

How to issue Gift Vouchers in POS?

The purpose of this application is for the business to keep track of the issuing (GV) and redeeming (customer purchase) using the Gift Voucher. It facilitates the security and accountability aspects in the form of an Audit trail to monitor the Sales and Redemption of GV Centrally at Company HQ.

In order to issue a Gift Voucher to a customer the following steps are as follows :-

1. Click on POS tab/Transactions/Voucher.
2. Search and select an existing Voucher (if any) from voucher list to issue to customer. Select customer from ***“Issued To”*** list in ***“Voucher”*** tab, click ***“Save”*** button, then click ***“Confirm Voucher”*** button

The screenshot shows the POS Explorer application with the 'Voucher' tab selected. The interface includes a sidebar with navigation options like POS Settings, Masters, Transactions, and Register. The main area displays a search form and a table of vouchers.

Search filters:

- Customer: Elizabeth Tan Liz
- Status: Posted
- Valid From: [empty]
- Valid Till: [empty]
- Issued By: < Select All >
- Redeemed: Not Redeemed
- Voucher Type: All

Table of Vouchers:

Serial #	Issued On	Voucher Type	Face Value	Issued To	Valid From	Valid Till	Status	Redeemed
VCH-15-030002	Mar 2, 2015	Gift - Gift Voucher - ...	RM100.00	Elizabeth Tan Liz	Mar 2, 2015	Apr 30, 2015	Confirmed	<input type="checkbox"/>

At the bottom, it shows 'Total 1 records.' and 'Total MYR: [empty]'. The 'Vouchers List' and 'Voucher' tabs are visible at the bottom of the window.

To issue a new voucher:

1. Click on ***“Voucher”*** tab at the bottom, fill up information
2. Click ***“Create New”*** button, then click ***“Confirm Voucher”*** button

Voucher

DetailsPostingsNotes

Drafted

Issued On

02/03/2015

Serial #

VCH-15-030002

Voucher Type

Gift Voucher - 100 MYR - Gift

Face Value

RM100.00

Valid From

02/03/2015

Valid Till

30/04/2015

Issued To

Elizabeth Tan Liz

Issued By

EMP003 - Elvy ee

Issue At

CC03 - Cash Register - Elvy

☐ Redeemed

Description

Confirm Voucher

Create New

Save

Revert

Delete