



GENESIS
BY MRJ CONSULTANTS



How To Guide | Account Payments from Till



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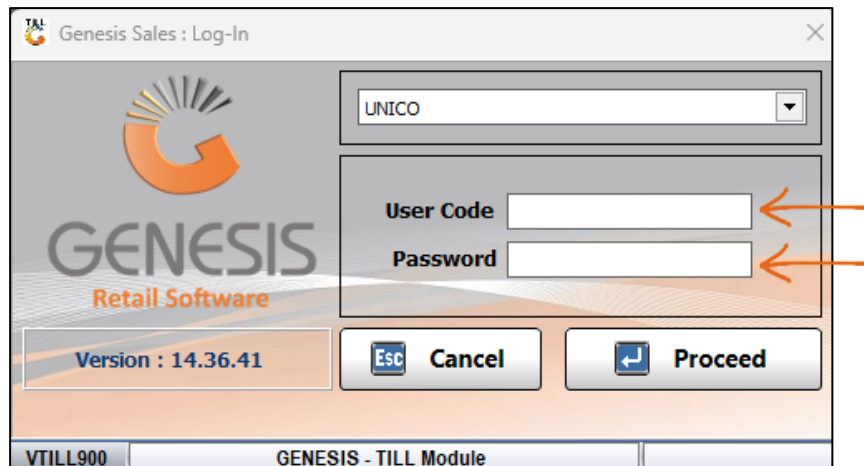
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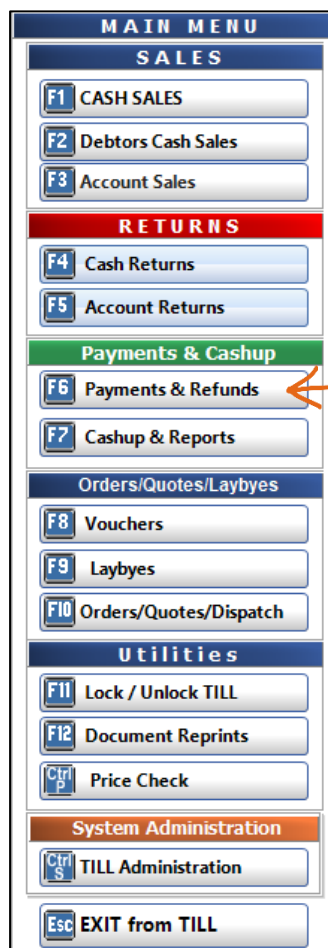
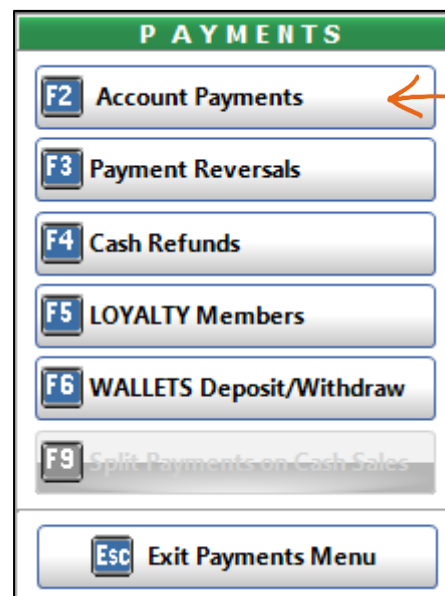
1. Open the **Genesis Till**



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

A screenshot of the "Genesis Sales : Log-In" window. It features the Genesis logo and "Retail Software" text. A dropdown menu shows "UNICO". There are input fields for "User Code" and "Password", with orange arrows pointing to them. Below are "Cancel" and "Proceed" buttons. The status bar at the bottom shows "VTILL900" and "GENESIS - TILL Module".

3. Once opened, you will be prompted to the below Sales menu.
Click on **Payments & Refunds** and then select the **Account Payments** option on the side menu.

A screenshot of the "MAIN MENU" with various options categorized under "SALES", "RETURNS", "Payments & Cashup", "Orders/Quotes/Laybyes", "Utilities", and "System Administration". An orange arrow points to the "Payments & Refunds" option under the "Payments & Cashup" section.A screenshot of the "PAYMENTS" menu. It lists options like "Account Payments", "Payment Reversals", "Cash Refunds", "LOYALTY Members", "WALLETS Deposit/Withdraw", and "Split Payments on Cash Sales". An orange arrow points to the "Account Payments" option. At the bottom is an "Exit Payments Menu" button.

4. In **Account Payments** you need to allocate the Debtors account number to the payment. If you do not have the Account number on hand, you can **click on the blue question mark** to search all Debtors account.

The screenshot shows the 'Debtor Account Payments' window. The 'Account' field is highlighted with an orange arrow and a blue question mark icon. The 'Payment Date' is 2025/09/30. The 'Payment Amount' is 0.00. The 'Total Payment' is 0.00. The 'Debtors Name' is empty. The 'Reference' is empty. The 'Allocated' amount is 0.00. The 'Un-Allocated' amount is 0.00. The 'Balance to Alloc.' is 0.00. The 'Direct Transfer' checkbox is unchecked. The 'Customers Details' tab is selected, showing fields for Address, Contact Details, and Account Details. The 'Balance Allocations' tab is also visible, showing a table of balances with a 'TOTAL OWING' of 0.00. The 'Document Allocations (Open Item)' tab is also visible, showing a table of allocations with a 'TOTAL OWING' of 0.00. The 'Banking Details' tab is also visible, showing fields for Bank Name, Branch Name, Branch Code, Account No., Name on Acc., and Cheque Limit.

5. Select the relevant debtor and press **Enter** on your keyboard or click on **Select**

The screenshot shows the 'Browse & Select a Debtor' window. An orange arrow points to the 'Select' button in the 'Options' menu. The window displays a table of debtors with the following data:

Account No.	Debtors Name	Cell Phone	Telephone #1	Telephone #2	Contact Person	All
AND001	Andries Magapa	0790859145			ANDRIES	Acc
IMA001	Imagine That Design & Print				Bibi Ayesha Laher	Acc
MAG001	Magdel Jacobs	0849991100			Magdel Jacobs	Acc

6. Type in the correct **Payment Amount** and press **Enter** on your keyboard

The screenshot shows the 'Debtor Account Payments' window. The 'Payment Amount' field is highlighted with an orange arrow and contains the value 57.91. The 'Total Payment' is 57.91. The 'Debtors Name' is Magdel Jacobs. The 'Reference' is empty. The 'Allocated' amount is 0.00. The 'Un-Allocated' amount is 0.00. The 'Balance to Alloc.' is 57.91. The 'Direct Transfer' checkbox is unchecked. The 'Customers Details' tab is selected, showing fields for Address, Contact Details, and Account Details. The 'Balance Allocations' tab is also visible, showing a table of balances with a 'TOTAL OWING' of 57.91. The 'Document Allocations (Open Item)' tab is also visible, showing a table of allocations with a 'TOTAL OWING' of 57.91. The 'Banking Details' tab is also visible, showing fields for Bank Name, Branch Name, Branch Code, Account No., Name on Acc., and Cheque Limit.

- Click on the **Balance Allocation** tab to show all the balances currently on the account.

The screenshot shows the 'Debtor Account Payments' window. At the top, there are fields for Account (MAG001), Debtors Name (Magdel Jacobs), Payment Date (2025/08/11), Payment Amount (57.91), Discount Allowed (0.00), and Total Payment (57.91). Below these are tabs: Customers Details, Balance Allocations (selected), and Document Allocations (Open Item). The 'Balance Allocations' tab shows two columns: Current Balances and Allocation Balances. Both columns show values for Current, 30 Days, 60 Days, 90 Days, 120 Days, 150 Days, 180 Days, and Over 180 Days, all set to 0.00. The 'ALLOCATED' value is 0.00. On the right, there are 'Options' (Post Payment, Exit) and 'Functions' (Alloc.Line, Un-Allocated, Clear Allocations) buttons. A status bar at the bottom shows 'VTILL090' and 'Debtor Account Payments'.

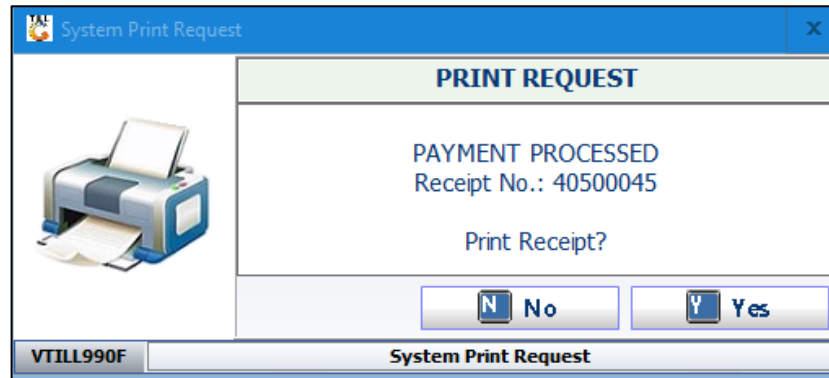
- Click on the **Document Allocations** tab to allocate the **Payment to a specific Invoice** or you can process the **Payment as an Un-Allocated** Payment (**Allocations are only for Open Item accounts**). Once you are satisfied, press **F10** on your keyboard or click on **Save Payment** to proceed.

The screenshot shows the 'Debtor Account Payments' window with the 'Document Allocations (Open Item)' tab selected. It displays a table with columns: Transaction Type, Doc.No., Doc.Date, Amount, Balance, Allocate Amt, Discount, Dr/Cr, and TxTp. The first row shows 'DEBTORS JOURNAL DEBITS' with Doc.No. 3903243, Doc.Date 2025/06/13, Amount 795.00, Balance 195.00, Allocate Amt 0.00, Discount 0.00, Dr/Cr D, and TxTp DEBIT. On the right, the 'Functions' menu is open, showing 'Alloc.Line', 'Un-Allocated' (highlighted with an orange arrow), and 'Clear Allocations' buttons. The status bar at the bottom shows 'VTILL090' and 'Debtor Account Payments'.

- Once you have Posted the payment, the Payment Tender screen will open. Select the payment option and click on **Proceed** or press **F10** on your keyboard to finalise the Account Payment.

The screenshot shows the 'Payment Tender' window. On the left, there are input fields for Cash (57.91), Credit Cards (0.00), Vouchers (F5, 0.00), Transfers (0.00), and Cheques (0.00). On the right, the 'DEBTORS PAYMENTS' section shows: Total Due (57.91), Tendered (57.91), Balance (0.00), and a section for '[Cents Rounding]' with Round Down (0.00) and Round Up (0.00). Below this, 'CHANGE' is shown in a green box with the value 0.00. At the bottom, there are buttons for 'ABORT' (ESC) and 'PROCEED' (F10), with an orange arrow pointing to 'PROCEED'. The status bar at the bottom shows 'VTILL003' and 'Payment Tender Form'.

10. You will be given the option to request a printout. Click on **Yes** or **(Y)** on your keyboard to print a payment receipt.



This concludes the How to Guide for processing an Account Payment

VERSION:

1.6 - 2

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BY: Colleen

COMMENTS: