Below are the steps to create and use gift cards in the Merchandise Manager system.
1) Determine the gift card format.
2) Add inventory items that allow selling a gift card.
3) Sell a new gift card.
4) Use the gift card as payment for merchandise.

Double Click the Merchandise Manager Back office Icon from the center of your desktop.

Select your company name and System Manager as the login user. Manager has special privileges.
Enter a password if needed and click Log In.
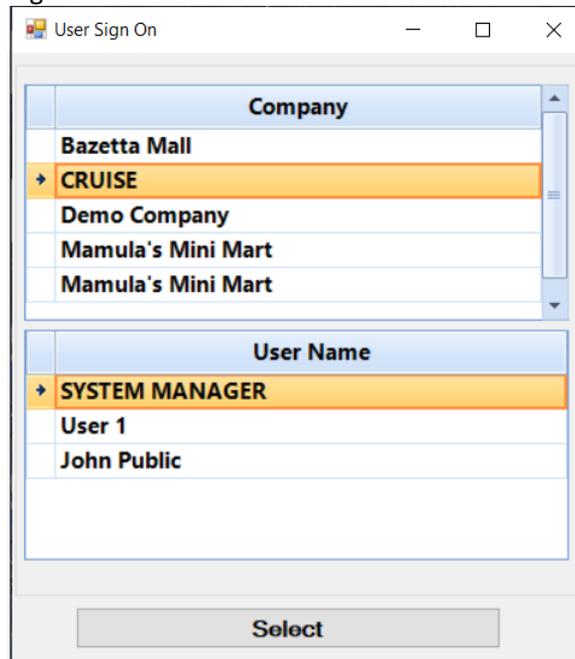
1) Determine the gift card format.

     Select Utility Menu from the Main Menu

Company Setup	Pay Types	SD FTP H
CCardSetup	Tax Codes	
INI Files	Coupon Entry	Connection
Exit	Coup Manufacturer	CC and P

Use the Gift Card Setup to determine how the gift card is stored.

CCard Setup

Swipe Card: `0 + 0 + 0 + 0 + 0 + 0 + 0`   Example

- ● Track 1
- ○ Track 2

Track 1 Information
Account Number Field 1,2,3   `1`
Expiration Field 1,2,3   `2`
Account Name Field 1,2,3   `3`

Track 2 Information
Account Number Scanning Position   `1`
Account Number Length   `16`
Expiration Date Starting Position   `18`
Expiration Date Length   `4`
Account Name Scanning Position   `0`
Account Name Length(0 if none)   `0`

Minimum Swipe Length   `32`

Save

Exit

Gift Card Setup
`0 + 0 + 0 + 0`
Swipe Card
Gift Card No Starts at (1 - 9)   `1`
Card Number Length   `16`
Card Begins With   `7018`
Gift Card No Length   `16`

Shopper Card Setup
`0 + 0 + 0 + 0`
Swipe Card
Card Number Length   `11`
Card Begins With (Use ? for wildcard)   `7968`

Salesperson Card Setup
`0 + 0 + 0 + 0`
Swipe Card
Card Number Length   `0`
Card Begins With

Place the cursor in the swipe card section and either scan or swipe a gift card. Sometimes the gift card has special characters when it is scanned/swiped and these need to be handled.

Gift Card Setup
`0 + 0 + 0 + 0`
Swipe Card   `;7018243380001308=?`
Gift Card No Starts at (1 - 9)   `2`
Card Number Length   `19`
Card Begins With   `;7018`
Gift Card No Length   `16`

After scanning this card, we see special characters. The card number we want to use is 7018243380001308
The Gift Card number starts at position 2.
The Card Number Length is 19. (This is the scanned card length)
The Card starts with ;7018
The Gift Card No Length is 16.

