

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.

(Cash Retu	ırn (Generate Voucher)		count Retur	n (No Vouche	r)	
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Stock Code	ink Code	Description #1		Quantity	Price	Total In	cl.
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5. Click on 'Generate Voucher'.

Customer Account CASH CASH ACCOUNT Scan Code Quantity 1 Stock Code Link Code Description #1 Quantity Price Total Incl. 8594 Dep Crt&Bot Sab Brown 750ML 1.00 0.00 0.00		• Cash F	Return (Generate Voucher)	○ Account Retur	rn (No Voucher)	
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	8594			1.00	0.00		
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That concludes the User Guide.