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
Open cash drawer	☐
Transaction fee ($ or %)	
Charge fee without asking	☐
No transaction fee at $	0.00
Notes	
Prompt notes	☐
Maximum tender	0.00
Type	General
Account ID	*Shop*/Unichemlifeapp
Number of receipts	1
Forex currency string	
Forex rate	
Additional change receipt	☐
Full tender only	☐
Loyalty tender	☐
Electronic tender	☑
Prompt Ref Number	☑
Living Rewards vouchers	☐
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

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.

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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.

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

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.