



# toniq retail guides

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POS Selling  
Fiji VMS Integration

### **HINTS FOR MOVING AROUND, PRINTING OR VIEWING THIS MANUAL WITH ADOBE**

To move to a particular section on this manual simply click on the relevant heading from the Contents table on the next page. *(Press Ctrl and Home together to be returned to the start of this manual.)*

To print this manual (or specific pages) from the top taskbar select File, then Print. Ensure the printer you require is the one listed under Printer Name. In the Page Range section, choose All, Current Page or the Page range you require.

Adobe will normally open pages to be viewed at 154%. If you do not like the size of the pages displayed on the top taskbar click the drop box beside 154% and change to 100% (or the size you require).



#### **Hints, Tips & Handy Info**



#### **Refer to another area of this (or alternate) manual**



#### **Warning, Important Information & Awareness**

## About this Manual/Guide

This manual outlines the general use and functions of processing sales within Fiji, with an integrated connection to the FRCS V-SDC.

Required Software Version: 5.32

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## Requirements

**For the Toniq Retail system to successfully integrate with FRCS VMS V-SDC system the following must exist.**

**Internet Connection:**

You will need a working internet connection for your store. All Toniq Workstations require this connection. This allows Toniq Support Team to assist with any support queries, as well as, automatically deliver and install program updates as/when required.

**Windows 7 Professional or greater:**

Toniq requires the latest windows systems installed for MS Local Db to function, which is where the Toniq Local Cache resides. The local cache stores important information for each workstation as well as any new configurable options which can be delivered over the internet from the Toniq Support Team/office.

**Fiji VMS Pharmacy Option Enabled:**

This option can only be set from the Toniq Office. If your VMS integration is not functioning. Please contact the Toniq Support Team for assistance.

**Microsoft LocalDb:**

This is where Toniq stores new and configurable data for each workstation. This will be installed by Toniq Support Team, either directly, or remotely.

**FRCS VMS Production Certificates:**

FRCS have supplied special production/transaction security certificates which will need to be installed on each PC which will be processing transaction. Without these certificates, VMS integration will not work and you will NOT be able to complete any transactions. Toniq Support Team will assist with the installation of these certificates.

**SmartCard & SmartCard reader:**

Each workstation that processes transactions will require its own SmartCard and SmartCard reader. These must be attached to the workstation to process transactions. If the SmartCard is not attached or malfunctioning you will NOT be able to complete or process any transactions through Toniq Retail.

*Please note: SmartCards are supplied/issued by the Fiji Revenue & Customs Service.*

**SDC Device, or Software SDC (optional):**

If you use or require an SDC device, or software SDC program (like SoftSDC), these can be used in instead of a direct connection to the FRCS VMS portal.

**Hardware Requirements**

The computer specification is dependent on the role it is used for in the Toniq installation.

Please refer to the FAQ Hardware & Software guidelines on our website at <https://toniq.nz>



If you have any questions or concerns about these requirements, please contact Toniq Support Office +64 3 341 0195, support@toniq.co.nz

## Installing VMS Production Certificates



**Save time:** Contact the Toniq Support Team, and we will install your VMS Production Certificates. +64 3 341 0195, or email [support@toniq.co.nz](mailto:support@toniq.co.nz)

Keep reading if you wish to install the certificates yourself.

It is required to install these certificates for the VMS Integration to access production services. These will need to be installed on every workstation which will process POS transactions.

### Quick Install Method

Using Windows Explorer, browse to C:\Program Files\Dispensary or C:\Program Files (x86)\Dispensary\  
Right click and launch as Administrator  **VMS\_Certificates.bat**  
This will auto install the certificates for this workstation. Repeat for each PC.

### Manual Install Method

#### Download the VMS Production Certificates

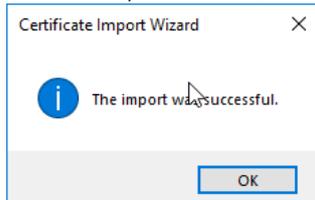
- VMS Production Root CA certificate - <http://pki.vms.fracs.org.fj/pki/VMSRCA.cer>
- VMS Production Issuing CA certificate - <http://pki.vms.fracs.org.fj/pki/VMSICA1.cer>

#### Install the VMS Production Root CA Certificate

1. **Right Click** on your downloaded certificate '**VMSRCA.cer**' and **select 'Install Certificate'**
2. Certificate Import Wizard window will pop up. Choose '**Local Machine**' then **click Next**
3. Select '**Place all certificates in the following store**' then click the **Browse** button
4. **Left click** on the folder '**Trusted Root Certification Authorities**' then **click OK**, then click **Next**

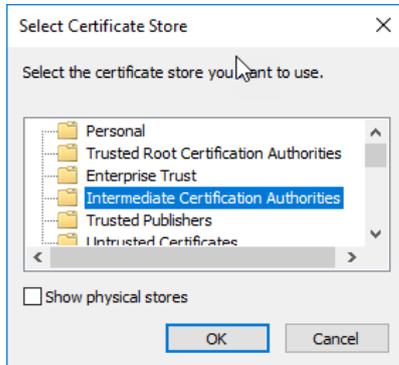


5. Click **Finish**, then click **OK** to the pop up window(s).



### Install the VMS Production Root CA Certificate

1. **Right Click** on your downloaded certificate 'VMSICA1.cer' and select '**Install Certificate**'
2. Certificate Import Wizard window will pop up. Choose '**Local Machine**' then click **Next**
3. Select '**Place all certificates in the following store**' then click the **Browse** button
4. **Left click** on the folder '**Intermediate Certification Authorities**' then click **OK**, then click **Next**



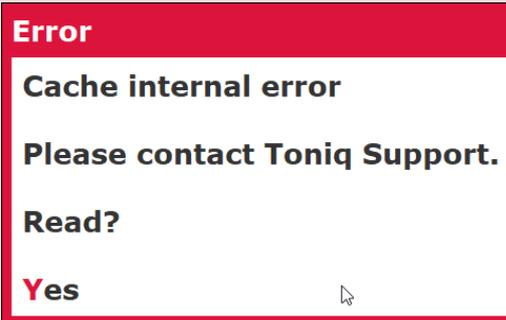
5. Click **Finish**, then click **OK** to the pop up window(s).



## Installing Microsoft Local Db

This will be installed by the Toniq program update automatically.

If you receive the following error when opening Toniq Retail



VMS Integration will not work.  
Please contact the Toniq Support Team to rectify this issue  
+64 3 341 0195, support@toniq.co.nz

## Toniq Version

Fiji VMS Integration was added to version 5.32.x or higher of Toniq Retail. You can check the Toniq Retail software version from any Retail Menu, Press F10 About. See screen shot below.

Log On	Toniq Library	Green Papers	Help Desk		Diary Tasks	About		
F2	F3	F4	F5		F9	F10		
<b>Main Menu</b>					<p>Toniq Ltd 67 Riccarton Road P.O. Box 8831 Christchurch, New Zealand Phone: (03)341-0195 Fax: (03)341-0196 Internet: www.toniq.co.nz Email: support@toniq.co.nz</p> <p>After hours emergency support: (0900)51-551</p> <p>Sell check updated 24/04/20 with file dated 14/04/20 Current file dated 14/04/20 Registration expires on 31 Aug 2020</p> <p>Server: MICHAELS(Sql Server) This computer: MICHAELS</p> <p>Program started on 1 May 2020 10:27am Program version: 5.32.18968 Client/Server Internet Explorer version : 11.1158.17763.0</p> <p>Default web browser : Firefox 75.0.0.7398</p> <p>Copyright (C) 1997-2020, Toniq Ltd</p> 			
1. POS								
2. Stock control								
3. Debtors								
4. Contacts / clients								
5. Clubs								
6. Reports								
7. Administration								
8. Backup								
9. Exit Retail								

## Setting the VMS Certificate name and URL on your Store

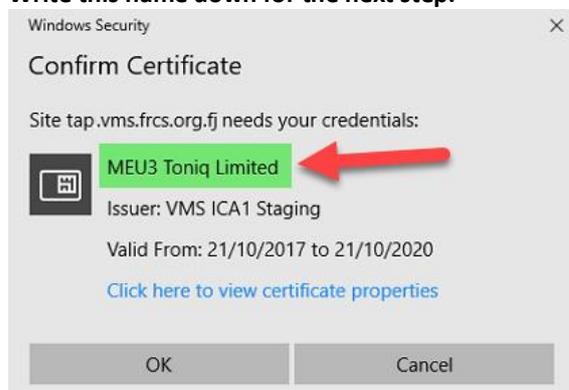
When processing POS transactions, Toniq Retail needs to know the name of your Store Certificate issued by the FRCS.

### Finding FRCS Issued SmartCard Certificate Name

If you are unsure of the Certificate name issued to you on your SmartCard. Follow these steps:

- Ensure the SmartCard is plugged into the PC
- Open web browser, Firefox or Internet Explorer (not Google chrome)
- Browse to the FRCS TAP portal: <https://tap.vms.fracs.org.fj/>
- Click the 'login' link, or **Login** button top right of page.
- You should be prompted to confirm the Smartcard Certificate. This also shows you the certificate name which is required.

**Write this name down for the next step.**



### Configure Workstation VMS Cert Name & VMS site address

- From the Main Menu of Toniq Retail:
- 7. Administration, 1. Setup, 2. Workstation configuration, 1. Devices setup, F11 next page
- In the VMS Certificate field, enter the FRCS issued SmartCard certificate name for this pc (see instructions above)
- In the VMS Site field, enter the following: <https://vsdc.vms.fracs.org.fj/>
- F11 Next Page, F12 Accept Details

VMS options	
Vms site	<input type="text" value="https://vsdc.staging.vms.fracs.o"/>
Vms certificate	<input type="text" value="7KUT Toniq Limited"/>
Digital certificate	<input checked="" type="checkbox"/>
PAC	<input type="text" value="UE55555"/>

 NB: For V-SDC, tick 'Digital certificate, and add the PAC code supplied by FRCS

**NB: You MUST have a Receipt printer selected, or you cannot save the changes. You will receive this message.**



**If you receive the following error(s) when trying to complete a sale, your VMS certificate name or VMS site address are not configured correctly.**



**Error**  
Error processing VMS sale - Error contacting portal - base address not set

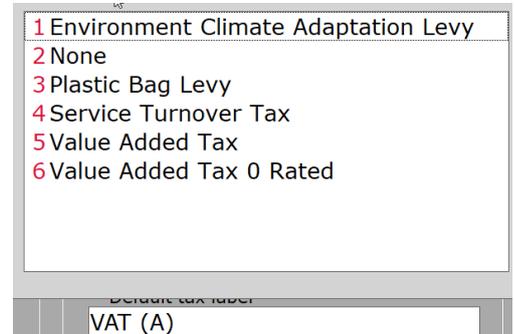


**Error**  
Error processing VMS sale - Error contacting portal - Certificate name blank  
Please contact Toniq Support.

A default tax option is required to allow Toniq Retail to process transactions with VMS integration service. It is also possible to use alternative tax label options on individual products, which will override the default for those specific products when used on the sale.

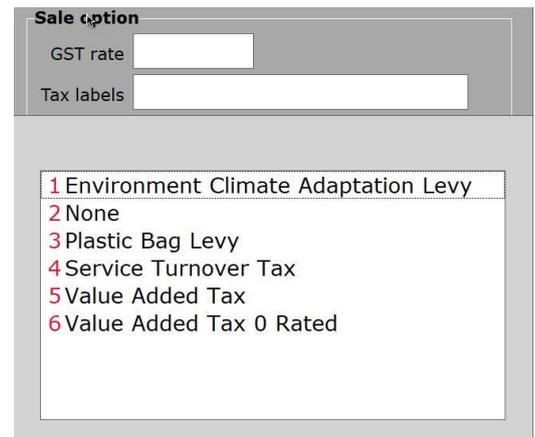
### Setting the Default Tax Label in Store Options

- From the main menu of Toniq Retail, 7 Administration, 1 Setup, 7 User details, 2 Store user details
- Press spacebar and select your store name from the list
- Press spacebar in the field "Default tax label" and you will see a list of available tax options, select the appropriate default tax label using the number or arrow keys  
**Value Added Tax (recommended)**
- Press F12 Accept Details to Save the changes F12



### Setting the Tax Label on an Individual Item

- From the main menu of Toniq Retail, 2 Stock control, 3 Stock maintenance, 2 Maintain products
- Select the product you wish to use an alternate tax label(s) on
- F11 Next Page twice (third page of the stockcard)
- Press spacebar in the field "Tax labels" (under the field 'GST rate')
- Highlight any tax label option and press Enter to add to the product. You can select multiple tax labels, then press Escape once to exit the list
- Press F12 Accept Detail to save the changes
- Ensure to enter the new TAX rate into the GST field above. e.g. 0%, or 15% respectively. This is used for repricing calculations and will adjust tax amounts on reporting where applicable.



To remove an assigned tax label from the product, simply bring up the list of tax options the same way as the instructions above, then select the same tax label option you wish to remove. This will prompt you if you wish to delete the option from the list. Answer Yes.



TAX Labels will be controlled by Toniq Support office. Any changes to Tax Labels and Codes including additions to the existing list will be updated remotely.

**Please Note:** Tax labels do NOT include Tax % rates, these are received via the VMS integration service.

## Setting Staff TIN Number

VMS transactions require the staff members TIN number when processing. This is setup within the Staff record within Toniq. It is recommended every staff member has their TIN number populated.



**Please note:** If there is no TIN number set on the staff member when trying to complete a transaction, the transaction will not allow you to continue.

- From the main menu, 7. Administration, 4. Maintain staff/workgroups, 1. Maintain staff
- Press spacebar/enter to get the list of all staff registered in your system, select the desired staff record
- F11 Next page
- Enter the Staff members TIN number into the TIN field.

Extra Contact Details	
Salutation	<input type="text"/>
TIN	555999666

- F11 Next Page, then F12 Accept Details to save the changes

Repeat these steps for all staff members, until all staff records contain their TIN number.



**Please note:** You CANNOT delete a staff account once it has been created. If a staff member no longer works with you, simply hide the unwanted staff accounts.

You should never change the name of an old staff record to a new staff record, as this affects the historical reporting of all activity from this staff member within the Toniq system.

# Setting Up Buyers TIN

Business to business VMS transactions require the buyers TIN number when processing. The TIN needs to be loaded against a Client or Debtor BEFORE completing the transaction.

It is recommended to populate your business clients/debtors has their TIN number populated.

## Set Up TIN against a Client

From the main menu:

- 1 POS, 1 POS selling
- Log on (enter password) to start the Sales screen

Select and add client to sale:

- F5 Client  
Clients can be searched for with several criteria:
  - Surname, Name
  - Address
  - Phone number
- Highlight the appropriate client you wish to edit from the list and press Enter, or select with the mouse. Press F2 Edit client

*IF the client does not exist, press F3 Add to create a new client. Fill in as many appropriate details about the client as possible (Name, Address, Phone etc)*

Adding the TIN to Client:

- F11 Next Page
- Enter buyers TIN into the TIN field  
TIN must be 9 digits, with no dashes or spaces
- F11 Next Page
- F12 Accept Details to save the client
- F12 Accept Details again to return to the sale

If the buyers TIN is not valid, a warning will appear when trying to accept changes. Please amend your Buyers TIN number then save changes again. You can save the client without a TIN, just leave the field blank.



## Set Up TIN Against a Debtor

From the main menu:

- 3 Debtors.
- Log on
- 1 Maintain debtor accounts

Existing Debtor Account:

- Type in part of the account name and press enter (or spacebar then enter to see full list)
- Highlight the account with arrow keys and press Enter, or select with mouse.
- F11 Next Page
- Enter buyers TIN into the TIN field (bottom right) TIN must be 9 digits, with no dashes or spaces
- F12 Accept Details

The screenshot shows the 'Add Debtor' screen. At the top, there's a 'User Log On' button. Below it, a menu bar includes 'Log On F2', 'Toniq Library F3', 'Green Papers F4', 'Help Desk F5', 'Diary Tasks F9', and 'About F10'. The 'Debtor Menu' is open, listing: 1. Maintain debtor accounts, 2. Debtor setup menu, 3. Maintain debtors in bulk, 4. Apply fees and discounts. A 'Staff Tasks' table shows tasks for 'DISP1' and 'POS2'. The 'Add' button (F3) is highlighted. Below, the search results show 'Toniq Ltd' selected. The 'General details' section includes fields for Surname, Title, Sex, First name, Address, E-mail address, Post code, and Date of birth. The 'Extra details' section includes Account name, Debtor ref., and a checkbox for 'Don't ask to link to account'. The 'Club card details' section is also visible. At the bottom, there's a field for 'TIN 123456789' and an 'Override default options' checkbox.

New Debtor Account:

- Type in the account name
- F3 Add to create new account
- Fill in as many details as required (Address, Phone, Email etc)
- F11 Next Page
- Enter buyers TIN into the TIN field (bottom right) TIN must be 9 digits, with no dashes or spaces
- F12 Accept Details

The screenshot shows the 'Add Debtor' screen for a new account. The 'Add' button (F3) is highlighted. Below it, the search results show 'Toniq Stationary' selected. The 'General details' section includes fields for Account Name, Postal Address, Post code, E-mails, Sort key, and Credit limit. The 'Extra details' section includes Account No, Balance, Current, Mobile phone, and Fax. The 'Club card details' section is also visible. At the bottom, there's a field for 'TIN 123456789' and an 'Override default options' checkbox.

**To print VMS accredited A4 Invoices instead of POS Receipts when charging to accounts as Business to Business (B2B)**



On Page 2 of the Account configuration, tick "Print A4 Invoice instead of receipt". This will need to be repeated for all accounts that wish to receive A4 Invoices.

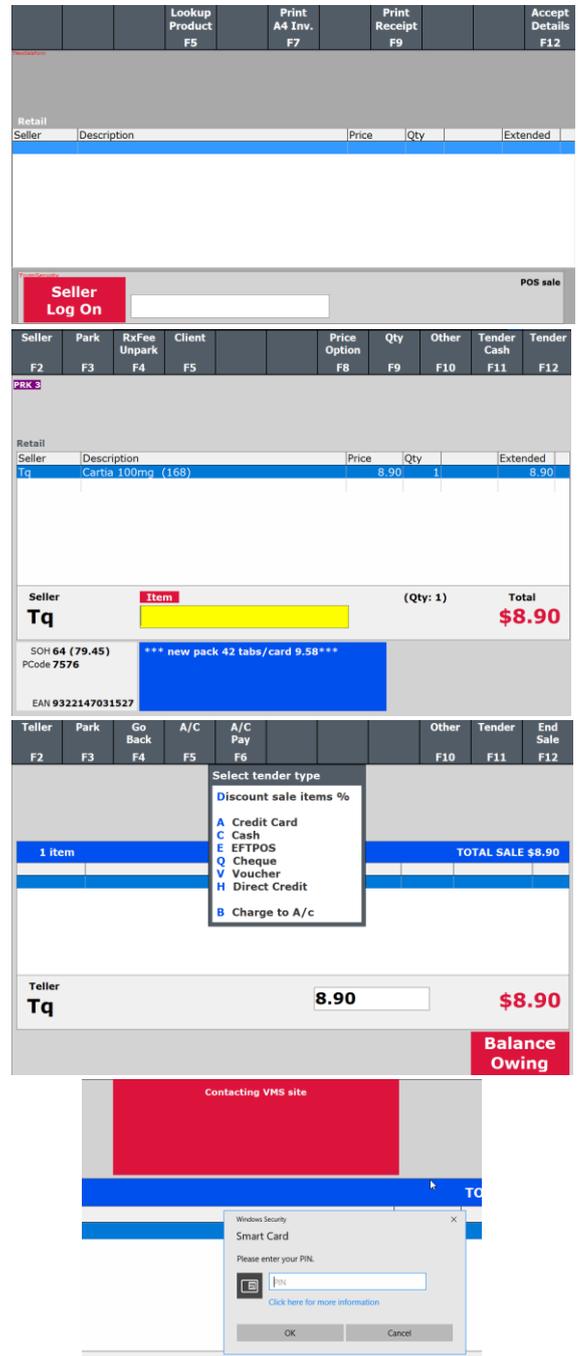
### Print Options

Print A4 invoice instead of receipt

## Processing Normal Transactions

From the main menu:

- 1 POS, 1 POS selling
- Log on (enter password) to move to the Sales screen
- Products can be added to the screen in several ways
  - **Scanned**
  - PLU or barcode **typed** in
  - **Searched** for via name
- F12 Tender takes you to the tender selection
- Choose Tender  
Choose the appropriate tender option  
Enter amount they are paying, then press Enter  
This will add the tender to the sale
- F12 End Sale  
This will start the connection to the VSDC service.
- You will be prompted to enter your PIN for the 1<sup>st</sup> transaction after opening Retail for the SmartCard certificate.  
  
Type your certificate PIN in using the keyboard.  
Then click OK



- Toniq will connect to the FRCS, and if successful, the sale will be completed, and the Toniq Receipt AND the FRCS Tax receipt will be printed

The Toniq Receipt has been adjusted to meet FRCS VMS requirements.

See example on the right

**Toniq Ltd**  
 67 Riccarton Road  
 Riccarton, Christchurch, NZ  
 Ph: 03-341 0195, Fax: 03-341 0196  
 TIN: 123456789

Tq [1471668]

```

===== FISCAL INVOICE =====
TIN: 999999999
Company: Toniq Limited
Store: Toniq Limited
Address: 67 Riccarton Road Riccarton
District: Canterbury
Cashier TIN: 123456789
POS time: 2018-07-06 13:18:37
----- NORMAL SALE -----
Items
=====
Name Price Qty. Total
Cartia 100mg 168's (A)
          10.00 1 10.00
-----
Total Purchase: 10.00
Payment Method: Cash
=====
Label Name Rate Tax
A VAT 9.00% 0.83
-----
Total Tax: 0.83
=====
SDC Time: 2018-07-06 13:18:45
SDC Invoice No: MEU3WBS2-T5UX48AJ-326
Invoice Counter: 250/326NS
=====
  
```



```

===== END OF FISCAL INVOICE =====
Cash $10.00
-----
  
```

Thankyou for shopping with Toniq.  
 We hope to see you again soon.  
 Enquiries: support@toniq.co.nz

## Processing Refund Transactions

From the main menu:

- 1 POS, 1 POS selling
- Log on (enter password) to move to the Sales screen
- Products can be added to the screen in several ways
  - **Scanned**
  - PLU or barcode **typed** in
  - **Searched** for via name
- Press F8 Price Option, then C Credit – add item to stock or, F Fault – credit and do not add item to stock
- F12 Tender takes you to the tender selection
- Choose the Refund Tender Type  
Enter amount they are paying, then press Enter  
This will add the tender to the sale
- F12 End Refund
- You will be prompted to enter the invoice number of the original transaction.  
  
