# **Gift Receipt**

Top Previous Next

A gift receipt is typically a duplicate invoice without SKUs and pricing. This receipt is given with the gift so that the easily make an exchange if necessary.

NOTE: The directions below assume that you will be using a 40 column receipt printer for printing of invoices and you are using a different printer, contact your dealer.

#### Advanced Printing Setup

Using the Advanced Printing feature, you can set PFW to print a specialized form at the time of invoicing. 1) Go to File: System: System Setup: Stations

- 2) Edit your station (note each computer using PFW should have it's own station setup)
- 3) On the lefthand side, highlight Invoice just below Printers/E-Mail
- 4) Select the Advanced Printing tab See Advanced Printing

ieneral — Program Start	Printers/E-Mail
<ul> <li>Screen Settings</li> <li>Invoice/Misc</li> <li>Packing Slips</li> <li>Customer Label</li> <li>Register Balance</li> <li>Cash Drawer</li> <li>Pole Display</li> <li>Credit Card Processing</li> <li>Portable Scanner</li> <li>Multi-Monitor Support</li> <li>Trinters/E-Mail</li> <li>Invoice</li> <li>Alternate Invoice</li> <li>Layaway</li> <li>Orders</li> <li>Internet Orders</li> <li>Service</li> <li>Quotes w/Costs</li> <li>Contract Pricing</li> </ul>	Invoice Printer Type: C Laser/Ink Jet Printer Receipt/Dot Matrix Printer Windows Printer Driver: Generic / Text Only Physical Printer: Generic Receipt Printer Form: 5 Copies: 1 * E-Mail Forms Advanced Printing Advanced Printing Definitions
– Deposit Receipt – AR Receipt – Consignment Agrmnt – Recurring Invoices	Add X Ede N Outer

5) Choose Add

6) Fill in the fields as illustrated here.

Description:	40 Column Gift Receipt	
	Print Type	
	O Windows Form	Copies:
	<ul> <li>Direct To Port Form</li> </ul>	
Printer:	Generic Receipt Printer	
Windows Printer:	Generic / Text Only	
Printer Form:	104	
Windows Form:		
Condition:		Conditions that can be set:
		Category
Item Prompt:	Do you want a GIFT RECEIPT?	ItemSKU ItemDescription
	Print once for this condition	

Printer Form. Choose the ... lookup button to find a predefined Gift Receipt form.

IMPORTANT - If a Gift Receipt Form does not already exist, then you will need to create one. This is a one-time follow these steps.

**How To Create A Receipt Form** (if not already viewing this screen, Go to File: Editors: Transaction Receipt Edit 1) Highlight Form 4

- 2) Click on Clone button (lower left corner)
- 3) Give it a number and a name for the new form.

Form       Description         1       Plain Paper, Invoice         2       Plain Paper, Packing Slip, Laser Printer         3       40 Column Receipt, Australia, Price Inc. Tax         4       40 Column Receipt, 2 Lines, Customer Name         6       40 Column Receipt, 2 Lines, Customer Name         7       40 Column Receipt, Custor         7       40 Column Receipt, Australia, Price Inc. Tax         2       1       5         40 Column Receipt, 2 Lines, Customer Name       2         6       40 Column Receipt, Austr.         9       Pain Paper, Invoice         1       9         1       10         9       Pain Paper, Invoice         10       7         10       7         11       101         11       101         12       101         13       40 Column Layaway Rece         14       Layaway Deposit Receipt         12       Pain Paper, Order	Print	er Forms						
Form Description         1       Plain Paper, Invoice         2       Plain Paper, Packing Slip, Laser Printer         3       40 Column Receipt, Australia, Price Inc. Tax         4       40 Column Receipt, 2 Lines, Customer Name         6       40 Column Receipt, 2 Lines, Customer Name         6       40 Column Receipt, 2 Lines, Customer Name         7       40 Column Receipt, Australia, Price Inc. Tax         1       5       0         40 Column Receipt, Customer Name       10         6       40 Column Receipt, Customer Name       2         8       40 Column Receipt, Invoice         10       7       Invoice Number         11       10       7         12       Plain Paper, Invoice       10         13       40 Column Receipt       Copy Form To         9       Plain Paper, Order       Second         14       Layaway Deposit Receipt       New Form Description:         14       Layaway Deposit Receipt       New Form Description:         14       Layaway Deposit Receipt       New Form Description:         19       Plain Paper, Order       Second         2       Plain Paper, Order       Second         2       Plain Paper, Orde	Faller	No. 200	121	Heade	r Detai	I Eoot	er	
2       Plain Paper, Packing Slip, Laser Printer         3       40 Column Receipt, Australia, Price Inc. Tax         4       40 Column Receipt, 2 Lines, Customer Name         5       40 Column Receipt, 2 Lines, Customer Name         6       40 Column Receipt, Customer Name         7       40 Column Receipt, Customer Name         8       40 Column Receipt, Customer Name         9       7         10       7         10       7         10       7         10       10         10	Form 1	Plain Paper, Invoice:		Line	Clmn	Lngth	Field Name/Text	Line Text
3       40 Column Receipt, Australia, Price Inc. Tax       1       5       0       Decimal Codes       34.'0''.34         4       40 Column Receipt, 2 Lines, Customer Name       2       1       8       Text       Receipt:         5       40 Column Receipt, Customer Name       2       10       7       Invoice Number       2       30       8       Date         7       40 Column Receipt, Austra       *       Copy Form To       2       30       8       Date         9       Plain Paper, Invoice, Lase       *       Copy Form To       *       *       egister:         9       Plain Paper, Invoice, Lase       *       Form Destination Number:       104 € (101 - 255*)       New Form Description:       40 Column Gift Receipt       *         1       Plain Paper, Order       Layaway Deposit Receipt       New Form Description:       40 Column Gift Receipt       *       *         1       Plain Paper, Order       Layaway Deposit Receipt       *       New Form Description:       40 Column Gift Receipt       *       *         1       Plain Paper, Order       Layaway Deposit Receipt       *       *       *       *       *       *       *       *       *       *       *       *       * </td <td>2</td> <td>Plain Paper, Packing Slip, La</td> <td>iser Printer 🚽 🚽</td> <td>1</td> <td>1</td> <th>4</th> <th>Decimal Codes</th> <td>27,28,112,1</td>	2	Plain Paper, Packing Slip, La	iser Printer 🚽 🚽	1	1	4	Decimal Codes	27,28,112,1
