## Voucher

Voucher view allow user to manage retail vouchers with monetary value. See "*POS – (Masters) Voucher Types*" for the different types of vouchers which are available in GOOMI.

Below actions are available under Voucher:

😔 Create new voucher

C ⇒ Update, split, delete, view and search for voucher

*Note:* Voucher redemption is done through POS Entry (cash register)

Voucher ×								
Customer:	< Select All >		~	Issued By: < Se	elect All >		~	Search
Status:	Posted 🗸	Valid From: 🗸 Valid Til	ll: ~	Redeemed: Not	Redeemed		~	Create New
Voucher Type:	All		~					
Serial # ▲	Issued On	Voucher Type	Face Value	Issued To	Valid From	Valid Till	Status	Redeemed [7
VCH16-040001	Apr 1, 2016	Credit - Credit Voucher	S\$0.77	Judy Hopps	Apr 1, 2016	Jun 1, 2016	Posted	
VCH16-060003	Jun 1, 2016	Credit - Credit Voucher	S\$125.00		Jun 1, 2016	Aug 1, 2016	Posted	
VCH16-070004	Jul 8, 2016	Credit - Credit Voucher	S\$13.70		Jul 8, 2016	Sep 8, 2016	Posted	
VCH16-070007	Jul 14, 2016	Loyalty - \$10 Loyalty Voucher	S\$10.00	Peter Foxx	Jul 14, 2016	Jan 14, 2017	Posted	
VCH16-080008	Aug 19, 2016	Loyalty - \$10 Loyalty Voucher	S\$10.00	Peter Foxx	Aug 19, 2016	Feb 19, 2017	Posted	
VCH16-080009	Aug 26, 2016	Credit - Credit Voucher	S\$13.20		Aug 26, 2016	Oct 26, 2016	Posted	
VCH16-080010	Aug 26, 2016	Credit - Credit Voucher	S\$125.00		Aug 26, 2016	Oct 26, 2016	Posted	
<i>\$</i>	)		Tot	tal 7 records.			Total SGD :	\$\$297.67
Vouchers List Vou	ucher							

Voucher ×	
Details Postings Notes	
12 🖩 💠 🔷 🔂 🖂 🖂 😂 👘	Drafted
Issued On	Serial #
29/08/2016	<-AUTO-GENERATED->
Voucher Type	Face Value
Y	
Valid From	Valid Till
29/08/2016	×
Issued To	Issued By
•	TCS01-01 - Cody Weiss 🗸
Issue At	Redeemad
TCS001-CR04 - TCS Orchard - Cash Register 04	Kedeened
Description	
Confirm Voucher	Create New Save Bevert Belete
Vouchers List Voucher	

Voucher ×							
Details Postings	Notes	te:	Document #		Reference #:		
Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
							^
							~
Vouchers List Vou	ucher						



Field Name	Description	Mandatory Information
Issue On	Date of issuing of voucher	Υ
Serial #	Serial number of voucher	Υ
Voucher Type	Type of voucher	Υ
Face Value	Value of this voucher	Y
Valid From	Valid from which date	Y
Valid Till	Valid until which date	Υ
Issue To	Which (registered) customer the voucher was issued to	Ν
Issue By	Which staff issued the voucher	Y
Issue At	Where the voucher was issued	Υ
Redeemed	Checkbox ticked if voucher has been redeemed	Ν

