



Gift Receipts

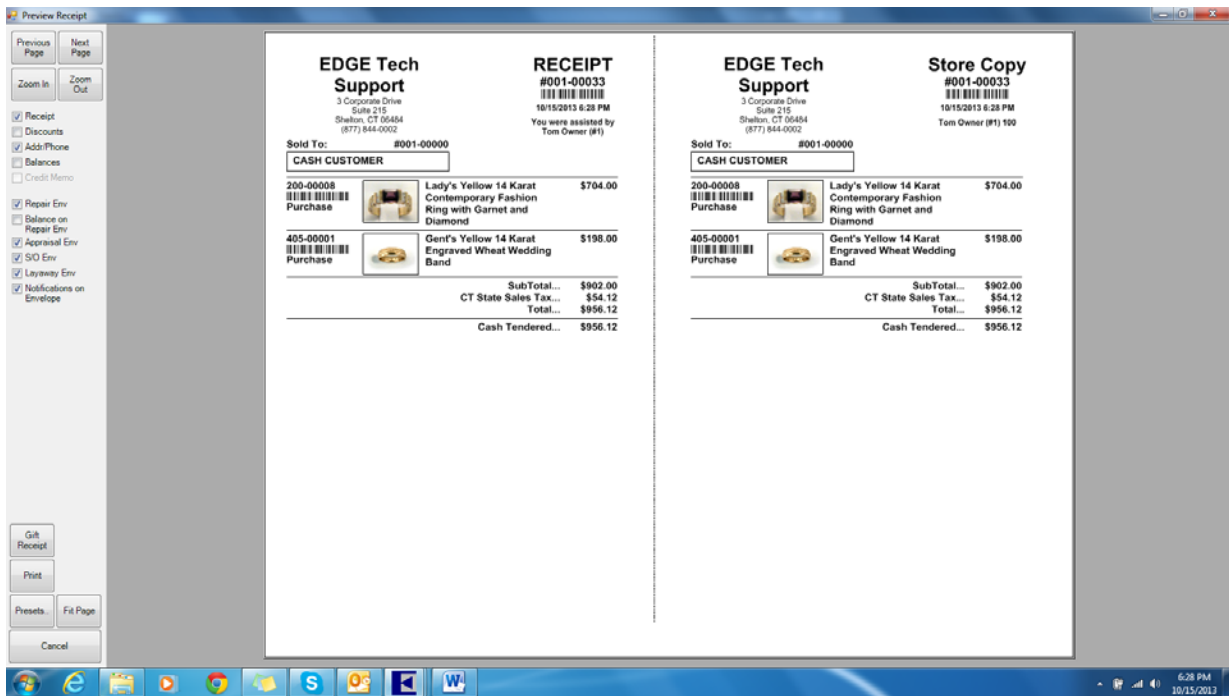
Introduction

Used not only at the holidays, gift receipts are a discreet yet practical offering to your customers. This document explains how to generate gift receipts and the options that are available for them in The Edge.

Generating Gift Receipts

Gift receipts are printed similarly to regular receipts, with some additional options. To print a gift receipt:

1. Conduct a transaction from POS as usual, selecting **Done** to complete the transaction. If set in system options, a preview of the receipt will appear.



TIP!

To turn on receipt previews, use SysOptions=>Receipt Options=>PreviewReceipt=TRUE.

- From the lower left corner of the **Preview Receipt** screen, select **Gift Receipt**. The **Gift Receipts** window will appear.

Gift Receipts

EDGE Tech RECEIPT

Check the items that should appear on the gift receipt.

Merchandise Misc Repair Custom Job Appraisal Other

Id	Type	Description
<input type="checkbox"/> 001-200-00008	Item	Lady's Yellow 14 Karat Contemporary Fashion Ring with Garnet and Diamond
<input type="checkbox"/> 001-405-00001	Item	Gent's Yellow 14 Karat Engraved Wheat Wedding Band

Print on Individual Pages

Fields and options in the **Gift Receipts** window include:

Check the items that should appear on the gift receipt

Select types of transactions to include gift receipts for: **Merchandise, Misc, Repair, Custom Job, Appraisal, and Other.**

Check All

Select all items listed for gift receipts.

Check None

Unselect all items listed for gift receipts.

Print on Individual pages

Allows you to print each receipt on separate pages for distribution to separate gift recipients.

Print

Proceed with printing of the gift receipts.

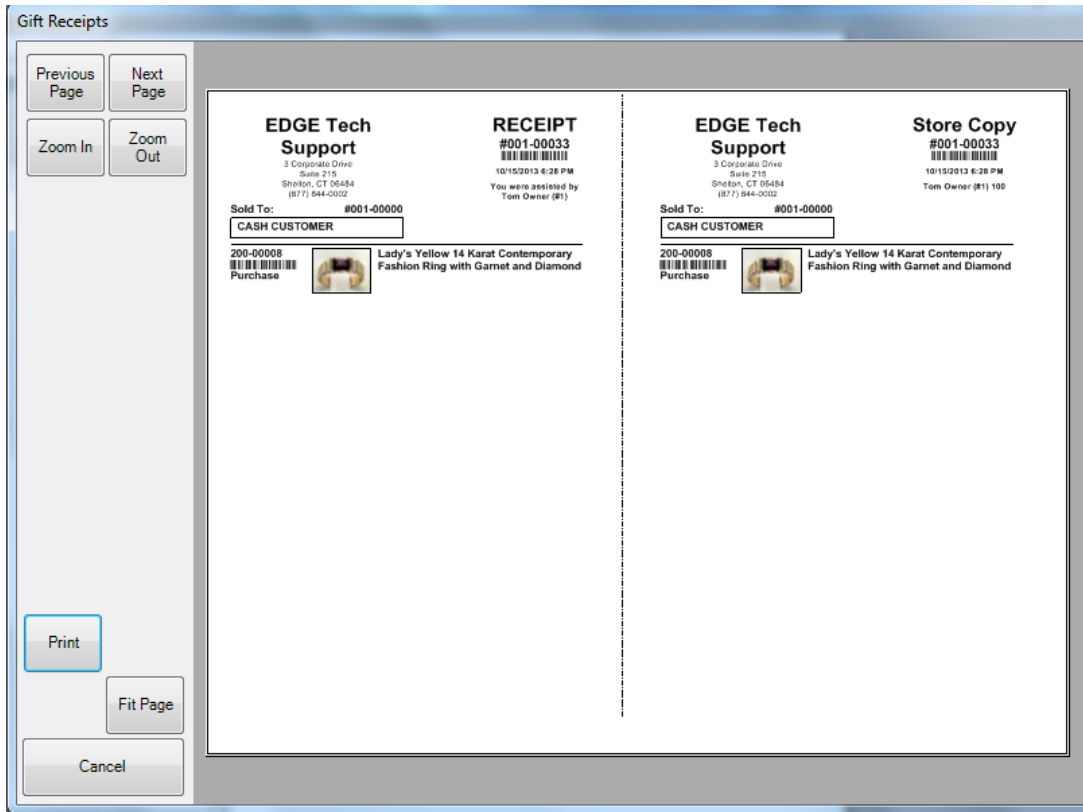
Close

Close the Gift Receipts window.

Presets

Use presets to set the behavior for the gift receipt form. For complete instructions on presets, search presets on The Edge **Help** menu.

- Select options as required and select **Print**. A second **Gift Receipts** preview screen will appear without pricing.



4. If the receipts look correct, select **Print**. If not, select **Cancel** and make changes.

How System Options Impact Gift Receipts

If **AskBeforePrinting** is set to **True**, it will prompt for printing receipts, but also also prompt “Would you like a gift receipt?”



If **AskIfGiftReceipt** is enabled (it is the default), when a receipt is printed, a dialog **Would you like a gift receipt?** pops up. If you select **Yes**, the **Gift Receipt** window as described above will appear.

If your store has **Preview** enabled, you have full control of the Gift Receipt functions; the button is present.

If you have **Preview** enabled AND **AskIfGiftReceipt** set to `True`, when you select **Print** from the preview, you get the prompt again.

If you have **AskBeforePrinting** set to `True` and **Preview** to `False`, when you select **Done** from POS, a button offering if you would like a gift receipt will appear.

If you have both **Preview** and **AskBeforePrinting** set to `False`, AND **AskIfGiftReceipt** set to `True`, The Edge prints a receipt silently as usual, but will pop the “**Would you like a gift receipt?**” option. If you select **Yes**, the gift receipt picker will appear.

NOTES!

- **If you forget to print a gift receipt, you can do so any time just as you would reprint any receipt. Lookup the sale, select it, and select Gift Receipt from the preview. To do so, use Misc=>Sales=>Find=> or POS=> Review Receipts.**
- **Gift receipts are available for any completed transaction (e.g., item sale, repair pickup, layaway pickup).**
- **Transactions such as intake, payments, returns, and trades, which are part of the current transaction, are automatically excluded to make the gift receipt appropriate.**