

# donation gift certificates

Follow these steps to create and issue a donation type gift certificate.

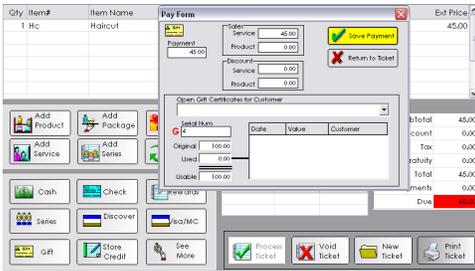
## Creating a Donation Type Gift Certificate

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. From the Table to Edit box select Gift Certificate.
4. Click on the Add button.
5. Type in Donation in the Name field.
6. Click on the Add button.
7. Click the Return to Previous Screen button.

## Giving a Donation Gift Certificate

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Click on the New Ticket button.
3. From the Sales Ticket screen, enter the organization's name on the sales ticket. Note: A donation gift certificate should never be registered to a walk-in ticket because it is difficult to track.
4. Click on the Add Gift button.
5. Type the recipient's first and last name. If this information is not available, click the Same as Ticket button to record the gift certificate under the organization's name.
6. Click in the serial number field and scan the gift certificate or type in the serial number.
7. From the Gift Type drop down menu select Donation from the list.
8. Type in the dollar value of the gift certificate in the Value of Gift field.
9. Type in Zero (0) in the Selling Price of Gift field.
10. Type in the amount of days the gift certificate will be valid. If there will be no expiration leave 0 in the days valid field.
11. Click the Save Gift Certificate button.
12. Answer Yes to the message "Are you sure your Selling price of the Gift Certificate is 0.00?"
13. Enter in a staff code in the Staff1 field.
14. Click the Process Ticket button.
15. Answer Yes to the message "The Sub-Total of this Ticket is 0.00, do you wish to continue?"





## Redeeming a Donation Gift Certificate

1. From the Sales Ticket screen, click on the Gift button (may be located under the See More button).
2. In the Serial Num field type in or scan the gift certificate.
3. Enter the amount of the sale in the Payment field.
4. Click the Save Payment button.
5. Answer Yes to the message “The Gift Certificate you wish to use is registered to: “Organization Name.” This is not the customer for whom this ticket is for. Do you still wish to Continue?”
6. If the gift certificate does not cover the entire amount due, type in the amount in the Payment field, then click the Save Payment button. From the Sales Ticket screen select an additional payment type and click the Process Ticket button.
7. If the certificate balance is greater than the amount of the ticket, type in the amount due in the Payment field, then click the Save Payment button. From the Sales Ticket click the Process Ticket button to process and close the sales ticket. Note: The balance of the gift certificate will be retained on the gift certificate.
8. Click the Process Ticket button.

## Viewing a Gift Certificate Report

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Double click on Gift Certificate Sales by Type from the report list side navigation. You will find it under the Gift Certificates category.
3. Enter in a date range to view.
4. View all gift certificates issued by the Donation gift type.
5. Click the Close button when you are finished.

