



# GENESIS

## How to Guide How to do a Account sale

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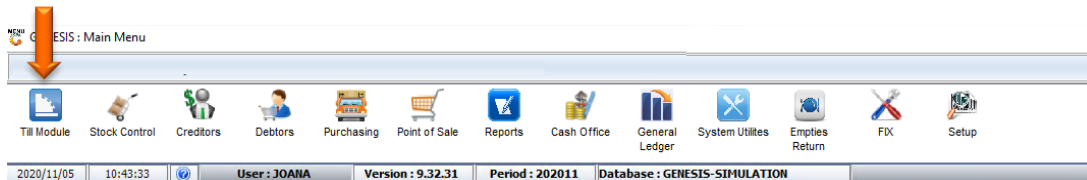
1. **Open** Genesis Menu.



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

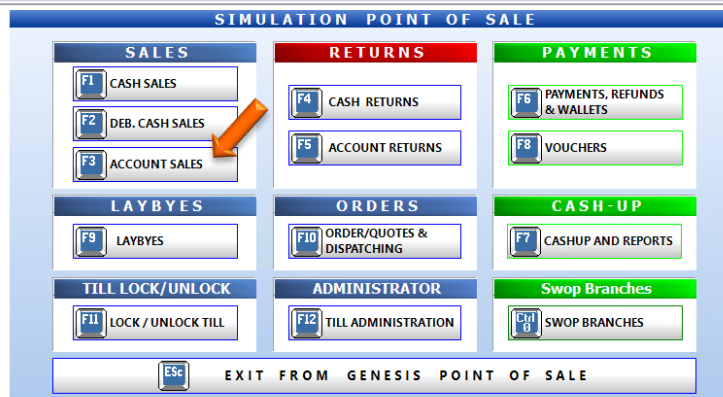
The screenshot shows the 'GENESIS Main Module' login window. At the top, there's a 'Select Company' dropdown menu with 'BLUE BOTTLE LIQUOR SIMULATION' selected. Below this is the 'GENESIS' logo. To the right of the logo are two input fields: 'User Code' and 'Password'. Two orange arrows point to these 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 Account Sales or press F2.

## 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 'F3 ACCOUNT SALES' button. At the bottom is an 'EXIT FROM GENESIS POINT OF SALE' button 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

ESc 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 Collier	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 field.

At the bottom left there is an Account Balances box where you can see the Current Balances, Total Owing, Credit limit and Balance Overdue on that specific Account.

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)		

Account Balances		Function Keys	
Current	1 035.99	F2 Import Documents	F10 PROCEED
30 Days	750.00		
60 Days	0.00		
90+ Days	0.00		
Total Ow	1 785.99		Esc ABORT
Credit Limit	10 000.00		
Balance OVERDUE	1 785.99		

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 test	
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 all information has been entered you can press F10 on the Keyboard or press Proceed.
- You will now be prompted to the below where you can select the items that you want then to complete the transaction

**Cash Sales** 0.00

Cash Sales (ALEX) alex test User: ALEX

QUANTITY	DESCRIPTION	PACK SIZE
-No data to display-		

**STOCK ITEM SELECTION**

Stock Code: Link Code:

Description #1: Description #2:

Quantity: 1 Price: 0.00 Discount: 0.00

Warehouse: D1 - DEFAULT WAREHOUSE Salesrep: GEN - GENERAL SALES

**Document Statistics**

VAT Indicator: INCLUSIVE

Lines: 0 Items: 0

Line Discount: 0.00

Sub-Total: 0.00

VAT Amount: 0.00

TOTAL: 0.00

10. 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.

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

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

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