

Instructions on using Vouchers

(\\sudbury\porcupine>manuals\usersguide\vouchers)

Updated: May 26, 2004

Last Updated: December 15, 2005

Vouchers are the term this system uses to identify the notice booklets sold to clients as part of a precollection process. This is the **PREPAID** Voucher system.

OR

Vouchers can be used a mechanism to track specific debtors that are following a predetermined precollection notice tracking sequence although no physical booklets are involved. This process of tracking precollection series with the client will be defined as yet to be **BILLED**.

Since vouchers are sold to clients the recording of this sale is in the client screen.

In both cases the vouchers rely on Precollection information also being present.

In some instances the Vouchers are considered as belonging to multiple clients. You therefore have the option of attaching all the voucher details to one client number and referencing this client number from any other client that may be sharing this information.

In a PREPAID system...

When Vouchers are sold, the system assumes that each voucher has a pre-designated unique number to track and identify it's use. These unique numbers are to be entered by the user.

In a BILLED system...

Voucher numbers are assigned by the system based on the Vouch enter date and a 4 digit counter. So if you were to credit a client with a 20 notice Precollection series on November 30, 2005 the Voucher numbers assigned would be 0511300001,0511300002, up to 0511300020. If you then enter another 20 notice Precollection series on another client the Voucher number would start at 0511300021, 0511300022, up to 0511300040.

After accessing a client...

choose (P) for Precollection
then
choose (V) for Vouchers

you will see the Voucher Information Screen...

VOUCHER INFORMATION		
Branch: 5-A COLLECTION AGENCY	TERMINAL: TTYP9	12/15/2005
Vouchers Activated (Y/N): Y	Use Vouchers Attached	Remaining Unused
Specify Voucher Type : BIL	to: RD0010 (Secondary)	Check Client RD0010
<p>N=New Entry E=Edit Entry D=Delete Entry O=On/Off P=Purchase History L=List Details Q=Quit Choose:</p>		

The first thing you must do is activate the Voucher system.

Vouchers Activated (Y/N):

{use the (O)=On/Off to either activate or deactivate the Voucher Process}

If you are activating the Voucher system you will be asked to

Specify Voucher Type:

{Your choices are Vouchers PREPAID and tracked or Vouchers Tracked to be BILLED}

Use Vouchers Attached

to: *{enter the appropriate client number}*

{Note: if you leave this blank then the client you are in will be automatically entered. If the same client number is used this is known as a Primary attachment. If a different client number is used this is known as a Secondary Attachment.

Remaining Unused *{this is not a directly editable field but maintains a running total of all vouchers that have not been sent yet. This running total is only available on the Primary client.}*

If you wish to input a new entry choose (N)...

{if the Voucher Purchase Program was not activated, hitting the N to put in a new entry will inform you that the client is not setup to track vouchers yet. This means it is

not appropriate to enter Voucher detail information. You need to activate the Voucher program and choose a Voucher type.}

In a PREPAID series...

Specify Vouchers Purchased (R)ange or (I)ndividual.....:

{If you choose Range you will be asked to Enter Starting and Ending Voucher numbers.

If you choose Individual you will be asked to enter one Voucher Number.

When the numbers are entered the program will check to see if the numbers are already in use and will not accept the entry if they are.

Entering zeros will abort the entry process.

The voucher numbers have been expanded to 10 digits and will fill in leading zeros automatically.}

Enter Voucher Purchase Date (defaults to today's date)..: *{this is the date sold}*

Enter Total Vouch Purchase Amount: *{this should be the total price, including taxes}*

Enter Voucher Invoice Number.....: *{this is the invoice number of the client's bill}*

{If you enter a zero or a blank invoice number, the Voucher entry process will be aborted.

Invoice numbers can be characters or numbers and the field has been expanded to accommodate 6 positions.}

Credit Voucher Sale to Sales Person: *{this will default to the sales code associated with the client but can be overridden}*

Has the Client been billed for this Voucher Purchase (Y/N): *{this is for informational purchase only, you do not bill the client through this screen.}*

In a BILLED series...

How many Precollect Letters are you crediting the client: *{enter the number}*

Enter Total Amount to be billed for Precollect Series: *{Amount you will invoice or have invoiced for the Precollection Notices, should include the taxes}*

Enter Precollection Series Purchase date: *{Usually the current date}*

Credit Precollect Series to Sales Person: *{this will default to the sales code associated with the client but can be overridden}*

Has the Client been billed for the Precollect Series Purchase (Y/N): *{this is for informational purchase only, you do not bill the client through this screen.}*

E=Edit Entry *{This option is limited. There is a problem with the ability to edit information that affects other processes. The idea here is to attach individual vouchers or credits to specific debts. These debts therefore require that the vouchers be present on the client to validate the initial attachment. Allowing the ability to edit the detail information would cause problems with this verification process.}*

However, for purposes of maintaining real world accuracy, there are conceivably cases where a debt that was initially attached to a specific voucher/credit would not be sent to the debtor. In those instances you should have the ability to edit/remove the debt number and/or sent date from the item.

Be very careful with this option as only minimal validation is done to confirm accuracy of the data.

Use this option in conjunction with the (L)ist option below to acquire the item number that you will enter for editing. Once the screen displays shows you the item record that you wish to edit hit Q for Quit, the hit E for Edit, you will see...

Enter the Item Number of the Record you wish to Edit: *{enter number or blank to exit}*

The Edit function is limited to alter the
Debt number and Date Sent fields.

Debt Number: *{enter debt number or a blank to remove an existing debt number}*

Date Sent : *{enter date sent or remove an existing date}*

Are you sure you wish to make these changes (Y/N):

D=Delete Entry *{This option has the same inherent problems as the edit but it will be allowed if no debt has been entered attached to an associated voucher. The running total of Unused Vouchers will be reduced by the number associated with initial entry.}*

P=Purchase History *{This option provides a listing of the Vouchers Purchased. At this time the display is only to screen.}*

L=List Details *{This option provides the detail information on individual vouchers, including the date a notice was sent and the debt number of the debt entered}*

Below is an example of the display output...

(notice the 4th and 5th lines have no sent date or debt number entry so those vouchers are still available to be used.)

<u>NUMBER</u>	<u>PURCHASED</u>	<u>SENT</u>	<u>INVOICE</u>	<u>TYPE</u>	<u>SALE</u>	<u>DEBT</u>
0512050001	12/05/2005	12/05/2005	0512051047	BIL	KT	DB000101
0512050002	12/05/2005	12/05/2005	0512051047	BIL	KT	DB000102

0512050003	12/05/2005	10/10/2010	0512051047	BIL	KT	DB000013
0512050004	12/05/2005	/ /	0512051047	BIL	KT	
0512050005	12/05/2005	/ /	0512051047	BIL	KT	

Q=Quit {Exits this routine}

VOUCHER DETAIL LAYOUT

(voucher.dbf)

BRNUM	Numeric	2	Branch Number
CLNUM	Character	6	Client Number
VTYPE	Character	3	Voucher Type
VNUM	Numeric	10	Voucher Number
VDATEPURC	Date	8	Date Purchased
VDATESENT	Date	8	Date Sent
VINVOICE	Numeric	10	Voucher Invoice
VSALECODE	Character	2	Sales Code
VDEBTNUM	Character	8	Debt Number
VNOTSENT	Character	7	Notice Sent

DEBT ENTRY

Prepaid Vouchers

For clients with the voucher system activated and identified as having Prepaid Vouchers available you will be asked to enter a Voucher Number (enter a zero to not attach a voucher).

To be accepted this voucher number must exist, be assigned to this client and not have been already used.

To Be Billed Vouchers

For clients with the voucher system activated and identified as a To Be Billed client you will be asked to confirm that you want this debt to be tracked as a Voucher System debt.

If the client number entered during new debt entry is flagged as having vouchers but those voucher details are attached to a different client number, the system will simply use the next available blank voucher from that other Primary client, as if the vouchers were attached directly to the client number being assigned to the debt.

It will search for the next unused voucher credit entry in the clients voucher file to attach the date the notice is sent and the debt number. If there are no unused records the voucher entry process will abort.

In both cases the running total of Unused Vouchers will be reduced by 1.

The electronic acceptance routines will also work with the vouchers. Now, new debts being added on clients with the voucher system activated will work just like the manual entry. If all the existing blank vouchers are used, the Precollection notice will still be sent, that debt just won't be part of the voucher process.

Voucher Tracking Reports

Choose **01** for Management Menu
Choose **06** for Client Management
Choose **24** for Voucher Tracking Reports

01...Voucher Tracking

This report will compile a list of all the vouchers/precollect credits that have been entered and if applicable used based on client number range, date purchased, date sent, etc.

Report of (PRE)paid or (BIL)led Vouchers (enter blank to exit): *{your choice}*

Enter Start Client: Enter End Client:

[If you are running the PRE report...]

Use a Purchased Date Range (Y/N):

If you answered "Y" then Enter Start Purchase Date: Enter End Purchase Date:

[If you are running the BIL report...]

Use Date Range of when Credits Assigned (Y/N): {Enter Date Credit entered}

If you answered "Y" then Enter Start Purchase Date: Enter End Purchase Date:

Use Sent Date Range (Y/N):

If you answered "Y" the Enter Start Sent Date: Enter End Sent Date:

(I)include, (L)imit By or (S)kip Vouchers which are still outstanding:

Include=Include Vouchers without a Sent date even if using a sent date range

Limit By=Only show vouchers still outstanding even if using a sent date range

Skip=Do not show any Vouchers still outstanding even if not using a sent date range

Display result on (S)creen or (P)rinter or (Q)uit:

02...Client Analysis Summary

This report will provide a summary report on the current status of the purchased Vouchers and/or Precollection Credits. Within the framework of the User specified criteria, it will detail by client number and invoice number the

Quantity sold
Number Used
Number still Available
Original Charge for the Vouchers

(and on the Printed version show)

Number of Responses
Amount Collected
Date Last Used
Cost Factor (not currently in use)

Report of (PRE)paid or (BIL)led Vouchers (enter blank to exit): *{your choice}*

Enter Start Client: Enter End Client:

[If you are running the PRE report...]

Use a Purchased Date Range (Y/N):

If you answered "Y" then Enter Start Purchase Date: Enter End Purchase Date:

[If you are running the BIL report...]

Use Date Range of when Credits Assigned (Y/N):

If you answered "Y" then Enter Credit Start Date: Enter Credit End Date:

Display result on (S)creen or (P)rinter or (Q)uit:

03...List Clients with Vouchers/Precollects/Final Demands

Will produce a list of all clients within the user defined criteria that have any of the Precollect, Final Demand or Voucher Flags activated.

Enter Start Client: *{enter client number}* Enter End Client:*{enter client number}*

List Clients with Precollect Flag activated (Y/N): *{your choice}*

List Clients with Final Demand Flag activated (Y/N): *{your choice}*

List Clients with Voucher Flag activated (Y/N): *{your choice}*

Display results on (S)creen or (P)rinter or (Q)uit: *{your choice}*

Miscellaneous Client Billings

A new transaction has been created to handle the billing of Vouchers. It's generic term is Miscellaneous Client Billing but as will Client Payments whatever description you enter will be displayed on the actual client statements. This makes the Billing more informative to the client.

Choose **03** for Accounting Menu

Choose **04** for Client Payments/Advances/Billings

Enter the Client Code: *{the client you will be billing}*

To enter a new billing

Choose E for Entry

Choose M for Miscellaneous Client Billing

Enter the Description *{for example Voucher Booklet Invoice # 123456}*

Enter the Amount

If GST/HST is flagged you will be asked... Charge GST (Y/N):

If PST is flagged you will be asked... Charge PST (Y/N):

Is the above information correct (Y/N):

To delete a billing

Choose D for Delete

You will asked to enter the letter and transaction number *{M and the number}*

Note that any associated tax amounts present they will be deleted as well

Adjustments

Not used by Miscellaneous Billings. Only applies to Advances.

List

To List Miscellaneous Billings choose "M" after choosing the "L"

Print

To Print Miscellanous Billings choose "M" after choosing the "P"

Quit

{Note: Miscellaneous Client Billings can be entered as either a negative or positive. Following the pattern of Billings on debts, a normal billing amount is to be entered as a positive value which will bill the client on the statements. If you enter a negative amount for the Miscellaneous Billing then the statements will treat this as a reversal of the billing and will credit the client.}

Deposit Summary Report

The Deposit Summary Report contains a new section to display the MISC. CLIENT BILLINGS individually. These billings will include the itemized listing and totaling of any applicable tax amounts associated with the billings.

The Summary will also include a section on the Deposit page totaling the Miscellaneous Client billings and the applicable taxes. It will look like this...

CLIENT BILLINGS

=====

Miscellaneous Client Billings: ###.##

Fed. Tax on Client Billings :	###
Prov. Tax on Client Billings :	###
	=====
	###.##

The Branch Statistics page has 3 new categories to track these Miscellaneous Client billings. These amounts will be maintained as Daily, Monthly and Yearly values.

The Miscellaneous Client Billings are available on the standard Deposit Summary Report (option #6) in the Accounts Menu and on the Deposit Summary Report Reprint (option #20) in the Financial Management Menu.