



GENESIS

BY MRJ CONSULTANTS



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**

A screenshot of the 'Genesis Sales : Log-In' window. It features the Genesis logo and 'Retail Software' text. A dropdown menu shows 'UNICO'. There are input fields for 'User Code' and 'Password', with orange arrows pointing to them. At the bottom are 'Cancel' and 'Proceed' buttons. The status bar at the bottom shows 'VTILL900' and 'GENESIS - TILL Module'.

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

A screenshot of the 'MAIN MENU' screen. It lists various options under different categories: 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/Laybyes (F8 Vouchers, F9 Laybyes, F10 Orders/Quotes/Dispatch), Utilities (F11 Lock / Unlock TILL, F12 Document Reprints, Ctrl P Price Check), and System Administration (Ctrl S TILL Administration, Esc EXIT from TILL). An orange arrow points to the 'F8 Vouchers' option.A screenshot of the 'VOUCHERS' screen. It lists options: F2 CASH/CASSA 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 Esc Exit Vouchers Menu button. An orange arrow points to the 'F5 Sell Gift Vouchers' option.

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.

VTILL030 Create a GIFT Voucher

Voucher No.	15000015
Voucher Date	2025/09/11
Recipients Name	Genesis Software
Voucher Amount	500.00
I.D. Number	9988776655443
Contact Number	9876543210
Email Address	genesis.software@mrjc.co.za
Issued by	CASHIER

Esc Abort F10 Process Sale

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**

VTILL003 Payment Tender

Cash	500.00
Credit Cards	0.00
Vouchers	0.00
Transfers	0.00
Cheques	0.00

Vouchers : Cashed

Total Due	500.00
Tendered	500.00
Balance	0.00
[Cents Rounding]	
Round Down	0.00
Round Up	0.00
CHANGE	0.00

Esc ABORT F10 PROCEED

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.

10

GIFT 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:

DATE: 2025/10/24

BY: Colleen

COMMENTS: