



GENESIS
BY MRJ CONSULTANTS



How To Guide | Layby Sales & Payments



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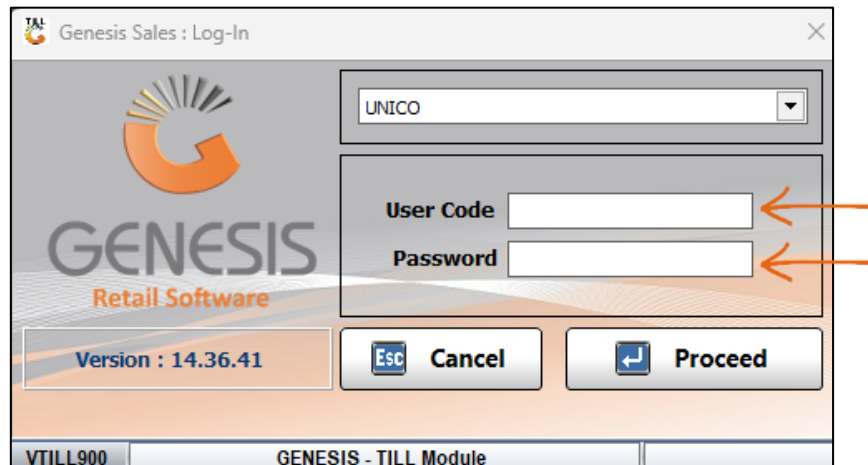
sales@mrj.co.za



