

GENESIS

How to Guide Till Administration

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1. **Open** Genesis Menu.



2. Type User code and Password.

Select Company	BLUE BOTTLE LIQUOR SIMULAT	ION
	User Code Password	
GENES	S <u>ancel</u>	🥝 ок
CMN999	GENESIS Main Module	Version : 10.33.5

3. Open Till Module from the Main menu.

ESIS:	: Main Menu												
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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 Dat	abase : GEN	SIS-SIMULATIO	N		_	

4. Once opened you will be prompted to the below, **Click on Till Administration**.

SALES	RETURNS	PAYMENTS
CASH SALES	F4 CASH RETURNS	F6 PAYMENTS, REFUNDS
DEB. CASH SALES		
F3 ACCOUNT SALES	ACCOUNT RETORNS	VOUCHERS
LAYBYES	ORDERS	CASH-UP
F9 LAYBYES	ORDER/QUOTES & DISPATCHING	CASHUP AND REPORTS

5. Once opened you will see the Till administration menu, we will be going through each option and what they do.

I III Administra	tion
Document Utili	ties
E2 Document Utilities	Local Document Numering
Air-Time Voucher Reprints	
System Utiliti	es
System Utiliti ^[8] Parameters & Access Codes	es
System Utiliti F8 Parameters & Access Codes F9 Card Device Settings	es Local Database Maintenance

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.

👸 Re-Print Loca	Document							-00	×
Status Till No.	Server Dat	Server Tim	ТхТр	Doc.No.	Date	Account	Debtors Name	Total Incl.	
✓ 110	2021/12/20	08:42:22	DEBQOT	11040100013	2021/12/20	ALEX	alex test	297.64	Dptions 🛛 🛠
110	2021/12/20	10:47:00	DEBSOR	11040200017	2021/12/20	ALEX	alex test	297.64	500 mar
									Functions Print Print Sync to Server Search Search Restore Grid Restore Grid Restore Grid Print Bottom Switch DB Serv
10001004									
VIILL801		R	e-Print a	ocument from	the Local Da	tabase	lc	tri-DJ - Database : LOCAL	

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

	B		SIMULA 110 Kenneth Greenhills Randfontein Telephone Reg.No E-Mail	TION Road 0881 017 448 2021/01574/17 sales@simulation.com	Fax No.: VAT No.: 4900512	24511			
ALEX Telephone VAT No.	- alex test	Customer Acc.No : ALEX		Document No Document Dat Customer Referenc Ordered B Delivery Dat	 11040100013 2021/12/20 y 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 QUOATION IS VALID FOR 7 DAYS ONLY.									
Stock Code 11698-001	Description 031 Vodka 750ml X1		Quant 1	ity Price .00 297.84	V.A.T 38.82	TOTAL 297.64			

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 Signat	297.64
BANKING DETALS: Joana's BANK, BRANCH: Any Branon XXXXXX, ACC NO: 123125 XXX XXX XXXX Signat	

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.

Image: System Utilities Image: System Utilities System Utilities Image: System Utilities	
Image: Stream of the stream	
Air-Time Voucher Reprints System Utilities Image: System Utilities <th>mering</th>	mering
System Utilities Image: Card Device Settings Image: Card Device Settings Image: Card Device Settings Image: Card Device	
Image: String	
Image: Card Device Settings Image: Card Database Maintee Image: Card Database Maintee Image: Card Database Maintee <tr< td=""><td></td></tr<>	
EXIT from Administration TTILL800 Till Administration Menu Local Document Numbering Image: Constraint of the second se	nance
TILL800 Till Administration Menu Local Document Numbering – Iodule Coc Transaction Tyy Number Sequenc: –	
Local Document Numbering	
Local Document Numbering	
Image: Constraint of the section o	⊐ ×
.G	
DS POSTIL -9999817 JR PURORD -9999969 TK STKGRV -9999925 TK STKRTD -9999988 TK STKRTN -999998 EXI -9999998	ions ×
JR PURORD -9999969 TK STKGRV -9999925 TK STKRTD -9999988 TK STKRTN -9999998 Exit	
TK STKRV -9999925 TK STKRTD -999998 TK STKRTN -999998 EX STKRTN -9999998	
IK STKRTD -999998 IK STKRTN -9999998	ate
rk STKRTN -9999998	te

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.

	Document Utilities
2 Document Utilities	Local Document Numering
4 Air-Time Voucher R	Reprints
	System Utilities
F8 Parameters & Access	System Utilities



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.

	Documen	nt Utilities
F2 Document	t Utilities	Local Document Numering
Air-Time \	Voucher Reprints	
	System	V Vities
F8 Parameters	System s & Access Codes	¹⁷ Mities
F8 Parameter:	System s & Access Codes e Settings	Image: Provide state state Image: Provide state state Image: Provide state state Image: Provide st

👸 View Pa	rameter & Access	s Settings		-	-		x
Till Paramete	ers Access Rig	phts		ſ		Ontion	
ModCode	ParamNo	ParamName	ParamValue ^			option	s ×
USER	1		Υ		F10	Close	
USER	2		Y	╟└			
USER	3		Y				
USER	4		Y				
USER	5		Y				
USER	6		Y				
USER	7		N				
USER	8		Y				
USER	9		Y				
USER	10		Y				
USER	11		Y				
USER	12		Y				
USER	13		Y				
USER	14		Y				
USER	15		Y				
USER	16		Y				
USER	17		Y				
USER	18		Y				
USER	19		Y				
USER	20		R				
<			>]			

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.

🖔 Till Admir	nistration				×
11-	Till Admin	nistration			
	Documen	t Utilities			
F2 De	ocument Utilities	E Local Docu	nent Nu	Imering	
F4 Ai	r-Time Voucher Reprints				
	System	Utilities			
F8 Pa	arameters & Access Codes				8
E Ca	ard Device Settings	F12 Local Databa	se Mainte	enance]
	ESC EXIT from	Administration			
VTILL800	Till Adr	ninistration Menu			
👸 Card Device Se	ettings		_		x
	Activate the Device on Thi	s TILL		📲 Opti	ons 🛠
This TILL Number		•		F10 Save	
MAC Address	00-22-48-65-66-43			ESC EXIT	
Terminal ID					
Device Type					
Host Address					
Unique ID					
Serial No.					
Issuer		~			
Device of Bank					
Reference					
VTILL806A Card	d Dawies Cattings				

13. This is for the Till Database upgrade, with the latest upgrade this is done automatically.

	Till Admin	istration
	Document	Utilities
F2 Docume	nt Utilities	3 Local Document Numering
4 Air-Time	e Voucher Reprints	
	System U	Itilities
F8 Paramete	System U	Itilities
F8 Paramete	System U ers & Access Codes rice Settings	Itilities
F8 Paramete	System U ers & Access Codes vice Settings	Itilities I Local Database Maintenance Administration

