



CDI Gift Cards - Setup for Value Link to Ernex Changeover

As of March 4, 2008 the new Home Gift Card program with Ernex will replace the old Value Link Gift Card program. The following discusses the setup changes required to process Gift Card transactions through a SmartSelect during the initial transition period. It is important that you follow these procedures in ProfitMaster so that you can balance to the SmartSelect at the end of each day.

Three setup changes will be required as follows:

1. A new Type R (Regular) extra charge code must be created.
2. The new extra charge code must be attached to each new gift card SKU.
3. Your current electronic gift card tender must be modified. **(Caution: This change should only be made after closing on March 3rd and before opening on March 4th after making sure that all March 3rd cash inserts have closed.)**

You should be aware of your G/L setting in **SUX** (*Extra Charge Setup/Modify*) and **CUZ** (*Tender/Loyalty Master Setup*) and consider changing this to a clearing account to catch any discrepancies with SmartSelect totals prior to posting to your bank.

1. Set Up a New Extra Charge Code

In **SUX** (*Extra Charge Setup/Modify*) create a new regular type extra charge code (for example **GC1**) as shown in the following screenprint.

*** EXTRA CHARGE SETUP/MODIFY ***				SUX 562	
LOCATION	01				
CODE	GC1				
TYPE	R	Regular			
STATUS	A	Active			
DESCRIPTION	AMOUNT ACTIVATED	_____			
QUANTITY OPTION	Y				
QUANTITY	1				
RETAIL AMOUNT		.000			
TAX STATUS	E	Exempt			
DISCOUNT STATUS	N				
GROSS MARGIN		.00%			
LOYALTY STATUS	N				
NET RETAIL G/L ACCT			NET COST G/L ACCT		
CASH	00-0000-00	** Not Posted **	00-0000-00	** Not Posted **	
CHARGE	00-0000-00	** Not Posted **	00-0000-00	** Not Posted **	
			COST CLEARING	00-0000-00	** Not Posted **
	YTLM COST	.00	YTLM SALES	.00	
	F2Next Extra Charge		F8Prev Extra Charge		
F1Lookup	ShF1Help	ShF2Keys	EscBack	F6Suspend	F12Main

2. Attach the New Extra Charge to Gift Card(s)

The Home Hardware product numbers for the new gift cards are as follows:

- 8978426 - Generic
- 8978423 - Celebration
- 8978424 - Spring/Summer
- 8978425 - Christmas

The new extra charge must be attached to the SKU for each of the Gift Cards you will be selling. In **IUM** (*Product Profile Add/Change*) set CORE LIST field to **E = Eco Fee**. Press <END> to save this setting and then press <F7>Eco Fee for Product Core List Maintenance.

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*** PRODUCT PROFILE ADD/CHANGE ***                                IUM 460
PRODUCT NUMBER  8978426_____ English                               French
DESCRIPTION      GIFT CARD _____
CLASS           1234  GIFT CARDS
GROUP
CATEGORY (1)SIZE _____ (2)LENTH _____ (3)GRADE _____
PRIMARY VENDOR -> HOME HOME HARDWARE
PRI VENDOR PROD 8978426_____
SEC VENDOR
SEC VENDOR PROD _____
MEMO LINE
PRODUCT TYPE   ->R ORDER TYPE      R  CALC Ps & Qs Y  SUBSTITUTE _____
PRODUCT STATUS R  FRACTIONAL SKU  N  SCALABLE      N  WEIGHT (LBS)   .000
TAX STATUS     E  PRICE LABELS   S  DETAIL PRINT Y  VOLUME (CFT)  .00
SERIAL PROD    N  CORE LIST      E  LOAD SEQ      OOD STATUS    -
CONVERSION FACTOR % OF RETAIL
SKU U/M        ->EA_ (1)           1.0000000      100.00 SE PRICE U/M 1
ALT1 U/M      _____ (2)           _____      .00 SE QTY U/M 1
ALT2 U/M      _____ (3)           _____      .00 PR QTY U/M 1
ALT3 U/M      _____ (4)           _____      .00 PR COST U/M 1
                                           PR PRICE U/M 1
F5Loc Maint   F7Eco Fee           F9Usage Ref     F10Pricing
ShF1Help      ShF2Keys           EscBack         F6Suspend      F12Main
    
```

Once at the *Product Core List Maintenance* Screen, press <F3> to toggle the product field to an Extra Charge prompt. Type in the Extra Charge code of GC1 that you created in the first step. The description will automatically appear and you can now press <END> and <F4> to complete.

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*** PRODUCT CORE LIST MAINTENANCE ***   Line 0001   IUM 471
PRODUCT NUMBER  8978426           CORPORATE RETAIL PRICE   .000
DESCRIPTION     GIFT CARD           CLASS      1234
Xchg Code      Description          U/M      Quantity Calculation Formula      Load
                                           Seq
GC1 AMOUNT ACTIVATED _____
GC1 AMOUNT ACTIVATED
    
```

3. Modify Gift Card Tender

In **CUZ** (*Tender/Loyalty Master Setup*) enter the name of your current electronic gift card tender (for example **EGIFT**). Make changes to highlighted settings as follows:

1. Change AUTHORIZING AGENT to **N**
2. Change EXTRA CHARGE CODES to new code set up in **SUX** in first step above (for example **GC1**)
3. Change LEADING DIGITS FROM **0** THRU **9**
4. Change ACCOUNT LENGTH FROM **19** THRU **19**

*** TENDER/LOYALTY MASTER SETUP ***		CUZ 311
LOCATION	01	
ACCOUNT	EGIFT	
TYPE	G Gift Card	
STATUS	A Active	
DESCRIPTION	GIFT CARD _____	
DETAIL ON CRB (Y/N)	Y	
MERCHANT ID	97023400005 _____	
AUTHORIZING AGENT	N None	
SIGNATURE SLIP	N	
CURRENCY	00 Cdn Dollar	
VALIDATION (Y/N)	N	
G/L BANK ACCOUNT	00-1013-00 BANK	
DEPOSIT DISCOUNT PCT	0.00%	
G/L DISCOUNT ACCOUNT	00-0000-00 ** Not Posted **	
G/L EXCHANGE ACCT	00-0000-00 ** Not Posted **	
PAYMENT TERMS CODE	0 CASH BACK OPTION A	
PRE-AUTH DEPOSITS	N REFUND OPTION Y	
CARD FLOOR LIMIT	000 MINIMUM ACTIVATION 0.00	
AUTH AGENT CARD TYPE	_ MAXIMUM ACTIVATION 3000.00	
VERIFICATION METHOD	0 EXTRA CHARGE CODES GC1	
LEADING DIGITS FROM	600333 THRU 600333	
ACCOUNT LENGTH FROM	19 THRU 19	
F2Next Tender Master		F8Previous Tender Master
ShF1Help	ShF2Keys	EscBack F6Suspend F12Main