



GENESIS

How to Guide How to do laybys on Genesis.

MRJ Consultants

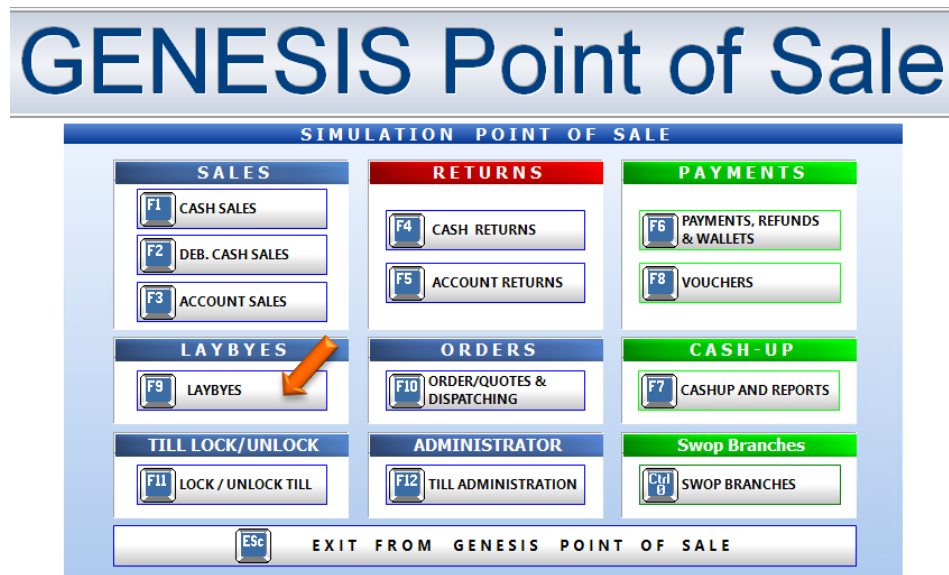
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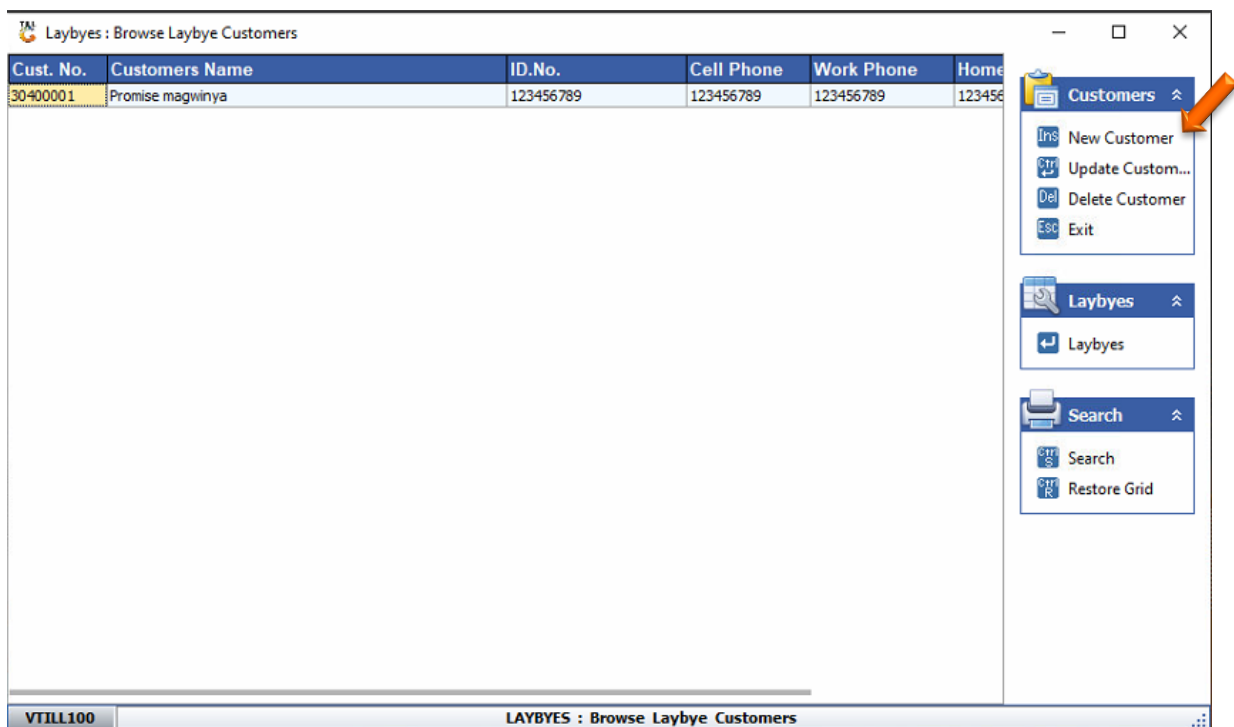
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1. **Open** the Till Module
2. Once opened you will be prompted to the below, **Click on Laybyes or press F9 on your keyboard.**



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.

