



**GENESIS**  
**BY MRJ CONSULTANTS**



## How To Guide | Debtors Cash Sale

+27 12 111 7777  
+27 12 654 0300

Bondev Office Park, 140 Cattle Egret Rd,  
Eldoraigne, Centurion, 0157

[www.genesis-software.co.za](http://www.genesis-software.co.za)

[sales@mrj.co.za](mailto:sales@mrj.co.za)

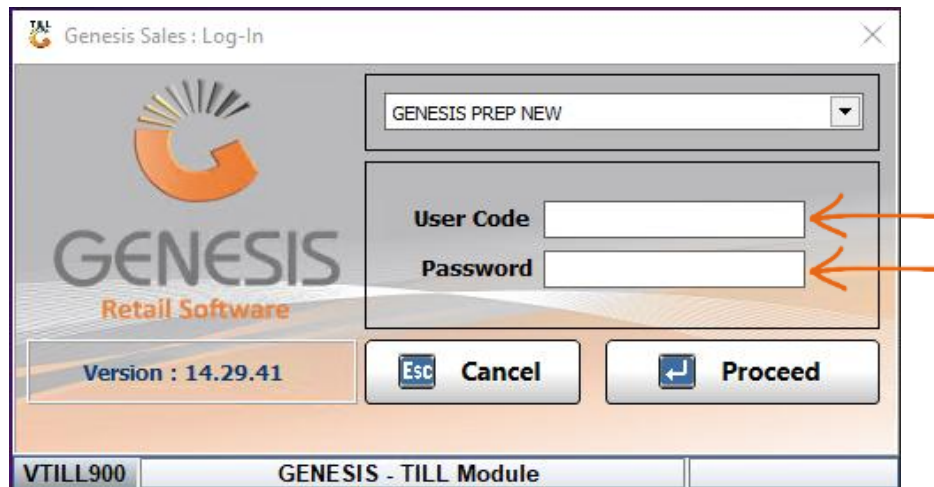


**\*\* Please note that the Debtor must be marked to allow Cash Sales in the Debtors Master\*\***

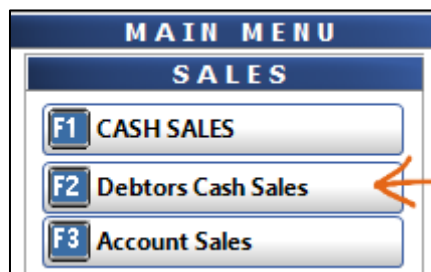
1. Open the **Genesis Till**



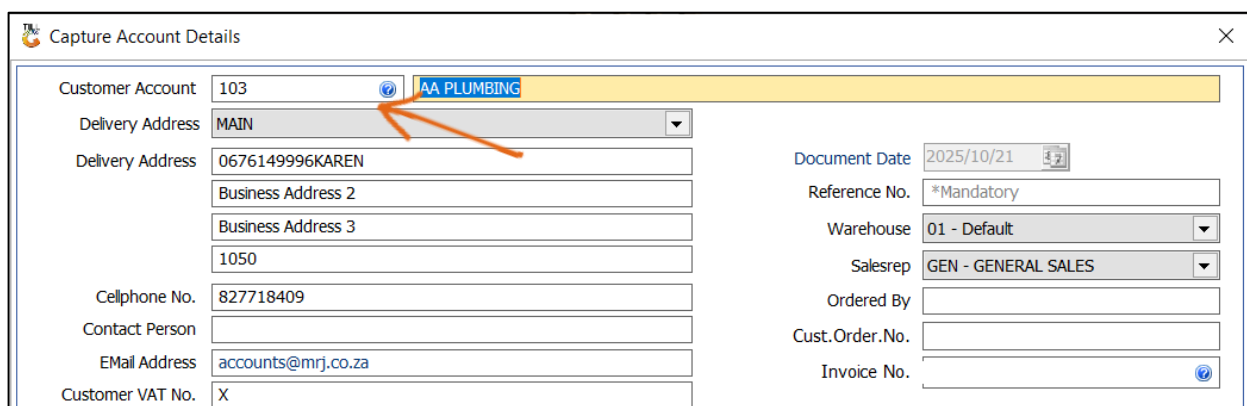
2. Type in the **User Code** and **Password**:

A screenshot of the 'Genesis Sales : Log-In' window. It features a large 'GENESIS Retail Software' logo on the left. On the right, there is a dropdown menu set to 'GENESIS PREP NEW', followed by input fields for 'User Code' and 'Password'. Below these are 'Cancel' and 'Proceed' buttons. The status bar at the bottom shows 'VTILL900' and 'GENESIS - TILL Module'. Two orange arrows point to the 'User Code' and 'Password' fields.

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

A screenshot of the 'MAIN MENU SALES' window. It lists three options: 'F1 CASH SALES', 'F2 Debtors Cash Sales', and 'F3 Account Sales'. An orange arrow points to the 'F2 Debtors Cash Sales' option.

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.

A screenshot of the 'Capture Account Details' window. The 'Customer Account' field contains '103' and a search icon, with a dropdown showing 'AA PLUMBING'. Below it are fields for 'Delivery Address' (MAIN), 'Business Address 2', 'Business Address 3' (1050), 'Cellphone No.' (827718409), 'Contact Person', 'E-Mail Address' (accounts@mrj.co.za), and 'Customer VAT No.' (X). On the right, there are fields for 'Document Date' (2025/10/21), 'Reference No.' (\*Mandatory), 'Warehouse' (01 - Default), 'Salesrep' (GEN - GENERAL SALES), 'Ordered By', 'Cust.Order.No.', and 'Invoice No.' with a search icon. An orange arrow points to the search icon in the 'Customer Account' field.

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

**Capture Account Details**

Customer Account: 103 **AA PLUMBING**

Delivery Address: MAIN

Delivery Address: 0676149996KAREN

Business Address 2:

Business Address 3:

1050

Cellphone No.: 827718409

Contact Person:

Email Address: accounts@mrj.co.za

Customer VAT No.: X

VAT Indicator: I - Inclusive

Document Date: 2025/10/21

Reference No.: \*Mandatory

Warehouse: 01 - Default

Salesrep: GEN - GENERAL SALES

Ordered By:

Cust.Order.No.:

Invoice No.:

Delivery Date: 2025/10/21

Credit Note Reason: 01 - RETURNED STOCK

Account Balances		Function Keys	
Current	0.00	F2 Import Documents	F10 PROCEED
30 Days	0.00		
60 Days	0.00	F9 Create Debtor	Esc ABORT
90+ Days	0.00	F5 Unallocated Transaction	
Total Owing	0.00		

VTILL001 Document Header Details

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

**Total Due 2 251.16**

Cash Sales (103) AA PLUMBING Salesrep [GEN] GENERAL SALES

QUANTITY	DESCRIPTION		PACK SIZE
Item Code	Link Code	Item Description	
4942		160 BEND 90'	
4566		160 BEND 90 LONG RADIUS	

Item Code	Link Code	Item Description	Qty	Price	Line Total
4942		160 BEND 90'	10	163.06	1630.60
4566		160 BEND 90 LONG RADIUS	1.00	620.56	620.56

**Document Statistics**

Imported: 0

Lines: 2 Items: 0

Line Discount: 0

Total Weight: 0

VAT Indicator: INCLUS

**Sub-Total** 1 957.53

**VAT Amount** 293.63

**TOTAL** 2 251.16

**Help Keys**

**F10 Complete SALE**

**Esc Abort Transaction**

Insert Line, Update Line, Delete Line, Show Account Form, Show Selling Prices, Import Document, Import Shopper Order, Show Last Price, Document Discount, Supervisor Override, Park the Sale, Import ParkSale, Import Picking Slip, Show Line Stats, Debtors Deals, Capture Infinity Card, Serial Numbers, Additional Desc, Export Document

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

Payment Tender

Cash 2300.00

Credit Cards 0.00

Vouchers FS 0.00

Transfers 0.00

Cheques 0.00

Shop2Shop 0.00

Cash Sales

Total Due 2251.16

Tendered 2300.00

Balance -48.84

[ Cents Rounding - 10c ]

Round Down 0.00

Round Up 0.00

CHANGE 0.00

ABORT PROCEED

VTILL003 Payment Tender Form

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

Debtors : Transaction Statement

Account No. 103 AA PLUMBING

From Period 202501 2025/01/01 - 2025/01/30 Last Paid Date

To Period 202511 2025/11/01 - 2025/11/30 Current Balance 2 501.82

[ Transaction Filtering ]

Filter on Transaction Type... \*ALL\* - All Transaction Types

☐ View UnAllocated Lines

Date	TxTp	DocNo	Reference	Details	Debit	Credit	Balance	Doc.Balance
2025/01/01	OBAL			Opening Balance (202412)	0.00	0.00	1 247.10	0.00
2025/10/21	POSASL	10410208740	TRAINING	Account Sales	1 254.72	0.00	2 501.82	1 254.72
2025/10/21	POSASH	10410208741	TRAINING	Cash Sales	2 251.16	0.00	4 752.98	0.00
2025/10/21	POSPMC	10410208741	TRAINING	PAYMENT FOR Cash Sales	0.00	2 251.16	2 501.82	0.00

Options

- View Txn Details
- View Document
- Exit

Functions

- Print Statement
- Print O/I Statement
- Print Txn
- View GL Posting
- View Allocations
- Allocate Line

Utilities

- Prev.Period
- Next Period

DEB105 Transaction Statement [Ctrl-LeftClick] to Select Multiple Rows

***This concludes the How to Guide for Debtors Cash Sale***

VERSION:

1.2 - 2

UPDATED:

DATE: 2025/11/04  
BY: Colleen

COMMENTS: