

1 Introduction

In the CNET ERP transactions occur due to the interaction between one or more elements of the GSL. For example, when sales transaction is made customer, employee, bank, store, item or product may be involved. Thus, elements in the GSL are building blocks to any transaction. In this section the different types of business transactions along with their documentation will be discussed.

1.1 What is voucher?

A voucher is a document that serves as an evidence for transactions. A voucher is created and issued as some transaction such as sales transactions, store movement transactions or bank transactions occur. Vouchers are designed to contain all relevant information such as the owner of the voucher, the reason for the transaction, item/product or service involved in the transaction, the date and time of the transaction, and so on about the specific transaction.

1.2 Voucher operation

A voucher may pass through different stages before it is fully matured. The number of stages it goes through may vary from one type of voucher to another type of voucher or from one company to another. For example, payment voucher may pass through prepared, checked, approved and issued stages. On the other hand, sales voucher often passes through only issued stage. In the CNET ERP the level of stages a voucher needs to pass through before it gets matured and the authorized individuals for each of the operations can be defined at the time of setting up the system using the Server Side Management System. This issue is discussed under the Voucher Settings section of the Server Management document.

A voucher in progress can be canceled or put on hold state at any time before its final stage i.e. issuance. Voiding a document permanently discards it. A record is kept but it will have no effect on resources such as inventory and accounts. Placing a document on hold just temporarily sets the voucher aside. While a voucher is on hold state it is possible to prepare and issue another similar voucher or even exit from CNET ERP system. Like the case of voiding, holding a voucher does not affect resources such as stock levels or accounts. Later, you can return to a held document, "unhold" it, and then complete the operation.

1.3 Rules of vouchers

While designing vouchers in the CNET ERP system certain rules are followed. The following are some of the rules considered in the design of the vouchers:

- Vouchers should be sequentially numbered in their family
- It is recommended for the content of vouchers not to exceed a single page
- Vouchers should have one or more owners or operators
- Vouchers need timestamp
- Voucher should contain its name displayed on the top
- Vouchers need to contain the address, name and other relevant details of the issuing company
- Electronic vouchers need maximum security to protect them from unauthorized users/operation
- Vouchers should respect the Ethiopian government voucher rules for cases such as sales voucher
- Usually vouchers are prepared at the time of the transaction
- Vouchers should be sufficiently simple so that they can be readily understood
- Vouchers should be designed for multiple use whenever possible, which can help minimize the number of different forms and reduce the learning curve
- Vouchers should be constructed in a manner that encourages correct preparation and transfer of information through internal checks within itself, for example including instructions for proper copy distribution
- Voucher can be printable with different standard printing options

1.4 Categories and Vouchers in CNET ERP

Vouchers can be categorized based on their structure, effect on stock, and their accounting effect. According to their structure we have *lineitem* and *non-lineitem* vouchers, according to stock effect we have stock moving and non-stock moving vouchers and according to accounting effect we have journal and non-journal vouchers.

As discussed above, based on the voucher structure, we have two categories of vouchers – *lineitem* vouchers and *non-lineitem* vouchers. *Lineitem vouchers* are those vouchers that contain *lineitem* to transact articles and *non-lineitem vouchers* are those vouchers that do not contain *lineitem* to transact articles. All Sales, inventory and production vouchers are *lineitem* vouchers. All Accounting Vouchers and most FOMS vouchers are *non-lineitem* vouchers. There are also vouchers that are sometimes *lineitem* and sometimes *non-lineitem*s. For example, credit sales and sales return vouchers when used for room sales act like a *non-lineitem* voucher whereas they are *lineitem* vouchers in all other cases.

There are more than xx vouchers in the CNET ERP V6 distributed across different subsystems. This number can grow as user requirement comes for more vouchers and as new subsystems are introduced into the system. The following table shows the list of vouchers and the modules in which the vouchers are used:

No	Voucher	Module	Description
1	Pre sales Voucher	Sales	
2	Cash Sales Order Voucher	Sales	This is a voucher authorize a sales clerk to perform cash sales for the mentioned consignee and listed items.
3	Credit sales Order voucher	Sales	This is a voucher to authorize a sales clerk to perform credit sales for the mentioned consignee and listed items.
4	Proforma invoice Voucher	Sales	This voucher is prepared as quotation request comes from the customer. It contains the items, quantity, unit price and terms and conditions for the delivery. It is a legal promise document to the customer.
5	Goods reservation Voucher	Sales	This voucher is prepared when an organization or specific customer of the organization wants to reserve goods for a period of time for any reason.
6	Contract agreement Voucher	Sales	This voucher is used to track contracts. It handles contract period, contract amount and other information such as terms and conditions of the contract.
7	Cash Sales Voucher	Sales	This is a voucher is created at the time of cash sales transactions where items delivery and cash collection are done at the same time.
8	Credit sales Voucher	Sales	This is a voucher is created at the time of credit sales transactions where items delivery and cash collection are done at different times.
9	Sales Refund	Sales	This voucher is used to refund a customer after cash or credit sales transaction is carried out.

No	Voucher	Module	Description
10	Zeroing Voucher	Sales	Zeroing voucher also called z-report is directly fetched from the fiscal device that contains the summary of the daily sales transactions and take the EJ file as its attachment.
11	Cash sales adjustment Voucher	Sales	This is a voucher will be used to introduce cash sales made manually during system failure or power outage.
12	Credit sales adjustment Voucher	Sales	This is a voucher will be used to introduce credit sales made manually during system failure or power outage.
13	Cash sales summary	Sales	This is a voucher is used to summarize a bulk individual cash sales invoices/vouchers transacted in a given period such as shift, given day, accounting period, etc.
14	Sales Prospective voucher	Sales	This voucher is prepared to track possible buyers of an item or group of items and mostly used for marketing campaign.
15	Promotion item vouchers	Sales	This voucher is prepared when free promotion items are distributed to customers.
16	Settlement Advise Voucher	Sales	This voucher is prepared for credit customers to advise them to settle their credit. It is used to give notifications to the customers.
17	Price computing voucher	Sales	This voucher is used to calculate product and service prices based on provided input parameters such as length, weight, volume, etc. This can be used in metalwork, woodwork, printing and other similar industries.
18	Captain order voucher	Sales	This voucher is used to order food or beverage from bar or kitchen of a restaurant.
19	Bio data voucher/Vital Signs Voucher	Sales	This voucher is used to capture vital signs of individuals such as blood pressure (PB), temperature, weight, etc.
20	Excise tax invoice voucher	Sales	This voucher is automatically prepared as one or more items that belongs to a category of items subjected to excise tax are transacted.

No	Voucher	Module	Description
21	Sales substitute voucher	Sales	This voucher is issued as the customer is getting goods substitute because of defect or any other reason after sales transaction is carried out.
22	RPM delivery voucher	Sales	This voucher is prepared as sales transaction that involves returnable or reusable packaging materials such as bottles, racks, etc is made. It is used to deliver the packaging materials to the customer. The value of this document is used as a deposit for the reusable packaging material.
23	RPM return voucher	Sales	This voucher is used as returnable or reusable packaging materials such as bottles, racks, etc are returned by the customer. The customer will get the deposited amount.
24	Ecommerce order voucher	Sales	This voucher is an order document that comes from the E-commerce system. It contains the order details such as items, quantity, and payment method. It can be referred by sales order, delivery, credit sales or cash sales invoices.
25	Customer purchase order	Sales	
26	Quotation Request voucher	Procurement	This voucher is used when an organization wants to collect quotation for the purchase of one or more items or products.
27	Purchase request voucher	Procurement	This voucher is used to intimate the purchase process. It is the first document that will be prepared as the purchase process is started. This document can be prepared automatically by the system as store requests are approved or can be prepared manually.
28	Supplier's proforma invoice Voucher	Procurement	This is a pro forma prepared by the suppliers in response to the quotation request document sent to them.
29	Local purchase order	Procurement	This is an approved purchase request containing items that can be purchased from the local supplier.

No	Voucher	Module	Description
30	International Purchase order	Procurement	This is an approved purchase request containing items that are going to be purchased from abroad.
31	Shipping insurance	Procurement	This is a document containing the insurance value covered for the goods to be shipped.
32	Bank permit Voucher (TT, CAD, LC)	Procurement	This voucher is an official payment document to the supplier issued by the payer bank.
33	Supplier's commercial Invoice	Procurement	This is an invoice prepared by the supplier and forwarded to the buyer.
34	Certificate of Origin Voucher	Procurement	This voucher is used in international trade transactions which attests that the product listed therein has met certain criteria to be considered as originating in a particular country. A certificate of origin / declaration of origin is generally prepared and completed by the exporter or the manufacturer, and may be subject to official certification by an authorized third party.
35	Shipping packing list Voucher	Procurement	This voucher is a document which contains details of packing such as number of packages and the detail content of each package.
36	Bill of loading Voucher	Procurement	This voucher is a legal document issued by a carrier to a shipper that details the type, quantity and destination of the goods being carried. A bill of lading also serves as a shipment receipt when the carrier delivers the goods at a predetermined destination.
37	Airway bill Voucher	Procurement	This voucher is used to maintain airway bill as goods are transported using airway means of transportation.
38	Customs duty declaration voucher	Procurement	This voucher lists the details of goods that are being imported or exported. This is for possibly pay customs duty tax on goods.

No	Voucher	Module	Description
39	Landed cost calculation voucher	Procurement	This voucher contains detail cost calculation history to assign individual cost to the shipped good.
40	Procurement reserve voucher 1	Procurement	This is a reserved voucher for any future extension of the Procurement Management module.
41	Cash Goods Receiving Voucher	Stock	This voucher is used to receive goods that are purchased with cash.
42	Credit Goods receiving Voucher	Stock	This voucher is used to receive goods that are purchased with credit.
43	Imported Goods Receiving Voucher	Stock	This voucher is used to receive goods that are imported from abroad.
44	Shortage Goods Receiving Voucher	Stock	This voucher is used to maintain goods that are expected to be received from the supplier but are not received fully or partially as the supplier deliver the items/products.
45	Damaged Goods Receiving Voucher	Stock	It is a document that is going to be prepared at times received goods are fully or partially damaged. It contains the items, quantities and agreed prices of the damaged items. This voucher moves the items to the main damage store.
46	Replacement goods receiving voucher	Stock	This voucher is used to receive replacement goods from the supplier as a result of replacement request.
47	Consignment goods receiving voucher	Stock	This voucher is used to receive consignment goods from the supplier. This voucher doesn't change the ownership of the goods.
48	Internal Good receiving voucher	Stock	This voucher is used to receive goods at the lower levels of stores such as branch back store or sales outlet stores directly from the supplier.

No	Voucher	Module	Description
49	Replacement request voucher	Stock	This voucher is used to request for replacement from the supplier.
50	Suppliers Goods Return Voucher	Stock	It is a document that contains list of items be returned to the supplier due to some kind of defect or any misunderstanding between a company and its supplier. This document is used if goods are already received by the company.
51	Store Request Voucher	Stock	This document is prepared when a branch outlet or sales outlet wants items form the main store of the organization.
52	Store order voucher	Stock	This voucher is prepared to authorize the store clerk for the issuance or transfer of items or products.
53	Store Issue Voucher	Stock	It is a document that is used to transfer item/product vertically from a main store to branch stores with a context of cost.
54	Store Transfer Voucher	Stock	It is a document that is used to transfer item/product from the main store without the context of cost.
55	Store Return Voucher	Stock	It is a document that is used to return item/product vertically from branch stores to the main store.
56	Internal Store Request Voucher	Stock	This voucher is used by sales floor and kitchen or bakery to request stock items from branch store. It is containing list of items or products, quantities that are required by the sales outlet.
57	Internal Store transfer voucher	Stock	It is a document that is used to transfer stock items among stores within a branch such as Sales Floor, Kitchen/Bakery, Branch Damage Store and Branch Store. It contains the list of items, quantities, source and destination stores information.
58	Internal Store Issue Voucher	Stock	It is a document that is used to transfer item/product from a branch store to kitchen or bakery. It contains the list of items, quantities, source and destination stores information.

No	Voucher	Module	Description
59	Internal Store Return Voucher	Stock	It is a document that is used to return item/product from sales floor or kitchen/bakery to a branch store. It contains the list of items, quantities, source and destination stores information.
60	Internal damage store return voucher	Stock	
61	Positive Stock Adjustment Voucher	Stock	It is a voucher that contains list of items/products, quantity and amount to which positive stock quantity adjustment is required. It is used after inventory count for resolving quantity discrepancies that comes due to different reasons.
62	Negative Stock Adjustment Voucher	Stock	It is a voucher that contains list of items/products, quantity and amount to which negative stock quantity adjustment is required. It is used after inventory count for resolving quantity discrepancies that comes due to different any reasons.
63	Delivery Voucher	Stock	It is a document that contains list of items or products, quantities that are purchased by the customer and serves as a confirmation that the customer has received the required items or products.
64	Dispatch voucher	Stock	This voucher is used to distribute goods from the main store to other branch outlets. It contains the list of items needed to be dispatched, the quantity, and the price.
65	Goods Disposal Voucher	Stock	It is a document that contains list of items/products to write-off from the company stock.
66	Weight bridge Voucher	Stock	This voucher is created as weight bridge device is used to monitor stock quantity.
67	Gate pass voucher	Stock	This document is prepared by the organization to the customer or organizational outlet to let the issued or purchased items pass the gate. It contains the list of items purchased or issued to the customer or the requesting outlet.