Laybyes : Customer Master Maintenance

Customer No. **NEW CUSTOMER** I.D. No.

Customer Name *Mandatory

[Address]

[Contact Numbers]

Home Phone *Digits Only (no spaces)
Work Phone *Digits Only (no spaces)
Cell Phone *Digits Only (no spaces)

[Time Stamp]

Date User Code
Time Machine ID

Options

F10 Save
Esc Exit

VTILL101 LAYBYES : Maintain Customer Master

System Message

**** Laybye Customer Details Updated ****

Press [ENTER] to continue.....

VTILL990C System Message

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

Laybyes : Browse Laybye Customers

| Cust. No. | Customers Name | ID.No. | Cell Phone | Work Phone | Home |
|-----------|------------------|-----------|------------|------------|--------|
| 30400002 | alex | 987654321 | | | 082542 |
| 30400001 | Promise magwinya | 123456789 | 123456789 | 123456789 | 123456 |

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

Laybys : Browse Laybye Customers

| Cust. No. | Customers Name | ID.No. | Cell Phone | Work Phone | Home |
|-----------|------------------|-----------|------------|------------|--------|
| 30400002 | alex | 987654321 | | | 082542 |
| 30400001 | Promise magwinya | 123456789 | 123456789 | 123456789 | 123456 |

Customers

- Ins New Customer
- Ctrl+U Update Custom...
- Del Delete Customer
- Esc Exit

Laybys

- Laybys

Search

- Ctrl+S Search
- Ctrl+R Restore Grid

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

Laybys : Browse Laybys by Customer

Customer No. 30400002 I.D Number 987654321 Home Phone 0825428288

Customer Name alex Work Phone Cell Phone

| Status | Laybye No. | Laybye Date | Laybye Expir | Delivery Date | Opening Bal | Payments | Adjustments | Balance OWI | Ord |
|--------|------------|-------------|--------------|---------------|-------------|----------|-------------|-------------|-----|
|--------|------------|-------------|--------------|---------------|-------------|----------|-------------|-------------|-----|

<No data to display>

Options

- Ins New Laybye
- Notes & Dates
- View/Update Lin...
- F3 View Audit Trail
- Esc Exit

Functions

- F5 Payment
- F6 Refund
- F7 Payment Reversal
- F11 Transactions
- Ctrl+P Re-Print Slip
- Ctrl+R Re-Value

VTILL102 LAYBYES : Maintain Customer Laybys

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

Customer No. 30400002 Laybye No. New Laybye

Customer Name alex

Expiry Date 2023/04/30

Delivery Date 2023/04/30

[Outsource Order Details]

Order Sent Out

Received Back

Collected

[Laybye Notes]

Options

F10 Save & Contin...

ESC Exit

VTILL102A Laybye

9. The Sale layout will now appear where you can select the desired item for the customer.

Laybyes : Sales 0.00

Laybyes : Sales (30400002) alex User: ALEX

| QUANTITY | DESCRIPTION | PACK SIZE |
|----------------------|-------------|-----------|
| <No data to display> | | |

STOCK ITEM SELECTION

Stock Code Link Code

Description #1

Description #3

Quantity 1

Price 0.00

Discount 0.00

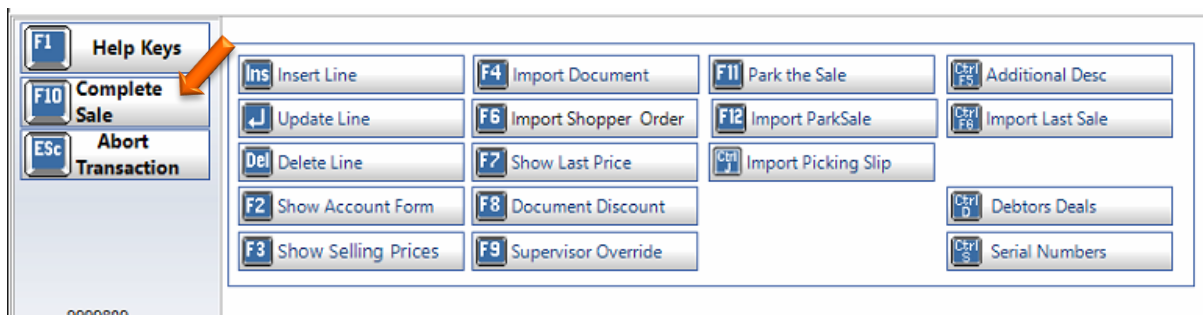
Warehouse 01 - MAIN WAREHOUSE Salesrep ALEX - ALEX

