



GENESIS

How to Guide How to do a Till Disbursement

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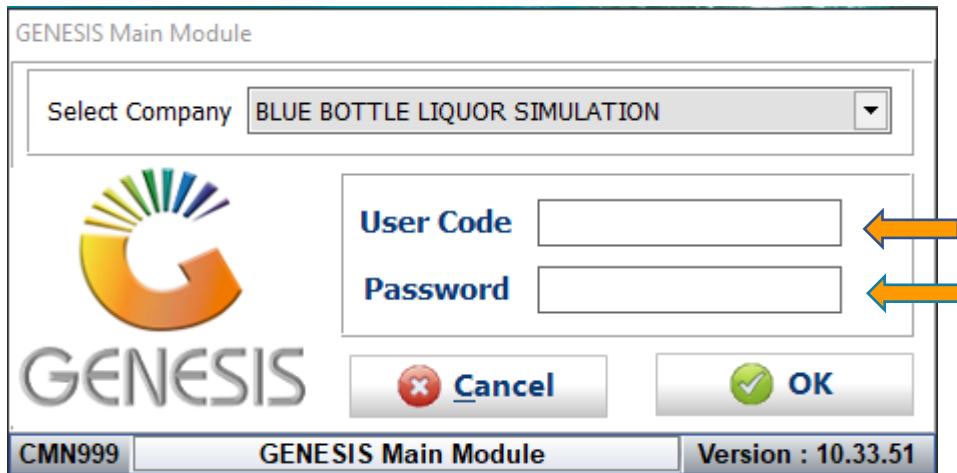
Mail: helpdesk@mrj.co.za



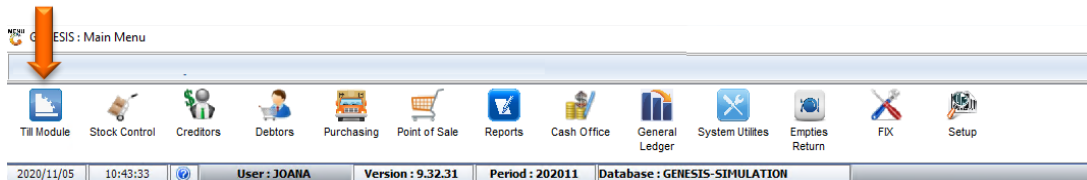
1. **Open** Genesis Menu.



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

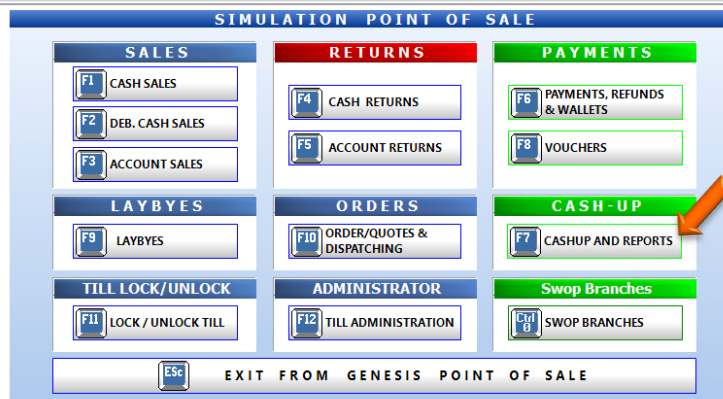
The screenshot shows the 'GENESIS Main Module' login window. At the top, there's a 'Select Company' dropdown menu with 'BLUE BOTTLE LIQUOR SIMULATION' selected. Below this is the 'GENESIS' logo. To the right of the logo are two input fields: 'User Code' and 'Password'. Two orange arrows point to these fields from the right. 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 Cash up and reports F7.

GENESIS Point of Sale

The screenshot shows the 'SIMULATION POINT OF SALE' screen. It features a grid of buttons organized into categories: SALES (F1 CASH SALES, F2 DEB. CASH SALES, F3 ACCOUNT SALES), RETURNS (F4 CASH RETURNS, F5 ACCOUNT RETURNS), PAYMENTS (F6 PAYMENTS, REFUNDS & WALLETS, F8 VOUCHERS), LAYBYES (F9 LAYBYES), ORDERS (F10 ORDER/QUOTES & DISPATCHING), CASH-UP (F7 CASHUP AND REPORTS), TILL LOCK/UNLOCK (F11 LOCK / UNLOCK TILL), ADMINISTRATOR (F12 TILL ADMINISTRATION), and Swop Branches (F13 SWOP BRANCHES). A red arrow points to the 'F7 CASHUP AND REPORTS' button. At the bottom, there is an 'EXIT FROM GENESIS POINT OF SALE' button with an 'Esc' key icon.

