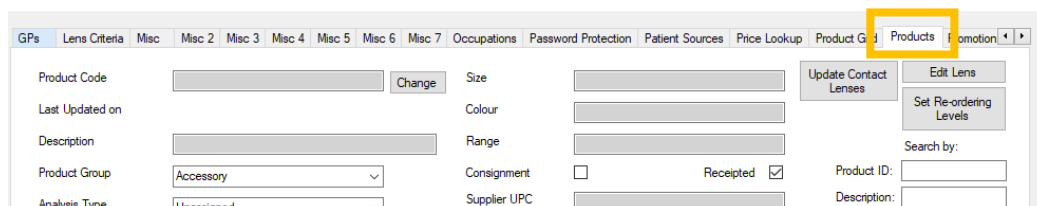


i-Clarity allows you to sell Gift Vouchers to your customers to give to friends and relatives as gifts.

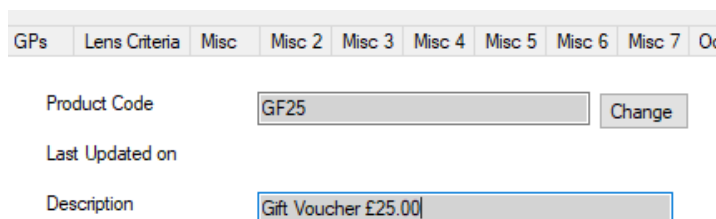
Gift Voucher Set up.

1. Create your gift vouchers using Word, Publisher or similar, including a unique serial number on each one. You can create and sell gift vouchers of multiple denominations, e.g. £10, £25, £50 etc, just make sure that each one has a unique serial number.
2. In the products tab of maintenance create a gift voucher product for each denomination of voucher you have available.

Open the maintenance module of i-Clarity and navigate to the products tab.



The screenshot shows the i-Clarity maintenance interface. The 'Products' tab is highlighted in the navigation menu. The main form contains fields for Product Code, Last Updated on, Description, Product Group (set to 'Accessory'), and Analysis Type (set to 'Unassigned'). There are also fields for Size, Colour, Range, Consignment (with 'Received' checked), and Supplier UPC. Action buttons include 'Change', 'Update Contact Lenses', 'Edit Lens', and 'Set Re-ordering Levels'. A search box is also present.



The screenshot shows the i-Clarity maintenance interface with the 'Products' tab selected. The main form contains the following fields:

- Product Code: GF25
- Last Updated on: (empty)
- Description: Gift Voucher £25.00

Give the gift voucher a product code and description. e.g. Product ID: 'GF25', description: 'Gift Voucher - £25'

Product Code

Last Updated on

Description

Product Group

Analysis Type

VAT Category

Cost Price

Standard Price

Assign the gift voucher to the product group 'Other' and enter the cost and Standard (Sale) Price.

In the right-hand column ensure you tick the 'Gift Voucher' box.

Occupations Password Protection Patient Sources Price Lookup F

Size

Colour

Range

Consignment Received

Supplier UPC

Style

Supplier

Current Gift Voucher

Disp. VAT Category

Automatic Payment

Corporate

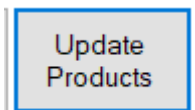
Receipt Description

Gift Voucher

Then click Save to add this Gift Voucher to your list of products on the system.

Complete this process for all the Gift Voucher denominations you have available to sell.

Return to the main patient page and click the button 'Update Products'.



- (Optional but recommended) Create a page of till buttons, with a till button for each voucher denomination.

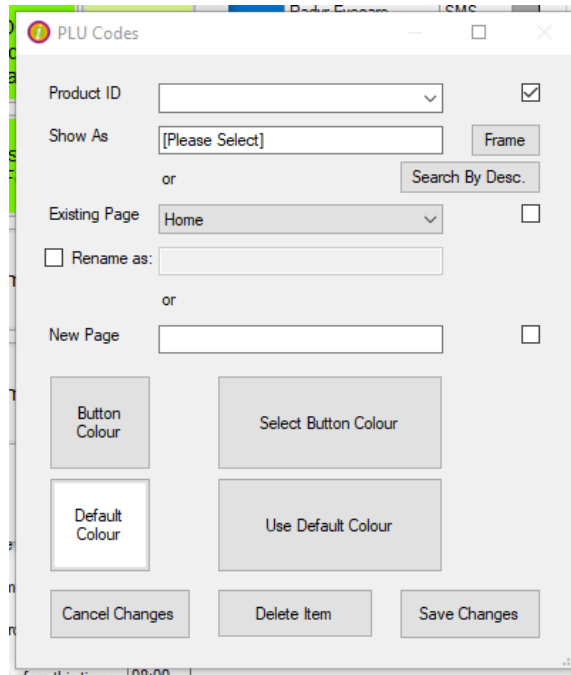
Navigate to the Misc 2 tab of maintenance and click on the button PLU Code Maintenance.



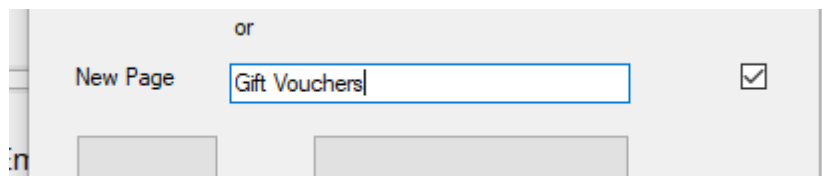
Click on an 'Empty' till button.



This will open the till button editor window.

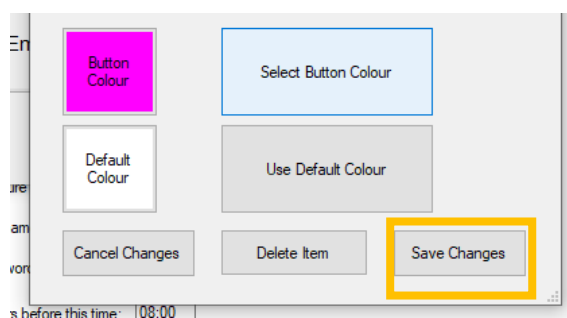


Type in a name for the gift voucher page of buttons and ensure the box next to the 'New Page' field is ticked.

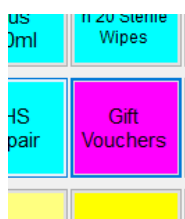


To give the till button that opens the page a colour, click on the 'Select Button Colour', select the colour from the options and click 'Ok'.

Now click 'Save Changes'.



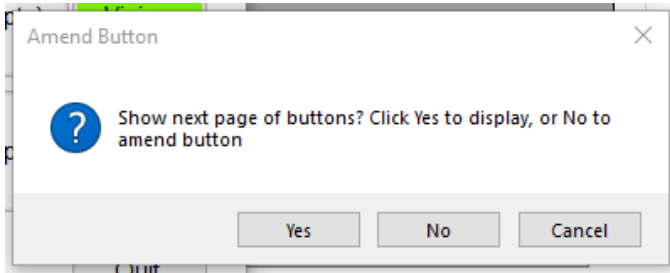
The new till button to open the gift voucher page will now be created.



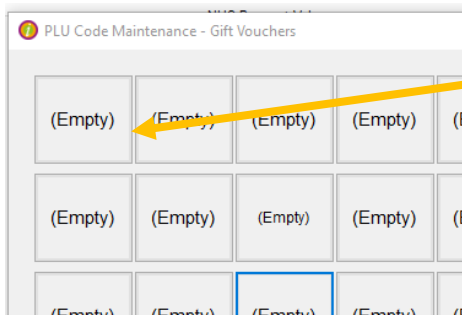


Click on the new till button.

The following question will be presented, Click Yes.

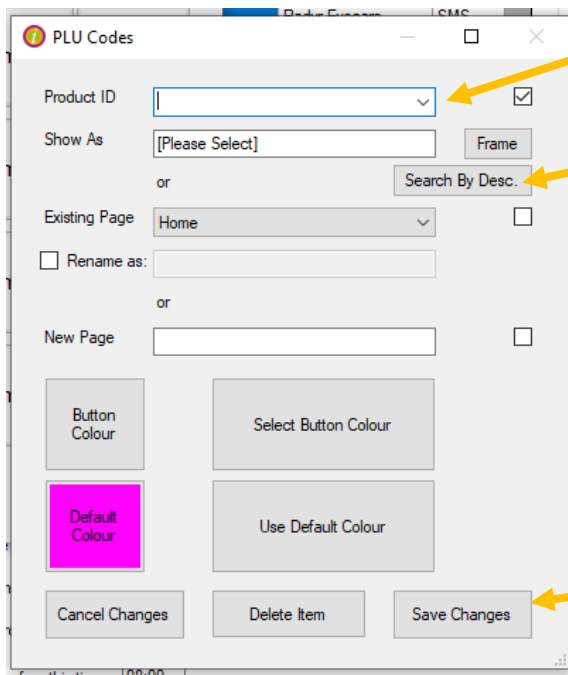


You will be presented with a new page to add till buttons to.

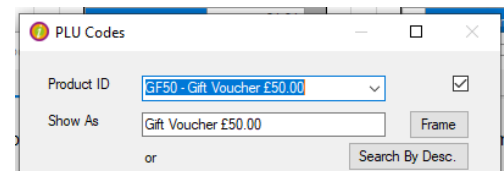


Click on an empty button to add a new till button that links to a gift voucher product.

This will open the till button editor window.

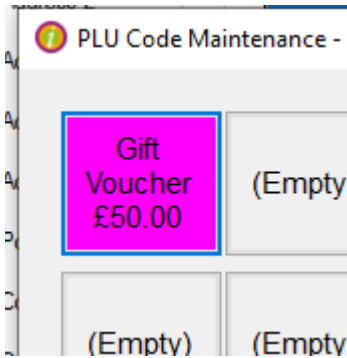


Select one of your gift voucher products by either typing the SCU Code in the product ID field and then selecting from the list that appears, or by clicking on the 'Search by Description' button.

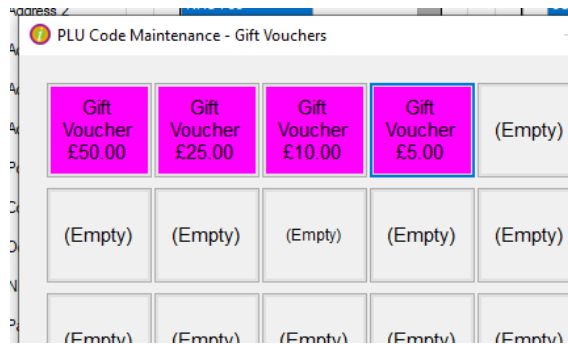


If required, apply a button colour.

Then click 'Save Changes'.

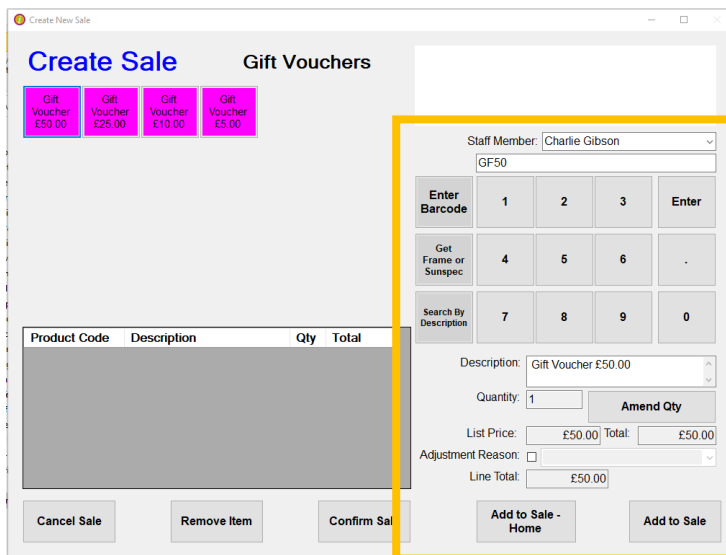


A new till button linked to your gift voucher will appear. Repeat until you have a till button linked to each gift voucher product on your system.



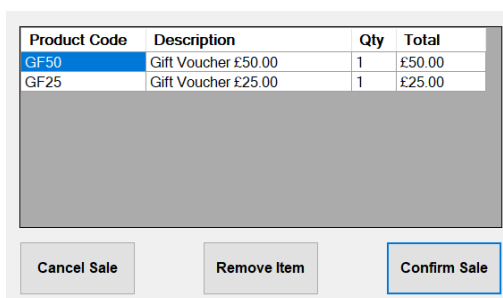
Selling a Gift Voucher

On the 'Create New Sale' screen, select the voucher denomination you are selling.

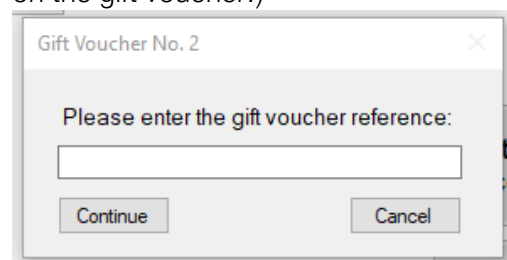


Click 'Add to sale'.

Once you have added all the voucher denominations you want to sell click 'Confirm Sale'.



When selling a gift voucher, when you click confirm sale, a prompt will appear asking for the serial number of the gift voucher. (Printed on the gift voucher.)



Type in the serial number and click 'Continue'.

A box will appear for each voucher that is in the sale.

Once complete the enter payment screen will open.

Redeeming a Gift Voucher

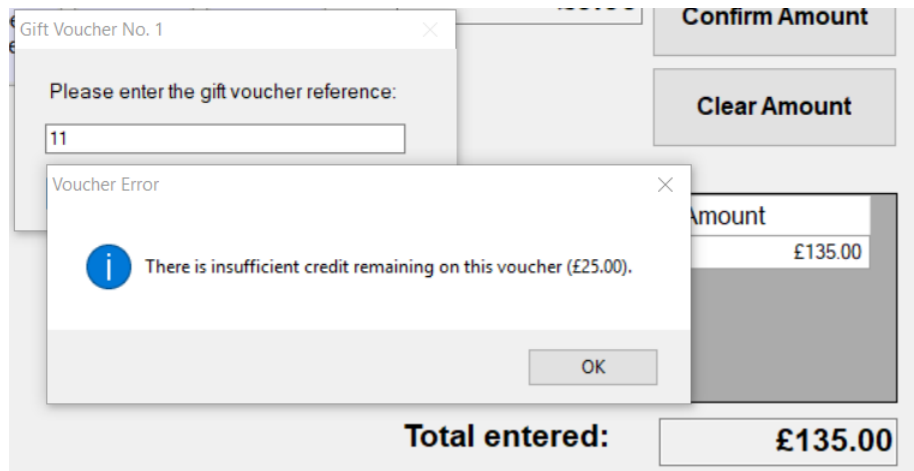
1. When a recipient comes to *redeem* their gift voucher, make a sale in the usual way.
2. When you reach the 'Enter Payment' screen select the payment type 'Gift Voucher'

Click confirm amount and confirm total.

3. After clicking Confirm Total you will be asked to enter the gift voucher reference.

Enter the gift voucher serial number and click continue.

If you try and pay more than is left on that gift voucher, e.g. buy a product or service for £75 with a gift voucher that has a value of £50, then you will receive the following message and will have to reduce the amount that is being paid for by gift voucher:



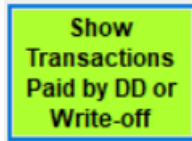
The screenshot shows a payment interface with a modal dialog box. The dialog box is titled "Gift Voucher No. 1" and contains the text "Please enter the gift voucher reference:" followed by a text input field containing the number "11". Below this, there is a "Voucher Error" dialog box with a blue information icon and the message "There is insufficient credit remaining on this voucher (£25.00)". An "OK" button is visible at the bottom of the error dialog. In the background, a "Confirm Amount" dialog is partially visible, showing a "Clear Amount" button and a table with the following data:

Amount
£135.00

At the bottom of the interface, there is a label "Total entered:" followed by a box containing the value "£135.00".

If the recipient uses less than the full value of the gift voucher, then i-Clarity will 'remember' how much has been used and the balance will be available for use with a future purchase. We also suggest you write the remaining balance on the recipient's voucher.

Accounting implications

1. When you first sell the gift voucher you will not normally know what it is going to be used for so you cannot really assess the VAT liability. That is why the system requires you to assign any gift vouchers to the 'Other' category.
2. The value of the gift voucher is, however, added to that day's sales, and of course the money paid will form part of the day's takings and be included in the cashing up.
3. When part or all of that gift voucher is redeemed, then a sale is made in the normal way, and added to that day's sales, and VAT accounted for on the sale in the normal way.
4. However, to avoid double counting sales (i.e. once when you sold the gift voucher in the first place, and then again when the voucher was redeemed,) i-Clarity creates an additional *reverse* transaction to the value of the amount of the voucher being used. This is entirely paid off by payment method 'Gift Voucher', and is usually hidden, though you can reveal it for audit purposes by pressing this button on the Px Sale form:

5. The value of unredeemed gift vouchers are a liability on your balance sheet, (i.e. you have taken money for goods or services that you have yet to provide), you can assess this by running the POS Reports/Miscellaneous Reports/ Gift Vouchers report.

Multi Branch

By default, gift voucher can only be redeemed in the branch from which they were purchased. However, this option can be changed in the Misc 6 tab of maintenance, and if so then the POS Reports/Gift Vouchers report will list the liability for all branches.