



GENESIS

How to Guide SASSA

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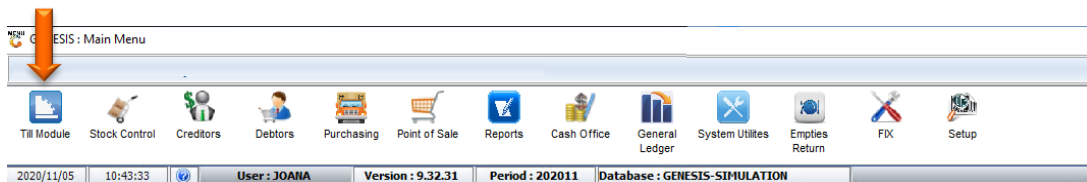
1. **Open** Genesis Menu.



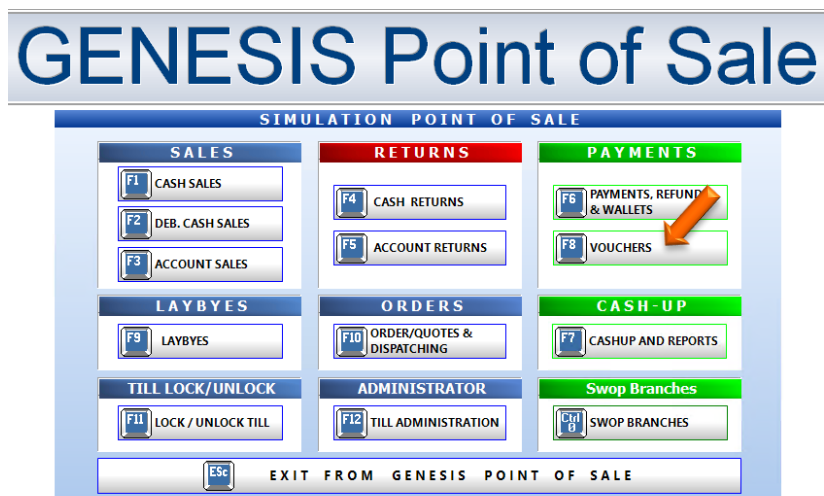
2. Type **User code** and **Password**.

The screenshot shows the 'GENESIS Main Module' login window. It includes a 'Select Company' dropdown menu set to 'BLUE BOTTLE LIQUOR SIMULATION'. Below this is the 'GENESIS' logo. To the right of the logo are input fields for 'User Code' and 'Password', each with an orange arrow pointing to it. At the bottom right are 'Cancel' and 'OK' buttons. The status bar at the bottom shows 'CMN999', 'GENESIS Main Module', and 'Version : 10.33.51'.

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.

SIMULATION POINT OF SALE

SALES F1 CASH SALES F2 DEB. CASH SALES F3 ACCOUNT SALES	RETURNS F4 CASH RETURNS F5 ACCOUNT RETURNS	PAYMENTS F6 PAYMENTS, REFUNDS & WALLETS F8 VOUCHERS
LAYBYES F9 LAYBYES	ORDERS F10 ORDER/QUOTES & DISPATCHING	CASH-UP F7 CASHUP AND REPORTS
TILL LOCK/UNLOCK F11 LOCK / UNLOCK TILL	ADMINISTRATOR F12 TILL ADMINISTRATION	Swap Branches Ctrl 0 SWOP BRANCHES

VOUCHERS

F2 SASSA	F3 Air-Time Recharge	F5 Sell Vouchers	F6 Coinage / Change	F7 Voucher Reversals	F8 ATM / Card Withdrawal
F4 Cash a VOUCHER					

Esc EXIT from Vouchers Function Menu and Return to the 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 client's card.

Pension Voucher Capture

sassa

5286 4400 1234 5678

8-Smart

ID Number

Card Number

Name on Card

Telephone

Debtor Account No.

Payment Amount

Esc Abort F10 Process

VTILL028 Capture Pension Payouts

7. Here you can select the member.

Select a SASSA 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.

Pension Voucher Capture

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