



## 8. Smart Select Gift Cards - Balancing

The following will discuss how to handle balancing Gift Card Activations and redemptions between ProfitMaster and your SmartSelect for those clients who are going to be processing them through a SmartSelect.

### Balancing your sales of Gift Cards at the end of the day

All of the transactions that you did during the day upon selling the cards will be recorded on your **SRJ** (*Daily Journal Report*) as shown in the following screen shot under GC1 - CASH. These are your **Activations** for the day and the total can be compared to the appropriate "ACTIVATIONS" line on your Ernex Transaction Listing report from the SmartSelect.

SRJ		SALES ENTRY JOURNAL				PAGE 4	
PRINT ONLY		PROFITMASTER CANADA				DETAIL REPORT	
FROM: 02/14/08 TO 02/14/08		LOCATION - 01				FOR ALL ACTION CODES	
JOURNAL DESCRIPTION	DEBIT	CREDIT	GL ACCOUNT	DESCRIPTION	DEBIT	CREDIT	
COG SALES - CASH	1.20		00-4800-01	CASH COGS	1.20		
INVENTORY ACCOUNT		1.20	00-1080-10	CURRENT INVENTORY		1.20	
GC1 - CASH		50.00	00-2132-00	Bank of Nova Scotia		50.00	
CASH CLEARING (M, R, S)	50.00		00-1010-90	CASH CLEARING	50.00		
TOTALS	51.20	51.20			51.20	51.20	

Notice in this example that the COG SALES - CASH displays an amount. This amount was created by the sale of the Gift Card. There is a cost associated with the Gift Cards that is created and updated when you originally received the cards into inventory. Because you sell the card at no retail value, you will record a loss for the value of the Gift Card. You can view this loss daily, weekly, or monthly by running an **SRA** (*Sales Analysis Report*) for the SKU used to sell Gift Cards.

### Deactivations

Please note that if you are handling deactivations through the process recommended in the document "Ernex Gift Cards - Deactivations", the SmartSelect does not record the dollar amount of deactivation transactions but ProfitMaster does. It is recommended that you run a daily **SRA** report for extra charge code GC1 using Sequence and Detail of 5, 7 which will list all deactivation and activation values for comparison with the SmartSelect.

### Balancing the redeemed amount at the end of the day

At the end of the day, when **CBC** (*Cash Drawer Close Out*) is run, you will see the amount of money taken in from Gift Cards as shown below in the screen shot:

RUN DATE 02/14/08 14:06:57		CASH DRAWER CLOSEOUT REPORT		LOCATION 01		INSERT ID 14	
				DATE OPEN 02/14/08		TIME OPEN 2:05 PM	
	# TRANS	ACTUAL FIGURES					
INCREASES TO EGIFT:							
SALES	1	50.00					
TOTAL INCREASES TO EGIFT:		50.00					
DECREASES TO EGIFT:							
TOTAL DECREASES TO EGIFT:		.00					
NET CALLED FOR:		50.00					

Also, the **CRI** (*Insert Report*) will show the amount received from gift card tenders (EGIFT). These are your **Redemptions** for the day and the total can be compared to the appropriate "PURCHASES" line on your Ernex Transaction Listing report from the SmartSelect.

VISA	38.22				
DEBIT	812.31				
EGIFT	50.00	SE SALES	50.00	00-2132-00	Bank of Nova Scotia
CHEQUE	7052.49				
DINERS	.06				