# INCOMM AND PS BRAND (SPS) GIFT CARD PROCESSING MARGIN*PLUS POS

POSitec is pleased to provide an integrated solution for Incomm and Pharmasave Brand Gift Card processing. The steps to activate and use this product are outlined below. If you have any questions, please contact POSitec Customer Support at **1-800-667-4605**.

## SYSTEM CONFIGURATIONS

### STEP 1 – ACTIVATE A NEW CARD

Each Incomm and PS Brand Gift Card must be activated for use with the integrated card processing solution. If new cards are added after the initial configuration, they must be activated prior to their use at the cash register.

1.  Create a Product File (**A-1-1**) record for each Gift Card, as usual.
    *Note: this step is already complete in stores already supporting Incomm Gift Cards*

2.  Use **E-21-36 Maintain Payment Products** to activate each card:

    a.  Scan each card
        i.  Card may also be entered by keying the UPC then press [Enter], or type Description then press [Enter]
    b.  Complete each field according to card details

```
    01. Scanner#               : 0-57800-14232-4
        Description            : INDIGO CHAPTERS      50.00
    02. System Type            : Incomm
    03. Card Type              : Prepaid Gift Card
    04. Amount Type            : Fixed
    05. Fixed Amount           :    50.00
    06. Select Amounts/Scanner# : N/A
    07. Open Amount Range       : N/A
    08. Open Increment          : N/A
    09. Report Group            : MI  Miscellaneous




Do you want to delete this record?   No
```

| FIELD NAME | DESCRIPTION |
| --- | --- |

| 01.Scanner Description | Scanner Number and Product Description will display from Product File |
|---|---|
| 02.System Type | Select **Incomm** for non PS Brand Gift Cards<br>Select **Secure Payment Systems** for PS Brand Gift Cards |
| 03.Card Type | Choose the correct Card Type:<br>Prepaid Gift Card<br>Wireless<br>*Single Use Coupon (for future use)*<br>*Voucher (for future use)* |
| 04.Amount Type | Choose the correct option for the selected card:<br>Fixed - specific amount set for this card<br>Select - customer chooses from a list of available amount options<br>Open - customer selects any amount |
| 05.Fixed Amount | If Fixed Amount is selected, enter the fixed value for the card<br>*Note: amount must match retail in Product File* |
| 06.Select Amounts/Scanner | *For future use* |
| 07.Open Amount Range | If Open Amount is selected, enter the maximum high and low activation values for the selected card.<br>*If $0, the range will be unrestricted* |
| 08.Open Increment | If Open Amount is selected, enter amount increments that must be selected when activating the card (ie: $20 means activation must be in $20 increments)<br>*If $0, the increment will be unrestricted* |
| 09. Report Group | Select the correct report grouping from the list. This selection will determine how each card is summarized for reporting purposes.<br>*Report groupings may be edited using E-21-32 Maintain Report Groupings, as required* |

## STEP 2 – ACTIVATE THE PROGRAM

Once each of the cards has been activated, the remaining program configurations can be completed and the integrated software can be activated. Please contact POSitec Customer Support when you are ready to proceed.

## AT THE TILL

Once the cards and the software are activated, transaction processing will be completed at the till. The table below outlines the available functions and how they work.

| CARD TYPE | FUNCTION | PROCEDURE |
|---|---|---|
| **PS Brand Gift Card**<br><br>*Note: these gift cards can be activated, and can also be used for purchase payment at Pharmasave stores.* | Balance check | Scan activated Gift Card at any time. The balance will display on Cashier screen.<br><br>*Note: for older style Gift Cards that do not include an activation barcode, enter item number of Gift Card. When prompted to enter Gift Card number, swipe the card using mag stripe reader on Till Keyboard. The balance will display on Cashier screen.* |
| | Use card for purchase payment – activation barcode on card | • Scan items to be purchased, as normal<br>• Press [Gift Card] tender key on Till Keyboard, then scan Gift Card<br>Purchase will be processed and value will be deducted from Gift Card. Transaction will complete, as normal.<br><br>*Note: if there are insufficient funds on the Gift Card, an Over Limit message will display. Re-enter using the remaining card value, then process remaining amount owing using a different payment type.* |
| | Use card for purchase payment – mag stripe only (does not include activation barcode on card) | • Scan items to be purchased, as normal<br>• Press [Gift Card] tender key on Till Keyboard, then swipe Mag Stripe using Till Keyboard mag stripe reader<br>Purchase will be processed and value will be deducted from Gift Card. Transaction will complete, as normal.<br><br>*Note: if there are insufficient funds on the Gift Card, an Over Limit message will display. Re-enter using the remaining card value, then process remaining amount owing using a different payment type.* |
| | Void card purchase, return balance to card | *Return to Gift Card is subject to time and value restrictions outlined by SPS.*<br><br>• Refund all items in original purchase<br>• Enter the original transaction amount to be returned to Gift Card, then press [Gift Card] tender key on the Till Keyboard<br>• [Inquiry Number Window] will display. Enter the Inquiry # located on the Purchase Customer Copy (original receipt), then press [Enter]<br>Void return will be processed and the value will be returned to the Gift Card. Transaction will complete, as normal.<br><br>*Note: if not doing a full transaction return, Gift Card return will not be processed. Please use alternate payment type.* |

| | | |
|---|---|---|
| | Card activation | *Note: card activation will not complete until full payment processing is complete.*<br><br>• At any point in transaction, enter the value to be activated, then press [Price Entry] key on Till Keyboard<br>• Scan Gift Card. System will validate that the card has not been previously activated<br>• Complete payment processing, as normal<br>When payment processing is complete, card activation will complete. Activation details will be included on Customer Receipt. |
| | Void a card activation, deactivate card | *Void card activation can only be done within same processing batch as original activation (usually same day) and is subject to restrictions outlined by SPS.*<br><br>• Enter the original amount of the card activation, then press[Price Entry] then [Refund]<br>• Scan Gift Card<br>• [Inquiry Number Window] will display. Enter the Inquiry # located on the Purchase Customer Copy (original receipt), then press [Enter]<br>• Complete payment processing for customer refund, as normal |
| **Incomm Gift Cards and PS Brand Phone Cards**<br><br>*Note: these gift cards can be activated, but are not available to be used for purchase payment at Pharmasave stores.* | Card Activation – set denomination | *Note: card activation will not complete until full payment processing is complete.*<br><br>• At any point in transaction, scan Gift Card<br>• System will validate that the card has not been previously activated<br>• Complete payment processing, as normal<br>When payment processing is complete, card activation will complete. Activation details will be included on Customer Receipt. |
| | Card Activation – open denomination | *Note: card activation will not complete until full payment processing is complete.*<br><br>• At any point in transaction, enter the value to be activated, then press [Price Entry] key on Till Keyboard<br>• Scan Gift Card. System will validate that the card has not been previously activated<br>• Complete payment processing, as normal<br>When payment processing is complete, card activation will complete. Activation details will be included on Customer Receipt. |
| | PIN On Receipt Activation (wireless cards) | *Note: card activation will not complete until full payment processing is complete.*<br><br>• At any point in the transaction, locate the brand and denomination for Wireless Product on the scan sheet, scan the UPC<br>• System will validate that the card has not been previously activated |

| | | • Complete payment processing, as normal<br>Gift Cards for wireless services require an additional PIN to activate the services purchased. The PIN is included on Customer Receipt. |
| --- | --- | --- |
| | Deactivate Card | *Card deactivation is subject to restrictions outlined by Incomm.*<br><br>• Enter the original value of the Gift Card, then press [Price Entry] then [Refund]<br>• Scan card to be deactivated<br>• System will attempt to deactivate card. When processing is complete, item will be added to cashier screen<br>• Complete payment processing for customer refund, as normal |

## E-21-40 BILLING SUMMARY (RECONCILIATION REPORT)

Use this report to print Summary or Detail information for all Incomm/SPS transactions within the selected date range. Report details will be summarized based on the Report Group assigned to each card.

Select report options as follows:

```
Starting Date : Oct01,2015
Ending Date   : Oct31,2015

Local or UTC? : |Local

Show Detail?  : Yes
```
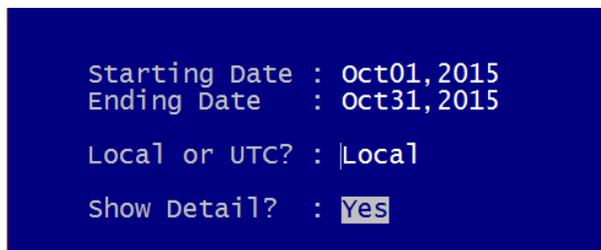
**Starting/Ending Date**      Select the date range you wish to report for

**Local or UTC?**      Select whether you would like to report using Local System time, or Universal Time Stamp (used by Incomm)

**Show Detail?**      Select yes to include details from each transaction. Otherwise, one record per UPC will be displayed

## SAMPLE REPORT

```
Dec04,2015                        PHARMASAVE                          Page: 1
1:42 pm                Payment Products Billing Summary                E-21-40
_____
From: Dec04,2015 To: Dec04,2015 (Local)

MC Vanilla Master Card
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SUMMARY
UPC               Description                     Qty   Retail    Cost

7-99366-26027-1   Canada OneVanilla MasterC         1   200.00  190.24
 Item: 395        VANILLA MC SERVC FEE 3.95         1     3.95    2.00
                                                    ---------------------------
                                                     1   203.95  192.24

DETAIL
Date       Time    Tran ID           UPC          Type  Retail    Cost

Dec04,2015 09:28:52 00206P021512000754 7-99366-26027-1 A   200.00  190.24
                    VANILLA MC SERVC FEE 3.95           A     3.95    2.00
                                                    ---------------------------
                                                         203.95  192.24
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MI Miscellaneous
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SUMMARY
UPC               Description                     Qty   Retail    Cost

7-99366-77894-3   Petro Canada $25                  1    25.00   23.78
                                                    ---------------------------
                                                     1    25.00   23.78

DETAIL
Date       Time    Tran ID           UPC          Type  Retail    Cost

Dec04,2015 09:22:10 00206P021512000745 7-99366-77894-3 A    25.00   23.78
Dec04,2015 09:42:07 00206P021512000757 7-99366-77894-3 D    25.00-  23.78-
Dec04,2015 09:42:43 00206P021512000759 7-99366-77894-3 A    25.00   23.78
                                                    ---------------------------
                                                          25.00   23.78
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PH Phone Cards
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SUMMARY
UPC               Description                     Qty   Retail    Cost

7-99366-48903-0   ROGERS VIRT PREPAID 10.00         1    10.00    9.75
                                                    ---------------------------
                                                     1    10.00    9.75

DETAIL
Date       Time    Tran ID           UPC          Type  Retail    Cost

Dec04,2015 09:35:29 00206P021512000755 7-99366-48903-0 R    10.00    9.75
                                                    ---------------------------
                                                          10.00    9.75
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PS Pharmasave Gift Cards
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SUMMARY
UPC               Description                     Qty   Retail    Cost

6-53831-21465-0   PS ANY VALUE GIFT CARD            1    20.00   20.00
                                                    ---------------------------
                                                     1    20.00   20.00

DETAIL
Date       Time    Tran ID           UPC          Type  Retail    Cost

Dec04,2015 09:06:50 0206B15C00543      6-53831-21465-0 A    20.00   20.00
Dec04,2015 09:19:36 0206B15C00560      6-53831-21465-0 A    20.00   20.00
Dec04,2015 09:20:30 0206B15C00562      6-53831-21465-0 V    20.00-  20.00-
                                                    ---------------------------
                                                          20.00   20.00
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Explanation of Type Codes
A = Activate (Incomm or SPS)
D = Deactivate (Incomm)
R = Request PIN (Incomm)
V = Void (SPS)
*** End-of-Report ***
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