INCOMM AND PS BRAND (SPS) GIFT CARD PROCESSING
FINESTRA POS V7

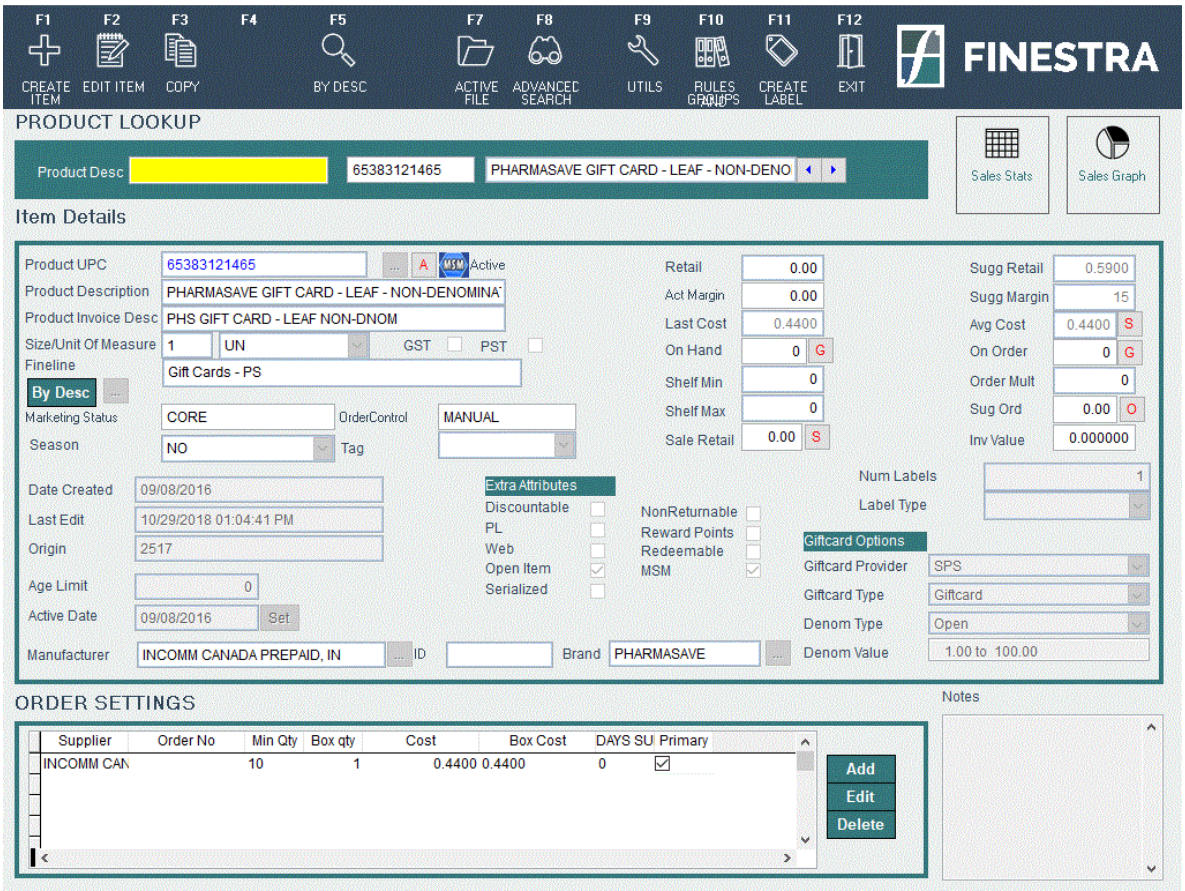
POSitec is pleased to provide an integrated solution for Incomm and Pharmasave Brand Gift Card processing. The steps to activate and use this product are outlined below. If you have any questions, please contact POSitec Customer Support at **1-800-667-4605**.

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 record [**Product Maintenance/Product File**] for each Gift Card, as usual.



