

Gift Vouchers

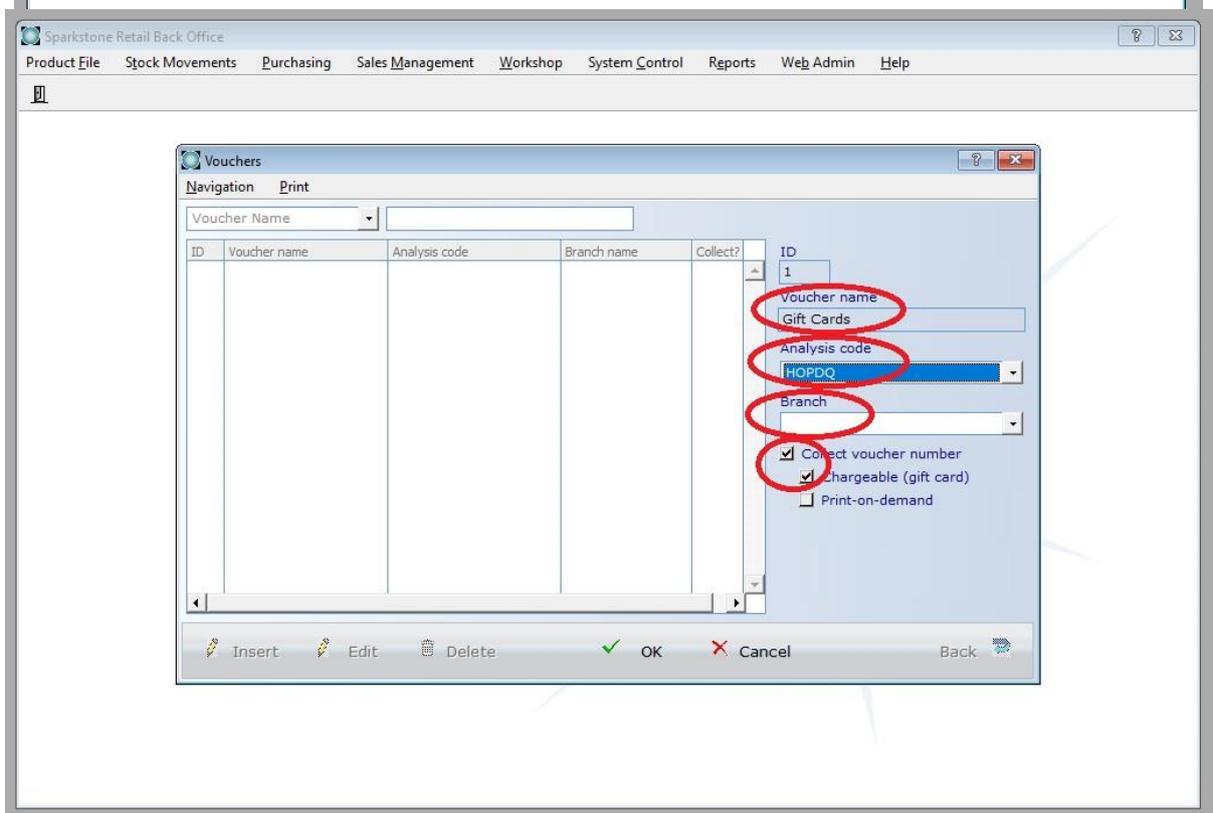
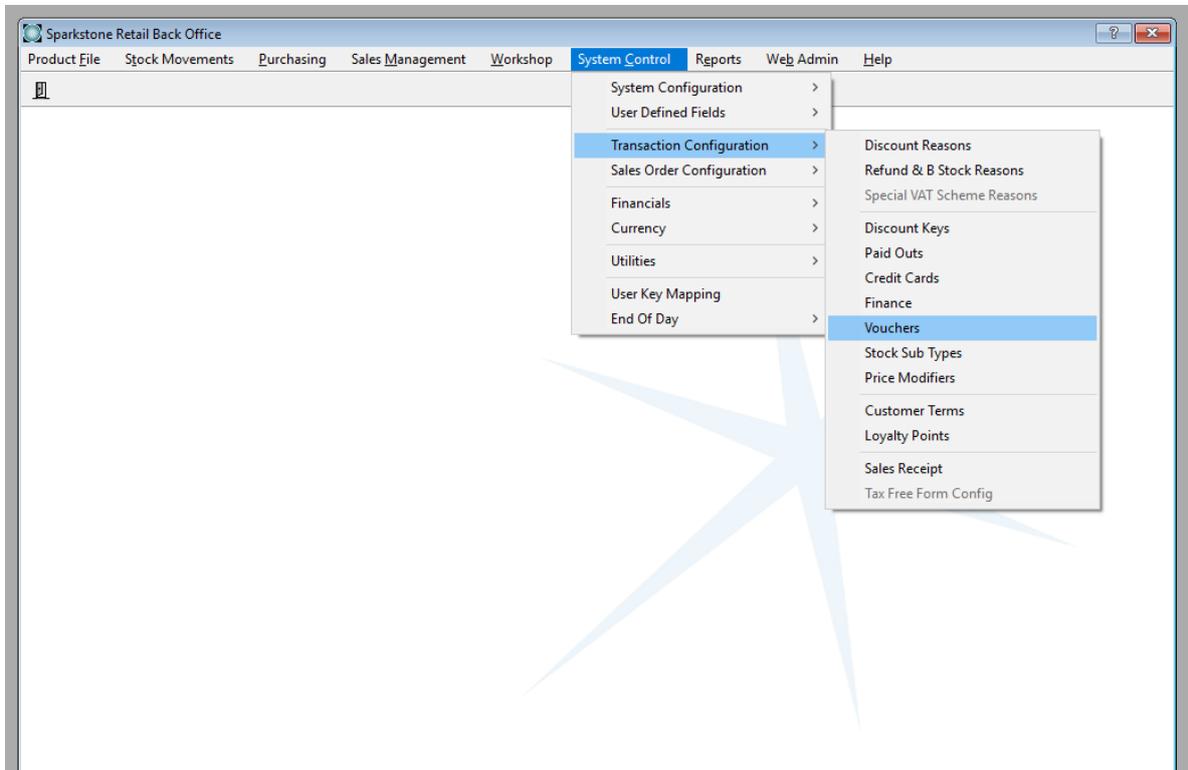
Customer Services

Sparkstone Technology Ltd

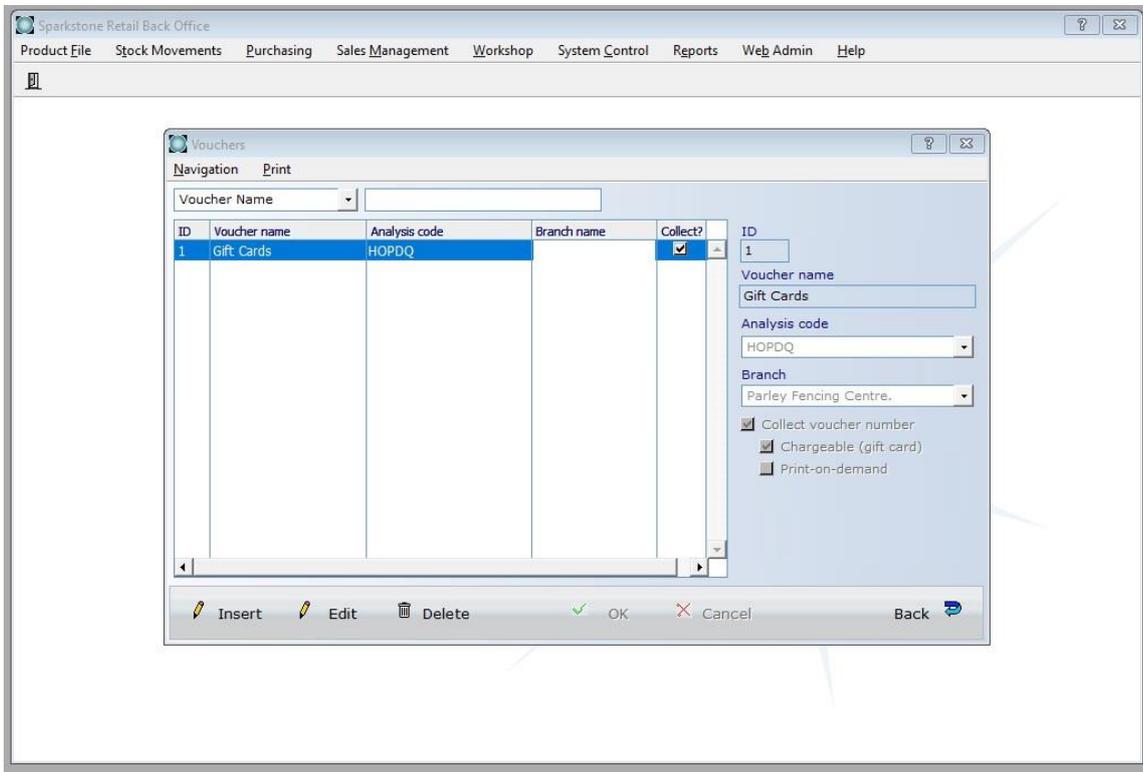


Configuration of the Gift Card Type

- Sparkstone Back Office
- Transaction Configuration
- Vouchers



- 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



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

Price Records

Print View Navigation Options

Price Code (all record types) GIFT

Price code GIFT CARD Type Voucher

Short name Gift Card

Description

Barcode Generate Voucher Gift Cards

Gross	Net	VAT	Cost price
0.00	0.00	0.00	0.00

Vat code 1 20.00 Analysis SALES

Extra Info

Valid From Valid To Sort 1 Sort 2 Sort 3 Brand

Concession Item DPD service N/A

Notes

Active Inactive All

Find Edit Insert OK Cancel Back

View

Extra Info

- Categories
- Warranty
- Warranty Stock
- Workshop Process
- Bundle
- Storage

Price Record

- View transactions
- Duplicate

How to Create Gift Cards

- Sparkstone Back Office
- Product File – Price Records
- Insert

