

# Voucher

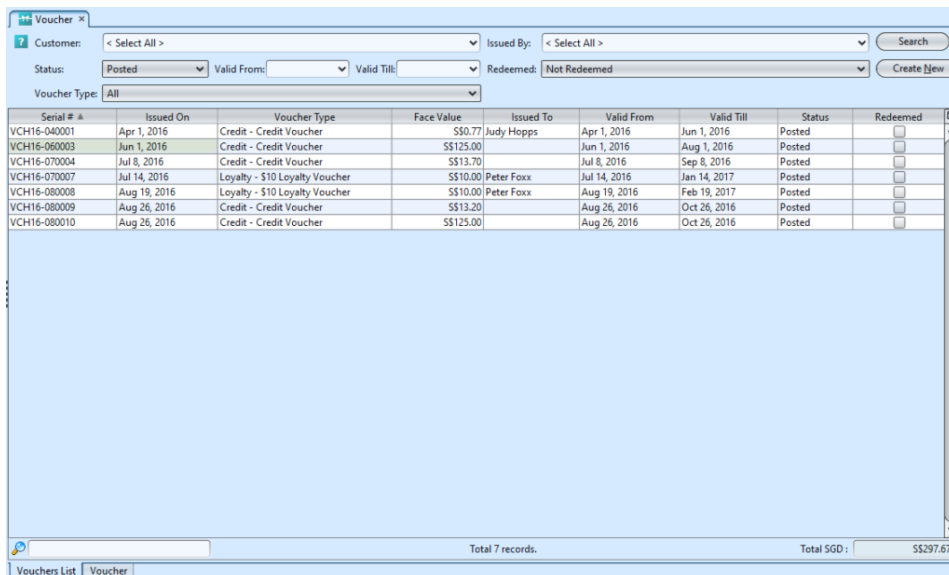
Voucher view allow user to manage retail vouchers with monetary value. See “**POS – (Masters) Voucher Types**” for the different types of vouchers which are available in GOOMI.

Below actions are available under Voucher:

 Create new voucher

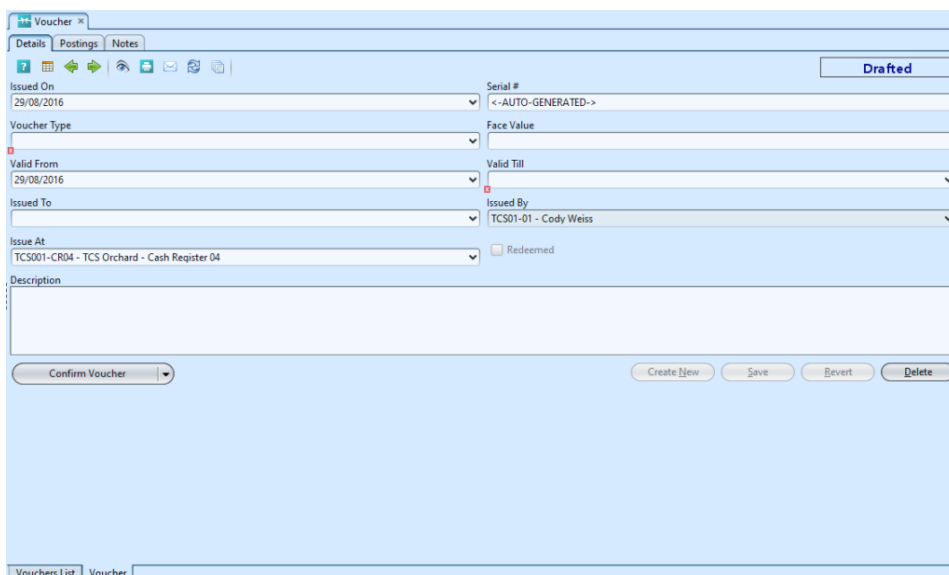
 Update, split, delete, view and search for voucher

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



The screenshot shows the 'Voucher' list interface. At the top, there are filters for Customer, Status (Posted), Valid From, Valid Till, Issued By, Redeemed (Not Redeemed), and a Search button. Below the filters is a table with the following columns: Serial #, Issued On, Voucher Type, Face Value, Issued To, Valid From, Valid Till, Status, and Redeemed. The table contains 7 records. At the bottom, there is a summary bar showing 'Total 7 records.' and 'Total SGD: \$5297.67'. Navigation buttons 'Vouchers List' and 'Voucher' are at the bottom left.

