Gift Receipt

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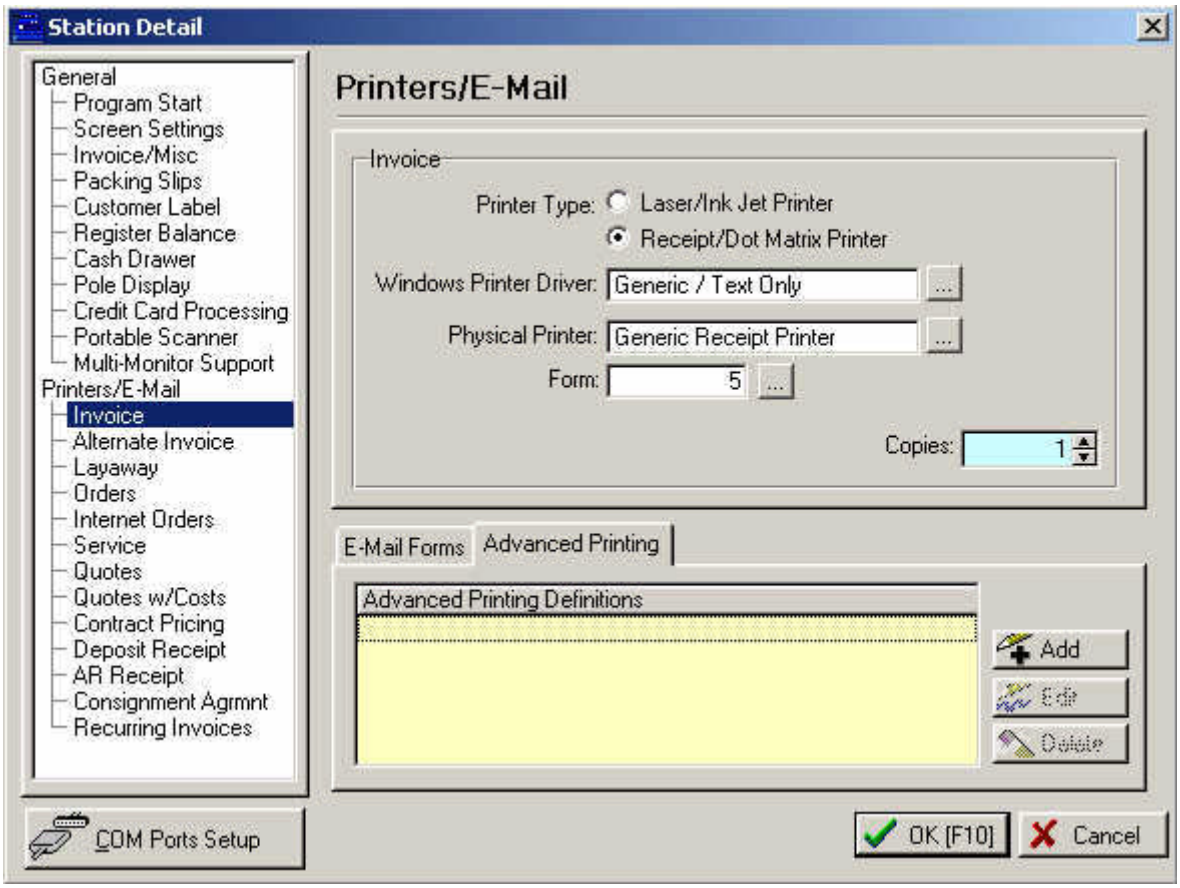
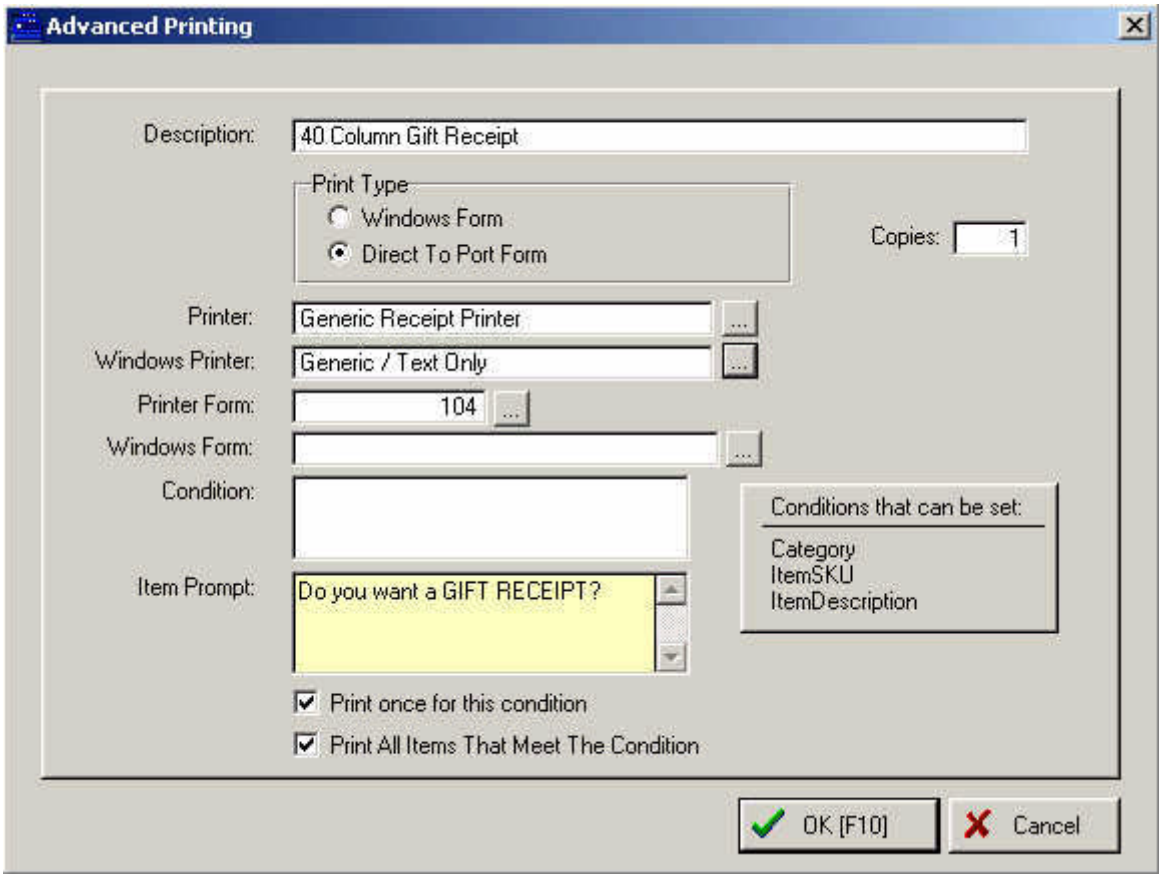
A gift receipt is typically a duplicate invoice without SKUs and pricing. This receipt is given with the gift so that the easily make an exchange if necessary.

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



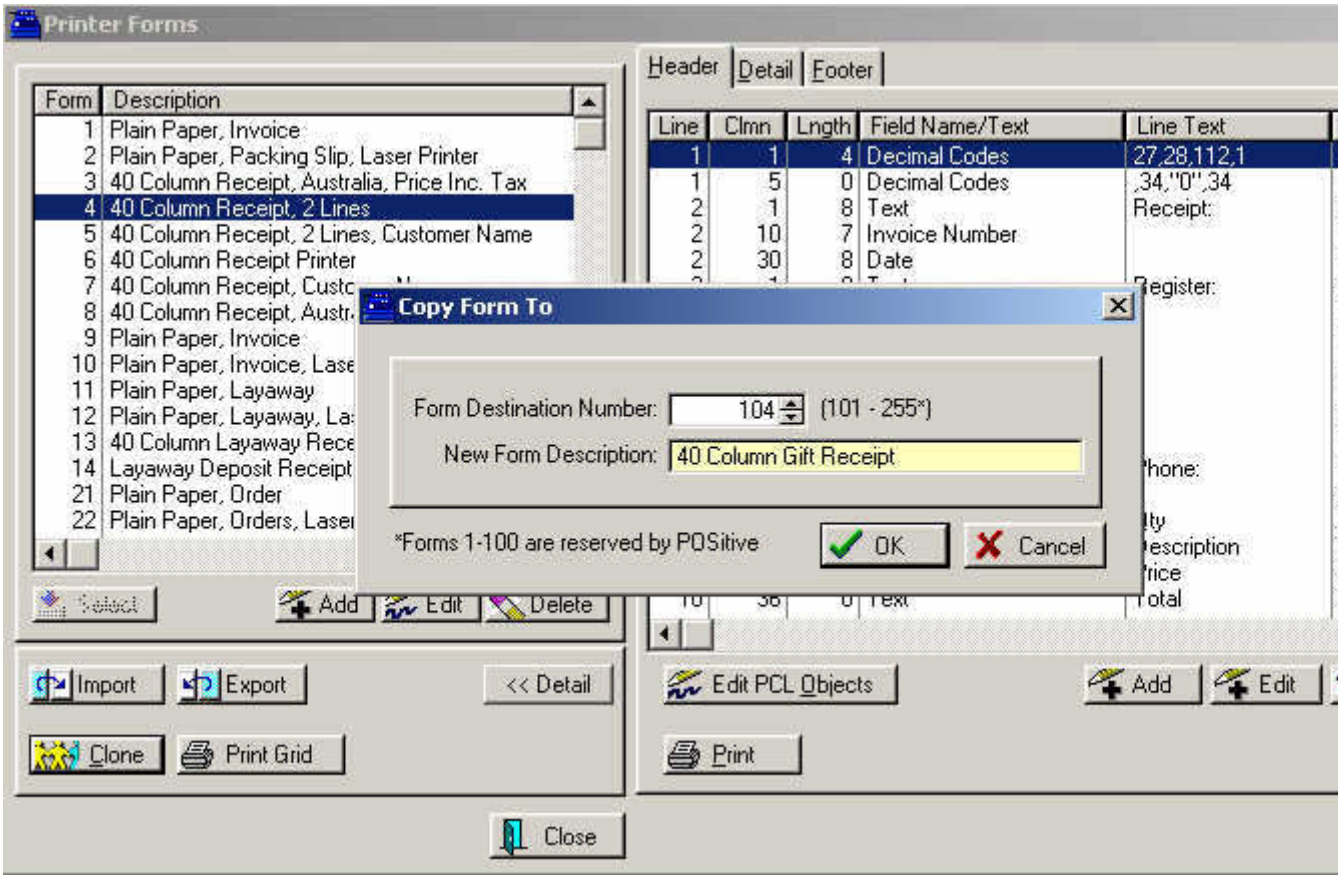
5) Choose Add
6) Fill in the fields as illustrated here.



