Gift Certificate System WGCS Installation and Operating Instructions

GIFT CERTIFICATE CONTENTS

140 or 280 Gift Certificates 15 or 30 Registers

140 or 280 Envelopes 1 Folding Board

HOW TO BEGIN

- 1. Check your order. Verify the imprint information is correct on your gift certificates.
- 2. Place the folding board on your desk so clamp is at the left. The board will open to the right.
- Place one gift certificate register on the board. The second hole from the top of the register should be placed on the first peg of the board.

PREPARING THE REGISTER

- 1. Enter the previous month's balance at the top of the register. (See A of illustration 1).
- 2. In columns 1-4, enter the description column headings in the upper right hand portion of register. (See B of illustration 1).
- Enter month and page number in the lower right hand corner of register. (See C of illustration 1)
- 4. Place the first bank of shingled gift certificates on the board by placing the fourth hole at the top of the bank of certificates on the top peg. Be sure the posting line of the top certificate aligns with the first writing line on the register.

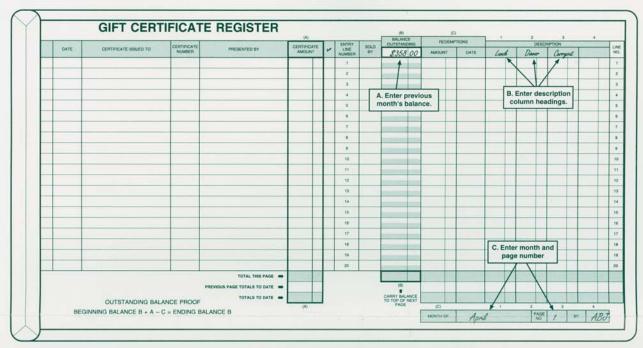


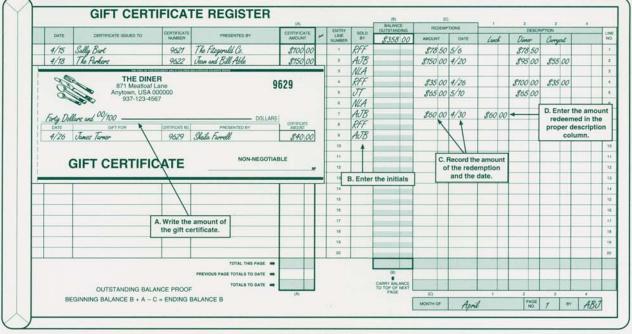
ILLUSTRATION 1

RECORDING THE GIFT CERTIFICATE

- 1. On the first line of the certificate, write the amount of the gift certificate. (See A of Illustration 2).
- 2. On the posting line of the certificate, fill in the date, the name who is receiving the certificate, the certificate number, the purchaser of the certificate, and the dollar amount.
- 3. Enter the initials of the person who sold the certificate on the right side of the register. (See B of illustration 2).
- 4. Once the posting line is complete, detach the certificate at the perforation.
- 5. Complete the certificate by signing the signature line, and placing it in the gift certificate envelope.

RECORDING THE REDEMPTION OF THE GIFT CERTIFICATE

- 1. Determine which register includes the records of the gift certificate transaction. (Keep used registers in a storage binder in chronological order for easy reference.)
- 2. Record the amount of the redemption and the date of the redemption. (See C of illustration 2).
- 3. Enter the amount of the certificate redeemed in the proper description column. (See D of Illustration 2).



IF A BALANCE REMAINS ON A CERTIFICATE:

- 1. On the backside of the certificate is a grid to be filled out when a customer uses only a portion of the gift certificate. Fill in the certificate amount from the front side and the customer's name on the first line of the grid.
- 2. Fill in the redemption date, the amount redeemed on that date, the remaining certificate balance, and the approver's initials. (See illustration 4).
- 3. On the register, drop down to the next open line and record the redemption. (See C of illustration 3). **Note:** For easier reconcilliation at a later date, it is recommended that you record these transactions in an ink color other than black. Going across on that line, fill in the redemption date. In the next column, "Certificate Issued To", write in the letters "BCF" (Balance Carried Forward) and the original certificate number. In the "Presented By" column, write in the words "Store Credit". In the column "Certificate Amount", write in the letters "N/A" (Not Applicable) or \$0.00. In the remaining columns record the amount of the redemption and the date along with the amount redeemed in the proper description column.
- 4. Be sure to lower the shingled bank of certificates to the next available line before issuing a new gift certificate.

GIFT AMOUNT / NAME		\$ 100.00	Elenor May
DATE	AMOUNT	BALANCE	APPROVED BY
4/26	\$35.00	\$65.00	RFF
4/29	\$65.00	-0-	RFF

ILLUSTRATION 4

PROVING THE REGISTER

- 1. Total columns C, 1, 2, 3, 4 and enter each figure on the last line of the register. (See A of illustration 3).
- 2. Column C must equal the sum of columns 1, 2, 3, 4.
- Total the certificate amounts in column A and enter the sum on line "Total This Page".
- 4. The sum of the beginning "Balance Outstanding" (Col. B) carried forward from the previous register plus Total This Page" (Col. A) minus the total in Col. C equals the ending balance Col. B. The ending balance Col. B should be carried forward to the first line of the next register Col. B. In the illustrated example:
 - Beginning balance Col. B (\$358.00) + "Totals This Page" Col. A (\$630.00) The Page Total of Col. C (\$453.50) = Ending balance of certificates outstanding (\$534.50). Carry this ending outstanding balance (\$534.50) to the first line on the next register Col. B.
- 5. Enter the certificate amount totals from previous registers on line Previous Page Totals to Date". (You should establish how long you want to carry the previous page totals forward. It is recommended that the time period correlates with the calendar year, tax quarter or year, or your company fiscal year).
- 6. "Totals (certificate amounts) to Date" (Col. A) equals the sum of "Total This Page" + "Previous Page Totals to Date". (See B of illustration 3).

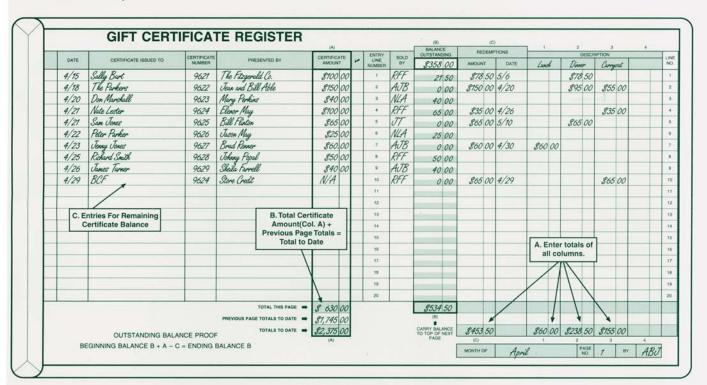


ILLUSTRATION 3