

## VOUCHER SUMMARIES



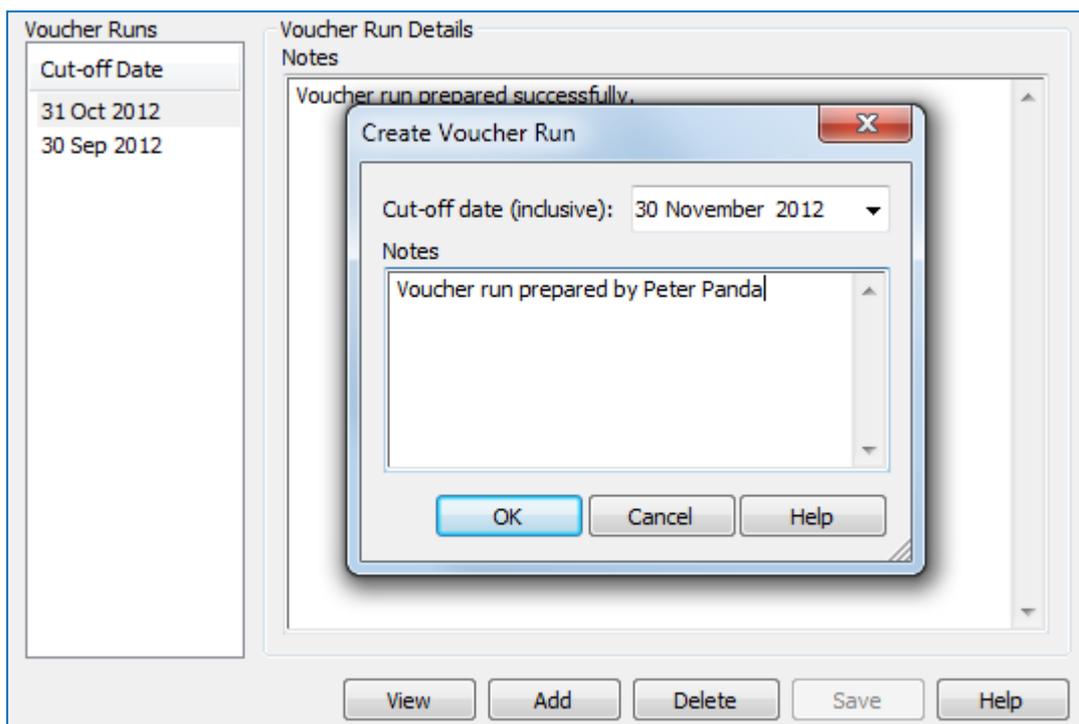
SuperFox will collate vouchers received and provide a summary of the voucher payments to reclaim or reconcile from each voucher company. This is a handy summary to use when processing your voucher payments.

The receipt of Vouchers must be recorded along with other cash, cheques, etc. in Payments Received otherwise details will be missing in the Voucher Summary. Voucher companies are set up in:

**Go > Setting Details > Voucher Companies >**

You generate the voucher runs in exactly the same way as you would for Bank Paying-In Summaries and invoices:

**Go > Home > Family Accounts > Voucher Summary > click the Add Button >**



The screenshot displays the 'Voucher Runs' window. On the left, there is a list of voucher runs with the following data:

Cut-off Date
31 Oct 2012
30 Sep 2012

The main window area shows 'Voucher Run Details' with a 'Notes' section containing the text: 'Voucher run prepared successfully.'. A 'Create Voucher Run' dialog box is overlaid on top, with the following fields:

- Cut-off date (inclusive): 30 November 2012
- Notes: Voucher run prepared by Peter Panda

Buttons for 'OK', 'Cancel', and 'Help' are visible at the bottom of the dialog box. At the bottom of the main window, there are buttons for 'View', 'Add', 'Delete', 'Save', and 'Help'.

We are using the Quick Start tutorial data set and we are preparing a new voucher run for 30th November 2012.

SuperFox will scan through all of the payments received and extract the voucher payments that have not yet appeared on a voucher run, with received dates up to and including the cut-off date.

These voucher payments will be included in the report, sorted and totalled by voucher company.

The report has a separate section for each voucher company with vouchers received during the period.

Click the View button to see the report.

## Voucher Run Report

Busy Termites  
The Penthouse  
Termite Hill  
Welly Garden City  
Northamptonshire  
AA1 9ZZ

Telephone: 01111 234567



KidSpace  
13 River Dale  
Foxholes  
Anytown  
Northumberland  
AA1 9ZZ  
Tel: 01234 567890

OFSTED: EY 000000  
Charity No: 123456  
Company No: 654321  
Date: 30 November 2012

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Date	Name	Description	Amount
12-Nov-2012	Miss W. Wombat (27 Bankside)		£220.00
12-Nov-2012	Mrs D. Dingo (Old Kennel)		£220.00
15-Nov-2012	Mrs T. Cod (109 Main Street)		£220.00
<b>Total:</b>			<b>£660.00</b>

If you typed in the voucher number as the description when you used the 'Payments Received' form, the voucher number will be listed in the 'Description' column of the Voucher Summary.

The last page of the summary shows the total voucher payment count and value as shown below.

Date: 30 November 2012

**Voucher Run Report**

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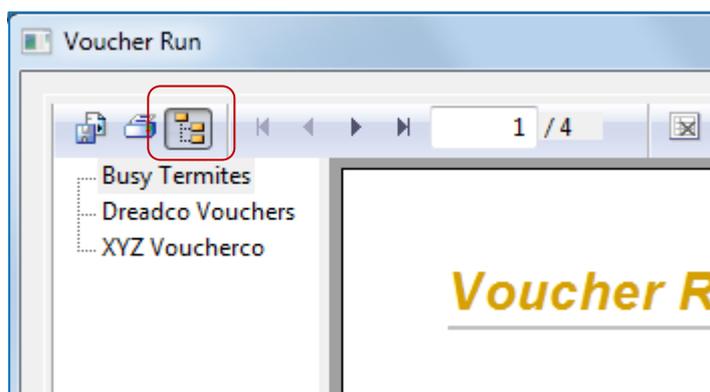
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**Summary**

Total voucher count: 8      Voucher grand total: £1,347.00

Voucher run notes

Voucher run prepared by Peter Panda



**Tip!**

Use the gold Toggle Group Tree button to move quickly between voucher companies in the report.

**End**