GENESIS
BY MRJ COUNSULTANTS

How To Guide | Debtors Cash Sale

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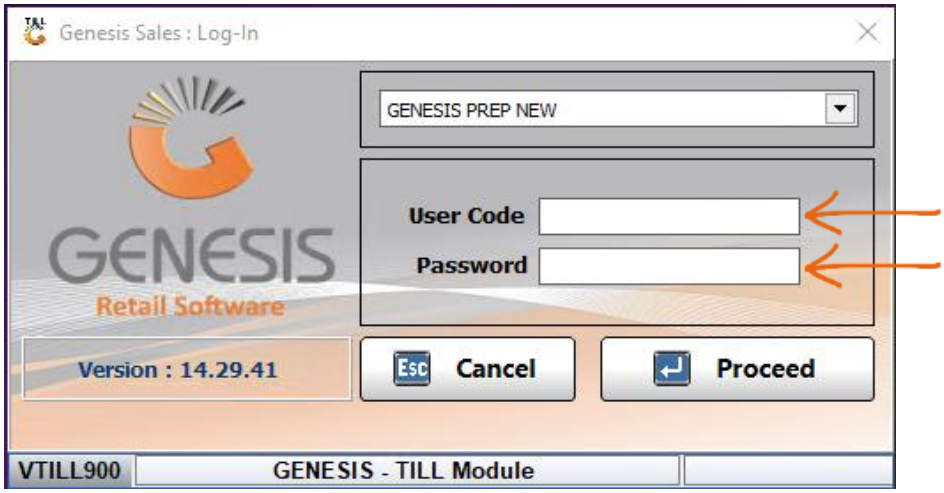
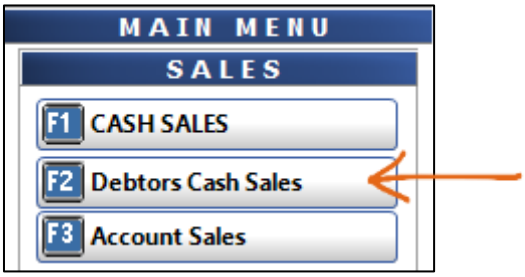
**** Please note that the Debtor must be marked to allow Cash Sales in the Debtors Master****

1. Open the **Genesis Till**

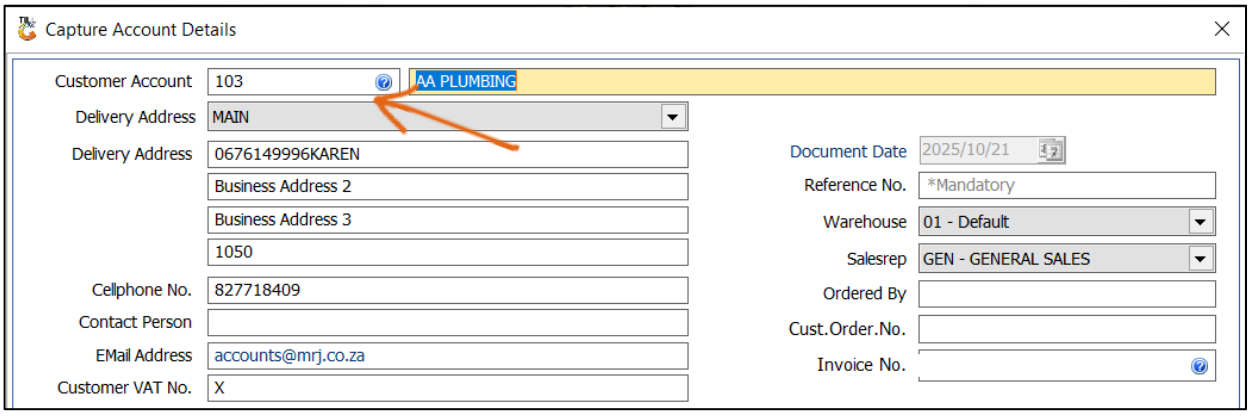
2. Type in the **User Code** and **Password:**



