

# Our Vouchers Help sheet

Chreos can create and issue vouchers with specified monetary values. They are created as they are issued/sold and this can only be done in Chreos through POS. When a voucher is issued it should become a liability rather than a sale. When the voucher is redeemed or surrendered the individual voucher is cancelled. The voucher liability is reduced and the value of the item sold to the customer will be treated as a sale. When a voucher is written off, the amount then becomes a sale or a donation.

Each token must have a unique reference. While Chreos will allow you to issue two tokens with different values and the same reference, this **must** be avoided.

## Voucher Setup in Chreos

A General Ledger account must be set up for Voucher liability in "General Ledger Management | Account detail". See (Fig 1.).

The screenshot shows the 'General Ledger management' window with the 'Account detail' tab selected. The 'Account code' is 'OVOUCHER' and the 'Account name' is 'Our Vouchers'. The 'Account use' is set to 'Entry'. The 'GST type' is 'None' and the 'GST rate' is 'Zero'. The 'Type' is 'Liabilities'. The 'Opening balance (year)' and 'Reconciled balance' are both '0.00'. The 'Future balance' is also '0.00'. The 'Add', 'Edit', 'Save', and 'Cancel' buttons are visible at the bottom.

- Click [Add].
- Enter Account code and Account name for 'Our Vouchers'.
- For Account use select Entry.
- Select none for GST type and the rate should be zero.
- For the account Type select Liabilities.
- Click [Save].

Fig 1. General Ledger Our Voucher Setup Screen

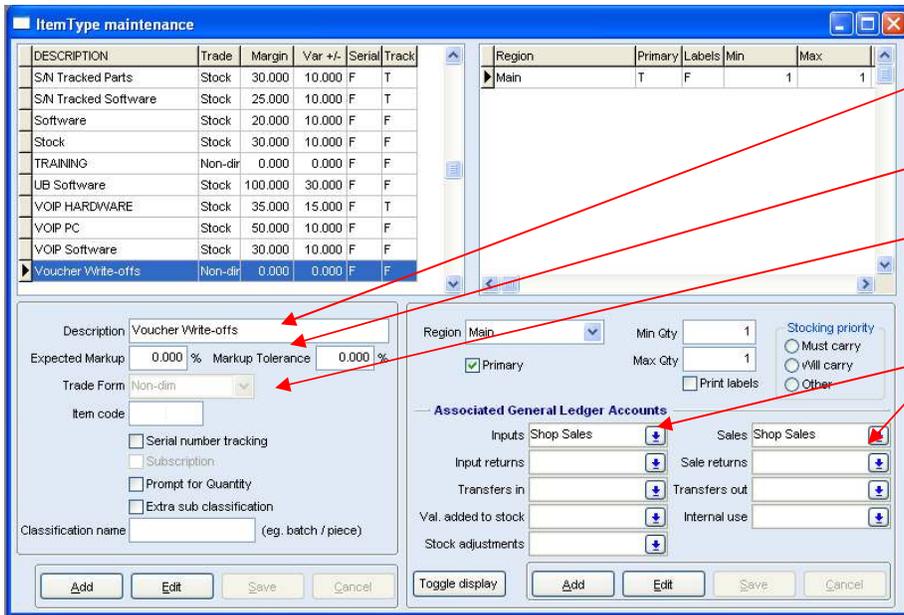
A non-diminishing Item Type must be set up for the Voucher sales in "Stock | Stock maintenance | Item types". See (Fig 2.).

The screenshot shows the 'Item Type maintenance' window. A table lists various item types, with 'Our Vouchers' selected. The 'Description' is 'Our Vouchers', 'Expected Markup' is '0.000 %', and 'Markup Tolerance' is '0.000 %'. The 'Trade Form' is 'Non-dim'. The 'Region' is 'Main'. The 'Min Qty' and 'Max Qty' are both '1'. The 'Associated General Ledger Accounts' section shows 'Inputs' as 'OVOUCHER' and 'Sales' as 'OVOUCHER'. The 'Add', 'Edit', 'Save', and 'Cancel' buttons are visible at the bottom.

- Click [Add].
- Enter name of Item Type in Description.
- The Expected Markup and Markup Tolerance can be left as 0.00.
- Select non-diminishing as the Trade Form.
- Click [Save].
- In the Associated General Ledger Accounts area select the newly created GL voucher account as in (Fig1.) in Inputs and Sales.
- Click [Save].

Fig 2. Item Type Voucher Setup Screen

A non-diminishing Item Type must also be set up for Voucher Write-offs and redemption by others in "Stock | Stock maintenance | Item types". See (Fig 3.).



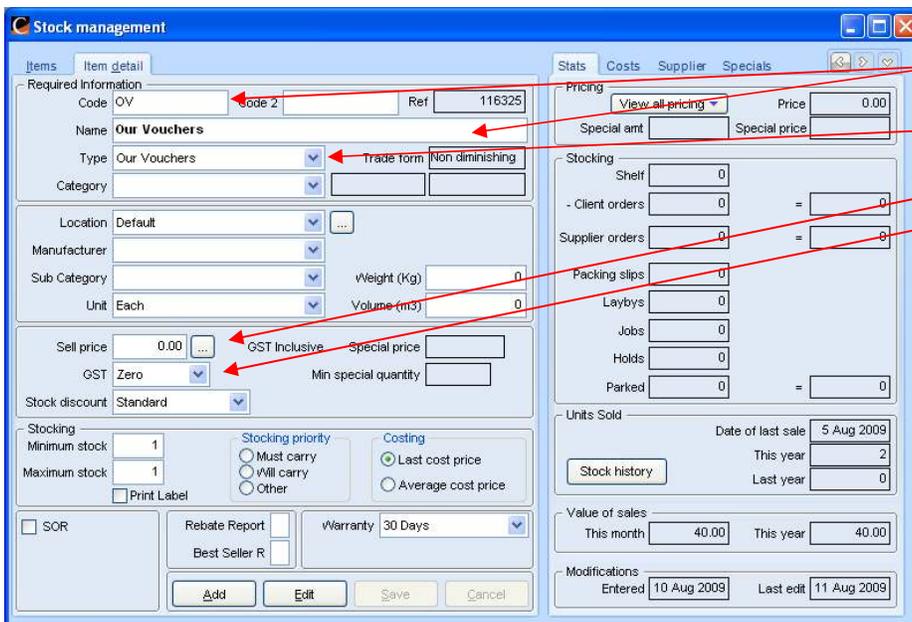
Click [Add].  
Enter name of Item Type in Description.  
The Expected Markup and Markup Tolerance can be left as 0.00.  
Select non-diminishing as the Trade Form.

Click [Save].  
In the Associated General Ledger Accounts area select a Sales account ( for example Shop Sales) in Inputs and Sales.  
Click [Save].

Fig 3. Item Type Voucher Write-offs Setup Screen

There are two stock items that must be created in "Stock | Stock Management | Item detail". See (Fig 4.).

1. Create a stock item for "Our Vouchers" using item type created in (Fig 2.).



Click [Add].  
Enter the code and name.  
Select the item Type for Vouchers as created in (Fig 2.).  
Enter a Sell price of 0.00.  
Select Zero for the GST rate.  
Click [Save].

Fig 4. Stock Item Detail Screen

2. Create a stock item for "Voucher Write-offs" using item type created in (Fig 3.). Enter a sell price of 0.00 and select the appropriate tax rate (depending on how you intend handling tax on the written off vouchers). Click [Save].

In order to link token transactions to the stock items go to "Stock | Stock maintenance | Stock linking" (Fig 5.).

**Stock linking**

**Linking transactions to Stock items**

Discount amount item: DISCOUNTS

Discount percentage item: DISCOUNTS

Freight item: Courier and Packaging Charges

Text comment item: Text

Hire - late return penalty: Hire Late Return Penalty

Our Token Sale item: Our Vouchers

Other Token Item type:

Job item: Misc jobs built in the Jobs sy

Job progress payment item: Job

Edit Save Cancel

Click [Edit].

Select the Voucher sales stock item (e.g. Our vouchers) in the Our Token Sale item field.

Click [Save].

Fig 5. Stock Linking Screen

A receipt method will need to be added in "Maintenance | Support tables | Receipt methods" See (Fig 6.).

**Maintenance of support tables**

Local values Pricing Discount grid Receipt methods

Local Currency

Name	Type	Batch	Account
Cash	Cash	T	Cash Drawer
DC	Direct credit	F	Cheque Account
DC 02	Direct credit	F	
EFTPOS	EFTPOS	T	Undeposited Funds
ANZ	Cheque	T	Cash Drawer
ASB	Cheque	T	Cash Drawer
BNZ	Cheque	T	Cash Drawer
KW	Cheque	T	Cash Drawer
NB	Cheque	T	Cash Drawer
WVP	Cheque	T	Cash Drawer
Trust	Trust	F	Cheque Account
Vouchers	Gift token	T	Our Vouchers

Name: Vouchers

Payment type: Gift token

GL Account: OVOUCHER

Batch receipts

Delete Add Edit Save Cancel

Click [Add].

Enter the Name of the receipt method.

Select the Payment type Gift token.

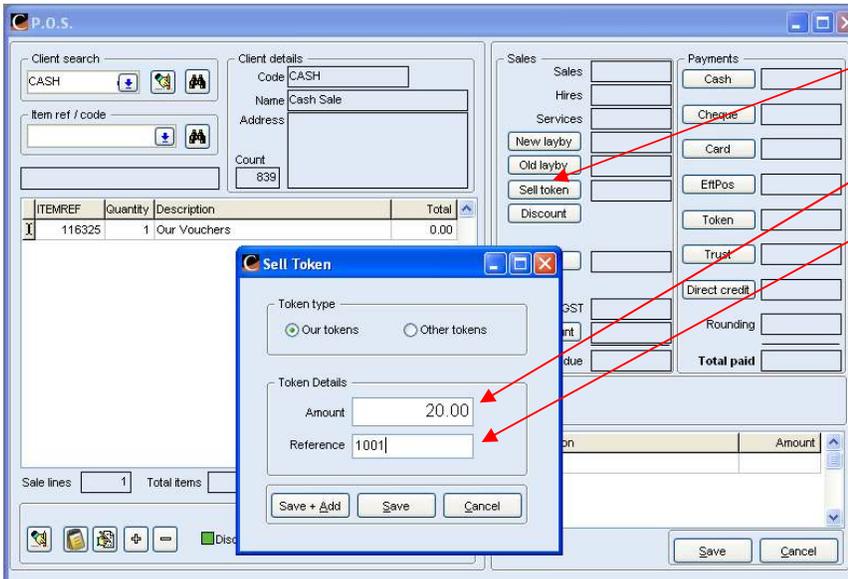
Select the GL Account. This should be the same as the created GL liability account as in (Fig 1.).

Click [Save].

Fig 6. Receipt Method Screen

## Selling a Voucher

Vouchers can only be sold through Point of Sale in Chreos. Go to "Stock | Point of sale". See (Fig 7.).

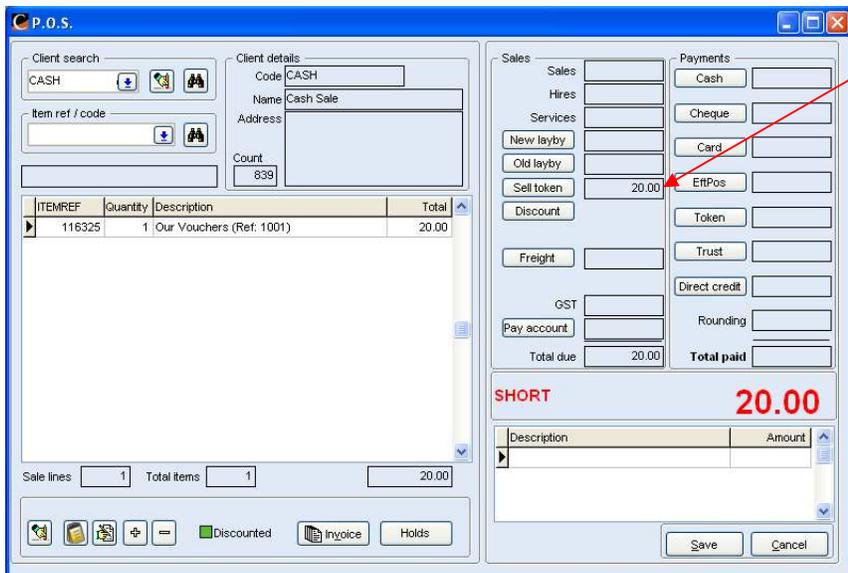


Click [Sell token] to display the Sell Token screen.

Enter the Amount of the voucher and the Reference number.

Click [Save] or [Save + Add] to save it and add another voucher.

Fig 7. Sell Voucher through POS Screen



The voucher amount will be displayed next to [Sell token].

The details of the voucher amount and reference number will display in the sale grid (Fig 8.).

Process the transaction as per usual point of sale transaction.

Fig 8. Sell Voucher through POS Screen

## Receiving Payments using Vouchers – In Point of Sale

Go to "Stock | Point of sale". See (Fig 9.).

