How to Guide:
Voucher

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How to do a Voucher

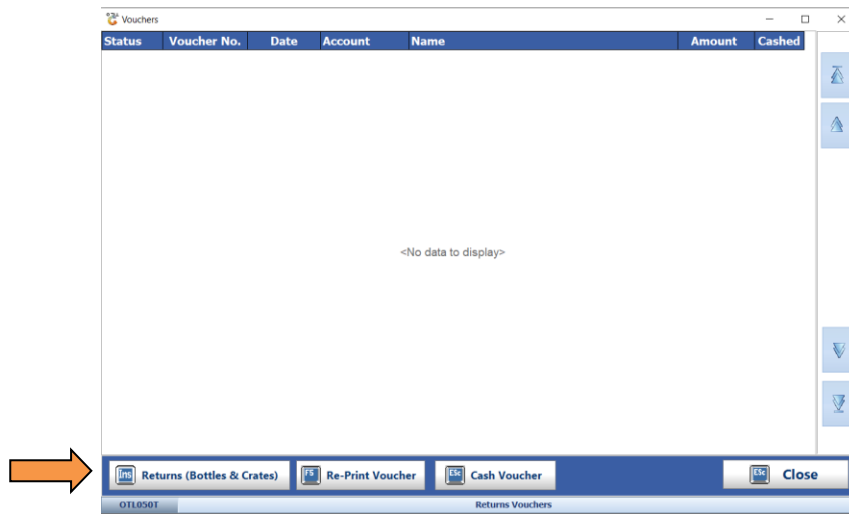This document is to Guide you through the process on how to do a Voucher.
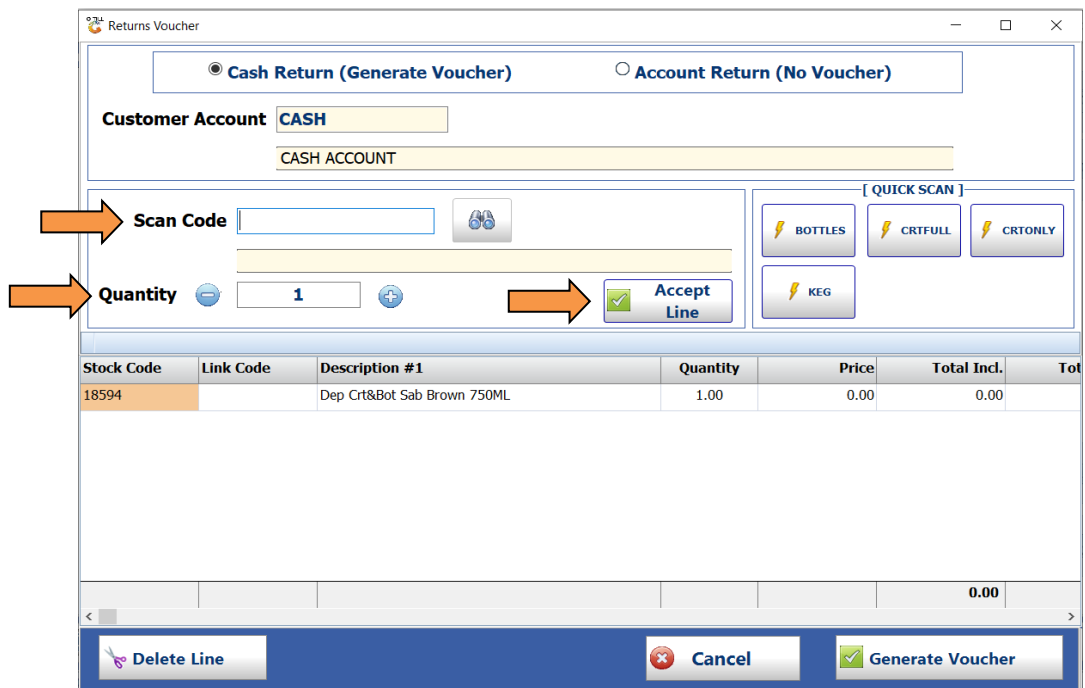
1. Go to '**Vouchers**'.

2. Click on **'Returns Vouchers (Bottles & Crates)'/ F1**

3. Click on **'Returns (Bottles & Crates)'**.

4. Enter '**Scan Code'** and change the **'Quantity'** as required then click '**Accept Line'**. You can enter more then one item into a voucher if required.

5. Click on '**Generate Voucher'**.

That concludes the User Guide.