



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



## How To Guide | Cash Return

+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)

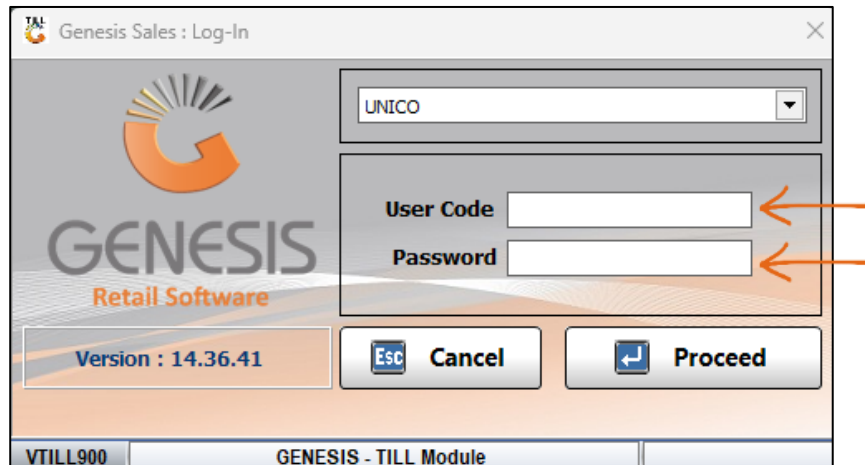
[sales@mrj.co.za](mailto:sales@mrj.co.za)



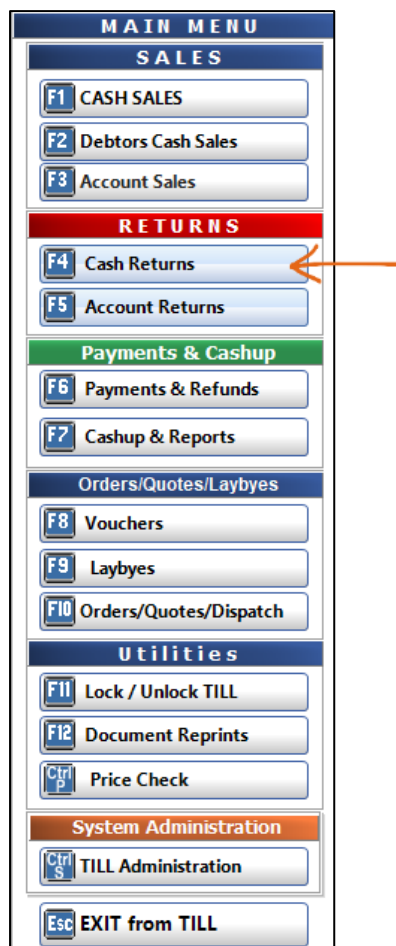
1. Open the **Genesis Till**



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



3. Once opened, you will be prompted to the below Sales menu.  
Click on the **Cash Returns** option.



- Depending on company settings, the Cash Return screen might require you to link an Account and Invoice number for the return. On the Capture Account Details screen you can add the Customer account number and on the right-hand side on the Invoice No. field link the Invoice number to the sale. Alternatively, if you do not have the invoice number, you can process the Return as an Unallocated Transaction using the F5 shortcut key option. Once all is completed you can press F10 to proceed into the Returns screen.

**Please note, if your company settings do not require the above, you can skip step 4.**

- In the Cash Returns screen, add in all the items that are being returned to the store. Once all items have been captured, press F10 twice to complete the Return.

6. Once the Cash Return Capture has been completed, the Payment Tender Option screen will open. On this screen you can select which payment method you want to use to refund the client with. Once captured you can click on F10 or the Proceed button to finalize the sale.

The screenshot shows a 'Payment Tender' window. On the left, there are input fields for different payment methods: Cash (250.00), Credit Cards (0.00), Vouchers (0.00), Transfers (0.00), and Cheques (0.00). The 'Vouchers' field is highlighted with a red box and a blue 'F5' button. On the right, a 'Cash Returns' section displays: Total Due (250.00), Tendered (250.00), Balance (0.00), and a 'CHANGE' field (0.00) in a green box. Below these are rounding options: Round Down (0.00) and Round Up (0.00). At the bottom, there are 'ABORT' (ESC) and 'PROCEED' (F10) buttons. The status bar at the very bottom shows 'VTILL003' and 'Payment Tender Form'.

7. Once the Payment Tender is completed, a receipt will be printed.

The receipt is titled '\*TAX CREDIT-NOTE\*' and includes the following information:  
UNICO  
SHIRLEY ROAD  
VALHALLA  
CENTURION  
Tel : 0795738374  
EMail: colleen.vanheerden@mrjc.co.za  
Reg No.: 9876/554433/21  
VAT No.: 987654321  
-----  
Account : CASH  
CASH SALES ONLY  
Date : 2025/12/10 10:25:20 [Wednesday]  
Till : 101/CASHIER 1 - 101  
Rep : GEN/GENERAL SALES  
Supervisor : COLLEEN  
Cash Returns No.: 1011000001  
-----  
ACRYLIC TAG  
Item Code : 10123 EACH-1  
\*\*\* x 250.00 [15%] 250.00  
BARCODE: 6000500752  
-----  
SubTotal.....: 217.39  
V.A.T.....: 32.61  
T O T A L.....: 250.00  
-----  
Tendered Values :  
Cash.....: 250.00  
-----  
Total Items : \*\*\*  
-----  
Printed : 2025/12/10 : 10:29:01  
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***This concludes the How to Guide for Cash Returns***

VERSION:

1.4 - 2

UPDATED:

DATE: 2025/12/10

BY: Colleen

COMMENTS: