

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.