



GENESIS

How to Guide How to do a Cash Return

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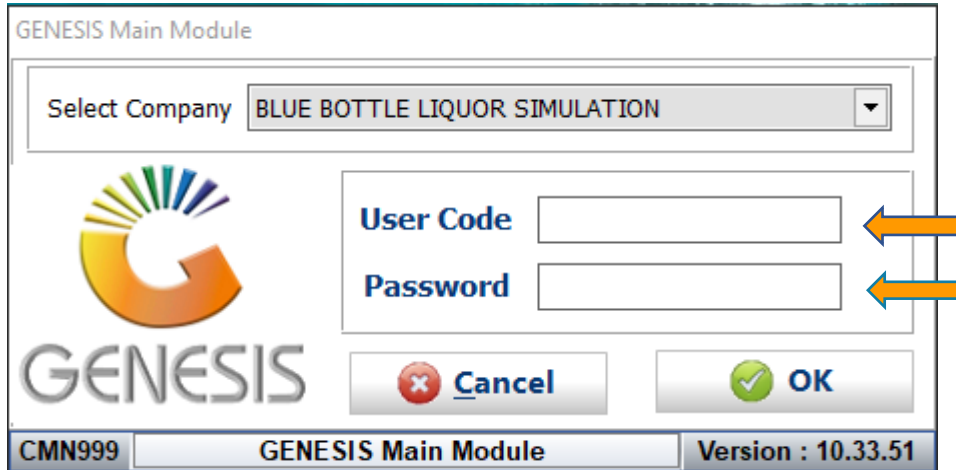
Mail: helpdesk@mrj.co.za



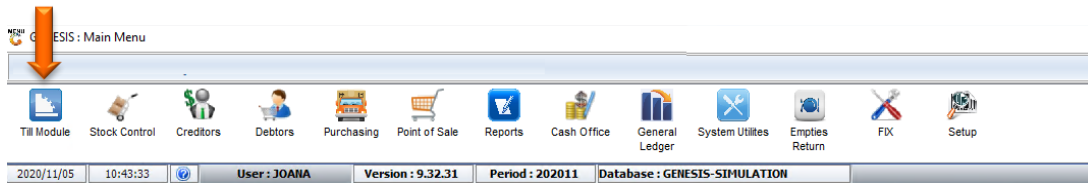
1. **Open** Genesis Menu.



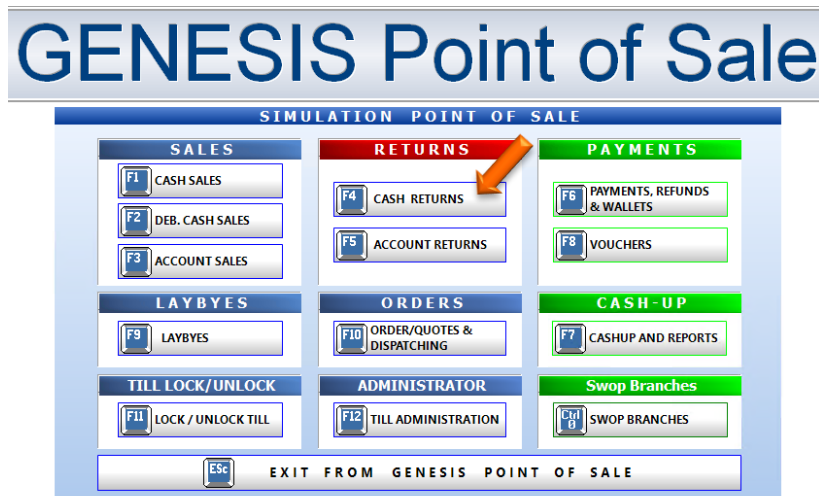
2. Type **User code** and **Password**.

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 **DEB.Cash Sale Sales** or press **F2**.

