



Version 1

IQ Retail – Loyalty Cashup Procedure

THE LOYALTY BOX is a combination of world-class technology, backed by a professional support team, ensuring that your program is a success.

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- 1) Assign the “Use as TokenGroup Redeem tender” option to the tender that you wish to associate with TokenGroup. I would recommend using one of the Gift Voucher tenders (GV1). This can be done via “Utilities > Setup > Tender Setup“

- 2) Use this tender when performing Sales / Refunds

- Print out the “Point of Sale > POS Back Office > Cashup > Tenders by Sale Type” report that will indicate the total amount of TokenGroup transactions for the current trading day

Test Date Printed: 17/02/2014 1 of 1

Tenders Types by Sale Type

Till No 1
Selected Date 17 Feb 2014

Saletype	Description	Count	Detail	Amount
CS	Cash Sale	1		45.60
	Cash	1	35.60	
	Gift Voucher	1	10.00	
			45.60	

*** END OF REPORT ***

- When cashing up use the “Vouchers Cashed In” field to enter the amount of TokenGroup transactions

Till Cashup Version 7.0.1.0

IQRetail ENTERPRISE

Till Number **1**

Count Mode
 Enter Values
 Enter Units

Money

1 Cents	0.00
2 Cents	0.00
5 Cents	0.00
10 Cents	0.00
20 Cents	0.00
50 Cents	0.00
1 Rand	0.00
2 Rand	0.00
5 Rand	35.00
10 Rand	0.00
20 Rand	0.00
50 Rand	0.00
100 Rand	0.00
200 Rand	0.00
Total Cash	35.60

Enter Values for each denomination

Other

Cash Float	0.00
Cheques	0.00
EPOS	0.00
Vouchers Cashed In	10.00
Other	0.00
Bank Transfers	0.00
Total Counted	45.60

Report Options Process

5) This should ensure that your cashup balances at the end of the day.

NET MEDIA TAKINGS	45.60	45.60
Customers	1.00	1.00
AVG SALE/CUSTOMER	45.60	45.60
PETTYCASH		
Petty Cash In	0.00	0.00
Petty Cash Out	0.00	0.00
NET PETTYCASH	0.00	0.00
SAFE TRANSFERS		
Cash From Safe	0.00	0.00
Cash To Safe	0.00	0.00
NET SAFE TRANSFERS	0.00	0.00
TILL CASHUP		
Cash Counted	35.60	35.60
Cheque Counted	0.00	0.00
EPOS Counted	0.00	0.00
Vouchers Counted	10.00	10.00
Bank Transfers	0.00	0.00
Other Counted	0.00	0.00
TOTAL COUNTED	45.60	45.60
MINUS FLOAT	0.00	0.00
(SHORT/OVER)	0.00	0.00

Remember that any refunded Token Group transactions will show as Vouchers Issued on the Cashup Report

Vouchers/Coupons Cashed In	10.00	10.00
Vouchers/Coupons Issued	10.00	10.00
Net Vouchers	0.00	0.00

Support

If you have any questions, please contact The Loyalty Box.

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