

Part 1 — Setting Up Gift Certificates

1 Add Gift Certificates to Your Inventory

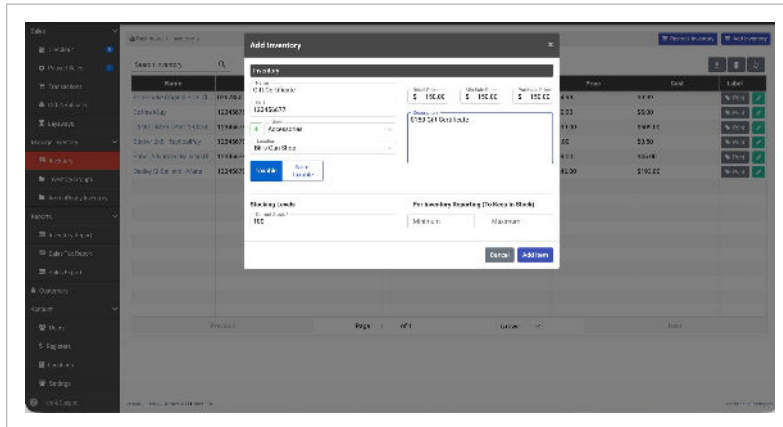


Fig. 1 — Add Inventory form: create a Gift Certificate as a sellable inventory item.

Gift certificates are sold just like any other product — they need to exist in your inventory first. Go to **Manage Inventory** → **Inventory** and click **Add Inventory**. Set up a gift certificate entry for each denomination you plan to offer (e.g., \$50, \$100, \$150):

- **Name:** Gift Certificate (or "\$150 Gift Certificate")
- **SKU:** Assign a unique code for each denomination
- **Retail / Min Sale / Purchase Price:** Set to the face value
- **Current Stock:** Enter how many you want available to sell
- **Taxable:** Set to **Non-Taxable** — sales tax is collected at redemption, not at purchase

Tip: Create an Inventory Group called "Gift Certificates" to keep all denominations organized and easy to find at checkout.

2 Sell a Gift Certificate at Checkout

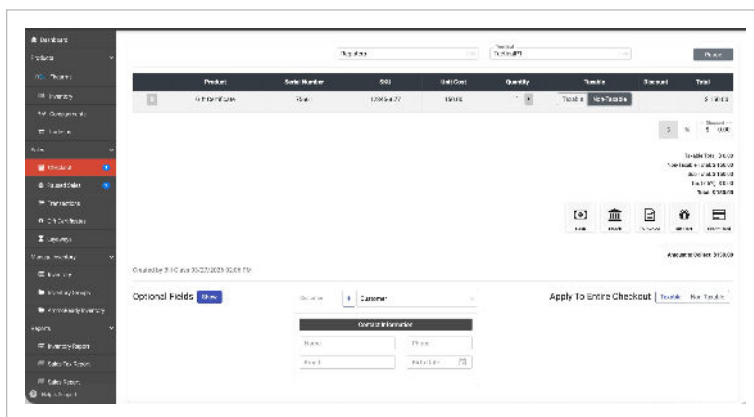


Fig. 2 — Gift Certificate scanned into the checkout cart as a Non-Taxable item.

Scan or search for the gift certificate item in **Sales** → **Checkout** just like any other product. The item will appear in the cart.

Confirm the **Non-Taxable** toggle is selected — gift certificates are typically not subject to sales tax at the point of purchase.

Collect payment via Cash, Check, or Credit Card and complete the transaction.

3 Register the Certificate in Gift Certificates

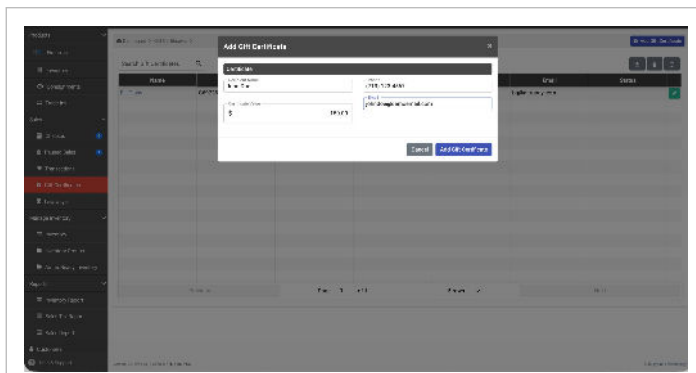


Fig. 3a — Add Gift Certificate: enter recipient name, phone, email, and certificate value.

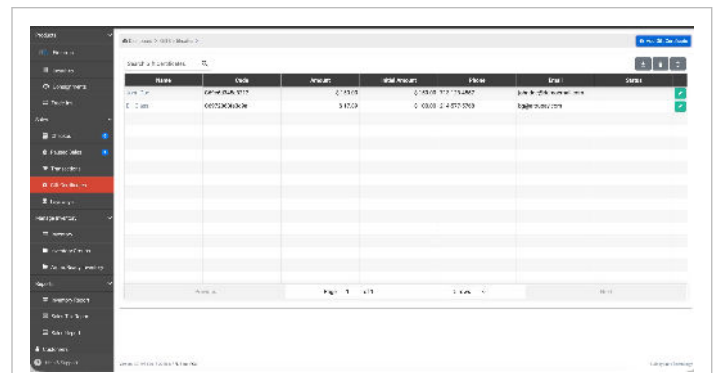


Fig. 3b — Gift Certificates list showing two active certificates with current balances.

After the sale, go to **Sales** → **Gift Certificates** and click **Add Gift Certificate**. Enter the **Recipient Name, Phone, Email, and Certificate Value**, then click **Add Gift Certificate**. The certificate is now active and appears in your list with a unique code, the initial amount, and the current remaining balance.

Part 2 — Redeeming & Tracking Gift Certificates

4 Accept a Gift Certificate as Payment at Checkout

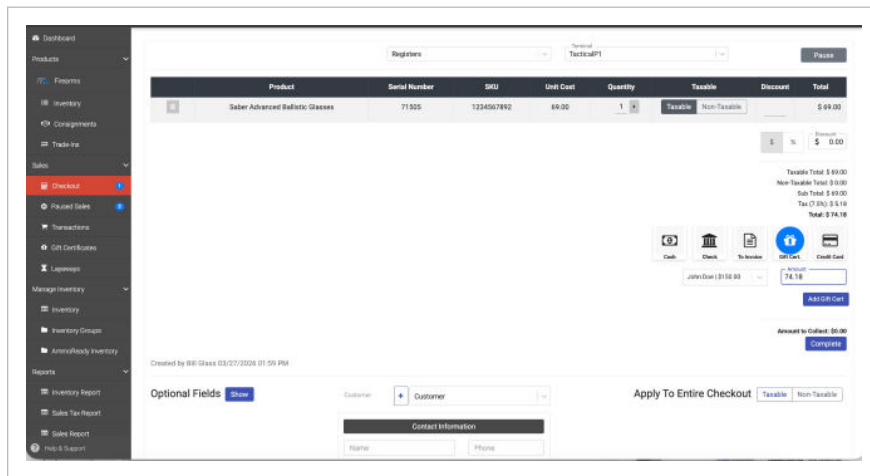


Fig. 4 — Gift Cert selected at checkout: certificate balance deducted, Amount to Collect shows \$0.00.

When a customer is ready to redeem their gift certificate, scan their items into the cart as usual. In the payment panel:

- Click the **Gift Cert.** payment icon
- Select the customer's certificate from the **Cert Select** dropdown — it shows each certificate by name and remaining balance
- The transaction amount auto-fills in the **Amount** field
- Click **Add Gift Cert** to apply it
- If the certificate covers the full balance, **Amount to Collect** shows \$0.00 and you can click **Complete**

If the purchase exceeds the certificate balance, the remaining amount can be collected via any other payment method.

5 View Certificate Balance & Transaction History

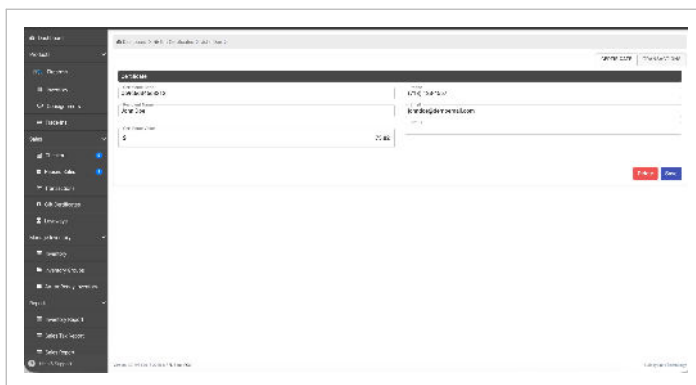


Fig. 5a — **CERTIFICATE** tab: shows the unique code, recipient details, and current remaining balance.



Fig. 5b — **TRANSACTIONS** tab: full history of every redemption linked to a transaction record.

Click any certificate name in the Gift Certificates list to open its detail view. Two tabs are available:

- **CERTIFICATE** — the certificate code, recipient name, phone, email, and current balance
- **TRANSACTIONS** — a complete log of every redemption, showing the date, amount used, and a link to the original transaction record

The balance automatically updates after each redemption. Certificates remain active until the balance reaches zero.

Tip: Gift certificates make a great upsell — especially around holidays and hunting season. Because they're non-taxable at purchase and easy to redeem at checkout, they add no operational complexity while driving return visits to your store.