

# 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 displays the 'Billing Parameters Fix Program' window, specifically 'Screen 5: Gift Receipt/Void'. The interface includes a list of parameters on the left and their corresponding values on the right. The 'Receipt Message' field (line 3) is highlighted in yellow and contains the text: 'VALID FOR REDUND WITHIN 14 DAYS OR EXCHANGE/GIFT CARD WITHIN 60 DAYS'. The 'Invoice Void Message' field (line 15) contains: 'INVOICE VOID Void of Original Invoice #####'. Other parameters include 'Use Gift Receipts' (Y), 'Gift Receipt Default' (N), 'Web Discount Percentage' (2%), 'Web Discount Message' (2% WEB DISCOUNT INCLUDED IN THIS ORDER), 'Sort Putaway Report' (B), 'Multiple Barcode Files' (N), 'POS Card Reader' (Y), 'External Credit Control' (N), 'Days for Release Message' (1), 'Select Bin Loc. in Invoice' (N), 'Clerks with No Web Discount Applied' (7 0 0 0 0), 'Customer B/O Sort Sequence' (P), and 'Print Backorder Orders' (Y). At the bottom left, it asks 'Any change?' with a cursor pointing to a field containing '1'.

Field	Parameter	Value
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	1
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)

Any change? 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 BC		ON FILE		Account	
V2K 1X2 Phone 604 977 3077		PST Lic # 01249885		Transaction Type	
		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 6000.00	Dating	0.00	Freight Charges			
		Total Due	411.81	GST	3.16		
				<b>TOTAL</b>	<b>66.41</b>		

Message Window

gift receipt (Y/N) ?

F1	F2 Back to Menu	F3 Recall Invoice	F4	F5 Catalogue	F6	F7	F8	F9	F10	F11
Invoice History	Close P/Ticket	Cust. Info	OS/PC/SCAN	Branch Inq.	Suspended To	P/Ticket Inq.	F9	F10	F11	

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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