

SmartSuite Transaction Refund to a Gift Card

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TCS DEMO STORE 1				
Sales Clerk: RODNEY MOODY			Balance	
Tran Type: RT Return			-65.99	
Tran Number: 0074				
Factory Motor Parts				
Pick Ticket	NAMEPLATE	EXEMPT AMOUN		
FMP Invoice	ID Holder	LOAN/GRANT		
FAX	GIFT CARD	SPONSORED		
SHIPPING	ABORT	- CASH -		
Transaction Modifiers				
#	Modifier or Tender	Amount		
			Qty/SKU/MOD/Xref	Qty
				-1
			SubTotal	-59.99
			Disc/Mkdn	
			Sales Tax	-6.00
			Total	-65.99

1 A.M. ARCHED LOGO T-SHIRT	-11.00
GM 3863 -1 @ 11.00	
SALE PRICE (4.99)	6.01
2 ADOBE DREAMWEAVER CS5 CLASS	-55.00
TXN 9780321701770 -1 @ 55.00	

Login to the cash register and then start the Return Transaction and enter the item(s) to return.

Select the button for 'Item Exchange', there should be a button on the keyboard or the screen for item exchange, if not you can enter "|IEX" in the SKU field. This will change the quantity from a negative 1 to a positive 1.

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

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.