Enter the Tonic Invoice number and press Enter

Lookup Product	Print A4 Inv.	Print Receipt	Accept Details
F5	F7	F9	F12
Retail			
Seller	Description	Price	Qty
Seller Log On			POS sale
Seller	Park	Rx/Fee Unpark	Client
F2	F3	F4	F5
Price Option		Qty	Other
F8		F9	F10
Tender Cash		Tender	
F11		F12	
PRK 3			
Retail			
Seller	Description	Price	Qty
Tq	Cartia 100mg (168)	8.90	1
Extended			8.90
Retail			
Seller	Description	Price	Qty
Tq	Cartia 100mg (168)	8.90	-1
Extended			-8.90

Teller	Park	Go Back	A/C	A/C Pay	Other	Refund Tender	End Refund
F2	F3	F4	F5	F6	F10	F11	F12
Select refund type							
A Credit Card							
C Cash							
E EFTPOS							
Q Cheque							
V Voucher							
H Direct Credit							
B Credit to A/c							
1 item						TOTAL SALE \$-8.90	
Teller Refund						8.90	
Tq						\$8.90	
						Refund Balance	
Cash Refund							
Enter toniq invoice number							
[Yellow Input Field]							
Refund							



**Note:** Tonic Invoice number appears top right of your printed receipt, in between square brackets.  
Eg. [123456]

**Tonic Ltd**  
67 Riccarton Road  
Riccarton, Christchurch, NZ  
Ph: 03-341 0195, Fax: 03-341 0196  
TIN: 123456789

Tq [1471674]

===== FISCAL INVOICE =====

- Toniq will connect to the FRCS, and if successful, the sale will be completed, and the Toniq Receipt AND the FRCS Tax receipt will be printed

The Toniq Receipt has been adjusted to meet FRCS VMS requirements.

The VMS Tax receipt will show the Ref no: of the previous transaction referenced as the original sale.

See example on the right

**Toniq Ltd**  
 67 Riccarton Road  
 Riccarton, Christchurch, NZ  
 Ph: 03-341 0195, Fax: 03-341 0196  
 TIN: 123456789

Tq [1471669]

```

===== FISCAL INVOICE =====
TIN: 999999999
Company: Toniq Limited
Store: Toniq Limited
Address: 67 Riccarton Road Riccarton
District: Canterbury
Cashier TIN: 123456789
POS time: 2018-07-06 13:19:04
Ref no: MEU3WBS2-T5UX48AJ-326
-----NORMAL REFUND-----
Items
=====
Name Price Qty. Total
Cartia 100mg 168's (A)
          10.00 1 -10.00
-----
Total Purchase: 10.00
Payment Method: Cash
=====
Label Name Rate Tax
A VAT 9.00% 0.83
-----
Total Tax: 0.83
=====
SDC Time: 2018-07-06 13:19:09
SDC Invoice No: MEU3WBS2-T5UX48AJ-328
Invoice Counter: 31/328NR
=====
  
```



```

===== END OF FISCAL INVOICE =====
Cash Refund $-10.00
-----
  
```

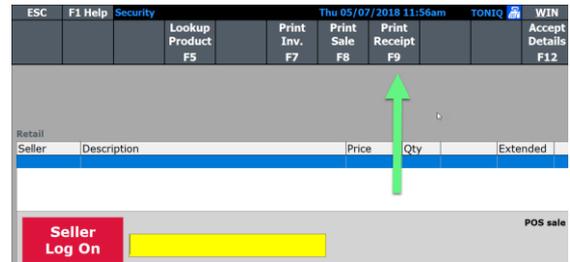
Thankyou for shopping with Toniq.  
 We hope to see you again soon.  
 Enquiries: support@toniq.co.nz

## Reprinting Sales Copy

It is required that when reprinting receipts, the receipt does not appear as a true fiscal receipt. When reprinting receipts a connection WILL be made to the FRCS to record every reprinted receipt.

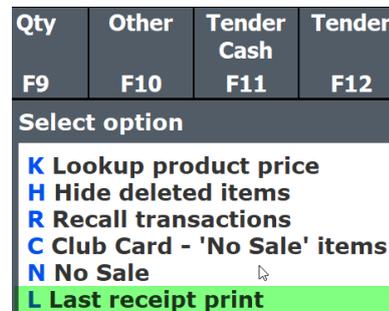
### Reprint Last Receipt

After completing a sale, at the Log on prompt you can press **F9 Print Receipt**, this will reprint the last completed transaction receipt.



You can also reprint the last transaction receipt during a new sale.

- **F10 Other, L Last receipt print**



### Recall Transactions and Reprint Receipt

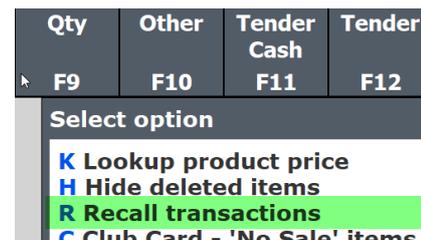
You can also reprint any receipt from the Recall transaction list.

From main menu:

- POS, 1. POS selling, Log on
- F10 Other, R Recall transaction

Highlight the transaction in the list with mouse or arrow keys.  
- OR press **F4 Search Inv**, to find a transaction by Tonic invoice number

Press **F9 Print Rcpt.** To reprint the transaction



Invoice Till	Seller	Client	Transaction Log	Value	Date	Time
1 4015 POSBACK	Tonic Seller S, J			\$2.50	13/02/18	05:17p
2 4014 POSBACK	Tonic Seller			\$2.50	13/02/18	05:14p
3 4013 POSBACK	Tonic Seller			\$28.98	13/02/18	05:12p
4 4011 POSBACK	Tonic Seller			\$7.99	13/02/18	05:05p
5 4007 BARPOS	Tonic Seller W, M			\$35.13	13/02/18	04:51p
6 4005 POSBACK	Tonic Seller G, T			\$2.50	13/02/18	04:49p
7 4003 BARPOS	Tonic Seller Baggins, B			\$5.00	13/02/18	04:34p
8 4002 POSBACK	Tonic Seller S, J			\$40.00	13/02/18	04:23p
9 3996 BARPOS	Tonic Seller			\$25.98	13/02/18	04:13p

