

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. The top right corner indicates 'Screen 5: Gift Receipt/Void'. The main area is divided into several sections:

- Fields 1-3:** A table with columns for field number, description, and value.

1	Use Gift Receipts	Y
2	Gift Receipt Default	N
3	Receipt Message	
- Preview Area:** A yellow box containing the text: 'VALID FOR REDUND WITHIN 14 DAYS OR EXCHANGE/GIFT CARD WITHIN 60 DAYS'. Below it, a grey box shows 'INVOICE VOID Void of Original Invoice #####'.
- Fields 23-30:** A table of parameters.

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	
- Fields 31-38:** A table of parameters.

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 left, there is a prompt: 'Any change? [F1]'.

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 a software interface for an invoice. At the top, it shows customer information: Customer # 000698, K&K ENGINE ARTISTS, 1234 FRANKLIN ST, VANCOUVER, BC, V2K 1X2. Contact info includes Phone 604-977-3077 and Salesman MIKE. The invoice is dated Fri May 13 2022 at 14:00:06. The main table lists one item: line 1, type 20000, description TRANSMISSION, quantity 1, Eco Fee 1.25, Core 0.00, Net Price 62.00, and Extension 63.25. Below the table, there are sections for 'Customer Status' (Last Payment \$ 411.81, Credit Limit 6000.00) and 'Invoice Summary' (Sub Total 63.25, Provincial Tax .00, Freight Charges .00, G.S.T 3.16, TOTAL 66.41). A red 'Message Window' at the bottom contains the text 'gift receipt (Y/N)?'. At the very bottom is a function key menu with keys F1 through F14 and icons for Back to Menu, Recall Invoice, Catalogue, Cust. Search, Phone Lookup, Invoice History, Close B/Ticket, Cust. Info, QBR/KICKAN, Branch Inq., Suspended Tr., P/Ticket Inq., Field Product, and 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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