

Gift Cards



1

2

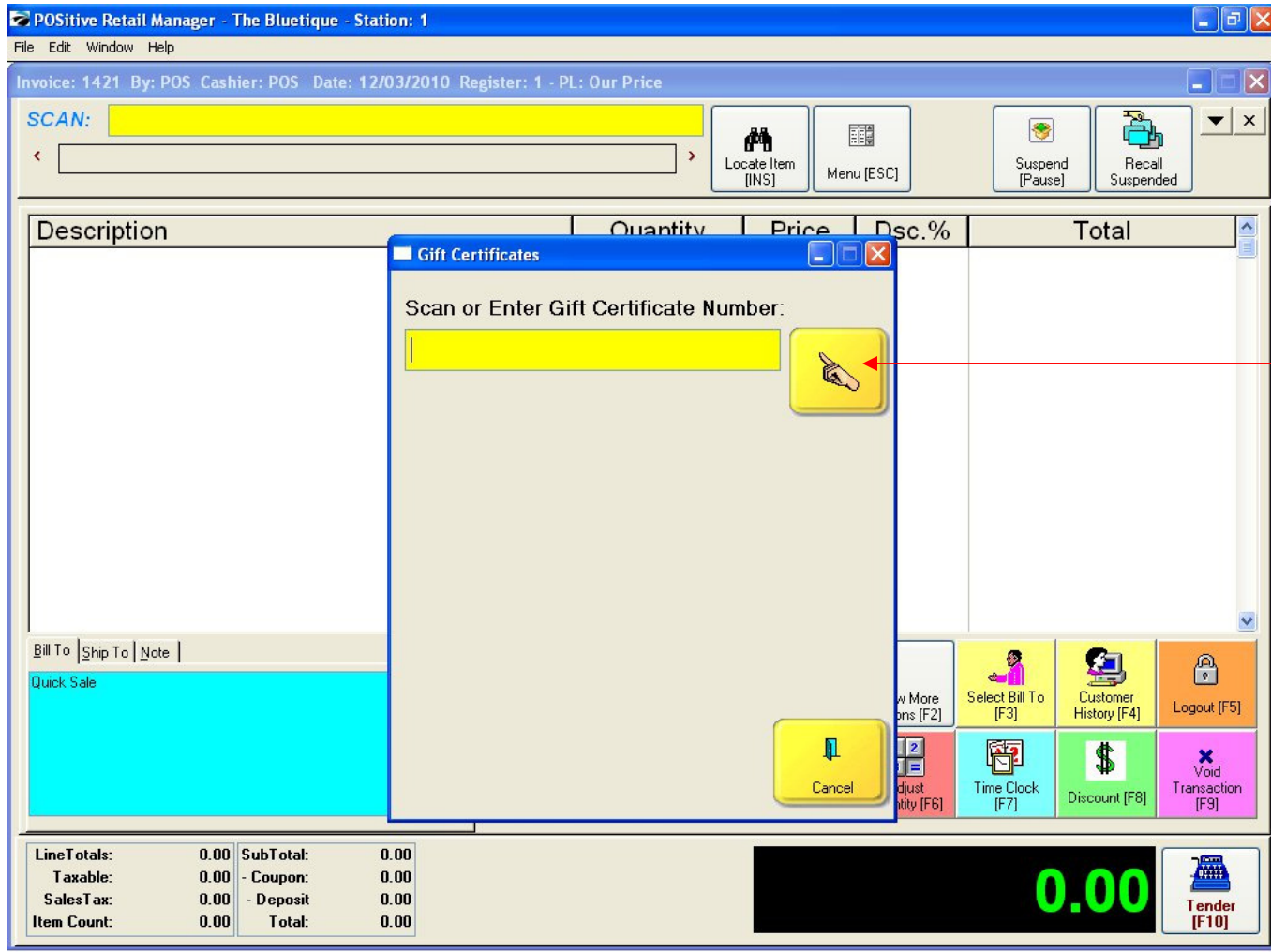


IN KEYBOARD SALES MODE:

To sell a gift card, start at the Invoice (sales) Screen.

1. On the Keyboard, select the **GIFT CARD** key from the row of "program" keys.
2. This is the same as entering **SKU**, **DD** Manually on the scan line.

Gift Cards



Gift Certificate

A Gift Certificate prompt will then appear.

1. Scan the gift card bar code, or manually enter the 5 digits.



Another gift certificate prompt will appear. If the gift certificate is not in your system, you will enter it now.

1. Select **Sell New (F10)** to sell this card.

Gift Cards

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1432 By: POS Cashier: POS Date: 12/03/2010 Register: 1 - PL: Our Price

SCAN:

< >

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
<div> <div>Enter Price</div> <div>Gift Certificate</div> <div> <input type="text" value="50.00"/> <input type="button" value="OK [F10]"/> </div> </div>				

1 →

Bill To | Ship To | Note

Quick Sale

LineTotals:	0.00	SubTotal:	0.00
Taxable:	0.00	- Coupon:	0.00
SalesTax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00

Tender [F10]



Gift Certificate

1. Enter the dollar amount to be deposited on the card.
2. Click OK (F10) to accept the amount

Gift Cards

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1421 By: POS Cashier: POS Date: 12/03/2010 Register: 1 - PL: Our Price

SCAN:

Stock: 0.00 | Held: 0.00 | Available: 0.00

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
GIFT CARD -----	1.00	50.00	0.00	50.00
410000				

Bill To | Ship To | Note

Quick Sale

↑ Show More Options [F2] Select Bill To [F3] Customer History [F4] Logout [F5]

↓ Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

LineTotals:	50.00	SubTotal:	50.00
Taxable:	50.00	- Coupon:	0.00
SalesTax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	50.00

50.00

Tender [F10]

1



Gift Certificate:

See the barcode (tracking #) appear under the Gift Card description

1. Complete the sale by **accepting tender** for the dollar amount owed.
2. To tender quickly, use the hot keys for (cash, credit card, check....etc.)