Sub-Total 0.00

VAT Amount 0.00

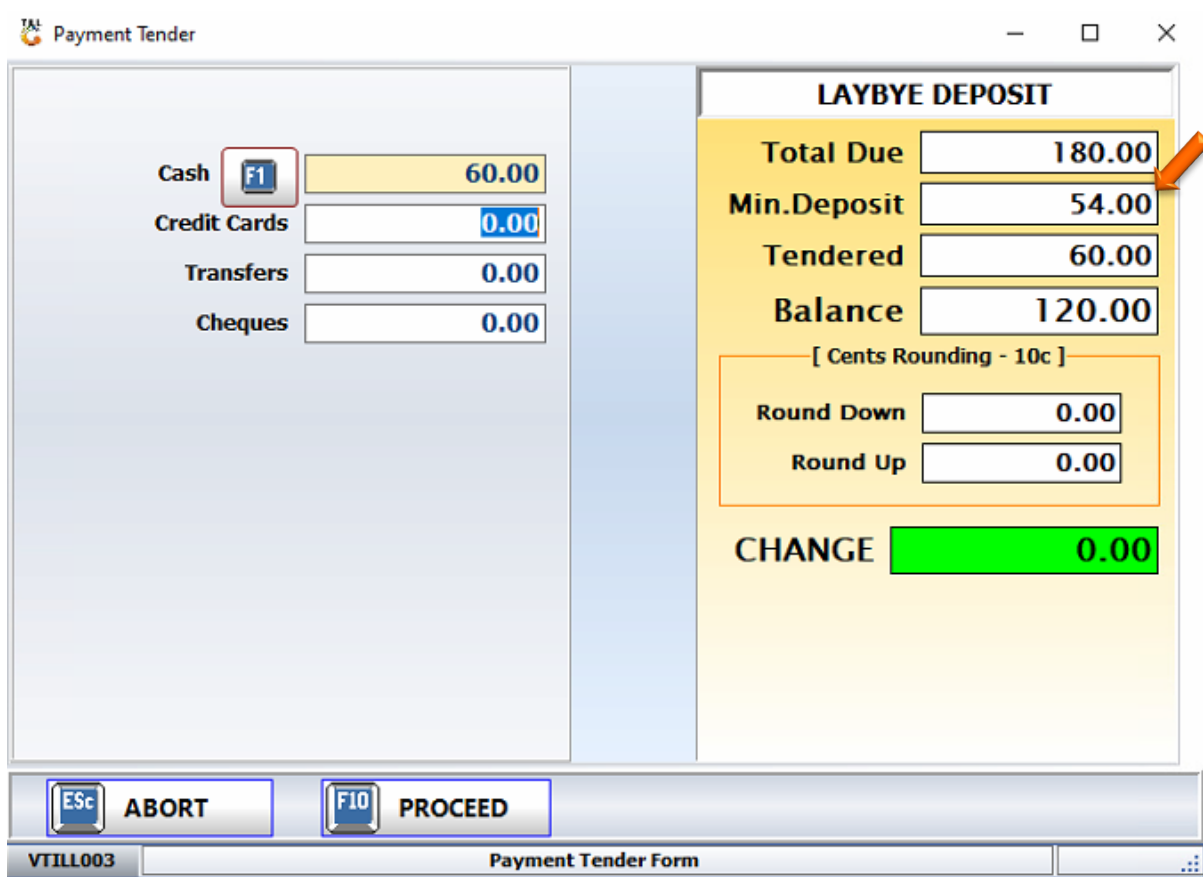
TOTAL 0.00

10. Complete the line the proceed to the payment.



| | | | | |
|------------------------------|-------------------------------|--------------------------------|-----------------------------------|---------------------------------|
| F1 Help Keys | Ins Insert Line | F4 Import Document | F11 Park the Sale | Ctrl F5 Additional Desc |
| F10 Complete Sale | ↓ Update Line | F6 Import Shopper Order | F12 Import ParkSale | Ctrl F6 Import Last Sale |
| Esc Abort Transaction | Del Delete Line | F7 Show Last Price | Ctrl J Import Picking Slip | |
| | F2 Show Account Form | F8 Document Discount | | Ctrl D Debtors Deals |
| | F3 Show Selling Prices | F9 Supervisor Override | | Ctrl S Serial Numbers |

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.



