How to Guide
How to do a Till Disbursement

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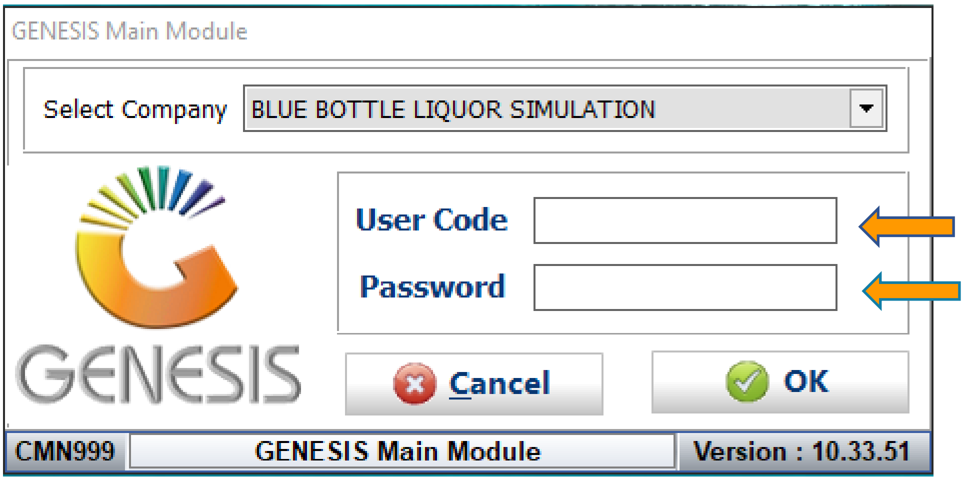
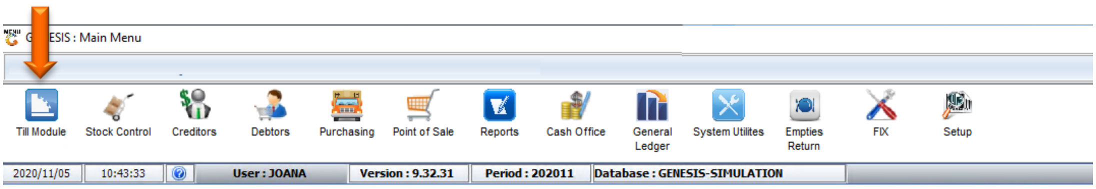
1. **Open** Genesis Menu.