If the scanned card is 7018243380001308 (No special characters) the setup will be:

Gift Card Setup
`0 + 0 + 0 + 0`
Swipe Card   `7018243380001308`
Gift Card No Starts at (1 - 9)   `1`
Card Number Length   `16`
Card Begins With   `7018`
Gift Card No Length   `16`

Make sure a payment type is set up properly for Gift Cards.
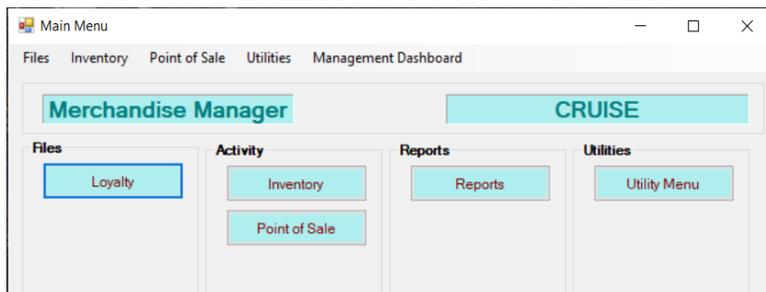
Select Utility Menu from the Main Menu

Select Pay Types from the Utilities Menu

Make sure there is a Gift Card option that contains GCARD in the Ref1 field.

POSPayTypesType Maintenance

Description	GL_No	Ref1	Ref2
Gift Card	XXXX	GCARD	

Ref3	Ref4	Ref5

☐ Ref1Lookup

Save

Delete

Clear

☐ Ref2Lookup   ☐ Ref3Lookup   ☐ Ref4Lookup   ☐ Ref5Lookup

XferPayTypCode	NumofRecptstoPrint	POSOrder	OPOrder
1	-1	6	6

ReturnStatus	Pay_ID	SignatureRequired
True	6	

Cash is first
Credit Card is second
Use GCARD in Ref1 for Gift Card
Use ONACCOUNT in Ref1 for On account
Use FSTAMP in Ref1 for EBT
Use WIC in Ref1 for WIC
Use FSA in Ref1 for FSA

Pay_ID		Description	GL_No	Ref1	Ref2	POSOrder	OPOrder
	1	Cash	XXXX			1	1
	2	Credit Card	XXXX	Type	Account	2	2
	3	Gift Cert	XXXX			3	3
	4	Coupons	XXXX			4	4
	5	Manual CC	XXXX			5	5
➤	6	Gift Card	XXXX	GCARD		6	6
	7	On Account	ONACCOUNT			7	7

Exit

2) Add inventory items that allow selling a gift card.
   Inventory Items associated with Gift Cards all start with GCARD in the item number.

Create an item with GCARD in the item number field. Just Enter Gift Card in the Description. Make sure the Product Category is Gift Cards. Create a new Product Category if one does not exist. Enter zero in the Price.

To create a preset dollar amount gift card, enter GCARDXX where XX is the dollar amount of the card.

Enter the value of the gift card in the price field.

NOTE: Speed Buttons can be set up to allow selling a Gift Card by pressing a button at the register. Just make sure the GCARD or GCARD50 is used as the item number on that button.

3) Sell a new gift card.
   A) Scan an unused gift card at the register.

User: SYSTEM MAN Drawer: 1 Customer: Cash Sale Balance: $0.00

| Sales man | View Sales | Gift Cards | Inventory | Credit Cards | Override | Active Sale No |

Item No: 7018243380001308
Description:

Save   Delete

Qty   Price   Disc %

Void   Cancel

| Item No | Description | Qty | Price | Disc | UM | Amount |

Misc Non-Taxable   Misc Taxab

Incense   Cup of Ice

Save Sale   Retrieve Sa

If that gift card number has not already been used, the following will display.

Information — ☐ ✕

This gift card is not currently on file.

OK

Press OK

| Sales man | View Sales | Gift Cards | Inventory | Credit Cards |

Item No: GCARD
Description: New Gift Card-7018243380001308

Save

Qty: 1   Price: 25.00   Disc %

Void

| Item No | | Price | Disc | UM | A |

```
7   8   9
4   5   6
1   2   3
0   00  .
```

Items: 0   Canc...   Clear   Enter

Discount
$0.00 $0.00

Paid   Char

Enter the dollar amount of the gift card.

Complete the sale and take the proper form of payment. Cash / Credit Card …

Finish the sale.

If the scanned gift card is already on file, the screen will show the remaining balance on that card.
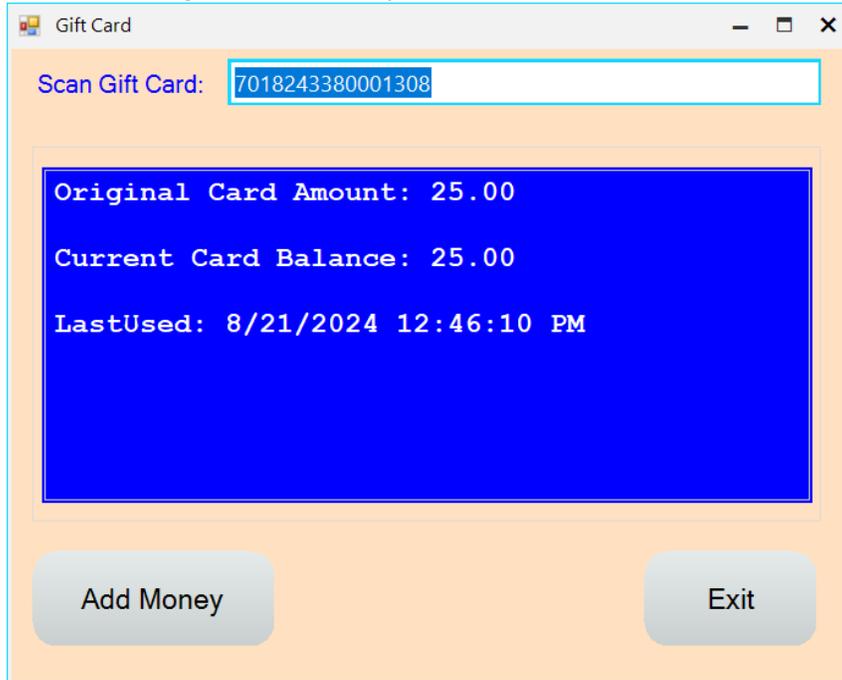
Money can be added to the card on this screen. When adding money, select the Add Money button and you will be asked for the dollar amount to add. Complete the sale and receive payment as above.