The screenshot shows the 'Price Records' form in the Sparkstone Back Office. The form is mostly empty, with the 'Price Code' dropdown set to '(all record types)'. The 'Type' dropdown is set to 'Simple price record'. The 'Gross', 'Net', 'VAT', and 'Cost price' fields are all set to 0.00. The 'Vat code' is set to 1. The 'Concession Item' is set to 'DPD service' with a value of 'N/A'. The 'Notes' field is empty. The 'Insert' button at the bottom is circled in red.

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

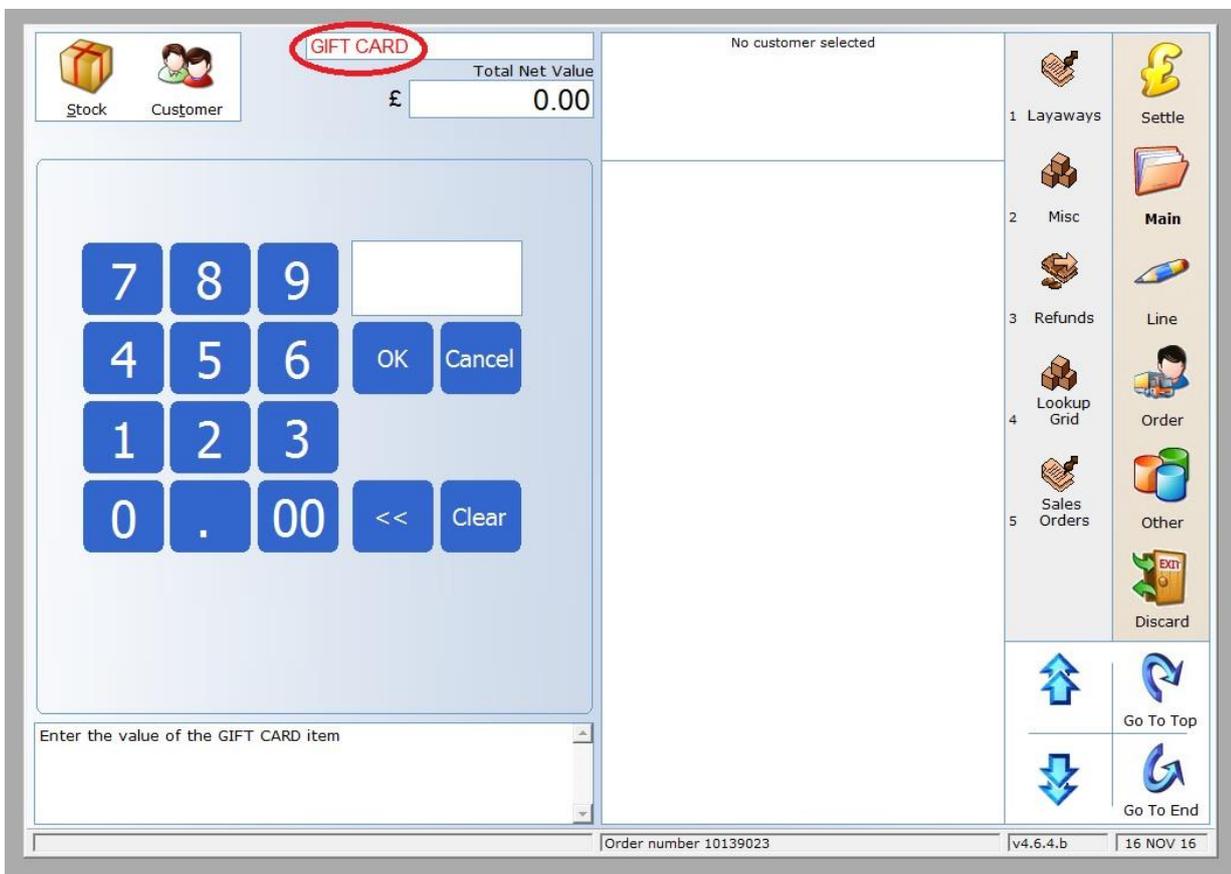
The screenshot shows the 'Price Records' form in the Sparkstone Back Office. The 'Price code' is set to 'GIFT CARD', the 'Short name' is set to 'Gift Card', and the 'Type' is set to 'Voucher'. The 'Gross', 'Net', 'VAT', and 'Cost price' fields are all set to 0.00. The 'Vat code' is set to 1 with a value of 20.00. The 'Concession Item' is set to 'DPD service' with a value of 'N/A'. The 'Notes' field is empty. The 'Insert' button at the bottom is circled in red.

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

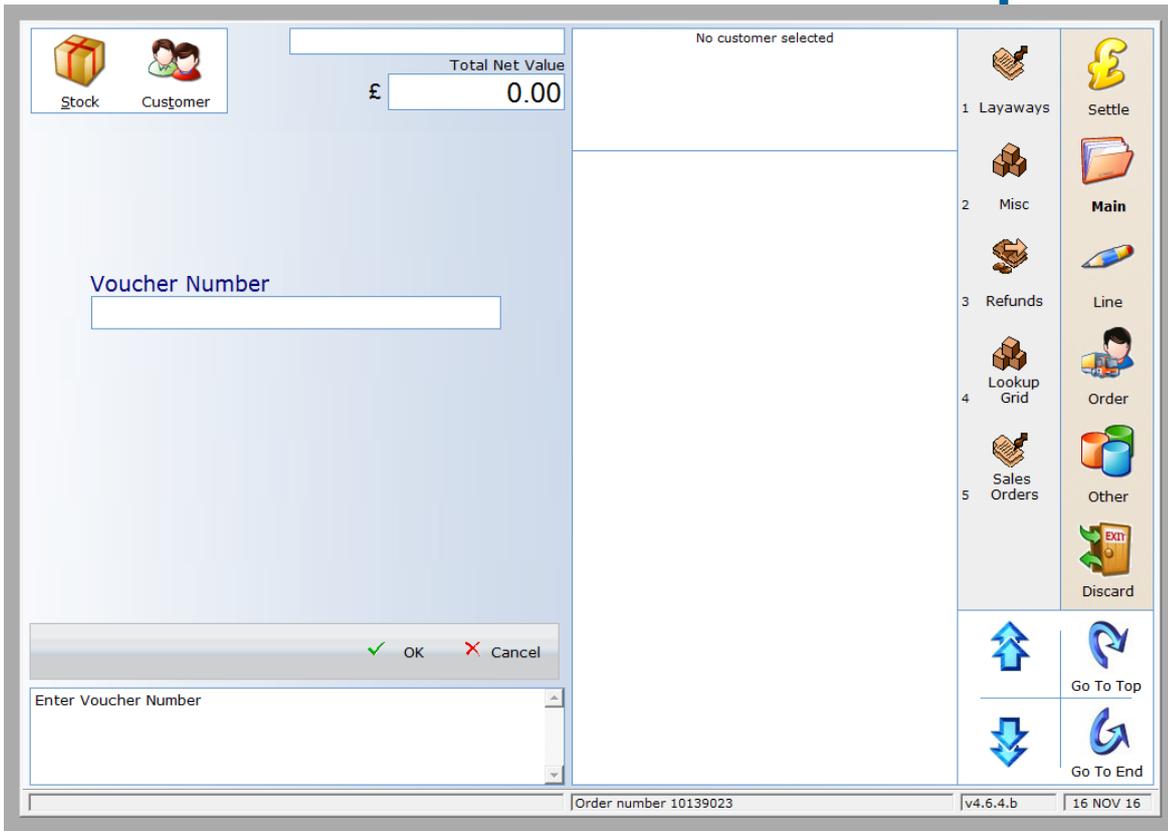
- Leave the amount set at zero.
- Once you have finished this stage click OK

Selling Gift Cards

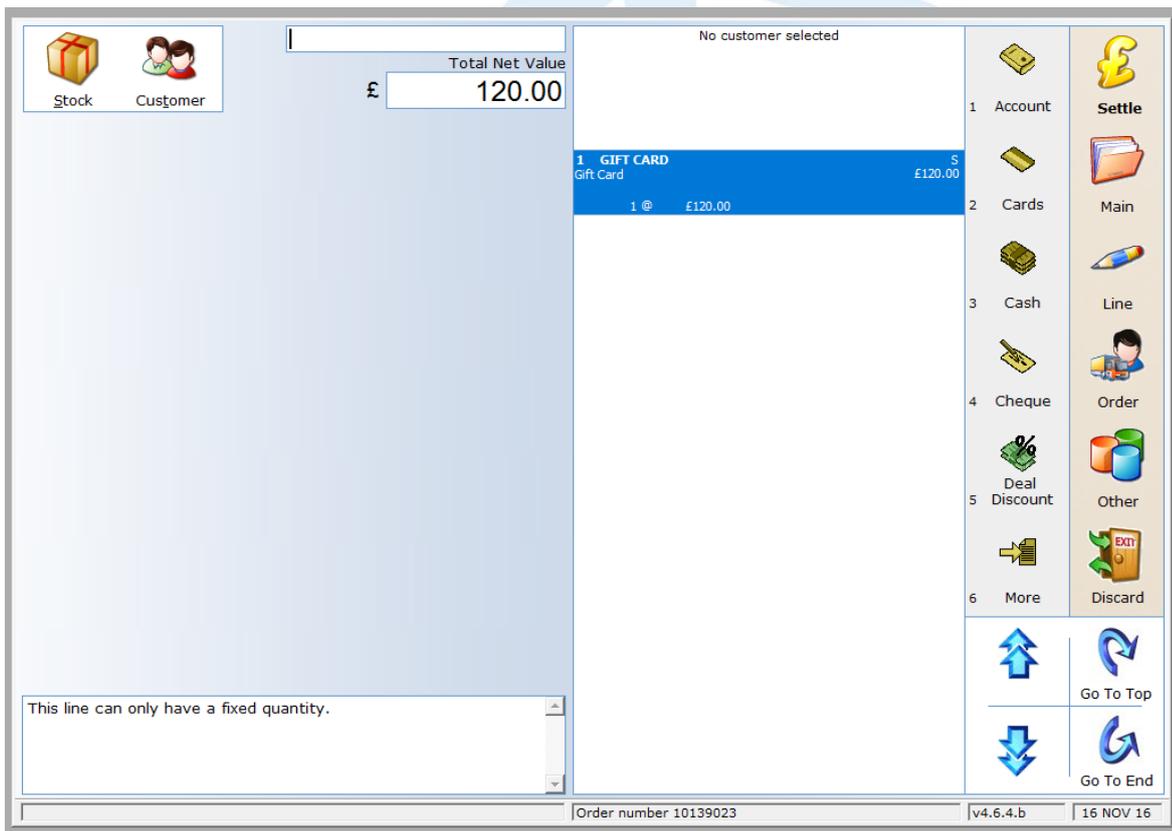
- At point of sale enter GIFT CARD into the search box and tab. This will bring up the amount box for you to enter the amount you wish to sell the gift card for.



