



GENESIS
BY MRJ CONSULTANTS



How To Guide | Account Sale



+27 12 111 7777
+27 12 654 0300



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



www.genesis-software.co.za



sales@mrj.co.za



1. Open the **Genesis Till**



2. Type in the **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 is set to 'GENESIS PREP NEW'. There are input fields for 'User Code' and 'Password', with orange arrows pointing to them. Below these are 'Cancel' and 'Proceed' buttons. The version '14.29.41' is displayed. The bottom status bar shows 'VTILL900' and 'GENESIS - TILL Module'.

3. Once opened, you will be prompted to the below, Click on **Cash Sales** or press **F1**

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 'F3 Account 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 dropdown menu shows 'AA PLUMBING', with an orange arrow pointing to it. Other fields include 'Delivery Address' (MAIN), 'Business Address 2', 'Business Address 3' (1050), 'Cellphone No.' (827718409), 'Contact Person', 'Email 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.'.

5. 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:

E-Mail 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

Current: 0.00

30 Days: 0.00

60 Days: 0.00

90+ Days: 0.00

Total Owing: 0.00

Credit Limit: 0.00

Balance OVERDUE: 0.00

Function Keys

F2 Import Documents

F10 **PROCEED**

F9 Create Debtor

ESc ABORT

F5 Unallocated Transaction

VTILL001 Document Header Details

6. Add all the **required items into the sales window** then Press F10 to Complete the Line and F1 again to **Complete the transaction** and print the invoice

Total Due 1 254.72

Account Sales: (103) AA PLUMBING

Salesrep: [GEN] GENERAL SALES

QUANTITY	DESCRIPTION	PACK SIZE
Item Code	Link Code	Item Description
4973		160 BEND 45'
6792		160 JUNCTION T
4972		160X110 RED Y 45' JUNCTION
0	0	
		Qty Price Line Total
		10 45.36 453.60
		5.00 68.00 340.00
		2 164.41 328.82
		1.000 132.30 132.30

Document Statistics

Imported [1] 10410208740 - POS

Lines: 4 Items: 18

Line Discount: 0.00

Total Weight: 0.00 kg

VAT Indicator: INCLUSIVE

Sub-Total: 1 091.05

VAT Amount: 163.67

TOTAL: 1 254.72

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

Document Discount

Supervisor Override

Park the Sale

Import ParkSale

Import Picking Slip

Capture Infinity Card

Additional Desc

Export Document

Show Line Stats

Debtors Deals

Serial Numbers

-9999991

7. The **customer's account will be updated with Account Sale Transaction**. This Invoice will be offset once a Debtor payment is loaded to the account for the Invoice.

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	POSCSH	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

3 505.88 2 251.16 1 254.72

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

Options

- View Txan Details
- View Document
- Exit

Functions

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

Utilities

- Prev.Period
- Next Period

This concludes the How to Guide for Account Sale

VERSION:

1.3 - 2

UPDATED:

DATE: 2025/11/04

BY: Colleen

COMMENTS: