



# GENESIS

## How to Guide How to do a Till Disbursement

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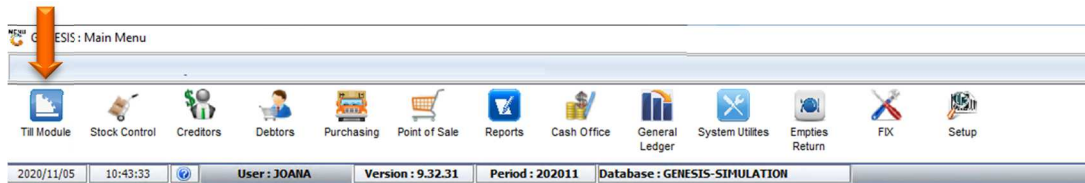
1. **Open Genesis Menu.**



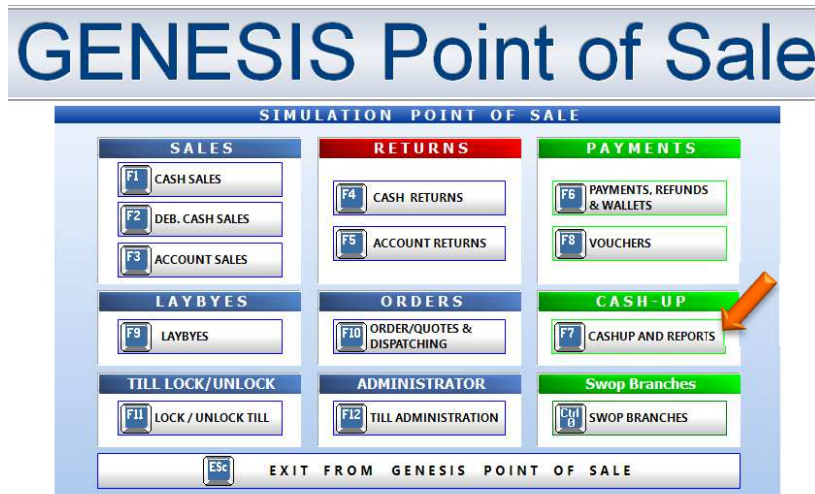
2. Type **User code** and **Password**.

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.



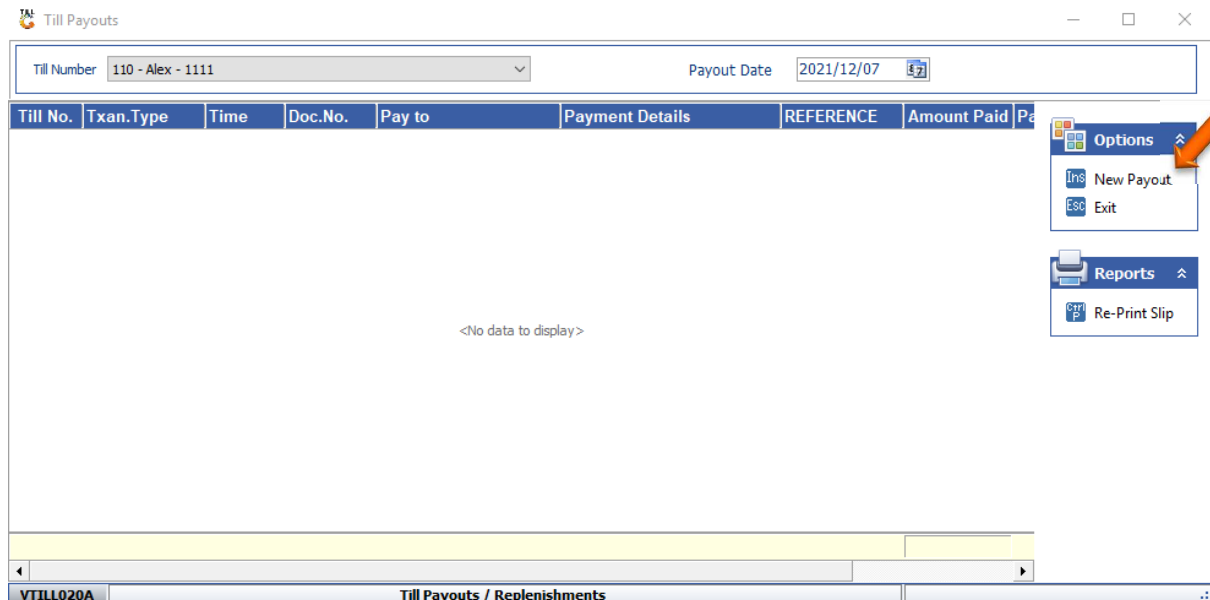
4. Once opened you will be prompted to the below, Click on Cash up and reports F7.



5. Once the till is open select the **cash up and reports** tab.



6. You will now be prompted to the below page here you can select **New Payout to start**.



7. Select the till number.

**Cash Disbursement**

Till Number: 110

Date/Time: 2021/12/07 15:26:53

Disbursement Code: [dropdown]

Payee: [text]

Reference: [text]

Details: [text]

Apply VAT: [dropdown]

Amount: 0.00

V.A.T Amount: 0.00

Options: Process (F10), Exit (Esc)

VTILL020 Till Disbursements

8. Select the correct Disbursement code.

**Cash Disbursement**

Till Number: 110

Date/Time: 2021/12/07 15:26:53

Disbursement Code: [dropdown menu open]

Payee: PCPCEL - CELLULAR - AIRTIME REIME

Reference: PCPCON - CONS - SHOP GENERAL; PA

Details: PCPFUE - FUEL - FORKLIFT/TRUCK - I

Apply VAT: PCPGAS - GAS - FORKLIFT

Amount: 0.00

V.A.T Amount: 0.00

Options: Process (F10), Exit (Esc)

VTILL020 Till Disbursements

9. Enter the Payee and reference details and select if the amount has VAT or not.

Finally enter in the amount and press enter to proceed.

**Cash Disbursement**

Till Number: 110  
Date/Time: 2021/12/07 15:28:35  
Disbursement Code: PCMPU - MANAGEMENT PAYOUT - U  
Payee: ALEX  
Reference: ALCOHOL MONEY  
Details: MANAGEMENT PAYOUT UNALLOCATED  
Apply VAT: N - No

Amount: 100.00  
V.A.T Amount: 0.00

Options:  
F10 Process  
ESC Exit

VTILL020 Till Disbursements

10. Select Yes to continue and yes to print a till slip if need be.

**System Message**

**Disbursement**

Process Disbursement?

No Yes

VTILL990D System Message

**System Print Request**

**PRINT REQUEST**

Print Till Disbursement Slip

No Yes

VTILL990F System Print Request

11. Once completed you can give the money to the individual and your history will appear here.

The screenshot shows a software window titled "Till Payouts". At the top, there are input fields for "Till Number" (110 - Alex - 1111) and "Payout Date" (2021/12/07). Below this is a table with the following data:

Till No.	Txan.Type	Time	Doc.No.	Pay to	Payment Details	REFERENCE	Amount Paid	Pe
110	Disbursement	15:29:26	31400010	ALEX	MANAGEMENT PAYOUT UNALLOCATI	ALCOHOL MONEY	100.00	PCF

An orange arrow points to the "Pay to" column. To the right of the table are two menu sections: "Options" with "New Payout" (F11) and "Exit" (ESC), and "Reports" with "Re-Print Slip" (Ctrl+P). Below the table is a summary bar with a yellow background showing "100.00". At the bottom, a status bar displays "VTILL020A" and "Till Payouts / Replenishments".