



“HOW TO”

SELL & REDEEM

GIFT VOUCHERS



Issuing A Gift Voucher

Nb: Bossii will only allow a gift voucher to be issued if the voucher type has previously been setup in BOSSII Admin

Voucher Setup

1. From BOSSII ADMIN
2. Select "Pricing and Discounts"
3. Select "Voucher Types" **eg: Complimentary or Paid for Vouchers**
4. Select "New"
5. Fill out all required fields
6. Select "Save"

Issuing Vouchers

1. From BOSSII POS
2. Go to "Options"
3. Go to "Other Options"
4. Go to "Issue voucher"
5. Select the voucher type required
6. Select the payment method and press Accept payment
7. Print a receipt.

The receipt becomes the voucher showing a voucher number.

The Client will need this Voucher Number when they require redemption

Voucher Payment/redeeming

1. Go to the bill to be paid off by a voucher
2. Select "Pay Bill"
3. Select "Use Voucher"
4. Enter the voucher number from the voucher receipt
5. Select accept payment