Gift Cards

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1422 By: POS Cashier: POS Date: 12/03/2010 Register: 1 - PL: Our Price

1 **SCAN:**

< Stock: 25.00 | Held: 1.00 | Available: 24.00 >

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
GYM SHORTS GREEN/XXL	1.00	19.50	0.00	19.50

2 **Enter Note**

Customer: Tom Jones

3 **Bill To** | Ship To | Note

Tom Jones
Rm 342
Home:
Work:
tomjones@winhigh.com
Account: 3 Code: 3
Terms: 30

OK [F10] Cancel

Show More Options [F2] Select Bill To [F3] Customer History [F4] Logout [F5]

Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

Line Totals:	19.50	Sub Total:	20.67
Taxable:	19.50	- Coupon:	0.00
Sales Tax:	1.17	- Deposit:	0.00
Item Count:	1.00	Total:	20.67

20.67

Tender [F10]



In a new Sales Screen....

1. Scan or enter the SKU for the item being sold.
Track you Customer (THIS IS OPTIONAL)
2. Identify the customer from your customer list and enter on the invoice.
3. Identify the customer by using the Note Function (hot key) and enter their name.
(Either way the customer's name will show up in invoice history for the sales transaction.)

Gift Cards



IN KEYBOARD SALES MODE:

When the Customer presents the Gift Card for tender.....

1. Choose the **Gift Tender** hot key on your Smart Keyboard.

(This will take you directly to **Gift Tender**!)

Gift Cards

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1422 By: POS Cashier: POS Date: 12/03/2010 Register: 1 - PL: Our Price

SCAN:

< >

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Invoice Tender	Total
GYM SHORTS GREEN	Currency [F2] Gift Cert. [F3] Adjust Credit Limit [F6] Balance [F7] OK [F10]	19.50
Customer: Tom Jones	Cash Amount 0.00 Check Amount 0.00 Balance Due: 20.67	

Gift Certificate Info

Enter Gift Certificate Number.

OK [F10] Cancel

Bill To | Ship To | Note

Tom Jones
Rm 342
Home:
Work:
tomjones@winhigh.com
Account: 3 Code: 3
Terms: 30

Put Balance On Account [F5] Use Credit Card On File [F8]

Credit Limit: 100.00

Printer Selected: Generic Receipt Printer

Change Printers [F9] Press ESCAPE To Cancel

Paid: 0.00

Quantity [F6]

Time Clock [F7] Discount [F8] Void Transaction [F9]

Logout [F5]

Line Totals:	19.50	Sub Total:	20.67
Taxable:	19.50	- Coupon:	0.00
Sales Tax:	1.17	- Deposit:	0.00
Item Count:	1.00	Total:	20.67

20.67

Tender [F10]

1

2

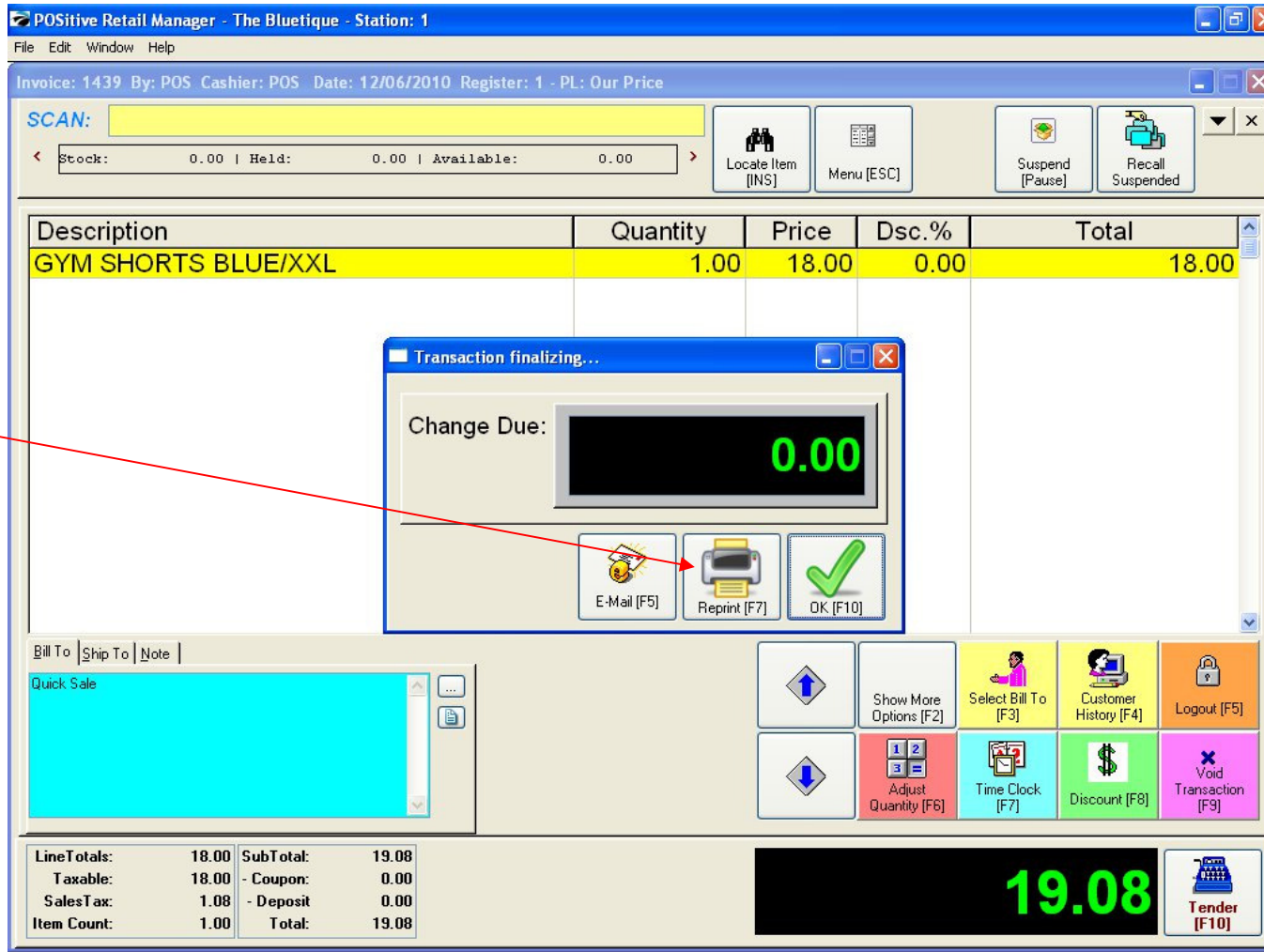
3



In Gift Certificate tender....

1. Scan the Gift Card (or enter the SKU number)

Gift Cards



Complete the Sale as you would any other sales transaction.

1. Print **TWO RECEIPTS**, one for the customer and one for your records.
(Leave Gift Card receipt in drawer to reference when balancing the cash drawer.)

Gift Cards

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1439 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price

SCAN:

Stock: 0.00 | Held: 0.00 | Available: 0.00

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Preview	Total																												
GYM SHORTS	<p>The Bluetique Manheim Township High School 1 School Road Lancaster, PA 17601 Phone: 717-560-3097</p> <table border="1"> <thead> <tr> <th>Qty</th> <th>Description</th> <th>Price</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1.00</td> <td>GYM SHORTS BL</td> <td>18.00</td> <td>18.00</td> </tr> <tr> <td colspan="2">SubTotal:</td> <td>18.00</td> <td></td> </tr> <tr> <td colspan="2">SalesTax:</td> <td>1.08</td> <td></td> </tr> <tr> <td colspan="2">Total:</td> <td>19.08</td> <td></td> </tr> <tr> <td colspan="2">Gift Certificate:</td> <td>19.08</td> <td></td> </tr> <tr> <td colspan="2">Total Paid:</td> <td>19.08</td> <td></td> </tr> </tbody> </table> <p>Gift Cert. Balance: 30.92</p>	Qty	Description	Price	Total	1.00	GYM SHORTS BL	18.00	18.00	SubTotal:		18.00		SalesTax:		1.08		Total:		19.08		Gift Certificate:		19.08		Total Paid:		19.08		18.00
Qty	Description	Price	Total																											
1.00	GYM SHORTS BL	18.00	18.00																											
SubTotal:		18.00																												
SalesTax:		1.08																												
Total:		19.08																												
Gift Certificate:		19.08																												
Total Paid:		19.08																												

Bill To | Ship To | Note | Quick Sale

Customer History [F4] Logout [F5] Void Transaction [F9]

Line Totals:	18.00	SubTotal:	19.08
Taxable:	18.00	- Coupon:	0.00
Sales Tax:	1.08	- Deposit:	0.00
Item Count:	1.00	Total:	19.08

19.08

Tender [F10]

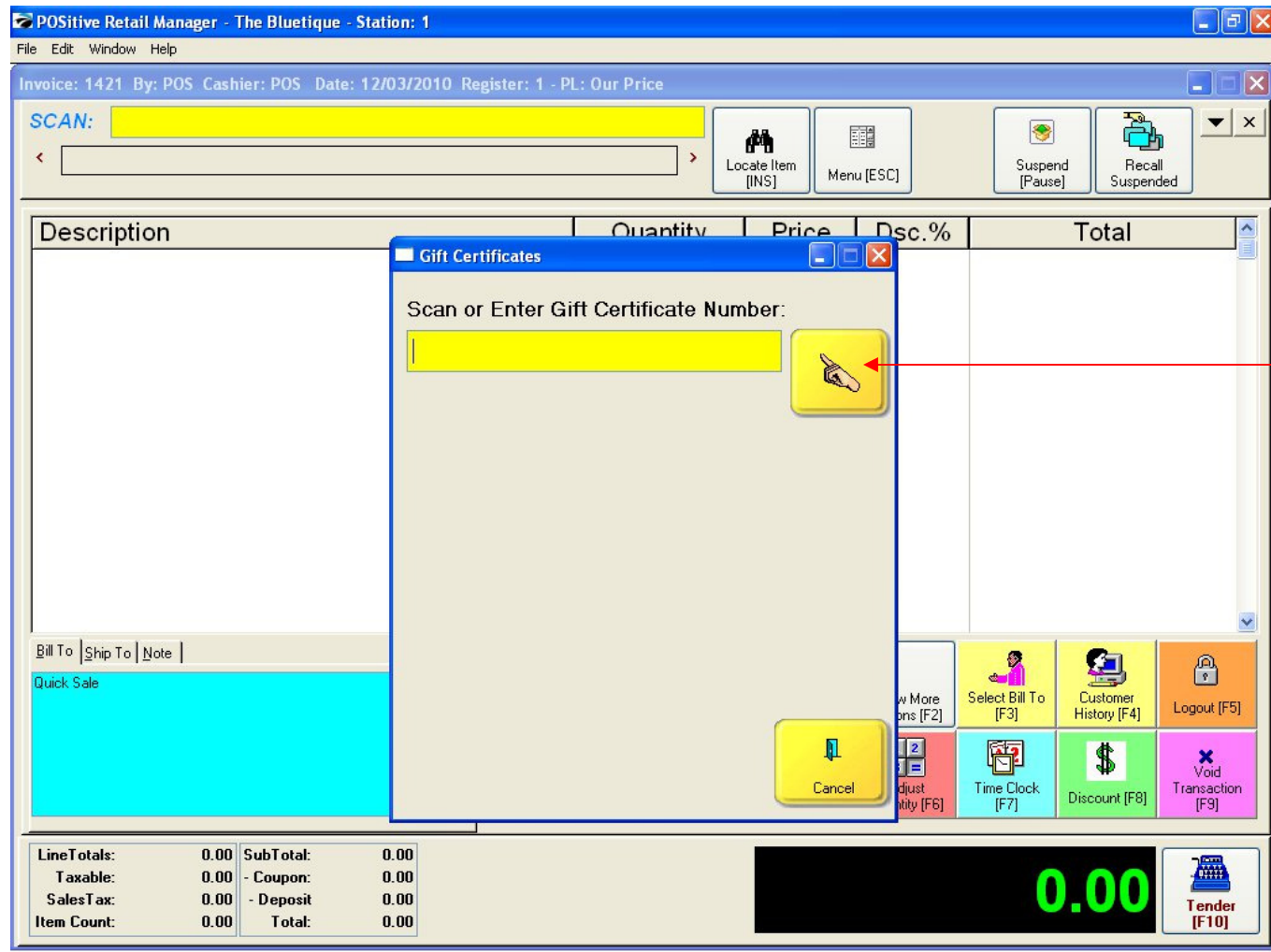
1



The sales receipt has Gift Card info. too.....

1. The remaining balance will print on the receipt for you and the customer to view.
2. If there is no balance remaining, retain the card.
(At a later date, you can resell the card.)

Gift Cards

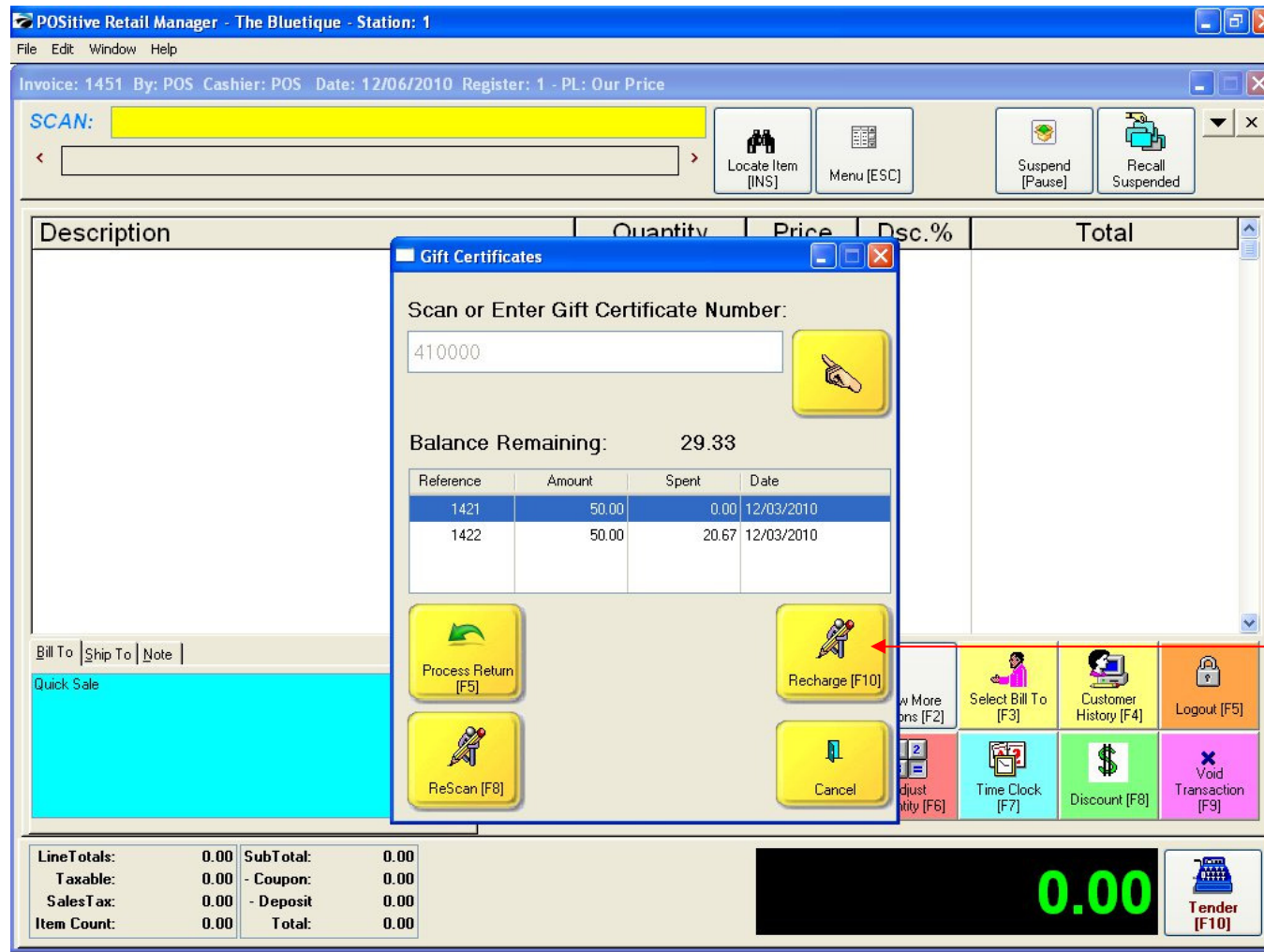


Reloading a Gift Card

To sell a gift card, start at the Invoice (sales) Screen.

1. On the Keyboard, select the **GIFT CARD** key from the row of "program" keys.
2. This is the same as entering **SKU**, **DD Manually** on the scan line.
3. Scan the **gift card bar code**, or manually enter the 5 digits.

Gift Cards



Reloading a Gift Card

Another gift certificate prompt will appear. If there is a balance or any previous transactions on this card, you will see them.

1. Select **Recharge (F10)** to add money to this card.

Gift Cards

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1451 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price

SCAN:

< >

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
<div> <div>Enter Price</div> <div>Gift Certificate</div> <div> <input type="text" value="50.00"/> <input type="button" value="OK [F10]"/> </div> </div>				

1 →

Bill To | Ship To | Note

Quick Sale

LineTotals:	0.00	SubTotal:	0.00
Taxable:	0.00	- Coupon:	0.00
SalesTax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00

Tender [F10]



Reloading a Gift Card

1. Enter the dollar amount to be deposited on the card.
2. Click OK (F10) to accept the amount

Gift Cards

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1421 By: POS Cashier: POS Date: 12/03/2010 Register: 1 - PL: Our Price

SCAN:

Stock: 0.00 | Held: 0.00 | Available: 0.00

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
GIFT CARD -----	1.00	50.00	0.00	50.00
410000				

Bill To | Ship To | Note

Quick Sale

↑ Show More Options [F2] Select Bill To [F3] Customer History [F4] Logout [F5]

↓ Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

LineTotals:	50.00	SubTotal:	50.00
Taxable:	50.00	- Coupon:	0.00
SalesTax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	50.00

50.00

Tender [F10]

1



Reloading a Gift Card

See the barcode (tracking #) appear under the Gift Card description

1. Complete the sale by **accepting tender** for the dollar amount owed.
2. To tender quickly, use the hot keys for (cash, credit card, check....etc.)



To sell a gift card, you must go to the **MANAGER** Screen:

- ## 1. Touch Manager Button



To sell a gift card, you must go to the **MANAGER** Screen:

- ### 1. Touch Gift Certificates Button



A Gift Certificate prompt will then appear.

1. Scan the gift card bar code, or manually enter the 5 digits.



Another gift certificate prompt will appear. If the gift certificate is not in your system, you will enter it now.

1. Select **Sell New (F10)** to sell this card.



1. Enter the dollar amount to be deposited on the card.
2. Click OK (F10) to accept the amount

Gift Cards

Invoice: 1443 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ *GIFTCERT	GIFT CARD -----				
	1.00	50.00	0.00	50.00	
✓ *	410002				

Quick Sale

Line Totals:	50.00	Sub Total:	50.00
Taxable:	50.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	50.00

50.00

Touch Screen Sales

Gift Certificate:

See the barcode (tracking #) appear under the Gift Card description

1. Complete the sale by accepting tender for the dollar amount owed.

Gift Cards

Invoice: 1447 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ 10GSBXXL	GYM SHORTS BLUE/XXL	1.00	18.00	0.00	18.00

Quick Sale

Line Totals: 18.00 SubTotal: 19.08
 Taxable: 18.00 - Coupon: 0.00
 Sales Tax: 1.08 - Deposit: 0.00
 Item Count: 1.00 Total: 19.08

Cursor Down Cursor Up

19.08

Touch Screen Sales

Manager Mode

Exit Program Logout Go to Sales

Balance Reg. Daily Sales Summary Gift Certificates Edit Bill To

Invoice History Make AR Payment Note Calendar

Open Cash Drawer Report Center Price Check Return From Invoice

Discount Time Clock Show Costs Void

1 2 3

In a new Sales Screen....

1. Scan or enter the SKU for the item being sold.
Track you Customer (THIS IS OPTIONAL)
2. Identify the customer from your customer list and enter on the invoice.
3. Identify the customer by using the Note Function (hot key) and enter their name.
(Either way the customer's name will show up in invoice history for the sales transaction.)

Gift Cards

Invoice: 1447 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ 10GSBXXL	GYM SHORTS BLUE/XXL	1.00	18.00	0.00	18.00

Exit Program Logout Go to Sales

Logon...

Enter Note:

Customer: Sally Jones

Go Cancel

7 8 9
4 5 6
1 2 3
0 Enter

Space Delete BackSpace

Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M , . -

JONES, SALLY

Line Totals:	18.00	Sub Total:	19.08
Taxable:	18.00	- Coupon:	0.00
Sales Tax:	1.08	- Deposit:	0.00
Item Count:	1.00	Total:	19.08

Cursor Down Cursor Up

19.08



Track you Customer (THIS IS OPTIONAL)

1. Identify the customer from your customer list and enter on the invoice.
2. Identify the customer by using the Note Function (hot key) and enter their name.
(Either way the customer's name will show up in invoice history for the sales transaction.)

Gift Cards

Invoice: 1447 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ 10GSBXXL	GYM SHORTS BLUE/XXL	1.00	18.00	0.00	18.00
Customer: Sally Jones					

JONES, SALLY

Balance Due: **19.08**

Clear **0.00**

Credit Available: 100.00

\$1 \$5 1 2 3
 \$10 \$20 4 5 6
 \$50 \$100 7 8 9
 . 0 00

Total Due: 19.08

Adjust Credit Limit Cancel

Cash [F2] Check [F3] Credit [F4]
 Finance [F7] On Account [F8]

Gift Certificate [F6]

1. Enter Amount Tendered
 2. Select Type of Tender
 If Tendering the exact Amount Due, just select the Tender Type.

Line Totals:	18.00	Sub Total:	19.08
Taxable:	18.00	- Coupon:	0.00
Sales Tax:	1.08	- Deposit:	0.00
Item Count:	1.00	Total:	19.08

Cursor Down Cursor Up

19.08



In tender....

1. Select Gift Certificate (F6)

Gift Cards

Invoice: 1448 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ 10GSBXXL	GYM SHORTS BLUE/XXL	1.00	18.00	0.00	18.00

Balance Due: **19.08**

Clear **0.00**

Logon...

Enter Gift Certificate Number:

1 →

Go Cancel

Space Delete BackSpace 0 Enter

Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M , . -

Quick S

Line Totals:	18.00	SubTotal:	19.08
Taxable:	18.00	- Coupon:	0.00
SalesTax:	1.08	- Deposit:	0.00
Item Count:	1.00	Total:	19.08

Cursor Down Cursor Up

19.08



In Gift Certificate tender....

1. Scan the Gift Card (or enter the SKU number)

Gift Cards

Invoice: 1448 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ 10GSBXXL	GYM SHORTS BLUE/XXL	1.00	18.00	0.00	18.00

Change Due: 0.00

E-Mail [F5] Reprint [F7] OK [F10]

Quick Sale

Line Totals:	18.00	SubTotal:	19.08
Taxable:	18.00	- Coupon:	0.00
Sales Tax:	1.08	- Deposit:	0.00
Item Count:	1.00	Total:	19.08

Cursor Down Cursor Up

19.08



Complete the Sale as you would any other sales transaction.

1. Print **TWO RECEIPTS**, one for the customer and one for your records.
(Leave Gift Card receipt in drawer to reference when balancing the cash drawer.)

Gift Cards

Invoice: 1448 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ 10GSBXXL	GYM SHORTS BLUE/XXL	1.00	18.00	0.00	18.00

Change Due: 0.00

OK [F10]

1

Preview

1 of 1

Manheim Township High School
1 School Road
Lancaster, PA 17601
Phone: 717-560-3097

Qty	Description	Price	Total
1.00	GYM SHORTS BL	18.00	18.00

SubTotal: 18.00
SalesTax: 1.08
Total: 19.08
Gift Certificate: 19.08
Total Paid: 19.08

Gift Cert. Balance: 11.84

Thank You for Shopping @ our School Store.

Quick Sale

Close

Line Totals:	18.00	SubTotal:	19.08
Taxable:	18.00	- Coupon:	0.00
SalesTax:	1.08	- Deposit:	0.00
Item Count:	1.00	Total:	19.08

Cursor Down

Cursor Up

19.08



The sales receipt has Gift Card info. too.....

1. The remaining balance will print on the receipt for you and the customer to view.
2. If there is no balance remaining, retain the card.
(At a later date, you can resell the card.)



To sell a gift card, you must go to the **MANAGER** Screen:

- A Gift Certificate prompt will then appear.

3. Scan the gift card bar code, or manually enter the 5 digits.



Another gift certificate prompt will appear. If there is a balance or any previous transactions on this card, you will see them.

