



GENESIS

How to Guide Payments, Refunds & Wallets

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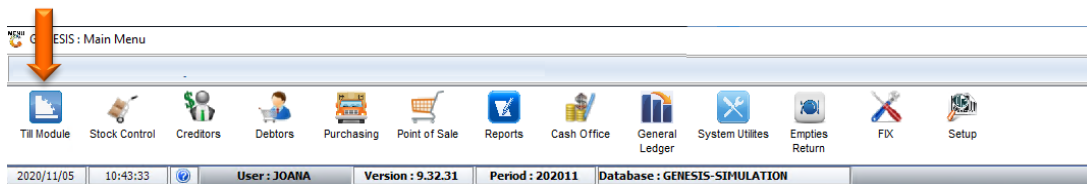
1. **Open** Genesis Menu.



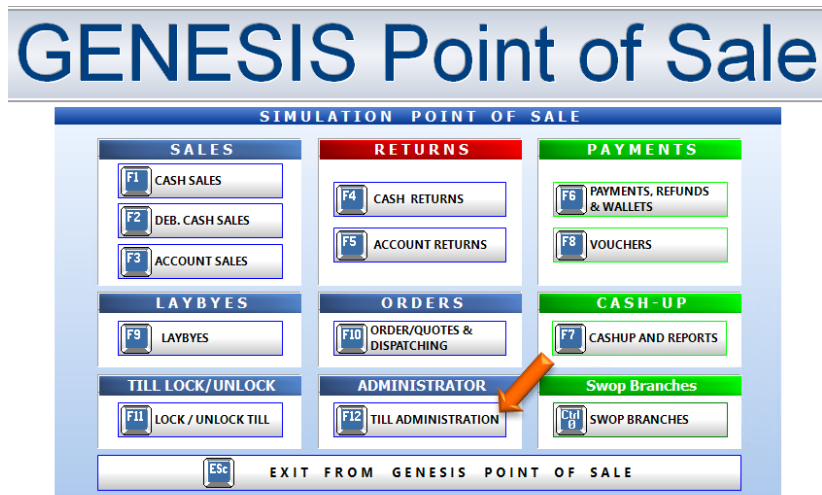
2. Type **User code** and **Password**.

The screenshot shows the 'GENESIS Main Module' login window. It includes a 'Select Company' dropdown menu set to 'BLUE BOTTLE LIQUOR SIMULATION'. Below this is the 'GENESIS' logo. To the right of the logo are two input fields labeled 'User Code' and 'Password', each with an orange arrow pointing to it. At the bottom right are 'Cancel' and 'OK' buttons. The status bar at the bottom shows '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 Payments, Refunds & Wallets



- Once opened you can select the Account Payments option

SIMULATION POINT OF SALE

<p style="text-align: center;">SALES</p> <p>F1 CASH SALES</p> <p>F2 DEB. CASH SALES</p> <p>F3 ACCOUNT SALES</p>	<p style="text-align: center;">RETURNS</p> <p>F4 CASH RETURNS</p> <p>F5 ACCOUNT RETURNS</p>	<p style="text-align: center;">PAYMENTS</p> <p>F6 PAYMENTS, REFUNDS & WALLETS</p> <p>F8 VOUCHERS</p>
<p style="text-align: center;">LAYBYES</p> <p>F9 LAYBYES</p>	<p style="text-align: center;">ORDERS</p> <p>F10 ORDER/QUOTES & DISPATCHING</p>	<p style="text-align: center;">CASH - UP</p> <p>F7 CASHUP AND REPORTS</p>
<p style="text-align: center;">TILL LOCK/UNLOCK</p> <p>F11 LOCK / UNLOCK TILL</p>	<p style="text-align: center;">ADMINISTRATOR</p> <p>F12 TILL ADMINISTRATION</p>	<p style="text-align: center;">Swop Branches</p> <p>Ctrl B SWOP BRANCHES</p>

PAYMENTS

F2 Account Payments	F3 Payment Reversals	F5 Mobi-Cash Deposits	F7 clevaPAY Withdrawal	F9 Split Payments on CASH SALES	F4 Cash Refunds	F6 clevaPAY Top-Up	F8 clevaPAY Refunds
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Esc EXIT from Payments Function Menu and Return to the POINT OF SALE Menu

- Once opened you will have to select the debtor, click on the ? (Question mark) to open all debtors.

