
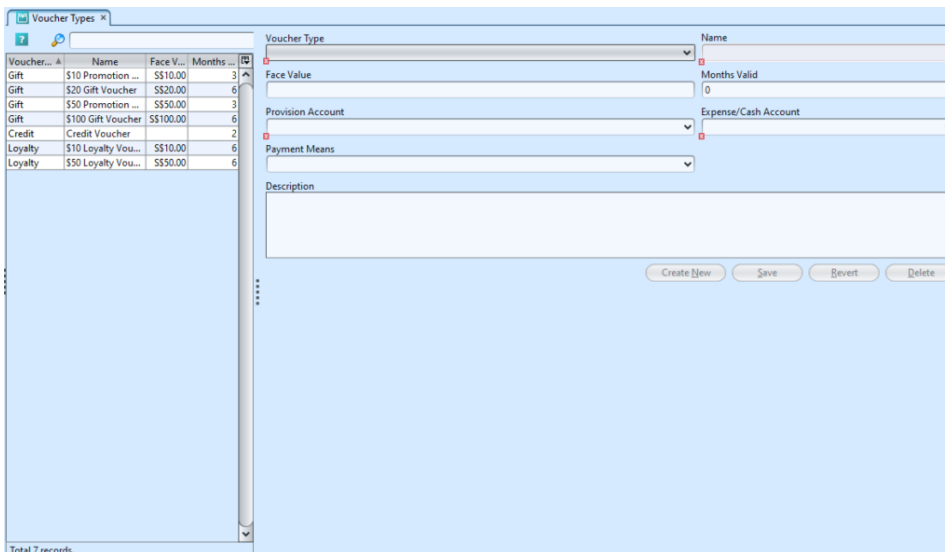


Voucher Types

Voucher Types view allow user to create and manage different type of retail voucher with monetary value. Below actions are available under Voucher Types:

 Create new voucher types

 Update, delete, view and search for voucher types



Voucher...	Name	Face V...	Months...
Gift	\$10 Promotion ...	\$S10.00	3
Gift	\$20 Gift Voucher ...	\$S20.00	6
Gift	\$50 Promotion ...	\$S50.00	3
Gift	\$100 Gift Voucher	\$S100.00	6
Credit	Credit Voucher		2
Loyalty	\$10 Loyalty Vou...	\$S10.00	6
Loyalty	\$50 Loyalty Vou...	\$S50.00	6

Total 7 records.

Voucher Type:

Name:

Face Value:

Months Valid:

Provision Account:

Expense/Cash Account:

Payment Means:

Description:

Create New Save Revert Delete

Field Name	Description	Mandatory Information
Voucher Type	Type of voucher	Y
Name	Name of voucher type	Y
Face Value	Value of this voucher type	Y
Months Valid	Self-explanatory	Y
Provision Account	Account code & name for voucher type provision	Y
Expense/Cash Account	Account code & name for voucher type expense	Y
Payment Means	Type of payment means at POS for this voucher type	Y
Description	Self-explanatory	N

Create New Voucher Type

1. Click on **“Create New”** button at the bottom right of screen to create new scheme

2. Fill up voucher type's information. There are 4 type of vouchers in Samooha:

- Gift Voucher (for promotion – given free to customer): select **Voucher Expense** type of account in **"Expense/Cash Account"**
- Gift Voucher (for customer to purchase): select **Voucher Receipt** type of account in **"Expense/Cash Account"**
- Credit Voucher (for POS retail customer return): select **Credit Voucher** type of account in **"Expense/Cash Account"**
- Loyalty Voucher (for customer points redemption): select **Loyalty Expense** type of account in **"Expense/Cash Account"**

The screenshot shows the 'Voucher Type' form with the following details:

- Voucher Type:** Credit (highlighted with a red box)
- Name:** Credit Voucher
- Face Value:** (empty field)
- Months Valid:** 2
- Provision Account:** 6290.01 - Provision for Voucher
- Expense/Cash Account:** 1110.10 - Returns - Credit Voucher - POS (highlighted with a red box)
- Payment Means:** CH09 - Voucher
- Table:**

	1110.10	Returns - Credit Voucher - POS
	1120	Returns Accrual
	1200	Discounts & Allowances

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

The screenshot shows the 'Voucher Types' screen with a list of voucher types on the left and the details for the 'Gift' voucher type on the right. The details form is highlighted with a red box.

