

How to Guide How to do an Account Return

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module		
Select Company	BLUE BOTTLE LIQUOR SIMULA	rion 💌
	User Code Password	
GENES	S <u>S</u> cancel	🥝 ок
CMN999	GENESIS Main Module	Version : 10.33.51

3. Open Till Module from the Main menu.

ESIS:	: Main Menu												
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Offic	e General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33	0	User : JOANA	Ver	sion : 9.32.31	Period :	202011	atabase : GENI	ESIS-SIMULATIO	DN		_	

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

GENESI	S Poin	t of Sale
SALES	RETURNS	PAYMENTS
F1 CASH SALES F2 DEB. CASH SALES F3 ACCOUNT SALES	F4 cash returns F5 account returns	F6 PAYMENTS, REFUNDS & WALLETS F8 VOUCHERS
L A Y B Y E S	ORDERS	C A S H - U P
TILL LOCK/UNLOCK	ADMINISTRATOR	Swop Branches
ESC EXIT	FROM GENESIS POIN	T OF SALE

5. 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.

Customer Account		0T		1			
Delivery Address					Document Date	2021/12/08	
					Reference No.		
					Warehouse	01 - DEFAULT WAREHOUSE	5
Cellphone No.					Salesren		
Contact Person					Ordered By		1
Customer VAT No.					Invoice No	L	1
VAT Indicator	I - Inclusive				Invoice no.		19
	A ALL SHOULD IN CO				a branch a	227	100
Delivery Date	2021/12/08	a			Credit Note Reason Notes* (Max 250 Chara	acters)	
Delivery Date	2021/12/08	2			Credit Note Reason Notes* (Max 250 Chara	acters)	
Delivery Date	2021/12/08 §	a n c e s			Credit Note Reason Notes* (Max 250 Chara	n Keys	
Delivery Date A c Current	2021/12/08 <u>a</u> count Bal	a n c e s Credit Limit	0.00		Credit Note Reason Notes* (Max 250 Chara	n Keys	
Delivery Date A c Current 30 Days	2021/12/08 <u>s</u> count Bal	a n c e s Credit Limit	0.00		Credit Note Reason Notes* (Max 250 Chara Functio	n Keys	
Delivery Date A c Current 30 Days 60 Days	2021/12/08 3 count Bal 0.00 0.00 0.00	a n c e s Credit Limit	0.00		Credit Note Reason Notes* (Max 250 Chara Functio	n Keys Poebtor	

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

🖔 Browse De	ebtors					— 🗆
Account No.	Debtors Name	Cell Phone	Telephone #1	Telephone #2	Contact Person	
CASH	CASH ACCOUNT				123	📲 Options
PNP001	PICK N PAY HEILKONPARK				Brain	
ERN001	ERNY TEST DEBTOR				erny	Select
NAT001	NATS BLUE BOTTLE LIQUOR	0736254869			natalie	Esc Exit
SAL001	SALIEM TEST ACCOUNT	0829999999			qweqweqwe	
ABBY	Abigaile van Coller	0762388111			Abby	
RJ001	RIAAN TEST				2	Search 🛛
PGM001	PG MOUTON				pg	
EMPTY001	EMPTIES RETURNS YARD				PIET	Count 2
WEB001	BLUE BOTTLE ONLINE STORE				1	F3 Name
URS001	URSULA				0714509836	Telephone
HEX002	PIETER LOTTER				Pieter	Telephone
ALEX	alex test				123456789	Restore Grid
WH001	Wholesale Section	0834567894			hennie	
LAY001	Alex Laybye Test				alex	
LATUUI	Alex Layoye rest				aiex	
				[

7. 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.

