



GENESIS

How to Guide Payments, Refunds & Wallets

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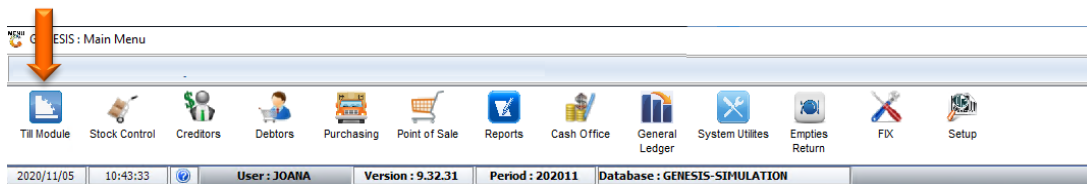
1. **Open** Genesis Menu.



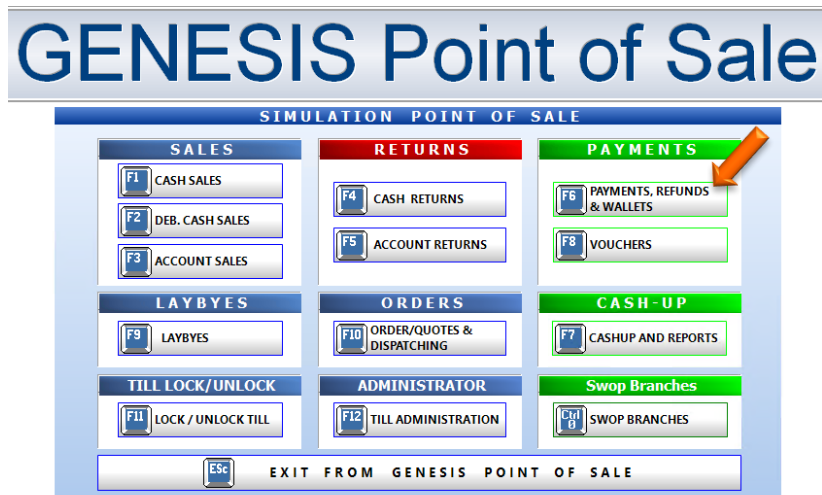
2. Type **User code** and **Password**.

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 Cash Refund option

SIMULATION POINT OF SALE

| SALES | RETURNS | PAYMENTS |
|--------------------|--------------------|--------------------------------|
| F1 CASH SALES | F4 CASH RETURNS | F6 PAYMENTS, REFUNDS & WALLETS |
| F2 DEB. CASH SALES | F5 ACCOUNT RETURNS | F8 VOUCHERS |
| F3 ACCOUNT SALES | | |

| LAYBYES | ORDERS | CASH-UP |
|------------|--------------------------------|-----------------------|
| F9 LAYBYES | F10 ORDER/QUOTES & DISPATCHING | F7 CASHUP AND REPORTS |

| TILL LOCK/UNLOCK | ADMINISTRATOR | Swop Branches |
|------------------------|-------------------------|----------------------|
| F11 LOCK / UNLOCK TILL | F12 TILL ADMINISTRATION | Ctrl 0 SWOP BRANCHES |

PAYMENTS

| | | | | | | | |
|---------------------|----------------------|-----------------|-----------------------|--------------------|------------------------|---------------------|---------------------------------|
| F2 Account Payments | F3 Payment Reversals | F4 Cash Refunds | F5 Mobi-Cash Deposits | F6 clevaPAY Top-Up | F7 clevaPAY Withdrawal | F8 clevaPAY Refunds | F9 Split Payments on CASH SALES |
|---------------------|----------------------|-----------------|-----------------------|--------------------|------------------------|---------------------|---------------------------------|

Esc EXIT from Payments Function Menu and Return to the POINT OF SALE Menu

6. Once opened you will need to select the Account dumber, you can either manually type it in or click on the ? (Question mark) option.

Debtors Cash REFUND

Account No. [?] [?]

Refund Date: 2021/12/21 [?]

Reference: []

Details: DEBTORS ACCOUNT REFUND

Amount: 0.00

Account Balance: 0.00

Options:

- F10 Post Refund
- Esc Exit

VTILL063 Debtors CASH REFUNDS

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 | SALIEM TEST ACCOUNT | 0829999999 | | | qweqweqwe |
| ABBY | Abigale van Coller | 0762388111 | | | Abby |
| RJ001 | RIAAAN TEST | | | | 2 |
| PGM001 | PG MOUTON | | | | pg |
| EMPTY001 | EMPTYES 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
- Restore Grid

VTILL901 Browse / Select a Debtor

8. Type in the Reference and amount then press F10 on your keyboard or click on Post Refund to proceed.

Select Yes or No to print the slip or not. Then your post will be completed. With a transaction audit number for your reference.

Debtors Cash REFUND

Account No. ALEX alex test

Refund Date 2021/12/21

Reference TEST

Details DEBTORS ACCOUNT REF

Amount 595.64

Account Balance -595.64

Options

- F10 Post Refund
- ESC Exit

VTILL063 Debtors CASH REFUNDS

