



GENESIS

How to Guide Sell a Voucher

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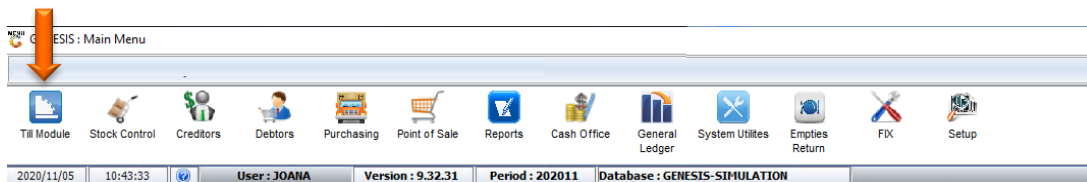
1. **Open** Genesis Menu.



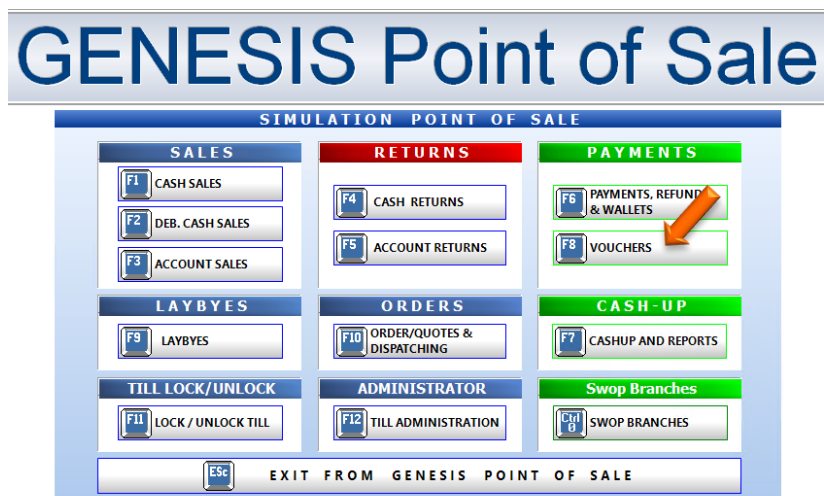
2. Type **User code** and **Password**.

The screenshot shows the 'GENESIS Main Module' login window. It has a title bar 'GENESIS Main Module'. Inside, there's a 'Select Company' dropdown menu with 'BLUE BOTTLE LIQUOR SIMULATION' selected. Below this is the 'GENESIS' logo. To the right of the logo are two input fields: '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 Sell Voucher 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+O SWOP BRANCHES

VOUCHERS

F2 SASSA	F3 Air-Time Recharge	F5 Sell Vouchers	F6 Coinage / Change	F7 Voucher Reversals	F8 ATM / Card Withdrawal
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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 details with an amount. Then press F10 on your keyboard or click on Process Sale.

Create a GIFT Voucher

Vouchers

Voucher No. *System Generated *

Voucher Date 2021/12/21

Recipients Name *Mandatory

Voucher Amount 100.00

I.D. Number 123456789

Contact Number 123456789

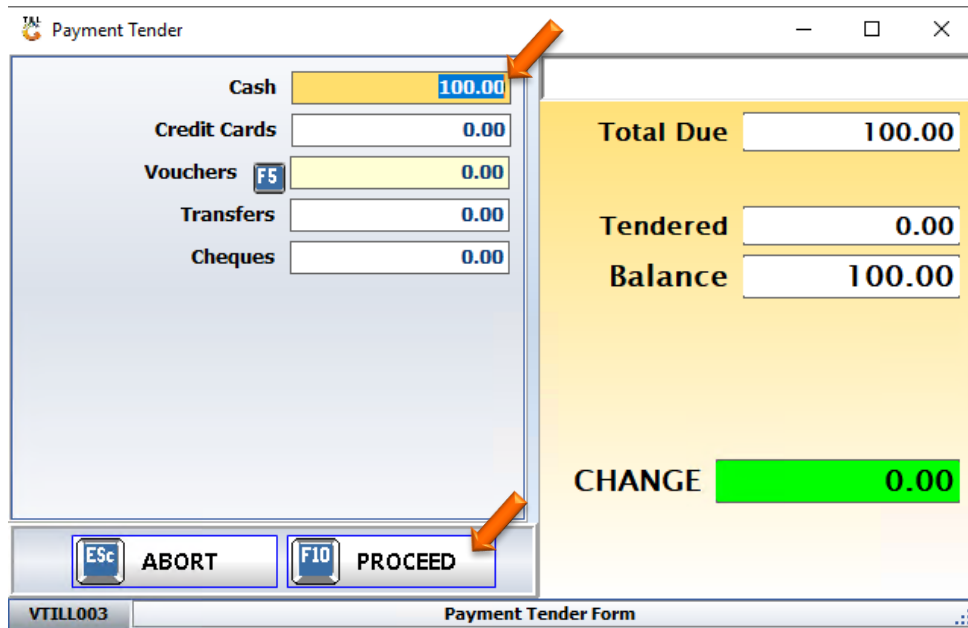
Email Address Test@Test.com

Issued by Alex

Esc Abort F10 Process Sale

VTILL030 Create a GIFT Voucher

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



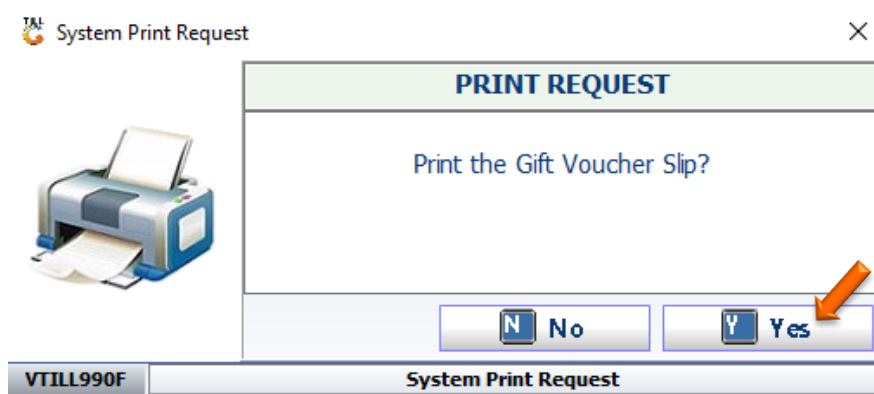
The 'Payment Tender' window displays a list of payment methods on the left and a summary of the transaction on the right. The 'Cash' method is selected with an amount of 100.00. The 'Total Due' is 100.00, 'Tendered' is 0.00, and 'Balance' is 100.00. The 'CHANGE' is 0.00. The window includes 'ABORT' and 'PROCEED' buttons at the bottom.

Payment Method	Amount
Cash	100.00
Credit Cards	0.00
Vouchers	0.00
Transfers	0.00
Cheques	0.00

Field	Value
Total Due	100.00
Tendered	0.00
Balance	100.00
CHANGE	0.00

Buttons: **ESc** ABORT, **F10** PROCEED

Footer: VTILL003 Payment Tender Form



The 'System Print Request' window displays a printer icon and a message asking to print the Gift Voucher Slip. The window includes 'No' and 'Yes' buttons at the bottom.

PRINT REQUEST

Print the Gift Voucher Slip?

Buttons: **N** No, **Y** Yes

Footer: VTILL990F System Print Request