



GENESIS

How to Guide How to do a Deb.Cash Sale

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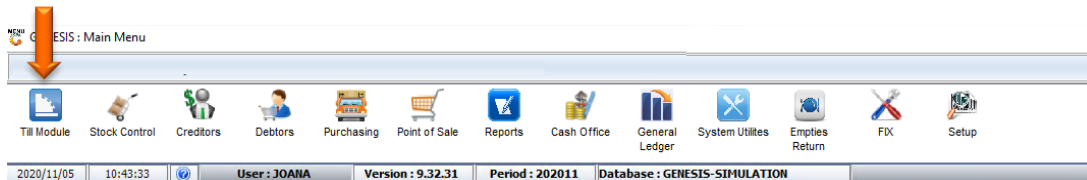
1. **Open** Genesis Menu.



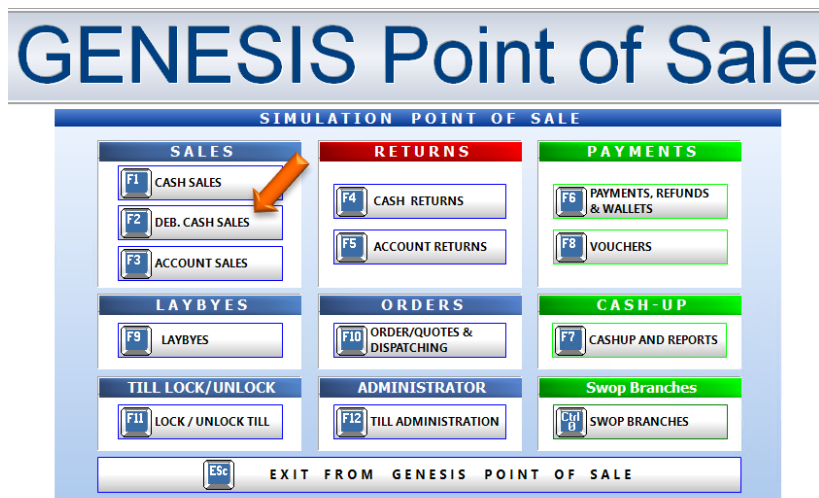
2. Type **User code** and **Password**.

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'. Two orange arrows point to these fields from the right. At the bottom are 'Cancel' and 'OK' buttons. The status bar at the very 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 **DEB.Cash Sale Sales** or press **F2**.

The screenshot shows the 'GENESIS Point of Sale' window. The title bar says 'SIMULATION POINT OF SALE'. The main area is a grid of buttons organized into sections: 'SALES' (F1 CASH SALES, F2 DEB. CASH SALES, F3 ACCOUNT SALES), 'LAYBYES' (F9 LAYBYES), 'TILL LOCK/UNLOCK' (F11 LOCK / UNLOCK TILL), 'RETURNS' (F4 CASH RETURNS, F5 ACCOUNT RETURNS), 'ORDERS' (F10 ORDER/QUOTES & DISPATCHING), 'ADMINISTRATOR' (F12 TILL ADMINISTRATION), 'PAYMENTS' (F6 PAYMENTS, REFUNDS & WALLETS, F8 VOUCHERS), 'CASH-UP' (F7 CASHUP AND REPORTS), and 'Swop Branches' (Ctrl+U SWOP BRANCHES). An orange arrow points to the 'F2 DEB. CASH SALES' button. At the bottom is a button labeled 'EXIT FROM GENESIS POINT OF SALE' with an 'Esc' key icon.

- Once opened you will be prompted to the below image, **Select** the Debtor under the customer account, Press on the ? (Question mark) or type in the account number if you know it.

Capture Account Details

Customer Account 

Delivery Address

Cellphone No.

Contact Person

Customer VAT No.

VAT Indicator

Delivery Method

Delivery Date

Document Date

Reference No.


Warehouse

Salesrep

Ordered By

Notes* (Max 250 Characters)

Function Keys

 **ABORT**

VTILL001 Document Header Details

- If you press on the Question mark all your debtors will appear, you can now select the relevant debtor. Once selected press Enter 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	RIAAN TEST				2
PGM001	PG MOUTON				pg
EMPTY001	EMPTY RETURNS YARD				PIET
WEB001	BLUE BOTTLE ONLINE STORE				1
URS001	URSULA				0714509836
HEX002	PIETER LO				Pieter
ALEX	alex test				123456789
WH001	Wholesale Section	0834567894			hennie

Options

Select

Exit

Search

F2 Account

F3 Name

F4 Telephone

Restore Grid

VTILL901 Browse / Select a Debtor

7. Once you have selected the desired Debtor press enter and it will populate the rest of the screen. There is an option to type in a reference number and ordered by option. If there are any notes you would like to put it you can type them in by the Notes filed.

