



# GENESIS

## How to Guide Cash a Voucher

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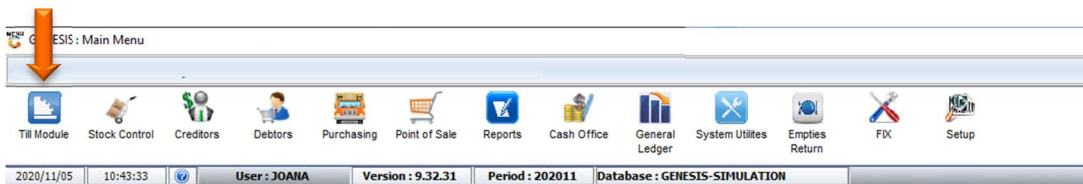
1. **Open Genesis Menu.**



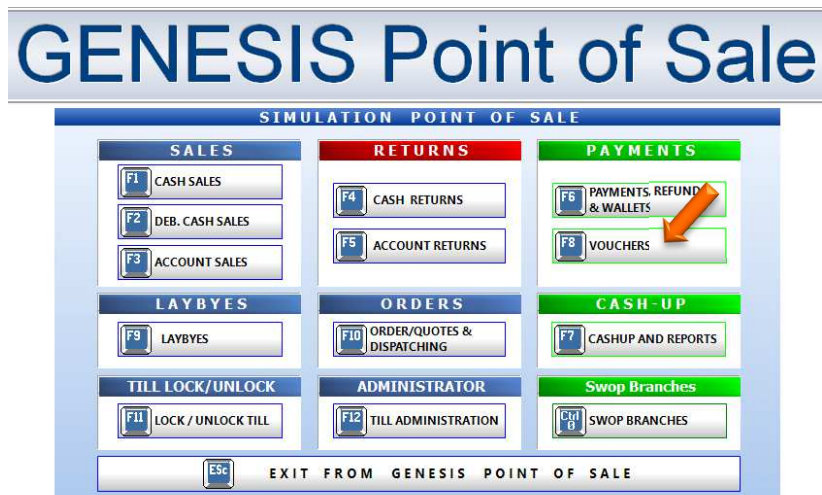
2. Type **User code** and **Password**.



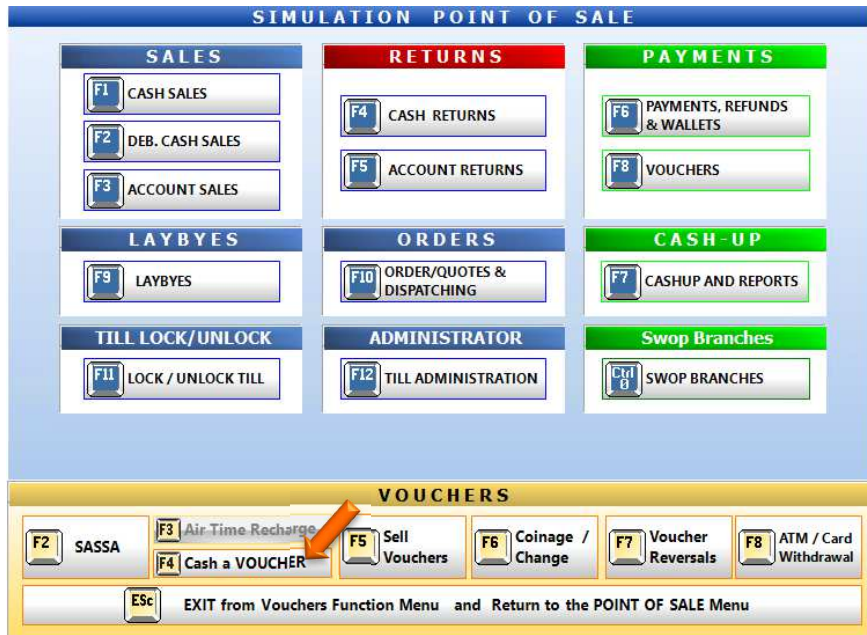
3. Open **Till Module** from the Main menu.



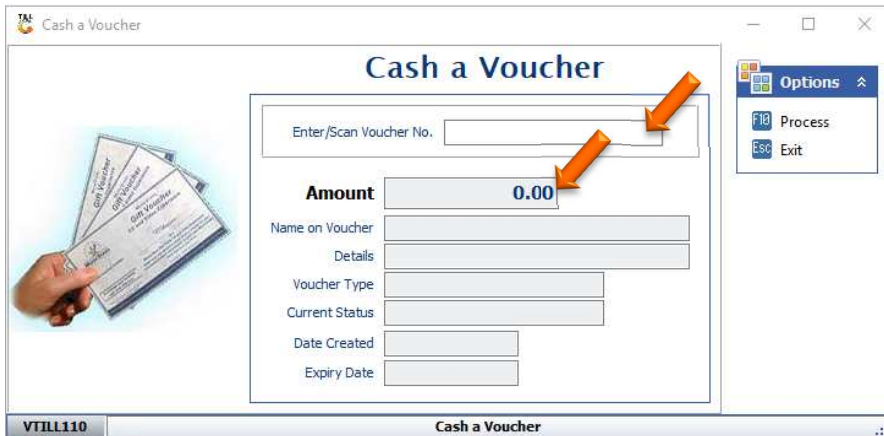
4. Once opened you will be prompted to the below, Click on **Vouchers**



- Select the Cash a VOUCHER option.



- You will then be prompted to the below, here you can fill in all the relevant information pertaining to the client's details with a amount.



- Once all relevant information has been entered press F10 on your keyboard or click on process to proceed.