Voucher Types List:

Voucher...	Name	Face V...	Months...
Gift	\$10 Promotion ...	\$S10.00	3
Gift	\$20 Gift Voucher	\$S20.00	6
Gift	\$50 Promotion ...	\$S50.00	3
Gift	\$100 Gift Voucher	\$S100.00	6
Credit	Credit Voucher		2
Loyalty	\$10 Loyalty Vou...	\$S10.00	6
Loyalty	\$50 Loyalty Vou...	\$S50.00	6

Voucher Type Details (Gift):

- Voucher Type:** Gift
- Name:** \$10 Promotion Voucher
- Face Value:** \$S10.00
- Months Valid:** 3
- Provision Account:** 6290.01 - Provision for Voucher
- Expense/Cash Account:** 3090.01 - Voucher Expense
- Payment Means:** CH09 - Voucher
- Description:** Promotion Voucher - given free to customer

Buttons: Create New, Save, Revert, Delete

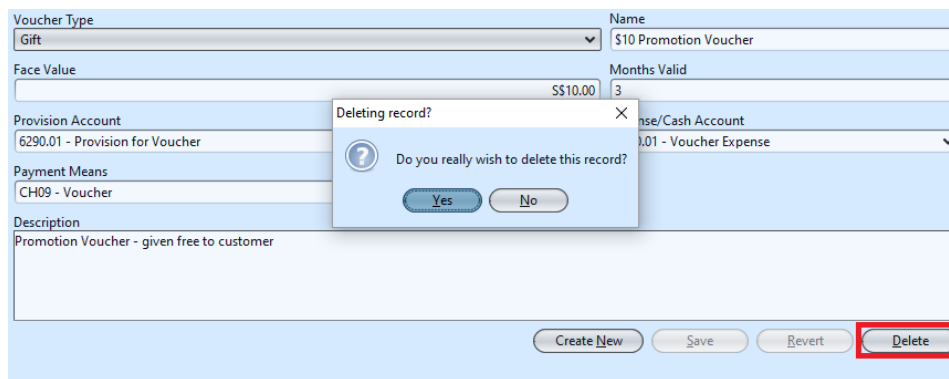
Update Voucher Type Details

1. Double click on voucher type to be updated from the records table, it will bring up the details for the selected voucher type on the form at the right side of the screen

2. Make change(s) on the voucher type information
3. Click on **"Save"** button at the bottom right of screen when done
4. Click on **"Revert"** button at the bottom right of screen to roll back the changes

Delete Voucher Type Scheme

1. Double click on voucher type to be deleted from the records table, it will bring up the details for the selected voucher type on the form at the right side of the screen
2. Click on **"Delete"** button at the bottom right of screen
3. Click on **"Yes"** button on the pop-up window to confirm record deletion



The screenshot shows a web application interface for managing Voucher Types. The form contains several fields: 'Voucher Type' (a dropdown menu with 'Gift' selected), 'Name' (a text field with '\$10 Promotion Voucher'), 'Face Value' (a text field with '\$510.00'), 'Months Valid' (a text field with '3'), 'Provision Account' (a dropdown menu with '6290.01 - Provision for Voucher' selected), 'Expense/Cash Account' (a dropdown menu with '6290.01 - Voucher Expense' selected), 'Payment Means' (a dropdown menu with 'CH09 - Voucher' selected), and 'Description' (a text area with 'Promotion Voucher - given free to customer'). At the bottom of the form, there are four buttons: 'Create New', 'Save', 'Revert', and 'Delete'. The 'Delete' button is highlighted with a red rectangle. A modal dialog box titled 'Deleting record?' is open in the center of the screen, asking 'Do you really wish to delete this record?' with 'Yes' and 'No' buttons.

View and Search for Voucher Type Details

1. Enter search parameter to filter the result, type in the search textfield at the top of the screen

Voucher Types x

Search Engine

?

Voucher...	Name	Face V...	Months ...	
Gift	\$10 Promotion ...	\$S\$10.00	3	^
Gift	\$20 Gift Voucher	\$S\$20.00	6	
Gift	\$50 Promotion ...	\$S\$50.00	3	
Gift	\$100 Gift Voucher	\$S\$100.00	6	
Credit	Credit Voucher		2	
Loyalty	\$10 Loyalty Vou...	\$S\$10.00	6	
Loyalty	\$50 Loyalty Vou...	\$S\$50.00	6	

Voucher Type

Gift

Face Value

Provision Account

6290.01 - Provision for Voucher

Payment Means

CH09 - Voucher

2. Result can be sorted alphabetically by clicking the fields' columns

3. Double click on voucher type to view from the records table, it will bring up the details for the selected voucher type on the form at the right side of the screen