Debtor Account Payments

Account ? Debtors Name

Payment Date 2021/12/20 Reference

Payment Amount 0.00 Direct Transfer ☐ Allocated 0.00

Balance to Alloc. 0.00

Customers Details **Balance Allocations** **Document Allocations (Open Item)**

[Address]

Post Code

[Contact Details]

Telephone

Fax

Contact Person

[Account Details]

Account Type

Account Status

Comment

[Balances]

Current	0.00
30 Days	0.00
60 Days	0.00
90 Days	0.00
120 Days	0.00
150 Days	0.00
180 Days	0.00
Over 180 Days	0.00
TOTAL OWING	0.00
P.D.Cs	0.00

[Limits]

Credit Limit 0.00

Limit Action

[Banking Details]

Bank Name

Branch Name

Branch Code

Account No.

Name on Acc.

Cheque Limit

Options

F10 Save Payment

Esc Exit

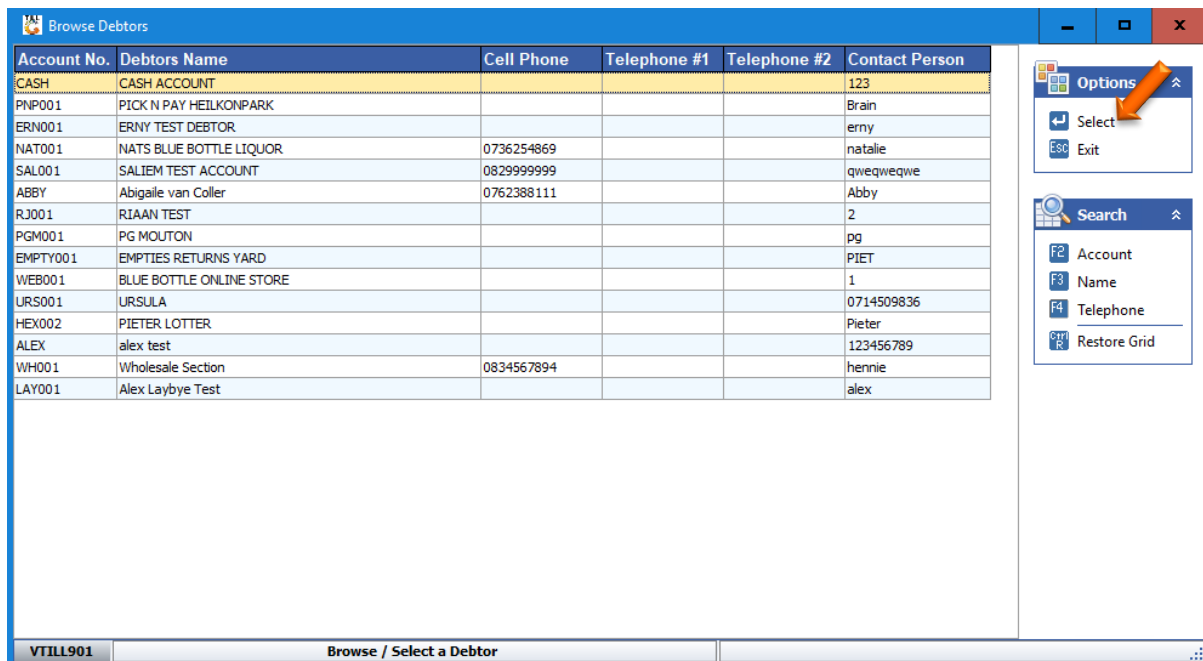
Functions

F2 Alloc.Line

F9 Un-Allocated

