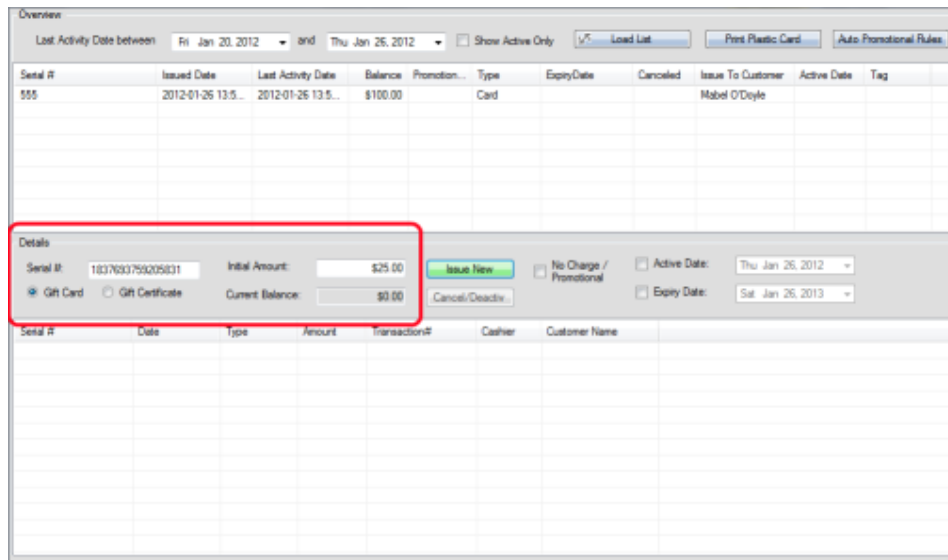# How to: Gift Certificate

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:

Select the GIFT CARD/CERTIFICATE button as shown:
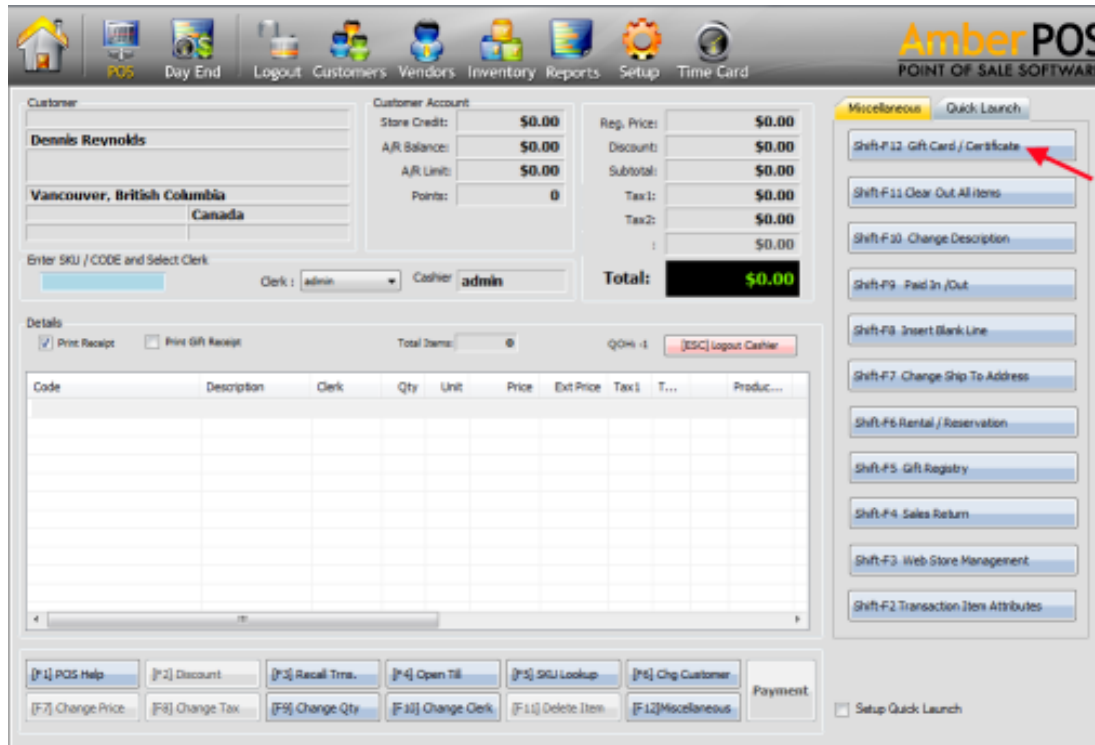
In the till will be business cards with barcodes on the reverse. You will use one of these cards for

The steps below, first scan the back of the card into the field highlighted in RED

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.

Click on ISSUE NEW
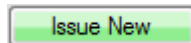
Then you will be taken to the PAYMENTS window to process payment as usual.

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)

AmberPOS - Catskill Mountain Artisans Guild Training Mode — LogMeIn - Remote Session

POS | Day End | Login | Customers | Vendors | Inventory | Reports | Setup | Time Card

Amber

Customer
THANK YOU

Customer Account
Store Credit: $0.00
A/R Balance: $0.00
A/R Limit: $0.00
Points: 0

Enter SKU / CODE and Select Clerk
Clerk: barb   Cashier: **barb**

Details
☑ Print Receipt ☐ Print Gift Receipt   Total Items: 1

Code	Description	Clerk	Qty	Unit	Price	Ext Price	Tax
1234	2 Cotton Quilted Placemats Spices	barb	1		$28.00	$28.00	x

Process Payment
Transaction Payment Details
Cancel   ($4.76)
A/R Available: $0.00

Payment Type	Amount	Reference
Cash:	$35.00	
A/R:	$0.00	
Store Credit:	$0.00	
Gift Cert:		
Check:	$0.00	
Points:	$0.00	
Visa:	$0.00	
M/C:	$0.00	
Debit:	$0.00	
Amex:	$0.00	
Deposit:	$0.00	
Discover:	$0.00	

Invoice   Expires On: 6/ 5/2012

COMPLETE TRANSACTION

Additional Payment Types
Enable Special Payment Types
Gift Cert $0.00
Gift Cert $0.00
Gift Cert $0.00
○ Notes
○ PO#

Misc.

7	8	9	Insert
4	5	6	Delete
1	2	3	Enter
0	.	-	ABC
$5	$10	$20	$50

Shift-F2 Web Store Management
☐ Setup Quick Launch

[F1] POS Help | [F2] Discount | [F3] Recall Trns. | [F4] Open Till | [F5] SKU Lookup
[F7] Change Price | [F8] Change Tax | [F9] Change Qty | [F10] Change Clerk | [F11] Delete Item

T:CATSGUILD-HOS DB: 127.0.0.1,1444:POS_Training   Version: 4.12.04.11 Backup Successful 5:5

Start   5:56 PM 5/6/2012

AmberPOS - Catskill Mountain Artisans Guild Training Mode — LogMeIn - Remote Session

POS | Day End | Login | Customers | Vendors | Inventory | Reports | Setup | Time Card

Amber POS
POINT OF SALE SOFTWARE

Customer
THANK YOU
,

Customer Account
Store Credit: $0.00
A/R Balance: $0.00
A/R Limit: $0.00
Points: 0

Reg. Price: $28.00
Discount: $0.00
Subtotal: $28.00
Tax: $2.24
*REBATE: $0.00
: $0.00

Total: $30.24

Enter SKU / CODE and Select Clerk
Clerk: barb   Cashier: **barb**

Details
☑ Print Receipt ☐ Print Gift Receipt   Total Items: 1   QOH: -2   [ESC] Logout Cashier

Code	Description	Clerk	Qty	Unit	Price	Ext Price	Tax	*...	Produc...	PWT	Ext PWT	Re
1234	2 Cotton Quilted Placemats Spices	barb	1		$28.00	$28.00	x		RH69	$30.24	$30.24	

Post Transaction Details
CHANGE DUE
$4.76

Last Transaction #
1-49

Print Receipt
Print Gift Receipt
Print Packing Slip
Print Mailing Label / Envelope
Print Transaction Custom Form
Email Invoice
OK
Shift-F3 Transaction Item Attributes
Shift-F2 Web Store Management

☐ Setup Quick Launch

[F1] POS Help | [F2] Discount | [F3] Recall Trns. | [F4] Open Till | [F5] SKU Lookup | [F6] Chg Customer | **Payment**
[F7] Change Price | [F8] Change Tax | [F9] Change Qty | [F10] Change Clerk | [F11] Delete Item | [F12] Miscellaneous

T:CATSGUILD-HOS DB: 127.0.0.1,1444:POS_Training   Version: 4.12.04.11 Backup Successful 6:48 PM

Start   6:48 PM 5/6/2012