
Application	ChreosClient – Chreos 3
Module	Various
Access	Various
Minimum service pack	SP26
This document	Tokens – Our Ref 15.10 Published May 2004

Overview

A company creates and issues tokens or vouchers with specified monetary values. When the tokens are surrendered to the company they are either cancelled or re-issued with the same value. Tokens are created as they are issued/sold and this can only happen in POS.

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

Setup

- Create an inventory item with a non-diminishing item type. It should have a 'Sell price' of '0.00' and the 'Tax' should be set to 'Zero'.
- On the "Stock linking" page of "Stock table maintenance" select this item in the 'Our token sale item' field.
- On the "Payment methods" page of "Maintenance | Support tables" add a payment method using the 'Payment type' of 'Gift token'. The 'GL account' is likely to be a liability account.

To Sell a Token

- Select the menu option "Stock | Point of sale".
- Click the 'Sell token' button.
- Enter the 'Amount'.
- Click the [Save] button to save it or the [Save + Add] button to save it and add another token.
- The token amount will be displayed next to the [Sell Token] button.
- Process the point of sale transaction. Refer to "Point of sale (5.3)".

- The ‘Company Trust Fund Amount’ on the “Company” page of “Maintenance | Setup” is increased by the amount of the token.

To Receive Payments Using Tokens

To Receive a Token as Payment in the Point of Sale

- Enter the point of sale details. Refer to “Point of sale (5.3)”. Note: If you use the point of sale to receive account payments, select the client, click the [Pay account] button, enter the amount, click the [Save] button and then follow the above instructions.
- Click the [Token] button and the ‘Token’ screen will appear.
- Enter the ‘Reference’ from the token. When this is entered the amount of the token will be automatically displayed. This is because the ‘Amount’ was linked to the ‘Reference’ when the token was originally sold.
- To enter another token as payment in the same sale click the [Token] button again and repeat.
- The amount of the token payment will be displayed next to the [Sell Token] button.
- Process the point of sale transaction. Refer to “Point of sale (5.3)”.

To receive a token as an account payment in debtor receipts

Note: Receipts will only allow you to make an account payment using ‘Our tokens’.

- Select the menu option “Clients | Receipts”.
- Enter the ‘Batch’ details. Refer to “Debtor receipts (3.3)”.
- On the ‘Details’ tab click the [Add] button, select the required client and enter the amount.
- Select ‘Gift tokens’ from ‘Payment method’.
- Select the required ‘Reference’. Note: Only references that have been sold will be available. Once the reference number has been selected the ‘Amount’ will automatically be displayed.
- Finish entering and processing the account payment. Refer to “Debtor receipts (3.3)”.

When Others Redeem Our Tokens

When your tokens are redeemed at other stores you will usually receive them back with an invoice from the store who took the tokens as payment. There are a number of steps (and screens) involved in payment when others redeem ‘Our tokens’.

Step One: Point of Sale

- Select the menu option “Stock | Point of Sale”.

- Click the [Tokens] button on the right-hand side. The “Token” screen will appear. Select ‘Our tokens’ and enter the ‘Reference’. The ‘Amount’ should then display automatically. Click the [Save] button. Repeat if you have received more than one token. Once you have entered all of the tokens the display field beside the [Token] button will display the total of the tokens received.
- Select a non-diminishing item and assign it the sum value of the tokens.
- The balance will be zero.
- Click the [Save] button to process the transaction.

Step Two: Summary Inwards Goods

- Select the menu option “Creditors | Summary inwards goods”.
- Select the supplier i.e. the store who is returning the tokens.
- Enter the ‘Date’, ‘Document #’, ‘Date due’ ‘GST Type’, ‘GST Rate’ and ‘Value’ of the invoice. Note: The ‘Value’ may be less than the sum of the tokens that were entered in “Point of sale” due to a discount being taken by you on the transaction.
- Click the [Add] button.
- Select the non-diminishing item that was selected in the point of sale.
- Select the ‘Quantity’ (this will probably be 1), and enter the ‘Unit price’ as the amount that was entered in the “Point of sale”.
- Click the [Save] button.
- Click the [Process] button.

Step Three: Pay Creditors

- Select the menu option “Creditors | Pay creditors”.
- Enter the ‘Payment date’ and ‘Ref #s from’ and select the ‘Payment method’.
- Select the ‘Source of funds’.
- Filter the invoices to the required supplier by selecting them from ‘Supplier’ and clicking the [Apply filter] button.
- Select the required invoice and double click on it. It will now be displayed in the bottom grid.
- Go to the “Confirming” tab page.
- Select the invoice in the top grid and click the [Confirm] button.
- Select what report is to print when the payment is processed and the number that is to print.
- Click the [Process] button.

Related Issues

- If a client requests payment for a token they have received but has no invoice, enter the tokens into the “Point of sale” as above. The amount will be displayed as ‘Change’ and you can issue them cash.
- Your ‘Daily sales’ report for the day will show this as a sale.

To Cancel Expired Tokens in POS

- Select a non-diminishing item that is set up for instances such as this, for example 'Donations'.
- Edit the value to the total amount of tokens to cancel.
- Click the [Token] payment option and select 'Our'.
- Enter the reference number of the first token, the amount will display.
- Click the [Save] button.
- Repeat the previous three steps for each token.
- Click the [Save] button.

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