

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' interface. At the top right, it says 'Screen 5: Gift Receipt/Void'. The main area contains several fields and preview windows:

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

At the bottom left, there is a prompt: 'Any change? [Y/N]'.

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 shows a software interface for an invoice system. At the top, it displays customer information: Customer # 000698, K&K ENGINE ARTISTS, 1234 FRANKLIN ST, VANCOUVER, BC, V2K 1X2, and phone number 604-977-3077. The salesperson is listed as MIKE ON FILE. The invoice date is May 13, 2022, at 14:00:06. The invoice number is 3 CLERK #3. Below this is a table with one line item: a TRANSMISSION with quantity 1, Eco Fee 1.25, Core 0.00, and Net Price 62.00. The total due is 66.41. A message window at the bottom asks "gift receipt (Y/N)?" with a cursor pointing to the 'N'.

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 #	()	Sub Total	63.25		
Alternate ship to location				* / - %	.00		
Least Payment \$	Current	411.81	30 days	Provincial Tax	.00		
.00	60 days	0.00	90 days	Freight Charges	.00		
Was On	1901/01/01	0.00	Dating	G.S.T.	3.16		
Credit Rating	Cx \$ Limit	6000.00	Total Due	TOTAL	66.41		

Message Window

gift receipt (Y/N)?

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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