

How to handle Gift Vouchers

The process below will show you the setup and the process to assign a gift voucher of any value to a client and receipt it against a job.

Setup:

Go to Lists – Chart of Accounts click on NEW at the bottom of screen and fill out as per image below, your choice of Account Name.

Account Details

Account: Gift Voucher

Account No.:

Sub-account of: Operating Expenses

Type: Expense

Current balance: \$0.00

Usual tax code:

☐ Inactive

Buttons: Cancel, Ledger, OK

You can make it a standalone account by choosing Expenses from the Type menu, your choice.

Promotion Rewarding:

Go to Admin – Journal Entry please fill out journal as per image below. Your choice of comments.

Journal entry

Date: 29/07/25 Ref.: <new> Memo: Winner of July 25 Promotion

☐ Recurring

Account	Name	Debit	Credit	Tax code	Tax amt
Accounts Receivable	Jason Smith	\$0.00	\$100.00		\$0.00
Operating Expenses - Gift Voucher		\$100.00	\$0.00		\$0.00
					\$0.00

Unallocated amount: \$0.00

Buttons: Cancel, Reverse, Delete, OK, Right Arrow

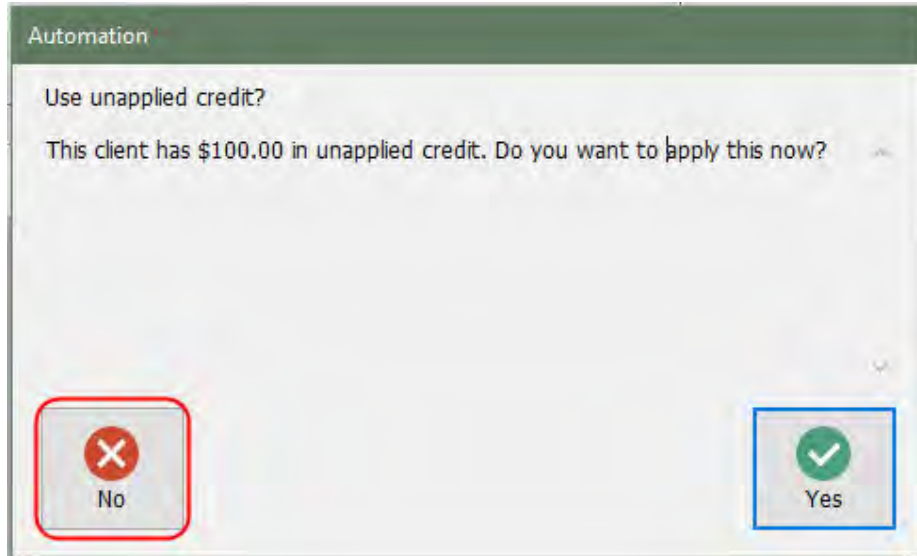
This will have placed the client in to \$100.00 credit

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Assigning the Gift Voucher credit to a job:

Once the job has been closed go to Sales highlight the job and click on the Payment button.

You will get a message stating, use unapplied credit? This client has \$100.00 in unapplied credit. Do you want to apply this now?



