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Gift Certificate

When a Gift Certificate is Purchased

Gift certificates can be purchased through the system using the Gift Certificate button at the bottom of the Main Menu or by pressing the Pay In/Out button at the top of the screen. Click or touch the Gift Certificate button.

Gift Certificate Name Screen

You are prompted to enter the Gift Certificate Customer Name by entering the last name followed by the first. Once the name is entered it will take you to the Gift Certificate detail screen.

Gift Certificate Detail Screen

Depending on the spa/salon preferences, the purchaser's name, address information and phone information can be entered into the system. Entering the information allows for mailings to clients that have purchased Gift Certificates.

Gift Certificate Taxable

The Gift Certificate amount can be entered. If the Gift Certificate is taxable, the checkbox for either service or retail tax rate can be check marked. Most states do NOT tax Gift Certificates. New York and California are two states that are known to tax all Gift Certificates.

Gift Certificate Number

The Gift Certificate number tracks in sequential order to verify all Gift Certificates are actually sold.

Gift Certificate

Series Purchase

Series Purchases are used for a package of six massages. Where the customer pays an initial amount for the massages and receives six at a pro-rated price. This can also be used to track tanning sessions. When the client pays their bill the system allows for the series count to be decreased.

Series Count

The Gift Certificate Series Count is the total number of series that this Gift Certificate is being paid. For example, if you gave 6 massages for the price of 5 you would enter \$300, assuming \$60 per massage and the series count would be 6.

Minutes

The Gift Certificate Minutes were designed to track tanning beds. A Gift Certificate is sold to the customer with the amount of minutes allowed for tanning sessions. As the customer uses those tanning minutes the system decreases the amount of minutes available for the customer. Essentially eliminating the need to track the minutes used for tanners. A Tanning card is only required for a signature in most states.

Expiration Date

The Expiration Date is automatically specified as one year from the date sold. This can be changed to fit your individual business under Maintenance and Company. Gift Certificates that are printed reflect this date on the Gift Certificate, but the system retains the Gift Certificates past the expiration date.

Unlimited Minutes

Unlimited minutes are used for businesses offering tanning services. A customer might purchase unlimited tanning for thirty days. The Unlimited Tanning would be valid until the Gift Certificate expiration date.

Click on the buttons below to continue this tutorial.

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