

## Izettle How to-guide

### Programming (MF Treasurer, premises manager, FuO, some years PrUO and PrU's EKO)

Log on to izettle.com. Only the MF treasurer, the premises manager and the president of the administration committee, and some years the president of the programme committee and the treasurer of the programme committee can log on for programming.

**Add product which is NOT bar sales nor food:** Products → Add product → Write a product name, variant and price per unit. Set VAT to 0 %. Add to folder → Choose an existing folder or create a new one → Save.

Update the app to see the new products. If it refuses, you may have to restart the app.

**Add product to bar sales/food:** The reports that are created through iZettle are used as grounds for MF's restaurant report which is to be sent once a year to the authorities. Therefore, it is important to choose **the right type of product** when programming iZettle for bar sales/food.

Products → Press "Edit" (alternatively pen button) and edit one of the following:

- Mat (food)
- Lättdryck (max 2,25%)  
*Alcohol free beverage or has an alcohol content of maximum 2,25 %*
- Spritdryck  
*Alcoholic beverages containing spirits. For example aquavit, calvados, gin, liqueur, cognac, rum, vodka, whiskey and mix beverages containing spirits.*
- Vin (max 22%)  
*Alcoholic beverages produced from fermenting grapes or grape juice. Also wine with in production added spirits produced from wine products (for example madeira, port wine, sherry and tokay) with an alcohol content of maximum 22 %.*
- Folköl (2,26-3,5%)  
*Beverage produced from fermenting dried or roasted malt as the main extract giving ingredient. Alcohol content 2,26 - 3,5 %.*
- Starköl (mer än 3,5%)  
*Like lättöl, but alcohol content exceeds 3,5 %.*
- Andra jästa alkoholdrycker  
*Beverages produced from fermenting fruit, berries or other plant parts, and that are not wine nor beer. For example cider, mead, sake, and various fruit wines.*

→ Add variant (if no price is set, you can write the price every time you sell the product) → Set VAT to 0 % → Choose folder "Barförsäljning" → Save.

Update the app to see the new products. If it refuses, you may have to restart the app.

**Add staff:** Menu (three lines on the top left) → Staff → Fill in mail address, first and last name → Send invite. An invite link has been sent to the email address. Remember email address and password!

**Use**

**Preparations:** Make sure that have log on details and that the products you want to sell are registered according to previous page. If not, contact the MF Treasurer (skattmastare@medicinskaforeningen.se).



If you want to be able to accept card payments, book in izettle card reader for this period. See how at MF's site, see the QR code:

The card reader is at the Treasurer's office, so make sure that you can get in to the locked office, or that someone is there to open for you. When getting the iZettle, remember to write a note as noted in the iZettle box. Mind that the card reader may have a low battery, a cord is provided but time to charge it must be considered.

Download iZettle Go to your phone/tablet → Log on with the account you got from the invite mail you got in previous steps (invite mail can only be sent by MF staff, FuO, PrUO or PrU's EKO) → Menu (three lines in the top left corner) → Settings. Swish payments cannot be accepted, therefore turn that function off. If no cash payments are to be made, turn off that function as well. Connect the card reader by pressing "Card Reader" and follow the instructions on the screen.

**Take payments:** Menu (three lines) → Take payments → Choose "Products" to see the programmed products. Do **NOT** use "Amount" since it doesn't tell us what has been sold, which messes with restaurant report, auditing etc. → Choose the products that the person wants to buy → Charge → Follow the instructions on the screen. Don't forget to offer a receipt, the buyer then writes their email address to get it.

**Did the buyer change their mind before paying?** Menu (three lines) → Take payments → Press the cart button → Press the trash bin.

**Refund a payment:** Menu (three lines) → Receipts → Choose payment to refund → Refund. Remember the refunds when filling in the event report.

**Finish:** Menu (three lines) → Reports → Choose the right date (if sales have been made before and after midnight, the app makes one report per day) → **Press the email icon (alternatively three dots → Email) to send the selling report to the Treasurer!**

Leave cash to the Treasurer, and they will be booked on your account. Do **NOT** leave any cash in her postbox. If she is not there, leave cash when she is, or leave them in a safe place that the two of you have agreed on.

For PrU events: fill in the "Evenemangsrapport PrU iZettle" (ask EKO where they are, and ask if there is an English version) → Leave the document to EKO for attestation.

For other events: fill in "Event report internal events, iZettle" (see next page). If you rented the student union house and therefore have a house manager (*husansvarig*), the event report must be signed by the house manager → Leave the event report to the Treasurer.

**Don't forget to return the iZettle card reader to the MF Treasurer's office!**

**Dictionary if the phone/tablet happens to be set to Swedish**

amount – belopp	receipts – kvitton
card payments – kortbetalningar	refund – retur
card reader – kortläsare	reports – rapporter
cash payments – kontanta betalningar	settings – inställningar
charge – ta betalt	take payments – ta betalt
products – produkter	


 Remember to send a report from the **izettle app**: Reports --> Choose the correct day(s)  
 --> Email icon (alt. three dots --> Email)

### Event reports internal events (non-PrU), iZettle

Committee/section/commission: \_\_\_\_\_

(associations are external: A Scalpella, Blåslaget, Corpus, Flix...)

Date of event: \_\_\_\_\_

Reports --> Chosse the correct day(s)	kr:	Konto
Cash payments (remember to first deduct refunds, if any)	1	
Received cash when counting manually (remember to first deduct change, if any)	2	1913
Card payments (remember to first deduct refunds, if any)	3	
Fees	4	6040
Net card payments (box 3 minus box 4)		1580
<b>kr:</b>		
Bar sales (incl. food)		3210
Entrance-/sitting revenues		3220
Other sales, namely:		
Other sales, namely:		

**Comments:**

The amounts in box 1 and box 2 should be the same.  
 If not, find out why and write a comment below.

Signature <i>husansvarig</i>	Clarification of signature and date
Kontrollräknat av FuO / skattmästare	Namnförtydligande och datum