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.

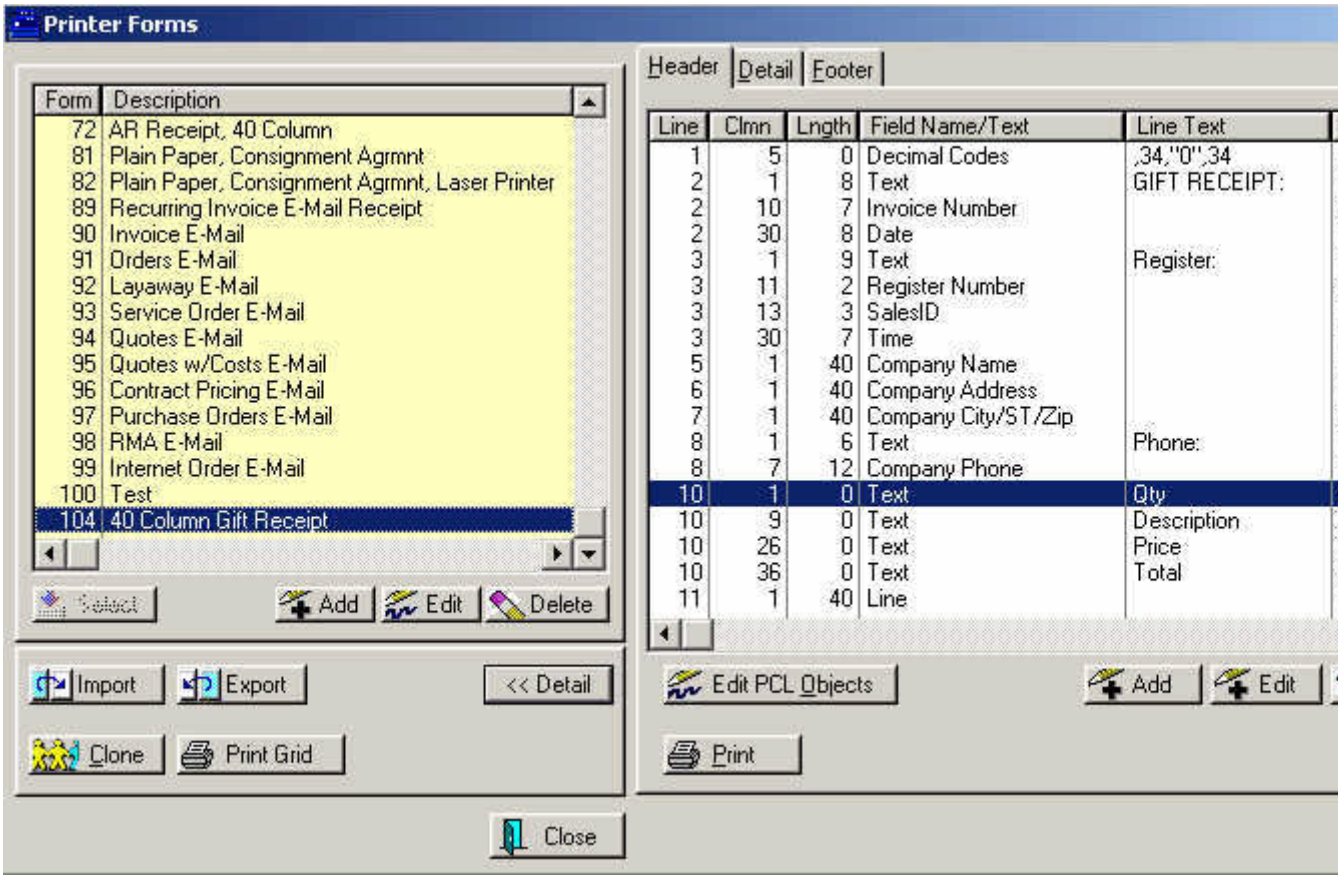
How To Create A Receipt Form (if not already viewing this screen, Go to File: Editors: Transaction Receipt Edit
1) Highlight Form 4
2) Click on Clone button (lower left corner)
3) Give it a number and a name for the new form.



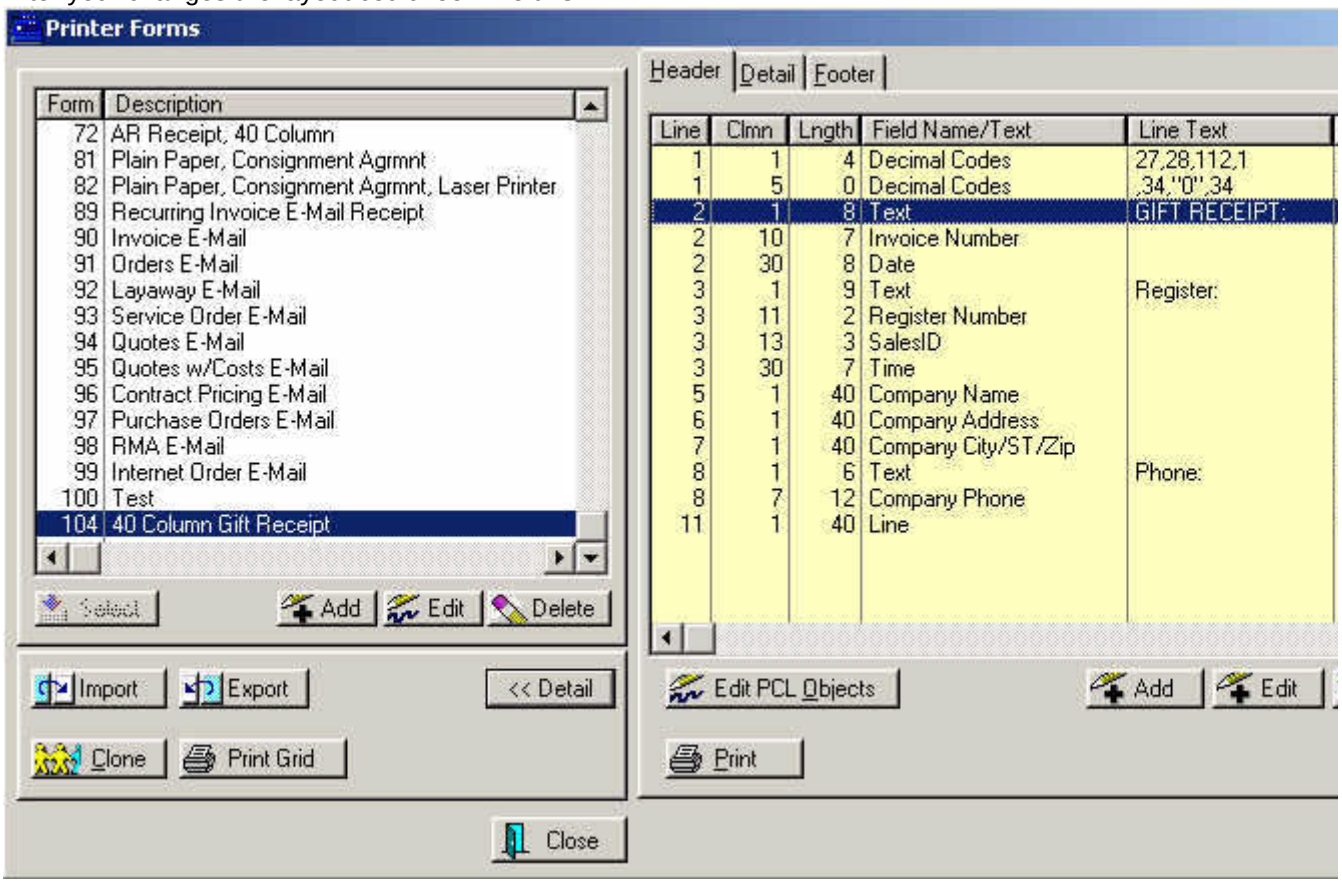
4) Choose OK
5) Choose to Clone the Entire Fom
6) Highlight the new form

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

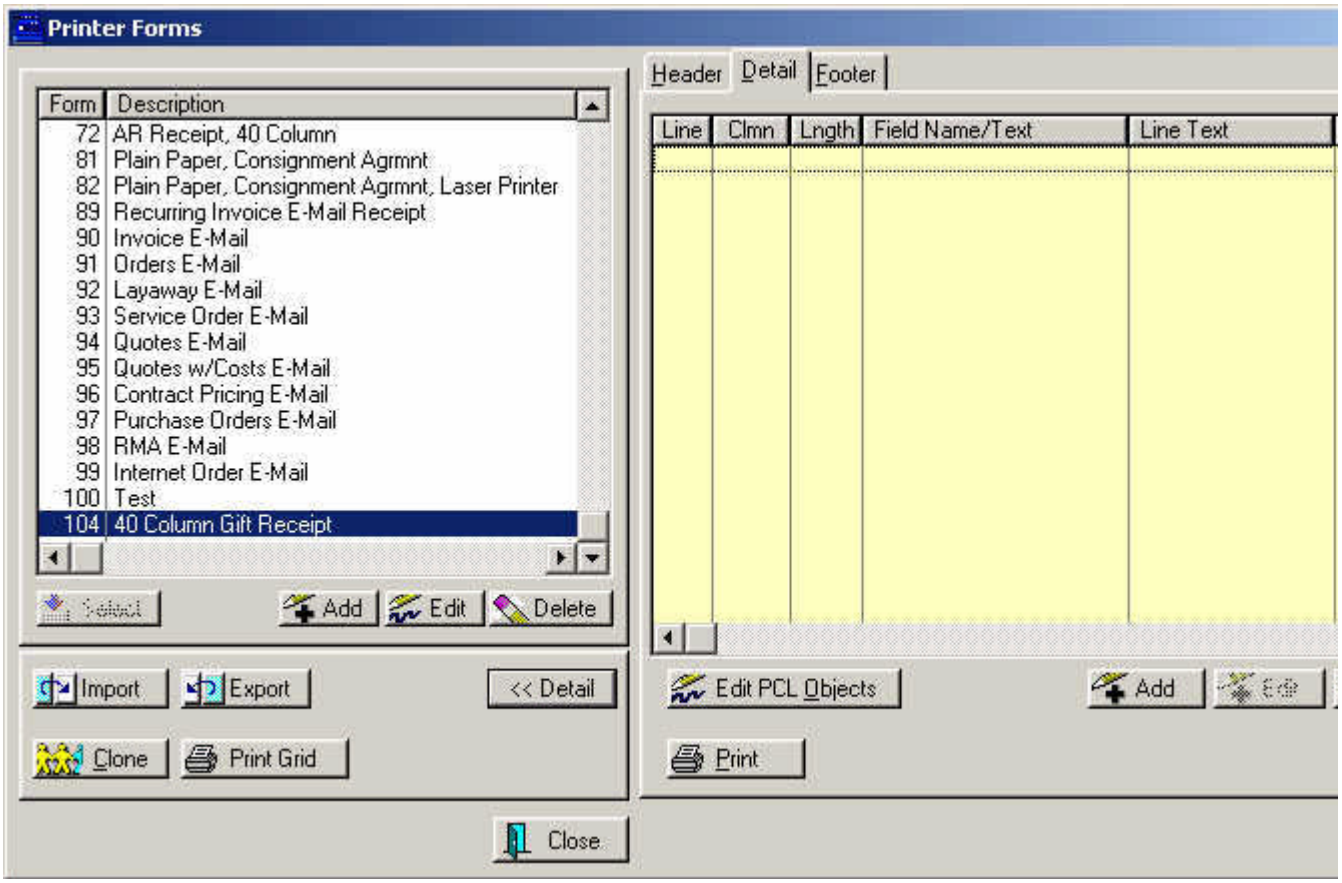
--- Modify the Header ---
1) On the Header tab, edit the line which says "Text - Receipt:
2) In the Line Text Field change it to read GIFT RECEIPT:
3) Also change the value in the Length field to 14
4) At the bottom of the Header section, delete the 4 Text lines for Qty, Description, Price, and Total. Highlight the Delete button for each entry.



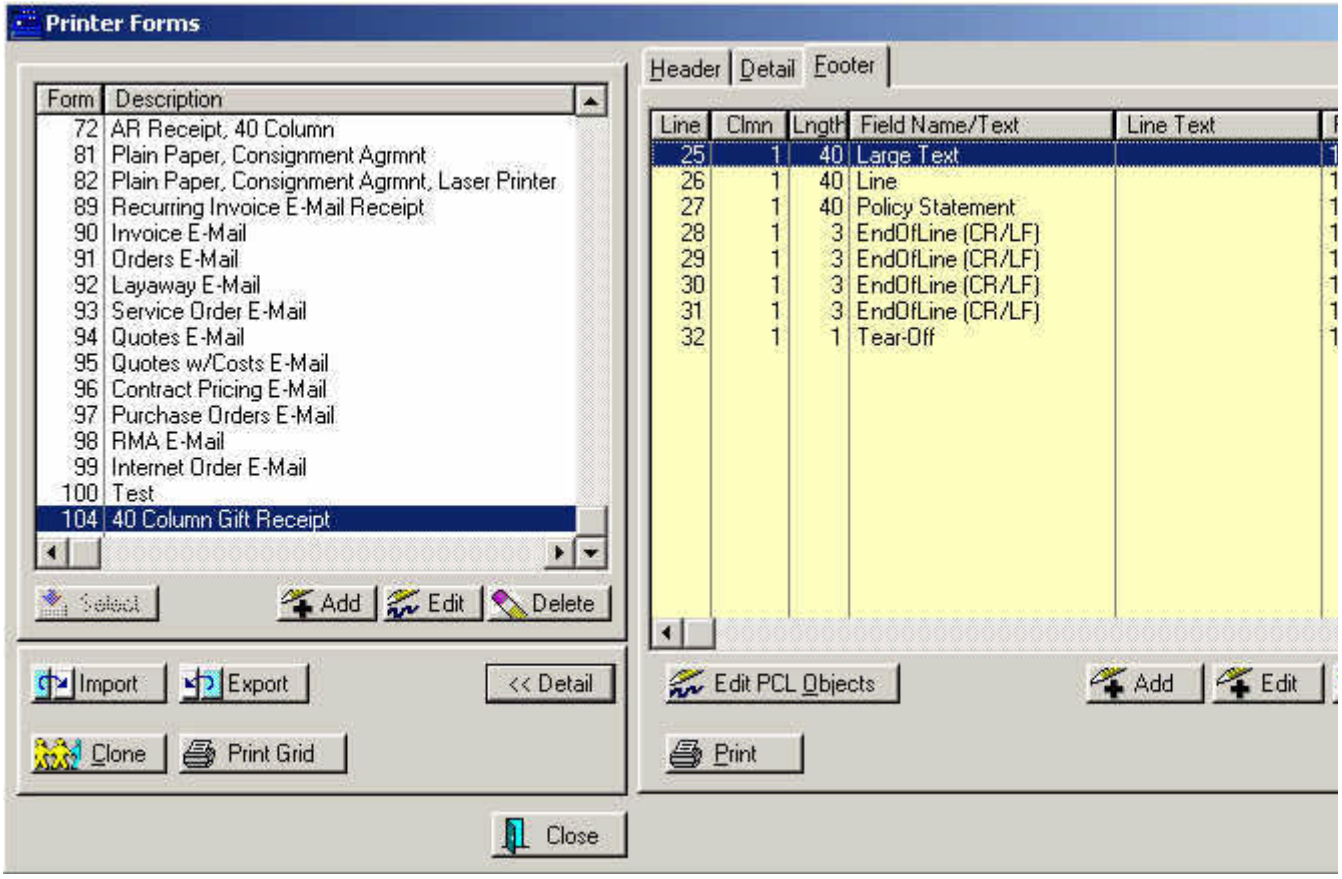
After your changes the layout could look like this:



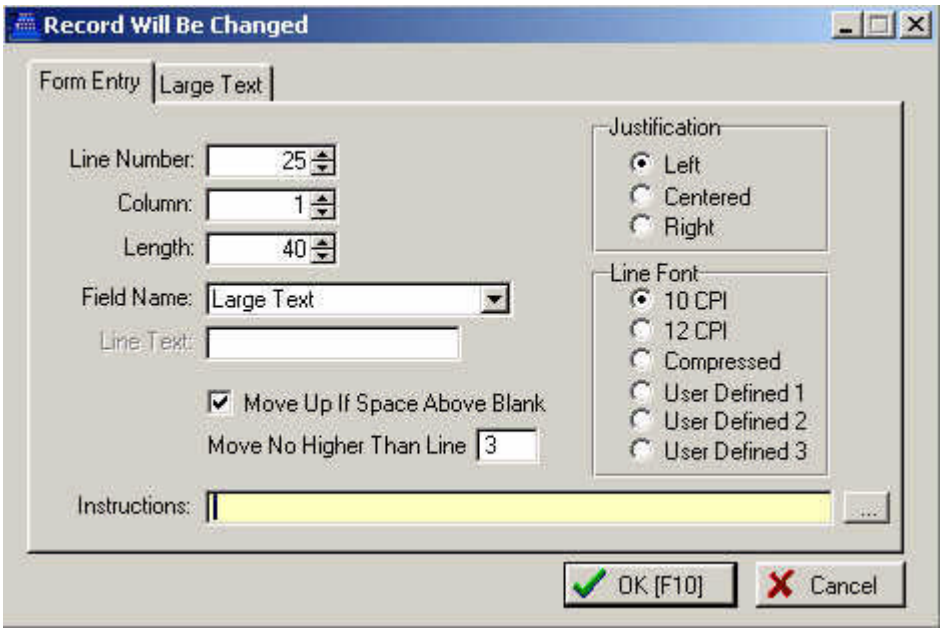
--- Modify the Detail ---
Since a Gift Receipt needs no information about individual line items, delete all lines from the Detail section.



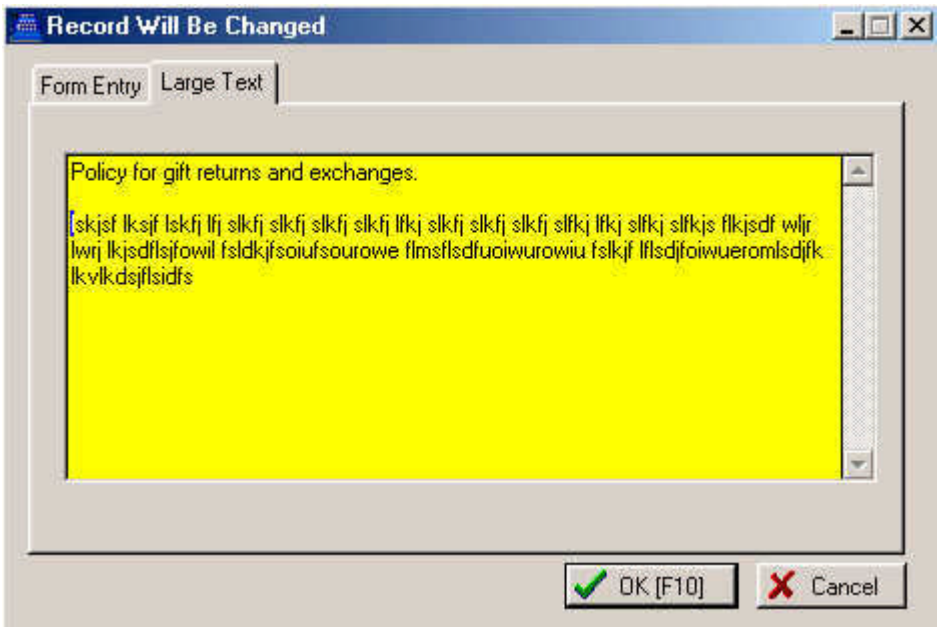
--- Modify the Footer ---
1) On the Footer you will erase all entries referencing tender. Leave only the lines as pictured here.



2) Edit the Large Text line.
3) Erase anything in the Instructions line.

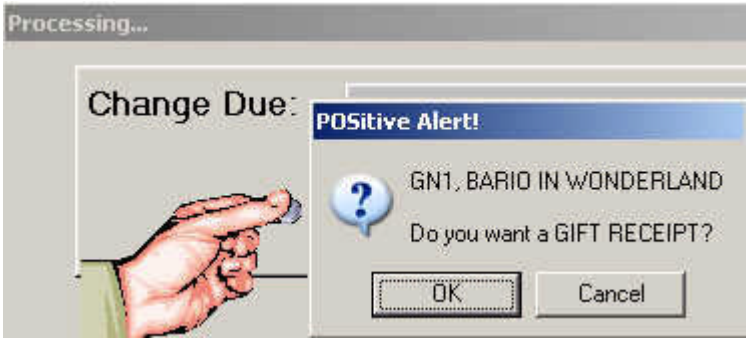


4) Click on the Large Text tab and type your policy for returns and exchanges.



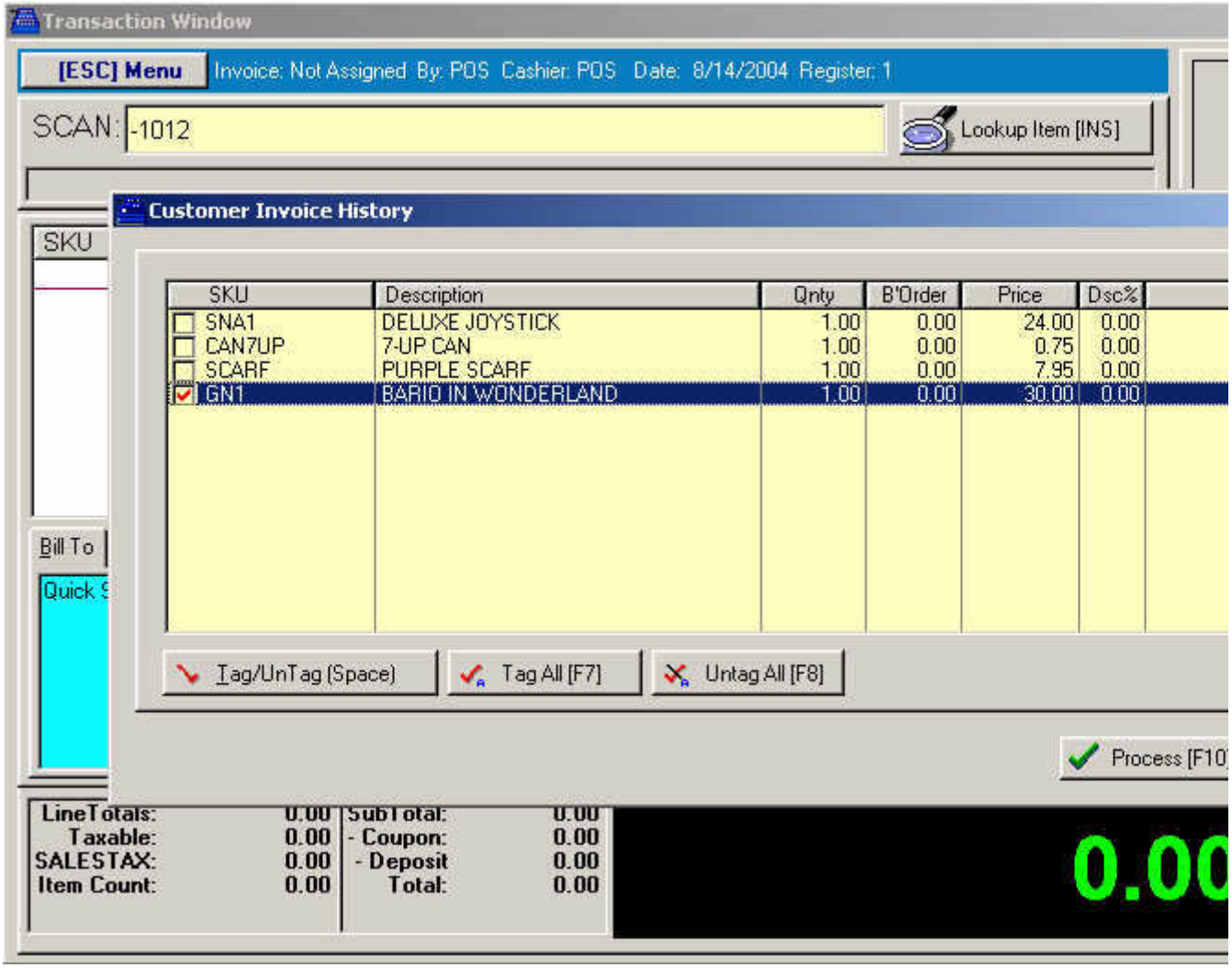
Close and Save your form.
Choose Select button

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.



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 Window
[ESC] Menu
Invoice: Not Assigned By: POS Cashier: POS Date: 8/14/2004 Register: 1
SCAN: -1012
Lookup Item [INS]
Customer Invoice History
SKU
Description
Qnty
B'Order
Price
Dsc%
SNA1 DELUXE JOYSTICK 1.00 0.00 24.00 0.00
CAN7UP 7-UP CAN 1.00 0.00 0.75 0.00
SCARF PURPLE SCARF 1.00 0.00 7.95 0.00
GN1 BARIO IN WONDERLAND 1.00 0.00 30.00 0.00
Tag/UnTag (Space)
Tag All [F7]
Untag All [F8]
Bill To
Quick
Process [F10]
LineTotals: 0.00
Taxable: 0.00
SALESTAX: 0.00
Item Count: 0.00
SubTotal: 0.00
- Coupon: 0.00
- Deposit 0.00
Total: 0.00
0.00