



GENESIS

How to Guide Sell a Voucher

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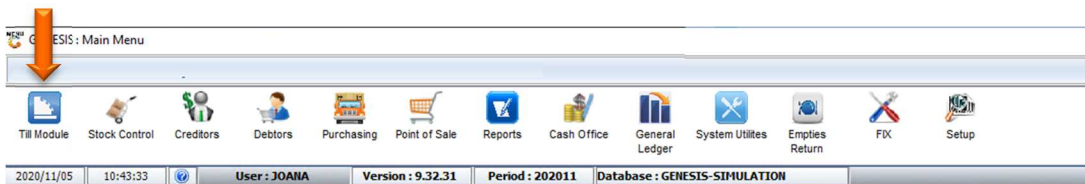
1. **Open Genesis Menu.**



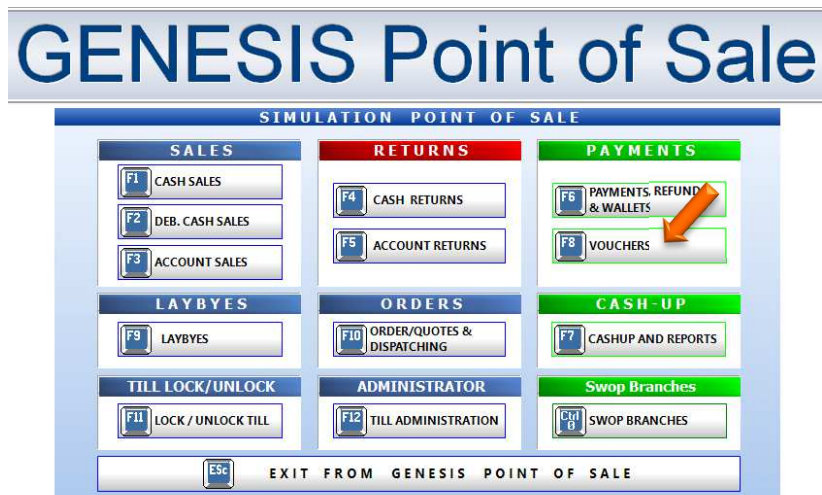
2. Type **User code** and **Password**.



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



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



5. Select the Sell Voucher option.



6. You will then be prompted to the below, here you can fill in all the relevant information pertaining to the client's details with an amount. Then press F10 on your keyboard or click on Process Sale.



7. You will then need to select the payment method with the amount then process to get the voucher print out.

Cash	100.00
Credit Cards	0.00
Vouchers	F5 0.00
Transfers	0.00
Cheques	0.00

Total Due	100.00
Tendered	0.00
Balance	100.00

CHANGE 0.00

VTILL003 Payment Tender Form

PRINT REQUEST

Print the Gift Voucher Slip?

No Yes

VTILL990F System Print Request