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.*).



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.)*.

DESCRIPTION	Trade	Margin	Var +/-	Serial Track	~	Region	Primar	y Labels Min	Max	~
LABOUR PH	Non-dir	30.000	10.000	FF		Main	T	F	1	1
LABOUR REMOTE	Non-dir	30.000	10.000	F F						
LABOUR TRAVEL	Non-dir	30.000	10.000	FF						
LABOUR: MAINTENANCE	Non-dir	0.000	0.000	FF						
LOAN EQUIPMENT	Hire	0.000	0.000	F F			_			
Miscellaneous Non Stocked	Non-dir	0.000	0.000	FF					_	
Monitors	Stock	25.000	10.000	F T				_		
Notebooks	Stock	20.000	10.000	F T						
Our Vouchers	Non-dir	0.000	0.000	F F					_	-
PC/Laptop Hire	Hire	30.000	10.000	F						~
Description Our Vouch	iers % Marku	in Toleran			Region	Maia	Min Qty		Stocking p	riority
Description Our Youch Expected Markup 0.000 Trade Form Non-dim	iers % Marku	ıp Tolerar	ice 0	1.000 %	Region [Main Primary ciated General Lev	Min Qty Max Qt	y1 y1 Print labels	Stocking p Must ca Vill carr O Other	riority rry y
Description Our Vouch Expected Markup 0.000 Trade Form Non-dim Item code	ers % Marku	ip Tolerar	ice 0	.000 *	Region [Asso	Main Primary ciated General Le Inputs OVOUCH	Min Gty Max Gt Iger Accounts IER	/1	Stocking p Must ca Vill carr Other	riority rry y
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Description Our Vouch Expected Markup 0.000 Trade Form Non-dim Item code Serial nu Subscrip Extra su assification name	ers Marku % Marku umber trac otion for Quantit	ip Tolerar king y sation (eg. b	atch / pie	0.000 %	Region [— Asso Inp Tr Val. adde	Main Primary ciated General Le Inputs OVOUCH out returns ransfers in ed to stock	Min Gt Max Gt Iger Accounts IER	y 1 y 1 Print labels Sales 0 Sale returns Transfers out Internal use	Stocking p Must ca Vill carr Other	iority rry y

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.*).

Item Type maintenant DESCRIPTION S/N Tracked Parts S/N Tracked Parts S/N Tracked Software Stock TRAINING UB Software	Ce Trade Stock Stock Stock Stock Stock Non-dir Stock	Margin 30.000 25.000 20.000 30.000 100.000	Var +/- Sr 10.000 F 10.000 F 10.000 F 10.000 F 0.000 F 30.000 F	rial Track T T F F F F		Region Main	n Prin T	ary Labels Min F	Max 1 1 1	3	 Click [Add]. Enter name of Item Type in Description. The Expected Markup and Markup Tolerance can be left as 0.00.
VOIP HARDWARE VOIP PC VOIP Software VOIP Software Voucher Write-offs Description Voucher Expected Markup Trade Form Non-dim Item code Softsc Promp Extra t Classification name	Stock Stock Stock Non-dir Write-offs Write-offs % Mark number tra ription t for Quant sub classif	35.000 50.000 30.000 0.000 up Tolerar up Tolerar ity ication (eg. b	15.000 F 10.000 F 0.000 F 0.000 F		Region T Assoc	Agin Primary iated Gen Inputs At returns ansfers in 3 to stock ustments	Min G Max (Ner al Ledger Accounts Shop Sales	ity 1 ity 1 Print labels Sales Sr Sale returns Transfers out Internal use	Stocking priority Must carry Other Nop Sales	7	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].
Add Edit		<u>S</u> ave	<u>C</u> ano		Toggle dis	play		s dit Save	e <u>C</u> ancel	61	

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.).

