How to Guide
How to do laybys on Genesis.
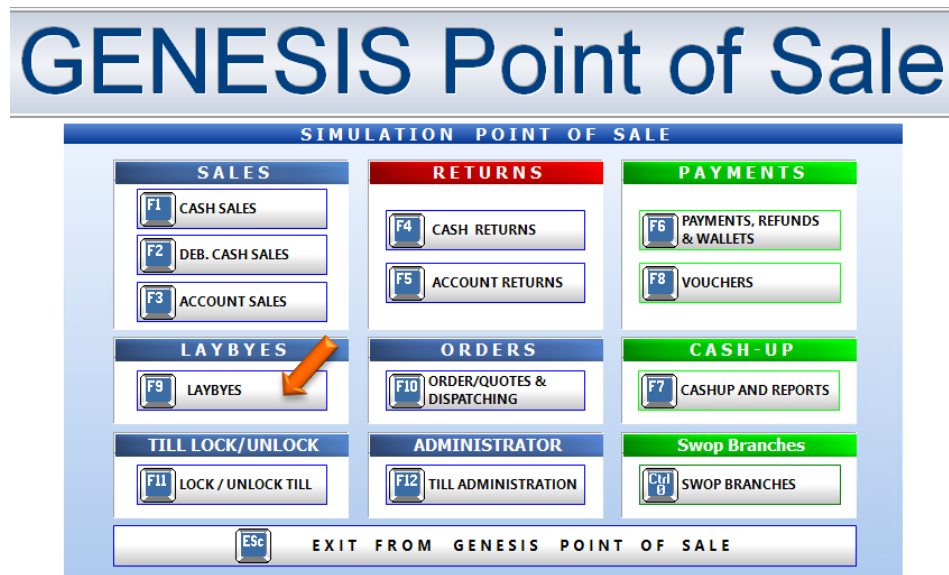
MRJ Consultants

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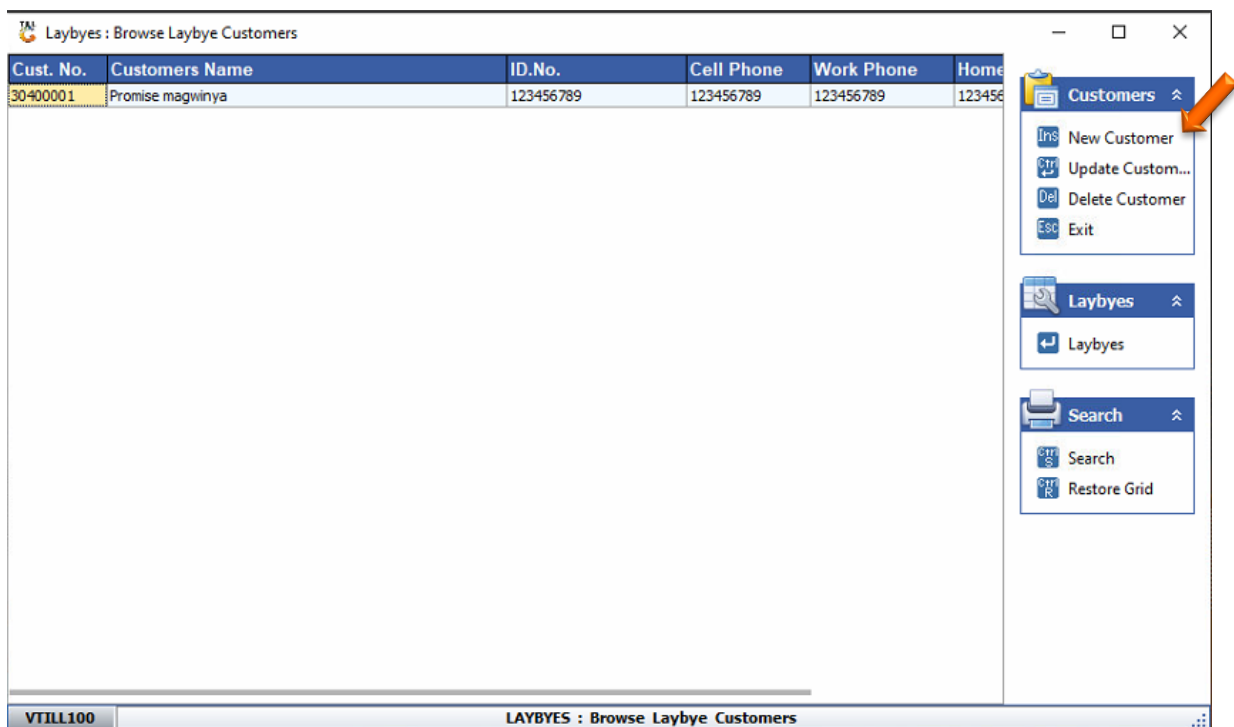
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1. **Open** the Till Module

2. Once opened you will be prompted to the below, **Click on Laybyes or press F9 on your keyboard.**

3. Once opened all laybys will appear as the below image stipulates. We will be doing a new layby for this example. Press Ins on your Keyboard or click on New Customer to add a new customer to the listing.

