## How to: Gift Certificate

Gift card/certificate learning is two fold. You'll need to know how to redeem one and how to sell one.

The difference between gift card and gift certificate is that a gift card can be redeemed over several purchases and a gift certificate must be used in one sale. When selling one I recommend selling a gift card rather than certificate. It makes it easier for the customer to buy several items over several days if they can't find something on one trip to the store. To sell a gift card, follow steps:

Unit POINT OF SALE Custome Ount er Account Miscellaneous Quick Launch Store Credit: \$0.00 \$0.00 Reg. Price: Dennis Reynolds A/R Balance: \$0.00 Discounts \$0.00 Shift-F12 Gft Card / Certificate A/R Linit: \$0.00 Subtotal: \$0.00 Shift F11 Clear Out All items Vancouver, British Columbia Pointe: 0 Taxis \$0.00 Canad Tex2: \$0.00 Shift F10 Change Descriptio \$0.00 Enter SKU / CODE and Select Clerk \$0.00 Total: Cashier adr Shift-F9 Paid In /Out Details Shift-F& Insert Blank Line Print Gift Receipt Print Receipt 008-4 [ESC] Logout Cashier Shift-F7 Change Ship To Addres Code Clerk Ext Price Tax1 Shift-F6 Rental / Reservab Shift-F5 Gift Registry Shift-F4 Sales Return Shift-F3 Web Store Management Shift-F2 Transaction Item Attribute 4 [F1] POS Help [\*2] Discount [P3] Recal Trns. (\*4) Open Till (PS) SELLookup [16] Chg Customer [F10] Change Clerk [F11] Delete Item [F7] Change Price [F8] Change Tax (F9) Change Qty F12Mscelaneous [7] Setue Quick Leunch

Select the GIFT CARD/CERTIFICATE button as shown:

In the till will be business cards with barcodes on the reverse. You will use one of these cards for The steps below, first scan the back of the card into the field highlighted in RED

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Enter the amount you want on the card in the **Initial Amount** field. Check the box for Gift Card. Next click on the ACTIVE & EXPIRY date to make the certificate valid for one year.

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Click on ISSUE NEW

Issue New

Then you will be taken to the PAYMENTS window to process payment as usual.

To redeem a gift card scan items as usual then hit the GREEN PAYMENT BUTTON. You'll click in the GIFT CERTIFICATE field under the column that says REFERENCE and highlight that blue. Scan the GIFT CARD barcode right here. Then hit ENTER (on the keyboard) and the COMPLETE TRANSACTION button will light up and you'll click that then OK to finish the sale. (see following images)

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