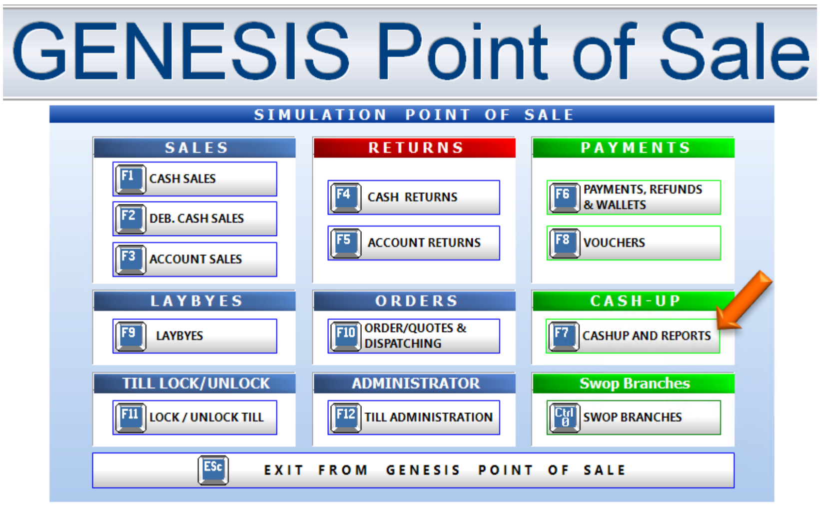
2. Type **User code** and **Password.**



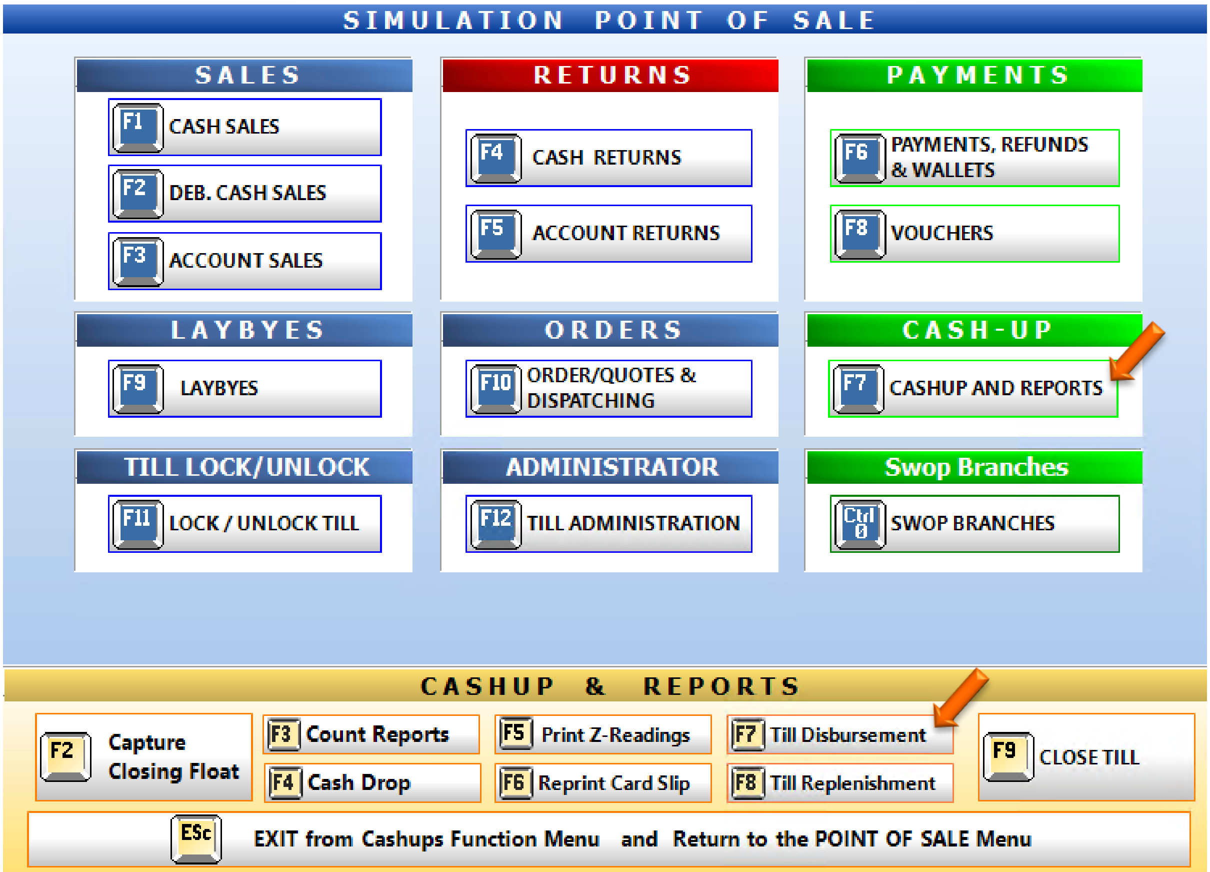
3. Open **Till Module** from the Main menu.



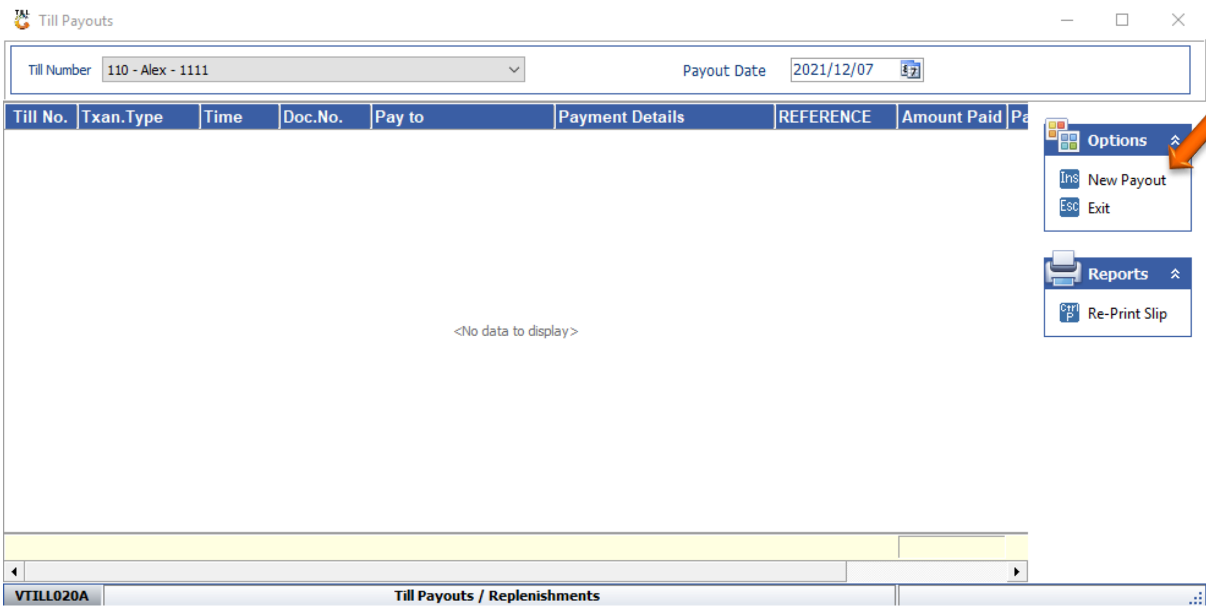
4. Once opened you will be prompted to the below, Click on Cash up and reports F7.