4. Fill in all the required information. (Make sure to get as much information as possible). Once all information has been entered save and exit.

5. Once saved your customer details will appear in the list. Now we need to do the layby.

6. Press enterson your keyboard or click on Laybys to open the laybys for this customer.

7. Once opened Press Ins on your keyboard or click on NEW LAYBY.

8. Here we need to define the Expiry date. This can be for 6 or 12 months etc. depending on your business practice. A delivery date can also be stipulated. Once all information has been completed press F10 on your keyboard or click on Save & Continue

9. The Sale layout will now appear where you can select the desired item for the customer.
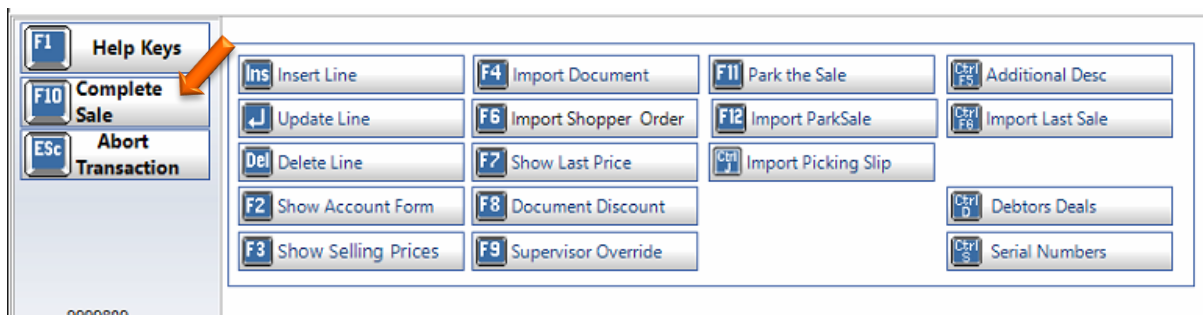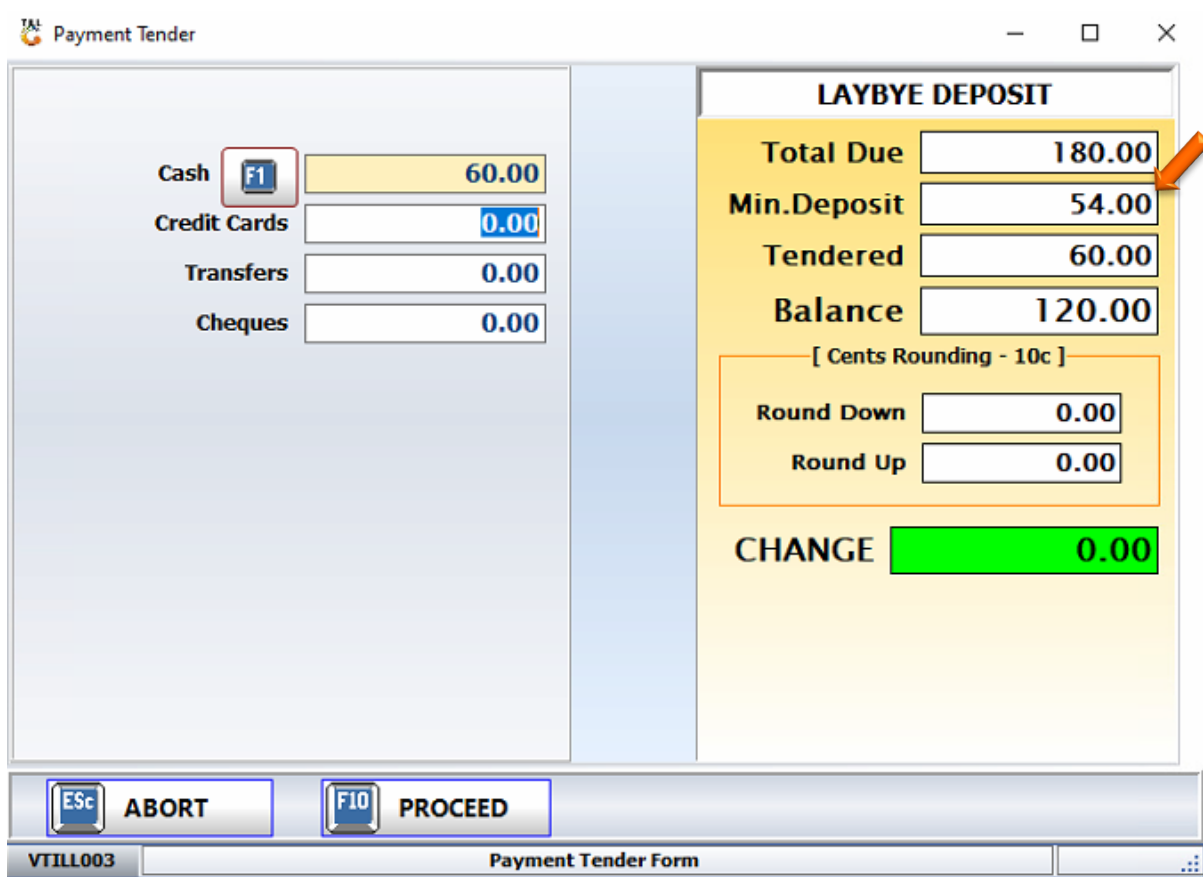
10. Complete the line the proceed to the payment.