1. Select **Recharge (F10)** to add money to this card.



1. Enter the dollar amount to be deposited on the card.
2. Click OK (F10) to accept the amount

Gift Cards

Invoice: 1453 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ *GIFTCERT	GIFT CARD	1.00	50.00	0.00	50.00
✓ *	410002				

Quick Sale

Line Totals: 50.00 SubTotal: 50.00
 Taxable: 50.00 - Coupon: 0.00
 SalesTax: 0.00 - Deposit: 0.00
 Item Count: 0.00 Total: 50.00

Cursor Down Cursor Up

50.00

Touch Screen Sales

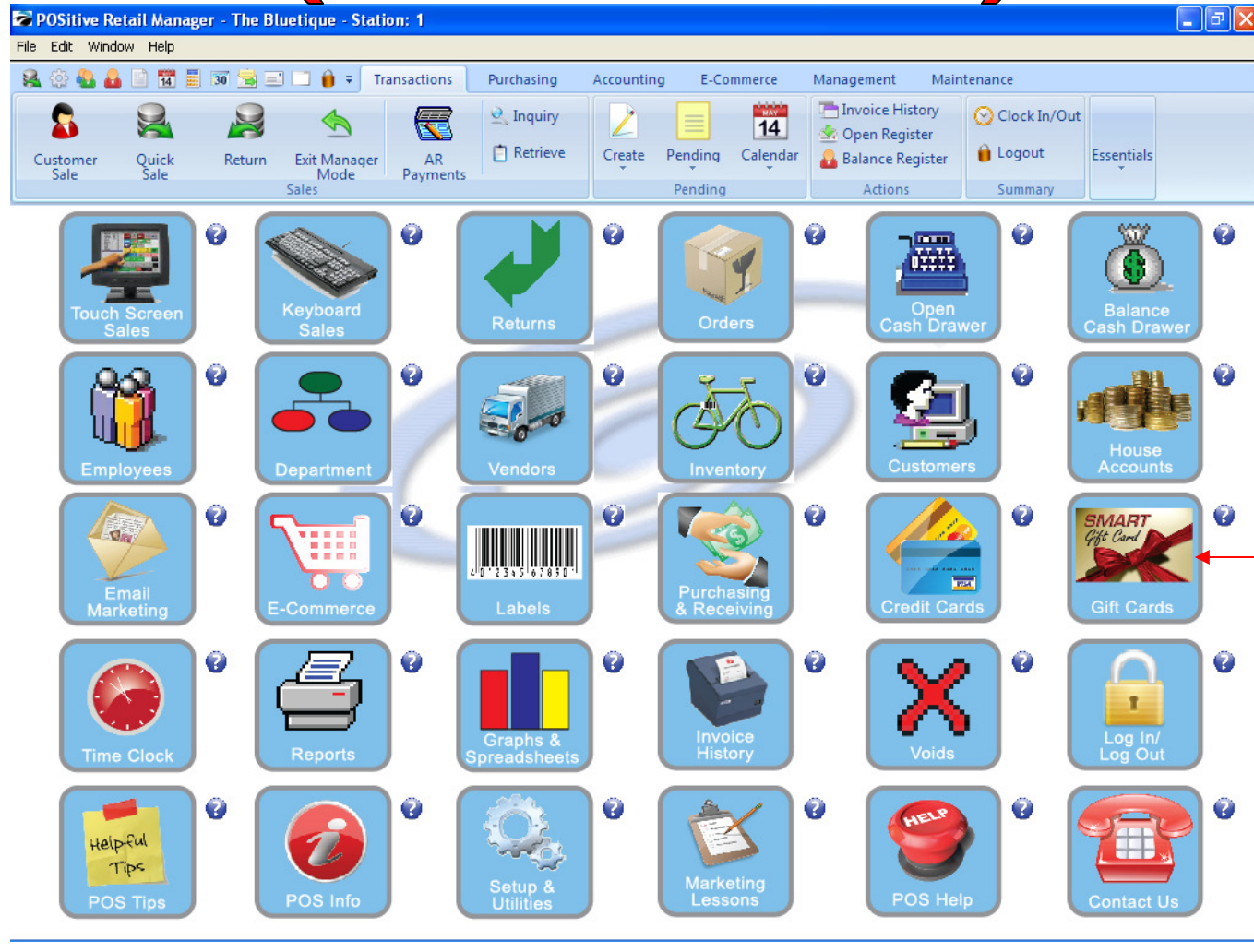
1

Reloading a Gift Card

See the barcode (tracking #) appear under the Gift Card description

1. Complete the sale by accepting tender for the dollar amount owed.

Manager Mode (Gift Cards)

