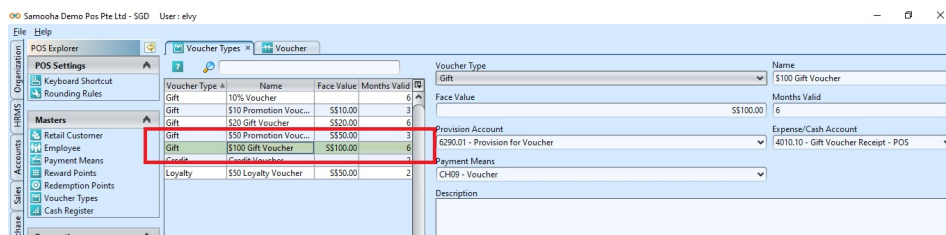


How to Split Voucher Value to Multiple Vouchers

1. If need be, use ***"POS – (Masters) Voucher Types"*** to first create new voucher type(s) to accommodate the split vouchers type and face value(s). For example, to split RM50 gift voucher to RM10 and RM40 gift vouchers, RM10 and RM40 gift vouchers types must exist for selection from ***"POS – (Transactions) Voucher"*** ***"Voucher Type"***



2. Double click on voucher to be split from the records table on ***"Vouchers List"*** tab, it will bring up the details for the selected voucher type on the form at ***"Voucher"*** tab

3. If the voucher status is ***"Posted"***, click on small arrow next to ***"Generate Report"*** button at the bottom of screen and choose ***"Undo Accounts Posting"*** to change the voucher status to ***"Drafted"***

4. Copy the serial number then modify add ***"-01"*** at the end of the number for the first split voucher

5. Change the voucher type / face value accordingly for the first split voucher.

6. Click on ***"Save"*** button at the bottom of screen when done

7. Click on ***"Confirm Voucher"*** button at the bottom of screen and choose ***"Yes"*** to confirm the first split voucher

8. Click on ***"Post To Accounts"*** button at the bottom of screen and choose ***"Yes"*** to post the first split voucher to account

9. Create new voucher for the next split voucher, use the original voucher's serial number and add **"-02"** at the end of the serial number of the second split voucher. Enter the balance value of the split voucher as the face value

Example of Split Voucher:

Samscoha Demo Pos Pte Ltd - SGD User: elvy

File Help POS Explorer Point of Sale Entry Voucher X

POS Settings Keyboard Shortcut Rounding Rules

Customer: < Select All > Issued By: < Select All > Search

Status: Posted Valid From: Valid Till: Redeemed: Not Redeemed Create New

Voucher Type: All

Serial #	Issued On	Voucher Type	Face Value	Issued To	Valid From	Valid Till	Status	Redeemed
VO-0007	Mar 8, 2016	Gift - \$10 Promotion Voucher	\$510.00	Johnny	Mar 8, 2016	Jul 31, 2016	Posted	<input type="checkbox"/>
VO-0013	Mar 8, 2016	Gift - \$10 Promotion Voucher	\$510.00	Amanda NG	Mar 8, 2016	Aug 21, 2016	Posted	<input type="checkbox"/>
VO-0017	Mar 15, 2016	Credit - Credit Voucher	\$520.00	Ken Yang	Mar 15, 2016	Mar 21, 2016	Posted	<input type="checkbox"/>
VO-0019	Mar 16, 2016	Gift - \$100 Gift Voucher	\$560.00	Ken Yang	Mar 17, 2016	Jun 30, 2016	Posted	<input type="checkbox"/>
VO-0019-1	Mar 16, 2016	Gift - \$100 Gift Voucher	\$540.00	Ken Yang	Mar 17, 2016	Sep 29, 2016	Posted	<input type="checkbox"/>

Masters Retail Customer Employees Payment Means Reward Points Redemption Points Voucher Types Cash Register

Transactions Point of Sale Entry