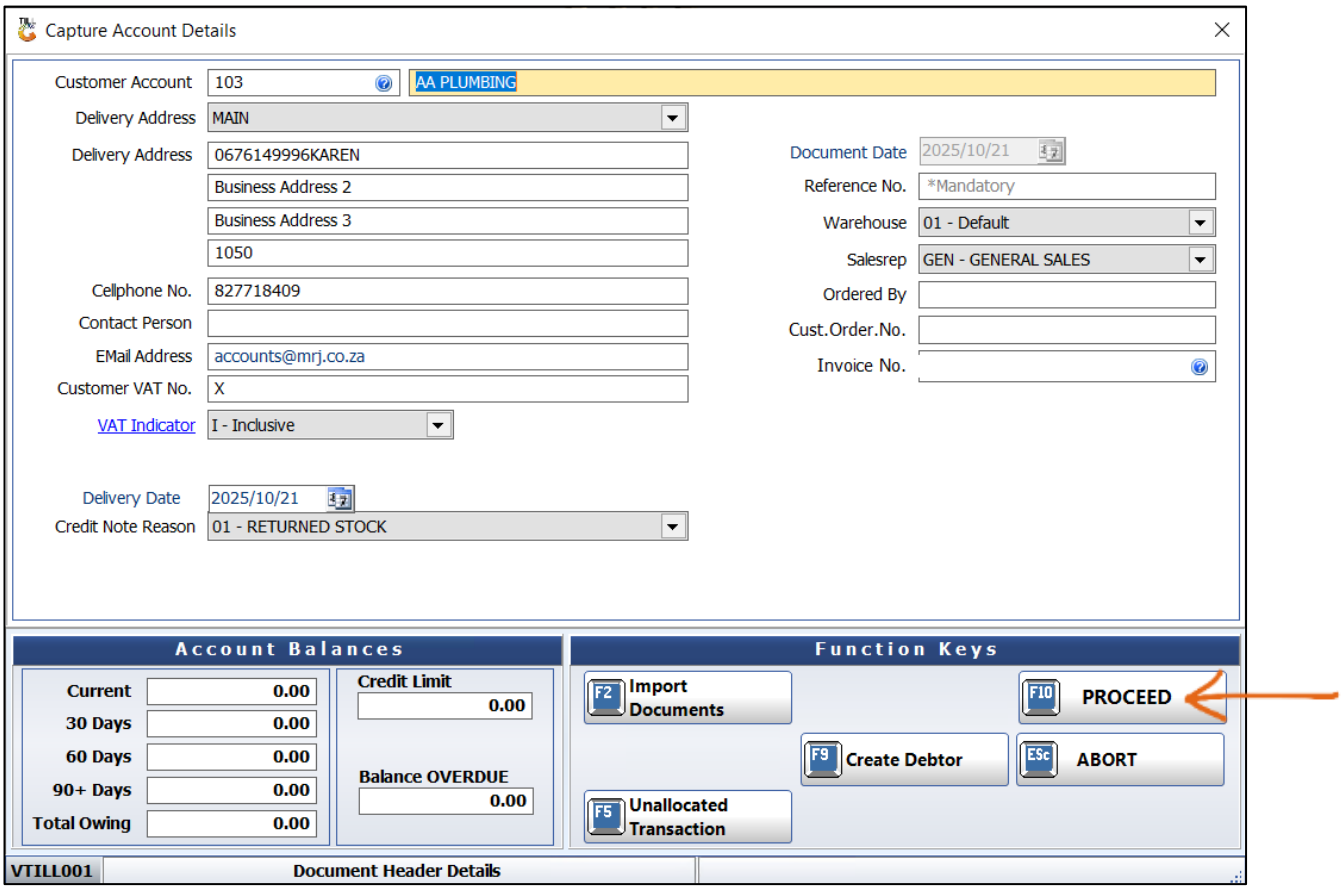
3. Once opened, you will be prompted to the below, Click on **Debtors Cash Sales** or press **F2**



