

SmartSuite Transaction Refund to a Gift Card

If the customer already has a Gift Card then you can skip the

next step.

Next, you will select the button to 'Sell' a Gift Car, there is usually a button on the keyboard or the screen to sell a gift card, if not then enter the fee code 8188.

QUANTITY	MODIFY	ITEM DELETE	EXCHANGE	TOTAL
DISCOUNT	ITEM TAX EXEMPT	DELETE LAST	RENTAL RETURN	SELL GC

The 'Voucher Purchase' screen should display, you will scan or type in the gift card number in to the 'Voucher Number field, you will be prompted with "Add, Copy, Cancel", select the ADD to create the new gift card number. Fill out the rest of the information as needed and in the "Purchase Amount" enter in 0.00.

Voucher Purchase	
Voucher Number:	123456
Purchased By:	
Phone Number:	
Current Balance:	0.00
Purchase Amount*	0.00
Purchased For:	
Address1:	
Address2:	
Address3:	
Address4:	
Certificate Memo:	

Next, you will select the "TOTAL" button and then for the Tender type, select the "GIFT CARD". At the prompt type/scan the gift card that you just activated and the refund will go on the Gift Card.

Use the Balance Inquiry

It is recommended to add the BI Transaction Type to the keyboard layout or to the Screen buttons or you can manually type in the BI command in the Transaction Type field in the register.

In the Example below I have added the 'Balance Inquiry' button to the screen.

Select the 'Balance Inquiry' button, Select the 'Gift Card' option as a tender and then enter the gift card number or scan/swipe the card as per your normal options.

TCS Development Suite						
Sales Clerk: RODNEY Tran Type: SA Tran Number:						Balance
###	Qty/SKU/Mod	Description	Qty	Price	Extended	
Transaction Modifiers		# Modifier or Tender	Amount		SubTotal	
					Disc/Mkdn	
					Sales Tax	
					Total	
SALES		EXIT		AR TEST		REPRINT
OPEN		NO SALE		RETURN		Balance Inquiry
						POST VOID
						CLOSE

TCS Development Suite

Sales Clerk: RODNEY
Tran Type:BI
Tran Number: 5128

BALANCE INQUIRY

Balance
0.00

### Qty/SKU/Mod	Description	Qty	Price	Extended
1		1		

Transaction Modifiers	# Modifier or Tender	Amount
	1	

SubTotal
Disc/Mkdn
Sales Tax
Total

0.00

CASH

GO BACK

EXIT

CREDIT CARD

CHECK

DEBIT CARD

GIFT CARD

ONE CARD

ABORT

TRAN DISC

[illegible]

Setup of Balance Inquiry for Gift Card

Create a Transaction Type of BI, enter the description of BALANCE INQUIRY and the Category of 'BI' with the factor of 1 and Taxable of N.

Next on S2=Screen2 enter in |TOT in the 'Default SKU/FEE/CLASS field and then save the transaction type.

Sell and Redeem Gift Cards

Selling a Gift Card

- Start a transaction as usual, normally this will be a SA transaction.
- Press the 'Sell Gift Card' button on the keyboard, usually in the middle on the top row.
- In the price field, enter in the selling price for the Gift Card and hit enter.
- Select the option to 'Add' if you are selling a new gift card.
- In the new window, scan or swipe the gift card in the "Voucher Number" field and then select 'Add', fill out as much of the rest of the information as you want to track and then hit enter to save.

Voucher Purchase	
Voucher Number:	101
Purchased By:	Rodney Moody
Phone Number:	
Current Balance:	0.00
Purchase Amount*	25.00
Purchased For:	
Address1:	
Address2:	
Address3:	
Address4:	
Certificate Memo:	This is for testing only

- Complete the transaction as normal.

Add money to Gift Card

To add money to a gift card you will follow the same process as selling the gift card, the difference will be when you scan the Gift Card it will not prompt you to Add, Copy or Delete, instead it will display the current card information. You can just enter through everything to add the amount that you entered on the previous screen.

Redeeming a Gift Card

- Process transaction as normal.
- When finished select the 'TOTAL' option from either the keyboard or the touch screen.
- Select the Gift Card option from either the keyboard or the touch screen.
- When the pop-up window displays, scan, swipe, or enter the gift card number. The window will now display the remaining balance of the GC, hit the 'Continue' button or hit enter on the keyboard.