

ORDER POWER!

Gift Certificates

User Guide Release 4.0.3



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Solutions,
Inc.**

Since 1978

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Version 4.0.3

Computer Solutions, Inc. 1991-2002

Gift Certificates

Gift Certificates Document Version 4.0.3

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Printed in the U.S.A. December 23, 2002

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Gift Certificates

In **ORDER POWER!**, a **Gift Certificate** is a saleable Item which the buyer generally purchases as a gift for the recipient. The same **Gift Certificate** can then be used (as a tender) by the recipient to pay the issuer for selections from its catalog. Because **Gift Certificates** represent cash, the **Gift Certificate** form is often stocked and shipped separately from other stockable merchandise, typically from the accounting office. **ORDER POWER!** can track preprinted **Gift Certificates**, or print your own using the information you enter.

Setting up Gift Certificate Items

If your company has never used **ORDER POWER! Gift Certificates** before, you need to perform some set up:

Steps for setting up Gift Certificates	See page
• Create Gift Certificate Items	1
• Set up Gift Certificates in the Company Profile	2
• Define a Tender code for Gift Certificates	4

You must create **Gift Certificate Items** and add them to your inventory before you can sell **Gift Certificates** in **ORDER POWER!**. The Item you create here represents a blank, unsold **Gift Certificate**. These are not redeemable until you use the **Post Gift Certificates** function to post the order and create a numbered certificate based on the **Item** sold in **Order Entry**.

To create a Gift Certificate Item

1. From the **ORDER POWER!** Main Menu, select: **Work with Files > Items > F6** to display the Item Prompt panel.
2. Type an Item name for the **Gift Certificate**, then press **Enter** to display the *Item Update panel (figure 1)*.

```

OP! 4.0 DEVELOPMENT ** CO# 001
Item Update

Item          GIFTCERTIFICATE
Description   Gift Certificate
Search Words  GIFT
Start Date    _____ End Date _____      Creation Date 12/23/02
?Primary Vendor _____ ?Style _____
Stock Y ?Stock UOM _____ EA ___ *S _____ 1.000 EA
Salable Y ?Sales UOM _____ EA ___ *S _____ 1.000 EA
              ?Purchase UOM EA ___ *S _____ 1.000 EA
Manufactured N M/S/N ?Routing Code _____ Drop Ship N
Phase Out N _____ Phase Out Date _____
Royalty Item N ?Royalty Vendor _____ Royalty ___ .00 _ A/P
Kit Parent Item N List Components on Documents N On Invoice N
Assortment Item N Allow Partial Ship N
Continuity Item N Serial/Lot/Gift Certificate _ S/L/G
Gift Certificate: Face Value _____ Fixed N Y/N
?Superseding Item _____
Check Superseding Available N
?Supersede Comment Code _____
F1=Help F3=Exit F4=?List F6=Ext Desc Delete
F14=Hist F15=Qty Avail F16=Open POS F22=Audit F23=User F12=Cancel
F24=More

```

Item Update panel (figure 1)

- Complete all fields as usual, except complete the these fields as follows:

Serial/Lot/Gift Certificate S/L/G

Type **G**(ift certificate).

Face Value

Type the dollar value of the **Gift Certificate**.
This is the amount for which it can be redeemed.

Fixed Y/N

Type **Y**(es) if the value of the **Gift Certificate** is predefined and unchangeable by the order taker.



If you type **Y**(es) in the **Fixed** field, then you must also type a **Face Value**.

If the price is NOT fixed, you can still use the **Face Value** as a suggested value, which becomes the (changeable) default value in Order Entry.

- Complete all *Item Update panels* for the **Gift Certificate**.
Press **Enter** to update the record and redisplay the *Item Inquiry panel*.

To Set up Gift Certificates in the Company Profile

The information you enter in Company Profile determines several options regarding how **ORDER POWER!** processes **Gift Certificate** orders.

- From the **ORDER POWER!** Main Menu, select: **Work with Files > Company Profile > F15** (Maintenance) > **Gift Certificates** to display *Profile Inquiry panel 16* (figure 2).

Company # 001	Computer Solutions, Inc. Profile Inquiry	Panel 16
Gift Certificates:		
Last Certificate # Used	_____ 224	
Suppress Panel In OE	N Y/N	
Allow Price Diff Face Value ...	A 'A'llow, 'w'arn, 'E'rror	
Default Sender	Q 'O'rdered by, 'B'ill-to, 'S'hip-to, 'N'one	
Default Recipient	Q 'O'rdered by, 'B'ill-to, 'S'hip-to, 'N'one	
Include in Order Release	N Y/N	
System Printed	Y Y/N	
Print Mailing Label	Y Y/N	
Allow Redemption Non-OP	Y Y/N	
Writeoff Gift Cert Overpayments	Y Y/N	
F1=Help F3=Exit F12=Cancel F22=Audit		

Profile Inquiry panel 16 (figure 2)

2. Complete this field:

Last Certificate # Used

Type the number of the last **gift certificate** issued (prior to creating **Gift Certificate Items**). **ORDER POWER!** maintains this field once the Items are created and sold.

Suppress Panel In OE

Type **Y(es)** to suppress display of the *Gift Certificate Information window (figure 5)* when the order taker selects a **Gift Certificate Item** in **Order Entry**.

Allow Price Diff Face Value

Type one of the codes below to specify whether **ORDER POWER!** allows the ordertaker to sell a **Gift Certificate** at an price different than the Face Value specified in the Item record:

- | | |
|----------|---|
| A(allow) | Permits the sale at any price |
| E(rror) | Does not permit the sale at a price different than the Face Value specified in the Item record. |
| W(arn) | Warns and prompts the order taker that the Gift Certificate is being sold at a price different than the Face Value specified in the Item record. The order taker can acknowledge the message and continue to sell the Gift Certificate at that price using the F5 (Accept) function. |



You should suppress display of the *Gift Certificate Information window (figure 5)* in Order Entry if you use preprinted **Gift Certificate** forms that don't have a spot to print the Sender and Recipient names.

Default Sender
Default Recipient

Type a code (in each field) to indicate the **Default Sender** and **Default Recipient** for **Gift Certificate** orders in **Order Entry**:

O(ordered by)
B(bill-to)
S(ship-to)
N(one)

These names become the defaults on the *Gift Certificate Information window* (figure 5), so if you have pre-printed certificates without a place for those names, and you enter **Y(es)** on the **Suppress Panel** field above, then **Default Sender** and **Recipient** should be **N(one)**.

Include in Order Release

Type **Y(es)** if you want **ORDER POWER!** to include **Gift Certificates** along with other **Items** in **Order Release**.



If you choose to include **Gift Certificates** in **Order Release** you can print them in **Order Release** or from the **Gift Certificates** menu.

System Printed

Type **Y(es)** if you want **ORDER POWER!** to print your **Gift Certificates** (as opposed to using **Gift Certificates** that were preprinted elsewhere.)

Otherwise you must print them from the **Gift Certificates** menu.

Print Mailing Label

Type **Y(es)** if you want **ORDER POWER!** to print **Mailing Labels** for **Gift Certificates**. This is useful if you plan to mail them separately from other merchandise (specified in the **Include in Order Release** field).

Allow Redemption Non-OP

Type **Y(es)** if you want **ORDER POWER!** to accept **Gift Certificates** that were not issued by **Order Entry**. This function relies on the **Gift Certificate** number to differentiate between those that were and were not created in **ORDER POWER!**.

Writeoff Gift Cert Overpayments

Type **Y(es)** if you want **ORDER POWER!** to write off (rather than credit) amount remaining when a customer pays using a **Gift Certificate**.

To define a Tender code for Gift Certificates

Before **ORDER POWER!** can accept a **Gift Certificate** in payment for an order, you must define a **Tender** code to represent **Gift Certificates**. These steps are written for **ORDER POWER!** users already familiar with the concepts of defining a **Tender** in **ORDER POWER!**.

1. From the **ORDER POWER! Main Menu**, select: **Work with Files > Tenders > F6** to display the *Tender Prompt panel*.
2. Complete this field:

Tender

Type a code you want to use when the method of payment is a **Gift Certificate**. The tender record defines rules for processing orders.

3. Press **Enter** to display *Tender Update panel 1* (figure 3).

Computer Solutions, Inc. Tender Update			
Tender Description	GC	Gift Certificate	
Order Type	<u>1</u>	?Check Digit Calc Method	<u>N</u>
Reference Required	<u>Y</u>	Min Tender Ref Length	<u>3</u>
Required First Character	_____	Second Character	_____
Authorization Required	<u>N</u>	New Pre-Auth per Shpmt	<u>N</u>
Voucher Printed By System	<u>N</u>	Floor Limit	_____
Days to Clear	_____	Merchant Number	_____
?Hold Code	_____		
?Terms Code	<u>GC</u>		
Use in: Order Entry	<u>Y</u>	Y/N	
Counter Sales	<u>Y</u>	Y/N	
AR Entry	<u>Y</u>	Y/N	
GL Department/Account	<u>447 44700</u>		
Discount/Upcharge	_____	Amt/Pct	_____
Misc Charge Description	_____	Amount	_____
			Delete _
F1=Help F3=Exit F4=?List F23=User			

Tender Update panel 1 (figure 3)

4. Complete these fields:

Description

Type a description of **Tender**.

Order Type

Type **1**. This indicates an order that is authorized and prepaid for the entire amount of the order at order time, regardless of what can be shipped at that time.

5. Complete any other fields as usual, then press **Enter** to display *Tender Update panel 2 (figure 4)*.

OP! 4.0 DEVELOPMENT ** CO# 001 Tender Update			
Tender Description	GC	Gift Certificate	
Order Type	<u>1</u>		
Enter Amount Tendered	<u>N</u>	Valid for EPP terms	<u>N</u>
Gift Certificate	<u>Y</u>	Require EPP Terms	<u>N</u>
Computer Auth Good For	_____		
Computer-to-Computer Authorization	<u>N</u>	Auth Center Tender Code (Auths)	<u>GC</u>
Address Verification	<u>N</u>	Auth Center Tender Code (Settle)	_____
Days Between Retries	<u>000</u>		
Card Swipe Store Code	_____	?Card Swipe Tender Identifier	_____
Max Declines to Hold Order	_____	Max Declines to Cancel Order	_____
?Hold Code	_____	?Cancel Reason Code	_____
Override Xmit Division/Merchant Code	_____		
F1=Help F3=Exit F4=?List F12=Cancel F23=User			

Tender Update panel 2 (figure 4)

6. Complete these fields:

Gift Certificate

Type **Y(es)**.

Computer-to-Computer Authorization

Type N(o).

7. Complete any other fields as usual, then press **Enter** to update the record and redisplay the *Tender Prompt panel*.

How GL Item Class accounts are used for Gift Certificates

Inventory	Typically not used unless inventoried Gift Certificates have an intrinsic value (average cost).
Sales Merchandise	Enter the Gift Certificate Liability account. The liability amount booked will be the face value of the Gift Certificate .
Cost of Goods Sold	Typically not used unless inventoried Gift Certificates have an intrinsic value.
Returned Merchandise	If a credit memo is issued for a Gift Certificate , the liability will be reversed in this account. Can be the same account as "Sales Merchandise."
Cost Of Goods Returned	Typically not used unless inventoried Gift Certificates have an intrinsic value.
Shipping/Handling	Same as any other Item
Sales Misc1/Misc2	Same as any other Item
Merchandise Disct 1 taken	If a Gift Certificate is sold for less than its face value, that discount is booked to this account.
Merchandise Disct 2 taken	Same as any other Item

Using Gift Certificates in Order Entry

There are two occasions when **Gift Certificates** Items are used in **Order Entry**:

- **Ordering a Gift Certificate**
- **Redeeming a Gift Certificate**



If you want to ship **Gift Certificates** to more than one recipient, you must create a separate line item for each one.

To order a Gift Certificate

In **ORDER POWER!**, a **Gift Certificate** is a saleable Item which the buyer generally purchases as a gift for the recipient. These steps are written for **ORDER POWER!** users already familiar with the existing **Order Entry** process.

1. In the Item field on the Order Entry Item Selection panel, type the **Gift Certificate** name and press **Enter**.
2. If you didn't specify **Y(es)** in the **Suppress Panel In Order Entry** field on the display *Profile Inquiry panel 16* (figure 2), **ORDER POWER!** displays the **Gift Certificate** Information window (figure 5). If you did specify **Y(es)**, **ORDER POWER!** refers to the defaults set there.

Order #	147433	OP! 4.0 DEVELOPMENT ** CO# 001	Limit Used	.00
Customer #	9473	Order Entry Item Selection	Mdse	
CSI's Favorite Customer				
----- Items Being Ordered -----				
Qty	Item	Description	Price	U/M
	GC100	Gift Certificate Information		
	Gift Certificate			
	Selling Price	100.00		
	Face Value	100.00		
	Recipient Name	<u>Ernie Smith</u>		
	Sender Name	<u>CSI's Favorite Customer</u>		
	Message	_____		

--				
?It				
GC1				
F1				
F1	F1=Help	F12=Cancel		
F1				

Gift Certificate Information window (figure 5)

3. Complete these fields with the information the buyer wants to print on the **Gift Certificate**:

Recipient Name
Sender Name
Message

4. Press **Enter** to update the record. Complete the order as usual.

To redeem a Gift Certificate

In **ORDER POWER!**, a **Gift Certificate** is used by the recipient to pay the issuer for selections from its catalog. These steps are written for **ORDER POWER!** users already familiar with the existing **Order Entry** process.

1. On the *Order Entry Item Selection panel*, order any **Items** requested by the customer, then press **Enter** to display the *Shipping & Tender Information panel* (figure 6).

Order # 147433		OP! 4.0 DEVELOPMENT ** CO# 001	
Customer # 9473		Shipping & Tender Information	
CSI's Favorite Customer			
?Tender	GC Gift Certificate	Credit	
Tender Number	XY6Z	Exp 1202 Bank	Limit
?Priority Code			Used .00
?Terms Code	GC Gift Certificate		-- Refundable --
			3141.22-
Hold	N Y/N	?Hold Code	___
Freight Collect	N Y/N		
Special Instructions	_____		
Ship Label	_____		
Gift Order	Y Y/N	?Coupon	_____
F1=Help	F2=Unprotect	F3=Exit	F4=?List
F14=Cust Notes	F15=Orders	F16=Cust Info	F17=AR
F18=Header Notes	F21=Hdr Fields	F22=Delete	F23=User
		F6=Swipe Card	F12=Cancel
		F13=Header	F24=More Opt

Shipping & Tender Information panel (figure 6)

2. Complete this panel as usual, except these fields:

Tender

Type the **Tender** code you have defined for **Gift Certificates** (see “To define a Tender code for Gift Certificates” on page 4).

Tender Number

Type the **Gift Certificate** number.

3. Press **Enter** to display the Order Totals panel, then complete the order as usual.

If the order amount is greater than the amount of the **Gift Certificate**, use the Additional Payments function (F19) to complete payment.

Processing Gift Certificate orders

Unlike stockable **Items**, **Gift Certificates** are only printed on demand. Although the **Gift Certificate** order exists in **ORDER POWER!** from the time the order is completed, these are not redeemable until you use the Post **Gift Certificates** function to release the order and create a numbered certificate based on the **Item** sold in **Order Entry**.

Steps for processing Gift Certificates

- | | |
|--|-------------|
| 1. Select Gift Certificates for release | see below |
| 2. Preview and correct a trial run | see page 12 |
| 3. Update Gift Certificates information, if necessary | see page 12 |
| 4. Print final Gift Certificates for shipping | see page 13 |
| 5. Post Gift Certificates | see page 14 |

To select Gift Certificates for release

If you selected **Y(es)** in the **Include in Order Release** field on *Profile Inquiry panel 16 (figure 2)*, **Gift Certificates** will release with all other **Items** using the **Release Orders for Pick Tickets** option on the *ORDER POWER! Order Processing menu*.

If you selected **N(o)** in that field, use the procedure below.

- From the *ORDER POWER! Main Menu*, select **Gift Certificates > Prepare Gift Certificates for Print** to display *Gift Certificate Release Selection panel 1 (figure 7)*.

OP! 4.0 DEVELOPMENT ** CO# 001			
Gift Certificate Release Selection			
Thru Scheduled Date	<u>12/19/02</u>		
?Warehouse	<u>MIA</u>		
Order Type	<u>1</u>	1=A11	2=Select
Ship Via	<u>1</u>	1=A11	2=Select
Tender	<u>1</u>	1=A11	2=Select
Item	<u>1</u>	1=A11	2=Select
Order Number	<u>2</u>	1=A11	2=Select 3=Range
Ship To Customer	<u>1</u>	1=A11	2=Select
Batch Number	<u>1</u>	1=A11	2=Select
Pick Ticket Code	<u>1</u>	1=A11	2=Select 3=Blank
Priority Code	<u>1</u>	1=A11	2=Select
Media	<u>1</u>	1=A11	2=Select 3=Range
Order Hdr1	<u>1</u>	1=A11	2=Select 3=Blank
Order Dt11	<u>1</u>	1=A11	2=Select 3=Blank
F1=Help F3=Exit F4=?List F12=Cancel F13=Options			

Gift Certificate Release Selection panel 1 (figure 7)

- Complete these fields:

Thru Scheduled Date

Type the last date for which you want scheduled shipments processed.

Warehouse

Type the code for the **Warehouse** from which you want to ship **Gift Certificates**.

Order Type / Ship Via / Tender / Item / Order Number / Ship To Customer / Batch Number / Pick Ticket Code / Priority Code / Media / **Order Header Info field 1 / **Order Detail Info field 1

For each field, choose a code to select which **Gift Certificate** orders you want to release.

1=All to release all **Gift Certificate** orders regardless of the content of this field in each respective order

2=Select to release selected **Gift Certificate** orders, depending on the content of this field in each respective order

3=Range to release a selected range of **Gift Certificate Orders**, depending on the content of this field in each respective order (fields where **3=Range** is applicable)

3=Blank to release only **Gift Certificate Orders**, where the content of this field is blank in each respective order (fields where **3=Blank** is applicable)

****Order Header Info field 1** and **Order Detail Info field 1** are user-defined on *Company Profile panel 4.5*. These are optional, and if they are not defined, nothing appears in their place. The order-taker completes these fields, if they exist, during **Order Entry**.

3. Press **Enter** to display **Gift Certificate** Release Selection panel 2 (figure 8).

```

                                OP! 4.0 DEVELOPMENT ** CO# 001
                                Gift Certificate Release Selection

Product Group ..... 1          1=All    2=Select
Customer Class ..... 1          1=All    2=Select

Over Merchandise Amt ..... _____ 0=All
Limit of Orders ..... _____ 0=All
Web Store ..... 1          1=All    2=Select    3=Range

Use Current Printer Defaults N Y/N
Submit to Batch ..... N Y/N
Save Changes ..... N Y/N

F1=Help F3=Exit F12=Cancel

```

Gift Certificate Release Selection panel 2 (figure 8)

5. Complete these fields:

Product Group / Customer Class / Web Store

For each field, choose a code to select which **Gift Certificate** orders you want to release.

- 1=All** to release all **Gift Certificate** orders regardless of the content of this field in each respective order
- 2=Select** to release selected **Gift Certificate** orders, depending on the content of this field in each respective order
- 3=Range** to release a selected range of **Gift Certificate Orders**, depending on the content of this field in each respective order (fields where **3=Range** is applicable)

Over Merchandise Amt

Type the minimum (total) **Gift Certificate** amount eligible for shipping, or type zero to include all amounts.

Limit of Orders

Type the maximum number of Orders to release. (It is possible that there may be more than one **Gift Certificate** per order, or type zero to release all.

Use Current Printer Defaults

Type **Y(es)** or **N(o)** to indicate whether or not you want to change the existing printer defaults for the current report.

Submit to Batch

Type a code to indicate whether the report should be submitted to a job queue to process behind the scenes in batch mode and immediately free up your terminal, or run the report interactively which locks the terminal until the program has completed.

- Y (es)** indicates that the report will be submitted as a batch job
- N (o)** indicates that the report will be run interactively

Save Changes

Type **Y(es)** or **N(o)** to indicate whether or not you want any changes made to the defaults for the current panel to be applied to all subsequent displays of this panel to eliminate redundant data entry.

6. Press **Enter** to complete your selections and release **Gift Certificates**.

Printing Gift Certificates

Since you will most likely be using special paper stock for the final printing of **Gift Certificates**, **ORDER POWER!** gives you the option of printing either a trial run or **Gift Certificates** report first. That way you can preview the certificates to check to check for typographical errors in the **Sender**, **Recipient**, and **Gift Message** information.

To preview and correct Gift Certificates

If you are printing a trial run, be sure the printer is loaded with draft paper, not actual **Gift Certificates**. Follow the steps in the “To print Gift Certificates” section on page 13. When you have the draft print of the **Gift Certificates** in hand, verify that everything appears the way you want it to. If any corrections are necessary, follow the steps in the “To update Gift Certificate information” section below.

To update Gift Certificate information

1. From the **ORDER POWER!** Main Menu, select **Gift Certificates > Update Gift Certificate Information** to display the *Gift Certificates Inquiry panel* (figure 9).

OP! 4.0 DEVELOPMENT ** CO# 001				
Gift Certificates Inquiry				
Pstn : _____				
2=Change 5=Display				
Gift Certificate	Number	Order	Line	Face Value
-	512	120182	1	100.00
-	558	125115	3	35.00
-	559	125115	3	35.00
-	560	125115	3	35.00
-	561	125118	3	35.00
-	562	125118	3	35.00
-	563	125118	3	35.00
-	564	125124	3	35.00
-	565	125124	3	35.00
-	566	125124	3	35.00
-	567	125125	3	35.00
-	568	125125	3	35.00
-	569	125125	3	35.00
-	570	125573	3	35.00
-	571	125577	2	35.00

More...

F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Bot F21=Print

Gift Certificates Inquiry panel (figure 9)

2. Type **2** (Change) in the field beside the **Gift Certificate** you need to correct, then press **Enter** to display the *Gift Certificate Update panel* (figure 10).


```

OP! 4.0 DEVELOPMENT ** CO# 001
Gift Certificate Update

Order 135782 Line 3 Gift Certificate Number 582
Item GC100 Gift Certificate
Face Value 100.00

Sender Computer Solutions, Inc.
Recipient CSI's Favorite Customer

Message 1 You are so cool...this is for you! Shop 'til ya drop!
Message 2
Message 3
Message 4

F1=Help F3=Exit F12=Cancel

```

Gift Certificate Update panel (figure 10)

- When you have completed all the changes you need, press **Enter** to update the **Gift Certificate**.



ORDER POWER! uses the same program to print the trial run and the actual **Gift Certificates**, so it is up to you to be sure you have the correct paper stock loaded in your printer.

To print Gift Certificates for shipping

If you are printing **Gift Certificates** for shipping (final print), be sure the printer is loaded with actual **Gift Certificates**, not draft paper. Follow the steps in the “To print Gift Certificates” section below.

To print Gift Certificates

- From the **ORDER POWER! Main Menu**, select **Gift Certificates > Print Gift Certificates** to display *Gift Certificate Selection panel (figure 11)*.

```

OP! 4.0 DEVELOPMENT ** CO# 001
Gift Certificate Print Selection

Order Number ..... 1      1=All      2=Select      3=Range
Gift Certificate Number .... 1      1=All      2=Select      3=Range
Print Mailing Labels ..... N      Y/N
Use Current Printer Defaults Y      Y/N
Submit to Batch ..... N      Y/N
Save Changes ..... N      Y/N

F1=Help F3=Exit F12=Cancel

```

Gift Certificate Selection panel (figure 11)

2. Complete these fields:

Order Number / Gift Certificate Number

For each field, choose a code to select which **Gift Certificate** orders you want to print.

- 1=All** to print all **Gift Certificate** orders regardless of the content of this field in each respective order
- 2=Select** to print selected **Gift Certificate** orders, depending on the content of this field in each respective order
- 3=Range** to print a selected range of **Gift Certificate Orders**, depending on the content of this field in each respective order (fields where **3=Range** is applicable)

Print Mailing Labels

Type **Y**(es) to print **Mailing Labels** for shipping **Gift Certificates**.

Use Current Printer Defaults

Type **Y**(es) or **N**(o) to indicate whether or not you want to change the existing printer defaults for the current report.

Submit to Batch

Type a code to indicate whether the report should be submitted to a job queue to process behind the scenes in batch mode and immediately free up your terminal, or run the report interactively which locks the terminal until the program has completed.

- Y** (es) indicates that the report will be submitted as a batch job
- N** (o) indicates that the report will be run interactively

Save Changes

Type **Y**(es) or **N**(o) to indicate whether or not you want any changes made to the defaults for the current panel to be applied to all subsequent displays of this panel to eliminate redundant data entry.

3. Press **Enter** to process your request. Depending on the options you chose, you may be prompted for additional information.

To post Gift Certificates

After you have completed the final printing of **Gift Certificates**, you must then run the **Post Gift Certificates** option to permanently record the information and create the appropriate journal entries for historical purposes.

1. From the *ORDER POWER! Main Menu*, select **Gift Certificates > Post Gift Certificates** to display the *Post Gift Certificate Selection panel* (figure 12).

OP! 4.0 DEVELOPMENT ** CO# 001 Post Gift Certificate Selection				
Order Number	<u>2</u>	1=All	2=Select	3=Range
Gift Certificate Number	<u>1</u>	1=All	2=Select	3=Range
Use Current Printer Defaults	<u>Y</u>	Y/N		
Save Changes	<u>N</u>	Y/N		
F1=Help F3=Exit F12=Cancel				

Post Gift Certificate Selection panel (figure 12)

2. Complete these fields:

Order Number / Gift Certificate Number

For each field, choose a code to select which **Gift Certificate** orders you want to post.

- 1=All** to post all **Gift Certificate** orders regardless of the content of this field in each respective order
- 2=Select** to post selected **Gift Certificate** orders, depending on the content of this field in each respective order
- 3=Range** to post a selected range of **Gift Certificate Orders**, depending on the content of this field in each respective order (fields where **3=Range** is applicable)

3. Press **Enter** to process your request. Depending on the options you chose, you may be prompted for additional information.

