



How to Guide: RTB

How to Do Cash/Account Returns, Bottles & Crates

Aug 2020

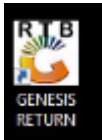


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How to do Cash/Account Returns on Bottles & Crates (RTB)

The steps below will guide you through the process of how to do RTB on Genesis Menu

1. Log into 'GENESIS RETURN MENU'.

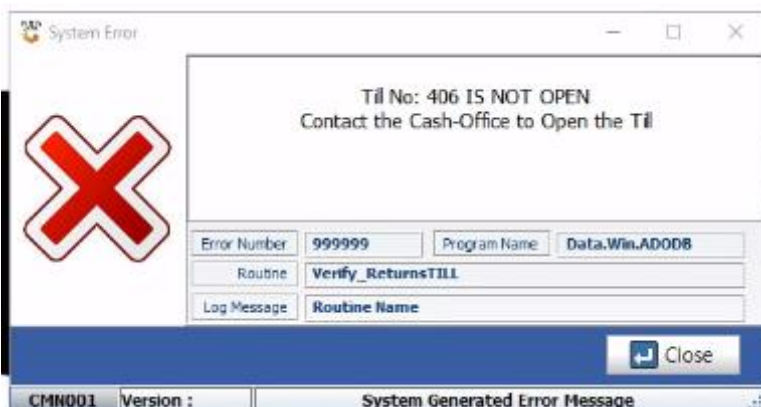


2. Login with **RTB** as User Code and **RTB** as a Password from the Menu then press **OK**

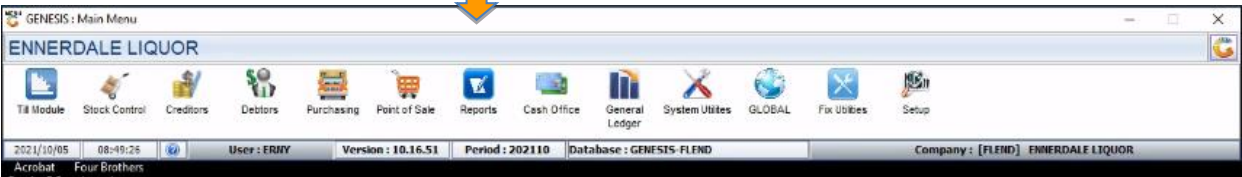
A screenshot of the 'Empties Return' login window. At the top, it says 'Empties Return'. Below that is a dropdown menu for 'Select Company' with 'ENNERDALE LIQUOR' selected. To the left is the Genesis logo. In the center, there are two input fields: 'User Code' with 'RTB' entered and 'Password' with '###' entered. Below the fields are 'Cancel' and 'OK' buttons. At the bottom, there is a status bar with 'CMN999', 'Empties Return', and 'Version :'.

Select Company	ENNERDALE LIQUOR
User Code	RTB
Password	###
Buttons	Cancel, OK
Status Bar	CMN999 Empties Return Version :