A second way to sell a gift card is to enter the GCARDXX item number. (Or select it from a speed button if one has been setup)
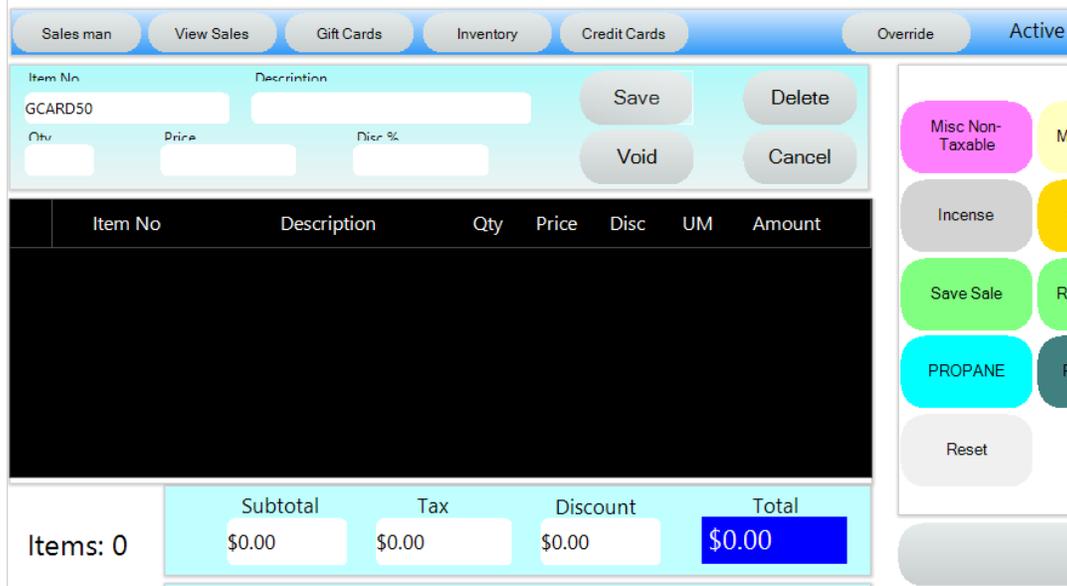
The system will prompt you to scan the Gift Card number.
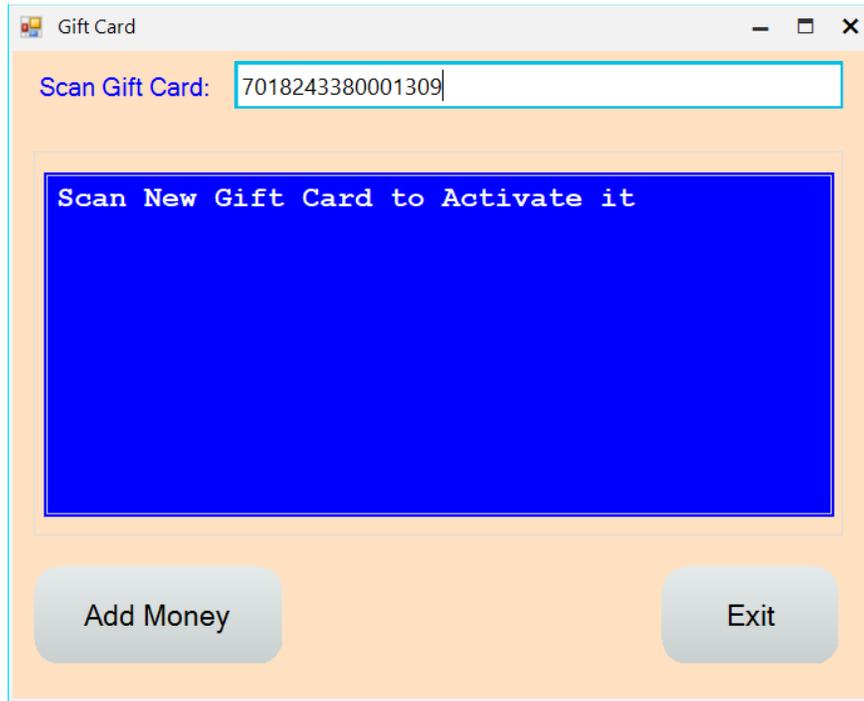
Select Exit and the gift card will be activated for the predefined dollar amount.
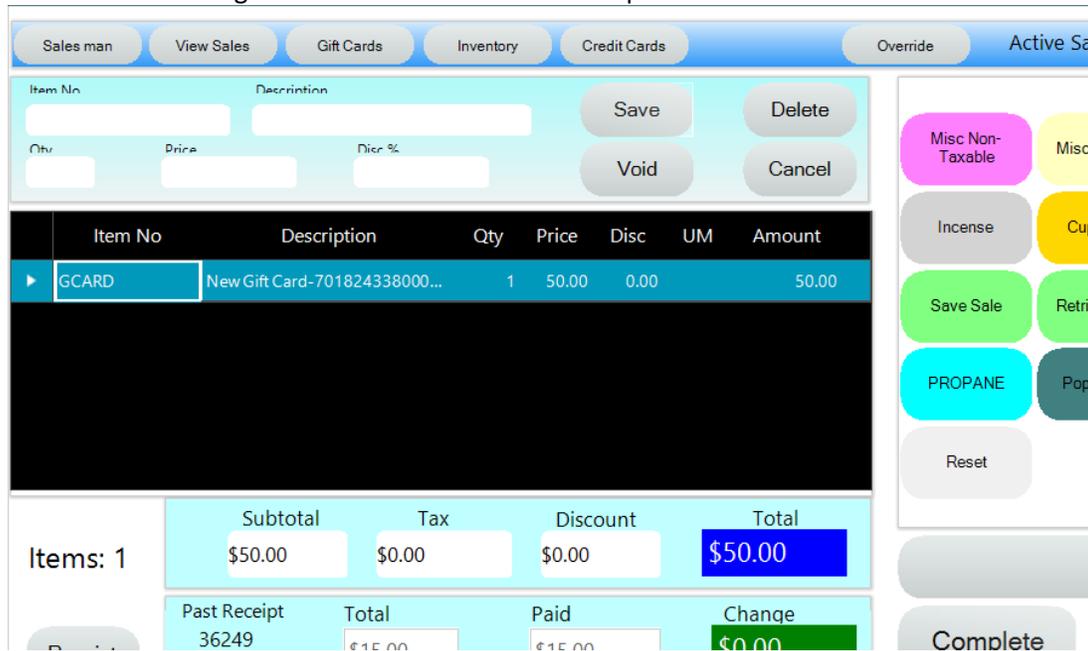
Take payment as above to complete the sale of the gift card.

4) Use the gift card as payment for merchandise.

After completing a normal sale, select Gift Card from the payment screen.

The system will ask to scan the gift card.

