WordStock
Gift Cards and other coupons

WordStock's *Coupons* program tracks, organizes, and maintains all activities related to the various types of 'coupons' supported by WordStock, including:

- Gift Cards;
- Gift Certificates;
- Credit Memos;
- Book Club Coupons; *and*
- Book Tokens.

The *Coupons* screen, shown below, is where you view a coupon's history and details, such as the date it was issued, the customer's name, the amount of the coupon, and its usage.

For added convenience, *Coupons* interacts with WordStock's *Customer File* so that you can create or modify customer records from within *Coupons* without having to leave the program.

You track credit memos by entering them into Coupons manually -- they do not currently carry over automatically from the POS program.

By doing that data entry, you can keep information current so you can reissue a lost credit memo, if need be, so we encourage its use!

Using WordStock's reporting functions you can quickly generate a report of all outstanding coupons to monitor your financial position.

Coupons sells for $20/month, including Maintenance.

- ***Please see the reverse of this page for an overview of using Gift Cards***.

Book Lover's Gift Card

Program Commands

OLD	Call up an old record by coupon number
NEW	Create a new record
RPD	Create several new records (rapid entry mode)
C	Call up an old record by coupon number, then enter search mode
CS	Same as the OLD command, but uses the current coupon number
N	Call up a record by customer name and enter search mode
NS	Same as the N command, but uses the current customer name
NC	Call up a CUST rec by name
MOD	Modify the record that is currently on the screen
USE	Update the current record's usage with a new amount
CUN	Create a new CUSTOMER record
CUO	Modify an existing CUST rec
GC	Change the coupon type mode to Gift Certificate
CR	Change the coupon type mode to Credit Memo
BT	Change the coupon type mode to Book Token
BC	Change the coupon type mode to Book Club
GF	Change the coupon type mode to Gift Card
DEL	Delete the currently displayed coupon record
STR	Change the store# to use for lookups


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         PROGRAM TO MAINTAIN COUPONS


  Coupon#——— Status——— Type——————— Source——
  ┌ Customer ─
  Cu# :        Name:              1st:        Init:
               TaxID#:            Disc%:      Taxable:
  ┌ Issuance & Use ─
               Date    Amount  Reg#  Receipt#  Cashier#
   Issuance:
   Last Use:
  $Redeemed:                              UseCount:
  $Curr Bal:                              Issuer:
  ┌ Expiration ─
     Date:

  Comments:                               Store#:


  Command: █  Message:                Mode: COMMAND
```