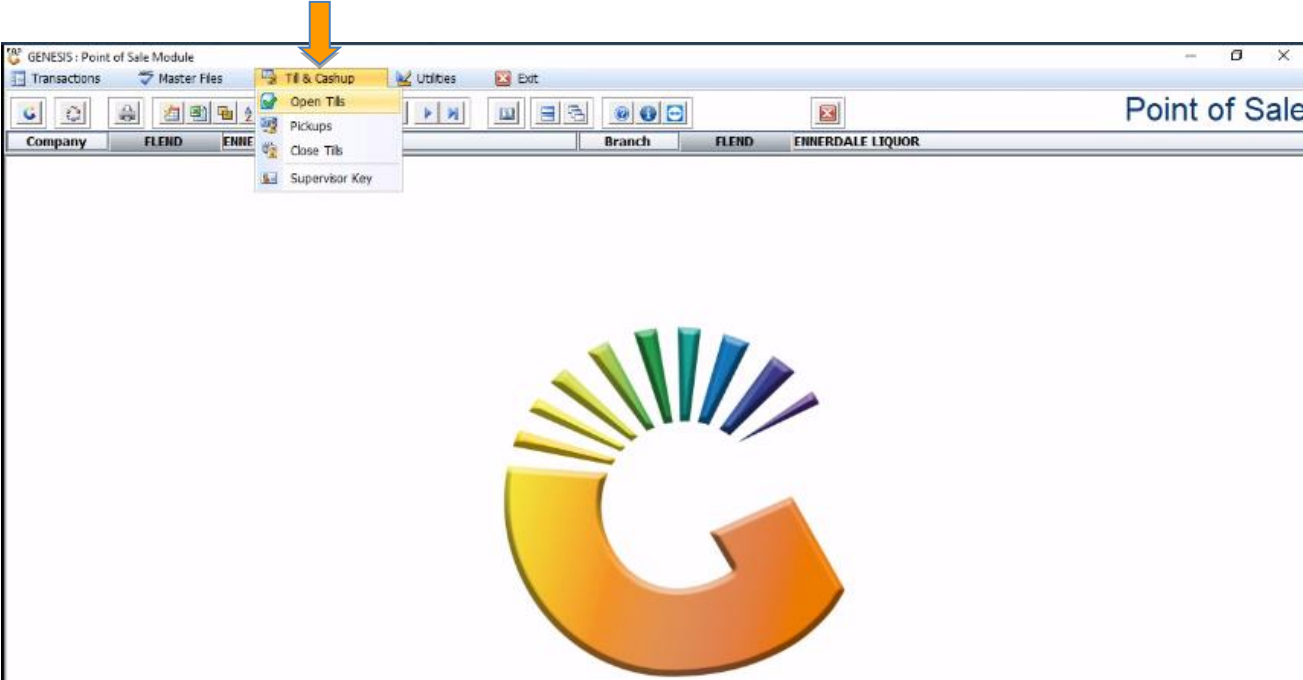
3. If the following error appears on the screen Click Close then Open Genesis Menu from the screen.