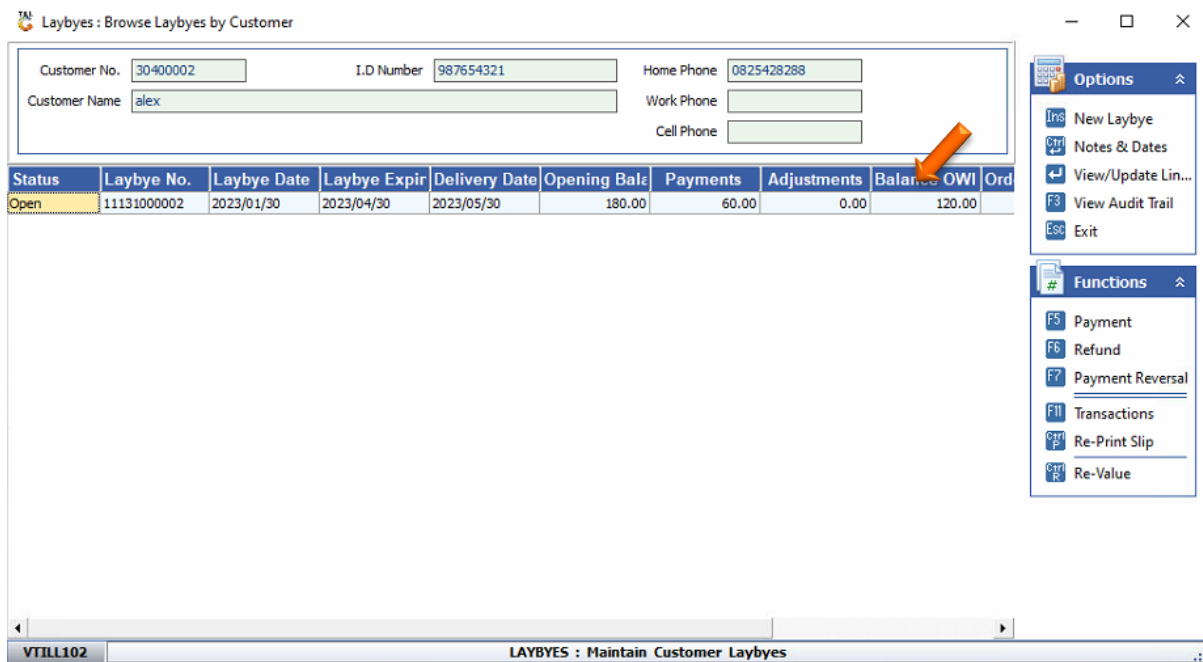
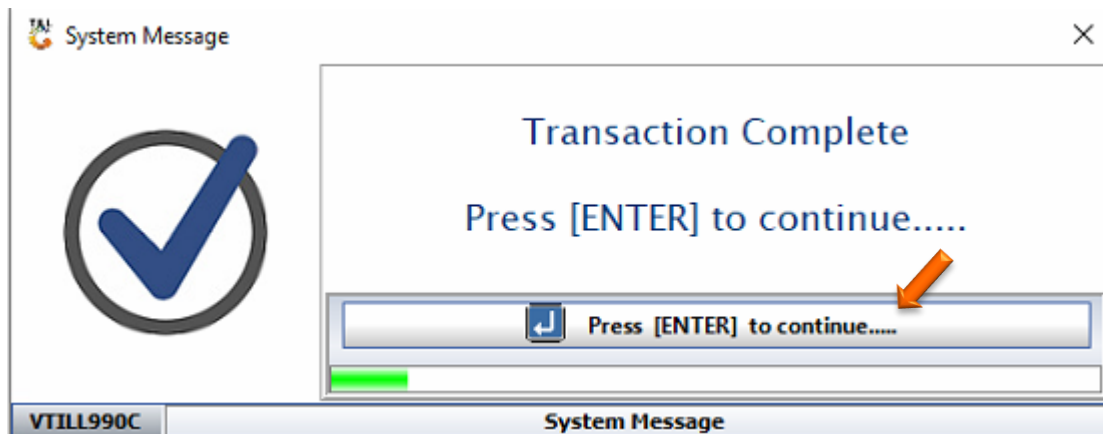
Payment Tender