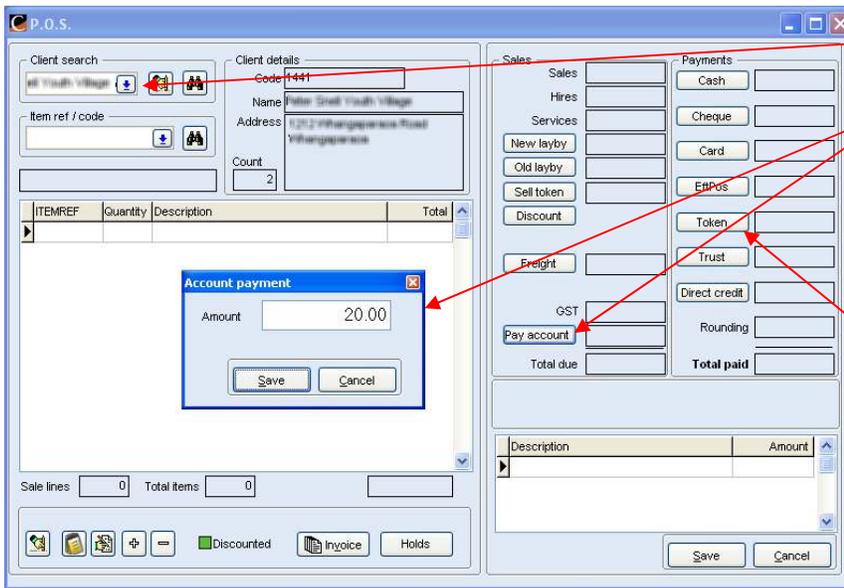


Fig 9. Point of Sale Account Payment With Voucher Screen

Select a client.  
To use the voucher to pay an account, click [Pay account] and enter details into Account payment box. Click [Save].

To use the voucher to pay for a stock item, select the item and process as usual.

Click [Token] and a Token screen will appear (Fig 10).

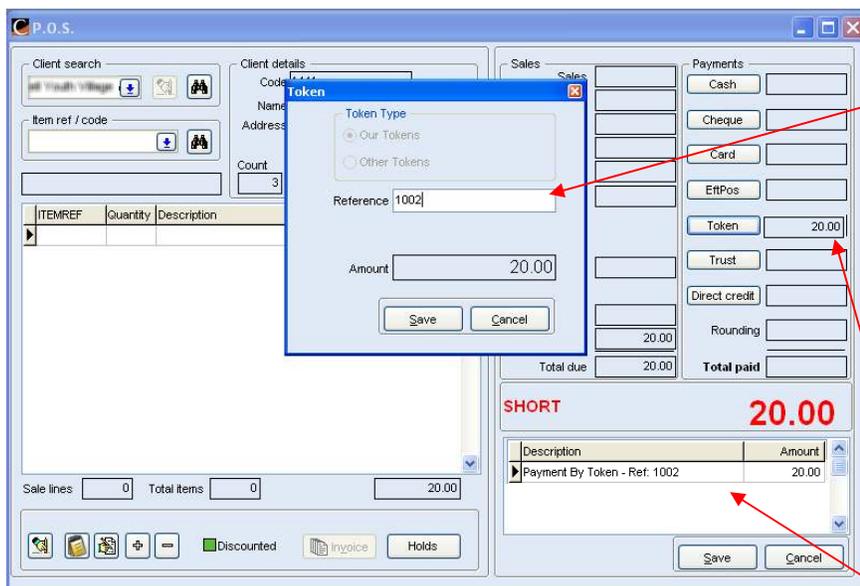


Fig 10. Token Entry Account Payment in Point of Sale Screen

Enter the reference number of the voucher – the amount of the voucher will automatically appear. Click [Save].

The amount of the voucher payment will be displayed next to the [Token] button and details will show in the Description grid. Click [Save] to process.

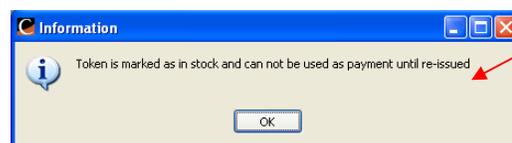


Fig 10a. Information Screen

If a number is entered for a voucher that has already been redeemed an information box will appear to advise that the voucher has already been redeemed and cannot be used. See (Fig 10a.).