4. On Genesis Menu go to Point of Sale



5. Click Till & Cashup > Open Tills from the Menu



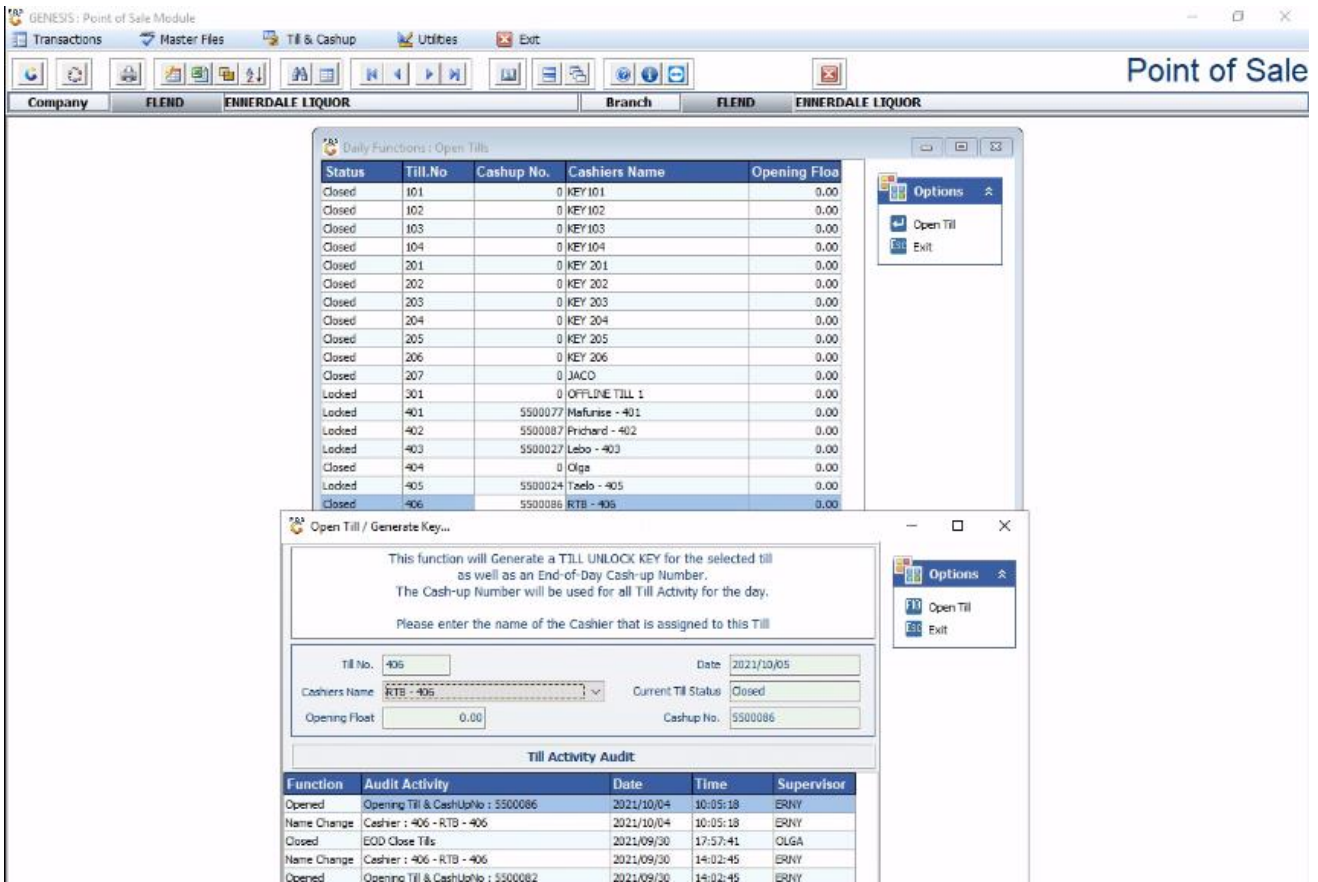
6. Select a Closed Till and Double Click to Open the Till

The screenshot shows the 'GENESIS : Point of Sale Module' interface. The main window title is 'Point of Sale'. The menu bar includes 'Transactions', 'Master Files', 'Till & Cashup', 'Utilities', and 'Exit'. The status bar shows 'Company: FLEND ENNERDALE LIQUOR' and 'Branch: FLEND ENNERDALE LIQUOR'. The 'Daily Functions : Open Tills' window is open, displaying a table with the following data:

Status	Till.No	Cashup No.	Cashiers Name	Opening Floa
Closed	101	0	KEY 101	0.00
Closed	102	0	KEY 102	0.00
Closed	103	0	KEY 103	0.00
Closed	104	0	KEY 104	0.00
Closed	201	0	KEY 201	0.00
Closed	202	0	KEY 202	0.00
Closed	203	0	KEY 203	0.00
Closed	204	0	KEY 204	0.00
Closed	205	0	KEY 205	0.00
Closed	206	0	KEY 206	0.00
Closed	207	0	JACO	0.00
Locked	301	0	OFFLINE TILL 1	0.00
Locked	401	5500077	Mafunise - 401	0.00
Locked	402	5500087	Frillard - 402	0.00
Locked	403	5500027	Lebo - 403	0.00
Closed	404	0	Oiga	0.00
Locked	405	5500024	Tsela - 405	0.00
Closed	406	5500086	RTB - 406	0.00
Closed	497	5500085	RTB - 406	0.00
Locked	498	0	ADMIN TILL	0.00

An orange arrow points to the row for Till No. 406. The 'Options' menu is open, showing 'Open Till' and 'Exit' options. The status bar at the bottom of the window reads 'POS110 Daily Functions : Opening of Tills'.

