

## How to Guide Document Reprint from Point of Sale

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## 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

CENE Point	t of Sale Module					
Transactions	🍣 Master Files	🌍 Till & Cashup	鯹 Utilities	🔀 Exit		
<u></u>	🚔 🖄 🖷 🛓			▣ = = • • • •		
Company	SIMUL BLUE	BOTTLE LIQUOR SI	MULATION	Branch	SIMUL	BLUE BOTTLE SIMULATION

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

😂 GENESIS : Point of Sale Module										
	Transactions 🗳 Mas	ter Files 🛛 🍟 Till & Ca	ishup 🛛 🕍 Utilities	🔀 Exit						
<u>an</u>	View Daily Stats									
٩	Hourly Sales Stats									
۵	Document Reprints		UOR SIMULATION	Branch	SIMUL	BLUE BOTTLE SIMULATION				
r)	Park Sales									
5	Commissions									
86	Cashier Commissions									

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

Cocument Reprints										
From Date 2020/11/19 57 To Date 202										
Txan.Type Till No. Document No. Date	Account Debtors Name	Sales Rep. Doc. Total (Incl	G.P.% Bas Provide the second							
P05040	Document Re	prints	ار. ان							

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.

👸 Document Repri	nts								
From Date 202	From Date         2020/10/01         Image: To Date         2020/11/19         Image: Image: To Date         Select Branch         SIMUL - BBL SIMULATION								
Txan.Type	Till No.	Document No.	Date	Account	Debtors Name	Sales Rep.	Doc.Total (Incl)	G.P.%	·
Cash Sales	917	917410024	2020/11/18	CASH	CASH ACCOUNT	GENERAL SALES	355.00	25.49	<pre> Options * </pre>
DEBTORS PAYMENTS	917	91727300005	2020/11/18	ERN001	ERNY TEST DEBTOR	GENERAL SALES	100.00	0.00	(17) View Decement
DEBTORS PAYMENTS	901	90127300005	2020/11/18	ERN001	ERNY TEST DEBTOR	GENERAL SALES	100.00	0.00	view bocument
DEBTORS PAYMENTS	901	90127300004	2020/11/18	PNP001	PICK N PAY HEILKONPARK	GENERAL SALES	3 000.00	0.00	Exit
DEBTORS PAYMENTS	901	90127300004	2020/11/18	ERN001	ERNY TEST DEBTOR	GENERAL SALES	100.00	0.00	Refresh Grid
DEBTORS PAYMENTS	901	90127300003	2020/11/18	PNP001	PICK N PAY HEILKONPARK	GENERAL SALES	2 500.00	0.00	
DEBTORS PAYMENTS	901	90127300003	2020/11/18	ERN001	ERNY TEST DEBTOR	GENERAL SALES	100.00	0.00	🚔 Printing 🛛 🛸
DEBTORS PAYMENTS	901	90127300002	2020/11/18	ERN001	ERNY TEST DEBTOR	GENERAL SALES	100.00	0.00	
Cash Sales	910	910410033	2020/11/17	CASH	CASH ACCOUNT	GENERAL SALES	439.98	16.49	Print Document
Cash Sales	910	910410032	2020/11/17	CASH	CASH ACCOUNT	GENERAL SALES	479.97	7.58	Picking Slip
Cash Sales	910	910410031	2020/11/17	CASH	CASH ACCOUNT	GENERAL SALES	194.98	7.90	Print TOU
Cash Sales	901	901410028	2020/11/17	CASH	CASH ACCOUNT	GENERAL SALES	1 552.47	17.94	Finction and
Account Sales	915	9153000023	2020/11/17	ERN001	ERNY TEST DEBTOR	GENERAL SALES	240.54	9.10 [	Exit Door Stub
Cash Returns	918	9180450004	2020/11/16	CASH	CASH ACCOUNT	GENERAL SALES	1 754.88	100.00	Export as CSV
Cash Sales	918	918410002	2020/11/16	CASH	CASH ACCOUNT	GENERAL SALES	380.00	15.26	
Cash Sales	917	917410023	2020/11/16	CASH	CASH ACCOUNT	GENERAL SALES	404.97	0.00	🐼 Search 🛛 🖈
Cash Sales	917	917410022	2020/11/16	CASH	CASH ACCOUNT	GENERAL SALES	404.97	0.00	
Cash Sales	917	917410021	2020/11/16	CASH	CASH ACCOUNT	GENERAL SALES	404.97	0.00	Account No.
Cash Sales	917	917410020	2020/11/16	CASH	CASH ACCOUNT	GENERAL SALES	554.94	16.15	Document No.
Cash Sales	910	910410030	2020/11/16	CASH	CASH ACCOUNT	GENERAL SALES	899.95	0.00	Til No.
Cash Sales	910	910410029	2020/11/16	CASH	CASH ACCOUNT	GENERAL SALES	396.00	12.87	
DEBTORS PAYMENTS	918	91827300001	2020/11/16	PNP001	PICK N PAY HEILKONPARK	GENERAL SALES	500.00	0.00	-
4									
P05040					Document	Reprints			

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



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

5 Aport Viewer	#3	8					
	6		BLUE SIMU	BOTT	LE LIQU	OR	
	Ų		SHOPPIP NO1 COF	IPARK IG CENTER MORANT		Fax: Reg No: GAU VAT: 4650	035681
		TAX INVOICE			R	E-PRIN	т
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	LicenseNo:	Accounts Balance	R150.00	CustCon	np.Reg.No. ER	NY	
	Telephone 1	2 Fax Number			Page 1	of 1	
	Stock Code	Description	Units	Qty	Price	V.A.T.	Total
	18885-001	Castle Lager 330ml Can	1	1	10.08	1.31	10.08
	38613-001	Lion Lager 500MI Can	1	1	10.65	1.39	10.65
	16965-001	Amstel 330ml Can	1	1	10.15	1.32	10.15
	13336-001	Coxe Lite 1L	1	-	11.64	1.52	11.64
	18542-001	America Cream SI		1	10.13	24.12	13.13
	Hodorcianod a	cknowledges the order of the above r	noode, and the		Out Tet		
	customer, by th	is signature, accepts the Standard Te	erms and Conc	titions	Sub-Tot	al	R209.17
	of Agreement a	available on our website. The Custon	ner acknowled	ge that	V.A.	т	R31.37
	the above amo	ount is due unconditionally and that it is	s payable in ful	lon	TOTA	L	R240.54
	Date / Time	TAILS: Joana's BANK, BRANCH: Any	Customers Nar	0XX, me:			_ ]
	Driver :		Payment Amou	et :			-
	Drivers Help :		Payment Typ	* PT	CASH		_

And that concludes the User Guide

