

Gift Receipts

Parameter Maintenance

The use of Gift Receipts in Counterpoint is controlled by settings in the Billing Parameters, System Utilities à System Setup à Sales Desk à Parts Billing Parameters à Screen 5.

Field 1 = Y/N for the use of Gift receipts in the store.

Field 2 = Y/N for the default on the printing of Gift Receipts

Fields 3 - 14 = Single Character for alignment of the message on the receipt

C = Center

L = Left

R = Right

Up to 40 characters of text over 6 lines to be printed on the Gift Receipt

The screenshot shows the 'Billing Parameters Fix Program' window. It contains several sections of parameters:

- Gift Receipts Section:**
 - 1 Use Gift Receipts: **Y**
 - 2 Gift Receipt Default: **N**
 - 3 Receipt Message: **VALID FOR REDUND WITHIN 14 DAYS OR EXCHANGE/GIFT CARD WITHIN 60 DAYS**
- Invoice Void Section:**
 - 15 Invoice Void Message: **INVOICE VOID Void of Original Invoice #####**
- Discount Section:**
 - 23 Web Discount Percentage: **2-**
 - 24 Web Discount Message: **2% WEB DISCOUNT INCLUDED IN THIS ORDER**
 - 26 Sort Putaway Report: **B**
 - 27 Multiple Barcode Files: **N**
 - 28 POS Card Reader: **Y**
 - 29 External Credit Control: **N**
 - 30 # Days for Release Message: **1**
- Other Parameters Section:**
 - 31 Select Bin Loc. in Invoice: **N** (Y/N)
 - 32 Clerks with No Web Discount Applied: **7 0 0 0 0**
 - 37 Customer B/O Sort Sequence: **P** (Space or P)
 - 38 Print Backorder Orders: **Y** (Y/N)

At the bottom, it asks 'Any change?' with a cursor pointing to a field containing '1'.

The message is optional and "GIFT RECEIPT" will be automatically printed in the same position as the "DUPLICATE" message is printed on the invoice

Invoicing

If the use of Gift Receipts is turned on in the parameters the message when completing and invoice will show as – “Header,Line#,Cust#,Footer,GiftRec N ?”. The parameter setting for the default print is the last character in the message. In this case the parameters are set to not print a Gift Receipt automatically. To change this on the individual invoice press “G” then Gift Receipt could be changed to Y to have the additional copy printed when the invoice is completed.

Should a Gift Receipt be required after the original invoice has been created you would recall the invoice by pressing F3 from the Customer # and keying in the invoice number, or if it was the last invoice generated that would already be displayed on screen and you would just need to press ENTER. The message at the bottom of the screen would be “Change,Reprint,Void,GiftRec Y ?”, press “G” and the message “gift receipt (Y/N),R(eprint)?” will appear where you can select “R” to Reprint. You could also use the F11 Alt Print to redirect to a printer other than the default printer or to email/fax the Gift Receipt

The screenshot displays an invoice for Customer # 000698, K&K ENGINE ARTISTS. The invoice includes a list of items with a total due of 411.81. A summary table at the bottom right shows the breakdown of the total, including sub-total, taxes, and freight. A message window at the bottom asks for a gift receipt (Y/N) and provides function key options (F1-F11) for various actions like Back to Menu, Recall Invoice, and Print.

line	type	Part Number	Description	Quantity	Eco Fee	Core	plv	Net Price	+/-%	Extension	tax
1		20000	TRANSMISSION	1	1.25	0.00	S	62.00		63.25	10
2											
3											
4											
5											
6											

Customer Status				Invoice Summary			
ShipTo Code: 0	Fax #	Last Payment \$	Current	Sub Total			
Alternate ship to location		.00	30 days	63.25			
		1901/01/01	60 days	0.00	* / -	%	
		6000.00	90 days	0.00	Provincial Tax		
			Dating	0.00	Freight Charges		
			Total Due	411.81	G.S.T.	3.16	
					TOTAL	66.41	

gift receipt (Y/N) ?

Message Window

F1 Back to Menu F2 Recall Invoice F3 F4 Catalogue F5 F6 F7 F8 F9 F10 F11

F12 Invoice History F13 Close P/Ticket F14 Cust. Info F15 CANCEL F16 Branch Inq. F17 F18 F19 F20 F21 F22

If desired Gift Receipts can be defaulted to print on an alternate printer using the Printer Profiles **system utilities > system setup > sales desk > printer profiles**. The Gift Receipt printer ID would need to be changed to the desired printer ID.

Revision #1

Created 19 May 2022 17:49:20 by Jim

Updated 19 May 2022 17:50:54 by Jim