*If the Gift Card is Open Value, set Cost and Retail to $0 and select **Open Ite** check box under **Extra Attributes***

Card may also be entered by keying the UPC or Description

Complete the **Gift Card Options**:

FIELD NAME	DESCRIPTION
Giftcard Provider	Select **Incomm** for non PS Brand Gift Cards Select **SPS** (Secure Payment Systems) for PS Brand Gift Cards
Giftcard Type	Select **Giftcard** for all Gift Cards (PS Brand and other) Select **PinOnRcpt** for Wireless cards, where a user PIN will be included on the Customer Receipt
Denom. Type	Select **Fixed** if the Gift Card has a fixed value Select **Open** if the Gift Card has a variable value
Denom. Value	For Open Denomination cards enter Min and Max value *Note: minimum must be >$1.00*

STEP 2 – ACTIVATE THE PROGRAM

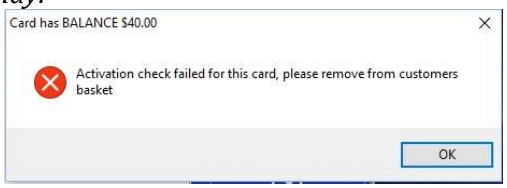
Once each of the cards has been configured, the remaining program configurations can be completed, and the integrated software can be activated. Please contact POSitec Customer Support when you are ready to proceed.

AT THE TILL

Once the cards and the software are activated, transaction processing will be completed in **[F1 – Invoicing]**. The table below outlines the available functions and how they work.

CARD TYPE	FUNCTION	PROCEDURE
PS Brand Gift Card *Note: these gift cards can be activated, and can also be used for purchase payment*	Balance check	• Select **[F1] – Invoicing, [F11] – Special Functions, [F10] – Giftcard Balance** • Scan Giftcard. System will contact SPS to retrieve Giftcard balance, then display on Cashier screen

at Pharmasave stores.		*Note: for older style mag stripe Gift Cards that do not include activation barcode, card balance will be verified during payment processing*
	Use card for purchase payment – activation barcode on card	• Scan items to be purchased, as normal • Press **[F9] - Pay**, then select Gift Card • In **Card No** field, scan activation barcode on Gift Card. Card balance will be displayed in **Response** field. • Choose **[F12] – Accept** to process transaction Purchase will be processed and value will be deducted from Gift Card. Transaction will complete, as normal. *Note: if there are insufficient funds on the Gift Card, remaining amount owing can be processed 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 • Press **[F9] - Pay**, then select Gift Card • In **Card No** field, manually enter 16 digit card number found on back, bottom right of gift card then press **[Enter]**. Card balance will be displayed in **Response** field. • Choose **[F12] – Accept** to process transaction Purchase will be processed and value will be deducted from Gift Card. Transaction will complete, as normal. *Note: if there are insufficient funds on the Gift Card, remaining amount owing can be processed 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.* • Process product return by Invoice, as usual. Select **[F9] – Pay**, then select **[Gift Card]** payment button • Scan activation barcode on Gift Card into **Card No** window, or manually enter 16 digit card number found on back, bottom right of gift card then press **[Enter]** Void return will be processed and the value will be returned to the Gift Card. Transaction will complete, as normal.

		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.* • At any point in transaction, scan activation barcode on Gift Card you wish to activate, then enter the value to activate • System will validate that the card has not been previously activated. • Complete payment processing, as normal When payment processing is complete, card activation will complete. Activation details will be included on Customer Receipt. *If previous activation is detected, the following message will display:* 
	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.* • Process Return with Invoice as usual • System will contact SPS to verify. When processing is complete transaction will complete.
Incomm Gift Cards and PS Brand Phone Cards *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.* • At any point in transaction, scan Gift Card • System will validate that the card has not been previously activated • Complete payment processing, as normal 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.* • At any point in transaction, scan Gift Card, then enter the value to activate • System will validate that the card has not been previously activated • Complete payment processing, as normal 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.* • At any point in the transaction, locate the brand and denomination for Wireless Product on the scan sheet, scan the UPC • Complete payment processing, as normal Gift Cards for wireless services require an additional PIN to activate the services purchased. The PIN is included on Customer Receipt, after payment processing completes.
	Deactivate Card	*Card deactivation is subject to restrictions outlined by Incomm.* • Process Return with Invoice as usual • System will contact Incomm to verify. When processing is complete transaction will complete.

GIFTCARD BILLING SUMMARY (RECONCILIATION REPORT)

Use this report to print a Summary for all Incomm/SPS transactions within the selected date range.