Serial #	Issued On	Voucher Type	Face Value	Issued To	Valid From	Valid Till	Status	Redeemed
VCH16-040001	Apr 1, 2016	Credit - Credit Voucher	\$50.77	Judy Hopps	Apr 1, 2016	Jun 1, 2016	Posted	<input type="checkbox"/>
VCH16-060003	Jun 1, 2016	Credit - Credit Voucher	\$5125.00		Jun 1, 2016	Aug 1, 2016	Posted	<input type="checkbox"/>
VCH16-070004	Jul 8, 2016	Credit - Credit Voucher	\$513.70		Jul 8, 2016	Sep 8, 2016	Posted	<input type="checkbox"/>
VCH16-070007	Jul 14, 2016	Loyalty - \$10 Loyalty Voucher	\$510.00	Peter Foxx	Jul 14, 2016	Jan 14, 2017	Posted	<input type="checkbox"/>
VCH16-080008	Aug 19, 2016	Loyalty - \$10 Loyalty Voucher	\$510.00	Peter Foxx	Aug 19, 2016	Feb 19, 2017	Posted	<input type="checkbox"/>
VCH16-080009	Aug 26, 2016	Credit - Credit Voucher	\$513.20		Aug 26, 2016	Oct 26, 2016	Posted	<input type="checkbox"/>
VCH16-080010	Aug 26, 2016	Credit - Credit Voucher	\$5123.00		Aug 26, 2016	Oct 26, 2016	Posted	<input type="checkbox"/>



The screenshot shows the 'Voucher' details form. It has tabs for 'Details', 'Postings', and 'Notes'. The 'Details' tab is active. The form contains fields for: Issued On (29/08/2016), Voucher Type, Valid From (29/08/2016), Valid Till, Issued To (TCS01-01 - Cody Weiss), Issued By (TCS01-01 - Cody Weiss), Issue At (TCS001-CR04 - TCS Orchard - Cash Register 04), and Description. There is a 'Redeemed' checkbox. At the top right, there is a 'Drafted' button. At the bottom, there are buttons for 'Confirm Voucher', 'Create New', 'Save', 'Revert', and 'Delete'. Navigation buttons 'Vouchers List' and 'Voucher' are at the bottom left.

Voucher

Details

Postings

Notes

Title	File Size	By User	On Date
<div> <div>Title</div> <div>Description</div> <div>File Name</div> <div>Size : bytes (1)</div> </div> <div> <div>Create New</div> <div>Save</div> <div>Revert</div> <div>Delete</div> </div>			

Vouchers List

Voucher

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

Description	Self-explanatory	N
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## Create New Voucher

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

The screenshot shows the 'Voucher' window with a list of vouchers. The 'Create New' button is highlighted with a red box. The table below shows the data in the list:

Serial #	Issued On	Voucher Type	Face Value	Issued To	Valid From	Valid Till	Status	Redeemed
VCH16-040001	Apr 1, 2016	Credit - Credit Voucher	\$50.77	Judy Hopps	Apr 1, 2016	Jun 1, 2016	Posted	<input type="checkbox"/>
VCH16-060003	Jun 1, 2016	Credit - Credit Voucher	\$5125.00		Jun 1, 2016	Aug 1, 2016	Posted	<input type="checkbox"/>
VCH16-070004	Jul 8, 2016	Credit - Credit Voucher	\$513.70		Jul 8, 2016	Sep 8, 2016	Posted	<input type="checkbox"/>
VCH16-070007	Jul 14, 2016	Loyalty - \$10 Loyalty Voucher	\$510.00	Peter Foxx	Jul 14, 2016	Jan 14, 2017	Posted	<input type="checkbox"/>
VCH16-080008	Aug 19, 2016	Loyalty - \$10 Loyalty Voucher	\$510.00	Peter Foxx	Aug 19, 2016	Feb 19, 2017	Posted	<input type="checkbox"/>
VCH16-080009	Aug 26, 2016	Credit - Credit Voucher	\$513.20		Aug 26, 2016	Oct 26, 2016	Posted	<input type="checkbox"/>
VCH16-080010	Aug 26, 2016	Credit - Credit Voucher	\$5125.00		Aug 26, 2016	Oct 26, 2016	Posted	<input type="checkbox"/>

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

The screenshot shows the 'Voucher' window with the 'Details' tab selected. The 'Drafted' status is shown. The form fields are as follows:

Field	Value
Issued On	29/08/2016
Voucher Type	\$10 Promotion Voucher - Gift
Valid From	29/08/2016
Valid Till	31/08/2016
Issued To	TCS01-01 - Cody Weiss
Issue At	TCS001-CR04 - TCS Orchard - Cash Register 04
Description	Mid-Autumn 2016 Promotion

The 'Confirm Voucher' button is highlighted with a red box. The 'Create New' and 'Save' buttons are also highlighted with red boxes.

