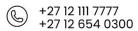




How To Guide | Account Sale



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

www.genesis-software.co.za

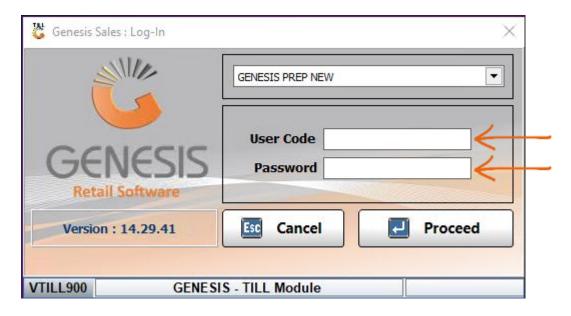
sales@mrj.co.za



1. Open the Genesis Till



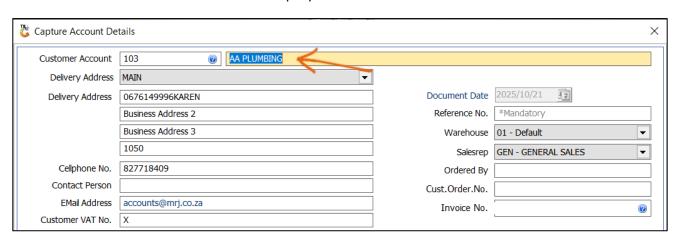
2. Type in the User Code and Password:



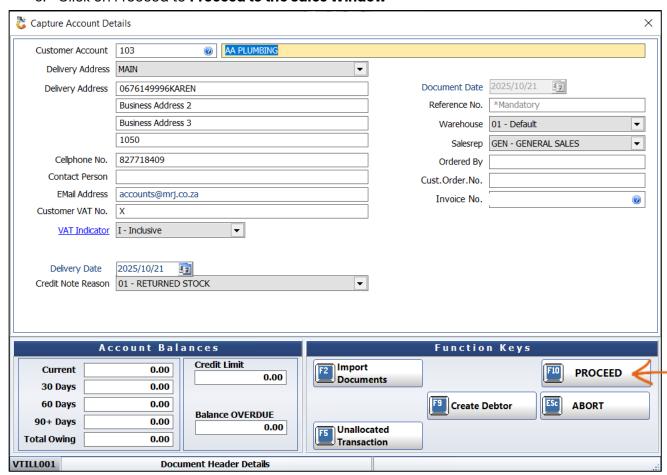
3. Once opened, you will be prompted to the below, Click on Cash Sales or press F1



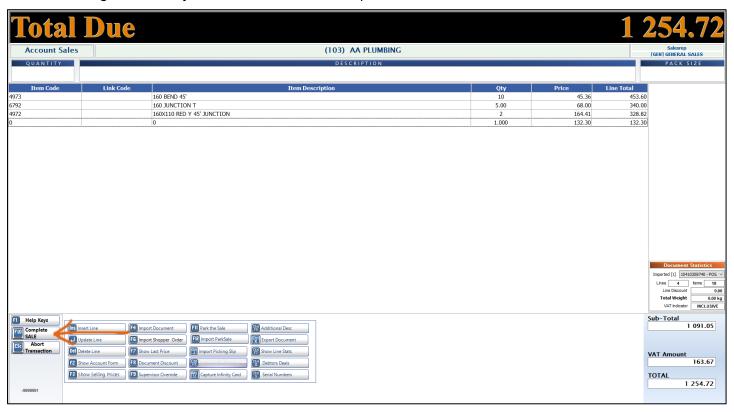
4. In the Capture account detail window, **search for and select the customer**, or type the account number in the Customer Account field and press Enter. You can also **update the customer's informatio**n once the detail is displayed in the window



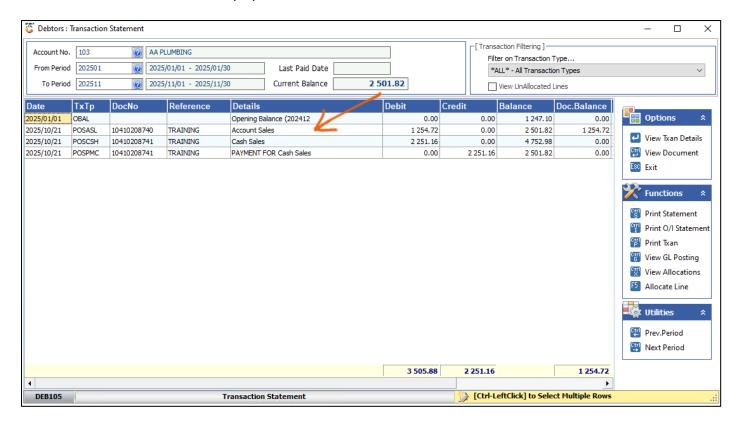
5. Click on Proceed to Proceed to the Sales Window



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



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.



This concludes the How to Guide for Account Sale

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