**Example of Copy Sale Receipt**

**Toniq Ltd**  
 67 Riccarton Road  
 Riccarton, Christchurch, NZ  
 Ph: 03-341 0195, Fax: 03-341 0196  
 TIN: 123456789

Tq [1471668]

=====**THIS IS NOT A FISCAL RECEIPT**=====

TIN: 999999999  
 Company: Toniq Limited  
 Store: Toniq Limited  
 Address: 67 Riccarton Road Riccarton  
 District: Canterbury  
 Cashier TIN: 123456789  
 POS time: 2018-07-06 13:18:37  
 Ref no: MEU3WBS2-T5UX48AJ-326

**COPY SALE**

Items

Name	Price	Qty.	Total
Cartia 100mg 168's (A)	10.00	1	10.00
Total Purchase:			10.00
Payment Method:			Cash

**THIS IS NOT A FISCAL INVOICE**

Label	Name	Rate	Tax
A	VAT	9.00%	0.83
Total Tax:			0.83
SDC Time:		2018-07-06 13:18:51	
SDC Invoice No:		MEU3WBS2-T5UX48AJ-327	
Invoice Counter:		39/327CS	



=====**THIS IS NOT A FISCAL RECEIPT**=====

Cash \$10.00

Thankyou for shopping with Toniq.  
 We hope to see you again soon.  
 Enquiries: support@toniq.co.nz

**Example of Copy Refund Receipt**

**Toniq Ltd**  
 67 Riccarton Road  
 Riccarton, Christchurch, NZ  
 Ph: 03-341 0195, Fax: 03-341 0196  
 TIN: 123456789

Tq [1471669]

=====**THIS IS NOT A FISCAL RECEIPT**=====

TIN: 999999999  
 Company: Toniq Limited  
 Store: Toniq Limited  
 Address: 67 Riccarton Road Riccarton  
 District: Canterbury  
 Cashier TIN: 123456789  
 POS time: 2018-07-06 13:19:04  
 Ref no: MEU3WBS2-T5UX48AJ-328

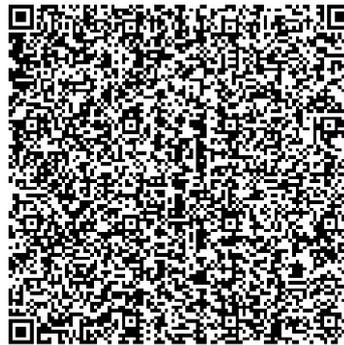
**COPY REFUND**

Items

Name	Price	Qty.	Total
Cartia 100mg 168's (A)	10.00	1	-10.00
Total Purchase:			10.00
Payment Method:			Cash

**THIS IS NOT A FISCAL INVOICE**

Label	Name	Rate	Tax
A	VAT	9.00%	0.83
Total Tax:			0.83
SDC Time:		2018-07-06 13:19:20	
SDC Invoice No:		MEU3WBS2-T5UX48AJ-329	
Invoice Counter:		9/329CR	



=====**THIS IS NOT A FISCAL RECEIPT**=====

Cash Refund \$-10.00

Thankyou for shopping with Toniq.  
 We hope to see you again soon.  
 Enquiries: support@toniq.co.nz

## Processing Business to Business Transactions

There are two ways to process a business to business transaction, both require a TIN attached to either the client or their debtor account.



Refer to “Setting Up Buyers TIN” section of this document for configuring Client & Debtor accounts.

### B2B With Client TIN

From the main menu:

- 1 POS, 1 POS selling
- Log on (enter password) to move to the Sales screen

Attach a client

- Press F5 Client  
Clients can be searched by:
  - Name (Last, First)
  - Phone Number
  - Address

**NB:** Client selected *MUST* have TIN setup

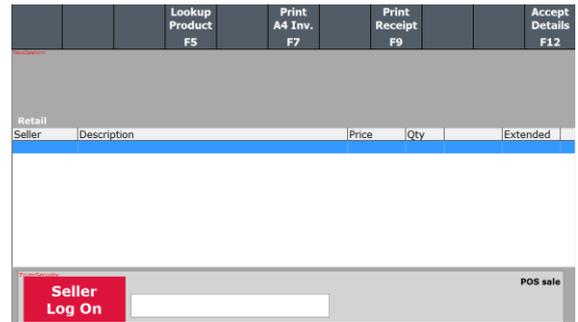
- Tender and Finish sale as normal
- A prompt will appear “Is this a business to business transaction?”
- Select the appropriate option  
Y Yes to process as Business to Business transaction, this will use the saved TIN number on record.  
  
N No to continue WITHOUT using the Buyers TIN

Lookup Product F5	Print A4 Inv. F7	Print Receipt F9	Accept Details F12
Retail			
Seller	Description	Price	Qty
Extended			
Seller Log On			POS sale
PRK 6			
Retail			
Seller	Description	Price	Qty
Tq	Cartia 100mg 28's	7.99	1
Extended			
Enter Client			Total
ltd, toniq			(Qty: 1) \$7.99
1 item TOTAL SALE \$7.99			
Tq	CC/EFT		7.99
Teller			
Tq	Cash	0.00	\$0.00
Is this a business to business transaction?			
Yes			
No			

## B2B With Debtor TIN

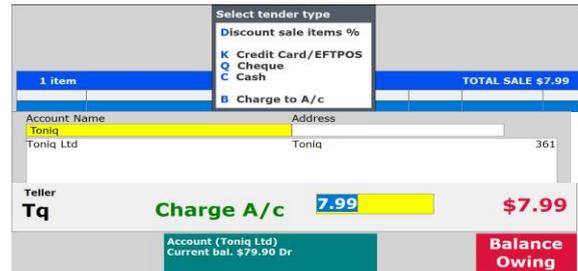
From the main menu:

- 1 POS, 1 POS selling
- Log on (enter password) to move to the Sales screen



Add items to sale as usual.

- Tender the sale
- Select "Charge to A/c"
- Search for account by name and select the appropriate account  
Highlight and Press Enter or select with mouse



- F12 End Sale
- A prompt will appear "Is this a business to business transaction?"
- Select the appropriate option  
Y Yes to process as Business to Business transaction, this will use the saved TIN number on record.



N No to continue WITHOUT using the Buyers TIN

## B2B With Both Client or Debtor TIN Available

Having a client attached and charging to a debtor account.

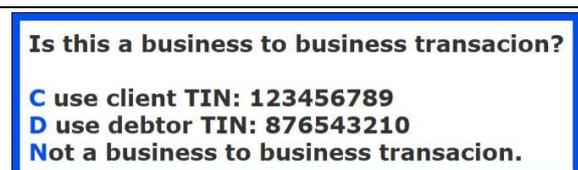
### Same Client & Debtor Account TIN

- IF both the Client & the Debtor account have the same TIN set, you will get the normal prompt.
- Select the appropriate option  
Y Yes to process as Business to Business transaction, this will use the saved TIN number on record.
- N No to continue WITHOUT using the Buyers TIN



### Different Client & Debtor Account TIN's

- You will get a prompt asking which TIN to use, select appropriately  
C = Client TIN  
D = Debtor account TIN  
N = Complete sale without Buyer TIN



**Example of B2B Normal Sale**

**Toniq Ltd**  
 67 Riccarton Road  
 Riccarton, Christchurch, NZ  
 Ph: 03-341 0195, Fax: 03-341 0196  
 TIN: 123456789

Tq [1471674]

===== FISCAL INVOICE =====  
 TIN: 999999999  
 Company: Toniq Limited  
 Store: Toniq Limited  
 Address: 67 Riccarton Road Riccarton  
 District: Canterbury  
 Cashier TIN: 123456789  
 Buyer TIN: 987654321  
 POS time: 2018-07-06 13:27:05  
 -----NORMAL SALE-----

Items

Name	Price	Qty.	Total
Cartia 100mg 168's (A)	10.00	1	10.00

Total Purchase: 10.00  
 Payment Method: Cash

Label	Name	Rate	Tax
A	VAT	9.00%	0.83

Total Tax: 0.83

SDC Time: 2018-07-06 13:27:08  
 SDC Invoice No: MEU3WBS2-T5UX48AJ-336  
 Invoice Counter: 254/336NS



===== END OF FISCAL INVOICE =====  
 Cash \$10.00

Thankyou for shopping with Toniq.  
 We hope to see you again soon.  
 Enquiries: support@toniq.co.nz

**Example of B2B Refund Sale**

**Toniq Ltd**  
 67 Riccarton Road  
 Riccarton, Christchurch, NZ  
 Ph: 03-341 0195, Fax: 03-341 0196  
 TIN: 123456789

Tq [1471675]

===== FISCAL INVOICE =====  
 TIN: 999999999  
 Company: Toniq Limited  
 Store: Toniq Limited  
 Address: 67 Riccarton Road Riccarton  
 District: Canterbury  
 Cashier TIN: 123456789  
 Buyer TIN: 987654321  
 POS time: 2018-07-06 13:27:25  
 Ref no: MEU3WBS2-T5UX48AJ-336  
 -----NORMAL REFUND-----

Items

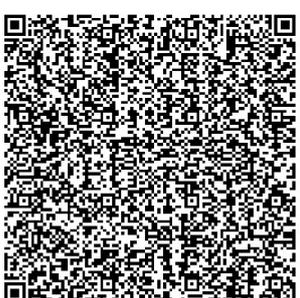
Name	Price	Qty.	Total
Cartia 100mg 168's (A)	10.00	1	-10.00

Total Purchase: 10.00  
 Payment Method: Cash

Label	Name	Rate	Tax
A	VAT	9.00%	0.83

Total Tax: 0.83

SDC Time: 2018-07-06 13:27:30  
 SDC Invoice No: MEU3WBS2-T5UX48AJ-337  
 Invoice Counter: 32/337NR



===== END OF FISCAL INVOICE =====  
 Cash Refund \$-10.00

Thankyou for shopping with Toniq.  
 We hope to see you again soon.  
 Enquiries: support@toniq.co.nz

**Example of B2B Copy Sale**

**Toniq Ltd**  
 67 Riccarton Road  
 Riccarton, Christchurch, NZ  
 Ph: 03-341 0195, Fax: 03-341 0196  
 TIN: 123456789

Tq [1471678]

===== THIS IS NOT A FISCAL RECEIPT =====  
 TIN: 999999999  
 Company: Toniq Limited  
 Store: Toniq Limited  
 Address: 67 Riccarton Road Riccarton  
 District: Canterbury  
 Cashier TIN: 123456789  
 Buyer TIN: 987654321  
 POS time: 2018-07-06 16:25:33  
 Ref no: MEU3WBS2-T5UX48AJ-342  
 -----COPY SALE-----

Items

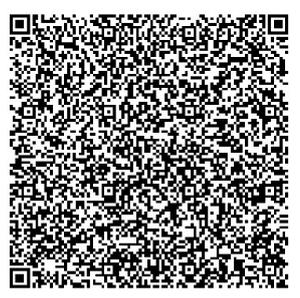
Name	Price	Qty.	Total
Cartia 100mg 168's (A)	10.00	1	10.00

Total Purchase: 10.00  
 Payment Method: Cash

Label	Name	Rate	Tax
A	VAT	9.00%	0.83

Total Tax: 0.83

SDC Time: 2018-07-06 16:25:52  
 SDC Invoice No: MEU3WBS2-T5UX48AJ-343  
 Invoice Counter: 44/343CS



===== THIS IS NOT A FISCAL RECEIPT =====  
 Cash \$10.00

Thankyou for shopping with Toniq.  
 We hope to see you again soon.  
 Enquiries: support@toniq.co.nz