SAMPLE REPORT

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09:44:27AM — Giftcard Billing Summary

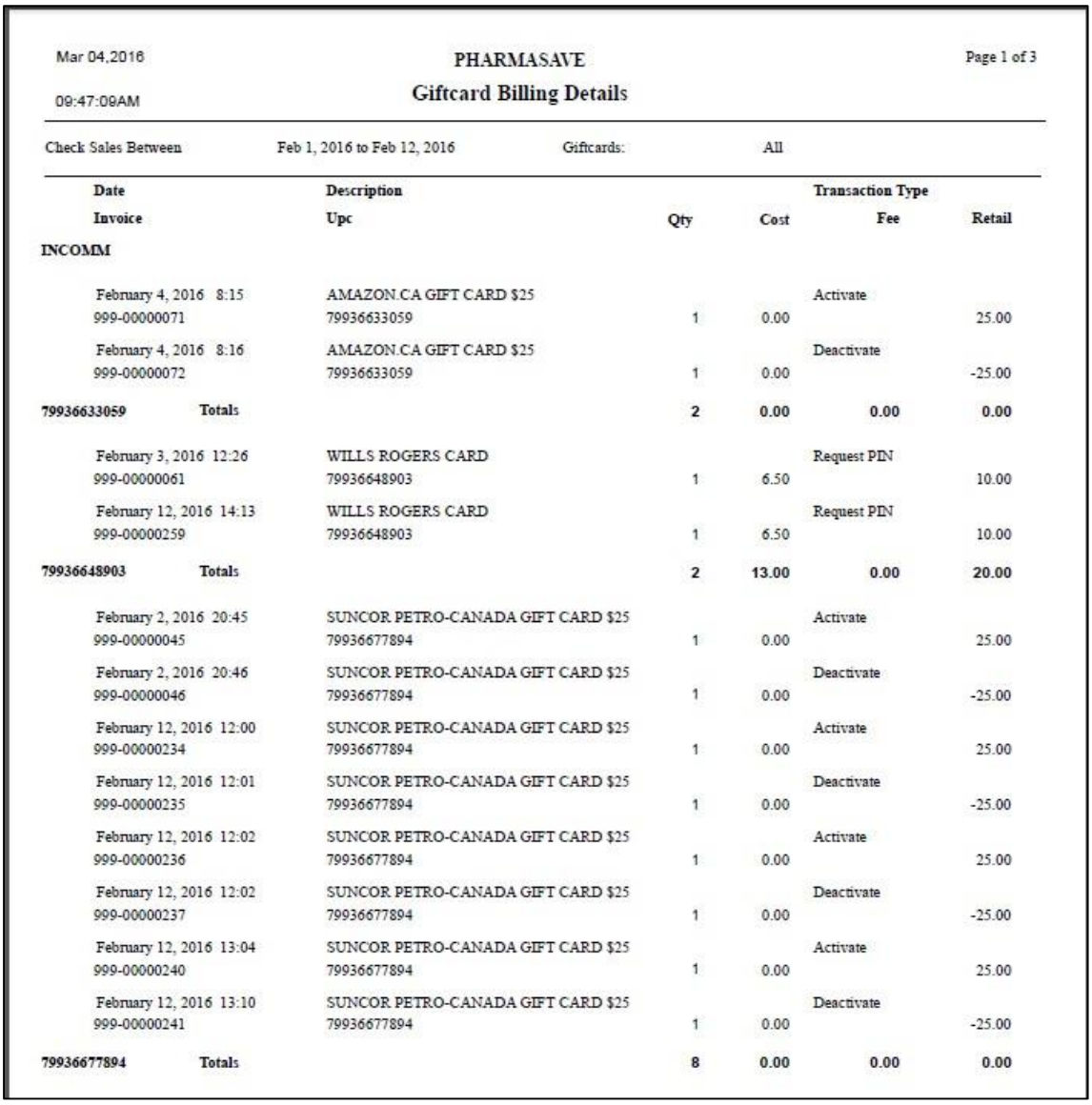
Check Sales Between: Feb 1, 2016 to Feb 12, 2016 — Giftcards: All

	Description / Upc	Quantity	Cost	Fee	Retail
INCOMM					
	AMAZON.CA GIFT CARD $25				
	79936633059	2	0.00		0.00
	WILLS ROGERS CARD				
	79936648903	2	13.00		20.00
	SUNCOR PETRO-CANADA GIFT CARD $25				
	79936677894	8	0.00		0.00
	SUNCOR PETRO-CANADA GIFT CARD $50				
	79936679513	7	0.00		150.00
	INCOMM Totals	**19**	**13.00**	**0.00**	**170.00**
SPS					
	PHARMASAVE GIFT CARD - GIFT BOX - NON-DENOMINATIONAL				
	65383121464	11	93.50		870.00
	PHARMASAVE GIFT CARD - BLACK & WHITE BAMBOO - NON-DENOMINATIONAL				
	65383121465	1	0.44		200.00
	SPS Totals	**12**	**93.94**	**0.00**	**1,070.00**

GIFTCARD BILLING DETAILS (RECONCILIATION REPORT)

Use this report to review the details of each card type. The sub-total for each card will match the Summary on the Giftcard Billing Summary report for the same period.

SAMPLE REPORT



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09:47:09AM — Giftcard Billing Details

Check Sales Between: Feb 1, 2016 to Feb 12, 2016 — Giftcards: All

Date / Invoice	Description / Upc	Qty	Cost	Transaction Type / Fee	Retail
INCOMM					
February 4, 2016 8:15 999-00000071	AMAZON.CA GIFT CARD $25 79936633059	1	0.00	Activate	25.00
February 4, 2016 8:16 999-00000072	AMAZON.CA GIFT CARD $25 79936633059	1	0.00	Deactivate	-25.00
79936633059 Totals		**2**	**0.00**	**0.00**	**0.00**
February 3, 2016 12:26 999-00000061	WILLS ROGERS CARD 79936648903	1	6.50	Request PIN	10.00
February 12, 2016 14:13 999-00000259	WILLS ROGERS CARD 79936648903	1	6.50	Request PIN	10.00
79936648903 Totals		**2**	**13.00**	**0.00**	**20.00**
February 2, 2016 20:45 999-00000045	SUNCOR PETRO-CANADA GIFT CARD $25 79936677894	1	0.00	Activate	25.00
February 2, 2016 20:46 999-00000046	SUNCOR PETRO-CANADA GIFT CARD $25 79936677894	1	0.00	Deactivate	-25.00
February 12, 2016 12:00 999-00000234	SUNCOR PETRO-CANADA GIFT CARD $25 79936677894	1	0.00	Activate	25.00
February 12, 2016 12:01 999-00000235	SUNCOR PETRO-CANADA GIFT CARD $25 79936677894	1	0.00	Deactivate	-25.00
February 12, 2016 12:02 999-00000236	SUNCOR PETRO-CANADA GIFT CARD $25 79936677894	1	0.00	Activate	25.00
February 12, 2016 12:02 999-00000237	SUNCOR PETRO-CANADA GIFT CARD $25 79936677894	1	0.00	Deactivate	-25.00
February 12, 2016 13:04 999-00000240	SUNCOR PETRO-CANADA GIFT CARD $25 79936677894	1	0.00	Activate	25.00
February 12, 2016 13:10 999-00000241	SUNCOR PETRO-CANADA GIFT CARD $25 79936677894	1	0.00	Deactivate	-25.00
79936677894 Totals		**8**	**0.00**	**0.00**	**0.00**

PS GIFTCARD PAYMENTS REPORT

This report can be used to review all payment purchases made using a PS Brand Gift Card.

SAMPLE REPORT

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09:47:51AM **PS Giftcard Payments**

Check Sales Between Feb 1, 2016 to Feb 29, 2016 Giftcards: All

Date	Account Number	Invoice	Amount
February 15, 2016 7:31 am	**********0723	999-00000268	-2.00
February 15, 2016 7:31 am	**********3438	999-00000268	-8.50
February 15, 2016 7:33 am	**********3438	999-00000270	-1.00
February 15, 2016 7:33 am	**********0723	999-00000270	-2.15
February 16, 2016 2:52 pm	**********0720	999-00000319	-1.05
February 16, 2016 2:53 pm	**********0720	999-00000321	-1.05
February 16, 2016 4:35 pm	**********0720	999-00000342	-1.05
February 17, 2016 1:21 pm	**********0713	999-00000355	-10.50
February 18, 2016 12:00 pm	**********3438	999-00000366	-2.10
February 19, 2016 11:17 am	**********0713	999-00000445	-18.89
February 19, 2016 11:45 am	**********0722	999-00000452	-18.89
February 22, 2016 11:51 am	**********0713	999-00000503	-1.05
February 29, 2016 3:08 pm	**********0713	999-00000574	-17.76
		Sub Total	**-352.20**
		Grand Total	**919.67**