

# SmartSuite Transaction Refund to a Gift Card

## SmartSuite Transaction Refund to a Gift Card

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 Inoice	ID Holder	LOAN/GRANT
FAX	GIFT CARD	SPONSORED
SHIPPING	ABORT	- CASH -
Qty/SKU/MOD/Xref		
# Modifier or Tender		
Amount		
SubTotal		
Disc/Mkdn		
Sales Tax		
Total		

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.

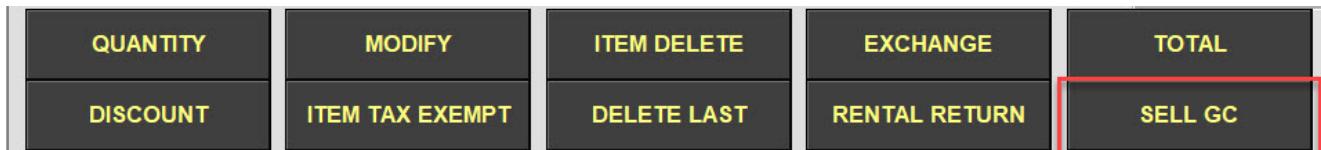
Select the button for 'Item Exchange', there should be a button on the keyboard or the screen for item exchange, if not you can enter "|IEX" in the SKU field. This will change the quantity from a negative 1 to a positive 1.

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 Card, there is usually a button on the keyboard or the screen to sell a gift card, if not then enter the fee code 8188.



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.

The screenshot shows the 'Voucher Purchase' screen. At the top, a red bar displays the title. Below it, there are several input fields and dropdowns:

- Voucher Number:** A text input field containing "123456".
- Purchased By:** A dropdown menu.
- Phone Number:** A text input field.
- Current Balance:** A text input field showing "0.00".
- Purchase Amount\***: A text input field showing "0.00".
- Purchased For:** A dropdown menu.
- Address1:** A text input field.
- Address2:** A text input field.
- Address3:** A text input field.
- Address4:** A text input field.
- Certificate Memo:** A text input field with a yellow background.

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.