
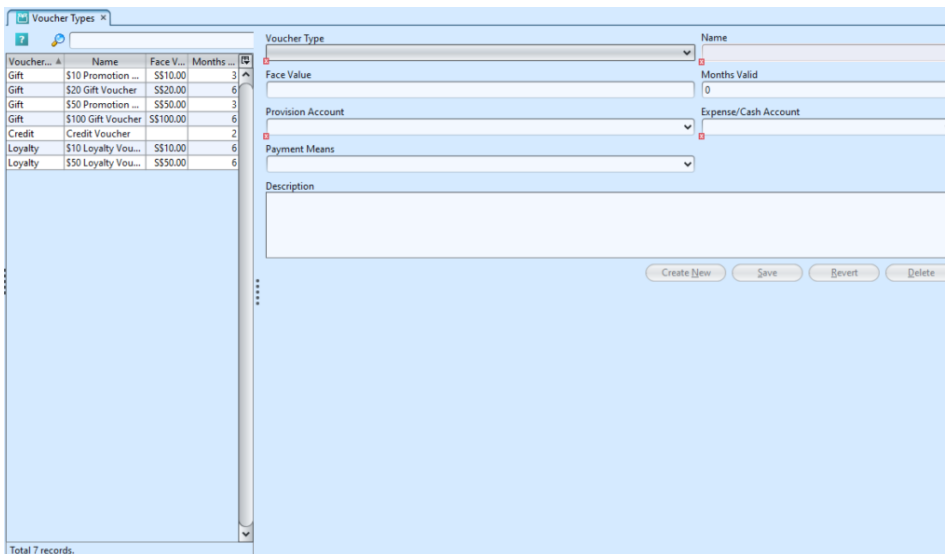


Voucher Types

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, and 'Months Valid' is set to '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 '1110.10', 'Returns - Credit Voucher - POS', '1120', 'Returns Accrual', and '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 with columns 'Voucher...', 'Name', 'Face V...', and 'Months...'. The table contains several rows for different voucher types. On the right is the 'Voucher Type' form, which is highlighted with a red box. The 'Voucher Type' dropdown is set to 'Gift' and the 'Name' field contains '\$10 Promotion Voucher'. The 'Face Value' field contains '\$10.00' and 'Months Valid' is set to '3'. The 'Provision Account' dropdown is set to '6290.01 - Provision for Voucher' and the 'Expense/Cash Account' dropdown is set to '3090.01 - Voucher Expense'. The 'Payment Means' dropdown is set to 'CH09 - Voucher'. The 'Description' field contains 'Promotion Voucher - given free to customer'. At the bottom right of the form, the 'Save' button is highlighted with a red box.

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

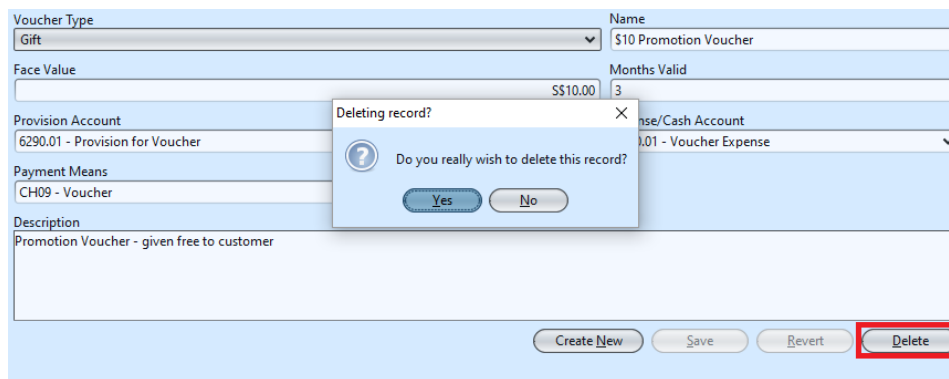
4. Click on **“Revert”** button at the bottom right of screen to roll back the changes

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 contains 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 rectangular box.

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 the following data:

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

The right side of the interface shows details for the selected 'Gift' voucher type, including fields for Face Value, Provision Account (6290.01 - Provision for Voucher), and 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