- 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

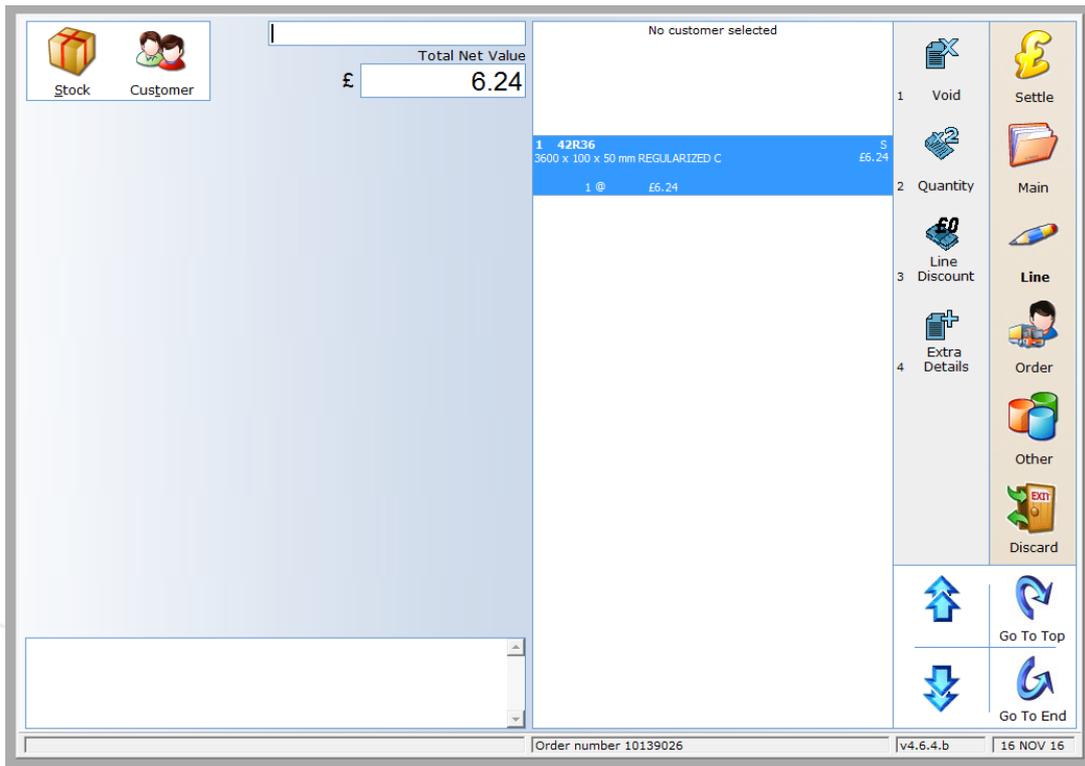


- Click OK once you have entered/scanned this number.
- You can now sell this Gift Card as if it is a normal sale settling it by whatever means the customer is paying.