ustomer Account	ALEX	alex test					5
Dolivery Addre	ALEA	diex cest					-
Delivery Address	<u> </u>			D	Departure la	0.234	
				Document Date	2021/12/0	08 87	
				Reference No.			period
				Warehouse	01 - DEFA	ULT WAREHOUSE	•
Cellphone No.				Salesrep	GEN - GEN	VERAL SALES	•
Contact Person	123456789			Ordered By			
Customer VAT No.				Invoice No.			0
VAT Indicator	I - Inclusive			Credit Note Reason	01 - EXPI		•
				Notes* (Max 250 Char	acters)	NED STOCK	
Delivery Date	2021/12/08	87			Jetter Sy		1
benneng bace		34					
Ac	count Ba	alances		Functio	n Keys	k .	_
Current	0.00	Credit Limit	F2 Import			F10 PROCEED	, 🗖
30 Days	0.00	10 000.00	Documents				
60 Days	0.00			E9 Create	Debtor	ESC ABORT	
90+ Days	0.00	Balance OVERDUE					
Total Owing	0.00	0.00	F5 Unanocated				
101 410			Iransaction				
TT1 004 27			I D L 1		1		
TILL001 🔀		Document Head	der Details				
TILL001 🕅 🕅		Document Head	der Details		1		
TILLOO1 🔆		Document Head	der Details				×
Invoice Allocaton	aley te	Document Head	der Details				×
Invoice Allocaton	alex te	Document Head	der Details			- 0	×
TILL001 🔆 Invoice Allocaton Account ALEX xTp Doc.No.	alex te	Document Head	der Details	Paid Ba	lance		×
TILL001 (Reference) Invoice Allocaton Account (ALEX xTp Doc.No. DSASL 1103000049	alex te Date 2021/10/20	est	der Details	Paid Ba	lance 297.64	- C	×
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8. 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.

Tota	D	Pue	0.00
Account Retu	rns	(ALEX) alex test	User: ALEX
QUANTITY		DESCRIPTION	PACK SIZE
Item Code	Link	Code Item Description Qty Price Discount Line Total	
		-No data to display>	
			Document Statistics
			VAT Indicator INCLUSIVE
			Line Discount 0.00
Help Keys		STOCK ITEM SELECTION	Sub-Total
Complete	Stock Code	Link Code	0.00
	escription #1		
Abort Transaction	Quantity	1	VAT Amount 0.00
	Price	9.00	TOTAL
	Discount	· ▼	0.00

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

Tota	al Du	e								2	97.64
Account Re	turns		2		(ALEX) alex	test					User: ALEX
QUANTITY				031	Vodka 750ml	X1					PACK SIZE
There Code	List Cale			001	Vouka 7 Sonn		01-1	Defen	Discourse	Line Total	
11698	11698-001	031 Vodka 750ml X1		Item Description			Qty 1	297.64	0.00000	Line Total 297.64	
											Document Statistics
											ines 1 Items 1
											Line Discount 0.00
E Help Keys				STOC	K ITEM SELECT	ION					Sub-Total
Complete	Stock Code		Link Code								2,53.02
LINE	Description #3										VAT Amount
Transaction	Quantity 1										38.82
	Price	0.00									TOTAL
	Discount	•.00									297.64

Tota	l Du	e					2	97.64
Account Ret	urns			(ALEX) alex test				User: ALEX
QUANTITY				DESCRIPTION				PACK SIZE
Item Code	Link Code		Item Description		Qty	Price	Discount Line Total	
11698	11698-001	031 Vodka 750ml X1			1	297.64	0.00000 297.6	4
								Document Statistics
								VAT Indicator INCLUSIVE
	A							Lines 1 Items 1
	1							Sub-Total
Help Keys	Ins Insert Line	FII Park the Sale						258.82
FID Complete	Update Line	FI2 Import ParkSale						
Abort	Dol Delete Line		_					VAT Amount
Transaction	F2 Show Account Form	Document Discount	Debtors Deals					38.82
	F3 Shaw Selling Prices	Supervisor Override	Serial Numbers					TOTAL
	- State of the sta							297.64

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



Print