

## How do I set up Gift Certificates as Other Payment Type and Product?

To set up a gift certificate as other payment type, you would go into **Location Administration** for that location and choose the **Business Office** tab.

There you would go to the 'Other Payment Type', click on 'New', and name it Gift Cards or Gift Certificates.

If you assign it the same GL account number as the one you used for Gift Certificates products, you should be able to track the balance remaining of those sold.

You can't track the balance on an individual Gift Certificate through the system, unless each one is its own product. Most schools either track them by writing the balance remaining on the card itself, or they force the students to use the entire card at the time of the sale and then give them the remainder in change.

Below, we have tested another way of managing them, by reselling the balance remaining on another gift card:

We sold a product of 'Gift Card' for \$100 to a cash buyer.

The screenshot shows a 'Process Sale' window with a summary table and a payment method grid.

Type	Amount
<b>Total Sale</b>	<b>100.00</b>
Non-taxable Sales	100.00
Taxable Sales	0.00
Sales Tax	0.00
<b>Amount Tendered</b>	<b>100.00</b>
Other	100.00
Gift Certificates	

The payment method grid includes the following options:

- Cash (F2)
- Credit Card (F3)
- Check (F4)
- Other (F5)
- Chg. Account (F6)
- Debit Account (F7)

A student used that Gift Certificate to make a purchase for \$41.54, leaving a balance of \$58.46, which we then used to buy a Gift Card in that amount:

Receipt Detail						
Receipt Number	0001408488		Date	01-17-2017 2:18 PM		
Customer	8441		Location	Campus Store		
	<a href="#">View Print Setup</a>		Register	RD1		
			Clerk ID	<a href="#">View</a>		
Qty	Description	Unit Price	Amount	Taxable	Buyback	
1	A CAESAR WORKBOOK	41.54	41.54		N	
1	Gift Certificates	58.46	58.46		N	
Subtotal Non-Taxable			100.00			
Total			100.00			
Other: Gift Certificates			100.00			

A student purchased a Gift Certificate of \$50.00 for a sibling's birthday, charging it to her account. The brother came in with the Gift Certificate and used only \$18.18, taking the remainder back in cash:

Receipt Detail						
Receipt Number	0001408490		Date	01-17-2017 12:22 PM		
Customer	9410		Location	Campus Store		
	<a href="#">View Print Setup</a>		Register	RD1		
			Clerk ID	<a href="#">View</a>		
Qty	Description	Unit Price	Amount	Taxable	Buyback	
1	CHAIR FOLDING W/BAG EPISCOPAL	10.00	10.00	Y	N	
1	EAR BUDS COLOR BUDS RED	6.99	6.99	Y	N	
Subtotal Taxable			16.99			
Tax			1.19			
Total			18.18			
Other: Gift Certificates			50.00			
Change Due			-31.82			

Using the same GL for the product and the other payment type, we have these transactions (which we've edited to describe what they are) in the GL:

**General Ledger Account Maintenance - ( 120999 - GIFT CERTIFICATES STORE )**

Account Balances Audit Budget Deferred Sub-Ledgers

Search For:  Year Ending: 20  Month: January  Sort By: Date  Sort Order:  Ascending  Descending

Show Posting Details

Period	Batch	Date	Debits	Credits	Posting Reference	Sub-Ledg
Jan, 2017	AR027722	01-17-2017		58.46	Rcpt # 1408488 GC #1 Bal Sold as new card	
Jan, 2017	AR027722	01-17-2017	150.00		GC #1 &2 Redeemed @ Full amount	
Jan, 2017	AR027722	01-17-2017		50.00	Receipt # 1408489 GC #2 Sold	
Jan, 2017	AR027722	01-17-2017		100.00	Receipt # 1408487 GC #1 Sold	

The balance on the account is the actual balance remaining on outstanding gift cards:

**General Ledger Account Maintenance - ( 120999 - GIFT CERTIFICATES STORE )**

Account Balances Audit Budget Deferred Sub-Ledgers

Month	Beginning Bal.	Activity Amt.	Ending Bal.	Encumber Amt.
Jul, 2016	0.00	0.00	0.00	0.00
Aug, 2016	0.00	0.00	0.00	0.00
Sep, 2016	0.00	0.00	0.00	0.00
Oct, 2016	0.00	0.00	0.00	0.00
Nov, 2016	0.00	0.00	0.00	0.00
Dec, 2016	0.00	0.00	0.00	0.00
Jan, 2017	0.00	58.46	58.46	0.00

Show