



GENESIS

How to Guide How to do an Account Return

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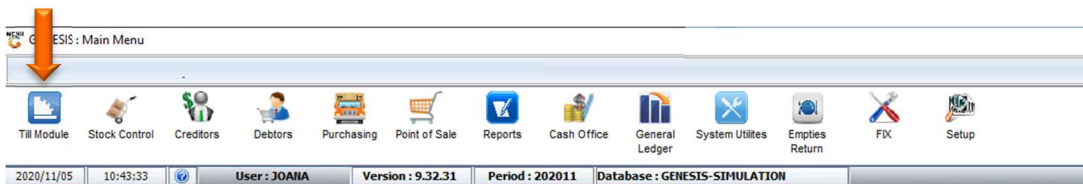
1. **Open Genesis Menu.**



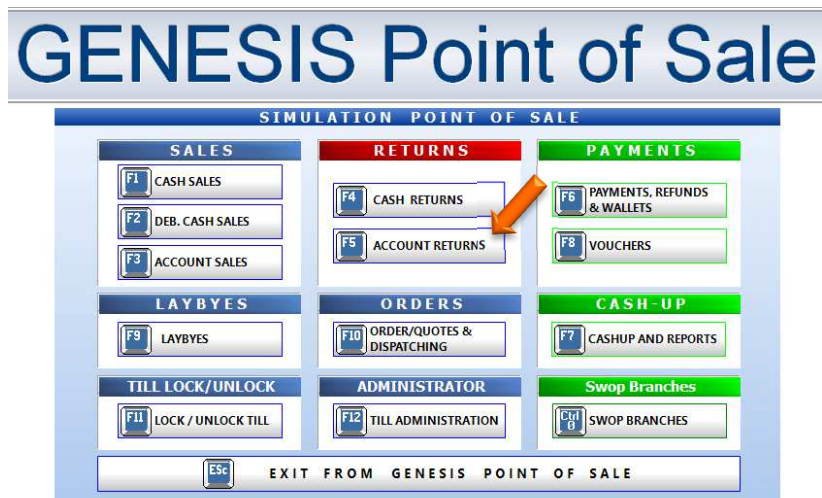
2. Type **User code** and **Password**.



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




4. Once opened you will be prompted to the below, Click on **Account Return**.



- Once opened you will be prompted to the following page. Firstly, a customer account needs to be selected. Type in the account number if you know it alternatively click on the (?) icon This will take you to all your debtors where you can select the required debtor.

Capture Account Details

Customer Account (?) 

Delivery Address

Cellphone No.

Contact Person

Customer VAT No.

VAT Indicator: I - Inclusive

Document Date: 2021/12/08

Reference No.

Warehouse: 01 - DEFAULT WAREHOUSE

Salesrep

Ordered By

Invoice No. (?)

Credit Note Reason

Delivery Date: 2021/12/08

Notes* (Max 250 Characters)

Account Balances		Credit Limit	
Current	0.00		0.00
30 Days	0.00		
60 Days	0.00		
90+ Days	0.00		
Total Owing	0.00	Balance OVERDUE	0.00

Function Keys

F9 Create Debtor

ESc ABORT

F5 Unallocated Transaction

VTILL001 Document Header Details

- Once the correct debtor has been found you can press enter to proceed.

Browse Debtors

Account No.	Debtors Name	Cell Phone	Telephone #1	Telephone #2	Contact Person
CASH	CASH ACCOUNT				123
PNP001	PICK N PAY HEILKONPARK				Brain
ERN001	ERNY TEST DEBTOR				erny
NAT001	NATS BLUE BOTTLE LIQUOR	0736254869			natalie
SAL001	SALIEM TEST ACCOUNT	0829999999			qweqweqwe
ABBY	Abigale van Coler	0762388111			Abby
RJ001	RIAAAN TEST				2
PGM001	PG MOUTON				pg
EMPTY001	EMPTYES 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
LAY001	Alex Laybye Test				alex

Options

- Select
- Exit

Search

- F2 Account
- F3 Name
- F4 Telephone
- Restore Grid

VTILL901 Browse / Select a Debtor

- You can now press enter to go through the options. Under VAT indicator you have the option to select VAT or NO-VAT.
 - In the reference no you can put any information you want for your reference.
 - In the invoice no block there is an option to click on the (?), this will open all invoices, here you can select the invoice you would like to return then press enter to select it.
 - When all details have been entered and you are happy with everything you can click on proceed or press F10 on your keyboard.

