



GENESIS

How to Guide Voucher reversal

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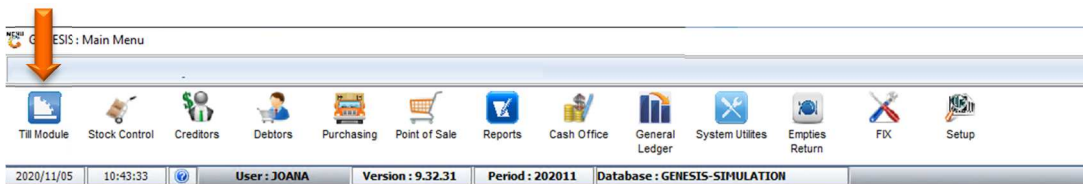
1. **Open Genesis Menu.**



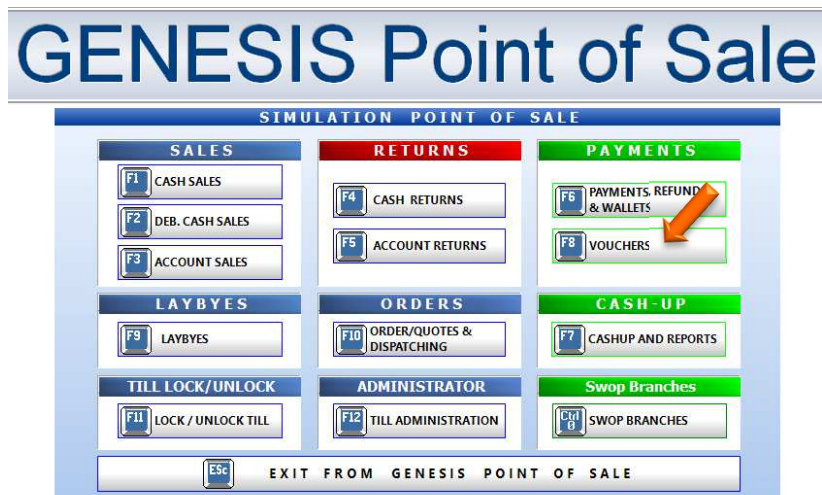
2. Type **User code** and **Password**.



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 vouchers details with an amount. Then press F10 on your keyboard or click on Process Sale.

