How to Guide Sell a Voucher

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1. **Open** Genesis Menu.



2. Type User code and Password.

SENESIS Main Modul	e	
Select Company	BLUE BOTTLE LIQUOR SIMULA	
	User Code Password	
GENES	S <u>S</u> <u>Cancel</u>	🔗 ок
CMN999	GENESIS Main Module	Version : 10.33.51

3. Open Till Module from the Main menu.

ESIS:	: Main Menu												
	4	8	-		Ţ	M			×		X	B u	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Office	General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Vers	sion : 9.32.31	Period :	202011 Dat	abase : GEN	SIS-SIMULATIO	N	-	_	

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

51MU	LATION POINT OF	SALE
SALES	RETURNS	PAYMENTS
F1 CASH SALES		DAVALENTE PEEUND
	F4 CASH RETURNS	& WALLETS
DEB. CASH SALES		
	ACCOUNT RETURNS	VOUCHERS
LAYBYES	ORDERS	CASH-UP
	ORDER/QUOTES &	
	DISPATCHING	CASHOP AND REPORTS
TTULLOCK/UNLOCK	ADMINISTRATOR	Swon Branches
	ADMINISTRATOR	Swop branches
LOCK / UNLOCK TILL	F12 TILL ADMINISTRATION	SWOP BRANCHES

5. Select the Sell Voucher option.

SIMU	LATION POINT OF	
F1 CASH SALES	RETORNS	PATMENTS
F2 DEB. CASH SALES		& WALLETS
F3 ACCOUNT SALES	ACCOUNT RETURNS	VOUCHERS
LAYBYES	ORDERS	CASH-UP
F9 LAYBYES	ORDER/QUOTES & DISPATCHING	CASHUP AND REPORTS
TILL LOCK/UNLOCK	ADMINISTRATOR	Swop Branches
LOCK / UNLOCK TILL	F12 TILL ADMINISTRATION	SWOP BRANCHES
	VOUCH RS	
F2 SASSA F3 Air Time Recharge	F5 Sell Vouchers F6 Coinage Change	/ F7 Voucher Reversals F8 ATM / Card Withdrawal
ESc EXIT from Vouche	rs Function Menu and Return to th	he POINT OF SALE Menu

6. You will then be prompted to the below, here you can fill in all the relevant information pertaining to the ATM cash back. Once all information is entered you can press F10 on your keyboard or click on process to proceed.

🖔 ATM Cash Back		4 <u>0,0</u> 5		×
6	Card Number ID Number Telephone No Amount Cashed	0.00		
VTILL032	[ATM] Cash Back	FIL	Proce	255