



GENESIS
BY MRJ CONSULTANTS



How To Guide | Account Payment Reversal



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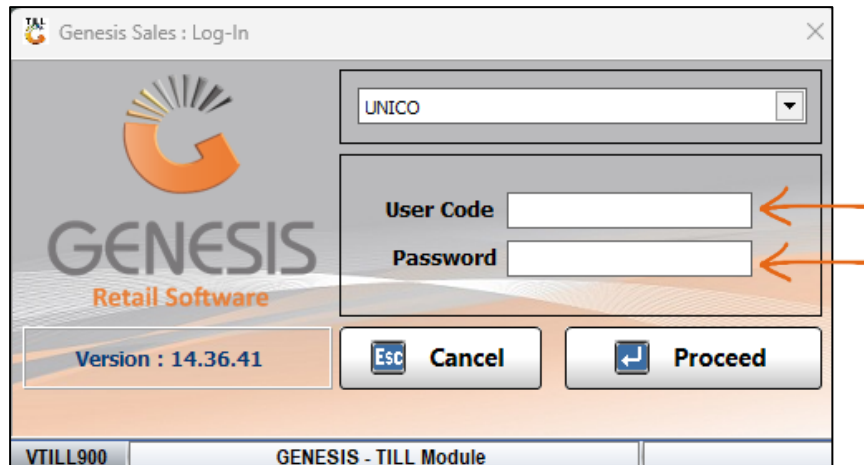
sales@mrj.co.za



1. Open the **Genesis Till**



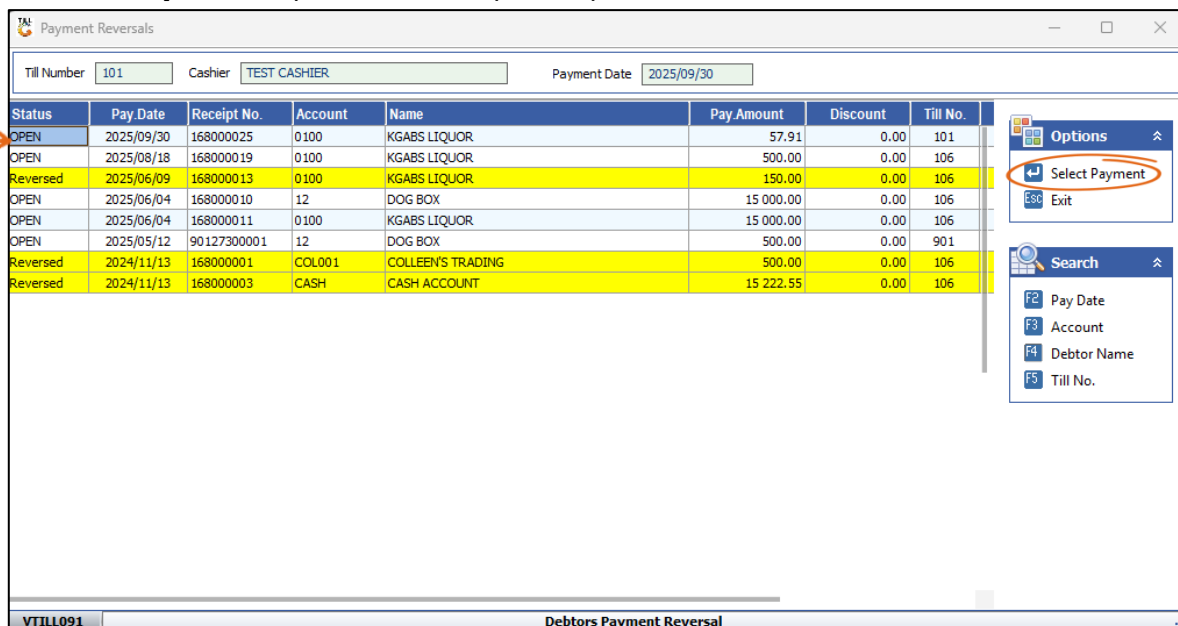
2. Type in your **User Code** and **Password**



3. Once the till is open, you will be prompted to the Sales menu below.
Click on **Payments & Refund** under the Payments & Cashup Menu, then select Payment Reversals.



4. In **Payment Reversals** screen you can select the payment you would like to reverse.
Click on **Select Payment** or press **Enter** on your keyboard.



Payment Reversals

Till Number: 101 Cashier: TEST CASHIER Payment Date: 2025/09/30

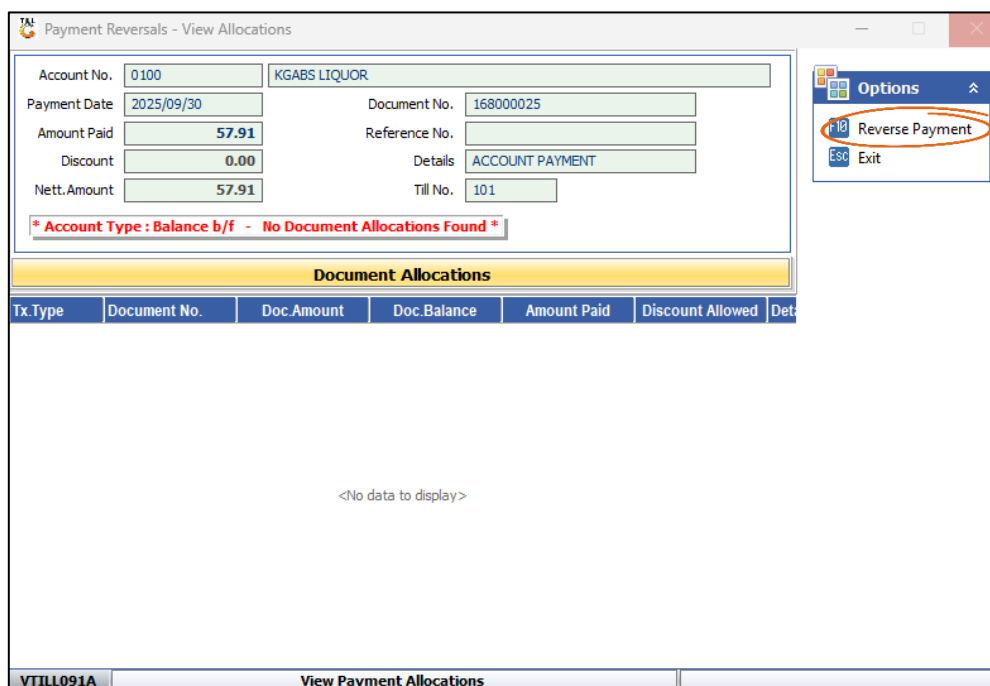
Status	Pay Date	Receipt No.	Account	Name	Pay Amount	Discount	Till No.
OPEN	2025/09/30	168000025	0100	KGABS LIQUOR	57.91	0.00	101
OPEN	2025/08/18	168000019	0100	KGABS LIQUOR	500.00	0.00	106
Reversed	2025/06/09	168000013	0100	KGABS LIQUOR	150.00	0.00	106
OPEN	2025/06/04	168000010	12	DOG BOX	15 000.00	0.00	106
OPEN	2025/06/04	168000011	0100	KGABS LIQUOR	15 000.00	0.00	106
OPEN	2025/05/12	90127300001	12	DOG BOX	500.00	0.00	901
Reversed	2024/11/13	168000001	COL001	COLLEEN'S TRADING	500.00	0.00	106
Reversed	2024/11/13	168000003	CASH	CASH ACCOUNT	15 222.55	0.00	106

Options: Select Payment, Exit

Search: F2 Pay Date, F3 Account, F4 Debtor Name, F5 Till No.

