

How to Guide: RTB How to Do Cash/Account Returns, Bottles & Crates

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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



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

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Til Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Office	General Ledger	System Utilites	GLOBAL	Fix Utilities	Setup				
2021/10/05	08:49:26		User : ERNY	Vers	ion : 10.16.51	Period :	202110 Dat	abase : GEN	ESIS-FLEND		-	Company : [Fl	END] ENNERDALE LTO	UOR		
Acrobat	Four Brothers															

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



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

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Company FLEND ENNERDAL	E LIQUOR			Branch	FLEND ENNERDAL	E LIQUOR	
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	😂 Daily Fu	inctions : Open	Tills				
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	Closed	102	0	KEY102	0.00		
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	Closed	104	0	KEY104	0.00	Est Exit	
	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	Prichard - 402	0.00		
	Locked	403	5500027	Lebo - 403	0.00		
	Closed	404	0	Olga	0.00		
	Locked	405	5500024	Taelo - 405	0.00		
	Closed	406	5500086	RTB - 405	0.00		
	Closed	497	5500085	RTB - 406	0.00		
	Locked	498	0	ADMIN TILL	0.00		

7. 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.

Transactions	🀬 Master Files 🛛 😼 Til & Cas	hup 🔀 Utilities	🔀 Exit				р ,
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Company	FLEND ENNERDALE LTOU	OR	Branch	FLEND	ENNERDALE	LIQUOR	
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		This function as The Cash-up Please enter	will Generate a TILL UNLOCK KEY fs s well as an End-of-Day Cash-up N p Number will be used for all TIII Ac r the name of the Cashier that is as	or the selected ti mber. tivity for the day. signed to this Till		Options * Options * Options * Solution So	
		Til No. 405		Date 2021/1	0/05		
	Cashie	rs Name RTB - 405	Current	Til Status Closed			
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			Till Activity Audit				
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	Opened Name Che Cosed	Opening Till & Cashiu nge Cashier : 406 - RTB - EOD Close Tills	pNo : 5500086 2021/10/04 - 406 2021/10/04 2021/09/30	10:05:18 10:05:18 17:57:41	ERNY ERNY OLGA		

Go back to RTB Menu

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



- ø × 💱 Returns Counter Menu SMIL SMIL GENESIS GENESIS GENESIS RETURNS COUNTER RETURNS CASH RETURNS (BOTTLES & CRATES) ACCOUNT RETURNS (BOTTLES & CRATES) F DAMAGE - EXCHANGES REVERSALS - REVERSE A VOUCHER TILL LOCK/UNLOCK LOCK / UNLOCK THE TILL EXIT FROM GENESIS
- 9. The following screen will appear to process **RETURNS** using different **KEYS Functions**

This concludes the User Guide