Capture Account Details

Customer Account: ALEX alex test

Delivery Address

Document Date: 2021/12/08

Reference No.

Warehouse: 01 - DEFAULT WAREHOUSE

Salesrep: GEN - GENERAL SALES

Ordered By

Invoice No.

Credit Note Reason: 01 - EXPIRED STOCK

Notes* (Max 250 Characters)

Cellphone No.

Contact Person: 123456789

Customer VAT No.

VAT Indicator: I - Inclusive

Delivery Date: 2021/12/08

Account Balances

Current	0.00
30 Days	0.00
60 Days	0.00
90+ Days	0.00
Total Owning	0.00

Credit Limit: 10 000.00

Balance OVERDUE: 0.00

Function Keys

F2 Import Documents

F9 Create Debtor

F5 Unallocated Transaction

F10 PROCEED

ESC ABORT

VTILL001 Document Header Details

Invoice Allocation

Account: ALEX alex test

TxTp	Doc.No.	Date	Name	Doc.Total	Paid	Balance
POSASL	1103000049	2021/10/20	alex test	297.64	0.00	297.64
POSASL	1103000047	2021/10/13	alex test	775.98	0.00	775.98
POSASL	1103000042	2021/09/07	alex test	5 111.00	350.00	4 761.00
POSASL	1103000041	2021/09/06	alex test	5 111.00	5 111.00	0.00
POSCSH	1101028033	2021/10/20	alex test	297.64	297.64	0.00

Options

- Select Invoice
- Exit

Search

F2 Document No.

VTILL012 Outstanding Documents : Allocation

- You will now be prompted to the sales page, if an invoice was selected it will automatically prompt all items to return, alternatively select the items to return.

Total Due **0.00**

Account Returns (ALEX) alex test User: ALEX

QUANTITY	DESCRIPTION						PACK SIZE
Item Code	Link Code	Item Description	Qty	Price	Discount	Line Total	
-No data to display-							

STOCK ITEM SELECTION

Stock Code: Link Code:

Description #1:

Description #3:

Quantity:

Price:

Discount:

Document Statistics

VAT Indicator:

Lines	0	Items	0
Line Discount	0.00		
Sub-Total	0.00		

VAT Amount: 0.00

TOTAL: 0.00

- Once you are happy with everything you can Press F10 to complete the line and F10 to complete the sale.

Total Due **297.64**

Account Returns (ALEX) alex test User: ALEX

QUANTITY	DESCRIPTION						PACK SIZE
Item Code	Link Code	Item Description	Qty	Price	Discount	Line Total	
1		031 Vodka 750ml X1					
11698	11698-001	031 Vodka 750ml X1	1	297.64	0.00000	297.64	1X1X750ML

STOCK ITEM SELECTION

Stock Code: Link Code:

Description #1:

Description #3:

Quantity:

Price:

Discount:

Document Statistics

VAT Indicator:

Lines	1	Items	1
Line Discount	0.00		
Sub-Total	258.82		

VAT Amount: 38.82

TOTAL: 297.64

Total Due **297.64**

Account Returns (ALEX) alex test User: ALEX

QUANTITY	DESCRIPTION					PACK SIZE
Item Code	Link Code	Item Description	Qty	Price	Discount	Line Total
11698	11698-001	021 Vodka 750ml X1	1	297.64	0.00000	297.64

Help Keys

Insert Line	Park the Sale
Update Line	Import Park Sale
Delete Line	Document Discount
Show Account Form	Debitors Deals
Show Selling Prices	Supervisor Override
	Serial Numbers

Document Statistics

VAT Indicator: **INCLUSIVE**

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

10. You will then be given the option to print the return, Press Yes or No.

TAL System Print Request

PRINT REQUEST

Account Returns

Document No. : 1104000023

VTILL990F System Print Request

Print