

Unichem & Life App Sales

This process captures how to setup a new tender type in the Toniq POS system which will be used for payments made through the Unichem Life App. **DO NOT** use for POS transactions paid for instore.

Setting up the Toniq UnichemLifeApp Tender Type (one off process)

Follow these steps from the Toniq POS main menu:

7. Administration

5. Other Administration

2. Maintain Tender Types

F3 Add

Enter the information exactly as shown on the below screenshot:

Name: UnichemLifeApp
Short description: UniLifeApp
Select code: U
Select order: 20
Number of receipts: 1
Forex currency string:
Forex rate:
Open cash drawer:
Transaction fee (\$ or %):
Charge fee without asking:
Additional change receipt:
No transaction fee at \$: 0.00
Full tender only:
Notes:
Loyalty tender:
Prompt notes:
Electronic tender:
Prompt Ref Number:
Maximum tender: 0.00
Living Rewards vouchers:
Type: General
Account ID: *Shop*/Unichemlifeapp
Hide:

The **Type** field must always show **General**.

F5 Set account

Account ID: A new account id will need to be created:

- In the *Account ID* field, type in ***Shop*/Unichemlifeapp**
- Enter
- F3 Add
- F12 Accept Details

Name	UnichemLifeApp	Number of receipts	0
Short description	ULA	Forex currency string	
Select code	U	Forex rate	
Select order	20		
Open cash drawer <input type="checkbox"/>			
Account Name	Address	Phone	
Shop/Unichemlifeapp			
Account ID *Shop*/Unichemlifeapp			
Hide <input type="checkbox"/>			

You will be returned to the tender screen with the account filled in.

Tick: Electronic tender. This allows the Tender Type to be shown in the correct order on the Till Summary Report. It has no effect on the EFTPOS terminal at all.

Tick: Prompt Ref Number. This allows you to enter the Sales Order number from the Unichem Life App as a reference number in the Sale.

F12 Accept Details

The new tender type has now been created.

Entering a UnichemLifeApp transaction in Toniq

In Toniq POS, logon and scan items ordered as per usual process – ensuring the products, cost, quantities, etc match the Unichem Life App sale order exactly.

Select the **UnichemLifeApp** Tender Type.

ESC	F1 Help	(GXH) Selling					10.0.0.73	29AM	VIN
Seller	Park	RxFee Unpark	Client		Price Option	Qty	Other	Tender Cash	Tender
F2	F3	F4	F5		F8	F9	F10	F11	F12
Retail									
Seller	Description	Price	Qty	Disc	Extended				
GXH	PANADOL Optizorb Extra 40caps	15.99	1		15.99				
Seller		Item		(Qty: 1)		Total			
GXH						\$15.99			

When prompted, enter the Customer Name and Sales Order number as shown on the Unichem Life App.

Enter reference	
JoeBloggs, 12345	
1 item	
TOTAL SALE \$11.99	
R	UniLifeApp
	11.99
Teller	
R	UniLifeApp
	11.99
	\$0.00

Regular Reconciliation

It's important to note that all items ordered and paid for via the mobile app, are processed in Toniq POS using this tender type. This will make the reconciliation process easier.

On a regular basis (weekly) the transaction on PlusOne, Toniq POS and the bank statement should be reconciled to ensure nothing has been missed.