

Billing item setup – Cash Voucher

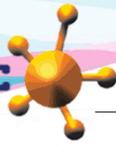
Add new cash voucher at Master > Cash voucher > New

New cash voucher	
Cash voucher no	Issue quantity: <input type="text" value="20"/> , From CV <input type="text" value="201"/> (Maximum 15 characters) to CV <input type="text" value="220"/> (Maximum 15 characters) Display : CV00201 to CV00220
Cash voucher name	<input type="text" value="\$100 優惠券"/> (Maximum 30 characters)
Description	<div style="border: 1px solid gray; height: 40px;"></div>
Redemption shop	<div style="border: 1px solid gray; padding: 2px;"> All HK MK </div>
Division	<input type="text" value="Not specified"/>
Redemption member group	<div style="border: 1px solid gray; padding: 2px;"> All Work In Member Normal Member Gold Member Diamond Member </div>
Redemption interest group	<div style="border: 1px solid gray; padding: 2px;"> All Interest Group1 </div>
Redemption value	\$ <input type="text" value="100"/>
Redemption period	From <input type="text" value="1"/> / <input type="text" value="Dec"/> / <input type="text" value="2016"/> to <input type="text" value="31"/> / <input type="text" value="Dec"/> / <input type="text" value="2016"/> <input type="text" value="This month"/>
Status	<input type="checkbox"/> Inactive

Input issue quantity, cash voucher name and redemption value.

Input other necessary fields if required, system has no input control on other fields.

Press <Submit> to add cash voucher.



 Code: It represents each cash voucher. It cannot be duplicated and will be displayed on invoice.

- After inputting issue quantity, system will generate consecutive codes for cash voucher according to the default or inputted starting code.
- Set up default cash voucher number at Master > Reference Number > List > Cash voucher

Reference number

[Config](#) [List](#) [...](#) [...](#) [...](#)

Cash voucher number setup													
All shop	<table> <tr> <td>Prefix</td> <td><input type="text" value="CV"/></td> <td></td> </tr> <tr> <td>Suffix</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>No of digits</td> <td><input type="text" value="5"/></td> <td>If no of digits is not number or is 0, after press confirm, system will change no of digits to 5.</td> </tr> <tr> <td>Next number</td> <td><input type="text" value="221"/></td> <td>If next number is not number or is 0, after press confirm, system will change next number to 1.</td> </tr> </table>	Prefix	<input type="text" value="CV"/>		Suffix	<input type="text"/>		No of digits	<input type="text" value="5"/>	If no of digits is not number or is 0, after press confirm, system will change no of digits to 5.	Next number	<input type="text" value="221"/>	If next number is not number or is 0, after press confirm, system will change next number to 1.
Prefix	<input type="text" value="CV"/>												
Suffix	<input type="text"/>												
No of digits	<input type="text" value="5"/>	If no of digits is not number or is 0, after press confirm, system will change no of digits to 5.											
Next number	<input type="text" value="221"/>	If next number is not number or is 0, after press confirm, system will change next number to 1.											

 Submit  Reset  Cancel

 Name: brief description of the cash voucher that will be displayed on invoice.

 Description: detailed description of the cash voucher.

 Redemption shop: shops where the cash voucher can be redeemed.

 Division: only for classification and analysis purpose.

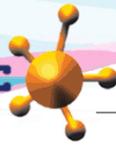
- Set up division at Master > Division

 Redemption member group: selected member groups who can redeem cash voucher on invoice and members must be included in the selected member groups to redeem cash voucher.

- Set up member group at Member > Member record > Details > Member group

New member group	
Member in same member group will enjoy same member discount Setup individual member discount will override member group member discount	
Member group	<input type="text" value="New Member Group"/>
Member group description	<input type="text" value="New Member Group"/>
Member group discount	<input type="text"/> %

 Submit  Reset  Cancel



 Redemption interest group: selected interest groups who can redeem cash voucher on invoice and members must be included in the selected interest groups to redeem cash voucher.

- Set up interest group at Member > Member record > Details > Interest group

New interest group	
Interest group :	<input type="text" value="Interest Group1"/> (Maximum 50 characters)
description:	<input type="text" value="Interest Group1"/>

 **Submit**  **Reset**  **Cancel**

 Redemption value: the redemption value of cash voucher. User may input any value and it will be displayed on invoice.

 Redemption Period: period that cash voucher can be redeemed.

 Status: the cash voucher is default as active. If cash voucher is ticked as inactive, inactive cash voucher will be not available for redemption.

View cash voucher at Master > Cash voucher > Search

Cash voucher search

Issue date: 1 / Dec / 2016 to 31 / Dec / 2016 Quick select

Cash voucher no: From CV00201 to CV00201



Input search criteria and press <Submit>.

Cash vouchers which meet the search criteria will be displayed on cash voucher list.

Cash voucher list

Issue date	Cash voucher no	Cash voucher name	Value	Redemption period	Prepared by
20-Dec-2016	CV00201 - CV00220	\$100 優惠券	\$ 100	1-Dec-2016 - 31-Dec-2016	S001 (beauty)

Press cash voucher record to view cash voucher details.

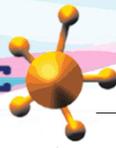
View cash voucher group

Cash voucher no	CV00201 to CV00220
Cash voucher name	\$100 優惠券
Description	
Issue date	20-Dec-2016
Prepared by	beauty (S001)
Redemption shop	All
Division	Not Specified
Redemption member group	All
Redemption interest group	All
Redemption value	\$ 100.00
Redemption period	From 1-Dec-2016 to 31-Dec-2016
Status	Active

Back | View | **Edit** | **Void** | **No redemption record**

Close

Cash vouchers can be edited or void at view cash voucher page.



If the cash voucher is already sold, it cannot be edited or void. Press <Redemption record> to view redemption details.

Back | View **Redemption record**

\$100 優惠券 (CV00201 - CV00220) redemption record

<u>Cash voucher no</u>	<u>Invoice no</u>	<u>Invoice date</u>	<u>Cash voucher value</u>
CV00201	PSI-00056	1-Dec-2016	\$ 100

Press invoice number to view invoice detail.

Invoice no : PSI-00056
Ref Inv No : Nil
Staff : S001 (beauty)
Shop : HK

Date : 1-Dec-2016
Prepared by : S001 (beauty)
Created at : 24-Dec-2016 11:37
Last updated at : 24-Dec-2016 11:37 / S001 (beauty)

<u>Code</u>	<u>Name</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Gross amount</u>	<u>Discount</u>	<u>Total amount</u>
BODYTREATMENTA	Body Treatment A	1	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00
Expiry date : 1-Dec-2017 Promotion code : Nil Analysis code : Nil Sales : S001 (beauty)						
CV00201	\$100 優惠券	1	(\$ 100.00)	(\$ 100.00)		(\$ 100.00)
Promotion code : Nil Analysis code : Nil Sales : S001 (beauty)						

Member : Testing (T2)

Subtotal : \$ 900.00
Total amount : \$ 900.00

Payment method :
Cash : \$ 900.00
Paid amount : \$ 900.00

Remark :