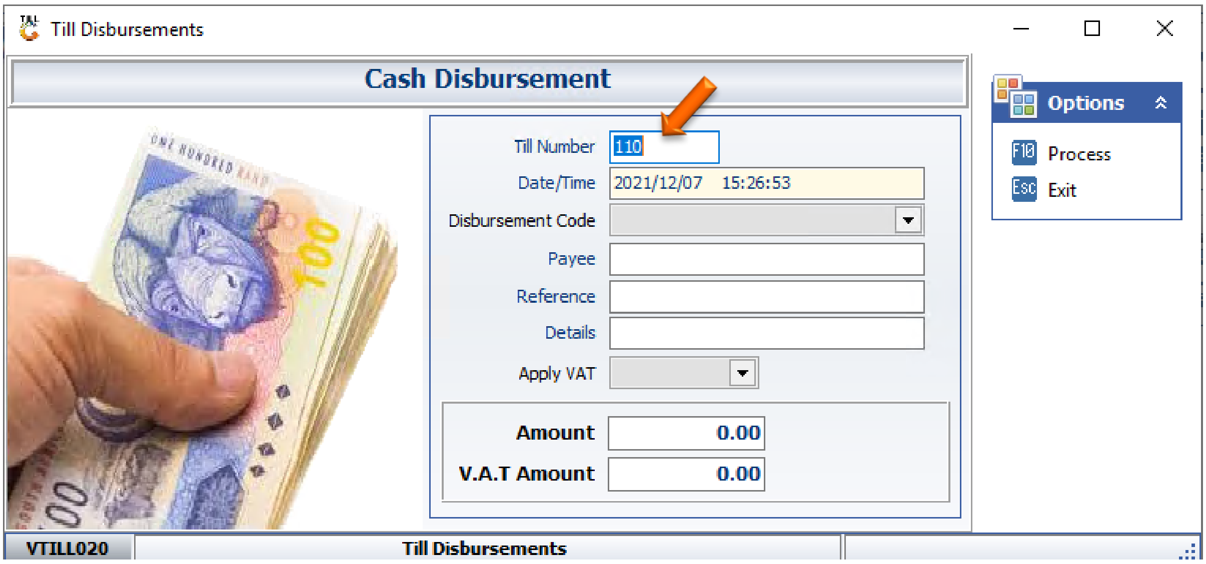
5. Once the till is open select the **cash up and reports** tab.



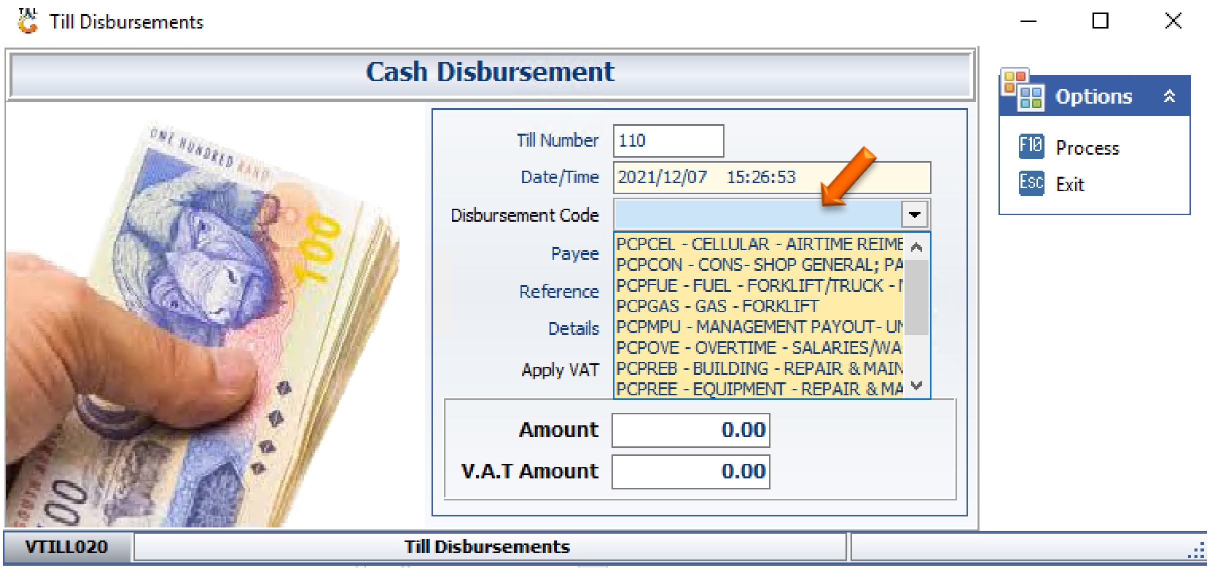
6. You will now be prompted to the below page here you can select **New Payout to start.**



7. Select the till number.

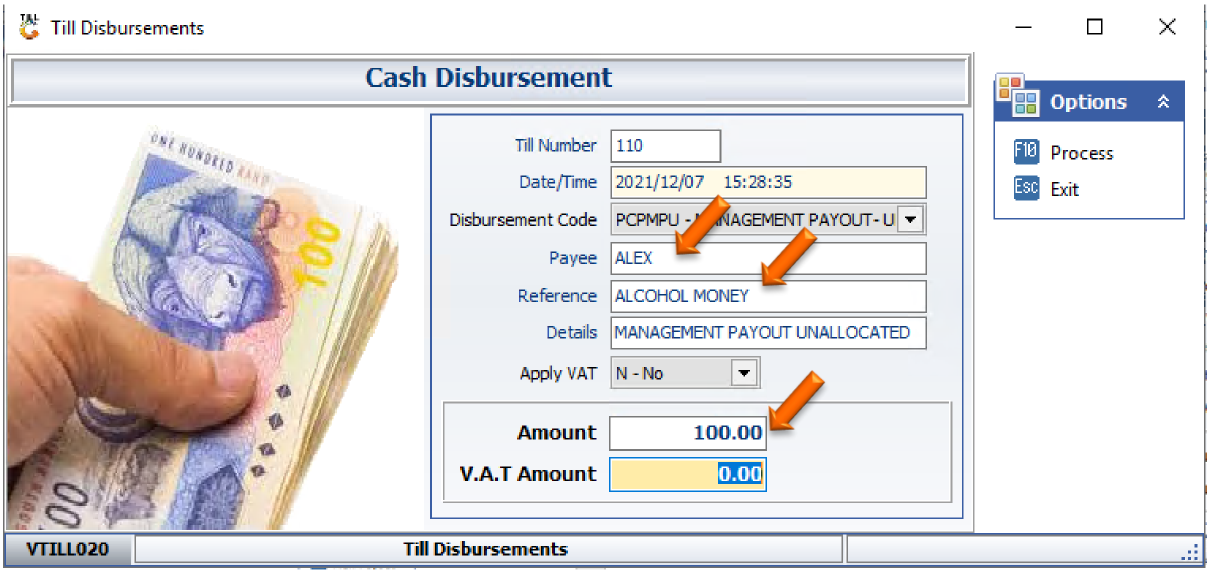


8. Select the correct Disbursement code.

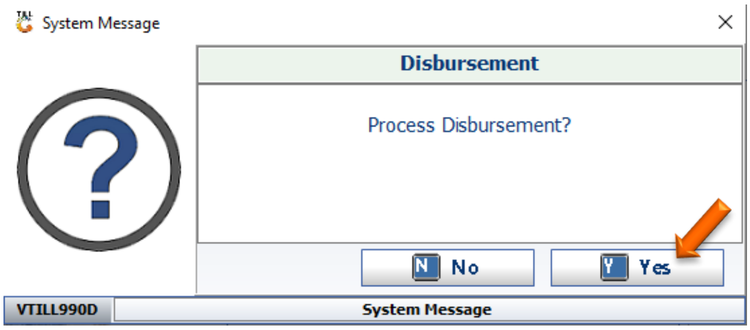


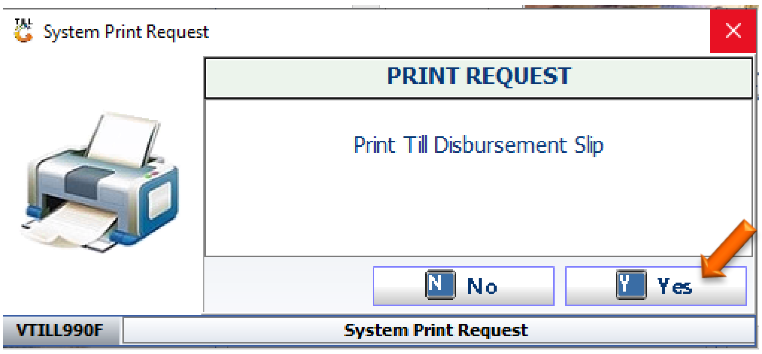
9. Enter the Peyee and reference details and select if the amount has VAT or not.

   Finally enter in the amount and press enter to proceed.



10. Select Yes to continue and yes to print a till slip if need be.





11. Once completed you can give the money to the individual and your history will appear here.