Capture Account Details

Customer Account	ALEX	alex test
Delivery Address		
Cellphone No.		
Contact Person	123456789	
Customer VAT No.		
VAT Indicator	I - Inclusive	
Delivery Method	01 - COLLECTION	
Delivery Date	2021/10/20	
Document Date	2021/10/20	
Reference No.		
Warehouse	01 - DEFAULT WAREHOUSE	
Salesrep	GEN - GENERAL SALES	
Ordered By		
Notes* (Max 250 Characters)		

Function Keys

F2 Import Documents	F10 PROCEED
	Esc ABORT

VTILL001 Document Header Details

8. If you have a document you would like to import press F2 on the keyboard or click on Import Documents. There are multiple options you can select

Import Document Selection

Document Import Facility

This utility allows you to Import the following document types into your current document.

Debtor Account	ALEX	alex test
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F2 Sales Order	F3 Quotation	F4 CSV File	F5 Recure Invoice
F6 Last Sale	F7 Park Sale	F8 Invoice	F9 Credit Note
F11 GRV	F12 Purchase Order	Ctrl D Delivery Order	

Esc Exit from Document Import Facility

VTILL013 Import Document Selection

9. Once you have selected the desired option you can Press F10 or click on Proceed.

Capture Account Details			
Customer Account	ALEX alex test		
Delivery Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Cellphone No.	<input type="text"/>		
Contact Person	123456789		
Customer VAT No.	<input type="text"/>		
VAT Indicator	I - Inclusive		
Delivery Method	01 - COLLECTION		
Delivery Date	2021/10/20		
Document Date	2021/10/20		
Reference No.	<input type="text"/>		
Warehouse	01 - DEFAULT WAREHOUSE		
Salesrep	GEN - GENERAL SALES		
Ordered By	<input type="text"/>		
Notes* (Max 250 Characters)		<input type="text"/>	

Function Keys	
F2 Import Documents	F10 PROCEED
	Esc ABORT

Document Header Details	
VTILL001	

10. You will now be prompted to the below where you can select the items that you want then complete the sale

Cash Sales

(ALEX) alex test

User: ALEX

0.00

PACK SIZE

QUANTITY	DESCRIPTION					
Item Code	Link Code	Item Description	Qty	Price	Discount	Line Total
<No data to display>						

Help Keys

Complete Line

Abort Transaction

STOCK ITEM SELECTION

Stock Code

Link Code

Description #1

Description #3

Quantity

1

Price

0.00

Discount

0.00

Warehouse

01 - DEFAULT WAREHOUSE

Salesrep

GEN - GENERAL SALES

Document Selected

VAT Indicator

INCLUSIVE

Lines

0

Items

0

Line Discount

0.00

Sub-Total

0.00

VAT Amount

0.00

TOTAL

0.00

11. Once completed you will then be able to print out the tax invoice.



LIQUOR SIMULATION

110 Kenneth Road
Greenhills
Randfontein
1763

Tel: 0861 017 446
Fax:
Reg No: 2021/01574/17
VAT: 49005124511

TAX INVOICE

alex test
giant biceps

LicenseNo: Accounts Balance: R297.64
Telephone 123456789 Fax Number

Document No. 1103000049
Document Date 2021/10/20
Salesrep GENERAL SALES
Cust.Account No. ALEX
Cust. Reference
Cust.VAT. No.
Cust.Comp.Reg.No. 123456789
Page 1 of 1

Stock Code	Description	Units	Qty	Price	V.A.T.	Total
11698-001	031 Vodka 750ml X1	1	1	297.64	38.82	297.64

Undersigned acknowledges the order of the above goods, and the customer, by this signature, accepts the Standard Terms and Conditions of Agreement available on our website. The Customer acknowledge that the above amount is due unconditionally and that it is payable in full on delivery.

Sub-Total	R258.82
V.A.T	R38.82
TOTAL	R297.64

BANKING DETAILS: Joana's BANK, BRANCH: Any Branch XXXXXX,

Date / Time _____	Customers Name : _____
Checker : _____	Customer Signature : _____
Driver : _____	Payment Amount : _____
Drivers Help : _____	Payment Type: EFT <input type="checkbox"/> CASH <input type="checkbox"/>