## Receiving Payments using Vouchers – In Debtor Receipts

Debtor Receipts will only allow you to make an account payment using Our Vouchers. Go to "Clients | Receipts". See (Fig 11.).

Batch of receipts entered on 12/8/2009

Details

Search

Client: Peter Small Health Village

Payment method: Gift token (Our tokens only)

Reference: 1003

Amount: 20.00

Amount owing: 229.00

New amount owing: 209.00

Allocations

Trans #	Date	Payment due	T	P#	Amount	Allocated	This receipt	Owing
15136	11 Jul 2009	20 Aug 2009	I	28	229.00	0.00	20.00	209.00

# copies:

Total of receipt allocated: 20.00

[-ve value (e.g. credit note)]

Buttons: Add, Edit, Save, Cancel

On the Details tab of Receipts click [Add].  
Select the required client and enter the amount of the voucher.  
Select Gift token as the Payment method.  
Select the required reference.  
Only reference numbers that have been sold will be available. The amount will automatically appear.  
Finish entering the receipt and click [Save].

Fig 11. Receipts Using Vouchers Screen

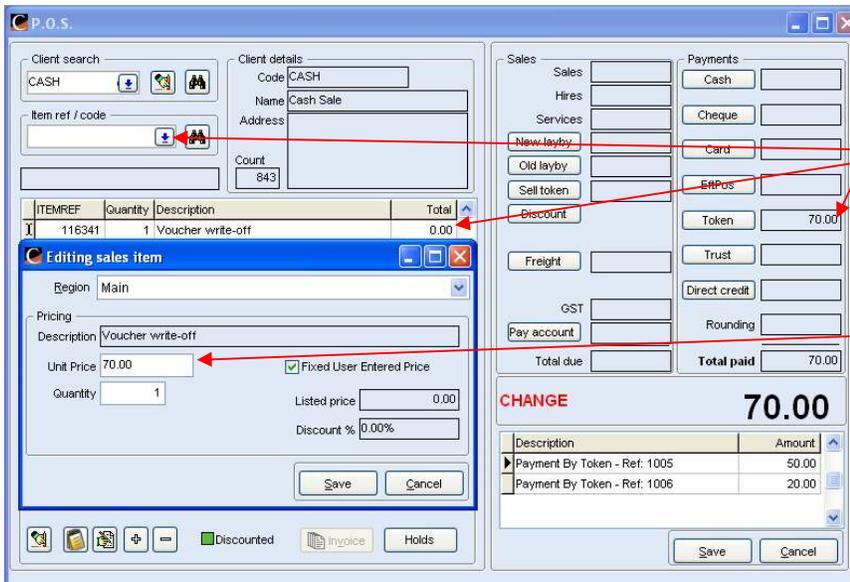
# Redemption of Our Vouchers by Others

When your Vouchers are redeemed at other stores you will usually receive them back with an invoice from the store who took the voucher as payment. There are a number of steps involved in payment when others redeem 'Our Vouchers'.

## Step One: Point of Sale

Go to "Stock | Point of Sale". See (Fig 12.).

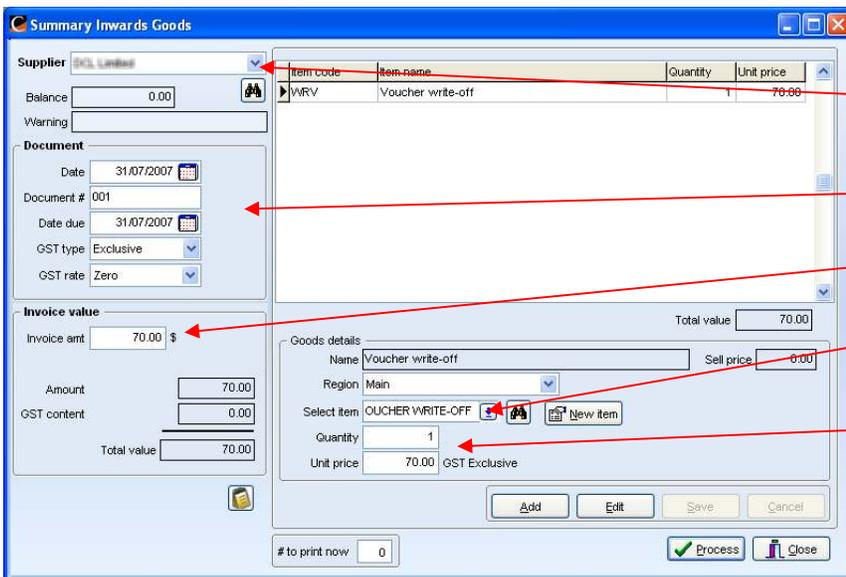
Click [Token] to open the Token screen as in (Fig 10.) and enter the Reference number and the Amount will appear automatically. Click [Save]. Repeat if you have received more than one voucher.



