

How to Add a New Vendor

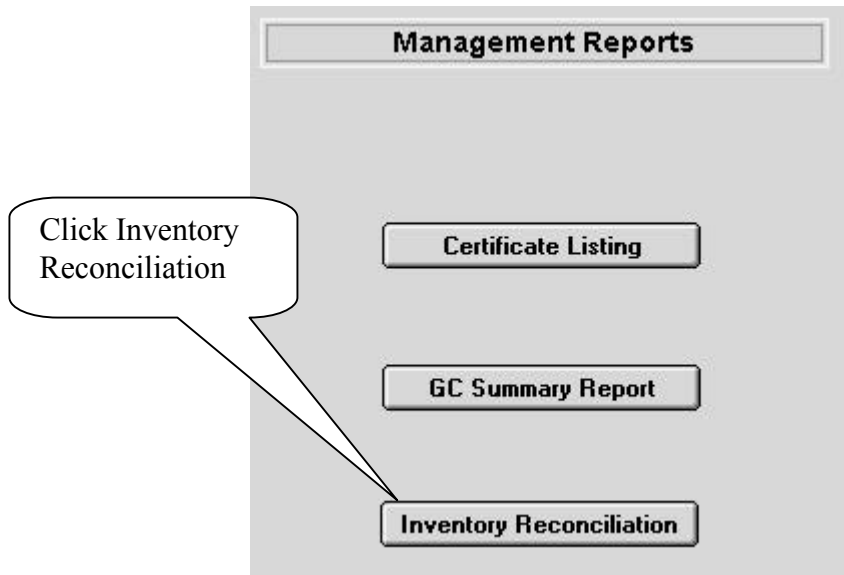
1. Go to “Management” and select “Gift Certificate Mgmt”.



- 2) Choose Management Reports at next screen.



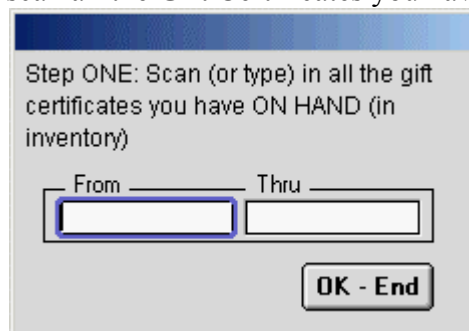
3) Choose Inventory Reconciliation on the next page.



4) Choose the method you wish to use to generate the report. If you choose to email it, it will go to the accounting department with your daily transmissions. Or you can create a small text file (excel) file that you could email to someone, or you could print the report and fax it or use it for yourself.



5) Now you need to scan all the Gift Certificates you have on hand.



Scan them in as sequential batches ONLY. You can scan entire booklets at once or a whole brick or just a few at a time, as long as they are ALL in sequence and from the same series. If you are left with just one certificate in a series or a booklet, simply scan that ONE certificate into the beginning (from) as well as into the ending (thru) number. The important point is that you do not scan a beginning certificate out of one batch and another certificate out of another batch. That will cause the system to count ALL the certificates in between those two.

You can scan multiple batches. Each time you scan the “thru” number, the system will bring you back to this page to scan a new batch.

Once you have finished this scanning process, you can click “OK-End”. This will trigger the system to process the report and print it or email it.