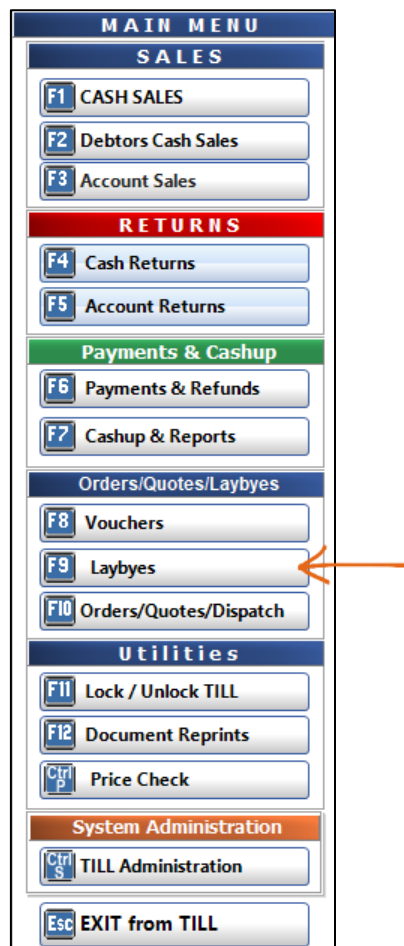
1. Open the **Genesis Till**



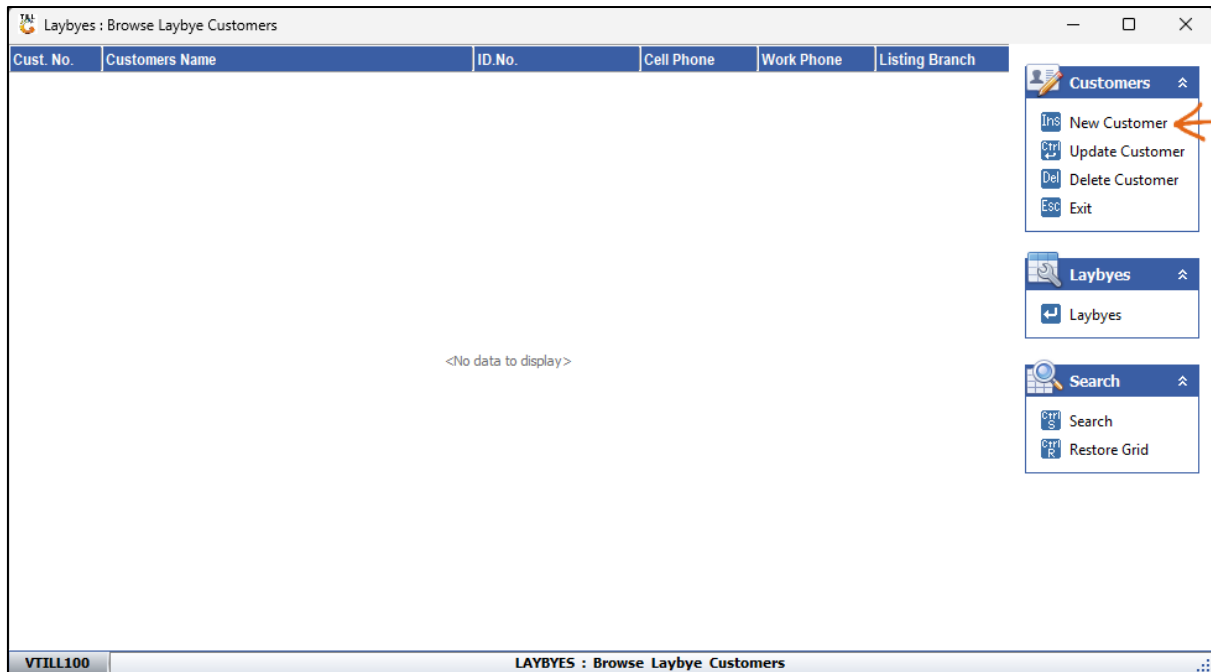
2. Type in your **User Code** and **Password**



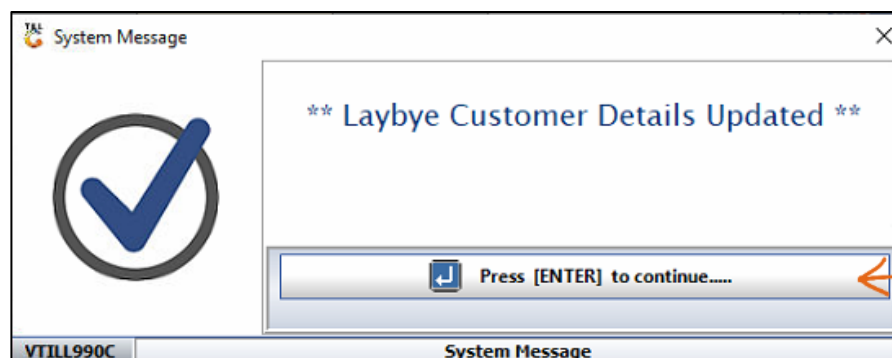
3. Once opened, you will be prompted to the below Sales menu. Click on the **Laybyes** option.



4. Once the Laybys function has been opened, we will be doing a **new layby** for this example. **Press [Ins] on your Keyboard** or **click on New Customer** to add a new customer to the listing.



5. Fill in all the **required information on the new layby customer creation** screen. (Make sure to get **as much information as possible**). Once all information has been entered **save and exit**.



6. Once you have saved your customer 's details, their layby account will appear on the main list. Now you can **proceed to the layby sale by selecting the Customer and clicking on Laybye's.**

Cust. No.	Customers Name	ID.No.	Cell Phone	Work Phone	Listing Branch
161520002	TEST	990000000000	0123456789		UNIO1
161520001	TEST2	990000000000			UNIO1

VTILL100 LAYBYES : Browse Laybye Customers

- a. Once the Customer account has opened, **click on New Layby.**

Customer No. 161520002 I.D Number 990000000000 Cell Phone 0123456789
Customer Name TEST Work Phone Home Phone

Status	Laybye No.	Laybye Date	Laybye Expiry	Delivery Date	Opening Balanc	Payments	Adjustments	Balance OWING	Ord
<No data to display>									

VTILL102 LAYBYES : Maintain Customer Laybies

7. On the new Layby we need to **define the Expiry date**. This can be for 6 or 12 months etc. depending on your business practice. A delivery date can also be stipulated. Once all information has been completed **press F10 on your keyboard or click on Save & Continue**.

