iLabmalta
Support Manual

iLabPOS – Configuring BCRS
Phase 1

Version 1.1
November 11th, 2022

1. Introduction

The Beverage Container Refund Scheme (BCRS) is starting on the 14th of November. As from that day the fiscal receipt issued from iLabPOS will need to show:

- your BCRS Registration number
- any deposits collected, shown separately
- any BCRS vouchers redeemed

Follow this step by step user manual to configure iLabPOS so that your receipt becomes compliant to BCRS requirements.

Note: This is Phase 1 of works related to BCRS which will cover the minimum requirements to reach BCRS compliance. There is no additional charge from iLabMalta if you can follow this user manual without requiring any additional assistance. Once the BCRS scheme starts operating and stabilizes itself, iLabMalta will probably develop new features and reports to facilitate BCRS functionality further. This will be Phase 2 and there will be additional charges to upgrade.

This user manual applies to customers who have iLabPOS v3.60 and above. iLabMalta cannot guarantee BCRS compliance with older versions of iLabPOS.
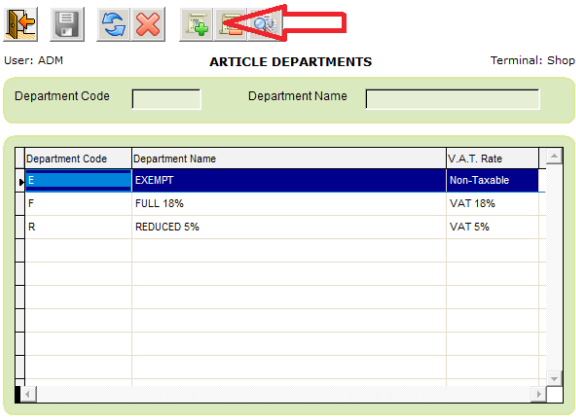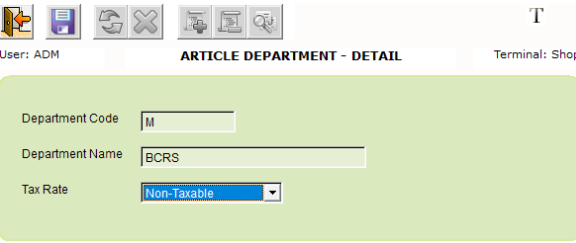
BCRS Mobile App

Make sure you install the BCRS Mobile App on your Phone or Tablet to be able to redeem the BCRS Vouchers for your customers. As informed by BCRS, this should be working similar to how the Covid Vouchers worked.
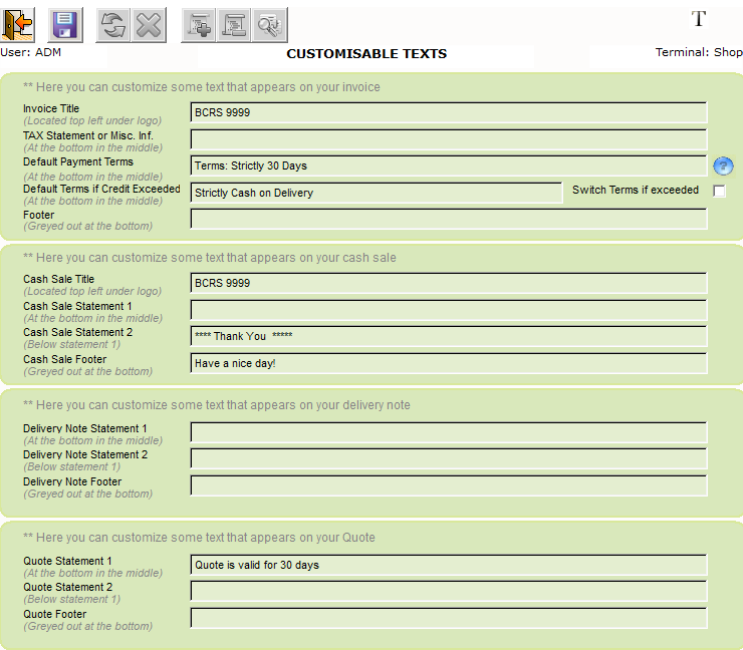
2. Configuration

Step 1 – Create new Department

Go to "Stock" >> "Departments". Click on the + icon to add a new Department.	
Department Code input M Department Name input BCRS Tax Rate choose Non-Taxable Press Save when ready (The blue diskette)	

Step 2 – BCRS Registration No.

