

Gift Certificates | Reports

Gift Certificate Transactions will appear 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](#)
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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		
2304 Snow Street Nederland, CO 80620 920.825.8285		User:	BC	
Managers Report October 11, 2016		Date:	October 24, 2016	
		Time:	6:11 pm	
Folio Charges / Income	Today	MTD	YTD	
Miscellaneous Items	\$0.00	\$0.00	\$250.00	
Deposits	\$0.00	\$0.00	\$0.00	
Activities	\$0.00	\$0.00	\$490.00	
Phone Calls	\$0.00	\$0.00	\$0.00	
Room Rent	\$0.00	\$3,710.00	\$15,270.00	
Restaurant Charges	\$0.00	\$0.00	\$235.00	
Gift Certificates	\$350.00	\$350.00	\$970.00	
Gift Store	\$0.00	\$0.00	\$0.00	
Occupancy Tax	\$19.00	\$723.90	\$2,955.49	
County Tax	\$0.00	\$0.00	\$0.00	
Sales Tax	\$0.00	\$0.00	\$9.75	

[Click image to enlarge](#)

Gift Certificates Redeemed

Displays under Non-Credit Card Income

TOTAL Gift Store:		\$0.00	:
Miscellaneous Items			
Commission withheld	\$0.00	:	
Deposit paid in California office	\$0.00	:	
Miscellaneous Charge	\$0.00	:	
Service Charge	\$0.00	:	
Spa Treatment	\$0.00	:	
US7 Tax	\$0.00	:	
TOTAL Miscellaneous Items:		\$0.00	:
Non Credit Card			
Cash	\$-189.00	\$-189.00	
Check Payment	\$0.00	\$-1.50	
Gift Certificate Redeemed	\$-100.00	\$-100.00	
Spa Gift Certificate Redeemed	\$0.00	\$0.00	
TEST PAYMENT	\$0.00	\$0.00	
Transfer Payment	\$-100.00	\$-100.00	
Unknown	\$0.00	\$0.00	
Write Off	\$0.00	\$0.00	
TOTAL Non Credit Card:		\$-389.00	\$-2.25
Phone Calls			
Phone Calls	\$0.00	:	
TOTAL Phone Calls:		\$0.00	:

[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

Transaction Summary October 11, 2016				
Category	Type	TODAY	MTD	YTD
Accounts Receivable	Direct Bill	\$0.00	\$0.00	\$-2,069.22
	TOTAL Accounts Receivable:	\$0.00	\$0.00	\$-2,069.22
Activities	1 Day Adult SH/LR Ticket	\$0.00	\$0.00	\$0.00
	Daily Dive Package	\$0.00	\$0.00	\$490.00
	TOTAL Activities:	\$0.00	\$0.00	\$490.00
Credit Card	Air Plus	\$0.00	\$0.00	\$0.00
	American Express	\$0.00	\$0.00	\$0.00
	Carte Blanche	\$0.00	\$0.00	\$0.00
	Diners Club	\$0.00	\$0.00	\$0.00
	Discover	\$0.00	\$0.00	\$0.00
	En Route	\$0.00	\$0.00	\$0.00
	Japan Credit Bureau	\$0.00	\$0.00	\$0.00
	Mastercard	\$0.00	\$0.00	\$-89.25
	Visa	\$-300.00	\$-300.00	\$-2,189.75
	TOTAL Credit Card:	\$-300.00	\$-300.00	\$-2,279.00
Deposits	100% Deposit Paid	\$0.00	\$0.00	\$0.00
	TOTAL Deposits:	\$0.00	\$0.00	\$0.00
Gift Certificates	Gift Certificate	\$250.00	\$250.00	\$720.00
	Spa Gift Certificate	\$100.00	\$100.00	\$250.00
	TOTAL Gift Certificates:	\$350.00	\$350.00	\$970.00

Gift Certificates Redeemed

Displays under Non-Credit Card Category

		TOTAL Gift Store:	\$0.00	:
Miscellaneous Items	Commission withheld	\$0.00	:	
	Deposit paid in California office	\$0.00	:	
	Miscellaneous Charge	\$0.00	:	
	Service Charge	\$0.00	:	
	Spa Treatment	\$0.00	:	
	VAT Tax	\$0.00	:	
		TOTAL Miscellaneous Items:	\$0.00	:
Non Credit Card	Cash	\$-169.00	\$-5:	
	Check Payment	\$0.00	\$-1.5:	
	Gift Certificate Redeemed	\$-100.00	\$-11:	
	Spa Gift Certificate Redeemed	\$0.00	:	
	TEST PAYMENT	\$0.00	:	
	Transfer Payment	\$-100.00	\$-11:	
	Unknown	\$0.00	:	
	Write Off	\$0.00	:	
		TOTAL Non Credit Card:	\$-369.00	\$-22:
Phone Calls	Phone Calls	\$0.00	:	
		TOTAL Phone Calls:	\$0.00	:

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 i.e. Gift Certificates. See [Inventory Groups](#)
- **Transaction Type:** Choose the name of your Gift Certificate i.e. "Gift Certificate". See [Gift Certificates | Setup](#)

Front Desk

Booking

Reports

Arrivals

In House

Departures

Search

System Date: 11-OCT-2016

Transactions

Date From: 1-Oct-2016 Time:
Date To: 31-Oct-2016 Time:
Transaction Category: Gift Certificates
Transaction Type: Gift Certificate
User: Select User

HTML
Excel (xls)
Text (csv)
Generate Report

Click images to enlarge

On The Divide Hotel						
2304 Snow Street Nederland, CO 80820 888.888.8888				Transactions		
Start Date: October 1, 2016 End Date: October 31, 2016				User: BC Date: October 24, 2016 Time: 10:57 am		
Rm	Folio	Folio Name	Date	Description	Amount	User / Time
Gift Certificates						
N/A	4602631	Gift Certificates	Oct-11-2016	Kim Johnson #101116 Expires 10/11/17	\$150.00	BC 24-Oct-2016 10:39 AM
N/A	4602631	Gift Certificates	Oct-28-2016	Ben Smith #102816 Expires 10/28/17	\$100.00	BC 24-Oct-2016 10:45 AM
					Subtotal:	\$250.00

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 c

- **Transaction Category:** Choose Transaction Category, "
- **Transaction Type:** Choose the receipt type. i.e. "Gift Ce Redeemed". See [Gift Certificates | Setup](#)

Front Desk

Booking

Reports

Arrivals

In House

Departures

Search

System

Transactions

Date From: 25-Oct-2016 Time:
Date To: 25-Oct-2016 Time:
Transaction Category: Non Credit Cards
Transaction Type: Gift Certificate Redeemed
User: Select User

HTML
Excel (xls)
Text (csv)
Generate Report

Click images to enlarge

On The Divide Hotel						
2304 Snow Street Nederland, CO 80820 888.888.8888				Transactions		
Start Date: October 1, 2016 End Date: October 31, 2016						
Rm	Folio	Folio Name	Date	Description	Amount	
Non Credit Card						
Gift Certificate Redeemed						
N/A	4578703	Primary Folio	Oct-11-2016	Ben Smith #102816 Expires 10/28/17	\$-100.00	
					Subtotal:	\$-100.00