

Slide 1
Slide notes: We are now going to post a Voucher, but for the sake of clear understanding, we will show a lot more than just the posting of the Voucher. First, we start by looking at an Order on this Dispatch.


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Slide notes: Look at the bottom right hand corner for the final amount on this Order.


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Slide notes: Now we will process that Order as fully delivered, and because it is a C.O.D. Order, that means the final Amount expected to have been collected will be entered into the Cash Up Account.


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Slide notes: That Order has now been fully processed and automatically disappears off the Dispatch. But, in fact, the Customer chose to use one of the available Vouchers as part Payment of the Order, and so we will now post that Voucher.


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Slide notes: By posting this Voucher, we are effectively reducing the expected Cash Amount collected from this Customer, because the Value of the Voucher replaces some of the Cash Amount.


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Slide notes: Therefore, just to see clearly what happens when we post a Voucher, we will now look at the Cash Up Statement.


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Slide 27
Slide notes: So here we can see that between our Brought Forward and Carried Forward Amounts on the Cash Up, we have first of all the expected Cash Amount for that Customer Order, and then we have a reduction due to the Voucher posting, and the net effect should be the Amount collected from the Customer.


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