



GENESIS
BY MRJ CONSULTANTS



How to Guide | How to do a Cash Sale



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www.genesis-software.co.za



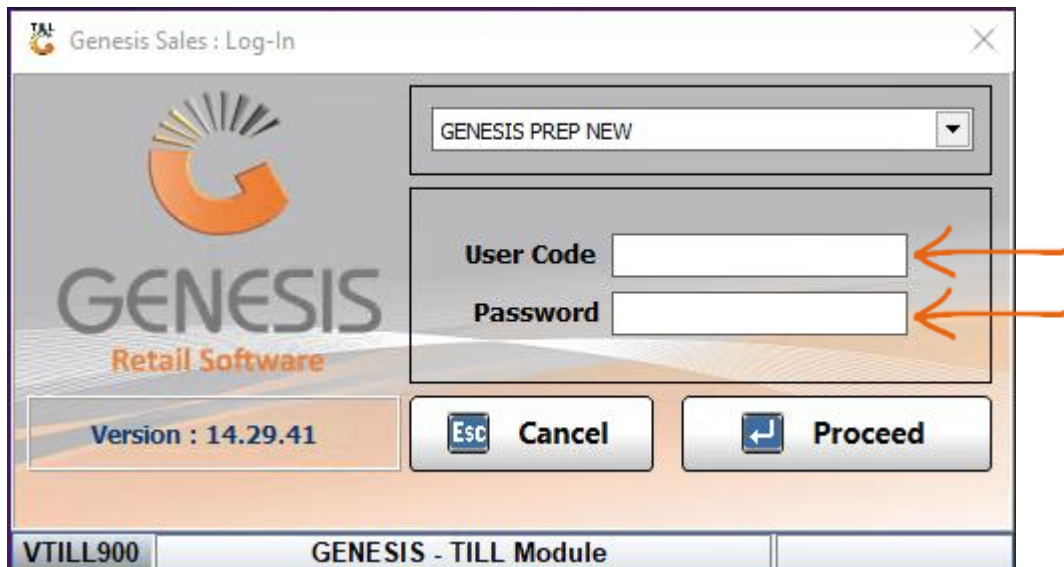
sales@mrj.co.za



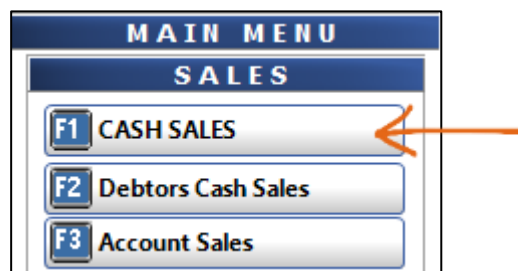
1. Open the **Genesis Till**



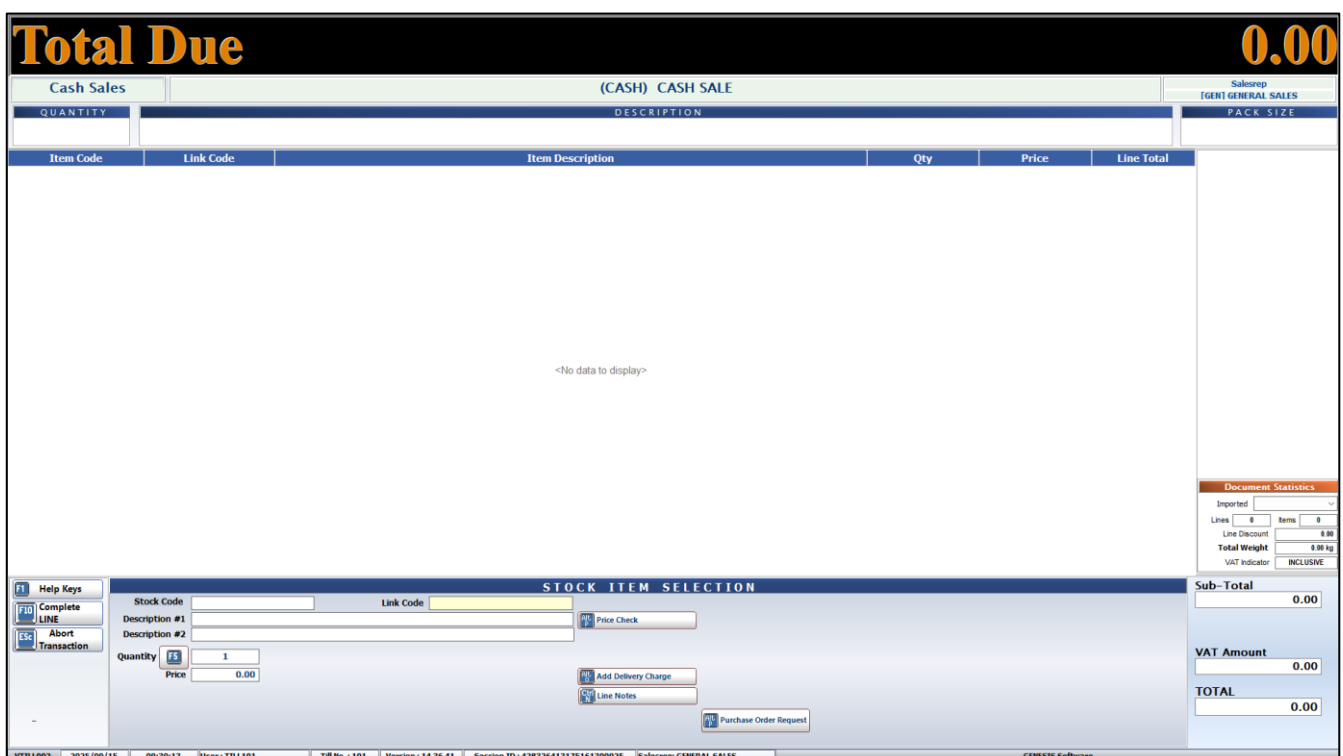
2. Type in the **User Code** and **Password**:

