

---

# ARW020 Work with Vouchers

---

<i>Overview</i>	Work with vouchers is used to create or maintain vouchers. Using this program vouchers are created against the default POS customer without a link to a customer in the Bookmaster system.
<i>Purpose</i>	This panel allows you to: <ul style="list-style-type: none"><li>Addition of a new voucher</li><li>Change voucher details</li><li>Copy voucher details</li><li>Display voucher details</li></ul>

---

## Explanation

There are two types of vouchers in the system, a voucher which is used as a gift voucher and a voucher that is issued as a credit note when a refund is processed.

For each voucher purchased the cashier must enter the value the voucher, the customer name, country or suburb and the payment details.

A unique voucher number is then generated once these details have been captured is printed upon creation and will be displayed when the voucher is being accessed.

When a voucher is created, it is set to Status= "A" for Active. A voucher at the active status can be modified and redeemed. Once a voucher has been redeemed or cancelled it will change to Status="C" for Closed. Closed vouchers cannot be maintained or re-used in the system.

---

## Examples

This section illustrates examples concerning:

[Example 1: Addition of a New Voucher](#)

[Example 2: Change Voucher Details](#)

[Example 3: Copy Voucher Details](#)

[Example 4: Display Voucher Details](#)

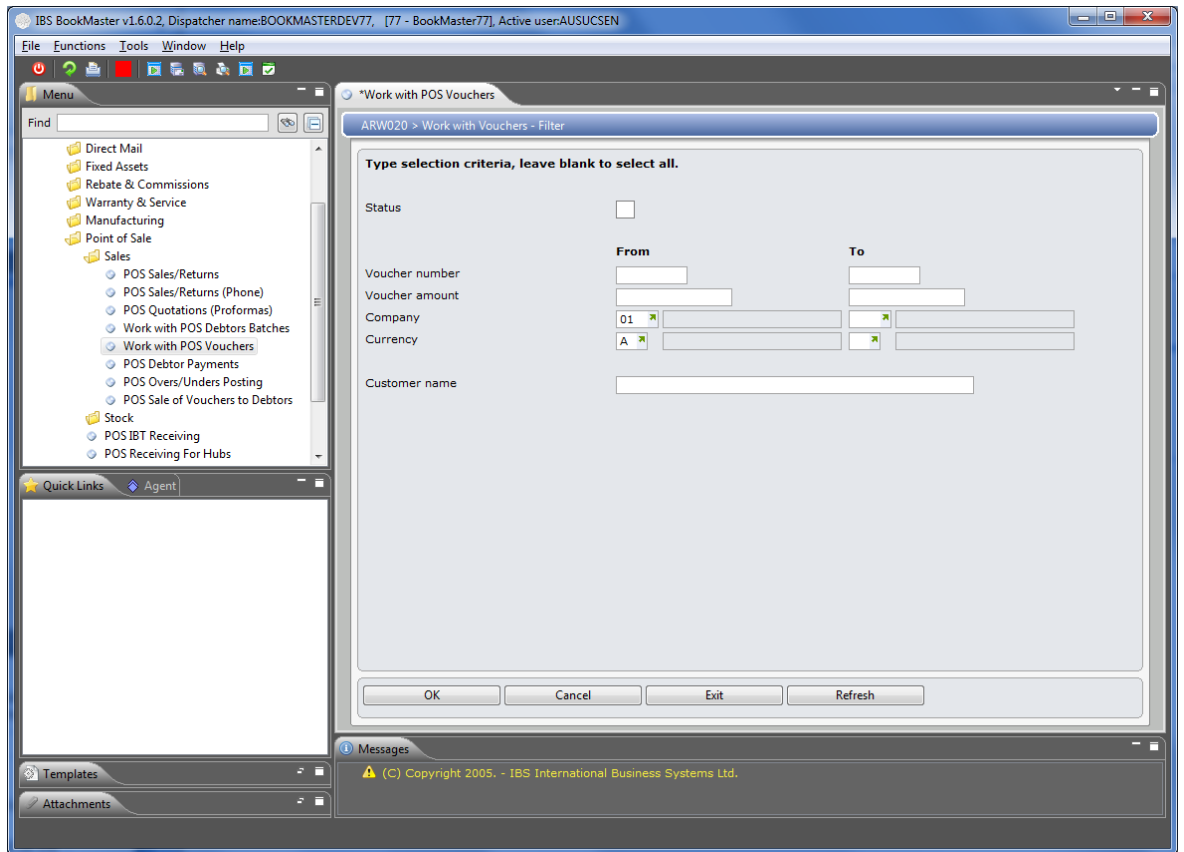
---

### Example 1: Addition of a New Voucher

This example describes how to add a new voucher.

1. Select menu option **Work with POS Vouchers** from Other Modules > Point of Sale > Sales.

**ARW020 Work with Vouchers - Filter** panel is displayed.



## Relevant Fields

### Status

Select the voucher status you want to filter by. The status of the voucher defaults to A=Active when adding a voucher.

### Voucher number

Select by voucher number or voucher number range.

### Voucher amount

Select by the voucher amount or a range of voucher amounts.

### Company

Select the company to filter by. The company user belongs to will be the default company.

### Currency

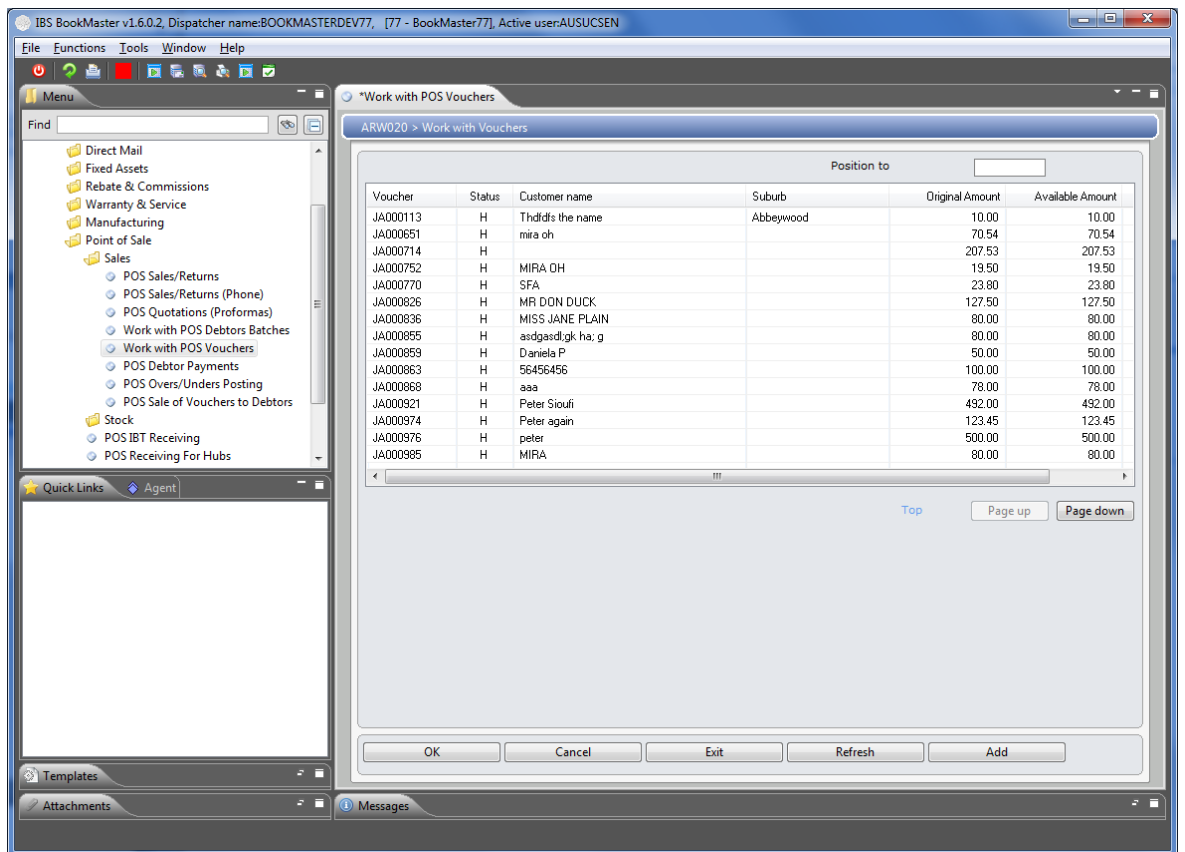
Select the currency to filter by. The user's currency will be the default currency.

### Customer name

Enter the name of the person the voucher is being issued to.

2. Select required fields or leave blank to select all and click **OK**.

**ARW020 Work with Vouchers** main panel is displayed.



## Functions

### Add

Access ARE060A Voucher Entry for the entry or addition of a new voucher.

## Options

### Change

Access ARE060A Voucher Entry to change the existing details of selected voucher.

### Copy

Access ARE060A Voucher Entry to copy the existing details of the voucher to another voucher.

### Display

Access ARE060A Voucher Entry to display the details of selected voucher.

## Relevant Fields

### Voucher number

The voucher number is automatically generated by the system.

### Status

Select the voucher status you want to filter by. The status of the voucher defaults to A=Active when adding a voucher.

### Customer name

Select by the customer name. In Payment Entry this is the name of the person the voucher is being issued to.

### Amount

If payment is by a number of different methods then an entry is required for each method and the amount being paid by that method. For example a cash amount and a voucher amount may add up to the full amount due for payment.

In Work with Vouchers enter the amount the customer is paying for the voucher.

3. Click **Add**.

**ARE060A Voucher Entry** panel is displayed.

Please refer ARE060 for details.

---

### Example 2: Change voucher details

This example describes how to change voucher details.

1. Repeat steps **1** and **2** as in [Example 1: Addition of a new voucher](#)
2. Select a record and click **Change**.

**ARE060A Voucher Entry** panel is displayed.

Please refer ARE060 for details.

---

### Example 3: Copy voucher details

This example describes how to copy details of selected voucher.

1. Repeat steps **1** and **2** as in [Example 1: Addition of a new voucher](#)
2. Select a record and click **Copy**.

**ARE060A Voucher Entry** panel is displayed.

Please refer ARE060 for details.

---

### Example 4: Display voucher details

This example describes how to display details of selected voucher.

1. Repeat steps **1** and **2** as in [Example 1: Addition of a new voucher](#)
2. Select a record and click **Display**.

**ARE060A Voucher Entry** panel is displayed.

Please refer ARE060 for details.