



GENESIS

How to Guide Voucher reversal

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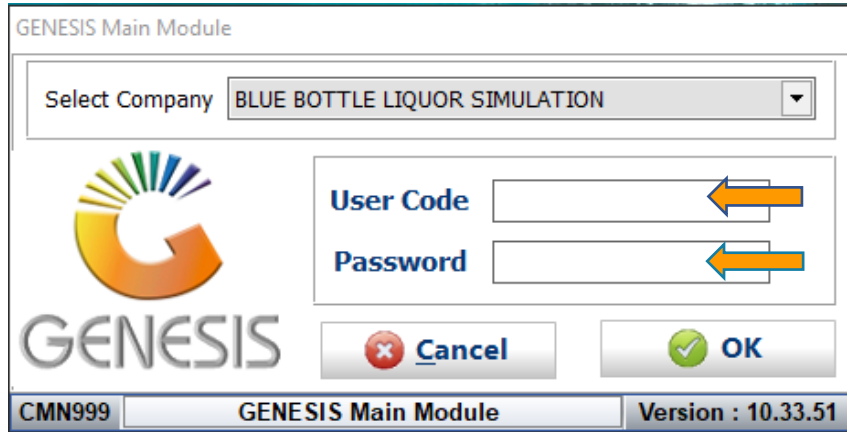
Mail: helpdesk@mrj.co.za



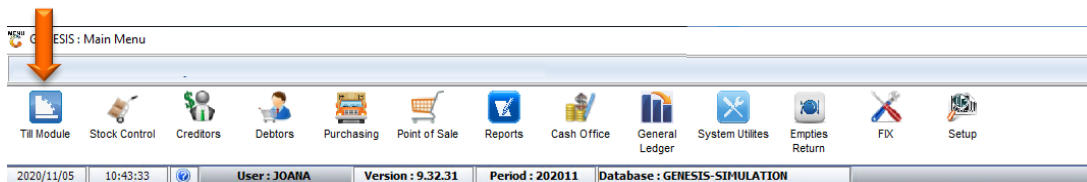
1. **Open** Genesis Menu.



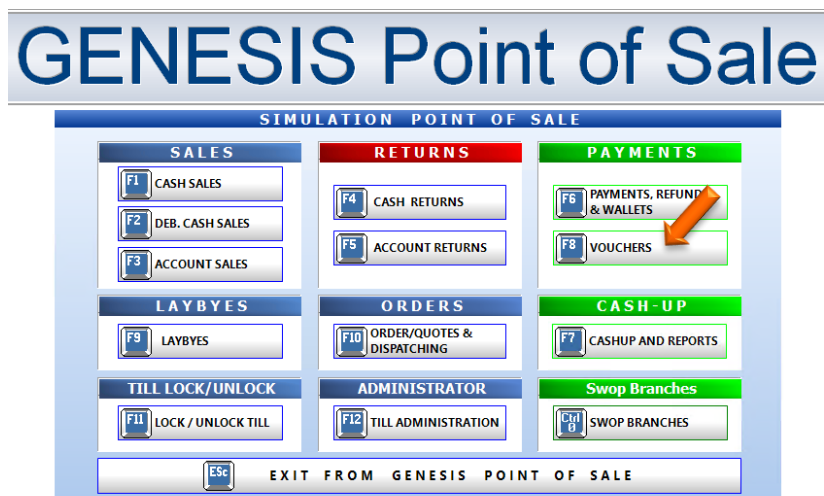
2. Type **User code** and **Password**.

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 0 SWOP BRANCHES

VOUCHERS

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

Reverse a Voucher

Voucher No.

Amount

Name on Voucher

Details

Voucher Type

Current Status

Date Created

Expiry Date

Options

- F10 Process
- ESC Exit

VTILL114 Reverse a Voucher