The screenshot shows the 'Genesis Sales : Log-In' window. It features the 'GENESIS Retail Software' logo and 'Version : 14.29.41'. A dropdown menu is set to 'GENESIS PREP NEW'. There are input fields for 'User Code' and 'Password', with orange arrows pointing to them. At the bottom are 'Cancel' and 'Proceed' buttons. The status bar at the bottom reads 'VTILL900 GENESIS - TILL Module'.

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

The screenshot shows the 'MAIN MENU SALES' screen. It has three options: 'F1 CASH SALES', 'F2 Debtors Cash Sales', and 'F3 Account Sales'. An orange arrow points to the 'F1 CASH SALES' option.

- a. For this explanation the page will be split, so each section can be seen clear

The screenshot shows the 'Total Due' screen. The top bar displays 'Total Due' in large orange text and '0.00' in a yellow box. Below this is a header for '(CASH) CASH SALE'. The main area is a table with columns: Item Code, Link Code, Item Description, Qty, Price, and Line Total. It currently shows '<No data to display>'. On the right, there's a 'Document Statistics' section with fields for Lines, Line Discount, Total Weight, and VAT Indicator. At the bottom, there's a 'STOCK ITEM SELECTION' section with input fields for Stock Code, Link Code, Description #1, Description #2, Quantity, and Price. There are also buttons for 'Price Check', 'Add Delivery Charge', 'Line Notes', and 'Purchase Order Request'. The status bar at the very bottom contains system information like date, time, user, and version.

2. In the image below: **Quantity** – represents the quantity selected by the individual on that specific item. **Description** represents the item description

Total Due		
Cash Sales		(CASH) CASH SALE
QUANTITY	DESCRIPTION	
3	BIG SAVE PILCHARD - CHILLI 400G (1X12)	
Item Code	Link Code	Item Description
161810011	161810011-012	BIG SAVE PILCHARD - CHILLI 400G (1X12)

3. As seen in the image below,
- The top right amount represents the combined total of all the items on the cash sale.
 - Under **User** the current user signed into this till will show.
 - Under **Pack Size** the selected pack size for the item is displayed

1 650.00	
	Salesrep [GEN] GENERAL SALES
	PACK SIZE 1X12X1S

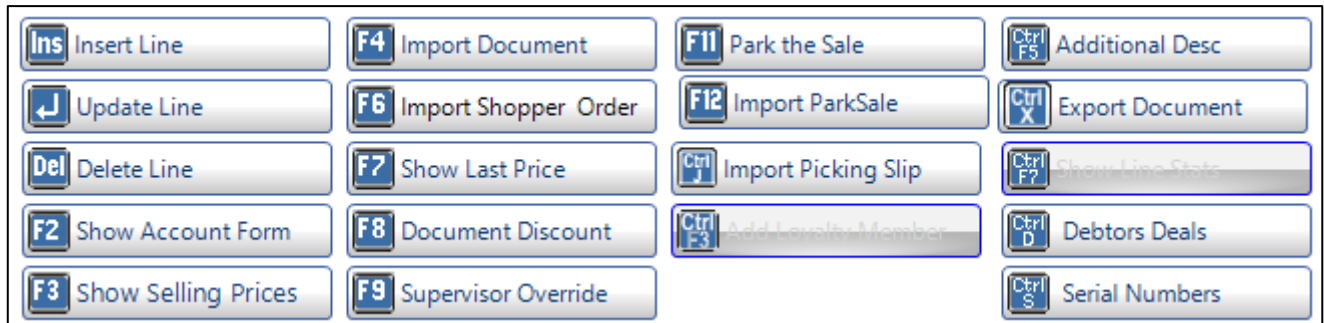
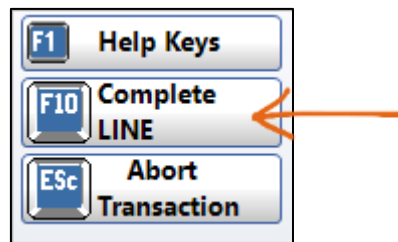
4. On the right-hand side, you will see the **Document Totals** section.

Sub-Total	1 434.78
VAT Amount	215.22
TOTAL	1 650.00

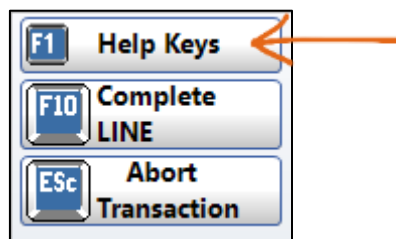
5. Depending on the setup for the Cashiers, the cashier will not be able to change the quantity or selling price. A parameter can be set up for the user to be able to do so, there are also other settings that can be allowed or removed for the Cashiers under the Stock Item Selection function.

STOCK ITEM SELECTION			
Stock Code	161810011	Link Code	161810011-012
Description #1	BIG SAVE PILCHARD - CHILLI 400G (1X12)		
Description #2			
Quantity	F5 3	Price Check	
Price	550.00	Add Delivery Charge	
		Line Notes	
		Purchase Order Request	

6. If you press **F10**, this will give you the option to insert a new line or update etc.



7. When pressing **F1** a matrix will prompt up and give details on what every shortcut key is, and what it does.



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

Total Due					1 650.00	
Cash Sales		(CASH) CASH SALE			Salesrep [GENT] GENERAL SALES	
QUANTITY	DESCRIPTION				PACK SIZE	
3	BIG SAVE PILCHARD - CHILLI 400G (1X12)				1X12X15	
Item Code	Link Code	Item Description	Qty	Price	Line Total	
161810011	161810011-012	BIG SAVE PILCHARD - CHILLI 400G (1X12)	3	550.00	1650.00	

F1 Help Keys

F10 Complete Sale

Esc Abort Transaction

Ins Insert Line	F4 Import Document	F11 Park the Sale	Additional Desc
Alt Update Line	F8 Import Shopper Order	F12 Import ParkSale	Export Document
Del Delete Line	F7 Show Last Price	Import Picking Slip	Debtors Deals
F2 Show Account Form	F8 Document Discount	Serial Numbers	
F3 Show Selling Prices	F9 Supervisor Override		

Document Statistics

Imported: []

Lines: 1 Items: 3

Line Discount: 0.00

Total Weight: 0.00 kg

VAT Indicator: INCLUSIVE

Sub-Total 1 434.78

VAT Amount 215.22

TOTAL 1 650.00

VTILL002 2025/09/15 09:06:09 User: TILL101 TILL No.: 101 Version: 14.36.41 Session ID: 428326413175161300025 Salesrep: GENERAL SALES GENESIS Software

9. Once all items have been scanned and you want to complete the sale press **F10** on the keyboard or on-screen Complete Sale button to finalize the sale.



a. Select the payment method, if it's Cash payment type in the amount of cash given then press **Enter** to proceed.

Payment Tender

Cash

Credit Cards

Vouchers **F5**

Transfers

Cheques

Cash Sales

Total Due

Tendered

Balance

[Cents Rounding]

Round Down

Round Up

CHANGE

Press ENTER to Continue

VTILL003 Payment Tender Form

- b. Once payment is received and change has been given (if required), the sale will print a Cash Sale receipt, this marks the completion of the sale.

TAX INVOICE	
UNICO	
TEST	
TEST	
TEST	
NLA9150	
Reg No.:	
VAT No.: 4100261041	
=====	
Account : CASH	
CASH SALE	
Date : 2025/09/15 08:49:36 [Monday]	
Till : 101/TEST CASHIER - 101	
Rep : GEN/GENERAL SALES	
Cash Sales No.: 1011690069	
=====	
BIG SAVE PILCHARD - CHILLI 400G (1X12)	
Item Code : 161810011-012 1X12X1S-12	
3 x 550.00 [15%] 1650.00	
=====	
SubTotal.....:	1434.78
V.A.T.....:	215.22
T O T A L.....:	1650.00
Tendered Values :	
Cash.....:	1700.00
Change Given.....:	50.00
Total Items : *3*	
=====	
Printed : 2025/09/15 : 09:29:46	
=====	
You have Lost : && c	
=====	

This concludes the How to Guide for a Cash Sale

VERSION:

1.1 - 2

UPDATED:

DATE: 2025/10/24

BY: Colleen

COMMENTS: