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# RECTRAC 3.1 Gift Certificate

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## RecTrac 3.1 Selling a Gift Certificate

Glen Eagle Gift Cert (SE7115-16-137-001) for Daily Guest Daily Sales Account (Purchase)

Fees

Manual Fees - Select a Maximum of 99999 Fee(s)

Add	Line	Description	Amount	Discount	Quantity	Time Count
<input checked="" type="checkbox"/>	3672347	GC Value To Add	0.00	0.00	1.00	

Gift Certificate Options

Swipe Card ⓘ

Gift Certificate Number ⓘ

Alternate Household ⓘ

or Daily Name ⓘ

Continue Cancel

- Click on your gift certificate purchase button.
- Enter in the amount of the gift certificate being sold in the 'Amount' Field.

- In the 'or Daily Name' Field, enter in who/what this gift certificate is for.
  - If it's for a customer, enter in the customer name.
  - If it's for a golf tournament, enter in the tournament name or other applicable info.

• When finished, click continue to add this gift certificate to the cart.

- Then click on the Payment button in the shopping cart area.
  - Choose the applicable payment code on the payment screen to complete the sale.
- Along with the customers receipt, if your location is using gift certificates generated from RecTrac, a print out for the gift certificate will print out.

Q...	Description	Total
<input type="checkbox"/>	1.00 Local Gift Cert (SE9...	\$ 25.00

Total \$ 25.00

Remove Update Empty Cart

\$25.00 Payment



## RecTrac 3.1 Redeeming a Gift Certificate

- Add the items to the shopping cart and click Payment.
- Select the 'GIFT-Gift Certificate' payment code in 'Pay Code' drop down.
- Enter the Gift Certificate # in the Gift Certificate Number.
- Click Process to complete the sale. The sales receipt will print out the amount remaining on the gift certificate used, if applicable.

Total Due ⓘ

\$ 16.25

Total Paid ⓘ

\$ 16.25

Pay Code ⓘ

GIFT - Gift Certificate

Gift Certificate ⓘ

-- Enter a Number --

Swipe Card ⓘ

Gift Certificate Number ⓘ

1

Payment Reference 1

Payment Reference 2

**Process**

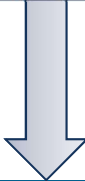
Add Split Payment



## RecTrac 3.1 Gift Certificate Inquiry

- Click on the 'Gift Cert Inquiry' Button.
- Enter in the gift certificate number to look up and click Ok.
- An information window will display with applicable info about that gift certificate.

Gift Cert Inquiry



Information i ? x

Gift Certificate Number \* ⓘ

Ok Cancel



Information x

Gift Certificate Number: 1  
PIN: JEAQVP  
Issued To: CUSTOMER'S FULL NAME  
Issue Date: 07/20/2020  
Expiration Date: 07/20/2021  
Face Value: 25.00  
Amount Used: 16.25  
Amount Left: 8.75

Close