- The following screen will appear then Click Open Till from Menu Option to change the Till status to Open the Till and Generate the Cashup Number.

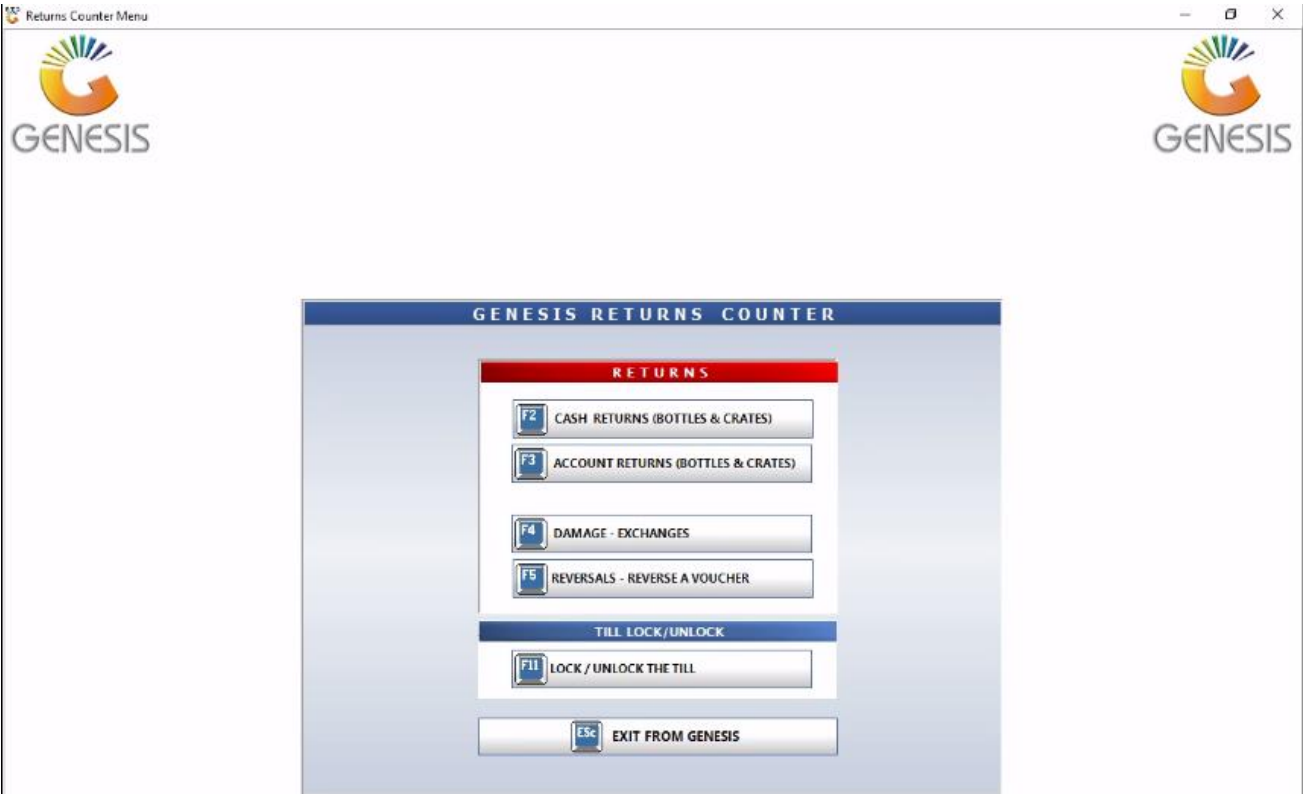


Go back to RTB Menu

- Open **RTB Menu** put in login details RTB as a User Code and RTB as Password Click **OK** button



9. The following screen will appear to process **RETURNS** using different **KEYS Functions**



This concludes the User Guide