

Gift Cards

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
Quick Sale					

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

Cursor Down Cursor Up

0.00

Adjust Quantity 2 3 GO More Manager

Foods Misc Coffee Small Coffee Large Beverages Misc
 Breeze Freeze Small Breeze Freeze Large Cinnamon Bun Extra Cream Cheese
 Reserve Touch Everything Bagel French Toast Bagel Cinnamon Raisin Bage
 1 Cookie 2 Cookies Choc. Chip Muffin Blueberry Muffin
 1 Arnold Palmer 2-Arnold Palmers Mini Melts Small Mini Melts Medium
 Snapple Apple Pink Lemonade Kiwi Strawberry Mini Melts Large

Customer List Suspend Retrieve Invoice Prompt Coupon Delete Item Tender



IN TOUCH SCREEN SALES MODE:

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

1. Touch Manager Button

Gift Cards

Invoice: 1427 By: POS Cashier: POS Date: 12/03/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
Quick Sale					

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

Cursor Down Cursor Up

0.00

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

Touch Screen Sales

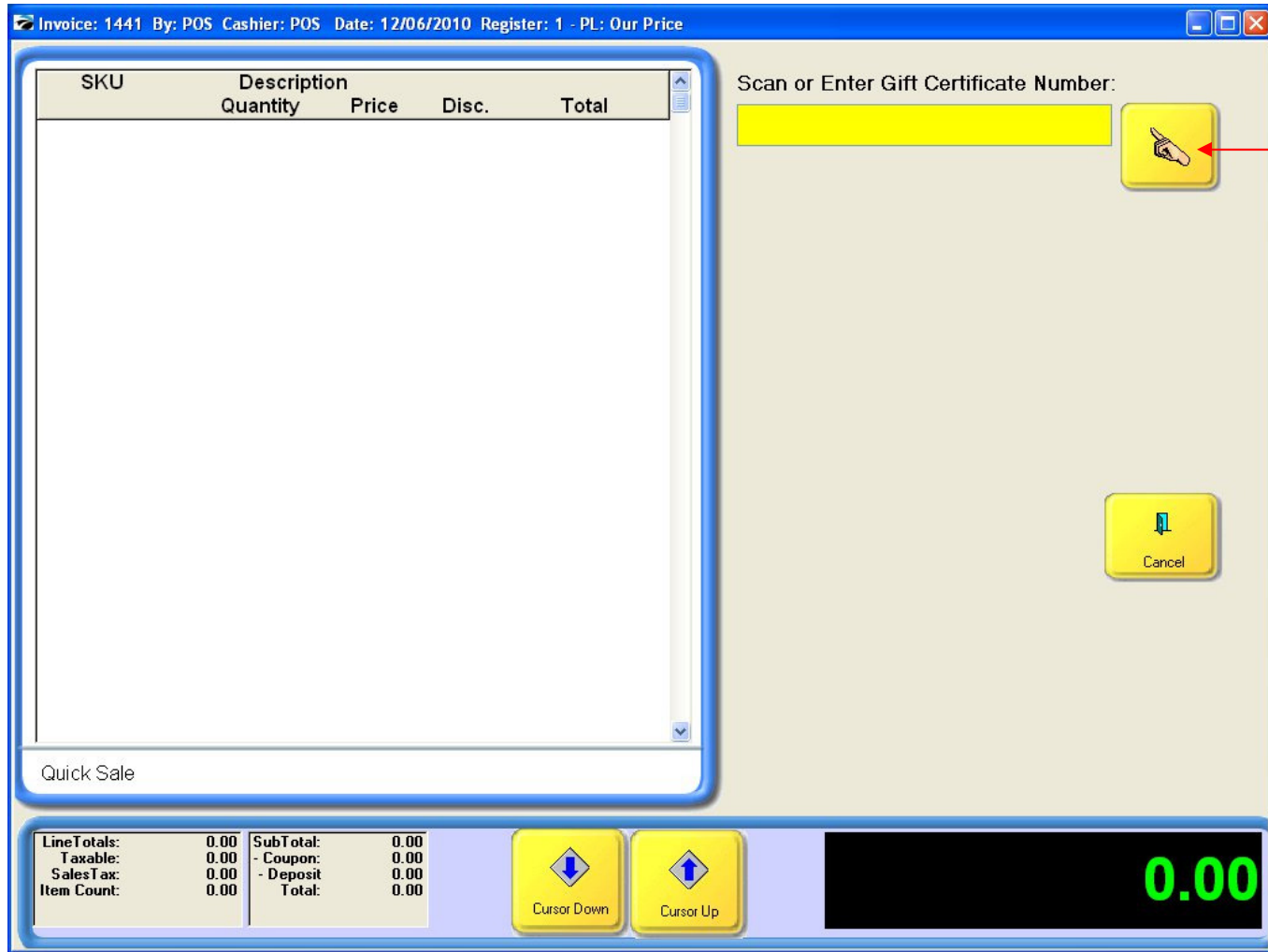
IN TOUCH SCREEN SALES MODE:

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

1. Touch Gift Certificates Button

Gift Cards

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Gift Certificate

A Gift Certificate prompt will then appear.

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

Gift Cards

Invoice: 1441 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
Quick Sale					

Scan or Enter Gift Certificate Number:
410002

The Gift Certificate Number you have entered has never been sold.

Buttons: ReScan [F8], Sell New [F10], Cancel

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

Cursor Down Cursor Up

0.00



Gift Certificate

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

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

SKU	Description	Quantity	Price	Disc.	Total
Quick Sale					

Enter Price

Gift Certificate

50.00

1 2 3

4 5 6 Clear [F7]

7 8 9 Cancel [ESC]

. 0 00 OK [F10]

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

Cursor Down Cursor Up

0.00

1

Gift Certificate

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

Touch Screen Sales

Cursor Down Cursor Up

50.00

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.

Gift Cards

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

19.08

Touch Screen Sales

Manager Mode

Cursor Down Cursor Up

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

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

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The screenshot shows a POS system interface. At the top, it displays 'Invoice: 1447 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price'. Below this is a table with columns: SKU, Description, Quantity, Price, Disc., and Total. The table contains one row: 10GSBXXL, GYM SHORTS BLUE/XXL, 1.00, 18.00, 0.00, 18.00. To the right of the table are three buttons: 'Exit Program', 'Logout', and 'Go to Sales'. A 'Logon...' dialog box is open in the foreground, featuring a text input field with 'Customer: Sally Jones', a 'Go' button, and a 'Cancel' button. Below the dialog is a virtual keyboard with buttons for Space, Delete, BackSpace, 0, Enter, and letters Q through Z, comma, and period. At the bottom of the main window, there is a summary table and a large green display showing '19.08'. A small inset image on the left shows a hand touching a screen with the text 'Touch Screen Sales'.

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

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

Customer: Sally Jones

19.08

1

2

3



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]

Gift Certificate [F6]

Finance [F7] On Account [F8]

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

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



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 →

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



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

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

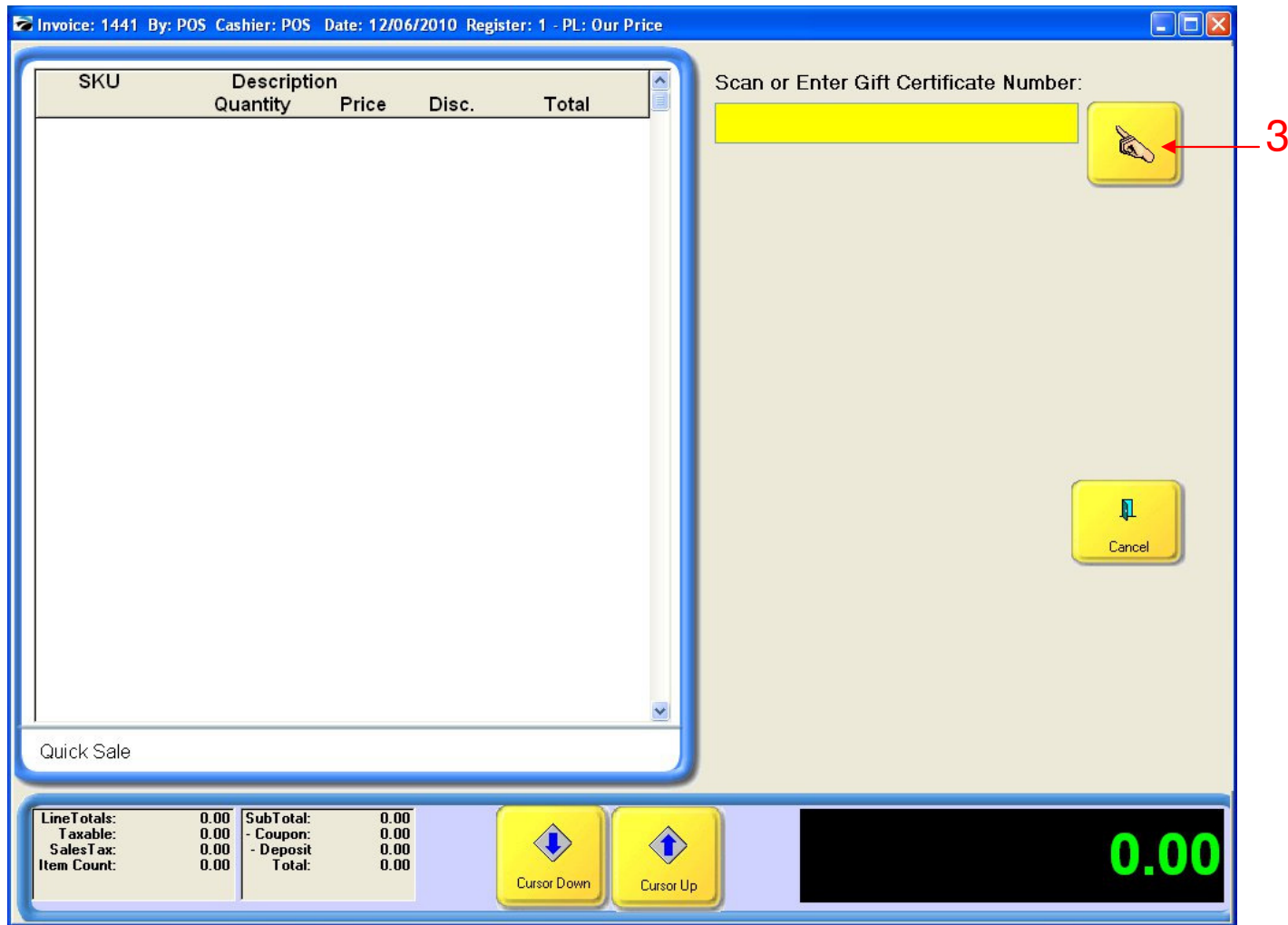


The sales receipt has Gift Card info. too.....

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.)

Gift Cards

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Reloading A Gift Card

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

1. Touch Manager Button
2. Touch Gift Certificates Button

A Gift Certificate prompt will then appear.

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

Gift Cards

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

SKU	Description	Quantity	Price	Disc.	Total
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Scan or Enter Gift Certificate Number:
410002

Balance Remaining: 11.84

Reference	Amount	Spent	Date
1443	50.00	0.00	12/06/2010
1447	50.00	19.08	12/06/2010
1448	30.92	19.08	12/06/2010

Process Return [F5] Recharge [F10]
ReScan [F8] Cancel

Quick Sale

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

Cursor Down Cursor Up

0.00



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

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

SKU	Description	Quantity	Price	Disc.	Total
Quick Sale					

Enter Price

Gift Certificate

50.00

1 2 3

4 5 6 Clear [F7]

7 8 9 Cancel [ESC]


. 0 00 OK [F10]

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

Cursor Down

Cursor Up

0.00




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

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
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	50.00

Touch Screen Sales

Cursor Down Cursor Up

50.00

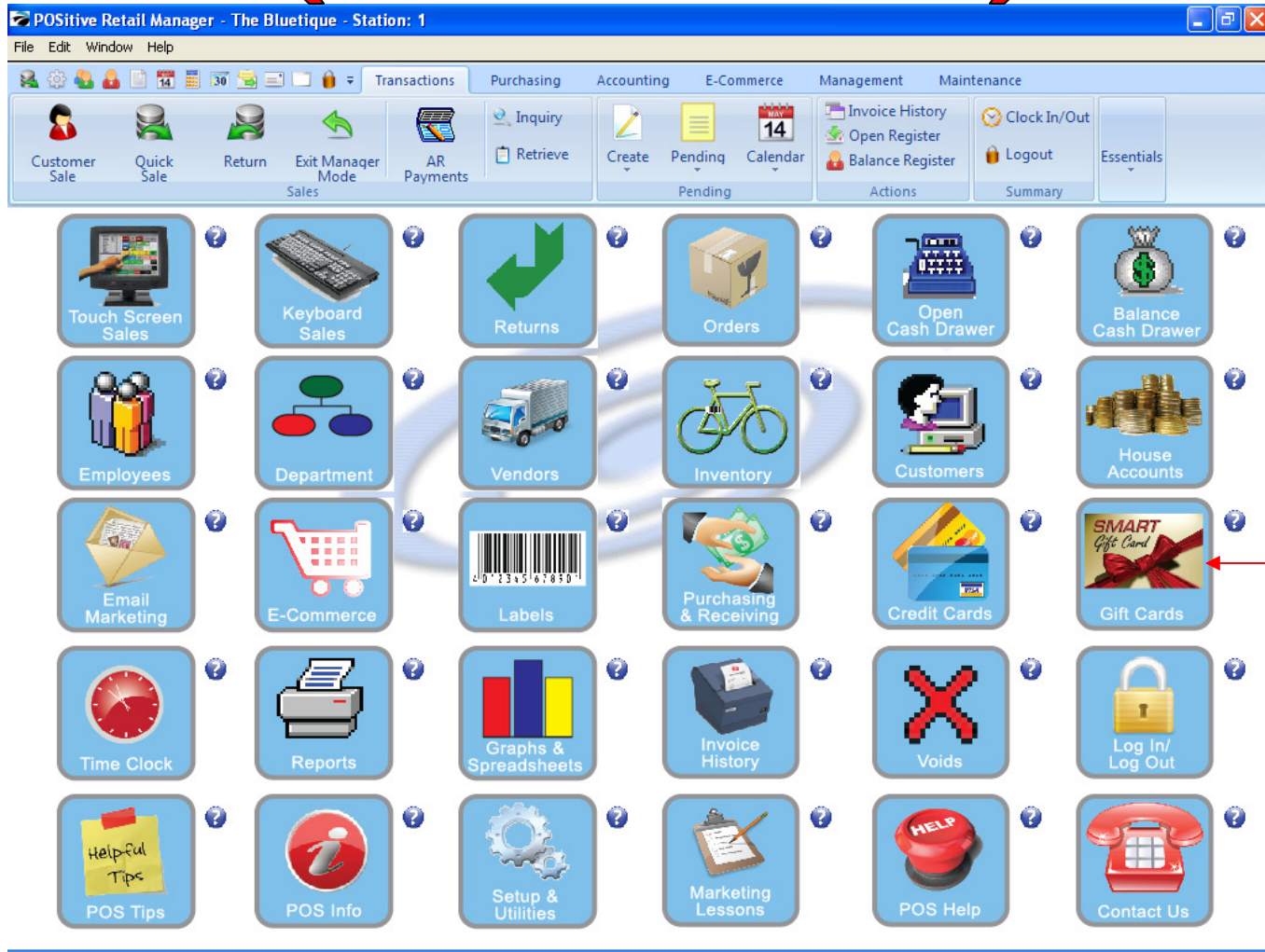
1

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)

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IN MANAGER MODE:

To view Gift Cards, go to Gift Cards.

1. Select Gift Card Button

Gift Cards

Invoice: 1454 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price

Gift Certificate Manager

Locate:

Gift Number	Date	Amount	Spent	Remaining	Last Used
12549823	10/28/2010	10.00	0.00	10.00	//
145412	10/28/2010	14.00	0.00	14.00	//
154784	9/07/2010	50.00	50.00	0.00	9/07/2010
3001	10/15/2010	25.00	0.00	25.00	//
410000	12/06/2010	100.00	20.67	79.33	//
410001	12/06/2010	50.00	19.08	30.92	12/06/2010
410002	12/06/2010	100.00	38.16	61.84	//
4456764	10/29/2010	71.00	0.00	71.00	//

Add Edit Delete

History:

Invoice	Action	Amount	Date
1288	Purchase	10.00	10/28/2010

Add Edit Delete

SMART Gift Card

Gift Cards

Gift Certificate Manager

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

Page	Size
1	10,206

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

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
			250.00

Zoom: 100% 1 pages, 10.0Kb



Gift Certificate Sales Report

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