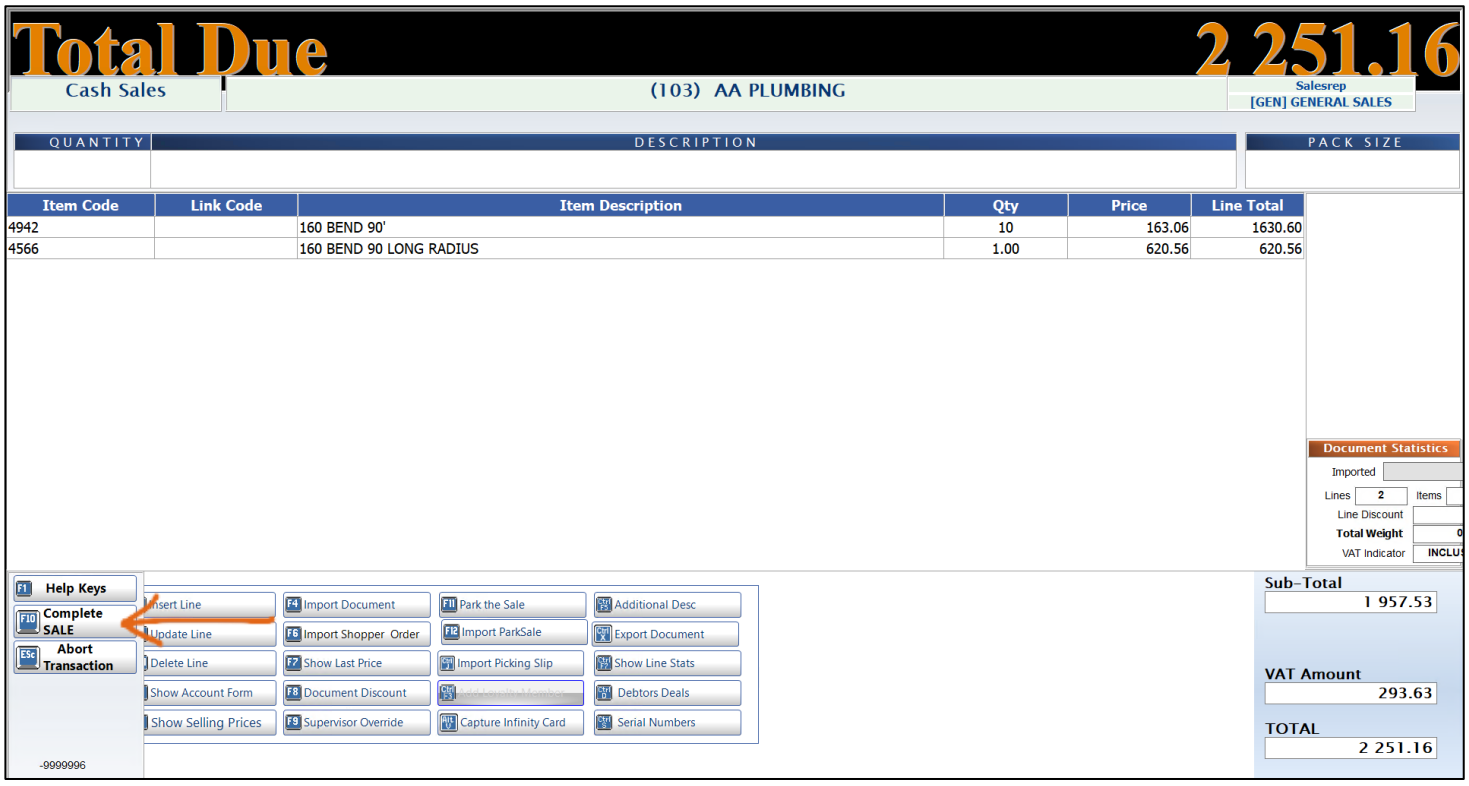
4. In the Capture account detail window, **search for and select the customer**, or type the account number in the Customer Account field and press Enter. You can **also update the customer's information** once the detail is displayed in the window.



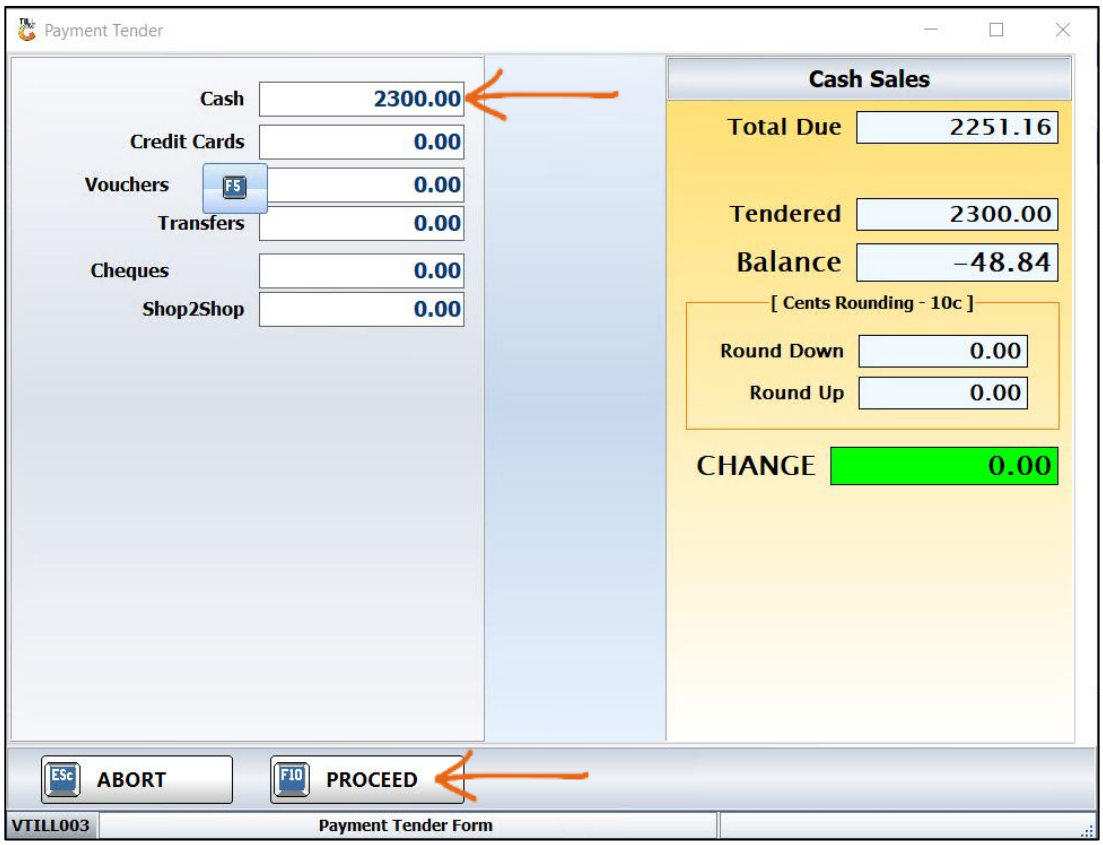
5. Once all information has been confirmed, **click on Proceed** to Proceed to the Sales Window



