



GENESIS
BY MRJ CONSULTANTS



How to Guide | Cash a Voucher

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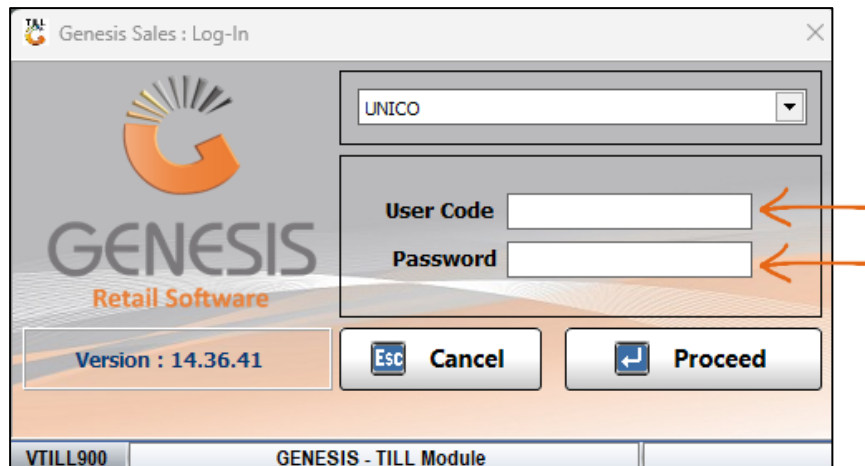
sales@mrj.co.za



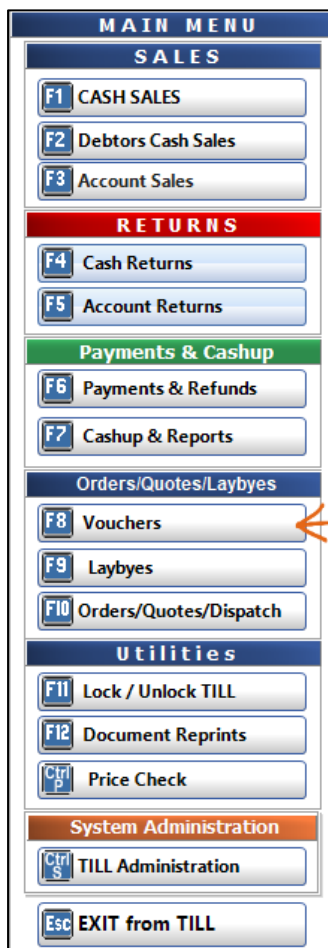
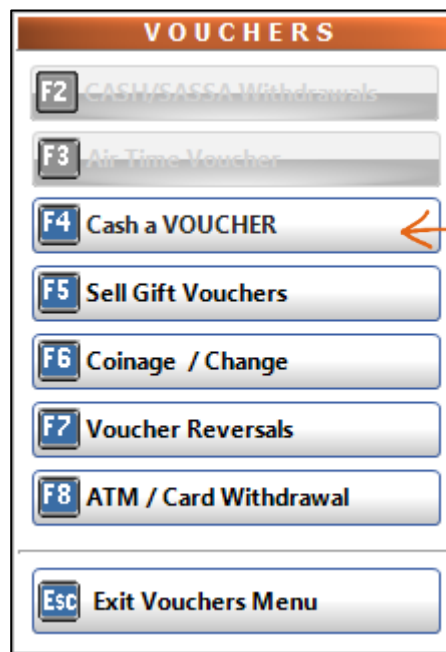
1. Open the **Genesis Till**



2. Type in your **User Code** and **Password**

A screenshot of the "Genesis Sales : Log-In" window. The window has a title bar with "TAL Genesis Sales : Log-In" and a close button. The main area features the "GENESIS Retail Software" logo and "Version : 14.36.41". On the right, there is a dropdown menu showing "UNICO", and two input fields labeled "User Code" and "Password". Below these are "Cancel" and "Proceed" buttons. At the bottom, there is a status bar with "VTILL900" and "GENESIS - TILL Module". Two orange arrows point to the "User Code" and "Password" input fields.

3. Once opened, you will be prompted to the below Sales menu.
Click on **Vouchers** and select the **Cash a VOUCHER** option on the next screen.

A screenshot of the "MAIN MENU SALES" screen. It displays a list of options categorized by function keys (F1-F12). The categories are: SALES (F1: CASH SALES, F2: Debtors Cash Sales, F3: Account Sales), RETURNS (F4: Cash Returns, F5: Account Returns), Payments & Cashup (F6: Payments & Refunds, F7: Cashup & Reports), Orders/Quotes/Laybies (F8: Vouchers, F9: Laybies, F10: Orders/Quotes/Dispatch), Utilities (F11: Lock / Unlock TILL, F12: Document Reprints, Ctrl P: Price Check), System Administration (Ctrl S: TILL Administration), and an EXIT from TILL option (Esc). An orange arrow points to the "Vouchers" option under the "Orders/Quotes/Laybies" category.A screenshot of the "VOUCHERS" screen. It displays a list of options categorized by function keys (F2-F8). The options are: F2: CASH/SASSA Withdrawals, F3: Air Time Voucher, F4: Cash a VOUCHER, F5: Sell Gift Vouchers, F6: Coinage / Change, F7: Voucher Reversals, F8: ATM / Card Withdrawal, and an Exit Vouchers Menu option (Esc). An orange arrow points to the "Cash a VOUCHER" option.

4. You will be prompted to the below screen > Scan in the Barcode on the Voucher Slip or manually type in the Voucher number and press enter.

Cash a Voucher

Enter/Scan Voucher No.

Amount

Name on Voucher

Details

Voucher Type

Current Status

Date Created

Expiry Date

Options

F10 Process
Esc Exit

Functions

F2 Accept CASH

VTILL110 Cash a Voucher

- a. After scanning in the voucher and pressing enter, it will populate the voucher details onto the screen. Once confirm that the voucher is correct, you can press F10 – Process to proceed with Cashing the voucher.

Cash a Voucher

Enter/Scan Voucher No.

Amount

Name on Voucher

Details

Voucher Type

Current Status

Date Created

Expiry Date

Options

F10 Process
Esc Exit

Functions

F2 Accept CASH

VTILL110 Cash a Voucher

System Message

Voucher Cash-IN

Process with Cash?

N No Y Yes

VTILL990D System Message

5. Once the voucher has been cashed in Genesis, a Voucher Cashed receipt will be printed and the Cash drawer will be opened for you to take out the Voucher Cashed amount.

VOUCHER CASHED

UNICO
TEST
TEST
TEST
NLA9150
Reg No.:
VAT No.: 4100261041
=====

Voucher No... : 161530017
Account No... :
Colleen
Reason : Gift Voucher

Cashed at Till.: 101/TEST CASHIER - 1
Date Cashed.. : 2025/09/11 - 10:05:24
=====

CASH PAID : 1500.00
=====

Authorised by.: _____

Signature.....: _____

This concludes the How to Guide for Cashing a Voucher

VERSION:

1.11 - 2

UPDATED:

DATE: 2025/10/24

BY: Colleen

COMMENTS: