



*Aspect Software, Inc.*  
*Back-office software for restaurateurs*

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# **BWW GIFT CARDS**

**Support Guide for Upgrade to 6.10.03 or Higher with H.S.I.**

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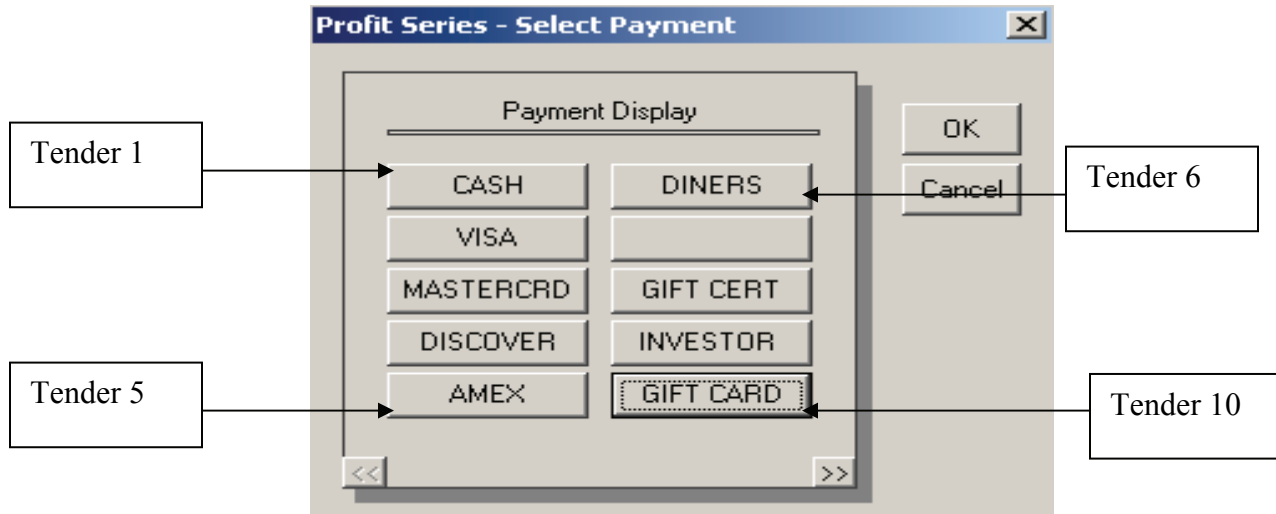
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Step 1 – Determine placement of Gift Card button on H.S.I.

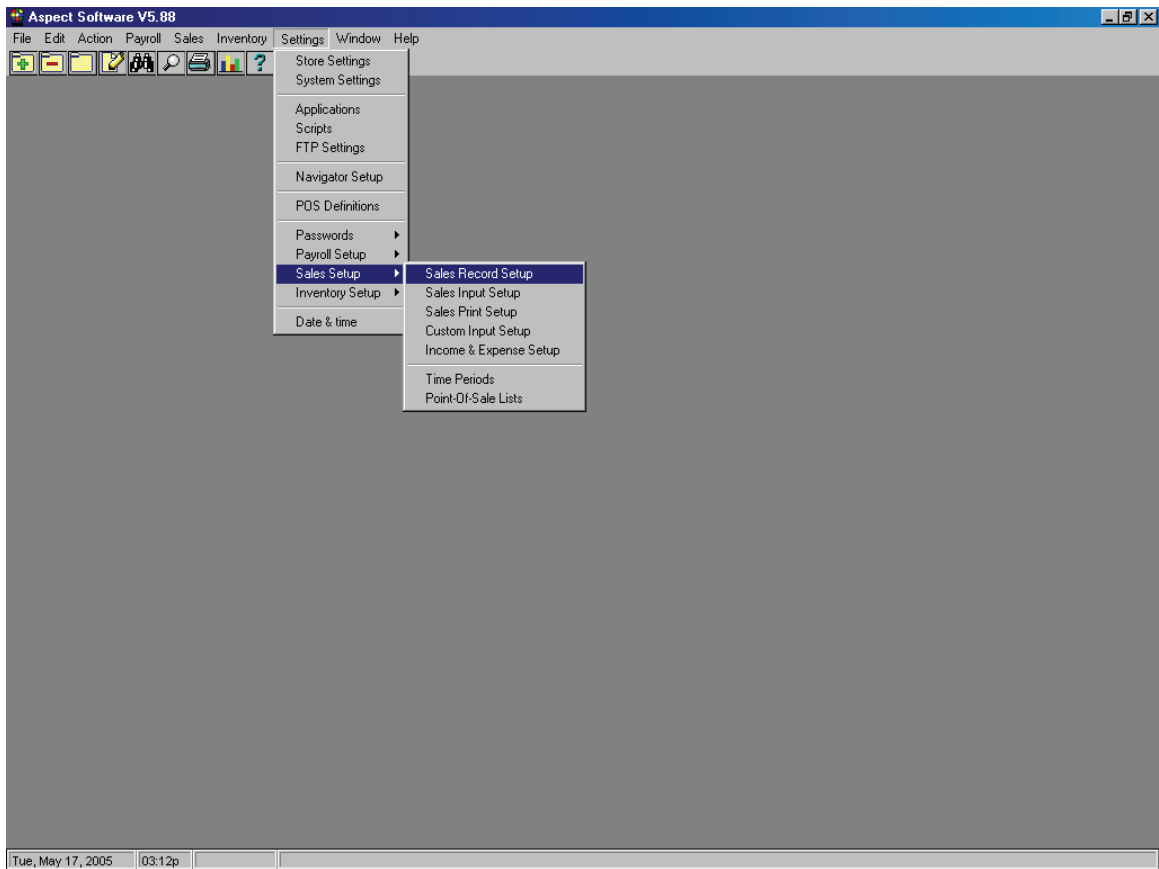
Open H.S.I. Manager > General > Payment Instructions



For instance, the Gift Card is positioned here in "Tender 10". The buttons are numbered 1 – 5 on the left and 6 – 10 on the right.

Step 2 – Open Aspect and go to Sales Record Setup

Open Aspect > Settings > Sales Setup > Sales Record Setup



### Step 3 - Change the Formula / Input Field in Aspect for Tender Gift Card

Scroll down the list and locate the line labeled “Tender Gift Card”. Double-click on this line and note the value in input box named “Field”. It will be something like \*107,4. This means the number is being imported from column 4 on line 107.

You will need to change the first number to reflect the current location of the gift cards in HSI. To determine this number, add 101 to the location of the tender in HSI. For example, if your gift card is in position 10, change the contents of the input box to \*111,4. If your gift card is in position 6, it would be \*107,4. Do not put quotes around it or a period at the end or anything else. Don’t remove the asterisk (\*). Just change the number and press Ok.

You will also need to change the line labeled “Tips Gift Card”. These come from the same line as the tender, but they are in column 5. So, double-click on “Tips Gift Card” and change the first number to whatever you entered for the tender but leave the “,5” at the end. For example, you might change “\*107,5” to “\*111,5”. Again, leave the asterisk and don’t put quotes or anything else in that wasn’t there in the first place. Press Okay.

Close the Sales Record Setup

Aspect Software V5.88 - [Sales Record - BWWMSTR]

File Edit Action Payroll Sales Inventory Settings Window Help

| Field | Description         | Field Type | Code | Input Type       | Input File     | Formula/<br>Input Field |
|-------|---------------------|------------|------|------------------|----------------|-------------------------|
| 147   | Comp 12             | Standard   |      | Import from file | Journal Totals | *179,4                  |
| 148   | Comp 13             | Standard   |      | Import from file | Journal Totals | *180,4                  |
| 149   | Discount Walk Outs  | Discount   |      | Import from file | Journal Totals | *198,4                  |
| 150   | Discount 10% Senior | Discount   |      | Import from file | Journal Totals | *199,4                  |
| 151   | Discount 15% Disc   | Discount   |      | Import from file | Journal Totals | *200,4                  |
| 152   | \$5 G. C.           | Discount   |      | Import from file | Journal Totals | *201,4                  |
| 153   | \$10 G. C.          | Discount   |      | Import from file | Journal Totals | *202,4                  |
| 154   | Discount 50% Employ | Discount   |      | Import from file | Journal Totals | *203,4                  |
| 155   | Discount Officer %  | Discount   |      | Import from file | Journal Totals | *204,4                  |
| 156   | Discount Office Emp | Discount   |      | Import from file | Journal Totals | *205,4                  |
| 157   | Discount 9          | Standard   |      | Import from file | Journal Totals | *206,4                  |
| 158   | Discount 10         | Standard   |      | Import from file | Journal Totals | *207,4                  |
| 159   | Tender Cash         | Standard   |      | Import from file | Journal Totals | *102,4                  |
| 160   | Tender Visa         | Standard   |      | Import from file | Journal Totals | *103,4                  |
| 161   | Tender Mastercrd    | Standard   |      | Import from file | Journal Totals | *104,4                  |
| 162   | Tender Discover     | Standard   |      | Import from file | Journal Totals | *105,4                  |
| 163   | Tender Amex         | Standard   |      | Import from file | Journal Totals | *106,4                  |
| 164   | Tender U. Card      | Standard   |      | Import from file | Journal Totals | *107,4                  |
| 165   | Tender Gift Card    | Standard   |      | Import from file | Journal Totals | *108,4                  |
| 166   | Tender Gift Cert    | Standard   |      | Import from file | Journal Totals | *109,4                  |
| 167   | Tender 9            | Standard   |      | Import from file | Journal Totals | *110,4                  |
| 168   | Tender 10           | Standard   |      | Import from file | Journal Totals | *111,4                  |
| 169   | Tender 11           | Standard   |      | Import from file | Journal Totals | *112,4                  |
| 170   | Tips Cash           | Standard   |      | Import from file | Journal Totals | *102,5                  |
| 171   | Tips Visa           | Standard   |      | Import from file | Journal Totals | *103,5                  |
| 172   | Tips Mastercrd      | Standard   |      | Import from file | Journal Totals | *104,5                  |
| 173   | Tips Discover       | Standard   |      | Import from file | Journal Totals | *105,5                  |
| 174   | Tips Amex           | Standard   |      | Import from file | Journal Totals | *106,5                  |
| 175   | Tips 6              | Standard   |      | Import from file | Journal Totals | *107,5                  |
| 176   | Tips 7              | Standard   |      | Import from file | Journal Totals | *108,5                  |
| 177   | Tips Gift Cert      | Standard   |      | Import from file | Journal Totals | *109,5                  |
| 178   | Tips 9              | Standard   |      | Import from file | Journal Totals | *110,5                  |
| 179   | Tips 10             | Standard   |      | Import from file | Journal Totals | *111,5                  |
| 180   | Tips 11             | Standard   |      | Import from file | Journal Totals | *112,5                  |
| 181   | Gift Cert 5\$ Gift  | Standard   |      | Import from file | Journal Totals | *92,4                   |
| 182   | Gift Cert 10\$ Gift | Standard   |      | Import from file | Journal Totals | *93,4                   |
| 183   | Gift Cert 25\$ Gift | Standard   |      | Import from file | Journal Totals | *94,4                   |
| 184   | Gift Card           | Standard   |      | Import from file | Journal Totals | *95,4                   |
| 185   | Gift Cert 5         | Standard   |      | Import from file | Journal Totals | *96,4                   |
| 186   | Gift Cert 6         | Standard   |      | Import from file | Journal Totals | *97,4                   |
| 187   | Gift Cert 7         | Standard   |      | Import from file | Journal Totals | *98,4                   |
| 188   | Gift Cert 8         | Standard   |      | Import from file | Journal Totals | *99,4                   |
| 189   | Sales Mxdrnk A-K    | Standard   |      | Import from file | Journal Totals | *248,5                  |
| 190   | Sales Mxdrnk N-Z    | Standard   |      | Import from file | Journal Totals | *249,5                  |

Start [Taskbar icons] 3:24 PM

You may also want to compare the default Sales Record Setup to the used Sales Record Setup. To do this, while in the Sales Record Setup, right click and choose “View Defaults.” A side by side comparison will appear. If you scroll down to Tenders and Tips, you will be able to see the exact location of the Gift Cards and/or Gift Certs.

| Field | Description      | Field Type | Input Type            | Input File   | Formula/ Input Field     |
|-------|------------------|------------|-----------------------|--------------|--------------------------|
| 0     | Net Sales Ttl    | Standard   | Import from file      | Sales Totals | 2                        |
| 1     | Discounts Ttl    | Standard   | Import from file      | Sales Totals | 3                        |
| 2     | Ret Items Count  | Standard   | Import from file      | Sales Totals | 4                        |
| 3     | Ret Items Ttl    | Standard   | Import from file      | Sales Totals | 5                        |
| 4     | Svc Charge Ttl   | Standard   | Import from file      | Sales Totals | 6                        |
| 5     | Tax Collect Ttl  | Standard   | Import from file      | Sales Totals | 7                        |
| 6     | Credit Total     | Standard   | Import from file      | Sales Totals | 8                        |
| 7     | Void Count       | Standard   | Import from file      | Sales Totals | 9                        |
| 8     | Void Total       | Standard   | Import from file      | Sales Totals | 10                       |
| 9     | Cancel Cntl Cnt  | Standard   | Import from file      | Sales Totals | 11                       |
| 10    | Cancel Cntl Ttl  | Standard   | Import from file      | Sales Totals | 12                       |
| 11    | Mgr Void Count   | Standard   | Import from file      | Sales Totals | 13                       |
| 12    | Mgr Void Ttl     | Standard   | Import from file      | Sales Totals | 14                       |
| 13    | Rounding Ttl     | Standard   | Import from file      | Sales Totals | 15                       |
| 14    | Chng Grand Cntl  | Standard   | Import from file      | Sales Totals | 16                       |
| 15    | Cntl Grand Ttl   | Standard   | Import from file      | Sales Totals | 17                       |
| 16    | Cntl Train Ttl   | Standard   | Import from file      | Sales Totals | 18                       |
| 17    | Chk Carry Cnt    | Standard   | Import from file      | Sales Totals | 19                       |
| 18    | Chk Carry Ttl    | Standard   | Import from file      | Sales Totals | 20                       |
| 19    | Chk Begun Cnt    | Standard   | Import from file      | Sales Totals | 21                       |
| 20    | Chk Revenue Ttl  | Standard   | Import from file      | Sales Totals | 22                       |
| 21    | Chk Paid Cnt     | Standard   | Import from file      | Sales Totals | 23                       |
| 22    | Chk Payments Ttl | Standard   | Import from file      | Sales Totals | 24                       |
| 23    | Type 1 Net Sales | Standard   | Import from file      | Sales Totals | 25                       |
| 24    | Type 1 Chk Cnt   | Standard   | Import from file      | Sales Totals | 26                       |
| 25    | Type 1 Cover Cnt | Standard   | Import from file      | Sales Totals | 27                       |
| 26    | Type 2 Net Sales | Standard   | Import from file      | Sales Totals | 28                       |
| 27    | Type 2 Chk Cnt   | Standard   | Import from file      | Sales Totals | 29                       |
| 28    | Type 2 Cover Cnt | Standard   | Import from file      | Sales Totals | 30                       |
| 29    | Type 3 Net Sales | Standard   | Import from file      | Sales Totals | 31                       |
| 30    | Type 3 Chk Cnt   | Standard   | Import from file      | Sales Totals | 32                       |
| 31    | Type 3 Cover Cnt | Standard   | Import from file      | Sales Totals | 33                       |
| 32    | Type 4 Net Sales | Standard   | Import from file      | Sales Totals | 34                       |
| 33    | Type 4 Chk Cnt   | Standard   | Import from file      | Sales Totals | 35                       |
| 34    | Type 4 Cover Cnt | Standard   | Import from file      | Sales Totals | 36                       |
| 35    | Table Turn Cnt   | Standard   | Import from file      | Sales Totals | 37                       |
| 36    | Table Dine Time  | Standard   | Import from file      | Sales Totals | 185                      |
| 37    | Gross F&B Rcpt   | Standard   | Import from file      | Sales Totals | 186                      |
| 38    | Charged Rcpt     | Standard   | Import from file      | Sales Totals | 187                      |
| 39    | Charged Tips     | Standard   | Import from file      | Sales Totals | 188                      |
| 40    | Service Charges  | Standard   | Import from file      | Sales Totals | 189                      |
| 41    | Tips Declared    | Standard   | Import from file      | Sales Totals | 190                      |
| 42    | Tips Paid        | Standard   | Input by user         | N/A          |                          |
| 43    |                  | Standard   | Input by user         | N/A          |                          |
| 44    | Trackdef 1-1     | Standard   | Import from file      | Sales Totals | 39                       |
| 45    | Trackdef 1-2     | Standard   | Import from file      | Sales Totals | 41                       |
| 46    | Trackdef 1-3     | Standard   | Import from file      | Sales Totals | 43                       |
| 47    | Trackdef 1-4     | Standard   | Import from file      | Sales Totals | 45                       |
| 48    | Trackdef 1-5     | Standard   | Import from file      | Sales Totals | 47                       |
| 49    | Trackdef 1-6     | Standard   | Import from file      | Sales Totals | 49                       |
| 50    | Trackdef 1-7     | Standard   | Import from file      | Sales Totals | 51                       |
| 51    | Trackdef 1-8     | Standard   | Import from file      | Sales Totals | 53                       |
| 52    | Trackdef 1-9     | Standard   | Import from file      | Sales Totals | 55                       |
| 53    | Trackdef 1-10    | Standard   | Import from file      | Sales Totals | 57                       |
| 54    | Trackdef 1-11    | Standard   | Import from file      | Sales Totals | 59                       |
| 55    | Trackdef 1-12    | Standard   | Import from file      | Sales Totals | 61                       |
| 56    | Trackdef 1-13    | Standard   | Import from file      | Sales Totals | 63                       |
| 57    | Trackdef 1-14    | Standard   | Import from file      | Sales Totals | 65                       |
| 58    | Trackdef 1-15    | Standard   | Import from file      | Sales Totals | 67                       |
| 59    | Trackdef 1-16    | Standard   | Import from file      | Sales Totals | 69                       |
| 60    | Trackdef 1-17    | Standard   | Import from file      | Sales Totals | 71                       |
| 0     | Cash             | Standard   | Import from file      | Sales Totals | 59                       |
| 1     | Charge Tips      | Standard   | Import from file      | Sales Totals | 41                       |
| 2     | Trackdef 3       | Standard   | Import from file      | Sales Totals | 43                       |
| 3     | Condiments       | Standard   | Import from file      | Sales Totals | 45                       |
| 4     | Food Sales       | Standard   | Import from file      | Sales Totals | 47                       |
| 5     | Liquor Sales     | Standard   | Import from file      | Sales Totals | 49                       |
| 6     | Beer Sales       | Standard   | Import from file      | Sales Totals | 51                       |
| 7     | Wine Sales       | Standard   | Import from file      | Sales Totals | 53                       |
| 8     | Non Alc Sales    | Standard   | Import from file      | Sales Totals | 55                       |
| 9     | Food Tax         | Standard   | Import from file      | Sales Totals | 57                       |
| 10    | Liquor Tax       | Standard   | Import from file      | Sales Totals | 59                       |
| 11    | Beer Tax         | Standard   | Import from file      | Sales Totals | 61                       |
| 12    | Wine Tax         | Standard   | Import from file      | Sales Totals | 63                       |
| 13    | Trackdef 14      | Standard   | Import from file      | Sales Totals | 65                       |
| 14    | Gross Charges    | Standard   | Import from file      | Sales Totals | 67                       |
| 15    | Net Charges      | Standard   | Initialized from file | Sales Totals | 14.1                     |
| 16    | Trackdef 16      | Standard   | Import from file      | Sales Totals | 69                       |
| 17    | Trackdef 18      | Standard   | Import from file      | Sales Totals | 73                       |
| 18    | Trackdef 19      | Standard   | Import from file      | Sales Totals | 75                       |
| 19    | Public Relations | Discount   | Import from file      | Sales Totals | 77                       |
| 20    | Bad Experience   | Discount   | Import from file      | Sales Totals | 79                       |
| 21    | Birthday         | Discount   | Import from file      | Sales Totals | 81                       |
| 22    | High Time        | Discount   | Import from file      | Sales Totals | 83                       |
| 23    | Object Food      | Discount   | Import from file      | Sales Totals | 85                       |
