



GENESIS

How to Guide How to do a Cash Sale

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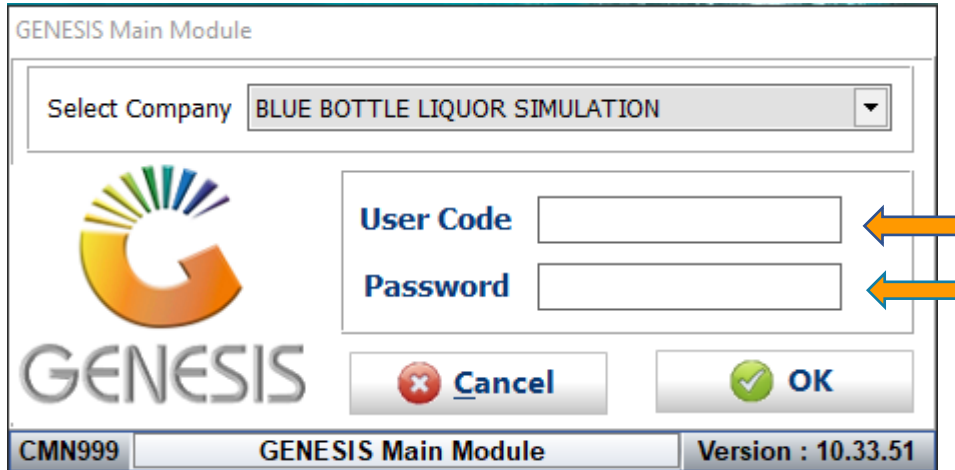
Mail: helpdesk@mrj.co.za



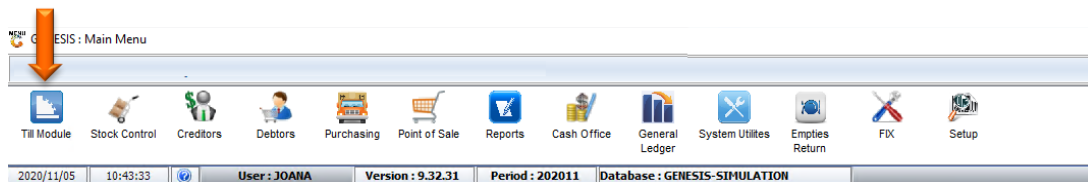
1. **Open** Genesis Menu.



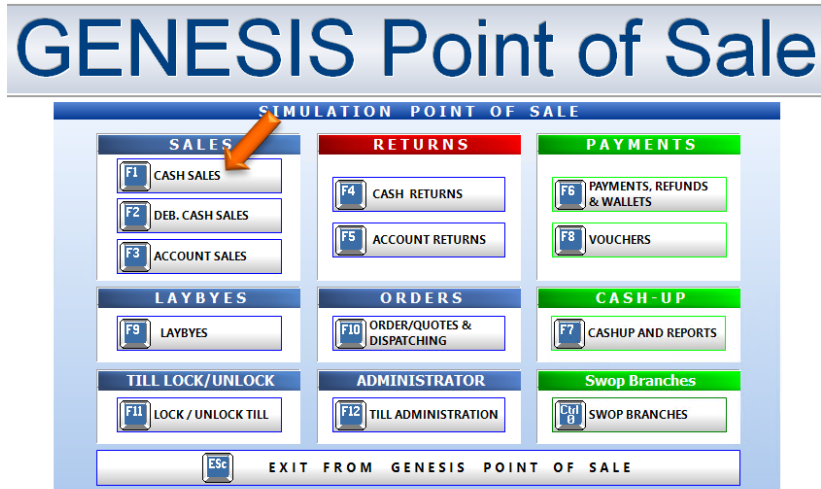
2. Type **User code** and **Password**.

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'.

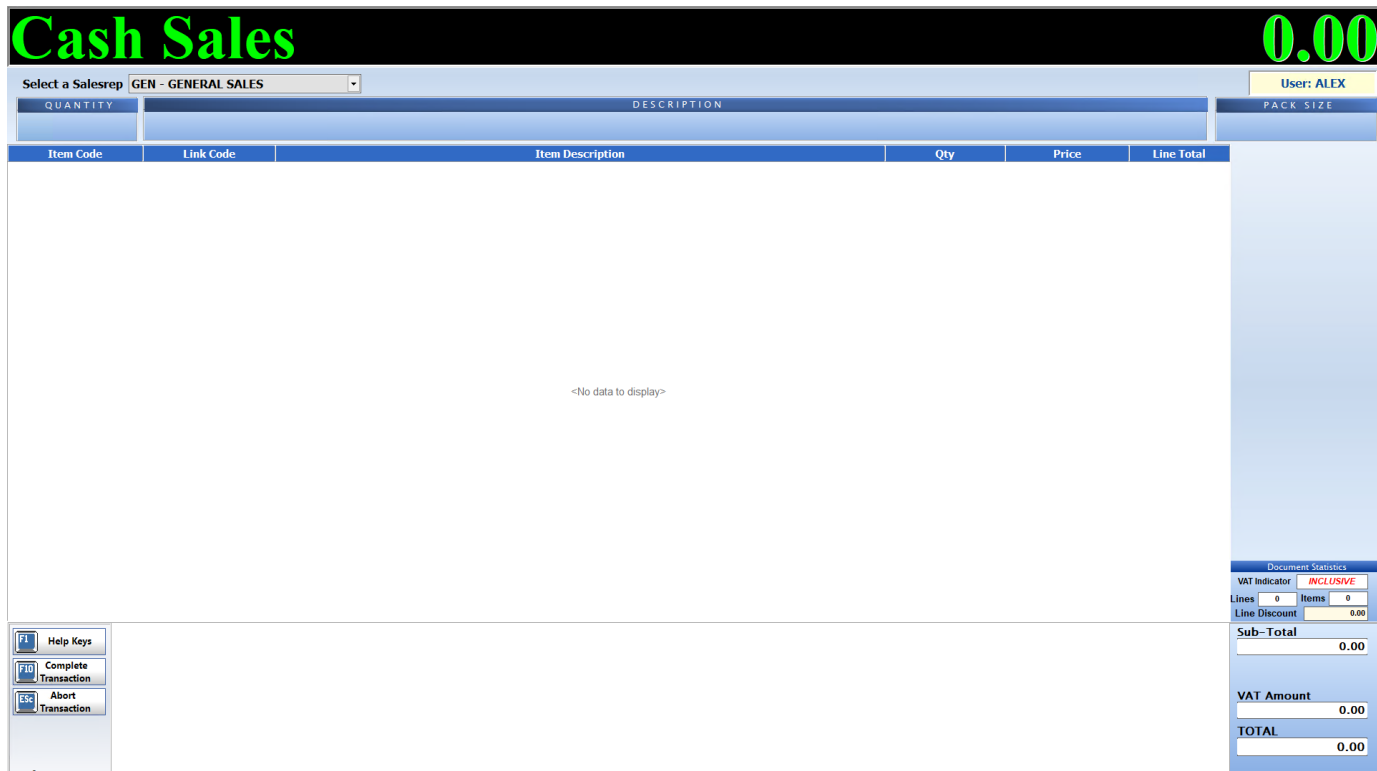
3. Open **Till Module** from the Main menu.



4. Once opened you will be prompted to the below, Click on Cash Sales or press F1.

The screenshot shows the 'SIMULATION POINT OF SALE' screen. The title 'GENESIS Point of Sale' is at the top. The screen is divided into several sections: 'SALES' (F1 CASH SALES, F2 DEB. CASH SALES, F3 ACCOUNT SALES), 'RETURNS' (F4 CASH RETURNS, F5 ACCOUNT RETURNS), 'PAYMENTS' (F6 PAYMENTS, REFUNDS & WALLETS, F8 VOUCHERS), 'LAYBYES' (F9 LAYBYES), 'ORDERS' (F10 ORDER/QUOTES & DISPATCHING), 'CASH-UP' (F7 CASHUP AND REPORTS), 'TILL LOCK/UNLOCK' (F11 LOCK / UNLOCK TILL), 'ADMINISTRATOR' (F12 TILL ADMINISTRATION), and 'Swop Branches' (F13 SWOP BRANCHES). A red arrow points to the 'F1 CASH SALES' button. At the bottom is an 'EXIT FROM GENESIS POINT OF SALE' button with an 'Esc' key icon.

- Once opened you will see the below image, here we can now do cash sales. For this explanation the page will be split to be able to see each section properly.



- In the image below by the **Quantity**, this represents the quantity selected by the individual on that specific item. By **Description** this represents the items Description.



- As seen in the image below the top right Total amount represents the combined total of all the items on the cash sale. Under User this will represent the current user signed into this till and under the pack size this displays the selected Pack size for that item.



8. On the right-hand side, you will see the Totals section.

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. Depending on how it was setup the cashier will not be able to change the quantity or selling price but a parameter can be setup for the user to do so

STOCK	
Stock Code	
Description #1	
Description #3	
Quantity	1
Price	0.00
Discount	0.00
Warehouse	01 - DEFAULT WAREHOUSE
Link Code	
Salesrep	GEN - GENERAL SALES

10. If you click on F10 this will give you the option to insert a new line or update etc.

Ins Insert Line	F11 Park the Sale
↵ Update Line	F12 Import ParkSale
Del Delete Line	
F2 Show Account Form	F8 Document Discount
F3 Show Selling Prices	F9 Supervisor Override
	Ctrl D Debtors Deals
	Ctrl S Serial Numbers

11. When pressing F1 a matrix will prompt up and give details on what each and every short cut key is and what it does.

The image shows a software window titled "Till Process Function Key List". It is divided into two main sections: "These set of Function Keys are Active from the Item GRID" and "These set of Function Keys are Active when in Line Capture Mode". The first section is labeled "[Grid Mode]" and lists 15 function keys with their corresponding actions. The second section is labeled "[Stock Item Capture Mode]" and lists 10 function keys with their corresponding actions. At the bottom, there is a button with a right arrow and the text "Press [Enter] to Close this Form". The status bar at the very bottom shows "VTILL994" on the left, a small icon in the middle, and "Function Keys available in the Till Module" on the right.

These set of Function Keys are Active from the Item GRID	These set of Function Keys are Active when in Line Capture Mode
[Grid Mode]	[Stock Item Capture Mode]
Ins Add a New Line	Ctrl 3 Show Purchase Order Qty
← Update Line Details	F3 Select a Selling Price
Del Delete a Line	Ctrl 4 Last Documents
F2 Show Account Form	Ctrl 5 View Selling Price Grid
F5 Show Line Profit Stats	Ctrl F5 Additional Desc
F9 Supervisor Over-ride	F6 View Line Profit Stats
F11 Park the Sale	F7 View Last Price
F12 Import a Parked Sale	Ctrl F8 View Variant Promotions
Ctrl L Re-Number Lines	[Ctrl-O] View Onhand Grid
Ctrl T Add Group Title Line	
Ctrl P Document Line Stats	
[Ctrl-V] Show VIP Screen	
	F9 Supervisor Over-ride
F10 Complete SALE	F10 Complete Line Capture
Esc Abort Sale	Esc Abort Line Capture

Press [Enter] to Close this Form

VTILL994  Function Keys available in the Till Module

12. Once you have scanned in an item it will appear on the screen as below.

Cash Sales		(CASH) CASH ACCOUNT				User: ALEX	
QUANTITY	DESCRIPTION					PACK SIZE	
1	1313 Brandy 750ml X6					1X6X750ML	
Item Code	Link Code	Item Description	Qty	Price	Discount	Line Total	
64565	64565-006	1313 Brandy 750ml X6	1	5111.00	0.00000	5111.00	

STOCK ITEM SELECTION	
Stock Code	Link Code
Description #1	
Description #3	
Quantity	1
Price	0.00
Discount	0.00
Warehouse	01 - DEFAULT WAREHOUSE
Salesrep	GEN - GENERAL SALES

Document Statistics	
VAT Indicator	INCLUSIVE
Lines	1
Items	1
Line Discount	0.00
Sub-Total	4 444.35
VAT Amount	666.65
TOTAL	5 111.00

13. Once all items have been scanned and you want to complete the sale press F10 on the keyboard to complete the sale. Select the payment method, if its cash type in the amount of cash given then press enter to proceed. Once payment is received give the change back if need be then the sale will complete and you may carry on with the next sale.

Payment Tender	
Cash	0.00
Credit Cards	0.00
Vouchers	0.00
Transfers	0.00
Cheques	0.00

Cash Sales	
Total Due	5111.00
Tendered	0.00
Balance	5111.00
CHANGE	0.00

lbcGLevelWarning
lbcGInitialize

ESc	ABORT	F10	PROCEED
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VTILL003 Payment Tender Form