

# Gift Cards

Load the new version of software for the Gift Cards. Place the Gift Card balance in the POS custom button on the left of POS screen. In RMS, set up an Item called Gift Card and Gift Card Reload. GC, GCR. Setup a Department and Category called Gift Card this way you can filter out the sales at the end of the day by Dept. Check **must enter price** box in setup. Also make the Gift Card Reload a non-inventory Item, and if you have a card count you can make the Gift Card a standard item. Make sure there is **NO TAX** associated with either gift card.

**Always remember to check the balance of a card before selling one or re-loading one.**

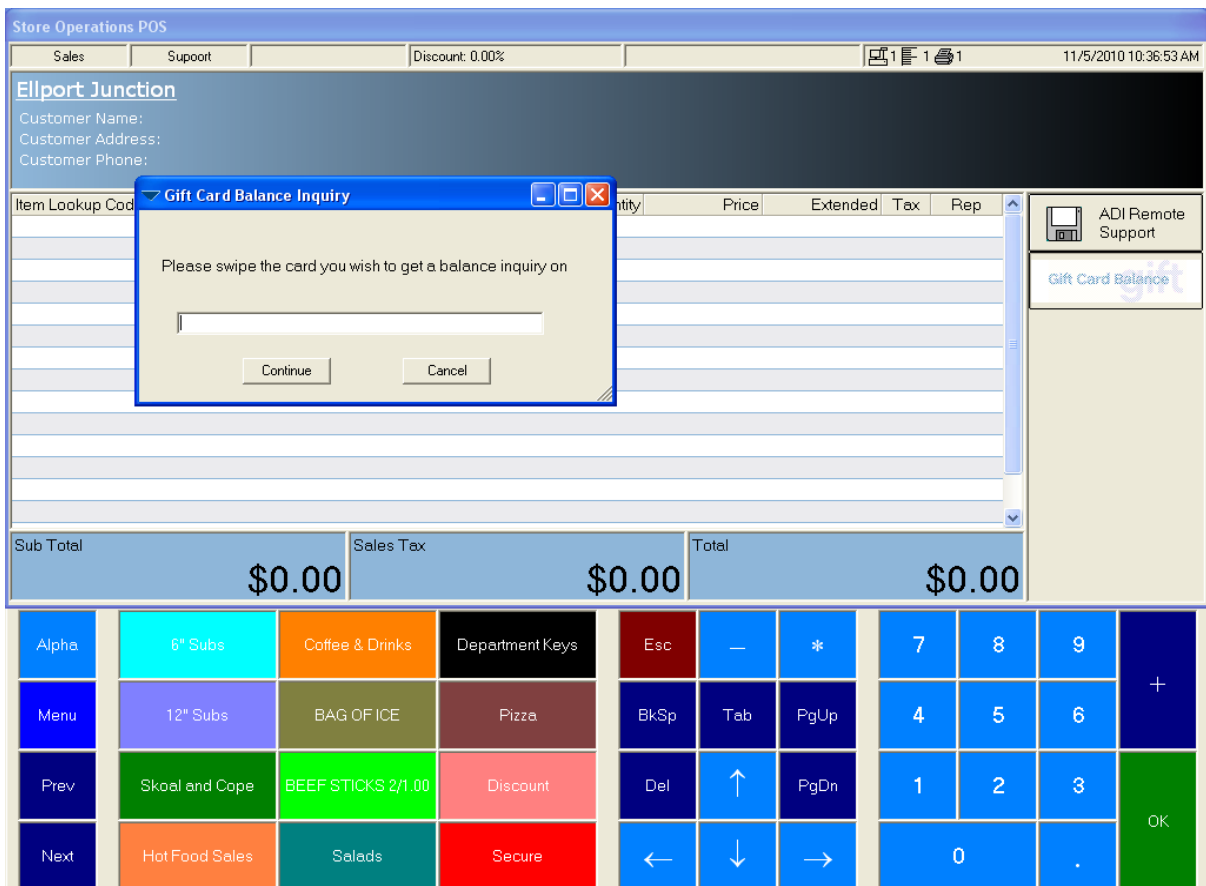
There are 2 types of Gift Cards:

Activated- Which has a dollar amount assigned to it.

Inactive Card- Which has no dollar amount assigned to it.

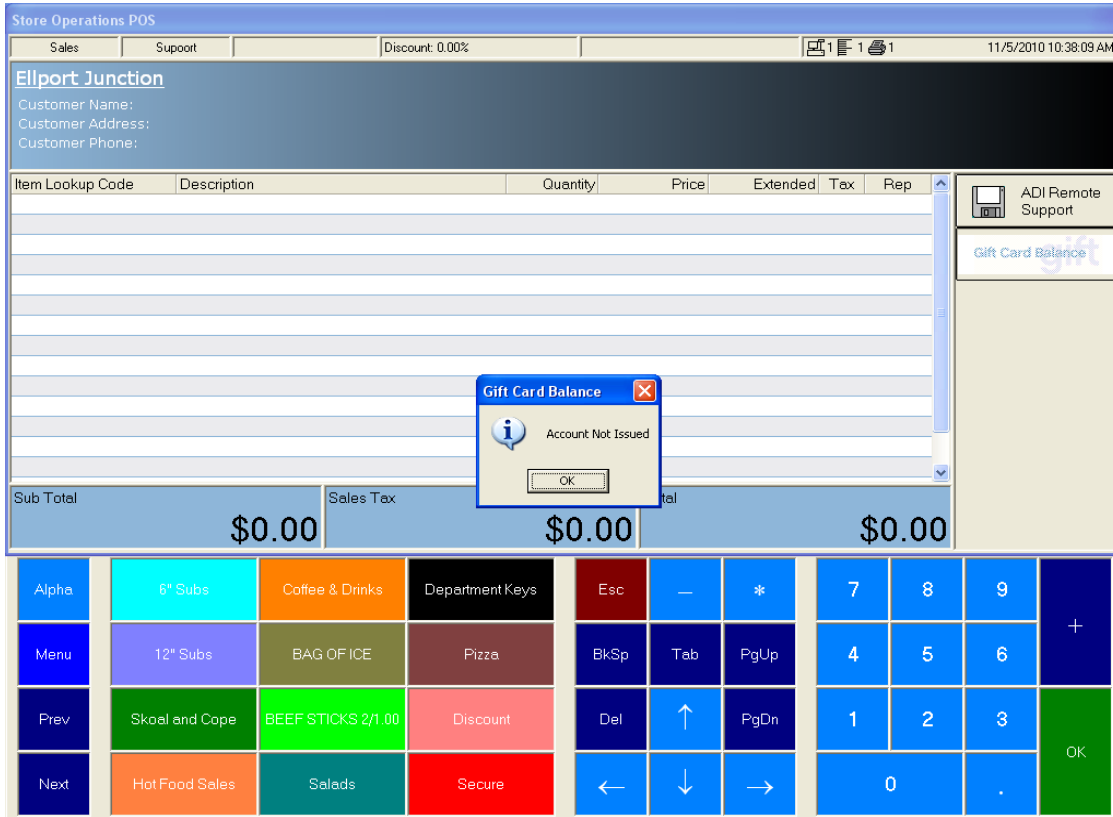
When you are ready to see the gift cards follow the below procedures to sell and re-load a gift card. Keep in mind again checking the balance on your card you are selling to make sure it is either 0 balance or has an amount on it.

To check the balance: Hit the Balance button in POS on right of screen.