| 24    | Recook           | Discount   | Import from file      | Sales Totals | 87                       |
| 25    | Coupon           | Discount   | Import from file      | Sales Totals | 89                       |
| 26    | Exp              | Discount   | Import from file      | Sales Totals | 91                       |
| 27    | Mud              | Discount   | Import from file      | Sales Totals | 93                       |
| 28    | Owner            | Discount   | Import from file      | Sales Totals | 95                       |
| 29    | R & D            | Discount   | Import from file      | Sales Totals | 97                       |
| 30    | Walt Mistake     | Discount   | Import from file      | Sales Totals | 99                       |
| 31    | Trackdef 32      | Standard   | Import from file      | Sales Totals | 101                      |
| 32    | Lunch Sales      | Standard   | Input by user         | N/A          |                          |
| 33    | Dinner Sales     | Standard   | Input by user         | N/A          |                          |
| 34    | Net Sales        | Standard   | Calculated total      | N/A          | 4.8                      |
| 35    | Total Tax        | Standard   | Calculated total      | N/A          | 9.12                     |
| 36    | Gross Sales      | Standard   | Calculated total      | N/A          | 34.35                    |
| 37    | Total Bar        | Standard   | Calculated total      | N/A          | 5.7                      |
| 38    | Total Discounts  | Standard   | Calculated total      | N/A          | 19.30                    |
| 39    | Gift Cert Sold   | Standard   | Input by user         | N/A          |                          |
| 40    | Gift Cert Redeem | Standard   | Input by user         | N/A          |                          |
| 41    | Server Over      | Standard   | Input by user         | N/A          |                          |
| 42    | Server Short     | Standard   | Input by user         | N/A          |                          |
| 43    | Am Deposit       | Standard   | Input by user         | N/A          |                          |
| 44    | Pm Deposit       | Standard   | Input by user         | N/A          |                          |
| 45    | Deposit Due      | Standard   | Calculated total      | N/A          | 36.15-1.38+1.42+39.40-53 |
| 46    | Overshort        | Standard   | Calculated total      | N/A          | 43+44.45                 |
| 47    | Food Sales %     | Standard   | Calculated total      | N/A          | 43+100                   |
| 48    | Liquor Sales %   | Standard   | Calculated total      | N/A          | 53+100                   |
| 49    | Beer Sales %     | Standard   | Calculated total      | N/A          | 63+100                   |
| 50    | Wine Sales %     | Standard   | Calculated total      | N/A          | 73+100                   |
| 51    | Non Alc Sales %  | Standard   | Calculated total      | N/A          | 83+100                   |
| 52    | Actual Deposit   | Standard   | Calculated total      | N/A          | 43+44                    |
| 53    | Ttl Paid Out     | Standard   | Calculated total      | N/A          | 54.98                    |
| 54    | Uniforms Sold    | Paid out   | Input by user         | N/A          |                          |
| 55    | Paid Sold        | Paid out   | Input by user         | N/A          |                          |
| 56    | Insurance Reimb  | Paid out   | Input by user         | N/A          |                          |
| 57    | Benefits         | Paid out   | Input by user         | N/A          |                          |
| 58    | Food Receipt     | Paid out   | Input by user         | N/A          |                          |
| 59    | Produce Receipt  | Paid out   | Input by user         | N/A          |                          |
| 60    | Dairy Receipt    | Paid out   | Input by user         | N/A          |                          |

Step 4 - Open Aspect > Settings > Sales Setup > Sales Record Setup

- Change the input field for line 279 (Gift Cert Sales) to → \*159,3

Step 5 – Check your sales. If necessary, you will have to reimport sales. To reimport sales, follow these steps:

In version 5.65 and later, you can import past sales by clicking the Import button in the Edit Daily Sales window.

In earlier versions, select Sales Summary Report from the Sales menu. Enter a range of dates that includes the day(s) you want to import. After the report opens, right-click on the day you wish to import, select Import Past Journal from the pop-up menu and press Ok. Sales for the day should import.