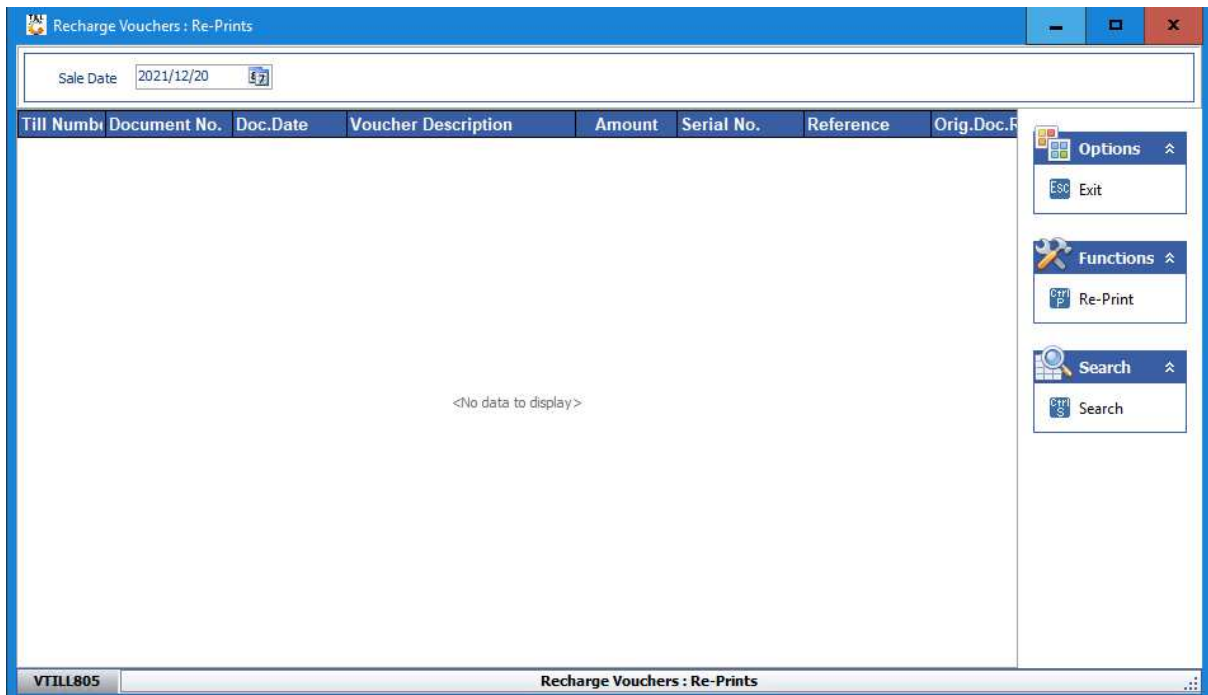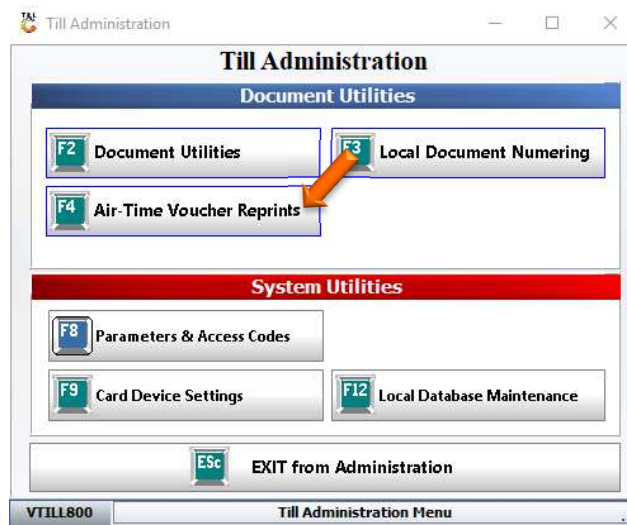
11. Under the Parameters & Access codes you will be able to see what rights the users have access to or not. You cannot change parameters from here, it can only be changed in the System Utilities by a user with the right permissions.

12. When an integrated credit card machine has been installed on the machine the credit card details will have to be manually inputted into the below image. This will activate and link that credit card machine to that till.
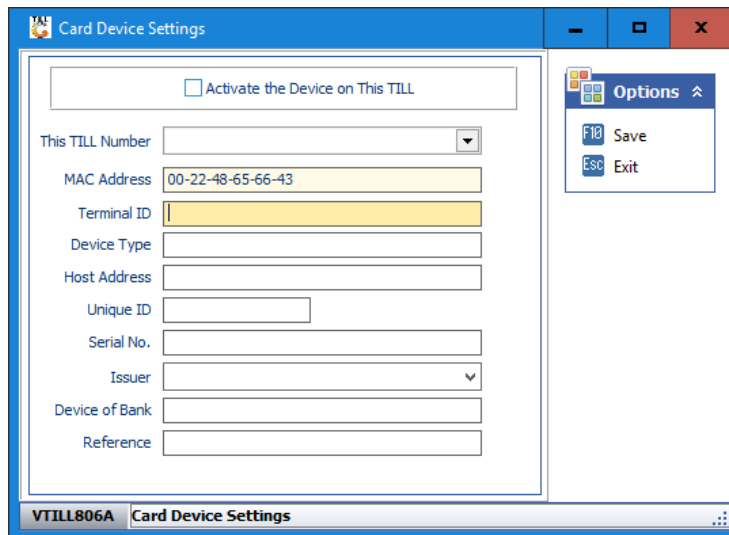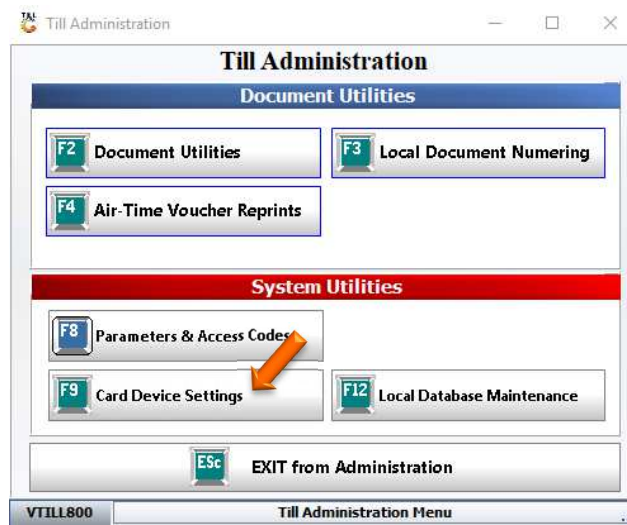
13. This is for the Till Database upgrade, with the latest upgrade this is done automatically.