Stock man	agement		Click [Add].
Items Item	detail	Stats Costs Supplier Specials	Enter the code and name.
- Required Inform	nation	- Pricing	Salact the item Type for
Code	OV Ref 116325	View all pricing View all price 0.00	Select the item type for
Name	Our Vouchers	Special amt Special price	Vouchers as created in
Туре	Our Vouchers 🛛 🖌 Trade form Non diminishing	- Stocking	(Fig 2.).
Category	✓		Enter a Sell price of 0.00.
Leastion	Dataut I	- Client orders 0 = 0	Select Zero for the GST
Location		Supplier orders = 0	rate
Manutacturer			
Sub Category	Veight (Kg)	Packing slips 0	Click [Save].
Unit	Each Volume (m3) 0	Laybys 0	
Colloridae		Jobs 0	
Sell price	GST inclusive special price	Holds 0	
GST	Zero Min special quantity	Parked 0 = 0	
Stock discount	Standard	- Linits Sold	
Stocking	Stocking priority Costing	Date of last sale 5 Aug 2009	
Minimum stock	1 OMust carry OL ast cost price	This year 2	
Maximum stock	1 OWIII carry OAverage cost price	Stock history Last year 0	
	Print Label	Value of color	
SOR	Rebate Report Varranty 30 Days 😒	This month 40.00 This year 40.00	
	Best Seller R		
		Modifications	
	Add Edit Save Cancel	Lincieu To Aug 2003 East edit Tr Aug 2003	

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.).

C Stock linking			
Linking transact	ons to Stock items		/
Discount amount item			
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 💌		
L			
	Edit Save Ca	ncel	

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.).

Local Curren	cy 🔽				Enter the Name of the receipt method
Name	Туре	Batch	Account	/	Enter the Name of the receipt method.
Cash	Cash	Т	Cash Drawer	1.	Select the Payment type Gift token
DC	Direct credit	F	Cheque Account		Select the rayment type one token.
DC 02	Direct credit	F			Salact the CL Account This should be th
EFTPOS	EFTPOS	Т	Undeposited Funds	/ /	select the GL Account. This should be the
ANZ	Cheque	Т	Cash Drawer		same as the created GL liability account
ASB	Cheque	Т	Cash Drawer		in <i>(Fig 1.)</i> .
BNZ	Cheque	Т	Cash Drawer		
KW	Cheque	Т	Cash Drawer		Click [Save].
NB	Cheque	Т	Cash Drawer		
WP	Cheque	Т	Cash Drawer		
Trust	Trust	F	Cheque Account		
Vouchers	Gift token	Т	Our Vouchers		
	Name	Vouch	ers		
	Payment type	Gift to	ien 🗧		
	GL Account	ovou	CHER		
	[🗸 Bati	h receipts		
Delete	Add		Edit Save Cancel		

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

€ P.0.5.		. The you
Client search	Sales Payments Cash	displaye
tem ref / code Address Count 839	Services Cheque Card Old layby Card Set tote EttPos	The det amount will disp
ITEMREF Guantity Description Total 116325 1 Our Vouchers (Ref: 1001) 20.00	Discount Token	(Fig 8.).
	Freight Trust OST Direct credit Pay account Rounding Total due 20:00	Process usual po
	SHORT 20.00	
Sale lines 1 Total items 1 20.00	Description Amount	
🕅 🕼 🕈 📼 🗈 Discounted 🕞 Ingoice Holds	Save Cancel	

Fig 8. 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.

Receiving Payments using Vouchers – In Point of Sale

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

Clert search	Sales Sales Payments Hires Cash Hires Cash Hires Cash New layby Card Old layby Card Old layby Card Discount Toten Freight Discount Trust Direct credit Rounding Total due Total paid	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 <i>(Fig 10)</i> .
Sale lines 0 Total items 0	Save Cancel	

Fig 9. Point of Sale Account Payment With Voucher Screen

Client details	Sales Payments	Enter the reference number o
Item ref / code Name Address Our Tokens Count Other Tokens ITEMREF Quantity Description Amount Save Save	20.00 Cheque Card Cheque Card EftPos Token 20.00 Trust Direct creatit Rounding	the voucher – the amount of the voucher will automatically appear. Click [Save].
	Total due 20.00 Total paid SHORT 20.00	
Sale lines 0 Total items 0 20.00	Pescription Amount Payment By Token - Ref: 1002 20.00	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.



