Gift Card Processing

Method #1:

1. Purchase gift cards from your vendor of choice (usually your credit card processor).

2. Set up a product code in BPOS for **GIFT CARD** with cost (usually somewhere around .10 cents) in **Inventory Add/Edit/Delete**.

3. Set up a Credit Card Code **GC** for Gift Card (Call Tech Support for help).

4. When a customer purchases a gift card, sell on an invoice as a line item #GIFT CARD with the price being whatever amount the customer is choosing to spend on it:

Ticket View/Edit (104948)

| Main | Line Items | Appointments/Status | Customer Info | Vehicle Info | Payments |

Ref#	Product #	Description	Qty	Unit Price	
1000	GIFT CARD	GIFT CARD PURCHASE	1.0	500.0000	

5. Activate the gift card via your credit card terminal.

6. When a customer returns and uses the gift card, it is treated just like any other credit card payment method and processed through BPOS using credit card code GC. If you purchased the card via Merchant Partners, you will swipe the card like any other credit card. If you use a different credit card processor, your steps to redeem the card may vary:

7. When transferring into Quickbooks, etc. – GC payments and redemptions are normally mapped to whatever G/L account you use for Gift Cards/Coupons so that the Gift cards are NOT processed as income for a 2nd time.

   Note: Using this method will inflate sales in BPOS once the gift card is redeemed because BPOS will account for both the gift card sale and then the merchandise sale. As long as the credit card GC is mapped properly in Quickbooks, your profit will report correctly in your payables program.

Method #2:

1. Instead of setting up a new credit card code GC for gift cards, set up a new PCD!-GC line item and use on customer's workorder when they redeem the gift card.

   Note: When using this method, your daily credit card totals in BPOS versus your credit card totals via Merchant Partners will be off the amount of the gift card for that day:

(Continued on next page)

Ticket View/Edit (104948)

| Main | Line Items | Appointments/Status | Customer Info | Vehicle Info | Payments |

Ref#	Product #	Description	Qty	Unit Price
1000	58028	225/60R16 T/A ADVANTAGE	4.0	131.6500
1002	MB	TIRE MOUNT & BALANCE	4.0	5.0000
1004	VALVE	VALVE STEMS	4.0	1.0000
1006	SCRAP	2% NC SCRAP TAX	4.0	2.1000
1008	OP	OP	1.0	50.0000
1010	PCD!-GC	GIFT CARD REDEMPTION	-1.0	500.0000
1012	SS99-1	SHOP SUPPLIES/ENVIRONMENT FEE	1.0	2.5000