














## How to handle Gift Vouchers - Retailers

If your shop sells Gift Vouchers see the steps below for a suggested method of tracking them.

1. Firstly create a Balance Sheet Nominal in Current Liabilities called 'Gift Vouchers'. Click on Tools and Nominals and scroll down until you get to the Current Liabilities section. Click on one of the Control Liability Nominals to select it so that you can rename it as 'Gift Vouchers'.

### Current Liabilities

-  Creditors (21000)
-  Payroll Tax (22000)
-  VAT (23000)
-  Corporation Tax (24000)
-  Credit card (25000)
-  Accruals (26000)
-  Short Term Loan (21500)
-  Control Account Liability (21600)
-  Control Liability1 (28000)
-  Control Liability2 (28100)
-  Control Liability3 (28200)
-  Control Liability4 (28300)
-  Control Liability5 (28400)

Select one of these by clicking once on it

Change the Name by typing in the Name section and click on Save.

### Control Liability1

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**Name:**

**Code:**

**Description:**

2. When a customer buys a gift voucher from you, you are going to record that you received the money but you won't be recording the voucher in your Sales until the voucher is redeemed. Let's say you have Sales for the day of 1000 and you've also sold a gift voucher for 200.
3. Record your Sales of 1000 for the day as usual in the Retailer screen.
4. When it comes to recording the money received for the Gift Voucher, click on 'Other Payment' and enter in the Amount for the Gift Voucher as a negative eg. -200.
5. Create a Supplier called 'Gift Vouchers'
6. Select 'Gift Vouchers' as the Nominal.

### Other Payment

**Amount: \***  
-200

**Supplier: \***  
Gift Vouchers

**Nominal: \***  
Gift Vouchers

**Job:**  
Gift Voucher Sample

**Date: \***  
11/01/2013

**Base Equivalent:**

**Miscellaneous Payouts**

Record other little payouts from the till here - such as

Recorded, record it first in Purchases, and then use the Supplier Payment button to record it. We don't want you to miss out any VAT, no matter how small!

Ok Cancel

7. Check your Trial Balance or your Balance Sheet report to make sure that what you've entered is showing up correctly. Click on Reports and Ledger Reports and Trial Balance or Balance Sheet. Scroll down to the Current Liabilities section, there should be 200 balance showing for Gift Vouchers.
8. This figure should always tell you how much money is out there in Gift Vouchers that has not yet been redeemed.

## Current Liabilities

Name	Current Period	Previous Period	Variance
Creditors	0.00	0.00	0.00
Payroll Tax	0.00		
VAT	523.57		
Corporation Tax	0.00		
Credit card	0.00	0.00	0.00
Accruals	0.00	0.00	0.00
Short Term Loan	0.00	0.00	0.00
Control Account Liability	0.00	0.00	0.00
Gift Vouchers	200.00	0.00	200.00
<b>Total Current Liabilities</b>	<b>723.57</b>	<b>0.00</b>	<b>723.57</b>

This amount represents how much you 'owe' customers for gift vouchers that were bought but not yet used.

When a Customer redeems the gift voucher follow the steps below:

Let's say you have regular sales of 800 euro and a customer comes in and uses 200 euro voucher to buy something.

1. Record 1000 of Sales in Retailer screen eg. include the Gift Voucher amount in Sales.
2. Record the 200 euro voucher in 'Other Payments'. Click on 'Other Payment' and enter in the Amount for the Gift Voucher eg. 200.
3. Select the Supplier called 'Gift Vouchers'
4. Select 'Gift Vouchers' as the Nominal.



**Other Payment** ✕

**Amount: \***

**Supplier: \***  
 +

**Nominal: \***  
 +

**Job:**  
 +

**Date: \***  
 📅

**Base Equivalent:**

**Miscellaneous Payouts**

3. Select Nominal 'Gift Vouchers'

milk for the staff's tea.  
 However if there is VAT to be reclaimed, record it first in Purchases, and then use the Supplier Payment button to record it. We don't want you to miss out any VAT, no matter how small!

5. Check your Trial Balance or your Balance Sheet report to make sure that what you've entered is showing up correctly. Click on Reports and Ledger Reports and Trial Balance or Balance Sheet. Scroll down to the Current Liabilities section, there should be 0 balance showing for Gift Vouchers.

6. This figure should always tell you how much money is out there in Gift Vouchers that has not yet been redeemed.

What if the voucher is only partially redeemed? Eg. Customer comes in with 200 euro voucher and they spend 150 euro leaving 50 still available on the voucher. In this case you only record the amount that was redeemed.

So in step 1 above instead of recording 1000 euro in Sales you'd record 950 (800 regular sales and 150 voucher redemption).

'Other Payment' would be 150.

Trial Balance for Current Liabilities would show a remaining balance of 50.

