

Gift Certificates

Overview of Gift Certificates in MyPMS

MyPMS gives you the ability to sell, redeem and track Gift Certificates by **transaction**, not by Booking or Guest. What this means is that gift certificates can be tracked by date sold or redeemed, by Folio # or Name in Transactions Reports, but they will not be attached to a specific guest or tracked in an accounts payable account. If you need further tracking, more details, a flag for expiration dates, tracking by Guest, etc., then we recommended incorporating the transaction details from MyPMS into an additional tracking method such as an excel spreadsheet. See [Manage Gift Certificates](#)

A **Gift Certificate is an Inventory Item** which can be sold in a folio using "Add Charge". See [Gift Certificates | Setup](#)

When a **Gift Certificate is sold**, the charge is recorded and paid for using the chosen payment method, ie. cash, credit card, etc. in a House Account Folio. See [Gift Certificates | Sell](#). There are two ways to use the House Accounts for Gift Certificates. See [Gift Certificates | House Accounts](#)

When a **Gift Certificate is redeemed**, it is applied as a payment to a guest folio using payment type "Gift Certificate Redeemed". See [Gift Certificates | Redeem](#)

Since the two transactions (Sold and Redeemed) are recorded in different folios and on different dates, the best way to "match" a Gift Certificate to sold and when it is redeemed is to use the **transaction description** record details like purchaser name, folio #, gift certificate #, expiry dates, etc.. If you already have a Gift Certificate system set up and have tracking #, then you can use these in the transaction description. [Gift Certificates | Getting Started](#)

To **track the sale and redemption** of Gift Certificates, see [Gift Certificates | Reports](#)

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