No	Voucher	Module	Description
68	System cost Adjustment Voucher	Stock	This is a system generated voucher that is used to adjust cost during negative stock balance on a stock ledger.
69	Item consumptions Voucher	Stock	This voucher is used to maintain materials internally consumed items at departments, kitchen or bakery, and etc.
70	Damage transfer Voucher	Stock	This voucher is used to transfer damaged goods from work areas such as sales floor, factory floor, kitchen etc to the branch damage store.
71	Damage return Voucher	Stock	This voucher is used to return damaged goods to the main damage store from the branch damage stores.
72	Stock reserve voucher 1	Stock	This is a reserve voucher for the Stock Management module targeted for any future expansion of the system.
73	Stock reserve voucher 2	Stock	This is a reserve voucher for the Stock Management module targeted for any future expansion of the system.
74	Stock reserve voucher 3	Stock	This is a reserve voucher for the Stock Management module targeted for any future expansion of the system.
75	Stock reserve voucher 4	Stock	This is a reserve voucher for the Stock Management module targeted for any future expansion of the system.
76	Payment request voucher	Accounting	This voucher is used to initiate a payment request. The request can be done by a supplier or an employee.
77	Payment Order Voucher	Accounting	It is a document that is used to authorize the payment clerk to start the payment execution.
78	Petty cash establishment Voucher	Accounting	This voucher is used as petty cash is established at the beginning of the year.

No	Voucher	Module	Description
79	Petty cash replenishment Voucher	Accounting	This voucher is used to request petty cash replenishment as the amount on the hand of the cashier reaches the minimum amount.
80	Petty cash payment Voucher	Accounting	It is a voucher that is used to effect payment to the payee from the petty cash. The only difference between this voucher and bank payment voucher is that the payment is made from cash on hand i.e. petty cash.
81	Petty cash clearance Voucher	Accounting	This voucher is used to close a given petty cash account. This is usually done at the end of the fiscal year or as the purpose of the petty cash account is finished.
82	Accrual income Voucher	Accounting	This voucher is created as a company collect payments before providing the actual service. This voucher is usually used to track incomes such as collection of rent or other service advance payments.
83	Accrual expense Voucher	Accounting	This voucher is created as a company pays in advance i.e. before getting the actual service. This voucher is usually used to track expenses such as rent or other service advance payments.
84	Cross Bank Transfer Voucher	Accounting	This voucher is used to transfer money between different bank accounts of the given organization.
85	Internal Bank Transfer Voucher	Accounting	This voucher is used to transfer amounts between the accounts of the same bank.
86	Bank Debit Advise Voucher	Accounting	This voucher is prepared when bank advice comes that causes the company to pay such as service fee of CPO, bank transfer, LC, etc.
87	Bank Credit Advise Voucher	Accounting	This voucher is used when there is some deposit into the company account by the bank itself. This can happen when someone deposits into the company account without the knowledge of the company or because of bank interest.

No	Voucher	Module	Description
88	Withholding Payable Voucher	Accounting	It is a voucher which will be computed by adding up withholding vouchers prepared during payments.
89	Withholding Receivable Voucher	Accounting	It is a voucher which will be computed from by adding up withholding amounts retained by suppliers.
90	VAT withholding voucher	Accounting	This voucher is used to introduce VAT amount that is withheld by the government institutions that is because government institutions do not pay the 15% VAT to suppliers rather they provide a document containing VAT equivalent amount.
91	IOU Voucher	Accounting	IOU stands for I Owe You. This document is used to transfer cash between cashers.
92	Bank deposit Voucher	Accounting	It is a voucher that is prepared when a cash or check is going to be deposited in the bank. It contains the depositor information, the amount of money, and the bank account in which the cash is going to be deposited.
93	Bank Payment Voucher	Accounting	It is a voucher that is used to effect payment to the payee using bank check or CPO. It is a document that is used to authorize the transfer of fund to a designated beneficiary.
94	Cash receipt Voucher	Accounting	It refers to a voucher that will be prepared whenever there is an act of cash receiving.
95	Lone Voucher	Accounting	This voucher is used to track employee loan amount, terms, conditions and repayment schedule.
96	Journal Voucher	Accounting	It is a voucher that is used to show how accounts are affected by the specific transaction. This voucher is prepared at the time of posting transactions.
97	VAT declaration Voucher	Accounting	This is a monthly prepared voucher that is used to summarize the total VAT to collect, the total VAT to pay and the balance.
98	Income tax declaration Voucher	Accounting	This voucher is used to declare income tax at the end of each month.

No	Voucher	Module	Description
99	Withholding declaration Voucher	Accounting	This voucher is used to declare collected withholding to the tax authority.
100	Pension declaration Voucher	Accounting	This voucher is used to declare employee pension at the end of each month.
101	Profit tax declaration voucher	Accounting	This voucher is used to declare profit tax at the end of the fiscal year.
102	Excise Tax declaration voucher	Accounting	This is used to declare excise tax collected by an organization.
103	Accounting reserve voucher 1	Accounting	This voucher is targeted for any future additional voucher requirement by the Accounting Module.
104	Accounting reserve voucher 2	Accounting	This voucher is targeted for any future additional voucher requirement by the Accounting Module.
105	Accounting reserve voucher 3	Accounting	This voucher is targeted for any future additional voucher requirement by the Accounting Module.
106	Fixed Asset Receiving Voucher	Fixed Asset	This is a line item voucher that is used to receive purchased fixed assets.
107	Fixed Asset Transfer Voucher	Fixed Asset	This voucher is used to transfer a list of fixed assets from one employee to another.
108	Fixed Asset Return voucher	Fixed Asset	This voucher is used to return one or more fixed assets into the store.
109	Fixed Asset write-off Voucher	Fixed Asset	This voucher is used to write-off a fixed asset from the fixed assets registry at times of total damage or lose of the asset.

No	Voucher	Module	Description
110	Fixed Asset Supplier Return voucher	Fixed Asset	This voucher is a document that will be used as fixed asset is returned to the supplier after purchase and receiving the item.
111	Fixed Asset Depreciation Voucher	Fixed Asset	This voucher is prepared containing the fixed asset and the depreciation mount for each fiscal year. It shows the book value, acquisition value and salvage value asset.
112	Fixed Asset Tracking log voucher	Fixed Asset	
113	Fixed Asset Damaged transfer	Fixed Asset	
114	Fixed Asset maintenance log	Fixed Asset	
115	Fixed Asset reserve voucher 1	Fixed Asset	
116	Production request Voucher	Production	It is a request document that contains the details of the list of products along with the quantity to be produced.
117	Production Order Voucher	Production	It is a request document that contains the details of the list of products along with the quantity to be produced.
118	Formulation Definition Voucher	Production	This voucher contains details of standard ingredients for manufacturing a unit product.
119	Bill of Material quantity Voucher	Production	This voucher is used to identify the detail material required for a given Production. It is usually used for non-standard ingredients production. It doesn't use the formulation definition.

No	Voucher	Module	Description
120	Batch Voucher	Production	This document is used to trigger the production process by resizing the production quantity to a manageable size. It is a document that contains batch number, production date, product information, and expiry date for manufacturing of a product at one time.
121	Raw Material Consumption voucher/formulation voucher	Production	This voucher is used to show the raw material required for a batch of production by applying the formulation definition.
122	Formulation Variation Voucher	Production	This voucher is prepared to capture any additional or less inputs materials usage from the standard formulation definition for the specific batch.
123	Packing List Voucher	Production	It is a document used to notify the products meeting the quality requirements.
124	Product Release Voucher	Production	This voucher is used to transfer product from the factory floor to the finished products store.
125	Product Transfer Voucher	Production	This voucher is used capture quality parameters value for a production batch. This voucher is prepared pre-production, during product and post production.
126	Product receiving voucher	Production	
127	QC test (Questioner)	Production	
128	Factory return Voucher	Production	This voucher is used to bring back products from the finished product store due to defect or any other reason.
129	Production reserve voucher 1	Production	This voucher is used for the future possible expansion of the Production Management Module.
130	Production reserve voucher 2	Production	This voucher is used for the future possible expansion of the Production Management Module.

No	Voucher	Module	Description
131	Registration Voucher	PMS	This voucher is used to maintain banquet order details and is used to formally initiate the banquet service.
132	Daily Room Charge	PMS	This voucher is used as the hotel is having block reservation.
133	Paid out Voucher	PMS	This voucher is created as the customer checkout from the hotel.
134	Block Voucher	PMS	This voucher is used to credit the customer account by some amount. This voucher can be used to track discount to the customer.
135	Lost and Found Voucher	PMS	This voucher is used to show the guest total balance on the given date after deducting payments.
136	Service Ticket Voucher	PMS	This voucher is used to show the list of daily room charges that are made within the given date range or on the given date.
137	Message Voucher	PMS	This voucher is used to debit the customer account by some amount. This voucher makes the customer liable for the specified amount.
138	Credit note voucher	PMS	This voucher is created as there is a reservation for an event such as meeting or wedding.
139	Debit note voucher	PMS	This voucher is created as there is a reservation for an event such as meeting or wedding.
140	Daily resident summary voucher	PMS	This is a voucher that will be created as some item is lost by the guest and is found by employees of the hotel.
141	Checkout bill Voucher	PMS	This voucher is used for any message communication with the guest.
142	Package consumption voucher	PMS	This voucher is used to prepare the summary voucher of the package consumption.
143	Event voucher	PMS	
144	Event Requirement Voucher	PMS	It is a document that contains the details of room or banquet registration information.

No	Voucher	Module	Description
145	Banquet order voucher	PMS	This voucher is created as one or more services are requested by the guest such as wakeup call.
146	Placement And Benefit Voucher	HRMS	This voucher is prepared when there is new employment or when the employee is promoted, demoted or transferred.
147	Leave Definition voucher	HRMS	This voucher is prepared to contain the types of leaves and the maximum number of leave days to which employees can be entitled with.
148	Suspension Voucher	HRMS	This voucher is prepared as employee is suspended.
149	Termination Voucher	HRMS	This voucher is prepared as employee is terminated.
150	Work Experience Voucher	HRMS	This voucher is used as the company wants to write work experience for the employee.
151	Clearance Voucher	HRMS	This voucher is used to track employee clearance process.
152	Leave Transaction Voucher	HRMS	This voucher is used as employees request leave. The line items will be used to indicate the type of leave, the number of days, and the equivalent amount monetary with the leave, etc information.
153	Field and per diem voucher	HRMS	This voucher is used to process field and per diem expenses.
154	Over Time Voucher	HRMS	This voucher is created as employees work hour is considered as overtime.
155	Payroll Voucher	HRMS	This voucher is prepared every month and is used to track employee payments.
156	Payroll Transfer Voucher	HRMS	This voucher is prepared to authorize the bank to transfer the salary to each employee account.
157	Payroll Summary Voucher	HRMS	This voucher is used to summarize the monthly payroll vouchers of each employee into a department or branch level voucher that contains the sum of payments, deductions and

No	Voucher	Module	Description
			taxes of each payroll voucher as line item. This voucher is prepared to simplify the journal posting process.
158	Internal Memo Voucher	HRMS	This voucher is used to track the internal written communication among employees or organization units of the company.
159	Employee Application Voucher	HRMS	This voucher is used by employees to prepare standard applications to the company.
160	HRMS questioner voucher (feedback, evaluation, written exam, recruitment interview, need assessment, exit interview, etc...) (Questioner definition)	HRMS	
161	Employee feedback voucher (Answer sheet)	HRMS	This voucher is used to collect any feedbacks from employees
162	Performance Evaluation voucher (Answer sheet)	HRMS	This voucher is used to capture employee performance evaluation result.
163	Written exam voucher (Answer sheet)	HRMS	This voucher is used to handle written exams to employees or prospects.
164	Interview assessment voucher (Answer sheet)	HRMS	

No	Voucher	Module	Description
165	Training need assessment voucher (Answer sheet)	HRMS	This voucher is used to track employee training needs assessment.
166	Training request voucher	HRMS	This voucher is used to maintain employee training request.
167	Training placement voucher	HRMS	This voucher is used to add employee trainees into training schedules or training sessions.
168	Training session report voucher	HRMS	This voucher is used to maintain training session report.
169	Training impact assessment voucher (pre, post, impact) (Answer sheet)	HRMS	This voucher is used to track training feedbacks to see the impacts of the training.
170	Resignation exit interview (Answer sheet)	HRMS	This voucher is used to maintain resignation reason and other details of resigning employees.
171	HRMS reserve voucher 1	HRMS	This voucher is for future extension of the functionalities of the HRMS Module.
172	HRMS reserve voucher 2	HRMS	This voucher is for future extension of the functionalities of the HRMS Module.
173	HRMS reserve voucher 3	HRMS	This voucher is for future extension of the functionalities of the HRMS Module.
174	HRMS reserve voucher 4	HRMS	This voucher is for future extension of the functionalities of the HRMS Module.
175	HRMS reserve voucher 5	HRMS	This voucher is for future extension of the functionalities of the HRMS Module.
176	Escalation Voucher	CRM	This voucher is used to take a case from one administrative level into a higher level.
177	Case Voucher	CRM	This voucher is used to document a case. It contains the case description and other details.
178	Service Level Agreement	CRM	This voucher is used to keep a service level agreement (SLA) with the customer.

