# Merchandise Manager 5.0.0.1002 Gift Cards

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.

•	🚽 User Sign On 🦳 🗆 🔿									
	Company			<b>^</b>						
	Bazetta Mall									
+	CRUISE									
	Demo Company									
	Mamula's Mini Mart									
	Mamula's Mini Mart									
+	User Name	e								
	User 1									
	John Public									
	Select									

1) Determine the gift card format.



Select Utility Menu from the Main Menu



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

CCard Setup														- 🗆	>
0	+	0	+	0	+	0	+	0	+	0	+	0			
Swipe Card														Example	
Track 1					Trac	k 2 Inforr	mation								
O Track 2					Acco	Account Number Scanning Position				n	1		Minimum	Swipe Length	
					Acco	ount Nun	nber Le	ength			16			32	
Track 1 Inform	ation				Expi	ration Da	ate Sta	rting Pr	sition		18				
Account Num	ber Fie	ld 1,2,3	1		Expi	ration D:	ate Ler	ath	ion on		4			Save	
Expiration Fie	ld 1,2,3	3	2		Acces			ngui	onition		0			Exit	
Account Nam	e Field	1.2.3	3		HUUU	Junit Nan	ie oca	nning r	USILION		0				
					Acco	ount Nan	he Len	gth(U if	none)		U				
Gift Card Setu	P 0	+	0	+	0	+	0							16	
Swipe Card			0		0		0			Ca	ard Numbe	r Length With		7018	
			Gi	ft Card	No Starte	at (1 - 0)		1		Gi	ft Card No.	enath		16	=
			G	it ouru	no otario	ut(1 0)				0.	it out a file	Longui			
Shopper Card	Setup	+	0	+	0	+	0			0		- 1		11	
Swipe Card			0		0		0			Ca	ard Numbe	r Length With (Use	• ? for wildca	ard) 7968	-
										00	na bogino		· · · · · · · · · · · · · · · · · · ·		
Salesperson	Card Se	etup													_
Swine Card	0	+	0	+	0	+	0			Ca	ard Numbe	r Length		0	_
owipe Gard										Ca	ard 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		Card Number Length	19
Swipe Card	;7018	32433	800013	308=?					Card Begins With	;7018
			Gif	t Card I	No Star	ts at (1 - 9	))	2	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 Cift Card No. Longth is 1

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		Card Number Length	16	
Swipe Card	701	82433	800013	808					Card Begins With	7018	
			Gif	ft Card I	No Starts	s at (1 - 9	)	1	Gift Card No Length	16	

Select CCardSetup from the Utilities Menu

Make sure a payment type is set up properly for Gift Cards.



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 Gift Card XXXX Ref3 Ref4 Bef2Lookup Bef3Lookur		Ref 1 GCA Ref 5	RD	Ref2		Save Delete Clear				
Ref2Lookup XferPayTypCode	Ref3Lookup NumofRecptsto -1 Pay_ID 6	Print POS	ef4Lookup Order stureRequired	OPOrder	Ref5Lookup       Cash is first         (POrder       Use GCARD in Ref1 for Gift Card         Use ONACCOUNT in Ref1 for On a       Use FSTAMP in Ref1 for CBT         Use WIC in Ref1 for WIC       Use FSA in Ref1 for FSA					
Pay_ID	Description	GL_No	Ref1	Ref2	POSOrder	OPOrder				
1	l Cash	X000X			1	1				
2	2 Credit Card	30000	Туре	Account	2	2				
3	3 Gift Cert	X000X			3	3				
4	Coupons	X000K			4	4				
5	5 Manual CC	20000			5	5				
+ 0	5 Gift Card	XXXXX	GCARD		6	6				
	On Account	UNACCOUNT			,	, Eva				

 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.

🛃 Item Maintenance		ς,		-	$\Box$ ×
Item No De GCARD	escription ift Card	Product Cards	ategory	Add	Save
On Hand -3	Alternate No	UPC Code	Item Size	Taxable	Delete Clear
Price Case Cost 0.00 0.00 Mix and Match Code	Indiv. Cost Average	Cost Last Purchase Last Sale 8/21/2024 Markup Last 7 Days 5	Unit of Mea Standard UM Sales UM Sales QUM	Purchase UM Purchase QUM Purchase QUM	Additional Information History Vendor Movement

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

🖳 Item Maintenance				_	$\Box$ ×
Item No GCARD50	Description Gift Card 50		Product Category Gift Cards	∽ Add	Save
On Hand 0	Alternate No	UPC Code	Item Size	Taxable	Delete Clear
Price Case C 50.00 0.00 Mix and Match Code	ost Indiv. Cost Av 0.00 0. V Add F	Remove Markup 00 Last Sa Markup 0% Last 7 0	In the second se	bf Measure les UM Purchase UM les QUM Purchase QUM 0	Additional Information History Vendor Movement

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.