The BCRS Registration Number should be shown on all receipts and invoices. Go to File >> Customisable Text and input your BCRS registration number in field Cash Sale Title (and invoice title if you also issue invoices) *If by any chance you already have another number in the Cash Sale Title, place the 2 next to each other with a slash / in between.* **Important Note – If you have more than 1 terminal, this setting needs to be applied on all the terminals.**	

Step 3 – Create 2 new Items

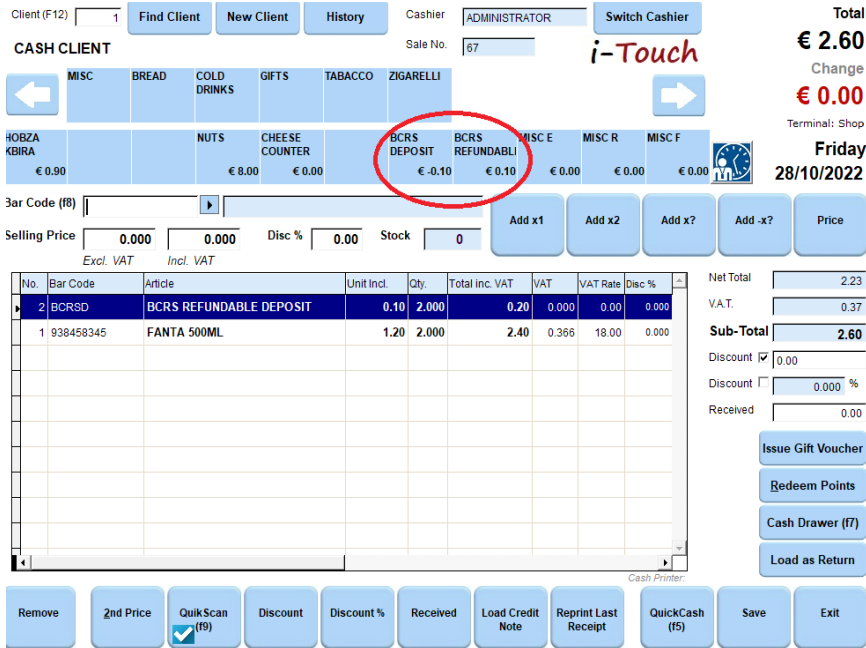|	
Go to "Stock" >> "Articles" and click on "+" to add a new article. - In Barcode input: BCRSD - In Article Name input: BCRS REFUNDABLE DEPOSIT - Stock Category: Choose any category you wish, but if you have a touch screen you might wish to add it to a Category visible on iTouch, or as an iTouch Direct Product. - Department (VAT%): Choose M – BCRS - Supplier: Choose any supplier you wish - In Shop Price incl VAT input: 0.10 - In Last Cost input: 0.10 - At the bottom tick: Non Stockable (If available, if not it is not important) When ready press Save.	 This item will be used to charge the client 10 cents for each returnable container sold.
Click on "+" again to add another item as follows: - In Barcode input: BCRSV - In Article Name input: BCRS DEPOSIT REFUND - Stock Category: Choose any category you wish, but if you have a touch screen you might wish to add it to a Category visible on iTouch, or as an iTouch Direct Product. - Department (VAT%): Choose M – BCRS - Supplier: Choose any supplier you wish - In Shop Price incl VAT input: -0.10 - In Last Cost input: -0.10 - At the bottom tick: Non Stockable (If available, if not it is not important) When ready press Save.	 This item will be used when redeeming the vouchers on the BCRS Mobile app so that you can then deduct the amount of the voucher from the bill. **It is advised to always scan and verify the voucher on your BCRS mobile app before applying it in the system.**

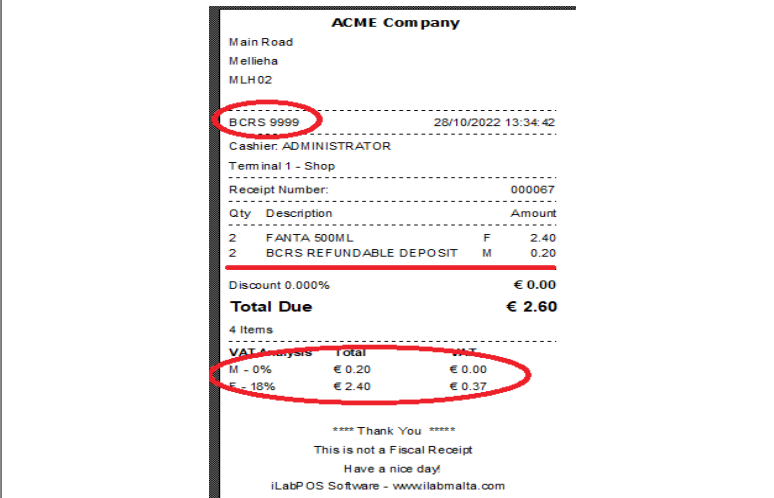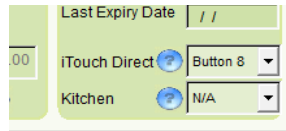**Steps 1 to 3 can be safely prepared before the 14th November.**

3. Sales – Manual Adding of BCRS 10 cents Refundable Deposit

There are 2 ways how the BCRS Refundable Deposit of 10 cents can be added to the bill, either manually, or automatically through the use of kits. We shall first explain the simple method of adding it manually.