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

The screenshot shows the 'Voucher' form with the 'Details' tab selected. The form contains the following fields:

- Issued On: 29/08/2016
- Serial #: VCH16-080011
- Voucher Type: \$10 Promotion Voucher - Gift
- Face Value: \$510.00
- Valid From: 29/08/2016
- Valid Till: 31/08/2016
- Issued To: TCS01-01 - Cody Weiss
- Issue At: TCS001-CR04 - TCS Orchard - Cash Register 04
- Description: Mid-Autumn 2016 Promotion

A confirmation dialog box is displayed in the center, asking: "Do you really wish to Post the selected Voucher (s)?" with 'Yes' and 'No' buttons.

At the bottom, there is a 'Post To Accounts' dropdown menu and buttons for 'Create New', 'Save', 'Revert', and 'Delete'.

The screenshot shows the 'Voucher' form with the 'Postings' tab selected. The table below shows the journal entries for the voucher.

Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
3090.01	Voucher Expense	Commercial	Mid-Autumn 2016 ...		\$510.00		\$510.00 Dr
6290.01	Provision for Voucher	Commercial	Mid-Autumn 2016 ...			\$510.00	\$510.00 Cr

## Update Voucher Details

1. 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** x

Details | Postings | Notes

Issued On: 29/08/2016 | Serial #: VCH16-080011 | **Posted**

Voucher Type: \$10 Promotion Voucher - Gift | Face Value: \$510.00

Valid From: 29/08/2016 | Valid Till: 31/08/2016

Issued To: TCS01-01 - Cody Weiss | Issued By: TCS01-01 - Cody Weiss

Issue At: TCS001-CR04 - TCS Orchard - Cash Register 04 | ☐ Redeemed

Description: Mid-Autumn 2016 Promotion

Generate Report | Create New | Save | Revert | Delete

Generate Report | Undo Accounts Posting

Vouchers List | Voucher

**Voucher** x

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
VCH16-040001	Apr 1, 2016	Credit - Credit Voucher	\$50.77	Judy Hopps	Apr 1, 2016	Jun 1, 2016	Posted	<input type="checkbox"/>
VCH16-060003	Jun 1, 2016	Credit - Credit Voucher	\$5125.00		Jun 1, 2016	Aug 1, 2016	Posted	<input type="checkbox"/>
VCH16-070004	Jul 8, 2016	Credit - Credit Voucher	\$513.70		Jul 8, 2016	Sep 8, 2016	Posted	<input type="checkbox"/>
VCH16-070007	Jul 14, 2016	Loyalty - \$10 Loyalty Voucher	\$510.00	Peter Foxx	Jul 14, 2016	Jan 14, 2017	Posted	<input type="checkbox"/>
VCH16-080008	Aug 19, 2016	Loyalty - \$10 Loyalty Voucher	\$510.00	Peter Foxx	Aug 19, 2016	Feb 19, 2017	Posted	<input type="checkbox"/>
VCH16-080009	Aug 26, 2016	Credit - Credit Voucher	\$513.20		Aug 26, 2016	Oct 26, 2016	Posted	<input type="checkbox"/>
VCH16-080010	Aug 26, 2016	Credit - Credit Voucher	\$5125.00		Aug 26, 2016	Oct 26, 2016	Posted	<input type="checkbox"/>
VCH16-080011	Aug 29, 2016	Gift - \$10 Promotion Voucher	\$510.00		Aug 29, 2016	Aug 31, 2016	Posted	<input type="checkbox"/>

Show Voucher Details | Preview/Export this Voucher | Print Selected Voucher(s) | Email this Voucher | Confirm Voucher(s) | Reopen Voucher(s) | Post Voucher(s) | **Undo Voucher(s) Posting** | Delete Voucher(s) | Show History | Extend Voucher(s) Validity

3. Make change(s) on the voucher information

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

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

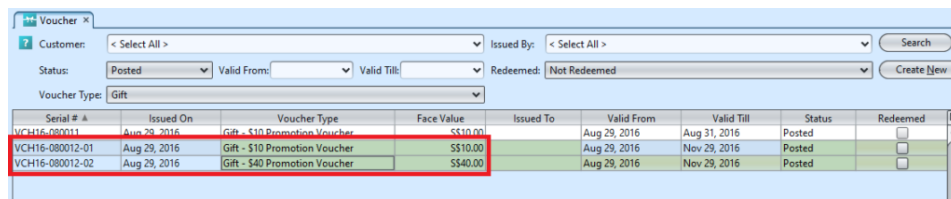
6. Click on **"Confirm Voucher"** button at the bottom of screen and choose **"Yes"** to confirm the updated voucher