### Create New Voucher

1. Click on "Create New" button from "Vouchers List"
tab or from "Voucher" tab to create new voucher

Ν

Voucher ×								
Customer:	< Select All >		~	Issued By: < Sele	ect All >			✓ Search
Status:	Posted 🗸	Valid From: 🗸 Valid Til	: <b>```</b>	Redeemed: Not R	edeemed			✓ Create <u>N</u> ew
Voucher Type:	All		*					
Serial # 🔺	Issued On	Voucher Type	Face Value	Issued To	Valid From	Valid Till	Status	Redeemed 🛱
VCH16-040001	Apr 1, 2016	Credit - Credit Voucher	S\$0.77	Judy Hopps	Apr 1, 2016	Jun 1, 2016	Posted	□ ^
VCH16-060003	Jun 1, 2016	Credit - Credit Voucher	S\$125.00		Jun 1, 2016	Aug 1, 2016	Posted	
VCH16-070004	Jul 8, 2016	Credit - Credit Voucher	S\$13.70		Jul 8, 2016	Sep 8, 2016	Posted	
VCH16-070007	Jul 14, 2016	Loyalty - \$10 Loyalty Voucher	S\$10.00	Peter Foxx	Jul 14, 2016	Jan 14, 2017	Posted	
VCH16-080008	Aug 19, 2016	Loyalty - \$10 Loyalty Voucher	S\$10.00	Peter Foxx	Aug 19, 2016	Feb 19, 2017	Posted	
VCH16-080009	Aug 26, 2016	Credit - Credit Voucher	S\$13.20		Aug 26, 2016	Oct 26, 2016	Posted	
VCH16-080010	Aug 26, 2016	Credit - Credit Voucher	S\$125.00		Aug 26, 2016	Oct 26, 2016	Posted	

2. Fill up voucher type's information on form at
"Voucher" tab

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

4. Click on "Notes" tab at top of the screen to add
notes and / or attachment file

Voucher ×	
Details Postings Notes	
🚺 🎟 💠 🔷 🗟 🖂 🕺 👸	Drafted
Issued On	Serial #
29/08/2016 🗸	<-AUTO-GENERATED->
Voucher Type	Face Value
\$10 Promotion Voucher - Gift 🗸 🗸	S\$10.00
Valid From	Valid Till
29/08/2016 🗸	31/08/2016
Issued To	Issued By
~ ~	TCS01-01 - Cody Weiss
Issue At	
TCS001-CR04 - TCS Orchard - Cash Register 04	Redeemed
Description	
Mid-Autumn 2016 Promotion	
Confirm Voucher	Create New Save Revert Delete
Vouchers List Voucher	

5. Click on "Confirm Voucher" button at the bottom of screen and choose "Yes" to confirm the new voucher

6. Click on "**Post To Accounts**" button at the bottom of screen and choose "**Yes**" to post the new voucher to account. Journal entries of the voucher will be

#### automatically created under "Postings" tab

Voucher ×								
Details Postings	Notes							
2 🖩 🔶 🔶	🗞 📑 🖂 😫 🕞							Confirmed
ssued On					Serial #			
29/08/2016				~	VCH16-080011			
Voucher Type					Face Value			
\$10 Promotion Vouch	ner - Gift			~				S\$10.0
/alid From					Valid Till			
29/08/2016				~	31/08/2016			```
ssued To					Issued By			
				~	TCS01-01 - Cody Wei	55		
ssue At								
TCS001-CR04 - TCS O	rchard - Cash Register 04		Post Doc	ument?		×		
Description								
Vid-Autumn 2016 Pro	emotion			Do you really wish to	Post the selected Voucl	her (s)?		
Post To Accou	unts					Create New	Save	<u>R</u> evert <u>D</u> elete
M Voucher ×								
Details Postings	Notes							
ournal: Audit Adjuster	ment Journal	Date: 29/0	08/2016	Document #: VCH16	080011	Reference #:		
	Assount Nam	ne -	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
Account #	Accountinam							
Account #	Voucher Expense		Commercial	Mid-Autumn 20	6	S\$10.00		S\$10.00 Dr

#### Update Voucher Details

 Double click on voucher to be updated 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

2. 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**". User can also undo posting from voucher list view by using mouse right-click on the voucher(s) to open options available to the selected voucher(s).