Customer No. **161520002** Laybye No. **New Laybye**

Customer Name **TEST**

Expiry Date **2026/03/30**

Delivery Date **2026/03/30**

[Outsource Order Details]

Order Sent Out

Received Back

Collected

[Laybye Notes]

Options

F10 Save & Contin...

Esc Exit

VTILL102A Laybye

8. The **Sales layout will now appear** where you start adding the require **items into the Layby Sale**.

Total Due **0.00**

Laybyes : Sales (161520002) TEST Salesrep [GEN]

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

<No data to display>

Document Statistics

Imported

Lines 0 Items 0

Line Discount 0.00

Total Weight 0.00 kg

VAT Indicator INCLUSIVE

Sub-Total 0.00

VAT Amount 0.00

TOTAL 0.00

STOCK ITEM SELECTION

Stock Code Link Code

Description #1

Description #2

Quantity 1 Price 0.00

Price Check

Add Delivery Charge

Line Notes

Purchase Order Request

VTILL002 2025/10/01 14:56:57 User: TILL101 Till No.: 101 Version: 14.36.42 Session ID: 428326413175161300029 Salesrep: GENESIS Software

9. **Complete the line and the Sale** and then proceed to the payment screen.

The screenshot shows a software interface with a left-hand menu and a main grid of function buttons. In the left-hand menu, the 'Complete Sale' button (F10) is highlighted with an orange arrow. The main grid contains various buttons for line management, document import, and sale processing.

F1 Help Keys	Ins Insert Line	F4 Import Document	F11 Park the Sale	Ctrl F5 Additional Desc
F10 Complete Sale	↓ Update Line	F6 Import Shopper Order	F12 Import ParkSale	Ctrl F6 Import Last Sale
Esc Abort Transaction	Del Delete Line	F7 Show Last Price	Ctrl J Import Picking Slip	
	F2 Show Account Form	F8 Document Discount		Ctrl D Debtors Deals
	F3 Show Selling Prices	F9 Supervisor Override		Ctrl S Serial Numbers

10. On the **Payment Tender** screen, you will see **the minimum deposit amount** (This is set in parameters by the owner/managers). **Add the amount being paid in**, for this example a payment of R1430.00 is being made. **Proceed to complete the sale.**

The 'Payment Tender' screen displays various payment methods on the left and a summary of the transaction on the right. An orange arrow points to the 'Min. Deposit' field in the summary.

LAYBYE DEPOSIT	
Total Due	7150.00
Min. Deposit	1430.00
Tendered	0.00
Balance	1430.00
[Cents Rounding]	
Round Down	0.00
Round Up	0.00
CHANGE	0.00

Payment methods on the left: Cash (0.00), Credit Cards (0.00), Vouchers (0.00), Transfers (0.00), Cheques (0.00).

Buttons at the bottom: ESC ABORT, F10 PROCEED.

Footer: VTILL003 Payment Tender Form

The 'System Message' dialog box displays a large blue checkmark icon and the text 'Transaction Complete'. It prompts the user to 'Press [ENTER] to continue.....' and includes a button with a checkmark icon and the same text.

Footer: VTILL990C System Message

- Once the transaction has been completed you will be returned to the Customer account where you can **view the Layby Sale, including the current balances on Layby.**

Laybyes : Browse Laybyes by Customer

Customer No. 161520002 I.D Number 990000000000 Cell Phone 0123456789
Customer Name TEST Work Phone
Home Phone

Status	Laybye No.	Laybye Date	Laybye Expiry	Delivery Date	Opening Balanc	Payments	Adjustments	Balance OWING	Ord
Open	101161430002	2025/10/01	2026/03/30	2026/03/30	7 150.00	1 430.00	0.00	5 720.00	

Options

- New Laybye
- Notes & Dates
- View/Update Lines
- View Audit Trail
- Exit

Functions

- Payment
- Refund
- Payment Reversal
- Transactions
- Re-Print Slip
- Re-Value

VTILL102 LAYBYES : Maintain Customer Laybyes

How to do a Payment on the Layby

- In the layby screen, **select the customer** and then **select Payment** or press F5 on your keyboard.