When selling, simply add the item with barcode BCRSD (BCRS REFUNDABLE DEPOSIT) to the bill multiplied by the quantity of containers applicable to BCRS. In the example above we added the deposit x 2 when selling 2 Fanta 500ml Bottles.

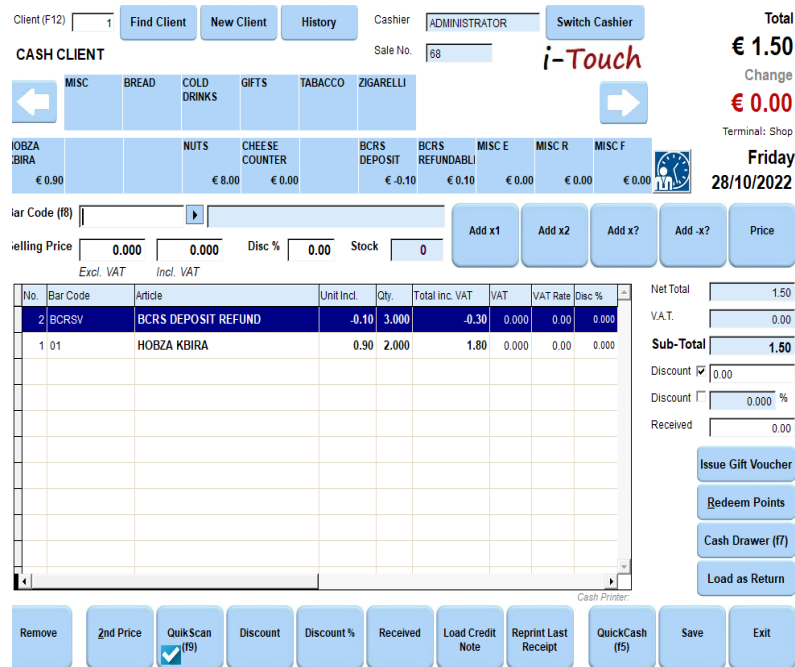|	
Also note in the example above how we placed the 2 BCRS Articles in the iTouch Direct buttons 7 and 8 for quick access. To place them in the iTouch Direct Buttons, update the articles and choose the which button you would like them in at the bottom right side.	
	When saving the bill, this is how it should appear. The sample receipt on the left is Format 11. This is the suggested format for BCRS. If you have a logo, then use Format 17. Change your Cash Sale Receipt Format from "File" >> "Print Sizes and Layouts".

Note – iLabMalta can also provide you with barcode stickers to scan so that the BCRSD item is entered through the barcode scanner, especially useful for those without a touch screen. These are distributed free of charge and can be picked up at iLabMalta offices in Mosta.

4. Redeeming the Vouchers

When you need to redeem the customer's BCRS voucher, first verify the voucher on the BCRS mobile app. If ok, add the item BCRSV multiplied by the quantity of bottles returned. In the example below the customer returned 3 bottles, so we will deduct 30 cents from the bill.

This is how the receipt will appear. We do not suggest redeeming vouchers higher than the value of the cash sale, however if necessary it is possible by closing with a cash return and giving the customer cash from your till.		
	In the end of day report, any BCRS refunds collected and vouchers redeemed will also show separately under the M section, as portrayed on the left.	

5. Sales – Automatic mode using Kits

With this method we shall construct a kit that includes both the bottle (or can) and the BCRS refundable deposit so that when you scan the bottle, the refundable deposit is added automatically.

Note: we do not advise you to start using this method immediately when BCRS starts on 14th November. Furthermore, you cannot prepare the kits before BCRS actually kicks off. We prefer that for now you use the manual method described above as maybe experience in a few months time will teach us that there are better ways to handle this. But if you are finding the manual method difficult to manage then try this method out and if you like how it works, proceed with all items that carry the 10 cents refundable deposit.

Start by modifying the barcode of the item and add -b at the end of it.

Now make a copy of this item by using the "Copy to Variant" Button.

For this item use the actual barcode, and tick the "Kit" box. Otherwise everything can remain the same.

Back in the article listing you should now see 2 articles when searching by the product's barcode. Highlight the Kit you just added and click on the "Kits and Combos" button.

In the bottom part, scan the barcode of the item and click on "Save".

Add also 1 X BCRSD, so in the example shown on the left you have 2 items in the kit for a total of EUR 1.30, as it should be in this case.

Scan the product in iTouch. The BCRS refundable deposit of 10 cents should be added automatically!