



## How to Guide | Sell a Voucher

+27 12 111 7777 +27 12 654 0300

Bondev Office Park, 140 Cattle Egret Rd, Eldoraigne, Centurion, 0157

www.genesis-software.co.za

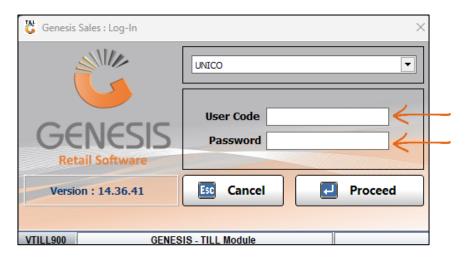
sales@mrj.co.za



1. Open the Genesis Till

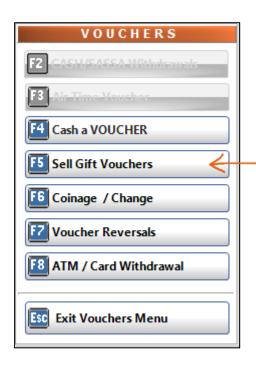


2. Type in your User Code and Password



Once opened, you will be prompted to the below Sales menu.
 Click on Vouchers and select the Sell Gift Vouchers option at the bottom.

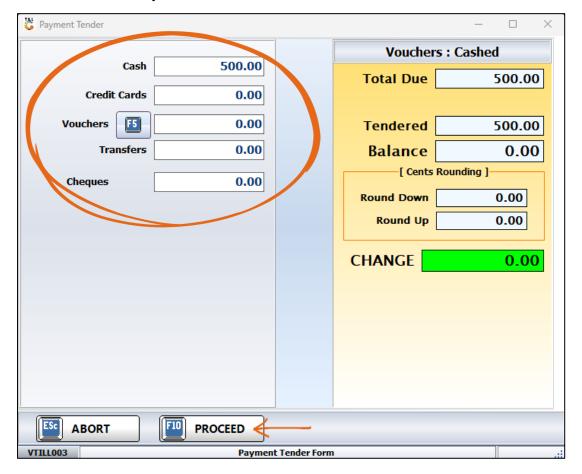




4. Once opened, you can fill in the relevant details of the recipient of the voucher and add the **Amount** > Then click on **F10** - **Process Sale** button.



5. On the next screen select the Payment method: (Cash, Credit Cards, Vouchers, Transfers, Cheques) in the Payment Tender Screen > Add the Amount and click on Proceed or press F10 to continue to the Print Request



6. Once the payment has been processed, a Gift Voucher Issued receipt will be printed and this will be handed to the client for them to use.

ORIFT VOUCHER ISSUED UNICO TEST TEST TEST NLA9150 Reg No.: VAT No.: 4100261041
Voucher No. : 15000015 Till No : 101/TEST CASHIER - 101 Salesrep : GEN/GENERAL SALES Date Created.: 2025/09/11 - 10:48:40 Name : Genesis Software
Amount : 500.00
Reason : Gift Voucher
Authorised by.:
Signature:
VOUCHER VALID FOR 10 DAYS ONLY

This concludes the How to Guide for Selling a Voucher

VERSION: 1.12 - 2 UPDATED: COMMENTS: BY: Colleen