Laybyes : Browse Laybyes by Customer

Customer No. 161520002 I.D Number 990000000000 Cell Phone 0123456789
Customer Name TEST Work Phone
Home Phone

Status	Laybye No.	Laybye Date	Laybye Expiry	Delivery Date	Opening Balanc	Payments	Adjustments	Balance OWING	Ord
Open	101161430002	2025/10/01	2026/03/30	2026/03/30	7 150.00	1 430.00	0.00	5 720.00	

Options

- New Laybye
- Notes & Dates
- View/Update Lines
- View Audit Trail
- Exit

Functions

- Payment
- Refund
- Payment Reversal
- Transactions
- Re-Print Slip
- Re-Value

VTILL102 LAYBYES : Maintain Customer Laybyes

2. **Fill in the details with the payment amount.** Then Press F10 on your keyboard or click on **Process Payment**.

Laybyes : Payment

Customer No. 161520002 Home Phone
Customer Name TEST Work Phone
Laybye No. 101161430002 Cell Phone 0123456789

Payment Date 2025/10/01
Details LAYBYE PAYMENT
Payment 1500.00 Discount 0.00
☐ Direct Bank Transfer

Opening Balance 7150.00 Laybye Date 2025/10/01
Payments to Date 1430.00 Expiry Date 2026/03/30
Outstanding Balance 5720.00

Options
F10 Process Payment
ESC Exit

Functions
F5 Pay Full Amount

VTILL103 LAYBYES : Payments

3. Type in the **payment amount on the Payment Tender screen** and press F10 or click on Proceed to finalize the payment.

Payment Tender

Cash 1500.00
Credit Cards 0.00
Vouchers 0.00
Transfers 0.00
Cheques 0.00

Laybye Payment
Total Due 1500.00
Tendered 1500.00
Balance 0.00
[Cents Rounding]
Round Down 0.00
Round Up 0.00
CHANGE 0.00

ESC ABORT F10 PROCEED

VTILL003 Payment Tender Form

How to view layby transaction list

1. In the Layby function, **select the Customer** account, navigate to **Transactions** or press **F11** on your keyboard.

Laybyes : Browse Laybyes by Customer

Customer No. 30400002 I.D Number 987654321 Home Phone 0825428288
Customer Name alex Work Phone
Cell Phone

Status	Laybye No.	Laybye Date	Laybye Expir	Delivery Date	Opening Bal	Payments	Adjustments	Balance OWI	Ord
Open	11131000002	2023/01/30	2023/04/30	2023/05/30	180.00	80.00	0.00	100.00	

Options

- New Laybye
- Notes & Dates
- View/Update Lin...
- View Audit Trail
- Exit

Functions

- Payment
- Refund
- Payment Reversal
- Transactions (F11)
- Re-Print Slip
- Re-Value

VTILL102 LAYBYES : Maintain Customer Laybyes

2. Here we can now **view the full transaction history** on that layby and **print a Statement** or **specific document** on the List.

Laybye Transaction Statement

Account 30400002 alex Opening Balance 180.00
Laybye No. 11131000002 Laybye Date 2023/01/30 Payments 80.00
Expiry Date 2023/04/30 Balance Owing 100.00

Date	Ref.No	Details	Debit	Credit	Balance	TxTp
2023/01/30		Laybyes : Sales	180.00		180.00	POSLB
2023/01/30	40500009	LAYBYE DEPOSIT		60.00	120.00	POSLP
2023/01/30	40500010	LAYBYE PAYMENT		20.00	100.00	POSLP

Options

- Exit

Reports

- Print Statement (Ctrl P)
- Print Document

VTILL106 View Laybye Details

This concludes the How to Guide for Layby Sales and Payments

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1.17 - 2

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DATE: 2025/10/2
BY: Colleen

COMMENTS: