



## How to Guide Document Reprint from Point of Sale

---

*MRJ Consultants*

*37 Weavind Ave, Eldoraigne, Centurion, 0157*

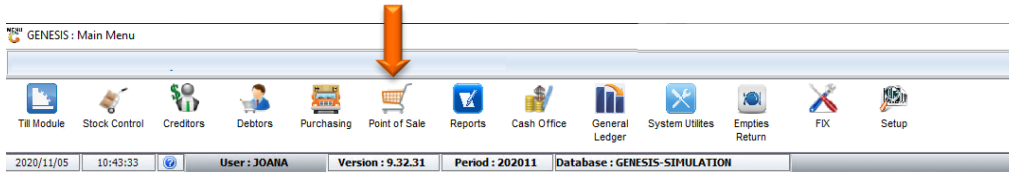
*Tel: (012) 654 0300*

*Mail: [helpdesk@mrj.co.za](mailto:helpdesk@mrj.co.za)*

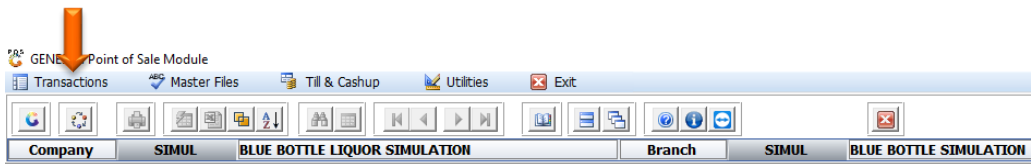


# How to Re-Print documents from Point of Sale

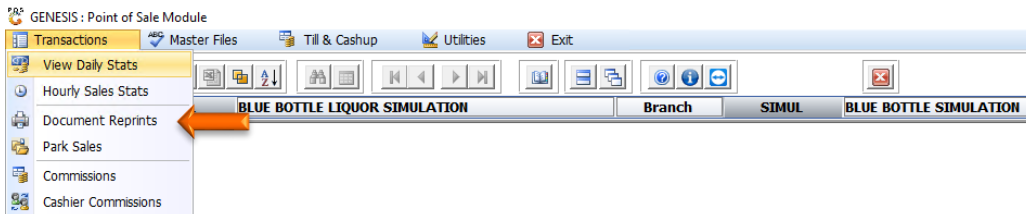
1. Log into Genesis Menu
2. Open **Point of Sale** from the main menu



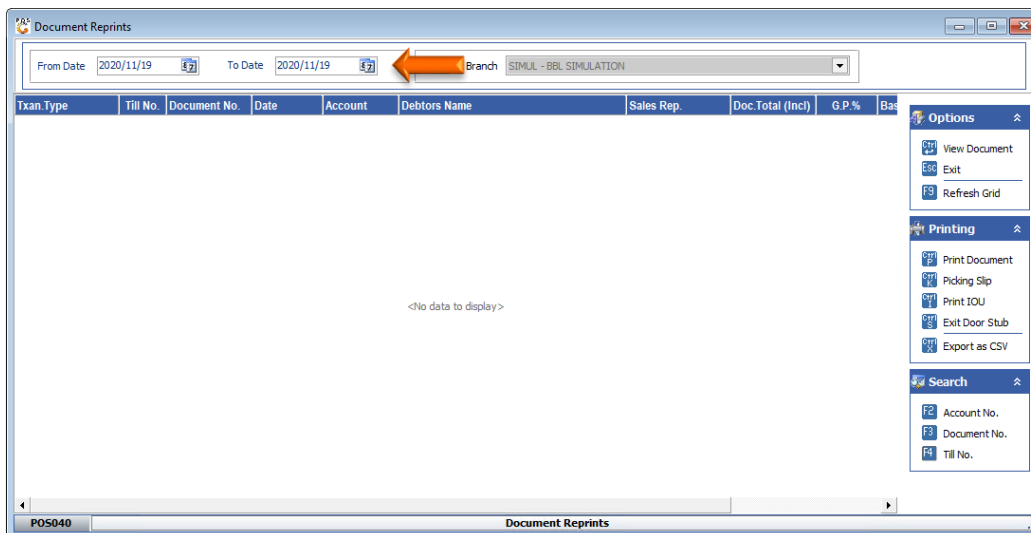
3. Select **Transactions** from the main menu



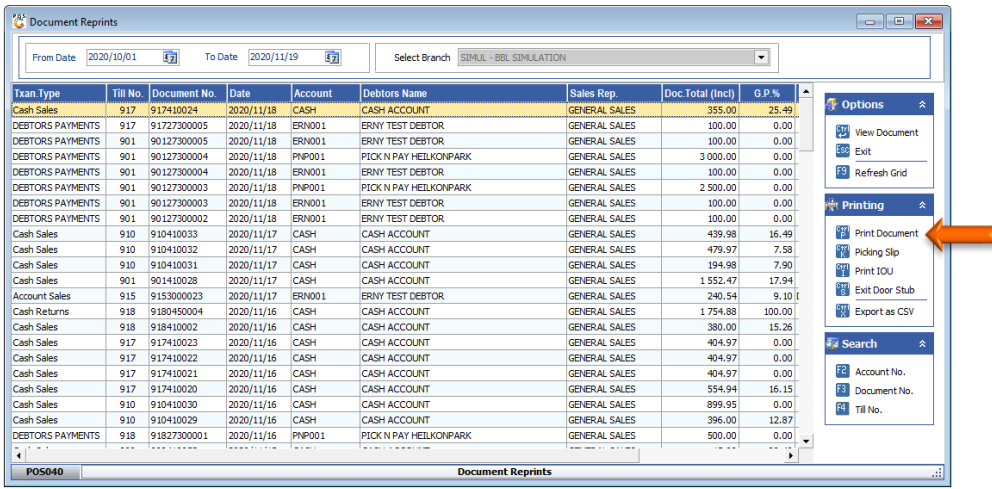
4. Select **Document Reprints** from the drop-down menu



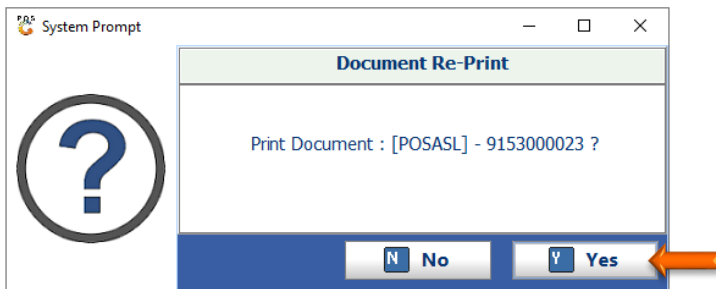
5. Capture date range (from and to date) and press **Enter** on your keyboard



6. Select the document you wish to re-print from the grid. Press **Ctrl** and **P** together on your keyboard or click on **Print Document** under the Printing menu.



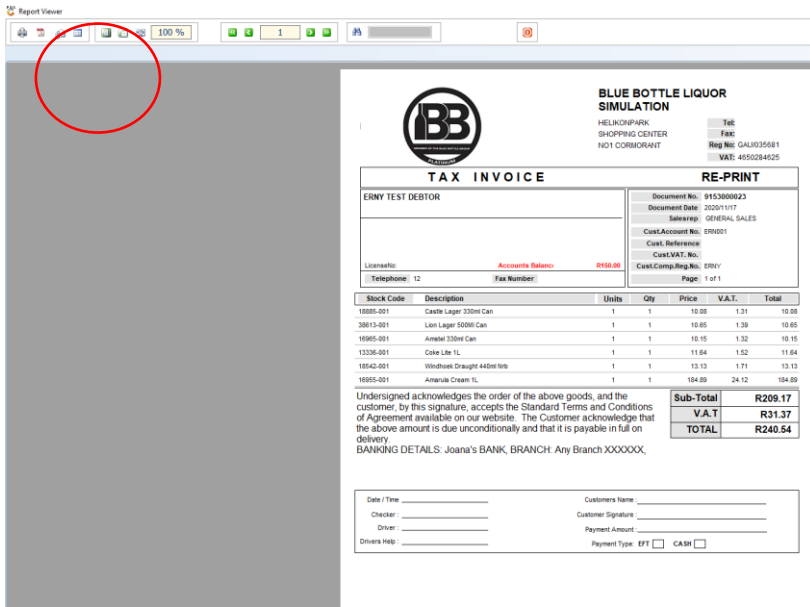
7. Press **Y** on your keyboard or click on the **Yes** button




8. You can now select to print, convert to a pdf file or email the document

Report Viewer

100%





**BLUE BOTTLE LIQUOR  
SIMULATION**

HELIKONPARK  
SHOPPING CENTER  
HD1 CORBORAVAT

Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Reg No: GALI035681  
VAT: 4550284525

**TAX INVOICE**

ERNY TEST DEBTOR

License No: \_\_\_\_\_      Accounts Balance: **R100.00**

Telephone: 12      Fax Number: \_\_\_\_\_

**RE-PRINT**

Document No: 915360023  
Document Date: 2020/11/17  
Salesrep: GENERAL SALES  
CustAccount No: ERN001  
Cust Ref: \_\_\_\_\_  
Cust VAT No: \_\_\_\_\_  
Cust Comp Reg No: ERNY  
Page: 1 of 1

Stock Code	Description	Units	Qty	Price	V.A.T.	Total
1005-001	Castle Lager 330ml Can	1	1	10.00	1.31	10.00
38013-001	Levi Lager 500ml Can	1	1	10.00	1.30	10.00
1005-001	Amarula 200ml Can	1	1	10.15	1.32	10.15
1320-001	Coke Lib TL	1	1	11.64	1.52	11.64
10542-001	Windhoek Draught 440ml/10cl	1	1	13.13	1.71	13.13
1005-001	Amarula Cream TL	1	1	184.89	24.12	184.89

Undersigned acknowledges the order of the above goods, and the customer, by this signature, accepts the Standard Terms and Conditions of Agreement available on our website. The Customer acknowledge that the above amount is due unconditionally and that it is payable in full on delivery.  
BANKING DETAILS: Joana's BANK, BRANCH: Any Branch XXXXXX.

<b>Sub-Total</b>	<b>R209.17</b>
<b>V.A.T</b>	<b>R31.37</b>
<b>TOTAL</b>	<b>R240.54</b>

Date / Time _____	Customer Name _____
Order _____	Customer Signature _____
Driver _____	Payment Amount _____
Drivers Hdp _____	Payment Type: EFT <input type="checkbox"/> CASH <input type="checkbox"/>

And that concludes the User Guide