The screenshot shows the 'GENESIS Point of Sale' screen. The title 'GENESIS Point of Sale' is at the top. Below it is a grid of buttons organized into categories: '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). A red arrow points to the 'F2 DEB. CASH SALES' button. At the bottom is an 'EXIT FROM GENESIS POINT OF SALE' button with an 'Esc' key icon.

6. You will then be prompted to the below image, here you can select the desired account that you would like to do the Cash Return on.

Customer Account

ALEX

Delivery Address

Cellphone No.

Contact Person

123456789

Customer VAT No.

VAT Indicator

I - Inclusive

Delivery Date

2021/10/20

Document Date

2021/10/20

Reference No.

Warehouse

01 - DEFAULT WAREHOUSE

Salesrep

GEN - GENERAL SALES

Ordered By

Invoice No.

Credit Note Reason

01 - EXPIRED STOCK

Notes* (Max 250 Characters)

F2

Import Documents

F5

Unallocated Transaction

F10

PROCEED

Esc

ABORT

VTILL001

Document Header Details

Account No.

Debtors Name

Cell Phone

Telephone #1

Telephone #2

Contact Person

| | | | | | |
|----------|--------------------------|------------|--|--|------------|
| CASH | CASH ACCOUNT | | | | 123 |
| PNP001 | PICK N PAY HEILKONPARK | | | | Brain |
| ERN001 | ERIN TEST DEBTOR | | | | erny |
| NAT001 | NATS BLUE BOTTLE LIQUOR | 0736254869 | | | natalie |
| SAL001 | SALIE TEST ACCOUNT | 0829999999 | | | qweqweqwe |
| ABBY | Abigale van Coller | 0762388111 | | | Abby |
| RJ001 | RIJAN TEST | | | | 2 |
| PGM001 | PG MOUTON | | | | pg |
| EMPTY001 | EMPTIES RETURNS YARD | | | | PIET |
| WEB001 | BLUE BOTTLE ONLINE STORE | | | | 1 |
| URS001 | URSULA | | | | 0714509836 |
| HEX002 | PIETER LOTTER | | | | Pieter |
| ALEX | alex test | | | | 123456789 |
| WH001 | Wholesale Section | 0834567894 | | | hennie |

Options

Select

Exit

Search

Account

Name

Telephone

Restore Grid

8. By invoice No. Click on the ? (Question Mark) this will open all invoices, select the desired invoice and Press enter on your keyboard or click on select invoice. This will now use that invoice no as a reference to the return.

| TxTp | Doc.No. | Date | Name | Doc.Total | Paid | Balance |
|--------|------------|------------|-----------|-----------|----------|----------|
| POSASL | 1103000049 | 2021/10/20 | alex test | 297.64 | 0.00 | 297.64 |
| POSASL | 1103000047 | 2021/10/13 | alex test | 775.98 | 0.00 | 775.98 |
| POSASL | 1103000042 | 2021/09/07 | alex test | 5 111.00 | 350.00 | 4 761.00 |
| POSASL | 1103000041 | 2021/09/06 | alex test | 5 111.00 | 5 111.00 | 0.00 |
| POSCSH | 1101028033 | 2021/10/20 | alex test | 297.64 | 297.64 | 0.00 |

9. Under credit note reason, you can select the reason for the return.

Credit Note Reason: 01 - EXPIRED STOCK

Notes* (Max 250 Characters): 01 - EXPIRED STOCK

10. Once all information has been entered you can proceed, Press F10 on your keyboard or click on Proceed

Customer Account: ALEX alex test

Delivery Address:

Cellphone No.:

Contact Person: 123456789

Customer VAT No.:

VAT Indicator: I - Inclusive

Delivery Date: 2021/10/20

Document Date: 2021/10/20

Reference No.:

Warehouse: 01 - DEFAULT WAREHOUSE

Salesrep: GEN - GENERAL SALES

Ordered By:

Invoice No.: 1103000049

Credit Note Reason: 01 - EXPIRED STOCK

Notes* (Max 250 Characters):

Function Keys:

F2 Import Documents

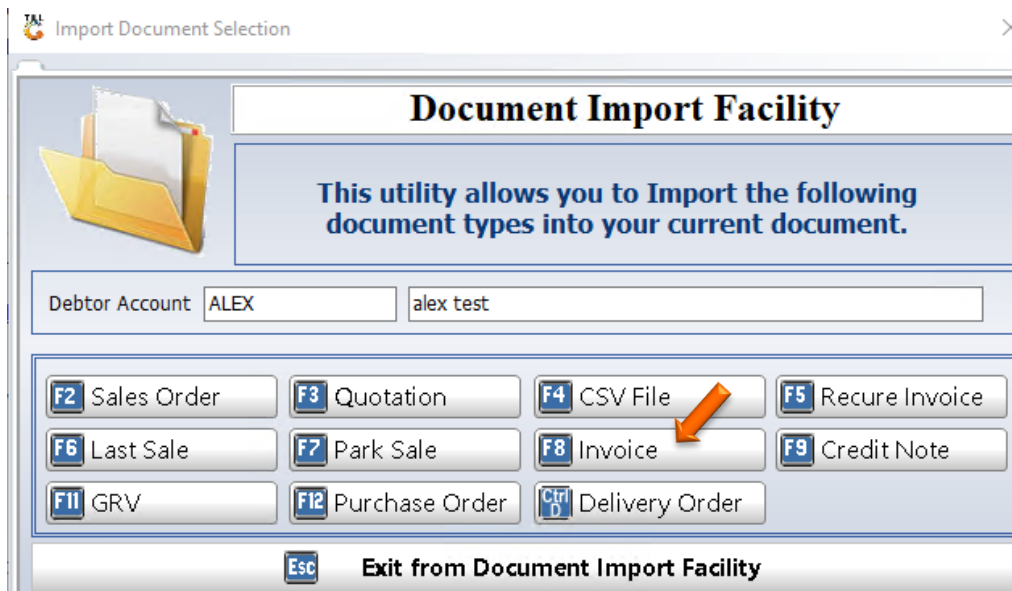
F5 Unallocated Transaction

F10 PROCEED

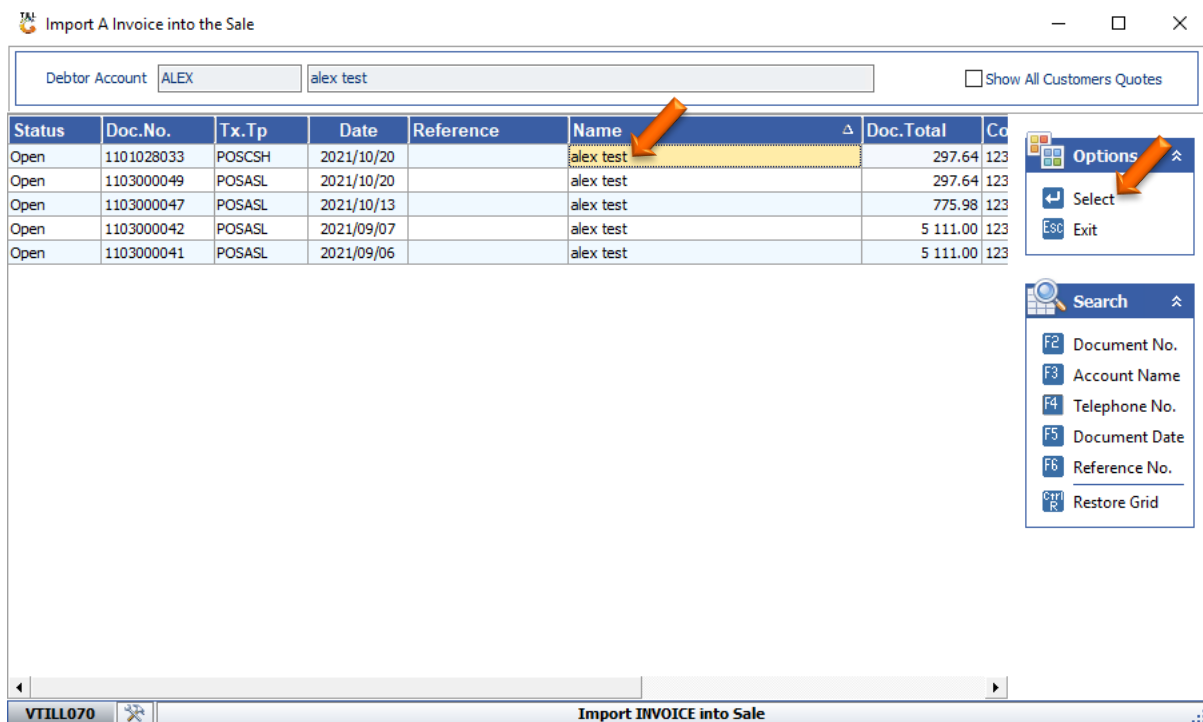
Esc ABORT

11. You can import a document by pressing F2 on your keyboard or clicking on Import Documents. Once opened you will see the below image.

For this example we will be importing the invoice. Press F8 on the keyboard or click on Invoice.



12. Once opened you can select the invoice and press enter on your keyboard or click on Select.



13. Once selected you will be prompted back to the below image, here you can see the import sale has the invoice number appearing next to it. You can now press F10 on your keyboard or click on Proceed.

Capture Account Details

| | | |
|-----------------------------|------------------------|-----------|
| Customer Account | ALEX | alex test |
| Delivery Address | | |
| Cellphone No. | | |
| Contact Person | 123456789 | |
| Customer VAT No. | | |
| VAT Indicator | I - Inclusive | |
| Delivery Date | 2021/10/20 | |
| Document Date | 2021/10/20 | |
| Reference No. | | |
| Warehouse | 01 - DEFAULT WAREHOUSE | |
| Salesrep | GEN - GENERAL SALES | |
| Ordered By | | |
| Invoice No. | 1101028033 | |
| Credit Note Reason | 01 - EXPIRED STOCK | |
| Notes* (Max 250 Characters) | | |
