



## 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.

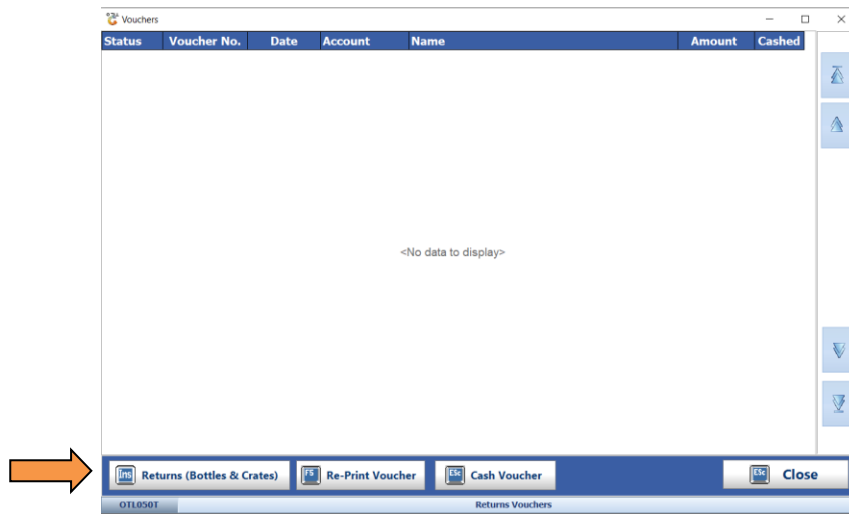
1. Go to 'Vouchers'.



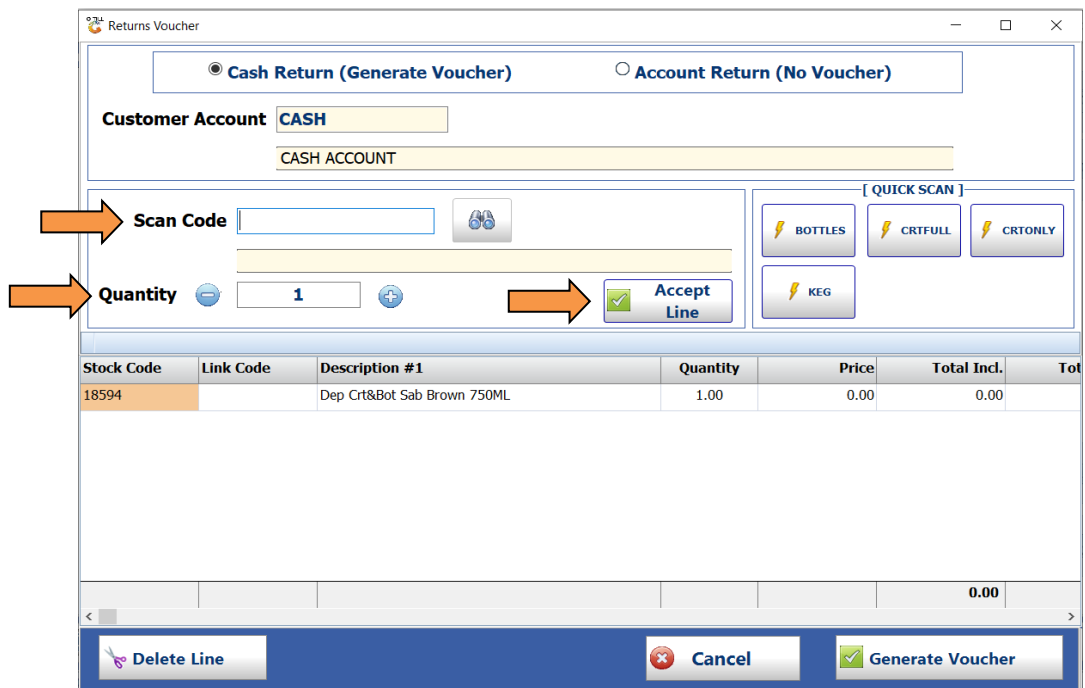
2. Click on 'Returns Vouchers (Bottles & Crates)'/ F1



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



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



5. Click on 'Generate Voucher'.

Customer Account **CASH**  
CASH ACCOUNT

Scan Code

Quantity

[ QUICK SCAN ]

Stock Code	Link Code	Description #1	Quantity	Price	Total Incl.	Tot
18594		Dep Crt&Bot Sab Brown 750ML	1.00	0.00	0.00	

0.00

*That concludes the User Guide.*