
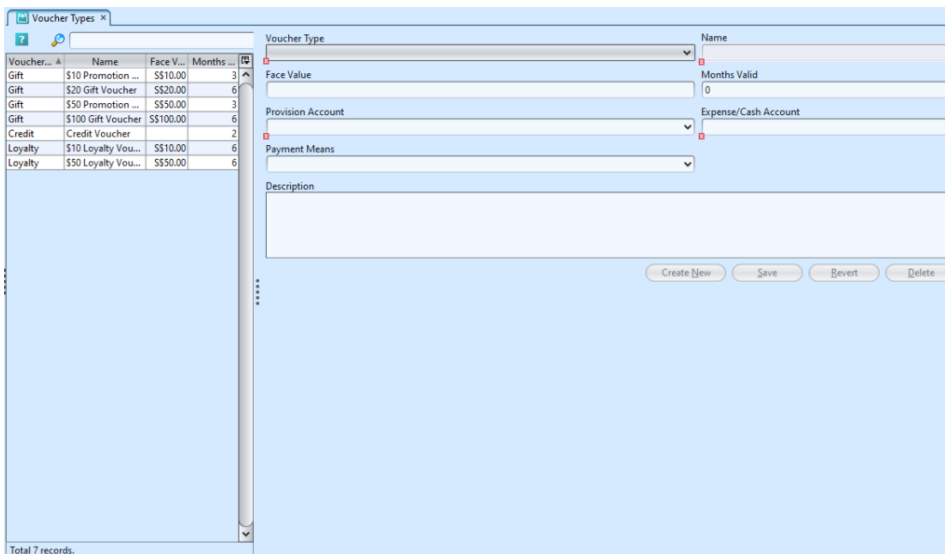


# Voucher Types

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 ...	\$\$10.00	3
Gift	\$20 Gift Voucher	\$\$20.00	6
Gift	\$50 Promotion ...	\$\$50.00	3
Gift	\$100 Gift Voucher	\$\$100.00	6
Credit	Credit Voucher		2
Loyalty	\$10 Loyalty Vou...	\$\$10.00	6
Loyalty	\$50 Loyalty Vou...	\$\$50.00	6

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 a form for creating a voucher type. The 'Voucher Type' dropdown is set to 'Credit' and is highlighted with a red box. The 'Name' field contains 'Credit Voucher'. The 'Face Value' field is empty. The 'Months Valid' field contains '2'. The 'Provision Account' dropdown is set to '6290.01 - Provision for Voucher'. The 'Expense/Cash Account' dropdown is set to '1110.10 - Returns - Credit Voucher - POS' and is highlighted with a red box. The 'Payment Means' dropdown is set to 'CH09 - Voucher'. Below these fields is a table with columns for 'Code', 'Description', and 'Account Name'.

Code	Description	Account Name
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' window. On the left is a table listing voucher types. On the right is the form for editing a voucher type. The 'Save' button is highlighted with a red box.

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

The form on the right shows the following details for the selected voucher type:

- 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 at the bottom: 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

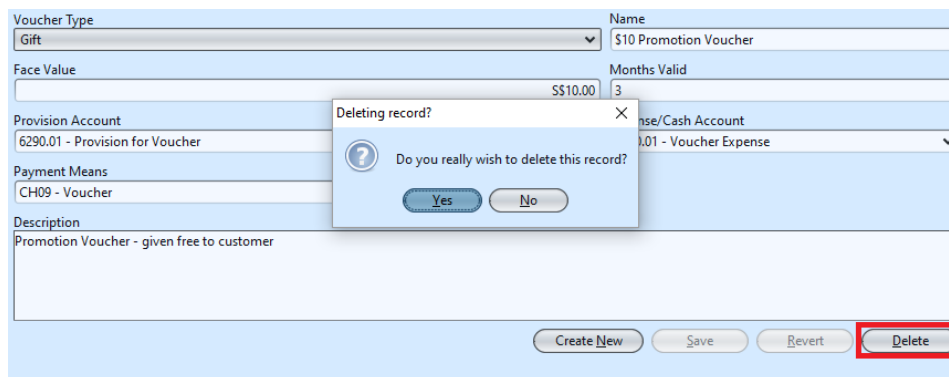
4. Click on **“Revert”** button at the bottom right of screen to roll back the changes

## 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 software interface for managing voucher types. The main form has the following fields:

- Voucher Type:** Gift
- Name:** \$10 Promotion Voucher
- Face Value:** S\$10.00
- Months Valid:** 3
- Provision Account:** 6290.01 - Provision for Voucher
- Expense/Cash Account:** 6290.01 - Voucher Expense
- Payment Means:** CH09 - Voucher
- Description:** Promotion Voucher - given free to customer

A modal dialog box titled "Deleting record?" is displayed in the center, asking "Do you really wish to delete this record?" with "Yes" and "No" buttons. 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.

## 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

The screenshot shows a software interface with a search engine and a table of voucher types. The search engine is highlighted with a red box. The table on the left has columns for Voucher..., Name, Face V..., and Months... The right side shows details for the selected 'Gift' voucher type, including Face Value, Provision Account, and Payment Means.

Voucher...	Name	Face V...	Months ...
Gift	\$10 Promotion ...	SS10.00	3
Gift	\$20 Gift Voucher	SS20.00	6
Gift	\$50 Promotion ...	SS50.00	3
Gift	\$100 Gift Voucher	SS100.00	6
Credit	Credit Voucher		2
Loyalty	\$10 Loyalty Vou...	SS10.00	6
Loyalty	\$50 Loyalty Vou...	SS50.00	6

Search Engine

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

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