Voucher ×									
Details Postings	Notes								
7 🖩 🔶 🗭	🔊 🔚 🖂 🕄								Posted
Issued On				Serial #					
29/08/2016			~	VCH16-080	011				
23/00/2010			-	Territo 600					
Voucher Type				Face Value					
\$10 Promotion Vou	cher - Gift		~						S\$10.00
Valid From				Valid Till					
29/08/2016			~	31/08/2016					
(									
Issued To				Issued By					
			~	TCS01-01 -	Cody Weiss				~
Issue At									
TCS001-CR04 - TCS	Orchard - Cash Register 0	4	~	Redeen	hed				
Description									
Description									
Mid-Autumn 2010 Pi	romotion								
						<u></u>			
Generate Re	eport 👻					Creat	te <u>N</u> ew	e <u>R</u> eve	art <u>D</u> elete
Generate Report									
Undo Accounts Po	sting								
Undo Accounts Po	isting								
Vouchers List Vo	ucher								
Voucher ×									
2 Customer	< Select All >		~	Issued By:	< Select All >				▼ Search
Customen	- Derect Pill -			issued by:	- beleet rill -				
Status:	Posted V	Valid From: Valid Till:	¥	Redeemed:	Not Redeem	ed			✓ Create <u>N</u> ew
	[]								
Voucher Type:	All		~	J					
Serial # A	Issued On	Voucher Type	Face Value	Issued	To	Valid From	Valid Till	Status	Redeemed
VCH16-040001	Apr 1, 2016	Credit - Credit Voucher	\$\$0.77	Judy Honos	Apr 1	2016	Jun 1, 2016	Posted	
VCH16-060003	Jun 1, 2016	Credit - Credit Voucher	S\$125.00	)	Jun 1	2016	Aug 1, 2016	Posted	
VCH16-070004	Jul 8, 2016	Credit - Credit Voucher	S\$13.70		Jul 8	2016	Sep 8, 2016	Posted	
VCH16-070007	Jul 14, 2016	Lovalty - \$10 Lovalty Voucher	\$\$10.00	Peter Foxy	Jul 14	2016	Jan 14, 2017	Posted	
VCH16-080008	Aug 19, 2016	Lovalty - \$10 Lovalty Voucher	S\$10.00	Peter For~	Aug	19 2016	Feb 19, 2017	Posted	
VCH16-080008	Aug 15, 2010	Credit - Credit Voucher	5310.00	relei FOXX	Aug	26 2016	Oct 26 2016	Posted	
VCH16-080009	Aug 26, 2016	Credit - Credit Voucher	5313.20		Aug	26, 2016	Oct 26, 2016	Posted	
VCH16-080010	Aug 20, 2016	Cife \$10 Description Version	55125.00		Aug	20, 2010	Aug 21, 2016	Posted	
VCH16-080011	Aug 29, 2016	Ont - \$10 Promotion Voucher	5510.00		Aug	29, 2010	Aug 31, 2016	Posted	

4. Click on "Revert" button at the bottom of screen to roll back the changes

Show Voucher Details
 Preview/Export this Voucher
 Print Selected Voucher (s)

Undo Voucher(s) Posting Show History Extend Voucher (s) Validity

3. Make change(s) on the voucher information

Email this Voucher

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

6. Click on "Confirm Voucher" button at the bottom of screen and choose "Yes" to confirm the updated voucher

7. Click on "Post To Accounts" button at the bottom of screen and choose "Yes" to post the updated voucher to account

# Split Voucher Value to Multiple Vouchers

1. If user need to split voucher to smaller values vouchers, 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 \$50 gift voucher to \$10 and \$40 gift vouchers, \$10 and \$40 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**". User can also undo posting from voucher list view by using mouse right-click on the voucher(s) to open options available to the selected voucher(s).

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:

Voucher ×								
Customer:	< Select All >		*	Issued By: < Sele	ect All >			▼ Search
Status:	Posted 🗸	Valid From: Valid Til	lt:	Redeemed: Not R	ledeemed			✓ Create <u>N</u> ew
Voucher Type:	Gift		*	]				
Serial # ▲	Issued On	Voucher Type	Face Value	Issued To	Valid From	Valid Till	Status	Redeemed 🛱
VCH16-080011	Aug 29, 2016	Gift - \$10 Promotion Voucher	5\$10.00		Aug 29, 2016	Aug 31, 2016	Posted	· · ·
VCH16-080012-01	Aug 29, 2016	Gift - \$10 Promotion Voucher	S\$10.00		Aug 29, 2016	Nov 29, 2016	Posted	
VCH16-080012-02	Aug 29, 2016	Gift - \$40 Promotion Voucher	S\$40.00		Aug 29, 2016	Nov 29, 2016	Posted	

### Delete Voucher

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. 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". User can also undo posting from voucher list view by using mouse right-click on the voucher(s) to open options available to the selected voucher(s).

3. Click on "Delete" button at the bottom of screen

4. Click on "Yes" button on the pop-up window to confirm record deletion

#### View and Search for Voucher Details

1. Enter search parameter to filter the result on "Vouchers List" tab, type in any of the search textfields on the screen. Click Search button to refresh the list.