No	Voucher	Module	Description
179	In-bound Letter	CRM	This voucher is a messaging voucher to individuals or departments within the company itself.
180	Out-bound Letter	CRM	This voucher is a messaging voucher to individuals or departments outside the company.
181	Schedule Voucher	CRM	This voucher is used to set schedule to address an issue or a case.
182	Meeting Minute Voucher	CRM	This voucher is used to keep minutes of meetings regarding a case.
183	CRM Follow-Up Log	CRM	This voucher is used to drop a textual log information regarding a case.
184	Mail voucher	CRM	
185	Customer feedback assessment voucher (Questioner)	CRM	This voucher is used to assess customer feedback on the case during or after the case is closed.
186	Document forwarding voucher	CRM	This voucher is used to forward any documents as an attachment to external or internal body.
187	CRM reserve voucher 1	CRM	This voucher is targeted to be used as the CRM functions are extended.
188	CRM reserve voucher 2	CRM	This voucher is targeted to be used as the CRM functions are extended.
189	CRM reserve voucher 3	CRM	This voucher is targeted to be used as the CRM functions are extended.
190	CRM reserve voucher 4	CRM	This voucher is targeted to be used as the CRM functions are extended.
191	Job order	Project Management	This voucher is used to track any changes on the project such as schedule, budget or scope.
192	Project Voucher	Project Management	This voucher is created to document the customer acceptance of the project. The list of deliverables will be incorporated to be reviewed by the customer at the time of accepting the project completion.

No	Voucher	Module	Description
193	Task Voucher	Project Management	
194	Task Follow-Up Voucher	Project Management	This voucher is used to officially initiate the project.
195	Task Issue Voucher	Project Management	This voucher is used to track project work quality. This voucher will be used to maintain quality measure results for the pre-developed quality parameters.
196	Task Report Voucher	Project Management	This voucher is used to prepare report regarding the given project.
197	Project Report voucher	Project Management	This is a voucher that will contain basic information about the project. This voucher is referred by many other vouchers. Thus, it is the unique identifier of the project.
198	Daily Time Sheet voucher	Project Management	This voucher is used to maintain any project risks, their status and any response activities set along with the status of the response.
199	Risk register voucher	Project Management	This voucher is used to track the status of tasks.
200	Project quality check	Project Management	This voucher is used to maintain any issues in relation with a given task.
201	Customer acceptance voucher (Questioner)	Project Management	This voucher is used to prepare report about a given task.
202	Change log voucher	Project Management	This voucher is created to track tasks. Task issue, task follow-up and task report vouchers refer to this voucher.

No	Voucher	Module	Description
203	Project reserve voucher 1	Project Management	This voucher is targeted to be used for any future extension of the Project Management Module.
204	Project reserve voucher 2	Project Management	This voucher is targeted to be used for any future extension of the Project Management Module.
205	Project reserve voucher 3	Project Management	This voucher is targeted to be used for any future extension of the Project Management Module.
206	Maintenance Goods receiving (Questioner)	Service & Maintenance	This voucher is used to register the details of the maintenance case such as the target article and the case details.
207	Maintenance Job order	Service & Maintenance	This voucher is used to deliver the input materials that are required by the maintenance department.
208	Maintenance Service cost voucher	Service & Maintenance	This voucher is used to receive maintenance input materials.
209	Maintenance Progress report	Service & Maintenance	This voucher is used to formally initiate the maintenance service after receiving the maintenance case.
210	Maintenance Case voucher	Service & Maintenance	This voucher is used to maintain maintenance progress report and is usually prepared at the major milestones of the assignment.
211	Maintenance Report voucher	Service & Maintenance	This voucher is used for any regular maintenance case reporting.
212	Maintenance Test voucher	Service & Maintenance	This voucher is used to estimate the maintenance case cost. It usually includes the material and labor costs.

No	Voucher	Module	Description
213	Maintenance Goods delivery voucher	Service & Maintenance	This is a voucher that document the customer feedback after a maintenance job is completed.
214	Maintenance Service feedback (Questioner)	Service & Maintenance	This voucher is used to document test results after a maintenance job is completed.
215	Maintenance reserve voucher 1	Service & Maintenance	This voucher is targeted for any future extension voucher requirements of the Maintenance and Service Management Module.
216	Sales Plan voucher	Plan and Budget	This voucher is used to plan any set of activities. It is used to set the start and ending date/time of activities, assigned resources such as people and tools.
217	Purchase plan voucher	Plan and Budget	This voucher is used to plan expenditure on some activity. It set the amount and the timing to expend the amount.
218	Production plan voucher	Plan and Budget	This planning is used by employees to plan their annual leave.
219	Expenditure plan voucher	Plan and Budget	This voucher is used to plan production by a manufacturing company.
220	Activity plan voucher	Plan and Budget	This voucher is used to plan purchase of items. It shows the items, quantity and the timing within which the items are going to be purchased.
221	Leave plan voucher	Plan and Budget	This voucher is used to set sales plan i.e. to set items, quantity that is going to be sold and predicted period value.
222	Plan reserve voucher 1	Plan and Budget	This voucher is targeted to be used as a need for additional voucher is raised by the Plan and Budget Management Module.