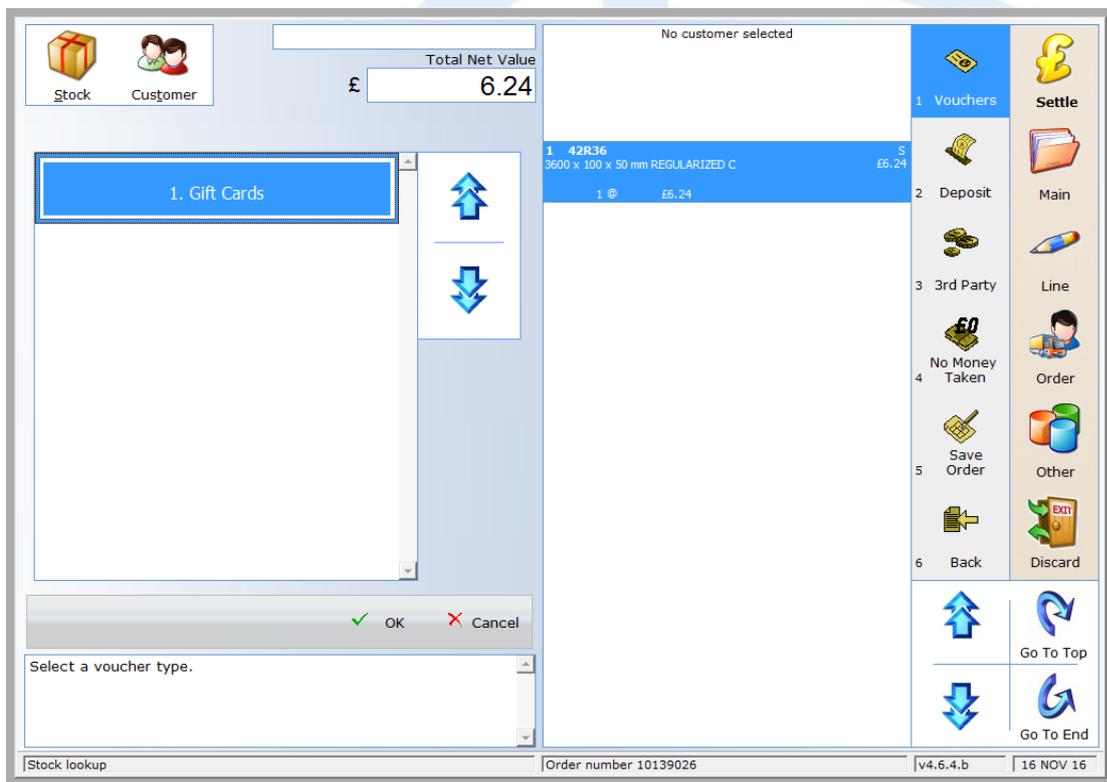


Redeeming Gift Cards

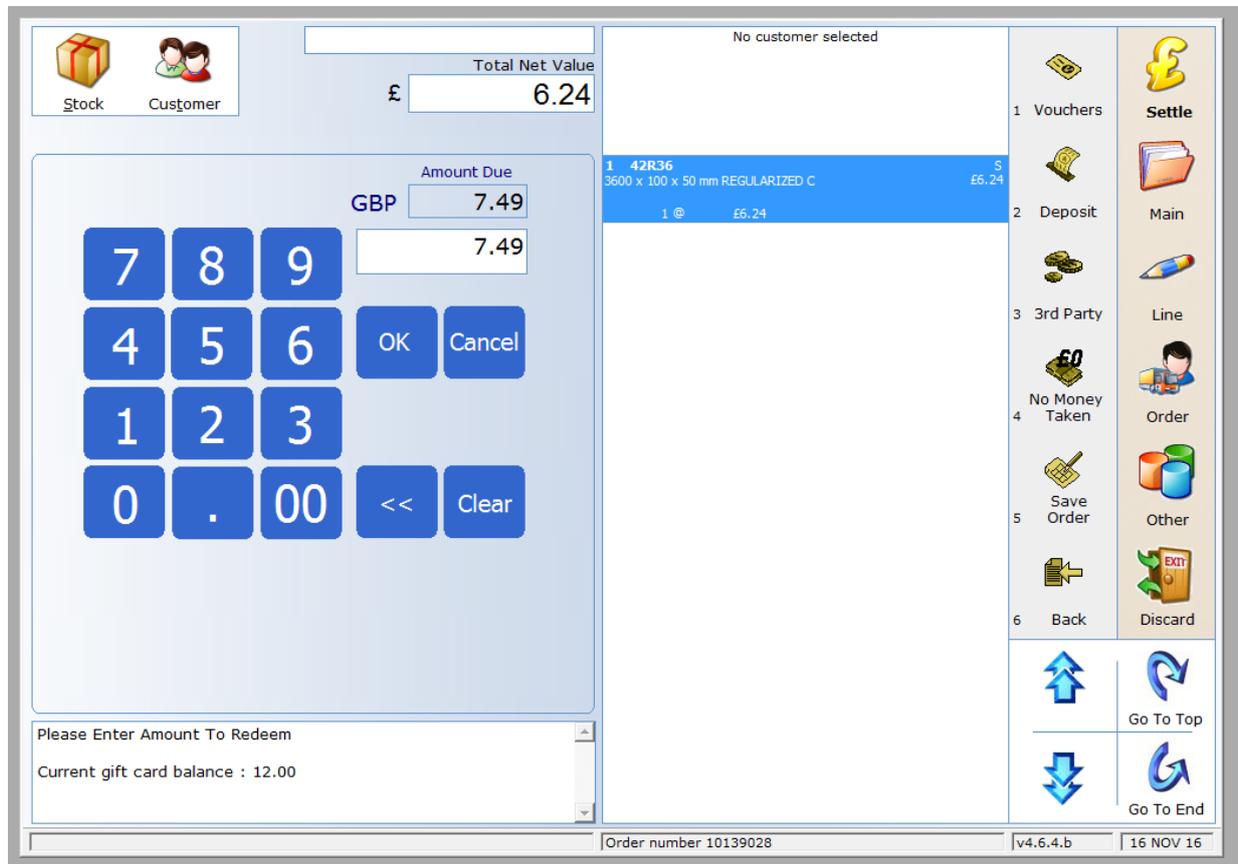
- Enter or scan the product you wish to sell