VTILL090 Debtor Account Payments

7. Select the desired Debtor then press enter on your keyboard or click on select.



Browse Debtors

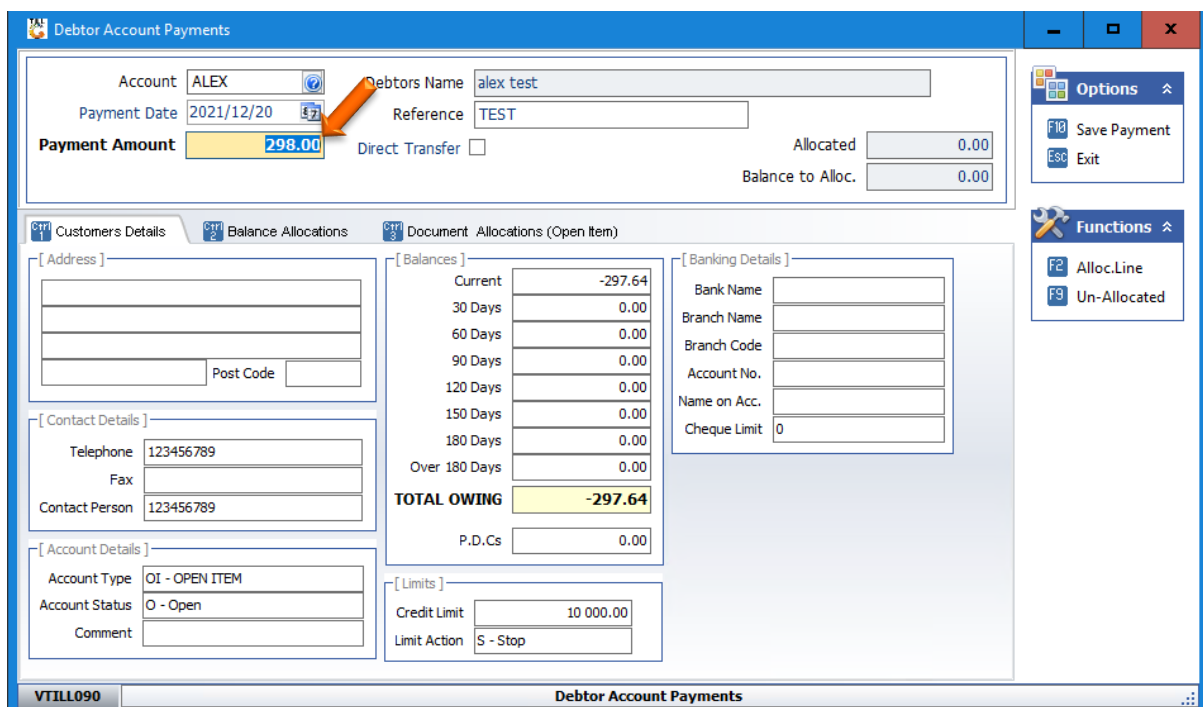
Account No.	Debtors Name	Cell Phone	Telephone #1	Telephone #2	Contact Person
CASH	CASH ACCOUNT				123
PNP001	PICK N PAY HEILKONPARK				Brain
ERN001	ERNY TEST DEBTOR				erny
NAT001	NATS BLUE BOTTLE LIQUOR	0736254869			natalie
SAL001	SALTEM TEST ACCOUNT	0829999999			qweqweqwe
ABBY	Abigail van Coller	0762388111			Abby
RJ001	RIAAAN TEST				2
PGM001	PG MOUTON				pg
EMPTY001	EMPTYIES RETURNS YARD				PIET
WEB001	BLUE BOTTLE ONLINE STORE				1
URS001	URSULA				0714509836
HEX002	PIETER LOTTER				Pieter
ALEX	alex test				123456789
WH001	Wholesale Section	0834567894			hennie
LAY001	Alex Laybye Test				alex

Options
 Select
 Exit

Search
 F2 Account
 F3 Name
 F4 Telephone
 Ctrl R Restore Grid

VTILL901 Browse / Select a Debtor

8. Type in the Payment amount then press enter.



Debtor Account Payments

Account: ALEX Debtors Name: alex test
 Payment Date: 2021/12/20 Reference: TEST
 Payment Amount: 298.00 Direct Transfer: ☐ Allocated: 0.00
 Balance to Alloc.: 0.00

Customers Details
 [Address]
 [Contact Details]
 Telephone: 123456789
 Fax:
 Contact Person: 123456789
 [Account Details]
 Account Type: OI - OPEN ITEM
 Account Status: O - Open
 Comment:

Balance Allocations
 [Balances]
 Current: -297.64
 30 Days: 0.00
 60 Days: 0.00
 90 Days: 0.00
 120 Days: 0.00
 150 Days: 0.00
 180 Days: 0.00
 Over 180 Days: 0.00
TOTAL OWING: -297.64
 P.D.Cs: 0.00

Document Allocations (Open Item)
 [Banking Details]
 Bank Name:
 Branch Name:
 Branch Code:
 Account No.:
 Name on Acc.:
 Cheque Limit: 0

Limits
 Credit Limit: 10 000.00
 Limit Action: S - Stop

Options
 Save Payment
 Exit

Functions
 F2 Alloc.Line
 F9 Un-Allocated

VTILL090 Debtor Account Payments

9. Under Balance allocations this shows you all the balances.

Debtor Account Payments

Account: ALEX Debtors Name: alex test
 Payment Date: 2021/12/20 Reference: TEST
 Payment Amount: 298.00 Direct Transfer: ☐ Allocated: 298.00
 Balance to Alloc.: 0.00

Balance Allocations

Current Balances		Allocation Balances	
Current	-297.64	Current	0.00
30 Days	0.00	30 Days	0.00
60 Days	0.00	60 Days	0.00
90 Days	0.00	90 Days	298.00
120 Days	0.00	120 Days	0.00
150 Days	0.00	150 Days	0.00
180 Days	0.00	180 Days	0.00
Over 180 Days	0.00	Over 180 Days	0.00
		ALLOCATED	0.00

VTILL090 Debtor Account Payments

10. Under Document allocations this shows you all allocations made from that Debtor.

Once happy you can press F10 on the keyboard or click on Save Payment to proceed the payment.

Debtor Account Payments

Account: ALEX Debtors Name: alex test
 Payment Date: 2021/12/20 Reference: TEST
 Payment Amount: 298.00 Direct Transfer: ☐ Allocated: 298.00
 Balance to Alloc.: 0.00

Document Allocations (Open Item)

Transaction Type	Doc.No.	Doc.Date	Amount	Balance	Allocate Amt	Discount	Dr/Cr	TxTp
Account Sales	1103000042	2021/09/07	5111.00	4761.00	298.00	0.00	D	POSASL
DEBTORS JOURNAL	10006	2021/09/16	100.00	100.00	0.00	0.00	D	DEBJDR
Account Sales	1103000047	2021/10/13	775.98	775.98	0.00	0.00	D	POSASL
Account Sales	1103000049	2021/10/20	297.64	297.64	0.00	0.00	D	POSASL

VTILL090 Debtor Account Payments

11. Select the payment type and fill in the payment amount. Then proceed. You will then get a printout.

Payment Tender

Cash	0.00
Credit Cards	0.00
Vouchers F5	0.00
Transfers	0.00
Cheques	0.00

DEBTORS PAYMENTS


Total Due	298.00
Tendered	0.00
Balance	298.00

CHANGE 0.00

ABORT **PROCEED**

VTILL003 Payment Tender Form

System Print Request



PRINT REQUEST

PAYMENT PROCESSED
Receipt No.: 40500045

Print Receipt?

No **Yes**

VTILL990F System Print Request