

# **Semi Integrated Credit Authorization for Microsoft Retail Management System**

Paymentech Gift Cards

User Guide



# Semi Integrated Credit Authorization for Microsoft Retail Management System Chase-Paymentech

## Chase-Paymentech Gift Cards

### Selling Gift Cards

Create a Non-Inventory item in RMS for your Gift Cards. This item may be used to sell any denomination and is useful in adding to / incrementing an existing gift card.

Alternatively, specific denomination items could be created to easily sell specific value cards such as \$25.00, \$50.00, \$100.00, etc.

#### Item Options:

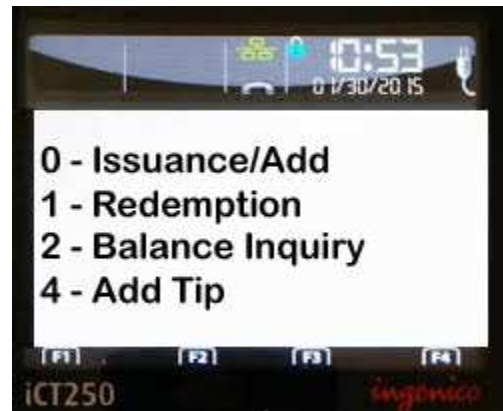
- Must enter price at POS (to allow selling of any denomination)
- Item is not discountable at the POS
- Item should be set to no tax

Selling of gift cards must be done in three steps.

1. Sell the RMS Gift Card item and enter the value of the gift card.  
Do not tender the transaction until the gift card has been authorized at the PIN Pad. This value is not sent to the PIN Pad, so make sure you have the value correct for the next step.
  2. Authorize the gift card on the PIN Pad
    - Put the PIN Pad in stand-alone mode – Press [F1] then select Yes [F1]
    - Press the green [Enter] button
- Select 4 for Gift.



- Select 0 for Issuance/Add.



- Enter the number of gift cards to authorize then press the green [Enter] button.



- Enter the amount of the gift card then press the green [Enter] button.



- Swipe the gift card or manually enter the card number.



- Select 3 for Cash/Comp (do not use credit or debit at this point as the tendering of the sale will be processed in RMS).



### Important Information

Press the [F1] after completion of gift card sale to take the PIN Pad out of stand-alone mode. If the PIN Pad is left in stand-alone mode, integrated transactions from the POS cannot be processed through the PIN Pad. The PIN Pad must be displaying "Welcome/Bonjour" prior to performing any further transactions.

3. Continue the sale in RMS and tender as normal if the gift card is successfully authorized.

## Checking Gift Card Balance

Put the PIN Pad in stand-alone mode – Press [F1] then select Yes [F1].

Press the green [Enter] button.

Select 4 for Gift.

Select 2 for Balance Inquiry.

Swipe gift card or manually enter that card number then press the green [Enter] button.

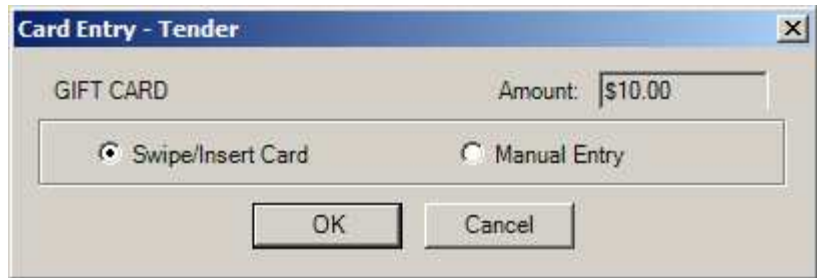
The balance will be printed.



## Gift Card Redemption

Redeeming gift cards is the same as tendering any credit or debit card.

It is suggested to check the balance of gift cards prior to redeeming to ensure that there is enough available balance on the card prior to tender.



Follow prompts on PIN Pad the same as processing a sale with credit or debit card.