

Gift Vouchers

Customer Services Sparkstone Technology Ltd



Configuration of the Gift Card Type

- Sparkstone Back Office
- Transaction Configuration
- Vouchers

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					Transaction Co	onfiguratio	in >	Discount Reasons	
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					Financials		>	Special VAT Scheme Reasons	
					Currency		>	Discount Keys Paid Outs	
					Utilities		>	Credit Cards	
					User Key Mapp	ping		Finance	
					End Of Day		<u> </u>	Vouchers	
								Stock Sub Types	
								Price Modifiers	
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- Once in this screen you will need to insert and type Gift Cards, select the relevant analysis code and branch. Make sure you have ticked Collect Voucher Number and Chargeable.
- Click OK
- This will then drop into the box next to it

Navigatio	n <u>P</u> rint			
ID Vo 1 Gif	ucher name Analysi t Cards HOPDC	si code Branch name	Collect? ID Voucher name Gift Cards Analysis code HOPDQ Branch Parley Fencing Centre. Collect voucher num Chargeable (gift Print-on-demand	• • • • • • • • • • • • • • • • • • •
	nsert 🖉 Edit 🗑	Î Delete 🗸 ОК	X Cancel	Back 🔁

• This step directly relates to the Price Record window in the next help guide shown below



	Management of second color	Minus
rice Code • (all record types) •	Price code GIFT CARD Type Voucher	View
	Short name Gift Card	Categories
GIFT CARD Gift Card	Description	Warranty
		Warranty Stock
	Barcode Generate Voulner Gift Cards	Workshop Process
	Gross Net VAT Cad price	Bundle
	0.00 0.00 0.00 0.00	Storage
	1 20.00 - SALES -	
	Extra Info	
	Valid From Valid To Sort 1	
	Sort 2	
	Sort 3	
	Brand	
	Concession Item DPD service VIA	Price Record
		View transactions
		Duplicate
	Notes	
	A	
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be

How to Create Gift Cards

- Sparkstone Back Office
- Product File Price Records
- Insert

ice Code	e • (all record types)	-	Active record Variable value Web	View
		9	Price code Type Simple price record	Extra Info
de	Short name		Short name	Categories
		*	Description	Warranty
				Warranty Stock
			Barcode Generate	Workshop Process
			Gross Net VAT Cost price	Storage
			Vat code Analysis	Storage
			4 Extra Info	
			Valid From Valid To Sort 1	
			Sort 2	
			Sort 3	
			Brand	
			Concession Item DPD service N/A	Price Record
				View transactions
				Duplicate
			Notes	
		-		
		•		

Price code needs to be Gift Cards, Short name needs to be Gift Cards, Type needs to

en Cada	(all as as ad to see a)			Active record	Variable value	=h		View
ce code	 (all record types) 	0	Price code	GIFT CARD		oucher	•	Euton Info
4-	Charle and a		Short name	Gift Card				Categories
ae	Short name	-	Description					Warranty
								Warranty Stock
			Barcode		Generate Vouc	her Gift Cards		Workshop Process
				Gross	Net	VAL	Cost price	Bundle
				0.00	0.00	0.00	0.00	Storage
			[1 20.00 -	Andrysis	•		
					Extra Info		N	
					LAUA INO		V	
			Valid From	Valid To	Sort 1		•	
					Sort 2			
					Sort 3			
					Brand			
			Concessi	on Item DP	D service 💽 N	I/A	•	Price Record
								View transactions
								Duplicate
			Notes					
							-	
		-					-	
		•						
Active () Inactive () All							



Voucher and you must tick **Variable Value** at the top of the page. This will allow you to put different amounts on the card.

- Leave the amount set at zero.
- Once you have finished this stage click OK

Selling Gift Cards

• At point of sale enter GIFT CARD into the search box and tab. This will bring up the amount box for you to enter the amount you wish to sell the gift card for.