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.)*.

lient Patter Stati 1	adh 'rllinge 🚽 💽	/ đầ 🕅	Stati made	(Tillingge)		3	1312 Wangaparata Road	11	1
	(\$)	Payment	method	ur tokene only)			www.englepleneta.com		
Amount owing	229.00	Gift token	Re	ference 1003			Last transactions	Date	100
Amount levv amount owing	20.00			20.00			Invoice 229 Receipt 0	.00 11 Jul 2009 .00 30 Dec 1899	
llocations To allocate	0.00				Allocate all)			ן ן
Trans# 15136 11 5	Date Payment d Jul 2009 20 Aug 20	ue T P#	Amount 229.00	Allocated 0.00	This receipt 20.00		Owing 209.00	~	
								~	

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.

Client search CASH CASH Code Code Code	Sales Payments Cash Hires Cash Services Cheque New layby Card Old layby	
ITEMREF Quantity Description Total I 116341 1 Voucher write-off I 116341 1 Voucher write-off I Editing sales item Image: Sale sale sale sale sale sale sale sale s	Selitoken ERPos Piscount Token Freight Direct cre GST Round Pay account Round	70.00
Unit Price 70.00 Fixed User Entered Price Guantity 1 Listed price 0.00 Discount % 0.00%	Total due Total p	aid 70.00
Save Cancel	Payment By Token - Ref: 1005 Payment By Token - Ref: 1006	Amount 50.00 20.00
M Discounted Holds	Save	Cancel

Fig 12. Vouchers Redeemed Through Point of Sale Screen

Step Two: Summary Inwards Goods

Supplier (101, Canada)	×.	Item code	tem name	Quantity	Unit price	~
Balance 0.00	4	▶ WRV	Voucher write-off	1	70.00	
Warning						
Document						
Date 31/07/2007						-
Document # 001						
Date due 31/07/2007	•					
GST type Exclusive	~					
GST rate Zero	~					
						~
Invoice value				Total value	70.00	5
Invoice amt 70.00 \$		Goods details				
		Name	Voucher write-off	Sell p	rice 0.0	9
Amount	70.00	Region	Main 💌			
GST content	0.00	Select item	OUCHER WRITE-OFF C MA Wew item			
		Quantity	1			
Total value	/0.00	Unit price	70.00 GST Exclusive			
	A					=
				Save	Cancel	
				C		

vouchers.
Enter the Date, Document #, Date due, GST Type and rate.
Enter the value of the creditor invoice.
Click [Add].
Select the Our Voucher Writeoff sales item as selected in
the Point of Sale in (*Fig 12.*).
Select the Quantity (this will probably be 1) and enter the

Select the Supplier i.e. the store who has returned the

Once you have entered all the vouchers, the amount will appear in the Token

Select the Voucher Write-off item which will appear in the

Double click the item or click [) and enter the total value of the vouchers in Unit

The total due will match the total paid and the balance of the transaction will be zero. Click [Save] to process the

field.

grid.

Price. Click [Save].

transaction.

probably be 1) and enter t 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 that 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).

P.0.5.	🛛	
Client search CASH CASH CASH CASH CASH CASH Code CASH Name Cash Sale Address Count B47 DEScription Total 116358 1 Our Voter Write-offs 10.00	Sales Payments Hires Cash Hires Cheque New layby Card Old layby Card Discount Token	Click [Token] as a payment option and select Our Tokens. Enter the Reference number, the amount will display. Click [Save]. Repeat for each voucher.
Token Type © Our Tokens Other Tokens Reference 1007	Freight Urest-credit OST 1.11 Pay account Rounding Total due 10.00 Total paid	Select the Voucher write-offs item. Double click the item or click
Amount 10.00 Sale lines 1 Total it Save Cancel	SHORT 10.00	value of the vouchers in Unit Price. Click [Save].
Discounted Invoice Holds	Save Cancel	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.