



# GENESIS

## How to Guide SASSA

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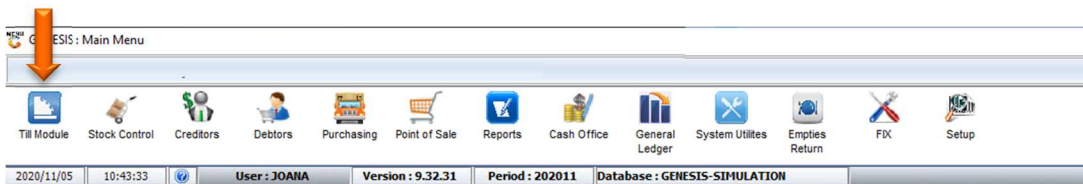
1. **Open Genesis Menu.**



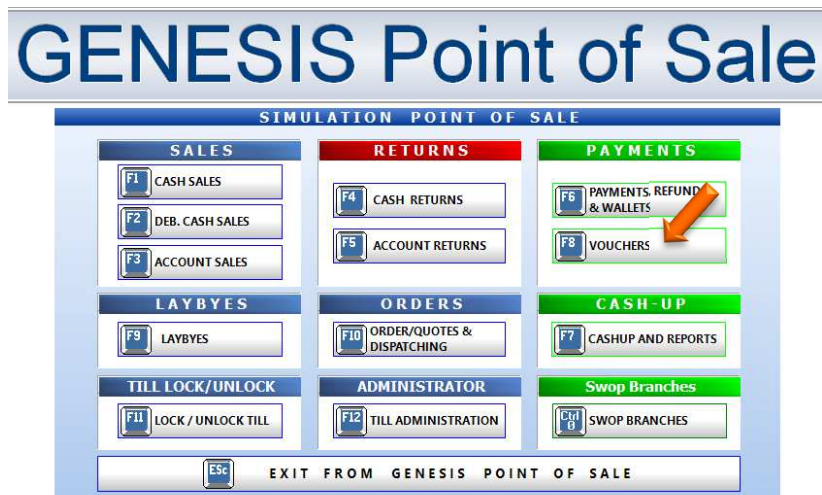
2. Type **User code** and **Password**.



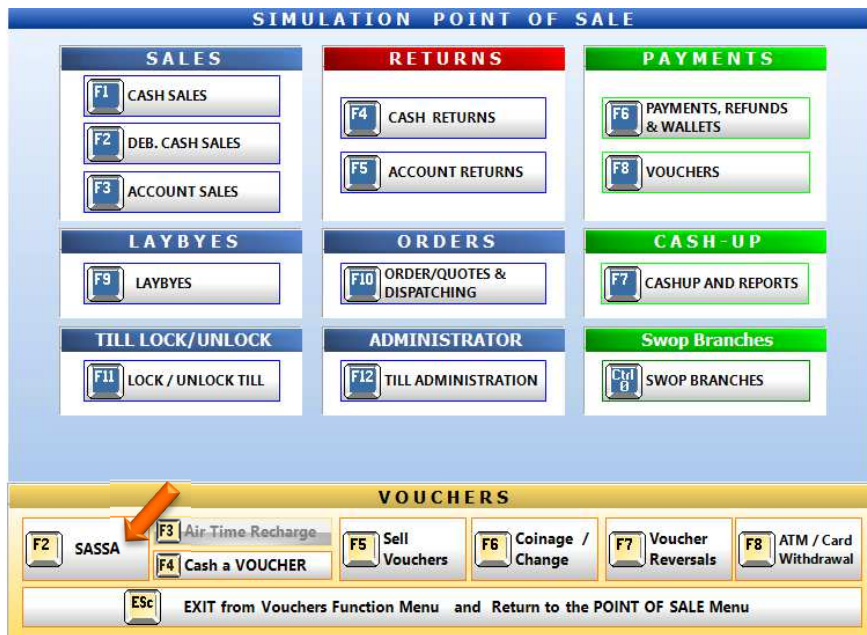
3. Open **Till Module** from the Main menu.



4. Once opened you will be prompted to the below, Click on **Vouchers**



5. Select the SASSA option.



6. You will then be prompted to the below, here you can fill in all the relevant information pertaining to the client's card.

The screenshot shows a window titled "Pension Voucher Capture" with a "TAL" logo. On the left is an image of a "sassa" card. The form contains the following fields: "ID Number" (empty), "Card Number" (empty, with a blue circular icon and an orange arrow pointing to it), "Name on Card" (empty), "Telephone" (empty), "Debtor Account No." (empty, with a blue circular icon), and "Payment Amount" (displaying "0.00"). At the bottom are "Esc Abort" and "F10 Process" buttons. The status bar at the bottom shows "VTILL028" and "Capture Pension Payouts".

7. Here you can select the member.

Card Number	Member Name	I.D. No	Telephone	Account
<No data to display>				

Options

- Select
- Exit

Search

- F2 Card No.
- F3 Name
- F4 ID.No
- F5 Telephone
- Ctrl R Restore Grid

VTILL907 Till Master Lookup

8. Once you have put in all the information you can press F10 on your keyboard or click on Process.

I.D Number 123456789

Card Number 131668516541

Name on Card TEST

Telephone 123456789

Debtor Account No. TEST

Payment Amount 150.00

Abort Process

VTILL028 Capture Pension Payouts