



GENESIS

How to Guide Payments, Refunds & Wallets

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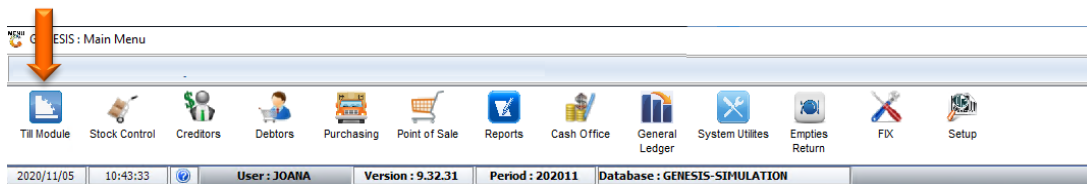
1. **Open** Genesis Menu.



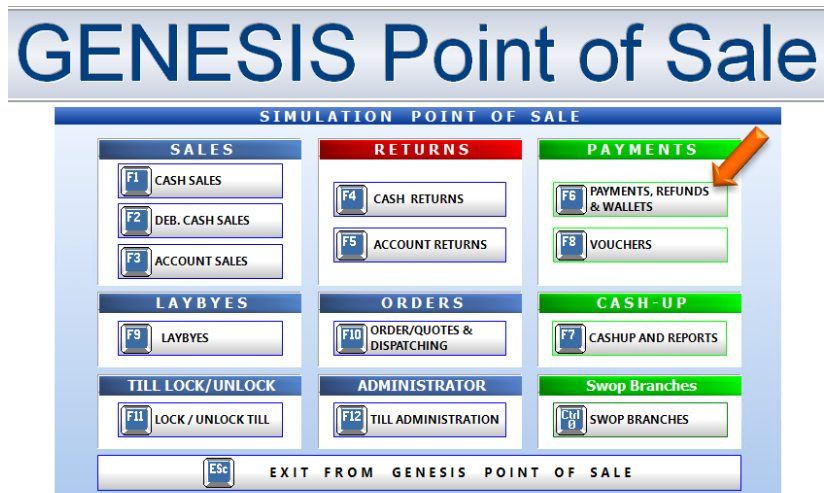
2. Type **User code** and **Password**.

The screenshot shows the 'GENESIS Main Module' login window. It has a title bar 'GENESIS Main Module'. Inside, there's a 'Select Company' dropdown menu with 'BLUE BOTTLE LIQUOR SIMULATION' selected. Below this is the 'GENESIS' logo. To the right of the logo are two input fields: '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.



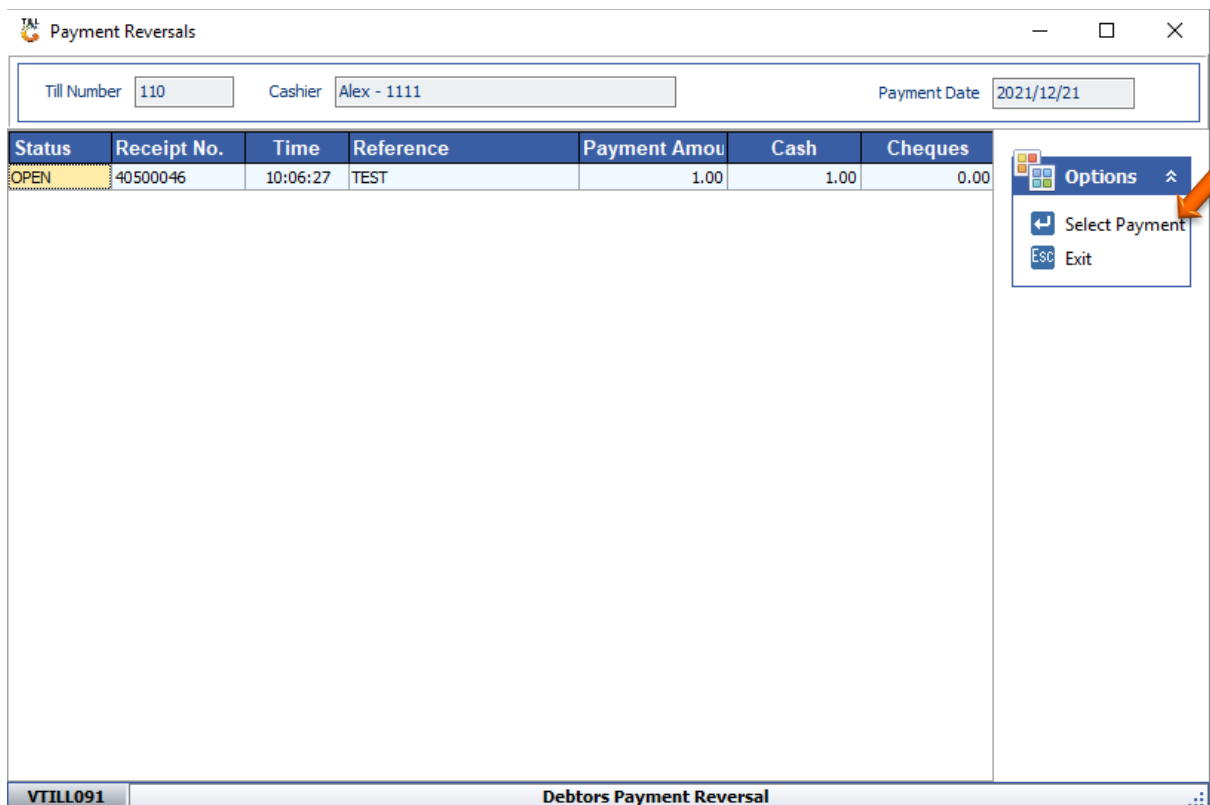
4. Once opened you will be prompted to the below, Click on Payments, Refunds & Wallets



5. Once opened you can select the Payment Reversal option



6. Once opened you will select the payment you would like to reverse then press Enter on your keyboard or click on select payment.



7. Here you can view the allocation to double check that everything is correct. Once happy you can press F10 on your Keyboard or click on reverse payment.

Payment Reversals - View Allocations

Account No.	ALEX	alex test	
Payment Date	2021/12/21	Document No.	40500046
Amount Paid	1.00	Reference No.	TEST
Till No.	110	Alex - 1111	

Document Allocations


Tx.Type	Document No.	Doc.Amount	Doc.Balance	Amount Paid	Discount Allowe
POSASL	1103000042	5 111.00	4 463.00	1.00	0.00

VTILL091A View Payment Allocations

Options
F10 Reverse Payment
Esc Exit

8. You can then select Yes to proceed then be prompted the printout which you can choose to print or not.

System Message




Payment Reversal

Reverse Payment?

N No Y Yes

VTILL990D System Message

System Print Request



PRINT REQUEST

PAYMENT REVERSAL PROCESSED
Receipt No.: 40500047

Print Reversal?

N No Y Yes

VTILL990F System Print Request

9. You will then be prompted to the Payment reversal menu where you can see the allocation in yellow which stipulates that it has been reversed.

TM Payment Reversals

Till Number110

CashierAlex - 1111

Payment Date2021/12/21

Status	Receipt No.	Time	Reference	Payment Amou	Cash	Cheques
Reversed	40500046	10:06:27	TEST	1.00	1.00	0.00

Options

Select Payment

Exit

VTILL091Debtors Payment Reversal