VTILL091 Debtors Payment Reversal

5. You can now view the allocations of the payment to confirm that everything is correct, if the account is **B/F – Balance brought forward**, there will be no allocations. Then, press **F10** on your keyboard or click on **Reverse Payment**



Payment Reversals - View Allocations

Account No.: 0100 KGABS LIQUOR

Payment Date: 2025/09/30 Document No.: 168000025

Amount Paid: 57.91 Reference No.:

Discount: 0.00 Details: ACCOUNT PAYMENT

Nett.Amount: 57.91 Till No.: 101

* Account Type : Balance b/f - No Document Allocations Found *

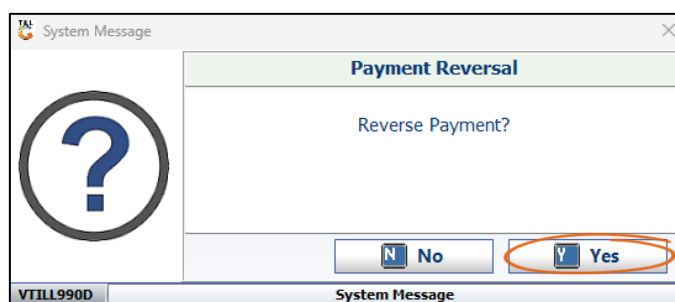
Document Allocations

Tx.Type	Document No.	Doc.Amount	Doc.Balance	Amount Paid	Discount Allowed	Det
<No data to display>						

Options: F10 Reverse Payment, Exit

VTILL091A View Payment Allocations

6. Select **Yes** or press **(Y)** on your keyboard to finalise the **Reverse Payment**.
You will be prompted to the next image with the option to print the Payment Reversal Processed.



System Message

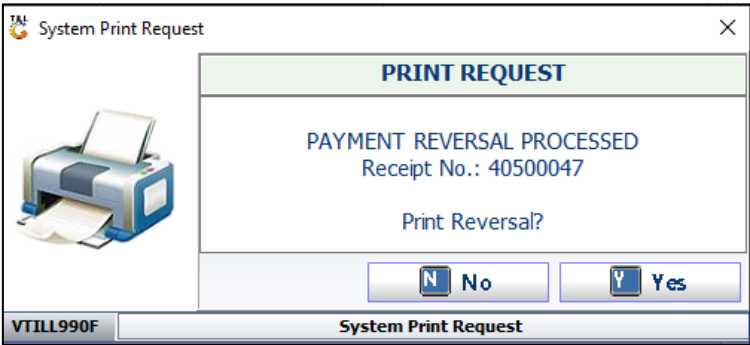
Payment Reversal

Reverse Payment?

N No Y Yes

VTILL990D System Message

- a. After the payment reversal has been confirmed, it will prompt a Print Request, where you can select to print the payment reversal document.



7. You will be returned to the **Payment Reversals** menu, displaying the document in yellow which shows that the payment has been reversed.

TAL Payment Reversals							
Till Number 101		Cashier TEST CASHIER		Payment Date 2025/09/30			
Status	Pay Date	Receipt No.	Account	Name	Pay Amount	Discount	Till No.
Reversed	2025/09/30	168000025	0100	KGABS LIQUOR	57.91	0.00	101
OPEN	2025/08/18	168000019	0100	KGABS LIQUOR	500.00	0.00	106
Reversed	2025/06/09	168000013	0100	KGABS LIQUOR	150.00	0.00	106
OPEN	2025/06/04	168000010	12	DOG BOX	15 000.00	0.00	106
OPEN	2025/06/04	168000011	0100	KGABS LIQUOR	15 000.00	0.00	106
OPEN	2025/05/12	90127300001	12	DOG BOX	500.00	0.00	901
Reversed	2024/11/13	168000001	COL001	COLLEEN'S TRADING	500.00	0.00	106
Reversed	2024/11/13	168000003	CASH	CASH ACCOUNT	15 222.55	0.00	106

This concludes the How to Guide for Account Payment Reversals