



GENESIS

How to Guide Till Administration

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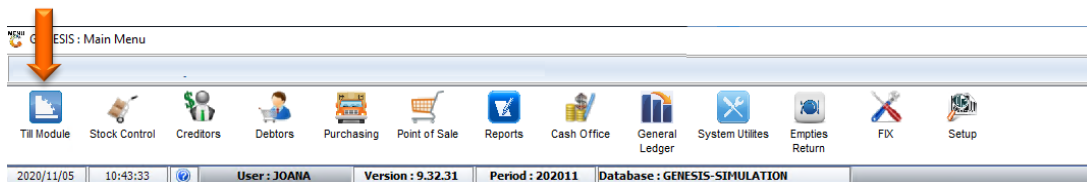
1. **Open** Genesis Menu.



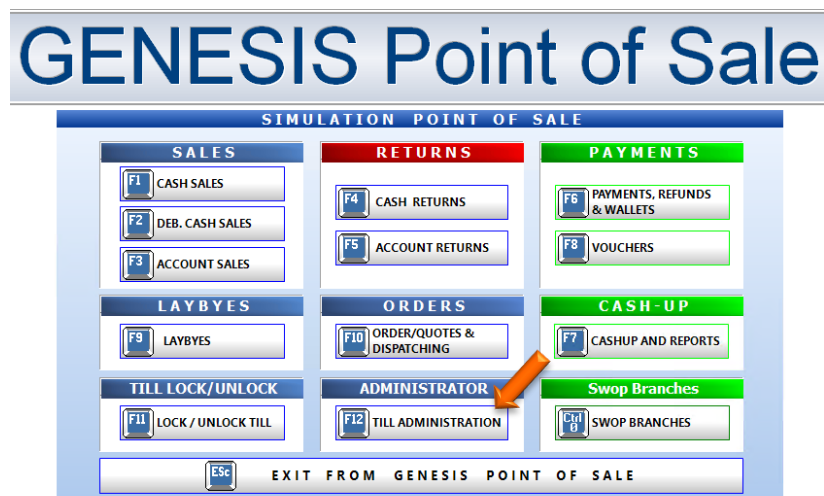
2. Type **User code** and **Password**.

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'.

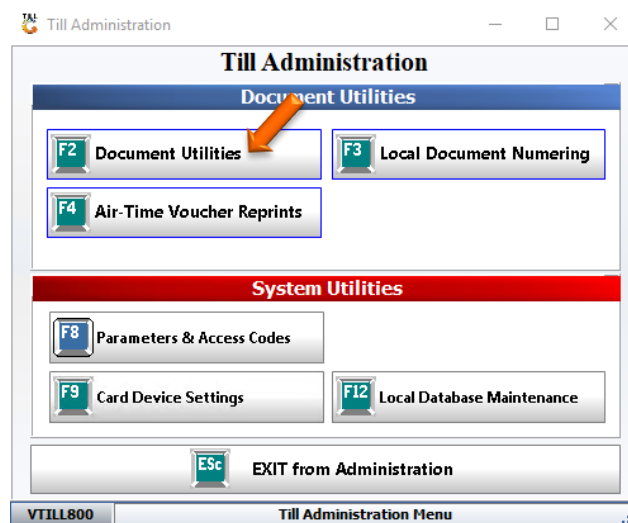
3. Open **Till Module** from the Main menu.



4. Once opened you will be prompted to the below, Click on Till Administration.

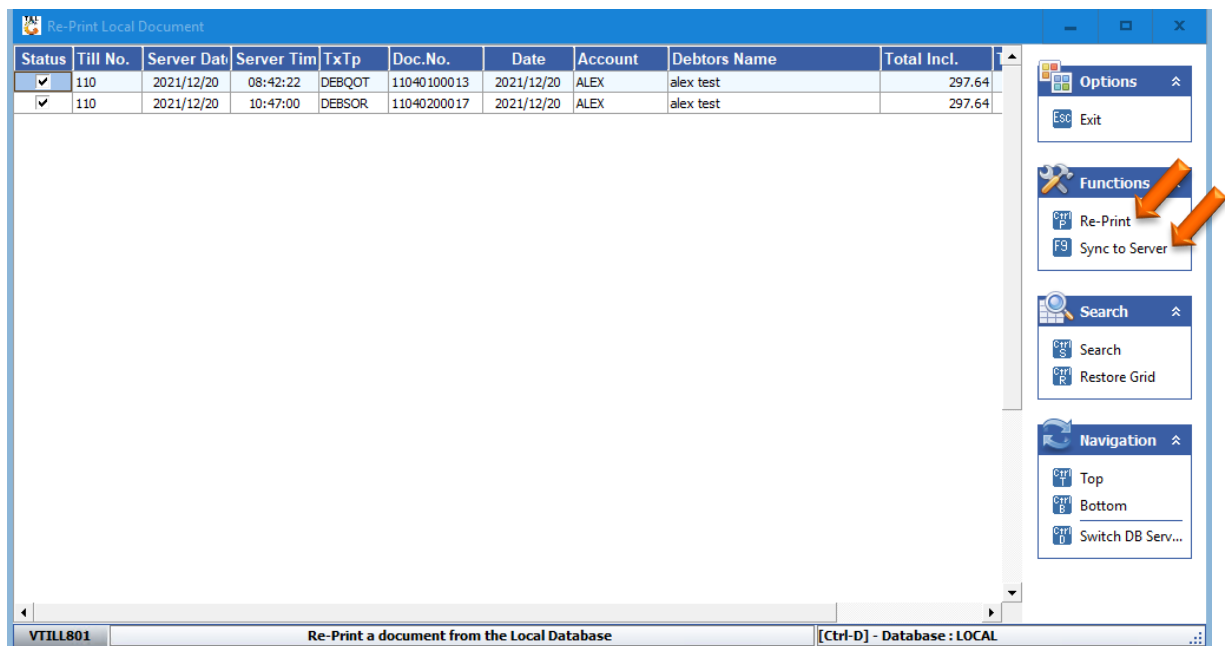


5. Once opened you will see the Till administration menu, we will be going through each option and what they do.




6. In the document utilities you will see all documents that have been processed during the day. Here you have the option to Re-Print the document

If there is any errors during a sale you can Sync to Server from here as well.



7. Below is what the print-out looks like when selecting the document.




BB
BRANDS OF THE PLATINUM GROUP


SIMULATION
110 Kenneth Road
Greenhills
Randfontein

Telephone: 0861 017 446
Reg.No: 2021/01574/17
E-Mail: sales@simulation.com

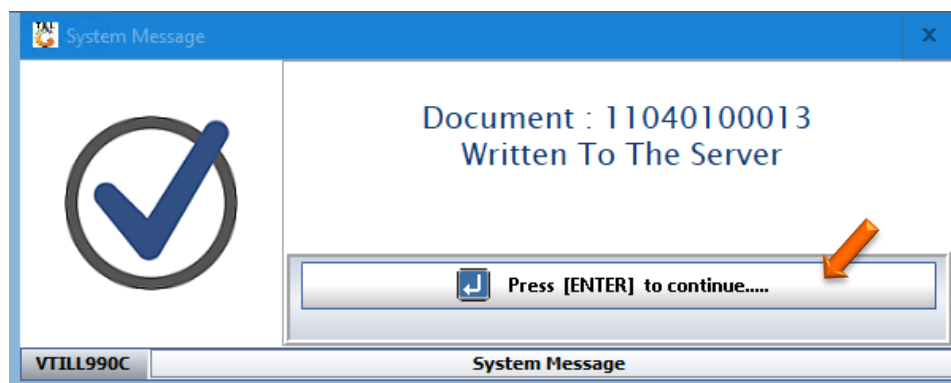
Fax No.:
VAT No.: 49005124511



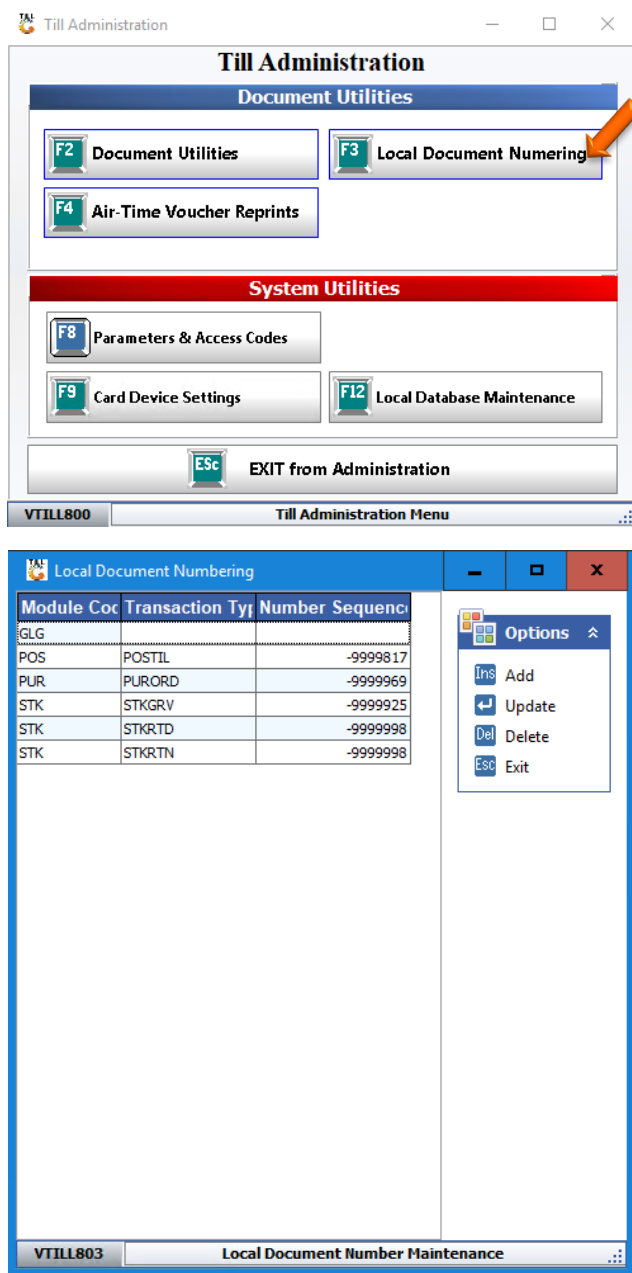
ALEX - alex test		Document No. 11040100013 Document Date 2021/12/20 Customer Reference Ordered By Delivery Date 2021/12/20 Page Number 1													
Telephone 123456789 VAT No. VAT Ind. INCLUSIVE		Customer Acc.No: ALEX													
THIS QUOTATION IS ONLY VALID IF IT IS SIGNED BY AN AUTHORISED MANAGER AND / OR IS ACCOMPANIED BY A COMPANY STAMP. THIS QUOTATION IS VALID FOR 7 DAYS ONLY.															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Stock Code</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Quantity</th> <th style="text-align: right;">Price</th> <th style="text-align: right;">V.A.T</th> <th style="text-align: right;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>11698-001</td> <td>031 Vodka 750ml X1</td> <td style="text-align: right;">1.00</td> <td style="text-align: right;">297.64</td> <td style="text-align: right;">38.82</td> <td style="text-align: right;">297.64</td> </tr> </tbody> </table>	Stock Code	Description	Quantity	Price	V.A.T	TOTAL	11698-001	031 Vodka 750ml X1	1.00	297.64	38.82	297.64			
Stock Code	Description	Quantity	Price	V.A.T	TOTAL										
11698-001	031 Vodka 750ml X1	1.00	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, ACC NO: 123125 XXX XXX XXXX	Approved by & Approved Date	Sub-Total	258.82
	Signature	V.A.T	38.82
		TOTAL	297.64
			
Quotation Updated by :			

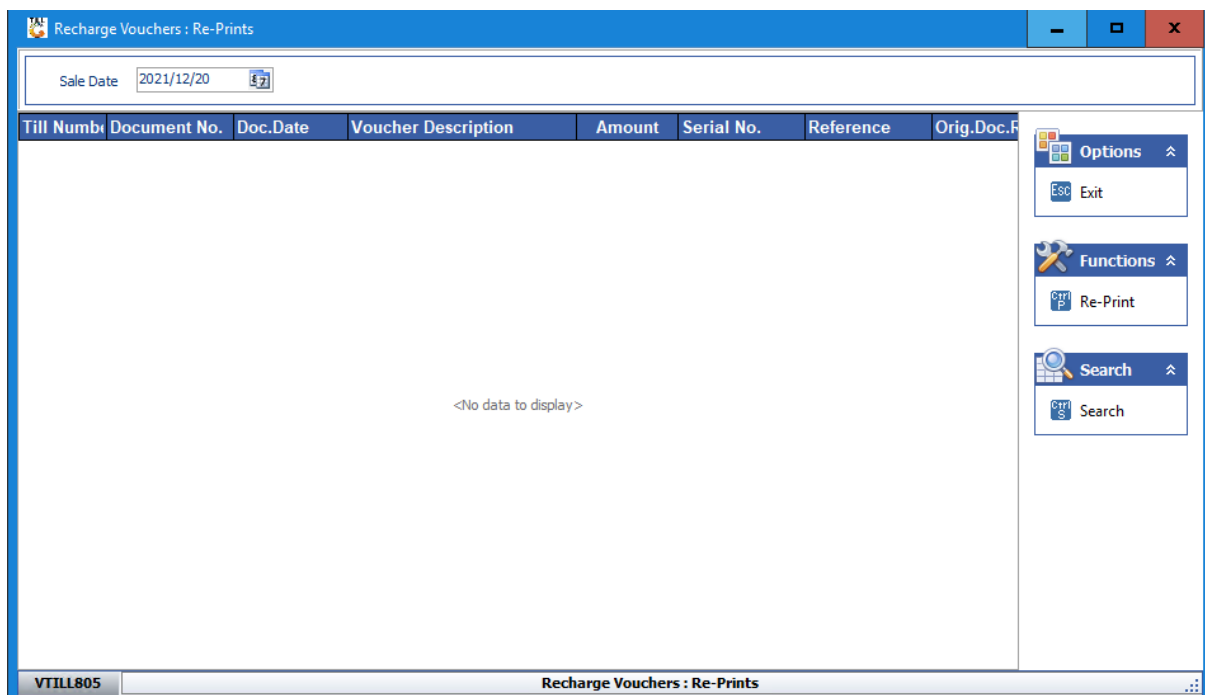
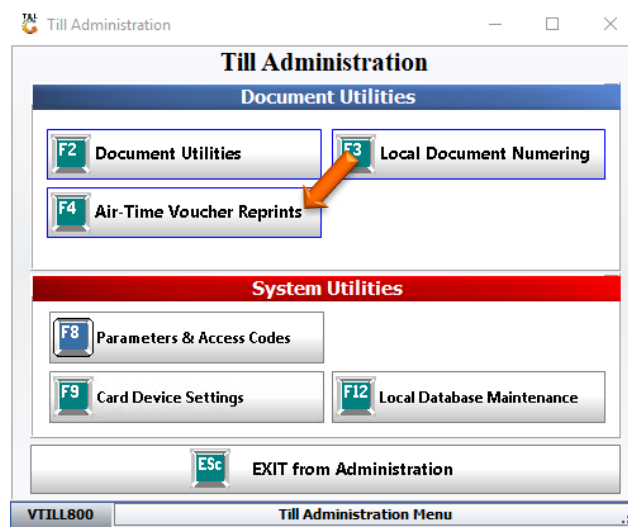
8. The below image is what it looks like when you select the sync to server option.



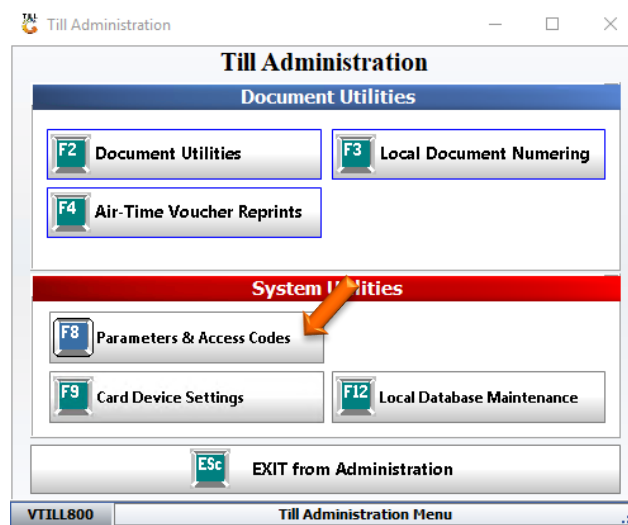
9. Under local Document Numbering this will give you an indication of where the documents numbering is currently at. This is for Administrator users only and cannot be seen by anyone.



10. Under airtime voucher reprints here you can select the voucher that needs reprinting, for e.g., when you run out of paper and need to reprint the voucher you can reprint it from here.



11. Under the Parameters & Access codes you will be able to see what rights the users have access to or not. You cannot change parameters from here, it can only be changed in the System Utilities by a user with the right permissions.

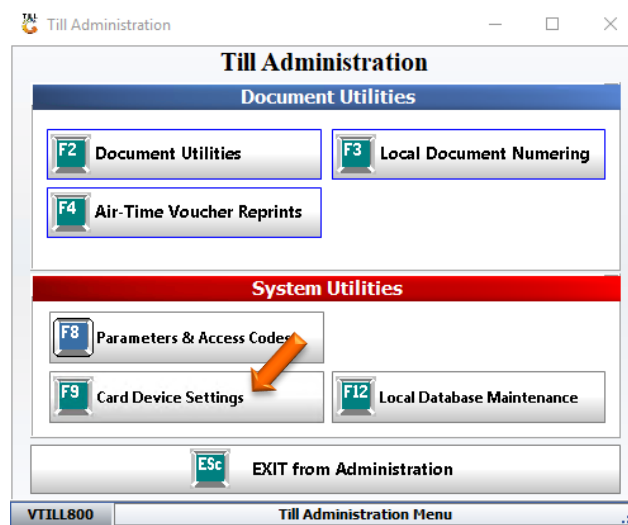


The screenshot shows the 'View Parameter & Access Settings' window. It has a title bar with 'View Parameter & Access Settings' and standard window controls. The window is divided into two tabs: 'Till Parameters' and 'Access Rights'. The 'Till Parameters' tab is active, displaying a table with the following data:

ModCode	ParamNo	ParamName	ParamValue
USER	1		Y
USER	2		Y
USER	3		Y
USER	4		Y
USER	5		Y
USER	6		Y
USER	7		N
USER	8		Y
USER	9		Y
USER	10		Y
USER	11		Y
USER	12		Y
USER	13		Y
USER	14		Y
USER	15		Y
USER	16		Y
USER	17		Y
USER	18		Y
USER	19		Y
USER	20		R

On the right side of the window, there is an 'Options' menu with a 'Close' button.

12. When an integrated credit card machine has been installed on the machine the credit card details will have to be manually inputted into the below image. This will activate and link that credit card machine to that till.



The screenshot shows the 'Card Device Settings' window. It has a title bar with 'Card Device Settings' and standard window controls. The main area contains a checkbox labeled 'Activate the Device on This TILL'. Below this is a dropdown menu for 'This TILL Number'. The following fields are labeled and have input areas: 'MAC Address' (with the value '00-22-48-65-66-43'), 'Terminal ID', 'Device Type', 'Host Address', 'Unique ID', 'Serial No.', 'Issuer' (with a dropdown arrow), 'Device of Bank', and 'Reference'. On the right side, there is an 'Options' panel with two buttons: 'F10 Save' and 'Esc Exit'. The status bar at the bottom shows 'VTILL806A' and 'Card Device Settings'.

13. This is for the Till Database upgrade, with the latest upgrade this is done automatically.

