



Reward-It Gift For Epos Now

Retailer Setup Instructions

Version
1.0.2

Date:
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Setting Up The Gift Card Tender Type

1. Please log in to the Epos Now back office
2. Navigate to Setup → Banking → Tender Types
3. Click "ADD TENDER TYPE"
4. Enter the Name: Gift Card
5. Set Classification to Other
6. Set the other details as you require
7. Click "ADD"

The screenshot shows the Epos Now back office interface. The left sidebar contains navigation menus for SETUP, MANAGE, REPORTING, TILL, SUPPORT, WEB STORE, APPS, and DEVELOPER. The main content area is titled 'Banking' and 'Add a Tender Type'. A yellow banner at the top of the main area says 'Click here to upgrade your license to include support'. The form fields are as follows:

Tender Type	
Name	<input type="text" value="Gift Card"/>
Description	<input type="text" value="Gift Card"/>
Button Colour: (Leave blank for default)	<input type="text" value="Dark Orange"/>
Till Order	<input type="text"/>
Position the tender appears on the Till	
Classification	<input type="text" value="Other"/>

At the bottom of the form, there are three buttons: a red 'CANCEL' button, a green 'ADD ANOTHER' button, and a green 'ADD' button.

Check For 0% Tax Rate

1. If you sell items that have a variable tax rate (e.g. cold food takeaway at 0% VAT and hot food 20% VAT or children's clothes 0% and adult clothes 20%), please check for 0% tax rate
2. Navigate to Setup → Banking → Tax Rates
3. Check there is a NoTax 0.000% Rate listed
4. If not, Add a new tax rate with a 0% rate.

The screenshot displays the Eposnow Banking Tax Rates page. The page title is 'Banking' and the user is logged in as 'Reward-It'. The main content area is titled 'Tax Rates' and contains a table with the following data:

	NAME	DESCRIPTION	TAX CODE	RATE	
EDIT	20VAT	For products with basic VAT		20.000%	X
EDIT	NoTax	For tax free products		0.000%	X

The 'NoTax' row is highlighted in orange, indicating it is the current selection. The table also includes an 'ADD TAX RATE' button in the top right corner.