After scanning, the system will display the sale amount and the remaining balance on the gift card. Select Use Gift Card to complete the sale.

The receipt will show the remaining balance on the gift card.

171 Pittsburgh Rd
Butler PA 16001
724-283-2337
Sale

8/21/2024 1:03 PM   36252

Qty	Item	Price
1.0	BUSCH 30PK	
018200610301		$22.64

Subtotal: $22.64
Sales Tax: $1.36

Total Sale $24.00

Gift Card   -$24.00

7018243380001308

Bal: $16.00

All Sales Final
No Returns

To see additional information regarding an active gift card, select the Gift Card button at the top of the Point of Sale screen.
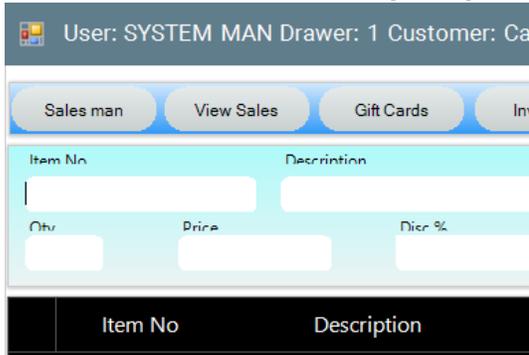
Scan the gift card number.
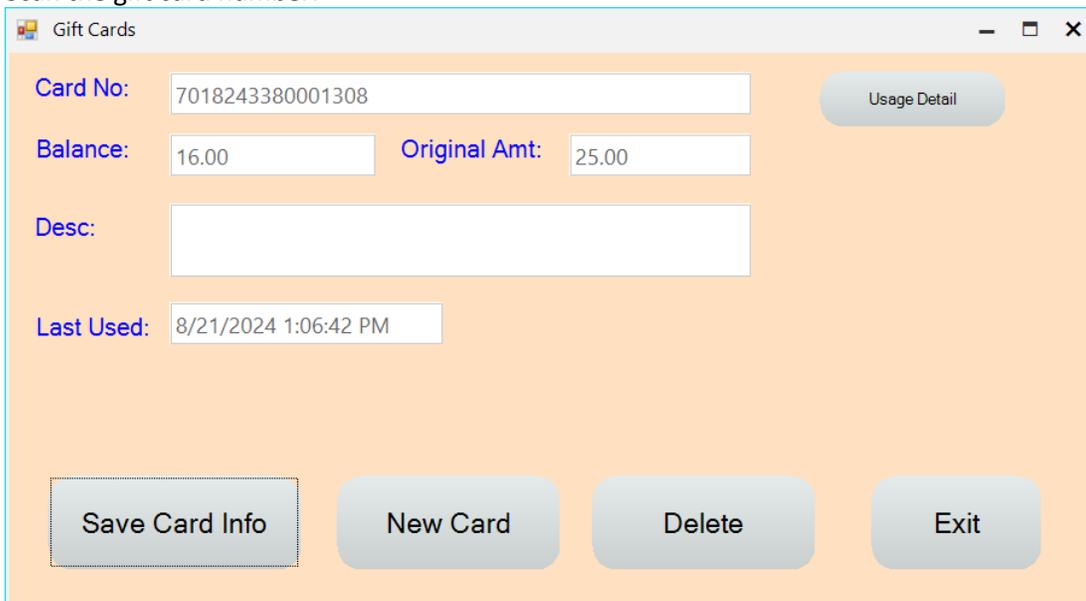
Select Usage Detail to see any sales that used this gift card number as a payment type.
Clicking on any of the sales listed, will show the receipt from that sale.

Sale No	Trans No	Date	Amount
Equals: ▼	Equals: ▼	Equals: ▼	Equals: ▼
▶ 36252	544774	8/21/2024 1:06:42 PM	24.00

|◁ ◁ 1 of 1 ▷ ▷| ← ⊗ ⊕ | 🖨 ▢ 📖 💾▾

DRIVE-THRU BEVERAGES
171 Pittsburgh Rd
Butler PA 16001
724-283-2337
Sale

8/21/2024 1:03 PM   36252

Qty	Item	Price
1.0	BUSCH 30PK	
018200610301		$22.64

Subtotal: $22.64
Sales Tax: $1.36

Total Sale $24.00

Gift Card   -$24.00
7018243380001308
Bal: $16.00

Print

Exit