Automation

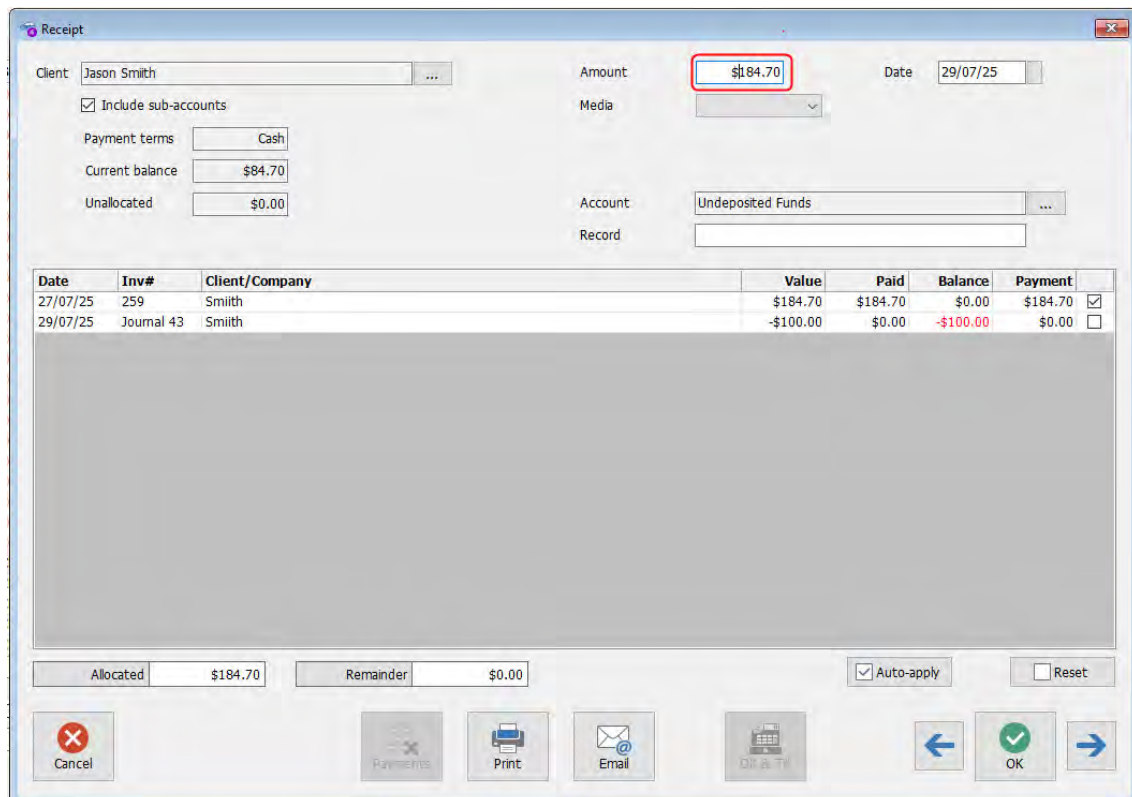
Use unapplied credit?

This client has \$100.00 in unapplied credit. Do you want to apply this now?

No Yes

Say NO

At the Receipt payment screen adjust the amount Gift Voucher value, in this example from \$184.70 to \$84.70



Receipt

Client: Jason Smith

Amount: \$184.70

Date: 29/07/25

☒ Include sub-accounts

Payment terms: Cash

Current balance: \$84.70

Unallocated: \$0.00

Media:

Account: Undeposited Funds

Record:

Date	Inv#	Client/Company	Value	Paid	Balance	Payment
27/07/25	259	Smith	\$184.70	\$184.70	\$0.00	\$184.70 <input checked="" type="checkbox"/>
29/07/25	Journal 43	Smith	-\$100.00	\$0.00	-\$100.00	\$0.00 <input type="checkbox"/>

Allocated: \$184.70

Remainder: \$0.00

☒ Auto-apply ☐ Reset

Cancel Payments Print Email QR & TV OK

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Choose Media then change account if necessary, then tick the Journal then click OK to Receipt.

Receipt

Client: Jason Smith ... Amount: \$84.70 Date: 29/07/25

☒ Include sub-accounts Media: Credit Card VISA

Payment terms: Cash

Current balance: \$84.70

Unallocated: \$0.00

Account: AA Automotives Trading Account ...

Record:

Date	Inv#	Client/Company	Value	Paid	Balance	Payment
27/07/25	259	Smith	\$184.70	\$184.70	\$0.00	\$184.70 <input checked="" type="checkbox"/>
29/07/25	Journal 43	Smith	-\$100.00	-\$100.00	\$0.00	-\$100.00 <input checked="" type="checkbox"/>

Allocated: \$84.70 Remainder: \$0.00

☒ Auto-apply ☐ Reset

Cancel Payments Print Email OK

The clients invoice balance will be returned to \$0.00 and a record of the Gift Voucher value is in your chart of accounts under Operating Expenses – Gift Voucher.