

## Billing item setup – Gift Certificate

Add new gift certificate at Master > Gift Certificate > New

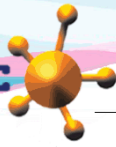
New gift certificate	
Gift certificate no	Issue quantity: <input type="text" value="20"/> , From FGC- <input type="text" value="1"/> (Maximum 15 characters) to FGC- <input type="text" value="20"/> (Maximum 15 characters) Display : FGC-000001 to FGC-000020
Gift certificate name	<input type="text" value="\$100 gift certificate"/> (Maximum 30 characters)
Description	<div style="border: 1px solid gray; height: 60px;"></div>
Redemption shop	<div style="border: 1px solid gray; padding: 2px;"> <input checked="" type="radio"/> All  <input type="radio"/> HK  <input type="radio"/> MK                 </div>
Division	<input type="text" value="Not specified"/> ▼
Brand	<input type="text" value="Not specified"/> ▼
Price	\$ <input type="text" value="100"/>
Redemption value	\$ <input type="text" value="100"/>
Sales effective period	From <input type="text" value="1"/> / <input type="text" value="Dec"/> / <input type="text" value="2016"/> to <input type="text" value="31"/> / <input type="text" value="Dec"/> / <input type="text" value="2016"/> <input type="text" value="Quick select"/> ▼
Redemption effective period	From <input type="text" value="1"/> / <input type="text" value="Dec"/> / <input type="text" value="2016"/> to <input type="text" value="31"/> / <input type="text" value="Dec"/> / <input type="text" value="2016"/> <input type="text" value="Quick select"/> ▼
Status	<input type="checkbox"/> Sales inactive (Not select = Sales active) <input type="checkbox"/> Redemption inactive (Not select = Redemption active)

Input issue quantity, gift certificate name, price and redemption value.

Input other necessary fields if required, system has no input control on other fields.

Press <Submit> to add gift certificate





Code: It represents each gift certificate. It cannot be duplicated and will be displayed on invoice.

- After inputting issue quantity, system will generate consecutive codes for gift certificate according to the default or inputted starting code.
- Adjust default gift certificate number at Master > Reference Number > List > Gift certificate

Gift certificate number setup			
All club	Prefix	<input type="text" value="FGC-"/>	
	Suffix	<input type="text"/>	
	No of digits	<input type="text" value="6"/>	If no of digits is not number or is 0, after press confirm, system will change no of digits to 5.
	Next number	<input type="text" value="1"/>	If next number is not number or is 0, after press confirm, system will change next number to 1.

 Submit
  Reset
  Cancel



Name: brief description of the gift certificate that will be displayed on invoice.



Description: detailed description of the gift certificate that will not be displayed on invoice.



Redemption shop: shops where the gift certificate can be redeemed.



Division / brand: only for classification and analysis purpose.

- Add new division/ brand at Master > Division/ Brand > New



Price: the amount that member pays to purchase the gift certificate.



Redemption value: the value of the gift certificate upon redemption.



Sales Effective Period: period that gift certificate is available for sale.



Redemption Effective Period: period that gift certificate can be redeemed.



Status: the gift certificate is default as active. Gift certificate can be ticked as inactive for sale or redemption, inactive gift certificate will be not available for sale or redemption respectively.

View gift certificate at Master > Gift Certificate > Search

### Search gift certificate

Issue date	1 / Dec / 2016	To	31 / Dec / 2016	Quick select	Input search criteria and press <Submit> to display corresponding gift certificates.
Gift certificate no	From FGC-000001	to			

Submit
Reset

### Issued gift certificate list

Issue date	Gift certificate no	Gift certificate name	Price	Value	Sales period	Redeem period	Prepared by
15-Dec-2016	FGC-000001 - FGC-000020	\$100 gift certificate	\$100.00	\$100.00	1-Dec-2016 - 31-Dec-2016	1-Dec-2016 - 31-Dec-2016	S001 (beauty)

Press record to view gift certificate details.

### View gift certificate

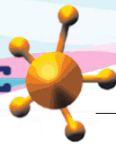
Gift certificate no	From FGC-000001 to FGC-000020
Gift certificate name	\$100 gift certificate
Description	
Redemption shop	All
Division	Not specified
Brand	Not specified
Price	\$100.00
Redemption value	\$100.00
Sales effective period	From 1-Dec-2016 to 31-Dec-2016
Redemption effective period	From 1-Dec-2016 to 31-Dec-2016
Status	SalesActive RedemptionActive
Issue date	15-Dec-2016
Issue staff	beauty (S001)

### Sales commission

Sales group	Commission
Sales	\$0.00
Sales Trainee	\$0.00
Sales Manager	\$0.00

Back | View Edit Void Transactions | Commission Close

Gift certificate can be edited or deleted at view gift certificate page.



If the gift certificate is already sold, it cannot be edited or void. Press <Transactions> to view sales and redemption detail.

Back | View | **Transactions** | Commission

\$100 gift certificate (FGC-000001 - FGC-000020) gift certificate transactions						
Gift certificate no	Sales			Redeem		
	Invoice no	Invoice date	Gift certificate amount	Invoice no	Invoice date	Redeem amount
FGC-000001	PSI-00054	15-Dec-2016	\$ 100.00			

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Press invoice number to view invoice detail.

Invoice no : PSI-00054      Date : 15-Dec-2016  
 Ref Inv No : Nil      Prepared by : S001 (beauty)  
 Staff : S001 (beauty)      Created at : 15-Dec-2016 16:43  
 Shop : HK      Last updated at : 15-Dec-2016 16:43 / S001 (beauty)

Code	Name	Quantity	Unit Price	Gross amount	Discount	Total amount
FGC-000001	\$100 gift certificate Analysis code : Nil	1	\$ 100	\$ 100		\$ 100

Sales : S001 (beauty)

Member : Mary (WeM-00001)      Subtotal : \$ 100  
 Total amount : \$ 100  
 Payment method :  
 Cash : \$ 100  
 Paid amount : \$ 100

Remark :

Add group buying at Master > Gift Certificate > Import

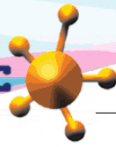
Import gift certificate

Please press 'Browse' and then select an EXCEL file : C:\Users\HKB2B\Downloads\Giftcert\_Template (1).xls (EXCEL template)

Upload Group buying company sales record in the provided excel format and press <Submit>.

Submit      Reset

	A	B	C	D	E	F	G	H
1	Member Code	Giftcert No	Giftcert Name	Redemption Shop	Price	Redemption Value	Effective Period From	Effective Period To
2	Groupon	001000246Y2	\$128 Group Promotion	all	128	128	01/12/2016	31/12/2016
3	Groupon	00100374QW	\$128 Group Promotion	all	128	128	01/12/2016	31/12/2016
4	Groupon	00100393OE9	\$128 Group Promotion	all	128	128	01/12/2016	31/12/2016






View successfully imported gift certificate record at Master > Gift Certificate > Upload

Import gift certificate file list				
File for upload	Prepared by	Last updated	Record count	Action
20161215_172027_Gifcert_Template (1).xls	S001 (beauty) 15-Dec-2016 17:20:29	S001 15-Dec-2016 17:20:29	3	

Press record to validate gift certificate detail

Record count : 3








20161216_104456_Gifcert_Template (1).xls										
Member code (Group : Group Buying)	Gift certificate no	Gift certificate name	Redemption shop	Price	Redemption value	Effective period				
1 Groupon	001000246Y2	\$128 Group Promotion	all	128	128	1	Dec	2016	to	
						31	Dec	2016		
2 Groupon	00100374QW	\$128 Group Promotion	all	128	128	1	Dec	2016	to	
						31	Dec	2016		
3 Groupon	00100393OE9	\$128 Group Promotion	all	128	128	1	Dec	2016	to	
						31	Dec	2016		

All fields should be inputted for uploading gift certificate. Validate detail by pressing <Upload>.



Record validation (\*\*Record validation completed can upload\*\*):

1. Member code valid / 2. Member must in Group Buying group / 3. No duplicated gift certificate no / 4. Gift certificate no must be letters or numbers
5. Must have price / 6. Redemption value must greater than 0 / 7. Effective period valid

-  Member code: group buying company code
-  Gift certificate no: gift certificate number provided by group buying company.
-  Gift certificate name: brief description of the gift certificate that will be displayed on invoice.
-  Redemption shop: shops where the gift certificate can be redeemed.
-  Price: the amount that group buying company pays to purchase the gift certificate.
-  Redemption value: the value of the gift certificate upon redemption.
-  Effective Period: time period that gift certificate can be redeemed.