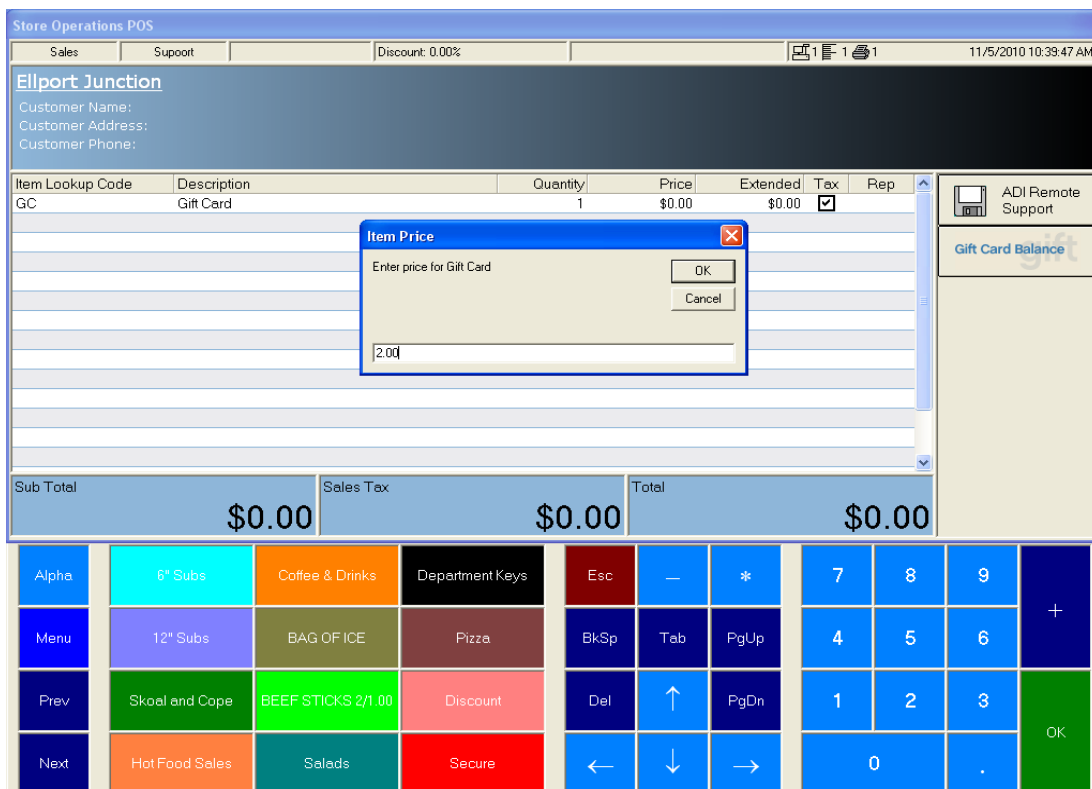


# Gift Cards

If it comes up and says this: The card has not been issued and you can sell it.



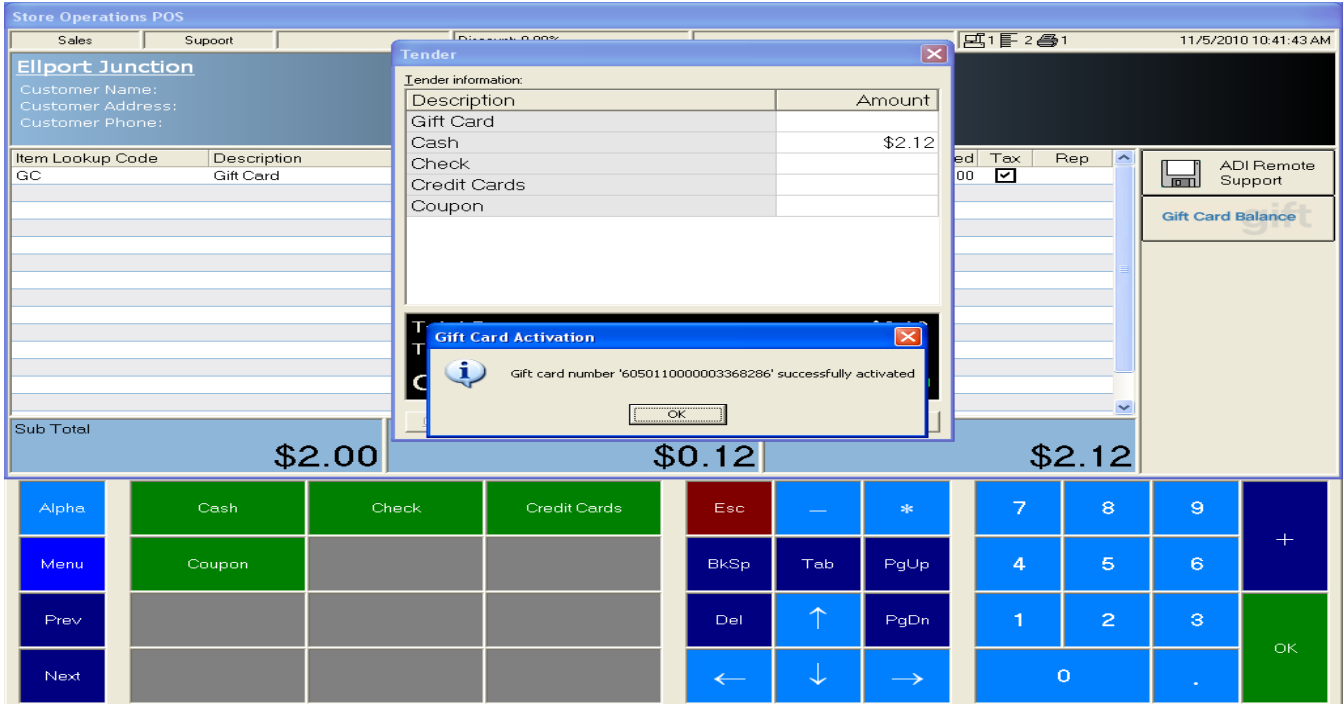
If this box shows a balance then it must be used or re-loaded.



