# **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 Gift Certificates Redeemed** Displays sales under Folio Charges/Income Displays under Non-Credit Card Income On The Divide Hotel Managers Report User Date Time ber 24, 2016 2304 Snow Street Nederland, CO 80820 Managers Report October 11, 2016 vice Chr \$0.00 \$0.00 Folio Charges / Income Today MTD YTD D \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$250.00 \$0.00 \$490.00 Deposits \$0.00 Activities \$0.00 Non Credit Card Phone Calls Room Rent \$0.00 \$0.00 \$0.00 \$-169.00 \$0.00 \$3,710.00 \$15,270.00 \$0.00 Restaurant Charg \$235.00 Spa Gift Cer TEST PAYM Gift Certificates \$970.00 Gift Store \$0.00 \$0.00 \$0.00 \$723.90 \$0.00 \$2,955.49 \$0.00 Occupancy Tax County Tax \$19.00 \$0.00 \$9.75 Sales Tax \$0.00 TOTAL No \$-369.0 \$-2,2 Click image to enlarge 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

Certificat	tes Sold					Gift Certif	cates Redeem	ed	
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counts Receivable						Miscellaneous Ite	Comision witheld		\$0.00
	Direct Bill		\$0.00	\$0.00	\$-2,069.22		Deposit paid in California office Miscellaneous Charge		\$0.00 \$0.00
		TOTAL Accounts Receivable:	\$0.00	\$0.00	\$-2,069.22		Service Charge Sna Treatment		\$0.00
tivities	1 Day Adult Ski Lift Ticket		\$0.00	\$0.00	\$0.00		VAT Tax	Ŀ≈	\$0.00
	Daily Dive Package		\$0.00	\$0.00	\$490.00			TOTAL Miscellaneous Items:	\$0.00
		TOTAL Activities:	\$0.00	\$0.00	\$490.00	Non Credit Card	←		
Credit Card							Cash Check Payment		\$-169.00 \$0.00
	Air Plus American Express		\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	[	Gift Certificate Redeemed		\$-100.00
	Carte Blanche		\$0.00	\$0.00	\$0.00		Spa Gift Certificate Redeemed TEST PAYMENT		\$0.00
	Discover		\$0.00	\$0.00	\$0.00		Transfer Payment		\$-100.00
	En Route		\$0.00	\$0.00	\$0.00		Write Off		\$0.00
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