5       40 Column Receipt, 2 Lines, Customer Name       2       1       7       Invoice Number         6       40 Column Receipt, Customer Name       2       30       8       Date       egister:         7       40 Column Receipt, Austration Receipt, Invoice       Edit       Copy Form To       egister:       egister:         9       Plain Paper, Invoice, Lase       Form Destination Number:       104 € (101 - 255*)       None:       egister:         12       Plain Paper, Layaway       Form Description:       40 Column Gift Receipt       hone:         13       40 Column Layaway Receipt       New Form Description:       40 Column Gift Receipt       hone:         14       Layaway Deposit Receipt       *Forms 1-100 are reserved by POSitive       ✓ OK       ✓ Cancel         *       *Forms 1-100 are reserved by POSitive       ✓ OK       ✓ Cancel       escription         *       *Select       ✓ Add       ✓ Edit       Delete       for Bail         *       *       Selects       ✓ Add       ✓ Edit       Edit       Edit         *       *       *       *       *       Edit       Edit </td <td>3</td> <td>40 Column Receipt, Australia</td> <td>, Price Inc. Tax</td> <td>1</td> <td>5</td> <th>0</th> <th>Decimal Codes</th> <td>,34,"0",34 Receipt:</td>	3	40 Column Receipt, Australia	, Price Inc. Tax	1	5	0	Decimal Codes	,34,"0",34 Receipt:
6 40 Column Receipt Printer 7 40 Column Receipt, Custor 8 40 Column Receipt, Austri- 9 Plain Paper, Invoice 10 Plain Paper, Layaway 12 Plain Paper, Layaway 12 Plain Paper, Layaway Receipt 13 40 Column Layaway Receipt 14 Layaway Deposit Receipt 19 Plain Paper, Orders, Laser * Form Description: 40 Column Gift Receipt * Forms 1-100 are reserved by POSitive * Forms 1-100 are reserved by POSitive * Forms 1-100 are reserved by POSitive * Select * Add * Edit Delete * Cancel * Cance	5	40 Column Receipt, 2 Lines,	Customer Name	2	10	7	Invoice Number	neceipt.
7       40 Column Receipt, Luster         8       40 Column Receipt, Austr.         9       Plain Paper, Invoice         10       Plain Paper, Invoice, Lase         11       Plain Paper, Layaway         12       Plain Paper, Layaway         12       Plain Paper, Layaway         12       Plain Paper, Layaway         12       Plain Paper, Cayaway         12       Plain Paper, Order         13       40 Column Layaway Receipt         14       Layaway Deposit Receipt         15       New Form Description:         40 Column Bitt Receipt       It         14       Forms 1-100 are reserved by POSitive         15       School Mark         16       Delete         17       School Mark         18       Index         19       Export         10	6	40 Column Receipt Printer		2	30	8	Date	Baarta
9       Plain Paper, Invoice, Lase         10       Plain Paper, Layaway         12       Plain Paper, Layaway, Las         13       40 Column Layaway Rece         14       Layaway Deposit Receipt         12       Plain Paper, Order         12       Plain Paper, Orders, Lase         ** Forms 1-100 are reserved by POSitive       ✓ OK X Cancel         ** Select       ** Forms 1-100 are reserved by POSitive         ** Select       ** Cancel         ** Select       ** Cancel         ** Select       ** Add         ** Edit PCL Objects       ** Add         ** Close       ** Edit PCL Objects	8	40 Column Receipt, Custo	Copy Form To					× fegister:
10       Plain Paper, Invoice, Lase         11       Plain Paper, Layaway         12       Plain Paper, Layaway, La:         13       40 Column Layaway Rece         14       Layaway Deposit Receipt         19       Plain Paper, Order         22       Plain Paper, Order         22       Plain Paper, Order         22       Plain Paper, Order         22       Plain Paper, Order         23       Forms 1-100 are reserved by POSitive         *Forms 1-100 are reserved by POSitive       OK         *Forms 1-100 are reserved by POSitive       OK         *Forms 1-100 are reserved by POSitive       OK         *Forms 1-100 are reserved by POSitive       Add         *Form Description       Add         *Form Description       Add         *Form Description       Add         *Forms 1-100       Print         *	9	Plain Paper, Invoice						
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14       Layaway Deposit Receipt         21       Plain Paper, Order         22       Plain Paper, Orders, Lasei         *Forms 1-100 are reserved by POSitive       Image: Close         *Forms 1-100 are reserved by POSitive       Image: Close         *Image: Close       Print Grid	13	40 Column Layaway Rece	New Form Descript	ion: 140 (	Column (	Sift Ber	-eint	0.0010000
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<u>Close</u>		i						
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Close						:6		
			🚺 Close					

4) Choose OK

5) Choose to Clone the Entire Fom

6) Highlight the new form

7) On the right are 3 tabs: Header, Detail, and Footer which need to be edited.

--- Modify the Header ---

On the Header tab, edit the line which says "Text - Receipt:
 In the Line Text Field change it to read GIFT RECEIPT:

3) Also change the value in the Length field to 144) At the bottom of the Header section, delete the 4 Text lines for Qty, Description, Price, and Total. Highlight the Delete button for each entry.

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Form	Description		Claur	L comble	Tight Massa /T and	Line Test
12	AH Receipt, 40 Column	Line	Limn	Lingth	Field Name/ Lext	
01	Plain Paper, Consignment Agront		5	0	Decimal Lodes	CIET DECEIDT
89	Becurring Invoice E-Mail Beceint	2	10	7	Invoice Number	GIFT NECEIFT.
90	Invoice E-Mail	2	30	8	Date	
91	Orders E-Mail	3	Ĩ	9	Text	Register:
92	Layaway E-Mail	3	11	2	Register Number	13 CHT #1015100
93	Service Order E-Mail	3	13	3	SalesID	
94	Quotes E-Mail	3	30	7	Time	
95	Quotes w/Costs E-Mail	5	1	40	Company Name	
96	Contract Pricing E-Mail	6	1	40	Company Address	
97	Purchase Orders E-Mail		1	40	Company City/ST/Zip	
98	HMA E-Mail	8	1	10	l ext	Phone:
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After your changes the layout could look like this:

		1 Heade	Deta	il Foot	er	
Form	Description		-	1	(Viii)	22
72	AR Receipt, 40 Column	Line	Clmn	Lngth	Field Name/Text	Line Text
81	Plain Paper, Consignment Agrmnt	1	1	4	Decimal Codes	27,28,112,1
82	Plain Paper, Consignment Agrmnt, Laser Printer	1	5	.0	Decimal Codes	,34,"0",34
89	Recurring Invoice E-Mail Receipt	2		8	Text	
90	Invoice E-Mail	4	10	6	Invoice Number	
31	Urders E-Mail	4	30	8	Date	
92	Layaway E-Mail Service Order E Mail	3		3	Desister Number	Hegister:
0.0	Ouotee E Mail	2	12	22	SaladD	
95	Quotes w/Costs F-Mail	3	30	7	Time	
96	Contract Pricing E-Mail	5	1	40	Company Name	
97	Purchase Orders F-Mail	- Ă	1	40	Company Address	
98	BMA E-Mail	7	i	40	Company City/ST/Zip	
99	Internet Order E-Mail	8	1	6	Text	Phone:
100	Test	8	7	12	Company Phone	
104	40 Column Gift Receipt	11	1	40	Line	
•	) <b>•</b>					
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			-	-		

### --- Modify the Detail ---

Since a Gift Receipt needs no information about individual line items, delete all lines from the Detail section.

Form       Description         72       AR. Receipt, 40 Column         71       AR. Receipt, 40 Column         72       AR. Receipt, 40 Column         73       AR. Receipt, 40 Column         74       AR. Receipt, 40 Column         75       AR. Receipt, 40 Column         74       AR. Receipt, 40 Column         75       AR. Receipt, 40 Column         76       Paper, Consignment Agrmnt, Laser Printer         77       Point Paper, Consignment Agrmnt, Laser Printer         79       Invoice E-Mail         71       Duders E-Mail         72       Layaway E-Mail         73       Service Order E-Mail         74       Quotes E-Mail         75       Quotes E-Mail         76       Contact Pricing E-Mail         77       Purchase Orders E-Mail         78       Receipt         79       Purchase Orders E-Mail         700       Test         704       40 Column Gift Receipt         71       Y         79       Edit PCL Objects         70       Print Grid			1 Head	er Deta	il Foote	er		
72       AR Receipt, 40 Column         81       Plain Paper, Consignment Agrmnt, Laser Printer         82       Recurring Invoice E-Mail Receipt         91       Orders E-Mail         92       Layaway E-Mail         93       Service Order E-Mail         94       Quotes E-Mail         95       Quotes E-Mail         96       Contract Pricing E-Mail         97       Purchase Orders E-Mail         98       RMA E-Mail         99       Purchase Orders E-Mail         90       Test         100       Test         100       Test         1004       # Edit @ Delete         **       Mail         91       Import         91       Receipt         **       Mail         92       Feature         94       Quotes stMail         95       Quotes tMail         96       Contract Pricing E-Mail         97       Purchase Orders E-Mail         98       Maternal         99       Imment Order E-Mail         90       Column Gift Receipt         **       Edit PCL @bjects         **       Edit PCL @bjects	Form	Description 🔺	1					
Add      Add      Add      Add      Add      Edit Delete     Export     Clone     Print Grid     Print	72 81 82 89 90 91 92 93 94 95 96 97 98 99 100 104	AR Receipt, 40 Column Plain Paper, Consignment Agrmnt Plain Paper, Consignment Agrmnt, Laser Printer Recurring Invoice E-Mail Orders E-Mail Layaway E-Mail Service Order E-Mail Quotes E-Mail Quotes W/Costs E-Mail Contract Pricing E-Mail Purchase Orders E-Mail RMA E-Mail Internet Order E-Mail Test 40 Column Gift Receipt		Clmn -	Lingth	Field Name/Text		ne Text
	< ♥, :↔ <u>†→</u> Imj ₩	Add Section Delete		Edit PC	L <u>O</u> bject	5	<u> </u>	1d   <u>** 80  </u>

--- Modify the Footer ---

1) On the Footer you will erase all entries referencing tender. Leave only the lines as pictured here.

		1 Heade	er Deta	i Eoc	oter		
Form	Description	· .	st <sup>tti</sup> vi				
72	AR Receipt, 40 Column	Line	Clmn	Lngth	Field Name/Text	Line Text	
81	Plain Paper, Consignment Agrmnt	25	1	40	Large Text		
82	Plain Paper, Consignment Agrmnt, Laser Printer	26	]	40	Line		
89	Recurring Invoice E-Mail Receipt	2/	]	40	Policy Statement		
90	Invoice E-Mail	28	1	3	EndUfLine (LR/LF)		
31	Urders E-Mail	29		2	EndUrLine (CR/LF)		
92	Cayaway E-Mail	30		3	Endurune (CR/LF)		
0.4	Duotoo E Mibil	20		2			
95	Quotes El Mail Duotes w/Costs El Mail	34	1.1		rearon		
96	Contract Pricing E-Mail						
97	Purchase Orders E-Mail						
98	BMA E-Mail						
99	Internet Order E-Mail						
100	Test						
104	40 Column Gift Receipt						
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- 2) Edit the Large Text line.3) Erase anything in the Instructions line.

		Justification
Line Number:	25 🚽	• Left
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eengar.	1 <u>40</u>	Line Font
Field Name:	Large Text 📃	10 CPI
Line Text:		C 12 CPI
	Move Up If Space Above Blank	C User Defined 1
	Move No Higher Than Line 3	C User Defined 2
	indicate thigher that take [c	Coser Denned 3
Instructions:	1	

4) Click on the Large Text tab and type your policy for returns and exchanges.



Close and Save your form. Choose Select button

## How To Print A Gift Receipt

Create an invoice and tender it.

After the Change Due screen you will be prompted to print a Gift Receipt.

Processing	
Change Due	POSitive Alert!
P	B ON SARIO IN WONDERLAND Do you want a GIFT RECEIPT?
TE	OKCancel

Press Enter to print the receipt Press ESCape to not print the receipt

## How To Make A Refund Using The Gift Receipt

When a customer comes to make an exchange and presents you with a gift receipt follow these simple steps. 1) create a new invoice

2) when prompted for the SKU type a minus sign and then the Gift Receipt number. For example -1012. Then pr

3) select the item from the list to be returned.

4) and process the invoice.

Transaction 🔚	n Window							
[ESC] Me	nu Invoice: Not A	ssigned By POS C	ashier: POS Date: (	3/14/2004 Register	c1			
SCAN: -10	012	20-00			<u></u>	ookup Item	INS]	
SKU	Customer Invoice I	History						
<u>B</u> ill To	SKU SNA1 CAN7UP SCARF	Description DELUXE JOYS 7-UP CAN PURPLE SCAP BARIO IN WO	TICK }F NDERLAND	Qnty 1.00 1.00 1.00 1.00	B'Order 0.00 0.00 0.00	Price 24.00 0.75 7.95 30.00	Dsc% 0.00 0.00 0.00 0.00	
Quick S LineTotals: Taxable: SALESTAX: Item Count:	✓ <u>I</u> ag/UnTag (S 0.00 0.00 0.00 0.00 0.00	pace) <u>v</u> T SubTotal: - Coupon: - Deposit Total:	ag All (F7)	Untag All [F8]			Proc	ess [F10]