Once you have entered all the vouchers, the amount will appear in the Token field.  
 Select the Voucher Write-off item which will appear in the grid.  
 Double click the item or click [ ] and enter the total value of the vouchers in Unit Price.  
 Click [Save].  
 The total due will match the total paid and the balance of the transaction will be zero.  
 Click [Save] to process the transaction.

Fig 12. Vouchers Redeemed Through Point of Sale Screen

## Step Two: Summary Inwards Goods



Select the Supplier i.e. the store who has returned the vouchers.  
 Enter the Date, Document #, Date due, GST Type and rate.  
 Enter the value of the creditor invoice.  
 Click [Add].  
 Select the Our Voucher Write-off sales item as selected in the Point of Sale in (Fig 12.).  
 Select the Quantity (this will probably be 1) and enter the Unit price as the price charged on the invoice.  
 Click [Save].  
 Click [Process].

Fig 13. Summary Inwards Goods Screen

**Note:** The Value may be less than the sum of the Vouchers that were entered at Point of Sale due to a discount being taken by you on the transaction. Any difference will show in the General Ledger account specified as the Sales account for the Voucher Write-off Item Type.

### Step Three: Pay Creditors

Go to "Creditors | Pay Creditors" and select the creditor who has sent you the vouchers and pay as you would normally pay a creditor.

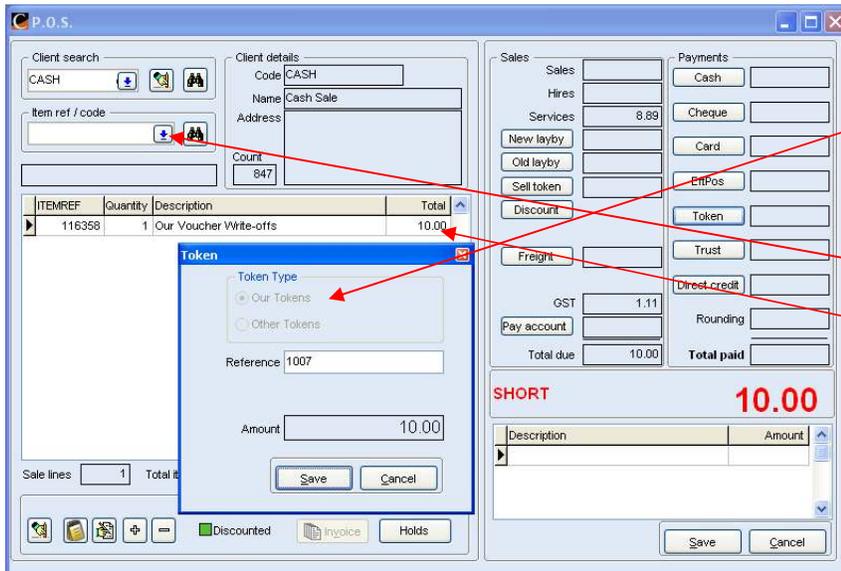
### Redemption of Vouchers for Cash

If a client requests payment for a voucher they have received but have no invoice to receipt the voucher against, enter the voucher into the Point of Sale as in (Fig 12.). The amount will be displayed as Change and you can issue the client with cash.

Your Daily Sales report for the day will show this as a sale.

### Cancelling Expired Vouchers in Point of Sale

Go to "Stock | Point of Sale". See (Fig 14).



Click [Token] as a payment option and select Our Tokens. Enter the Reference number, the amount will display. Click [Save]. Repeat for each voucher.

Select the Voucher write-offs item. Double click the item or click [ ] and enter the total value of the vouchers in Unit Price. Click [Save].

The amount due will match the amount paid. Click [Save].

Fig 14. Cancelling Expired Vouchers in Point of Sale Screen

### Reports on Our Vouchers

There are two standard reports available in Chreos:

"Tokens Sold Ours" displays the voucher number, the date sold and the value for a specified date range.

"Token Report Ours" can report on all vouchers, vouchers issued but not redeemed or issued and redeemed vouchers. It will display the voucher number, the date it was redeemed, the date issued and the value. It is also useful for reporting on outstanding vouchers.