



# GENESIS

## How to Guide How to do an Account Return

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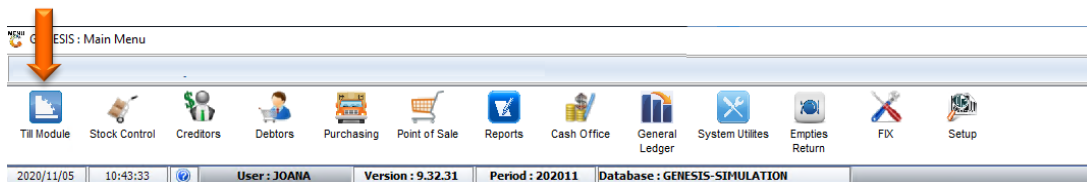
1. **Open** Genesis Menu.



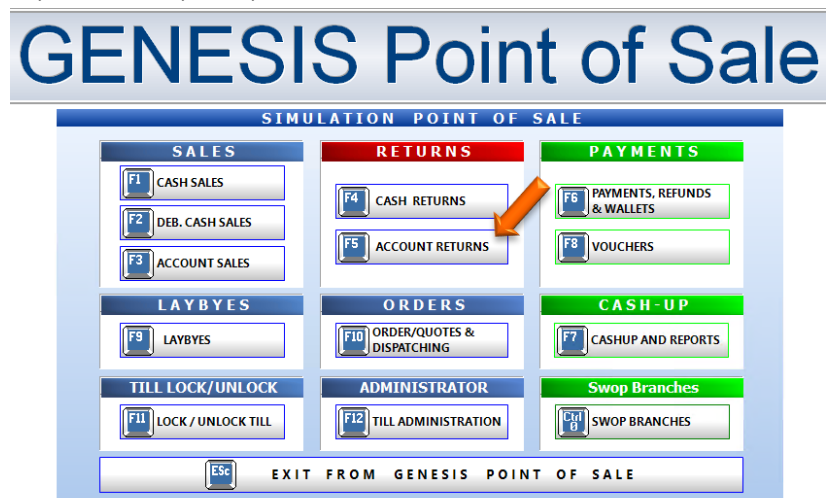
2. Type **User code** and **Password**.

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', each with an orange arrow pointing to it. 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 Return.



- Once opened you will be prompted to the following page. Firstly, a customer account needs to be selected. Type in the account number if you know it alternatively click on the (?) icon This will take you to all your debtors where you can select the required debtor.

Capture Account Details

Customer Account  (?) 

Delivery Address

Cellphone No.

Contact Person

Customer VAT No.

VAT Indicator I - Inclusive

Document Date 2021/12/08

Reference No.

Warehouse 01 - DEFAULT WAREHOUSE

Salesrep

Ordered By

Invoice No.  (?)

Credit Note Reason

Delivery Date 2021/12/08

Notes\* (Max 250 Characters)

Account Balances		Function Keys	
Current	0.00		
30 Days	0.00		
60 Days	0.00		
90+ Days	0.00		
Total Owing	0.00		
Credit Limit	0.00		
Balance OVERDUE	0.00		
		<input type="button" value="F9 Create Debtor"/> <input type="button" value="Esc ABORT"/>	
		<input type="button" value="F5 Unallocated Transaction"/>	

VTILL001 Document Header Details

- Once the correct debtor has been found you can press enter to proceed.

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	RIAAIN TEST				2
PGM001	PG MOUTON				pg
EMPTY001	EMPTYES 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
LAY001	Alex Laybye Test				alex

VTILL901 Browse / Select a Debtor

Options

Select

Exit

Search

F2 Account

F3 Name

F4 Telephone

Restore Grid

7. You can now press enter to go through the options. Under VAT indicator you have the option to select VAT or NO-VAT.

-In the reference no you can put any information you want for your reference.

-In the invoice no block there is an option to click on the (?), this will open all invoices, here you can select the invoice you would like to return then press enter to select it.

-When all details have been entered and you are happy with everything you can click on proceed or press F10 on your keyboard.

Capture Account Details

Customer Account	ALEX	alex test
Delivery Address		
Cellphone No.		
Contact Person	123456789	
Customer VAT No.		
VAT Indicator	I - Inclusive	
Delivery Date	2021/12/08	
Document Date	2021/12/08	
Reference No.		
Warehouse	01 - DEFAULT WAREHOUSE	
Salesrep	GEN - GENERAL SALES	
Ordered By		
Invoice No.		
Credit Note Reason	01 - EXPIRED STOCK	
Notes* (Max 250 Characters)		

Account Balances		Function Keys	
Current	0.00	F2 Import Documents	F10 PROCEED
30 Days	0.00		
60 Days	0.00	F9 Create Debtor	Esc ABORT
90+ Days	0.00	F5 Unallocated Transaction	
Total Owning	0.00		
Credit Limit	10 000.00		
Balance OVERDUE	0.00		

VTILL001 Document Header Details

Invoice Allocation

Account ALEX alex test

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

Options

- Select Invoice
- Exit

Search

Document No.

VTILL012 Outstanding Documents : Allocation

8. You will now be prompted to the sales page, if an invoice was selected it will automatically prompt all items to return, alternatively select the items to return.

**Total Due** **0.00**

Account Returns (ALEX) alex test User: ALEX

QUANTITY	DESCRIPTION	PACK SIZE
Item Code	Link Code	Item Description
Qty	Price	Discount
Line Total		

~No data to display~

**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: 0 Items: 0  
Line Discount: 0.00  
Sub-Total: 0.00  
VAT Amount: 0.00  
TOTAL: 0.00

9. Once you are happy with everything you can Press F10 to complete the line and F10 to complete the sale.

**Total Due** **297.64**

Account Returns (ALEX) alex test User: ALEX

QUANTITY	DESCRIPTION	PACK SIZE
1	031 Vodka 750ml X1	1X1X750ML

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  
Line Discount: 0.00  
Sub-Total: 258.82  
VAT Amount: 38.82  
TOTAL: 297.64

Total Due
297.64

Account Returns
(ALEX) alex test
User: ALEX

QUANTITY		DESCRIPTION					PACK SIZE
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	

Help Keys

Complete SALE

Abort Transaction

Insert Line

Update Line

Delete Line

Show Account Form

Show Selling Prices

Park the Sale

Import Park Sale

Document Discount

Debitors Deals

Serial Numbers

**Document Statistics**

VAT Indicator	INCLUSIVE
Lines	1 Items 1
Line Discount	0.00
<b>Sub-Total</b>	<b>258.82</b>
<b>VAT Amount</b>	<b>38.82</b>
<b>TOTAL</b>	<b>297.64</b>

10. You will then be given the option to print the return, Press Yes or No.

PRINT REQUEST

Account Returns

Document No. : 1104000023

N No

Y Yes

VTILL990F
**System Print Request**

Print