<u>S</u> to		22 us <u>t</u> omer	GIF	£	Total Net Value	No customer selected	1 Layaways	Settle
							2 Misc	Main
	7	8	9				3 Refunds	Line
	4	5	6	ОК	Cancel		A	
	1	2	3				4 Grid	Order
	0	·	00	<<	Clear		Sales 5 Orders	Other
								Discard
							谷	
Enter	the value o	of the GIFT	CARD item		<u>~</u>		\$₽	Go To End
1						Order number 10139023	v4.6.4.b	16 NOV 16

- Once you have entered the amount it will allow you to enter any details you wish. Click OK once done
- It will then ask you to enter the Voucher Number or alternatively you can scan the card at this point



Total Net Value	No customer selected	K	ß
Stock Customer £ 0.00		1 Layaways	Settle
			B
		2 Misc	Main
		Ş	
		3 Refunds	Line
		4 Grid	Order
		Sales 5 Orders	Other
			Discard
✓ OK × Cancel		*	2
Enter Voucher Number			Go To Top
			6
×			Go To End
	Order number 10139023	v4.6.4.b	16 NOV 16

- Click OK once you have entered/scanned this number.
- You can now sell this Gift Card as if it is a normal sale settling it by whatever means the customer is paying.

		No customer sel	ected		R
Stock Customer	£ 120.00			V	8
			1	Account	Settle
		1 GIFT CARD Gift Card	S £120.00		B
		1 @ £120.00	2	Cards	Main
			3	Cash	Line
				>	
			4	Cheque	Order
			5	Deal Discount	Other
			6	- 🎾 More	Discard
			_	谷	Go To Top
This line can only have a fixed quanti	ity.			\$	Go To End
		Order number 10139023	V	4.6.4.b	16 NOV 16

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Redeeming Gift Cards

• Enter or scan the product you wish to sell



- Select Settle
- Then select more Vouchers
- Make sure Gift Cards is highlighted and click OK

Stock Customer	£	otal Net Value 6.24	No customer selected	Vouchers	Settle
1. Gift Cards	<u>×</u>	☆	1 42R36 3600 x 100 x 50 mm REGULARIZED C £6. 1 @ £6.24	24 Q 2 Deposit	Main
		₽ 		S 3rd Party	مری Line
		**		No Money	Order
				Save	
				5 Order	Other
	✓ ок	× Cancel		6 Back	Discard
elect a voucher type.		<u>^</u>			Go To Top
nck lookup		~	Order number 10139026	V4.6.4.b	Go To End

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- Scan or enter voucher number
- It will then bring up the payment screen and in the bottom left hand corner show you the current balance on the gift card
- Type in the amount or select ok to process the sale

Î				•	Total Net Value	No customer selected	۱	ß
<u>S</u> to	ck Cu	s <u>t</u> omer		£	6.24		1 Vouchers	Settle
				GBP	mount Due 7.49	1 42R36 3600 x 100 x 50 mm REGULARIZED C £6.2		
	7	8	9		7.49	1 9 20.24		
	4	5	6	ОК	Cancel		3 3rd Party	Line
	1	2	3				No Money 4 Taken	Order
	0		00	<<	Clear		Save 5 Order	Other
							6 Back	Discard
							谷	P
Please	Enter Amo	ount To Re	deem			1		Go To Top
Curren	t gift card	balance :	12.00		-	5	- 🍄	Go To End
						Order number 10139028	v4.6.4.b	16 NOV 16



Refunding Gift Cards

- Refunding gift cards is very similar to refunding an item of stock.
- Select Refund on point of sale
- Select Scan Stock codes



	Stock of	Cus <u>t</u> omer	GIF	£	Total Net Value	No customer selected	1 Misc	Settle
l							2 Quantity	Main
l	7	8	9	120.00			Change 3 Amount	Line
	4	5	6	ОК	Cancel			
1	1	2	3				4	Order
	0		00	<<	Clear		5 receipts	Other
l							Scan stock 6 codes	Discard
	Enter the value	of the GIFT	CARD item			I I I I I I I I I I I I I I I I I I I		Go To Top
Ī						Order number 10139025	v4.6.4.b	Go To End

• Enter GIFT CARD into the search box and hit TAB



- Enter the amount you wish to refund and click OK
- Enter any details you need to and click OK
- Scan or enter the gift card number and click OK
- Once this has been complete you can select Settle and choose the settlement type.

