

OUTSTANDING GIFT CERTIFICATES

Tools > Reports > Business > Outstanding Gift Certificates

The Outstanding Gift Certificates report displays a list of gift certificates that have not yet been fully redeemed. The report includes the certificate number, the client who bought the certificate, the date it was sold, the original amount, the last date some of the certificate was redeemed, and the current outstanding value. You can also view the total outstanding value for all gift certificates listed in the report.

This report will help you keep track of business liabilities, by allowing you to easily see the value of gift certificates held by your clients.

NUMBER

The gift certificate tracking number.

SOLD TO

The client that purchased the gift certificate.

Outstanding Gift Certificates



Report Date: Monday, 8 August, 2016

Peppermint Park

Number	Sold To	Date Sold	Original Amount	Last Redeemed	Outstanding
002	Brenda Peters	19/02/2016	\$75.50	22/07/2016	\$55.50
004	#WALK IN	22/02/2016	\$100.00	8/08/2016	\$55.00
006	#WALK IN	4/03/2016	\$100.00	8/08/2016	\$46.00
007	Allisa Cameron	7/03/2016	\$25.00		\$25.00
008	Taliah Gibson	22/04/2016	\$100.00		\$100.00
009	Suzie Christiansen	22/04/2016	\$100.00	8/08/2016	\$75.00
010	Oliver Jackson	22/04/2016	\$50.00		\$50.00
011	Veronica Darcy	8/08/2016	\$100.00		\$100.00
Total			\$650.50		\$536.50

DATE SOLD

The date when the gift certificate was sold to the client.

ORIGINAL AMOUNT

The amount that was on the gift certificate when it was first sold.

OUTSTANDING

The amount currently remaining on the gift certificate.

LAST REDEEMED

The date when the gift certificate was last used to make a purchase.

TOTAL

This row displays the total original amount, as well as the total outstanding amount for all certificates included in the report.

Note: Figures are GST inclusive