Paytronix Merchant Processor App

Gift Card Sale

1. From "Home" screen swipe or type INACTIVE card.
2. Enter amount to be sold.
3. Press "Add" button at bottom right corner.
4. Card is activated and value is added.
5. Choose to print receipt or not.

Bulk Gift Card Sale

1. Press "Bulk Sale" button on left nav menu.
2. Swipe or type first card number and press "Next".
3. Swipe or type last card number and press "Next".
4. Enter the number of cards in the sequence.
5. Enter the amount to add to the cards.
6. Press the "Confirm Sale" button.
7. Choose to print receipt or not.

Add Value to an Existing Gift Card

1. From "Home" screen swipe or type card.
2. If card is active the "Redeem Gift $" screen will appear along with the amount of value on card.
3. Press "Add Gift $" button on bottom left of screen ("Add Gift $" screen will appear).
4. Enter amount to add to card and press "Add" button.
5. Value will be added to card and receipt is shown.
6. Choose to print receipt or not.

Redeem Gift Card

1. From the "Home" screen swipe or type card.
2. If card is active the "Redeem Gift $" screen will appear along with amount of value on card.
3. Enter amount to redeem from card and press "Redeem" button.
4. Screen shows amount left on card and receipt.
5. Choose to print receipt or not.

Balance Inquiry

1. From "Home" screen swipe or type card.
2. If card is active "Redeem Gift $" screen will appear.
3. The current value of the card is shown on the left column under "Customer Information".
4. Can choose to print balance by pressing "Print Balance" button on bottom right corner of screen.

Void Add Gift $

1. From "Home" screen swipe or type card.
2. Press "Add Gift $" button in bottom left corner.
3. Enter amount to void add.
4. Press "Void Add" button.
5. Popup modal will appear asking to confirm the void and showing what the adjusted balance will be.
6. Press "Yes" and value will be removed from card.
7. Final balance and receipt will show on screen.
8. Choose to print receipt or not.

Void Redeem Gift $

1. From "Home" screen swipe or type card.
2. Enter amount to void redeem.
3. Press "Void Redeem" button.
4. Popup modal will appear asking to confirm the void and showing what the adjusted balance will be.
5. Press "Yes" and the value will be added back to the card.
6. Final balance and receipt will show on screen.
7. Choose to print receipt or not.

Reporting – End of Day & Summary

End of Day:

1. Press "Reports" button from left nav menu.
2. Press "End of Day Report" button.
3. Add, Redeem, and Void transactions will show at the top and detailed transactions will show at the bottom.

Summary:

1. Press "Reports" button on main screen.
2. Press "Summary Report" button.
3. Choose a "Start Date" and "End Date" for transactions to be seen.
4. Press "Submit" button.
5. Transaction summary information will show on next screen.