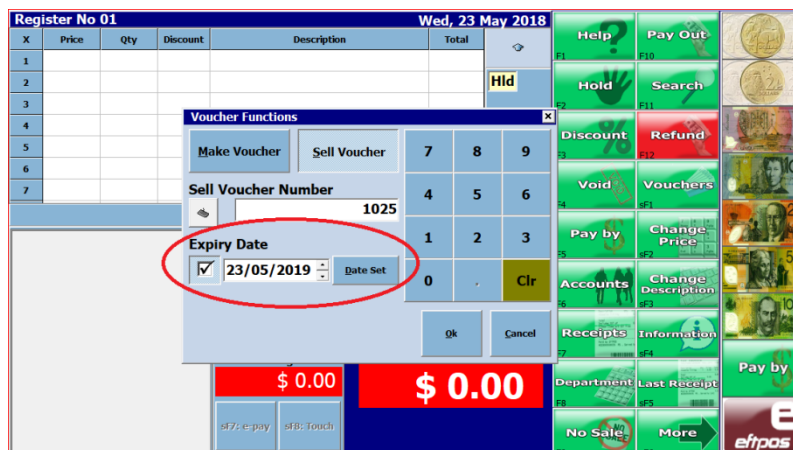


## Gift Voucher Expiration Dates

Recent changes in NSW mean that any gift card or voucher sold to customers must now have an expiration date of no less than 3 years from the date of purchase. This document will go over the ways a gift voucher / card can be printed and the expiration checked.

**1: Pre-printed Gift Vouchers** – These can be printed from the Cash Register > Gift Vouchers menu, under the “Gift Vouchers” tab.

If these vouchers are printed without the “Activate Voucher” option ticked, then the expiry date will be set when the voucher is sold to the customer, so no changes need to be made here.



When you sell the voucher at the Cash Register, you will be prompted for an Expiry Date

If, however, the vouchers are printed with the “Activate Voucher” option ticked, an “Expire on” date field will appear, where you can set the date that will show on the vouchers printed. Please note, that this date MUST be 3 years from the date the customer purchases the voucher.

**2: Vouchers made at the Cash Register** – These vouchers will be printed using your receipt printer. They can be accessed by clicking on Vouchers, then Make Voucher. Once you have entered the amount, ensure that the Expiry Date below is set to a minimum of 3 years.

**Head Office**  
2 Keysborough Close  
Keysborough VIC 3173

**NSW Office**  
Level 1/290 Main Road  
Cardiff NSW 2285

**3: Discount Vouchers** – Whether Discount Vouchers printed with sales are included in these new laws is debatable. If you wish to extend the expiry on your Discount Vouchers, go to System Maintenance > System Setup Values. In the “Register” tab, scroll down to the Discount Vouchers heading and click edit. Modify the option “Discount vouchers expire in # months” option to be 36 or more, then click Save.

**Please Note: The majority of people use an expiration of 1 -2 months currently.**

The screenshot shows the 'System Values' window for 'Local Shop POS DEMO SHOP'. The 'Discount Vouchers' section is expanded, showing various settings. The 'Discount vouchers Expire in # months' option is highlighted with a red circle, indicating a value of 36 months. Other options include 'Enable creation of Discount vouchers with transactions' (No), 'Give Dollar discounts Not Percentage Discounts' (No), and several discount thresholds (0.0000).

Option	Value	System
Zero value EFTPOS Transaction will not open cash draw	No	Local
<b>Discount Vouchers</b>		
Enable creation of Discount vouchers with transactions	No	System
Give Dollar discounts Not Percentage Discounts (uses VIP points/Dollar)	No	System
If give Dollar discounts and VIP Customer, Consume points with voucher	No	System
If voucher used in transaction do not issue another voucher	No	System
Minimum amount transaction to qualify for discount	0.0000	System
Minimum voucher amount to print for dollar discounts	0.0000	System
Discount for transactions less than or equal to \$10.00	0.0000	System
Discount for transactions less than or equal to \$20.00	0.0000	System
Discount for transactions less than or equal to \$50.00	0.0000	System
Discount for transactions less than or equal to \$100.00	0.0000	System
Discount for transactions greater than \$100.00	0.0000	System
Discount vouchers Expire in # months	36	System
1. Ignore this Dissection, when calculating total	[UnSpecified]	System
2. Ignore this Dissection, when calculating total	[UnSpecified]	System
3. Ignore this Dissection, when calculating total	[UnSpecified]	System
4. Ignore this Dissection, when calculating total	[UnSpecified]	System

**Note:** You can also add an extra message to the Discount Vouchers, with any other terms & conditions, or just a “Thank You” message to your customers, such as “Today’s free and extra offer as a Thank You for supporting this store!”

In the same section as above, simply modify the “Optional extra message to appear on voucher” option to say whatever you would like!