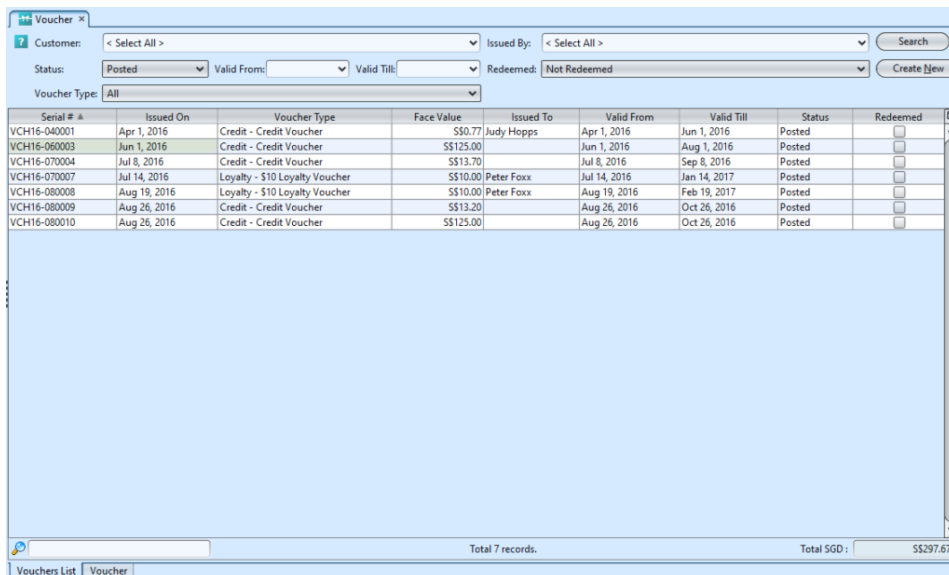# Voucher

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:
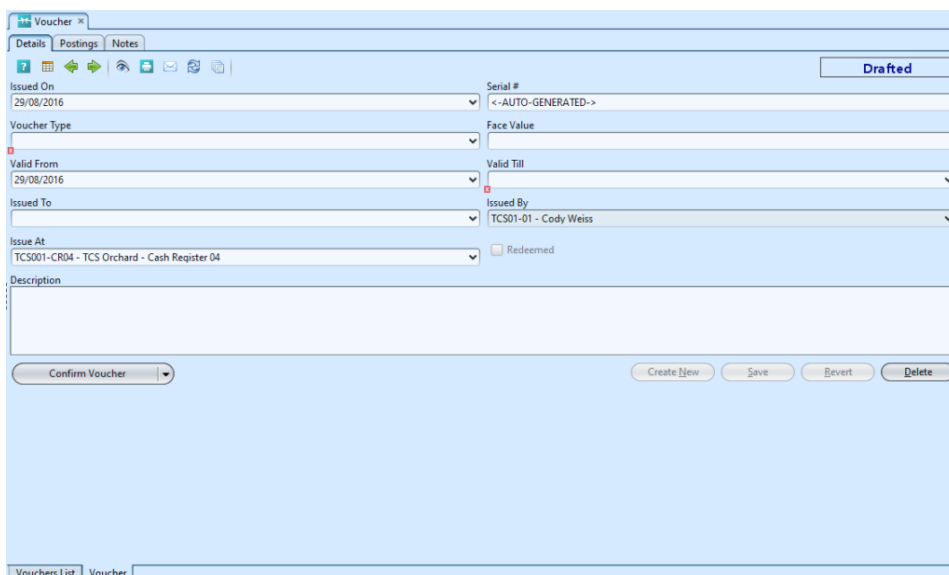
    🔗 Create new voucher

    🔗 Update, split, delete, view and search for voucher

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

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

Create New Voucher

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

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

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

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).

3. Make change(s) on the voucher information

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

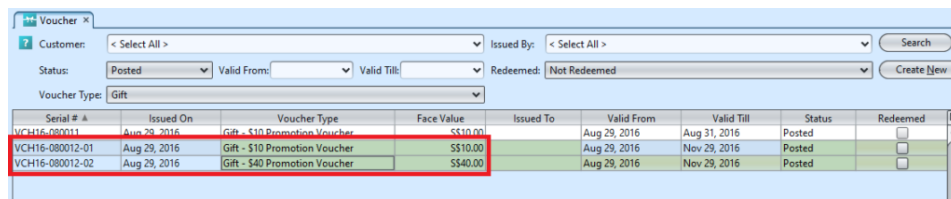5. Click on **"Save"** button at the bottom of screen when done

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:

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.

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

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

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