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

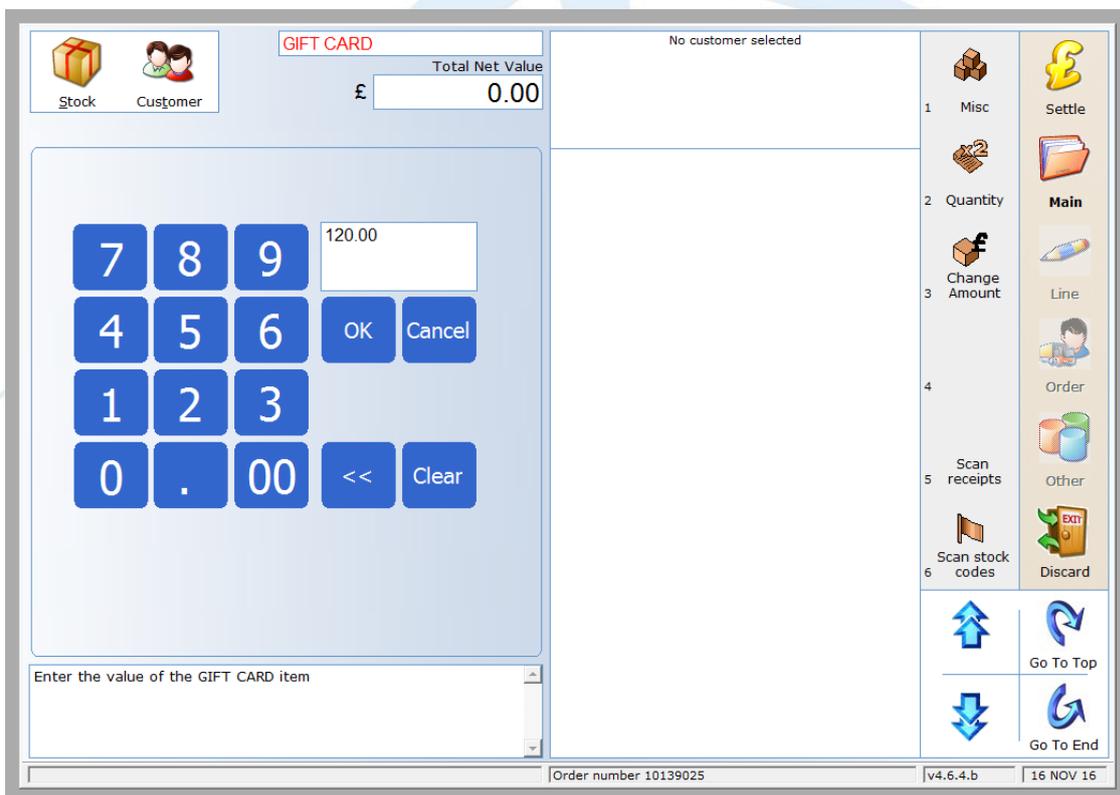
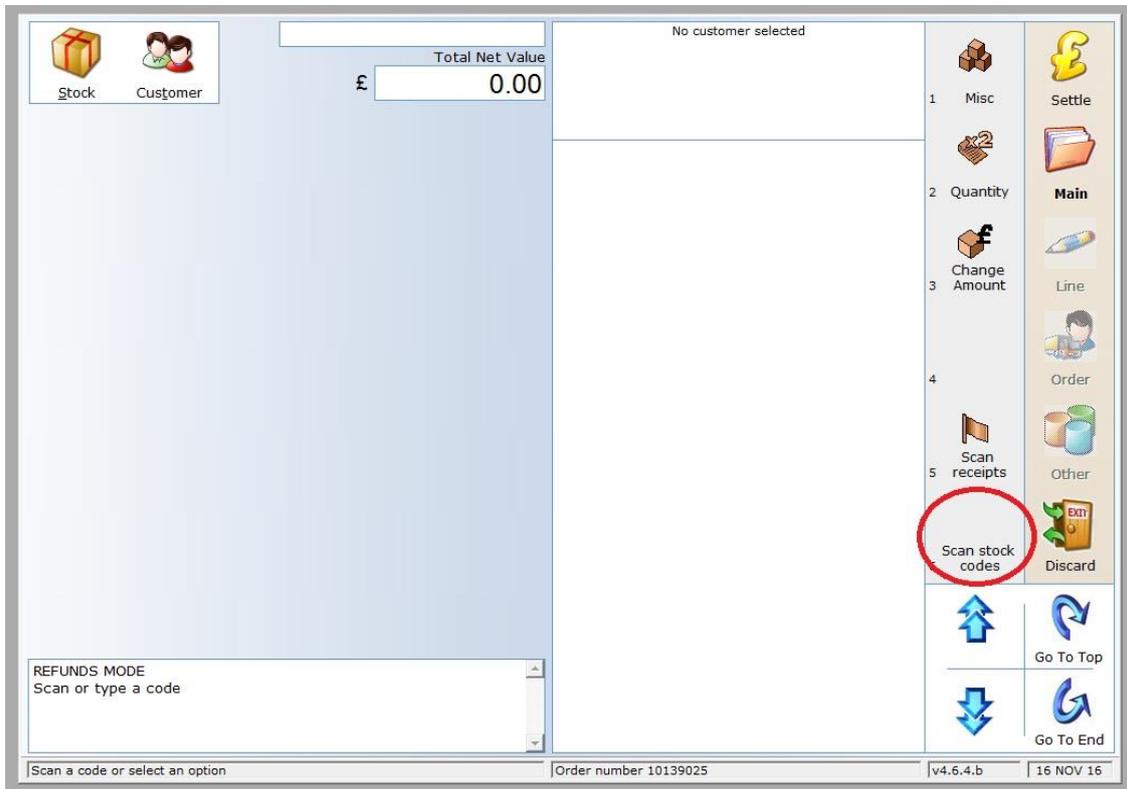


- Scan or enter voucher number
- It will then bring up the payment screen and in the bottom left hand corner show you the current balance on the gift card
- Type in the amount or select ok to process the sale



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



- 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.