| Import Sale | 1101028033 | |

Function Keys

| | |
|----------------------------|-------------|
| F2 Import Documents | F10 PROCEED |
| F5 Unallocated Transaction | Esc ABORT |

VTILL001 Document Header Details

14. You will then be prompted to the below image, to do the cash return Press F10 to Complete Line and Complete Sale. The Payment tender will appear, you can now select the amount and Proceed with the return.

Total Due 297.64

Cash Returns (ALEX) alex test User: ALEX

| Item Code | Link Code | Item Description | Qty | Price | Discount | Line Total |
|-----------|-----------|--------------------|-----|--------|----------|------------|
| 11698 | 11698-001 | 031 Vodka 750ml X1 | 1 | 297.64 | 0.00000 | 297.64 |

STOCK ITEM SELECTION

| | |
|----------------|-----------|
| Stock Code | Link Code |
| Description #1 | |
| Description #3 | |
| Quantity | 1 |
| Price | 0.00 |
| Discount | 0.00 |

Document Statistics

| | |
|---------------|-----------|
| VAT Indicator | INCLUSIVE |
| Lines | 1 |
| Items | 1 |
| Sub-Total | 258.82 |
| VAT Amount | 38.82 |
| TOTAL | 297.64 |

Payment Tender

Vouchers **F5** 297.64

Cash Returns

| | |
|-----------|--------|
| Total Due | 297.64 |
| Tendered | 297.64 |
| Balance | 0.00 |

CHANGE 0.00

ESc ABORT **F10** PROCEED

VTILL003 Payment Tender Form