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:



Serial #	Issued On	Voucher Type	Face Value	Issued To	Valid From	Valid Till	Status	Redeemed
VCH16-080011	Aug 29, 2016	Gift - \$10 Promotion Voucher	\$S10.00		Aug 29, 2016	Aug 31, 2016	Posted	<input type="checkbox"/>
VCH16-080012-01	Aug 29, 2016	Gift - \$10 Promotion Voucher	\$S10.00		Aug 29, 2016	Nov 29, 2016	Posted	<input type="checkbox"/>
VCH16-080012-02	Aug 29, 2016	Gift - \$40 Promotion Voucher	\$S40.00		Aug 29, 2016	Nov 29, 2016	Posted	<input type="checkbox"/>

## 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 Till: 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	\$50.77	Judy Hopps	Apr 1, 2016	Jun 1, 2016	Posted	<input type="checkbox"/>
VCH16-040002	Apr 4, 2016	Gift - \$10 Promotion Voucher	\$510.00		Apr 4, 2016	Jul 4, 2016	Posted	<input checked="" type="checkbox"/>
VCH16-060003	Jun 1, 2016	Credit - Credit Voucher	\$5125.00		Jun 1, 2016	Aug 1, 2016	Posted	<input type="checkbox"/>
VCH16-070004	Jul 8, 2016	Credit - Credit Voucher	\$513.70		Jul 8, 2016	Sep 8, 2016	Posted	<input type="checkbox"/>
VCH16-070005	Jul 14, 2016	Loyalty - \$10 Loyalty Voucher	\$510.00	Judy Hopps	Jul 14, 2016	Oct 13, 2016	Posted	<input checked="" type="checkbox"/>
VCH16-070007	Jul 14, 2016	Loyalty - \$10 Loyalty Voucher	\$510.00	Peter Foxx	Jul 14, 2016	Jan 14, 2017	Posted	<input type="checkbox"/>
VCH16-080008	Aug 19, 2016	Loyalty - \$10 Loyalty Voucher	\$510.00	Peter Foxx	Aug 19, 2016	Feb 19, 2017	Posted	<input type="checkbox"/>
VCH16-080009	Aug 26, 2016	Credit - Credit Voucher	\$513.20		Aug 26, 2016	Oct 26, 2016	Posted	<input type="checkbox"/>
VCH16-080010	Aug 26, 2016	Credit - Credit Voucher	\$5125.00		Aug 26, 2016	Oct 26, 2016	Posted	<input type="checkbox"/>

Search Engine

Total 9 records. Total SGD: \$5317.67

Vouchers List Voucher

2. 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: < Select All > Search

Status: Posted Valid From: Valid Till: 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	\$50.77	Judy Hopps	Apr 1, 2016	Jun 1, 2016	Posted	<input type="checkbox"/>
VCH16-040002	Apr 4, 2016	Gift - \$10 Promotion Voucher	\$510.00		Apr 4, 2016	Jul 4, 2016	Posted	<input checked="" type="checkbox"/>
VCH16-060003	Jun 1, 2016	Credit - Credit Voucher	\$5125.00		Jun 1, 2016	Aug 1, 2016	Posted	<input type="checkbox"/>
VCH16-070004	Jul 8, 2016	Credit - Credit Voucher	\$513.70		Jul 8, 2016	Sep 8, 2016	Posted	<input type="checkbox"/>
VCH16-070005	Jul 14, 2016	Loyalty - \$10 Loyalty Voucher	\$510.00	Judy Hopps	Jul 14, 2016	Oct 13, 2016	Posted	<input checked="" type="checkbox"/>
VCH16-070007	Jul 14, 2016	Loyalty - \$10 Loyalty Voucher	\$510.00	Peter Foxx	Jul 14, 2016	Jan 14, 2017	Posted	<input type="checkbox"/>
VCH16-080008	Aug 19, 2016	Loyalty - \$10 Loyalty Voucher	\$510.00	Peter Foxx	Aug 19, 2016	Feb 19, 2017	Posted	<input type="checkbox"/>
VCH16-080009	Aug 26, 2016	Credit - Credit Voucher	\$513.20		Aug 26, 2016	Oct 26, 2016	Posted	<input type="checkbox"/>
VCH16-080010	Aug 26, 2016	Credit - Credit Voucher	\$5125.00		Aug 26, 2016	Oct 26, 2016	Posted	<input type="checkbox"/>

Total 9 records. Total SGD: \$5317.67

Vouchers List Voucher

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