



# IQ VOUCHERS



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# PREFACE

This is the IQ Vouchers guide for IQ Retail (Pty) Ltd Accounting Software Systems. It will cover in detail, the technical aspects which are applicable to the IQ Enterprise Accounting Software system.

The IQ Vouchers document will by no means make an expert of you, but it will aid in configuration of the IQ Vouchers in order for it to function correctly with the IQ Enterprise Accounting Software system.

Although every effort has been made to keep this IQ Vouchers document up to date, some of the screen examples may not be 100% the same as the ones reflected in previous versions of IQ Vouchers. This is due to the continuous development and improvement of the IQ System.

Unfortunately, there will be a discrepancy from time to time. We do apologize for the inconvenience that it may cause.

Should you feel that the IQ Vouchers document is inadequate or requires further explanation or more and better examples, please feel free to email us.

We would love to have some feedback in order to improve the IQ Vouchers document in some way or another.

Regards,

IQ Retail (PTY) LTD



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The IQ Vouchers module was designed for companies who want to use buying and selling vouchers. This document will help the user to enable his system using vouchers, to set it up and to maintain all issued or sold vouchers.

**NOTE**: At this stage Vouchers are not centralised, meaning that the voucher can only be used in the same company as where it was bought or issued.

Vouchers can't be used for:

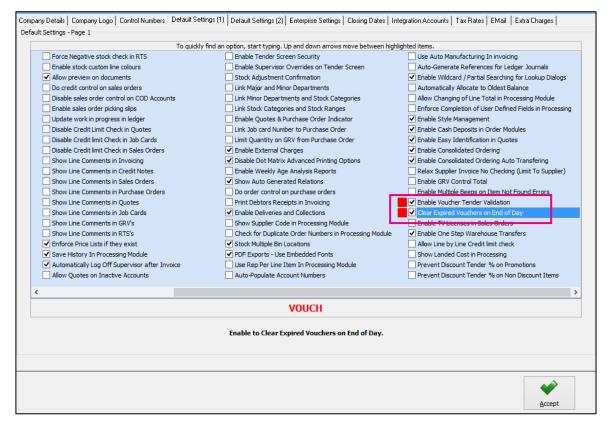
- Laybye Refunds
- Laybye Payments
- Order Deposits
- Petty Cash
- Debtors Journals
- Debtors Receipts
- TV License separate payments

## SETUP

## **ENABLE VOUCHERS**

The IQ system needs to be setup to accept vouchers as a tender media.

From the IQ main menu  $\rightarrow$  Utilities  $\rightarrow$  Setup  $\rightarrow$  Company Details  $\rightarrow$ Default Settings (1) and search for Vouchers. Tick the "Enable Voucher Tender Validation" to enable the option.



Click the Accept button on the bottom of the screen to save the changes made.



Enable this option also on the Default Setting (1) tab in Company Details.

Click on the Accept button on the bottom of the screen to save all the changes made.

## INTEGRATION ACCOUNTS

If this is a new company, the integration accounts for vouchers are already created and linked in Company Details.

If this is an existing company, the user will have to create two (2) ledger accounts to manage the vouchers.

The ledger accounts have to be created first, before the user attempts to select them in the Integration accounts.

A Voucher Control and a Voucher Expense ledger account have to be created in Ledger Maintenance. It is optional to create a Voucher Income ledger account.

To create a new ledger account, from the IQ main menu  $\rightarrow$ Ledger  $\rightarrow$  Maintenance and click on the Add button on the bottom of the screen.

EXAMPLE: Below is an example of the Voucher Control ledger account that was created.

iQ	Ledger Amer	ndments IQ HO Version 2015.0.2.5	? 🗙
Account Details Sub Accounts			
Account Account Number	4605.000.000.00	Index 1	
Description	Voucher Control	Index 1	Account Type
Default Branch	001	Index 2 Index 3	0 1 Expense
Default Department	COR V	INCA O	2 Cost of Sales
Reporting Group	003 ~		0 2 Cost of Sales
Default Vat Rate Allow Direct Journals on this account		- · · · ·	<ul> <li>4 Other Income</li> <li>5 Bank Account</li> <li>6 Current Asset</li> <li>7 Fixed Asset</li> <li>8 Other Asset</li> <li>9 Current Liability</li> <li>10 Long term Liability</li> <li>11 Equity</li> </ul>
			Accept

#### **ACCOUNT DETAILS**

ACCOUNT NUMBER	Enter a new account number with a maximum of 15 alpha-numeric characters, e.g. 1000.000.00, 1200.000, 1001.ABC, Petrol, etc. Try to keep the ledger structure the same format for all the ledger accounts.
DESCRIPTION	Enter a suitable description for the account, which can consist of 30 characters or less.



DEFAULT BRANCH	Select the default branch to be used when doing journals. Use the default branch field to group the chart of accounts into various categories. The available ledger reports will allow trial balances, income statements, budgets, etc. to be printed for a range of branches, or a particular branch.
DEFAULT DEPARTMENT	Select the default ledger department. If the financial statements and ledger reports need to reflect financial information for the different departments within a business, it is essential that the department codes are entered. To add Ledger Departments select the Utilities menu option from the IQ main menu $\rightarrow$ Setup $\rightarrow$ Module Parameters $\rightarrow$ Ledger $\rightarrow$ Ledger Departments.
REPORTING GROUP	Add the reporting group for this account. These groups are useful when certain types of accounts are grouped together for reporting purposes. It makes it a lot easier when filtering. If the spread sheet is used to extract financial reports, it is essential to create the different reporting groups. To add Ledger Departments, select the Utilities $\rightarrow$ Module Parameters Setup $\rightarrow$ Ledger Reporting Groups.
INDEX 1, INDEX 2, INDEX 3	These index fields can be used for reporting purposes as extra fields whereby certain accounts may be selected or grouped and categorised. These fields can also be used to replicate the effect of "sub-accounts" on customised reports.
ACCOUNT TYPE	Select the type (expense, income, asset, liability) of account by adding a dot in the appropriate radio button. <b>NOTE</b> : Once this account type has been selected AND transactions (journals, Invoices, GRV's etc.) have been posted to the account, the account type cannot be altered.
DEFAULT VAT RATE	In order to simplify the processing of journals and cash book entries, each account can be setup to default to a specific vat rate when processing journals and cashbook entries. It reduces the need to allocate the vat rate for each account when processing ledger transactions.
ALLOW DIRECT JOURNALS ON THIS ACCOUNT	Select whether you wish to allow direct journals on this account. This means that amounts can be directly posted to the account.
MAIN ACCOUNT	If the current ledger account is a sub-account, it can be linked to the Main Account by selecting the Main Account. <b>EXAMPLE</b> : Below is the example of the Voucher Control account created.
LINKING INTEGRATION ACCOUNTS	To link the two related voucher accounts to the integration accounts in company details, select Utilities $\rightarrow$ Setup $\rightarrow$ Company Details $\rightarrow$ Integration Accounts and setup the Voucher Control and Voucher Expense accounts, by selecting the appropriate accounts from the pull down arrows at the end of each field.

npany Details   Company Logo	Control Numbers Default Setting	s (1) Default Settings (2) Enterprise	Settings Closing Dates Inte	egration Accounts Tax Rates EM.	ail 📔 Extra Charges
ntegration Accounts					
Debtors Control	3600.000.000.00	Stock Adjustments	3510.000.000.00 🗸	Rounding Discount Received	2520.000.000.00
Creditors Control	4000.000.000.00	Stock Transfers	3520.000.000.00	Vouchers Control	4605.000.000.00
Cash on hand	3700.000.000.00	Cost of Sales	1000.000.000.00	Vouchers Expense	1486.000.000.00
Bank	3990.000.000.00	Bad Debt	1230.000.000.00 🗸		
Output Vat	4100.000.000.00	Retained Earnings	4900.000.000.00		
Input Vat	3800.000.000.00	General Expenses	1350.000.000.00 🗸		
Discount allowed	2020.000.000.00	Debtors Clearing	3601.000.000.00 🗸		
Discount Received	2520.000.000.00	Creditors Clearing	4001.000.000.00 🗸		
Interest Received	2500.000.000.00	Work in Progress	2030.000.000.00 🗸		
Interest Paid	1405.000.000.00	Work in Progress Control	3333.000.000.00		
Suspense Account	3899.000.000.00	Import Vat (Not Capital Goods)	3900.000.000.00		
Sales Account	2000.000.000.00	Import Vat (Capital Goods)	3910.000.000.00 🗸		



Click on Accept to save the changes made.

## **TENDER SETUP**

Vouchers have to be setup in the IQ system as a Tender Type. Select the Tender Types option from the Utilities  $\rightarrow$  Setup menu. Once selected the tender types maintenance screen will appear.

Disc     Coupon 5     False     False     False     False     False     R 0.00     False     True       CT     Cash     False     True     True     True     R 0.00     False     True       CX    More     True     False     False     R 0.00     False     True       DC     Debit Card     True     False     False     R 0.00     True     False       DC1     Debit Card     True     False     False     R 0.00     True     False       DC2     Debit Card     Palse     False     False     R 0.00     True     False       DC3     Debit Card     Palse     False     False     R 0.00     True     False       DC4     Debit Card 4     False     False     False     R 0.00     True     False       DC5     Debit Card 5     False     False     False     R 0.00     True     False       DS1     Discount     True     False     False     R 0.00     False     True       DS2     Discount 1     False     False     False     R 0.00     False     True       DS2     Discount 2     False     False     False     R 0.00     Fa	P5       Coupon 5       False       False       False       False       R 0.00       False       True         T       Cash       False       True       True       R 0.00       False       True         K      More       True       False       False       R 0.00       False       True         C       Debit Card 1       False       False       True       R 0.00       True       False         C1       Debit Card 1       False       False       False       R 0.00       True       False         C2       Debit Card 2       False       False       False       False       R 0.00       True       False         C3       Debit Card 3       False       False       False       False       R 0.00       True       False         C4       Debit Card 4       False       False       False       R 0.00       True       False         S       Discount 1       True       False       False       False       R 0.00       False       True         S1       Discount 2       False       False       False       False       R 0.00       False       True         S2       Discount 2 </th <th>ata Code</th> <th>Description</th> <th>Category</th> <th>Over Tender</th> <th>Is Bankable</th> <th>Value</th> <th>EFT</th> <th>Open Drawer</th> <th>L</th>	ata Code	Description	Category	Over Tender	Is Bankable	Value	EFT	Open Drawer	L
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DC4     Debit Card 4     False     False     False     False     R 0.00     True     False       DC5     Debit Card 5     False     False     False     R 0.00     True     False       DS     Discount     True     False     False     R 0.00     False     False       DS1     Discount 1     False     False     False     R 0.00     False     True       DS1     Discount 1     False     False     False     R 0.00     False     True       DS2     Discount 2     False     False     False     R 0.00     False     True       DS3     Discount 3     False     False     False     R 0.00     False     True       DS4     Discount 4     False     False     False     R 0.00     False     True       DS4     Discount 4     False     False     False     R 0.00     False     True       DS5     Discount 5     raise     False     False     R 0.00     False     True       GV     Gift Voucher 1     False     False     False     R 0.00     False     True       GV1     Voucher 1     False     False     False     R 0.00     False	C4     Debit Card 4     False     False     False     False     False       C5     Debit Card 5     False     False     False     False     R 0.00     True     False       C5     Debit Card 5     False     False     False     False     R 0.00     False     False       S1     Discount     True     False     False     False     R 0.00     False     True       S2     Discount 1     False     False     False     False     R 0.00     False     True       S3     Discount 2     False     False     False     False     R 0.00     False     True       S4     Discount 3     False     False     False     False     R 0.00     False     True       S4     Discount 4     False     False     False     False     R 0.00     False     True       S5     Discount 4     False     False     False     R 0.00     False     True       S4     Discount 4     False     False     False     R 0.00     False     True       V1     Voucher     True     False     False     R 0.00     False     True       V2     Voucher 2     False <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>									
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DS     Discount     True     False     False     R 0.00     False     True       DS1     Discount 1     False     False     False     R 0.00     False     True       DS2     Discount 2     False     False     False     R 0.00     False     True       DS3     Discount 3     False     False     False     R 0.00     False     True       DS4     Discount 4     False     False     False     R 0.00     False     True       DS5     Discount 4     False     False     False     R 0.00     False     True       DS5     Discount 7     False     False     False     R 0.00     False     True       OV     Gift Voucher     True     False     False     R 0.00     False     True       GV1     Voucher 1     False     False     False     R 0.00     False     True       GV2     Voucher 3     False     False     False     R 0.00     False     True       GV3     Voucher 4     False     False     False     R 0.00     False     True       GV4     Voucher 4     False     False     False     R 0.00     False     True	S     Discount     True     False     False     R 0.00     False     True       S1     Discount 1     False     False     False     False     R 0.00     False     True       S2     Discount 2     False     False     False     False     R 0.00     False     True       S3     Discount 3     False     False     False     False     R 0.00     False     True       S4     Discount 4     False     False     False     R 0.00     False     True       S5     Discount 4     False     False     False     R 0.00     False     True       V     Gift Voucher     True     False     False     False     R 0.00     False     True       V1     Voucher 1     False     False     False     R 0.00     False     True       V1     Voucher 2     False     False     False     R 0.00     False     True       V3     Voucher 3     False     False     False     R 0.00     False     True       V4     Voucher 4     False     False     False     R 0.00     False     True       V5     Voucher 5     False     False     False     R 1.00									
DS1     Discount 1     False     False     False     False     R 0.00     False     True       DS2     Discount 2     False     False     False     False     R 0.00     False     True       DS3     Discount 3     False     False     False     False     R 0.00     False     True       DS4     Discount 4     False     False     False     False     R 0.00     False     True       DS5     Discount 5     False     False     False     R 0.00     False     True       DS5     Discount 7     False     False     False     R 0.00     False     True       OV     Gift Voucher     True     False     False     R 0.00     False     True       GV     Gift Voucher 1     False     False     False     R 0.00     False     True       GV2     Voucher 2     False     False     False     R 0.00     False     True       GV3     Voucher 3     False     False     False     R 0.00     False     True       GV4     Voucher 4     False     False     False     R 0.00     False     True	51     Discount 1     False     False     False     False     R 0.00     False     True       52     Discount 2     False     False     False     False     R 0.00     False     True       53     Discount 3     False     False     False     False     R 0.00     False     True       54     Discount 4     False     False     False     False     R 0.00     False     True       55     Discount 4     False     False     False     False     R 0.00     False     True       53     Discount 4     False     False     False     R 0.00     False     True       54     Discount 4     False     False     False     R 0.00     False     True       55     Discount 7     rule     False     False     R 0.00     False     True       71     Voucher 1     False     False     False     R 0.00     False     True       72     Voucher 2     False     False     False     R 0.00     False     True       73     Voucher 3     False     False     False     R 0.00     False     True       74     Voucher 4     False     False     Fa									_
DS2     Discount 2     False     False     False     False     R 0.00     False     True       DS3     Discount 3     False     False     False     False     R 0.00     False     True       DS4     Discount 4     False     False     False     R 0.00     False     True       DS5     Discount 5     False     False     False     R 0.00     False     True       GV     Gift Voucher     True     False     False     False     R 0.00     False     True       GV1     Voucher 1     False     False     False     R 0.00     False     True       GV2     Voucher 2     False     False     False     R 0.00     False     True       GV3     Voucher 3     False     False     False     R 0.00     False     True       GV4     Voucher 4     False     False     False     R 0.00     False     True	S2     Discount 2     False     False     False     False     R 0.00     False     True       S3     Discount 3     False     False     False     R 0.00     False     True       S4     Discount 4     False     False     False     R 0.00     False     True       S3     Discount 4     False     False     False     R 0.00     False     True       S3     Discount 5     raise     raise     raise     R 0.00     False     True       S4     Oiscount 5     raise     raise     raise     R 0.00     False     True       S4     Oiscount 7     raise     raise     raise     R 0.00     False     True       S5     Discount 7     raise     False     False     R 0.00     False     True       V1     Voucher     True     False     False     R 0.00     False     True       V2     Voucher 2     False     False     False     R 0.00     False     True       V3     Voucher 3     False     False     False     R 0.00     False     True       V4     Voucher 4     False     False     False     R 0.00     False     True <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>									
DS3         Discount 3         False         False         False         False         R 0.00         False         True           DS4         Discount 4         False         False         False         False         R 0.00         False         True           DS3         Discount 5         False         False         False         R 0.00         False         True           DS3         Discount 5         False         False         False         R 0.00         False         True           GV         Gift Voucher 7         True         False         False         R 0.00         False         True           GV1         Voucher 1         False         False         False         R 0.00         False         True           GV2         Voucher 2         False         False         False         R 0.00         False         True           GV3         Voucher 3         False         False         False         R 0.00         False         True           GV4         Voucher 4         False         False         False         R 0.00         False         True	S3     Discount 3     False     False     False     R 0.00     False     True       S4     Discount 4     False     False     False     R 0.00     False     True       S3     Discount 4     False     False     False     R 0.00     False     True       S3     Discount 5     False     False     False     R 0.00     False     True       S3     Discount 7     False     False     False     R 0.00     False     True       V     Cift Voucher     True     False     False     R 0.00     False     True       V1     Voucher 1     False     False     False     R 0.00     False     True       V2     Voucher 2     False     False     False     R 0.00     False     True       V3     Voucher 3     False     False     False     False     R 0.00     False     True       V4     Voucher 4     False     False     False     R 0.00     False     True       V5     Voucher 5     False     False     False     R 10.00     False     True									_
Discount 4         False         False         False         R 0.00         False         True           DS3         Discount 3         raise         raise         raise         raise         roue           DS4         Gift Voucher         True         False         False         R 0.00         False         True           GV1         Voucher 1         False         False         False         R 0.00         False         True           GV2         Voucher 2         False         False         False         R 0.00         False         True           GV3         Voucher 3         False         False         False         R 0.00         False         True           GV4         Voucher 4         False         False         False         R 0.00         False         True	S4     Discount 4     False     False     False     R 0.00     False     True       S5     Discount 3     raise     raise     raise     R 0.00     raise     ITUE       V     Gift Voucher     True     False     False     R 0.00     False     ITUE       V1     Voucher 1     False     False     False     R 0.00     False     True       V2     Voucher 2     False     False     False     R 0.00     False     True       V3     Voucher 3     False     False     False     False     R 0.00     False     True       V4     Voucher 4     False     False     False     R 0.00     False     True       V5     Voucher 5     False     False     False     R 0.00     False     True									
Discourt's         raise         raise         raise         route           GV         Gift Voucher         True         False         False         R 0.00         False         True           GV1         Voucher 1         False         False         False         R 0.00         False         True           GV2         Voucher 2         False         False         False         R 0.00         False         True           GV3         Voucher 3         False         False         False         R 0.00         False         True           GV4         Voucher 4         False         False         False         R 0.00         False         True	SS     Discount S     raise     raise     raise     raise     raise     rue       V     Goft Voucher     True     False     False     R 0.00 (False     True       V1     Voucher 1     False     False     False     R 0.00 (False     True       V2     Voucher 2     False     False     False     R 0.00 (False     True       V3     Voucher 3     False     False     False     R 0.00 (False     True       V4     Voucher 4     False     False     False     R 0.00 (False     True       V5     Voucher 5     False     False     False     R 0.00 (False     True									
GV         Gift Voucher         True         False         False         R 0.00         False         True           GV1         Voucher 1         False         False         False         False         R 0.00         False         True           GV2         Voucher 2         False         False         False         R 0.00         False         True           GV3         Voucher 3         False         False         False         R 0.00         False         True           GV4         Voucher 4         False         False         False         R 0.00         False         True	V         Gift Voucher         True         False         R 0.00         False         True           V1         Voucher 1         False         False         False         R 0.00         False         True           V2         Voucher 2         False         False         False         R 0.00         False         True           V3         Voucher 3         False         False         False         R 0.00         False         True           V4         Voucher 4         False         False         False         False         R 0.00         False         True           V5         Voucher 5         False         False         False         R 1.00         False         True	DS4	Discount 4	False	False	False	R 0.00 F	alse	True	
GV1         Voucher 1         False         False         False         R 0.00         False         True           GV2         Voucher 2         False         False         False         R 0.00         False         True           GV3         Voucher 3         False         False         False         R 0.00         False         True           GV4         Voucher 4         False         False         False         R 0.00         False         True	V1     Voucher 1     False     False     False     R 0.00     False     True       V2     Voucher 2     False     False     False     R 0.00     False     True       V3     Voucher 3     False     False     False     R 0.00     False     True       V4     Voucher 4     False     False     False     R 0.00     False     True       V5     Voucher 5     False     False     False     R 0.00     False     True									
GV2         Voucher 2         False         False         False         R 0.00         False         True           GV3         Voucher 3         False         False         False         R 0.00         False         True           GV4         Voucher 4         False         False         False         R 0.00         False         True	V2     Voucher 2     False     False     False     R 0.00     False     True       V3     Voucher 3     False     False     False     R 0.00     False     True       V4     Voucher 4     False     False     False     R 0.00     False     True       V5     Voucher 5     False     False     False     R 0.00     False     True									
GV3         Voucher 3         False         False         False         R 0.00         False         True           GV4         Voucher 4         False         False         False         R 0.00         False         True	V3 Voucher 3 False False False R 0.00 False True V4 Voucher 4 False False False R 0.00 False True V5 Voucher 5 False False False R 0.00 False True									
GV4         Voucher 4         False         False         R 0.00         False         True	V4     Voucher 4     False     False     False     R 0.00     False     True       V5     Voucher 5     False     False     False     R 0.00     False     True									
	V5 Voucher 5 False False False R 0.00 False True	GV3								-
GV5         Voucher 5         False         False         False         R 0.00         False         True			Voucher 4	False			R 0.00 F	alse	True	
		GV5	Voucher 5	False	False	False	R 0.00 F	alse	True	
		elect Visible Fields	Filter	Search	Add	Edit	Delete	Design	Previe	

When concluding a Point of Sale the Main tender types will appear. Depending on how the other tender types are setup, these main tender types may have further sub tender types linked to it, e.g. The Voucher tender type as displayed above, has 5 sub tendering types linked to it, Voucher 1, Voucher 2, Voucher 3, Voucher 4 and Voucher 5. In other words, the main tender types when selected have further tender types to choose from.

Each of the tender types have the facility of having certain limitations and their own general ledger integration contra accounts to be setup.

Tender Information Tender Code Tender Type Tender Description	GV1 GV ∨ Voucher 1	Ledger Options Tender Post Type Post To Ledger	Use as Stock Disco	unt
Over Tendering Options Allow Over Tender		Ledger Account : Receipts Ledger Account : Payments	4605.000.000.00 4605.000.000.00	<b>v</b> <b>v</b>
Lowest Allowable Over tender (LALO) Highest Allowable Over tender (HALO)	0.00	X Report Options Is Bankable		
POS Options		Electronic Fund Transfer		
Ask for Expiry Date Open Drawer				
Fixed Value     Fixed Percentage	0.00			
Ask for Reference Validate Reference Against Vouchers Essue Voucher on Refund	✓ ✓ Voucher Types All Types ∨			
				Accept
	Validate enter	ed reference against voucher data iter	ns	



TENDER INFORMATION	(FDIT)
	(LDII)

TENDER CODE	GV1 is the abbreviated code used for the first Voucher Sub tender type.
TENDER TYPE	For vouchers, the tender type selected is GV.
TENDER DESCRIPTION	The description for the tender can be edited. The description will appear when selecting it from the available sub tender types. The user can change the description if needed.

#### OVER TENDERING OPTIONS

ALLOW OVER TENDER	This option can be activated to allow amounts greater than the amount due to be entered. If this option is not enabled, then the amount tendered must be exactly the same as the amount due.
	<b>NOTE</b> : The user should be careful when activating over tendering on Vouchers, as this option will allow the user to give change in the form of cash.
LOWEST ALLOWABLE OVER TENDER (LALO)	This option allows the entering of the lowest total that the user will be allowed to over tender on any transaction.
HIGHEST ALLOWABLE OVER TENDER (HALO)	This option allows the entering of the highest total that the user will be allowed to over tender on any transaction.

## POS OPTIONS

ASK FOR EXPIRY DATE	This option is used for Credit Card Type Tenders.
OPEN DRAWER	The open drawer option allows the user to specify that when the particular tender type is used and the open drawer option is enabled, it will kick the cash drawer immediately.
FIXED VALUE	This option is only available for discount tender types.
FIXED PERCENTAGE	This option is only available for discount tender types.

## ASK FOR REFERENCE

This option is used to simply capture a reference media being used at the point of selecting the tender. This doesn't have anything to do with vouchers if selected on its own.

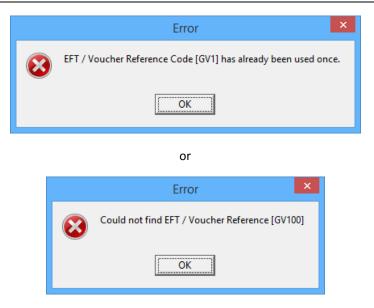


## VALIDATE REFERENCE AGAINST VOUCHERS

This option ensure that vouchers are taken into account for a tender. The user also has the option to select which voucher types should be included in the validation. The user can select one of **three options**: All Types, External Tenders (the vouchers generated at another location) or the Vouchers issued via sales / refunds / vouchers module.

**NOTE**: The Validate Reference against vouchers option will only apply for external vouchers, if those vouchers were entered into the vouchers module.





## **ISSUE VOUCHER ON REFUND**

This option allows the system to issue a voucher for the value of the tender when doing REFUNDS only.

#### LEDGER OPTIONS

TENDER POS TYPE	<b>POST TO LEDGER OR USE AS STOCK DISCOUNT</b> This option is only available for discount tender types.
LEDGER ACCOUNT RECEIPTS AND PAYMENTS	Enter the general ledger account that must be posted to when using the specific tender type. The ledger accounts can be set different for posting receipts and payments.

## **X REPORT OPTIONS**

A REPORT OF HONS	
IS BANKABLE	Do not enable this option for Vouchers, as they are not bankable.
ELECTRONIC FUND TRANSFER	Do not enable this option for Vouchers, as they are not electronic fund transfers.

## **MAJOR DEPARTMENT**

Gift Vouchers which can be sold to clients have to be linked to NON STOCK Major Department.

ebtors	Creditors Stock Ledger Ge	eneral Services Processing API
		1
	Major Departments	🔿 Stock Sizes
	Minor Departments	O Deliveries and Collections
	○ Warehouses	◯ Stock Categories
	O Adjustment Codes	◯ Stock Ranges
	O Stock Groupings	◯ Stock Styles
	O Line Item Colours	Stock Size Groupings
	O Auto Re-Ordering Formula	is OWeb Categories
	OUser Defined Table	Stock Colour Groupings
	Stock Adjustment Reasons	s OPrice Variants Groupings
	O Synchronization Setup	🔿 Stock Cycles
	◯ Stock Transfers	O Auto Stock Code Generation
	Stock Colours	Stock Lookup Fields

If the user needs to create a Major Department called Non Stock, from the IQ main menu select Utilities  $\rightarrow$  Setup  $\rightarrow$  Module Parameters  $\rightarrow$  Stock  $\rightarrow$  Major Departments and click on the Setup button on the bottom right of the screen.



## MAINTAIN MAJOR DEPARTMENTS

Data						
Dept	Description	Sale Account	Stock Account	COS Account	Neg Dept	Ledger
001	Coke	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
002	Hardware	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
003	Air Time	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
004	Fanta	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
005	Service	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
006	Vegetables	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
007	Manuf.	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
800	Clothing	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
009	Fiction	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
010	Non Fiction	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
)11	Non Stock	2000.000.000.00	3500.000.000.00	1000.000.000.00		ACC
		4	•		<u>کي</u>	

The Major Departments Setup screen will be displayed, with a list of all the created or available Major Departments.

If a Non Stock Department has to be added, the user has to click on the Add button on the bottom of the screen. If there is already an existing Non Stock Department, the user can click on the Edit button to enable editing.

## EDITING MAJOR DEPARTMENT

	Department Name	011
	Description	Non Stock
	Ledger Department	COR v
	Default Sales Warehouse	001 🗸
	Default Purchasing Warehouse	001 🗸
<b>F</b>		
	Local Sales Account	4605.000.000
	Export Sales Account	2000.000.00
	Cost Of Sales Account	1000.000.000.00 v Ledger Account
	Stock Account	3500.000.000 V
	Purchases Account	1305.000.000.00 V
	Cost Of Sales Adjustment	1000.000.000.00
	Default Rep	✓
	Maximum Grv Variance%	0.00
	Apply Maximum Var	Tick for Yes
	Negative Department	Tick for Yes
	Auto Re-Ordering Method	Normal V/A
	No Commision	Tick for Yes
	Target GP%	0.00
		OPerpetual Stock Control (Post Sales/Stock/Costofsales)
	Posting Method	Periodic Stock Control (Post Sales/Purchases Only)
	Company Default	Perpetual Stock Control (Post Sales/Stock/Costofsales)
	Delivery Status Inbound	ENT v Enter into Warehouse
	Delivery Status Outbound	GO v Go with Customer
		*
Cancel		Accept

**NOTE**: It is advisable to select at least the Local Sales Account to link to the Voucher Control ledger account. If the Major Stock Department used for the Non-Stock Voucher Item is not linked to the Voucher Control account, the system will provide a warning when creating the voucher stock item in Stock Maintenance.

For a Non Stock item to work correctly on the system, it has to use the **PERIODIC STOCK CONTROL POSTING METHOD**.

## **VOUCHER ITEM SETUP**

To enable the selling of gift vouchers, the user has to create a normal non-stock item in Stock Maintenance. From the IQ main menu  $\rightarrow$  Stock  $\rightarrow$  Maintenance.

Click on the Add button on the bottom of the screen. The Stock Maintenance screen will appear.

Style	VOU001		Default Line Rep	N	
Style	~ ~		Vat Rate	0	
Description	GIFT VOUCHER		Store Serial Numbers	Tick for Yes	
Item Category	Non stock Item	~	Scale Item	Tick for Yes	
Major Department	011 🗸	Non Stock	Report to Item		
Minor Department			-		
Categories	¥				
Ranges	~		Override GRV Label Qty	Override	
Cyde	~		ABC Classification	Not Defined	
Barcode	VOU001				
General Code			Exclude from Extra Charge	Tick for Yes	
Stock Type	Voucher	~	Cost Allocation on GRV		
Colour	0 ~	Not Defined			
Size	0 ~	Not Defined	Generic Type	v	
	-		Brand	~	
Item on Hold	Click for Optio	ons	Model	~	
Allow Discount	Click for Option		Technical Specifications	¥	
			Supplier Hierarchy	¥	
Section 7 Exempt	Tick for Yes		Supplier Department	¥	
DC Item Code			Tariff Code	×	
DC Item Code			Material	¥	
DC Item Code			Assembly Type	~	
Storage / BIN Location		~	Assembly Type	Ŷ	
		×	Import Type	× ·	
Storage / BIN Location		V 0.000000			
Storage / BIN Location Pack Description	Units	0.000000	Import Type	~	
Storage / BIN Location Pack Description Pack Size	Units	♥ 0.000000 ♥	Import Type Color Detailed	~ ~	
Storage / BIN Location Pack Description Pack Size	Units	~	Import Type Color Detailed Inco Terms	~ ~ ~	

NOTE: The voucher item has to be a NON STOCK ITEM and has to belong to the STOCK TYPE VOUCHER.

**NOTE**: According to section 10(18) of the Value-Added Tax Act, the supply of vouchers is regarded as a medium of exchange similar to money and is **NOT** subject to **VAT** when sold. This means that the Stock item Voucher has to have a **0 TAX RATE**.

The user can decide if the price on the gift voucher has to be limited by entering a selling price, or the supervisor will have to override the amount each time a voucher is sold.

Click on Accept to save the stock item. If the Major Department linked to the Non Stock item is not set up to use the default Voucher Control account, a warning will appear, but if the user clicks on Yes, the system will continue to create the item.

	Confirm	×
?	The Major Department this voucher item is linked to is not set up to use the default Voucher Control Accour [4605.000.000.00]. Continue?	nt
	Yes No	



## **VOUCHERS – PROCESSING (MODULE PARAMETERS)**

All vouchers that are sold to clients will be listed in the Vouchers Maintenance screen under Utilities  $\rightarrow$  Setup  $\rightarrow$  Module Parameters  $\rightarrow$  Processing  $\rightarrow$  Vouchers.

All vouchers that the user wants to have control over needs to be created and maintained in the Voucher Maintenance screen.

**NOTE**: All existing vouchers in use by the client have to be captured in the Voucher Maintenance module, to enable the system to validate the vouchers when they are used for payment. The system can then check if the voucher is valid, has not been used yet or expired.

		Vou	cher Mainte	nance Vers	on 2015	.0.2.5				?
	Sort Order	Show Data	Voucher Lay	/out			Available	e Filters		
QRet	Order Of Entry	Current	Point of	Sale			Clear Filt	er		
	PRISE	History		1						
	○ Name									
/oucher Maintenance										
Reference	Name	ID Number		Amount		Issue Date		Expiry Date	Status	
GV0000000070010000	24600				100	20/08/2015 09	:39:04	20/08/2015	New Vouch	her
GV0000000090010000						20/08/2015 12		20/08/2015	New Vouch	
GV00000000100010000	39000 ABC Store (Pty) Ltd				100	20/08/2015 13	:48:17	20/08/2015	New Vouch	her
GV3	Antjie Krog	701013000000			250	19/08/2015 13	:53:35	22/08/2015	New Vouch	her

## SORT ORDER

The user has the option to change the order in which the vouchers are listed on the screen.

ORDER OF ENTRY	The order of entry is the date and time in which the vouchers were created or sold.
REFERENCE	The reference is the reference number for each voucher.
NAME	The Name is the name of the debtor or client entered when the vouchers was sold or issued.

## SHOW DATA

CURRENT	The current display will show all the new vouchers that are still available.
HISTORY	The vouchers listed under the history option are all the vouchers that are finalized, refunded, expired or deleted.



## **VOUCHER LAYOUT**

There are two (2) options the user can use to print vouchers, Point of Sale or Invoicing.

#### POINT OF SALE

If the Point of Sale layout is selected, a slip will be printed.

	IQ HO			
02	21 8800420			
1st FI	loor, Rhino House			
	Quantum Road			
Techno	Park, Stellenbosch			
	7600			
VOUCHE				
GV00000000500	100002440011160911			
*** Copy	of Original ***			
Expiry	Date: 19/08/2015			
ID Number				
Name				
Date Issued:	19/08/2015 15:37:18			
Valid	for an amount of			
R 42.75				
Thanks f	or shopping at IQ HO			

#### INVOICING

If the Invoicing voucher layout is selected, the voucher will be printed on a A4 page.

	IQ HO	
	021 8800420	
	1st Floor, Rhino House	
	23 Quantum Road	
	Techno Park, Stellenbosch	
	7600	
	VOUCHER DOCUMENT	
	GV0000000050010002440011160911	
	*** Copy of Original ***	
	Expiry Date: 19/08/2015	
ID Number		
Name		
Date Issued:	19/08/2015 15:37:18	
	Valid for an amount of	
	R 42.75	
	Thanks for shopping at IQ HO	



		Vou	cher Mainte	enance Versi	on 2015.0.2.5				?
	Sort Order	Show Data	Voucher La	yout		Available	e Filters		
	0					Clear Filt	er		
	Order Of Entry	<ul> <li>Current</li> </ul>	Point of	Sale					
Re									
ENT	ERPRISE								
	() Name	History		g					
oucher Maintenance	1			1.			1	1-	
Reference	Name	ID Number		Amount	Issue Date		Expiry Date	Status	
GV000000000700100 GV000000000900100					100 20/08/2015 0 42.75 20/08/2015 1		20/08/2015 20/08/2015	New Voucher New Voucher	
	0024800 0039000 ABC Store (Pty) Ltd				42.75 20/08/2015 1		20/08/2015	New Voucher	
GV3	Antjie Krog	701013000000	1		250 19/08/2015 1		22/08/2015	New Voucher	
	pringe no eg								
	print roug								
	rije nog								
	print vog								
	print in eg								
	print vog								

## **AVAILABLE FILTERS**

Once a filter has been created and saved, it will appear in the top right corner of the screen. Double click on a filter to activate it and double click on "Clear Filter" to see all the vouchers.

## **VOUCHER MAINTENANCE**

The user can decide which information should be visible on the voucher maintenance screen, but it defaults to the following columns:

REFERENCE	The Reference is the number automatically issued to the voucher issued, or the number entered when the voucher was captured.
NAME	If the vouchers were sold through Point of Sale, Cash Sales and the cashier didn't enter a name into the customer information field, there will not be a name in this field.
	The name in this field is either the Debtors Name or the Name in which the voucher was issued.
ID NUMBER	This ID Number is the ID number of the person as it was entered when the voucher was issued.
AMOUNT	The amount is the amount value of this voucher.
ISSUE DATE	The Issue Date is the date when the voucher was issued or sold to the client.
EXPIRY DATE	The Expiry Date is the date when this voucher will expire. Once an End-of Day is done, all the available vouchers that were set to expire for the day, will be moved to history and the status will change to Expired.

STATUS	The Status of the voucher indicates if the voucher is still valid or not. Only vouchers with the status "New Voucher" are still available and valid.
	Status 0 – New Voucher
	Status 1 – Cancelled Payment (Not utilized)
	Status 2 – Expired
	Status 3 – Finalized
	Status 4 – Refunded
	Status 5 - Deleted

## **BUTTON FUNCTIONALITY**

CLOSE	The Close option allows the user to close the Voucher Maintenance screen.		
SELECT VISIBLE FIELDS	The Close option allows the user to close the Voucher Maintenance screen.  The select visible fields' option allows the user to select which fields should be displayed on the Voucher Maintenance screen.           Image: Close option allows the user to select which fields should be displayed on the Voucher Maintenance screen.         Image: Close option allows the user to select which fields should be displayed on the Voucher Maintenance screen.         Image: Close option allows the user to select which fields should be displayed on the Voucher Maintenance screen.         Image: Close option allows the user to select which fields should be displayed on the Voucher Maintenance screen.         Image: Close option allows the user to select which fields should be displayed on the Voucher Maintenance screen.         Image: Close option allows the user to select which fields should be displayed on the Voucher Maintenance screen.         Image: Close option allows the user to select which fields should be displayed on the Voucher Maintenance screen.         Image: Close option allows the user to select which fields should be displayed on the Voucher Maintenance screen.         Image: Close option allows the user to select which fields should be displayed on the Voucher Maintenance screen.         Image: Close option allows the user to select which fields should be displayed on the Voucher Maintenance screen.         Image: Close option allows the user to select which fields should be displayed on the Voucher Maintenance screen.         Image: Close option allows the user to select which fields should be displayed on the Voucher Maintenance screen.         Image: Close option allows the user		
FILTER	The Filter option allows the user to filter for specific information on the system.         Image: Advanced file: AND croot         Image: Advanced file: ADD croot		



SEARCH	The search option allows the user to search for any specific information		
	regarding the Vouchers.		
ADD	The Add option presents the user with a capture screen that allows capturing of multiple items without closing the screen.		
	EFT Validation Maintenance Version 2015.0.2.5		
	You are now adding Voucher Items		
	Name Peter Hummingbird		
	ID Number 9603150000000		
	Voucher Reference GV5		
	Expiry Date 31/08/2015 -		
	Comment WEDDING PRESENT		
	Phone # 0218800000		
	Amount 500.00		
	Qose Add Entry		
	NAME		
	The user has the option to issue a voucher to a specific person, therefore the person's name can be entered here.		
	ID NUMBER		
	The user can enter an ID number into this field, this can be used to identity that the correct person is using the voucher.		
	VOUCHER REFERENCE		
	This field allows the user to enter his own unique number to the voucher. Reference numbers are validated and no duplicate numbers are allowed.		
	EXPIRY DATE		
	The Expiry date is determined automatically by the Settings for Vouchers, but it can be changed at the point of capturing.		
	COMMENT		
	This option allows the user to enter a comment for the user if required.		
	PHONE #		
	The customer's phone number can be entered into this field.		
	AMOUNT		
	A value greater (>0) than Zero must be entered in the amount field.		

Image: Construction of Control of Sale         Image: Control of Control of Control of Control of Sale         Image: Control of									
Image: Conder of Entry       Image: Current       Image: Conder of Sale         Image: Conder of Entry       Image: Conder of Sale       Image: Conder of Sale         Image: Conder of Entry       Image: Conder of Sale       Image: Conder of Sale         Image: Conder of Entry       Image: Conder of Sale       Image: Conder of Sale         Image: Conder of Entry       Image: Conder of Sale       Image: Conder of Sale         Image: Conder of Entry       Image: Conder of Sale       Image: Conder of Sale         Image: Conder of Entry       Image: Conder of Entry       Image: Conder of Sale         Image: Conder of Entry       Image: Conder of Entry       Image: Conder of Entry         Image: Conder of Entry       Image: Conder of Entry       Image: Conder of Entry         Image: Conder of Entry       Image: Conder of Entry       Image: Conder of Entry         Image: Conder of Entry       Image: Conder of Entry       Image: Conder of Entry         Image: Conder of Entry       Image: Conder of Entry       Image: Conder of Entry         Image: Conder of Entry       Image: Conder of Entry       Image: Conder of Entry         Image: Conder of Entry       Image: Conder of Entry       Image: Conder of Entry         Image: Conder of Entry       Image: Conder of Entry       Image: Conder of Entry         Image: Conder of Entry       Im		Sort Order	Show Data	Voucher Lay	/out		Available Filters		
Name         History         Invoicing           Voucher Maintenance           Reference         Name         ID Number         Amount         Issue Date         Expiry Date         Status         1           V000000000000000000000000000000000000		• Order Of Entry	<ul> <li>Current</li> </ul>	Point of	Sale		Clear Filter		
Name         History         Invoiding           Voucher Maintenance         Issue Date         Expiry Date         Status         r           0/00000000000000000000000000000000000		OReference							
Reference         Name         ID Number         Amount         Issue Date         Expiry Date         Status         I           \$V000000000000000000000000000000000000		○ Name	History	Invoicing	)				
SV000000007001000024600         100         20/08/2015         New Voucher           GV00000009001000024800         42.75         20/08/2015         12:16:23         20/08/2015         New Voucher           GV00000000010001000039000         ABC Store (Pty) Ltd         100         20/08/2015         13:48:17         20/08/2015         New Voucher           GV3         Antije Krog         701013000000         250         19/08/2015         13:53:35         22/08/2015         New Voucher	/oucher Maintenance								
GV000000000000000000000000000000000000	Reference	Name	ID Number		Amount	Issue Date	Expiry Date	Status	
GV0000001000100003000         ABC Store (Pty) Ltd         100         20/08/2015         21/08/2015         New Voucher           GV3         Antjie Krog         701013000000         250         19/08/2015         13:53:35         22/08/2015         New Voucher	GV000000007001000024600					100 20/08/2015 09	39:04 20/08/2015	New Voucher	
GV3 Antjie Krog 701013000000 250 19/08/2015 13:53:35 22/08/2015 New Voucher	GV000000009001000024800					42.75 20/08/2015 12:	16:23 20/08/2015	New Voucher	
		ABC Store (Pty) Ltd				100 20/08/2015 13:	48:17 20/08/2015		
	GV3	Antjie Krog	701013000000			250 19/08/2015 13:	53:35 22/08/2015	New Voucher	

#### **BUTTON FUNCTIONALITY**

#### CLOSE

The Close option allows the user to close the Voucher Maintenance screen.

#### ADD ENTRY

The Add Entry option shows a confirmation and the screen remains open until all capturing has been completed.

The information entered when capturing the voucher will be displayed on the gift voucher when it is printed.



EDIT	
	The edit option allows the user to edit or amend a selected voucher.
	NOTE: No Reference numbers or amounts can be edited on vouchers.
	NOTE: Only current vouchers can be edited, the system won't allow the editing of any vouchers once the status have changed. The Voucher Reference number and the amount can't be changed or edited.
DELETE	The delete option has the choice for Selected or All.
	SELECTED
	The Deleted Selected will delete only the one (1) item that is currently selected. A confirmation box will appear to ensure that the selected voucher is the correct one to be deleted.
	Confirm
	Delete selected voucher items [GV00000001700100002820019599196] ?
	<u>Yes</u> <u>N</u> o
	Deletion entails moving Current records to History or (if already in history) – removing it from the system completely.
	ALL
	The Delete All option will delete all items currently in the applied filter (if applicable) or it will delete All the Voucher Items in the Vouchers database. A confirmation message will appear to ensure if all the vouchers should be deleted.
	Confirm Delete all voucher items?
	Yes No
REPORT OPTIONS	VOUCHER LISTING
	The voucher listing report option allows the user to design, preview or print a list of the selected vouchers.
	VOUCHER DOCUMENT
	<b>NOTE</b> : Vouchers can only print 1 copy, but it can be reprinted from The Voucher Document Report options.
	The voucher document report option allows the user to design, preview or print the voucher document. The voucher layout has to be selected before the user prints the voucher document, to ensure that it prints on the correct paper.
	<b>NOTE</b> : COPY OF ORIGINAL will display when previewing and printing from this module.

## SETTINGS (VOUCHER SETUP)

The Settings option allows the user to setup parameters for Voucher Processing and it includes the fields as below:

Setup voucher parame	eters here. Notice: Sequence Number change is live.	
Default Expiry Days:		3
Prefix:	GV	
Change Sequence Number:		
Sequence Number:		17
Ask for detail in sale:		✓
Voucher Control Account:	4605.000.000.00	~
Voucher Expense Account:	1486.000.000.00	~
Selection ESC Cancel	F10 Accept	

DEFAULT EXPIRY DAYS		When issuing a voucher, the number of days are added to today's date and sets the expiry date for the voucher accordingly.		
PREFIX	A voucher Prefix can be entered. This Prefix is used in the auto generation of a voucher reference, when issuing vouchers via Sales or Refunds.			
CHANGE SEQUENCE NUMBER	When the checkbox is selected, the sequence number will be updated as per the value entered. This works in the same fashion as normal control numbers. <b>NOTE</b> : Changing this value carries <b>risk</b> in the sense that a sequence number			
		vouchers can be rea		
SEQUENCE NUMBER	The Sequence nun voucher that was		is field is the seque	ence number for the last
ASK FOR DETAIL IN SALE	used at the point of do with vouchers i To ensure that vou	of selecting the voud if selected on its ow uchers are taken into Vouchers" option h	cher tender. This d n. o account for a ter	
		Name	George	
		ID Number		
		Voucher Reference	AUTO GENERATED	
		Expiry Date	03/09/2015	<b>_</b>
		Comment		
		Phone #		
		Amount	R 50.00	
		Qose .		Accept



	VOUCHER CONTROL ACCOUNT
	Click on the down arrow next to the field to select the appropriate voucher control ledger account.
	VOUCHER EXPENSE ACCOUNT
	Click on the down arrow next to the field to select the appropriate voucher expense ledger account.
BUTTON SELECTION	ESC CANCEL
	The ESC Cancel option allows the user to discard any changes made and to close the Voucher Maintenance screen.
	F10 ACCEPT
	The user can save the changes made by either pressing the F10 key on the keyboard, or by selecting the Accept button.

# **USING VOUCHERS IN POINT OF SALES**

Vouchers can't be used for:

- Laybye Refunds
- Laybye Payments
- Order Deposits
- Petty Cash
- Debtors Journals
- Debtors Receipts
- TV License separate payments

In the POS module, Vouchers can be sold to customers or customers can use them to pay for stock items instead of using cash. Vouchers can also be issued when doing refunds on cash sales, instead of using cash.

**NOTE**: Vouchers only print 1 copy at a time, but it can be reprinted from the Voucher Module under module parameters.

**NOTE**: Each voucher can only be used once, it will not allow the user to use it a second time. The system can be set to give change in the form of cash, or a new voucher can be issued.

## **CASH SALE OF A VOUCHER**

iQ Point of Sale Vers	sion 2015.0.2.5 ? ×
The intelligent choice.	Sale Total <b>100.00</b>
Tax Invoice       Code     Description     Price     Qty     Total       VOU001     GIFT VOUCHER     100.00     1.00     100.00	Cashier 1 - ADMINISTRATOR Sales Rep 1 Discount 0.00 Quantity 1.00 Stock Code Description Unit Price 0.00
1.00         100.00           Image: F1 - Subtotal         F2 - Void Line           F2 - Void Line         F3 - Suspend           F4 - Void Sale         F5 - Customer	F12 For More Options       F12 For More Options       Customer Infin       F8     Supervisor Logon       F9     -Loyalty       F10     -Tum Printer Off       F11     -Services

From the IQ main menu  $\rightarrow$  Point of Sales  $\rightarrow$  Sales  $\rightarrow$  Cash Sales.

The voucher stock item code can then be entered. If the user didn't enter unit prices on his voucher stock items, the F8 – Supervisor Logon will need to be used to enter the amount of the voucher.

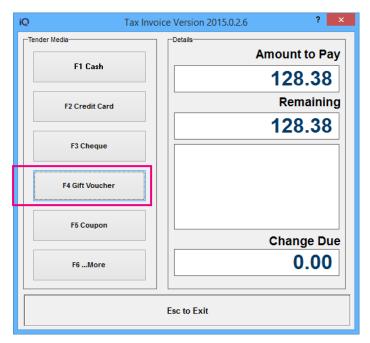
Finalise the sale by selecting the Subtotal and entering the cash tender type.

When selling a Voucher item under the POS Cash Sales, we will generate and print a voucher document for it.

1st Flo	1st Floor, Rhino House				
23 Quantum Road					
Techno Park, Stellenbosch					
	7600				
VOUCHE					
GV0000000230010	of Original ***				
Expiry D	ate: 02/10/2015				
ID Number	680228000000				
Name	Peter Hummingbird				
Date Issued:	29/09/2015 13:23:11				
Valid fr	Valid for an amount of				
R 100.00					
Thanks for shopping at IQ HO					



When using a voucher as payment for stock, the user will ring up all the stock items purchased. After pressing F1 to get the subtotal, the user has to select the F4 – Gift Voucher to use a voucher as a tender medium.



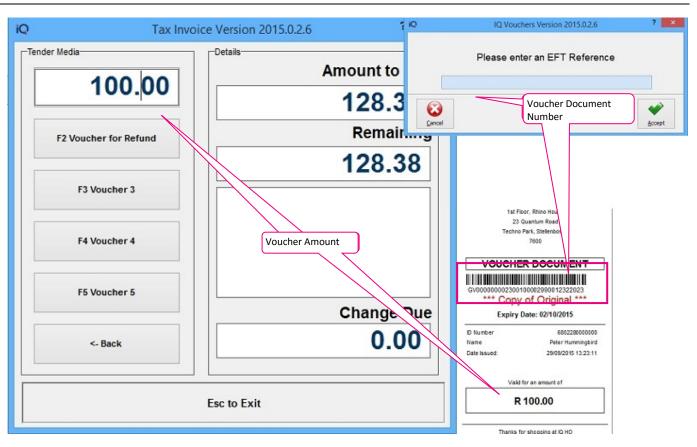
The user then must select which voucher to be used, in example below we will use F1 = Pay With Vouchers. (These are the vouchers as they have been setup in the Tender Media Setup.)

Click on the voucher type to select it.

iQ	Tax Invo	ice Version 2015.0.2.6	? ×
_Tender Media		Details	Amount to Pay
F1 Pay With Vouch			128.38
F2 Voucher for Refu	nd		Remaining
F3 Voucher 3			128.38
F4 Voucher 4			
F5 Voucher 5			
<- Back			Change Due 0.00
		Esc to Exit	

The value of the voucher has to be entered. If the system was set to validate the vouchers, the user will be asked to enter the EFT Reference number. The Voucher Document Number can be scanned into this field, or the user can type in the number (the number has to be exactly the same, before the system will recognise it).





**NOTE**: If the tender amount was bigger than the voucher amount, the tender can be split into Voucher and another tender type.

**NOTE**: If the tender amount was less than the voucher amount, the change can be in cash.

## **VOUCHERS AND REFUNDS**

When Refunding a voucher item in POS Refunds, the user will be asked for a reference and **CANCEL** the originally sold voucher (moving it to history and change the **status** of the voucher to **REFUNDED**).

**NOTE**: Vouchers only print 1 copy at a time, but it can be reprinted from the Voucher Module under module parameters.

When the user is doing a REFUND and the tender media (where issue of vouchers has been enabled) is selected, the system will generate a voucher on finalisation of the sale and print a voucher slip for it.

iQ	Refund Version 2015.0.2.5	? 🗙
Tender Media	Details	Am avent ta Dave
F1 Pay With Vouch	ers	Amount to Pay
		42.75
F2 Voucher for Refu		Remaining
		42.75
F3 Voucher 3		
F4 Voucher 4		
F5 Voucher 5		Change Due
<- Back		0.00
	Esc to Exit	



A voucher will be printed, which can then be used to pay for any stock item in the same store, before the voucher expires.



## **USING VOUCHERS IN PROCESSING**

Vouchers can only be used for payment on COD (Cash on Delivery) accounts, where the user will be asked to select a tender media.

**NOTE**: Vouchers only print 1 copy at a time, but it can be reprinted from the Voucher Module under module parameters.

The user also has the option to issue a voucher when a credit note is done. This only applies to COD accounts. The user has to do the credit note as normal, but select the F4 - Gift Voucher type as tender medium.

iQ						IQ En	terprise: IQ	HO - [	Credit No	otes Version	2015.0.2.6]						-	
Processing [	Debtors	Creditors	Stock	Ledger	Utilities	s Support	Point of Sale	CR	M Win	dows Help	Shortcuts							- = ×
	101	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ Ø.00 ✓ Ø.00	CR Not CR Not Orig. D CR Not Deliver Order 1 Rep No	te Details te Date Document No te Number ry Method Number umber te Memo ry Note No	25/09/2015 INV110	s Support	Point of Sale Additional Di Store Depar	etails tment		dows Help	Shortcuts Stock Item Detail Item Code Description Pack Description Department Group Code Sales Orders Purchase Orders Deliveries	TSMGS Golf T-1 1 008 0003 10 5 40 0	Shirt - Re	d -XL	Goods Discou Vat Ar	al Order No s Total unt Amnt mount Quantity Total		- 🕫 X 500.00 61.40 1.00
						FI Pay With F2 Voucher fo F3 Vouch F4 Vouch F5 Vouch <- Bac	or Refund her 3 her 4				500.0 Remain 500.0 Change 0.0	ning )0 Due						
									Esc to Exi	it								>
														Total				500.00
Supervisor Logoff	Import		g Desc.	F8 Item	Details	Amendments						Action		Flash				

For the example above the user will use the F2 – Voucher For Refund option. This option has been setup in Tender Type Setup to print a voucher when it is processed.



The EFT Validation Maintenance screen will appear, where the user can enter the customer's information.

iQ	EFT Validation Ma	intenance Version 2015.0.2.6	?	×
iG	Retail	Please enter voucher details		
	Name	Peter Hummingbird		
	ID Number	680228000000		
	Voucher Reference	AUTO GENERATED		
	Expiry Date	02/10/2015	-	
	Comment			
	Phone #	0218800420		
	Amount	R 500.00		
	3 ose		✓ Accept	

A credit note and a Voucher document will be printed out, once the credit note is finalised.

	IQ HO
	021 8800420
	1st Floor, Rhino House
	23 Quantum Road
	Techno Park, Stellenbosch
	7600
	VOUCHER DOCUMENT
	GV0000000240010000450011931919
	Expiry Date: 02/10/2015
ID Number 68022	8000000
Name Peter Hu	mmingbird
Date Issued: 29/09/201	5 15:17:07
	Valid for an amount of
	R 500.00
	Thanks for shopping at IQ HO

--- End of document ---

