GENESIS
BY MRJ COUNSULTANTS

How To Guide | Cash Return

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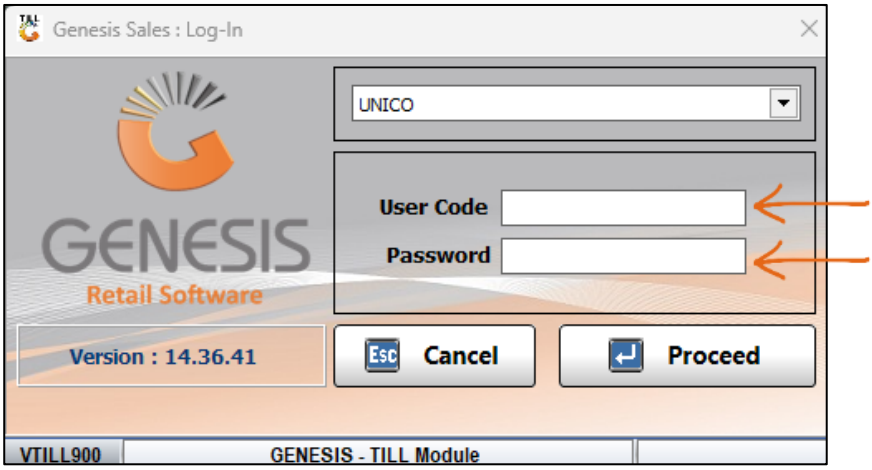
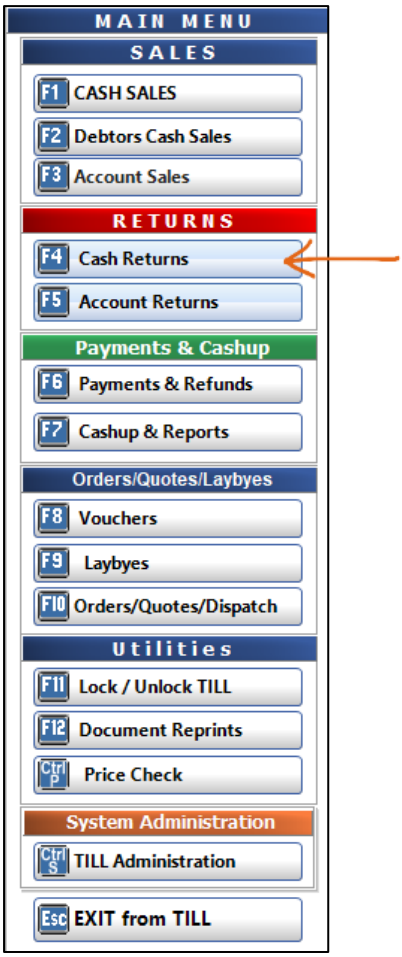
1. Open the **Genesis Till**

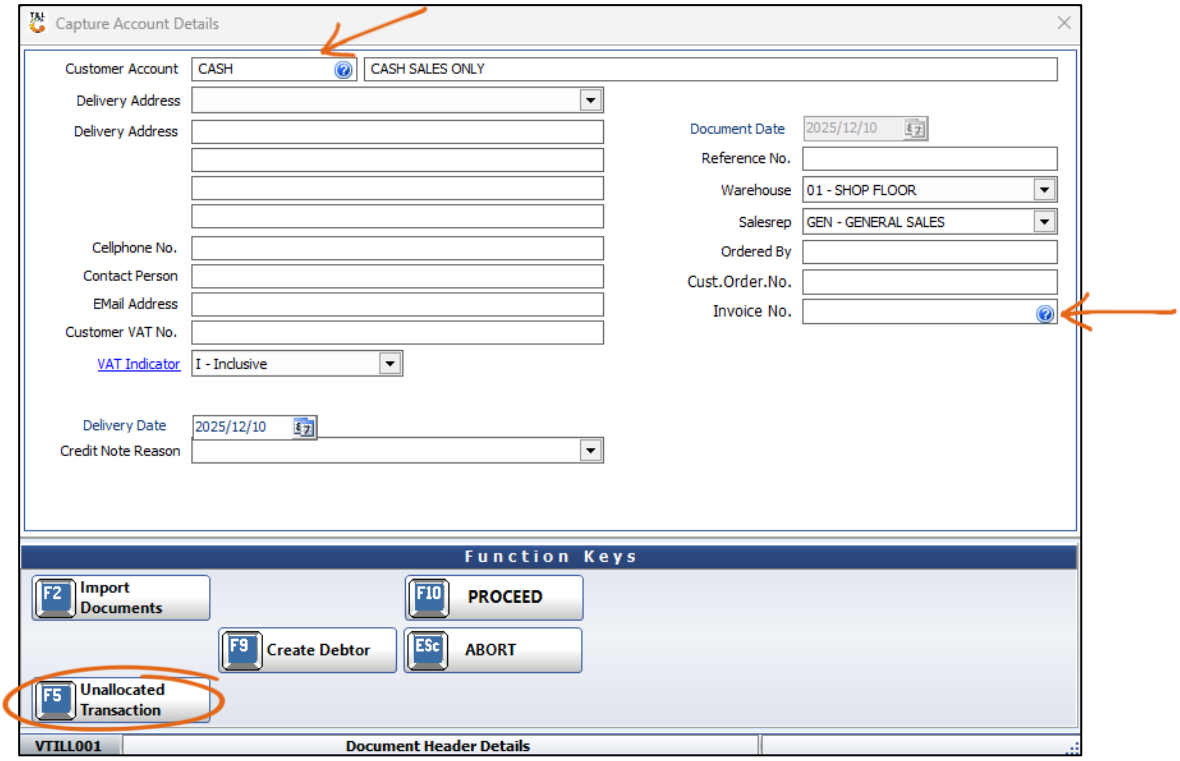
2. Type in your **User Code** and **Password**



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

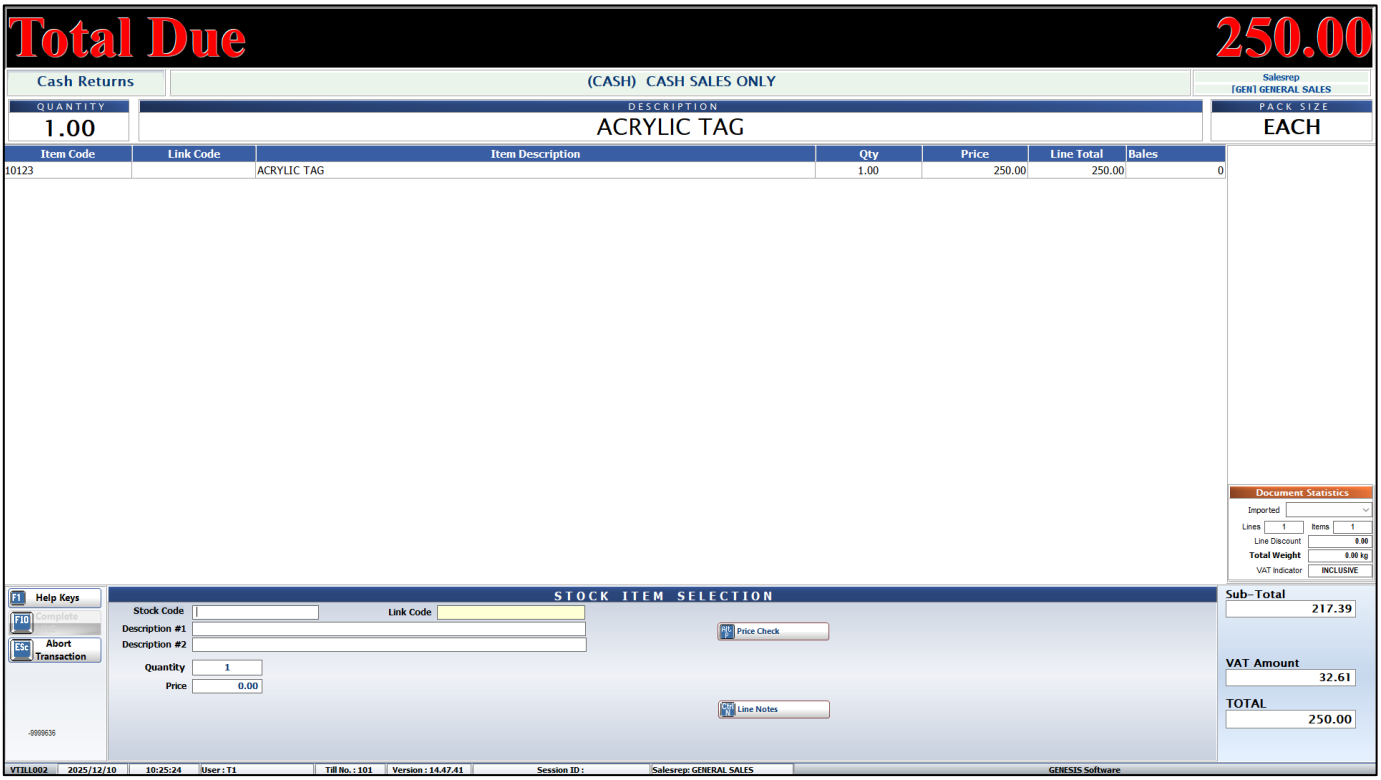


4. Depending on company settings, the Cash Return screen might require you to link an Account and Invoice number for the return. On the Capture Account Details screen you can add the Customer account number and on the right-hand side on the Invoice No. field link the Invoice number to the sale. Alternatively, 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.

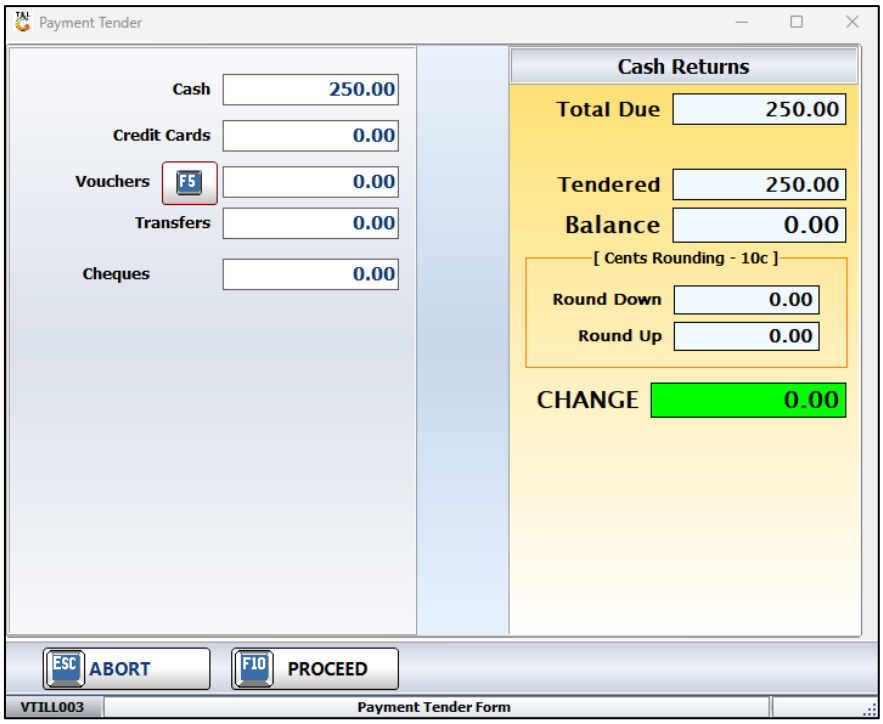


Please note, if your company settings do not require the above, you can skip step 4.

5. 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.



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

TO

TAX CREDIT-NOTE

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
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 : *1*

Printed : 2025/12/10 : 10:29:01

This concludes the How to Guide for Cash Returns

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