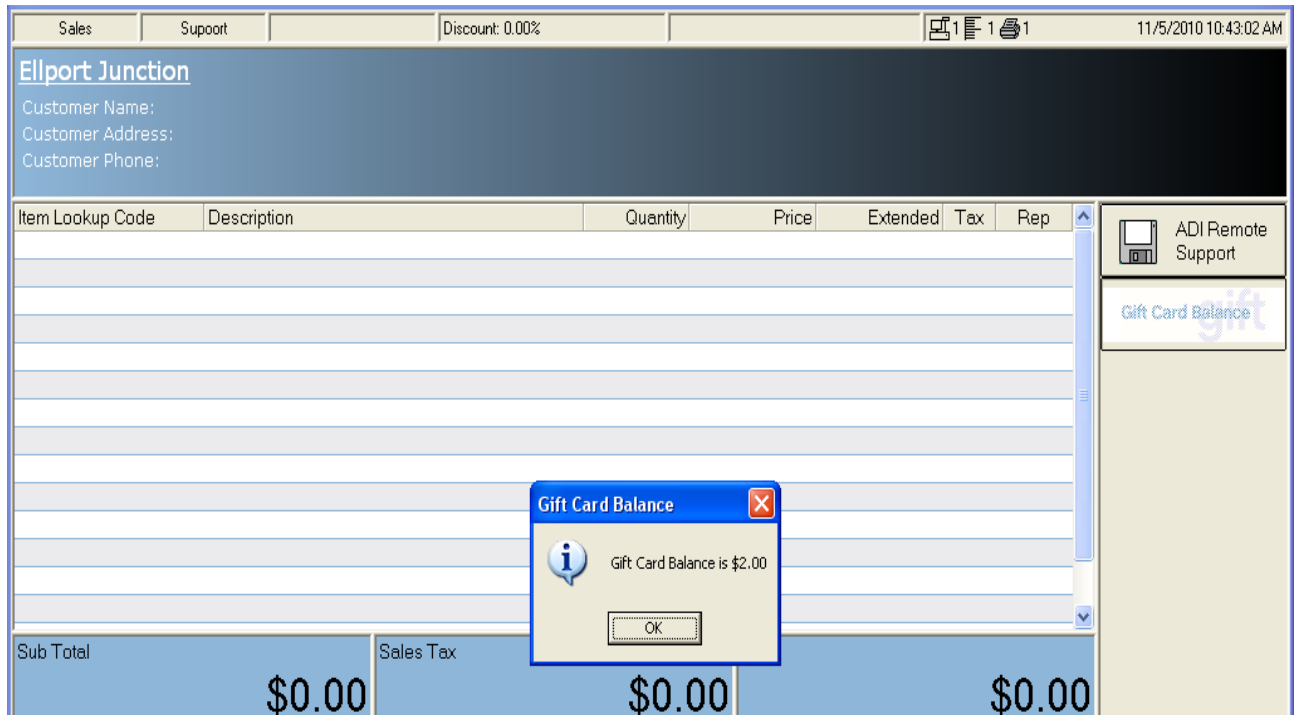
To sell a gift card, you can create a function key for the item if gift card, then all you will have to do is enter in an amount:

# Gift Cards

To tender out the gift card you can use a credit card, cash or check. Then swipe the card and you should see this message:



After you have activated the card check the balance on the card to make sure the amount is correct:



## Gift Cards

To redeem your gift card follow these steps:

1. Check balance on the card.
2. When tendering out use the gift card tender type
3. Swipe the gift card.
4. For a split sale using both gift card and another form of payment, use the gift card tender type first, and then use another form after that.

To reload a gift card follow these steps:

If a card has a 0 balance or you just want to add more money onto the card all you have to do is select the GCR item from the Items or you can create a function key for that as well. Put in the amount you wish to add and tender it out as cash, credit card. This screen will appear:

Store Operations POS

Sales Support Discount: 0.00%

11/5/2010 10:48:07 AM

**Elport Junction**

Customer Name:  
Customer Address:  
Customer Phone:

Item Lookup Code	Description	Quantity	Price	Extended	Tax	Rep
GCR	Gift Card Reload	1	\$0.00	\$0.00	<input checked="" type="checkbox"/>	

**Item Price**

Enter price for Gift Card Reload

5.00

OK  
Cancel

ADI Remote Support

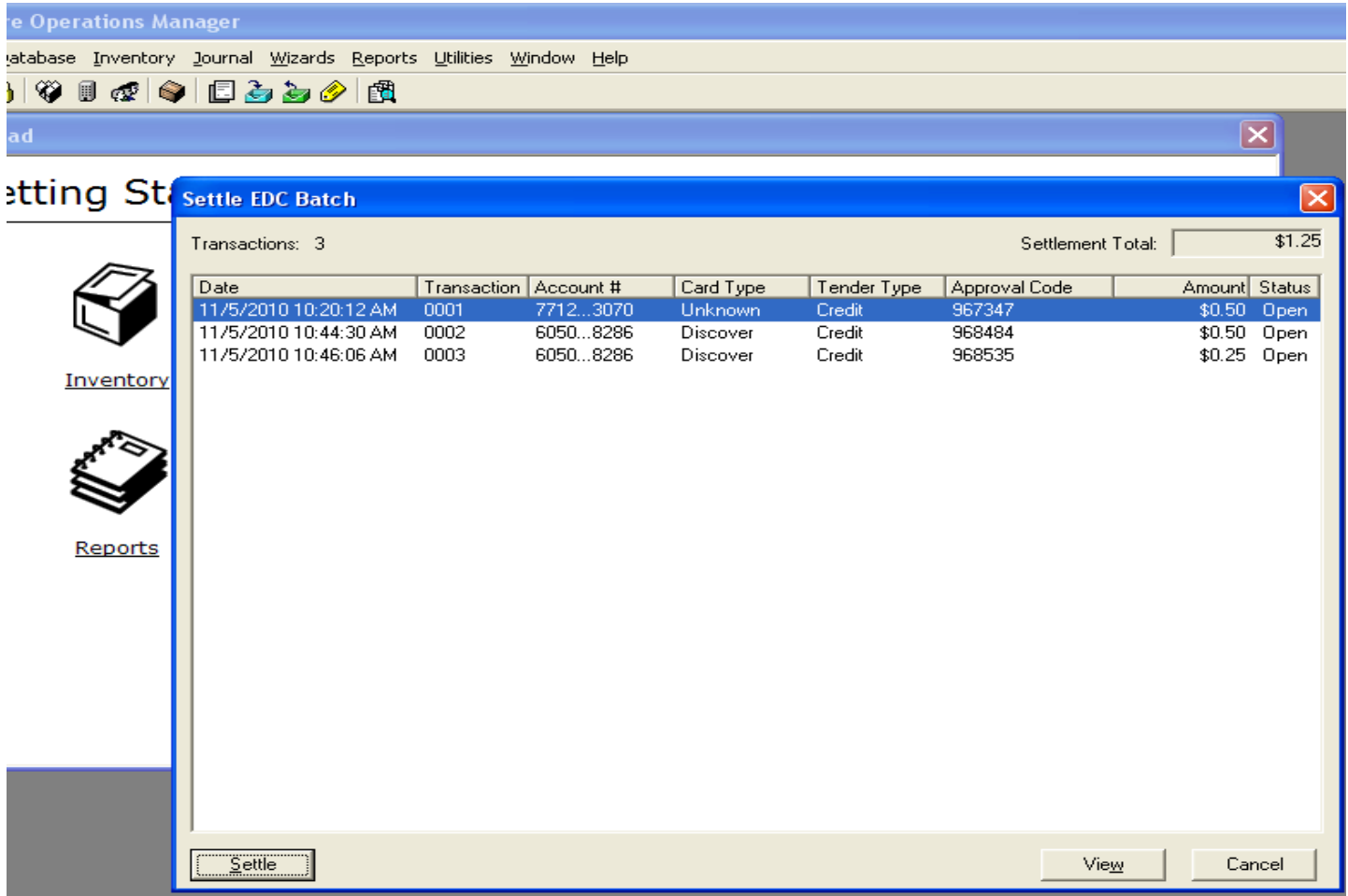
Gift Card Balance

Sub Total	\$0.00	Sales Tax	\$0.00	Total	\$0.00
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**Again, Check the balance to make sure the amount is right.**

# Gift Cards

Finally, you are ready to do your end of day. When you settle your EDC Batch you will see this screen:



The gift cards will show up as 1 of 3 card types depending on your gift card numbers.

Numbers beginning with a 6 will show up as a discover card

Numbers beginning with a 4 will show up as an American Express card

Numbers beginning with a 5 will show up as a Visa card.

Now you can also run a Tender Summary Report which will show all of the gift card sales on it.

## Gift Cards

### **Gift Card Notes:**

Make sure that the Gift Card Items are not taxed

Set up a department and category for the Gift Cards and Reloads.

For the first batch of gift cards you can set them up as a standard Inventory Item and can put in the quantity.

For the reloaded cards item make it a non-inventory item.

Keep in mind the gift card sales is counted in the overall sales totals, however it will break it down on the Z report by dept.

The sales should be recorded as a liability not as a sale in your manual acct settings.

Some accts are set up not to be activated for 24 hrs upon purchasing. This is the customer's choice and needs to be set up with Mercury.