Example of B2B A4 Invoice Normal Sale

<b>Toniq Limited</b> 67 Riccarton Road Riccarton Christchurch +64 3 3410195 Email: michael@toniq.co.nz				<b>FISCAL INVOICE</b> TIN: 999999999																	
BILL TO: Test Account		BUYER TIN: 555555555 Cust. Order Ref.		Invoice No: 2924241 Date: 05 Dec 2019 12:07 pm Sales Person: Toniq Cashier TIN: 333333333 Page No: 1																	
<span style="background-color: #90EE90; padding: 2px;">Normal Sale</span>																					
Qty	PCode	Manufacturer code	Description	Unit price ex VAT	Gross value	VAT	Total amount														
1	2396416	DOUG504191	3M Cavilon Barrier Cr Frag.Free 92g (A)	\$31.18	\$31.18	\$2.81	\$33.99														
SDC Time: 5/12/19 11:07:21 AM SDC Inv No: 7KUT995N-T5UX48AJ-33 Invoice Counter: 13/33NS				<b>Payment Method:</b> Other Subtotal Excluding Tax \$31.18 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Label</th> <th>Name</th> <th>Rate</th> <th>Tax</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>VAT</td> <td style="text-align: center;">9.00%</td> <td style="text-align: right;">\$2.81</td> </tr> <tr> <td colspan="3">Total Tax</td> <td style="text-align: right;">\$2.81</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;"><b>Total: \$33.99</b></td> </tr> </tbody> </table>		Label	Name	Rate	Tax	A	VAT	9.00%	\$2.81	Total Tax			\$2.81				<b>Total: \$33.99</b>
Label	Name	Rate	Tax																		
A	VAT	9.00%	\$2.81																		
Total Tax			\$2.81																		
			<b>Total: \$33.99</b>																		
<span style="border: 1px solid black; padding: 2px;">END OF FISCAL INVOICE</span>																					
Date Printed : 05 Dec 19																					

Example of B2B A4 Invoice Copy Sale

<b>Toniq Limited</b> 67 Riccarton Road Riccarton Christchurch +64 3 3410195 Email: michael@toniq.co.nz				TIN: 999999999																	
BILL TO: Test Account		BUYER TIN: 555555555 Cust. Order Ref.		Invoice No: 2924241 Date: 05 Dec 2019 12:07 pm Sales Person: Toniq Cashier TIN: 333333333 Page No: 1																	
<span style="background-color: #90EE90; padding: 2px;">Copy Sale</span>																					
Qty	PCode	Manufacturer code	Description	Unit price ex VAT	Gross value	VAT	Total amount														
1	2396416	DOUG504191	3M Cavilon Barrier Cr Frag.Free 92g (A)	\$31.18	\$31.18	\$2.81	\$33.99														
SDC Time: 5/12/19 11:07:22 AM SDC Inv No: 7KUT995N-T5UX48AJ-34 Invoice Counter: 8/34CS Ref No: 7KUT995N-T5UX48AJ-33				<b>Payment Method:</b> Other Subtotal Excluding Tax \$31.18 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Label</th> <th>Name</th> <th>Rate</th> <th>Tax</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>VAT</td> <td style="text-align: center;">9.00%</td> <td style="text-align: right;">\$2.81</td> </tr> <tr> <td colspan="3">Total Tax</td> <td style="text-align: right;">\$2.81</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;"><b>Total: \$33.99</b></td> </tr> </tbody> </table>		Label	Name	Rate	Tax	A	VAT	9.00%	\$2.81	Total Tax			\$2.81				<b>Total: \$33.99</b>
Label	Name	Rate	Tax																		
A	VAT	9.00%	\$2.81																		
Total Tax			\$2.81																		
			<b>Total: \$33.99</b>																		
<span style="border: 1px solid black; padding: 2px;">THIS IS NOT A FISCAL RECEIPT</span>																					
Date Printed : 05 Dec 19																					

## Changes to Toniq Retail POS Operation & Error Messages

Toniq has made some changes to several POS operations/functions.

### **Void/Delete Completed Transactions DISABLED**

You will no longer be able to recall a completed transaction, edit and void this transaction.

You can only void uncompleted transactions that have been started, but never completed/tendered.

### **Edit/Modify Completed Transactions DISABLED**

You will no longer be able to recall a completed transaction and edit/make changes.

**Error**

**You cannot edit sale while using VmsIntegration.**

**Read?**

**Yes**

### **Sale Items & Credit Items in the same sale DISABLED**

We are preventing the sale and credit of items in the same transaction.

**Error**

**Error processing VMS sale - Error processing VMS sale - credit and sale items must be processed separately.**

**Please contact Toniq Support.**

**Read?**

**Yes**

For more information please contact the Toniq Support Team.

+64 3 341 0195 [support@toniq.co.nz](mailto:support@toniq.co.nz)

## Using SDC or Virtual SDC with Tonic

It is possible to use an SDC device or software with Tonic Retail. This function allows Tonic to communicate with an SDC device, or Software SDC to authenticate transactions. The advantage of using this configuration allows the store to continue operation and authenticating transactions while internet connection is offline.

This option would be suitable if your store location experiences poor internet connection or regular internet outages.

Please note, there may be additional charges with the provider of the SDC or Software SDC product. Please contact your SDC provider for more information.

### Enable SDC Connection

To use the SDC connection, the VMS Site in the store details needs to be changed to point to the IP or URL of the designated SDC device/software PC.

- From the Main Menu of Tonic Retail:
- Administration, 1. Setup, 7. User details, 2. Store user details
- Press spacebar, and select your store (there should only be 1)
- In the VMS Site field, enter the SDC PC/device IP Address & port number: eg. <http://192.168.1.1:8180/>
- F12 Accept Details
- If the connection still fails, you will need to create an exception for port 8180 in the firewall of the PC's

Now when communications are started at the end of the transaction, Tonic will attempt to communicate with the SDC device/software directly.