| | |
|----------------|-------|
| Cash F1 | 60.00 |
| Credit Cards | 0.00 |
| Transfers | 0.00 |
| Cheques | 0.00 |

| LAYBYE DEPOSIT | |
|--------------------------|--------|
| Total Due | 180.00 |
| Min. Deposit | 54.00 |
| Tendered | 60.00 |
| Balance | 120.00 |
| [Cents Rounding - 10c] | |
| Round Down | 0.00 |
| Round Up | 0.00 |
| CHANGE | 0.00 |

VTILL003 **Payment Tender Form**

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.

Laybyes : Browse Laybyes by Customer

Customer No. 30400002 I.D Number 987654321 Home Phone 0825428288
Customer Name alex Work Phone
Cell Phone

| Status | Layby No. | Layby Date | Layby Expir | Delivery Date | Opening Balc | Payments | Adjustments | Balance OWI | Ord |
|--------|-------------|------------|-------------|---------------|--------------|----------|-------------|-------------|-----|
| Open | 11131000002 | 2023/01/30 | 2023/04/30 | 2023/05/30 | 180.00 | 60.00 | 0.00 | 120.00 | |

Options

- New Laybye
- Notes & Dates
- View/Update Lin...
- View Audit Trail
- Exit

Functions

- F5 Payment**
- F6 Refund
- F7 Payment Reversal
- F11 Transactions
- Re-Print Slip
- Re-Value

VTILL102 LAYBYES : Maintain Customer Laybyes

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

Laybyes : Payment

Customer No. 30400002 Home Phone 0825428288
Customer Name alex Work Phone
Layby No. 11131000002 Cell Phone

Payment Date 2023/01/30
Details LAYBYE PAYMENT
Payment 20.00 Discount 0.00

Opening Balance 180.00 Layby Date 2023/01/30
Payments to Date 60.00 Expiry Date 2023/04/30
Outstanding Balance 120.00

Options

- F10 Process Payment**
- Exit

Functions

- F5 Pay Full Amount

VTILL103 LAYBYES : Payments

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

TAL Payment Tender

Laybye Payment

| | | |
|--------------|-----------|-------|
| Cash | F1 | 20.00 |
| Credit Cards | | 0.00 |
| Transfers | | 0.00 |
| Cheques | | 0.00 |

Total Due 20.00

Tendered 20.00

Balance 0.00

[Cents Rounding - 10c]

Round Down 0.00

Round Up 0.00

CHANGE 0.00

ABORT **PROCEED**

VTILL003 Payment Tender Form

How to view layby transaction list

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

Laybyes : Browse Laybyes by Customer

Customer No. 30400002 I.D Number 987654321 Home Phone 0825428288
Customer Name alex Work Phone
Cell Phone

| Status | Laybye No. | Laybye Date | Laybye Expir | Delivery Date | Opening Bal | Payments | Adjustments | Balance OWI | Ord |
|--------|-------------|-------------|--------------|---------------|-------------|----------|-------------|-------------|-----|
| Open | 11131000002 | 2023/01/30 | 2023/04/30 | 2023/05/30 | 180.00 | 80.00 | 0.00 | 100.00 | |

Options

- New Laybye
- Notes & Dates
- View/Update Lin...
- View Audit Trail
- Exit

Functions

- Payment
- Refund
- Payment Reven
- Transactions
- Re-Print Slip
- Re-Value

VTILL102 LAYBYES : Maintain Customer Laybyes

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

Laybye Transaction Statement

Account 30400002 alex Opening Balance 180.00
Laybye No. 11131000002 Laybye Date 2023/01/30 Payments 80.00
Expiry Date 2023/04/30 Balance Owing 100.00

| Date | Ref.No | Details | Debit | Credit | Balance | TxTp |
|------------|----------|-----------------|--------|--------|---------|--------|
| 2023/01/30 | | Laybyes : Sales | 180.00 | | 180.00 | POSLE |
| 2023/01/30 | 40500009 | LAYBYE DEPOSIT | | 60.00 | 120.00 | POSLEP |
| 2023/01/30 | 40500010 | LAYBYE PAYMENT | | 20.00 | 100.00 | POSLEP |

Options

- Exit

Reports

- Print Statement
- Print Document

VTILL106 View Laybye Details