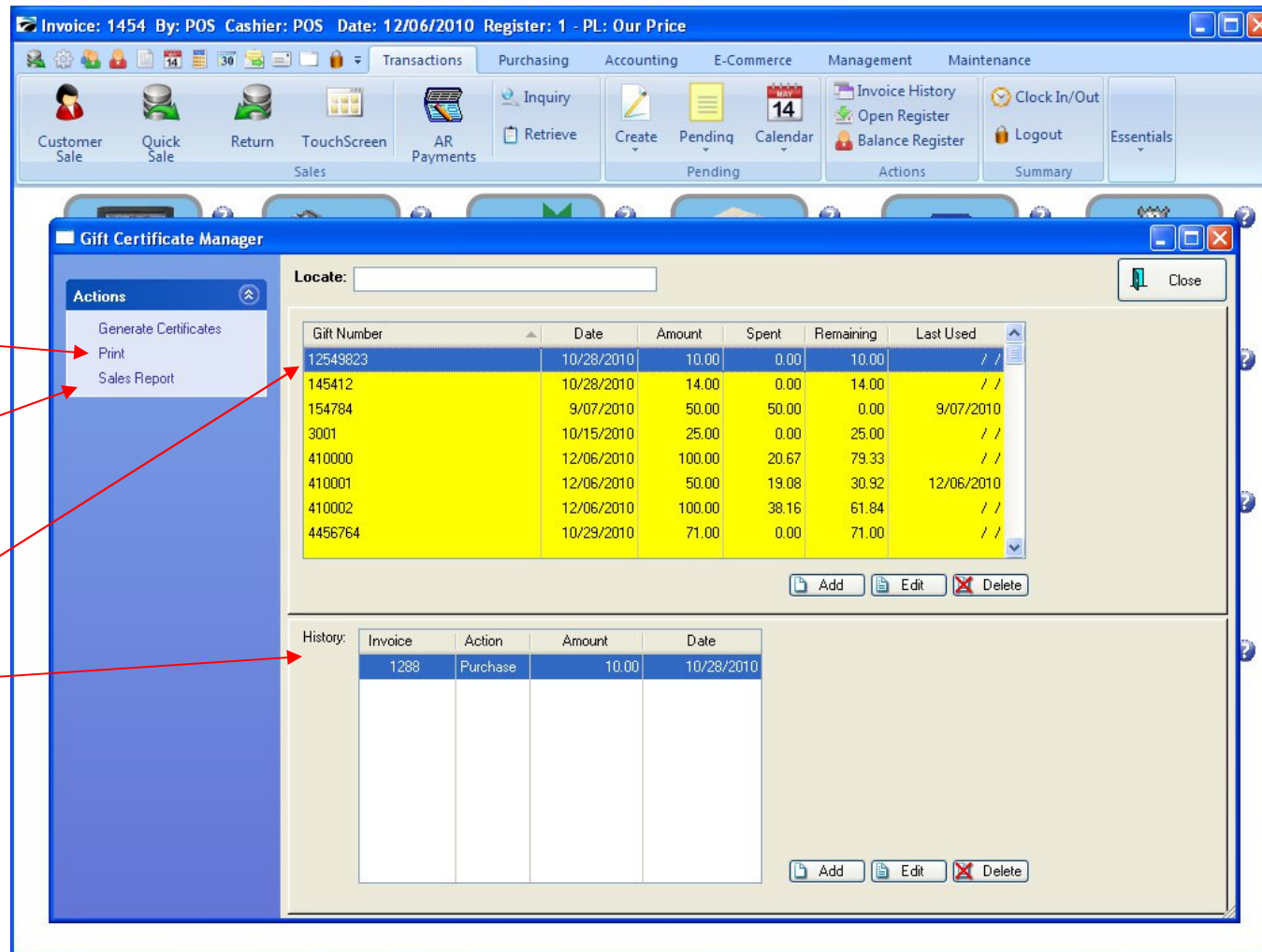


IN MANAGER MODE:

To view Gift Cards, go to Gift Cards.

1. Select Gift Card Button

Gift Cards



Gift Certificate Manager

1. All Gift Cards sold will appear by card (barcode) number.
Other info to view: Date sold with \$ amount, Remaining \$ balance, and last date used.
2. Every transaction the card was used for will appear when the card is highlighted...
3. Choose Print (F7) for a Report of Outstanding Gift Card Balances
4. To print a Gift Card Sales History (by date), select Sales Report (F8)

Gift Cards

Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
1	20,754

Gift Certificates Outstanding
Confidential

Number	Date Sold	By	Invoice	Sold To	Amount	Spent	Balance
3001	10/15/2010	POS	1204	Quick Sale	25.00	0.00	25.00
12549823	10/28/2010	POS	1288	Quick Sale	10.00	0.00	10.00
4875641	10/28/2010	POS	1289	Quick Sale	14.00	0.00	14.00
145412	10/28/2010	POS	1290	Quick Sale	14.00	0.00	14.00
5221	10/28/2010	POS	1290	Quick Sale	11.00	0.00	11.00
4456764	10/29/2010	POS	1299	Quick Sale	71.00	0.00	71.00
410000	12/06/2010	POS	1451	Quick Sale	100.00	20.67	79.33
410001	12/06/2010	POS	1438	Quick Sale	50.00	19.08	30.92
410002	12/06/2010	POS	1453	Quick Sale	100.00	38.16	61.84
Total Outstanding:							317.09

Zoom: 100% 1 pages, 20.3Kb



Gift Certificates Outstanding Report

1. This report will show all of the outstanding Gift Cards with money on them.
2. You will also show a total amount

Gift Cards

Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

Date	Invoice #	Customer Name	Amount
12/03/2010	1421	Quick Sale	50.00
12/06/2010	1438	Quick Sale	50.00
12/06/2010	1443	Quick Sale	50.00
12/06/2010	1451	Quick Sale	50.00
12/06/2010	1453	Quick Sale	50.00
			<hr/>
			250.00

Gift Certificate Sales Report
Confidential

Start Date: 12/01/2010
Start Time: 12:00 AM
End Date: 12/31/2010
End Time: 11:59 PM

Page Size: 1 10,206

Zoom: 100% 1 pages, 10.0Kb



Gift Certificate Sales Report

1. This will show all gift cards sold in a particular time period.