Gift Certificates | Reports

Gift Certificate Transactions will appear on on several Reports in MyPMS. Depending on the information that you need, you can use these reports to get a summary of sales or a detailed report of Gift Certificates sold and redeemed.

- Gift Certificates Sold: Since these are sold as Inventory Items, the sale of these items will appear on the Managers Report,
 Transaction Summary Report, Transactions Report and the Item Analysis Report
- **Gift Certificates Redeemed:** When a Gift Certificate is Redeemed it is applied to a folio as a payment and set up as a "Non-Credit Card" Receipt Type. the payment will appear on the Managers Report, Transaction Summary Report and Transactions Report.

To track how many gift certificates are outstanding and have not been redeemed, use the Transactions Report. Using the same date range, run a report for Gift Certificates Sold and then Gift Certificates Redeemed. Then compare the two reports and cross reference the two reports to determine which Gift Certificates sold have not been redeemed. This information can also be transferred and tracked in another system like MS Excel.

Gift Certificates

- Gift Certificates | Getting Started
- Gift Certificates | Setup
- Gift Certificates | House Accounts
- Gift Certificates | Sell
- Gift Certificates | Redeem
- Gift Certificates | Manage
- Gift Certificates | Reports

Managers Report

Go to REPORTS | MANAGERS | MANAGERS REPORT. For more details, see Managers Reports_

Gift Certificates Sold

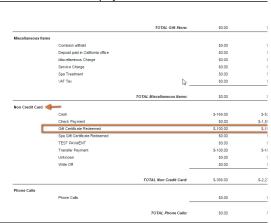
Displays sales under Folio Charges/Income

On The Divide Hotel Managers Report Managers Report October 11, 2016 MTD \$0.00 \$0.00 \$0.00 \$250.00 \$0.00 \$490.00 Activities Phone Calls Room Rent \$0.00 \$0.00 \$235.00 Gift Store \$0.00 \$0.00 \$2,955.49 \$0.00 \$9.75 Sales Tax

Click image to enlarge

Gift Certificates Redeemed

Displays under Non-Credit Card Income



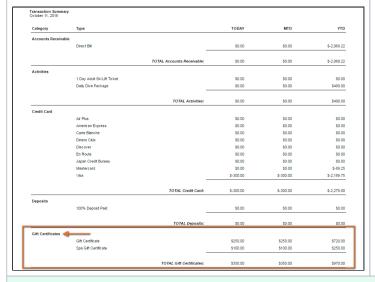
Click image to enlarge

Transactions Summary Report

Go to REPORTS | ACCOUNTING | TRANSACTION SUMMARY. For more details, see Transaction Summary Report

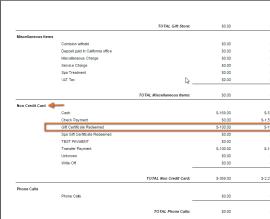
Gift Certificates Sold

Displays sales under Folio Charges/Income



Gift Certificates Redeemed

Displays under Non-Credit Card Category



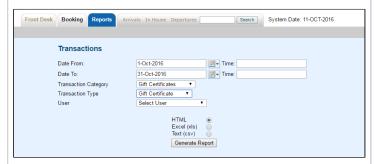
Transactions Report

Go to REPORTS | ACCOUNTING | TRANSACTIONS. For more details, see Transactions Report

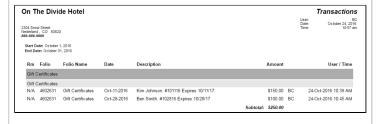
Gift Certificates Sold

To run a report with only the Gift Certificate Transactions, use the following settings. You can also run a report for all transactions in the date range.

- Transaction Category: Choose your Transaction Category le. Gift Certificates. See Inventory Groups
- Transaction Type: Choose the name of your Gift Certificate.le. "Gift Certificate". See Gift Certificates | Setup



Click images to enlarge



Gift Certificates Redeemed

To run a report with only the Gift Certificate Transactions, use settings. You can also run a report for all transactions in the ε

- Transaction Category: Choose Transaction Category,
- Transaction Type: Choose the receipt type. le. "Gift Ce Redeemed". See Gift Certificates | Setup



Click images to enlarge