5. Once the till is open select the **cash up and reports** tab.

SIMULATION POINT OF SALE

SALES

- F1 CASH SALES
- F2 DEB. CASH SALES
- F3 ACCOUNT SALES

RETURNS

- F4 CASH RETURNS
- F5 ACCOUNT RETURNS

PAYMENTS

- F6 PAYMENTS, REFUNDS & WALLETS
- F8 VOUCHERS

LAYBYES

- F9 LAYBYES

ORDERS

- F10 ORDER/QUOTES & DISPATCHING

CASH-UP

- F7 CASHUP AND REPORTS

TILL LOCK/UNLOCK

- F11 LOCK / UNLOCK TILL

ADMINISTRATOR

- F12 TILL ADMINISTRATION

Swop Branches

- Ctrl 0 SWOP BRANCHES

CASHUP & REPORTS

- F2 Capture Closing Float
- F3 Count Reports
- F5 Print Z-Readings
- F7 Till Disbursement
- F9 CLOSE TILL
- F4 Cash Drop
- F6 Reprint Card Slip
- F8 Till Replenishment

EXIT from Cashups Function Menu and Return to the POINT OF SALE Menu

6. You will now be prompted to the below page here you can select **New Payout to start**.

Till Payouts

Till Number: 110 - Alex - 1111

Payout Date: 2021/12/07

Till No.	Txan.Type	Time	Doc.No.	Pay to	Payment Details	REFERENCE	Amount Paid	Pa
<No data to display>								

Options

- Ins New Payout
- Esc Exit

Reports

- Ctrl P Re-Print Slip

VTILL020A Till Payouts / Replenishments

7. Select the till number.

Till Disbursements

Cash Disbursement

ONE HUNDRED RAND

Till Number: 110

Date/Time: 2021/12/07 15:26:53

Disbursement Code: [dropdown]

Payee: [text]

Reference: [text]

Details: [text]

Apply VAT: [dropdown]

Amount: 0.00

V.A.T Amount: 0.00

Options: F10 Process, Esc Exit

VTILL020 Till Disbursements

8. Select the correct Disbursement code.

Till Disbursements

Cash Disbursement

ONE HUNDRED RAND

Till Number: 110

Date/Time: 2021/12/07 15:26:53

Disbursement Code: [dropdown]

Payee: [text]

Reference: [text]

Details: [text]

Apply VAT: [dropdown]

Amount: 0.00

V.A.T Amount: 0.00

Options: F10 Process, Esc Exit

VTILL020 Till Disbursements

9. Enter the Payee and reference details and select if the amount has VAT or not.

Finally enter in the amount and press enter to proceed.

TAL Till Disbursements

Cash Disbursement

ONE HUNDRED EURO

Till Number: 110
Date/Time: 2021/12/07 15:28:35
Disbursement Code: PCMPU - MANAGEMENT PAYOUT - U
Payee: ALEX
Reference: ALCOHOL MONEY
Details: MANAGEMENT PAYOUT UNALLOCATED
Apply VAT: N - No
Amount: 100.00
V.A.T Amount: 0.00

Options
F10 Process
Esc Exit

VTILL020 Till Disbursements

10. Select Yes to continue and yes to print a till slip if need be.

TAL System Message

Disbursement

Process Disbursement?

N No Y Yes

VTILL990D System Message

TAL System Print Request

PRINT REQUEST

Print Till Disbursement Slip

N No Y Yes

VTILL990F System Print Request

11. Once completed you can give the money to the individual and your history will appear here.

Till Payouts

Till Number110 - Alex - 1111

Payout Date2021/12/07

Till No.	Txan.Type	Time	Doc.No.	Pay to	Payment Details	REFERENCE	Amount Paid	Pe
110	Disbursement	15:29:26	31400010	ALEX	MANAGEMENT PAYOUT UNALLOCATI	ALCOHOL MONEY	100.00	PCF

Options

New Payout

Exit

Reports

Re-Print Slip

100.00

VTILL020A

Till Payouts / Replenishments