11. Here you will see the minimum deposit amount (This is set in the parameters by the owner/managers). Add the amount being paid in, for this example a payment of R60 is being made. Proceed to complete the sale.
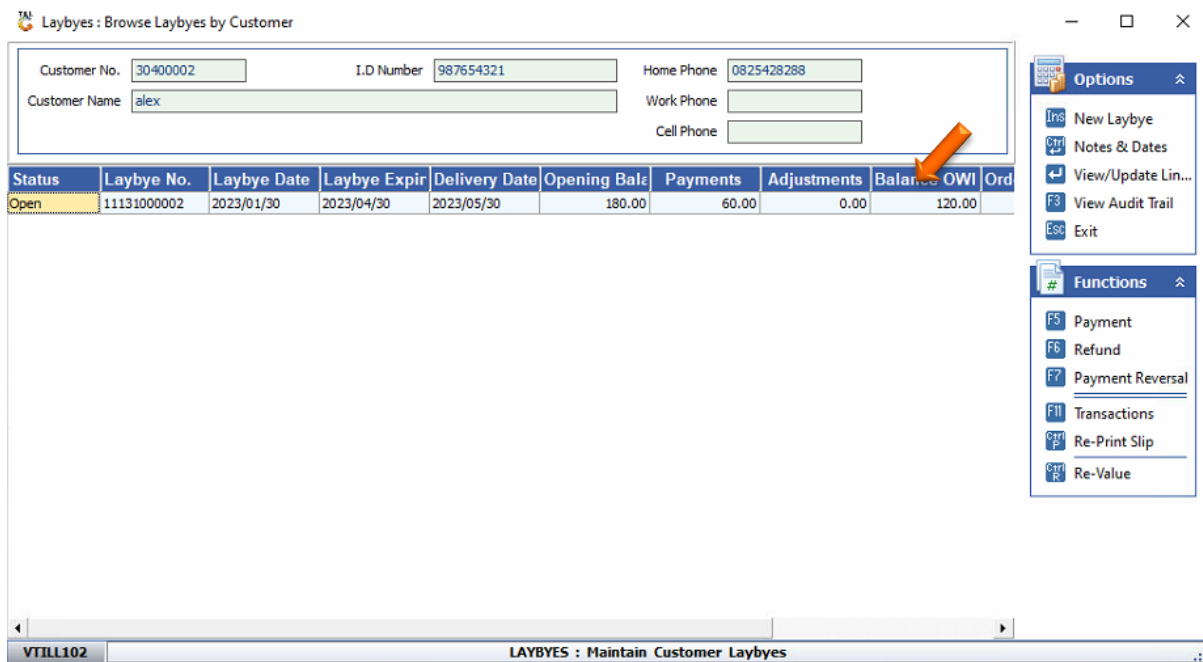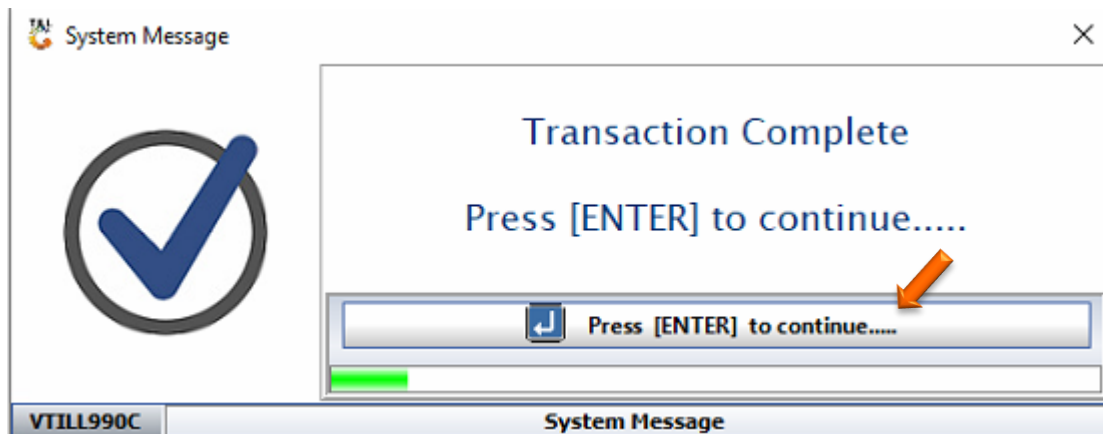
12. Once the transaction has been completed you will be prompt to the layby where you can view the status of the transaction.

How to do a Payment on the Layby

1. In the layby select Payment or press F5 on your keyboard.

2. Fill in the details with a payment amount. Then Press F10 on your keyboard or click on Process Payment.

3. Type in the payment amount to process the payment then press F10 or click on Proceed to finalize the payment.

How to view layby transaction list

1. In the layby navigate to Transactions or press F11 on your keyboard.

2. Here we can now view the full transaction history on that layby.