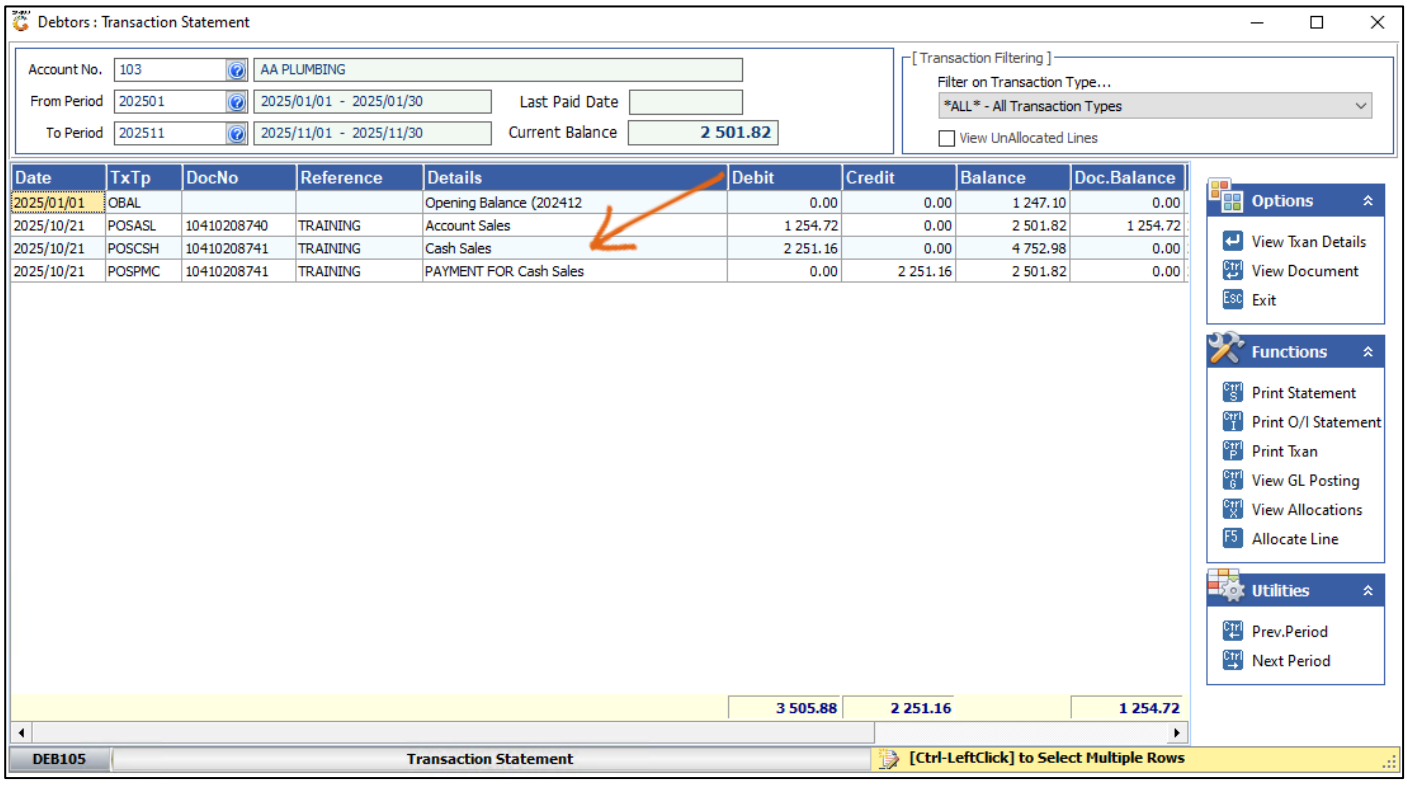
6. Add all the **required items into the sales window** then **Press F10 to Complete the Line** and **F10 again to Complete the transaction**, this will then proceed to the Payment screen



7. In the Payment Tender window, enter the **Tender Method and value of the Payment** and Press F10 to conclude the payment and transaction



8. The **customer's account** will then be updated with the **Cash Transaction and Payment**



This concludes the How to Guide for Debtors Cash Sale

VERSION:	1.2 - 2	UPDATED:	DATE: 2025/11/04 BY: Colleen	COMMENTS:	