Voucher ×								
Customer:	< Select All >		~	Issued By:	< Select All >			✓ Search
Status:	Posted 🗸	Valid From: 🗸 Valid Til	l: •	Redeemed:	All			✓ Create <u>N</u> ew
Voucher Type:	All		~					
Serial # 🔺	Issued On	Voucher Type	Face Value	Issued	To Valid From	n Valid Till	Status	Redeemed
VCH16-040001	Apr 1, 2016	Credit - Credit Voucher	S\$0.77	Judy Hopps	Apr 1, 2016	Jun 1, 2016	Posted	
VCH16-040002	Apr 4, 2016	Gift - \$10 Promotion Voucher	S\$10.00		Apr 4, 2016	Jul 4, 2016	Posted	
VCH16-060003	Jun 1, 2016	Credit - Credit Voucher	S\$125.00	1	Jun 1, 2016	Aug 1, 2016	Posted	
VCH16-070004	Jul 8, 2016	Credit - Credit Voucher	S\$13.70		Jul 8, 2016	Sep 8, 2016	Posted	
VCH16-070005	Jul 14, 2016	Loyalty - \$10 Loyalty Voucher	S\$10.00	Judy Hopps	Jul 14, 2016	Oct 13, 2016	Posted	
VCH16-070007	Jul 14, 2016	Loyalty - \$10 Loyalty Voucher	S\$10.00	Peter Foxx	Jul 14, 2016	Jan 14, 2017	Posted	
VCH16-080008	Aug 19, 2016	Loyalty - \$10 Loyalty Voucher	S\$10.00	Peter Foxx	Aug 19, 2016	Feb 19, 2017	Posted	
VCH16-080009	Aug 26, 2016	Credit - Credit Voucher	S\$13.20		Aug 26, 2016	Oct 26, 2016	Posted	
VCH16-080010	Aug 26, 2016	Credit - Credit Voucher	S\$125.00		Aug 26, 2016	Oct 26, 2016	Posted	
S	earch Engine							
			To	tal 9 records.			Total SGD :	S\$317.67
Vouchers List Vo	ucher							

Result can be sorted alphabetically by clicking the fields' columns

3. Redeemed vouchers will have it's checkbox ticked (Redeemed column)

Voucher ×								
Customer:	< Select All >		~	Issued By: < Set	ect All >			<ul> <li>Search</li> </ul>
Status:	Posted 🗸	Valid From: Valid Ti	ll: V	Redeemed: All				Create New
Voucher Type:	All		~					
Serial # 🔺	Issued On	Voucher Type	Face Value	Issued To	Valid From	Valid Till	Status	Redeemed 🛱
VCH16-040001	Apr 1, 2016	Credit - Credit Voucher	S\$0.77	Judy Hopps	Apr 1, 2016	Jun 1, 2016	Posted	· ·
VCH16-040002	Apr 4, 2016	Gift - \$10 Promotion Voucher	S\$10.00	)	Apr 4, 2016	Jul 4, 2016	Posted	
VCH16-060003	Jun 1, 2016	Credit - Credit Voucher	S\$125.00		Jun 1, 2016	Aug 1, 2016	Posted	
VCH16-070004	Jul 8 2016	Credit - Credit Voucher	S\$13.70		Jul 8 2016	Sep 8 2016	Posted	
VCH16-070005	Jul 14, 2016	Loyalty - \$10 Loyalty Voucher	S\$10.00	Judy Hopps	Jul 14, 2016	Oct 13, 2016	Posted	
VCH16-070007	Jul 14, 2016	Loyalty - \$10 Loyalty Voucher	\$\$10.00	Peter Foxx	Jul 14, 2016	Jan 14, 2017	Posted	
VCH16-080008	Aug 19, 2016	Loyalty - \$10 Loyalty Voucher	S\$10.00	Peter Foxx	Aug 19, 2016	Feb 19, 2017	Posted	
VCH16-080009	Aug 26, 2016	Credit - Credit Voucher	S\$13.20	)	Aug 26, 2016	Oct 26, 2016	Posted	
VCH16-080010	Aug 26, 2016	Credit - Credit Voucher	S\$125.00		Aug 26, 2016	Oct 26, 2016	Posted	
								~
<i></i>			To	tal 9 records.			Total SGD :	S\$317.67
Vouchers List Vo	oucher							

4. Double click on voucher to be updated 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