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



#### Press OK



Enter the dollar amount of the gift card.

s	ales man	View S	ales	Gift Ca	ards	Inventory	C	redit Cards			Override
lter	Item No		Description					Save		Delete	
Otu		Price			Dier %			Void		Cancel	
	Item No	)	De	escripti	on	Qty	Price	Disc	UM	Amount	In
•	GCARD	N	ew Gift Car	d-70182	24338000	. 1	25.00	0.00		25.00	Sa
											PR
											F
			Subto	tal	Tax	x	Disc	ount		Total	
lte	ems: 1	\$25			\$0.00		\$0.00		\$25.00		
	Receipt	Past Sa	Receipt le	T	otal		Paid			Change	С

## 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)

Sales man	View Sales	Gift Cards	Inventory	C	redit Cards			Override	A	ctive S
Item No GCARD50 Oty	Descrim	tion Disc %			Save		Delete	ete Mise		Mis
Item No	) De	scription	Qty	Price	Void Disc	UM	Cancel Amount	Inc	ense	C
								Sav	e Sale	Re
								PRO	PANE	Po
								R	eset	
ltems: 0	Subtot \$0.00	al Ta \$0.00	x	Disc \$0.00	ount	<mark>\$0</mark>	Total ).00			

The system will prompt you to scan the Gift Card number.

🖳 Gift Card		-	×
Scan Gift Card:	7018243380001309		
Scan New G	ift Card to Activate it		1
Add Money		Exit	

Select Exit and the gift card will be activated for the predefined dollar amount.

s	ales man	View Sales	Giff	Cards	Inventory	C	redit Cards		(	Ove	erride	Active Sa
lten	n No		Description	rintion			Save		Delete			
Otv		Price		Disc %			Void		Cancel		Misc Non Taxable	Misc
	Item No	)	Descri	otion	Qty	Price	Disc	UM	Amount		Incense	Cup
•	GCARD	New (	Gift Card-70	1824338000	1	50.00	0.00		50.00		Save Sale	e Retrie
											PROPAN	E Pop
											Reset	
		9	Subtotal	Tax	x	Disc	ount		Total			
lte	ems: 1	\$5	0.00	\$0.00		\$0.00		\$.	50.00			
	- · ·	Past Rec 36249	ceipt Ə	C1E 00		Paid		( (	Change		Com	olete

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.

1/1 Pittsburgh Rd Butler PA 16001 724-283-2337 Sale

8/21/2024	4 1:03 PM	36252
Qty	Item	Price
1.0 0182006	BUSCH 30PK 10301	\$22.64
	Subtotal:	\$22.64
	Sales Tax:	\$1.36
	Total Sale	\$24.00
Gi	ft Card	-\$24.00
70	18243380001308	
Ba	al: \$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.

	User: SY	STEM MA	N Drav	ver: 1 Custom	ier: Ca	
s	ales man	View Sa	iles	Gift Cards	Inv	
lten	No		Descri	intion		
T						
Otv		Price		Disc %		
	Item No		D			

## Scan the gift card number.

💀 Gift Cards				-	×
Card No:	7018243380001308	3		Usage Detail	
Balance:	16.00	Original Amt:	25.00		
Desc:					
Last Used:	8/21/2024 1:06:42	PM			
Save C	Card Info	New Card	Delete	Exit	

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	D	ate	Amount	
Equals: 🔻	Equals:		т		T
▶ 36252	544774	8/21/2024 1:00	5:42 PM		24.00
					-
4					
l≪ 1 of 1 ト	▶   ← ⊗ 🍪   🖨 🔳	Al 🔍 🚽			
DRIVE-THRU 171 Pitts	BEVERAGES	^		Print	
Butler F	PA 16001				
Sa	ale				
8/21/2024 1:03 PM	36252				
Otv 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				Exit	
Bal: \$16.00		~			