No	Voucher	Module	Description
223	Plan reserve voucher 2	Plan and Budget	This voucher is targeted to be used as a need for additional voucher is raised by the Plan and Budget Management Module.
224	Plan reserve voucher 3	Plan and Budget	This voucher is targeted to be used as a need for additional voucher is raised by the Plan and Budget Management Module.
225	Plan reserve voucher 4	Plan and Budget	This voucher is targeted to be used as a need for additional voucher is raised by the Plan and Budget Management Module.

1.5 Voucher Anatomy

Even if every voucher is expected to contain the mandatory elements such as issue date, consignee, etc, depending on the system setting, voucher may appear differently as you view them. Thus, we can categorize voucher elements as mandatory and optional. Optional elements can be added into the voucher by adjusting the voucher setting. The following screenshot shows a typical line item voucher:

Presales Voucher						
To ZERIHUN GIRMA W/GIORGIS			Voucher No DISV-00011-18			
VAT No.			Date 2/7/2018 11:17:46 AM			
Address			Cart			
Ref. SIV-00016-18			Store			
Remark						
SN	Item Id	Description	Qty	Unit	Unit Amount	Total
1	1501 0001	BAKING POWDER.	1.00	PCS	0.00	0.00
2	artt-0017-18	CINAMON STICK.	1.00	PCS	0.00	0.00
Sub Total						0.00
VAT (15.00%)					0.00	0.00
Grand Total						0.00
Voucher Operators PREPARED by CNET ADMIN on 2/7/2018 _____ VOID by CNET ADMIN on 8/16/2018 Sync-Out by CNET ADMIN on 8/16/2018						
ERP System Made By CNET Software Technologies Plc, Addis Ababa Ethiopia (www.cneterp.com)						Page 1

The company information, voucher name and voucher number are mandatory elements. On the other hand, buyer information, cart or store information are optional. The following table contains the list of common elements of vouchers:

No	Voucher Section	Type	Description
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1	Company Information Bar	Mandatory	<p>This section contains information such as the name of the issuer company, company logo, tax identification number (TIN), telephone address, fax number, website url, email address and postal address of the company. It is often located at the top of the voucher.</p> <p>Remark: Except in the case of pre-printed form paper, where all company information is printed, the system will print all or part of the above listed fields.</p>
2	Voucher Name	Mandatory	This section tells the title of the voucher such as, Proforma, Cash Sales Invoice, Store Issue voucher, etc.
3	Consignee Information	Optional	This section contains the name of the consignee, consignee TIN, VAT number, address, contact person, license owner and etc. This section may not be required in the case of transaction with individual customers.
4	Voucher No.	Mandatory	It is a unique identifier of the voucher. Voucher No. can be represented with alphanumeric value or with a barcode.
5	Date/Time	Mandatory	This section contains the date and time on which the voucher is issued. In some cases the time may not be required.
6	Transaction elements	Mandatory	It is the major section of most of the vouchers. Depending on the type of voucher (lineitem, or non-lineitem) the content of this section may vary. In the case of lineitem vouchers, it contains one or more lineitems that represent item/product name, quantity, unit price, amount, tax, and other item/product specific information such as specification, picture, batch, expiring and production date. For the non-lineitem vouchers, this section contains only the purpose of the voucher and the amount.
7	Terms and Conditions	Optional	This section contains terms and conditions of the transaction with which the involved parties agreed to abide by.

8	Voucher Operation information	Mandatory	This section contains the name, operation type, timestamp, and/or signature of individuals that are involved in the execution of the voucher. The number of voucher operators may vary from one voucher to another and from company to company based on the company's voucher execution procedure.
9	Copy Distribution List	Optional	It is a textual description of the individuals/offices that are going to get the original and copies of the given voucher.
10	Store Information	Optional	It is information that tells the source and/or destination store for items/products involved in the transaction handled by the given voucher.
11	Reference	Optional	It is the list of internal and external documents that are referenced by the given voucher.
12	Transaction Summary	Optional	It is the numerical summary of total amount, additional charges, discount and all applied taxes including withholding tax on the given voucher. Remark: Grand total can be represented in both figure and word.
13	Business Source	Optional	It is a reference to an agent that causes the given transaction.
14	Payment Method	Optional	It shows the different form of payment such as cash, credit card, check, etc that is used or is going to be used for the transaction handled on the voucher.
15	Journal	Optional	This section contains debit/credit details for the transaction handled by the given voucher. This section works only for journal vouchers.
16	Voucher Purpose	Optional	It is a textual description that tells the reason why a given voucher is prepared.
17	Voucher Footer	Mandatory	It contains information such as seasonal messages, company motto, and other similar information. It is in this section that the page number and CNET commercial message is included.