

Gift Certificate Sales by Type Report Guide

The Gift Certificate Sales by Type report gives you all of the gift certificates sold within the specified date range, separated into your predefined categories.

When to create the report

We recommend reviewing this report monthly.

How to create the report

1. From the SalonBiz/SpaBiz menu bar, click on the Report icon.
2. Double click on the Gift Certificate Sales by Type report. You will find it under the Gift Certificates category.
3. Enter the beginning and ending date for the report.

What it tells you

The report breaks out the gift certificates sold by type (category) so that you can keep track of all of the gift certificate sales as a whole.

The report is then separated into 9 areas:

- Gift # - unique serial number of the gift certificate
- Name - recipient's name
- Contact Information - recipient's phone number
- Date sold - date the gift certificate was purchased
- Last used - last time the gift was redeemed
- Net sell amt. - amount charged for the gift certificate (selling price)
- Value - amount available for use on the gift certificate
- Balance - amount remaining on gift certificate
- Purchased by - person or entity purchasing the gift certificate

How it's used

This report is used for analyzing the status of your gift certificate sales. You are able to see current values along with the original purchase amount, allowing you to view outstanding liability. It is also an excellent tracking tool to view how many charitable donations your business contributed for fiscal reporting.



Gift Certificate Sales by Type from 7/31/2008 to 7/31/2008

Donation

Gift #	Name	Contact Information	Date Sold	Last Used	Net Sell Amount	Value	Balance	Purchased By
21	OAK COUNTRY CLUB RAFFLE	Home: (817)123-4567	7/31/2008	Not Used	\$0.00	\$150.00	\$150.00	OAK COUNTRY CLUB RAFFLE
22	RIVER ROAD CHURCH FAIR RAFFLE	Home: (332)223-3322	7/31/2008	Not Used	\$0.00	\$500.00	\$500.00	RIVER ROAD CHURCH FAIR RAFFLE
23	Name Not Listed	None	7/31/2008	Not Used	\$0.00	\$350.00	\$350.00	UNKNOWN UNKNOWN
Sub Total					\$0.00	\$1,000.00	\$1,000.00	

General Use

Gift #	Name	Contact Information	Date Sold	Last Used	Net Sell Amount	Value	Balance	Purchased By
24	Andrea Duckett	Home: (888)888-8888	7/31/2008	Not Used	\$50.00	\$50.00	\$50.00	JILL GENTRY
Sub Total					\$50.00	\$50.00	\$50.00	

Spa Package

Gift #	Name	Contact Information	Date Sold	Last Used	Net Sell Amount	Value	Balance	Purchased By
25	Mary Ann Keyte	Home: (555)555-5555	7/31/2008	Not Used	\$250.00	\$250.00	\$250.00	Mary Ann Keyte
26	FRANK THOMPSON	Home: (435)657-6543	7/31/2008	Not Used	\$175.00	\$175.00	\$175.00	Jim Frank
Sub Total					\$425.00	\$425.00	\$425.00	
Sales Total					\$475.00	\$1,475.00	\$1,475.00	

Refunded Gift Certificates

Gift #	Name	Contact Information	Sold On	Refunded On	Refund Amount	Refund Value	Purchased By
	Name Not Listed	None					Name Not Listed
Refunded Total							

Grand Total