

# 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. The top bar indicates 'Screen 5: Gift Receipt/Void'. The main area contains several fields for configuration:

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
15	Invoice/Void Message	INVOICE VOID Void of Original Invoice #####
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	
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

Customer # 000698		Bill To 000698 K&K ENGINE ARTI		Fri May 13 2022 14:00:06	
K&K ENGINE ARTISTS 1234 FRANKLIN ST		KEN MIKE		Payment Method	
VANCOUVER		ON FILE		Account	
V2K 1X2		01249885		Transaction Type	
Phone 604 977 3077		Clerk # 3 CLERK #3		Invoice	

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 0.00	63.25			
		Was On	60 days 0.00	* / -			
		1901/01/01	90 days 0.00	Provincial Tax			
Credit Rating	Cr \$ Limit	Dating	0.00	Freight Charges			
	6000.00	Total Due	411.81	G.S.T.			
				TOTAL	66.41		

gift receipt (Y/N) ?

F1	Back to Menu	F3	Recall Invoice	F4	F5	Catalogue	F7	F8	F9	Cust. Search	F11	Phone Lookup	
F2	Invoice History	F6	Close P/Ticket	F3	Cust. Info	OSPC/SCAN	Branch Inq.	F7	Suspended To	F9	P/Ticket Inq.	F10	Find Product
												F11	Cust. Notes

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.

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